

### **Instructions for Institutes:**

- 1) Institute is advised to do proper advertisement in the campus about the opening and closing dates of application registration so that all ST students can apply on NSP in time. Following broad criteria of the Guidelines need to be kept in view by the Institute while advertising the scheme among eligible students:
  - i) Income ceiling of eligible students from all sources has been fixed at Rs. 6.0 lakh per annum
  - ii) Income and Caste Certificates issued by the Competent Authority\*.
- 2) All the eligible fresh students studying in 2018-19 batch need to apply only on NSP under the fresh category. Ministry will not accept any offline proposal of any student for the year 2018-19
- 3) Institute will do proper verification of applications on the basis that the student is bonafide student of the Institute. Institutes will check that all documents of the students as per the Top Class Scheme of ST Students in the following way :
  - i) Every year, the institute will verify & forward Annual Income Certificate in case of scholarship scheme. For first year the income certificate should have been issued by competent Authority\*. From second year onwards students can submit self-certified income certificate.
  - ii) Caste Certificate and Income Certificate should be signed by Competent Authority\* in case of Fresh batch students.
- 4) An excel sheet has also been prepared (copy enclosed) to be filled by Institutes to ensure the genuineness of the beneficiary. Institute should send this Excel Sheet to the Ministry with signature and stamp of the competent officer. In absence of Excel Sheet Ministry will not be able to verify any student of any Institute. Fee details should be filled as per below details :
  - i) **Expenses on Computer and accessories, Books & Stationery, Living Expenses and Other Non-Refundable Charges** will be entered in Misc. Fees Column/Other Lump sum Entitlement which will go to the student's account directly.
  - ii) **Admission Fees/Tuition Fee** - Amount of Admission and Tuition fee for the year in which student is studying in the institute will be paid to the Institute. This amount is to be filled under Admission/Tuition Fees column on the portal. In case the students has already paid these fees to the institute, it will the responsibility of institute to further transfer this amount to the students.

**\*Competent authority for issue of Caste/Income Certificate refers to Revenue Officer/District Magistrate/Executive Magistrate etc.**

### **Guidelines for Students:**

- 1) All the eligible fresh students studying in 2018-19 batch need to apply only on NSP under the fresh category. Ministry will not accept any offline proposal of any student for the year 2018-19
- 2) Students while filling the application should fill only his/her correct bank accounts, IFSC Code, Aadhaar linked number. Ministry will not be responsible for releasing scholarship if above mentioned details are wrong.
- 3) Application form will be rejected if any student applied for more than one scheme.
- 4) Students has to upload all the documents on the portal like caste certificate, income certificates, Tuition Fees and Admission Fees (already paid to the Institutes),
- 5) Students should note following :
  - i) The amount filled under Misc Fees column / Other Lump sum Entitlement will go to the student's account directly and the amount filled in Tuition Fees and Admission Fees column will go to the Institute Account.
  - ii) Student will ensure that Computer fees, books/stationery fees, Living Expenses charges, Non-Refundable charges fees/scholarship amount is entered in the Misc. Fees column/ Other Lump sum Entitlement.
  - iii) Admission Fees and Tuition Fee will be provided to the institute and in case the student has already paid these fee to the institute, it will be the responsibility of institute to further transfer this amount to the students at the earliest.
- 6) Fee details should be filled by student as per details given below :
  - a) An amount of upto Rs. 45000/- is admissible for student for purchase of Computer/accessories subject to actuals once during the entire course duration.
  - b) Books/Stationery (Maximum Rs. 3,000/- per annum subject to actuals)
  - c) Non-Refundable charges (as per Institutes norms)
  - d) Living Expenses @ Rs. 2200/- per month for students who lives in Institutes (Rs. 26400/- per annum subject to actuals)