

**NAIPUNNYA INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY,
PONGAM, KORATTY EAST THRISSUR**

SCHOLARSHIP/FINANCIAL AID POLICY AND PROCEDURE

INTRODUCTION:

Naipunnya was started in 2002, with the objective of serving the community around. “To Reach the Unreached” is the avowed vision of Naipunnya. Thus we at Naipunnya, believes that money should not be a roadblock for a student to pursue his/her passion towards excellence in education. We extend scholarships and financial assistance to meritorious students based on their academic achievements. A number of scholarships are offered to students depending on the academic credentials and their achievements.

Till date, Naipunnya has supported students financial assistance, Scholarships and with several job oriented programs. The people around the Naipunnya premises and the community around have benefitted from these programs.

OBJECTIVES OF THE SCHOLARSHIP/FINANCIAL AID PROGRAM:

- Scholarships are set up to recognize meritorious students in academics and co-curricular activities who are meritorious, but do not have the means to continue their academic pursuits
- Scholarships and Financial aid will also support deserving students who may have to opt out of pursuing higher education due to critical incidents like sickness, loss of earning member or crises rising out of natural disasters resulting in financial losses.

SCOPE

The scholarship is to be awarded to students who are meritorious and financially backward. Students are selected and notified in a transparent manner by the scholarship committee. It will cover all undergraduate courses in the college.

ELIGIBILITY

Scholarship will be awarded to the students who have secured not less than 70% marks or equivalent grade in the previous final examination and the annual income of whose parents/guardians from all sources does not exceed Rs.2.50 lakh.

EARMARKING

- 70% of the scholarships are earmarked for meritorious students (not less than 70% of marks either in Plus 2 or in their continuing UG studies), but financially backward (less than Rs.2,50,000/- annual income). The earmarking is given below:
 - ❖ 25% of the scholarships are earmarked for students from Christian minority

- ❖ 25% of the scholarships are earmarked for students from other minority community.
- ❖ 20% of the scholarships are earmarked for girl's students

NB: In case of non-availability of students of a particular criteria, it will be transferred to students of other criteria.

B. 30% of the scholarships are earmarked for students who have financial issues after getting admitted to college, due to sudden exigencies like death of the earning member or certain unforeseen circumstances arising in the family due to floods or other natural calamities.

NB: The decision of the scholarship committee shall be final and no representation shall be entertained in this regard.

TYPES OF SCHOLARSHIPS:

Merit cum Means based scholarships:

- Merit-cum-Means scholarship is awarded with the benefit of free tuition fee per semester to a maximum of 5 semesters. For these scholarships, academic merit as well as means will be taken into account to determine eligibility.
- Students whose gross parental income from all sources does not exceed Rs. 2,50,000/, and has scored 70% marks and above are eligible to apply for Merit cum-Means Scholarship.
- Those students who are applying for scholarships should provide copy of marklists, copy of Income Certificate issued by the Village officer, parish priest letter (if applicable) along with authorisation from the parent or guardian.
- For new entrants to B.Sc./BA/BBA/B. Com, Higher Secondary exam marks will be the criterion. In subsequent years, the corresponding criterion will be their academic performance during the preceding academic year.
- For the preceding year of application for scholarship, Students will be required to submit income proof along with mark lists of Internal or University exam or both.
- The committee after ascertaining the family income and merit will award the scholarship accordingly.

Means Scholarship based on critical incidents:

Students whose parents' income is affected due to unfortunate death of one of earning parents and resultant comes within the income ceiling prescribed under Merit cum Means Scholarships scheme, shall become eligible for scholarship, subject to their fulfilling other conditions of eligibility, from the month in which such sad incidence takes place. Applications for scholarships from such students can be considered even after lapse of last date of receipt of applications, on compassionate grounds.

ELIGIBILITY FOR SCHOLARSHIPS/FINANCIAL AID:

The Institution encourages all deserving and eligible candidates to apply for the scholarship, if they **qualify for the minimum requirements, which are outlined below:**

1. The scholarships are open to nationals of India.
2. The applicant must be registered in any undergraduate program at NIMIT, Pongam a valid student number and University registration number given from the college.
3. The applicant must have a minimum of 70% marks in the qualifying exam.



4. These scholarships will be given for the study of all UG courses pursued in NIMIT.
5. Only those candidates who belong to Scheduled Caste/Tribes/Minority/OBC/SEBC to which the applicant actually belongs and who have passed the Higher Secondary or any higher examination of a recognized by University of Calicut will be eligible.
6. A scholarship holder under this scheme will not hold any other scholarship/stipend. If awarded any other scholarship/stipend, the student can exercise his/her option for either of the two scholarships/stipends, whichever is more beneficial to him/her and should inform the awarding authority through the Head of the Institution about the option made. No scholarship will be paid to the students under this scheme from the date he/she accepts another scholarship/stipend.
7. Scholarships will be paid to the students whose parents/guardians' income from all sources does not exceed Rs. 2,50,000/- (Rupees Two lakh fifty thousand only) per annum.
8. The scholarship is dependent on the satisfactory progress and conduct of the scholars. If it is reported by the Head of the Institution at any time that a scholar has by reasons of his/her own act of default failed to make satisfactory progress or has been guilty of misconduct such as resorting to or participating in strikes, irregularity in attendance without the permission of the authorities concerned etc., the authority sanctioning the scholarship may either cancel the scholarship or stop or withhold further payment for such period as it may think fit.
9. The applicant must have Financial status - certified by civic authorized body (Village officer)/ Family deplorable condition - certified by Parish Priest / Affected by natural disaster - status (Certified by the authorized body).
10. If a student is found to have obtained a scholarship by false statements, his/her scholarship will be cancelled forthwith and the amount of the scholarship paid will be recovered from the student concerned and will be blacklisted and debarred for scholarship in any scheme forever.
11. A scholarship awarded may be cancelled if the scholar changes the subject of the course of study for which the scholarship was originally awarded. The Head of the Department shall report such cases to them and stop payment of the scholarship money. The amount already paid may also be recovered from the student.
12. The regulations can be changed at any time at the discretion of the Management of NIMIT.

PROCEDURE FOR APPLYING

An application for scholarship should comprise:

1. One copy of the application for scholarship in the prescribed form (separate application forms as have been prescribed for 'fresh' and renewal scholarship) by the college office.
2. One copy of the passport size photograph with signatures of the student thereon (for fresh scholarship).
3. Copy of Aadhar card
4. Mark sheets of previous programmes completed.
5. One attested copy of certificates, Higher secondary/Diploma, etc. in respect of all examinations passed.
6. A certificate (in original) of Caste duly signed by the Village officer.



7. An income declaration by the self-employed parents/guardians, stating definite income from all sources by way of an affidavit on non-judicial stamp paper. Employed parents/guardians are required to obtain income certificate/ITR from their employer.
8. A receipt in acknowledgement of the scholarship in the previous year on the form attached to the application only duly countersigned by the HoD concerned, if the applicant was in receipt of a scholarship under this scheme in the preceding year.
9. Reference Letter from a competent authority (Panchayath Secretary/Village Officer).
10. Recommendation letter from the Parish Priest in case of Christian students.
11. Application complete in all respects shall be submitted through the HoD, to the Principal of the college by the candidate.

Desirable

- Appreciated performance of each applicant on tests designed by the college to measure ability and aptitude for educational work.
- Participation in Extracurricular Activities.
- Expression of thoughts and visible motivation and has demonstrated the following attributes:
 - ❖ Positive attitude
 - ❖ Encourages others
 - ❖ Charitable
 - ❖ Hard working
 - ❖ Compassionate
 - ❖ High moral character
 - ❖ Accept rules and regulations of the college
 - ❖ Participates in all programs of the college

Other Rules:

- Scholarships will be available only from the second semester onwards.
- The scholarship will not be combined with any other scheme/promotion at NIMIT.
- The scholarship amount can be used towards the payment of fees by the applicant, but is not transferable to any other student/person.
- The application for scholarship must be complete in all respects and be submitted on or before the deadline issued by the college.
- The decision made by the scholarship committee of the College will be final and not subject to challenge by the applicants.
- The institution reserves the right to rescind the scholarship from the time it is found that the candidate has deteriorated in academic performance.

IMPORTANT DATES:

- 1) Merit based Scholarship applications are accepted once a year.
- 2) Start Date of Application Process: November 1st every year
- 3) Last date for submission of complete application: November 30th every year
- 4) Announcement of Scholarships: December 14th every year



NEAP SCHOLARSHIP
Naipunnaya Institute of Management and Information Technology (NIMIT)
APPLICATION FORM FOR SCHEME FOR SCHOLARSHIP/FINANCIAL AID

Affix a recent passport size photograph

Reg. No. _____

A] Personal Profile:

1. Full Name of the student	
2. Age and Date of Birth	
3. Gender	
4. Permanent Address	
5. Place of Birth (indicating district and state)	
6. Religion and Community	
7. If Christian, your parish (attach letter from the priest)	
8. Aadhaar Card Number (attach proof)	
9. Voter's ID card Number (attach proof)	
10. Telephone/Mobile Number	
11. Email Address	
12. Name of Father	
13. Occupation	
14. Annual Income of the family	
15. Name of the Examination passed	



16. Percentage of Marks in the qualifying exam	
17. Reason for applying for scholarship	
18. Course joined at NIMIT with roll number and class	

B) (1) Academic Profile:

Educational qualifications	Name of the Institution where studied	Name of the Board/University	Year of passing	Percentage of marks obtained	Rank obtained, if any
Std. X					
Std. XII (specify the stream):					

(2) Scholarships / Fellowships received, if any: _____ Declaration:

I, Mr. /Miss_, hereby, declare that I have made myself aware of the terms and conditions of the NEAP Scheme for financial assistance for higher education. I promise to abide by them. I further state that the above information given herein is true to the best of my knowledge and belief. I have not suppressed any relevant information in respect of my application. In the event of any information furnished by me herein, is found to be false or incorrect and/or in the event of any suppression of relevant /necessary data proved against me, I have noted that I would be disqualified from the Scheme and the amount disbursed to me shall become repayable, immediately.

Name of the Student: _____ Signature: _____

Name of the Parent: _____ Signature: _____

For office Use only

Comments of the Scholarship Committee: _____

Signature: _____ Signature: _____ Signature: _____

Signature: _____
Asst. Executive Director

Signature _____
Principal



NB: Please attach certified photocopies of all the relevant documents:

1. **Marksheets of Std Xth, XIIth**
2. **Family Income Certificate**
3. **Parish Certificate if applicable**
4. **Identity proofs**

Handwritten signature

