

GOVERNMENT OF MANIPUR
DIRECTORATE OF UNIVERSITY & HIGHER EDUCATION

“GUIDELINES FOR STATE MERIT SCHOLARSHIP”

1. Background:

The Directorate of University & Higher Education, Manipur has taken interest with regard to the award of State Merit Scholarship through on-line submission of application to meritorious students of Manipur to promote higher education in the interest of the students belonging to economically weaker sections in the State if they continue their further studies inside or outside this State but within the country from the academic session, 2015-16.

2. Objectives:

- a. To provide equal opportunities for higher education to the meritorious students belonging to economically weaker sections in the State.
- b. To provide equal opportunities for students studying inside or outside the state but within the country.

3. Scope:

It is envisaged to provide 250 (two hundred fifty) fresh scholarships every year for general degree and P.G. courses, as detailed in the table below:

Courses	No. of seats	Remarks
a) Degree courses (BA/B.Sc./B. Com, etc.)	150 (one hundred fifty)	Rates and number of seats are subject to modification from time to time by the Government.
b) Post Graduate courses (MA/M.Sc./M. Com, etc.)	100 (one hundred)	

4. Eligibility:

Students with domicile of Manipur who have passed Class XII or equivalent exam from an institution recognized by Board of Education, including Central Board of Secondary Education (CBSE), Indian Certificate of Secondary Education (ICSE), and have secured admission in general degree course (Integrated courses included) and for P.G. courses who have passed Degree or equivalent exams from a recognized Institute and secured admission in one of the disciplines (for which scholarship is offered) in Universities/Colleges/Institutions recognized by University Grants Commission(UGC).

For availing scholarship under this scheme, the income of the parents of the student should not exceed Rs.4.5 lakh per annum.

The minimum percentage of marks for different streams should be as follows:

Courses	Percentage of marks
a) Degree courses in science	60%
b) Degree courses in Arts & Commerce	60%
c) PG courses in science	60%
d) PG courses in Arts & Commerce	60%

5. Exclusions:

The following shall not be eligible under this scheme-

- 5.1 Students who have admitted with a gap academic year,
- 5.2 Students pursuing courses/programs through Open Universities.
- 5.3 Students already availing scholarship for pursuing the Undergraduate/ Postgraduate programme under any other scheme(s).
- 5.4 Students gaining admission through 'management quota'.
- 5.5 Students pursuing technical or professional courses.
- 5.6 Students whose parents' income exceeds Rs.4.5 lakh per annum.

6. Application and Verification Process:

6.1 The Directorate of University and Higher Education will announce the details of the Scheme and invite applications by issuing an advertisement in the leading local newspapers and through the website of the Directorate and other media outfits. The advertisement will also be displayed prominently on National Scholarship Portal (NSP).

The applicants are required to fill up the application form on NSP (WWW.scholarships.gov.in) within the prescribed date for receipt of application, following the procedure mentioned thereon. The applicants are, however, encouraged to apply at the earliest to get ample time for correction (if needed) in their application, if suggested by the verification authority.

The applicant must be in possession of the following documents at the time of application for uploading their scanned copies as per requirements/guidelines of the Scheme.

- i. Permanent Residential Certificate (PRC) issued by Dy. Commissioner/Addl. Dy. Commissioner/ Sub-divisional Officer of the concerned District in which the applicant belongs (Mandatory, for fresh applicants only).
- ii. Income Certificate issued by Dy. Commissioner/Addl. Dy. Commissioner/ Sub-divisional Officer of the concerned District in which the applicant belongs (Mandatory, for fresh applicants only).
- iii. Xerox copy of mark sheet of the qualifying Examination.
- iv. A clearly visible Xerox copy of front page of bank passbook (containing all details of the Account) of the bank account which is in the name of the applicant (Mandatory).
- v. A clearly visible Xerox copy of Aadhaar Card.
- vi. Admission receipt for admission to 1st (for 1st year) 2nd/ 3rd year etc. (for renewal) of the U.G./P.G. course.

6.2. There will be two level verification of the application. First level verification is at the Institute level by the Institute Nodal Officer (INO) nominated for the purpose by the principal and the second level verification is at State level by the State Nodal Officer nominated for the purpose by the Government.

6.3. It is the responsibility of the INO to verify and make himself / herself satisfy that the documents submitted by the applicants are genuine and the details are fully correct. For ascertaining this, the INOs must do the verification carefully and calmly by comparing the uploaded documents (for Scholarship) with the documents submitted at the time of admission.

6.4. The INOs may also be provided with an option on NSP to return the application to the students for correction if needed. The INOs may verify the applications on daily basis such that the

applicants may get ample time for correction and re-submission of their rectified forms.

7. Rate and Duration of Scholarship:

An amount of Rs.500/- and Rs.750/- p.m. for Fresh General Degree and P.G. courses respectively will be given through Direct Benefit Transfer (DBT) to the beneficiary students. The duration of scholarship is 10(ten) months (for the year concerned) for Fresh & 12(twelve) months (for the following years during the course) for Renewal Cases. Renewal Degree and P.G. students will get Rs. 6000/- and Rs. 9000/- per annum respectively.

8. Selection Procedure and Disbursement:

8.1 The merit list will be drawn from among finally verified applications as per the Scheme Guidelines.

The Scholarship is purely on merit basis. The awardees will be selected on the basis of marks secured by them in the qualifying exams.

There will not be any reservation/quota on the basis of category/religion/gender.

8.2 The Scholarship will be distributed to the selected students in their provided and verified bank accounts using DBT mode through PFMS.

[Note: The student must ensure that the bank account is in the name of himself/herself preferably link to his/her Aadhaar. The bank account should be kept operational /active till complete the tenure of the Scholarship. The Directorate will not be responsible in case the scholarship amount is not credited due to payment failure at bank level.]

9. RENEWAL OF SCHOLARSHIP:

9.1 A student selected for scholarship in first year of the course is eligible for scholarship for the entire period of the course. However, renewal scholarship is not an automatic process and is subject to fulfillment of certain terms and conditions mentioned in the following paras.

9.2 Every renewal of scholarship is for a period of one academic year only, if not otherwise specified. All existing and eligible beneficiaries of the scholarship are required to fill up the renewal application form on NSP every year during their entire course period. The student shall require to upload previous exam mark-sheet / pass certificate during renewal application.

9.3 To draw first renewal scholarship, the beneficiary must pass the first-year exam. or promoted to 2nd year and also got admission in the 2nd year class of the course. In case, the student could not pass all papers but prompted to next year, as per extant rules, he/she may be considered for renewal of scholarship subject to the condition that no additional backlog, of previous year's, are pending against his/her name. In case, the student is not promoted to the next higher class or having backlog papers pending against his or her name for more than one year, he/she will not be awarded for remaining years of the course. It will be the responsibility of the INO to ensure that the student has been promoted to next class or does not have pending backlog papers for more than one year before accepting the application on the NSP for further processing. Otherwise, such applications shall be rejected on NSP after recording reasons.

10. Frequently Asked Questions:

1. Is the Scheme open to all candidates enrolled in any institutions in India?
 - No, it is for the domiciled students of Manipur only.
2. Is there any income ceiling for applying the scholarship?
 - Yes, parent's/guardian's annual income from all sources should not exceed Rs. 4.5 lac.

3. Is it necessary to upload the domicile/permanent residential certificate at the time of online submission of application?
 - Yes (for fresh applicants only). The certificate must also be of current year only.
4. Are only first year undergraduate students can apply?
 - First year students of general undergraduate and P.G. students can apply.
5. Are students enrolled in private/deemed universities can apply?
 - No.
6. Are students enrolled in integrated courses eligible?
 - Yes, but he/she will get scholarship at undergraduate rate only.
7. Are all courses cover under the ambit of the scheme.
 - No, only first year general undergraduate and P.G. students can apply.
8. Will the scholarship be transferred in case the awardee changes institution/course during the tenure of the scholarship?
 - No.
9. Will the scholarship be renewed if the awardee fails in first/subsequent years of the course?
 - No. He/she will not get further.
10. Can the awardee claim any other scholarship while availing this one also?
 - No.
11. Can a student apply anytime during the year of admission?
 - No. Can apply when notified and within the timelines.
12. Are students of distance mode/management quota eligible?
 - No.
13. How can I apply online for scholarship?
 - Please visit website through URL www.scholarships.gov.in and click on particular/concerned scheme displaying in on-board schemes section on the home page to apply.
14. How to submit the online application? Should I need the user I/D and password to apply for scholarship?
 - After visiting the website and the concerned scheme, fresh students should click on the option “student login” on the home page of NSP. Fill up the application as per instructions given by the system and then click on save button. After saving, student will get a temporary ID, the system will asked to submit the Temporary ID and date of birth to fill subsequent details. Once registration is complete on click of submission button, a permanent ID is generated which can be used for renewal and tracking the status the status of the application.

Renewal students have to apply with their application ID and date of birth which they registered last year. Students can also use “Forgot Application ID” to retrieve their ID. Only students who got the scholarship last year from NSP can apply.
15. Can I edit the details already submitted and up - to what time?
 - Yes, but until closure of applying application.
16. Do I have to fill up the application in one sitting?
 - Can take as many sittings as you wish but within dateline.
17. How to track the status of my application?
 - An option “check your status” is available once you lock in with Registration ID & Password.