



STUDENTS AID FUND

NOTICE

Applications are invited from eligible students for the grant of financial assistance from the Students Aid Fund in the prescribed format. The final list of recommended students, together with the applications and specific recommendation of the Head of the Department after verifying the social, educational, physical and financial background of the students, should reach the undersigned on or before the date prescribed.

Rules and Regulations

1. General

- SAF CUSAT is a scheme for giving financial assistance to the deserving students with low financial background but with good academic records.

2. Eligibility

- a) Financial assistance will be given to the fulltime graduate/post graduate students of this University.
- b) Minimum of 60 percentage of marks in the qualifying examination.
- c) The applicant shall not be a recipient of any other scholarship. [A certificate from the Head of the Department / Director of the School / Principal of the College to this effect shall be produced along with the application] except University merit scholarship and KPCR fee concession.
- d) Annual family income of the applicant does not exceed ₹ 2,00,000.
- e) The financial assistance will be given for throughout the course subject to the following conditions.
 - a. Applications shall be invited from the first year students of the University.
 - b. The Assistance will not be given if the student does have more than two failed papers in the previous semester, in which result is announced and attendance shall be 75% and above in all semesters.
 - c. Separate applications will be invited for renewal and additions and financial assistance may be given to the new selected applications from that year onwards.

3. Renewal of SAF

- a) The renewal of the scholarship shall be done only if
 - a. The students who availed SAF during previous year or terminated from the scheme can apply for the renewal of SAF based on the following conditions.
 - b. A student passes all subjects in all semesters as on the date of renewal. However two live supplementary in any of the two subjects may be allowed.
 - c. Minimum of 75% of attendance in the previous semester is essential for renewing the SAF.
 - d. A student gets a G.P.A. of at least 7.0 in all the semesters as on the date of renewal. A progress certificate recommended by the concerned HOD shall be produced along with the renewal request in order to receive the subsequent installments of scholarship.
 - e. Fresh eligible students also can apply for SAF by fulfilling the above conditions.

4. Identifying the eligible students

The guidelines, if any, suggested by the managing committee shall be implemented for identifying/selecting the deserving students. Otherwise, the procedure for selection of eligible students shall be based on income. The income certificate issued by an appropriate authority [to be produced along with the application] and the recommendation of the concerned Head of Department to ascertain the income criteria shall be the basis for selection. The eligible students will be selected based on the following criteria.

No	Criteria	Weightage
1.	Total Family Income (certificate from the authority should be attached)	10
2.	Marks in the Qualifying Examination	30
3.	Physically handicapped / LGBT	20
4.	Lack of Own house	20
5.	Disease – Self of immediate family members	10
6.	Recommendation by the Head of the Department / Department Council	10

5. Process

Process	Activity	Time schedule	Responsible Office
1.	Notification	07 th September 2017	Office of the Department of Youth Welfare
2.	Last date of receiving complete applications in the Department	30 th September 2017	Head of the concerned Departments/ Schools/ Colleges
3.	Forwarding selected applications after the enquiry regarding social, educational and financial background of the student to the Office of the Department of Youth Welfare with necessary remarks of the head of the Department.	10 th October 2017	Head of the concerned Departments/ Schools/ Colleges
4.	Preparing consolidated spreadsheet of the applicants from various departments and submit to the Joint Registrar (Academic)	31 st of October 2017	Director Department of Youth Welfare
5.	Meeting of managing committee and finalization of the list and issue of Orders	November 2017	JR Academic

(s/d)
DIRECTOR



COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY
DEPARTMENT OF YOUTH WELFARE

PROFORMA OF APPLICATION FOR FINANCIAL ASSISTANCE FROM STUDENTS AID
FUND 2017-18

(Please see the instructions before filling the application)

Category: FIRST YEAR / RENEWAL

1.	Name of student with residential address	:	
2.	Course/Branch, Semester/Year and Name of the Department/School	:	
3.	Annual family income (As per the income certificate in original attached)	:	
4.	Whether physically handicapped/LGBT	:	Yes/No Specify category:
5.	Own house	:	Yes/No
6.	Details of decease-self or immediate family members	:	
7.	Details of scholarships presently enjoying (including KPCR/Merit scholarship etc.)	:	
8.	Marks in qualifying examination (in percentage) [for first years only]		
9.	Did you availed SAF in the previous year? [for renewal only]		
10.	Percentage of attendance in previous semester [for renewal only]		
11.	Number of supplementary [for renewal only]		
12.	G.P.A. Scores in all previous semesters, where results published.		

13.	Signature of the applicant with date	:	
14.	Remarks/recommendations of the Head of the department/ Department Council after a preliminary enquiry about the factors and eligibility of the student*	:	

Certified that the details furnished above are true as per the office records. I have verified the academic performance of the student and forwarded his/her application for the financial assistance under SAF based on enquiry conducted as per the preliminary guidelines based on the academic, social, economic, health and physical indicators mentioned in the notification.

Place:

Date:

HEAD OF THE DEPARTMENT

(Office Seal)

*Clearly mention whether recommended/not recommended based on the preliminary enquiry.