

**COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**DEPARTMENT OF YOUTH WELFARE**

DYW/SAF/2022-23/180

12.12.2022

**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 11<sup>th</sup> January 2023.

**Rules and Regulations**

**1. General**

SAF is a meritorious scholarship formulated by Cochin University of Science and Technology where emphasis is given to provide financial support for the low- income meritorious full-time graduate/post graduate students studying in the University.

**2. Eligibility for applying first time**

- a) Minimum of 60 percentage of marks in the qualifying examination.
- b) 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, E grants and KPCR fee concession.
- c) Annual family income of the applicant does not exceed ₹3,00,000/-
- d) The financial assistance will be given for throughout the course subject to the following conditions of renewal.

**3. Renewal of SAF**

- a) The students who availed SAF during previous year can apply for the renewal of SAF based on the following conditions.
  1. The SAF assistance will not be given if the student has more than two papers as arrear in the previous semesters in which result is announced.
  2. A minimum of 75% of attendance in the previous semester is essential for renewing SAF.

3. A student gets a G.P.A. of at least 7.0 in all the semesters as on the date of application/renewal. A progress certificate recommended by the concerned HOD shall be considered in this regard.

#### 4. Identifying the eligible students

The eligible students will be selected based on the following criteria.

No	Item	Document to be submitted	Weightage
1.	Family Income	Income Certificate issued by appropriate authority within a year	10
2.	Marks in the Qualifying Examination	Copy of mark list	30
3.	Physically handicapped / LGBT	Medical Certificate / Self declaration	20
4.	Lack of Own house	Certificate issued by competitive authority	20
5.	Disease – Self or immediate family members	Medical certificate	10
6.	Member in NSS, SITTIC, Student Chapters, Sports & Arts committee or any other departmental/University level Committees	Certificate from concerned authority	10

#### 5. Process

Process	Activity	Time schedule	Responsible Office
1.	Notification	12.12.2022	SAF Managing Committee through University Office
2.	Last date of receiving complete applications in the Department	05.01.2023	Head of the concerned Departments/Schools/Colleges
3.	Receipt of verified application from HOD to Director, Department of Youth Welfare.	11.01.2023	Head of the concerned Departments/Schools/Colleges
4.	Preparation and consolidation of the received application by the authorized officer	31.01.2023	Director, Department of Youth Welfare

5.	Preparation of Final List and Announcement of Eligible Students List	10.02.2023	SAF Managing Committee through Joint Registrar, Academic
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#### 6. Selection Committees

Structure	Function	Body
Apex Committee	Advisory and over all policy decisions	Syndicate
Managing Committee	For managing the day-to-day affairs of SAF	SAF Managing Committee through University Office
Department Selection Committee	Selection and recommendation	A Department level committee consisting of HOD/ Director/Principal as Chairman and 2 representatives from faculty, one male and female student

Sd/-  
**DIRECTOR**



**COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
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**PROFORMA OF APPLICATION FOR FINANCIAL ASSISTANCE FROM STUDENTS AID  
FUND 2022-23**

(Please see the instructions before filling the application)

**Category:**     **FIRST YEAR**     **FRESHERS**     **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, validity one year)	:	
4.	Whether physically handicapped/LGBT	:	Yes / No - Specify category:
5.	Own house	:	Yes/No
6.	Details of decease-self or immediate family members	:	
7.	Member in NSS, SITTIC, Student Chapters, Sports & Arts committee or any other departmental/University level Committees	:	
8.	Details of scholarships presently enjoying (including KPCR/Merit scholarship etc.)	:	
9.	Marks in qualifying examination (in percentage) [for first years only]	:	
10.	Did you avail SAF in the previous year? [for renewal only]	:	

11.	Percentage of attendance in previous semester [for renewal only]	:	
12.	Number of supplementary [for renewal only]		
13.	G.P.A. Scores in all previous semesters, where results published.	:	
14.	Signature of the applicant with date	:	
15.	Remarks/recommendations of the Head of the department/ Department Council after a preliminary enquiry about the factors and eligibility of the student*	:	Recommended / Not Recommended

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.