

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

Head Office- New Delhi

NIFT MEANS – CUM - MERIT FINANCIAL ASSISTANCE SCHEME

1.0 Short Title / Commencement

- 1.1 The policy shall be called “NIFT’s Means – cum – Merit Financial Assistance Scheme”.
- 1.2 The financial assistance under NIFT’s Means – cum – Merit Financial Assistance Scheme” is not an entitlement. It shall be subject to conditions and process prescribed in this policy
- 1.2 This policy shall come into force with effect from academic year 2011-12

2.0 Purpose:

To provide financial assistance to meritorious needy and deserving students belonging to the economically weaker sections.

3.0 Applicability of the Scheme:

- 3.1 The Means – cum – Merit Financial Assistance Scheme” will be applicable to all the regular students of NIFT fulfilling prescribed criteria. The benefits of this Scheme shall not extend to NRI/ NRI sponsored students.
- 3.2 The scheme will cover all eligible students provided their numbers are within 25% of the overall student strength of all the NIFT Centres as a collective.

4.0 Rate of Financial Assistance

Means cum Merit Financial Assistance Scheme for NIFT students

- 4.1 Under this Scheme financial Assistance to undergraduate students shall be provided as follows:

Category	Parental Income ceiling per anum	Percentage of Financial Assistance
A.	Upto ` 1.0 Lakhs	75% of the Tuition Fee
B.	Above ` 1.0 Lakhs to ` 2.5 Lakhs	50% of the Tuition Fee
C.	Above ` 2.5 Lakhs to ` 4.0 Lakhs	25% of the Tuition Fee

- 4.2 Under this Scheme financial Assistance at Centre level shall be provided to postgraduate students at the Centre

Income ceiling per anum	Percentage Financial Assistance
Upto ` 1.0 Lakhs	50% of the Tuition Fee
Upto ` 1.0 to 2.5 Lakhs	25% of the Tuition Fee

5.0 Eligibility Criteria for application:

The students who fulfill the following criteria may apply for the financial assistance under this Scheme

- 5.1 Undergraduate and Postgraduate students of the regular programme of NIFT excluding those admitted under NRI/ NRI sponsored category.
- 5.2 The students fulfilling the criteria of parental income slab as stipulated in section 4.1 & 4.2.
- 5.3 All the eligible first year students may apply irrespective of their ranks and marks in the entrance exam ,

- 5.4 For the continuation of financial assistance to the students in 2nd, 3rd and 4th year of undergraduate level and 2nd year of postgraduate level, minimum average 6.00 SGPA in the last two consecutive semesters will be a necessary condition. The students will be required to submit their application for continuation of financial assistance in the next year along with all the documents in the beginning of the semester i.e. before the end of previous semester. This will be decided by the Centre before the fee is collected for the semester, from the students.
- 5.5 The student should not have failed in any semester in the previous years of study in NIFT and must have cleared all the subjects of the previous semesters. Provided, relaxation may be sought from the competent authority in case a student has repeated the semester due to health reason.
- 5.6 A post graduate student's eligibility will only be on the satisfaction of the Screening Committee that if s/he is not able to provide collateral for availing the bank loan and his / her parental income falls within the prescribe income slabs.
- 5.7 The student involved in any major or minor disciplinary violation, he/ she should not be eligible for subsidy during his/her remaining course at NIFT.
- 5.8 The students are required to apply for financial assistance under the scheme in a prescribed form given at **Format A**. Only those applications will be considered which are completed and supported by the prescribed mandatory as well as applicable documents. Any blanks left in the application form will be construed as non disclosure of information, the incomplete application forms and non disclosure of relevant facts will lead to rejection of form.
- 5.9 Students will have to submit an undertaking with the application form to the effect that the scholarship may be withdrawn and penalty imposed if the

documents submitted as income proof are found to be false after verification.
The undertaking is prescribed within **Format A**

- 5.10 The students getting any other financial assistance / reimbursement towards expenditure on education from any other source viz Central / State Government / PSU / Trusts / private persons etc shall not be eligible to apply for the financial assistance. under this scheme.
- 5.11 If the number of students goes beyond 25% of the overall student strength of the NIFT Centres, the financial assistance will be given on the basis of prioritization of the students. In case of prioritization students whose parental income is the lowest, will get the priority.

6.0 Documents to be submitted with the Application Form for Financial Assistance:

The students should submit mandatory as well as applicable documents along with the application form. These are as follows:

6.1 Mandatory Document:

- i. One copy of passport size photograph with signature.
- ii. Income declaration-affidavit (**Format B**) on non-judicial stamp paper of ` 10 (Rupees Ten) by each parent
- iii. Proof of permanent residence.
- iv. Photocopies of Passport and PAN card of parents / guardian and applicant
- v. School leaving certificate for class X and XII (Proof of school fee, wherever possible).
- vi. The copy of receipt of tuition fee paid for the current semester i.e. July – December

- vii. Schedule (**Format C** – details of agricultural land and property, etc.) duly signed by parent with relevant revenue record.
- viii. Bank statements for the last 12 months for all the accounts mentioned in Schedule (**Format C**).

6.2 Copy of Following Documents (If applicable):-

- i. 3 year's Income Tax returns copy/Form 16 for salaried / 16 A for business owners.
- ii. Vehicle registration copy
- iii. Tehsildar certificate of agriculture land alongwith certified revenue records such as khasra, khatouni.
- iv. Documents related to others scholarship / sponsorship receipt
- v. Document related to SC / ST / OBC / PHP certificate

7.0 Process

- 7.1 The students will have to apply in the prescribed **Format A** in their respective Centres, along with all the required and applicable document within the timeline prescribed in the Schedule in Section 9.0. The forms will be made available in their respective departments/ office of the Centre Director.
- 7.2 The forms completed in all respect with supporting documents should be submitted by the student to the Centre Directors through their respective course coordinators. The income details are to be submitted in **Format B and Format C** under the signature of both the parents.
- 7.3 There will be two levels of scrutiny for the applications:
 - i. The first level committee will be a Scrutiny Committee of three members and will be constituted by the Centre Director. It will have at least one faculty member.

- ii. First level will entail desk scrutiny of application forms and proposing eligibility on the basis of total income of both the parents from all the sources and other income such as Agricultural, Business, Rent etc. It will also scrutinize whether all relevant information and documents are completed with the application forms. All incomplete forms will be recorded so by the Scrutiny Committee and these will be put separately after the approval of the Centre Director.
 - iii. Second Level will include interaction of the student with the Screening Committee comprising following members :
 - a) Registrar
 - b) Deputy Registrar (Finance & Accounts)
 - c) Course Co-ordinator of the course (of which student has applied).
 - d) One senior faculty member nominated by the Director.
 - e) Student Development Activity Co-ordinator
- 7.4 The Committee would interview individual student and make a record note of the interview of each student who has applied for the financial assistance and has been found eligible by the Scrutiny Committee. The note should be recorded in the prescribed form **Format D** is to be signed by all the members. The committee would also recommend whether the applicant is eligible for the financial assistance, if so, the rate of financial assistance. The committee would also give their reasons in short for not recommending the financial assistance or the reduction in the rate of financial assistance applied by the student.
- 7.5 The suggested parameters for the consideration of the scrutiny committee are given in **Format E**
- 7.6 Recommendations of the Scrutiny Committee shall be put up to the Centre Director for necessary approval and disbursal.
- 7.7 In case more than 25% of the students in a centre are found eligible, the centre Director shall forward a proposal to the Director General for seeking relaxation.

The Director General after examining all such proposals may relax upto 25% of the overall strength of the NIFT.

- 7.8 The Centre Director will prioritize students in favour of lower income, for the purpose of relaxation in the section 7.7
- 7.9 The student who is not satisfied with the decision taken by the centre in respect of financial assistance can appeal to the Head Academic Affairs through Centre Director within 2 weeks from the declaration of final list of beneficiaries. The Centre Director will forward the appeal alongwith his comments to the Head – Academic Affairs for decision of Academic Appeals Committee. The 2nd appellate authority would be Director General and the Board of Governors of the NIFT..
- 7.10 Disbursement of the financial assistance - The process of disbursal will be as follows:
- i. All the students have to pay the prescribed tuition fee of the first semester of the academic year i.e. session July – December.
 - ii The financial assistance awarded to the student would be adjusted in the next semester’s tuition fee i.e. session January – June.
 - iii. While paying fee for 2nd semester onwards, the student may make provision for financial assistance sanctioned and deposit the remaining fee.
 - iii A certificate which is numbered and signed by the Registrar and SDAC jointly will be given to the students. For the ease of operation this certificate may be printed on a coloured paper and coded.
 - iv This certificate will be issued only after receiving approval of the Centre Director.

- v The student will submit this certificate to the Accounts Section through SDAC. The Accounts Section will give acknowledgements informing date of disbursal of financial assistance.
 - vi All reimbursements will be paid through the bank in the bank account as informed by the parent in the application form.
 - vii Steps will also be taken by SDAC to inform parents / guardians of such fee reimbursement.
- 7.11 The approved final list of recipients of Financial Assistance should be forwarded in the prescribed **Format F** to Academic Affairs Department, Head Office for information after disbursal.
- 7.12 The application forms from the students with detailed documents will be sought in the first year. In the subsequent years documents on income etc will be sought, to verify whether the income levels are within the prescribed slabs or they have increased. As per prescribed slabs, the level of financial assistance will be changed accordingly.
- 7.13 A student may appeal to the Academic Appeal Committee, if s/he is not satisfied with the decision of the Centre.
- 7.14 If any student feels aggrieved by the decision of the Centre Director in his / her case, s/he can seek redressal by representing case to the Academic Appeal Committee. The Academic Appeal Committee will call report from the Centre as well as view of the applicant including in cases where applicant has not been able to provide some mandatory/applicable document due to situation beyond his/her control. On the basis of available evidence Academic appeal Committee will make decision in a detailed manner. The Committee will communicate its view to the centre Director for disbursal / communication to the student.
- 7.15 The 2nd and final appeal would lie with the Director General and the Board of Governors, respectively.

8.0 Exceptions:

- 8.1 NIFT reserves the right to impose penalty alongwith reimbursement and discontinue the financial assistance, if at any point of time it is found that a student has given incorrect information or hidden relevant facts.
- 8.2 The case in 2nd to 4th year of a course should normally be from the list of the students who have been awarded financial assistance in the first year. However, in exceptional circumstances, with prior approval of the Centre Director, the Scrutiny / Screening Committee can consider new cases for financial assistance from the students studying in 2nd, 3rd or 4th year.
- 8.3. There have been instances when due to certain emergencies such as loss of earning member, the student may need financial assistance. In such cases, there should not be any need for adhering to the schedule of disbursal. Such cases could be considered as an exception even in mid-term by the Screening Committee, with the approval of the Centre Director.
- 8.4. The financial assistance can be discontinued any time if there are cases of incorrect information; shortage of attendance; fails in any subject; SGPA falls less than 6 for two semesters; repeats a semester and involved in a major / minor disciplinary violation.

9.0 Financial Implications

The expenditure on account of disbursement of financial assistance under this scheme will be met by the respective centre from its own funds for which necessary budget provision may be earmarked.

10. Schedule

10.1 The schedule for the first sanction will be as follows:

S. NO	Activity	Timeline
1	Announcement of scheme and issue of application form	Last week of July
2	Last date for submission of completed forms	Last week of August
3.	Scrutiny of forms : Meeting of Scrutiny Committee	Within 2 weeks after last dates of submission of forms i.e. Second week of September.
4.	Meeting of Screening Committee	Within 1 weeks after completion of scrutiny of forms i.e. 3 rd week of September.
5.	Approval by the centre director	Within 1 week of receiving recommendation from the scrutiny committee i.e. 4 th week of September.
6.	Reimbursement of the fee after adjusting financial assistance	Within 1 week of approval by the centre director i.e. 1 st week of October.
7.	Appeal	Within 2 weeks from the declaration of the final list of beneficiaries i.e. 2 nd week of October.
8.	Communicate decision and disbursal to any remaining eligible candidates	Within 2 weeks of appeal i.e. 4 th week of October.
9	Sending consolidated information to the Head Office in Form 'D'	By 15 th November.

10.2 The schedule for the sanction in 2nd , 3rd and 4th year will be as follows:

S. NO	Activity	Timeline
1	Last date for submission of application forms along with documents	30 th April
2	Scrutiny of forms	30 th May

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3	Meeting of Screening Committee	15 th June
4	Approval by the Centre Director	15 th July
5	Appeal	20 th August
6	Sending consolidated information to the Head Office in Form 'D'	15 th November

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY
MINISTRY OF TEXTILES
GOVERNMENT OF INDIA**

APPLICATION FORM FOR MEANS - CUM - MERIT FINANCIAL ASSISTANCE

Form to be submitted to NIFT Centre (Allotted during admission)

ACADEMIC YEAR -----

FOR OFFICIAL USE ONLY

Sl No. of Application	Year	Programme	Centre	Whether approved (Yes/ No)	Approved rate of financial assistance

(Approving Authority Signature)

1. Student's Information

Affix a self attested passport size photograph

(a) Full Name (in block letters)

Surname																			
First Name																			

Middle Name																				
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Applicant's Name.....

Signature

(b) Student's information

Date of Birth	
Gender (Male/Female)	
Batch of Admission	
Centre presently studying	
Programme	
Semester	
Roll No.	
Permanent Enrollment No.	
Original Allotted NIFT Centre (During Admission)	

Details of School Education

Class	Name of School	City	School fee per month
IX			
X			
XI			
XII			

Applicant's Name.....

Signature

(e) Parents Profession/ Occupation Details:-

Sr. No.	Parent's / Guardian	Service*/ Business**	Designation/ Post	Name of the Organizations
1.	Father			
2.	Mother			
3.	Guardian			

Note:- * Please specify the category of service clearly whether – Central Govt. / Public Undertaking/ State Govt./ PSU/ Autonomous/ Private/ ** Self employed/ Business/ Firm

* In case phone / emails are not there, please indicate that they do not have one.

(f) Office/Work Address:- Parent's / Guardian's

(For those in Service):-

Father/

Mother

Name & Address of the employer:

Telephone No _____

Fax No. _____

(For those in Business):-

Father/

Mother

Name & Address of the business:

(Establishment/ Office/ Shop, etc.)

Applicant's Name.....

Signature

Telephone No. _____

Fax No. _____

III. Financial Information:

(a) Whether the student is getting subsidy / scholarship / financial assistance from other Institutions / State or Central govt. YES/ NO

If yes, (Copy of document(s) may be submitted)

(i) Name of the granting institute :-

(ii) Address of the granting institute :-

(iii) Amount granted :-

(b) If the parents are getting reimbursement of tuition fee or financial assistance fully or partly from their employer, furnish the details of the same. The details of the same, if not, a certificate from the employer in this regard.

(c) If parents are not financially capable to pay the fees, the details or source of funding for the education so far (If any, bank loan, etc.).

Applicant's Name.....

Signature

(d) Details of credit/debit cards used by self/parent (All cards)

Sr. No.	Name of the card holder	Type of card	Name of issuing bank

(e) Is any vehicle owned by parent / Guardian/ Applicant? If yes, give details of the vehicles
(Attach separate documents – Give details for all vehicle owned)

a. Two Wheeler :- Yes/No

b. Four Wheeler :- Yes/No

c. Other wheelers (If any) :- Yes/No

Registration copies (RC) of vehicle to be attached, if the vehicle listed above financed by the bank, give latest statement of the vehicle loan.

Applicant's Name.....

Signature

IV. Documents enclosed with the application :

Mandatory document	enclosed document (put a tick mark in case of yes)
One copy of passport size photograph with signature.	
Income declaration by parents with an affidavit (Annex I) on non-judicial stamp of ` 10 (Rupees Ten)	
Proof of permanent residence	
Photocopies of all pages of Passports and PAN card of parents / applicant	
A copy of receipt of tuition fee paid receipt (for the current semester) have to be submitted along with the subsidy application	
Schedule (Format C – details of agricultural land and property, etc.) duly signed by parent.	
School certificate for class X and class XII	

Applicant's Name.....

Signature

Following documents copy (If applicable):-

Latest Income Tax returns copy/Form 16for Salaried and Form 16A for Business/Self Employed – for last three years.	Yes/No
Vehicle registration copy	Yes / No
Foreign exchange received document	Yes / No
Latest receipt of land tax paid	Yes / No
Tehsildar's certificate of agriculture land	Yes / No
Documents related to others scholarship / sponsorship received	Yes / No
Certificate of SC / ST / OBC/PHP	Yes / No
Receipts of school fee wherever possible	Yes / No

V Details of the bank account in which financial assistance has to be deposited:

Name of the Bank	
Branch name & IFSC Code	

Bank A/c. name & No.	
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Applicant's Name.....

Signature

VI Educational Indicators

(i) SGPA Obtained in:

S.No	Semester	SGPA
1	1 st	
2	2 nd	
3	3 rd	
4	4 th	
5	5 th	
6	6 th	

ii) Entrance merit for the students of 1st semester-----

VII Declaration by the Applicant:

- i) I hereby declare that the information given above and below is correct.
- ii) I am not availing any other scholarship/financial assistance for this purpose from any other sources. If I apply for any other scholarship/financial assistance and get it, I undertake to refund the amount of scholarship/ financial assistance received from NIFT.

- iii) I shall abide by the terms and conditions NIFT's MEANS – CUM - MERIT FINANCIAL ASSISTANCE SCHEME for sanctions of the "Financial Assistance".
- iv) I have not been punished for any violation of Rules/ Code of Conducts in/off campus OR served notice for disciplinary violation during my studies at NIFT till date.
- v) I had attended classes regularly and have had no attendance shortage.

Applicant's Name.....

Signature

- vi) I undertake, that if at any stage, it is found (to the satisfaction of the sanctioning authority in the NIFT that) the information given by me is false or if I violate the terms and conditions of the financial assistance, the financial assistance sanctioned to me, may be cancelled and the Double amount of financial assistance thereon will be refunded by me or recovered from me, apart from this I may be also liable for such penal action as warranted by law.
- vii) I understand, that "mere submission of documents will not entitle me for financial assistance claim. The sanction will be based on the establishment of income status through submission of all necessary documents, fulfillment of all the conditions to the complete satisfaction of the Competent Authority:

Signature of the applicant

Name:- _____

Date : _____

Place: _____

Parents:

(i) I hereby declare that I have read and agreed the information filled in this application form by my ward _____(name of the student) studying in _____(semester) of _____(course) at _____NIFT Centre.

Signature of Mother: _____

Signature of Father: _____

Caution: This form not filled in all respect or any column left blank will be liable for rejection. If any column is not applicable to the applicant in the provided space mention "Not Applicable"

FORMAT FOR DECLARING: INCOME AFFIDAVIT

(on ` 10/- non-judicial stamp paper)

Declaration of income of Parent/Guardian for the year (ending on 31st March,) for the purpose of NIFT's Fee Subsidy.

I,.....(mother's name)daughter of Shri/Smt presently residing at ; and I,(father's name) son of Shri/Smt presently residing at

solemnly affirm and say as follows:

1. That our son / daughter / dependent Shri/ Smt/ Kumari..... has been studying in (semester)(course) in NIFT..... (center).
2. That our annual family income in the preceding year ending 31st March is ` as per details furnished in the schedule (prescribed as FORMAT C) under the name written. We also affirm that particulars of

property held by us are as shown in the Schedule. We make myself personally responsible for the accuracy of the facts and figures furnished.

3. That we further undertake that in the event of the particulars given in this declaration being found false, we shall refund to the NIFT DOUBLE the amount of the subsidy paid to my ward and the NIFT's decision on whether the declaration of particulars is false shall be final and binding on us and also render myself liable for prosecution under the prevailing laws.

Signature of the mother and father of the student

Name in full

To be signed in the presence of Notary Public or a Magistrate/ 1st Class Magistrate Executive/Revenue Officer/who would also affix his signature and seal.

Means cum Merit Financial Assistance Scheme for NIFT students

SCHEDULE TO BE ATTACHED WITH INCOME AFFIDAVIT

I. Details of Agricultural Land

Extent of Land held and Income	(a) Independently as owner	(b) Jointly as owner	(c) Independently as tenant
(i) Area (in Acres)			
(ii) Village			
(iii) Tehsil			
(iv) Type of Land			
(v) Source of irrigation			
(vi) Crops			
(vii) Survey No.			
(viii) Land Revenue Assessment			
(ix) Annual Income			

II. Property held and income (Houses, Shops, Buildings, House sites, Plot etc.)

Part A

(a) House no.

- (b) Street/Road
- (c) Village/Town/City
- (d) Area of site
- (e) Rent derived if any
- (f) House tax
- (g) Sanitary cess or other
- (h) Net Annual Income

Part B

Whether the whole or part of land/Building owned has been given out to tenants.

If 'yes' particulars.

Part C.

Income from Shops(if any):

- a) Address of shop
- b) Nature of trade
- c) License No
- d) Sales Tax
- e) Income Tax paid.....

f) Annual Income

III. Annual Income, by parents/unmarried brothers and sisters for (Year):

S. No.	Information Required	Father	Mother	Unmarried Brothers/Sisters
1.	Name of the Employer /Self Employed/ Own Business			
2.	Office/Unit in which working / Owned and Designation			
3.	Office Address with Telephone nos.			
4.	(a)Annual Gross Pay (Basic Pay + Dearness Allowance + House Rent Allowance + Traveling Allowance + Bonus + Incentives + Any other Allowance) + Pension without Deduction of Income Tax (Certificate from the employer/income Tax authority/Revenue Authority may be attached (b) Income from any business/ Self Employment (attach Balance Sheet, Profit & Loss Statement, ITR and Turnover details)			
5.	Other benefits like house rent allowance, free house and other perquisites			
6.	Other source of Income : (i) Income from subsidiary industries Part-time occupation ii) Amounts drawn as wages iii) Any other income			

N. B.

(1) Total income of the family should include income of father, mother / guardian, if any Income for the purpose of Means Test is defined as under:-

(a) In the case of income from sources liable to income tax, income computed (after deduction for rebate able items) for the purpose of assessment of income tax, as per Income Tax rules for the year.

(b) In the case of income not liable to income tax, such as income from Agriculture, etc. the net income that is arrived at after deduction expenditure incurred for earning that income.

IV Details of all bank accounts of both Parent/Guardian

Name (as in the bank account)	Name of the bank	Bank branch			Branch Code Number	Bank Account Number	Type of Bank Account (Saving / Current)	MICR code of the Bank
		State	District	Pin				

V Details of PAN CARD

Name	PAN CARD No.
Mother	

Father	
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Name and Signature of Student

Name and Signature of both Parent/
Guardian of the Student

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Record Note of the Interview carried out by the Scrutiny Committee for the financial assistance scheme

1. Name of the student:
2. Department: Semester:
3. Father's name:
4. Occupation of Father:
5. Income stated in the application form:
6. Academic Performance (SGPA)
7. Conduct
8. Attendance
9. Details on lifestyle observation:
10. Observations of the committee:
11. Recommendations of the committee: Rejected / 25% / 50% / 75%

Signature of all the committee members

CC of the Deptt.

SDAC

Senior Faculty members

AR

DR (F&A) / AO

Registrar

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SUGGESTED PARAMETERS FOR THE SCRUTINY COMMITTEE

The suggested parameters for the consideration of the scrutiny committee are as follows:

1. Verification of the documents submitted alongwith the financial assistance application form.
2. Lifestyle of the student during college life.
3. Verification of student's bank account statement.
4. Whether student comes on vehicle to the college.
5. Consistency in the information submitted in financial assistance Form with the Subsidy Form of previous year and also with the information submitted at the time of admission (Registration Form – I) may be checked.
6. Abroad visits to be ascertained from copy of the passport submitted at the time of admission in order to assess the financial position of the parents.
7. The parent should submit a list of all Bank accounts with account transaction with last one year's bank statement:
8. Fee paid in school by applicant / siblings as a measure of consistency check.
9. Attendance of the student.
10. Academic record including verification on whether student has got required SGPA and has not failed in any subject.

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Final List of beneficiaries to be awarded financial assistance

1. Academic Year
2. Name of the Centre
3. List of students of 1st year who are awarded Financial Assistance

Sr.	Name of the student	Department	Semester	UG/PG
1				
2				
3				

4. List of students of 2nd to 4th year who were given assistance in previous year but due to some reason there scholarship has been discontinued.

Sr.	Name of the student	Department	Semester	UG/PG
1				
2				
3				

5. List of students who were given assistance in previous year but have either been increased / decreased as per income slabs.

Sr.	Name of the student	Department	Semester	UG/PG
1				
2				
3				

Signature of the Centre Director

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