

## **INSTRUCTIONS FOR DISBURSAL OF SCHOLARSHIP UNDER SPECIAL SCHOLARSHIP SCHEME FOR JAMMU & KASHMIR**

### **RATE OF SCHOLARSHIPS:-**

The components of scholarship under the scheme are as under:

#### **Tuition Fees:**

- Upto Rs.30,000/- per annum for General Degree Courses OR
  - Upto Rs.1.25 lakhs per annum for Engineering Courses OR
  - Upto Rs.3.00 lakhs per annum for medical studies, including Bachelor of Dental Surgery.
- Tuition Fee, payment will be made as per actual or as per the norms laid down by State Fee Regulatory Authority, whichever is less and within the overall ceiling of the guidelines.

#### **Hostel fees, other incidentals and Books and Stationery:**

Upto Rs. 1 lakh per annum, including maximum reimbursement of Rs 15,000/- towards Books and stationery.

- Reimbursement of Hostel Charges/mess (dining) charges and expenses towards books and stationery would be based on the certification by the college / institute authorities and as per actual, within the overall ceiling of the guidelines.
- The expenses incurred by the students, who are not residing in the hostel and have paid rent for private accommodation and incurred expenses on account of food and books/stationery would be reimbursed subject to the institute certifying the reasonableness of these expenses, as per actual as per the overall ceiling of the guidelines.

### **SCHOLARSHIP DISBURSAL PROCEDURE:**

From the academic year 2015-16 the scholarship will be disbursed under the Direct Benefit Transfer (DBT) scheme only. The scholarship would be disbursed directly into the bank account of the beneficiary which needs to be preferably seeded with the Aadhar Number. The students are required to pay the fee to the Institute and upload the following documents after getting it verified from their institute:-

1. **Certificate** as per Annexure - I for Fees from head of the institution.
2. **Domicile certificate** issued by Competent Authority of State
3. **Family Income certificate** issued by the Competent Authority of the FY 2013- 14
4. **Mark sheet of class XII**
5. **Mark sheet** of examination passed in 2014-15 session of the course being perused by the student and for which the claims are being submitted under the scheme

6. **Book receipts** in the name of students detailing names of books purchased for the Academic Year for which the scholarship is being claimed and duly attested by the Authorized Signatory of the Institute.

7. Copy of first two page of **Bank Pass Book** clearly indicating followings:

a) Name of Account holder b) Name and Address of the Bank

c) IFSC Code, CBS Code d) Bank Account Number

8. Copy of **Aadhar Card (If available)**

### **PROCEDURE TO UPLOAD DOCUMENTS:**

- Students to log in to AICTE Portal at <http://www.aicte-india.org/JnKadmissions.php> > Registration for renewal of scholarship
  - Submit details for Registration
  - The details furnished in the Registration Form will be verified from the information furnished by the Government of Jammu and Kashmir.
  - On successful verification, a Username and Password will be sent to the mail ID of the eligible candidate.
  - Using the Username and Password provided to you, you are required to login to <http://www.aicte-jk-scholarship-gov.in/> for the first time, you need to provide your valid email id and password of your choice for subsequent login .
  - This will be your final username and password for further logins into the <http://www.aicte-jk-scholarship-gov.in/>.
  - Using the user name and password all eligible students will submit their Personal, Institutional, Academic, Fee and Bank Account details on the AICTE Portal.
  - Scanned copies of documents in support of above information are to be uploaded on Portal
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- Click on “**Basic Details**” to submit your personal information
  - Click on the “**Institution Details**” Tab and submit the information of the Institute and Course in which admission is taken
  - Click on the “**Academic Record**” to give the details of examination passed which is being perused under the scheme
  - Click on the “**Bank Details**” to give the details of Bank Account of Student
  - Click on the “**Attachments**” to upload following document as scanned copy-
    - ❖ **Annexure I** – Attach Annexure-I/Receipts/Copy of Governing body Resolution/Copy of Fee Regulatory Committee (Whichever is applicable to be uploaded at this tab as a single file)
    - ❖ **Domicile certificate** : Certificate issued by competent authority of State
    - ❖ **Family Income certificate**: issued by the competent authority of the FY 2013- 14
    - ❖ **Mark sheet of class XII**
    - ❖ **Bank Pass Book** : Copy of first two page of Bank Pass Book clearly indicating followings:
      - a) Name of Account holder      b) Name and Address of the Bank
      - c) IFSC Code, CBS Code        d) Bank Account Number

**(Note: Bank account should be on the name of student and it should not be Minor /No Frilled/ Restricted account)**

- ❖ **Book receipts** : On the name of students detailing names of books purchased for the Academic Year for which the scholarship is being claimed and duly attested by the Authorized signatory of the Institute.
  - ❖ **Mark sheet**: Of examination passed in 2014-15 session
  - ❖ **Aadhar Card** : Copy of Aadhar card (If available)
- Click on the “**Fee Information**” and give details of Fee paid by the student under different Heads.

**Note: For any further information please refer the Revised Guideline of the scheme available at <http://www.aicte-india.org/downloads/REVISED%20JnKSSS.pdf>**

**(To be given on letter head of Institute)**

**CERTIFICATE REGARDING FEE AND REASONABILITY OF CLAIMED RENT**

This is to certify that \_\_\_\_\_ (student's name) class \_\_\_\_\_ roll no. \_\_\_\_\_ admitted in <....Name of Course...> has joined the college in the session \_\_\_\_\_.

**A.** She/He has paid following fees to the college for the AY \_\_\_\_\_ (for year/semester) –

1. Tuition fee : - Rs.....
2. Other non refundable fees: Rs.....
3. Hostel fee (only non refundable): Rs.....
4. Total mess charges: Rs.....

**B.** She/He has not paid any fee to the college. However the State Fee Regulatory Committee/Governing body has prescribed the following fees for the college for the AY \_\_\_\_\_ (for year/semester) as per the Notification no. .... Dated.....

1. Tuition fee : - Rs.....
2. Other non refundable fees: Rs.....
3. Hostel fee (only non refundable): Rs.....
4. Total mess charges: Rs.....

(Note: If any of the above fees are not notified by the Fee Regulatory Authority, copy of resolution of meeting of Governing Body to this effect need to be attached, in the same file with Annexure)

**C.** For the academic year \_\_\_\_\_(Name of Student)\_\_\_\_\_ has not been provided accommodation in the college hostel.

The claim for the rent Rs. \_\_\_\_\_/- of the accommodation taken by the student at \_\_\_\_\_ (address of rented accommodation) and expenditure towards mess of Rs \_\_\_\_\_/- for the period from \_\_\_\_\_ (date) to \_\_\_\_\_(date) is as per the prevailing rate in the locality where the student is staying.

**Authorized Signatory with Seal**

Note:

1. Separate certificate for each Academic Year to be submitted
2. The points which are not relevant to be struck off