

## Instructions for Institutes:

1. Institutes are advised to do proper advertisement in the campus about the opening and closing dates of application registration so that all ST students can apply on NSP in time. Following instructions should be kept in view by the Institute while advertising the scheme among eligible students:
  - i. ST Students is intended to encourage meritorious ST students to pursue courses at Graduate/Post Graduate level in identified Institutions of excellence, Government and Private, in professional fields such as Management, Medicine, Engineering, Information Technology, Law etc.
  - ii. Student having secured admission in a full-time course in any of the 246 notified Institutions and as per the defined courses, will be eligible to apply from that Institute for scholarship. **(Enclosed List of 246 Institute List)**
  - iii. Income ceiling of eligible students from all sources has been fixed at Rs. 6.0 lakh per annum. (Total Family Income of the candidate from all sources should not exceed Rs. 6.00 lakh per annum.
  
2. Institutes will do proper verification of applications on the basis that the student is bonafide student of the Institute. Institutes will check that all documents of the students as per the Top Class Scheme of ST Students in the following way:
  - i. Income and Caste Certificates issued by the Competent Authority. **(Enclosed the list of Competent Authority of each State)**
  - ii. For the first year the income certificate should have been issued by Competent authority. From second year onwards students can submit self -certified income certificate.
  - iii. In case of Fresh students who are applying first time in NSP, Institute should convey to students to upload their PVTG and BPL certificate in NSP in case they come under this category. Also they have to mention in NSP if they are Disabled or not, Type of Disability, Percentage of Disability. Further Institutes **MUST** to verify all these documents on the NSP while verification of application.
  - iv. Institutes **MUST** check whether a student is Hosteller (lives in the premises of hostel ) or Day Scholar ( lives outside the premises of hostel) in case of Fresh / Renewal .
  - v. In case of Fresh students who are applying first time in NSP or who have not received earlier any grant from this Ministry, please mention YES or NO under "PVTG Column", "BPL Column", "Female Column", "Disability Column".

2.

- vi. Please convey to the students who are applying in NSP under “**Fresh Category**” and have not received any scholarship from Ministry of Tribal Affairs they should keep a note that under Previous Class / Course Name they should mention 12<sup>th</sup> or Graduate. Also, under column “Previous Passing Year” they should mention the Year of their Previous course like for 12<sup>th</sup> or Graduate based on the course presently they are applying in NSP. Also, under column “Previous Class %” they should mention the percentage of the Year of their Previous course like for 12<sup>th</sup> or for Graduate. Institute should verify the marks filled by each student on NSP application form.
- vii. Please convey to the students who are applying in NSP under Fresh Category and are Renewal students and students who are applying in NSP under Renewal Category Institute **MUST** check their previous semester course Marksheet.
- viii. In case some students who are Renewal students (who have earlier received scholarship from this Ministry) but for some reason they are not able to apply under Renewal section in the NSP and they applied under “Fresh category”, for such students Institute **MUST** mentioned “YES or NO” under Column whether they have received scholarship earlier from Ministry of Tribal Affairs or not . If they will not convey the same thing to the Ministry, later while generating the Merit List, Ministry will take those students under Fresh category” and they also come under Selection criteria and it’s not sure whether they will come under 1000 Merit students list or not and will scholarship or not.
- ix. “Tuition Fees” should be filled in the column “Tuition Fees” and it will be paid to the Institute.
- x. “Admission Fees” should be filled in the column “Admission fee” and it will be paid to the Institute.
- xi. The Boarding and Lodging charges (Living Expenses), Books and Stationery charges, Non-Refundable Charges and Computer Charges would be paid to students directly.
- xii. The other non-refundable charges **MUST not** include Boarding and Lodging charges (Living Expenses), Books and Stationery charges and computer charges.
- xiii. The institute **MUST** keep the boarding and lodging charges (Living Expenses) restricted to Rs.2,200/- per month i.e. Rs.26,400/- per annum **for Hostellers (who stays in Institute Premises) and not for Day Scholars (who stays outside the Institute)**. Please do not claim more than this.
- xiv. The Book and Stationery charges **MUST** be restricted to Rs.3,000/- per annum. (without bills/vouchers in students name)

### 3.

- xv. The Computer and Accessories charges MUST be restricted to Rs.45,000/- and it is a one time assistance during the course (with Bills / Vouchers in Student's name) (Please check that the students have not received Computer Charges in previous year)
  - xvi. The institute MUST be very careful in verifying the applications as the amount once filled/verified can not be altered/modified at Ministry level. Later if any student will complaint that he / she has received short payment then Ministry is not responsible for this, only Institute will be responsible.
3. The institutes are required to register their credential on the National Scholarship Portal (NSP) (if not registered last year). The URL of the NSP is <http://scholarship.gov.in>.
  4. All Institutes that do not have valid AISHE/DISE codes have been deregistered. A provision has been made for their re-registration after obtaining valid AISE/DISE code. The Institute must have AISHE code, without AISHE code, Institute can't verify the applications of the students on NSP Portal either in Fresh Category or in Renewal Category.
  5. The Mobile No. of the Institute Nodal Officer should be unique. Institutes with duplicate Mobile No. (means if your institute mobile no. will be displayed against some other institute) you will not be allowed to access the NSP Portal at Institute Level.
  6. Institutes will convey all the students who are eligible for Renewal for the year 2019-20 that they will apply only on NSP. Ministry will not accept any offline proposal of any student for the year 2019-20 (Fresh) and Renewal for previous year.
  7. Please note while verifying applications at Institute login, Institute have three options (buttons) available i.e.:
    - i. Verified – On clicking this button, you are able to verify the student's application.
    - ii. Defective – If you think any student's application is not complete in any manner, not as per the scheme guidelines, Institute can return the application to the student by clicking on this button and mention the remarks in dialog box why Institute is returning the application to the student so that he can upload correct documents / modify his marks etc.. After making the necessary correction he will click on submit button again and application will come at Institute Level again for verification.
    - iii. Rejected – If that student is not bonafide student of your institute, you can Reject his application. By clicking on Rejected button his application is permanently Rejected. He can't apply in any other scheme in NSP during 2018-19.

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8. Please note “The Total slot of Fresh scholarship for the year 2019-20 is 1000”. , means only 1000 students will receive scholarship under Fresh Category ( student who have not receive scholarship earlier from the Ministry). There is no ceiling in Institute wise number of slots for the Top -Class Institution. In case the number of candidates exceeds the number of available awards the criteria will be followed as approved by the Competent Authority.
9. Institutes should filled the details of each student verified by them at NSP at Ministry’s Portal ( <https://tribal.nic.in/grievance>). From this link when you login (use the User Id and Password which you have filled while registration on Ministry’s grievance portal) , you will view Tab Name “Communication” and under this tab you will find Tab “Fill the details of NSP VERIFIED Students for the year 2019-20 . In the absence of this information to be given on Ministry’s Portal, Ministry will not be able to verify any student of any Institute.
10. If any Institutes have any query / issue related to Top Class Scholarship Scheme for ST Student they can put their grievance on **[tribal.nic.in/grievance](https://tribal.nic.in/grievance)**