

INSTRUCTIONS

POST MATRIC SCHOLARSHIP FOR THE ACADEMIC YEAR 2013-14

Online applications are invited for the Post-Matric Scholarship for the academic year 2013-14 from students belonging to minority communities (Muslim/ Christian/ Buddhists/ Sikh and Parsee) to be awarded by the Ministry of Minority Affairs, Government of India.

Applications are to be submitted online in the Scholarship Website of Department of Collegiate Education, www.dcescholarship.kerala.gov.in. Instructions for filling up the online application can be accessed through the link **Post-Matric Scholarship** provided in the Home Page of Scholarship website.

The details of the Scholarship are given below:-

1. Rate of Scholarship : An amount equivalent to Admission & Course/ Tuition Fee and Maintenance allowance, subjected to a maximum ceiling. Details are provided in **Appendix-I**.

2. Eligibility Conditions

a. Should be the **First Year** student of ,

i. Plus Two/ UG/ PG/ Ph.D Course of Higher Secondary School/ College/ Institutes/ University, which is either a Govt/ Aided/Recognised Unaided Institution.

OR

ii. 11th Class/Technical/ Vocational Course of ITI/ITC Centres affiliated to NCVT.

OR

iii. Course, **other than** those listed under merit-cum-means scholarship scheme. The names of courses listed under Merit-cum-means scholarship are given in **Appendix-II**.

b. Should belong to Minority Community (Muslim/ Christian/ Buddhists/ Sikh/ Zoroastrians or Parsis).

c. Should have secured not less than 50% marks or equivalent grade in the previous Board/ University Examination.

d. The Annual Family Income should not exceed **Rs. 2 Lakhs**.

e. Should not be availing any other Scholarship or Stipend.

3. Other Relevant Information.

- a. Candidate should have a Saving Bank account in State Bank of Travancore (SBT)/ State Bank of India (SBI) / Federal Bank/ South Indian Bank **in her/his name**. The candidate should be in possession of the Bank account Number and the Branch Code. **Adhaar number is mandatory to all beneficiaries under this scheme and the Adhaar number should be seeded with the Bank Account number.**
- b. Scholarships will not be given to more than two students in a family.
- c. In case of candidates belonging to BPL families, priority will be given to those who possess the least income.
- d. 30% of the Scholarships are earmarked for girl students. In case sufficient number of eligible girl students are not available, then the balance earmarked scholarships may be awarded to eligible boy students.
- e. Course fee/tuition fee will be credited to the School's/ College's/ institution's bank account.
- f. Maintenance allowance will be credited to the student's bank account.
- g. Scholarship will be provided for the entire course. However, maintenance allowance will be given for a period not exceeding 10 months only in an academic year.
- h. The award will be discontinued if a student fails to secure 50% marks or equivalent grade in the previous final examination. Scholarship will not be awarded for more than the normal period of time taken to obtain certificate/degree/M. Phil degree/doctorate degree.
- i. The scholarships will be sanctioned in accordance with the criterion laid down by the Central Government.

4. Procedure for Applying.

- a. Application can be submitted only ONLINE at www.dcescholarship.kerala.gov.in.
- b. Students are required to register themselves in this site before applying for this scholarship. The **instructions** for registration are provided in the Website: **Home Page> Student Registration**.
- c. After the completion of registration, students can LOGIN and Apply for the scholarship.
- d. Candidates are required to take a Printout of the Registration Form after submitting (after SUBMIT button is clicked) their application online.

- e. Candidates are required to submit the Printout along with the supporting documents (**listed in para.5**) to the Head of their Institution.
- f. An officer designated by the Head of the Institution/ Head of the Institution has to verify ONLINE, the data provided online by the candidate with the Registration printout and the documents submitted by the candidate.
- g. The candidate can edit the online data until it is verified by the verifying officer.
- h. The verified applications are to be approved by the Head of the Institution.
- i. The Registration printouts and supporting documents of the verified and approved applications are:
 - 1. **To be kept in the Institution** itself in case of **Govt./ Aided Institutions**. These documents are liable to be verified by the Inspection team of Scholarship wing, Directorate of Collegiate Education.
 - 2. **To be sent to The Special Officer for Scholarships, Directorate of Collegiate Education, Vikas Bhavan, Thiruvananthapuram, 695033,** in case of **Recognised Unaided Institutions** in Kerala and in respect of students of Recognised Institutions **outside Kerala**.

5. Students studying in Institutions outside Kerala

Students studying outside Kerala also required to register online.

Instructions to Institutions outside Kerala

To enable the online registration by the student, the institution has to register in the website. The institution should send their details to dcedirectorate@gmail.com and the registration will be done by the Department. The institution will be provided with a user id and password to login to the scholarship site. There after the institution should update further details by adding the courses and course fees etc in the site.

An officer of the institution should verify the online application and should be approved by the Principal. Institution has to forward the online printout and supporting documents submitted by the students to the Special officer scholarships vide 4 (i) (2) above.

6. Documents to be Enclosed along With the Registration Printout.

- a. Self-attested passport size photograph pasted on the Registration printout.
- b. Attested copies of Mark lists of all Examinations from Matriculation onwards, passed by the candidate.
- c. Income declaration – affidavit (as shown in **Appendix-III**) on non-judicial stamp paper of Rs. 10/- for self-employed parents/guardian or income certificate from the employer for employed parents.
- d. An affidavit as shown in appendix-IV in Non-judicial stamp paper of Rs10/- by the student that he/she belongs to any one of the Minority communities notified by Central Government/Community certificate from the competent authority.
- e. An affidavit as shown in **appendix V** in non judicial stamp paper of Rs.10/- by the student regarding his/her place of residence/nativity or nativity certificate from the competent authority
- f. Nativity certificate from the competent authority.
- g. Attested copy of the first page of Bank Passbook in the name of the student, showing the Account Number and Name, Code and Address of the Branch.
- h. Accommodation Certificate in case of Hostellers.
- i. Copy of Adhaar number/Adhaar enrollment /NPR

7. Last Dates

- a. Online Submission of the Application by students : **24-08-2013**
- b. Submission of Registration printout and documents to the Institution by candidates : **03-09-2013**
- c. Completion of Verification and Approval by the Institution : **25-09-2013**
- d. Registration printouts and supporting documents of approved applications to reach Special officer Scholarship (In case of Recognised Unaided Institutions in Kerala and in respect of students of Recognised Institutions in outside Kerala): **03-10-2013**



Special Officer for Scholarships

Appendix-I

RATE OF SCHOLARSHIP

Actual financial assistance will be provided for admission & course /tuition fee and maintenance allowance as given below subject to a maximum ceiling indicated against item concerned:

(Amount in Rs.)

| Sl. No. | Item | Hosteller * | Day scholar |
|---------|--|--|--|
| 1 | Admission and tuition fee for classes XI and XII. | Actual subject to a maximum ceiling of Rs.7,000 p.a. | Actual subject to a maximum ceiling of Rs.7,000 p.a. |
| 2 | Admission and course/tuition fee for technical and vocational courses of XI and XII level. (Includes fees/charges for raw materials, etc.) | Actual subject to a maximum ceiling of Rs. 10,000 p.a. | Actual subject to a maximum ceiling of Rs. 10,000 p.a. |
| 3 | Admission and tuition fee for under-graduate, post graduate. | Actual subject to a maximum ceiling of Rs.3,000 p.a. | Actual subject to a maximum ceiling of Rs.3,000 p.a. |
| 4 | Maintenance allowance for 10 months only in an academic year (Includes expenses for study material, etc.) | | |
| | (i) Classes XI and XII including technical and vocational courses of this level. | Rs.380 p.m. | Rs. 230 p.m. |
| | (ii) Courses other than technical and professional courses at under-graduate and post graduate level | Rs.570 p.m. | Rs. 300 p.m. |
| | (iii) M. Phil and Ph.D. (For those researchers who are not awarded any fellowship by university or any other authority) | Rs.1200 p.m. | Rs.550 p.m. |

* Hostellers include students who are not staying in hostel of the school/institute concerned but are staying as paying guest or in rented accommodation in towns/cities which are not the places where their parents reside.

Appendix-II

COURSES, OTHER THAN THOSE LISTED BELOW UNDER MERIT-CUM-MEANS SCHOLARSHIP SCHEME, WOULD BE COVERED UNDER THE POST-MATRIC SCHOLARSHIP SCHEME.

Engineering & Technology Courses (B.Tech/B.E./ M.Tech.)

- | | |
|--|---|
| (1) Aeronautical Engineering (AE) | (17) Information Technology (IT), |
| (2) Agricultural Engineering (AG), | (18) Instrumentation and Control Engineering (ICE), |
| (3) Automobile Engineering (AUE), | (19) Leather Technology (LT), |
| (4) Applied Electronics & Instrumentation (AEI), | (20) Marine Engineering (MRE), |
| (5) Automation and Robotics (ARE), | (21) Materials Science & Technology (MST), |
| (6) Bio-Medical Engineering (BME), | (22) Metallurgical Engineering (MT), |
| (7) Bio-Technology (BT), | (23) Mechanical Engineering (ME), |
| (8) Ceramic Engineering/Technology (CT), | (24) Mining Engineering (MN), |
| (9) Chemical Engineering (CH), | (25) Oil & Paint Technology (OPT), |
| (10) Civil Engineering (CE), | (26) Polymer Science and Rubber Technology (PSR), |
| (11) Computer Science and Engineering (CS), | (27) Printing Technology (PT), |
| (12) Electrical Engineering or Electrical & Electronics Engineering (EEE), | (28) Production Engineering (PE), |
| (13) Electronics and Communication Engineering (ECE), | (29) Pulp & Paper Technology (PPT), |
| (14) Environmental Engineering (ENE), | (30) Sugar Technology (ST), |
| (15) Food Technology (FT), | (31) Textile Engineering/Technology (TXT), |
| (16) Industrial Engineering and Management (IEM), | (32) Transportation Engineering (TE). |

Cement Technology

- (1) Post graduate diploma in cement technology

Fashion Technology (Degree from National Institute of Fashion Technology)

1. B.FTech (Design): Fashion Design, Leather Design, Accessory Design, Textile Design, Knitwear Design, Fashion Communication.
2. B.FTech (Apparel Production).
3. Me.FTech: Management, Apparel Production, Design Space.

Management

- (1) Post Graduate Diploma in Management (PGDM),
 - (2) Post Graduate Certificate in Management (PGCM),
 - (3) Executive Post Graduate Diploma in Management (Exec-PGDM),
- Master in Business Administration (MBA).

Pharmacy

- (1) B.Pharm
- (2) M.Pharm (PH).

Architecture & Town Planning (Under Graduate and Post Graduate level courses only)

- (1) Architecture (AR),
- (2) Interior Design (ID),
- (3) Building Construction Technology (BCT),
- (4) Planning (PL).

Hotel Management & Catering Technology (Under Graduate and Post Graduate level courses only)

- (1) Hotel Management & Catering Technology (HMCT)

Applied Arts & Crafts (Under Graduate and Post Graduate level courses only)

- (1) Applied Arts & Product Design (APD),
- (2) Fine Arts/Applied Arts/Fine & Applied Arts (FA/AA/FAA),
- (3) Fashion & Apparel Design (FAD).

MCA

- (1) Master in Computer Application (MCA)

Design (Degree from National Institute of Design, Ahamdabad)

- (1) Graduate diploma in design
- (2) Post graduate diploma programme in design

Medical & Para Medical courses

- | | |
|---|--|
| (1) MBBS | (7) Master of Physical Therapy (MPT) |
| (2) Bachelor of Ayurvedic Medicine & Surgery (BAMS) | (8) Bachelor of occupational Therapy (BOT) |
| (3) Bachelor of Unani Medicine & Surgery (BUMS) | (9) Master of occupational Therapy (MOT) |
| (4) Bachelor of Homeopathic Medicine & Surgery) | (10) B.Sc. Nursing |
| (5) Post Graduate courses | (11) M.Sc. Nursing |
| (6) Bachelor of Physical Therapy (BPT) | (12) B.D.S . |
| | (13) M.D.S. |

Veterinary Sciences and Animal Husbandry

- (1) B.VSc. & A.H. (Bachelor of Veterinary Sciences and Animal Husbandry)
- (2) PG courses

Chartered Accountancy/Institute of Cost and Work Accountancy/Company Secretary

- (1) CA (Chartered Accountancy)
- (2) ICWA (Institute of Cost and Work Accountancy)
- (3) CS (Company Secretary).

Law

- (1) L.L.B.
- (2) L.L.M

Appendix III

(Specimen)

DECLARATION OF PARENTS'/GUARDIAN'S INCOME

I (Parents/ Guardian) of
..... (Name of Student) who is
studying in
.....
hereby declare that my annual income from all sources is Rs.
.....(in figures) Rupees
..... only (in words).

If any stage, it is found that the information given by me is false/not true, all benefits given to the student under the scheme of "Post-matric scholarship for students belonging to minority communities" could be withdrawn and legal action as deemed fit, may be taken against me or my ward.

Date:

Signature

(Father/ Mother/ Guardian)
Residential Address

AFFIDAVIT ON COMMUNITY

I son /daughter of ----- resident of ----- house-----
village-----taluk -----district ,Kerala state ,solemnly affirm and state as follows.

I am a student studying in------(Name of Institution) in------(Course of study).I belong to
-----Community coming under minority community under section 2 (c) of the National
Commission for minorities act,1992.I am entitled to get the benefits as declared by the Government
of India.

What I have stated above are true to my belief and knowledge.

Place:

Signature

Date:

Name of Pupil.

Appendix V

PROOF OF PERMANENT RESIDENCE

I----- Son / daughter of -----aged-----years, now residing at -----house-----Village -----Taluk-----District, Kerala State ,and studying in-----
------(Name of the Institution)for -----(Name of Course)hereby declare that I am a permanent resident of -----house -----Village-----Taluk-----District of Kerala State.

Place:

Signature

Date:

Name of Pupil.

Residential Address

POST MATRIC SCHOLARSHIP RENEWAL FOR THE ACADEMIC YEAR 2013-14

Online applications are invited for the renewal Post-Matric Scholarship for the academic year 2013-14 from students belonging to minority communities of Kerala (Muslim/ Christian/ Buddhists/ Sikh and Parsee) to be awarded by the Ministry of Minority Affairs, Government of India.

Applications are to be submitted online in the Scholarship Website of Department of Collegiate Education, www.dcescholarship.kerala.gov.in. Instructions for filling up the online application can be accessed through the link Post-Matric Scholarship (PMS) provided in the Home Page of Scholarship website.

The details of the Scholarship are given below:-

ELIGIBILITY

1. Only those who are awarded scholarship in 2012-13 are eligible for renewal at present.
2. Should be the 2nd year students of Higher Secondary School or 2nd /3rd year students of college/institutes/University, which is either a Govt/Aided/Recognised Unaided institution.
3. Candidates should have secured a **minimum of 50%** marks in aggregate for the final examinations for the year 2012-13.
 - a. For candidates who are undergoing courses in Semester System, the marks obtained for the two semesters of the year have to be taken for 2012-13 calculating the aggregate marks.
4. Candidates whose result for the year 2012-13 has not yet published also can apply for renewal. Their renewal will be sanctioned, subjected to.
 - a. Their scoring a minimum of 50% marks when the result is published

- b. Production of the attested copy of their mark sheet to their head of institution within two weeks of the publication of results by the .
University/Board
5. Hostellers have to produce accommodation certificates for the year 2012-13 for renewal of their scholarship.
6. Aadhar number is mandatory to all beneficiaries under this scheme and aadhar number should be seeded with the bank account number.

PROCEDURE

Part I : Applying for Renewal by the Candidate

1. The Renewal button is available under '**1. Post Matric Scholarships(PMS)**' in the DCE Scholarship Home page www.dcescholarship.kerala.gov.in
2. After clicking the 'Renewal' button, the candidate has to select the followings in sequence.
 - a) State
 - b) District
 - c) Institution Type
 - d) Name of Institution
 - e) Awarded Year
 - f) Candidate's Name
3. The candidate then has to fill in the Date of Birth, Registration ID through which she/he received the scholarship for the year 2012-13 and click the 'Submit' button.

On the new page, the candidate has to select her/his,

- a) Course Type
- b) Course
- c) Year of study
- d) Whether the result of your 2012-13 Examinations is declared or not.

4. If the results are declared, the candidate has to fill in the percentage of marks scored. The candidate then has to click on the check '**I agree**' and click the '**submit**' button to submit the renewal.

5. Institutions Outside In Kerala

Selected students for studying outside Kerala do online registration. The Registration Id made in the website the following link.

Click Online Scholarship Previous year Details

Click Other State Awarded

Before the online registration the institution should be registered in the website. The institution should be sent their details to dcedirectorate@gmail.com

The verifying officer of the Institution has to Verify and approve the online. Online printout and supporting documents institutions have to forwarded to the Special officer scholarships, Directorate of Collegiate Education, Vikasbhavan, Thiruvananthapuram-695033.

Part II : Submission Registration Printout by the Candidate

The Candidates have to take the printout of their Registration form, sign it and submit it to the Verifying officer of her/his Institution along with the supporting documents.

Part III: Verification by the Institution

The verifying officer of the Institution has to Verify the following Online, after 'Institution login' using Institution code as User ID.

- a) Whether the candidate is presently studying in the Institution.

b) Whether the percentage of marks scored is correct in accordance with the document produced.

In the case of students whose result of the examination is not published, the student shall submit the registration printout to the head of the institution approving authority and the same may be kept pending till the publication of result and production of mark sheet by the candidate.

c) Accommodation certificate is produced in case of hostellers.

Part IV: Approval by the Head of the Institution

The Verified applications are to be Approved by the Head of the Institution after 'Institution login' using "head+Institution code" as user ID.

Part V

The Registration printouts and supporting documents of the verified and approved applications are to be,

i Kept in the Institution itself in case of Govt./Aided

Institutions. These documents are liable to be verified by the Inspection team of Scholarship wing. Directorate of Collegiate Education.

ii.Sent to The Special Officer Scholarships, Directorate of Collegiate Education, vikasbhavan, Thiruvananthapuram-695033.

Recognised Unaided institutions in Kerala and in respect of students of Recognised Institutions **Outside Kerala.**

Documents to be enclosed along with the application print out.

1. Attested copy of the mark list of the publish examination 2012-13 (In the case of candidates whose results are published)
2. Accommodation certificate for the year 2012-13 in the case of hostellers.
3. Attested copy of first page of bank passbook in the name of the student and adhaar details .

Last Dates

1. The last date for Online submission of the application for renewal by the candidates is **05/10/2013**
2. The last date for candidate to submit Registration printout along with supporting documents is **11/10/2013**
3. The last for Institutions to verify and approve the applications is **26/10/2013.**
4. The last date to submit the applications by the institutions to Special Officer for Scholarships is **31/10/2013.**

Sd/-

Special Officer for Scholarships