

Ref: MU/REG/CIR-(T)
Date: February 25, 2014

NOTIFICATION

Sub: Scholarship on course fee for employees' children and/or spouse for the academic year 2014-15

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Manipal University is pleased to announce award of scholarship for the employees' children and/or spouse studying/enrolling in various courses viz., certificate / diploma / degree / postgraduate at Manipal University for the Academic Year 2014-15.

The detailed guidelines for award of scholarship for employees' children and/or spouse are enclosed with this notification. The format of application which the employees have to fill and send to this office, through proper channel, is also attached. Last date for the receipt of applications at this office is September 30, 2014. **University will not consider any application received at this office after September 30, 2014.**

The guidelines and the application format may please be circulated among the staff members. The eligible staff may send their applications for the award of scholarship amount, as per the guidelines.

Those staff members, who opt to pay the fee for the year 2014-15, after deducting scholarship amount, are also required to submit the applications in the prescribed format.



Dr. G. K. Prabhu
Registrar

To:-

Heads of Institutions | Hospitals | MUTD of MU Manipal / Mangalore / Bangalore

Encl: Guidelines & application format

Copy to [by email]:-

- ✉ Pro Chancellor | Vice-Chancellor | Pro Vice Chancellors, Manipal University
- ✉ Director, Admissions, Manipal University – kindly notify the eligible students about this scholarship, who will be joining various courses during the academic year 2014-15
- ✉ Director, Finance, Manipal University
- ✉ Deputy Director (HR), Manipal University
- ✉ Deputy Manager, Student Finance, Manipal University
- ✉ All University officials, Manipal University – for circulation among the staff members
- ✉ Mr. Nishith K Mohanty, Chief Human Resource Officer, MEMG, Bangalore

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Guidelines for award of scholarship for employees' children and/or spouse

Ref:-

1. Letter no. MAHE/REG/OTBA/2004/86, dated 16/09/2004 of Registrar
2. Letter no. MAHE/REG/OTBA/2005/56 dated 08/07/2005 of Registrar
3. Circular No. MAHE/REG/Scholarship, dated 23/11/2005 of Registrar
4. Minutes of the Executive Committee meetings held on 09/12/2005, 27/02/2006, 09/01/2008, 15/01/2009, 11/05/2012, 28/01/2013 and 14/08/2013

1. ADMINISTRATION:-

Requests for receiving scholarship from Manipal Foundation for higher education courses in Manipal University institutions will be accepted from the employees' children and/or spouse at the University and forwarded to the Foundation for disbursement in eligible cases.

2. ELIGIBILITY:-

- 2.1 The employee should have been on the regular roll/service of Manipal University or any of its constituent institutions for at least **three years** at the time of admission of his/her children/spouse to the course.
- 2.2 The employees who have not completed minimum three years of service at the time of admission of his/her children/spouse to the course are not eligible for the scholarship. However, they may apply for the same after completing three years of service and the scholarship amount will be paid to the employees on annual basis on continuation of their service in the organization. In the case of students enrolled in the academic year 2011-12 and onwards, the scholarship amount is determined based on the Income of the family at the time of applying for the scholarship.

3. APPLICABILITY:-

- 3.1 Those students who are pursuing certificate / diploma / degree / postgraduate courses at Manipal University, Manipal and Manipal Group Educational Institutions such as Sikkim Manipal University (SMU) Sikkim, Manipal University Jaipur (MUJ) and Manipal College of Medical Sciences (MCOMS) Nepal.
- 3.2 Only up to two unmarried children of the employee. Successful continuation of the course is a must.
- 3.3 Children / Spouse of regular faculty members who are covered by FDS 97(Revised) / FDS II / Professional Fee for Service (PFFS) excepting those who are on long / overseas leave.
- 3.4 Students who have secured admission through Manipal University Entrance Test and/or under General Merit.

General Category:

Students joined in the academic year	Scholarship amount
Up to 2010-11	50% on tuition fee
2011-12	As per notification no. MU/REG/CIR dated March 4, 2011 for 2011-12 academic year and as per Table-1 below from 2012-13 academic year onwards
2012-13 & 2013-14	As indicated in the Table-1 below
2014-15	As indicated in the Table-2 below

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NRI Category:

Students joined in the academic year	Scholarship amount
2007-08 & 2008-09	50% on Tuition fee
2009-10 & 2010-11	50% on Course fee
2011-12	As per notification no. MU/REG/CIR dated March 4, 2011 for 2011-12 academic year and as per Table-1 below from 2012-13 academic year onwards
2012-13	As indicated in the Table-1 below
2013-14 & 2014-15	50% on Course fee

Table-1

Sl. #	Total Family income (in ₹) per annum	Scholarship on Course fee
1.	Up to 5 lakhs	90%
2.	Above 5 lakhs up to 7.5 lakhs	75%
3.	Above 7.5 lakhs up to 10 lakhs	50%
4.	Above 10 lakhs up to 12.5 lakhs	25%
5.	Above 12.5 lakhs	10%

Table-2

Sl. #	Total Family income (in ₹) per annum	Scholarship on Course fee
1.	Up to 3 lakhs	100% *
2.	Above 3 lakhs up to 5 lakhs	90%
3.	Above 5 lakhs up to 7.5 lakhs	75%
4.	Above 7.5 lakhs up to 10 lakhs	50%
5.	Above 10 lakhs up to 12.5 lakhs	25%
6.	Above 12.5 lakhs	10%

* Candidates need to pay a nominal amount of 5% of annual course fee or 5% of total family income as yearly fee, whichever is minimum.

4. NOT APPLICABLE IN THE FOLLOWING CASES:

- 4.1 Students enrolled under Government Category.
- 4.2 Students admitted under in-service quota for PG courses.
- 4.3 Students who obtain any other scholarship from any other source.
- 4.4 Employees on Post Retirement Engagement scheme.
- 4.5 Faculty members appointed on contract basis.
- 4.6 Senior Residents appointed on temporary basis.
- 4.7 Students pursuing courses through distance education mode.

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5. APPLICATION PROCEDURE:-

- 5.1 Those fulfilling the above criteria may send their applications on behalf of their children/spouse in the format prescribed, along with relevant enclosures, which is attached to this notification.
- 5.2 The applications are to be submitted through the Head of the Institution concerned who will authenticate the particulars furnished in the application.
- 5.3 Latest Income Tax Returns (current assessment year) of the parents/spouse to be submitted along with the application. This is applicable for students who have secured admissions from 2011 batch onwards. In case if one parent is not employed, the duly notarised affidavit from that parent needs to be attached.
- 5.4 The application should be submitted to the office of the Registrar, Manipal University, Manipal, by **September 30, 2014**.
- 5.5 Manipal Foundation will disburse the scholarship on the basis of eligibility.

6. FOLLOWING GUIDELINES ARE APPLICABLE ONLY FOR STUDENTS JOINING DURING THE ACADEMIC YEAR 2014-15:

6.1 Scholarship amount in the subsequent years:

Percentage of scholarship will be constant throughout the course duration irrespective of changes (increase/decrease) in family income.

6.2 Continuation of scholarship in the subsequent years:

The continuation of scholarship for the subsequent years, for the students who have been awarded scholarship during the first year admission, will be based on the performance of the students at the University Examination preceding the due date for payment of fees/dues as per the following criteria:

- i) Minimum 65% cumulative/aggregate marks in a system of awarding marks
- ii) Minimum CGPA of 3 in a 4 point grading system
- iii) Minimum CGPA of 8 in a 10 point grading system

6.3 Interest Subsidy on Education Loan Scholarship [only for General Category students]:

The students (employees' children and/or spouse) are also eligible for "Interest Subsidy on Education Loan Scholarship", in addition to the abovementioned scholarship, as per the University norms. The interest subsidy to be reimbursed by the University shall be determined as mentioned in the table shown below:

Sl. #	Total Family income (in ₹) per annum	Interest subsidy
1.	Up to 3 lakhs	100%
2.	Above 3 lakhs up to 5 lakhs	90%
3.	Above 5 lakhs up to 7.5 lakhs	75%
4.	Above 7.5 lakhs up to 10 lakhs	50%
5.	Above 10 lakhs up to 12.5 lakhs	25%
6.	Above 12.5 lakhs	10%

The detailed guidelines will be circulated in due course.



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Application for Scholarship [2014-15]

PLEASE TICK ONE ONLY

- Freeship for MBBS/BDS/BPharma/BE courses
- Merit-cum-means scholarship for MBBS/ BDS/ Bpharma/ BE/ Bsc Nursing courses
- AICTE tuition fee waiver for BE/BPharm program (income below ₹ 4,50,000/- p.a.)
- 25% scholarship on course fee for the students of SNM Polytechnic, Moodbidri / TMA Pai Polytechnic, Manipal for BE (lateral entry) course
- 10% scholarship on tuition fee for Konkani speaking students
- 25% scholarship on course fee for Konkani speaking students admitted to Allied Health/Nursing programs
- 10% scholarship on tuition fee for students studied in AGE colleges
- 25% scholarship on course fee for students studied in AGE colleges & admitted to Allied Health/Nursing programs
- Scholarship for Academy of General Education Students (SAGES)
- Interest subsidy on education loan scholarship for Konkani speaking students / SAGES
- Manipal Foundation Scholarship for staff child/spouse
- 50% tuition fee waiver for MCIS students
- Merit-cum-means scholarships of Kundapur Mohan and Lata Bhandarkar

ATTACH A RECENT
 4.5 cms X 3.5 cms
 FULL-FACE,
 COLOUR
 PHOTOGRAPH HERE

YEAR OF ADMISSION _____ **CATEGORY** GENERAL NRI/FOREIGN

FEE PAYABLE FOR THE CURRENT ACADEMIC YEAR _____
 RUPEES / USD

NAME OF THE STUDENT Mr Ms Dr _____

ROLL # _____ **RANK #** _____ **APPLICATION #** _____

COURSE _____

INSTITUTION _____ **CAMPUS** MANIPAL MANGALORE BANGALORE

DATE OF BIRTH _____ **MARITAL STATUS** SINGLE MARRIED
 DD / MMM / YYYY

RELIGION _____ **CASTE** _____ **MOTHER TONGUE** _____

NAME OF THE FATHER / MOTHER/GUARDIAN/SPOUSE _____

PROFESSION OF THE FATHER / MOTHER/GUARDIAN _____

RELATIONSHIP OF THE STUDENT WITH THE GUARDIAN _____
 ANNUAL INCOME OF THE PARENT/GUARDIAN

PERMANENT RESIDENCE ADDRESS

ADDRESS FOR COMMUNICATION

TELEPHONE (with area code) _____
 HOME _____ OFFICE / WORK _____

MOBILE _____
 PARENT _____ STUDENT _____

EMAIL (in block letters) _____
 PARENT _____ STUDENT _____

SCHOLARSHIP (Specify any other scholarship availed/awarded during the year)

Have you availed Manipal Foundation Scholarship for any other child (In the case of scholarship on tuition fee for staff child/spouse)? YES NO

If Yes, provide the details

BANK DETAILS (applicable only for interest on loan scholarship)					
NAME OF THE BANK			BRANCH		
LOAN ACCOUNT NO.			RATE OF INTEREST (P.A.)		
ANNUAL INCOME OF THE PARENTS/GUARDIAN (attach family income proof/IT Returns) Rs.					
LOAN AVAILED	First Year	Second Year	Third Year	Fourth Year	Fifth Year
	Rs.	Rs.	Rs.	Rs.	Rs.

BANK ACCOUNT DETAILS FOR AWARD OF SCHOLARSHIP	
PARENT NAME (As per bank account)	BANK A/C NUMBER
NAME AND ADDRESS OF THE BANK	IFSC Code

DECLARATION

I hereby declare that all the particulars stated in this application form are true to the best of my knowledge and belief. In the event of submission of fraudulent, incorrect or untrue information or suppression or distortion of any fact, I understand that my admission/scholarship is liable for cancellation.

Signature of the applicant: _____ Date: _____

Signature of parent/guardian: _____ Date: _____

RECOMMENDATION from Head of the Institution (Where the student is studying)	
Date: _____	Signature of the Head of the Institution with seal _____

VERIFICATION from Head of the Institution (For the status of Staff)	
In the case of staff child/spouse opting for scholarship on tuition /course fee	
<input type="checkbox"/> Employee is on the regular rolls/service	Employee Name: _____
<input type="checkbox"/> Employee has completed 3 years of service	Employee ID: MAHE000
Remarks if any _____	Date of joining: _____
Signature of the HR Department with seal _____	Date: _____
	Signature of the Head of the Institution with seal _____

DOCUMENTS TO BE ENCLOSED

- Certificate of proof for Konkani as mother tongue (for Konkani Scholarship)
- A proof of study OR certificate from the Academy of General Education college or SNM / TMA Pai Polytechnic (for AGE scholarship/ Scholarship for SNM / TMA Pai Polytechnic students)
- Income Tax Returns / Income Certificate from Tahshildar (for AICTE scholarship / Merit-cum-means / SAGES)
- Marriage certificate (in the case of Manipal Foundation Scholarship for staff spouse)
- Family income proof & loan a/c statement from the bank and conduct certificate from Head of Institution (in the case of interest subsidy on education loan scholarship)
- Certificate from the bank for interest payable for the current financial year (in the case of interest subsidy on education loan scholarship)
- Income Tax Returns of the parents/spouse (in the case of scholarship for staff child/spouse from 2011 batch onwards)
- Mark sheet of the previous University examination

NOTE: Incomplete applications will be disqualified

Date: _____ **REGISTRAR**