

## **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 actuals 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 and incidentals:**

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

- Course fees, Hostel fees, etc. would be paid as per 'actuals', subject to the production of receipts.
- 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 actuals, 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 & non-availability of hostel accommodation, as per actual and rent should be restricted to the Hostel Fees charged by the institute/ College or as per the overall ceiling of the guidelines, whichever is less.
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### **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. **Joining report** in the allotted college.
2. **Fee Receipts** (Tuition / Hostel/ other incidental charges) for the Academic Year for which the scholarship is being claimed . (**Annexure-I**)

3. In case if student not residing in the Hostel:-
  - a) **Certificate** From University/Institute regarding **Reasonability of Rent** claimed (**Annexure-II**)
4. **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.
5. 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
6. Copy of **Aadhar Card**

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

- Students to log in to AICTE Portal at <http://www.aicte-india.org/JnKadmissions.php> using the user name and pass word used to submit the online application for JK SSS 2015-16.
- Click on the Tab “Attachments” and attaché the scanned copies of following documents-
  1. **Joining report** in the allotted college.
  2. **Fee Receipts** (Tuition / Hostel/ other incidental charges) for the Academic Year for which the scholarship is being claimed as per **Annexure-I**
  3. In case if student not residing in the Hostel:-
    - a) **Certificate** From University/Institute regarding **Reasonability of Rent** claimed as per **Annexure-II**
  4. **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.
  5. 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
  6. Copy of **Aadhar Card**
- Click on the “**Institution Details**” Tab and submit the information of the Institute and Course in which admission is taken
- Click on the “**Account Information**” to give the details of Bank Account of Student
- 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>**

**Annexure-I**

*(To be given on letter head of Institute)*  
**TUITION FEE RECEIPT CERTIFICATE**

Received a sum of Rs. \_\_\_\_\_ from \_\_\_\_\_ (Student's name)

Class \_\_\_\_\_ Roll No. \_\_\_\_\_ towards **Tuition Fee** for the academic year \_\_\_\_\_.

**Authorized Signatory with Seal**

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*(To be given on letter head of Institute)*  
**HOSTEL FEE RECEIPT CERTIFICATE**

(In case where students are staying in college hostel and hostel fee charged by the college)

Received a sum of Rs. \_\_\_\_\_ from \_\_\_\_\_ (Student's name)

Class \_\_\_\_\_ Roll No. \_\_\_\_\_ towards **Hostel Fee** for the academic year \_\_\_\_\_.

**Authorized Signatory with Seal**

**Date:**

**Place:**

**ANNEXURE-II**

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

**CERTIFICATE REGARDING REASONABILITY OF CLAIMED RENT**

This is to certify that the claim for the rent of the accommodation hired by \_\_\_\_\_ (Student's name) Class \_\_\_\_\_ Roll No. \_\_\_\_\_ for the academic year \_\_\_\_\_ who is not staying in the College Hostel is as per the prevailing rate in the locality where the student is staying and that the amount claimed is within the hostel charges of the college and the overall ceiling under the scheme guidelines.

**Authorized Signatory with Seal**

**Date:**

**Place:**