INSTRUCTIONS FOR INSTITUTES FOR NSP 2022-23
National Fellowship and Scholarship for Higher Education of ST Students
(earlier known as Top Class Scholarship Scheme)

Institutes are requested to ensure thorough verification applications received under the scheme, details of the revised scheme guidelines are as follows:-

Details of the Scheme and eligibility of the students:

1. **Applicability of Guidelines:**

   These guidelines will be applicable from the selection year 2021-22 and onwards. However, the financial norms of scholarship will be effective from 1st April 2022. **No arrears shall be paid for the period prior to 1st April 2022.**

2. Brief of National Fellowship and Scholarship for Higher Education of ST Students (earlier known as Top Class Scholarship Scheme):

   i) National Scholarship Scheme is intended to encourage meritorious ST students to pursue courses at Graduate and Post Graduate level in Top Class Institutes identified by the Ministry in professional fields such as Management, Medicine/Science, Engineering and Technology, Humanities and Social Science etc.

   ii) Student having secured admission in a full-time course in any of the 252 notified Institutions and as per the defined courses against those 252 Institutes will only be eligible to apply from that Institute for scholarship. (Enclosed List of 252 Institute List)

   iii) The scholarship once awarded will continue till completion of the course tenure, subject to satisfactory performance of the student, as assessed by the institute.

   iv) Any repetitions of a part or whole of the academic year by the student shall not be paid for.

   v) The duration of the Course shall be treated from the year of admission into the Course, irrespective of the Selection Year for the Scholarship.

   vi) Students availing this scholarship are not eligible to claim benefit of any other scholarship scheme of the Centre/ State Govt. for the same study.

In case of Fresh students:

Income Criteria: The total family income of the student to be eligible for this scholarship from all sources should not exceed Rs.6.0 lakh per annum. The family income shall be computed in the following manner: -

i.   In case where both father and mother are working, the combined income of both of them from all sources shall be taken into account in computing total family income.

ii. In case any other member of the family, other than father and mother is an earning member, his or her income shall not be included in computing total family income.

iii. In case only one parent is alive, the income of that parent shall be taken into account for considering total parental income. If other sibling or family member is an earning member, their income shall not be included in computing total family income.

iv. In the case of an orphan, supported by a guardian, income criteria shall not apply.

v.   In case of married candidates, the spousal income will also be added to compute total family income.

Note 1: Definition of Income - Income means gross income including income from all sources e.g. Salary, Interest Income, Income from House property, Income from Business, Agricultural income, and Income from any other Sources etc. It is clarified that Income for the purpose of scholarship is not the taxable Income as defined in Income Tax Act. The deductions and exemption available in the Income Tax Act u/s 10, Section 80 or any other section will not be available in computing gross Income under the scheme.

Note 2: Income certificate is required to be taken once only i.e. at the time of admission to courses which are continuing for more than one year. Income certificate should be for the financial year immediately preceding the selection year. For example, for the selection year 2022-23, income certificate for the financial year 2021-22(Assessment year 2022-23) is admissible. In case of salaried employees Form-16 is accepted. In case of income from other sources, income certificate issued by the designated authority of the respective State/UT is accepted.

b) **In case of Renewal students**: No fresh income certificate is required.

3. **Slots of Scholarship**: All eligible students who have taken admission on merit to the identified premier institutes, and are verified by Institute and Ministry as per the norms of the scheme are eligible to receive scholarship. There is no Institute- wise/ State wise/ stream wise ceiling of number of slots. However, students admitted in Management quota in a private Institute will not be entitled to scholarship.

4. The institutes are required to register their credentials on the National Scholarship Portal (NSP), if not already done. The URL of the NSP is http://scholarships.gov.in.

5. All Institutes are instructed to give the tab of NSP (www.scholarship.gov.in) on their Institute website alongwith timelines of Opening, Closing of Portal and verification of applications.

6. It may be noted that Institutes which do not have valid AISHE codes have been deregistered. Also without AISHE code Institute can't verify the applications of the students on NSP Portal. After obtaining valid AISHE code, institute can re-registration themselves.

7. It is advised that the Nodal Officer of the Institute should be regular employee of the Institute. His Mobile number to be used for only one institute otherwise NSP portal will not allow to access it at Institute Level.

8. Ministry will not accept any offline proposal of any student (Fresh) and Renewal for previous years. The students suitably instructed to apply only on the NSP, if they are interested in this Scheme of M/o Tribal Affairs.

9. Please inform to the students who are above the age of 18 years on date of registration of application in portal, that Aadhar Number is mandatory. Please fill EID no in their NSP application initially at the time of filling the application and later when they will get Aadhar. Please, update the Aadhar No in their application form.

10. Please inform to the students if they are above 18 yrs, it is advised to create Aadhar based digi-locker, to enable them to store all your documents in one digital space. This will help them in future. However, it may be noted that neither this Ministry nor NSP will have access to their digi-locker.

11. If any student is facing any issue in getting Aadhaar, he/she has to approach to your Institute Nodal Officer immediately.

12. Institutes are advised to undertake proper advertisement in the campus about the opening and closing dates of application registration so that all ST students who will fulfills the criteria of "National Fellowship and Scholarship Scheme for Higher Education of ST Students Scheme" can apply on NSP on time. **Institutes give the proper link and instructions for NSP Portal on their official Website.**

13. Please note while verifying applications at Institute login, Institute have three options (buttons) available i.e.:
    a. **Verified** – By clicking on this button, you are able to verify the student's application.
    b. **Defective** –If any student's application is not complete in any respect / manner or that it is not as per the scheme guidelines, Institute can return the application to the student by clicking on this button and mention the reasons for the same in the dialog box. The student can upload make the necessary corrections and re-submit the application for verification by the Institute again.
    c. **Rejected** – If that student is not bonafide student of their Institute, the Institute can reject his application. By clicking on Rejected button his application is permanently Rejected. Student can't apply in any other scheme in NSP during 2022-23.

14. Institute NODAL OFFICER MUST verify the correctness of details in the application form by comparison of the original documents with the uploaded documents submitted by the student/ applicant. Nodal Officer shall ensure that appropriate due diligence is done before verification of applications in accordance with the Scheme guidelines.

15. The Nodal Officer shall ensure that the applications are scrutinized on a regular basis in sync with the receipt of applications, so as to complete the process well in time and to enable defective applications to be sent back to the students for rectification and re-submission, before the closing of the Portal for the applicant students. It may be ensured that no student is put to hardship due to non-verification or delayed verification (which does not provide for time to rectify and re-submit defective applications).

16. Students may be advised to carefully study the scheme guidelines, instructions available on the NSP itself on filling up of applications on the Portal and the FAQs, which are uploaded on the Ministry's website before filling up and submitting the applications.

17. The nodal officers are also requested to peruse the above for their information and for guiding the applicants.

Some of the salient points in this regard are noted below:

- Care must be taken to ensure that only correct information is given
- Spelling and numerical mistakes need to be avoided at all cost
- Keep all documents with you before filling the application
- Ensure that the certificates to be upload are up to date and in the prescribed formats.
- Fill in the applications well before the last date of submissions. Since a large number of applicants would be using the portal, you may encounter issues of slow network and reaction time of the Portal, which will delay your submission.
- Cross-verify all the information provided by you with the relevant documents before final submission of the application.
- Download and save a digital copy of the application for easy retrieval and future reference. If necessary, keep a printout of the application also.
- Do note your application ID and password to gain access to the Portal in future.
- After submission of the application, it is advised that you regularly track the status of your application, so as to ensure that it has been verified and submitted without defects.
- Any defects in the application will be brought to your notice. You are advised to immediately rectify the same and follow instructions in this regard.
- You are also intimated that the names of the candidates selected for award of the scholarships is published on this Ministry's website. You are advised to regularly visit the website for information regarding the selections.

18. Institute Nodal Officer MUST inform to the students that they can't apply for more than one Scholarship Scheme. Application form will be rejected if any student applied for more than one scheme.

19. Institute Nodal Officer MUST inform to the students that they must note that NSP provide only one chance of updating bank accounts after the final submission of application (only in case when bank accounts details are not validated by PFMS). Applicants should be cautious to exercise this option, failing which the application will not be considered for scholarship.

20. Institutes MUST check that all documents of the students are as per the National Fellowship and Scholarship for Higher Education of ST Students Scheme (earlier known as Top Class Scholarship Scheme) in the following way:

i. Institute Nodal officer MUST check that student have to upload his photograph in the application form.

ii. Institute Nodal Officer MUST inform to the students that they have to upload all documents like Income Certificate, Caste Certificate, 12th Marksheet, Graduation Marksheet, Aadhaar, Bank Passbook, Bonafide Student certificate of the Institute etc.

iii. Institute Nodal officer MUST inform to the students to give fill the Aadhar No mandatorily while filling the form in NSP. Payment of Scholarship will be made to the selected students using their Aadhaar No. linked active Bank Account.

iv. Institute Nodal Officer MUST inform to the students that they should fill their name in the application form as mentioned in their Aadhaar Card. There should be no mismatch of name at both places. Their date of birth , father's name, Mobile no in the NSP application form must match as mentioned in the original documents. Mobile No must be active throughout the tenure of scholarship and must linked with Aadhaar

v. Institute Nodal Officer MUST convey to the students to generate the application Id of that State which they actually belongs to. If they are living   in   Delhi   but   they belongs to BIHAR State so they must fill their Domicile state as BIHAR and not Delhi.

vi. **Income Certificate** : For Fresh students : Income Certificate for the F.Y preceding the year of selection by designated authority by the respective state / UT. **Domicile students of Rajasthan and North East States also must upload the certificates issued and signed by Competent Authority.**

vii. **Caste Certificate** MUST be issued by the Competent Authority **(Certificate signed by Notary is not valid)**. Domicile students of Rajasthan and North East States also must upload the certificates issued and signed by Competent Authority.

viii. 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. **From second year onwards there is no ceiling on Income.** If student's parental family income increases from second year then also he is eligible for scholarship if he has received the scholarship in 1st Year.

ix. Institute MUST Check that Scanned Copy of the Passbook uploaded by the student clearly showing the account number and name of the

student.

x. Institute have to check Fee Receipts uploaded by the student.

xi. Institute have to issue Bonafide student certificate to the student if he/she is your student then student will upload the same in his application.

xii. In case of Fresh students who are applying first time in NSP and who have not received scholarship earlier from this Ministry (irrespective of the course year i.e. 1, 2,3 ,4, 5) Institute should convey to students MUST upload below documents:

Scanned Copy of Marksheet of Last Academic Qualification: Upload Marksheet as per criteria mentioned below:

- If student is applying as **Fresh Student** (irrespective of course year i.e. 1, 2, 3, 4, 5) and if student has not received scholarship earlier from this Ministry and if student is applying for Graduate level course then student has to upload his 12th class aggregate marksheet. **If Student is applying as Renewal Student** with previous year application id then student has to upload previous course/semester (in which student is presently studying) Marksheet attested by the Institute

- If student is applying as **Fresh Student** (irrespective of course year i.e. 1, 2, 3, 4, 5) and if student has not received scholarship earlier from this Ministry and if student is applying for Post Graduate level course then student has to upload your Graduate level aggregate marksheet. **If Student is applying as Renewal Student** with previous year application id then student has to upload previous course/semester (in which student is presently studying) Marksheet attested by the Institute.

- **PVTG (Particularly Vulnerable Tribe Group) Certificate (this document is Mandatory if student falls under this category and is applying as a Fresh student and not received scholarship earlier from this Ministry irrespective of course year 1,2,3,4,5)** : If student comes under PVTG category (as per the PVTG list available on Ministry of Tribal Affairs Website) and if student is applying as **FRESH student** (student who have earlier not received scholarship from this Ministry then student **MUST** have to upload this document mandatory.

- **Computer Purchase Receipts if applicable: Receipt is not required. All students who are applying as Fresh students and student has not received scholarship earlier from this**

Ministry irrespective of course year 1,2,3,4,5) are eligible to receive fixed amount of laptop i.e. Rs. 45000/- per annum without any computer purchase receipt. **Institute Nodal officers are requested to Please fill the Computer/Laptop Amount in NSP applied when he is applying as Fresh student.**

- But in case of Renewal student, Institute must check that in previous year did they receive the computer amount earlier or not. If not received then only give fixed amount of laptop i.e. Rs. 45000/- Per annum.

- **Books and Stationery Receipts:** Not mandatory

21. Institute NODAL Officer MUST VERIFY THE MARKS ENTERED IN PERCENTAGE AND MAKRSHEET UPLOADED BY THE STUDENT ON THE NSP PORTAL as per below criteria

FRESH STUDENTS: Please convey to students who are applying in NSP under **"Fresh Category" and have not received any scholarship from Ministry of Tribal Affairs irrespective of their course year (1, 2, 3, 4, 5)** they should keep a note of below points for marks and also:

a) Under column Previous Class / Course Name **they should mention 12th or Graduate.**

b) Under column "Previous Passing Year" they should mention the Year of their previous course for which they are presently applying in NSP. If any student is studying in Graduate level course, they have to enter Previous Passing Year of 12th Class. If any student is studying in Post Graduate level course, they have to enter Previous Passing Year of Graduation.

c) **Under column "Previous Class %"** student should enter percentage as per below norms and **INSTITUTE NODAL OFFICER MUST VERIFY**:

   i) Students who are presently studying in Graduate level course should enter 12th class aggregate marks and percentage (**Marks should be in Percentage and not in CGPA**)
   ii) Students who are presently studying in Post-Graduate level course should enter their Graduation level aggregate marks and percentage (**Marks should be in Percentage and not in CGPA**)

d) Upload Marksheet as per below criteria by the student and **INSTITUTE NODAL OFFICER MUST VERIFY**:
   i) If student is applying for Graduate level course then student have to upload his 12th class aggregate marksheet.

ii) If student is applying for Post Graduate level course then student have to upload his Graduate level aggregate marksheet.

22. **RENEWAL STUDENTS** (scholarship received earlier from MoTA) **who will apply in FRESH CATEGORY**: Renewal students who have applied in Fresh category they will upload their previous year/semester marksheet in the application form and enter previous year/semester marks and percentage and Institute Nodal Officer should verify these information / documents accordingly.

23. **RENEWAL STUDENTS** (who have earlier received scholarship from this Ministry) **who will apply in RENEWAL CATEGORY**: Renewal Students who will apply under "Renewal Category" with their previous year application id have to upload their previous semester Mark sheet and enter previous semester marks and percentage in which they are presently studying.

24. **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 with the previous year application id and they have applied under "Fresh category" with New Application Id, for such students, **Institute Nodal officer MUST note below mentioned points :**
    i) Institute Nodal Officer MUST conveyed to this Ministry the year in which he has received the scholarship.
    ii) Institute Nodal Officer MUST conveyed to this Ministry student's Previous Year application id.
    iii) Institute Nodal Officer MUST conveyed to this Ministry by mail that Please treat this student as Renewal. Please don't treat him as a Fresh student .
    iv) If any Renewal student needs to change his course year , course name in the NSP , then Institute Nodal Officer MUST convey to this Ministry such student details by mail and Ministry will co-ordinate with NSP.

25. Please find below the list of documents which are mandatory to upload by the students and which are not mandatory by the students to upload in NSP application form:

    a. **Mandatory Documents:**

    i) Student Photograph

    ii) <u>Income Certificate</u> :Upload latest Income for the year 2020-21 and which should be issued by state revenue officer not below the rank of Tehshildar signed and stamped **(Certificate signed by Notary is not valid). Domicile students of Rajasthan and North East States also must upload the certificates issued and signed by Competent Authority**

    iii) Caste Certificate signed and stamped by Competent Authority **(Certificate signed by Notary is not valid). Domicile students of Rajasthan and North East States also must upload the certificates issued and signed by Competent Authority**

iv) Scanned Copy of the Passbook clearly showing the account number and name of the student

v) Fee Receipts

vi) **Scanned Copy of Marksheet of Last Academic Qualification:** Upload

vii) Marksheet as per criteria mentioned below:

- If student is applying as **Fresh Student** (irrespective of course year i.e. 1, 2, 3, 4, 5) and if he/she has not received scholarship earlier from this Ministry and if he/she is applying for Graduate level course then **under Previous Class/Course Name** he/she should mention12th. Also, under column **"Previous Passing Year"** they should mention the Year of their Previous course like for 12th and alsohe/she has to upload 12th class aggregate marksheet. If students applying as **Renewal Student** with previous year application id then he/she has to upload previous year/semester course Marksheet attested by the Institute (in which he/she is presently studying)

- If student is applying as **Fresh Student** (irrespective of course year i.e. 1, 2, 3, 4, 5) and he/she has not received scholarship earlier from this Ministry and if he/she is applying for Post-Graduation level course then **under Previous Class/Course Name** he/she should mention Graduate. Also, under column **"Previous Passing Year"** they should mention the Year of their Previous course like Graduate and also have to upload their Graduate level aggregate marksheet. If student is applying as **Renewal Student** with previous year application id then he/she has to upload previous year/semester course Marksheet attested by the Institute (in which he/she is presently studying)

viii) Bonafide Student of the Institution (as per the format given by NSP in application form)

b. **Not Mandatory documents but Mandatory if student come under below categories:**

i. **PVTG (Particularly Vulnerable Tribe Group) Certificate (this document is Mandatory if student comes under this category and if student is applying as a Fresh student and has not received scholarship earlier from this Ministry)** : If student comes under PVTG category (as per the PVTG list available on Ministry of Tribal Affairs Website) and applying as **FRESH** student (student who have earlier not received scholarship from this Ministry) then he/she **MUST** have to upload this document mandatory.

b. **Not Mandatory Documents:**
   i)   Computer Purchase Receipts if applicable
   ii)   Books and Stationery Receipts

26. Please find below the **Financial Assistance details** provided by Ministry of Tribal Affairs under "National Fellowship and Scholarship for Higher Education" (Top Class Scholarship Scheme) to ST students whose applications are verified:

Sr. No.	Component	Details	Remarks
1.	Tuition Fees and Admission fee	Full Admission fee, tuition fee and other non-refundable charges in respect of Government Institutes.	There will be a ceiling of Rs.2.50 lakhs per annum per student for private sector Institutes.
2.	Books & Stationery	@ Rs.5000/- per annum	per annum per student without bills/vouchers.
3.	Stipend	@ Rs.3000/-per month	-
4.	Computer & Accessories	Rs.45000/- (One-time assistance during the course tenure)	Computer & accessories may be Desktop/Laptop etc. (Without bills/vouchers)

NOTE: Please note as under:

i) Total amount of **Admission Fees/Registration Fee/Annual Fees and Tuition Fees** which is filled by the INSTITUTE Nodal Officer in the application form in NSP will be transfer in the Institute account by the Ministry **(if Institute is doing expenditure through PFMS EAT Module and Institute name is reflecting in OT-59 report of PFMS and in PFMS EAT-02 report institute expenditure, UC status is coming correct).**

ii) Total amount of Books and Stationery, Computer & Accessories, Stipend and Non-Refundable Charges filled by the Institute in **Misc. Fee Column** in NSP application form will be transfer in student's account directly by the Ministry in DBT Mode.

27. Please note there are 3 columns in which Fees can be filled by the INSTIUTE in NSP application form of the student as per the Scheme Guidelines:

i) **ADMISSION FEE / REGISTRATION FEE / ANNUAL FEES:** "Admission Fees/Registration Fee/Annual Fees" as per Institute norms should be filled in the column "Admission fee".

ii) **TUITION FEE:** "Tuition Fee" as per Institute norms should be filled in the column "Tuition Fee".

iii) **MISC FEES:** Total of 4 Components should be filled (Books/Stationery, Computer & Accessories, Stipend, Non-Refundable Amount)

iv) **Please note Stipend will be given to each student who are hostellers, day scholars or who are Day Scholars.**

28. Institute Nodal Officer should note that If amount entered in the Admission Fee/Registration Fee/Annual Fee, Tuition Fee, Misc Fee Column by the INSTITUTES is not correct then in NSP application form Institute has the option to EDIT FEE, so Nodal

Officer MUST FILL / EDIT the correct fee as per the scheme guidelines. Later if any short payment claim by the student, Ministry shall not be responsible.

29. Institute Nodal Officer MUST note that in the **Misc. Fee Column** in the Application should enter **total of below components amount** and Institute will verify accordingly:

    i) Books and Stationery: Rs. 5000/- per annum
    ii) Computer/Laptop Amount: Rs. 45000/- once during the course (Must add this amount in Misc Fee Column during his Ist Year of scholarship)
    iii) Stipend: Rs. 3000/- Per month
    iv) Non-Refundable Charges: As per Institute norms

30. Institute Nodal Officer MUST fill the Verification Sheet (of this Ministry) for each Fresh and Renewal Student and send the same in Excel File and in PDF on (https://tribal.nic.in/Grievance) and only after receipt of same Ministry will verify student's application.

31. The institute NODAL OFFICER MUST note below points:
    i) Institute MUST be very careful in verifying all the documents uploaded by the students (Photograph, Income Certificate, Caste Certificate, Scanned copy of Passbook, Bonafide certificate as per NSP format, Marksheet, PVTG Certificate, , Fees Receipts)
    ii) Institute Nodal Officer MUST verify the Income filled by the student in the application form as compared to Income mentioned in the Uploaded Income Certificate.
    iii) Institute Nodal Officer MUST filled / verified / edit the correct fees as per the scheme guidelines in the application form. Later if any student will complaint that he/she has received short payment then Ministry is not responsible.

32. Each Institute Nodal Officer has to update Aadhaar details on the NSP. If any Institute who have already updated the KYC status of the Institute on the NSP, then they have to only login in NSP and update their Aadhaar. If any Institute earlier have not filled KYC form on NSP, then they have to download KYC form from the NSP Portal and fill the same and get it approved from any State, District or Ministry Nodal Officer.

33. If any Institute have any query/issue related to Top Class Scholarship Scheme or NSP for ST Student they can put their grievance on www.tribal.nic.in/grievance.