



കൊച്ചി സർവ്വകലാശാല യൂണിയൻ
Cochin University Union
Cochin University of Science and Technology, Kochi - 682 022, Kerala
Phone: (Off.) 0484-2577355, 2862157, (Per.) 2577354, 2862156

No. CUU/SAF/2019-20/063

15th August 2019

To

All the Heads of Depts. /Directors of Schools/Principals SoE/CUCEK,
Cochin University of Science and Technology

Sir,

Sub:- Students Aid Fund 2019-20– Application called for– Reg.

Please find the enclosed notice inviting **fresh and renewal applications** for financial assistance under Students Aid Fund from the students of the University. Enough copies of the format may be taken and distributed to students desirous to apply.

I request you to make necessary arrangements to inform the same to the students of your Department/School/ College.

Please note that it is mandatory to **verify the social, educational, physical and financial background of the students** and the final list of eligible candidates with original application with specific remarks by the Head / Director / Principal/Department Council should be sent to the office of the Cochin University Union by **30th September 2019**.

Yours faithfully,

Hon. Treasurer

Encl: as above

**COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY
DEPARTMENT OF YOUTH WELFARE**

No.CUU/SAF/2019-20/063

15th August 2019

STUDENTS AID FUND

NOTICE

Applications are invited from eligible students for the grant of financial assistance from the Students Aid Fund in the prescribed format. The final list of recommended students, together with the applications and specific recommendation of the Head of the Department after verifying the social, educational, physical and financial background of the students, should reach the undersigned on or before 30th September 2019.

Rules and Regulations

1. General

- SAF CUSAT is a scheme for giving financial assistance to the deserving students with low financial background but with good academic records.

2. Eligibility for applying first time

- a) Financial assistance will be given to the fulltime graduate/post graduate students of this University.
- b) Minimum of 60 percentage of marks in the qualifying examination.
- c) The applicant shall not be a recipient of any other scholarship. [Head of the Department / Director of the School / Principal of the College should verify this and recommend with details] except University merit scholarship and KPCR fee concession.
- d) Annual family income of the applicant does not exceed ₹ 2,00,000.
- e) The financial assistance will be given for throughout the course subject to the following conditions.
 - a. Fresh applications shall be invited from the first-year students of the University. Students from senior semesters can also apply as fresh subject to the following conditions.
 - i. A student passes all subjects in all semesters as on the date of applying. However, two live supplementary in any of the two subjects may be allowed.
 - ii. Minimum of 75% of attendance in the present semester for first years /previous semester for senior students applying as fresh is essential for applying SAF.

- iii. A student gets a G.P.A. of at least 7.0 in all the semesters for senior students as on the date of application. This is not applicable for first year students.
- b. Financial assistance may be given to the new selected applicants from that year onwards.

3. Renewal of SAF

- a) The renewal of the scholarship shall be done only if
 - a. The students who availed SAF during previous year can apply for the renewal of SAF based on the following conditions.
 - i. A student passes all subjects in all semesters as on the date of renewal. However, two live supplementary in any of the two subjects may be allowed.
 - ii. Minimum of 75% of attendance in the previous semester is essential for renewing the SAF.
 - iii. A student gets a G.P.A. of at least 7.0 in all the semesters as on the date of renewal. A progress certificate recommended by the concerned HOD shall be produced along with the renewal request in order to receive the subsequent installments of scholarship.

4. Identifying the eligible students

The guidelines, if any, suggested by the managing committee shall be implemented for identifying/selecting the deserving students. Otherwise, the procedure for selection of eligible students shall be based on income. The income certificate issued by an appropriate authority [to be produced along with the application] and the recommendation of the concerned Head of Department to ascertain the income criteria shall be the basis for selection. The eligible students will be selected based on the following criteria.

No	Criteria	Weightage
1.	Total Family Income (valid certificate, with in an year from the authority should be attached)	10
2.	Marks in the Qualifying Examination	30
3.	Physically handicapped / LGBT	20
4.	Lack of Own house	20
5.	Disease – Self of immediate family members	10
6.	Recommendation by the Head of the Department / Department Council	10

5. Process

Process	Activity	Time schedule	Responsible Office
1.	Notification	15 th August 2019	Office of the Cochin University Union
2.	Last date of receiving complete applications in the Department	16 th September 2019	Head of the concerned Departments/ Schools/ Colleges
3.	Forwarding selected applications after the enquiry regarding social, educational and financial background of the student to the Office of the Cochin University Union with necessary remarks of the head of the Department.	30 th September 2019	Head of the concerned Departments/ Schools/ Colleges
4.	Preparing consolidated spreadsheet of the applicants from various departments and submit to the Joint Registrar (Academic)	30 th October 2019	Treasurer, Cochin University Union
5.	Meeting of managing committee and finalization of the list and issue of Orders	November 2019	JR Academic

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Hon. Treasurer



**COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY
OFFICE OF THE COCHIN UNIVERSITY UNION**

**PROFORMA OF APPLICATION FOR FINANCIAL ASSISTANCE FROM
STUDENTS AID FUND 2019-20**

(Please see the instructions before filling the application)

Category: **FIRST YEAR** **FRESHSENIORS** **RENEWAL**

1.	Name of student with residential address	:	
2.	Course/Branch, Semester/Year and Name of the Department/School	:	
3.	Annual family income (As per the income certificate in original attached, validity one year)	:	
4.	Whether physically handicapped/LGBT	:	Yes/No Specify category:
5.	Own house	:	Yes/No
6.	Details of decease-self or immediate family members	:	
7.	Details of scholarships presently enjoying (including KPCR/Merit scholarship etc.)	:	
8.	Marks in qualifying examination (in percentage) [for first years only]		
9.	Did you avail SAF in the previous year? [for renewal only]		
10.	Percentage of attendance in previous semester [for renewal only]		
11.	Number of supplementary [for renewal only]		
12.	G.P.A. Scores in all previous semesters, where results published.		

13.	Signature of the applicant with date	:	
14.	Remarks/recommendations of the Head of the department/ Department Council after a preliminary enquiry about the factors and eligibility of the student*	:	

Certified that the details furnished above are true as per the office records. I have verified the academic performance of the student and forwarded his/her application for the financial assistance under SAF based on enquiry conducted as per the preliminary guidelines based on the academic, social, economic, health and physical indicators mentioned in the notification.

Any specific remarks:

Place:

Date:

HEAD OF THE DEPARTMENT

(Office Seal)

*Clearly mention whether recommended/not recommended based on the preliminary enquiry.