

**Instructions for Institutes on NSP 2020-21:**

**National Fellowship and Scholarship for Higher Education of ST Students (earlier known as Top Class Scholarship Scheme)**

1. Brief of National Fellowship and Scholarship for Higher Education of ST Students (earlier known as Top Class Scholarship Scheme):
  - i. National Fellowship and Scholarship for Higher Education of ST Students (earlier known as Top Class Scholarship Scheme) is intended to encourage meritorious ST students to pursue courses at Graduate/Post Graduate level in identified Institutions of Excellence, Government and Private, in professional fields such as Management, Medicine, Engineering, Information Technology, and Law etc.
  - ii. Total family income from all sources of the student shall not exceed Rs.6.0 lakh per annum for all ST students.

The family income shall be computed in the following manner: -

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

**Note 1: Definition of Income** - Income means gross income including income from all sources e.g. Salary, Interest Income, House property Income, Business Income, Agriculture Income, 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. Under the income tax act gross total income means Income after excluding the



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*exempt income and total income means Income after giving deduction available under section 80. For the purpose of deriving family income, 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 family income under the scheme.*

**Note 2:** *The income certificate given at the time of admission should be take in the same year for which the admission is taken. In the case of salaried employee, the income of previous financial year will be considered for the purpose of eligibility. For example, if candidate applies afresh for academic year 2020-21, the family income for financial year 2019-20 would be required.*

- iii. Student having secured admission in a full-time course in any of the 246 notified Institutions and as per the defined courses against those 246 Institutes will only be eligible to apply from that Institute for scholarship. (Enclosed List of 246 Top Class Institutes List)
- iv. The slot for fresh Scholarship for the year 2020-21 is 1000 nos. There is no ceiling in Institution wise and stream wise number of slots for the Top-Class Institution. In case the number of candidates exceeds the number of available awards the criteria will be followed as approved by the Competent Authority.
- v. The scholarship shall be payable once the student has secured admission and started attending the classes.
- vi. The scholarship awarded, will continue till the completion of the course, subject to satisfactory performance of the student provided by Institute on every year.



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2. In case the number of candidates exceeds the number of available awards, the MoTA will select the candidates based on a criterion of marks obtained in the last passed examination. Slots will be provided to sub-categories in the following priority:

Priority	Category	Slots
1	Person with Disability (PWD)WD	5% of Total Slots
2	PVTG	50 Slots
3	BPL	50 slots
4	FEMALE	30% of Total Slots

3. The institutes are required to register their credential on the National Scholarship Portal (NSP) (if not registered last year). The URL of the NSP is <http://scholarships.gov.in>.
4. All Institutes if do not have valid AISHE codes have been deregistered. A provision has been made for their re-registration after obtaining valid **AISHE** code. The Institute must have AISHE code, without AISHE code, Institute can't verify the applications of the students on NSP Portal either in Fresh Category or in Renewal Category.
5. The Mobile No. of the Institute Nodal Officer should be unique. Institutes with duplicate Mobile No. (means if your institute mobile no. will be displayed against some other institute) you will not be allowed to access the NSP Portal at Institute Level.





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6. Institutes will convey all the students who are eligible for Renewal for the year 2020-21 that they will apply only on NSP. Ministry will not accept any offline proposal of any student for the year 2020-21 (Fresh) and Renewal for previous years.
7. Please note while verifying of 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 you think any student's application is not complete in any manner, not as per the scheme guidelines, Institute can return the application to the student by clicking on this button and mention the remarks in dialog box why Institute is returning the application to the student so that he can upload correct documents / modify his marks etc.. After making the necessary correction he will click on submit button again and application will come at Institute Level again for verification.
  - c. **Rejected** – If that student is not bonafide student of your institute, you 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 2020-21.
8. Institutes are advised to do proper advertisement in the campus about the opening and closing dates of application registration so that all ST students who will fulfill the criteria of "National Fellowship and Scholarship Scheme for Higher Education of ST Students Scheme" can apply on NSP on time.
9. Institute NODAL OFFICER MUST verify the correctness of details in the application form and uploaded documents submitted by the student/ applicant, and maintain physical copies of supporting documents submitted by the student/ applicant. The Ministry Nodal Officer can ask for copies of these documents from the Institute Nodal

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Officers, as and when required. The Institute Nodal Officer shall ensure that appropriate due diligence is done before verification of applications in accordance with the Scheme guidelines, and internal procedure as prescribed by Institute authorities / Government are followed.

10. The Institute Nodal Officer shall ensure that the applications are scrutinized well-in-time by the Institute, thus avoiding the last-minute rush to verify the applications.
11. The Institute Nodal Officer shall ensure that there are no pending applications, as on last date at Institute Level, and all applications submitted by students/applicants to the Institute are scrutinized (verified/rejected/defected along with appropriate reason, as the case may be).
12. Institute Nodal Officer 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) **Income Certificate** MUST be issued by the Competent Authority. (Certificate signed by Notary is not valid). Income Certificate should be latest for the year 2019-20 and should be issued by state revenue officer not below the rank of Tehshildar signed and stamped.
  - iii) **Caste Certificate** MUST be issued by the Competent Authority. (Certificate signed by Notary is not valid)
  - iv) 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.
  - v) Institutes MUST check whether a student is Hosteller (lives in the premises of hostel) or Day Scholar (lives outside the premises of hostel) in case of Fresh /

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Renewal.

- vi) You MUST Check that Scanned Copy of the Passbook uploaded by the student clearly showing the account number and name of the student.
- vii) You have to check Fee Receipts uploaded by the student.
- viii) 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.
- ix) 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:**

- a) 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 12<sup>th</sup> class aggregate marksheet. **If Student is applying as Renewal Student** with previous year application id then student has to upload previous semester /year course Marksheet (in which student is presently studying) attested by the Institute
- b) 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 year/semester course Marksheet (in which student is presently studying) attested by the Institute.



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- c) **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.
- d) **BPL (Below Poverty Line) Certificate (this document is Mandatory if you falls under this category and you are applying as a Fresh student and you have not received scholarship earlier from this Ministry irrespective of course year 1,2,3,4,5) :** If student comes under BPL category and applying as **FRESH student** (student who have earlier not received scholarship from this Ministry) then student **MUST** have to upload this document mandatory issued by Competent Authority.
- e) **Divanygjan (Disability) Certificate (this document is Mandatory if student falls under this category and student is applying as a Fresh student and student has not received scholarship earlier from this Ministry irrespective of course year 1,2,3,4,5):** If student comes under **Divanygjan (Disability)** and applying as **FRESH student** (student who have earlier not received scholarship from this Ministry) then student **MUST** have to upload this document mandatory issued by issued by the Competent Authority Designated by District Medical Officer / Civil Surgeon of the Govt. Hospital.
- f) **Computer Purchase Receipts if applicable:** Not mandatory
- g) **Books and Stationery Receipts:** Not mandatory



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**13. Institute NODAL Officer MUST VERIFY THE MARKS ENTERED IN PERCENTAGE AND MARKSHEET UPLOADED BY THE STUDENT ON THE NSP PORTAL as per the criteria mentioned below:-**

**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 12<sup>th</sup> 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 as 12<sup>th</sup> Class. If any student is studying in Post Graduate level course, they have to enter Previous Passing Year as Graduation.
- c. **Under column “Previous Class %” student should enter marks as per below norms and INSTITUTE NODAL OFFICER MUST VERIFY:**
  - i. Students who are presently studying in Graduate level course should enter 12<sup>th</sup> 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 12<sup>th</sup> class aggregate marksheet
  - ii. If student is applying for Post Graduate level course then student have to upload his Graduate level aggregate marksheet.





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**14. RENEWAL STUDENTS** (who have earlier received scholarship from this Ministry) **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 their Marksheet and Percentage of Marks accordingly.

**15. 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 year/semester marks and percentage in which they are presently studying (Marks should be in Percentage and not in CGPA )

**16. 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 by mail that this student has already received the scholarship from this Ministry
- ii. Institute Nodal Officer MUST conveyed to this Ministry the year in which he has received the scholarship.
- iii. Institute Nodal Officer MUST conveyed to this Ministry Advise to the Ministry student's Previous Year application id.
- iv. 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 and don't take his name in the Merit List generation of 1000 students.



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17. 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:

Component	Details	Remark
Tuition Fees	Fees full tuition fee and other non-refundable dues in respect Government/Government funded institutions.	There will be a ceiling of Rs.2.50 lakhs per annum per student for private sector institutions
Books & Stationery	@ Rs.3000/- per annum per student	without bills/vouchers
Living expenses (It means hostel charges and it will be reimburse to the students who resides in the hostel premises means Hosteller and not for Day scholars who reside outside the hostel)	2200/-per month Amount will be provided as per actuals subject to maximum ceiling	26400/- per annum
Computer & Accessories	Rs.45000/- (One-time assistance during the tenure of his course)	Computer may be Desktop/Laptop etc. The accessories may, interalia, include all kind of printers, CDs/DVDs, Keyboard, Mainboard, Motherboard, Hard Disk Drive, Mouse, Sound adapters, Toners, Speakers, USB Hubs/Cables, Memory Chips, Memory Card readers etc.(Receipt of computer purchase must be uploaded in the portal and receipt should be in the name of the student.



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**NOTE: Please note as under:**

- i. Total amount of Admission 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 , Unspent Balance is coming correct as per Department of Expenditure, Ministry of Finance instructions.**
  - ii. Total amount of Books and Stationery, Computer & Accessories, Living Expenses and Non-Refundable Charges filled by the Institute Nodal Officer in **Misc. Fee Column** in NSP application form will be transfer in student's account directly by the Ministry in DBT Mode.
18. Please note there are 3 columns in which Fees can be filled by the INSTITUTE Nodal Officer as per the Scheme Guidelines:
- i. **ADMISSION FEE:** "Admission Fees" for 1 Year should be filled in the column "Admission fee".
  - ii. **TUITION FEE:** "Tuition Fee" for 1 Year should be filled in the column "Tuition Fee".
  - iii. **MISC FEES:** Total of 4 Components should be filled (Books /Stationery, Computer & Accessories, Living Expenses, Non-Refundable Amount)
19. Institute Nodal Officer should note that If amount entered in the Admission 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 student will complaint on the short payment in the scholarship amount then Ministry shall not be responsible.





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

- i. Books and Stationery: Rs. 3000/- per annum
- ii. Computer/Laptop Amount: Rs. 45000/- or as per the actual purchase amount but should not exceed Rs. 45000/- and also computer Bills / Voucher should be in the student's name (if any, student have received the computer charges earlier from this Ministry then again, he is not eligible to receive the same)
- iii. Living Expenses/Hostel Charges: Rs. 26400/- Per Annum
- iv. Non-Refundable Charges: This amount can differ institute to institute

21. The institute NODAL OFFICER MUST note below points:

- i. Institute MUST be very careful in verifying all the documents uploaded by the students (Income Certificate, Caste Certificate, Scanned copy of Passbook, Computer Receipt, Bonafide certificate, Marksheet, PVTG Certificate, BPL Certificate, Divanygjan Certificate)
- ii. Institute Nodal Officer MUST verify the percentage filled by the student in comparison to the Marksheet uploaded by the student in the application form.
- iii. 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.
- iv. Institute Nodal Officer MUST filled / verified / edit the correct fees as per the scheme guidelines in the application form as MINISTRY don't have the option to EDIT fees. Later if any student will complaint that he / she has received short payment of scholarship then Ministry shall not be responsible for this, only Institute will be responsible.

22. If any Institute have any query / issue related to Top Class Scholarship Scheme for ST Student they can put their grievance on [tribal.nic.in/grievance](http://tribal.nic.in/grievance).

