

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

Revised guidelines for Student Aid Fund – Report of the Committee – Syndicate Resolution – Orders issued.

ACADEMIC 'A' SECTION

No. Ac.A3/SAF/2018-19

Dated, Kochi-22, 22.07.2020.

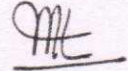
Read: Item No.676.15 of the Minutes of the Meeting of the Syndicate held on 05.06.2020.

ORDER

The Syndicate at its meeting held on 05.06.2020, vide agenda item read above, considered along with the recommendations of the Standing Committees of the Syndicate on Finance & Purchase and Academic Matters, the report of the Committee to study the Revised Guidelines for Student Aid Fund (Appendix-I).

The Syndicate resolved to approve the Revised Guidelines for Student Aid Fund (Appendix-I).

Orders are issued accordingly, communicating the resolution of the Syndicate.



**Dr. MEERA V.
REGISTRAR**

To

1. All Heads/Directors/Principals of Departments/Schools/Colleges
2. The Director, Department of Youth Welfare
3. Audit/Finance Sections
4. Conference Section/Statistical Officer
5. PS to Vice-Chancellor/PS to Pro-Vice-Chancellor/PA to Registrar/ PA to Finance Officer
6. Day File/Stock File/File Copy



COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY STUDENT AID FUND (SAF) Guidelines

Rules and Regulations

1. Students AID Fund (SAF)

SAF is a meritorious scholarship formulated by Cochin University of Science and Technology where emphasis is given to provide financial support for the low income meritorious UG/PG students studying in the University. SAF shall have a managing committee with Vice Chancellor as Chairman and nominated members from Syndicate, Faculty, students, Administration and well-wishers including one Secretary.

2. Sources of Fund

- 2.1 Financial support from Cochin University Fund.
- 2.2 Fee collected from students in accordance with U.O for fee collection issued by University periodically.
- 2.3 Contributions, if any, from the teaching, non-teaching and retired staff of the University.
- 2.4 CSR funds, if any, from the outside agencies and individual or group contributions from other well-wishers.

3. Procedure for the constitution of Students Aid Fund

- 3.1 University may allocate a reasonable percentage of the total fee collected in each semester towards the constitution of SAF as decided from time to time.
- 3.2 University may intimate the teaching, administrative, retired staff of CUSAT about the importance of the contribution to SAF.
- 3.3 University may receive CSR funds and like contributions from well-wishers like CUSAT Alumni, Industrial Corporations, State Government Agencies, Business centers and individuals.

4. Eligibility

4.1 Students will be eligible to avail the SAF benefits on the entry level and will be subject to renewal based on the rules mentioned in clause 5 of the regulation.

4.1 (a) Financial assistance will be given to the fulltime graduate/post graduate students of this University.

4.1 (b) Applicant should possess a minimum of 60% of marks in their qualifying examination.

4.1 (c) Separate applications will be invited in every academic year from the first year students and for the renewal of existing SAF recipients.

4.2 Annual family income of the applicant shall not exceed ₹3,00,000.

4.3 The applicant shall not be a recipient of any other scholarships. Those applicants who are availing University merit scholarships / KPCR concessions / e-grantz are not excluded under this clause.

5. Conditions for the Renewal of SAF

5.1 The SAF assistance will not be given if the student has more than two papers as arrear in the previous semesters in which result is announced.

5.2 A minimum of 75% of attendance in the previous semester is essential for renewing SAF.

5.3 A student gets a G.P.A. of at least 7.0 in all the semesters as on the date of application/renewal. A progress certificate recommended by the concerned HOD shall be considered in this regard.

6. Procedure for inviting applications

6.1 SAF application shall be invited by the University in the beginning of each Academic year soon after the closure of academic admissions.

6.2 The application should reach the authorized office within 15 working days of the date of notification.

6.3 University should publish the list of eligible applicants for assistance vide a University Order.

7. SAF Managing Committee and Selection Procedure

7.1 The SAF managing committee shall be constituted in the beginning of every academic year.

7.2 The committee consisting of Vice Chancellor as Chairman with representatives from Syndicate, Faculty, Students, Administration and well-wishers as members including a Member Secretary.

7.3 All the members in the committee shall be nominated by Vice Chancellor.

7.4 The Committee shall meet within a weeks' time soon after its constitution and the process to convene such meetings should be initiated by Joint Registrar, Academic.

7.5 At least 3 members of the entire committee should be women.

7.6 The committee shall review the effective implementation of SAF benefits to the most deserving students.

7.7 The Committee should meet at least once in six months and actions taken on decisions are to be reviewed.

7.8 The following shall be the SAF Managing Committee:

Chairman	Hon'ble Vice Chancellor
Secretary	Director, Department of Youth Welfare
Members nominated by Chairman	<ul style="list-style-type: none">i. Member, Syndicateii. Registrariii. Two faculty members (who shall be representatives of department SAF selection committee)iv. Hon. Treasurer, Cochin University Unionv. One student representative from Senate.vi. Chairman, Cochin University Union

	vii. General Secretary, Cochin University Union viii. One girl student (UG/PG) ix. Two representatives from Contributors x. Joint Registrar, Academic
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7.9 The application and selection process of SAF assistance (as per Appendix I) shall be scrutinized and monitored by the committee.

7.10 Grievance, if any, in scrutinizing and monitoring the applications can be considered by the committee.

7.11 The structure and composition of the three-tire committee is provided as Appendix III

8. Identification of eligible applicants for SAF benefits

8.1 For the selection of eligible applicants, the aforementioned clauses of the regulation will apply.

8.2 In case of large number of applications, weightage should be given to academic performance in the first priority and income in the second priority.

8.3 The weightage for each priority can be decided by the managing committee wherever required.

8.4 The committee shall identify the criteria (Appendix II) for selection of applications only based on the regulations mentioned herein.

8.5 The Committee can fix the number of scholarships in a year separately for UG and PG students. Generally, ten percentage of the previous year's application may be fixed as the number of scholarships for the current year. Considering the availability of sufficient funds, the managing committee can resolve to alter the number of scholarships.

9. Disbursement of Scholarship

9.1 The management committee shall decide the total number of SAF scholarships in a year and one scholarship can limit least by 15% of the total amount received.

Schedule for Application Process of SAF

Sl. No.	Date	Time	Process
1.	Notification	Within two weeks of closure of Academic Admissions	SAF Managing Committee through University Office
2.	Last date to submit the complete application to concerned Department Head	Within 15 working days of Notification	Head of the concerned Departments/Schools/Colleges
3.	Receipt of verified application from HOD to Director, Department of Youth Welfare.	Within 25 working days of closure of application	Head of the concerned Departments/Schools/Colleges
4.	Preparation and consolidation of the received application by the authorized officer	Within 25 working days after the receipt of application	Director, Department of Youth Welfare
5.	Preparation of Final List	Within 25 working days after consolidation of the applicants list	SAF Managing Committee through Joint Registrar, Academic

Appendix II

Criteria for the weightage calculation to list out SAF application

No	Item	Weightage
1.	Family Income	10
2.	Marks in the Qualifying Examination	30
3.	Physically handicapped / LGBT	20
4.	Lack of Own house	20
5.	Disease – Self or immediate family members	10
6.	Member in NSS, SITTIC, Student Chapters, Sports & Arts committee or any other departmental/University level Committees (To be certified by HOD)	10

Appendix III

Three Tire Committee

Structure	Function	Body
Apex Committee	Advisory and over all policy decisions	Syndicate
Managing Committee	For managing the day-to-day affairs of SAF	SAF Managing Committee through University Office
Department Selection Committee	Selection and recommendation	A Department level committee consisting of HOD/ Director/Principal as Chairman and 2 representatives from faculty, one male and female student