



**DEPARTMENT OF YOUTH WELFARE**  
Cochin University of Science and Technology  
**യുവജനക്ഷേമ വകുപ്പ്**  
കൊച്ചി ശാസ്ത്ര സാങ്കേതിക സർവ്വകലാശാല



DYW/SAF/2023-24/97

10.10.2023

To

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

Sir,

Sub:- Students Aid Fund 2023-24– Application called for from the students of the University – Reg.

Please find the enclosed notice inviting applications from **First year and Existing students** for the financial assistance under Students Aid Fund from the students of the University. Sufficient 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 applications with specific remarks by the Head / Director / Principal on behalf of Department Selection Committee should be forwarded to the office of the Department of Youth Welfare by **10<sup>th</sup> November 2023**.

Yours faithfully,

**Director**

Encl: as above

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

DYW/SAF/2023-24/98

10.10.2023

**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 **10<sup>th</sup> November 2023**.

**Rules and Regulations**

**1. General**

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 full-time graduate/post graduate students studying in the University.

**2. Eligibility for applying first year**

- a) Minimum of 60 percentage of marks in the qualifying examination.
- b) The applicant shall not be a recipient of any other scholarship except university merit scholarship, E grants and KPCR fee concession [A certificate from the Head of the Department / Director of the School / Principal of the College to this effect shall be produced along with the application].
- c) Annual family income of the applicant does not exceed ₹3,00,000/-
- d) The financial assistance will be given for throughout the course subject to the following conditions of renewal.

**3. Eligibility for existing students**

The students who availed SAF during previous year and students other than first year can apply for the renewal of SAF based on the following conditions, under this category.

- 1) The applicant shall not be a recipient of any other scholarship except university merit scholarship, E grants and KPCR fee concession [A certificate from the Head of the Department / Director of the School / Principal of the College to this effect shall be produced along with the application].

- 2) Annual family income of the applicant does not exceed ₹3,00,000/-
- 3) 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
- 4) A minimum of **75%** of attendance in the previous semester is essential for renewing SAF.
- 5) 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.

#### 4. Identifying the eligible students

The eligible students will be selected based on the following criteria.

No	Item	Document to be submitted	Weightage
1.	Family Income	Income Certificate issued by appropriate authority within a year	10
2.	Marks in the Qualifying Examination	Copy of mark list	30
3.	Physically handicapped / LGBT	Medical Certificate / Self declaration	20
4.	Lack of Own house	Certificate issued by competitive authority	20
5.	Disease – Self or immediate family members	Medical certificate	10
6.	Member in NSS, SITTIC, Student Chapters, Sports & Arts committee or any other departmental/University level Committees	Certificate from concerned authority	10

#### 5. Process

Process	Activity	Time schedule	Responsible Office
1.	Notification	10.10.2023	SAF Managing Committee through University Office
2.	Last date of receiving complete applications in the Department	31.10.2023	Head of the concerned Departments/Schools/Colleges

3.	Receipt of verified application from HOD to Director, Department of Youth Welfare.	10.11.2023	Head of the concerned Departments/Schools/Colleges
4.	Preparation and consolidation of the received application by the authorized officer	22.11.2023	Director, Department of Youth Welfare
5.	Preparation of Final List and Announcement of Eligible Students List	December 2023	SAF Managing Committee through Joint Registrar, Academic

#### 6. Selection Committees

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

Sd/-  
**DIRECTOR**



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

**PROFORMA OF APPLICATION FOR FINANCIAL ASSISTANCE FROM STUDENTS AID  
FUND 2023-24**

(Please see the instructions before filling the application)

**Category:**     **FIRST YEAR**     **EXISTING STUDENTS**

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 <b>in original</b> attached, validity one year)	:	
4.	Whether physically handicapped/LGBT	:	Yes / No - Specify category:
5.	Own house	:	Yes / No
6.	Details of disease - self or immediate family members	:	
7.	Member in NSS, SITTIC, Student Chapters, Sports & Arts committee or any other departmental/ University level Committees	:	
8.	Details of scholarships presently enjoying (including KPCR/Merit scholarship etc.)	:	
9.	Marks in qualifying examination (in percentage) [for <b>first years</b> only]	:	
10.	Did you avail SAF in the previous year? [for <b>existing students</b> only]	:	

11.	Percentage of attendance in previous semester [for <b>existing students</b> only]	:	
12.	Number of supplementary [for <b>existing students</b> only]		
13.	G.P.A. Scores in all previous semesters, where results published. [for <b>existing students</b> only]	:	
14.	Signature of the applicant with date	:	
15.	Remarks/recommendations of the Head of the department/ Department Council after a preliminary enquiry about the factors and eligibility of the student*	:	Recommended / Not Recommended

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.

Place:

Date:

**HEAD OF THE DEPARTMENT**

(Office Seal)

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