

**RENEWAL**

Paste a passport size photo of the student below, which must be signed by the student thereon:



GOVERNMENT OF NAGALAND  
DIRECTORATE OF HIGHER EDUCATION  
NAGALAND :: : KOHIMA

**NAGALAND MERIT SCHOLARSHIP**  
(Incomplete application form will be rejected during scrutiny)

**PART -A**

TO BE FILLED UP BY THE STUDENT IN HIS/HER OWN HAND WRITING  
(This form will be rejected if the Part-A is not filled in by the student-applicant)

Sir,

I was in receipt of the Nagaland Merit Scholarship last year for the study of.....  
Course ..... in class..... at.....  
College/Institute/Hr. Sec. School and I am studying this year in.....  
..... class of that continuous course in the same institution/in another institution,  
namely.....

I, therefore, request you to renew my scholarship for the current session from 200..... to 200.....

Yours faithfully,

Signature of student/Mobile/Phone No.  
And Complete address contact:

1. Full name in capital letters : .....
  2. Father's name : .....
  3. Tribe : .....
  4. Permanent settled in : .....
  5. Give full address of your institution of study : .....
- (Abbrevations must not be used but write in expanded form) : .....

(Below for Office use only)



ISSUED BY-

RECEIVED BY-

Last date of Form submission-

30 SEP 2012

**PART - B****1. RECOMENDATION BY THE HEAD OF THE INSTITUTION**

- A. i) The statement made by applicant in Part-A are CORRECT/NOT CORRECT (tick)  
 ii) Refence of the sanction order under which the scholarship was awarded last year: LETTER NUMBER AND DATE.....  
 iii) Character/Conduct of applicant : SATISFACTORY/NOT SATISFACTORY (tick)  
 iv) Attendance of the student : ..... BELOW 60% ABOVE 60% (tick)  
 v) Result of annual examination of class last attended..... PROMOTED/DETAINED (tick)  
 vi) Class to which promoted? .....  
 vii) Date of promotion and joining the class: Promotion..... Joining.....  
 viii) Month and year in which the examination of the current session will be over?.....

2. 1. If there is any break in Educational Career, mention the details in the column given below:

- (i) The Gap period.....  
 (ii) The Reasons and also mention how the students remained engaged during the Gap period  
 .....  
 (iii) Name of the last College/Institute attended (before the Gap period).....

3. A student who was getting scholarship in the previous year/ last year, but failed in the examination that year, cannot apply for scholarship in the same class for the second time (Repeaters) during the current year.

4. HOWEVER, if student could not sit in the Annual Examinations due to sickness or unavopidable reasons He/She may apply for the scholarship for the same class, if the Head of Institution is satisfied and issue a certificate stating the reasons why the student failed to appear the examination and also mention must be made that THE STUDENT COULD HAVE PASSED HAD HE/SHE APPEARED IN THE ANNUAL EXAMINATION.

B. The Head of the Institution is required to CERTIFY either of the following and append signature thereon, which is mandatory.

**CERTIFICATE TO BE SIGNED BY THE HEAD OF THE INSTITUTION:****THIS IS TO CERTIFY THAT:**

- (i) The present applicant is a regular student of this institution. He has not failed in the last/previous examination.  
 (strike out the one which is not applicable)  
 (ii) The present applicant came on transfer from ..... College. As per record, he/she has not failed in the last year/previous examination.

Signature/Seal  
 (of Head of the Institution)

93 0 8

- C. i) Whether the applicant is residing in the Hostel of the institution/or other recognized Hostel?.....  
If yes, the student is required to attached a prescribed certificate to be obtained from the Directorate of Higher Education, Kohima, which must be duly filled in and signed by the Warden of the Hostel.
- D. i) Nearest State Bank of India through which the scholarship payment is required?.....  
.....
- ii) Designation and full address of the Head of the Institution to whom the scholarship in respect of the student may be sent.....  
.....

**E. THE APPLICANT IS REQUIRED TO PAY THE FOLLOWING COMPULSORY NON-REFUNDABLE FEES DURING THE CURRENT YEAR 200..... to 200.....**

(Fill in the following itemwise to avoid form rejection during scrutiny)

Non-refundable Fees	Rate per month	Amount Per year	Totals	Remarks, if any
1. Tuition Fees				
2. Registration Fee				
3. Examination Fee				
4. Enrolment Fee				
5. Games Fee				
6. Library Fee				
7. Student's Union Fee				
8. Magazine Fee				
9. Medical Fee				
10. Others ?				
11.				
Total = Rs.				

**CERTIFICATE TO BE SIGNED BY THE HEAD OF INSTITUTION:**

Certified that the institution is affiliated to.....  
Board/University (Write expanded form) and is recognized by the Govt. of.....  
The candidate was last year awarded the Nagaland Merit Scholarship for studying .....  
..... Course in this Institution and Receipt of the same is shown  
in ANNEXURE -I in the page 4

**UNDERTAKING TO BE GIVEN BY THE HEAD OF INSTITUTION**

I UNDERTAKE THAT THE SCHOLARSHIP AMOUNT WILL BE DISBURSED AS SOON AS IT IS RECEIVED. IF THE APPLICANT LEAVES THE INSTITUTION/DISCONTINUES STUDIES/ACCEPT ANY OTHER SCHOLARSHIP/FAIL TO SECURE 60% ATTENDANCE IN CLASS/PARTICIPATES IN STRIKES WITHOUT PERMISSION FROM COLLEGE AUTHORITY, THE FACT WILL BE REPORTED TO THE DIRECTOR OF HIGHER EDUCATION, NAGALAND, KOHIMA, AND THE DISBURSED AMOUNT WILL BE REFUNDED TO THE SENDING AUTHORITY IMMEDIATELY.

The Course in which the applicant is studying is a Regular/Correspondence Course  
(indicate one)

PLACE-

SIGNATURE OF THE HEAD OF INSTITUTION -

DATE-

Name in Capital Letters: \_\_\_\_\_

OFFICE SEAL

Designation &amp; Address : \_\_\_\_\_

STD &amp; Phone Number : \_\_\_\_\_

**ANNEXURE -1 (To be signed by the student):**

RECEIVED FROM THE DIRECTORATE OF HIGHER EDUCATION, AN AMOUNT OF  
RS..... (RUPEES.....) ONLY  
IN FULL/PART PAYMENT TO ME VIDE LETTER NO..... DATE.....  
FOR 200..... TO 200..... SESSION, FOR THE STUDY OF .....  
COURSE THROUGH THE PRINCIPAL/REGISTRAR/HOD OF THE.....  
.....COLLEGE/SCHOOL/UNIVERSITY.

DATE:

STUDENT'S SIGNATURE- \_\_\_\_\_

PLACE:

FULL NAME IN CAPITAL LETTER- \_\_\_\_\_

CLASS- \_\_\_\_\_ ROLL NO- \_\_\_\_\_

**ANNEXURE -II (TO BE DONE BY THE HEAD OF INSTITUTION):**

Particulars of Final/Promotion Examination in respect of Mr/Miss/Smt.....  
of Class..... of College/Hr. S.S./Univ.....are given below:

NAME OF EXAMINATION	INSTITUTION/ BOARD/UNIVERSITY	YEAR IN WHICH TAKEN	AGGREGATE MARKS OBTAINED	OVERALL PERCENTAGE OF REMARKS	RESULT NOT RESPONDING TO THIS COLUMN WILL LEAD TO FORM REJECTION
					Passed Failed Result Awaited

OFFICE SEAL

Signature of Head of Institution &amp; Date-

Designation-

Institution-

**NOTE :** Enclose Xerox attested copies of the Admit Card and Marksheet of the last/Promotion Examination passed. If the result is not declared before the last date of submission of scholarship forms fixed by the department, the applicant may submit the marksheet within specific period which will be notified by the Department.

**SCHOLARSHIP FORMS WILL BE REJECTED DURING FORMS SCRUTINY IF ONE OR MORE OF THE FOLLOWING DEFECTS ARE DETECTED:**

1. IF THE PASSPORT SIZE PHOTO IS NOT FOUND PASTED.
2. IF THE PASTED PHOTO IS NOT COUNTERSIGNED BY THE STUDENT.
3. IF THE RUBBER STAMP SIGNATURE IS USED BY THE HEAD OF INSTITUTE
4. IF THE SPACE **Affiliated to in page 3** .....BOARD/UNIVERSITY IS FOUND BLANK/INCOMPLETE.  
HOWEVER, IF THE RECOGNITION LETTER IS ENCLOSED SEPARATELY, IT WILL ALSO BE ACCEPTED.
5. IF ATTESTED COPIES OF ADMIT CARD/MARKSHEET/PASS CERTIFICATE OF THE PREVIOUS/PRECEDING YEAR IS NOT FOUND ENCLOSED.
6. IF THE FORM UNDER PART-B, WHICH IS TO BE FILLED IN BY THE HEAD OF THE INSTITUTION, THE FOLLOWING ARE NOT DONE, THE FORM WILL BE REJECTED:
  - A. i. STATEMENT MADE BY CANDIDATE IN PART-A **are: correct/incorrect**
  - ii. CHARACTER/CONDUCT OF THE APPLICANT IS : **satisfactory/disatisfactory.**
  - iii. ATTENDANCE OF THE APPLICANT IS **below 60%/Above 60%.**
8. IF THE PART-A IS NOT FILLED UP BY THE APPLICANT IN HIS/HER OWN HANDWRITING.

**Instruction to Hostellers:**

1. **For Hostellers within Nagaland:**  
Hostel certificate forms will be issued to the Hostel Wardens/Principals of those College/Institutes having Hostels.  
Hostellers may collect from their respective Hostels.
2. **For Hostellers outside Nagaland:**  
Students studying outside Nagaland and residing in Hostels may collect the Hostel Certificate Forms from this Directorate while collecting scholarship forms.