

NOTA BENE (N.B.)

1. The last Date for online Scholarship application: **31st July 2018.**
2. Last date for submission of Merit Scholarship Hard Copy by the Institutions to the Directorate of Higher Education: **29th Sept. 2018.**
3. Last Date for submission of Hard & soft copy of Annexure IV (Post Matric Scholarship only) to the Directorate of Higher Education: **29th Sept. 2018.**
4. Last Date for submission of Hard copy for students studying outside Nagaland to the Directorate of Higher Education: **29th Sept. 2018.**
5. Last date for submission of NEC-Stipend & Book Grant hard copy to the Directorate of Higher Education: **29th Sept. 2018.**
6. Institutions within Nagaland are to submit students' details in the form of **ANNEXURE-IV. Format of Annexure IV will be emailed to each institution after the last date of online scholarship application through the institution's email address provided by the applicants.**

Guidelines to Institutions for Merit Scholarship

1. Head of Institutions within Nagaland should make sure that a copy of the Statistical Data/ Enrolment list of the students which has been submitted to NBSE/CBSE/NU should also be sent to this Directorate annually along with the hard copy of scholarship forms.
2. Institutions within Nagaland are directed to compile all merit scholarship forms and submit to this office in bulk.
3. The last date for submission of hard copies of merit scholarship forms (in bulk) by the institutions to this office as mentioned in the above **N.B.** Submission of hard copies after the last date will not be entertained.
4. Head of the Institutions/ In charge of scholarship at the Institutions should ensure that all necessary documents that have been mentioned in column no. 5 are intact and genuine including the Hostel forms.

Guidelines to Institutions for Post Matric Scholarship

1. Institutions should ensure that applicants of this Scheme submit the print out copy of online application along with all required documents including Hostel forms (for hostellers) failing which, their details should not be entered in Annexure IV.
2. Institutions are cautioned that, in case of detection of duplication in the *Annexure IV* format, action will be taken against such institutions.
3. It is mandatory for all institutions within Nagaland to submit *Annexure IV* format (both hard and soft copies) to the Directorate of Higher Education within the stipulated time as mentioned above in the N.B.
4. Institutions failing to submit *Annexure IV* format within the stipulated time shall be treated as nil report. Such institutions shall be held responsible for non receipt of Scholarship by their students.
5. The Head of Institutions should check the occupation and Annual Income of the parents/guardians from the admission records before forwarding the *Annexure IV*.
6. The Annual Income of the student's parents/guardians from all sources should not exceed Rs. 2.50 lakh (Rupees Two lakh Fifty Thousand)

Sd/-
Director
Directorate of Higher Education
Nagaland, Kohima
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