

Nagaland Scholarship Nodal Cell

Terms of Reference and Functions

1. Introduction:

In adherence to the Cabinet decision dated June 12th, 2019, and reaffirmed during the high-level consultative meeting held on September 10th, 2025 under the Chairmanship of Shri. Sentianger Imchen, Chief Secretary, Nagaland, the Government has decided to established a centralized Scholarship Nodal Cell. This dedicated Cell designated as **Nagaland Scholarship Nodal Cell (NSNC)** shall operate at the Directorate of Higher Education, Nagaland, Kohima. The Cell shall serve as the singular authority for the coordination, implementation, and redressal of all scholarship schemes - including State, Central Sector, and Centrally Sponsored - across the state of Nagaland.

2. Composition:

The Nagaland Scholarship Nodal Cell shall compose of nominated officials from each Scholarship Implementing Department including a nominee from the Department of IT &C. The overall head shall be the Director, Higher Education, with a designated Nodal Officer from the Scholarship Section of the Directorate of Higher Education serving as the in-charge.

3. Terms of Reference:

- 3.1. Implement and manage scholarship programmes effectively
- 3.2. Ensure timely dissemination of information to students and stakeholders
- 3.3. Facilitate the application process and provide support to students
- 3.4. Verify and validate student eligibility for scholarships
- 3.5. Collaborate with government agencies and institutions.

4. Functions and Responsibilities:

The Scholarship Nodal Cell is entrusted with the following functions and responsibilities to ensure an efficient, transparent, and timely scholarship ecosystem:

- 4.1. **Implementation and Management:** The Cell shall be responsible for the effective implementation and management of all scholarship programs. This includes ensuring timely and accurate

dissemination of information to students and stakeholders, streamlining the application process, and providing dedicated support to applicants.

4.2. Verification and Validation: The Cell shall be responsible for verification and validation of the eligibility of all scholarship applicants.

4.3. Inter-Departmental Coordination: The Cell shall serve as a crucial hub for communication and collaboration among all Scholarship Implementing Departments.

4.4. Grievance Redressal: The Cell shall act as the primary interface and a centralized grievance redressal hub for all student issues related to scholarships. This function includes resolving queries, addressing complaints, and ensuring a fair and timely resolution of all scholarship-related concerns.

4.5. Database Management: The Cell shall be responsible for the maintenance of comprehensive database of all scholarship programmes, guidelines and scheme details from all departments.

4.6. Technical Support Coordination: The Cell shall liaise with the Department of Information Technology & Communication (IT&C) which is tasked to monitor and maintain the Common Scholarship Portal of the State. The Cell shall report technical issues and propose system improvements.

4.7. Fund Disbursement: The Cell shall facilitate the efficient and timely disbursement of scholarship funds directly to the selected students, ensuring that financial aid reaches the intended beneficiaries without undue delay.

4.8. Awareness Generation: The Cell is tasked with generating awareness and promoting scholarship opportunities through various channels, including official websites, social media, and academic institutions, to ensure genuine students avail the opportunity in eligible schemes.

4.9. Transparency and Accountability: The Cell shall publish the verified list of beneficiaries, including scholarship amounts, along with a corresponding list of rejected applications and necessary remarks for the rejection, in the public domain so as to uphold transparency, accountability and ensure public confidence in the scholarship administration process.

4.10. Hostels: In accordance with the provisions outlined in the scholarship guidelines, the Cell shall monitor hostel-related eligibility matter. The Cell shall ensure that only bona fide hostellers residing in officially recognized and eligible hostels are permitted to apply under the hosteller category while submitting scholarship applications.

By integrating the various scholarship schemes and fostering structured inter-departmental collaboration, the Nagaland Scholarship Nodal Cell (SNC) is positioned to advance transparency, operational efficiency, and equitable access in the administration of scholarship schemes across Nagaland. In addition, the Cell shall function as the central grievance redressal hub for all scholarship-related issues, ensuring timely resolution and responsive service delivery to students and stakeholders.