

Form No.

(incomplete application form will be rejected during scrutiny)

NORTH EASTERN COUNCIL (NEC) STIPEND/BOOK GRANT:

RENEWAL

Paste a Passport size photo duly signed by the applicant thereon.



To
The Director,
Kohima Higher Education
Government of Nagaland.

Sub: Renewal of Stipend

Sir, Candidate Signature

With reference to the subject cited above, I beg to request you to kindly renew my stipend/book grant for the period from _____ to _____. Necessary information is furnished below :

- i) I received an amount of Rs. _____ being NEC stipend and book-grant for the period from _____ to _____.
- ii) I am not in receipt of financial assistance from any other source.
- iii) I have passed _____ Class/Semester/Year and I have now been promoted to Semester/Year (Attested copy of Mark-sheet is enclosed).
- iv) The original date of commencement of the course was _____ (1st year) and the normal date of completion of the course is _____. The course is a One/Two/Three/Four/Four and Half/Five Year Course. (Cross whichever is not applicable). The information given here should tally with that given in the original application for stipend and book-grant failing which the application is to be rejected.
- v) I have failed/not been detained in _____ class/term /semester/year. (strike out whichever is not applicable).
- vi) All above information is correct to the best of my knowledge. If any information given here is found to be false, I undertake to refund any amount of stipend and book-grant given to me for the period in which I have failed/been detained and would be liable for any other action under the law of the land.

To be submitted on or before
30 SEP 2010

Yours faithfully,

Full Name of the Candidate : _____

Signature : _____

Present Address : _____



Price: Rupee _____

PARTICULARS TO BE FILLED IN BY THE HEAD OF INSTITUTION

(CANDIDATE SHOULD NOT WRITE ANYTHING IN THIS SECTION)

1. This is to certify that Shri/Smti/Kum _____ a student of this Institute studying _____ Course (Specify subject) is promoted/passed to _____ (Name of the class/semester/year) and the information furnished by him/her is correct.

Recommended for renewal of stipend.

Date _____

(SEAL)

(Signature)
Principal/Registrar/Dean or any other
Officer authorised to Certify

PARTICULARS TO BE FILLED IN BY THE HEAD OF INSTITUTION

2. EXTENSION

Shri/Smti/Kum _____ is a scholar in this Institution and is studying _____ Course. He/She was admitted to this Course on _____. The Institution/University was unable to complete the stipulated course of study within the specified time period due to _____ reasons. I confirm that Shri/Smti/Kum _____ has not failed/detained in any of the examinations. Extension sought for is not due to any fault of the candidate. Recommended, therefore, the extension of stipend be granted up to _____.

Date _____

(SEAL)

(Signature)
Principal/Registrar/Dean or any other
Officer authorised to Certify.

*Strike out if not applicable.

IMPORTANT

1. If the candidate is unsuccessful/failed during his/her course of study and is detained in the same class, his/her renewal case will not be considered under any circumstances.
2. Research student must submit a Progress Report from his/her Guide.
3. FOR FINAL YEAR RENEWAL, HEADS OF INSTITUTIONS ARE REQUESTED TO KINDLY INDICATE THE DEEMED DATE OF COMPLETION OF THE COURSE.
4. All correspondence should be made with the Director, Higher Education, Govt. of Nagaland, Kohima.



RULES FOR RENEWAL OF STIPEND AND BOOK GRANT

1. Renewal of stipend and book-grant is not an automatic process and is subject to fulfillment of certain terms and conditions by the stipend holder.
2. Renewal of stipend and book-grant is generally for a period of one year i.e. from 1st April to 31st March of the next year.
3. Stipend holders shall apply for renewal and book-grant on a yearly basis. However, stipend holders from the Medical Science stream may apply for renewal after completion of each professional examination.
4. While applying for renewal the stipend holder shall fill up the renewal form completely. Marksheets/Pass Certificates for the previous year shall be enclosed. Ph.D./M.Phil students while applying for renewal forms shall be submitted to the Head of the educational institution for recommendation.
5. The Head of the educational institution while recommending a case for renewal of stipend and book-grant shall clearly indicate whether the stipend holder has been promoted to the next year or not. Renewal cases of stipend holders who have not been promoted to the next year will not be forwarded for renewal.
6. Renewal cases of stipend holders who are not promoted to the next year will not be considered for further renewal and names of such stipend holders shall be removed from the records.
7. In case a stipend holder who failed in one or more subjects but is promoted to the next semester/year, such cases for renewal will be considered for renewal provided that the stipend holder clears all the back papers in the next examination. In all such cases for renewal a certificate in this regard from the Head of the Institution will accompany the request for subsequent renewal.
8. Request for renewal of stipend holders who have changed their subject of study will not be entertained for renewal if the student has availed the stipend for the previous course or a part of it.
9. Request for renewal of stipend of such stipend holders who have changed their Institution of study will not be entertained for renewal.
10. Request for renewal of stipend and book-grant in respect of stipend holders who discontinue their study for any period for any reason other than on medical reason will not be entertained. Stipend holders who discontinue their study on medical ground will submit a medical certificate from the District Medical Officer/Head of the Medical Institutions in this regard, clearly indicating the course and period of such break in study while applying for renewal.
11. Extension of stipend and book-grant beyond the prescribed period of study will not be entertained. However, if such extension is due to reasons beyond the control of the stipend holders, then such cases may be considered for extension based on the merit of the individual case. All such requests for extension must be accompanied by a Certificate issued in this regard by the Head of Institution as in the format given in the renewal form.
12. M.Phil stipend is sanctioned for a period of one and half year and is extendable by a period of six-months/one semester based on the recommendation of the Head of the Institution.
13. Ph.D stipends and book-grants are sanctioned normally for a period of 3 years, which is extendable for another one year based on the recommendation of the Head of the Institution.
14. Final year stipend holders wishing to draw the final disbursement of stipend and book-grant after completion of their courses directly from the State Govt. will be required to submit a recommendation in this regard from the Head of the Institution.

Renewal : Scholarship form will be rejected during scrutiny if any one or more of the following defects are detected:

1. If the applicant is already employed.
2. If the marksheet/certificate for the previous/preceding year is not attached.
(Not applicable for M. Phil & Ph.D Scholars)
3. If in respect of the research scholar, the progress report duly countersigned by the guide/supervisor is not attached.
