



**APPLICATION FORM FOR AWARD OF ADAMAS UNIVERSITY
MERIT-CUM-MEANS SCHOLARSHIP**

To
The Dean/Asso. Dean/HOD
School of _____
Adamas University

A. Personal Details (In Block Letters):

1	Name of the Student Mr./ Miss / Mrs.	:	
2	Mobile No of the Student	:	
3	Email ID of the Student	:	
4	Father's Name	:	
5	Father's Mobile No.	:	
6	Father's Email ID	:	
7	Father's Profession stating Designation & Address where employed	:	
8	Mother's Name	:	
9	Mother's Mobile No.	:	
10	Mother's Email ID	:	
11	Mother's Profession stating Designation & Address where employed	:	
12	Guardian's Name	:	
13	Guardian's Mobile No.	:	
14	Guardian's Email ID	:	
15	Guardian's Profession stating Designation & Address where employed	:	
16	Present Address with Pin Code	:	
17	Permanent Address with Pin Code	:	
18	Exact annual income of the parents /guardians from all sources (certificate as per specimen enclosed at Annexure – I)	:	

B. Academic Details:

1	Name of the Examination based on which the Scholarship is claimed	:	
2	Name of the Board / University from which the examination was passed	:	
3	Board /University Roll no.	:	
4	Marks Obtained (Division in which Passed)	:	
5	Total marks (An attested copy of the marks sheet to be attached)	:	
6	CGPA obtained	:	

C. Registration Details – Adamas University:

1	Enrolment No.	:	
2	Roll No	:	
3	Date of Joining	:	
4	Name of the School	:	
5	Department	:	
6	Programme / Course	:	
7	Subject	:	
8	Semester	:	

D. Attendance (%) of the Student (To be filled by the Head of the Department):

Declaration: We hereby declare that the details furnished above are complete, true and correct to the best of our knowledge.

(Signature of Parent/Guardian)

(Signature of Student)

Forwarded in original to the Registrar, Adamas University with reference to the communication

Notification No. Dated

It is certified that:

1. The information furnished by the student has been carefully checked and verified from the relevant record and is complete and correct.
2. The case of the student has been scrutinized properly by the undersigned and the student is eligible for the award of Adamas University Merit-cum-Means Scholarship.
3. The student bears a good moral character and conduct

Head of the Department

Dean/Asso. Dean

DOCUMENTS TO BE ENCLOSED:

1. Copy of the last qualifying examination (Board/University) Admit card
2. Copy of Mark Sheet/Grade card (As mentioned in Point No. B.6)
3. Income Certificate in Original (as per Annexure – I)
4. Undertaking (To be given by the Parents/Guardians as per Annexure – II)

For office use only

Particulars	Verified by	
	Department	Name of the Verification Officer with signature and date
Personal Details	Office of the Registrar	
University Registration Details	Office of the Registrar	
Academic Details	Office of the Controller of Examination	

Eligibility criteria for applying the Merit-cum-Means Scholarship

1. A student scoring marks 60% or above or CGPA 6.5 and above with total income of the family not exceeding Rs. 3.0 Lakh (Rupees Three Lakhs) per year may apply for grant of concession in tuition fee.
2. Students not fulfilling required percentage of attendance in the classes will not be eligible for award of Scholarship.
3. Students having proven disciplinary charges will not be eligible for award of any Scholarship
4. Students having backlog in any paper in any Semester will not be eligible for award of any Scholarship
5. A student will not be granted the University Scholarship if he/she chooses any concession in tuition fee or Scholarship from any other sources.
6. Beneficiaries of free studentship (full or half) granted in a Semester must secure CGPA 6.5 or more to continue with the concession in tuition fee for subsequent Semester.

General Instructions:

1. The Application Forms to be submitted by the eligible Students to the respective Department along with relevant documents within **05/12/2019**.
2. The persons Competent to issue Income Certificate will be:
 - a) Any Government Officer not below the rank of Joint BDO in case of rural areas.
 - b) Executive Officer in case of Municipality
 - c) Deputy Commissioner in case of Corporation
3. The application forms received incomplete or not properly filled in by the student or his parents/guardians or received after the prescribed date, shall not be entertained and rejected forthwith without any notice.
4. The income certificate must be on the prescribed format appended at Page No. 5 (**Annexure – I**) of the application should be from the authorities indicate therein.
5. An undertaking shall be given by the Parents / Guardians on the prescribed format appended at Page No. 5 (**Annexure – II**), declaring that particulars given in the application are correct.
6. The application may please be filled in neatly and legibly.
7. The scholarship is liable to be cancelled if any information supplied in the application form/declaration /certificate is altered or found to be incorrect or the student is found ineligible or If any irregularity is found.
8. A person receiving the Scholarship may be asked to refund the entire amount with interest even after graduation in case it is proved that such a person received the Scholarship on the basis of falsehood.

Annexure - I

Income Certificate

TO WHOM IT MAY CONCERN

This is to certify that Mr./Ms. _____ (Name of the Student), son of Mr./Mrs. _____ (name of the Guardian) is a resident of _____ (permanent address)

The Annual Income of his/her family is Rs. _____ (Rupees in words) from all source as confirmed and ascertained by causing enquiry of _____ (Designation of the Competent Authority).

Signature of the Competent Authority
With Seal and Date

Annexure - II

UNDERTAKING

(To be given by the Parents/Guardians)

I make myself responsible for the accuracy of the fact and figures furnished. I further undertake that in the event of the particulars given in the declaration being found false at any point of time, I shall refund the whole amount of the Scholarship with interest paid to my ward and the decision of the Authority in this regard shall be final and binding on me.

Signature of Parent/Guardian in full with date