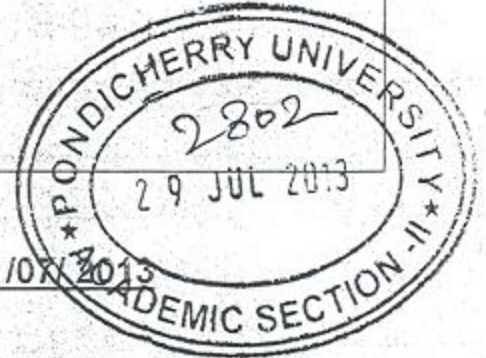


DEPARTMENT OF MINORITIES WELFARE

From Thiru A. Mohammed Aslam, IAS., Commissioner of Minorities Welfare, 807 (V-Floor) Anna Salai, Chennai – 600 002. (Tel.044-28520033 – Fax 044 28544545) E-mail ID : tnminoritieswelfare@yahoo.com	To The Principal/Dean (All Professional Course Institutions)
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Letter No. DM6 / 1259 /2013, Date 18 /07/ 2013

Sir/Madam,

Sub: Minrcities Welfare – Education – Merit Cum Means Based
Scholarship – Professional/Technical Courses (4 years & above)
2013-14 – Fresh/Renewal Claim – Instructions – Reg.

Ref: This office Advt. published in Daily Thanthi Dated 19.5.13.

I would like to inform you that this department is inviting Scholarship (Fresh / Renewal) application from the Religious(Christian,Muslim,Sikh,Buddhist,& Parsi) Minority students studying Professional /Technical Courses (4 years and above) including MBA/MCA etc. through online for granting Merit Cum Means Based Scholarship for the year 2013-14. A comprehensive advertisement about this scheme was published in Daily Thanthi on 19.5.13. The eligibility criteria of the scheme are given below:-

- a) 50% of marks in the previous year examination and without facing any competitive exam (or) student got admission with facing Competitive Exam
- b) Annual Income of the parent/guardian from all sources is Rs. 2.50.Lakhs
- c) Scholarship is awarded strictly on the basis of merit

The list of courses covered under this scheme, User Manual are published in the website (website www.moniascholarship)

2) The Educational Institutions should adhere the following instructions while scrutinizing the fresh and renewal applications

- Forward the online application submitted through online and also send the hardcopy of the application along with all required documents to the undersigned on or before :-

- If the student has not submitted the hard copy of the application with enclosures within the above mentioned date please reject those students in online and forward the other students application both in online and hardcopy to this office.
- if the student belongs to native of other than Tamil nadu , such application (fresh/renewal) with following relevant enclosures should be sent to the respective State Department dealing with Minority Scholarship on time (List of State officials address can be had from www.momascholarship.gov.in tab named as "List")
- application(fresh/renewal) should be duly signed by the student and Principal/Dean of the educational Institution along with following documents
 - Proof of religion & Income certificate or Declaration of the parent/guardian about Religion/Income in the Non Judicial Stamp Paper of Rs. 10/- each
 - Mark sheet : XII Std. /Final Year consolidated marksheet of Polytechnic courses for Fresh cases and Previous year examination mark sheet for Renewal cases . Xerox Copy of Marksheet should be duly attested by the Principal/Dean of the Institution concerned.
 - Fees Receipt copy(for both semester or per year) comprising Admission., Tuition, Library and Exam fee etc.
 - Bank details of the student and Institution(Core Bank Service A/c.No with IFS code (11 digits) **Proof should be attached**
 - Native Place of the student
- Renewal scholarship eligible to the students who are awarded fresh scholarship in the previous year and they should have scored 50% of marks in the previous year examination(For Semester System:- both semester marks sheet should be enclosed)
- Students who are enjoying first generation fee concession(i-e. exempted from paying tuition fee) from the Higher Education Department should not be recommend for both fresh and renewal scholarship

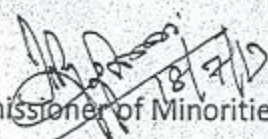
- Course Fee of MCM scholarship for 2012-13 (Both Fresh and Renewal) was already transferred to your Institution's Bank Account. We request you to disburse the amount to concerned student through ECS / Cheque / DD and send the Utilisation certificate for the year 2012-13 to the Managing Director, TAMCO, 807, Anna Salai (5th Floor), Chennai-2 separately. Undisbursed scholarship amount should be remitted by means of Demand Draft in favour of Managing Director, Tamil Nadu Minorities Economic Development Corporation, Chennai payable @ Chennai immediately. Any queries about non receipt of scholarship in your bank account/student's bank account please contact 044- 28514816 / 28520033/28523544

3) The work flow of this scheme is designed in software as **Student—Institution—State(Commissioner)**. Therefore, the educational institutions are requested to scrutinize the application only on receipt of hard copy of the application with enclosures from the student concerned and forward the same to this office. Please ensure that the marks entered by the students are correct ie it should not be rounded off , instead marks in decimals should be mentioned. Further you are also requested to verify that whether the bank account number and IFS Code mentioned by the student are correct. The application should also be forwarded through online also on the stipulated time mentioned above.

4) Institutions need not wait for last date (10.1.14) for submission of renewal cases. As and when mark sheets are received instruct the students to submit their online scholarship claim and forward them to this office for early sanction.

5) Acknowledge the receipt of this reference through email mentioned above.


Sd/- A. Mohammed Aslam
Commissioner of Minorities Welfare


For Commissioner of Minorities Welfare

PU/Aca/Aca-6/Endorsement /2013-14/44

08.08.2013

Copy communicated to all the Deans / HoD's /Centre Heads with request to bring it to the notice of the students


A.R.(Academic)

To
All the Deans / HoD's /Centre Heads