

**NAIPUNNYA BUSINESS SCHOOL (NBS)  
KORATTY EAST THRISSUR  
SCHOLARSHIP POLICY**

**SCHOLARSHIP POLICY AND PROCEDURE**

**1. Introduction:** Naipunnya was started in 2002, with the objective of serving the community around. "To Reach the Unreachable" is the avowed vision of Naipunnya. Thus we at Naipunnya, believe that money should not be a roadblock for a student to pursue his/her passion towards excellence in education. We extend scholarships to meritorious students based on their academic achievements. A number of scholarships are offered to students depending on the academic credentials and their achievements. Till date, Naipunnya has supported students with financial assistance, Scholarships and several job oriented programs. The people around the Naipunnya premises and the community around have benefitted from these programs.

**OBJECTIVES OF THE SCHOLARSHIPS**

- Scholarships are set up to recognize meritorious students in academics and co-curricular activities

**SCOPE** The scholarship is to be awarded to students who are meritorious and are selected and notified in a transparent manner by the scholarship committee. It will cover the MBA program of the college.

**ELIGIBILITY** Students who have 70% or more marks in the final examination or semester examinations are eligible to apply for Scholarships

**EARMARKING**

**A. Scholarships for Meritorious Students (General):**

50% of the scholarships are earmarked for meritorious students of any community.

**B. Scholarships for Meritorious Girl Students (Gender):**

25% of the scholarships are earmarked for girl students

**C. Scholarships for Meritorious Catholic Students:**

25% of the scholarships are earmarked for Catholic Students

**NB:** In case of non-availability of students of a particular criteria, it will be transferred to students of other criteria.

**NB: The decision of the scholarship committee shall be final and no representation shall be entertained in this regard.**

**ELIGIBILITY FOR SCHOLARSHIPS/FINANCIAL AID:** The Institution encourages all deserving and eligible candidates to apply for the scholarship, if they qualify **for the minimum requirements, which are outlined below:**

1. The scholarships are open to all Indian nationals.
2. The applicant must be registered for the MBA program at NBS, Pongam with a valid student number given from the college and University registration number
3. The applicant must have a minimum of 70% marks in the qualifying exam.
4. A scholarship holder under this scheme will not hold any other scholarship/stipend. If awarded any other scholarship/stipend, the student can exercise his/her option for either of the two scholarships/stipends, whichever is more beneficial to him/her and should inform the awarding authority through the Head of the Institution about the option made. No scholarship will be paid to the students under this scheme from the date he/she accepts another scholarship/stipend.
5. The scholarship is dependent on the satisfactory progress and conduct of the scholars. If it is reported by the Head of the Institution at any time that a scholar has by reasons of his/her own act of default failed to make satisfactory progress or has been guilty of misconduct such as resorting to or participating in strikes, irregularity in attendance without the permission of the authorities concerned etc., the authority sanctioning the scholarship may either cancel the scholarship or stop or withhold further payment for such period as it may think fit.
6. If a student is found to have obtained a scholarship by false statements, his/her scholarship will

be cancelled forthwith and the amount of the scholarship paid will be recovered from the student concerned and will be blacklisted and debarred for scholarship in any scheme forever.

7. A scholarship awarded may be cancelled if the scholar changes the program of study for which the scholarship was originally awarded. The Head of the Department shall report such cases to them and stop payment of the scholarship money. The amount already paid may also be recovered from the student.
8. The regulations can be changed at any time at the discretion of the Management of NBS.

### **PROCEDURE FOR APPLYING**

An application for scholarship should comprise:

1. One copy of the application for scholarship in the prescribed form (separate application forms as have been prescribed for 'fresh' and renewal scholarship) by the college office.
2. One copy of the passport size photograph with signatures of the student thereon
3. Copy of Aadhar card
4. Mark sheets of previous programmes/semesters completed.
5. One attested copy of certificates, Higher secondary/Diploma, etc. in respect of all examinations passed.
6. A receipt in acknowledgement of the scholarship in the previous year on the form attached to the application only duly countersigned by the HoD concerned, if the applicant was in receipt of a scholarship under this scheme in the preceding year.
7. Recommendation letter from the Parish Priest in case of Catholic students.
8. Application complete in all respects shall be submitted to the Executive Director through the Director, of NBS by the candidate.
9. For new entrants to MBA Program, UG exam marks, KMAT score, Personal Interview score will be the criteria. In subsequent semesters, student's academic performance (University exam results, or internal assessment result where University exam score is not available), attendance, and score given by OPTS (Overall Performance Tracking System) are the criteria. **For subsequent semesters, the eligibility for applying for scholarships includes 70% marks for the final exam and 90% attendance.**

### **Desirable**

- Appreciated performance of each applicant on tests or entrance scores designed by the college to measure ability and aptitude for educational work.
- Participation in Extracurricular Activities.
- Expression of thoughts and visible motivation and has demonstrated the following attributes:
  - ❖ Positive attitude
  - ❖ Encourages others
  - ❖ Charitable
  - ❖ Hard working
  - ❖ Compassionate
  - ❖ High moral character
  - ❖ Accept rules and regulations of the college
  - ❖ Participate in all programs of the college

### **Other Rules:**

- The scholarship will not be combined with any other scheme/promotion at NBS or NIMIT..
- The scholarship amount can be used towards the payment of fees by the applicant, but is not transferable to any other student/person.
- The application for scholarship must be complete in all respects and be submitted on or before the deadline issued by the college.
- The decision made by the scholarship committee of the College will be final and not subject to challenge by the applicants.
- The institution reserves the right to rescind the scholarship from the time it is found that the candidate has deteriorated in academic performance.

### **NBS Scholarship policy 2020-21**

**SCHOLARSHIP COMMITTEE:** A committee is constituted to look into the merit of each application for financial aid/Scholarships. The committee consist of the following members:

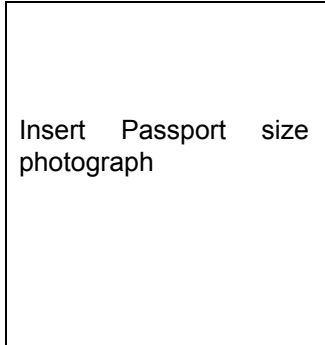
- Executive Director
- Assistant Executive Director
- Principal/Director (NBS)
- MR
- Finance Manager

**IMPORTANT DATES:**

1. For new applications: Applications are accepted in the month of March and May, and declared in April and June.
2. For subsequent semesters, it is accepted from 15th to 30th January, and 15th to 30th July.
3. Announcement of Scholarships: 1-15th February and 1-15th August every year.

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**NEAP SCHOLARSHIP**  
**Naipunnya Business School (NBS)**  
**APPLICATION FORM FOR SCHOLARSHIP**  
**(New Application)**



**A) Personal Profile**

Full Name of the student	
Age and Date of Birth	
Gender	
Permanent Address	
Place of Birth (indicating district and state)	
Religion and Community	
If Catholic, your parish (attach a letter from the parish priest)	Name of Parish:
Aadhaar Card Number (attach proof)	Aadhar card Number:
Voter's ID card Number (attach proof)	Voter's card Number:
Telephone/Mobile Number	
Email Address	
Name of Father	
Occupation	
Name of Mother	
Occupation	
Annual Income of the family (attach proof)	
Name of the Examination passed	

Percentage of Marks in the qualifying exam (attach proof)	
Reason for applying for scholarship	

**Academic Profile:**

Educational Qualifications	Name of the Exam	Year of Passing	Percentage of marks obtained	Board / University

Other Scholarships received, if any: \_\_\_\_\_

Attachments required:

1. Certificate/Marksheets of UG degree, KMAT Score.
2. Parish Certificate if applicable
3. Identity proofs (Aadhaar card)
4. Name of the Institution where studied

**Declaration:**

I, Mr. /Miss , hereby, declare that I have made myself aware of the terms and conditions of the NEAP Scheme for financial assistance for higher education. I promise to abide by them. I further state that the above information given herein is true to the best of my knowledge and belief. I have not suppressed any relevant information in respect of my application. In the event of any information furnished by me herein is found to be false or incorrect and/or in the event of any suppression of relevant /necessary data proved against me, I have noted that I would be disqualified from the Scheme and the amount disbursed to me shall become repayable immediately.

Name of the Student: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of the Parent: \_\_\_\_\_ Signature: \_\_\_\_\_

<b>For office only</b>
Comments of the Committee: _____
The student can be provided a Scholarship amounting to Rs. _____ for the semester.
Signature: _____
Signature: _____
Signature: _____
Asst. Executive Director Signature: _____
Executive Director Principal _____

**NEAP SCHOLARSHIP**  
**Naipunnya Business School (NBS)**  
**APPLICATION FORM FOR SCHOLARSHIP**  
**(Continuation of Scholarship from 2nd Semester onwards)**

**Scholarship allotted No:**

Insert Passport size photograph
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**A) Personal Profile**

Full Name of the student	
Class and year	
Gender	
Permanent Address	
Telephone/Mobile Number	
Email Address	
Name of Father	
Occupation	
Name of Mother	
Occupation	
Annual Income of the family (attach proof)	
Reason for applying for scholarship	

**Academic Profile:**

Exam details	Semester	Percentage of marks obtained	Verification by HoD
Internal Exam marks			
University Exam marks			
Internal Exam marks			
University Exam marks			
Internal Exam marks			
University Exam marks			
Internal Exam marks			

Other Scholarships received, if any: \_\_\_\_\_

**Declaration:**

I, Mr. /Miss , hereby, declare that I have made myself aware of the terms and conditions of the NEAP Scheme for financial assistance for higher education. I promise to abide by them. I further state that the above information given herein is true to the best of my knowledge and belief. I have not suppressed any relevant information in respect of my application. In the event of any information furnished by me herein, is found to be false or incorrect and/or in the event of any suppression of relevant /necessary data proved against me, I have noted that I would be disqualified from the Scheme and the amount disbursed to me shall become repayable immediately.

Name of the Student: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of the Parent: \_\_\_\_\_ Signature: \_\_\_\_\_

**For office only**

Comments of the Committee: \_\_\_\_\_

Progress made by the student: \_\_\_\_\_

The student can be provided a scholarship for \_\_\_\_ Semester.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Asst. Executive Director Signature: \_\_\_\_\_

Executive Director \_\_\_\_\_

