

**Guidelines for submission of applications for assistance from
National Foundation for Teachers' Welfare (NFTW)**

National Foundation for Teachers' Welfare (NFTW) provides financial assistance to the children of the meritorious teachers under the Scheme of 'Support for Professional Education of Children of School Teachers' since 1988-89. The financial assistance is granted to children of the meritorious school teachers' for pursuing certain identified professional courses in the field of Engineering, Medical Management and Technical Education.

Under this Scheme, financial assistance is granted to children of school teachers pursuing professional courses. In order to claim financial assistance teachers has to submit original cash receipt along with a certificate from the college mentioning that the award of the teacher is a *bonafide* student of the college. The following points may please be taken into consideration while scrutinizing the applications before sending to NFTW:-

- i) The scheme is applicable to school teachers only.
- ii. Financial assistance will be granted to children of school teachers pursuing professional/ diploma courses in the fields of engineering, medicine and management. The professional courses for which financial assistance is granted are as follows:-
 - a) Engineering degree course of 4 years duration (8 semesters) in the disciplines of Civil, Mechanical, Electrical and Electronics, Electronics and Telecommunication, computer science, automobile and chemical Engineering, architecture, textiles, mining, rubber technology, naval architecture, petroleum engineering, pharmacy, printing, chemical technology,
 - b) Metallurgical engineering, instrumentation and control and aeronautical engineering.
 - c) Diploma courses of not less than 3 years duration in the disciplines mentioned above.
 - d) Medical courses in Allopathy, Homeopathy and Ayurvedic forms of medicines. Veterinary Science.
 - e) Diploma course of not less than 2 years duration in B. Pharma.
 - f) Management courses of duration not less than 2 years after degree course
 - g) Other courses:- Post graduate course, B.Sc Nursing/MLT
- iii) All the columns of application form should be filled in & signed by the teacher. The application should also have the signature and official

seal of the Head of the Institution where the teacher is employed and the Secretary Treasurer of the State Working Committee.

- iv) The actual fee paid should be clearly indicated in Column 13 of the application. Only original cash receipts are to be enclosed. Photocopies of cash receipts, whether attested or not, will not be accepted. In case, the cash fee receipt(s) is in a regional Language, then, in addition to the original cash fee receipts, a translated version in English/Hindi duly attested by a Gazetted Officer should also be submitted.
- v) A certificate from the college/institute in which the student is studying should be attached to the application. The certificate should contain the name of the student, name of father/mother serving in school, date of admission in the first year and the year (with number of semesters) studied in 2011-12, 2012-13. The certificate should bear the signature of the Principal. A specimen copy of the certificate is enclosed for guidance. In case, the certificate from the college is in a regional language, then, in addition to the certificate, a translated version in English/Hindi duly attested by a Gazetted Officer should be submitted.
- vi) The State Working Committee should take into account the actual fee paid by the applicant on account of tuition/library/laboratory while recommending the financial assistance. It is noticed that in certain cases, fee paid on admission, examination and other miscellaneous items is also taken into account while recommending cases. Fee paid on such items should not be taken into consideration.

In certain cases, cash receipts for a consolidated amount are attached which includes mess charges, hostel fees, etc. Which are not eligible under the scheme without indicating the actual amount paid towards Tuition Fee, Library Fee and Laboratory Fee. The teacher should be asked to furnish the break-up of such receipts and the amount paid towards tuition, library or laboratory charges, i.e. from the college authorities by way of a certificate. The maximum financial assistance payable is Rs. 15000/- per year, per case.

- vii) Under the column 18 of application, the year and the financial assistance recommended should be mentioned. The recommendations have to be signed by the Secretary-Treasurer. In some cases, it is found missing. In some applications, it is noticed that official seal of Secretary Treasurer/State Working Committee are not affixed. Such applications are liable to be rejected.
- viii) Financial assistance is granted to teachers of those State Working Committees, who have updated their annual contribution.
- ix) Financial assistance is granted for one academic year only. Teachers can claim assistance in respect of their wards for the academic year 2011-12 and 2012-13.

- x) No financial assistance is granted towards/student who has failed or are already recipients of scholarship etc. Further, no assistance is granted during the period of internship. While forwarding the applications, the State Working Committee should ensure that the applications of only passed students are forwarded to NFTW for financial assistance. Those cases in which the result is awaited may not be forwarded.
- xi) Not more than one application from a teacher should be accepted. A teacher can claim assistance in respect of one ward only in a given year.
- xii) Priority should be given to those teachers who have not availed of the benefit of the scheme in previous years .
- xiii) While calculating the family income for the purpose of submitting application for scholarship as noted in item ii(g). Basic pay , Dearness Allowance and other income from all source should be taken in to account. The annual income limit for State Scholarship mentioned in ii (g) is Rs.2,50,000 per annum.
- xiv) Each application should be accompanied on the following documents. Application which do not contain the following documents will be rejected.
1. Application form in duplicate duly filled in with recommendation of the Head of institute.
 2. Study certificate provided in the form itself.
 3. Cash receipt in original.
 4. Income certificate from village officer/Tahsildar (applicable only under ii g above).
 5. Two self addressed envelop with pin code having sufficient stamps
- xv) The last date for submission of applications for the year 2011-12 is 24.08.2013 and for the year 2012-13 is 15.10.2013. Applications received beyond this date will not be considered.
- xvi) Applications should be forwarded in the following address

**The Assistant Secretary,
National Foundation for Teachers Welfare,
O/o the Director of Public Instruction,
Jagathy, Thiruvananthapuram, 695014.**

Application for financial assistance from National Foundation or Teacher's Welfare for Professional Education of Children of School Teachers for the year _____

1. Full name and permanent address of the applicant (in Block Letters) :
2. Date of birth and age of the applicant :
3. Whether the teacher is in service :
4. If answer to (3) above is 'Yes' please give the following particulars in respect of the post held at present :
 - (d) Designation :
 - (e) Name of the Institution where employed at present :
 - (f) Whether the institution is a Govt. Institution / Aided / Private Institution :
5. Name of the student (In Block Letters) :
6. Date of birth and age of the student :
7. Relationship with the Student : Father / Mother
8. (a) Nature of professional course :
 - (b) Name & duration of course (with semesters) :
9. Name and address of the college where the student is studying / has studied during the year _____ :
10. Date of admission (for 1st year) :
11. Year in which studying during the year _____ : 1st / 2nd / 3rd / 4th
12. (i) Whether any scholarship is received from the Institution. If so, specify the amount :
 - (ii) Whether any assistance has already been received from N.F.T.W., for this purpose. If yes, give particulars :
13. Actual fees paid for the professional course (Attach original cash :

- receipts)
- 14 Amount of financial assistance :
claimed
- 15 Whether certificate from the college :
where the student is studying is
attached
- 16 Certificate I (to be furnished by the
applicant)

I certify that to the best of my knowledge and belief, the particulars given above are correct. I fully understand that in event of this being proved otherwise, I shall be liable to such action as the National Foundation for Teacher's Welfare may deem fit to take in the matter.

Place:

Date:

Signature of the Teacher

17. Certificate II (to be furnished by the Head of the Institution where the teacher is serving)

Certified that the particulars furnished by the applicant are correct.

Place:

Date:

Signature of Head of the Institutions
(with official seal)

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18. Recommendations of the State Working Committee, i.e. amount of financial assistance recommended for the year _____

Place:

Date:

Signature of Secretary Treasurer
(with official seal)

Name of the Institution:

Ref. No.....Date.....

STUDY CERTIFICATE

This is to certify that Sh./Kum.....son/daughter of
Smt./Shri..... working as teacher in
.....

is a bonafide student of this Institution and studying in/studied inyear
(1st/2nd/3rd/4th)/ semester (1st/2nd/3rd/4th/5th/6th/7th/8th) during the
year _____

The student is studying /studied in this college as per details given below:-

Name of the course	Duration of course(with semesters)	Date of admission(for 1 st year)	Year of course	Whether passed or failed	Remarks

The student has received/not received scholarship from this Institution during the
year _____ of Rs.

(Signature of the Principal)
With official seal