

St. Xavier's University, Kolkata

Prof. Rohinton Kapadia Memorial Scholarship

for Academic Session 2025-26

Scope of the Scholarship:

Full (100%) waiver of Tuition Fees & Library Fees only from the 1st Semester onwards for one (1) student from M.A. English.

Who can apply?

Students who have taken admission in M.A. English course in the Academic Session 2025-26 and are currently not availing any scholarships/financial assistance from any sources can apply provided that they are fulfilling the academic and income criteria mentioned below.

If no eligible students are found, the scholarship may be granted on merit basis, based on the result of M.A. English 1st Semester Examination 2025-26 and the previous academic record of the student.

Academic Criteria:

1. The student must have obtained aggregate marks of **60%** or higher in the last qualifying examination.
2. The student must obtain a minimum of **60%** marks in the 1st Semester Examination.
3. The student must not incur any arrear paper(s) in the 1st Semester Examination, i.e. he/she must clear all the papers of the 1st Semester Examination in the first attempt.
4. The student must maintain a minimum of **75%** attendance in the 1st Semester of the course. Only attendance in the regular classes will be considered, attendance in any additional/extra classes will **not** be considered.

Family Income Criteria:

- The Family Income from all sources must be less than **₹4,20,000/-** per annum.

Documents to be submitted as Proof of Income:

1. **Income Tax Return/TDS Statement/Form-16** of parent(s)/guardian for the **Financial Year 2024-2025 i.e., ITR Assessment Year 2025-26** (April, 2024 to March, 2025).
2. **Annual Information Statement (AIS)** downloaded from the Income Tax e-filing portal of parent(s)/guardian for the **Financial Year 2024-2025. AIS of both parents/guardian(s) are mandatory.**
3. **Bank Statement/Bank Passbook** of parent(s)/guardian **for last one year, i.e. from 1st November, 2024 to 31st October, 2025.**
4. **Latest Salary Statement** issued by the employer or **Latest Pay Slip** issued by the employer or **Latest Pension Statement** or **Income Certificate (in case of business) for the last financial year** issued by competent Govt. authority of parent(s)/guardian. Please note that the Income Certificate of parent(s)/guardian must be issued by a Group-A Gazetted Officer (i.e. Executive Officer/Chief Engineer or above) if residing in a Municipal Area or, BDO/Jt.BDO or above if residing in Rural Area. The proforma for Income Certificate is enclosed herewith as **Annexure-I**.

Other Mandatory Requirements:

1. There are no fees due from the student up to the current semester.
2. The student must not have any record of disciplinary action against him/her in the current semester by the Disciplinary Committee of the University.
3. The student must not be a recipient of any Government Scholarship or any other external scholarships or financial assistance.

Other Mandatory Documents:

1. Final/Consolidated Marksheets and Pass/Degree Certificates of Secondary (Class X), Higher Secondary (Class XII) and Graduation.
2. Document(s) related to any previous Scholarship/Fees Concession/Financial Aid or Assistance granted by any Government body/NGO/Organization, if received at the last attending School/College/Institute/University.
3. Certificates of any Extracurricular & Sports Achievements/Podiums at the last attending institution/school/state level/national/international level.

4. A letter of recommendation from the Parish Priest (*for Christian Students only*).

Instructions for Applying:

1. M.A. English 1st Semester students have to take a print-out of the application form enclosed herewith as **Annexure-II** and fill it by hand.
2. The application form along with self-attested copies of all the supporting documents listed above may be submitted by hand/post/courier to the Office of the Registrar, St. Xavier's University, Kolkata, Administrative Building (1st floor).

Last Date for submission of Hardcopy of Scholarship Application: 5th December, 2025

Important Notes:

1. Mere possession of eligibility does not ensure the grant of scholarship.
2. Scholarship applications may not be considered if the hardcopy is received after the due date.
3. Any canvassing by or on behalf of the student with regard to their selection for the above scholarship shall be considered as disqualification.
4. Incomplete application form with/without supporting documents will be summarily rejected.
5. The Scholarship Committee reserves the right to review, modify or cancel the grant of Scholarship due to changes in academic progress or general conduct of the student in accordance with the University rules and regulations or due to the unavailability of funding from the sponsoring body.
6. If the student is found to furnish any false information or is recommended for any disciplinary action by the Disciplinary Committee at any stage of the course, his/her scholarship shall stand revoked.
7. The University may seek additional information/supporting documents from the student, if required, on the basis of the information provided in the Scholarship Application form and the enclosed documents for further scrutiny.
8. The Deans of the respective Departments/Faculties/Schools may call the student and their parent(s)/guardians to appear before them for a short interview.
9. The decision of the Vice-Chancellor of the University shall be final and binding with respect to grant of scholarship.
10. If a student is unable to meet the above-mentioned requirements for renewal of the scholarship in any of the subsequent semester(s), his/her scholarship shall be cancelled for the remaining duration of his course.
11. The Scholarships sponsored by external benefactors is subject to the availability of funds.
12. The University will not be responsible for postal delay, if any.

For any further queries, the students are requested to contact the Office of the Registrar at **033-66249846** on working days between 9AM to 5PM or send an email to scholarship@sxuk.edu.in

PROFORMA FOR INCOME CERTIFICATE

(In case of non-salaried Parent/Guardian)

(To be issued by any Govt. Officer not below the rank of Jt. B.D.O. in case of rural areas or Executive Officer in case of Municipality or Deputy Commissioner of Corporation or any equivalent Group-A Gazetted Officer in State or Central Government Service)

I certify to the best of my knowledge that Shri/Kumari/Smt.
 son/daughter/wife of Shri/Smt. resident of
 Village/Town: PO: PS:
 Dist: State:
 is known to me for (Years/Months).

His/Her father/guardian/husband, Shri/Kumari/Smt. is a permanent
 resident of Village/Town: PO: PS:
 Dist: State:

The total annual family income from all sources of both the parents/guardian/husband/student for the
 financial year is ₹ only.

Place:

Date:

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(Signature with Seal)

.....

(Name in Block Letters)

.....

(Designation & Department)

Full Address:

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In case of salaried parents/guardian, latest salary certificate/ pay slips of the last three months issued by the present employer must be submitted.



St. Xavier's University, Kolkata

Action Area IIIB, PS: Techno City, Kolkata – 700160

SCHOLARSHIP APPLICATION FORM

Academic Year 2025-26

Please read the scholarship notice thoroughly before filing

Annexure-II

Paste a recent
passport-sized
photograph

Type of Scholarship: **Merit-Cum-Means**

Type of Application: **Fresh**

1. Name of the Student (In Block Letters) : _____
2. CIN Number (with Hyphens) : _____
3. Course : _____
4. Current Semester : _____
5. Address for Communication : _____

6. Contact Number of the student : _____
7. Email Address of the student : _____

8. Details of Annual Income of Parents/Legal Guardian(s):

(Please enclose Self-Attested Copies of all Income Documents such as ITR, Bank Statement, etc.)

Father			
Full Name	Occupation	Annual Income	Documents Submitted?
		₹	Yes/No
Mother			
Full Name	Occupation	Annual Income	Documents Submitted?
		₹	Yes/No
Guardian(s), if applicable			
Full Name	Occupation	Annual Income	Documents Submitted?
		₹	Yes/No

Gross Total Annual Family Income: ₹ _____

9. Academic details:

Level	Name of the Examination Passed	Name of the School/College	Board/ University	Year of Passing	Percentage of Marks Obtained	Have you received any scholarship from the Institution?
X						Yes/No
XII						Yes/No
UG						Yes/No

10. Are you presently receiving any scholarship/financial assistance from Govt. or any other organization? ☐ Yes ☐ No

If 'Yes', please provide details of the scholarship/financial assistance and the total amount:

11. For Christian Students Only:

(Please enclose a letter of recommendation from the Parish Priest addressed to the Vice-Chancellor, St. Xavier's University, Kolkata)

Name of Parish	Name of the Church & Address	Did you receive any Scholarship/Sponsorship from the Parish?
		Yes/No

12. Achievement in Extra-Curricular activities/Any other information (if relevant):

13. Declaration:

I hereby declare that information furnished above is true and correct to the best of my knowledge and belief and I am aware that in case any information provided by me is found to be incorrect and/or any discrepancy is found in the supporting documents that I have enclosed, my scholarship application is liable to be rejected.

Date: DD/MM/YYYY

Place:

Signature of Parent/Guardian: _____

Signature of the Student: _____