1.0 **Preamble:** The Malayalee Engineers' Association (MEA) is an association of Malayalee engineers based in Houston, Texas, USA that is dedicated to providing scholarships to low-income engineering students in Kerala. Scholarships are offered to freshman applicants who are pursuing engineering, computer science, architecture, or naval-architecture degrees in an engineering college or university in India.

2.0 **Basis of Award:** A panel of MEA members shall select the scholarship winners (MEA scholars) based on

the academic merit and financial situation of the candidate. The panel may consider other criteria as specified in section 4.4 of this document. Students will become eligible for the scholarship during their first year of college. The scholarship will be renewed every year for the first four / five years of studies, provided the student has shown satisfactory performance in the preceding year. See section 12.0.

3.0 **Amount of Scholarship: MEA Scholars will be awarded 600 USD per year.** .

4.0 **Eligibility Requirements:**

4.1 The applicant shall be a first year student enrolled in an accredited Engineering College or University for at least a 4-year (8 semester) or 5 year (10 semesters for B.Arch) course leading to a Bachelor's Degree in Engineering, Technology, Computer Science, Architecture or Naval Architecture.

4.2 The applicant must have taken the Kerala State level entrance examination (KEAM) administered by the

Office of the Commissioner for Entrance Examinations (CEE). Eligibility for B.Arch students shall be based on the National Aptitude Test in Architecture (NATA).

4.3 The students' parents' combined income must be below Rs. 1,50,000/ year (One lakh fifty thousand rupees) from all sources.

4.4 Awards and honors received and extracurricular activities shall be considered in selecting the scholarship recipient when there is a tie between more than one candidate in terms of academic merit and income criteria.

4.5 If the student has already accepted another scholarship, he/she shall provide complete details of such other scholarship(s).

4.6 Academic Criteria for scholarship eligibility

- Ranked within the top higher 5000 in the Govt. of Kerala Engineering (KEAM) Entrance Examination

    OR
  NATA Score greater than 110
- Scored above 85% in Class X and XII examinations.

Only students who have met both of the above academic criteria are eligible to apply.

4.7 Students who secured admission through lateral entry (i.e. after Diploma or other degree) are NOT eligible to apply for scholarship. Students enrolled in the 2nd, 3rd or 4th year of the degree course are also NOT eligible to apply for the scholarship.

5.0 **Application Guidelines:**
If at any point it is found that any willful misrepresentation of facts or false information has been used to win a scholarship award, MEA will immediately terminate the student's scholarship. The student shall then return to MEA all the money received from MEA towards a scholarship with interest, failing which MEA may take appropriate legal action.

6.0 **Application Process:** The application process consists of the following steps:

1. Read the Information for Applicants form found at meahouston.org carefully and understand the scholarship application eligibility requirements and scholarship renewal requirements.

2. Complete and submit the "Online Simplified Scholarship Application Form" available at www.meahouston.org, before **November 30, 2024**. If you do not meet the academic and financial criteria for eligibility to apply for the scholarship, the application form will not allow you to submit it online. If you do not meet the eligibility criteria, do not proceed with steps below since you will not qualify for a scholarship.

3. Get all the required supporting documents listed in section 7.0.

4. Scan (in .pdf format) and e-mail the documents on or before **November 30, 2024.** Make sure the form is signed, dated and attested per Information for Applicants, before scanning and emailing. Follow instructions provided in section 8.0 for sending application and supporting documents. Email address to send the application: meahouston2024scholarship@gmail.com

7.0 **Supporting Documents**: Attach scanned copies of the following documents with the "Detailed Scholarship Form"

Please write to 'meahouston2024scholarship@gmail.com' in case of difficulty in getting any of the documents.

7.1 Marks-lists of Class X and Class XII Examinations (Self Attested) 7.2 Marks-list and Rank Certificate of the Govt. of Kerala Engineering Entrance Examination OR NATA Score card (Self Attested)

7.3 Income Certificate including all sources, issued by Tahsildar / Village Officer.

7.4 If parents or guardians are daily wage workers or laborers or engaged in agriculture, trade or business, a statement explaining type of work, labour, agriculture, or business shall be submitted. This requirement is mandatory.

7.5 Details of awards and honors received for extracurricular activities.

7.6 Copy of the Ration card if you belong to 'Below Poverty Line (BPL)' category.

7.7 Personal narrative by the applicant describing financial difficulty or special circumstances that merit special consideration during evaluation of the application.

7.8 A statement providing details of any scholarship, grant or non-repayable financial awards the student may be receiving from sources other than MEA Houston. Include amounts, duration of payment, source's name and basis of award in your statement.

Note: Once shortlisted, the applicant should submit a recommendation letter from Principal, Headmaster or teacher of the school where the student studied for class X or XII. Applicants will be contacted for the same.

8.0 **Application Submission:** The applicant must scan all the supporting documents , **.pdf** format preferred, and send them as attachments to email **meahouston2024scholarship@gmail.com** on or before **November 30, 2024**. Use the same email address for all the scholarship related email correspondences.

The email subject line shall say **'MEA 2024 Scholarship application –"Applicant's Name"'.** Each of the attached file must have file names that include the document description and the student's full name. Example: **"Class X Marklist".**

An application providing all requested information, and all required supporting documents will considerably increase your chances of getting the scholarship.

9.0 **Background Evaluation:** Shortlisted candidates will be subject to further background evaluation in January – February 2025. A MEA member or representative will visit the shortlisted student's family.

10.0 **Award of Scholarship:** Scholarships will be awarded before March 31, 2025. Students who are awarded

scholarships will be required to submit a photograph and a signed affidavit affirming that they understood the terms and conditions under which MEA Houston scholarships are awarded and renewed. Students must keep a copy of all documents submitted to MEA for future reference.

11.0 **Method of Payment:** MEA treasurer shall send the scholarship award as cheque in US dollars to the

student. The scholarship recipient shall open a bank account and provide the bank account number to MEA for scholarship payment.

12.0 **Continuation of Scholarship:** A student, who wins the scholarship, will be called 'MEA Scholar', in the

first year, will continue to receive the scholarship for the next three years of studies if he/she fulfills the following criteria:

12.1 Shall pass all the exams and secure **GPA ≥ 7.0 or equivalent in the all the semester examinations**. It is the responsibility of the student to submit certified copies of semester examination mark lists as soon as they become available to show proof of securing GPA ≥ 7.0. MEA scholars who are not able to meet this criterion due to circumstances beyond his/her control shall inform the Scholarship Program Coordinator (SPC) promptly. Each case shall be handled individually if such a condition arises.

12.3 GPA requirement for renewal of scholarships for MEA scholars enrolled in B.Arch program may be relaxed to **≥ 6.5** at the scholarship committee's discretion**.**

12.2 The student shall submit an affidavit each year stating complete details of any scholarship or financial aid

he/she is receiving from organizations other than MEA, Houston. Educational loans from banks and other financial institutions will not disqualify applicants.

12.3 Students shall communicate by email with the SPC at the end of the semester examination and as soon as the results are available for each semester. If the copy of the mark lists is not sent to the SPC within a month of publication of results, the student will be automatically disqualified for the continuation for the scholarship.

12.4 MEA Houston may assign a MEA member as the student's mentor to advice and counsel the student. Communication between the student and Mentor is vital. Students are strongly advised to make use of the services of the mentor which will benefit their education and career planning.