



PRESIDENCY UNIVERSITY

Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013 | Established under Section 2(f) of UGC Act, 1956

Approved by AICTE, New Delhi

POLICY GUIDELINES ON SCHOLARSHIPS, AWARDS, MEDALS & SPECIAL AWARDS

(These Guidelines are made in accordance with section 14 (iv) of the Regulation on Examinations)

**November 2019
[Version 2.0]**

**[As Approved at the 13th Meeting of BOM and ratified by the BOG at its 13th Meeting, both held on
November 9, 2019]**

CONTENTS

1. PREAMBLE AND SCOPE	3
2. SHORT TITLE AND APPLICATION	3
3. EXTENT AND APPLICABILITY	3
4. SCHOLARSHIPS	3
A. ON ADMISSION: MERIT-SCHOLARSHIP.....	3
B. MERIT-SCHOLARSHIP: DURING A PROGRAMME.....	4
C. MERIT-CUM-MEANS SCHOLARSHIP.....	6
D. SPECIAL SCHOLARSHIPS	7
E. OTHER SCHOLARSHIPS	8
F. GENERAL CONDITIONS.....	8
5. SCHOLARSHIP AWARD COMMITTEE	9
6. PAYMENT OF SCHOLARSHIP.....	9
7. MEDALS & SPECIAL AWARDS	9
8. CRITERIA FOR DETERMINATION OF TOPPERS FOR SCHOLARSHIPS AND AWARDS	10
9. AMENDMENTS.....	10

POLICY GUIDELINES ON SCHOLARSHIPS, AWARDS, MEDALS & SPECIAL AWARDS

(Under Section 14 (iv) of the Presidency University Regulation on Examinations)

1. PREAMBLE AND SCOPE

This Policy Guidelines sets out Presidency University's principles for awarding scholarships, prizes, medals and awards. It relates to the administration of university scholarships and prizes.

2. SHORT TITLE AND APPLICATION

- i. This document shall be called the "Policy Guidelines on Scholarships, Awards, Medals and Special Awards".
- ii. It applies to all undergraduate and postgraduate students.
- iii. This Policy Guidelines shall come into effect from the date of approval by the Board of Management, Presidency University and ratified by appropriate higher bodies, if need be.

3. EXTENT AND APPLICABILITY

This shall be applicable to the conduct of scholarships and awards and has implications for:

- i. Students at all levels of study;
- ii. Academic staff of the University, and
- iii. Other associated or contracted entities of the University with responsibility for designing, administering and making decisions relating to scholarships and awards, by or on behalf of the University.

4. SCHOLARSHIPS

The scholarships will be applicable to all the students enrolled in the University Regular Programmes only.

A. ON ADMISSION: MERIT-SCHOLARSHIP

To attract talented candidates, the University will announce scholarships while inviting applications for admission from the meritorious candidates to a programme after passing 10+2, Graduation or such other qualifying examinations prescribed by the University.

i. Grant of "On Admission Merit-Scholarship"

The scholarship will be granted as per the conditions notified through Admission Notification from time to time.

ii. Amount of Scholarship

The amount of scholarship will be 100%, 50% or 25% of tuition fees based on percentage of marks in qualifying examinations as decided from time to time and announced at the time of admissions. 100% Merit Scholarships will be named as Presidential Scholarship.

iii. Continuation of on Admission Merit-Scholarship

At the end of each year of the programme, a student will continue to be eligible for scholarship on fulfilment of criteria mentioned in the Admission Notification.

At the end of a year, if a student is not able to maintain the required rank in the batch to be eligible for the scholarship amount granted at the time of admissions, the student will be eligible for the lower scholarship amount (if available) for the following year, subject to fulfilment of other conditions laid down under these regulations. Such student may again on improvement of the performance at the end of the subsequent year, become eligible for the original scholarship amount granted at the time of admission.

A student will, however, be not eligible for a higher amount than what has been granted at the time of admissions even if the performance is better than that required for the original scholarship amount.

iv. Procedure for Grant of Scholarship

The scholarships will be automatically granted on admission or on declaration of the results by the Controller of Examinations.

v. Withdrawal of On Admission Merit-Scholarship

The scholarship shall be withdrawn at any time during a programme, from the date as approved by the Vice Chancellor, under the following conditions:

- a. The student is not able to secure a rank in the batch of the programme as given in the Admission Notification for the concerned batch.
- b. The student is unable to pass all the examinations in the first attempt in the normal examination scheduled for his/her programme.
- c. The student is found to have adopted unfair means in examinations or has been debarred from appearing in the examinations.
- d. During the currency of the scholarship, the Head of the Institution/Department reports that the student has been charged with misconduct, misbehaviour, gross indiscipline, incident of ragging, use of drugs or narcotics etc. and such misconduct is established.

The Vice Chancellor may however review such withdrawal in exceptional cases.

B. MERIT-SCHOLARSHIP: DURING A PROGRAMME

In order to encourage the students to achieve higher performance during their studies in an academic programme, the University will institute Merit scholarships for them in recognition of their academic achievements in the concerned programmes of study.

These scholarships will be awarded at the end of first year on the declaration of the first-year results and renewed each year thereafter on the basis of academic performance at the end of each academic year.

i. Grant of Merit Scholarship

At the end of each academic year, a panel of toppers will be drawn for each programme of study containing names of toppers in descending order of their merit determined on the basis of CGPA. These Scholarships and will be in addition to the ones given at the time of admissions. The following conditions will be applicable:

- a. The student should be in top 10% of the programme in that batch for being eligible to be considered for the scholarship.
- b. The students to be considered for scholarship should have passed all the examinations in the first attempt in the normal examination scheduled for his/her programme.

The number of Merit Scholarships will be as under:

S. No.	Total strength of students enrolled in a programme	Maximum No. of Merit Scholarships
1	1- 30	None (Only Merit Certificate *)
2	31-90	One
3	91-180	Two
4	Exceeding 180	Three

*student strength: more than 10 and upto 30.

ii. Amount of Scholarship

The amount of Merit Scholarship during the programme will be equal to 30% of the tuition fee payable by the student in the subsequent year and will be rounded off to next multiple of Rs.100/- .

If the strength of students enrolled in a programme is more than 10 and upto 30, then the topper will be awarded with Merit Certificate and there would be no financial benefit to the student.

iii. Continuation of Merit Scholarship

For continuation of the scholarship, the student should remain in top 10% of the merit list of the programme and the number of scholarships shall be as per the maximum number of scholarships to be granted for an academic year.

iv. Procedure for Grant of Scholarship

The Merit scholarships will be automatically granted on declaration of the results by the Controller of Examinations. The letters to this effect will be issued to all concerned by the Registrar on approval of the Vice Chancellor after declaration of results.

v. Withdrawal of Merit Scholarship

The scholarship shall be withdrawn at any time during a programme, with effect from the date as approved by the Vice Chancellor, under the following conditions:

- a. The student is not in top 10% of the students in a programme.
- b. The student has been found to have adopted unfair means in examinations or has been debarred from appearing in the examinations due to any reasons.
- c. During the currency of the scholarship the Head of the School/Department reports that the student has been charged with misconduct, misbehaviour, gross indiscipline, incident of ragging, use of drugs or narcotics etc. and such misconduct is established.

The Vice Chancellor may however review such withdrawal in exceptional cases.

C. MERIT-CUM-MEANS SCHOLARSHIP

The University will institute the Merit-Cum-Means (MCM) scholarships for deserving students who are academically good and may need financial assistance to pursue their studies in the University. These scholarships will be granted from the first year of a programme and will be reviewed each year thereafter.

i. Grant of Merit-Cum-Means Scholarship

The scholarship shall be decided on the basis of inter-se merit determined by the admissions department for the first year and on the basis of the CGPA at the end of an academic year for subsequent years. A student will be required to apply on the prescribed form given in **Annexure-I** with all the required documents in support of family income to the satisfaction of the Scholarship Award Committee. The total income from all sources of the family of the student applying for Merit-Cum-Means scholarship should however not exceed Rs.5,00,000 per annum.

The scholarship will not be admissible to a student who has been granted any other scholarship by the University or any other grants, concessions, stipends ex-gratia or awards from other sources if such an amount when added to the family income, makes it more than Rs. 5,00,000.

The number of Merit-cum-Means scholarships will be as under:

S. No.	Total strength of students enrolled in a programme	Maximum No. of Merit-Cum-Means Scholarships
1	1- 90	One
2	91-180	Two
3	Exceeding 180	Three

ii. Amount of Scholarship

The amount of Merit-cum-Means Scholarship will be equal to 50% of the tuition fee payable for the year and will be rounded off to next multiple of Rs.100/-

iii. Continuation of Merit-Cum-Means Scholarship

A student will have to apply in the prescribed form each year for continuation of the scholarship and fulfil the conditions.

iv. Procedure for Grant of Scholarship

- a. The students fulfilling eligibility conditions for award of Merit-cum-Means Scholarships will apply on the prescribed form to the Director Students Affairs (DSA) through the Head of the School. The Head of the Department will forward the cases to DSA with detailed justification and recommendations for the Scholarship Award Committee.
- b. The Director Student Affairs will make further suitable recommendations on each individual case after ensuring that there is no disciplinary case pending or contemplated against the student. He may take advice of the Proctor, if considered necessary.
- c. The Director Student Affairs will forward all the cases to the Registrar with suitable recommendations for further processing and for seeking approval of the Vice Chancellor.

v. Withdrawal of Merit-Cum-Means Scholarship

The scholarship shall be withdrawn under the following conditions from the date as approved by the Vice Chancellor:

- a. The Head of the Institution recommends withdrawal based on poor academic performance of the student.
- b. The student has been found to have adopted unfair means in examinations.
- c. The student has been debarred from appearing in the examinations unless this is waived by the Vice Chancellor under some special circumstances.
- d. During the currency of the scholarship, it is reported by the Head of the Institution/Department that the student has been charged with misconduct, misbehaviour, gross indiscipline, incident of ragging, use of drugs or narcotics etc. and such misconduct is established.
- e. The Income from all sources of the family of the student has crossed Rs.5,00,000 per annum.
- f. The student has been granted any other scholarship by the University or any outside organization leading to need for scholarship not remaining.

The Vice Chancellor may however review such withdrawal in exceptional cases.'

D. SPECIAL SCHOLARSHIPS

The University may institute certain prescribed number of Special Scholarships based on criteria not covered by the provisions for other categories of scholarships. For example, an outstanding sportsperson, a candidate who has demonstrated extraordinary achievements in other fields or as may be revised from time to time.

A student will be required to apply on the prescribed form given in **Annexure-II** with all the required support documents.

The number of Special Scholarships will be as under:

S. No.	Total strength of students enrolled in a programme	Maximum No. of Special Scholarships
1	1- 30	None
2	31-90	One
3	91-180	Two
4	Exceeding 180	Three

The amount of such scholarship, conditions for continuation, procedure for grant of scholarship and conditions for withdrawal of scholarships will be as decided at the time of granting of such scholarships. The Vice Chancellor may refer such cases to the Scholarship Award Committee.

E. OTHER SCHOLARSHIPS

The University may institute such other scholarships and awards as may be approved by the Board of Management. The other scholarships and awards may be instituted by grants from individuals, trusts, organizations etc. with a view to provide financial assistance to needy students under the terms and conditions specified by the University from time to time.

F. GENERAL CONDITIONS

- i. If at the time of determining the number of scholarships it is observed that more than one student has a tie (i.e. the same CGPA), the scholarship amount admissible will be equally shared among all such students having same rank.
- ii. The amount of scholarship may be payable to the student or may even be adjustable against the tuition fee and other charges, if any, due and payable by him to the University.
- iii. The students enrolled under 'Management Category' will be eligible only for 'Merit Scholarship' and not for the 'Merit-cum-Means Scholarship'.
- iv. The percentage of the amount of Scholarship for Management category will be the percentage of the fees applicable to 'General' category of students of that programme as prescribed by the University from time to time.
- v. The number of students in a programme to be considered for granting scholarship under various categories will be the number of students registered at the beginning of the year.
- vi. A student, if declared successful with moderation marks, will be eligible for Scholarship provided he fulfils all the eligibility criteria for continuation of the Scholarship.
- vii. If any student is eligible / entitled for more than one scholarship / concession, he /she has to make a choice for any one only.

- viii. If a student has decided to forego the Merit scholarship, same will not be offered to next in merit.

5. SCHOLARSHIP AWARD COMMITTEE

- i. The Scholarship Award Committee shall be constituted by the Vice Chancellor.
- ii. The Composition of Scholarship Award Committee will be as under:
 - a. Pro-Vice Chancellor/ Dean / - Chairperson
 - b. One of the Deans of Faculty, nominated by Vice Chancellor
 - c. One of the Head of Schools nominated by the Vice Chancellor
 - d. One of the Sr. Professor nominated by the Vice Chancellor
 - e. Finance Officer
 - f. Director Student Affairs
- iii. The tenure of nominated members of the Scholarship Award Committee will be two years.
- iv. The recommendations of the Scholarship Award Committee will be placed before the Vice Chancellor for approval and sanction.
- v. The approval for grant /renewal of the Scholarship or otherwise will be communicated by the Registrar to the concerned Head of Institution, the student, the Finance Officer and the Controller of Examinations.

6. PAYMENT OF SCHOLARSHIP

The Finance Officer will make payment of the amount of Scholarship to the student on the basis of sanction of the Vice Chancellor conveyed by the Registrar.

7. MEDALS & SPECIAL AWARDS

i. MEDALS:

The University may institute:

- a. Gold Medals to the toppers in each programme
- b. Silver Medals to students who secure second position in each programme
- c. Bronze Medals to those students who secure third position in each programme,

if the number of students in a programme is more than 30.

ii. CITATIONS:

The University may award citations to the Medal winners.

iii. TROPHY (Best All-Round Student):

The University may award a trophy to one student for best overall performance in academics and other activities, general behaviour etc. if the strength of students in a programme is 60 or more.

8. CRITERIA FOR DETERMINATION OF TOPPERS FOR SCHOLARSHIPS AND AWARDS

- i. Toppers would be those who have secured the highest aggregate CGPA in the programme in which they are awarded the qualifications in first attempt.
- ii. The candidate should not have repeated any course for achieving highest aggregate and should not have any disciplinary/ misconduct case during the course of his studies, in the university.
- iii. First attempt would mean, the student should appear and qualify examinations when scheduled in normal course i.e. if a student does not appear in the examination in normal schedule but he appears for the first time subsequently when the examinations are conducted for next batch of students, such a student will not be eligible for scholarships and/ or awards.

9. AMENDMENTS

These Policy Guidelines will be reviewed periodically to rectify anomalies, (if any), and to incorporate feedback received from the stakeholders, through impact analysis and deliberations of the Focus Group, constituted by the Vice Chancellor.

ANNEXURE -I



PRESIDENCY UNIVERSITY

Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013 | Established under Section 2(f) of UGC Act, 1956

Approved by AICTE, New Delhi

APPLICATION FORM FOR MERIT-CUM-MEANS SCHOLARSHIP

1. Name of the Student: _____

2. a) Programme: _____ 2 b) Batch: _____

3. Category: **Non-Sponsored** **Sponsored**

4. Enrolment No.: _____ 5. Mobile No. (Self): _____

6. E-mail Address: _____

7. Name of the Institution: _____

8. Father's Name: _____ 9. Mother's Name: _____

11. Occupation of: Father _____ Mother _____ Guardian _____

Brother(s): _____ Sister(s): _____

12. Permanent Address: _____

_____ Tel. Ph./Mob. No. (Res): _____

13. Present Address: _____

14. Total annual income of the family Rs. _____ (Rupees _____)

Student Passport
size Photograph

Note: Please attach documentary evidence testifying total gross annual income of all the family members from all sources of the past three years. In case of service- last month's salary slip/ Salary Certificate & copy of ITR, in case of business- copy of ITR filed by Individual & business also, in case of agricultural income- specify details of land owned & crops grown on the income certificate, in case of rental income-copy of rent deed, in case of pension-PRO & bank statement/passbook copy, etc.

15. Past Academic Performance Record:

S.No.	Examination Passed	Percentage of marks	Year of passing	SGPA	CGPA	Merit

Note: Enclose certified copies of Grade/Mark Sheets for all examinations passed from class X till date.

16. a) Whether MCM Scholarship Availed in the Previous Year(s)?: Yes _____ (Year) No
- b) Are you in receipt of any financial assistance, scholarship / award / Education loan / Personal Loan from any Bank / Presidency / Corporate / Other Institution etc., during your study period at

University? If so, please intimate the source / agency, the amount and other details thereof (enclose support documents):

17. Details of special achievements, extra-curricular & co-curricular activities & contribution to the University

(enclose support document):

18. Justification for applying for Merit-cum-Means Scholarship:

Note: In case of sudden demise or chronic/severe disease or accident of any family member, please enclose support documents.

19. DECLARATION BY STUDENT: I declare that the information given above is true and correct. I have qualified the examinations of this Programme in the first attempt and fulfil the eligibility conditions prescribed by the University for Award of Scholarships. I will forfeit my claim if the information is proved to be incorrect.

Signature of Parent

Signature of the Applicant

(Date: _____)

-----For Official Use Only-----

20. Recommendations of the Head of Institution/Department:

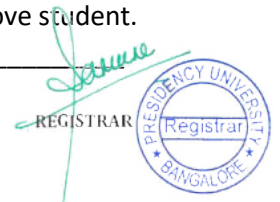
- a) I have verified the details given by the student & documents enclosed.
- b) The student's average attendance of the past academic session is: _____ %
- c) Total number of students in the batch is: _____.
- d) The student is eligible for award of Merit cum Means Scholarship.
- e) The student is recommended for grant of Merit Cum Means Scholarship.
- f) The student is not eligible for award of Merit cum Means scholarship for the reasons mentioned below: _____

Date _____

Signature of HOD/HOI

21. Recommendations of Proctor / Dean of Student Welfare:

- a) It is verified that no disciplinary case is pending or contemplated against the above student.
- b) Any other information _____



Date _____

Signature of DOSW/Proctor

22. Recommendations of Scholarship Awards Committee:

a) The student is not eligible for Merit-cum-Means Scholarship on the following ground(s):

b) The student is eligible for Merit-Cum-Means Scholarship. (_____ %) percentage scholarship is recommended for academic session

Member Member Member Member Member Chairperson

23. Sanction by the Vice Chancellor:

Sanctioned:(_____ %) percentage of fee as MCM Scholarship for the Academic Session _____

Vice Chancellor

Finance Officer

Registrar

Date _____

.....**For Student Use**.....

Summary of the Support Documents to be filled up & submitted along with the application by the Applicant:

S.No.	Name of the Support Document	Year	Remarks

Name & Signature of the Applicant



ANNEXURE -II



PRESIDENCY UNIVERSITY

Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013 | Established under Section 2(f) of UGC Act, 1956
Approved by AICTE, New Delhi

PROFORMA FOR SPECIAL SCHOLARSHIP

Name of the Student: _____
Enrolment No.: _____ Programme: _____
Batch: _____ Section: _____
Mobile No.: _____ E-mail Address: _____

Student Passport
size Photograph

Category: Non-Sponsored Sponsored

Name of the Institution: _____

Father's Name: _____ Mother's Name: _____

Occupation of: Father _____ Mother _____ Guardian _____

Siblings: _____

Permanent Address: _____

_____ Tel. Ph./Mob. No. (Res): _____

Present Address: _____

Any scholarship availed in the Previous Year(s):

Yes No

If Yes. Please specify _____ %age, Year _____ Other details _____

Past Academic Performance Record:

S.No.	Examination Passed	Percentage of marks	Year of passing	SGPA	CGPA	Merit

Note: Enclose certified copies of Grade/Mark Sheets for all examinations passed from class X till date.

Details of Achievements & Contribution at Presidency University (Please enclose support documents): _____

Action by Finance Officer: _____

(Please check the fee paid status)

.....For Student Use.....

Summary of the Support Documents to be filled & submitted along with the application by the Applicant:

S.No.	Name of the Support Document	Year	Remarks

Name & Signature of the Applicant

