

CUSB Regulations Relating to Execution and Monitoring of Scholarship Schemes-2017

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Preamble

Whereas it is the duty of University to create and evolve policies to provide financial assistance and incentive to meritorious students of the School/Departments and Centers.

Whereas it is obligatory to evolve polices to protect interest of the financially poor students of the University.

Whereas it is imperative to focus on the interest of Divyang Students of the University and provide financial assistance to them.

Whereas the University aims to establish Scholarship Cell for execution and effective monitoring of the Scholarship Schemes of the University.

1. Short Title, Commencement and Extent

(i) These regulations shall be called the CUSB Regulations Relating to Execution and Monitoring of Scholarship Schemes-2017

(ii) These regulations shall apply to all the Scholarship Schemes of the University as well as any other financial assistance scheme instituted by the University from time to time for the students of the University. It shall also apply in monitoring and facilitating of any financial assistance granted to the students of the University by any Governmental and Non-Governmental Institutions/Organizations.

(iii) These regulations shall come into force on the date of notification after the approval of competent authorities of the Central University of South Bihar.

2. Interpretation Clause

In these regulations unless the context otherwise requires ó

(i) **Cell** means Scholarship Cell of the Central University of South Bihar established under these regulations.

(ii) **Scheme** means any scholarship scheme under which financial assistance is provided to the students of the University.

(iii) **University** refers to the Central University of South Bihar.

(iv) **Merit Scholarship** refers to Scholarship Schemes to Semester/ Central University Entrance Test Toppers of the University. (Annexure-I)

(v) **Scholarship to Divyang Students** Scheme refers to Financial Assistance for Divyang Students of the University. (Annexure-II)

(vi) **MCM Scholarship Scheme** refers to award of Merit-cum-Means Scholarship Scheme of the University. (Annexure-III)

(vii) ‘**Attendance Based Merit Scholarship**’ refers to financial incentives Scheme of the University to encourage students who have secured 100% attendance in a semester. (Annexure-IV)

(viii) ‘**EWYL Scheme**’ means Earn While You Learn Scholarship Scheme of the University. (Annexure-V)

3. Objectives

The objectives of CUSB Regulations Relating to Execution and Monitoring of Scholarship Schemes-2017 are as follows :

- (i) To provide an organizational structure and procedure through which all the Scholarship Schemes available to the University Students may be executed in effective manner.
- (ii) To ensure compliance with the applicable laws and regulations relating to Scholarship Schemes and enable the University students in getting the benefits of the Scheme(s).
- (iii) To prepare standard procedure and calendar of execution of the various schemes related with financial assistance.

4. Scholarship Cell

A. Constitution of Scholarship Cell :

- (i) The University shall constitute a Scholarship Cell (hereinafter called ‘Cell’) for the effective execution of the schemes of scholarship. Hereinafter, all the activities related to financial assistance and Scholarship Schemes shall be monitored and executed by the Scholarship Cell. The Cell shall pay attention to facilitate all the students in processing the schemes of scholarships and resolve disputes related thereto. The Cell shall make recommendations to the Vice-Chancellor.
- (ii) The Cell shall consist of the following members:
 - (a) Chairman (to be nominated by the Vice-Chancellor)
 - (b) Two Professors, Two Associate Professors and Two Assistant Professors as Members (to be nominated by the Vice-Chancellor.)
 - (c) Assistant Registrar (Academic) as Member-Secretary.
- (iii) The Cell shall convene meeting from time to time and its term shall be of **three years**.

B. Support and Secretarial Staff :

The University shall provide adequate support and secretarial staff for the smooth functioning of the Cell.

C. Functions of the Cell :

The functions of the Cell shall include *inter alia* followings:

- (i) To notify the date of filling of forms related to all scholarship schemes in the university.
- (ii) All the applications for any financial assistance to the university students shall be processed through Cell.
- (iii) To prepare and notify the formats for all the Scholarship Schemes.
- (iv) To collect information from various Schools/Departments/Centers/Sections about the availability of vacancy for EWYL Scheme before the commencement of the process of screening.
- (v) To ensure all the students in various categories are getting benefit of the schemes to the possible extent.
- (vi) To clarify any query related with the schemes to the students.
- (vii) To lay down its own procedure to conduct its business which may be modified from time to time depending upon the prevailing situations.
- (viii) To formulate policy for removing any ambiguity noticed in any scheme during its execution in the course of time.

5. Procedure for Execution of the Schemes

A. General Procedure:

- (i) A notification for application for all the schemes shall be notified by the Cell.
- (ii) For all the scholarship schemes of the University application forms shall be filled up on the prescribed formats ordinarily within 15 days after the resumption of the particular semester programme.
- (iii) A screening by the Cell shall ordinarily be done within 15 days of the submission of the forms.
- (iv) A meeting of the Cell shall ordinarily be convened within 15 days of the last date of screening by the office.
- (v) The recommendations of the Cell shall be placed before Honøble Vice- Chancellor for the final approval.
- (vi) A notification with respect to granting of scholarship shall be made by the Cell as soon as it is approved by the competent authority and thereafter shall be processed by the finance office at the earliest.
- (vii) The Cell shall process the applications of only those students who have been admitted /promoted and continuing as a regular student in the University.
- (viii) Normally, the Cell shall recommend only one scholarship for any student of the University. However, in very deserving cases the Vice-Chancellor may permit to grant more than one scholarship to a particular student.

B. Specific Procedure :

(i) In case of **Earn While You Learn Scheme**, the following steps shall be followed:

- a. The assignment of the jobs shall be done by the Cell primarily on the basis of qualifications and aptitudes of the students.
- b. A brief orientation programme shall be organized by the concerned School/Department/Center/Office for the awardees to enable them to understand their respective job responsibilities.
- c. In case any student who has been short listed for EWYL keeps herself/himself away from the orientation without the written permission of the competent authority shall forfeit his/her right for the award and be debarred from getting such scholarship in future too.
- d. A work log-book shall be prepared and maintained by the concerned Schools /Departments/Centers/Offices with respect to EWYL awardees.
- e. After successful completion of the assignment, separate bill on the prescribed proforma shall be filled up by each awardee with the details of total working hours devoted by him/her and counter-signed by the In-charge under whom supervision he/she has completed the assigned job. All such duly completed bills shall be collected by the concerned unit and forwarded to the Cell for further necessary action.

(ii) In case of **Attendance Based Merit Scholarship Scheme**, the following steps shall be followed:

- a. Within 15 days of the finalization of attendance record of the programmes of the University, the Schools/Departments/Centers shall communicate the list of all eligible students to the CoE office and that shall be forwarded to the Cell for further necessary action.
- b. The Cell shall notify the list of the eligible students.
- c. All the eligible students shall fill up their forms with the receipts of stipulated amount of books for reimbursement within 15 days of the registration in subsequent semester.

(iii) In case of **Merit Scholarship** to Central University Entrance Test/Semester Toppers, the following procedure shall be followed :

- a. Within 15 days of the notification of End Semester Results of the Semester, the CoE office shall notify the name of the Semester Toppers to the Cell.
- b. In case of Entrance Examination Toppers, CoE office shall communicate the name of the topper to the Cell within 15 days of the registration process.

c. The Cell shall notify the list of University Entrance Test/Semester Toppers after the approval of the competent authority. Further it shall be forwarded to the finance office for further necessary action.

(iv) In case of **Scholarship to Divyang Students**, the following Steps shall be followed:

a. Each Divyang Student desirous of applying for Scholarship under this Scheme shall have to get a medical certificate issued by the competent medical authority of the University stating 40% or more disability of the student.

b. Such Divyang student shall also have to submit an Income Certificate issued by a Competent Authority stating that his/her parents Annual Gross Income from all sources does not exceed the limit fixed by the University from time to time. (refer to Annexure-II)

c. Continuation/renewal of the scholarship shall depend on minimum attendance as per University policy and a minimum of 5.0 GPA in the preceding Semester.

(v) In case of Scholarship related to **Merit-Cum-Means** the regulations given in Annexure-III shall be followed along with the General Procedure given in clause 5 (A) of the regulations.

6. Dispute Resolution

Any dispute related to the Scholarship Schemes and regulations thereto or about the interpretation of the regulations shall be decided as follows:

(i) Any dispute shall be resolved by the Cell with the consensus of its members.

(ii) In case the Scholarship Cell fails to resolve the dispute, it shall be referred to the Honøble Vice-Chancellor, whose decision shall be final and binding to all the concerned.

7. Miscellaneous

(i) The Scholarship Cell may constitute one or more Scholarship Committee(s) depending upon the requirements of the situation with the prior approval of the Honøble Vice-Chancellor.

(ii) The University reserves the right to amend any of the provisions of the scheme at any time on the recommendations of the Cell after the approval of the competent authority.

(iii) University may stop/modify any scholarship scheme at any time without prior notice to the students.

(iv) Notwithstanding any act of omission and commission in the regulations, the decision of the Honøble VC shall be final.

Annexure-I

Regulations for the Award of 'Merit Scholarship' to Central Universities Common Entrance Test / Semester Toppers

1. **Preamble:** The University encourages and supports students having secured 1st Position/Rank in the Entrance Test / Semester Examination.
2. **Eligibility:** Entrance/Semester Topper having obtained highest marks among admitted students in the Central University of South Bihar in respective programme shall be eligible to apply. CUSB Entrance Toppers shall be granted scholarship without facing any interview. However, they will be required to apply in prescribed proforma for the Scholarship.
3. **Amount and Duration:** Merit Scholarship shall be granted for one Semester only @ Rs. 1000/- per month. However, the scholarship shall be granted subject to minimum 75% class attendance on monthly basis.

For P.G. Programme:

Semester 1st ó July/August to December (5/6 Months), Semester 2nd ó January to June (6 Months), Semester 3rd ó July to December (6 Months), and Semester 4th ó January to May (5 Months).

For U.G. Programme:

Semester 1st ó July/August to December (5/6 Months), Semester 2nd ó January to June (6 Months), Semester 3rd ó July to December (6 Months), and Semester 4th - January to June (6 Months), 5th Semester July to December (6 Months), 6th Semester January to May/June (5/6 Months as the case may be), 7th Semester July to December (6 Months), 8th Semester January to May/June (5/6 Months

as the case may be), 9th Semester July to December (6 Months) and 10th Semester January to May (5 Months).

4. **When to Apply:** A date will be notified by the Cell, inviting applications for the scholarship for each Semester.
5. **How to Apply:** Applications should be made in the prescribed proforma (available on the University website) within the notified period of time giving all the information.

Annexure-II

Regulations for the Award of ‘Scholarship to Divyang Students’

1. **Preamble** : The University encourages its whole time Divyang students especially those belonging to economically weaker sections of the society to carry on their studies by offering them special financial assistance in the form of scholarship through which they may meet their extra expenses on transport.
2. **Eligibility** :
 - (i) The Scholarship shall be admissible to the whole time Divyang students of the University especially those belonging to economically weaker sections to meet additional transport expenses. Students with 40% or more disability and the parents annual gross income from all sources not exceeding Rs. 1,20,000/- shall be eligible for the scholarship.
 - (ii) The assistance would be admissible from the date of commencement of the semester or admission of the student in the semester, whichever is later, to the date of completion of the semester. The assistance would be admissible based on the medical certificate issued by the competent medical authority of the University. Scholarship will be given to different categories of disabled students as under:
 - a) Students with orthopedic disability
 - b) Students with blindness or low vision
 - c) Students with hearing disability
 - d) Students with Cerebral Palsy, Mental Retardation, Multiple Disabilities, profound or Severe Hearing Impairment etc.

3. **Amount & Duration:** All selected Divyang students will be paid Rs. 1000/- per month as scholarship which may be revised from time to time by the University.
 - (i) The student must maintain class attendance of 75 percent or above to continue receiving the scholarship. Continuation / renewal of the award for next year will depend on successfully completing the course in the preceding year with minimum GPA 5.0.
 - (ii) Applications for the award of scholarship should be countersigned and recommended by the Dean/Head of the School / Department in which the applicant is enrolled for study.
4. **When to Apply :-** A date will be notified by the Cell for inviting applications for the scholarship.
5. **How to Apply:-** Applications should be made in the prescribed proforma within a notified period of time giving all the information alongwith a valid parental income certificate of the preceding year issued by a competent authority.

Annexure-III

Regulations for the Award of 'Merit-cum-Means Scholarship'

1. **Preamble :** Merit-cum-Means Scholarship shall be awarded to non-recipient of any other Scholarship such as for OBC/SC/ST/Minority students in all programmes of the University strictly on merit-cum-means basis and on the recommendation of the Scholarship Cell. A maximum of 20% of the students in each programme will be considered for this scholarship.

2. **Eligibility:**

(i) **Merit Criteria:** All the eligible students of the University may apply for this scholarship. For 1st semester students, the performance in the admission (Entrance/ Interview) shall be considered for determining their merit. However, a GPA of 6.0 is mandatory for the 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th and 10th semester students, as the case may be.

The scholarship will be renewed on a semester basis provided the student fulfils all the terms and conditions for renewal of the scholarship. The parental income of students and GPA of 6.0 will be the criteria of scholarship.

(ii) **Means Criteria:** The parents annual gross income from all sources should not exceed Rs.1,20,000/-. Student applying for the scholarship must submit a valid income certificate issued by competent revenue authority for the preceding year alongwith the application form. No fresh income certificate will be required for renewal of the scholarship in the next semester. However, a fresh valid income certificate for the preceding year must be submitted for any further consideration in the beginning of every academic year.

The Student's capacity to pay fee will be judged by type of his/her schooling.

3. **Benefits :** Merit-cum-means scholarship will be granted in the form of waiver of half tuition fee. However, in exceptional cases a student may be recommended for the waiver of full tuition fee.
4. **When to Apply :** A date will be notified by the Cell for inviting applications for the scholarship.
5. **How to Apply:** Applications should be made in the prescribed proforma within the notified period of time giving all the required information.

Annexure-IV

Regulations for the Award of 'Attendance Based Merit Scholarship'

1. **Preamble:** The University has an innovative scheme to ensure students attendance. University encourages and supports students who have secured 100 percent attendance during a semester. All such students will be paid a book grant not exceeding Rs. 1000/- once in the semester.
2. **Eligibility:** Students having 100 % attendance in the preceding semester may be granted Attendance Based Merit Scholarship without facing any interview. However, they will be required to apply for the Scholarship.
3. **Mode of Scholarship:** All such students shall be paid a course book grant up to Rs. 1000/- once in the semester. To claim this scholarship students are required to purchase course books upto Rs. 1000/- and submit the cash memo thereto alongwith duly filled prescribed form forwarded by the Head of the Department / Centre to the Scholarship Cell.
4. **When to Apply:** A date will be notified by the Cell for inviting applications for the scholarship.
5. **How to Apply:** Applications should be made in the prescribed proforma within the notified period giving all the required information.

Annexure-V

Regulations for the Award of Scholarship under ‘Earn While You Learn Scheme’

1. **Preamble:** This is a unique scheme of the University aimed to encourage and support students to make them self-reliant and also develop better cooperation and leadership skills in them. Under this scheme, a student may be assigned a task for a maximum of 10 hours per week. This includes assistance in library, computer lab., laboratory, Faculty/ Department/Centre, office, placement section, residence halls and other specific jobs identified by the University from time to time. Students will also be given Experience Certificate by the University.
2. **Eligibility:** All students having good GPA/CGPA in the previous semester or academic year, as the case may be, shall be eligible to apply for receiving the scholarship under EWYL Scheme. The qualifications, skills and aptitudes required for successfully performing the job for which they are applying, will be determined and examined by the Cell.
3. **Mode of Remuneration:** All such students will be paid remuneration @ Rs. 60/- per hour with a ceiling of 10 hrs per week for the job done.
4. **When to Apply:** A date will be notified by the Cell as and when such help is required, inviting applications for the assistantship.
5. **How to Apply:** Applications should be made in the prescribed proforma within the notified period giving all the information.
6. **Mode of Selection:** A pool of eligible candidates will be formed through interview for any future assignment(s) during the prevailing academic year.