



AN ISO 9001:2015 CERTIFIED FOR QMS

DR. C.V. RAMAN UNIVERSITY

/// Madhya Pradesh, Khandwa AN AISECT GROUP UNIVERSITY

Approved by: MP Govt., AICTE, NCTE, MP PARAMEDICAL COUNCIL Recognized by: UGC Member of: AIU

SCHOLARSHIP POLICY RULES AND GUIDELINES



SCHOLARSHIP POLICY

1. RULES & GUIDELINES

Scholarships play an important role in making University/college more accessible and affordable, and paving the way for students to be successful in both their pursuit and completion of their degree. When students can successfully earn their degrees, and the process is not burdensome or postponed, our greater society and economy are benefited.

The Dr. C. V. Raman University, Khandwa, was established to support various government initiatives and policies like the Pradhan Mantri Kaushal Vikas Yojana (PMKVY), Digital India, Swachh Bharat, Jandhan Yojana and more. The government also provides reservations and scholarship programs to students from backward classes and lower economic backgrounds.

The scholarship scheme rewards the scholarship to the students based on their marks in 12th standard board examinations. The following conditions are applicable if you want to apply for the scholarship with the Dr. C. V. Raman University, Khandwa:

All the scholarships/Fee waiver scheme provided by the university are based on merit and are awarded on a first-come, first-serve basis, depending upon the availability of the seat.

The decision of University Management for the grant of scholarships/ Fee waiver scheme is final.

The university also offers scholarships/ Fee waiver scheme to those who are applying for postgraduate programs. In such cases the university takes the graduation marks into account with the same terms and conditions as above.

The government also provides funds and financial aid to faculty who want to improve their academic qualifications. University considers the award of scholarships based on merit and reservation policy of the government applicable to the enrolled students. The policy considers the award of scholarships and/or adjustment toward tuition fees to a meritorious student in each discipline per academic year.

However, other financial support is also considered depending on the availability of sponsored funds and the governmental guidelines.

The selection procedure involves application by the meritorious students and consideration of partial tuition waiver to deserving students with special skill sets (For



example - Sports, Artist, Defense, differently abled category, culturally oriented, any other special skills, etc.).

The scholarship committee instituted by the university shall be authorized to scrutinize the application and recommend eligible candidate names for the award of scholarship and or any other financial support as applicable. The Vice-Chancellor shall be the final authority to approve the award of the scholarship.

2. Scholarships Administered by CVRUK

Dr. C. V. Raman University has evolved a scholarship policy for the students detailing the rules and guidelines to be followed from the inception of the University CVRUK and M.P. scholarship programs go hand in hand with an aim to uplift students from backward and economically weaker sections of society. The university has all its program details on its website, while the government of Madhya Pradesh share the program details on the MP online portal, increasing the accessibility to information and funds to all eligible candidates.

To help the government in activities shared on the M.P. Scholarship Portal, CVRUK has launched its own financial assistance program with the name Shiksha Mitra Fee waiver scheme. It is the largest University Fee waiver scheme at the state level. The Fee waiver scheme worth Rs. 1 Crore are to be handed out under this program.

2.1 CVRUK Scholarship

2.1.1 Shiksha Mitra Fee waiver Scheme -

(Not for B.Sc. (Agriculture), BPT, BMLT, DMLT, M.Phil. B.Ed., B.Sc. (Nursing))

Above 91% marks in qualifying examination	- 40% tuition fees waiver
Above 85% - 90% marks in qualifying examination	- 25% tuition fees waiver
Above 80% - 84% marks in qualifying examination	- 20% tuition fees waiver
Above 70% - 79% marks in qualifying examination	- 15% tuition fees waiver
Below 69% - 60% marks in qualifying examination	- 10% tuition fees waiver

2.1.2 Special Category Scholarship Scheme -

Special category scholarship is divided into three categories: Registrar Club, VC Club and Chancellor Club.

Rules for special category scholarships are as follows:

**(i) Registrar Club: -**

If the student scores highest percentage in the first year of their discipline, actively participates in co-curricular activities and has a minimum of 75% attendance, then he/she will get a 25% discount on their 2nd-year tuition fee.

(ii) VC Club: -

If the same student scores the highest percentage in 2nd year of their discipline, actively participates in co-curricular activities and has a minimum of 75% attendance, then he/she will get a 50% discount on the 3rd-year tuition fee.

(iii) Chancellor Club: -

If the same student scores the highest percentage in 3rd year of their discipline, actively participates in co-curricular activities and has a minimum of 75% attendance, then he/she will get a 100% discount on their 4th-year tuition fee.

The highest level of discretionary authority for deferment of fees and partial fee waivers typically rests with the Chancellor of the university. Students with exceptional circumstances or complex financial challenges that require a comprehensive solution can appeal to the Chancellor's office for full authority to grant the necessary fee relief.

2.2 MP Scholarships –**Key Eligibility**

One of the major eligibility conditions that apply to all the scholarships is that they all are applicable for students who are domiciled in Madhya Pradesh. Besides this, there are several other conditions as well that you need to fulfill. The table given below covers the detailed information about the same.



S.No.	Scholarship Name	Eligibility Criteria
1.	Post Matric Scholarship Scheme for OBC Students, Madhya Pradesh	<p>The students belonging to Other Backward Classes (OBC) who are studying at the post-secondary level can apply for the scholarship.</p> <p>The annual income of the family should be up to INR 3,00,000 (for 100% scholarship).</p>
2.	Post Matric Scholarship Scheme for SC Students, Madhya Pradesh.	<p>The students belonging to the SC category who are studying at the post-secondary level can apply for the scholarship.</p> <p>The annual income of the family should be up to INR 3,00,000 (for 100% scholarship).</p> <p>The annual income of the family should be between INR 3,00,000 and INR 6,00,000 (for 50% scholarship).</p>
3.	Post Matric Scholarship Scheme for ST Students, Madhya Pradesh.	<p>The students belonging to the ST category who are studying at the post-secondary level can apply for the scholarship.</p> <p>The annual income of the family should be up to INR 8,00,000 (for 100% scholarship).</p>

Source: <https://www.tribal.mp.gov.in/mptaas>

2.2.1 Application Guide for MP Scholarships

S.No.	Scholarship Name	How to Apply
1.	Post Matric Scholarship Scheme for OBC Students, Madhya Pradesh	<p>Apply only through</p> <p>https://www.tribal.mp.gov.in/mptaas</p>



2.	Post Matric Scholarship Scheme for SC Students, Madhya Pradesh	Apply only through https://www.tribal.mp.gov.in/mptaas
3.	Post Matric Scholarship Scheme for ST Students, Madhya Pradesh	Apply only through https://www.tribal.mp.gov.in/mptaas

Source: <https://www.tribal.mp.gov.in/mptaas>

2.2.2 List of Documents Required with Scholarship Application

- Caste Certificate duly signed by Tahsildar. (Self-Attested Copy)
- Income Certificate duly signed by Tahsildar. (Self-Attested Copy)
- SSC and HSC mark sheet (Self-Attested Copy)
- Final year Mark Sheet for PG Courses (Self-Attested Copy)
- Hard Copy of the Online Application Form from the web portal (<https://scholarshipportal.mp.nic.in/>)
- Domicile Certificate (Self-Attested Copy)
- Copy of Bank Passbook with IFSC code (Self-Attested Copy)
- Aadhar card (Self-Attested Copy)
- Samagra ID, Current University Code, Branch Code.
- Tuition Fee Receipt (Current Semester)
- Passport Size photo (2)

3. Discretionary Authority

University Fee waiver scheme typically include provisions for discretionary authorities to make decisions regarding deferment of fees and discretionary partial fee waivers at different levels of authority within the university. Here is a structured approach for obtaining discretionary authorities at three levels: Registrar club, VC club and Chancellor club, as outlined in reference 2.1.2

3.1 Deferment of Fees

The university may consider requests for deferment of fees in cases of extreme financial hardship or unforeseen circumstances that prevent a student from paying the fees by the due date.



Requests for fee deferment may need to be supported by relevant documentation such as proof of financial difficulty, medical certificates, or other compelling reasons. The decision to defer fees may be based on a case-by-case assessment of the student's circumstances and the impact of the delay in fee payment on their academic progress.

3.2 Discretionary Partial Fee Waiver

The university may have the authority to grant discretionary partial fee waivers to students facing financial constraints or exceptional situations that warrant financial assistance. Requests for partial fee waivers may be considered based on factors such as the student's financial need, academic performance, extracurricular achievements, or contributions to the university community. The decision to grant a partial fee waiver may be made after a thorough evaluation of the student's circumstances and the availability of funds allocated for such purposes.

4. Endowment Scholarship

The university is privileged to receive a large number of endowments by private donors for university awards. Each award has its own eligibility criteria and mode of recognition. Following are the guidelines for Endowment scholarship/award/medal/cash prize.

Medals, Awards, Cash Prize and Scholarship shall be instituted on the recommendation of the Scholarship Committee.

Donations from the following shall only be accepted: a) Alumnus of CVRUK b) Employee/Pensioners of CVRUK erstwhile and c) Family person or relative of any as mentioned at (a and b) d) Government Agency/Ministry, registered associations

No medal, awards or prize shall be instituted on the basis of cast, creed, colour, religion and any other unconstitutional discrimination.

Medal and awards shall be open to UG, PG and Ph.D. students.

Scholarship shall be open to UG and PG Students.

The proposal (s) for institution of any medal, awards, scholarships should include the following details in conformity with the aforementioned Institutional Guidelines for institution of the same.

(a) Name of the Donor



- (b) Name of the Scholarship/Medal/Award
- (c) Amount of Corpus
- (d) Brief description about the intent for institution of scholarship.
- (e) Terms and Conditions

5. Scholarship Committee and Selection Procedure

- 5.1 All scholarship/Fee waiver scheme applications received shall be scrutinized based on defined criteria by the scholarship selection committee.
- 5.2 The scholarship/ selection committee matrix includes the Deans of faculties, CoS, the Registrar, and the Director (academics and Planning).
- 5.3 The scholarship/ Fee waiver scheme committee also has the additional responsibility of exploring available funds. An equitable distribution of scholarships/ Fee waiver scheme is ensured by the committee based on merit/s and promotion of a program, not compromising on the competitive merit and qualifications of the eligible candidate.
- 5.4 The scholarship/ Fee waiver scheme committee shall develop a repository of open scholarships and institutions that consider an award of scholarships to meritorious students, procedures to attract students with scholarship / Fee waiver scheme grants from other agencies/NGOs and encourage students to apply for competitive scholarships/need-based/merit-based/governmental scholarships and enables students to secure scholarships from corporate donors, foundations, philanthropists and willing non-governmental bodies.
- 5.5 Applications are thoroughly scrutinized and shortlisted under various categories. The finalization of names is at the sole discretion of the committee members who make unbiased decisions. Students who are found ineligible for the award on various factors are not considered for the same. The award of scholarships/ Fee waiver scheme also depends on the availability of funds during that particular academic year.



6. Eligibility Criteria

- 6.1 The eligibility to qualify for a scholarship varies on the nature of the scholarship, which could be merit, merit cum means, reservation, government eligibility criteria and many more. The guidelines for eligibility, as decided by the committee and approved by the Vice Chancellor, will be indicated clearly on the application form.
- 6.2 While awarding the scholarship, several other indicators are also considered, which may include previous academic scholarship awards, excellence in co-curricular activities, and financial hardship of meritorious candidates as identified in the application form.
- 6.3 All eligible students are required to submit the university scholarship application form well within the stipulated time. The selection committee may request additional information and documents as deemed appropriate. This may include scholarly activities of the applicant like participation in various activities which are pointers towards academic excellence. However, recommendations by competent authorities may also be considered in a few deserving cases. It is the responsibility of the student to submit all documents along with the application for consideration. Incomplete or inadequate information will render the application rejected.
- 6.4. Important Note: Student are eligible for only one scholarship/Fee waiver scheme at a time. Students are encouraged to carefully consider their options and choose the scholarship that best fits their academic and financial circumstances.

7. Award Notification

The committee meets once the application formality is completed and scrutinizes the applications received in that particular academic year. The consideration may be based on merit, merit cum means, and eligibility as per government rules, special talents, sports and the like.

The scholarship award clearly mentions the amount, type of scholarship (partial/full/tuition fee waiver for specific periods/special categories), duration and terms of reference for renewal and termination of the scholarship. Students have to sign the scholarship acceptance letter before the last date. As a matter of policy, the University awards only one scholarship in a year to a particular student. The awardee is communicated the same and is advised to go through the terms and conditions to avail of the scholarship and sign the acceptance letter. The clause makes it



clear that the facility may be withdrawn by the University at any time if the candidate is found ineligible for the same.

8. Renewal of Scholarship

The Selection Committee makes careful semester-wise assessment of students in terms of academics as well as adherence to the University code of conduct. While considering renewal of the scholarship. Review of the renewal application is as per the agreement signed at the time of the award of the scholarship. The decision of renewal or rejection is on a case-to-case basis as considered suitable by the committee. If a student is considered ineligible on specific grounds, the award may be given to other deserving candidates as per the guidelines of the university.

9. Scholarship Progression and Character

The awardee has to maintain strict adherence to the rules and regulations of the University and should possess a clear record in terms of discipline and character; any act of vandalism or misbehavior entertains disciplinary action and withdrawal from the facility. It goes without saying that the University considers its students as a brand ambassador and expects exceptional behavior.

10. Tuition Fee Waiver

The Management of the University, as a mandate of its philanthropic initiatives, has provided the facility of fee waiver for meritorious and deserving students in each academic year. The number of awardees and the amount so disbursed may vary from year to year. The percentage of waivers also varies and depends on various factors as decided by the management from time to time.

Scholarship and Financial Support Categories

A number of scholarships and or tuition waivers to be considered in an academic year is subject to change considering the availability of funds, merits of enrolled student/s, and need-based consideration of financial support in the form of tuition fee waivers as per the University



guidelines. Following are guidelines, subject to change, set by the university to consider award of scholarship and or any other forms of financial support;

Only one scholarship for the student in a particular academic year subject to renewal if all conditions are fulfilled.

The validity is at the sole discretion of the committee.

Tuition fee waiver shall be considered on a case-by-case basis for each program

The competent authority decides the mode of redeeming the scholarship / fee waiver scheme amount.

All records of the awardee with respect to academics and behavior are thoroughly examined prior to renewal.

All eligible student/s have to apply for the scholarship/fee waiver scheme using university application forms after completion of the enrolment and/or at the time of enrolment. Scholarship applications received after the due date shall not be considered for the scholarship award selection process.

The scholarship/ fee waiver scheme amount allotted for each program is on the basis of a financial balance sheet available to the scholarship selection committee. The financial status database for each academic year shall be maintained by the selection committee. Likewise, tuition fee waiver and other financial support shall be considered as per the recommendation of the scholarship selection committee.

The list of prospective awardees list shall be created based on the overall score (in the qualifying exam, summer school certificates, Special topical training, Participation in social responsibility activities, any special recognitions, and Extracurricular Skills of the applicant.

Any scholarship/ fee waiver scheme awardee who discontinued the studies has to repay the fee of completed semesters in complete and or return the scholarship amount paid as per the scholarship guidelines of the university.

Scholarship/ fee waiver scheme awardee has to maintain satisfactory performance in all the semesters with no backlog and maintain a model code of conduct.



The university shall have the right to utilize the scholarship/fee waiver scheme awardee for promotional activities, and the awardee shall be an ambassador of the university.

The scholarship/ fee waiver scheme application form is subject to change, as deemed appropriate, to include the refined criterion to enable an effective selection process

No student is allowed to hold more than one scholarship at a time, irrespective of the type and amount of scholarship/fee waiver scheme and or study support donations

Currently, specific scholarships in terms of tuition fee waiver instituted by the university are as follows: The University provides scholarships and partial financial support in the following categories. The scholarship will be considered by adjusting the tuition fee waiver for a specific period as per the university guidelines.

Currently, the University is awarding the following scholarships:

- (Shiksha Mitra) Fee waiver scheme
- Sports scholarship
- Special Category Scholarship (Registrar Club, VC Club and Chancellor Club)

The University also provides assistance to eligible students to apply for Government scholarships as mandated by the competent authorities from time to time.

Terms and Conditions for Scholarship/ Fee waiver scheme

- 13.1. The student needs to pay the provisional admission fee on or before the last date so notified.
- 13.2. Semester-wise scholarships are given subject to the fulfilment of eligibility criteria.
- 13.3. The scholarship for the remaining semesters will be given if the student clears the subsequent exams with no backlog and satisfies all the other conditions as set out in the policy.



CHECK LIST: MERIT-CUM-MEANS SCHOLARSHIP/FEE WAIVER SCHEME

- Name of the University:
- Programme:
- Name of the Student:
- Semester:
- Roll No:

S.No	Points to be cross checked before sending recommendations on MCM fee waiver scheme	Yes/No	Remarks
1	Verification of the results (X, XII & UG, SGPA, CGPA) mentioned on the application (copy of school & college mark sheets must be attached)		
2	Attendance Record of the student for the previous Academic Year.		
3	Composition of Family, qualification and profession of all family members should be checked.		
4	Occupation & Income of all family members. Total Gross income should be considered instead of net income.		
5	Gross Income from other sources (Rent received, pension, part time job, Teaching/Tuitions, side business etc.) must be verified with the support documents. In case regular income is being received & no proof is available, copy of Bank Statement should be attached.		



6	In case of Agricultural income, On the back side of the income proof, details eg. 'How much land (in Bigha/Acres) & which crops are grown should be mentioned.		
7	In case the earning members have expired, copy of death certificate to be closed.		
8	Income Proof documents (All Bank statements/salary certificate/income certificate) should be checked and attached.		

All the scholarships awarded by the university are subjected to the approval of the committee and the competent authority. The decision of the scholarship selection committee is final. The scholarship covers in part of full time the tuition fee only. All other fee levied by university shall be taken by recipient student as applicable to other students. In case, any false and misleading information is given, a strict action will be taken against student and concerned officials.