

# **INFORMATION BOOKLET**

**Scheduled Caste/Scheduled Tribe Cell**



**TATA INSTITUTE OF SOCIAL SCIENCES**

(A Deemed University under Section 3 of the UGC Act, 1956)

V.N. Purav Marg, Deonar, Mumbai 400 088

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# 1. OUR VISION AND MISSION

## *Vision*

To be an institution of excellence in higher education that continually responds to the changing social realities through the development and application of knowledge, towards creating a people-centred and ecologically sustainable society that promotes and protects the dignity, equality, social justice and human rights for all, with special emphasis on marginalised and vulnerable groups.

## *Mission*

In pursuance of its vision and guiding principles, the Tata Institute of Social Sciences organizes teaching programmes to facilitate the development of competent and committed professionals for practice, research and teaching; undertakes research; develops and disseminates knowledge; and reaches out to the larger community through extension, at the local, national, regional and international levels.

# 2. INTRODUCTION

The Tata Institute of Social Sciences (TISS) was established in 1936, as the Sir Dorabji Tata Graduate School of Social Work, a postgraduate school of social work of national stature to meet the emerging need for trained human service professionals. It was accorded the status of a Deemed University in 1964, and has been funded by the University Grants Commission (UGC) since then.

Since its inception, the TISS has consistently worked for the promotion of sustainable, equitable and participatory development, social welfare and social justice. It has earned recognition as an institution of repute from different Ministries of the Government of India (GoI); State Governments; international agencies, such as the United Nations; and the non-government sector, both national and international. A high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute facilitating strong linkages between education, research, field action and dissemination. In recognition of its social contribution and academic excellence, it was awarded a 5-Star rating by NAAC in 2002.

# 3. RESERVATION STATUS

Sl.No.	Category	Percentage of Reservation
1.	Scheduled Caste (SC)	15%
2.	Scheduled Tribe (ST)	7.5%
3.	Other Backward Classes (OBC)	27%
4.	Persons with Disability (PWD)	3% (1% each is reserved for persons with (a) Low Vision/Blindness, (b) Hearing Impairment, and (c) Locomotor Disability/Cerebral Palsy.)

## **4. OBJECTIVES OF THE BOOKLET**

This manual for students from SC/ST/OBC/PWD is prepared with the following objectives to:

- Guide the SC/ST/OBC/PWD students of the Institute, to optimally utilize the benefits of the schemes offered by the State Governments, Government of India (GOI) and UGC;
- Assist the staff of the SC/ST Cell and the Standing Committee in carrying out their functions; and
- Sensitize all the sectors of TISS towards the Constitutional mandate, UGC Guidelines for the Cell and its functioning at TISS.

## **5. ESTABLISHMENT AND LOCATION OF THE SPECIAL CELL**

TISS had set up a Student Service Cell in 1986, with the financial assistance from the then Ministry of Welfare, Government of India, to assist the students from the Scheduled Caste (SC) and Scheduled Tribe (ST) communities in improving their academic performance and in optimizing their development in their personal and social life at the Institute. In 1988, the Institute obtained approval of the University Grants Commission (UGC) to set up a Special Cell for SCs and STs, which started functioning in 1989.

## **6. UGC GUIDELINES FOR THE SPECIAL CELL**

### **6.1 Purpose**

According to the 1998 UGC Guidelines for the establishment of Special Cell for Scheduled Castes and Scheduled Tribes, for the universities and deemed to be universities, the purpose of these Cells is to help the universities in implementing the reservation policy with regard to the admission of students and the recruitment of teaching and non-teaching staff at various levels. Its function is also to help the SC/ST categories to integrate with the mainstream of the university community and to remove difficulties, which they may be experiencing.

### **6.2 Objectives**

According to the UGC Guidelines of 1998, following are the objectives of the Cell to:

- Implement the reservation policy for SCs/STs in the Universities and colleges;
- Collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the universities, and in the affiliating colleges and analysis of the data showing the trends and changes towards fulfilling the required quota;

- Take such follow up measures for achieving the objectives and targets laid down for the purpose by the GOI and the UGC; and
- Implement, monitor continuously and evaluate the reservations policy in universities and colleges and plan measures for ensuring effective implementation of the policy and programmes of the GOI.

### **6.3 Functions**

According to the UGC Guidelines of 1998, following are the functions of the Cell to:

- Circulate GOI and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the Universities and Colleges for different courses, in suitable forms prescribed, by a stipulated date, and to take follow up action, where required;
- Circulate GOI orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the Universities and Colleges, in suitable forms by a stipulated date and take follow up action where required;
- Collect reports and information regarding the GOI orders on the various aspects of education, training and employment of Scheduled Caste and Scheduled Tribe candidates, for evolving new policies or modifying existing policy by the Commission;
- Analyse information on admissions, education, training and employment of SCs and STs, and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required;
- Deal with representations received from Scheduled Castes and Tribes candidates regarding their admission, recruitment, promotion and other similar matters in Universities/Colleges;
- Monitor the working of the remedial coaching scheme, if approved in the affiliated colleges and university;
- Function as a Grievances Redressal Cell for the grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems;
- Maintain a register for employment of SCs/STs in the University and Colleges for the candidates belonging to SC/ST community for various posts in the university/ colleges; and
- Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and educational deprivations.

## **7. CONSTITUTIONAL SAFEGUARDS AND LEGISLATION FOR SCs/STs**

### **7.1 Constitutional Safeguards**

According to the Constitution of India, which resolved India into a sovereign socialist secular democratic republic, Right to Equality is a Fundamental Right that includes the right to equality before law; prohibition of discrimination (Article 15); equality of opportunities in matters of public employment (Article 16). The Constitution further specifies that this will not prevent the state from making special provisions for women, children, scheduled castes and scheduled tribes. Article 17 declares abolition of untouchability, forbidding its practice in any form.

The Directive Principles of State Policy of the Constitution include promotion of educational and economic interests of Scheduled Castes, Scheduled Tribes and other weaker sections (Article 46). The Hindu religious institutions of public character are thrown open to all classes and sections of Hindus (Article 25b). Any disability, liability, restriction of conditions with regard to access to shops, public restaurants, hotels and places of public entertainment or use of wells, tanks, bathing ghats, roads and places of public resort maintained wholly or partly out of state funds or dedicated to the use of general public are removed according to Article 15(2). Article 16 and 355 permit the states to make reservation for backward classes in public services in case of inadequate representation.

Tribal advisory councils and separate departments are set up in states to promote the welfare and safeguard the interests of the tribals (Article 164 and 338 and Fifth Schedule). Article 244 and Fifth and Sixth Schedules make special provision for administration and control of scheduled and tribal areas.

The Reservation Policy is a Constitutional device in the creation of society of equals. It is an exception to the principle of equality, as the principle of equality operates within the equals and to equate equals with unequals is to perpetuate inequality. Reservation for SCs and STs is founded upon the ideology of compensatory justice for their sufferings for ages for no fault of theirs. The quota of reservation has been decided by the Constitution in accordance with the percentage of the population of SCs and STs, being 15% and 7.5%, respectively.

### **7.2 Legislation**

The Protection of Civil Rights Act 1955 (earlier Untouchability (Offences) Act, 1955), which is in force since 1976, provides for penalties for preventing any person on grounds of untouchability, from enjoying the rights accruing on account of abolition of untouchability.

The Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act of 1989 specifies the offences which are considered as atrocities and provides for deterrent punishments of commission of the same. Comprehensive Rules prepared under this Act provide for relief and rehabilitation of the affected persons and envisage preventive measures.

By virtue of the Constitution (65<sup>th</sup> Amendment) Act of 1990, the Special Post under Article 338 of the Constitution has been substituted by the National Commission for Scheduled Castes and Scheduled Tribes, mainly to investigate and monitor all matters relating to the safeguards to SCs/STs under the Constitution and laws.

## **8. SC/ST STANDING COMMITTEE**

The SC/ST Standing Committee ensures the effective implementation of the policies and programmes of the Government of India, UGC and State Governments with regard to backward castes, classes and physically challenged. It also suggests measures for achieving the objectives laid down by the various government agencies. The Committee meets at least two times in a year and the decisions arrived at are mandatory to be implemented. The Committee functions under the Chairmanship of the Director.

## **9. SPECIAL ACTIVITIES OF CELL**

### **9.1 Pre-Admission Coaching**

The pre-admission coaching is organized by the SC/ST Cell for all SC/ST candidates who have qualified for appearing the National Entrance Test of the Institute. The orientation is scheduled for about 2-3 days in phases in the month of November, every year.

The objective of this programme is to orient them about the whole process of the entrance test, positive and negative aspects of written test, group discussion and personal interview. Besides, another important point which is touched upon is about the common mistakes that the candidates make in the admission test and how to overcome those. The candidates are also told about the facilities available for the eligible candidates. It is also meant to help them feel confident. This is followed by clarification of doubts from the candidates.

### **9.2 Post-Admission Orientation**

The students admitted in various programmes are provided post-admission orientation. The main focus is on the course curriculum, selection of optional subjects, the whole new multi-cultural and multi-lingual environment that they are to face on the campus and various facilities available to them.

### 9.3 Capacity Building Sessions

- (a) Language classes are arranged for students to improve communication skills and proficiency of language;
- (b) A programme on 'Personality Development' is conducted;
- (c) Career counselling is provided to the students;
- (d) Computer classes are arranged to enhance their skills in operating the computer.

### 9.4 Remedial/Co-Curricular Coaching

At TISS, remedial/co-curricular classes are conducted in the following areas, depending upon the students' interest:

- Language classes for English,
- Skill workshops for use of the library, writing an assignment, making presentation in class, public speaking, job selection and job interviews,
- Coaching in basic subjects such as social research and field work recordings, and
- Orientation on scholarships available for higher studies.

### 9.5 Grievance Redressal

The SC/ST/OBC/PWD students can approach the Section Officer/Liaison Officer of the Cell for redressal of any grievance(s) regarding academic, administrative or social problems. The Section Officer/Liaison Officer will meet the concerned students, understand their problem and take necessary action and/or render them necessary advice/help to resolve the matter.

## 10. DUTIES OF LIAISON OFFICER (SC/ST CELL)

The Scheduled Castes and Scheduled Tribes Cell was established at the Institute as per Government of India and UGC directives in the year 1987. The honorary position of the Liaison Officer is occupied by Prof. G G Wankhede, a senior faculty member. The Liaison Officer, on behalf of the Cell, facilitates the overall welfare of the students, staff and faculty belonging to these communities. However, the responsibilities of the Liaison Officer are briefly stated below:-

**Students:** The Liaison Officer; on behalf of the Cell organizes pre-admission coaching programme for SC/ST candidates to help them prepare for Entrance Tests as well as post-admission orientation programme for new students at the beginning of the academic session. Various coaching classes are conducted on life skills, personality development, writing and presentation skills and so on. Interactive sessions and informal meetings with students are also conducted to help them deal with personal, social and academic problems. Issues relating to



Other Backward Classes (OBC) and Persons with Disability (PWD) are also looked after by the Liaison Officer.

**Faculty and Staff:** The Liaison Officer ensures due compliance of the orders of reservation issued from time to time in favour of SC/ST/OBC and PWDs. He also looks after the prompt disposal of the grievances of the employees of these categories. Some of the duties of the Liaison Officer are:-

1. To ensure due compliance by the subordinate authorities with the reservation orders and other benefits admissible to SC/ST/OBC and PWDs.
2. To scrutinize and ensure prompt submission of the prescribed annual statements by the Appointing Authorities to the Ministries/Departments and consolidation of the annual statements and sending such consolidated statements to the Department of Personnel and Training.
3. To scrutinize properly all proposals for dereservation and to certify after due satisfaction that such dereservations are inevitable and that all steps prescribed in this regard have been faithfully taken.
4. To liaise between the Ministries/Departments/Attached and Subordinate offices and the Department of Personnel for supply of required information, answering queries and clearing doubts.
5. To conduct annual inspection of the rosters maintained, keeping a record of such inspection.
6. To extend necessary assistance to the Commissioner for SCs and STs in discharge of his duties.

## **11. TISS FACILITIES TO STUDENTS (INCLUDING M.PHIL./PH.D. STUDENTS)**

### **Eligible SC/ST Candidate:**

- Whose parent's income is less than Rupees One Lakh for the immediate preceding year, and
- Fulfils the criteria for the award of the Government of India Post-Matric Scholarship (GOI-PMS)

### **11.1 National Entrance Test (NET)**

#### **11.1.1 Charges of Application Form for Entrance Test**

The Application Form for admission to various programmes are provided free of cost to SC/ST candidates whose parent's income is less than One lakh for the immediate preceding year. The candidates' are required to submit the Caste and Income Certificate issued by a competent authority.

**11.1.2 Charges of Application Forms for Entrance Test for SC/ST candidates whose parent's income is above One lakh are as follows:**

- (e) For One programme: Rs.700
- (f) For Two programmes: Rs.1000
- (g) For Three programmes: Rs.1500

**11.1.3 Travelling Allowance for Entrance Test**

Travelling Allowance (TA) is paid to all the *eligible SC/ST candidates* for attending Written Test, Group Discussion and Personal Interview. For claiming TA, the candidates are required to submit original travel tickets along with filled-in TA form. The candidates are required to choose the nearest Entrance Test Centre.

**11.2 Pre-Admission Coaching**

**11.2.1 Travelling Allowance for Coaching (TA)**

Travelling Allowance is paid to all the *eligible SC/ST candidates* for attending the orientation programme. For claiming TA, the candidates are required to submit original travel tickets along with filled-in TA form. The candidates are required to choose the nearest Orientation Centre, if the orientation is provided at more than one Centre.

**11.2.2 Lodging and Boarding for Coaching**

Lodging and boarding facilities are provided to all SC/ST candidates, wherever possible, or a specified amount is paid towards these facilities.

**11.3 Admission to Programmes**

**11.3.1 Exemption of Fees**

The SC/ST students selected for the various programmes and who fulfill the criteria for the award of the Government of India Post-Matric Scholarship (GOI-PMS) are exempted from the payment of fees; except the Health Insurance fee of Rs. 1,317/-. One of the conditions of the GOI-PMS is that the income of the parents/guardians should not be more than Rupees One lakh during the last financial year.

The exemption of fees is also applicable for the students of Maharashtra of Special Backward Classes / De-notified and Nomadic Tribes, whose parents/guardians income is less than Rupees One lakh.

The students of OBC category (non-creamy layer) from Maharashtra are exempted from payment of 50% of fees on Tuition, Examination, Development Fund for first year only and Study Tour/Rural Camp, whose parents/guardians income is less than Rupees One lakh.

In case of non-submission of GOI-PMS Forms within the specified time-limit as announced by the SC/ST Cell and if the student does not fulfill the conditions for the award of GOI-PMS, the student will stand to lose the provision of exemption of fees and will have to pay all the fees as prescribed by the Institute.

Selected candidates (other than Maharashtra) are required to bring two Post-Matric Scholarship forms (fresh), from the relevant state departments dealing with the SC/STs, at the time of joining the programme. They should also obtain the parents'/guardian's signature on the form, wherever required.

### ***11.3.2 Students of OBC Category (Outside Maharashtra)***

The students belonging to OBC category, and residents of any State other than Maharashtra State, who fulfil the criteria for the award of GOI Post Matric Scholarship are required to submit the GOI-PMS application form, along with all enclosures, to be forwarded to their respective States. On receiving the Scholarship amount, the same will be reimbursed to the concerned student. The students of OBC category, whose parents' annual income is less than Rs.44,500/- during the last financial year, are eligible for the Scholarship. The students of OBC category will not be given any exemption in the payment of fees at the Institute.

### ***11.3.3 Freeship Scheme for SC/ST/OBC/SBC/DNT's Students of Maharashtra State***

The students of SC/ST/OBC/SBC/DNT's of Maharashtra State, whose parents/guardians income is more than Rupees One lakh are eligible for the Freeship Scheme.

Freeship scheme (exemption of Tuition Fee, Examination Fee, Development Fund for first year only and Study Tour/Rural Camp) is applicable for the students of SC/ST/Special Backward Classes/De-notified and Nomadic Tribes of Maharashtra State only.

The students of OBC category (non-creamy layer) from Maharashtra are exempted from payment of 50% of fees on Tuition, Examination, Development Fund for first year only and Study Tour/Rural Camp.

In case of non-submission of application forms and non-fulfillment of the conditions for the award of Freeship Scheme, the student will stand to lose the provision of exemption of fees and will have to pay all the fees as prescribed by the Institute.

### ***11.3.4 Financial Aid to Students***

Limited scholarship/loan facilities are available for all students on the basis of Merit and Merit-cum-Need in the Institute. The Student Aid Committee administers and disburses the scholarships.

If the student is awarded exemption from payment of tuition fee, the awardee while claiming for reimbursement should enclose a photocopy of fee receipt along with the application.

Students who are awarded loan need to give an undertaking on a stamp paper worth Rs.100. Original salary certificate of surety and parents/guardians consent letter is also required.

#### ***11.3.5 Monetary Assistance***

- (a) An amount of Rs.75 per month is provided by the Institute towards expenses for travelling for fieldwork to the students who are awarded the GOI-PM Scholarship.
- (b) A fellowship of Rs.2000 per month is instituted by the Institute and is awarded to all the M.Phil./Ph.D. students fulfilling the criteria laid down by the Institute.

#### ***11.3.6 Waiver of Development Fee for SC/ST students***

All students from SC/ST category are exempted from the payment of Development Fee of the Institute.

#### ***11.3.7 Reimbursement of Concurrent Field Work Expenses***

Reimbursement of Concurrent Field Work expenses is provided to GOI-PM Scholarship holders.

#### ***11.3.8 Advance for Rural Practicum/Study Tour/Block Placement***

Advance for Rural Practicum, Study Tour and Block Placement is provided to GOI-PM Scholarship holders. The students are required to sign-out from the Dining Hall for the said period for claiming the amount against food.

##### ***11.3.8.1 Guidelines for Drawing & Settling of Study Tour/Internship Advance***

- (a) The application for the advance should be submitted to Accounts Section at least 8 days before leaving for Study Tour.
- (b) There should be proper indication of students name, eligibility (i.e whether GOI Scholarship holder), duration, place of study tour in the application.
- (c) The GOI Scholarship holder must inform the DH before leaving for Study Tour & sign out from DH otherwise they will not be entitled for food reimbursement.
- (d) The application of advance must be forwarded through the concerned Faculty In-Charge of Study Tour.
- (e) The advance will be given to group leader whose name should be clearly mentioned in the application.

- (f) On return, the group leader has to submit the details of expenses incurred during Study Tour for GOI scholarship holders within 15 days of arrival along with bills/receipts etc.
- (g) The bills (in original) duly certified by concerned faculty should be submitted to Accounts Section with covering letter and summary of expenditure incurred during Study Tour.
- (h) In the absence of prescribed bills, the same may be submitted in quarter receipt format duly signed by the concerned person to whom the payment was made.
- (i) The sign out form of GOI students must be submitted along with the settlement.

#### ***11.3.9 Dining Hall***

The students fulfilling the criteria for GOI-PM Scholarship are exempted from payment of Dining Hall charges. The Dining Hall is managed by a Working Committee with student representatives as members, which looks after the overall supervision and control of the Dining Hall. The Dining Hall is governed on no-profit-no-loss basis.

#### ***11.3.10 Hostel***

The SC/ST students are given priority in the allotment of hostels. The deserving SC/ST students are provided hostels on fulfilment of the criteria laid down by the Institute.

#### ***11.3.11 Computer Printing Charges***

GOI-PM Scholarship holders will be exempted from payment of computer printing charges at the Institute to a maximum limit of Rs. 1,000/- per year. If the printing charges exceed the set prescribed limit, the student will be required to pay the additional printing charges.



# **VARIOUS EDUCATIONAL SCHEMES OF GOVERNMENT**

**(Blank Application Forms and Annexures of Schemes  
can be collected from SC/ST Cell  
and are also available on the respective website)**

## **12. SCHEME OF POST MATRIC SCHOLARSHIPS TO THE STUDENTS BELONGING TO SCHEDULED CASTES, SCHEDULED TRIBES AND OTHER BACKWARD CLASSES FOR STUDIES IN INDIA**

### **Regulation Governing the Award of Scholarship**

- Object
- Scope
- Condition of Eligibility
- Means Test
- Value of Scholarship
- Selection of Candidates
- Duration and Renewal of Awards
- Payment
- Other Condition for the Award
- Announcement of the Scheme
- Procedure for Applying
- Funding Pattern of the Scheme
- References

#### **1. Object**

The objective of the scheme is to provide financial assistance to the Scheduled Caste, Tribe and Other Backward Classes students studying at post matriculation or post-secondary stage to enable them to complete their education.

#### **2. Scope**

These scholarships are available for studies in India only and are awarded by the government of the State/Union Territory to which the applicant actually belongs, i.e., permanently settled.

#### **3. Conditions of Eligibility**

- i) The scholarships are open to nationals of India.
- ii) These scholarships will be given for the study of all recognised post-matriculation for post-secondary courses pursued in recognised institutions with the following exceptions:

“Scholarships are not awarded for training courses like Aircraft Maintenance Engineer’s Courses and Private Pilot licence Courses. Courses at Training – Ship Dufferin (Now Rajendra), courses of



training at the Military College, Dehradun, courses at Pre-examination Training Centres of all India and State levels.”

- iii) Only those candidates who belong to Scheduled Castes, Tribe and Other Backward Classes so specified in relation to the State/Union Territory to which the applicant actually belongs i.e. permanently settled and who have passed the Matriculation or Higher Secondary or any higher examination of a recognised University or Board of Secondary Education, will be eligible.
- iv) Candidates who after passing one stage of education are studying in the same stage of education in different subject eg. I.Sc. after I.A. or B.Com after B.A. or M.A. in other subject will not be eligible.
- v) Students who, after having completed their educational career in one professional line, e.g. LLB after B.T./B.Ed. will not be eligible. From the academic year 1980-81, studies in two professional courses are allowed.
- vi) Students studying in Class XI of the Higher Secondary School courses of the XII Class of the Multipurpose High School will not be eligible for it being a continuous school course. However, in cases where tenth class examination of such courses is treated as equivalent to Matriculation and students who after passing tenth class join other courses, such students will be treated as post-matric students and will be eligible for the award of scholarships.
- vii) Students pursuing Post-graduate courses in medicine will be eligible if they are not allowed to practice during the period of their course.
- viii) Students who after failing or passing the under graduate/post-graduate examinations in Arts/Science/Commerce join any recognised professional or Technical certificate/diploma/degree courses will be awarded scholarships if otherwise eligible. No subsequent failure will be condoned except courses in Group ‘T’.
- ix) Students who pursue their studies through correspondence courses are also eligible. The term correspondence includes distant and continuing education.
- x) Employed students whose income combined with the income of their parents/guardians does not exceed the maximum prescribed income ceiling are made eligible to post-matric scholarships to the extent of reimbursement of all compulsorily payable non-refundable fees.
- xi) All children of the same parents/guardians will be entitled to receive benefits of the scheme. [For OBC: Only two children (boys) of same

parents/guardians are entitled for scholarship. This restriction is not applicable to girls.]

- xii) A scholarship holder under this scheme will not hold any other scholarship/ stipend. If awarded any other scholarship/stipend, the student can exercise his/her option for either of the two scholarships/stipends, whichever is more beneficial to him/her and should inform the awarding authority through the Head of the Institution about the option made. No scholarship will be paid to the students under this scheme from the dates he/she accepts another scholarship/stipend. The student can however, accept free lodging or a grant or *ad hoc* monetary help from the State Government or any other source for the purchase of books, equipment or for meeting the expenses on board and lodging in addition to the scholarship amount paid under this scheme.
- xiii) Scholarship holders who are receiving coaching in any of the pre-examination training centres with financial assistance from the Central Government/State Government will not be eligible for stipend under the coaching schemes for the duration of the coaching programme.

**Note:** It is mentioned under the item III (condition of eligibility) of these regulations that the scholarship will be given for the study of all recognised post-matriculation or post-secondary courses pursued in recognised institutions, the list of courses grouped (I to IV) is only illustrative and not exhaustive. The State Governments/ Union Territory Administrations are, thus, themselves competent to decide the appropriate grouping of courses at their level as advised vide this Ministry's letter No.11017/13/88-Sch.Cell, dated 3.8.1989.

#### 4. Means Test

*For SC/ST Category:* Scholarships will be paid to the students whose parents/guardians' income from all sources does not exceed Rs. 1,00,000/- per annum.

*For OBC Category:* In case of unemployed students whose parents/ guardians' income from all sources does not exceed Rs. 44,500/- per annum will be entitled for the scholarship under the scheme.

**Note 1:** So long as either of the parents (or husband in the case of married unemployed girl student) is alive, only income of the parents/ husband, as the case may be, from all sources has to be taken into account and of no other member even though they may be earning. In the form of income declaration, income is to be declared on this basis. Only in the case where both the parents (or husband in the case of married but unemployed girl student) have died, the income of the guardian who is supporting the student in his/her studies has to be taken. Such students whose parent's income is affected due to unfortunate death of one of earning parents and resultantly comes within the income ceiling prescribed under the scheme, shall become eligible for scholarship, subject to their fulfilling other conditions of eligibility, from the month in which such sad incidence takes place. Applications for scholarships from such

students can be considered even after lapse of last date of receipt of applications, on compassionate grounds.

**Note 2:** House rent allowance received by the parents of a student shall be exempted from the computation of 'income' if the same has been permitted to be exempted for purpose of Income tax.

**Note 3:** Income certificate is required to be taken once only i.e. at the time of admission to courses which are continuing for more than one year.

**Note 4:** The revised income ceilings account for Consumer Price Index for Industrial workers upto October 2002. Income Ceiling would be revised once in every two years linking it with Consumer Price Index for Industrial Workers for the month of October of the year, preceding the year of revision and will be made effective from April.

## 5. Value of Scholarship

The value of scholarship includes maintenance allowance, additional allowance for students with disabilities, reimbursement of compulsory non-refundable fees, study tour charges, thesis typing/printing charges, book allowance for students pursuing correspondence courses and book bank facility for specified courses, for complete duration of the course. The details are as follows:

i) *Maintenance allowance:*

Groups	Rate of Maintenance Allowance (in Rupees per Month)			
	SC/ST		OBC	
	Hostellers	Day Scholars	Hostellers	Day Scholars
<b>Group I:</b> Degree and Post Graduate level courses (including M.Phil., Ph.D. and Post Doctoral research) in Medicines (Allopathic, Indian and other recognised systems of medicines), Engineering, Technology, Agriculture, Veterinary and Allied Sciences, Management, Business Finance, Business Administration and Computer Applications/Science. Commercial Pilot License (including helicopter pilot and Multi Engine rating) Course.	740	330	425	190

Groups	Rate of Maintenance Allowance (in Rupees per Month)			
	SC/ST		OBC	
	Hostellers	Day Scholars	Hostellers	Day Scholars
<b>Group II:</b> Other professional and technical graduate and Post Graduate (including M.Phil, Ph.D and Post Doctoral research) level courses not covered in Group I. C.A/ ICWA/CS/etc. courses. All Post Graduate, Graduate level Diploma courses, all Certificate Level Courses	510	330	290	190
<b>Group III:</b> All other courses leading to a graduate or above degree(not covered in group I & II.	355	185	290	190
<b>Group IV:</b> All post matriculation level courses before taking up graduation like classes XI and XII in 10+2 system and intermediate examination etc, not covered in Group 'II' or 'III'. ITI courses, other vocational courses (if minimum required qualification to pursue the course is at least matriculation).	235	140	150	90

**Note 1:** M.Phil and Ph.D courses are post-graduation courses. Scholarship to such students may be paid at the rates of maintenance allowance for Group 'I' or 'II' depending on the course under these groups.

**Note 2:** Normally the term 'Hostel' is applicable to a common residential building and a common mess for the students run under the supervision of the educational institution authorities. In case the college authorities are unable to provide accommodation in the college Hostel, an approved place of residence can also be treated as Hostel for the purpose of this scheme. The place will be approved by the Head of the Institution after due inspection and keeping in view the rules and regulations laid down by the University, if any. In such case, a certificate to the effect that the student is residing in an approved place of residence, as he is unable to get accommodation in the college hostel should be furnished by the Head of Institution.

It is further clarified that such deemed hostels should consist of such accommodation as is hired at least by a group of 5(five) students living together, usually with common mess arrangements.

**Note 3:** Scholars who are entitled to free board and/or lodging will be paid maintenance charge at 1/3<sup>rd</sup> at Hostellers' rate.

ii) *Additional Allowances for students with disabilities:*

A. Reader Allowance for blind Scholars

Level of Course	Reader Allowance (Rs. Per month)	
	SC/ST	OBC
Group I,II	150	100
Group III	125	75
Group IV	100	50

- B. Provision of transport allowance upto Rs.100 per month for disabled students, if such students do not reside in the hostel, which is within the premises of educational institution. The disability as per the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 is defined as blindness, low-vision, leprosy-cured, hearing impairment, locomotor disability, mental retardation and mental illness.
- C. Escort Allowance of Rs. 100/- per month for severally handicapped day scholar students with low extremity disability.
- D. Special Pay of Rs. 100/- per month is admissible to any employee of the hostel willing to extend help to a severely orthopaedically handicapped student residing in hostel of an educational institution, who may need the assistance of a helper.
- E. Allowance of Rs. 150/- per month towards extra coaching to mentally retarded and mentally ill students.

The provisions in (B) to (D) will also apply to such leprosy -cured students.

**Note 1:** The disabled students belonging to Scheduled Castes covered under the Scheme can also get such additional benefits from other Schemes, which are not covered under the scheme.

**Note 2:** The disability as defined under the said Act has to be certified by competent medical authority of the State Govt./UT Administration

iii) *Fees:*

Scholars will be paid enrolment/registration, tuition, games, Union, Library, Magazine, Medical Examination and such other fees compulsorily payable by the scholar to the institution or University/ Board. Refundable deposit like caution money, security deposit will, however, be excluded.

**Note:** Compulsory non-refundable fee charged by recognised institutions against free and paid seats of recognised courses can be fully reimbursed as per the fee structure approved by the competent State/Central Government authority. However, while sanctioning scholarship against paid seats, State Governments should make the income verification compulsory.

*iv) Study Tours:*

Study tour charges upto a maximum of Rs.1000 per annum (for OBC Rs.500 per annum), limited to the actual expenditure incurred by the student on transportation charges etc. will be paid to the scholars studying professional and technical courses, provided that the head of the institution certifies that the study tour is essential for the scholar for completion of his/her course of study.

*v) Thesis Typing/Printing Charges*

Thesis typing/printing charges upto a maximum of Rs. 1000 (for OBC Rs. 500) will be paid to research scholars on the recommendation of the Head of the Institution.

*vi) Correspondence courses including distance and continuing education:*

The students pursuing such courses are also eligible for an annual allowance of Rs.750/- (for OBC Rs.500) for essential/prescribed books, besides reimbursement of course fees.

*vi) Book Bank (for SC/ST Category):*

1. Book Banks are to be set up in all the Medical, Engineering, Agriculture, Law and Veterinary Degree Colleges and Institutes imparting Chartered Accountancy, MBA and alike Management courses and Polytechnics where Scheduled Caste students are in receipt of Post-Matric Scholarship. The set of text books will be purchased for 2 such SC/ST students at various stages except in respect of Post-graduate courses and Chartered Accountancy where it will be one set for each student. However, the ratio of sets and students will have to be adjusted to the total number of sets that could be procured within the total resources allocated to the State concerned.
2. The details of courses covered for setting up of Book Banks, ceiling of admissible expenditure per set of books and sharing criteria are given below:

Sl. No.	Courses	Sharing Criteria	Ceiling per Set (or actual cost whichever is less) (In Rupees)
i	Degree courses in Medical/Engineering	1 set for 2 students	7,500
ii	Degree courses in veterinary	-do-	5,000
iii	Degree courses in Agriculture	-do-	4,500
iv	Polytechnics	-do-	2,400
v	A. Post Graduate courses in Medical, Engineering, Agriculture and veterinary courses and such other technical/alike courses as are approved by the Universities/institutes of higher learning.		5,000
	B. Law courses, L.L.B. (3 years and 5 years) LL.M. (2 years)		
	C. Chartered Accountancy (intermediate and final)		
	D. M.B.A. (2 years ) and similar courses		
	E. Bio-Sciences		

For storage of books and contingencies, etc., the cost of steel almirah for storing books of each Book Bank including contingencies like transportation etc. the following expenses are admissible:

- i) Rs. 2000 or actual cost whichever is less.
- ii) 5% of the grant may be earmarked for expenses on binding, stitching etc.

*Note:* The said sets of books also include Braille Books, Talking Books. Cassettes for the visually Handicapped students.

3. The Book Banks are to be set up in all the recognised colleges/ institutions where these courses are being offered as recognised courses.
4. Purchase of books for these Book Banks will be restricted to the prescribed text books for the entire courses.
5. The State Governments may constitute Expert Groups consisting of members from selected colleges/educational institutions of different regions to decide the adequate number of text books in a set (not reference books) required for each course.

6. The life period of one set of books has been fixed at 3 years. Thereafter the books may be disposed of by the institutions in the same manner as the books in the library subject to the guidelines, if any, of the State Government/UT Administration in this regard.
7. These books are to be supplied to SC/ST students in instalments, depending on the course, semester structure etc.
8. The following rules shall govern the distribution of books to the students:
  - i) Each SC/ST student will be provided with an identity card for this purpose.
  - ii) Each SC/ST student will be required to submit requisition for borrowing books from the Book Bank in a form to be provided for this purpose.
  - iii) The books would be returned to the Book Bank at the end of each term. The Principal of the college/institution will make every effort to ensure that those students who complete their course or those who drop out in the middle, return the books belonging to the Book Bank
  - iv) It is the responsibility of the student concern to maintain the books supplied to them from the Book Bank, in good condition.
  - v) Any case of loss or damage to the books would attract penalty. In case of serious damage or loss of books, the student concerned will have to bear the cost of the book.

## **6. Selection of Candidates**

- i) All the eligible Scheduled Caste candidates will be given scholarships subject to the application of Means Test prescribed in these Regulations.
- ii) Candidates belonging to one State but studying in other State will be awarded scholarships by the State to which they belong and will submit their applications to the competent authorities in that State. In the matter of exemption from fees or other concessions also they will be treated as if they were studying in their own State.

## **7. Duration and Renewal of Awards**

- i) The award once made will be tenable from the stage at which it is given to the completion of course subject to good conduct and regularity in attendance. It will be renewed from year to year provided that within a



course which is continuous for a number of years, the scholar secures promotion to the next higher class irrespective of the fact whether such examinations are conducted by a University or the Institution.

- ii) If a Scheduled Caste scholar pursuing Group I courses fails in the examination for the first time, the award may be renewed. For second and subsequent failure in any class, the student shall bear his/her own expenses until he/she secures promotion to the next higher class.
- iii) If a scholar is unable to appear in the annual examination owing to illness and or on account of any other unforeseeable event, the award may be renewed for the next academic year on submission of medical certificate and/or other required sufficient proof to the satisfaction of the Head of the Institution and his/her certifying that the scholar would have passed had he appeared in the examination.
- iv) If according to the Regulations of a University/Institution, a student is promoted to the next higher class even though he/she may not have actually passed in lower class and is required to take examination of the junior class again after sometime, he/she will be entitled to scholarship for the class to which he/she is promoted if the student is otherwise eligible for scholarship.

## **8. Payment**

- i) Maintenance allowance is payable from 1st April or from the month of admission, whichever is later, to the month in which the examinations are completed, at the end of the academic year (including maintenance allowance during holidays), provided that if the scholar secures admission after the 20th day of a month, the amount will be made from the month following the month of admission.
- ii) In case of renewal of scholarships awarded in the previous years, maintenance allowance will be paid from the month following the month upto which scholarship was paid in the previous year, if the course of study is continuous.
- iii) The Government of the State/Union Territory Administration, to which they belong, in accordance with the procedure laid down by them in this regard, will pay the scholarship money to the selected students.
- iv) Scholarship will not be paid for the period of internship/housemanship in the M.B.B.S. course or for a practical training in other course if the student is in receipt of some remuneration during the internship period or some allowance/stipend during the practical training in other course.

## **9. Other Conditions for the Award**

- i) The scholarship is dependent on the satisfactory progress and conduct of the scholar. If it is reported by the Head of the Institution at any time that a scholar has by reasons of his/her own act of default failed to make satisfactory progress or has been guilty of misconduct such as resorting to or participating in strikes, irregularity in attendance without the permission of the authorities concerned etc., the authority sanctioning the scholarship may either cancel the scholarships or stop or withhold further payment for such period as it may think fit.
- ii) If a student is found to have obtained a scholarship by false statements, his/her scholarship will be cancelled forthwith and the amount of the scholarship paid will be recovered, at the discretion of the concerned State Government. The student concerned will be blacklisted and debarred for scholarship in any scheme forever.
- iii) A scholarship awarded may be cancelled if the scholar changes the subject of the course of study for which the scholarship was originally awarded or changes the Institution of study, without prior approval of the State Government. The Head of the Institution shall report such cases to them and stop payment of the scholarship money. The amount already paid may also be recovered at the discretion of the State Government.
- iv) A scholar is liable to refund the scholarship amount at the discretion of the State Government, if during the course of the year, the studies for which the scholarship has been awarded, is discontinued by him/her.
- v) The regulations can be changed at anytime at the discretion of the Government of India.

## **10. Announcement of the Scheme**

All the State Governments will announce in May-June, the details of the scheme and invite applications by issuing an advertisement in the leading newspapers of the State and through other media outfits. All requests for application forms and other particulars should be addressed to the Government of State/Union Territory Administration to which the scholars actually belong. The applicant should submit the completed application to the prescribed authority before the last date prescribed for receipt of applications.

## **11. Procedure for Applying**

- i) An application for scholarship should comprise:

- (a) One copy of the application for scholarship in the prescribed form (separate application forms as have been prescribed for 'fresh' and renewal scholarship by concerned States/UTs).
  - (b) One copy of the passport size photograph with signatures of the student thereon (for fresh scholarship).
  - (c) One attested copy of certificates, diploma, degree etc. in respect of all examinations passed.
  - (d) A certificate (in original) of Caste duly signed by an authorised Revenue Officer not below the rank of Tehsildar.
  - (e) An income declaration by the self-employed parents/guardians, stating definite income from all sources by way of an affidavit on non-judicial stamp paper. Employed parents/guardians are required to obtain income certificate from their employer and for any additional income from other sources, they would furnish declaration by way of an affidavit on non-judicial stamp paper.
  - (f) A receipt in acknowledgement of the scholarship in the previous year on the form attached to the application only duly counter-signed by the Head of the Institution concerned, if the application was in receipt of a scholarship under this scheme in the preceding year.
- ii) Application complete in all respects shall be submitted to the Head of the Institution, being attended or last attended by the candidates and shall be addressed to an officer specified for this purpose by the Government of State/Union Territory to which the student belongs, in accordance with the instructions issued by them from time to time.

## **12. Funding Pattern of the Scheme**

The Scheme is implemented by the State Governments and Union Territory Administrations, which receive 100% central assistance from Government of India for the total expenditure under the scheme, over and above their respective Committed Liability. The level of Committed Liability of respective State Governments/Union Territory Administrations for a year is equivalent to the level of actual expenditure incurred by them under the Scheme during the terminal year of the last Five Year Plan Period and is required to be borne by them for which they are required to make required provision in their own budget. The North Eastern States have, however, been exempted from making their own budgetary provisions towards Committed Liability from Ninth Plan Period (1997-2002) onwards and the entire expenditure under the Scheme in respect of them will be borne by Government of India.

All the State Governments and Union Territory Administrations implementing the scheme will furnish data of beneficiaries and expenditure under the scheme, to Government of India, as and when required. Financial assistance given under the scheme shall not be utilized for any other purpose.

### **13. GOVERNMENT OF MAHARASHTRA FREESHIP SCHEME**

#### **OBJECTIVE**

The Tuition and Exam Fee is granted to the students belonging to backward class pursuing their course/programme from a recognized educational institution, without taking into consideration the income of parents/guardians. This scheme is applicable for the SC/ST/NT/SBC/OBC category.

The student of backward class can obtain the Application Form from the Concerned College where they are studying. The concerned educational institution or college should submit the students application form and list of students in prescribed format to the Special District Social Welfare Office before 31<sup>st</sup> August.

#### **CONDITION AND ELIGIBILITY**

1. Student should have taken admission to the Post-Matric course.
2. Annual Income of the parents should be more than Rs. 1,00,000/-
3. Student should belong to the SC/ST/OBC/SBC/DNT's.
4. Student should not be employed in a full time job.
5. This scholarship is given to all children and wards of parents.
6. The student pursuing the course/programme should be recognized by an University/Board.
7. The Certificate of Non-Cremy layer is compulsory for the students who belong to the OBC/SBC/DNT's.

#### **PROCEDURE TO APPLY**

1. The applicant should obtain the Application Form from the concerned institute or college and submit the filled-in Application Form to the institute before 30th July.
2. Caste Certificate must be issued by a Tahsildar or equivalent authority.
3. The passing certificate of previous year should be attached with the Application Form.
4. If the student has a gap in his education he/she should attach the Gap Certificate (Affidavit) along with the Application Form.

## **DOCUMENTS REQUIRED**

1. Application Form in the prescribed format.
2. Caste/Tribe Certificate issued by a competent authority - for OBC/SBC/DNT's Non Creamy layer certificate is necessary.
3. Income Certificate (in case of married girls income of husband will be considered).
4. Attested photocopy of Mark sheet (10th onward)
5. In case of death of father, Death Certificate of the same is necessary.
6. Gap Certificate (Affidavit) in case of any gap in education.
7. District change Certificate (in original) if previous education is pursued out of Mumbai.
8. Photocopy of Ration Card.

## **14. NATIONAL SCHOLARSHIP FOR PERSONS WITH DISABILITIES (2008-09)**

Applications (in Hindi or English) in the prescribed proforma are invited from students with disabilities for financial assistance for pursuing higher and technical education. Eligibility conditions etc. for the Scholarship as follows:

### **I. Eligibility:**

1. Financial assistance will be available to Indian students with at least 40% disabilities certified as per definition under Persons with Disabilities Act 1995.
2. Financial assistance will be given for pursuing post-Matric/Post-Secondary technical and professional courses including Ph.D & M.Phil from recognized institutions. However, for students with disabilities of Cerebral Palsy, Mental Retardation, Multiple Disabilities, and Profound or Severe Hearing Impaired, the minimum educational qualification will be class VIII pass and scholarship will be awarded to them for pursuing general, technical, vocational or professional courses.
3. Scholarship will be awarded to one student for pursuing only one course.
4. Financial assistance can be given for computer with editing software for blind/deaf graduate and postgraduate students pursuing professional courses and for support access software for cerebral palsied students.
5. Continuation/renewal of the award for next year will depend on successfully completing the course in the preceding year with minimum 50 (fifty) percent marks.

6. The Assistance under this Scheme is not intended for Post-Matric/Post Secondary Technical/Professional courses having duration of less than one year.
7. A scholarship holder under this scheme will not concurrently hold any other scholarship/stipend. If already any other scholarship/stipend awarded, the student is required to exercise his/her option for choosing the scholarship that he/she proposes to avail and inform awarding authority about the same.
8. Monthly family income of the beneficiary the parent/guardian. should not be more than Rs. 15,000/- from all sources. Family income includes income of the parents/guardian.

## II. Awards:

Upto five hundred awards are to be given annually through institutions in which students are pursuing studies/courses. Scholarship will be given to different categories of disabled students as under:

1. Students with orthopaedic disability
2. Students with blindness or low vision
3. Students with hearing disability
4. Students with Cerebral palsy, Mental Retardation, Multiple Disabilities, Profound or Severe Hearing Impairment

Amount of scholarship will vary among courses and will also depend on availability of hostel/residential facility with the institution. The details are given below:

Sl. No.	Courses of Study	Rate of scholarship	
		Hostellers (Rs/month)	Day Scholars (Rs/month)
1.	Ph.D./M.Phil. and post-graduate/graduate-level courses in Engineering/Indian and other systems of medicine/Agriculture/Veterinary/IT/ Biotechnology, Education Management/ Architecture, Physiotherapy, Music and other professional courses	1000	700
2.	Diploma and certificate level professional courses	700	400
3.	In respect of students with cerebral palsy, mental retardation, multiple disabilities and profound or severe hearing impairment, for pursuing general/professional/technical/vocational courses after class VIII	700	400

**III.** The students will also be reimbursed the course fee subject to a ceiling of Rs.10,000/-per year.

Besides students living in the hostel/residential facility provided by the institutions, those students will also be considered as hostellers who live in accommodation hired at least by a group of 3 students living together with common mess arrangement. **Such students will have to furnish a certificate in this regard countersigned by the head of the institution and a certificate from the owner of the house in case of own arrangement or accommodation taken on rent.**

**IV.** Applications for the scholarship is required to be submitted in as per the prescribed proforma (Annexure 'A'). Applications for renewal/continuation of award are to be submitted in the prescribed proforma as per (Annexure 'B'). No other proforma is to be adopted for making the application. **The last date for receipt of application for new cases as well as renewal/continuation is 15th July, 2008.**

**V. List of enclosures (attested copies only):**

(i) Academic records (attested copy of certificates and Mark sheets - matric & above),(ii) Family Income Certificate/Proof of annual income, e.g. Salary Slip, last Income tax Assessment order, (iii) attested copy of Disability Certificate (iv) Course fee receipt (if any)with break up of each item duly paid during the academic session (v) Hostel Certificate or certificate from the house owner in case of accommodation hired by at least by a group of 3 students living together with common mess arrangements.

**VI.** Applications for the scholarship may be sent to the Section Officer (DD-IV), Ministry of Social Justice & Empowerment, Shastri Bhavan, New Delhi-110 001. A Student should submit only one application along with all the relevant documents together with recommendations of the Institute concerned. Applications for the award of scholarship will be countersigned and recommended by the head of the institution in which the applicant is enrolled for study. Details and forms can also be downloaded from the Ministry's website [www.socialjustice.nic.in](http://www.socialjustice.nic.in) or may be obtained from DD-IV Section, Ministry of Social Justice & empowerment, Room No.242, "A" Wing, Shastri Bhavan, New Delhi- 110001.

Applications received after the last date i.e. 15.07.2008 and incomplete applications (without requisite documents) will not be considered.

## **15. CENTRAL SECTOR SCHOLARSHIP SCHEME OF TOP CLASS EDUCATION FOR SC/ST STUDENTS**

### **15.1 Background**

The Ministry of Social Justice & Empowerment & Ministry of Tribal Affairs had a re-look at the critical gaps in quality education and drafted a more liberal scholarship scheme in consonance with the budget speech, which can take care of the quality education for the SC/ST students. It was considered apt to provide the new window to cover the funding for quality education to SC/ST students up to degree/post degree level without any burden on the pupils or their family.

### **15.2 Objectives and Coverage**

- 15.2.1 The Scheme aims at recognizing and promoting quality education amongst students belonging to SC/ST, by providing full financial support. The scheme will cover SC/ST students for pursuing studies beyond 12th class.
- 15.2.2 The scheme will operate in all institutions notified by the Ministry of Social Justice and Empowerment & Ministry of Tribal Affairs.
- 15.2.3 The SC/ST students, who secure admission in the notified institutions, will be awarded scholarship to meet the requirements for (i)full tuition fee and non-refundable charges (there will be a ceiling of Rs. 2.00 lakhs per annum per student for private sector institutions and Rs. 3.72 lakhs per annum per student for the private sector flying clubs for Commercial Pilot Training),(ii) living expenses @ Rs. 2,200 per month per student subject to actual, (iii) books and stationery @Rs. 3000 per annum per student subject to actual and (iv) a latest computer with accessories like UPS, Printer, Multi-media limited to Rs. 45000 per student as one time assistance during the course. The Institute will procure computers and supply to the awardees. Alternatively, the Institute may also consider re-imbursement of expenses made by a student on purchase of the computer, limited to Rs. 45,000/- provided, the computer and accessories are procured from a reputed manufacturer/supplier.
- 15.2.4 The scholarship, once awarded, will continue till the completion of the course, subject to satisfactory performance.

### **15.3 Eligibility**

- 15.3.1 Those SC/ST students who have secured admission in the notified institutions according to the norms prescribed by the respective institutions will be eligible for the scholarship under the scheme to the extent of the number of scholarships allocated to the institutes concerned. In case the number of students admitted exceeds the number of awards, then the scholarship will be restricted to the top



ones in the inter-se merit list. The remaining students from SC/ST category admitted in the institute in different courses shall be eligible for the Post-Matric Scholarship (PMS) administered by this Ministry as a Centrally sponsored scheme, provided such students are otherwise eligible for the said scheme. In case, the institute finds that the number of eligible candidates in the 1<sup>st</sup> year are less than the number of scholarships allotted to it, the balance scholarships may be offered to students studying in 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year, etc. on the basis of inter-se merit of previous year's result giving priority to those with higher number of years left to complete their respective course i.e. 1<sup>st</sup> year student is to get priority over the 2<sup>nd</sup> year student and so on.

15.3.2 The total family income of the student from all sources should not exceed Rs.2.00 lakh per annum.

15.3.3 The scholarship will become payable immediately after a student has secured admission and has started attending the classes.

15.3.4 The scholarship will be terminated if the student fails to pass the final examination of each year or any terminal examination prescribed. He will, however, remain eligible for the Post-Matric Scholarship.

#### **15.4 Rates and the number of Scholarships**

There will be 5 awards available per Flying Club for Commercial Pilot License Course and 10 awards each for all other institutions for various courses of Engineering, LLB, Management, etc. The maximum limit of scholarships per institute can be increased subject to an overall capping of 1250 scholarships per year.

#### **15.5 Funding Pattern**

15.5.1 The Scheme will be funded by the Ministry of Social Justice and Empowerment on 100% basis and the funds shall be released directly to the institution concerned.

15.6.2 The funds may be released by the Ministry of Social Justice & Empowerment in a single instalment immediately after the admission.

#### **15.6 General Provisions**

15.6.1 The scholarship will become payable to SC/ST students only upon securing admission in any of the institutions notified by the Ministry of Social Justice & Empowerment.

15.6.2 The students, who are awarded the scholarship under the scheme, shall have to pursue the study in the respective institution on whole time basis.

- 15.6.3 With a view to ensure access of all students to the provisions of this scheme, the institute will incorporate the salient features of the scheme in the prospectus in addition to putting the same on the website of the institute. The institute will select the SC/ST students on the basis of merit and shall forward the applications of the eligible students in the prescribed proforma (Annexure-A for fresh students & Annexure-B for ongoing students) along with proof of admission and fee chargeable etc. to claim the scholarship. The Institute will not charge any fee, whatsoever, from the students.
- 15.6.4 After disbursement the institute will furnish an Utilization Certificate towards the amount received, which will include the signatures of the scholarship holders.
- 15.6.5 The performance of the SC/ST students covered under the scheme shall be monitored regularly by the Head of the respective institution and the same shall be reported, through a report card, to the Union Ministry of Social Justice and Empowerment at the end of each academic year.
- 15.6.6 The notified institutions shall submit progress reports of implementation of the Scheme to the Union Ministry of Social Justice and Empowerment from time to time, as required. 7.7 Any institution violating the provisions of the Scheme and/or instructions issued by the Government of India will be denotified.
- 15.6.8 In the event of denotification/deletion of any institution, the scholarship will continue to be available to the SC/ST students already admitted under the Scheme, if otherwise eligible, till completion of the course. However, no fresh seats will be allotted and funds released to such denotified institutes.
- 15.6.9 The general provisions of the General Financial Rules (GFR), 2005, will apply mutatis mutandis, and the institutions shall be bound by the general principles laid therein.

## **16. RAJIV GANDHI NATIONAL FELLOWSHIP (RGNF) FOR SCHEDULED CASTE/SCHEDULED TRIBE CANDIDATES**

### **Introduction**

The Rajiv Gandhi National Fellowship (RGNF) Scheme for Scheduled Caste and Scheduled Tribes is formulated and funded by Ministry of Social Justice & Empowerment and Ministry of Tribal Affairs. The scheme is open to candidates who belong to Scheduled Caste & Scheduled Tribe and wish to pursue higher studies such as regular and full time M.Phil. and Ph.D degrees in Sciences, Humanities, Social Sciences and Engineering & Technology. There are **1333** slots for Scheduled Caste and **667** slots for Scheduled Tribe candidates every year for all the subjects.

## **Objective**

The scheme has been initiated keeping in view the social background of the candidates for the deprived section of the society and to provide them opportunity to undertake advanced studies and research. The objective of this award is to provide fellowships in the form of financial assistance to students belonging to SC/ST to pursue higher studies leading to M.Phil and Ph.D degrees in Sciences, Humanities and Social Sciences and Engineering & Technology.

## **Target Group/Eligibility**

**Target Group:** SC/ST Candidates who have passed the Post Graduate examination in concerned subject and who desire to pursue research without JRF of UGC-NET or UGC-CSIR NET.

**Eligibility:** The candidate should belong to SC/ST and should have passed the Post **Graduate** examination. The selection will be made on the basis of merit of the candidates. The candidate must get himself/herself registered for M.Phil./Ph.D at the first available opportunity but not later than within a period of two years from the receipt of award letter. This period is not extendable. However, the actual payment of fellowship will be made with effect from the date of joining only.

## **Nature of Assistance Available under the Scheme**

The tenure of fellowship is initially for two years under the RGNF Scheme. Before expiry of this period, the work of the Fellow will be evaluated by a Committee of three members comprising of Head of the Department, Supervisor and one outside subject expert to be constituted by the concerned Department of the/University/Institution/College. If the research work is found satisfactory, his/her tenure will be extended further for a period of three years under the enhanced emoluments of the Rajiv Gandhi National Senior Research Fellowship (RGNSRF). The recommendation of the Committee shall be submitted to the UGC for up gradation to the level of RGNSRF. (**Annexure-VIII**). The work done and the time spent on scholarships or fellowships of any agency other than the UGC will not be taken into account while considering the proposals for enhancement in the value of fellowship. The fellowship may be withdrawn if the work is not considered satisfactory or the candidate fails in any of the examinations related to Ph.D.

In case the work for the first two years is not found satisfactory, an additional year will be given to him/her for improvement. However, during this period he/she will be designated as Rajiv Gandhi National Junior Research Fellow. In such cases work will be evaluated again before third year of the tenure, and if improvement is found, the Fellow will get two more years under the RGNSRF.

Thus, the total period of fellowship (RGNJRF and RGNSRF) is for five years, with no further provision of extension. **The candidate would be eligible for following financial assistance.**

<b>Fellowship</b>	@Rs.8000/-p.m. for initial two years @Rs.9000/-p.m. for remaining tenure	RGNJRF RGNSRF
<b>Contingency A</b>	@Rs.10000/-p.a. for initial two years @Rs.20500/-p.a. for remaining tenure	Humanities & Social Sciences
<b>Contingency B</b>	@Rs.12000/-p.a. for initial two years @Rs.25000/-p.a. for remaining tenure	Sciences, Engg. & Technology
<b>Departmental Assistance</b>	@Rs. 3000/- p.a. per student to the host institution for providing infrastructure	For all disciplines
<b>Escorts/Reader</b>	@ Rs. 2000/- p.m. in cases of physically handicapped & blind candidates	For all disciplines
<b>HRA</b>	As per rules of the University/Institutions	For all disciplines

### **House Rent Allowance**

Suitable single-seated hostel accommodation may be provided to RGNJRF candidate in the University/Institution/College. In case of non-availability, HRA as per rules of the university/institution/college will be paid to the Fellow subject to the submission of an HRA certificate through the Registrar/Director/Principal. Rajiv Gandhi National Junior Research Fellow provided with accommodation in a hostel recognized/maintained by the institutions may be reimbursed the hostel fee, excluding mess, electricity, water charges, etc. A certificate to this effect is to be furnished through the Registrar/Principal (**Annexure II**). If the fellow makes his/her own arrangements of accommodation, he/she may be entitled to draw HRA as per categorization of the cities by the Government of India. The fellow will submit a certificate for the purpose to the UGC for claiming HRA through the concerned University/Institution/College.

### **Medical**

No separate/fixed medical assistance is provided. However, the Fellow may avail of the medical facilities available in the University/Institution/College.

### **Leave**

The candidates are entitled for a maximum period of 30 days of leave in a year in addition to public holidays. They are not entitled to any other vacations. Women candidates are eligible for maternity leave of 135 days at full rates of fellowship once during the tenure of their award. In special cases Rajiv Gandhi National Junior Research Fellow may be allowed leave without fellowship by the Commission upto one academic year during the entire tenure of the award for

accepting teaching assignments on a temporary basis, provided the assignment is in the same city/town. In other cases, leave without fellowship will be restricted to a period not exceeding three months during the tenure of the award on the recommendations of the supervisor and the institution. The period of leave without fellowship will be counted towards the total tenure of the award. RGNJRF/RGNSRFs are advised to apply for leave through University/Institution/Colleges well in advance for the approval of the Commission.

### **Procedure for Applying for the Scheme**

Applications are invited in the prescribed format (**Annexure-I**) once in a year through advertisement in leading newspapers and Employment News. The same is also uploaded in the UGC Website [www.ugc.ac.in](http://www.ugc.ac.in). The selection is made on the basis of merit and as per the procedure of the Commission.

### **Procedure for Approval of the UGC**

Applications received will be scrutinized, and short listed by the Commission. The decision of the Commission will be final and binding. The Commission reserves the right to withdraw/cancel the award without assigning any reason. On completion of the above formalities, the Joining Report of the candidate, duly signed by the supervisor/head of department is to be sent to the UGC through the Registrar/Director/Principal. On receipt of the Joining Report and other required documents (**Annexure III**), the admissible grant for the first year will be released or the concerned university will be informed to release the grant from the funds already sanctioned by the Commission for this purpose.

### **Procedure for Release of Grant**

On receipt of UGC approval/award letter, the institutions may pay the fellowship amount to the fellows and meet expenses from the grants paid by the Commission for the purpose in accordance with the rules. For the release of subsequent installments of the grant, that is, fellowship, contingency and departmental assistance, etc., a Utilisation Certificate along with a statement of expenditure incurred may be sent to the Commission by the concerned University/Institution/College (**Annexure IV, V, VI and VII**).

### **Procedure for Monitoring the Progress of the Scheme**

1. The fellow will undertake full-time research work under the approved guide in a subject selected by him and approved by the university/selection committee.
2. The fellow shall present to the university, through his/her supervisor, half-yearly progress reports ending the month of June and December, and the university/institution/College will maintain a record of progress by obtaining the same.

3. If a fellow wishes to relinquish the fellowship during the tenure, it should be done with the prior approval of the University/Institution/college and the Commission. The fellow should also obtain prior permission of the University/Institution /College and Commission for appearing in any examination conducted by any University/Institution/College or public body.
4. The fellow shall not accept or hold any appointment, paid or otherwise, or receive emoluments, salary, stipend, etc. from any other source during the tenure of the award. The fellow, with the consent of the guide/head of department, may assist the University/Institution/college in its academic work, including tutorials, evaluation of test papers, laboratory demonstration work, seminar symposia, etc., provided such work is not likely to hamper the research programme on hand.
5. The fellowship may be terminated at any time without assigning any reasons and the Commission's decision in this regard shall be final and binding. No extension is permissible beyond the total period of five years and Awardee ceases to be a RGNJRF/RGNSRF immediately after expiry of the tenure.

### **Other Conditions**

The University/Institution/College shall admit the fellows under RGNF scheme for research leading to M.Phil. Or Ph.D. irrespective of the stipulated number of research students assigned to the Supervisor or the Department in the concerned subjects.

### **Transfer of Fellowship**

The Fellow will be permitted to transfer the fellowship from one university/Institution/ College to another University/Institution/College under special circumstances with prior approval of the UGC on the basis of “No Objection Certificate” from both Universities/ institution/College. However, the Fellow shall be relieved by the previous University/ Institution/College only after his accounts are settled and unspent balance if any, refunded to the UGC.

### **Cancellation of Award**

The decision of the UGC in regard to awarding the RGNF shall be final and no appeal would lie against any decision by the UGC in regard thereof. The fellowship is liable to cancellation, in case of:

- Misconduct
- Unsatisfactory progress of research work
- Candidate found ineligible later.

***Institute Guidelines:***

- The scholars are required to provide their Bank Account number for monthly transfer of fellowship.
- For claiming amount of contingency the scholar should submit an application along with original bills duly certified by the Research Guide.

**17. NTPC SCHOLARSHIPS SCHEME FOR SCHEDULED CASTE/ SCHEDULED TRIBE/PHYSICALLY CHALLENGED STUDENTS PURSUING FULL TIME MBA/PGDBM COURSE**

**17.1 Coverage**

17.1.1 All students belonging to Scheduled Caste/Scheduled Tribe/Physically Challenged categories pursuing 2 years full time MBA/PGDBM with specialization in Human Resource Management/Finance Management from specified institutions shall be eligible to apply for the NTPC Scholarships.

**17.2 Scholarship: Number, Amount, Duration and Commencement**

17.2.1 From the academic year 2003-04, it has been decided to award a total of 15 scholarships to eligible students as under:

Scholarship for SC students	: 5
Scholarship for ST students	: 5
Scholarship for Physically Challenged students	: 5

17.2.1.1 Physically Challenged students primarily of Ortho, Hearing and Visually challenged categories will be considered. However disability may be exchanged/substituted in case students from any particular disability is not available.

17.2.1.2 The no. of scholarships may be reviewed by NTPC Management from time to time.

17.2.2 The amount of scholarship shall be Rs.1500/- per month per student for a maximum period of 2 years.

17.2.3 The Scholarship Scheme shall commence for eligible students pursuing their second year studies in the academic year 2008-2009.

**17.3 Administration of the Scheme**

17.3.1 Nodal Agency: Corporate Welfare Group (NTPC) shall be the nodal agency for administering the scheme.

17.3.2 Corporate Welfare Group shall intimate details of the Scheme to the Head of Institutions requesting to forward two applications in each category i.e. SC/ST/PC.

- 17.3.3 Head of Institution may notify the Scheme appropriately among the eligible candidates including displaying on notice boards.
- 17.3.4 Head of Institution shall invite applications from eligible students pursuing studies in the academic year 2008-09 who have completed their 2 semester/1<sup>st</sup> year examination and whose results have been declared.
- 17.3.5 Eligible candidates may apply to the Head of Institution in the form enclosed at Annexure C accompanied by the following documents:
- 17.3.5.1 Caste certificate i.r.o. SC/ST students from prescribed Authority, in the prescribed format of Certificate. A list of authorities empowered to issue SC/ST Certificate is enclosed (Annexure-D).
- 3.5.2 Disability certificate i.r.o. Physically Challenged students issued by a medical board constituted by the Central/State govt. or the civil surgeon of a district hospital or medical superintendent of a Govt. hospital, indicating clearly the percentage disability. The students having disability more than 40% shall be eligible for this scholarship.
- 17.5.3 Character Certificate from Head of Institution.
- 17.3.5.4 Certificate of % of marks obtained in the 1st & 2nd semester/1st year examination duly attested by the Head of Institution. The base cut-off score shall be kept at 60% for eligibility.
- 17.3.6 It will be the responsibility of Institution to verify the Caste/Disability Certificate.

#### **17.4 Process of selection of candidates by Corporate Welfare Group**

- 17.4.1 Based on the applications received above, selection will be made by NTPC on the basis of performance of eligible candidates in the first & second semester/first year examination and any other criteria that may be decided by NTPC. Institutions, which do not offer percentage of marks, may be asked to furnish percentage equivalence.
- 17.4.2 Concerned Head of Institution shall be intimated by Corporate Welfare Group regarding the selected students along with cheques for payment to be handed over by concerned Head of Institution to the selected students.
- 17.4.3 Scholarship for the previous period (from month of admission to the month of announcement of the scholarship) shall be paid to the candidates in one lump sum. For subsequent months, scholarship shall be paid @ Rs.1500/- pm per student till the end of the course through post dated cheques. The institution will disburse the cheque at the beginning of each month to the student, till the end of academic session.



17.4.4 The NTPC Scholarship will be subject to continuous satisfactory performance and good conduct of the student during the course. Awardees of scholarship who fail to pass the subsequent semester and/or annual examination in the first attempt, and on indulging in any activity amounting to misconduct as per the rules and regulations of Institution shall be disqualified from continuance of receipt of the scholarship.

### **17.5 General**

17.5.1 That the candidate has availed Scholarship from NTPC for the duration of the course will not entail upon NTPC any liability for his/her employment.

17.5.2 Students in receipt of NTPC Scholarship will not be entitled to avail of any other scholarship/financial aid/stipend from NTPC or any other source whatsoever.

17.5.3 The decision of the Company with regard to award of scholarship, continuance and/or discontinuance, as the case may be, shall be final and binding.

17.5.4 NTPC reserves the right to alter, modify or withdraw the scheme at any point of time as considered necessary.

## **18. POST GRADUATE INDIRA GANDHI SCHOLARSHIP SCHEME FOR SINGLE GIRL CHILD**

### **Introduction**

It is observed that number of girls as against boys in certain states is declining which is a matter of great concern. The females are even coerced to give birth to male child. In such circumstances education of women needs to be used and effective means for their empowerment and education will prepare them to have a control over their lives. The mindset which militates against the girl child could not keep pace with economic progress and literacy. The Govt. of India declared elementary education as a basic human right of every child. The Union Government of India has taken various steps to uplift the status of women by implementing various schemes including **free education for girls**.

In order to achieve and promote girls education, UGC has introduced a Post Graduate Indira Gandhi Scholarship for single girl child with an aim to compensate direct costs of girl education to all levels especially for such girls who happen to be the only girl child in their families.

### **Objectives**

The objectives of the proposed scheme are:

- (a) to support post graduate education of single girl child in **non-professional courses only**.
- (b) to recognize the value of observance of small family norm.

## **Target Group and Eligibility**

### ***Target group:***

The girl students who are admitted to various non-professional PG courses in Universities/Colleges and happen to be the only girl child in the family.

### **Eligibility**

Any single girl child of her parents. In a family if one son and one daughter is available then girl child will not be considered for scholarship under the scheme.

**The scheme is applicable to such a single girl child who has taken admission in regular, full-time 1st year Masters Degree course in any recognized university or a post graduate college. This scholarship is available to the student for first PG Degree only. Admission to PG Course in Distance education mode is not covered under the scheme.**

### **Age**

Girl students up to the age of 30 years at the time of admission in PG courses are eligible.

### **Nature of Assistance Available under the Scheme**

- The number of slots for scholarships available under the schemes are 1200 per year.
- It is expected from the institutions where student has taken admission in the first year PG course, no tuition fees will be charged by the institute from girl students to pursue PG degree course in Universities/Colleges/Institutions covered under Sections 2(f) and 12(B) of UGC Act.
- the value of Scholarship is Rs. 2,000/- p.m for a period of two years only (10 months in the year) i.e. duration of a PG course.
- No other additional grant will be payable in lieu of hostel charges and medical charges etc.

### **Procedure for Monitoring**

- The Universities/Colleges/Institutions will submit a certificate of completion of the post graduate course in respect of each student availing this scheme.
- The Universities/Colleges/Institutions will submit their utilization certificate of each student availing this scheme. The grant for second year will be released on the receipt of Utilization certificate for grant of first year.
- Students desirous of leaving the studies mid-way without completing post graduate degree will have to take prior approval from the UGC by submitting an application along with the justification through the concerned Universities/Colleges/Institution.

- Any student who discontinues the studies without prior approval of the UGC will have to refund the whole amount **through DD drawn in favour of Secretary, UGC and concerned Institution will be responsible for this.**
- No extension is permissible beyond two years.
- The student who is awarded Post-Graduate Indira Gandhi Scholarship will not be debarred from accepting any other scholarships. The candidate is entitled for only one scholarship either PG Merit scholarship for University Rank Holder or Indira Gandhi PG Scholarship for Single Girl Child.
- The Universities/Colleges/Institutions shall submit annual progress report of each student availing the scheme along with the utilization certificate.

### **Cancellation of Scholarship**

*UGC may terminate scholarship of any student in case of:*

- (a) Misconduct of the awardees, if any, reported by the University/College/Institution.
- (b) Unsatisfactory progress report (i.e. if the candidate scores less than 60% marks in the first year of Master's programme)
- (c) Candidates being found ineligible at a later date shall face the penal action and will also be liable to refund the entire scholarship amount paid.

### **Documents to be Submitted**

1. The candidate is required to submit an application (Annexure – I) indicating name, address, date of birth, UG certificate, Percentage of marks;
2. Proof of admission to Ist Year Master's degree course in a recognized Indian University covered under Section 2(f) and 12(B) of UGC Act.
3. An affidavit from the student/parent duly attested by SDM/First Class Magistrate/Gazetted Officer (not below the rank of Tahsildar) mentioning that she is the only child in the family (Annexure-III)
4. A certificate from the College/University where student have taken admission to first year PG Course in the current academic year (Annexure-II).

### **Certificates to be Submitted by the Concerned University/Institutions to the UGC**

Every year University/Institution will submit a compiled statement for the following:

- (a) Statement giving the names of the students selected for the scholarship along with their bank account details.

- (b) Progress Report to be submitted after the completion of first year of the award giving percentage of marks obtained by the candidates
- (c) Utilization certificate.

## **19. POST GRADUATE MERIT SCHOLARSHIP SCHEME FOR UNIVERSITY RANK HOLDERS AT UNDER GRADUATE LEVEL**

### **Introduction**

Higher Education has had played a very vital role in the history of nation building all over the world. It is amply clear that no rise in general standards of living and culture is possible without strengthening the higher education system in the country. It obviously calls for a multi-pronged strategy. There is a need to modernize our higher education system, and equally important to continuously attract young and talented students to pursue higher education. It is being increasingly observed that the brighter lot is not pursuing Post-Graduate education in our institutions of higher learning. To emerge as a powerful nation, there is an urgent need to bring in talented boys and girls in the fold of Post-Graduate education by way of providing them good incentives in the form of scholarships. The UGC, therefore, introduced a Post-Graduate Merit Scholarship Scheme for University rank holders both in General and Honours Courses at Undergraduate level.

The scholarship may be tenable **for a period of two years to enable the rank holders of each university at undergraduate level to pursue their Master's Degree.** All universities/degree awarding institutions would be required to issue rank certificates to the toppers of the university (**not at college level**) both in General and Honours Courses namely B.A., B.Sc., and B.Com. The purpose of this scheme is to attract talent for pursuing post graduate studies besides strengthening the basic subjects – General as well as Honours, at Undergraduate level. The awardees, under this scheme, can pursue their Postgraduate programme in any area of specialization in any institution of higher learning in the country.

### **Objectives of the Scheme**

The objectives of the scheme are:

- to promote and nurture talent
- to reward meritorious students with outstanding performance at the Under graduate level for pursuing postgraduate studies.
- to Promote study in **basic subjects** both General as well as Honours at undergraduate level. Professional courses are not covered under the scheme.
- to build up academic excellence at postgraduate level across the colleges and universities in the country.

### **Eligibility/Target Group**

- While in General Course the First and Second Rank holders at UG level and admitted in any Postgraduate Course would be awarded the scholarship. In Honours Courses the scholarship would be awarded only to the First Rank holders. These awardees will have to submit the proof of their merit position at undergraduate level as well as their admission in postgraduate courses.
- The scholarship would, however, be subjected to securing a minimum of sixty per cent marks at undergraduate level.
- The scheme is applicable to such students who have taken admission in regular, full-time Master's Degree course in any recognized university or a post graduate college.
- The scholarship is available to the student for first PG Degree only. Age limit for the students is 30 years at the time of admission in PG course.
- Distance mode of education is not covered under the scheme.

Following subjects have been identified for the award of scholarships who have passed at Undergraduate level:

#### **Sl. No. Subjects**

- |    |   |
|----|---|
| 01 | B.Sc. (General) (Common for all subjects) |
| 02 | B.A. (General) (Common for all subjects)  |
| 03 | B.Com. (General)                          |
| 04 | B.Sc. (Botany) (Hons.)                    |
| 05 | B.Sc. (Chemistry) (Hons.)                 |
| 06 | B.Sc (Mathematics) (Hons.)                |
| 07 | B.Sc (Physics) (Hons.)                    |
| 08 | B.Sc (Statistics) (Hons.)                 |
| 09 | B.Sc (Zoology) (Hons.)                    |
| 10 | B.A (Economics) (Hons.)                   |
| 11 | B.A. (English) (Hons.)                    |
| 12 | B.A (Geography) (Hons.)                   |
| 13 | B.A (Hindi) (Hons.)                       |
| 14 | B.A (History) (Hons.)                     |
| 15 | B.A (Philosophy) (Hons.)                  |
| 16 | B.A (Political Science) (Hons.)           |
| 17 | B. A(Psychology) (Hons.)                  |
| 18 | B.A (Sanskrit) (Hons.)                    |
| 19 | B.A (Sociology) (Hons.)                   |
| 20 | B.A (Urdu) (Hons.)                        |
| 21 | B.Com (Hons.)                             |

Other combinations of subjects are not covered. Before forwarding applications students/Universities may kindly ensure that application satisfy all norms as per guidelines. Applications received for other than the above mentioned subjects will be summarily rejected.

### **Number of Scholarship and Tenure of Scholarship**

- The total number of scholarships in the first academic year would be 1800 per year for General Courses and 575 for Honours Courses. **The duration of the scholarship will be two years only.** The tenure of the scholarship will not be extendable beyond two years, under any circumstances.
- The rank holders would be considered only from those universities (including affiliated colleges) wherein at least 1000 students have appeared in the examination in the General courses and 100 in Honours courses at undergraduate level in the aforesaid programmes.
- Degrees awarded by autonomous college are not covered, but these are to be included in the affiliating university and a common ranking is to be indicated

### **Monitoring/Operation of the Scheme**

The Scholarship will be awarded by the UGC and will be informed to the concerned Universities and awardees pursuing Master's programmes. The selection will be purely merit based. The awardees will be issued a bank card through which he/she could withdraw the amount of scholarship on the last day of each month.

### **Financial Assistance under the Scheme**

- The financial assistance for the scheme will be provided by the UGC to all the eligible universities/institutions which are under Section 2(f) and 12(B) of UGC Act. The Universities in turn will be responsible to submit all documents such as Statement of Expenditure and Utilization Certificate etc. to the UGC to settle the accounts.
- Each awardee, under the scheme, will be provided a scholarship of Rs. 2,000/- p.m. for a period of two years (i.e. 10 months in a year). The second year grant will be released after receiving Utilization Certificate and statement of expenditure along with the progress report of the first year.
- No other additional grants will be payable in lieu of hostel charges and medical charges etc.

### **Other Conditions**

- The student who is awarded Post-graduate Scholarship will not be debarred from accepting any other scholarship. But candidate is entitled for only one

scholarship either PG Merit Scholarship for University Rank Holder or Indira Gandhi PG Scholarship for Single Girl Child.

- Students desirous of leaving the studies mid-way without completing the PG degree will have to take prior approval from the UGC by submitting an application along with justification through the concerned university.
- Any student who discontinues studies without prior approval of the UGC will have to refund the whole amount and the concerned institution will be responsible for this.
- The university/college/institution has to submit a certificate of completion of the PG course in respect of each student availing this scholarship.
- No extension is permissible beyond two years.

### **Cancellation of Scholarship**

The UGC may terminate the scholarship of any student in case of:

- (a) Misconduct of the awardee, if any, reported by the University/Institution.
- (b) Unsatisfactory progress report (i.e. if the candidate scores less than 60% marks in the first year of Master's programme)
- (c) Candidates being found ineligible at a later date shall face the penal action and will also be liable to refund the entire Scholarship amount paid.

### **Documents to be Submitted**

- The candidate is required to submit an application in the prescribed format (Annexure-I) indicating name, address, date of birth, UG certificate, % of marks at UG level
- Attested copy of university undergraduate-degree
- Matriculation certificate
- Rank certificate from the university (not for autonomous college) (Annexure-III)
- A verification certificate by the institute where, students has taken admission to Ist Year P. G. Course. (Annexure II)

### **Certificate to be Submitted by the Concerned University/Institution to the UGC**

Every year University/Institution will submit a compiled statement for the following:

- (a) Statement giving the names of the students selected for the scholarship along with their bank account details
- (b) Progress Report to be submitted after the first year of the award giving percentage of marks obtained by the candidates
- (c) Utilization certificate.

## 20. SAMPLE FORMAT OF CASTE CERTIFICATE

### FORM OF CASTE CERTIFICATE TO BE PRODUCED BY THE CANDIDATES BELONGING TO SC/ST CATEGORIES

Form of Certificate as prescribed in M.H.A,O.M. NO.42/21/49-N.G.S., dated 28-1-1952 as revised in Dept. of Per.& A.R., Letter No.36012/6/76-Estt.(S.C.T.), dated 29-10-1977, to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of his claim.

### FORM OF CASTE/TRIBE CERTIFICATE

This is to certify that Shri/Shrimathi\*/Kumari\* \_\_\_\_\_  
Son/daughter\* of \_\_\_\_\_ of village/town\*  
\_\_\_\_\_ in District/Division\* \_\_\_\_\_ of  
the State/Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_  
Caste/ Tribe\* which is recognized as a Scheduled Caste Scheduled Tribe\*

Under:

The Constitution (Scheduled Castes) Order, 1950.

\*The Constitution (Scheduled Tribes) Order, 1950.

\*The Constitution (Scheduled Castes) (Union Territories) Order, 1951.

\*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

(As amended by the Scheduled Castes and Schedules Tribes Lists (Modification Order) 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Schedules Tribes Orders (Amendment) Act, 1976.)

\*The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

\*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;

\*The constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

\*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

\*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

\*The Constitution (Uttar Pradesh, Scheduled Tribes Order, 1967;

\*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;



\*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;]

\*The Constitution (Nagaland) Scheduled Tribes Order, 1970; \*The Constitution (Sikkim) Scheduled Castes Order, 1978; \*The Constitution (Sikkim) Scheduled Tribes Order, 1978; \*The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989. \*The Constitution (Scheduled Castes) Order (Amendment) Act, 1990. \*The Constitution (Scheduled Tribes) Order Amendment Act, 1991. \*The Constitution(Scheduled Tribes) Order Second Amendment Act,1991.

2. \*\*This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimathi\* \_\_\_\_\_ father/mother\*of Shri/Shrimathi/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* in the State/Union Territory\* \_\_\_\_\_ issued by the \_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Shrimathi\*/Kumari\* \_\_\_\_\_ and/or\* his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* of the State/Union Territory\* of \_\_\_\_\_

Signature \_\_\_\_\_ Designation \_\_\_\_\_

(With seal of office) State/  
Union Territory

Place \_\_\_\_\_ Date \_\_\_\_\_

**Note:-** The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

***Please delete the words which are not applicable.***

***\*\* Applicable in the case of SCs, STs persons who have migrated from one State/UT (Employment News 9/92).***

**FORM OF CERTIFICATE TO BE PRODUCED BY  
THE OTHER BACKWARD CLASSES APPLYING FOR  
ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs),  
UNDER THE GOVERNMENT OF INDIA**

This is to certify that \_\_\_\_\_, son/daughter  
of \_\_\_\_\_, of village \_\_\_\_\_  
District/Division \_\_\_\_\_ in the State belongs to \_\_\_\_\_  
the \_\_\_\_\_ community which is recognized as a Backward  
Class in under following resolutions of Government of India, Ministry of Welfare:

- \*(i) Resolution No.12011/68/93-BCC (C), dated the 10<sup>th</sup> September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 186, dated the 13<sup>th</sup> September, 1993.
- \*(ii) Resolution No.12011/9/94-BCC, dated the 19<sup>th</sup> October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20<sup>th</sup> October, 1994.
- \*(iii) Resolution No.12011/7/95-BCC, dated the 24<sup>th</sup> May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25<sup>th</sup> May, 1995.
- \*(iv) Resolution No.12011/44/96-BCC, dated the 6<sup>th</sup> December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11<sup>th</sup> December, 1996.
- \*(v) Resolution No. 12011/96/94-BCC dated 9/03/96.
- \*(vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- \*(vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- \*(viii) Resolution No. 12011/68/98-BCC dated 27/12/99.
- \*(ix) Resolution No. 12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- \*(x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- \*(xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- \*(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- \*(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- \*(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- \*(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

\*Shri \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State. This is also to certify that he/she does not belong to the persons/sections(Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No.36012/22/93-Estt.(SCT), dated 8-9-1993 which is modified vide OM No. 36033/3/3004 Estt. (Res) dated 09/03/2004.

District Magistrate Deputy Commissioner, etc.

Dated: \_\_\_\_\_

SEAL

\*Strike out whichever is not applicable **N.B.**

- (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.
- (b) The authorities competent to issue caste certificates are indicated below:-
- i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).
  - ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
  - iii) Revenue Officer not below the rank of Tehsildar; and
  - iv) Sub-Divisional Officer of the area where the candidate and/or his family resides

#### MEMBERS OF SC/ST STANDING COMMITTEE

Prof. S. Parasuraman	Director and Chairman
Prof. G.G. Wankhede	Liaison Officer (SC/ST Cell)
Dr. Neela Dabir	Registrar and Member
Prof. Vimla Nadkarni	Member
Prof. A. Ramaiah	Member
Prof. Arvind Tiwari	Member
Dr. H. Beck	Member
Mr. D.K. Shetty	Member

#### CONTACT PERSONS

Mr. Gaurishankar Kamble	Section Officer E-mail: gskamble@tiss.edu Mobile: 9833 686192
Ms. Jitkaur L. Golait	Assistant (Statistics) E-mail: jitkaur@tiss.edu