

AMITY UNIVERSITY HARYANA, GURGAON

REGULATIONS ON SCHOLARSHIPS, AWARDS, MEDALS & SPECIAL AWARDS

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1. PREAMBLE

The present set of rules and regulations are called the Regulations on Scholarships, Awards, Medals and Special Awards.¹ These regulations are framed to give effect to the direction as specified in Clause 36(2) of Haryana Private University Act 2010, providing for scholarship to the students of Haryana Domicile on Merit-cum-Means basis, and also to give effect to the spirit enunciated in Clause 4(2) (b) (xv) and Clause 12 of First Statutes of AUH.

2. DEFINITION

SCHOLARSHIP: Scholarships shall include all types of fee exemptions / free ships / fee discounts unless otherwise specifically excluded.

3. SCHOLARSHIPS AS PER CLAUSE 36(2) OF HARYANA PRIVATE UNIVERSITY ACT 2006 (As amended vide HARYANA PRIVATE UNIVERSITY ACT 10 of 2010).

A. Scholarship as per Section 36(2) of Haryana Private Universities Act 2010 shall be provided to the students of Haryana Domicile on the basis of Merit cum Means in the following manner: -

i. 25% of the total students or less, who are of Haryana Domicile, shall be provided Scholarship, on Merit-cum-Means basis as mentioned below:-

(a) One fifth of the students, calculated as per 3(a) above, (e.g. 5 out of 100 Haryana Domicile students admitted) shall be granted full fee exemption.

¹ Guideline approved vide XXth Executive Council meeting held on YYth ZZZZ 201W (Item No. AA.BB)

(b) Two fifth of the students, calculated as per 3(a) above, (e.g. 10 out of 100 Haryana Domicile students admitted) shall be granted 50% fee exemption.

(c) Balance Two fifth of the students, calculated as per 3(a) above, (e.g. 10 out of 100 Haryana Domicile students admitted) shall be granted 25% fee exemption.

B. Eligibility:

Students submitting proof of Haryana domicile / residence of permanent nature and proof of income on the date announced from time to time shall be eligible for consideration of scholarship as per regulations made herein. Since the Act stipulates that the scholarship is to be based on Merit cum Means, students whose annual family income from all sources is less than Rs. 400,000/- will only be eligible.

C. Grant of Scholarship:

(i) These scholarships will be granted in the first year of admission. The eligibility, out of Haryana Domicile students, will be established on the basis of merit on completion of admission process. The admission department will declare admission closed and send a list of students containing detailed information to the Registrar. The Registrar will prepare a list of students from Haryana state; arrange them in order of merit and pick up meritorious students equal to 25% of the total enrolled students from Haryana (Domicile only)

(ii) Students whose annual family income, from all the sources, is more than 400,000/- shall be excluded from the list

(iii) Students getting any other type of scholarship will be altogether excluded from this list.

D. Continuation of Scholarship:

- (i) This list of students getting scholarship under this category shall be reviewed every year. Students not maintaining their academic performance will be relegated to the lower category or deleted altogether from the list, if no further category is available.
- (ii) If a student of Haryana Domicile category who was not getting any scholarship achieves grades, which are better than grades of students who are included in the list then he / she will be included in the list at appropriate level but last student in that category will be relegated to next lower level or removed from the list if no further level is available. This is done to keep total number of the awardees within the limit set by the Act and also to give justice to the students.

E. Withdrawal of Scholarship:

The scholarship shall be withdrawn under the following circumstances.

- i. Under the circumstances mentioned at para “D (ii)” above.
- ii. If a student is debarred in any of the papers on any grounds.
- iii. If a student is unable to pass all the papers in one attempt at the end term examination.
- iv. If a student is found involved in any of the indiscipline cases including but not limited to misconduct, misbehavior, gross indiscipline, ragging, use of drugs or narcotics etc, and has not been exonerated.
- v. If a student is caught using unfair means during an examination.

4. SCHOLARSHIP AT THE TIME OF ADMISSION:

The following scholarships shall be granted at the time of admission: -

A. For Under Graduate Programmes:

- i. 50% fee exemption to the students having scored such marks or percentage of marks / grades, in the qualifying exam, as may be prescribed from time to time
- ii. 100% fee exemption to the students having scored such marks or percentage of marks / grades, in the qualifying exam, as may be prescribed from time to time.

B. For Post Graduate Programmes:

- i. 20% fee exemption to the students having scored such percentile in CAT / MAT as may be prescribed from time to time (Applicable only at the time of admission. No continuation is permitted of this exemption).
- ii. 50% fee exemption to the students having scored such marks or percentage of marks / grades, in the qualifying exam, as may be prescribed from time to time.
- iii. 100% fee exemption to the students having scored such marks or percentage of marks / grades, in the qualifying exam, as may be prescribed from time to time.

C. Grant of Scholarship:

This scholarship shall be granted at the time of Admission. The admission department will obtain prior sanction of the competent authority for grant of Scholarship under the category as also prescribed level of Mark / Percentage of marks/ Percentile/ Grades. The admission department shall

then verify the mark sheets and ascertain the category under which a student falls.

D. Continuation of On-Admission Merit-Scholarship

This scholarship shall be continued in cases of those students, who maintain their performance at the similar or higher level. Continuation will be based on the performance in end-term examination, as in other cases, and category shall be governed by Clause 4 A or B for graduate and post graduate students respectively. At the end of a year, if a student is not able to maintain the required rank, the student will be eligible for the lower scholarship subject to fulfillment of other conditions laid down under these regulations. Promotion of scholarship from 50% to 100% is not allowed.

E. Withdrawal of On Admission scholarship.

This scholarship shall be withdrawn under following circumstances.

- i. The student is unable to pass all the examinations in the first attempt in the normal examination scheduled for her/his Programme.
- ii. The student is found to have adopted unfair means in examinations or has been debarred from appearing in the examinations.
- iii. During the currency of the scholarship, the Head of the Institution / Department reports that the student has been charged with misconduct, misbehavior, gross indiscipline, incident of ragging, use of drugs or narcotics etc. and if such misconduct is established.

5. MERIT-CUM-MEANS SCHOLARSHIP:

This scholarship shall be granted on completion of first year of education at AUH.

A. Eligibility: Students who are securing a CGPA of 8.8 and above and whose Annual Family Income is less than Rs 400000 will be eligible for this scholarship.

B. Amount of Scholarship: Scholarship will be given @ of 50% of fee.

C. Number of scholarships: The number of scholarship will be decided as per norms mentioned below: -

i. Where the number of students in the Programme and year are up to 90: 1 Scholarship

ii. Where the number of students in the Programme and year are 91 to 180: 2 Scholarships

iii. Where the number of students in the Programme and year exceed 180: 3 Scholarships

D. As a general rule no student shall be awarded two scholarships at the same time.

E. Procedure for Grant of Merit-cum-Means Scholarship

i. The Registrar will prepare list of meritorious students every year based on the result. The top two or three students will be asked to submit Annual Family Income certificate. The list will be filtered on the basis of Merit, Income certificate and number of students in the class. The list will be further scrutinized to weed out indisciplined students. The list so prepared will be presented to scholarship committee for its recommendations.

ii. The list so prepared, along with all supporting documents will be sent to HO for approval.

- F. Continuation of Merit-cum-Means Scholarship:** The continuation of merit-cum-means scholarship shall be subject to maintaining the standard of academic performance at equal or higher level by the awardees.
- G. Withdrawal of Merit-cum-Means Scholarship:** The following will be the circumstances warranting withdrawal of Merit scholarship:-
- i. CGPA of the recipient has gone below the minimum level prescribed for the grant of scholarship.
 - ii. The student is found to have adopted unfair means in examinations or has been debarred from appearing in the examinations.
 - iii. During the duration of the scholarship, the Head of the Institution/Department reports that the student has been charged with misconduct, misbehavior, gross indiscipline, incident of ragging, use of drugs or narcotics etc. and if such misconduct is established.
 - iv. The student has failed in any paper in the end term examination though still securing CGPA at or better than the level prescribed.
 - v. The student fails to produce current income certificate.

6. TO EX-AMITY STUDENTS OBTAINING ADMISSION IN AUH

A 10% fee exemption per semester is accorded to the students who have passed out from any of the Amity Institutions. If student falling under this category is also eligible for other scholarship (eg. merit scholarship, SC / ST scholarship etc.). This discount is available to the students irrespective of their performance.

Exceptions:

In case there is a gap of one year or more between passing the qualifying exam & seeking admission in Amity University Haryana, this discount will not be granted.

This discount is available only in the first year.

7. SPECIAL SCHOLARSHIPS.

Scholarships under this category broadly will cover following types of scholarships for which no specific provisions have been made under the rules indicated above.

- A. Special Talent Scholarships
- B. Academic Enhancement Scholarships
- C. Special Category Scholarships
- D. Scholarships to the Wards of Amity Employee: 33% fee discount to the students whose parents is / are working in Amity for more than a year. The discount will be applicable from the semester beginning immediately after the semester in which one year is completed and will cease on discontinuance of employment with Amity for whatsoever reason.

A detailed proposal in each individual case specifying the category, under which the case falls, will be put up to the Chancellor through Vice Chancellor/Pro Vice Chancellor. The proposal shall be supported with documentary proofs. The quantum, frequency of the scholarship shall be decided by the Chancellor.

8. GENERAL CONDITIONS

- A. If at the time of determining the number of scholarships, it is observed that more than one student has a tie (i.e. the same highest CGPA), the scholarship amount admissible will be equally shared among all such students having the same rank.
- B. The amount of scholarship shall be paid to the student as soon as it is approved by the competent authority. In all likelihood, it will be adjusted

against the tuition fee and other charges, if any, due and payable by her/him to the University.

- C. Under no circumstances a student shall be awarded more than one scholarship.

9. SCHOLARSHIP AWARD COMMITTEE

- A. The Composition of Scholarship Award Committee will be as under:

- i. Nominee of the Chancellor Chairperson
- ii. Pro Vice Chancellor
- iii. One of the Heads of Institutions nominated by the Vice Chancellor
- iv. Dean of Students Welfare
- v. Finance Officer
- vi. The committee may invite any other faculty/officer to be a part of the committee as special invitees.

- B. The tenure of nominated members of the Scholarship Award Committee will be for two years.
- C. The recommendations of the Scholarship Award Committee will be placed before the Board of Management for approval.
- D. The approval for grant /renewal of the Scholarship or otherwise will be communicated by the Registrar to the concerned Head of Institution, the student, the Finance Officer and the Controller of Examinations.

10. MEDALS & SPECIAL AWARDS

- A. **MEDALS:**

The University shall institute:

- i. Gold Medals to the toppers in each Programme
- ii. Silver Medals to students who secure second position in each Programme
- iii. Bronze Medals to those students who secure third position in each Programme.

B. CITATIONS:

The University shall award citations to the winners of Medals.

C. TROPHY (Best all- Round Student):

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

D. TROPHY (Best all-Round Student of the University):

A trophy will be awarded to a student who is adjudged overall best student among all Programme, courses and streams.

E. CERTIFICATE:

The University shall award Certificates to the students on various traits/performance/achievements on the basis of actual number of students in a Programme as under:

- | | | |
|------|-------------------|---------------|
| i. | Upto 30 | = up to Two |
| ii. | Between 31 & 120 | = up to Three |
| iii. | Between 121 & 180 | = up to Five |
| iv. | Exceeding 180 | = up to Seven |

11. CRITERIA FOR DETERMINATION OF TOPPERS FOR SCHOLARSHIPS AND AWARDS

- A. Toppers would be those who have secured the highest aggregate of CGPA in the Programme in which they are awarded the qualification in first attempt.
- B. The candidate should not have repeated any course for achieving highest aggregate and should not have any disciplinary/misconduct case during the course of her/his studies, in the University.
- C. First attempt would mean, the concerned student should appear and qualify in the examinations when scheduled during the normal semester/course. If a

student does not appear in the examination during the normal schedule but rather appears for the same subsequently when the examinations are conducted for next batch of students, he/she will not be eligible for scholarships and/or awards.

AMITY UNIVERSITY
HARYANA

APPLICATION FORM FOR MERIT-CUM-MEANS SCHOLARSHIP

1. Name of Student: _____
2. Programme _____
3. Enrolment No. _____ 4. Roll No. _____
5. Year of Admission _____
6. Name of the Institution/Department _____
7. Personal Particulars:
- a. Mother's Name _____
- b. Father's Name _____
- c. Address of Communication _____
- d. Phone No. _____ e-mail _____
- e. Occupation of Father _____ Mother _____ Guardian _____
8. Total annual income of the family Rs. _____ (Rupees _____)

(Please attach documentary evidence testifying total annual income of family only in case of Merit-Cum-Means Scholarship. The evidence can be issued by a competent authority like Tehsildar or Magistrate, Hon'ble member of Legislative Assembly, High Court Judge etc.)

9. Past Performance Record: (in chronological order from minimum qualifications onwards required for admission):

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

Note: Enclose certified copies of Grade Sheets for examination of AUH.

10. Are you in receipt of any financial assistance, scholarship/award? If so, please intimate the source/agency, the amount and other details thereof _____

11. Justification for applying for Merit-Cum-Means Scholarship _____

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

Signature of Parent

Date_____

Signature of Student

13. Recommendations of the Head of Institutions/Department

- a) I have verified the details given by the student.
- b) The student is eligible for award of _____Scholarship/Medal
- c) The student may be sanctioned a scholarship of Rs. _____
- d) The student is not eligible for award of _____ for the reasons mentioned below: _____

Date_____

Signature of HOD/HOI

14. Recommendations of Proctor & Dean of Student Welfare.

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

Date_____

15. Recommendations of Scholarship Awards Committee (in the case of Merit-cum-Means Scholarship):

- a) The Student is eligible for Merit-Cum-Means Scholarship on the following grounds(s): _____
- b) The student is eligible for Merit-Cum-Means Scholarship. An amount of Rs. _____ is recommended for academic session _____

Member

Member

Chairman

16. Sanction by the Vice Chancellor:

Sanctioned Rs. _____ for academic session _____

Vice Chancellor/Pro Vice Chancellor

Finance Officer

Registrar

Date: _____