



Government Of India

GUIDELINES
POST MATRIC SCHOLARSHIPS
TO THE STUDENTS BELONGING TO
SCHEDULED CASTES
FOR STUDIES IN INDIA
(2020-2021 to 2025-26)

GOVERNMENT OF INDIA
MINISTRY OF SOCIAL JUSTICE &
EMPOWERMENT
Department of Social Justice & Empowerment
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SCHEME OF POST MATRIC SCHOLARSHIPS
TO THE STUDENTS BELONGING TO SCHEDULED CASTES FOR

STUDIES IN INDIA (PMS-SC) (With effect from 2020-2021)

1. Objective

1.1 The objective of the scheme is to appreciably increase the Gross Enrolment Ratio of SC students in higher education with a focus on those from the poorest households, by providing financial assistance at post-matriculation or post-secondary stage to enable them to complete their education.

2. Scope

2.1 These scholarships are available for studies in India only and the awardees are selected by the State Government/Union Territory to which the applicant actually belongs (i.e. the State/UT in which permanently settled or domiciled, as per the terms of domicile decided by the State).

2.2 This is applicable to all the students who are currently beneficiaries of the scheme as well as fresh admissions.

3. Definitions

a) "**Group 1: Degree and Post Graduate level professional courses**" shall mean: all Professional courses in Medicine, Engineering, Technology, Planning, Architecture, Design, Fashion Technology, Agriculture, Veterinary & Allied Sciences, Management, Business Finance /Administration, Computer Science/ Applications (ii) Post Graduate Diploma courses in various branches of Management & Medicine(iii) C.A./I.C.W.A./C.S./I.C.F.A. etc. (iv) M.Phil., Ph.D. and Post-Doctoral Programmes (D.Lit., D.Sc. etc.) of Group I, Group II and Group III courses.(v) L.L.B, Integrated L.L.B, L.L.M

b) "**Group 2: Other Professional Courses leading to Degree, Diploma, Certificate**" shall mean all Professional Courses leading to Degree, M Ed. / M. Pharma., Diploma, Certificate in areas like Pharmacy (B Pharma.), Nursing(B Nursing), BFS, other para-medical branches like rehabilitation, diagnostics etc., Mass Communication, Hotel Management & Catering, Travel/Tourism/Hospitality Management, Interior Decoration, Nutrition& Dietetics, Commercial Art, Financial Services (e.g. Banking, Insurance, Taxation etc.) for which entrance qualification is minimum Sr. Secondary (10+2) and

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Vocational stream, ITI courses and Polytechnic where entrance qualification is Class XII or above.

c) "**Group 3: Graduate and Post Graduate course**" shall mean: courses not covered under Group 1& Group 2 e.g. B.A / B.Sc. / B.Com etc. M.A/ M. Sc./ M.Com etc.

d) "**Group 4: All post-matriculation (Post Class X level) non-degree courses**" shall mean: All post-matriculation level non-degree courses for which entrance qualification is High School (Class X), e.g. Senior secondary certificate (class XI and XII); both general and vocational stream, ITI courses, 3 year diploma courses in Polytechnics, etc.

Note: The list of courses in various groups is indicative and States/UTs may add courses as per laid down standard in the State/UT.

e) "**Compulsory non-refundable fees**" shall mean: fee payable for enrolment/registration, tuition, games, Union, Library, Magazine, Medical Examination and such other fees compulsorily payable by the scholar to the institution or University/ Board, but does not include Refundable deposits like caution money, security deposit will, however, be excluded.

f) "**Demand**" for a year indicates the total fund requirement for release of scholarship to all eligible students under the scheme as per the entitlements for that **particular year**.

g) "**Freeship Card**" shall mean: A card issued by the State Govt./UT Administration that entitles a student eligible for scholarship under this Scheme, to take admission in an institution, without pre-payment of tuition fee and hostel fee.

4. Eligibility of Educational Institutions

4.1 Only such educational Institutions which maintain the laid down academic standards shall be covered under the scheme. The following conditions regarding the courses offered, performance of the institution, Aadhaar based attendance system are also required to be adhered to by the Institutions/Universities/Colleges in order to be eligible under the scheme:

- i. Only Institutions/Colleges with the 'AISHE Code'/UDISE' Code' shall be eligible for the scholarship scheme. Based on the AISHE/UDISE-Code of the institution, all details of the institution such as - registration, affiliation and accreditation, courses being offered and number of seats approved for each course - will be pulled from the AISHE/UDISE server on to the scholarship portal automatically.

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- ii. All participating higher education institutions shall get NAAC/NBA accreditation before 2024, for continuation in the scheme from 2025-26 onwards.
- iii. The scholarship benefits shall be linked with Aadhaar based attendance system. Therefore, the college/institution will maintain Aadhaar based attendance on a daily basis and will submit attendance details on the portal.
- iv. The institutions will submit half-yearly self-audited reports to the State Governments in a prescribed format which shall be separately issued.
- v. The institutions should be willing to honour the FREESHIP CARD issued by the State/District Authority through the scholarship portal and admit the student without insisting on pre-payment of the college/tuition fee or hostel fee. This would be paid by the student on release of the scholarship amount by the Government as per the provisions of this scheme. In this regard, the State Governments will coordinate with the institutions located in their respective States.

4.2 Scholarships will be given for the study of all recognized post-matriculation or post-secondary courses (Intermediate/Senior Secondary, Diploma, long-term Vocational Training Certificate, Graduate, Post Graduate courses etc.) pursued in recognized Institutions/ Universities/ Colleges falling in any of the following 9 categories:

- i. Institutions of National Importance;
- ii. Central University/ State University/ Autonomous colleges recognized by UGC and Universities /Colleges recognized under section 2(f) of UGC Act;
- iii. Deemed Universities;
- iv. All Private Universities recognized by State/Centre;
- v. Private Professional Institutions affiliated to a recognized Central/State University and covered by a Fee Fixation Committee as mandated by Supreme Court;
- vi. Recognized schools/colleges for Classes XI and class XII;
- vii. Diploma granting Institutions as recognized by State/UT Governments;
- viii. Vocational Training Institutes affiliated to National Council of Vocational Training (NCVT);
- ix. Institutions affiliated/ approved by the appropriate bodies like NMC/AICTE etc. or any regulatory body established by State/UT/Centre.

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Provided that where a particular number of seats for a particular course have been recognized / authorized by the concerned regulatory authority, the scholarships shall be restricted to those numbers and courses.

5. Conditions of Eligibility of Students

5.1 The scholarships are open to Nationals of India only.

5.2 Only those candidates who belong to Scheduled Castes so specified in relation to the State/Union Territory to which the applicant actually belongs /domiciled as determined by the State/UT and who have passed the Matriculation or Higher Secondary or any higher examination of a recognized University or Board of Secondary Education will be eligible.

5.3 Scholarships will be paid to the students whose parents'/guardians' income from all sources does not exceed Rs. 2,50,000/- (Rupees Two lakh Fifty thousand only) during the last Financial Year. Income certificate is required to be taken once only i.e. at the time of admission only to courses which are continuing for more than one year. The income certificate shall be issued by the Authority as decided by the State Government.

5.4 The ceiling on age limit for admission as regular student in different classes should be decided by concerned Institutions.

5.5 Candidates who, after passing one stage of education are studying in the same stage of education in a different subject e.g. Intermediate Science after Intermediate Arts or B.Com after B.A. or M.A in one subject after M.A in other subjects will not be eligible.

5.6 Students, who pursue their studies through correspondence/online courses, are also eligible. The term correspondence includes distant and continuous education for courses in Central/ State Universities only. Non-refundable fees shall be paid and no academic allowance will be paid.

5.7 All the children of any parent/guardian will be entitled to receive benefits of the scheme.

5.8 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 date 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

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books, equipment or for meeting the expenses on board and lodging in addition to the scholarship amount paid under this scheme.

5.9 All seats filled through arbitrary and non-transparent processes (including management quota, NRI quota, spot admissions etc.) without following the merit criteria as decided by the State Government are not eligible for these scholarships. The fees claimed against management quota seats, spot admission seat in any Institution /University will not be reimbursed. In case of any contradiction on the classification of seats or non-clarity on the classification of seats in the State/UT, the following criteria may be followed:

- i) If there is no arbitrariness/ discretion in the admission process and the fee for the course is fixed by the Fee Fixation/Fee Rationalization committee set up by the competent authority, the said seats may not be considered as the Management Quota Seats. However, the State Governments may satisfy themselves of the following before release of scholarships:
 - i. That the applicants claiming the scholarship have been admitted through a transparent process which involved calling of applications through advertisements, preparation of ranks, selection of candidates on merit list, and publication of selection list and others as deemed fit by the State Government;
 - ii. That the fees for courses are duly approved by the Fee Fixation/Fee Rationalization Committee set up by the competent authority.

5.10 Students shall be encouraged to have Aadhaar linked Bank accounts to facilitate payments through the Aadhaar Payment Bridge.

6. Role of the State Governments

6.1 Although many SC students have availed benefits under this scheme and have occupied high positions in the society, still the Gross Enrolment Ratio (GER) of SCs in higher education (23.0%) lags behind the national average (27.0%). It is the endeavour of the Government to raise the GER of SCs in higher education from 23.0 % to the national average in the next five years. Similarly, the GER in Senior Secondary education of SCs has to increase from the current 56% to the national average in the next five years. Towards this end, special focus of the implementing agencies is required to achieve the goal.

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6.2 All the SC students with annual income of up to Rs 2.50 lakh per annum would be eligible under the scheme. However, the State Government will additionally make special efforts to identify the poorest households from various sources and enroll the eligible students under the scheme in a mission mode. Further, these students would be monitored on regular basis so that they continue with their studies. Such students shall include (i) students from SC households with three or more deprivations as per SECC-2011 (ii) students from SC households where one or both the parents are illiterate and (iii) the students who have passed 10th standard from a State Government/ Municipality/Local Body school. In this regard, States/UTs will launch special campaigns to identify and cover such students.

6.3 States/UTs may adopt methodology suitable to the local conditions for identification of such students e.g. SC majority districts/blocks/villages may be taken first for identification of poorest students or students leaving class 10th or 12th class may be tracked in association with the education department or data emanating from other Central/State schemes indicating the dropouts rates or other sources as deemed fit. Every State Government shall undertake a campaign every year in March/April to identify such students and mentor them to enrol and avail scholarships. Such students will be helped for identification of courses also as per their skills.

6.4 Awareness drive shall be undertaken by the State Governments/UTs about the scheme through the Gram Panchayats Notice Boards, school committees, and discussions in the parent-teacher association meetings and other public awareness measures, in order to extend its coverage and also minimize any misuse by unscrupulous elements.

6.5 The States are required to take up identification of the students for fresh enrolment by taking up systematic drive covering all the higher secondary schools and encouraging the pupils who have dropped out after Class 12th to come back to higher education.

6.6 It is essential that the fresh enrolments to the extent possible are made in the courses which are having employment potential. For this purpose, the State may do an exercise in consultation with the Higher Education Department of the State Government, and the State Skill Mission for identifying courses which would improve the employment potential of the students. It is strongly advised that fresh enrolment may be made in these courses. Such skill courses should be long term courses with periodicity of at least 1 year and conducted by the institutions as per Para 4 of the scheme guidelines.

6.7. State Government will ensure that the beneficiary, at the time of admission, applies for the scholarship also. In this regard, the State Government may open facilitation centers

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or nominate a nodal officer in the educational institutions so that the entry into the student database for renewals and fresh admissions can be done in a stipulated timeframe.

6.8 The State Governments shall put in place a scholarship portal that has all features as prescribed in para 13 of these guidelines and share the data on a real-time basis with the Central portal.

6.9 The State/Central Government shall have robust monitoring systems, including field inspections, social audits, data analytics etc. so that timely payments are made to eligible beneficiaries.

6.10 States/UTs shall ensure that Fee Rationalization/Fixation Committees are set up for all courses.

7. Components of the Scholarship

7.1 The scholarship includes the following components for the complete duration of the course:-

- i. Compulsory non-refundable fees including tuition fee, as fixed by the Fee Fixation/Rationalization Committee of the State Government
- ii. Academic allowance

Category of courses	Yearly (in Rs)	
	Hostellers	Day Scholars
Group 1: Degree and Post Graduate level professional courses	13500	7000
Group 2: Other Professional Courses leading to Degree, Diploma, Certificate	9500	6500
Group 3: Graduate and Post Graduate courses not covered under Group I & Group II	6000	3000
Group 4: All post-matriculation (Post Class X level) non-degree courses	4000	2500

Note 1. Ten percent extra allowances shall be provided for Divyang students.

Note 2. Students pursuing C.A. /I.C.W.A. /C.S. /I.C.F.A. shall be treated as day scholars for the purpose of academic allowance. Students studying through correspondence/online courses shall not be eligible for academic allowance.

Note 3. The academic allowance as above shall be applicable from the year 2021-22. For the year 2020-21 the allowances as applicable under the earlier guidelines shall apply.

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7.3 The Academic Allowance will be linked with the Consumer Price Index Number for Industrial workers. The Annual increment will be applicable w.e.f. April of each year and will be based on Index for the period January-December of the preceding year. The first revision would be applicable w.e.f. April, 2022 and in this regard Department will issue separate orders on Annual basis.

7.4 The State Governments may, if they so decide, top up the academic allowance from their own resources.

8. Freeship Card and process for issue

8.1 All eligible students shall be entitled to take admission in the institutions without pre-payment of tuition fees and hostel fees as per the Scheme Guidelines. To enable this, a FREESHIP CARD will be issued by the State Government to the eligible students, as per procedure detailed below. This Freeship card shall make the student eligible to study in the institution without pre-payment of the fees, and on the condition that as and when amount is released to the student's account, the institution would be intimated to collect the same from the student.

8.2 The student shall, well before the expected date of admission, register for issuance of a Freeship Card on the respective scholarship portal giving the details like the Aadhaar number, the name of the course in which he/she wants to take admission (e.g. MBBS, B.Sc., Class XI etc.) and an undertaking that the institution's charges would be paid within 7 working days from the date of receipt of the scholarship amount in his/her account. For the purpose of registration of Freeship Card, the portals shall remain open throughout the year.

8.3 The verification of the income, caste and merit details should be automatically done from the databases which are linked online for instant verification. The process should be entirely paperless. Until the above system is brought into effect, the documents may be scanned and uploaded which include: passport size photograph, copy of each of the certificates for diploma, degree etc. in respect of all examinations passed, Caste certificate duly signed by the authorized officer, valid Income certificate issued by the competent authority as prescribed by the State Govt. etc.

8.4 After the registration on the Portal, if the student is found eligible, all States/UTs will complete the verification process within 30 days from the receipt of the registration request from the students and issue the Freeship Card through the IT portal, mentioning the course

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for which application is made so that the eligible students are not denied admissions due to delay in depositing tuition fees. It should be possible for the student to download the Free Ship Card from the portal itself. Once complete digitization of all the required certificates is done, such Freeship Card shall be automatically generated immediately on registration, if the student is found eligible.

8.5 The Freeship Card shall contain the details given in Annexure-1, and shall be digitally signed. For the purpose of admission, the Freeship card will remain valid for period of one year from the date of issue.

8.6 If a student wants to change his/her course before taking admission in an institution, he can do so by logging on IT portal and a fresh Freeship Card shall be issued automatically for all eligible students.

8.7 In case of renewal students, there shall be no need for fresh registration for the Freeship card and a card once issued to him/her shall be valid for the entire duration of the course.

9. Application for Scholarship and Verification

9.1 **Application-on-the-day-of-admission:** The institutions shall ensure that all students admitted to their institution and having Freeship Cards issued as detailed in para 8 of these Guidelines, apply on the IT portal for the scholarship **on the same day as the date of admission into the institution.**

9.2 On the day of admission itself, the institution shall verify on the scholarship portal that the student has taken admission in the institution with the same course as mentioned on the Free ship card and is now a bonafide student of the institution.

9.3. In case of renewal students, the student shall be auto-renewed based on the attendance and confirmation from the institution of the student having been promoted to the next class and having joined back the same course as hosteller/day scholar, as the case may be.

10. Funding Pattern of the Scheme

10.1 There will be a 60: 40 sharing ratio between the Centre and States (90:10 in case of North Eastern States) of the average demand for the scheme for three year period 2017-18 to 2019-20 (to be considered as the base period), with a 5% overall annual increase each

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year in the Central assistance for all States put together in absolute terms w.r.t. base period. The above shall be applicable from 2020-21 onwards and the scheme will be continued upto the financial year 2025-26.

10.2 Thus, for the purpose of determining the demand for the year 2020-21, the average demand of 2017-18 to 2019-20, or the actual demand for 2020-21, whichever is lesser, will be considered for each State/UT. For subsequent years i.e. 2021-22 & onwards, the Central assistance for all States put together will be limited by a 5% annual increase over the average demand for the scheme for the base period of 2017-18 to 2019-20, which shall be ensured by the Project Appraisal Committee (PAC) while appraising the States' Annual Action Plans. The Ministry will have the flexibility of adjusting the allocation of funds between the States subject to the total allocation approved, without disrupting the 60:40 sharing ratio between the Centre and the States.

10.3 If the total fund requirement is over and above the annual 5% limit, the central share will be limited to that and the additional requirement of funds, if any, shall be met by the State Governments from their own resources.

10.3. All the State Governments and Union Territory Administrations implementing the scheme will maintain the data of all the beneficiaries on their online portal and will distinctly mention the amount of scholarship under various components as mentioned in the Scheme.

11. Payment Mechanism

11.1 The entire scholarship amount - both from the State and Central Government - including the tuition fees, academic allowance and any other admissible allowance will be paid directly into the account of the students **ONLY through DBT** preferably through an Aadhaar Based Payment System (Aadhaar Payment Bridge) from 2021-22. The States shall preferably release the payments through PFMS System so that the accounts of the students are not required to be validated again.

11.2 Starting from 2021-22, the Central share in the scheme would also be released on DBT mode directly into the bank accounts of the students, after ensuring that the concerned State Government has released their share.

11.3 All the States/UTs/Centre would adhere to the following timelines for processing of the applications and release of scholarship amounts:

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- The scholarship portals would remain open throughout the year so that all eligible students can register for the Freeship Card and apply for the scholarships.
- Disbursal of scholarships for all applications (fresh/renewals) shall be made in one instalment as per the following schedule:

Dates of receiving of applications	Date by which State share (40%; 10% in case of NE States) should be released	Date by which Central share (60%; 90% in case of NE States) should be released
From 1 st April to 31 st July	15 th August	30 th August
From 1 st August to 30 th November	30 th December	26 th January
From 1 st December to 31 st January*	28 th February	15 th March
From 1 st February to 31 st March*	With 75 days of application	Within 90 days of application

*Portal shall remain open only for submission of applications for scholarships for courses where admission is after November.

11.4 There shall be no delays in payment of the scholarships. For this purpose the State shall ensure that their installments are disbursed to the students by the timelines defined in previous para so that the Central share can also be released in time.

11.5 The Ministry of Social Justice vide notification number 428 dated Feb,16,2017 has notified Aadhaar as identity document under Section 7 of Aadhaar Act 2016 for all Scholarship Schemes w.e.f. 16th February 2017.

11.6 The authentication through Aadhaar would be compulsory at the time of renewals, if not provided earlier at the time of admission.

12. Duration and Renewal of Awards

12.1 The award once made will be payable up to the completion of the course subject to satisfactory academic performance and attendance of 75% in every academic year. The attendance will be verified through Aadhaar based attendance System.

12.2 If a scholar is unable to appear in the annual examination owing to illness, the award may be renewed subject to production of medical certificate from prescribed authority and acceptance of the same by institution /college.

12.3 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

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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. Further, in case a student fails in any class and then again joins the same class as a regular student, he/she will be eligible for scholarship for one additional year or the actual period, whichever is lower.

13. IT Framework

13.1. The scheme shall be run on an online platform with robust cyber security measures that would assure transparency, accountability, efficiency, and timely delivery of the assistance without any delays. The National Scholarship Portal (NSP) would be suitably modified for this purpose.

13.2. If any State is already a running online portal that fulfils all the laid down parameters, they can continue with it, but share the data on real-time basis to the National Scholarship Portal or any other portal as specified by the Department of Social Justice & Empowerment in due course through instructions for enabling constant monitoring. Therefore, all States/UTs implementing the scheme will migrate to online processing of disbursement of scholarships, where not already done. The scholarship portal should mandatorily have the following features:

- a) The IT portal shall be integrated with the AISHE/UDISE portal for pulling the data about the institution in which the student has taken admission.
- b) At the time of registration for Freeship Card, every student should provide an Aadhaar ID/Aadhaar EID and other alternative form of ID as per this Ministry's notification no. 428 dated 16.02.2017 which will enable elimination of duplication and false claims. The Aadhaar authentication is mandatory in case of renewals, if not provided at the time of admission. The Aadhaar number entered by the students should go through demo-auth on real-time basis before allowing entry into the registration portal.
- c) The States shall undertake fool-proof verification of the eligibility, caste status, Aadhaar identification and bank account details on the online portal.
- d) There shall be no upload of any documents or any certificates into the system. All data should be auto-verified by linking databases through digilocker or any such

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- mechanism, such as (i) school boards' results, including the CBSE/ICSE along with the certificates maintained by them; (ii) database of income certificates, domicile and caste certificates issued by State/District Administration and (iii) databases maintained by the Universities and Colleges, using Aadhaar number as the link.
- e) All verification process of the students should be done using the above authenticated databases automatically using the digital process with little or no manual intervention. There should be no system of verification by the institutions or even the district level officers. Till such time such a system is put in place, the manual verification shall be completed within 30 days from the date of application, with a provision for 'presumed approval' if the same is not completed within 30 days.
 - f) A suitable system will be put in place for taking Aadhaar based attendance system which is non-intrusive and automatic. Till such a system is finalized by the Central Govt., the institution shall upload the attendance of the scholarship holder every month in the Attendance module that would be developed in the IT system.
 - g) There shall be no system of calling for the bank account details of the students and authenticating it. All payments should preferably go through Aadhaar Based Payment System (APB – Aadhaar Payment Bridge) after checking the Aadhaar number with the NPCI mapper.
 - h) The renewals should be automatic based on promotion to the next class and having the required attendance, subject to confirmation of the student having joined back the same course as hosteller/day scholar, as the case may be. There should not be any requirement for the student to apply for renewals.
 - i) A performance module to monitor the progress of student as well as performance of the institution should be suitably designed and incorporated.
 - j) Apart from this, the States shall maintain a complete database of the beneficiaries under various other scholarship schemes to ensure de-duplication of the beneficiaries.
 - k) The portal shall incorporate an online grievance redressal mechanism linking all the authorities responsible for implementation on the scholarship portal.
 - l) There shall be a provision indicating the students of the poorest households, as per the parameters provided under the Scheme, selected for scholarship.
 - m) The portal will make arrangements so that the students, once declared blacklisted, may not be able to apply for scholarship again.

14. Annual Action Plan

14.1 Every participating State/UT, on or before 28th February of the preceding year, will prepare a State level Annual Plan for the PMS-SC scheme. In case the State has any other initiative on similar lines to PMS-SC, this may be mentioned separately in the Action Plan. The Action Plan should give clearly the targets, eligibility, proposed coverage separately for poorest households, processes for identification, identification of courses having employment potential, systems for monitoring etc.

14.2 The Department will constitute an Project Appraisal Committee to appraise and approve the Annual Action Plans. These plans would be appraised at the Centre and the outlay for each State would be finalized before 15th April, of every year as per the annual increase indicated under the funding pattern. The constitution of the committee will be informed through separate instructions.

15. Performance of the States/UTs

15.1 The performance of the States/UTs would be measured annually on certain parameters like (i) payments as per the given time schedule (ii) coverage from the poorest households (iii) academic outcomes of the scholarship-holders (iv) Implementation of Aadhaar based attendance (v) Digitization of various certificates required for determining eligibility etc.

15.2. The States/UTs would be ranked on the above parameters and top performing States will be awarded. The details in this regard will be prepared after consultations, and will be shared through instructions in due course.

16. Announcement of the Scheme by States/UTs

16.1 All the State Governments/UT Administrations will announce starting from April, the details of the Scheme and invite applications by issuing an advertisement in the leading newspapers of the State and through their respective websites/ Scholarship portals and other modes of media. The applicant should submit the completed application to the prescribed authority on the portal specified for this purpose before the last date prescribed for receipt of applications.

17. Process of Registration and Application for the student

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17.1 The student shall, well before the expected date of admission, register on the online scholarship portal for issue of a Freeship Card as detailed in Para 8.2 of these Guidelines.

17.2 On admission to the institution to a course mentioned in the Freeship Card, the student shall apply, on the day of the admission itself, for scholarship, giving details of the Freeship card and the course and institution admitted to.

17.3 Students continuing their courses for which they have already been sanctioned scholarship in the previous year, i.e. renewal students, shall, be automatically renewed for scholarship as detailed in para 8.7.

18. Evaluation/Social Audit and follow up action

18.1. There shall be thorough evaluation of the outcomes of the scheme in regular intervals to ascertain the effectiveness of scheme implementation and for tracking the progress of the students. This may include conduct of social audits once a year, annual third-party evaluation, and half-yearly self-audited reports from each institution.

18.2. The social audits are to be conducted by the Social Audit Units of the State Governments formed by the Ministry of Rural Development, Govt. of India duly meeting the cost from the administrative cost of the scheme.

18.3. The State Government shall also set up a robust monitoring mechanism for monitoring the academic progress of the students enrolled to the scheme.

18.4. The students who are found to be lagging behind should be provided remedial coaching so that their academic outcome shall not be less than the average academic outcomes. The State Action Plan should contain clear provisions for this.

18.5. In order to ensure proper accountability, physical verifications at various levels viz. Block/District/State levels shall be done by the States/UTs covering at least 10% of the institutions/students, chosen randomly through an algorithm. All private institutions offering courses at the level of graduation or above shall, however, be mandatorily inspected annually.

19. Administrative Charges

19.1. The administrative cost for administration, monitoring and evaluation shall be limited to 1% of the annual outlay.

19.2. Each State/UT shall project the requirement of funds for undertaking the monitoring of the implementation, in its Annual Action Plan. In case, funds are required for Book,

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these may be indicated under the Administrative charges. This would be considered by the PAC, ensuring that the total outflow on this count does not exceed 1% of the annual outlay.

19.3. The PAC shall give first priority in approving administrative charges for development of IT infrastructure, setting up of Technical Support Group cum Project Monitoring Unit at the Central/State level and social audits.

20. Mechanism for redressal of grievances

20.1. There shall be an online grievance redressal mechanism linking all the authorities responsible for implementation on the scholarship portal.

20.2. The student shall be able to lodge a grievance either through the portal or by a mobile app.

20.3. Every institution shall have a Grievance Redressal Officer (GRO) who is responsible for entertaining the grievances and resolving them by following up with the appropriate authority.

20.4. The non-resolution of the grievance at the institution level in a given time frame shall automatically be escalated to the district and later to the State level for resolution.

21. Other Conditions for the Award

21.1. 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.

21.2. 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 the State which will stop payment of the scholarship money. The amount already paid may also be recovered at the discretion of the State Government.

21.3. 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.

21.4. The provisions of this scheme can be changed at any time at the discretion of the Government of India.

The following important parameters should be contained in the FREE SHIP CARD

Name of the Student

Student's ID on the portal

Fathers' Name-

Aadhaar Card Number-

Caste

Date of Birth

Annual Family income

Domicile State-

Address of the Student

Course (in which admission is sought)-

Duration of Course-

Class (presently studying)-

Class (Last class previously studied)-

Major provisions of the scheme

Student's undertaking to reimburse the amount to institution within 7 days after receipt of scholarship

**SCHEME OF STATE
GOVERNMENT
(HARYANA EDUCATION
DEPARTMENT)
MERIT SCHOLARSHIPS IN
COLLEGES FOR
GENERAL UNIVERSITY
EDUCATION**

**SCHEME OF STATE GOVERNMENT
(HARYANA EDUCATION DEPARTMENT)
MERIT SCHOLARSHIPS IN COLLEGES FOR
GENERAL UNIVERSITY EDUCATION**

In a large number of cases brilliant students are unable to pursue higher studies due to lack of financial resources. Not only this results in their own career being belighted but it also causes loss to the community at large which would ultimately have profited by their services had it been possible for their talent to flourish. In order that on really brilliant student is prevented on grounds of poverty alone from pursuing an academic career and with a view to giving them a sense of belonging as also an active awareness of their duty to the community, the State Govt. has formulated a scheme for the award of Merit-cum-Poverty Scholarships to the poor (Economically backward classes) but talented students in colleges for General University Education for Degree, Post-Graduate and Doctorate Courses.

1. **Title :** These merit-cum-poverty Scholarships which shall be known as Govt. Merit Scholarships in colleges for General University Education shall be further classified as follows:

- (a) Common Open Merit Scholarships for the urban and rural areas to be known as Open Merit Scholarships (Both for boys and girls) for post-Graduate Courses i.e. M.A./M.Sc./M.Com./Ph.D.
- (b) Open Merit Scholarships for boys and girls (for Degree Course).
- (c) Rural Area Merit Scholarships for boys and girls (for Degree Course).
- (d) Rural Area Merit Scholarships for boys and girls (for Prep./ Hr.Sec. Course).
- (e) Rural Area Merit Scholarships for boys and girls (for Prep./ Hr.Sec. Course).

The term rural area in this Scheme means such villages as fall within the limits of Panchayats (Established under the statutory legislation in the Haryana State) but bear distinct the name from these areas as are covered by a Small Town/Notified Area/Municipal Committee or Cantonment Board or Corporation or any other urban area declared as such by the awarding authority in consultation with any appropriate authority (if necessary).

ALLOCATION

2. Allocation, Kind, Number, Value and duration of scholarships

1	2					3	4
Name of Exam. on the basis of which scholarships are to be awarded	Kinds of Scholarships					Value per month	Duration
	Boys	Girls					
	Open	Rural	Open	Rural	Total		
(a) For Post Matric Courses							
(i) Matric	32	31	32	30	125	Rs. 50/-	year in Prep/ Hr.Sec. II
(ii) 10+2	15	10	15	10	50	Rs. 100/-	Minimum tenure is 3 academic years for B.A./B.Sc./B.Com./ B.Sc. Home Science Course (including Hon's) School Course.
(iii) 10+2	90	60	90	60	300	Rs. 100/-	--do--
(b) For Post Graduate Course							
(1) B.A./B.Sc. /B.Com.	(i) 100 (Common for all) 100					Rs. 150/-	Maximum tenure two academic years for M.A./M.Sc.Hons./ M.Sc./M.Com./M.Sc. /Home Science Course. Maximum tenure one academic year for B.T./B.Ed. Course.
	(ii) 5 (Common for all) 5					Rs. 150/-	

(2)M.A./M.Sc. /M.Com	5 (Common for all) 5	Rs. 300/- Rs. 585/-	One Scholarship is Tenable at Jawahar Lal Nehru University, New Delhi for full duration of M.Phil./Ph.D. Course Minimum three years.
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Note-I This distribution shall be reviewed each year according to the number of examinees fall in the Pre-University Examination. A corresponding increase or decrease shall be made in the number of Scholarships to be awarded on the result of Higher Secondary (Final) Examination. This revision shall be made without making any change in the ceiling fixed for Open and Rural Area Merit Scholarships.

Revision in Scholarship rates and increase in the number of scholarship under State Merit Scholarship Scheme-S.N.E. (Non-Plan) 2007-2008. Revised Number and Rate w.e.f. vide No. U.O. 60/76/2007-2 F.D.II/2848 dated 4.02.2008.

1. MATRIC SCHOLARSHIP :-						
	Boys		Girls		Total	Rate P.M.
	Urban	Rural	Urban	Rural		
Number according to the Scheme	32	31	32	30	125	50/-
Number increases in 1996-1997	128	124	128	120	500	50/-
Number & rate increases in 2007-2008	175	175	175	175	700	150/-
2. 10+2 SCHOLARSHIP :-						
	Boys		Girls		Total	Rate P.M.
	Urban	Rural				
Number according to the Scheme	90	60	90	60	300	100/-
Number increases in 1996-1997	105	70	105	70	350	100/-
Number & rate increases in 2007-2008	150	100	150	100	500	300/-
3. DEGREE LEVEL SCHOLARSHIP :-						
	GROUP 'A'	GROUP 'B'	GROUP 'C'	Total	Rate P.M.	
Number according to the Scheme	56	44	--	100	150/-	
Number increases in 1996-1997	56	44	50	150	150/-	
Number & rate increases in 2007-2008	73	60	67	200	450/-	
4. B.Ed. / M.Phil / Ph.D. SCHOLARSHIP:-						
	B.Ed. Level	Rate P.M.	M.Phil / Ph.D.	Rate P.M.		
Number according to the Scheme	5	150	5	300		
Number increases in 1996-1997	5	150	5	300		
Number increases in 2007-2008	5	450	5	900		

Note-II For the students of integrated courses after 10+2 e.g. M.B.A./M.C.A./B.A.L.L.B./B.Com. L.L.B./B.B.A.L.L.B./M.F.A. etc., the scholarship amount for initial three years will be amount fixed for UG course and for remaining period (*i.e. 01, 1 ½, 2 years as the case may be*) will be amount fixed for PG course.

Note-III The subject-wise allocation of 200 Scholarships for Master's Degree will be as follows:-

Group 'A'

Sr.No	Subject	Total of Existing Number of Scholarship	Revised Number of Scholarship
1.	Physics	6	7
2.	Chemistry	6	7
3.	Zoology	6	7
4.	Botany	6	7
5.	Geology	4	5
6.	Mathematics	6	8
7.	English	6	9
8.	Micro-Biology	2	3
9.	Bio-Physics	2	3
10.	Bio-Chemistry	2	3
11.	Home Science	4	5
12.	Geography	4	5
13.	Bio-Science	1	2
14.	Earth Science	1	2
	Total	56	73

Group 'B'

Sr.No	Subject	Total of Existing Number of Scholarship	Revised Number of Scholarship
1.	Economics	6	8
2.	Psychology	4	5
3.	History	4	6
4.	Philosophy	2	3
5.	Pol. Science	4	5
6.	Public Administration	2	3
7.	Hindi	6	8
8.	Sanskrit	4	6
9.	Sociology	2	3
10.	Commerce	4	5
11.	Statistics	2	3
12.	Music	4	5
	Total	44	60

Group 'C'

Sr.No	Subject	Total of Existing Number of Scholarship	Revised Number of Scholarship
1.	Management (any specialisation)	6	9
2.	Computer Science	6	9
3.	Electronic Science	6	9
4.	Law (L.L.B)	6	7

5.	Punjabi	4	5
6.	Journalism & Mass Communication	4	5
7.	Library & Information Science	4	5
8.	Education / M.Ed.	6	7
9.	Fine Arts	4	5
10.	L.L.M.	2	3
11.	Tourism/Hotel Management	2	3
	Total	50	67

Note: Post graduation in Linguistics, Geo-Physics & Social work may also be allowed to be clubbed with English, Geography and Sociology respectively in Group A and B.

- (i) The break up of the Scholarships given above is provisional and the awarding authority may change it if and when necessary. In case of M.Sc. classes so long as two types of M.Sc. courses (one for 2 years duration and the other of one year's duration) are continued by the Panjab, Kurukshetra, Maharishi Dayanand University, Rohtak and H.A.U., Hissar one Scholarship per subject where different types of courses exist) will be earmarked in each subject for 2 years M.Sc. Course.
- (ii) Further in the case of Scholarships to be awarded for M.A./M.Sc. classes if no eligible candidate is available in any group, the Scholarship falling vacant in each group will be awarded on the basis of priority of subjects for the subject of the same group for which an eligible candidates is available. In case the eligible candidates are not available for all the subjects in one group, the vacant Scholarships will be utilised for the subject in the other group for which the eligible candidates are available.
- (iii) The Scholarships vacated by the students of Pre-Engineering/Pre-Medical on account of their migration to the Medical, Engineering and other Technical and Professional courses (where these Scholarships are not tenable) shall be awarded as Common Open Merit Scholarships on the result of Part I (T.D.C.) Examination. Similarly the students who, after passing T.D.C. (Part I) Examination migrate to B.Sc. (Hon. School) course, shall get the Scholarships for full duration of this course.
- (iv) In case the requisite number of candidates for the award of Rural Area Merit Scholarships are not forthcoming these Rural Area Scholarships may be made Open Scholarships.
- (v) One Scholarships meant for the Ph.D/M.Phil course is tenable only at the Jawahar Lal Nehru University, New Delhi and shall be Awarded by the Director of Public Instruction, Haryana on the recommendation of the Registrar of the University concerned. All other scholarships in various specified courses of study in the recognized institutions in Haryana State and at Chandigarh will be awarded by the Awarding Authority on the recommendations of Kurukshetra University/other Universities of the Haryana State and Panjab University, Chandigarh.
- (vi) The Scholarships on the result of Pre-University and T.D.C. Final examinations shall be awarded on the basis of combined merit list, to be prepared by the Awarding Authority on receipt of the recommendations of the Examining bodies concerned, from which the candidates passed their annual examination. In preparing such a combined merit list, the basic merit list will be that of Kurukshetra University and the merited candidates of the other Universities of the State as well as Panjab University, Chandigarh will be devotailed in that list.
- (vii) The merit shall be determined on the basis of the aggregate marks (including optional subject) obtained by the candidates. In order to ascertain merit in a particular subject taken in M.A./M.Sc. classes (except in the case of B.Sc. Honours Schools) the Highest marks obtained by the candidate in that subject (including the marks obtained in Honours in case of those who pass with an Honours subject) will be taken into account.

3. Coverage and Eligibility

The students who fulfill the following conditions shall be eligible for the award of these Scholarships:-

- (i) The students whose parents/guardians are the citizens of India and are domiciled in the Haryana State.
- (ii) The students who pass the specified Public Examination from the Punjab or Kurukshetra University or any other examining body, otherwise notified by the awarding authority.
- (iii) (a) Scholarships under the scheme for post-graduate study viz. M.A./M.Sc./M.Com./Ph.D. classes will be paid without any consideration of the income of the parents of the Candidates.
- (iv) (1) The candidates who pass the specific public examination recognised by the awarding authority, either in private capacity or as regular students and prosecute their studies in a recognised institution in Haryana/Chandigarh U.T. are eligible to apply for this scholarship. This will also apply to bonafied residents of Haryana and their sons and daughters residing in Chandigarh.
(2) Haryana Government employee or their children/ward as the case may be who either pass the specified Examination from Chandigarh or join the specified course of studies at Chandigarh will also be eligible. Further the students of the B.Sc./M.Sc. and Ph.D. classes in the specified subjects of the Panjab University who either study at Chandigarh or pass their specified Examinations from Chandigarh, shall also be eligible provided their parents/guardians are practising a profession in the Haryana State.
- (v) The candidates who secure at least a Second Division in the specified Examinations subject to the further condition that in the case of scholarship meant for M.A./M.Sc. classes the candidates securing at least 2nd Division in the specified subject also.
- (vi) In case of rural area merit Scholarship, the students who secure at least 40% marks in the Matric/Higher Secondary (Final), Pre-University Examinations only shall be eligible to get the Scholarship.
- (vii) Except in the case of one Scholarship meant for Ph.D./M.Phil course all other Scholarships on the results of the various Examinations shall be awarded on the basis of preceding University Examination held in the years of Award. As far as may be the Ph.D./M.Phil Scholarship will also be awarded on the result of the Annual Examination held in that year.
- (viii) The Scholarship should be paid for the full academic year (i.e. 12 months) from the commencement of the year for period for which fees are ordinarily payable.
- (ix) The Scholars shall not be permitted to combine any other Merit, Merit-cum-Poverty or Merit-cum-Means Scholarship or stipend from any source (including University Scholarship) with these Scholarships except one awarded on poverty basis, including poverty Scholarships awarded by the Sailors, Soldiers and Airmen's Board and Scholarships amount for the Children of Defence Forces.
- (x) In the case of Rural Area Merit Scholarships the award shall be restricted only to those students whose parents (both father and mother) or guardian (husband and wife both) actually reside in and derive income from a profession practised by them in the specified areas or in the case of those who are not practising a profession actually reside permanently in the specified areas the candidates whose parents are in whole time Employment/Service in such areas for which the Scholarships have not been reserved shall not be eligible for the award of Rural Area Merit Scholarships.

Note:- Such students whose parents/guardians belong to a specified area or hold land or property etc. in the specified area but due to any reason, actually reside in other area for which Scholarships have not been reserved, shall also not be eligible for the Award of Rural Area Merit Scholarship.

4. Tenure

Academic year means a period of 12 months for which College dues are compulsory payable in the ordinary course. The scholarship shall be tenable for the full duration of the specified course or till the student remains on the roll of Instruction or till the date on which it stands cancelled, forfeited, whichever is earlier. In the courses where no fees are levied, the Scholarship shall be paid from the Ist of month of admission to the last day of month in which the annual Examination (including practical) at the end of the class takes place.

The Scholarship shall be renewed further for the full duration of the course, if a student after passing the Pre-Medical/Pre-Engineering in the first attempt joins the 3 years Degree course, or B.Sc. (Hon. School) Course. Similarly if a student, after passing T.D.C. (Part I) Examination joins B.Sc. Hons. School course, the scholarship shall be paid for the remaining term (i.e. full duration of the said course).

5. Cancellation of Scholarship

The Scholarship shall be cancelled for the following reasons:-

- (i) If the particulars furnished in the declaration or in the Application Form by the student or his parents/guardians are found to be incorrect, incomplete, evasive, ambiguous, or otherwise defective confusing and on the basis of correct particulars the students is found to be ineligible.
- (ii) If the student fails to pass his annual promotion Examination in the 1st attempt in a continuous course.
- (iii) If the student accept at any stage (with retrospective effect) such other stipend/scholarship financial assistance as cannot be combined with this scholarship. If the student becomes a member of any Political/Community Party or takes part directly or indirectly in any (a) Political Procession/Demonstration/Canvassing for votes for any candidate/Party (b) indulges in any unlawful or subversive activity against the State/Institutions (c) creates indiscipline, participates in strikes or is guilty of misconduct (d) incites other or is suspected of the activities of the kind mentioned herein.

The Scholarship once cancelled shall not be revived in respect of the same student. The awarding authority shall recover the entire amount already paid to the student wherever considered necessary. It shall also be competent to write off the entire or part of the recoverable amount if it is either not possible to recover the same without filing a Civil Suit or where it is otherwise deemed necessary.

- (iv) In case at a later stage it is found that a scholar to whom the scholarship is awarded, is ineligible for scholarship due to any reason, the scholarship awarded will be cancelled and the amount of the scholarship already paid to the scholar will be recovered through the means which are deemed by the competent authority.

6. Forfeiture of Scholarships

The scholarship shall be forfeited for the following reasons:-

- (i) If the award is not taken up by a student within three weeks.
- (ii) If the student dies.
- (iii) If the student is absent without leave for six consecutive working days.
- (iv) If the student remains on ordinary leave for more than a month at a time within the same academic year.
- (v) If the student remains on sick leave for more than 3 months at a time or within the same academic year.
- (vi) If the student shows unsatisfactory progress in studies or is negligent or is guilty of irregularity or laziness in attendance.
- (vii) If the student migrates to another Institution or course or subject without prior notice or permission of the Awarding Authority (to be sought under a Registered cover).
- (viii) If the scholar fails to join the New Institution within fourteen days of leaving the former Institution unless this period is extended by the Awarding Authority on a written request from the scholar forehead.
- (ix) If the student gives up a chosen course of study without completion.
- (x) If a student after passing Pre-Medical/Pre-Engineering, Examinations etc. follows up a course of general University Education instead of Engineering/Medical (where this scholarship is not admissible) his renewal claim should be referred to the Awarding Authority (through Head of the Institution as well as direct) within one month of the declaration of the result of the annual Examination or within one month of the commencement of the course or within a week of the joining class/course/Institution or by 30th September, whichever is later, failing which it would be forfeited.
- (xi) If the affidavit given by the parents/guardians of the scholar is found to be incorrect within the meaning of section 182-183 I.P.C.

N.B. It should be in the interest of the scholar to ensure that as soon as the result of the annual Examination is declared, the renewal application is got filled by the Head of the Institution and is dispatched (personally) by the scholar to the Administering Authority (i.e. the HEC Haryana) quoting the reference No. of the letter under which the award was initially communicated or his personal folder, if allotted, must be given.

2. The period of absence, leave etc. specified in this rule shall be reckoned from the date of admission.

Mode of Selection

All the awards shall be made strictly on merit to be determined on the basis of aggregate marks (including optional subjects) obtained by the candidates in the specified Examination held at the end of the preceding academic year only. If any Examination is conducted by more than one recognised Examining bodies, the percentage of the marks shall be worked upto three decimal places and combined merit list shall be prepared by the awarding authority. In case more than one student secure equal marks/percentage of marks to be worked upto three decimal places. The candidate junior most in age shall get the first priority.

The scholarship shall be awarded on the recommendations of the following authorities who will follow the procedure given in succeeding paragraphs and shall forward the completed documents (on the prescribed form) in respect of the eligible candidates to the awarding authority before the prescribed date, each year.

- (i) Registrar, Jawahar Lal Nehru University, New Delhi, for Ph.D course in respect of one scholarship to be awarded in this Institution.
- (ii) The Examination Body concerned (e.g. Punjab and Kurukshetra University) from where a candidate passes his/her specified examination.
- (iii) The students shall send their completed documents (application forms) duly attested to Examining Bodies under Registered cover before the date notified for this purpose who will issue Entitlement Cards to the prospective candidates simultaneously with the announcement of the results and this can be done by sending the requisite No. of cards to the Heads of the Institutions from where the candidates appeared in the Examination on the residential addresses of the Scholars as may be deemed expedient and better. These cards may be sent to the 75% candidates of the total No. of Open Merit Scholarships/Rural Areas Scholarships fixed under the Scheme. Similar cards may be issued to another 40% candidates in order of merit but with a heading bearing "Candidates to be kept on the Waiting List" on receipt of the application forms, a Merit List setting forth full particulars of the candidates shall be drawn up and supplied to the Awarding Authority i.e. HEC, Haryana, by the Examining Body concerned.

N.B. In case Examining Bodies concerned do not receive the documents etc. they will after 15 days of the close of admission in the Institution in the State verify the position from the candidates sending him/her a Registered reminder at his residential address asking him to state within 20 days of the issue of letter, the Institution and the course joined and requisiting him to submit his/her application/documents to the university by him. If no reply is received from the candidates within the stipulated period, his case will be closed and reported to the Authority for non-award.

8. Stoppage of Payment

In the event of the occurrence of any of the contingencies enumerated in the Scheme or otherwise communicated, the Head of the Institution concerned shall stop the payment to the Scholar concerned and report the fact to the Awarding Authority on the prescribed application form.

9. Transfer/Renewal of Scholarships

In a Scholar migrates to another College where it is tenable and prosecutes his studies in the course for which it was granted/is available, this fact must be brought to the notice of the Awarding Authority, immediately on leaving the former Institution. The scholar shall inform his new Head of the Institution about the fact of being awarded, who will in consultation with the former Institution immediately take up Transfer/Renewal case with the Awarding Authority quoting the number and date of the previous sanction order etc.

N.B. It will be in the interest of the Scholarships Holders to be vigilant and get the Transfer/Renewal applications expedited through the Head of the institution, in the event of migration.

10. Other Implied Conditions of Award

- (i) The students shall devote themselves whole heartedly to their studies to the entire satisfaction of the Head of the Institution concerned.
- (ii) No Head of Institution shall receive in any form, from the scholars or their Parents/guardians any contribution, donation or subscription to a fund which a Scholarship Holder is not required to pay under the rules. No pressure directly or indirectly will be brought to bear or the Scholar harassed or compelled to discontinue his studies, attendance etc.
- (iii) As soon as the award i.e. announced it will be the duty cast upon the Head of the Institution to bring the contents of the sanction order/Scheme to the knowledge of the candidates concerned.
- (iv) The Head of the Institution may grant liberal fee concessions to the needy poor and brilliant students enjoying scholarships under this Scheme over and above the normal quota of full and half fee concessions allotted to them.
- (v) Any privately managed Institutions violating the conditions prescribed by the Awarding Authority in respect of these Govt. Scholarships shall be liable to forfeit, Govt. grants in the duration of the HEC, Haryana. In all matters concerning these awards (including power to interpret the provisions of the Scheme) the decision of HEC, Haryana, shall be final and binding.

11. Submission of Returns

The Heads of the Institutions shall send the following returns to the Awarding Authority.

- (i) A check-statement regarding the cancellation/forfeiture of Scholarships must be sent to the HEC, Haryana in the first week of August.
- (ii) Any other return/information which may be called for by the Awarding Authority.
- (iii) Disbursement Certificates S.T.R. and payee's receipts must be sent against the Bankdraft/R.T.R. after each disbursement.
- (iv) Refundable amount under this Scheme may be deposited in to Haryana Treasury under the Head "0202-Education, Sports Arts Culture-203-University & Higher Education other items"

On the basis of Matric Exam the Scholarships is being awarded by Director Secondary Education, Haryana.

Haryana State Meritorious Incentive Scheme for the students who attain merit position in Annual University Examinations.

1. Object:- The objective of the scheme is to encourage the meritorious students studying in the Government Colleges of the State by giving a substantial amount to them as a motivating incentive. It has been instituted in order to encourage excellence in academics and overall development of the students. Under the scheme the male students (General Category) female students (General Category) and S.C. students (both male and female) will be given fixed annual incentive, based on their position/performance in Annual University examination of main educational streams, such as Arts, Commerce, Science (Medical and Non-Medical) and Education in both undergraduate and post graduate classes.

Condition of Eligibility:-

- i) This scheme will be college-specific and for three meritorious students in each stream who stood first, second and third in the annual university examination will be given this incentive.
- ii) The award will be given only to the students pursuing general courses in the Govt. Colleges. Candidates from non-govt. colleges and those who pursue their studies through correspondence courses/open universities will not be eligible for the award.
- iii) The merit list will be prepared separately for the boys (general category) Girls (general category) and S.C. students (Combined list of girls and boys).
- iv) In case S.C. students qualifies in the general list, his/her name would be considered in general list and extra award would be given (on the merit basis only) to the students of S.C. category.
- v) The award holder under this scheme will hold any other scholarship/stipend from the State Govt. or any other source.
- vi) There is no income limit for these awards.

Value of Incentive

The incentive will be awarded separately for each stream i.e. Arts, Commerce, Science (Medical/Non-Medical) and Education. The students who stands first in the merit will be given Rs.5000/- p.a., second - Rs.3000/- p.a. and the student who stands third in the Merit will be given Rs.2000/- p.a..

Mode of Selection

- i) The incentive shall be made strictly on merit basis. In case more than one student secure equal marks/percentage of marks, the award will be given on the basis of marks obtained in the main subjects.
- ii) The regulation can be changed at any time at the discretion of the govt.

Note: Mode of Payment

Payment will be made through DBT from 2021-22 after approval from Higher Authority.

Scheme of Govt. of Haryana for Merit Scholarship to Under Graduate Girls Students

CONDITION OF ELIGIBILITY :-

- I) This Scholarship will be given to the girl students who after passing 10+2 class with at least 60% marks are studying in any Govt. College.
- II) The awards will be given only to the students pursuing general degree courses.
- III) Candidates who pursue their studies through correspondence course/open universities will not be eligible for the award.
- IV) A Scholarship holder under this scheme will not hold any other Scholarship/Stipend. However, they may accept a grant of minority help from the State Govt. or any other source for the purchase of books, equipments or for meeting the expenses of boarding and lodging.
- V) There is no income limit for this scheme.

VALUE OF SCHOLARSHIP :-

- i) No. of fresh Scholarships to be awarded are for ten girl students per College.
- ii) The value of the Scholarship awarded will be Rs. 3000/- per student per annum.
- iii) The Scholarships are tenable for pursuing general academic course in the Govt. Colleges only.

DURATION AND RENEWAL OF AWARDS:-

- i) The awards will be tenable for three years. It will be renewed from year to year provided that the candidate secures at least 55% marks in the qualifying examination.
- ii) If a Candidate is unable to appear in the annual examination owing to illness, the awards may be renewed for the next academic year on submission of a Medical Certificate to the satisfaction of the Head of the Institution.

MODE OF SELECTION :-

- 1) The award shall be made strictly on merit basis. In case more than one student secure equal marks / percentage of the marks to be worked out upto three decimal places. The Candidate junior most in age shall get the first priority.
- 2) The Scholarship will be awarded on the recommendation of the Head of the institution, forwarded with the complete documents on the prescribed Proforma. In respect of the eligible Candidate the awarding authority prescribed it before due/prescribed date every year.
- 3) The Scholarship shall be cancelled if the particulars furnished in the declaration/application form is found to be incomplete/incorrect.
- 4) If the Scholar is found to be ineligible at any stage due to any reason, the Scholarship renewal will not be given.
- 5) The Scholarship is depended on the satisfactory progress and conduct of the Candidate.
- 6) The Scholarship can be changed at any time at the discretion of the Govt.
- 7) The Principals will send the list of awardee students to the Directorate alongwith the receipt as a proof of amount paid.

Note: Mode of Payment

Payment will be made through DBT from 2021-22 after approval from Higher Authority.

CONSOLIDATED STIPEND SCHEME & FREE BOOKS SCHEME FOR SCHEDULED CASTE STUDENTS PERUSING HIGHER EDUCATION

Hon'ble CM has announced on 01.07.2008 that SC students studying in Colleges will be provided an amount of Rs. 2000/- per student for purchase of books and a stipend of Rs. 1000/- per month.

The scheme is proposed to attract the SC towards higher education. The scheme will be implemented in all the Govt. Colleges of Haryana.

The students will be disbursed stipend bi-monthly on the basis of at least 60% attendance in the classes. The student with less than 60% attendance will not be paid stipend for that particular bi-monthly period in which his attendance is less than 60% but he can be considered for payment of with held stipend for this period if he/she fulfills the condition of attendance in next two months meaning thereby that he will be paid stipend for four months instead of two months. This condition has been proposed to make the students more regular in their classes.

This stipend will be treated as monetary help to meet the sundry charges of higher education so that the beneficiaries may not become ineligible for Post Matric Scholarships awarded by Govt. of India.

Eligibility Conditions For SC Students : -

The students belonging to the schedule castes must furnish the following documents to the principal of his/her college: -

1. Photocopy of SC certificate.
2. Photocopy of Haryana Domicile certificate.
3. Photocopy of previous examination passed on the basis of which he/she sought admission in the present class.
4. The students who failed in the last year university examination will not be eligible for the stipend.

Mode of Payment:-

Process for disbursement of stipend shall be as under:-

- (a) The stipend will be paid to students for twelve months in a year from July to June.
- (b) One account in the name of each college shall be opened in any nationalized bank. This account shall be operated by Principal/Nodal Officer of the college.

- (c) Account in the name of each scheduled caste student who takes admission in the college shall be opened in the nationalized bank located nearest to the college concerned. Principal of the college will decide the bank branch where the accounts are to be opened. However, the Principal should decide only the bank branch which is nearest to the college. The authorized person, who shall be either Principal/Nodal Officer of the same college, shall be responsible of opening of accounts on the basis of the admissions of scheduled caste students. The account to be opened in the name of students shall carry all the details about the student as well as his/her parent/guardian.
- (d) The amount of stipend shall be transferred in the college account in the bank through electronics transfer by the Directorate in the first week of the month in which stipend is due to be paid and further the college will transfer the amount into the accounts of students within one week but not later than 15th of the month.
- (e) From the said college account money can only be transferred to the account of the students and the Principal/Nodal Officer shall not be authorized to draw any cash from the college account.
- (f) The person authorized to operate the account for the purpose of transfer of funds from college account to the accounts of students, shall on the basis of attendance in the class write a letter to the bank conveying the names of all the eligible students and quantum of money to be transferred from the college account to the accounts of students in the months of September, November, January and March.
- (g) The stipend will be released to the students in four bi-monthly installments in the months of September, November, January and March. However, the amount in the month of March will be released for six months (January to June) being the closing month of the financial year and moreover, students are not required to attend regular classes in view of ensuing annual examinations.

New Mode of Payment:

- a) The amount of stipend shall be transferred through PFMS by Head Quarter in two half yearly installments in the first week of November and January. The Principals of the Colleges will forward the verified data of the students on Online Scholarship Portal, further Registration branch of the concerned universities will verify the data in second step on Online Scholarship Portal. Then it will be forwarded to the directorate for final

verification and disbursement under the process of PFMS to the beneficiary in their respective Aadhaar seeded bank account.

- b) The amount of books shall be transferred through PFMS by Head Quarter in yearly installment in October. The Principals of the Colleges will forward the verified data of the students on Online Scholarship Portal, further Registration branch of the concerned universities will verify the data in second step on Online Scholarship Portal. Then it will be forwarded to the directorate for final verification and disbursement under the process of PFMS to the beneficiary in their respective Aadhaar seeded bank account.
- c) The additional stipend amount of Rs. 500/- per month for 12 months to those SC students who are availing hostel facility shall also be transferred through PFMS by Head Quarter in two half yearly installment from July to December and January to June.
- d) The students will be disbursed stipend bi-monthly on the basis of at least 60% attendance in the classes. The student with less than 60% attendance will not be paid stipend for that particular bi-monthly period in which his/her attendance is less than 60% but he can be considered for payment of withheld stipend for this period if he/she fulfills the condition of attendance in next two months meaning thereby that he will be paid stipend for four months instead of two months. This condition has been proposed to make the students more regular in their classes.

Honorarium for authorized persons:-

The Nodal Officer and staff will be paid honorarium at the time of transfer of amount to the accounts of students four times in a year maximum of Rs.4000/- and Rs.2000/- respectively. That Nodal Officer and the clerk/assistant will be preferably from SC category. The Principal and Nodal Officers jointly shall be authorised to operate the said college account for the limited purpose of transfer of funds from college account to the accounts of students and drawl of honorarium only.

(B) Centrally Sponsored Scheme of Post-Matric Scholarship for OBC, EBC and DNT Students for studying in India

1. OBJECTIVE

The objective of the scheme is to provide financial assistance to the OBC, EBC and DNT students studying at post-matriculation or post-secondary stage to enable them to complete their education.

2. SCOPE

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

3. DEFINITIONS

a) "**Group 1:** Degree and Post Graduate level professional courses" shall mean: all Professional courses in Medicine, Engineering, Technology, Planning, Architecture, Design, Fashion Technology, Agriculture, Veterinary & Allied Sciences, Management, Business Finance /Administration, Computer Science/ Applications (ii) Post Graduate Diploma courses in various branches of Management & Medicine(iii) C.A./I.C.W.A./C.S./I.C.F.A. etc. (iv) M.Phil., Ph.D. and Post-Doctoral Programmes (D.Lit., D.Sc. etc.) of Group I, Group II and Group III courses .(v) L.L.B, Integrated LL B, L.L.M (vi) Commercial Pilot License Courses from GoI institutes (including helicopter pilot and multiengine) (maximum 20 slots per annum)

b) "**Group 2:** Other Professional Courses leading to Degree, Diploma, Certificate" shall mean all Professional Courses leading to Degree, M Ed. / M. Pharma., Diploma, Certificate in areas like Pharmacy (B Pharma.), Nursing(B Nursing), BFS, other para- medical branches like rehabilitation, diagnostics etc., Mass Communication, Hotel Management & Catering, Travel/Tourism/Hospitality Management, Interior Decoration, Nutrition& Dietetics, Commercial Art, Financial Services (e.g. Banking, Insurance, Taxation etc.) for which entrance qualification is minimum Sr. Secondary (10+2) and Vocational stream, ITI courses and Polytechnic where entrance qualification is Class XII or above.

c) "**Group 3:** Graduate and Post Graduate course" shall mean: courses not covered under Group 1& Group 2 e.g. BA / B.Sc. / B.Com etc. M.A/ M. Sc./ M.Com etc.

d) "**Group 4:** All post-matriculation (Post Class X level) non-degree courses" shall mean: All post-matriculation level non-degree courses for which entrance qualification is High School (Class X), e.g. Senior secondary certificate (class XI and XII); both general and vocational stream, ITI courses, 3 year diploma courses in Polytechnics, etc.

Note: The list of courses in various groups is indicative and States/UTs may add courses as per laid down standard in the State/UT.

e) **"Freeship Card"** shall mean: A card issued by the State Govt/ UT Administration that entitles a student eligible for scholarship under this Scheme, to take admission in an institution, without pre-payment of tuition fee and hostel fee.

4. ELIGIBILITY OF EDUCATIONAL INSTITUTIONS

4.1 Only such educational Institutions which maintain the laid down academic standards shall be covered under the scheme. The following conditions regarding the courses offered, performance of the institution, Aadhaar based attendance system are also required to be adhered to by the Institutions/Universities/Colleges in order to be eligible under the scheme:

i. Only Institutions/Colleges with the 'AISHE Code'/UDISE' Code' shall be eligible for the scholarship scheme. Based on the AISHE/UDISE-Code of the institution, all details of the institution such as - registration, affiliation and accreditation, courses being offered and number of seats approved for each course - will be pulled from the AISHE/UDISE server on to the scholarship portal automatically.

ii. All participating higher education institutions shall get NAAC/NBA accreditation before 2024, for continuation in the scheme from 2025-26 onwards.

iii. The scholarship benefits shall be linked with Aadhaar based attendance system. Therefore, the college/institution will maintain Aadhaar based attendance on a daily basis and will submit attendance details on the portal.

iv. The institutions will submit half-yearly self-audited reports to the State Governments in a prescribed format which shall be separately issued.

v. The institutions should be willing to honour the FREESHIP CARD issued by the State/District Authority through the scholarship portal and admit the student without insisting on pre-payment of the college/tuition fee or hostel fee. This would be paid by the student on release of the scholarship amount by the Government as per the provisions of this scheme. In this regard, the State Governments will coordinate with the institutions located in their respective States.

4.2 Scholarships will be given for the study of all recognized post-matriculation or post-secondary courses (Intermediate/Senior Secondary, Diploma, long-term Vocational Training Certificate, Graduate, Post Graduate courses etc.) pursued in recognized Institutions / Universities/ Colleges falling in any of the following 9 categories:

- i. Institutions of National Importance;
- ii. Central University/ State University/ Autonomous colleges recognized by UGC

- iii. and Universities /Colleges recognized under section 2(f) of UGC Act; Deemed Universities;
- iv. All Private Universities recognized by State/Centre;
- v. Private Professional Institutions affiliated to a recognized Central/State University and covered by a Fee Fixation Committee as mandated by Supreme Court;
- vi. Recognized schools/colleges for Classes XI and class XII;
- vii. Diploma granting Institutions as recognized by State/UT Governments;
- viii. Vocational Training Institutes affiliated to National Council of Vocational Training (NCVT);
- ix. Institutions affiliated/ approved by the appropriate bodies like NMC/AICTE etc. or any regulatory body established by State/UT/Centre.

Provided that where a particular number of seats for a particular course have been recognized/ authorized by the concerned regulatory authority, the scholarships shall be restricted to those numbers and courses .

5. CONDITIONS OF ELIGIBILITY

- i. The scholarships will be open to Indian nationals belonging to OBCs, EBCs and DNTs, as notified by the Central Govt./State Govt./ UT Admin.
- ii. These scholarships will be given for the study of all recognized post-matriculation or post-secondary courses pursued in recognized institutions as specified in para 3 above.
- iii. Only those candidates who belong to OBCs/EBCs/DNTs so specified in relation to the State/UT 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 recognized 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 e.g. B.Sc. after B.A or B.Com.after B.A. or M.A. in a subject after M.A in another 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.
- vi. Students studying in XI Class of the Higher Secondary School courses or 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 only 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 recognized professional or Technical certificate/diploma/degree courses will be awarded scholarships if otherwise eligible. No subsequent failure will be condoned except for courses in Group '1' and no further change in the course will be allowed thereafter.

ix. Students, who pursue their studies through correspondence/online courses, are also eligible. The term correspondence includes distant and continuous education for courses in Central/ State Universities only.

x. Only two boys of the same parents/guardian will be entitled to receive scholarships. This restriction will, however, not apply to girls. Accordingly, scholarship availed by girls of same parents/guardian will not adversely affect admissibility of availing scholarship upto two boys of same parents/guardian.

xi. A scholarship holder under this Scheme will not hold any other scholarship/stipend. If awarded any other scholarship/ stipend, the students 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 date he/she accepts any other scholarships/ 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 the Scheme.

xii. Scholarship holders who are receiving coaching in any of the pre-examination training centers 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.

xiii. The ceiling on age limit for admission as regular student in different classes should be decided by concerned Institutions.

xiv. Employed students whose income combined with the income of their parents/guardians does not exceed Rs. 2.50 lakh per annum shall be eligible for post -matric scholarship.

xv. Unemployed students whose parents/guardians income from all sources does not exceed Rs. 2.50 lakh per annum will be entitled for the scholarship under the scheme.

Note 1: Income Certificate is required to be taken once only; i.e. at the time of admission of courses, which are continuing for more than one year.

Note 2: All seats filled through arbitrary and non-transparent processes (including management quota, NRI quota, spot admissions etc.) without following the merit criteria as decided by the State Government are not eligible for these scholarships. The fees claimed against management quota seats, spot admission seat in any Institution /University will not be reimbursed. In case of any contradiction on the classification of seats or non-clarity on the classification of seats in the State/UT, the following criteria may be followed:

If there is no arbitrariness/ discretion in the admission process and the fee for the course is fixed by the Fee Fixation/Fee Rationalization committee set up by the competent authority, the said seats may not be considered as the Management Quota Seats. However, the State Governments may satisfy themselves of the following before release of scholarships:

- a) That the applicants claiming the scholarship have been admitted through a transparent process which involved calling of applications through advertisements, preparation of ranks, selection of candidates on merit list, and publication of selection list and others as deemed fit by the State Government;
- b) That the fees for courses are duly approved by the Fee Fixation/Fee Rationalization Committee set up by the competent authority.

6. ROLE OF THE STATE GOVERNMENTS

6.1 All the OBC/EBC/DNT students with annual income of up to Rs 2.50 lakh per annum would be eligible under the scheme. However, the State Government will additionally make special efforts to identify the poorest households from various sources and enroll the eligible students under the scheme in a mission mode. Further, these students would be monitored on regular basis so that they continue with their studies. Such students shall include (i) students from OBC/EBC/DNT households with three or more deprivations as per SECC-2011 (ii) students from OBC/EBC/DNT households where one or both the parents are illiterate and (iii) the students who have passed 10th standard from a State Government/ Municipality/Local Body school. In this regard, States/UTs will launch special campaigns to identify and cover such students.

6.2 States/UTs may adopt methodology suitable to the local conditions for identification of such students e.g. OBC/EBC/DNT majority districts /blocks/villages may be taken first for identification of poorest students or students leaving class 10th or 12th class may be tracked in association with the education department or data emanating from other Central/State schemes indicating the dropouts rates or other sources as deemed fit. Every State Government shall undertake a campaign every year in March/April to identify such students and mentor them to enroll and avail scholarships. Such students will be helped for identification of courses also as per their skills.

6.3 Awareness drive shall be undertaken by the State Governments/UTs about the scheme through the Gram Panchayats Notice Boards, school committees, and discussions in the parent-teacher association meetings and other public awareness measures, in order to extend its coverage and also minimize any misuse by unscrupulous elements.

6.4 The States are required to take up identification of the students for fresh enrolment by taking up systematic drive covering all the higher secondary schools and encouraging the pupils who have dropped out after Class 12th to come back to higher education.

6.5 It is essential that the fresh enrolments to the extent possible are made in the courses which are having employment potential. For this purpose, the State may do an exercise in consultation with the Higher Education Department of the State Government, and the State Skill Mission for identifying courses which would improve the employment potential of the students. It is strongly advised that fresh enrolment may be made in these courses. Such skill courses should be long term courses with periodicity of at least 1 year and conducted by the institutions as per Para 4 of the scheme guidelines.

6.6. State Government will ensure that the beneficiary, at the time of admission, applies for the scholarship also. In this regard, the State Government may open facilitation centers or nominate a nodal officer in the educational institutions so that the entry into the student database for renewals and fresh admissions can be done in a stipulated timeframe.

6.7 The State Governments shall strive to put in place a scholarship portal that has all features and share the data on a real-time basis with the Central portal.

6.8 The State/Central Government shall have robust monitoring systems, including field inspections, social audits, data analytics etc. so that timely payments are made to eligible beneficiaries.

6.9 States/UTs shall ensure that Fee Rationalization/Fixation Committees are set up for all courses.

6.10 The State Govt./UTs are required to adhere Deptt. of Expenditure, (MoF), GoI's OM No. 1(13)/PFMS/FCD/2020 dated 23rd March, 2021 regarding the procedure for release of funds under the Centrally Sponsored Schemes (CSS) and monitoring utilization of funds with a view to have more effective cash management and bring more transparency in the PEM. The procedure will be followed by all the State Governments and UTs regarding release and monitoring of funds under CSS.

7. COMPONENTS OF THE SCHOLARSHIP

7.1 The scholarship includes the following components for the complete duration of the course:-

Category of courses	Yearly (in Rs)		
	Academic Allowance	Tuition Fee	Total
Group 1: Degree and Post Graduate level professional courses	10000	10000	20000
Group 2: Other Professional Courses leading to Degree, Diploma, Certificate	8000	5000	13000
Group 3: Graduate and Post Graduate courses not covered under Group I & Group II	6000	2000	8000
Group 4: All post-matriculation (Post Class X level) non-degree courses	5000	0	5000

Note 1. Students pursuing C A . /I.C.W.A. /C.S. /I.C.F.A. shall be treated as day scholars for the purpose of academic allowance. Students studying through correspondence /online courses shall not be eligible for academic allowance.

Note 2. Tuition fees shall be paid to online/correspondence students.

7.2 The State Governments may, if they so decide, top up the academic allowance from their own resources.

8. FREESHIP CARD AND PROCESS FOR ISSUE

8.1 All eligible students shall be entitled to take admission in the institutions without pre-payment of tuition fees and hostel fees as per the Scheme Guidelines. To enable this, a FREESHIP CARD will be issued by the State Government to the eligible students, as per procedure detailed below. This Freeship card shall make the student eligible to study in the institution without pre-payment of the fees, and on the condition that as and when amount is released to the student's account, the institution would be intimated to collect the same from the student.

8.2 The student shall, well before the expected date of admission, register for issuance of a Freeship Card on the respective scholarship portal giving the details like the Aadhaar number, the name of the course in which he/she wants to take admission (e.g. MBBS, B.Sc., Class XI etc.) and an undertaking that the institution's charges would be paid within 7 working days from the date of receipt of the scholarship amount in his/her account. For the purpose of registration of Freeship Card, the portals shall remain open throughout the year.

8.3 The verification of the income, caste and merit details should be automatically done from the databases which are linked online for instant verification. The process should be entirely paperless. Until the above system is brought into effect, the documents may be scanned and uploaded which include: passport size photograph , copy of each of the certificates for diploma, degree etc. in respect of all examinations passed, Caste certificate duly signed by the authorized officer, valid Income certificate issued by the competent

authority as prescribed by the State Govt. etc.

8.4 After the registration on the Portal, if the student is found eligible, all States/UTs will complete the verification process within 30 days from the receipt of the registration request from the students and issue the Freeship Card through the IT portal, mentioning the course for which application is made so that the eligible students are not denied admissions due to delay in depositing tuition fees. It should be possible for the student to download the Free Ship Card from the portal itself. Once complete digitization of all the required certificates is done, such Freeship Card shall be automatically generated immediately on registration, if the student is found eligible.

8.5 The Freeship Card shall contain the details given in Annexure-1, and shall be digitally signed. For the purpose of admission, the Freeship card will remain valid for period of one year from the date of issue.

8.6 If a student wants to change his/her course before taking admission in an institution, he can do so by logging on IT portal and a fresh Freeship Card shall be issued automatically for all eligible students.

8.7 In case of renewal students, there shall be no need for fresh registration for the Freeship card and a card once issued to him/her shall be valid for the entire duration of the course.

9. PROCEDURE FOR APPLYING AND VERIFICATION

9.1 Application-on-the-day-of-admission: The institutions shall ensure that all students admitted to their institution and having Freeship Cards issued as detailed in para 8 of these Guidelines, apply on the IT portal for the scholarship, along with documents needs to be uploaded as notified by the prescribed authority, on the same day as the date of admission into the institution.

9.2 On the day of admission itself, the institution shall verify on the scholarship portal that the student has taken admission in the institution with the same course as mentioned on the Freeship card and is now a bonafide student of the institution.

9.3. In case of renewal students, the student shall be auto-renewed based on the attendance and confirmation from the institution of the student having been promoted to the next class and having joined back the same course as hosteller/day scholar, as the case may be.

10. SELECTION OF CANDIDATES

All the eligible OBC/EBC/DNT candidates will be given scholarships subject to the condition of eligibility prescribed in the Scheme, Candidates belonging to one State, but studying in another State, will be awarded scholarship 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 fee or other concessions also, they will be treated as studying in their own State.

11. DURATION AND RENEWAL OF AWARDS

11.1 The award once made will be payable up to the completion of the course subject to satisfactory academic performance and attendance of 75% in every academic year. The attendance will be verified through Aadhaar based attendance System.

11.2 If a scholar is unable to appear in the annual examination owing to illness, the award may be renewed subject to production of medical certificate from prescribed authority and acceptance of the same by institution /college.

11.3 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. Further, in case a student fails in any class and then again joins the same class as a regular student, he/she will be eligible for scholarship for one additional year or the actual period, whichever is lower.

11.4 If a scholar is pursuing Group I course fails in the examination for the first time, the award may be renewed. For second and subsequent failures in any class the student shall bear his/her own expenses until he/she secures promotion to the next higher class.

12. PAYMENT MECHANISM

12.1 The scholarship portals would remain open throughout the year so that all eligible students can register for the Freeship Card and apply for the scholarships.

12.2 The entire scholarship amount - both from the State and Central Government - including the tuition fees, academic allowance and any other admissible allowance will be paid directly into the account of the students ONLY through DBT preferably through an Aadhaar Based Payment System (Aadhaar Payment Bridge) from 2021-22 . The States shall preferably release the payments through PFMS System so that the accounts of the students are not required to be validated again.

12.3 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.

12.4 30% of the funds allocated earmarked for girl students and 5% for students with disabilities.

12.5 Depending on availability of funds, first preference in disbursement of scholarships would be given to students of Government Institutions and then to students of Government aided institutions and thereafter disbursement will be made to the students of unaided private institutions.

12.6 The Ministry of Social Justice vide notification number 428 dated Feb,16,2017 has notified Aadhaar as identity document under Section 7 of Aadhaar Act 2016 for all Scholarship Schemes w.e.f. 16th February 2017.

12.7 The authentication through Aadhaar would be compulsory at the time of renewals, if not provided earlier at the time of admission.

13. ANNOUNCEMENT OF THE SCHEME

13.1 All the State Governments/UT Administrations will announce starting from April, the details of the Scheme and invite applications by issuing an advertisement in the leading newspapers of the State and through their respective websites/ Scholarship portals and other modes of media. The applicant should submit the completed application to the prescribed authority on the portal specified for this purpose before the last date prescribed for receipt of applications.

14. 'FUNDS-LIMITED' NATURE OF THE SCHEME

14.1 Due to budgetary constraint and 'funds limited' nature of the existing Scheme, it is not possible for the Central Government to meet the entire demand of the States/UTs. Therefore, a Notional Allocation (NA) under the Scheme shall be conveyed at the beginning of the financial year to States/UTs in proportion to total population as per census. The States/UTs are expected to send proposals within the notional allocation.

14.2 States/UTs will sub-allocate their NA, district-wise and group-wise, for all non-professional courses. Such sub-allocation would not be necessary for professional courses, as institutions of professional education tend to be concentrated in major cities/centres. However, the State Government is expected to lay down criteria for selection for award of scholarship under both types of courses, professional and non-professional, to the extent of available funds, based on merit-cum-means.

14.3 States will earmark at least 25% of the total outlay under the Scheme for Group 4 courses which include Class-XI and XII and all other post-matriculation level non-degree courses, diploma courses in polytechnics etc. Such earmarking would encourage more target

students to join entry-level courses of tertiary education which would enable them subsequently to take up courses leading to higher qualifications.

14.4 Central assistance given to a State/UT would have to be first utilized to cover renewal cases (i.e. students already awarded scholarships during the previous years against Central Assistance), and only the balance amount left may be utilized to cover new cases.

14.5 The proposal for Central Assistance should be accompanied with the details of physical and financial progress in the prescribed proforma.

14.6 As the total demand of the States/UTs cannot be covered under the Central Assistance, the States/UTs shall provide remaining scholarship grants to the eligible students from their own budget.

15. FUNDING PATTERN OF THE SCHEME

15.1 There will be a 60: 40 sharing ratio between the Centre and States. For North Eastern States and for the states of Uttarakhand and Himanchal Pradesh the sharing ratio will be 90:10. For UTs without legislatures, 100% funds shall be provided by Centre. The central assistance for the scheme will be apportioned to States on pro-rata basis, based on total population and other such criteria. Accordingly, a notional allocation (NA) under the Scheme shall be conveyed at the beginning of each financial year to States/UTs, with the request to send proposals within the NA. The broad procedure followed is as below:

- a) At the beginning of each financial year, notional allocation(NA) of funds of States/UTs is made by this Ministry, from the overall annual outlay of the Scheme, on the basis of population of each State/UT.
- b) States/UTs will incur expenditure under the Scheme at least to the sum total of "Central Assistance or NA and matching State share".
- c) However, they would be free to allocate funds from the State-Plan, over and above the sum total of "Central Assistance or NA and matching State share" for funding additional scholarship under the Scheme. Any such additional expenditure will have to be borne by the State Government/UT Administration itself, and will generally not be eligible for reimbursement from the Centre. However, such additional expenditure incurred by a State /UT may be considered for reimbursement by the Central Government, to the extent of availability of savings (mainly from States which are not able to fully avail of their notional allocation, for any reason), towards the end of a financial year.

15.2 The entire scholarship amount - both from the State and Central Government - including the academic allowance and disability allowance, if any, will be paid directly into the account of the students or parents ONLY through DBT preferably through an Aadhaar Based Payment System (Aadhaar Payment Bridge-AePS).

15.3 The State Govt./UTs are required to adhere Deptt. of Expenditure, (MoF), GoI's OM No. 1(13)/PFMS/FCD/2020 dated 23.03.2021 regarding the procedure for release of funds under the Centrally Sponsored Schemes (CSS) and monitoring utilization of funds with a view to have more effective cash management and bring more transparency in the PEM. The procedure will be followed by all the State Governments and UTs regarding release and monitoring of funds under CSS.

15.4 The Ministry of Social Justice vide notification number 428 dated Feb,16,2017 has notified Aadhaar as identity document under Section 7 of Aadhaar Act 2016 for all Scholarship Schemes w.e.f. 16th February 2017. The authentication through Aadhaar would be compulsory at the time of renewals, if not provided earlier at the time of admission.

15.5 The implementation of the scheme would be in accordance with the provisions of GFR 2017. Submission of UC should be as per prescribed forms as per GFR, 2017. Further, as per provisions of rule 230(8) of GFR, 2017, all interest or other earnings against Grants-in-aid or advances released to any grantee institution should be mandatorily remitted to the Consolidated Fund of India immediately after finalization of accounts.

15.6 **Administrative Charges:** The administrative cost for administration, monitoring and evaluation shall be limited to 1% of the annual scheme cost. The cost would be utilized for development of portal, conduct of social audits, publicity and awareness or any other activity for the efficient implementation of the scheme.

16. IT FRAMEWORK

16.1 The scheme shall be run on an online platform with robust cyber security measures that would assure transparency, accountability, efficiency, and timely delivery of the assistance without any delays. The online portal would be suitably modified for this purpose.

16.2 If any State is already a running online portal that fulfils all the laid down parameters, they can continue with it, but share the data on real-time basis to the National Scholarship Portal or any other portal as specified by the Department of Social Justice & Empowerment in due course through instructions for enabling constant monitoring. Therefore, all States/UTs implementing the scheme will migrate to online processing of disbursement of scholarships, where not already done. The scholarship portal should mandatorily have the following features:

- a) The IT portal shall be integrated with the AISHE/UDISE portal for pulling the data about the institution in which the student has taken admission.
- b) At the time of registration for Freeship Card, every student should provide an Aadhaar ID/Aadhaar EID and other alternative form of ID as per this Ministry's notification no. 428 dated 16.02.2017 which will enable elimination of duplication and false claims. The Aadhaar authentication is mandatory in case of renewals, if not provided at the time of admission. The Aadhaar number entered by the students should go through demo-auth on real-time basis before allowing entry into the registration portal.
- c) The States shall undertake fool-proof verification of the eligibility, caste status, Aadhaar identification and bank account details on the online portal.
- d) There shall be no upload of any documents or any certificates into the system. All data should be auto-verified by linking databases through digilocker or any such mechanism, such as (i) school boards' results, including the CBSE/ICSE along with the certificates maintained by them; (ii) database of income certificates, domicile and caste certificates issued by State/District Administration and (iii) databases maintained by the Universities and Colleges, using Aadhaar number as the link.
- e) All verification process of the students should be done using the above authenticated databases automatically using the digital process with little or no manual intervention. There should be no system of verification by the institutions or even the district level officers. Till such time such a system is put in place, the manual verification shall be completed within 30 days from the date of application, with a provision for 'presumed approval' if the same is not completed within 30 days.
- f) A suitable system will be put in place for taking Aadhaar based attendance system which is non-intrusive and automatic. Till such a system is finalized by the Central Govt., the institution shall upload the attendance of the scholarship holder every month in the Attendance module that would be developed in the IT system.
- g) There shall be no system of calling for the bank account details of the students and authenticating it. All payments should preferably go through Aadhaar Based Payment System (APB - Aadhaar Payment Bridge) after checking the Aadhaar number with the NPCI mapper.
- h) The renewals should be automatic based on promotion to the next class and having the required attendance, subject to confirmation of the student having joined back the same course as hosteller/day scholar, as the case may be. There should not be any requirement for the student to apply for renewals.
- i) A performance module to monitor the progress of student as well as performance of the institution should be suitably designed and incorporated.

j) Apart from this, the States shall maintain a complete database of the beneficiaries under various other scholarship schemes to ensure de-duplication of the beneficiaries.

k) The portal shall incorporate an online grievance redressal mechanism linking all the authorities responsible for implementation on the scholarship portal.

l) There shall be a provision indicating the students of the poorest households, as per the parameters provided under the Scheme, selected for scholarship.

m) The portal will make arrangements so that the students, once declared blacklisted, may not be able to apply for scholarship again.

17. ANNUAL ACTION PLAN

17.1 Every participating State/UT, on or before 28th February of the preceding year, will prepare a State level Annual Plan for the scheme. In case the State has any other initiative on similar lines to this scheme, this may be mentioned separately in the Action Plan. The Action Plan should give clearly the targets, eligibility, proposed coverage separately for poorest households, processes for identification, identification of courses having employment potential, systems for monitoring etc.

17.2 The Department will constitute a Project Appraisal Committee to appraise and approve the Annual Action Plans. These plans would be appraised at the Centre and the outlay for each State would be finalized before 30th April, of every year as per the annual increase indicated under the funding pattern. The constitution of the committee will be informed through separate instructions.

18. TIMELINES FOR RELEASE OF FUNDS: All the States/UTs/Centre would adhere to the following timelines for processing of the applications and release of scholarship amounts during a financial year:

- The scholarship portals would remain open throughout the year so that all eligible students can register for the Freeship Card and apply for the scholarships.
- Disbursal of scholarships for all applications (fresh/renewals) shall be made in one installment as per the following schedule as far as possible:

Sl. No	LineofAction	Timeline
1	Finalization of Notional Allocation	By 1 st April of the F.Y.
2	Submission of proposal by the States/UTs within Notional Allocation	By 30 th April of the F.Y.
3	Opening of Portal for registration by students	1 st April
4	Closing of Portal for registration	30 th June
5	Verification by the institutions to be completed	31 st July
6	Verification by the State Govt	15 th August

7	Release of Central Assistance into the SNA, as per the data uploaded on to the central portal	31 st August
8	Payment of scholarships by the State Govt using DBT process (before)	30 th September

19. MONITORING AND EVALUATION

19.1 The monitoring of the financial and physical performance of the Scheme will be done through seeking detailed information from the agencies implementing the Scheme and for the physical aspect the agencies implementing will be required to furnish Quarterly Progress Reports regarding the number of beneficiaries receiving award under the Scheme, both class[wise and gender-wise. On the financial side, details of actual expenditure incurred during the last financial year and expenditure proposed for the present financial year will be submitted by the agencies concerned. The agencies implementing the scheme will also be insisted upon to submit the latest audited accounts.

19.2 The Ministry of Social Justice & Empowerment will get the scheme evaluated by entrusting a research study to reputed institutions/ agencies, on the performance of the Scheme in different parts of the country, under this Ministry's Scheme of Research and Training.

19.3 There shall be thorough evaluation of the outcomes of the scheme in regular intervals to ascertain the effectiveness of scheme implementation and for tracking the progress of the students . This may include conduct of social audits once a year, annual third-party evaluation, and half-yearly self-audited reports from each institution.

19.4 The social audits are to be conducted by the Social Audit Units of the State Governments formed by the Ministry of Rural Development, Govt. of India duly meeting the cost from the administrative cost of the scheme.

19.5 The State Government shall also set up a robust monitoring mechanism for monitoring the academic progress of the students enrolled to the scheme.

19.6 The students who are found to be lagging behind should be provided remedial coaching so that their academic outcome shall not be less than the average academic outcomes. The State Action Plan should contain clear provisions for this.

19.7 In order to ensure proper accountability, physical verifications at various levels viz. Block/District/State levels shall be done by the States/UTs covering at least 10% of the institutions/students, chosen randomly through an algorithm. All private institutions offering courses at the level of graduation or above shall, however, be mandatorily inspected annually.

20. ADMINISTRATIVE CHARGES

20.1 The administrative cost for administration, monitoring and evaluation shall be limited

to 1% of the annual outlay.

20.2 Each State /UT shall project the requirement of funds for undertaking the monitoring of the implementation, in its Annual Action Plan. In case, funds are required for Book, these may be indicated under the Administrative charges. This would be considered by the PAC, ensuring that the total outflow on this count does not exceed 1% of the annual outlay.

20.3 The PAC shall give first priority in approving administrative charges for development of IT infrastructure, setting up of Technical Support Group cum Project Monitoring Unit at the Central/State level and social audits.

21. MECHANISM FOR REDRESSAL OF GRIEVANCES

21.1 There shall be an online grievance redressal mechanism linking all the authorities responsible for implementation on the scholarship portal.

21.2 The student shall be able to lodge a grievance either through the portal or by a mobile app.

21.3 Every institution shall have a Grievance Redressal Officer (GRO) who is responsible for entertaining the grievances and resolving them by following up with the appropriate authority.

21.4 The non-resolution of the grievance at the institution level in a given time frame shall automatically be escalated to the district and later to the State level for resolution.

22. OTHER CONDITIONS FOR THE AWARD

22.1 The scholarship is provided on the basis of satisfactory progress and conduct of the scholars. If it is reported by the Head of the Institution at any time that a scholar has, by reasons of his/her own act or 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 scholarships may either cancel the scholarship or stop or withhold further payment of scholarship for such period as it may think fit.

22.2 If a student is found to have obtained a scholarship by false statement 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 under any schemes forever.

22.3 A scholarship awarded may be cancelled if the scholar changes the subject of the course of study for which the scholarship were originally awarded or changes the institution of study, without prior approval of the State Government. The Head of the Institution shall inform such cases to the scholar and stop payment of the scholarship money. The amount already paid may also be recovered at the discretion of the State Government.

22.4 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.

22.5 The provisions of the scheme can be changed at any time at the discretion of the Government of India.

Annexure-1

[Refer para 8]

The following important parameters should be contained in the FREE SHIP CARD

- i. Name of the Student
- ii. Student's ID on the portal
- iii. Fathers' Name-
- iv. Aadhaar Card Number
- v. Caste
- vi. Date of Birth
- vii. Annual Family income
- viii. Domicile State-
- ix. Address of the Student
- x. Course (in which admission is sought)-
- xi. Duration of Course-
- xii. Class (presently studying)-
- xiii. Class (Last class previously studied)-
- xiv. Major provisions of the scheme
- xv. Student's undertaking to reimburse the amount to institution within 7 days after receipt of scholarship