

# **AMITY UNIVERSITY**

**ESTABLISHED UNDER THE PRIVATE UNIVERSITIES (ESTABLISHMENT AND OPERATION) (AMENDMENT)  
ACT**

## **REGULATIONS FOR SCHOLARSHIPS**

### **1. APPROVAL BY BOARD OF MANAGEMENT**

The Board of Management in its meeting held on \_\_\_\_\_ has resolved to approve the following 'Regulations for Scholarship, Awards, Medals & Special Awards' vide Resolution No. \_\_\_\_\_. Any amendment(s) to this Regulation shall only be notified after the same has been approved by the Board of Management as per the process.

### **2. TITLE**

These Regulations shall be called 'Regulations for Scholarship, Awards, Medals & Special Awards'.

### **3. APPLICABILITY**

This Regulation shall come into force from the date of approval of Board of Management.

### **4. SCHOLARSHIPS**

The scholarships will be applicable to all the students enrolled in Amity University Regular Programmes.

### **5. ON ADMISSION MERIT-SCHOLARSHIP**

To attract talented candidates, the University will announce scholarships while inviting applications for admission from the meritorious candidates to a programme after passing 10+2, Graduation or such other qualifying examinations prescribed by the University.

#### **(1) Grant of On Admission Merit-Scholarship**

The scholarship will be granted as per the conditions notified through Admission Notification from time to time.

#### **(2) Amount of Scholarship**

The amount of scholarship will be 100%, 50% or 25% of tuition fees based on percentage of marks in qualifying examinations as decided from time to time and announced at the time of admissions.

100% Merit Scholarships will be named as 'Dr. Ashok K. Chauhan Scholarships'.

#### **Grant of Scholarship**

Grant of scholarship at the time of admissions will be governed by the rules of admission as followed by the Admission Department and as amended from time to time. These Guidelines may vary for each Academic Session and guidelines followed for grant of Scholarship during admissions for current academic year are as given below:

ON ADMISSION SCHOLARSHIP										
S.no	Scholarship %	UG	PG		University Campus					
		10+ 2 %	10 + 2 %	Graduation	GGN	GWL	LKO	JAI	MUM	RPR
1	100%	93%	93%	80%	Y	Y	Y	Y	Y	Y
2	50%	88%	88%	75%	Y	Y	Y	Y	Y	Y
3	25%	80%			Y	N	N	N	N	N
		75%			N	N	Y	Y	Y	N
		70%			N	Y	N	N	N	Y
4	100% CAT/MAT/GMAT Route	MBA (All programmes) CAT/MAT - 90 Percentile & above GMAT - 650 & Above			Y	Y	Y	Y	Y	Y
5	50% CAT/MAT/GMAT Route	MBA (All programmes) CAT/MAT - 85 Percentile & above GMAT - 600 & Above			Y	Y	Y	Y	Y	Y
6	25% CAT/MAT/GMAT Route	MBA (All programmes) CAT/MAT - 80 Percentile & above GMAT - 500 & Above			Y	N	N	N	N	N
7	25% CAT/MAT/GMAT Route	MBA (All programmes) CAT/MAT - 75 Percentile & above GMAT - 450 & Above			N	Y	Y	Y	Y	Y
8		Direct admission UG@80% ; MBA @70 percentile			Y	Y	Y	Y	Y	Y
9	10%	fee Concession available in the first year to all Amity Students who have taken admission in the next Higher Class without any gap			Y	Y	Y	Y	Y	Y

Conditions to be Fulfilled in case of On Admission scholarship :

#### On Admission Rules and Regulations

- Aggregate of all marks in Class XII is to be taken (excluding Physical Education, Performing Arts, Fine Arts, Vocational & Non-written subjects).
- The candidate should have scored aggregate marks as per the eligibility.
- The candidate should have passed in all subjects.
- The candidate should have appeared in Class XII examinations.
- Amity University reserves the right to withdraw /cancel the scholarship awarded if the candidate is found ineligible at any time.
- The candidate should not have improved his/her marks in any subject by appearing for improvement/supplementary examination in the same/succeeding year of passing Class XII.
- For boards with non-semester system for 11th and 12th ( ie., combined mark sheet for 11th & 12th ), only 12th marks along with practicals shall be considered for UG scholarship.
- UG Scholarships applicable to CBSE / ISCE / State boards

#### Procedure for Grant of Scholarship

This scholarship shall be granted at the time of Admission. The admission department will obtain prior sanction of the competent authority for grant of Scholarship under the category as also prescribed level of Mark/ percentage of marks/ percentile/ Grades. The admission department shall then verify the mark sheets and ascertain the category under which a student falls.

#### Withdrawal of On Admission Merit-Scholarship

The scholarship shall be withdrawn at any time during a programme, from the date as approved by the Vice Chancellor, under the following conditions:

- a. The student is not able to secure a rank in the batch of the programme as given in the Admission Notification for the concerned batch.
- b. The student is unable to pass all the examinations in the first attempt in the normal examination scheduled for his/her programme.
- c. The student is found to have adopted unfair means in examinations or has been debarred from appearing in the examinations.
- d. During the currency of the scholarship, the Head of the Institution/Department reports that the student has been charged with misconduct, misbehavior, gross indiscipline, incident of ragging, use of drugs or narcotics etc. and such misconduct is established.
- e. The Vice Chancellor may however review such withdrawal in exceptional cases.

## 6. Continuation of On-Admission Merit Scholarship

At the end of each year of the programme, a student will continue to be eligible for scholarship on fulfillment of criteria mentioned in the Admission Notification.

At the end of a year, if a student is not able to maintain the required rank in the batch to be eligible for the scholarship amount granted at the time of admissions, the student will be eligible for the lower scholarship amount (if available) for the following year, subject to fulfillment of other conditions laid down under these regulations. Such student may again on improvement of the performance at the end of the subsequent year, become eligible for the original scholarship amount granted at the time of admission.

A student will however, be not eligible for a higher amount than what has been granted at the time of admissions even if the performance is better than that required for the original scholarship amount.

### Rules and regulations for Grant of continuation scholarship

The Guidelines followed for grant of Continuation Scholarship for current academic year are as given below:

- If the student is in the top 5% of the programme in that batch then he/she shall be considered eligible for the 100 % scholarship subject to the condition he/she got 100% On-Admission Merit scholarship and subject to the condition that minimum CGPA is 9.3 and above
- If the student is in the top 10% of the programme in that batch then he/she shall be considered eligible for the 50 % scholarship subject to the condition he/she got 50% On-Admission Merit scholarship and subject to the condition that minimum CGPA is 8.8 and above
- If the student is in the top 15% of the programme in that batch then he/she shall be considered eligible for the 25% scholarship subject to the condition he/she got 25% On-Admission Merit scholarship and subject to the condition that minimum CGPA is 8.5 and above

**But**, if the batch Size is less than 20 in any programme, then only Rank 1, 2, 3 shall be eligible for scholarship subject to following conditions:

- Student securing 1st rank would be eligible for scholarship ie 100%, subject to a condition that CGPA score is 9.3 and above.
- Student securing 1st or 2nd rank would be eligible for scholarship ie 50%, subject to a condition that CGPA score is 8.8 and above.
- Student securing 1st rank , 2nd rank or 3rd rank would be eligible for scholarship ie 25%, subject to a condition that CGPA score is 8.5 and above.

## 7. MERIT-SCHOLARSHIP: DURING A PROGRAMME

In order to encourage the students to achieve higher performance during their studies in an academic programme, the University will institute Merit scholarships for them in recognition of their academic achievements in the concerned programmes of study. These scholarships will be awarded at the end of first year on the declaration of the first year results and renewed each year thereafter on the basis of academic performance at the end of each academic year.

### (1) Grant of Merit Scholarship

At the end of each academic year, a panel of toppers will be drawn for each programme of study containing names of toppers in descending order of their merit determined on the basis of CGPA. These Scholarships are different from the ones given at the time of admissions. The following conditions will be applicable:

- a. The student should be in top 10% of the programme in that batch for being eligible to be considered for the scholarship.
- b. The students to be considered for scholarship should have passed all the examinations in the first attempt in the normal examination scheduled for his/her programme.
- c. The number of Merit Scholarships will be as under:

S. No.	Total strength of students enrolled in a programme	Maximum No. of Merit Scholarships
1	1- 30	NIL (Only Merit Certificate )
2	31-90	One
3	91-180	Two
4	Exceeding 180	Three

### (2) Amount of Scholarship

The amount of Merit Scholarship during the programme will be equal to 30% of the tuition fee payable by the student in the subsequent year and will be rounded off to next multiple of Rs.100/- .

### (3) Continuation of Merit Scholarship

For continuation of the scholarship, the student should remain in top 10% of the merit list of the programme and the number of scholarships shall be as per the maximum number of scholarships to be granted for an academic year.

- (4) **Procedure for Grant of Scholarship**  
The Merit scholarships will be automatically granted on declaration of the results by the Controller of Examinations. The letters to this effect will be issued to all concerned by the Registrar on approval of the Vice Chancellor after declaration of results.
- (5) **Withdrawal of Merit Scholarship**  
The scholarship shall be withdrawn at any time during a programme, with effect from the date as approved by the Vice Chancellor, under the following conditions:
- a. The student is not in top 10% of the students in a programme.
  - b. The student has been found to have adopted unfair means in examinations or has been debarred from appearing in the examinations due to any reasons.
  - c. During the currency of the scholarship the Head of the Institution/Department reports that the student has been charged with misconduct, misbehaviour, gross indiscipline, incident of ragging, use of drugs or narcotics etc. and such misconduct is established.
  - d. The Vice Chancellor may however review such withdrawal in exceptional cases.

**8. MERIT-CUM-MEANS SCHOLARSHIP**

The University will institute the Merit-Cum-Means (MCM) scholarships for deserving students who are academically good and may need financial assistance to pursue their studies in the University. These scholarships will be granted from the first year of a programme and will be reviewed each year thereafter.

- (1) **Grant of Merit-Cum-Means Scholarship**  
The scholarship shall be decided on the basis of inter-se merit determined by the admissions department for the first year and on the basis of the CGPA at the end of an academic year for subsequent years. A student will be required to apply on the prescribed form given in Annexure-I with all the required documents in support of family income to the satisfaction of the Scholarship Award Committee. The total income from all sources of the family of the student applying for Merit-Cum-Means scholarship should however not exceed Rs.3,00,000 per annum.

The scholarship will not be admissible to a student who has been granted any other scholarship by the University or the Sponsoring Body or its Institutions or any other grants, concessions, stipends ex-gratia or awards from other sources if such an amount when added to the family income, makes it more than Rs. 3,00,000.

The Criteria for Merit-cum-Means scholarships will be as under:

	Particulars	Eligibility Criteria
		Eligibility to Scholarship Programme
Merit Cum Means Scholarship	Criteria for Scholarship	1-90 - 1 91-180 - 2 >180 - 3
	Scholarship Percentage	50%
	Condition for scholarship as to Family Income shall not exceed	3,00,000
	When to be granted	On completion of 1st year

(2) Amount of Scholarship

The amount of Merit-cum-Means Scholarship will be equal to 50% of the tuition fee payable for the year and will be rounded off to next multiple of Rs.100/- . Scholarship committee must ensure that an interview of such students is conducted and all the documents are submitted. Documents submitted must be authenticated.

(3) Continuation of Merit-Cum-Means Scholarship

A student will have to apply in the prescribed form each year for continuation of the scholarship and fulfill the conditions.

(4) Procedure for Grant of Scholarship

- a. The students fulfilling eligibility conditions for award of Merit-cum-Means Scholarships will apply on the prescribed form to the Dean of Students Welfare (DoSW) through the Head of the Institution. The Head of the Institution/ Department will forward the cases to DoSW with detailed justification and recommendations for the Scholarship Award Committee.
- b. The Dean of Students Welfare will make further suitable recommendations on each individual case after ensuring that there is no disciplinary case pending or contemplated against the student. He may take advice of the Concerned official, if considered necessary.
- c. The Dean of Students welfare will forward all the cases to the Registrar with suitable recommendations for further processing and for seeking approval of the Vice Chancellor.

(5) Withdrawal of Merit-Cum-Means Scholarship

The scholarship shall be withdrawn under the following conditions from the date as approved by the Vice Chancellor:

- a. The Head of the Institution recommends withdrawal based on poor academic performance of the student.



- b. The student has been found to have adopted unfair means in examinations.
- c. The student has been debarred from appearing in the examinations unless this is waived by the Vice Chancellor under some special circumstances.
- d. During the currency of the scholarship it is reported by the Head of the Institution/Department that the student has been charged with misconduct, misbehaviour, gross indiscipline, incident of ragging, use of drugs or narcotics etc. and such misconduct is established.
- e. The Income from all sources of the family of the student has crossed Rs. 3,00,000 per annum.
- f. The student has been granted any other scholarship by the University or the Sponsoring Body and its Institutions or any outside organization leading to need for scholarship not remaining.
- g. The Vice Chancellor may however review such withdrawal in exceptional cases.

9. **TO EX-AMITY STUDENTS OBTAINING ADMISSION**

A 10% fee exemption per semester is accorded to the students who have passed out from any of the Amity Institutions.

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

10. **SCHOLARSHIP AWARD COMMITTEE**

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

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

Committee members' names and contact details to be displayed prominently on the notice board or any other suitable location to make sure the information is available at all times. Also the deadlines to submit the documents should be mentioned on the notice board.

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

#### **11. GENERAL CONDITIONS :**

**The Scholarship Award Committee shall be constituted by the Vice Chancellor.**

- i. If at the time of determining the number of scholarships it is observed that more than one student has a tie (i.e. the same percentage/marks/CGPA), the scholarship amount admissible will be equally shared among all such students having same rank.
- ii. The amount of scholarship may be payable to the student or may even be adjustable against the tuition fee and other charges, if any, due and payable by him to the University.
- iii. The number of students in a programme to be considered for granting scholarship under various categories will be the number of students registered at the beginning of the year.
- iv. A student, if declared successful with moderation marks, will be eligible for Scholarship provided he fulfills all the eligibility criteria for continuation of the Scholarship.
- v. If any student is eligible/entitled for more than one scholarship/concession, he/she has to make a choice for any one only.
- vi. If a student has decided to forego the Merit scholarship, same will not be offered to next in merit.

**CHECK LIST : MERIT-CUM-MEANS SCHOLARSHIP APPLICATION**

**Name of the Institution:**

**Name of the Student:**

**Roll No.:**

**Prog+Semester:**

**Batch:**

S.No.	Points to be cross checked before sending recommendations on MCM Scholarship Applications	Yes / No	Remarks
1	Verification of the results (X, XII & UG, SGPA, CGPA) mentioned on the application (copy of school & college mark sheets must be attached)		
2	Attendance Record of the student for the previous Academic Year		
3	Verification of Discipline / Behavioral aspects and lifestyle of the student		
4	Composition of Family, qualification & profession of all family members should be checked.		
5	Occupation & Income of all family members (many a times student misunderstand it by parents income only) Siblings/Grand Parents / uncle & Aunt's income if stays together should also be included. Total Gross income should be considered instead of net income.		
6	Gross Income from other sources (Rent received, pension, part time job, Teaching/Tuitions, side business etc.) must be verified with the support documents. In case regular income is being received & no proof is available, copy of Bank Statement should be attached.		
7	Copy of latest Income Tax Return (ITR)/ Form 16 of all earning members should be attached. In case of Business, ITR filed by Company must be enclosed.		
8	In case of Agricultural income, On the back side of the income proof, details eg. 'How much land (in Bigha/Acres) & which crops are grown should be mentioned.		
9	Where the student/Family stays? (Own/PG/Hostel) Area where the family stays or has business gives an idea of financial background.		
10	In case house rent is paid by student/family, proof should be attached with details like amount / sharing basis etc.		
11	Whether family/ student has taken any loan? (Education loan/Home loan/Personal Loan) support documents (Amount & Duration of Loan) must be attached.		

12	How the student commute from home to campus?		
13	Any vehicle owned by student & family? If yes, please mention.		
14	Does the student uses cell phone? Whether other family members uses the same?		
15	If the siblings are pursuing a regular programme from any reputed university/institution, then what is the fee of that university? (If the fee is high, no bank loan is taken, how funds are being managed?)		
16	In case the earning members have expired, copy of death certificate to be closed.		
17	if any family members is having any chronic disease, then the details & proof of hospital bills should be enclosed.		
18	Income Proof documents (All Bank statements/salary certificate/income certificate) should be checked and attached.		
19	Any special achievement/ contribution by student - may be specified in the form/certificate may be attached.		

In case, any false & misleading information is given, a strict action will be taken against student and concerned officials.