

**T R ABHILASHI SCHOLARSHIP  
WELFARE SCHEME**



**ABHILASHI UNIVERSITY**

**Chailchowk, Tehsil Chachyot,  
District Mandi, H.P. 175028**

# **STANDARD OPERATING PROCEDURE FOR THE AWARD OF FEE CONCESSIONS AND OTHER AWARDS UNDER TR ABHILASHI SCHOLARSHIP WELFARE SCHEME**

## **1. INTRODUCTION**

- (a) The Institute awards 'Merit & Means Fee Concessions' at the undergraduate level to **Himachal Pradesh** Domicile students as per its rules from time to time. Aside from acknowledging merit, these fee concessions also address the need for social empowerment of women and of students with limited means.
- (b) Since tuition fee is subsidized across the board at the Post Graduate level, no separate Merit & Means Fee Concessions are awarded. However, meritorious students are offered paid Teaching Assistantships and/or Research Fellowships, as may be applicable from time to time under the various schemes of the Institute.
- (c) Fee concessions shall be funded school-wise from the extra fee collected from children/ward of Non-Resident Indians (NRI) without compromising the self-financed nature of the School/Institute.

## **2. APPLICABILITY**

- (a) This Standard Operating Procedure (SOP) for grant of fee concession/awards is applicable for admissions made in the current academic session.
- (b) The SOP for grant of fee concessions and/or other awards is subject to additions/deletions/modifications, as the case may be from time to time. The decision of the Board of Management/Governing Body in this matter shall be final and binding on all concerned. Amendment(s), if any, shall have prospective effect only.
- (c) While other awards may be available to all students, Fee Concessions are only for **Himachal Pradesh** Domiciles students. A student who has passed his/her Senior Secondary examination from a school situated in **Himachal Pradesh** and/or has submitted a **Himachal Pradesh** Domicile Certificate issued by a relevant authority will be considered a **Himachal Pradesh** Domicile student.

## **3. EXCLUSIONS**

- (a) Fee concessions will only be available in such courses at the undergraduate level where NRI students have been admitted to ensure that the course is financially sustainable.
- (b) Only such students, who have been admitted through the counselling process will be eligible for fee concessions. Students admitted to fill vacant/ drop out seats/ NRI seats will not be eligible for fee concessions.
- (c) A student who is the recipient of a scholarship/ fee concession from any other source whatsoever, whether public or private will not be eligible for a Merit & Means Fee Concession and/ or any other financial award from the Institute. If awarded, he/ she will be liable to unconditionally refund the amount.

#### 4. MERIT & MEANS FEE CONCESSIONS

- (a) Out of the actual total intake at the undergraduate level (excluding Non Resident Indian Intake) the Institute shall grant 25% Himachal Pradesh Domicile students fee concessions in order of merit. The fee concessions are subject to terms and conditions as specified hereunder.
- (b) Out of the above, 45% fee concessions would be granted to female candidates and 45% to male candidates in order of merit. In case there are not enough candidates in any category, the fee concession would be granted to the other category.
- (c) The remaining 10% of the seats will be granted on merit to students who have passed their 10+2 examinations from a Himachal Pradesh Government Funded School situated in Himachal Pradesh. In case not enough students are available under this category, the remaining seats will be filled by such deserving candidates as may be decided by the Governing Body based on a criteria to be decided by it.
- (d) In case of a tie, the fee concession will be distributed equally.

#### 5. DISTRIBUTION OF FEE CONCESSIONS

- i. 5% out of the 25% shall be granted full fee exemption.
- ii. 10% out of the 25% shall be granted 50% fee concession.
- iii. The balance 10% of the 25% shall be granted 25% fee concession.

#### 6. PROCEDURE FOR AWARD OF MERIT FEE CONCESSION

- i) No separate application is required to be submitted by the student for a fee concession.
- ii) A merit ranking of all students of Himachal Pradesh Domicile shall be prepared. Those eligible for the fee concession and the amount thereof will be intimated of the same in the admission list itself.
- iii) All candidates selected for admission/ fee concession will have to deposit their first semester fee to secure their admission. Refund of fee concession amount will be done within two months from the last date of admission.
- iv) In case the recipient of a fee concession does not deposit his/her fee on or before the last date specified, the offer of admission/ fee concession shall stand automatically withdrawn without any obligation on the Institute to issue notice of such withdrawal. In such a case, the admission/ fee concession will be offered to the next Himachal Pradesh Domicile candidate in order of merit.
- v) In the event, a student is admitted and/or granted a fee concession on the basis of misrepresentation of facts/ falsified mark-sheets etc. etc. the admission shall be liable for cancellation. If the fee concession has been granted, the same shall have to be refunded to the Institute failing which appropriate legal proceedings will be initiated against the recipient at his/her risk and peril as to costs and consequences.

#### 7. PROCEDURE FOR MEANS FEE CONCESSIONS

- (i) First preference shall be given to a student who has passed his/her 10+2 examination from a Himachal Pradesh state funded Government School. In case not enough students are available under this category, the remaining seats will be filled by such deserving candidates as may be decided by the Governing Body.



- (ii) If the Institute is not convinced with the genuineness of the self certification, it is empowered to reject the same.

## **8. EXCEPTIONAL CASES**

Any legitimate case(s), which has not been covered above, may be referred to the Governing Body for consideration. The decision of the Governing Body on such cases shall be final and binding.

## **9. GRIEVANCE REDRESSAL**

- (a) If any student is aggrieved by the award of any fee concession, he/she may approach the Registrar in writing with reasons thereof. The Registrar will strive to dispose the complaint in writing within seven days.
- (b) If the complainant is still not satisfied, he/she may approach the Governing Body in writing. The decision of the Governing Body will be final and binding.

## **10. PROCEDURE FOR CONTINUATION/RENEWAL OF FEE CONCESSIONS**

No separate application is required for continuation/renewal of Fee Concession.

Continuation/renewal of fee concessions is subject to fulfilment of the under-mentioned conditions:

- (i) The applicant must meet the eligibility criteria for continuation of registration in terms of "Course credit regulations and grading system" and should have passed in all subjects in the first attempt. No reappear case shall be eligible for continuity/ renewal of Fee concession.
- (ii) The applicant must not have been suspended for any act of indiscipline by the Disciplinary Committee of the Institute.
- (iii) There shall be no case of ragging / eve-teasing against the applicant either established or pending.
- (iv) Student getting any other scholarship/concession will not be entitled for continuation/renewal of a fee concession.

If a student fails to comply with the above conditions, continuation/ renewal of fee concession shall be denied for the entire duration of the course. In such case(s) he/ she have to deposit the fee applicable to the Institute.

## **MERIT BASED SCHOLARSHIPS**

1. To encourage excellence in academics at the Undergraduate level, all students who appear on the Dean's List will be eligible to receive a Certificate along with a cash award. Those who are receiving a fee concession/scholarship from the Institute or any other source will only be eligible to receive the Certificate.
2. A sum of Rs. 5.00 Lakhs per semester has been set aside for this purpose. The amount will distributed equally amongst all eligible candidates.

## **M. TECH TEACHING ASSISTANTSHIPS**

1. The Institute has implemented a scheme for granting Teaching Assistantships to students pursuing a full time M. Tech degree at the Institute and have passed the National level GATE examination in the relevant discipline with a percentile score of 95 (a CGPA of 9 on 10 points scale).

- (a) Percentile represents the percentage of the ratio of candidates who are below that candidate to the total number of candidates appeared in GATE exam. For example: if the number of candidates appeared in GATE exam is x and a candidate's rank is y, then:

$$\text{Percentile ranking} = \{(x - y)/x\}100$$

- (b) The maximum amount paid for a Teaching Assistantship shall not be in excess of Rs. 10,000/- P.M.

### **SCHOLARS AWARD (GATE - FOR FINAL YEAR B TECH)**

1. As the Institute operates in a competitive environment, it is important that its academic processes and competence of its students be benchmarked at the national level. Hence, it wishes to acknowledge and fast track with preference placement opportunities for students who have cleared GATE examination, which is an All India test recognized for public sector placements.
2. **Process:** All final year B. Tech students appear in the GATE examination compulsorily as this has the added benefits of increasing employment opportunities. Since employment in PSU's is open only to GATE qualified applicants. Students who qualified the GATE would be showcased to public sector companies on a preferential. They shall also be given a chance to appear for placement with all dream companies.

### **RESEARCH FELLOWSHIP AWARD (FOR PhD SCHOLARS)**

1. The Institute encourages brilliant students who have recently obtained their post graduate degree to pursue their full time research activity by offering them temporary positions of Institute Fellow (hereinafter called Fellow) on contract basis. This will benefit both the Institute and the student. While the Institute will get a boost in its research work by enrolling such students, the students, will get a chance to engage in research under the expert guidance of faculty members of the Institute and work towards their doctoral degree.

Such Fellows will be given tutorial and/or practical load of at least 2 hours per day or 10 hours per week. For this work, they shall be paid a consolidated monthly stipend of Rs. 25,000/-. The Fellow will not be entitled to any other remunerations/ benefits from the Institute besides the stipend.

### **DIRECTOR'S INNOVATION AWARDS**

1. The Institute has introduced a scheme to recognize and award three best B. Tech projects. The objective is to encourage students to participate actively and to come out with innovative and socially relevant designs on project activities in various fields of engineering. Accordingly, it has been decided to select three best B. Tech projects and offer awards under Director's Innovation Fund as under:-

#### **B-Tech Projects:**

1<sup>st</sup> Prize – Rs 1,00,000/-

2<sup>nd</sup> Prize – Rs 75,000/-

3<sup>rd</sup> Prize – Rs 50,000/-

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**Maj. J. C. Patial (Retd.)  
Registrar**