



# POORNIMA UNIVERSITY

# G3

(Estd. by Rajasthan State Legislature vide Act No. 16/2012 & Recognized under Section 22 (1) of UGC Act 1956)

## GUIDELINES FOR GRANT OF SCHOLARSHIP TO STAFF

### FINANCE DIVISION CIRCULAR NO.11/2017-18

Date: 18 JANUARY, 2018

**Sub: (A) Scholarship Scheme to self or near relatives of staff member studying in any of the institutions promoted or managed by SES or exemption from depositing College Caution Money by staff member studying in any of the institutions promoted or managed by SES.**

Presently, both the above schemes are in operation but some staff (Academic & Administrative) members are not fully aware of the provisions of these schemes. Hence, they are not taking full benefits of the same. To streamline and to popularize, we are reproducing the schemes as under:

#### **A). Scheme of exempting depositing College Caution Money by staff member:**

A staff (Academic and administrative) member, while serving the institution, can also take admission to study and / or to continue his study, if otherwise he / she are eligible. He / She is exempted from depositing College Caution Money, what-so-ever the amount may be.

#### **B). Scheme for Scholarship to self or family members of staff:**

The family members of the staff (Academic and administrative) are also studying / continuing study in any of the institutions promoted or managed by SES. To help financially and / or to encourage them as a matter of recognition and gesture, we are granting a scholarship of Rs, 10,000/- per year to one of his / her family member studying as a student any of the institutions promoted or managed by SES. The salient features of the Scheme (B) are as under:

#### Eligibility:

1. The student should have deposited fees and other charges up to date as per rules.
2. The student should have passed his/her last semester and have not discontinued study.
3. The student should be a self / spouse / son / step son/unmarried daughter / unmarried stepdaughter/ brother or sister of a male Staff member or an unmarried female staff member.
4. In case of married female staff member, self / spouse / son / step son/unmarried daughter /unmarried step daughter will be eligible to claim benefit of the Scheme'
5. The staff member should have completed minimum six months in an academic year.
6. The staff member should continue the service up to the period of end of the academic year of the student who is otherwise eligible to get the scholarship.
7. Maximum value of Scholarship will not exceed Rs.10,000/-in aggregate.
8. Only one student will be eligible for Scholarship even if spouse is also in service.
9. The Scholarship can be recovered if otherwise he / she are ineligible, narrated wrong fact / information in the application etc.

The eligible staff member should submit an application during January every year in prescribed format to the Registrar through HOD or Reporting Officer, who will recommend the application, (if otherwise in order and eligible) and forward the same to the Chief Finance & Accounts Officer so as to reach **by 30<sup>th</sup> January**. No application will be entertained thereafter. If fee is deposited in full, the payment shall be released by cheque to Student in the month of March every year; otherwise it will be deposited in fees due.

The guidelines may be followed meticulously.

(CHAIN RAJ KOTHARI)  
CHIEF FINANCE & ACCOUNTS OFFICER

Encl: Application form



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## APPLICATION FOR GRANT OF SCHOLARSHIP TO STAFF

Dear Sir/ Mam,

In terms of provision of Finance Division Circular No 05 dated 01/03/2012, I am applying to take benefit of Scholarship (Rs. 5,000/- per semester) and/or Waiver of College Caution Money as per rules. My information is as under:

| #  | Particulars  | Information to be filled in by Applicant |            |                  |
|----|--|--|------------|------------------|
| 1. | a. Name of Student   |  |            |                  |
|    | b. Registration Number   |  |            |                  |
|    | c. Course & Semester   |  |            |                  |
|    | d. Number of back paper(s), if any, till last result declared                      |  |            |                  |
|    | e. Whether any other scholarship received/ sanctioned from/by PU/Govt/other agency |  |            |                  |
| 2. | a. Name of staff member / Applicant  |  |            |                  |
|    | b. Employee Code   |  |            |                  |
|    | c. Designation   |  |            |                  |
|    | d. Date of Joining in PGC / PU   |  |            |                  |
|    | e. Presently working in  |  |            |                  |
|    | f. Relation with Student   |  |            |                  |
| 3. | <b>Details of Fee(s) DUE &amp; PAID</b>  | <b>Nature</b>                            | <b>Due</b> | <b>Deposited</b> |
|    |  | a. Tuition Fee                           |            |                  |
|    |  | b. CCM / HCM                             |            |                  |
|    |  | c. All other fee/fine                    |            |                  |
|    | <b>TOTAL Rs.</b>   |  |            |                  |
| 4  | Fee(s) / due(s) still to be paid   | Rs _____ / =                             |            |                  |
| 5  | Nature & Amount of Scholarship Claim   | <b>Fees</b>                              | <b>CCM</b> | <b>Total</b>     |
|    |  |  |            |                  |

I undertake to refund full amount of scholarship, if I am otherwise found ineligible to avail this facility under any provision of this Scheme. I also confirm that none of my family member is taking any benefit of this scheme including exemption to deposit College Caution Money.

Signature of Employee: \_\_\_\_\_

|  |       |
|--|-------|
| Recommendations of HOD/Reporting Officer : | Date: |
| Sanction by Registrar :                    | Date: |
| Order of CF & AO :                         | Date: |
| HR Department -For record                  |       |