

## FEE CONCESSIONS

The following categories of students are given fee concessions:

- **University employees** (both in service and retired) or one child is exempted from the payment of full tuition fee, 2nd Child and others exempted for half tuition fee as per rules (except self-financing courses).
- **University employees (both in service and retired) and their wards** are exempted from the payment of 25% of tuition fee in self-financing courses.
- **Wives, children and members of the Defence/Para Military forces** who are permanently disabled or killed during action are exempted from the payment of tuition fee only, in case they submit a certificate to this effect from the appropriate authority.
- **Brother-sister fee concession** is given to younger sibling. Elder sibling pays his/her full fees while his/her younger sibling is offered half tuition fee concession. (P.U. Calendar Vol. III 2016 at page 657). There will be no brother-sister Tuition fee concession for self-supporting/ financing courses like MBA(Ex),B.Ed., PGDCA and PGDMC.
- **Children of the persons killed in November 1984 riots** and terrorist violence in Punjab are entitled for exemption from all the charges as per Punjab Government decision. (except for self-financing courses).For detail visit link : [http://dcdc.puchd.ac.in/downloads/NewsAndEvents/\\_90770623-.pdf](http://dcdc.puchd.ac.in/downloads/NewsAndEvents/_90770623-.pdf)
- **Exemption in fee for wards of martyrs/permanent disabled** (up to 80% leading to incapacitation) **of Kargil war** who have a valid certificate from the Ministry of Defence to this effect and the same is entered in the Pension Book of the family. (Except for self-financing courses).

Students under Kashiri Migrants, 1984 riot victims and Rural and Border area visit link given below:

[http://dcdc.puchd.ac.in/downloads/NewsAndEvents/\\_90770623-.pdf](http://dcdc.puchd.ac.in/downloads/NewsAndEvents/_90770623-.pdf)

## STUDENTS AID FUND

For deserving and needy students, financial assistance is available from Student Aid Fund, maintained by the University.

1. Income certificate from a competent authority, which shall mean the Executive Magistrate, Tehsildar or the employer as the case may be, is must for availing Student Aid Fund.
2. Those students would be eligible for student aid fund second time, if her/she secure at least 50% marks in the previous examination.
3. Full fee will be charged from the Economically Weaker Students (EWS) at the time of admission and financial assistance will be provided to such students as per income slab.
4. Students covered under Self-Finance courses are not entitled for availing Student Aid Fund.

### Slab of Annual Family Income from all sources All Teaching Departments-

All Teaching Departments- USOL / VVBIS & IS Hoshiarpur	<ol style="list-style-type: none"> <li>1. Nil Income</li> <li>2. Up to 1,00,000/-</li> <li>3. 1,00,001 to 3,00,000/-</li> <li>4. 3,00,001/- to 4,00,000/-</li> </ol>	Amount to be disbursed to a student as approved by the Vice-Chancellor on the recommendation of the Committee depending upon the number of applicants and available funds for each academic year.
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The amount of help given to a student under this scheme in an academic year shall be decided by the Syndicate from time to time. (Vide Syndicate Para 44 1/15/28/29-05-2016)

The **Specimen** of Form is appended in the prospectus (Form- A) and available in specimens at [usoladmissions.puchd.ac.in](http://usoladmissions.puchd.ac.in)

**Note:** -Students covered under Self-Financing courses are not entitled for availing Student Aid Fund.

## **FREESHIP FOR SC/ST**

### **A. Post Matric Scholarship Norms/Guidelines for SC students of Punjab State only:**

- (i) **For Normal Courses** Tuition fee and other non-refundable charges have not been charged, except refundable component such as Library security etc. from the SC students belonging to Punjab State studying or taking admission in normal programmes at the time of admission. Only those students are eligible for Post Matric Scholarship Scheme who have annual family income not more than Rs. 2.50 lac.
- (ii) **For Self-Financing Courses:-**Such Students must deposit only 25% of the fee of the respective semester (excluding examination fee) at the time of admission.

**Note:** -It is pertinent to mention here that the eligible students, getting the benefit of fee exemption, are required to give undertaking on affidavit as per specimen at page 123, at the time of admission.

**Important Note:-**As per this undertaking, students are required to deposit the fee to USOL immediately within 15 days after receiving Post Matric Scholarship Amount in their Bank Account reimbursed by the Punjab Govt., failing which students are liable to pay balance fee with late fee charges as University norms.

**Following documents are to be deposited to avail the facility of Post Matric Scholarship as per instruction of DPI Colleges (Pb.). The documents shall be submitted along with the hard copy of Online Application-cum-Examination Form”**

1. SCHOLARSHIP FORM NO.1 containing of 7 pages for 1<sup>st</sup> Semester candidate & Renewal form No. 2 for 3<sup>rd</sup> & 5<sup>th</sup> Semester candidate. (See Specimen at page 124-131 for Fresh cases and page 132-135 for Renewal)
2. Original Income Certificate/Affidavit of duly attested by 1<sup>st</sup> Class Magistrate (Latest and of Current Academic session, i.e. not older than January 2021)
3. Photocopy of Punjab Residence Proof of the candidate. (Self-attested )  
OR  
Affidavit duly attested by 1st Class Magistrate/Tehsildar.  
(Aadhaar card, pan card, ration card etc. will not be accepted as residence proof.)
4. Photocopy of Caste certificate of the Candidate. (Self-attested)
5. Photocopy of Last examination passed by the Candidate. (Self-attested)
6. Bank Account No.of the Candidate with IFSC Code(Self-attested)
7. Photocopy of Aadhaar Card of the Candidate (Self attested)
8. Undertaking (See Specimen at page 122)
9. Gap year affidavit (Required if gap is more than 3 years.)

**\* Bank Account Number of the students must be seeded/linked with the Aadhaar Number.**

**Note:** In case you not send the above required documents well in time, you have to pay the USOL full fee and will not be entitled for **Post Matric Scholarship**.

**IMPORTANT NOTE:-**Students availing the freeship for SC/ST/PWD/Blind category will be required to pay the **Online Prospectus Charges** (Rs. 150) and **Refundable Library security** (Rs. 880/- for Under Graduate, Rs.1100/-for Post Graduate Courses, (if already not paid)

**Incomplete application form and information will not be entertained.**

**B. For Other states :(SC/ST/BC/OBC Students of Other students belonging to states other than Punjab i.e. Haryana, Chandigarh, H.P., J.& K, UP, Bihar etc.)**

SC/ST/BC/OBC categories of students belonging to other states (except Punjab) , studying or taking admission in normal as well as self-financing courses of the Teaching departments of Panjab University and its Regional Centres belonging to States other than Punjab (i.e. Chandigarh, Haryana, Himachal Pradesh, J&K, Bihar, Rajasthan. etc.) who are eligible and applied for Post Matric Scholarship (PMS) through online , such students are required to pay essentially the full fee at the time of admission. Their fee would be reimbursed by their respective states welfare departments directly into such students bank account through online banking management system after duly submission through departments and further processing of their PMS scholarship form on time (i.e. before due date) by the respective state welfare division.

**Important Note:** They are also required to fill up the Post Matric Scholarship application form before due date which is mandatory for such students who want to take the benefit of reimbursement of claim of fee paid by them at the time of admission. The Chairperson/H.O.D. of all the Teaching Department are requested to get all the formalities completed by eligible students, belonging to states other than Punjab and hard copies of their Post Matric Scholarship forms along with supporting documents duly checked, verified and countersigned (with office seal) may be sent to the office of SC/ST Cell by 30.10.2021 for onwards submission to the District Welfare Officer of the concerned state. The fee will be reimbursed by the respective/concerned state government directly into the bank account of students through Online Banking Management System. Individual student is fully responsible to ensure to submit the same to the office of SC/ST Cell before due date.

**Scheme of Post Matric Scholarship for OBC Students by the Government of India/State Government/U.T. Administration:**

Those candidates belonging to OBCs so specified in relation to the State/Union Territory to which the applicant actually belongs, i.e. is permanently settled, who have passed the Matriculation or higher secondary or any higher examination of a recognized university or Board of Secondary Education and who belong to a family having income not exceeding Rs. 1 lac per annum are eligible for Post Matric Scholarship for OBC Students. Students have to apply for this scholarship by filing up the application form available at the respective websites of the State governments and process it through the Chairperson of University department.

**Important: In case a candidate is not found to be eligible for Freeship/Fee concession after verification of document by USOL, the candidate has to pay the full fee.**

**If the candidate does not pay the fee, his/her candidature will be cancelled and cannot claim refund in any case.**

**BLIND/PWD STUDENTS**

**Blind students** who join a regular degree/Post-graduate degree/self-financial courses at the P.U. would be allowed exemption from payment of tuition fee only for progressive courses and not for parallel courses and rule sas applicable to other, students would be applicable to the blind students.

The free education, including examination fee, be provided to the completely blind student belonging to below poverty line, as described by the relevant Government notification/s, in any course/self-financing courses, only for progressive courses and not for parallel courses in the University and its affiliated Colleges, subject to the student being otherwise eligible.

a) The total family income from all sources does not exceed Rs. 2.5 lacs per annum and the income certificate shall be accepted when issued by the competent authority which shall mean the Executive Magistrate/ Tehsildar/Naib Tehsildar/SDM.

b) The candidate has to submit an affidavit to this effect by 1st Class Magistrate. A limited number of course books (one per paper) may also be provided, which would be returnable after the completion of the course.

(Vide Syndicate Para-19 dated 18-5-2014).

The fee concession and Financial Assistance be also given to the person with Physical Disability (PwD) as is available to the blind students. (Vide Syndicate Para-10 dated 16-03-2019)

## CONCESSION TO TRANSGENDER STUDENT

### Guidelines for grant of concession to the Transgender students

Following documents/information shall be submitted by the students and verified by the Department.

1. Aadhaar Card/Voter ID Card/Passport/driving License/PAN card/RC/Ration card/Bank Passbook, if any, be submitted by the students showing the candidate belongs to Transgender Category.
2. Students should not involve in criminal cases, ragging or any other misconduct/violation of University Rules.
3. Students must attain the minimum percentage of attendance as prescribed by the University in the current year i.e. not less than 75%.
4. Those students who are residing with their parents or separately from their parents needs to submit their affidavit duly attested by the Executive Magistrate /Tehsildar/SDM certifying that:-
  - i) Not getting any fellowship/scholarship/concession from any source
  - ii) Total income from all sources not exceed Rs.2.5 lacs per year.
5. Full fee concession shall be counted in the subsequent years only if:-

The students must have passed the examination in first attempt i.e. should not have are appear or compartment or drop the examination.
6. The application of such students be duly recommended by the Chairperson/Director/Co-coordinator of their respective department.

## FEE CONCESSION TO STUDENTS WHOSE PARENTS ARE NOT SURVIVING

### Guidelines for grant of fee concession to the students, whose both parents are not surviving and there is no source of income and those whose father has expired and mother is not able to bear his/her expenditure towards studies.

(Vide Syndicate Para 27 dated 29-2-2012).

Following documents/Information shall be submitted by the student and verified by the Department:

1. Concession is applicable for tuition fee only.
2. Proof of Death be submitted by the candidate.
3. There should be no academic arrears in the year of getting the benefit.
4. 10% of tuition fee plus admissible funds be taken from such students at the time of admission in the 1st year. After confirming the claim of the students, the concerned Chairperson/Director will recommend the refund of 10% tuition fee paid by the student.

5. For subsequent years, no tuition fee be charged from the eligible students those who fulfill the conditions. However, fee towards funds shall be paid by the student.
6. Student should not involve in ragging or any other misconduct/violation of University Rules.
7. Student must attain the minimum percentage of attendance as prescribed by the University in the current year i.e. not less than 75%.
8. Family income of student does not exceed Rs.2,50,000/-p.a. (Syndicate Para 47R(xxxvi dated 27.11.2016)
9. Student must submit evidence in the form of affidavit duly attested by the Executive Magistrate/Tehsildar/Naib Tehsildar /SDM certifying that:-
  - i) The income of the surviving mother or guardian/is not more than 2,50,000/-per annum from all sources.
  - ii) Not getting any fellowship/scholarship from any source. If getting any fellowship/scholarship, the student will have to refund the amount of fellowship / scholarship to the University to get the benefit of 100%exemption in tuition fee under this category.

## NATIONAL E-SCHOLARSHIPS

### **National Scholarships**

At present, the current list of On Board Scholarship Schemes is available at Website [www.scholarship.gov.in](http://www.scholarship.gov.in) under National Scholarship Portal. Students are required to register themselves and upload the required documents with the help of their own unique login ID and password.

The students may avail the following scholarships from various Government bodies. For this they have to download the scholarship form from the concerned website and fill it properly and get it countersigned from the Chairperson of USOL.

#### **A. Ministry of Minor Affairs**

1. Post-Matric Scholarship Scheme for Minorities.
2. Merit-Cum-Means Scholarship For Professional and Technical Courses CS

#### **B. Department of Empowerment of Persons with Disabilities**

3. Post-Matric Scholarships for Students with Disabilities

#### **C. Ministry of Labour and Employment**

4. Financial Assistance for Education of the wards of Beedi/Cine/IOMC/LSDM Workers- Post Matric

#### **D. Department of Higher Education**

5. Central Sector Scheme of Scholarship for college and University Students.

#### **E. WARB, Ministry of Home Affairs**

6. Prime Minister's Scholarship Scheme for Central Armed Police forces & Assam rifles.

#### **F. RPF/RP SF, Ministry of Railway**

7. Prime Minister's Scholarship Scheme for RPF/RPSF

Students from Departments/Institutions/ Centres/ Constituent Colleges of Panjab University may register themselves at this site to apply for the scholarship scheme, according to their eligibility. Students will get their application Id from the site and upload the required data and their supporting documents with the help of their own application Id and password.

The following documents are mandatory required to be uploaded along with the online applications for any of the above said scholarship schemes:

1. Printout of Scholarship Application, completed in all respect.
2. Passport size photo of the student
3. Institutional Verification Form
4. Self-attested photocopy of Residential Certificate
5. Annual Family Income Certificate
6. **In case of Fresh Scholarship Applicant:** Copy of self-attested certificate of 'Previous Academic Mark sheet' as filled in the form  
**In case of Renewal Scholarship Applicant:** Copy of self-attested certificate of 'Previous year Mark sheet' as filled in the form
7. Self-attested copy of the fee receipt of current course, deposited by the student in the department at the time of admission
8. Annual fee detail for both the semesters of current academic year (to be provided by department)
9. Self-attested photocopy of AADHAAR Card
10. Self-attested photocopy of Bank Account passbook in the name of student linked with Aadhar Card

Students will submit the hard copy of scholarship application form along with their supporting documents to their respective teaching departments/Institutions/ Centres/ Constituent Colleges of Panjab University and the Chairperson/HOD of the respective teaching departments/Institutions/ Centres/ Constituent Colleges are required to verify the student's Scholarship Application Form i.e. (Institutional Verification, Annual Course Fee, Previous Class percentage and other supporting documents etc.) and send the same to National E-Scholarship Section of SC/ST Cell, Aruna Chandra Hall, 1st Floor, Room No. 2016 for approval and further processing.

It is also advised to visit regularly on the website <http://scholarships.gov.in> for other new scholarship introduced by the Govt. of India from time to time, so that maximum number of students of the university can avail the benefit by applying for scholarship/s according to their eligibility.

### **Cash Reward for the children of Safai Karamchari of Chandigarh Administration**

To encourage the children of Safai Karamchari for higher studies and as incentive to such children who performed well in Matriculate or Secondary level in 2021, application are hereby invited under scheme called "Cash Award for Children of Safai Karamcharis" from the eligible candidates as per following eligibility criteria.

#### **Eligibility Criteria**

Applicants/Students fulfilling the following criteria shall be eligible for benefit under the scheme:

1. The parents of the applicant should belong to Scheduled caste category and should be residing in Chandigarh for last 3 years.
2. Either both parents of the applicant should be Safai Karamchari an employee of the Department/Board/Corporation of Chandigarh Administration/other Governments/Private Sectors on regular/temporary/on daily wages/adhoc/on DC Rates/on outsourced or through contractor or Private Safai Karamcharis.

3. Total Annual Family Income of Parents should not exceed 2, 50,000/-.
4. The Applicant should have passed 10<sup>th</sup> or 12<sup>th</sup> in first attempt from any school having 50% marks or above.
5. The Applicant must have taken admission into the Higher Class/Course in any of the Government/ Government aided/ Professional Educational Institutions/ Colleges/ Schools.
6. Application for benefit under the Scheme must be supported by requisite documentary proof such as the Employer's Certificate from the Department where his/her parents are employed to the effect that his/her parents is/are Safai Karamchari in office/Board/Corporation of the Chandigarh Administration/Other Governments/Private sectors at least for the last 1 year, the copy of 10<sup>th</sup> or 12<sup>th</sup> Pass Certificate, copy of Birth Certificate etc. The authenticity of Employer's Certificate is subject to verification by Chandigarh Scheduled Castes, Backward Classes and Min. Fin. Dev. Corpn.Ltd from the concerned issuing authority.
7. In case of Private Safai Karamcharis, a Certificate should be issued by the Managing Director, Chandigarh Scheduled Castes, Backward Classes and Min. Fin. Dev. Corpn. Ltd on the basis of the Self-Declaration by the Applicant with supporting documents which should be verified by the Field Officer/ Committee of the Corporation or recommended by the area Councilor.
8. The award will be given to the eligible students applicants on the basis of performance of 12<sup>th</sup> class as under:

Sr. No.	Marks obtained by the child	Award
1.	50% or above	Rs. 30,000/-

#### **Procedure for applying**

- The applicant should apply in the prescribed format along with the required documents latest by 10.11.2021. The application received after 10.11.2021 shall not be entertained.
- The Chandigarh administration can at any time relax or change any of the conditions of the scheme.
- Benefit applied and obtained under the scheme on the basis of false information/documents by the applicant shall make the applicant liable for criminal action without prejudice to other remedies.
- The applicant form can be obtained Free of cost from the Office of Corporation on any working day between 9 am to 5 pm.

#### **Check list of the required documents**

- Attested application form recommended from school/institution.
- Detailed marks sheet of 10<sup>th</sup> or 12<sup>th</sup> standard.
- Residence proof (last 3 years)
- Caste certificate
- Photograph duly pasted on the application form.
- Declaration/Recommendation (Part –II form) the school/institution where the candidate has taken admission after 10<sup>th</sup> or 12<sup>th</sup>.
- Declaration of the Head of the department/Office (Part –III form)
- Birth certificate of the applicant
- Proof that the student has cleared the exam in first attempt (Certificate from school as per specimen attached)

It is therefore requested that the application form of students duly checked, verified and countersigned by the chairperson/H.O.D. of the department/Institute/Centre (with office seal) along with required documents may be sent to the office of SC/ST cell before 30.10.2021, so that the same could be sent to the quarter concerned well in time.

**PART -II**  
**RECOMMENDATIONS OF THE HEAD OF INSTITUTION**

Certified that Sh. \_\_\_\_\_ S/o  
Sh./Smt \_\_\_\_\_ has been admitted in  
\_\_\_\_\_ class/course in this institution on  
\_\_\_\_\_. This institution is affiliated to the Board/University of  
\_\_\_\_\_ and/or is approved/recognized by the Govt. of  
\_\_\_\_\_

Signature of head of the School/Institution

Name \_\_\_\_\_

(In block letters)

**PART -III**  
**DECLARATION FROM EMPLOYER**

Certified that Sh./smt. \_\_\_\_\_ S/o, W/o. Sh.  
\_\_\_\_\_ is working as \_\_\_\_\_ on regular/temporary/on daily  
wages/adhoc/on DC Rates/on outsourced or through contractor in the office/board/Corporation of  
\_\_\_\_\_ Chandigarh Administration since \_\_\_\_\_ and  
drawing total salary of Rs. \_\_\_\_\_ per month.

Dated \_\_\_\_\_

Signature Head of the department/Office

(With Complete address)