

Annexure 'X'

NUJS Merit-cum-Means Scholarship Policy, 2019

The West Bengal National University of Juridical Sciences ("NUJS") is committed to ensuring that students from all financial backgrounds have an equitable opportunity to undertake professional legal education. It is acknowledged that lack of substantial financial means could be an impediment for many motivated and meritorious students who wish to pursue a career in law. Financial aid is of utmost necessity to ensure accessibility to legal education. Therefore, NUJS is dedicated to create a level playing field for students, in which economic privilege shall not be a determinant in relation to the opportunity to learn. In pursuance of this understanding, NUJS shall strive to provide financial assistance to students from low income families enrolled in the University.

1. Title, Scope and Application

- (1) This Policy shall be called the NUJS Merit-cum-Means Scholarship Policy, 2019.
- (2) This Policy shall extend to the Merit-cum-Means Scholarship, and any other programme or scheme of financial assistance, grant, free-ship, fee-waiver etc. as may be notified by the Vice Chancellor from time to time.
- (3) This Policy is applicable to the students of the undergraduate academic programme.

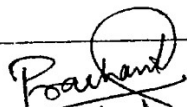
2. Commencement

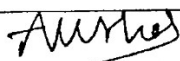
- (1) This Policy shall come into force from such date as notified by the Vice Chancellor.

3. Definitions

- (1) "Application Form" means the application form provided in Schedule III to this Policy.

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21/08/2019


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16/08/2019

- (2) **"CGPA"** means Cumulative Grade Point Average as provided and verified by the Academic Section.
- (3) **"Declaration"** means the declarations provided in Schedule III to this Policy.
- (4) **"Merit-cum-Means Scholarship"** means the financial assistance, in the form of percentage waiver of Tuition Fee, extended by the University to undergraduate students from low income families in each academic year.
- (5) **"Office of the Assistant Registrar (Academics)"** means the section of the University headed by the Assistant Registrar (Academics) as defined under Section 1(i) of the Academic and Examination Regulations, 2012.
- (6) **"Parental Income"** means the combined income of both the parents (or guardian(s) as the case may be) of a student. If both the father and mother of the student are deceased, the income of the legal guardian shall be considered to be 'parental income'.
- (7) **"Parental Income Ceiling"** means the ceiling prescribed under Clause 6(2) of this Policy.
- (8) **"President of the Student Juridical Association"** means the President of the Student Juridical Association ("SJA") as defined under Section 9 of the Constitution of the Student Juridical Association, 2014.
- (9) **"Scholarship Corpus"** includes the sum approved by the University for the purpose of Merit-cum-Means Scholarship in an academic year as per the Executive Committee resolution passed from time to time.
- (10) **"Scholarship Notification"** means the notification issued by the Office of the Assistant Registrar (Academics) containing the call for applications for the Merit-cum-Means Scholarship.

(11) "Tuition Fee" means the tuition fee component payable under the applicable fee structure as notified by the University for each batch in the undergraduate programme.

(12) "University" means The West Bengal National University of Juridical Sciences, Kolkata.

(13) "Vice Chancellor" means the Vice Chancellor of the West Bengal National University of Juridical Sciences, Kolkata under Section 2(12) of The West Bengal National University of Juridical Sciences Act, 1999.

(14) "Share per student" is the amount of money deduced after dividing the Scholarship Corpus with the total number of eligible candidates irrespective of the individual point score as prescribed under Clause 8(3) of this Policy.

Illustration: Suppose the scholarship corpus is Rs 50,00,000 and there are total number of 50 eligible applicants from all the batches in a given year. The *share per student* is Rs 1,00,000.

(15) "Scholarship pool" for a particular batch is the product of the share per student multiplied by the number of eligible candidates in that particular batch as prescribed under Clause 8(4) of this Policy.

Illustration: Suppose in a particular batch there are 10 eligible applicants. Applying the amount of the illustration in clause 3 (14) [Rs 1,00,000], the scholarship pool of that batch is Rs 10,00,000 (10 applicants * 1,00,000).

(16) "Individual point score" is the total point score of an individual obtained after adding that individual's merit and means points weighted in the allocated proportion with respect to the individual's batch as prescribed under Clause 8(5) of this Policy.

Each point score” is the sum of the individual point scores of all the eligible **students** in a particular batch as prescribed under Clause 8(7) of this Policy.

One-unit point score” is the monetary value of every point score in a particular batch **derived** from its respective scholarship pool as prescribed under Clause 8(7) of this **Policy**.

Scholarship Committee

- (1) A Scholarship Committee** shall be constituted under this Policy for the purpose of **examination** of scholarship applications and the determination of the amount. It shall also **discharge** such other functions as stated elsewhere in this Policy and such other additional **functions** as notified by the Vice Chancellor from time to time.
- (2) The Scholarship Committee** shall attempt to represent the perspectives of all stakeholders **involved**, particularly students.
- (3) The Committee** shall have three members, including:
 - (i)** Two faculty representatives nominated by the Vice Chancellor and one of the two shall be the Chairman of the Committee as designated by the Vice Chancellor;
 - (ii)** President of the SJA or his/her nominee; and
- (4) The Academic Section** shall provide a Secretary to the Committee to provide administrative assistance including notification and verification of the scholarship application. They shall also compile the data of all the eligible candidates as per the method prescribed under this policy. Also, they should publish the decision of the Committee.
- (5) The Committee** shall have a term of three years.

- (6) Member/s may recuse themselves from the scholarship determination process for a particular candidate, if they have a conflict of interest in relation to him/her.
- (7) Where any of the members of the Committee resigns or cannot undertake his/her responsibilities, he/she shall be appropriately replaced no later than one month from the date of said resignation.
- (8) The quorum for meetings shall be two members. This quorum shall take decisions by consensus.
- (9) The Committee shall take active measures towards increasing the pool of financial resources available for the Scholarship Corpus.
- (10) The Committee shall, after due consultation with the student body and other stakeholders, present budgetary estimates for scholarships before the concerned authorities prior to the preparation of annual budget of the University each financial year.

5. Operational Timelines

- (1) The University shall invite applications for the Merit-cum-Means Scholarship by means of a Scholarship Notification within eight weeks from the commencement of the Monsoon Semester of each academic year.
- (2) The application process shall be completed within two weeks of the issuance of the Scholarship Notification.
- (3) The Scholarship Committee may call for additional information from the applicants within one week of submission of the scholarship applications.

Provided that, any additional information so sought can only be in relation to information already furnished by an applicant and used for clarificatory purposes by the Committee.

- (4) The Scholarship Committee shall declare the list of recipients of the Merit-cum-Means Scholarship prior to the commencement of the Winter Semester for each Academic Year.

6. Eligibility Criteria

- (1) The Merit-cum-Means Scholarship shall be open to all students of the undergraduate academic programme, except for those students admitted under the NRI/NRI Sponsored and Foreign National categories.
- (2) The Merit-cum-Means Scholarship shall be made available to those students whose Parental Income is equal to or less than Rupees Six Lakhs *per annum* ("Parental Income Ceiling") for the previous financial year subject to upward revision by the order of the Vice Chancellor. The Vice Chancellor after due consultation with the Scholarship Committee shall take a decision for the upward revision of the Parental Income Ceiling at least once in every three years.
- (3) Any student who is already a recipient of any scholarship, grant, waiver, financial assistance or any other support of such nature from any source including but not limited to the Central Government, State Government and private philanthropic bodies, may avail the Merit-cum-Means Scholarship.
- (4) The Committee shall ensure that the individual scholarship amount under this policy and the benefit in sub clause (3) should not exceed the total Tuition Fee in the given year at the time of submission of application or at any time in that academic year.

Procedure for Application

- (1) The Scholarship Notification shall be issued through the Office of the Assistant Registrar (Academics).**
- (2) The Scholarship Notification shall contain the Application Form and the proforma for the respective Declarations by students and their parents/guardians, as provided in Schedule III of this Policy.**
- (3) Each scholarship shall operate for a period of one academic year. An applicant may reapply for the subsequent year(s) with relevant documents pertaining to the respective financial and academic year.**
- (4) Candidates desirous of applying for scholarships are required to fill in and submit the following to the Office of the Assistant Registrar (Academics):**
 - (i) Application Form, along with prescribed documents.**
 - (ii) Physical copy of self-attested Declaration by the student, confirming the veracity of all information provided.**
 - (iii) Scanned copy of self-attested Declaration by parents/guardian, confirming the veracity of income related information provided.**
- (5) The documents related to the following shall be mandatorily attached with the Application Form:**
 - (i) Proof of income, as prescribed under Clause 9.**
 - (ii) CGPA, as provided by the Academic Section.**
- (6) Applications for the Merit-cum-Means Scholarship must be submitted within two weeks from the date of the Scholarship Notification.**

2. Method for Determination of Scholarship Amount

- (1) The scholarship amount shall be based on the merit and means of an eligible candidate. In the first year, only means shall be considered and in the subsequent years both means and merit are taken into consideration. The weightage of means shall keep decreasing as the student progress to the higher years with the aim to give equal weightage to both merits and means in the final year.
- (2) The scholarship amount shall be decided for an individual student in accordance with his means specific to the previous financial year and his merit specific to his own batch in the last academic year.
- (3) The Scholarship Corpus shall be divided equally amongst the total number of eligible candidates to obtain the *share per student*. The share per student shall be multiplied with the total number of eligible candidates from each batch to form the *scholarship pool for each batch* respectively.
- (4) The scholarship pool for each batch shall be distributed amongst the eligible candidates from that batch. This process ensures that there is an equitable distribution of the scholarship corpus amongst the five batches.
- (5) The distribution of the scholarship pool for a particular batch amongst the eligible candidates from that particular batch shall be in accordance with their merit and means. Points have been allocated to different brackets of merit and means. An individual shall have an *individual point score* which is the sum of their merit points and means points *weighted* in the allocated proportion of the same.
- (6) The Merit Points table, the Means Points table and the table indicating a Merit cum Means batch-wise split are provided in **Schedule I**.
- (7) The total point scores of all the eligible candidates of a particular batch shall be added to obtain a *batch point score*. The scholarship pool of a particular batch shall be divided by

the batch point score to find the *one-unit point score* of the particular batch. It is the monetary value attached to every single point score in that batch.

- (8) The one-unit point score of a batch shall be multiplied with the individual point score of every eligible candidate in that batch to find their *individual scholarship amount*.

9. Proof of Parental Income

- (1) Income Tax Returns for the Financial Year, immediately preceding the Financial Year in which the application for the Merit-cum-Means Scholarship is being made shall be considered as proof of parental income.

Or,

Income Certificates issued by the Revenue Department of any State Government, or any other appropriate Central or State governmental authority, evidencing parental income, and an affidavit by the parent(s) attesting their stated annual income, may be submitted as proof of income under special circumstances to be mentioned in the Application Form.

- (2) The Income Tax Returns or Income Certificates submitted by applicants shall be verified by the Scholarship Committee. Applicants who are found guilty of submission of falsified proof of income shall be liable under Clause 11.

10. Declaration of Other Scholarship/Aid

- (1) Eligible candidates must declare the particulars of any scholarship, grant, waiver, financial assistance or any other support of such nature from any source including but not limited to the Central Government, State Government and private philanthropic bodies to the Scholarship Committee, in the Application Form.

- (2) In the event of any student becoming a recipient of such other scholarship, grant, waiver, financial assistance or aid subsequently, prompt disclosure must be made to the Scholarship Committee and the Office of the Assistant Registrar (Academics) no later than one week of the student receiving intimation about the same.
- (3) The Scholarship Committee must take into account the factors mentioned in Clause 6(4) of the Policy and decide on the continuance of Merit-cum-Means Scholarship within four weeks from the date of disclosure under sub-clause (2) made by the student.

11. Offences and Penalties

- (1) The Scholarship Committee is empowered to determine penalties as per Schedule II for the following offences:
 - (i) Submission of falsified proof of income.
 - (ii) Non-declaration of any external scholarships or aid.
 - (iii) Any other malpractices.
- (2) No penalty shall be imposed under this Clause without providing a fair opportunity of being heard before the Scholarship Committee.
- (3) Notwithstanding the penalties imposed by the Scholarship Committee, additional disciplinary and punitive actions may be undertaken by the University or the Vice Chancellor against the student(s) found guilty of any of the offences specified above.

12. Appeal

- (1) Appeals against the decisions of the Scholarship Committee shall lie before the Vice Chancellor. The decision of the Vice Chancellor shall be final.

any appeal must be filed within four weeks from the date of communication of the Scholarship Committee's decision to the student. The Vice Chancellor shall dispose of the appeal within two weeks of the appeal being filed.

No fees shall be payable by the appellant student(s) till such time the appeal is disposed of by the Vice Chancellor.

Student Scholarship Cell

(1) The Student Scholarship Cell shall be constituted by the Student Juridical Association after inviting applications from the student body. It shall consist of at least five members and one member each from every batch of the undergraduate programme. The President of the Student Juridical Association shall act as the Coordinator of the Cell. The term of the Cell shall be for one year from the date on which it is constituted.

(2) The Student Scholarship Cell shall be tasked with *inter alia* the following functions:

- (i) assisting the students in filing their scholarship applications;
- (ii) representing students before the Scholarship Committee;
- (iii) disseminating information on available scholarships among the members of the student body;
- (iv) maintaining a database of the scholarships availed by students externally from government and other sources;
- (v) providing suggestions for improvements or reforms before the Scholarship Committee.

(3) The Student Scholarship Cell shall also undertake efforts towards improving the quantum of the Scholarship Corpus by actively engaging with the University and its governing bodies as well as external entities, including but not limited to, alumni, public institutions and private bodies.

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- (1) The President of the Student Juridical Association is vested with the power to issue any ~~direction~~ in relation to the Student Scholarship Cell to ensure its effective functioning.

14. Public Announcement and Notice

- (1) This Policy shall be made available on the University website and published in any other ~~suitable~~ official publications of the University within a week of notification of this policy by the Vice Chancellor.
- (2) The Policy must be referenced in the CLAT brochure made available on the CLAT website so that all prospective students are informed of the fact that the University has ~~suitable~~ scholarship schemes in place in order to ensure that no prospective student shall be denied access to education only on account of lack of means.
- (3) The University shall also ensure that the announcement notifications for all external and internal scholarships shall be made prominently on all University notice boards, as well as on the University website.
- (4) The Scholarship Committee in particular, shall ensure that students are given adequate prior notice of each scholarship, and granted sufficient time and assistance to apply for the same.

15. Emergency Financial Assistance

- (1) In a situation wherein any student is deprived of any successfully obtained external scholarship on account of factors beyond the student's control, or there is a material change in circumstances so as to threaten her/his ability to continue studying in the University, including but not limited to death of a parent, or loss of livelihood or income, the Vice-Chancellor may make immediate provision for suitable financial assistance in

favour of such student, subject to *post facto* approval by the appropriate authority of the University.

- (2) The Student Scholarship Cell shall bring to the notice of the Vice Chancellor as and when any student requires emergency financial assistance under this Clause.

16. Alumni Scholarship Fund

- (1) The University administration and the Vice Chancellor shall undertake steps to explore the feasibility of instituting a 'NUJS Alumni Merit-cum-Means Scholarship Fund'.
- (2) The Fund may receive regular voluntary contributions from alumni who have previously been beneficiaries of the Merit-cum-Means Scholarship. The proceeds from the Fund shall form a part of the Scholarship Corpus and shall be used for extending the benefits of the Merit-cum-Means Scholarship.
- (3) The Student Scholarship Cell shall assist the University in instituting the Fund.

17. Amendment

- (1) Except so far as specified under Clauses 6(2) and 8(8) of this Policy, any amendment to any of the other Clauses in this Policy shall be carried out by the Academic Council of the University.

18. Review

- (1) The Vice Chancellor shall conduct a review of the efficacy and implementation of the Policy at least once in a period of three years. The findings of the review shall be placed before the Academic Council and other appropriate governing bodies of the University, along with appropriate suggestions, in order to improve the functioning of the Policy.

SCHEDULE I

MERITS POINTS TABLE

GPA	Value
6.0-6.99	9
5.5-5.99	8
5.0-5.49	7
4.5-4.99	6
4.0-4.49	5
3.5-3.99	4
3.0-3.49	3
2.5-2.99	2
2.0-2.49	1

MEANS POINTS TABLE

Parental Income	Value
Upto 1,99,999	9
2,00,000-2,49,999	8
2,50,000-2,99,999	7
3,00,000-3,49,999	6
3,50,000-3,99,999	5
4,00,000-4,49,999	4
4,50,000-4,99,999	3
5,00,000-5,49,999	2
5,50,000-6,00,000	1

MERIT CUM MEANS SPLIT

BATCH	MERIT	MEANS
I	0	100
II	20	80
III	30	70
IV	40	60
V	50	50

ILLUSTRATION

Scholarship Corpus = Rs 50,00,000

Total number of eligible applicants from all batches = 50

Therefore, share per student = Rs 1,00,000 (Rs 50,00,000/ 50)

Assuming we have 3 eligible applicants from the second year,

The batch scholarship pool will be Rs 3,00,000 (3* Rs 1,00,000)

The individual point scores of the three applicants X, Y and Z are 8, 7 and 5 respectively.

Therefore, the total batch point score of the second year is 20.

Now, the batch scholarship pool (i.e, Rs 3,00,000) is divided by the total batch point score (i.e, 20)

Thus, the one-unit point score for the second year is Rs 15,000 (Rs 3,00,000/ 20)

Therefore, individual scholarship amount for each of the eligible applicants shall be;

$$X = 15,000 * 8 = \text{Rs } 1,20,000$$

$$Y = 15,000 * 7 = \text{Rs } 1,05,000$$

$$Z = 15,000 * 5 = \text{Rs } 75,000$$

There may be an extreme situation where one of the three applicants are getting more than a full waiver and the other two get their individual scholarship amounts respectively. Assuming that the excessive amount is Rs 10,000 for the applicant who gets more than a full waiver.

This Rs 10,000 shall be treated as scholarship corpus for all the applicants from all batches **except** for the ones who got the full waiver. The same table shall be applied for the allocation **this** amount.

Such excess amounts from the individual scholarship amounts of students from all the five **batches** shall be added up and this corpus shall be divided in the same method as employed in the **table** excluding the ones who secured a full waiver across the five batches.

FINAL COMPOSITE TABLE

BATCH	NO. OF APPLICANTS	NO. OF ELIGIBLE APPLICANTS (E)	BATCH SCHOLARSHIP POOL [E * SHARE PER ELIGIBLE CANDIDATE IN A BATCH]	TOTAL BATCH POINT SCORE [SUM OF IND. BATCH POINT SCORE]	ONE-UNIT POINT SCORE [BATCH SCHOLARSHIP POOL/ TOTAL BATCH POINT]
I					
II					
III					
IV					
V					
TOTAL					

1
1
1
1
1

SCHEDULE II

S. NO	OFFENCE	PENALTIES
1.	Submission of falsified proof of income	1. The student shall be liable to pay back to the University all amounts disbursed and/or exempted, with appropriate interest not exceeding 10%. 2. The student shall also be barred from applying for the NUJS Merit-cum-Means Scholarship for all subsequent years.
2.	Non-declaration of any other scholarship being received by the applicant	1. The student shall be liable to pay back to the University the amounts disbursed and/ or exempted under the NUJS Merit-cum-Means Scholarship, during the year(s) they derived financial benefit from any other scholarship. 2. The student shall also be disqualified from availing the Merit-cum-Means Scholarship for the academic year subsequent to the one in which such non declaration was made.

SCHEDULE III

A) APPLICATION FORM

**APPLICATION FOR MERIT CUM MEANS SCHOLARSHIP FOR THE ACADEMIC
YEAR 20__-20__**

Sl. No.	Particulars	
1.	Name of the Student (in block letters)	
2.	I.D. No.	
3.	Year of Study	
4.	CGPA	
5.	Father's Name and Occupation & Income	
6.	Mother's Name and Occupation & Income	
7.	Residential Address	
8.	Contact details of	

	Parents (Email Address & Phone Number)	
9.	Contact Details of Applicant (Email Address & Phone Number)	
10.	Name and Details of any External Scholarship which you are receiving	
11.	Documents Submitted	
12.	Special circumstances (if any)	

B. DECLARATIONS

DECLARATION AND UNDERTAKING BY THE CANDIDATE

I, hereby, undertake and certify that the information provided in this form is correct and true to the best of my knowledge, and no material information has been concealed. I understand that in the event of any information being found false, misleading or incorrect, or any other ineligibility to receive the Merit-cum-Means Scholarship being detected, during or after completion of my programme at WBNUJS Kolkata, or any of the personal information furnished in support thereof is found incorrect, neither I nor my parents/guardian shall have any objection whatsoever against the action taken by the University in the matter, in accordance with NUJS merit-cum-means policy. I further declare that my parents do not have alternate mode of income than what has been disclosed by me. That the total parental annual income is Rs. _____ as per the details furnished in the certificate and as written hereunder.

Date:

Signature of Applicant

DECLARATION AND UNDERTAKING BY THE PARENT / GUARDIAN

I declare that the information given above by my ward is true and correct to the best of my knowledge and belief. I hereby undertake to refund all the monetary benefit received by my ward from the University, in case any of the above information is found to be incorrect and false. I understand that the University reserves the right to take any action it deems fit if false information has been furnished, including the cancellation of admission granted to my ward, if the University so decides.

Place:

Signature of Parents/Legal Guardian

Date: