

PANJAB UNIVERSITY, CHANDIGARH

From: The Co-ordinator-cum- Liaison Officer (SC/ST Cell), Panjab University, Chandigarh.	To All the Teaching Departments of P.U. and its Regional Centres, Panjab University, Chandigarh.
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No. **201-300-SC/ST Cell**

Dated: **14.7.2023**

Subject: Norms/Guidelines regarding Post Matric Scholarship (PMS) Scheme for SC students studying or taking admissions in Panjab University, Chandigarh & its Regional Centers, for the academic session 2023-2024.

PMS Norms/ Guidelines for SC students of Punjab State only:

- (i) **For Normal courses:** Tuition fee and other non-refundable charges would **not be** charged, except refundable component such as security etc., from the SC students belonging to Punjab State studying or taking admission in normal courses, at the time of admission (having annual family income equal to or less than Rs. 2.50 lac and eligible for Post Matric Scholarship Scheme). Eligible PMS SC students shall give undertaking on affidavit as per **(Annexure I)** at the time of admission.
- (ii) **For Self-Financing Courses:** Such students shall only deposit 25% of the fee of the first semester at the time of admission with undertaking **(Annexure I)** and 25% of the fee at start of second semester preferably before the last date decided by competent body of the University.

Eligibility Criteria:

1. The student must SC category
2. He/she belong to Punjab state
3. The Annual income of the family is not above 2.50 lac per annum.
4. Should have free ship card or registered for free ship card before last date.

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Following points need to be taken care by SC student(s) at the time of admission or before submission of hard copies of the PMS forms:

1. The bank account of student be in active mode. Dormant bank or parent bank account should not be used.
2. Bank account number of the student must be linked with the Aadhaar Number.
3. Correct mobile number of the student be quoted and should not be used or attached with other bank account.
4. In the case of merge of banks, updated /corrected IFSC code must be mentioned on the Ambedkar Portal.

List of required documents for the PMS of Punjab state (SC students):-

1. Original Income Certificate (for fresh students).
2. Photocopy of Income Certificate (for Renewal Students)
3. Residence Proof.
4. Self-certified photocopy of Caste Certificate
5. Self-certified photocopy of Aadhaar Card.
6. Self-certified copy of Bank account number with IFSC Code.
7. Previous year of passing certificate or DMC.
8. Undertaking/affidavit (Annexure-I)

Important Note:- The SC students of Punjab state have to apply on the Dr. Ambedkar Scholarship Portal (www.scholarships.punjab.gov.in) for free ship Card. Thereafter, fill online Post Matric Scholarship form before due date on the above said Portal, which is mandatory for all such students who wish to avail the benefit of reimbursement of claim of fee paid by them at the time of admissions in the respective academic session.

The Chairpersons/H.O.D. of all the Teaching Departments are requested to get all the formalities completed by eligible students, and hard copies of their Post Matric Scholarship forms along with supporting documents duly checked, online verified, countersigned (with office seal) and list of the SC students in the enclosed format (**Annexure-II**) may be sent to the office of SC/ST Cell before due date as announced by the respective state, for onwards submission to the District Welfare Officer of the Punjab state.

Chairperson/H.O.D. of each department must ensure that SC student of Punjab who have been given benefit of PMS, during admission must fill PMS scholarship form. **Chairperson must depute suitable office person to keep a record of such students along with supporting documents to maintain the financial record and accountability of such students.**

Any SC student of Punjab who availed PMS benefit during admission but failed to submit PMS on time OR whose PMS scholarship has been rejected by welfare department of Punjab due to any reason must pay the entire fee to continue the respective course.

The fee would be reimbursed by the Welfare Department of Punjab State Government directly into the bank account of the eligible SC students. **It is the duty of student to deposit receipt of the fee paid by student to their respective department within in a stipulated time as per undertaking given by candidate, failing which late fee would be charged as per University norms.**

Sd/-

**Coordinator-cum-Liaison Officer
SC/ST Cell**

Annexure-I

AFFIDAVIT/UNDERTAKING TO BE SUBMITTED BY THE SC STUDENTS OF PUNJAB STATE, AT THE TIME OF ADMISSION.

I _____ Son of / Daughter of ___ Sh _____
Smt. _____ R/o _____

_____ do hereby solemnly affirm
and declare as under:-

- i. That I have taken admission in _____ (Class) vide registration No . _____ in the Institute/Department of _____ Panjab University, Chandigarh for the session 2023-2024.
- ii. That I belong to Scheduled Caste category of Punjab State.
- iii. That I have not taken admission in any other course in the session 2023-2024..
- iv. That I have not applied for Post Matric scholarship in other course in 2023-2024.
- v. That the annual family income of my parents/guardian from all sources is less than Rs. 2.5 lac.
- vi. That I want to avail the benefit of Post Matric Scholarship Scheme of Govt. of Punjab as per norms.
- vii. That I have not availing and availed any PMS for the same course.
- viii. That I shall submit the prescribed Post Matric Scholarship duly filled form along with supporting documents before due date as per my eligibility in the _____ course (UG or PG)
- ix. **For students studying in Self Finance Courses:** that I shall deposit the balance fee of Rs. _____ (figure) and _____ (in words) (to be filled in by the concerned Department) to my Department within 30 days after receiving Post Matric Scholarship amount in my Bank Account reimbursed by the Punjab Government, **failing which I shall be liable to pay Balance fee with late fee charges as per University norms.**

AND

For students studying in Normal Courses: that I shall deposit the entire admission fee including examination fee of Rs. _____ (in figure) and _____ - (in words) (to be filled in by the concerned Department) to my Department, after receiving Post Matric Scholarship amount in my Bank Account reimbursed by the Punjab Government within 30 days, **failing which I shall be liable to pay balance fee with late fee charges as per University norms.**

Deponent

Signature of Parents/Guardian

DECLARATION/VERIFICATION:

Certified that, I _____ Son of / Daughter of ___ Sh _____
Smt. _____ resident of _____ do
hereby solemnly affirm and declare that the information/particulars given above are correct to the best of my knowledge and belief and nothing has been concealed therein.

Dated: _____

Deponent

Annexure-II

List of SC students of Punjab state, studying in your deptt. who have applied for PMS on the Dr. Ambedkar Portal for the session 2023-2024

Sr. No.	ID No.	Name	Father's Name	Mother's Name	Deptt.	Class	Course	Mention the Registered/Verified fee by your deptt.	Maintenance Charges	Account Number	Name of the Bank/Branch	IFSC Code	Aadhaar Number (12 Digit)	Mobile Number	E-mail	Full Residential Address with	PUPIN

Dated. _____

Signature
Chairperson/Director/HOD
With office seal