



**THE NATIONAL LAW UNIVERSITY ODISHA  
(UNDERGRADUATE MERIT-CUM-MEANS SCHOLARSHIPS) RULES,  
2014**

**PREAMBLE:**

Whereas the University's vision and purposes extend to financially assisting through scholarships meritorious undergraduate students of the University from economically weaker sections of society, and whereas it is expedient to consolidate, define and specify the rules governing the same, including all ancillary matters connected thereto, the University, in exercise of the powers vested in the University under Section 5 (zn) of the National Law University Orissa Act, 2008 (Act IV of 2008), and without prejudice to the generality of powers vested in it by the said Act, frames the following rules:

**I. GENERAL**

**1. Short Title, Application and Commencement:**

- (1) The following rules shall be known as the National Law University Odisha (Undergraduate Merit-Cum-Means Scholarships) Rules, 2014.
- (2) They shall apply to the National Law University Orissa.
- (3) They shall come into force from the date on which they are notified.

**2. Definitions:**

- (a) "Act" means the National Law University Orissa Act, 2008 (Act IV of 2008);
- (b) "Awardee" means a student who has been awarded a scholarship under these Rules;
- (c) "CGPA" means Cumulative Grade Point Average calculated on the basis of Rule 28 of the The National Law University, Orissa (Undergraduate Examination) Rules, 2010 or any successor rule, as the case may be;
- (d) "Committee" and "Scholarship Committee" mean the Scholarship Committee constituted under Rule 8;
- (e) "Disciplinary Action" refers to the imposition of any penal sanctions under the National Law University, Orissa (Hostel, Discipline and Conduct) Rules, 2010, or any successor rule, as the case may be.
- (f) "Existing Student" means a student other than a new student.
- (g) "New Student" means a student who has completed more than six months but less than one full year of study at the University.
- (h) "NLUO" and "University" mean the National Law University Orissa;
- (i) "Scholarship" and "University Scholarship", unless the context suggests otherwise, mean the Undergraduate Merit-Cum-Means Scholarship as specified in these Rules;



- (j) "Scholarship Terms and Conditions" and "Terms and Conditions" mean the terms and conditions specified in these rules on the basis of which scholarships are awarded, and to which awardees are required to adhere for the duration of the scholarships.
- (k) "Student" means a student enrolled in any full-time undergraduate course offered by the University;
- (l) Unless the context otherwise requires, the other words and phrases used herein shall be construed in the light of their ordinary meaning.

**II. NATURE OF SCHOLARSHIP**

3. **Scope:** Scholarships may be awarded only to new and existing students enrolled in undergraduate programmes conducted by the University.

4. **Scholarship Duration:**

- (1) Subject to what has been provided in these Rules and elsewhere, scholarships shall be provided
  - (a) in the case of a new student, for the time period normally required to complete the course s/he is enrolled in; and
  - (b) in the case of an existing student, for the time period normally required to complete the course s/he is enrolled in minus the years that the student has already completed.

*Illustration: A student of the second year of a five-year course is entitled to receive a scholarship for four years.*

- (2) In cases where a student has already paid the fees for the current year, the amount covered by the scholarship disbursement for that particular year may be refunded to her/his parents or guardian, as the case may be.

5. **Scholarship Amount:**

- (1) Eligible students shall be entitled to an annual scholarship of Rs 1,00,000 (Rs One Lakh Only).
- (2) This amount shall be adjusted against tuition fees and other expenses charged by the University from students.
- (3) At a given time, there shall be a maximum of two scholarship Awardees in a batch.

**III. ELIGIBILITY, CONDITIONS**

6. **Eligibility:**

- (1) Scholarships may be awarded only to students whose total family income from all sources does not exceed Rs. 5,00,000/- per annum.
- (2) In the case of new students, only those with an aggregate of not less than 60% or its equivalent in their Higher Secondary, Pre-University or other qualifying examinations shall be eligible.
- (3) In the case of existing students, only those who have maintained a GPA of at least 5.0 in the previous two semesters shall be eligible.



- (4) Regarding documents to be submitted as proof of family income:
- (a) Employed parents/guardians are required to provide a salary certificate or a letter from their employer.
  - (b) Self-employed, unemployed or other parents/guardians are required to provide an affidavit on non-judicial stamp paper.
  - (c) In both cases, the averments are to be supported by copies of relevant documents such as IT returns, landholding documents etc.
- (5) Scholarships shall be awarded at a time to only one student per family.
- (6) If a student is found to have obtained a scholarship by means of false declarations, statements or documents, his/her scholarship shall be cancelled forthwith and the scholarship already disbursed shall be recovered from the student at the discretion of the University.

#### 7. Conditions:

- (1) All scholarships awarded shall be reviewed annually.
- (2) Awardees are required to maintain a consistently high level of academic performance. If an awardee fails to secure a minimum GPA of 5.0 for two semesters consecutively, then her/his scholarship shall be revoked.
- (3) Awardees are required to be regular in attending classes. The yardstick for this shall be determined by the Committee.
- (4) Awardees shall not violate university discipline during the period. Alleged discipline violations by the student shall also be taken into consideration at the time of annual renewal.
- (5) If an awardee violates any term or condition of the scholarship, the latter may be suspended or cancelled.
- (6) It is hereby stated out of abundant caution that if a student is unable to fulfil any of the above conditions due to serious illness or other circumstances beyond her or his control, then this alone shall not comprise a ground for revocation of scholarship.
- (7) Notwithstanding anything contained in sub-rule (6) above, if such circumstances compel the student to be detained in the same batch for one or more years, then no scholarship shall be disbursed to her or him for such years. This shall not preclude the student from applying to relevant authorities for fee waiver or other appropriate relief.

#### IV. PROCEDURE

#### 8. Scholarship Committee:

- (1) There shall be a Scholarship Committee constituted.
- (2) The Committee shall comprise of:
  - (a) The Registrar, who shall be the Convenor of the Committee;
  - (b) The Controller of Examination or the Examination In-Charge, as the case may be;
  - (c) The Finance Officer.

#### 9. Selection Process:



- (1) The Committee shall scrutinise all applications and documents submitted by applicants, and then shortlist those candidates they think are the most deserving.
- (2) The Committee shall then conduct personal interviews of shortlisted candidates.
- (3) On the basis of the foregoing, they shall prepare a list of selected candidates for scholarships, recording in writing the reasons for each selection.
- (4) For the purpose of shortlisting and final selection, weightage shall be given to students' academic and other achievements, and their economic condition.
- (5) After due consultation with the Vice-Chancellor, the Committee shall notify the list of selected candidates.

#### 10. Evaluation Meetings:

- (1) The Selection Committee shall meet at regular intervals to review the awarding of scholarships, the performance of each awardee, and whether the latter has adhered to the scholarship terms and conditions as specified in these Rules.
- (2) The annual review of scholarships shall also be conducted in the course of such meetings.
- (3) If any information is furnished to the Committee regarding the suitability or validity of an award, or any alleged breach of terms and conditions by an Awardee, or any related matter, then the Committee shall in the review process take into account this information.
- (4) On the basis of all information before it, the Committee shall decide whether or not to institute proceedings under Rule 11, in each case recording in writing the reasons for its decision.
- (5) In exceptional circumstances, the Vice Chancellor or the Registrar may call for an unscheduled meeting to review a particular case. In such circumstances, the meeting shall be conducted in the same manner, and have the same validity and authority, as a regular meeting.

#### 11. Hearings:

- (1) If the Committee, either on its own motion or on the basis of any information provided to it, is of the opinion that an awardee appears at first sight to have failed to adhere to the scholarship terms and conditions, then it shall:
  - (a) investigate the matter and prepare a report;
  - (b) constitute a hearing to be held within a reasonable time period; and
  - (c) notify the awardee regarding the hearing; the date, time and venue of the same; the grounds on which the award of the scholarship is being reviewed; and also any other information necessary for the awardee to conduct a proper defence.
- (2) While undertaking an investigation specified in sub-rule (1)(a) above, the conditions specified in Rule 7 shall be accorded due significance, and other relevant factors also taken into account.
- (3) At such hearings, a minimum of two, and preferably all three, Committee members are required to be present. In the course of the hearing, the awardee shall be given every reasonable opportunity of being heard.
- (4) After hearing the awardee and examining the material, the Committee may for reasons to be recorded in writing decide that the scholarship be revoked.



- (5) In cases where the Committee decides on revocation, it may also at its discretion direct that the whole or a part of the scholarship amount already disbursed be recovered from the Awardee, without or without a penalty levied at a reasonable rate.
- (6) If the scholarship of a student is revoked then through appropriate notification, fresh applications may be solicited from among other students of the same batch. The applications thus obtained shall be processed in the manner prescribed in the Rules.

**V. MISCELLANEOUS**

**12. Bank Loans:**

- (1) Scholarship applicants who have applied for or obtained education loans from banks or other finance companies for the purpose of financing their University education are required to make full disclosures to the University at each relevant stage of the loan process. Students failing to do so are liable to have proceedings instituted against them under Rule 11.
- (2) If a student secures an education loan, whether prior to or subsequent to being awarded a scholarship, then the scholarship money shall be used to repay the loan or such amount of the loan as is outstanding.
- (3) Documentary evidence of the above is to be submitted to the Committee within two months from the time the scholarship is awarded or the loan secured, whichever is later, failing which proceedings under Rule 11 shall be instituted against her or him, attracting any or all of the penal consequences specified therein.

**13. Miscellaneous:**

- (1) The University may at its discretion change at any time the rules relating to scholarships.
- (2) Students are encouraged to also explore other avenues of receiving scholarships and other forms of financial assistance.
- (3) Students availing from other sources scholarships of an amount equal to or greater than that of a University Scholarship shall not be eligible for the latter save under exceptional circumstances to be determined by the Committee.

**SCHEDULE I – DOCUMENTS TO BE SUBMITTED BY STUDENTS**

*Schedule I - Documents to be Submitted by Students*

*Place passport size photograph here*

1. Duly completed application form
2. Mark sheet
3. Income proof as specified in Rule 6(4)

**SCHEDULE II – GUIDELINES FOR AWARDING OF SCHOLARSHIPS (RULE 9(4))**

1. Roll No. \_\_\_\_\_

2. Date of Birth \_\_\_\_\_

3. Name and address \_\_\_\_\_

4. Home Telephone \_\_\_\_\_

5. Present address \_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_ E mail: \_\_\_\_\_

**Family Background:**

7. Father's Name \_\_\_\_\_

8. Father's occupation: \_\_\_\_\_

9. Mother's Name \_\_\_\_\_

10. Mother's occupation: \_\_\_\_\_

11. Annual family income (in Rs) \_\_\_\_\_ (Attach income certificate from competent authority, if return etc.)

12. Income from other sources (like estate, interest on deposits etc (in Rs) \_\_\_\_\_

**Educational Achievement:**

13. Achievement in the previous class

Exam Passed	Year	Board/Institute	% age of marks	Division/Grade

National Law University Odisha, Cuttack  
**Students' Scholarship Application Form**

Paste passport size  
photograph here

**Identification Information:**

1. Name of the student: \_\_\_\_\_
2. Roll Number of the student: \_\_\_\_\_
3. Class and stream: \_\_\_\_\_
4. Semester and year: \_\_\_\_\_
5. Male/Female: \_\_\_\_\_
6. Permanent Address: \_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_ ; Email: \_\_\_\_\_

**Family Background:**

7. Father's Name: \_\_\_\_\_
8. Father's occupation: \_\_\_\_\_
9. Mother's Name: \_\_\_\_\_
10. Mother's occupation: \_\_\_\_\_
11. Annual family income (in Rs.): \_\_\_\_\_ (Attach income certificate from competent authority, IT return etc ).
12. Income from other sources like estate, interest on deposits etc.(In Rs) \_\_\_\_\_

**Educational Achievement:**

13. Achievement in the previous class:

Exam Passed	Year	Board/institute	% age of marks	Division/Grade



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14. Achievement in the current course:

Semester	Number of papers not cleared	Number of courses the students is Debarred due to less attendance	Semester Grade Point (attach mark sheets)	Evidence of any academic participation/representation/award won etc (attach relevant copies)

**Declaration by Applicant:**

I declare that the stated information is true and correct. I shall forfeit my scholarship claim and the scholarship amount will be recovered from me in case the information stated is found to be false later.

(Signature of the student with date)

**Official corroboration (Office use only):**

15. Record of indiscipline:

16. Marks and grades entered are correct:

17. Factual evidence that records produced are consistent and are genuine:

18. Application to be accepted / not to be accepted (with reason):

19. Scholarship is to be granted / not to be granted: