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Government of India

Department of Social Justice & Empowerment
Ministry of Social Justice & EmpowermentRoom No.253-A, "A" Wing,
Shastri Bhawan, New Delhi-110001
Dated the 09.10.2020

To,

The Registrar/Dean/Principal
(All the notified Institutions as per list)**Subject: Calling of fresh scholarship proposals for the year 2020-21 under the Central Sector Scholarship Scheme of "Top Class Education for SC Students."**

Sir,

As you are aware, the Government of India has been implementing the Central Sector Scholarship Scheme of "Top Class Education" since 2007. The Scheme aims at recognizing and promoting quality education amongst students belonging to Scheduled Castes by providing full financial support. The scheme covers SC students for pursuing studies beyond 12th class and it is available to 256 notified institutions under the Scheme. Under this Scheme, the students who get admission in the notified courses in notified Institutions are eligible to get financial support as scholarship for covering four items namely:

- Full tuition fee and non-refundable charges (there will be a ceiling of Rs. 2.00 lakhs per annum per student for private sector institutions and Rs.3.72 lakhs per annum per student for the private sector flying clubs for Commercial Pilot Training and Type Rating Courses)
- Living expenses to the beneficiary @ Rs. 3000/- per month per student
- Books and stationery @ Rs. 5000/- per annum per student and
- A latest computer/laptop of reputed brand with accessories like UPS and printer limited to Rs. 45000/- per student as one time assistance during the course.

2. The eligibility criteria for the Scheme are listed below:

- Those SC students having total annual family income from all sources up to Rs. 8.00 lakh and having secured admission in a full-time course in any of the notified institutions on the basis of merit as per the entrance examination list given at Annexure-2, are eligible for scholarship under the Scheme to the extent of the number of scholarships (slots) allocated to the institution for the course.
- In case the number of eligible students admitted exceeds the number of slots allotted to the institution, the scholarship will be restricted to the top students in the merit list based on the admission criteria for the course. However, if there is more than one student with equal marks for the last available slot in an institution, preference should

To

AR (Academic)

Pl. circulate among all Students.

X. Indhira

20/10/20 Registrar(i/c)

To Scholarship Section

Send email to individual students, & update the soft copy
R. Rathore in website

be given to the student with the lowest family income. The remaining students from SC category admitted in the institution shall be eligible for the Post-Matric Scholarship (PMS) administered by this Ministry through State Governments/UT Administrations, provided such students are otherwise eligible under the said scheme.

- In case the institution finds that the number of eligible candidates in the 1st year are less than the number of slots allotted to it, the balance slots may be offered to eligible students studying in 2nd, 3rd and 4th year, etc. on the basis of entrance exam merit list as given in Annexure-2, giving priority to those with higher number of years left to complete their respective course i.e. 2nd year students are to get priority over the 3rd year students and so on.
- Thirty percent (30%) of slots allotted to the Institution shall be reserved for eligible SC girl students. In the absence of sufficient number of girl students, the slots may be transferred to eligible boy students as per their entrance exam merit list. However, the 30% slots as mentioned above will not include those girl students who are selected on the basis of their performance in the overall merit list of SC students of the Institution.
- The benefit of the Scheme will not be provided to more than 2 siblings in a family. The students will submit an affidavit in the Institution to certify that he/she is not the third sibling of the family who is availing benefit under the Scheme.
- The scholarship will be terminated if the student fails to get promoted to the next semester/ class.

3. The institutes are required to register their credentials on the National Scholarship Portal (NSP) (if not registered previously). The URL of the NSP is <http://scholarship.gov.in>. It is intimated that the fresh proposals of batch 2020-21 and renewal proposals of all other previous years would be handled through National Scholarship Portal (NSP) only.

4. The online applications must be submitted by the students before 31-10-2020. These applications should be verified/ rejected by the Institutes based on the eligibility criteria and the merit list as per the entrance exam ranking, as mentioned in Annexure-2, amongst the eligible students, reservation available for girls and available number of slots to them by 31-10-2020. The merit list will be prepared as per the qualifying exam details prescribed at Annexure-2 of the revised Scheme guidelines.

5. The institute will take note of following points before verifying the applications:
- To verify that the students are not getting any scholarship either from the State government or from the Ministry/Department of Government of India.
 - Separate break up of Annual fee/other non-refundable charges.
 - The Bank Authorization letter of the Institute should be countersigned by the authorized signatory of the Bank along with official seal. The Bank account should not be in the name of the Director/Principal/Registrar/Accounts Officer etc. It should be in the name of the Institute only.
 - Utilization Certificates for grants released earlier, if any, in the prescribed form GFR-12(A). Proper entries such as name of the Institution/Sanction Letter No./ Date of Sanction Letter/Amount of sanction may be made in the Utilization Certificate.

- The institutes will not verify the renewal application if the student has failed to clear the final exam of the last year. If the institute verifies an application for renewal during a particular year, it will be assumed that the student has passed the last year/last term final examination.
- The institutes, while verifying the application of students, MUST verify that the income certificate of the student is **issued by the Revenue Officer of the State from which he belongs**. No ITR or Form-16 of the parent will be entertained.

6. While applying for the fresh proposals of 2020-21 following things must also be kept in mind:

- The merit list of the students shall be decided as per the entrance exam ranking from which the students have secured admission in the institute. The list of the entrance exams, which would decide the criteria of the merit list, has been given in Annexure-2 of the Scheme guidelines.
- The institutes must fill **either rank or percentile of all the students** in appropriate column. Only one kind (rank or percentile) of details should be filled in respect of all the students of the same institute. Submission of multiple kinds of entries in the field may lead to rejection of proposal.
- The institutes must verify only that many applications which are limited to slots allocated to institutes. The list of slots allotted to institutes is annexed with the Scheme guidelines which are uploaded on Ministry's website. In case the number of applications verified is more than the allotted slots, the NSP would sort out the application and limit it to the fixed slots based upon the entrance exam ranking submitted in the application form.
- The tuition fee and other non-refundable charges would be paid to institute.
- The Boarding and Lodging charges, Books and Stationery charges and computer charges would be paid to students directly.
- **The other non-refundable charges MUST NOT include Boarding and Lodging charges, Books and Stationery charges and computer charges.**
- The institute MUST keep the boarding and lodging charges restricted to Rs.3000/- per month (i.e. Rs.36,000/- per annum). It MUST not claim more than this.
- The Book and Stationery charges MUST be restricted to Rs.5,000/- per annum.
- The Computer and Accessories charges MUST be restricted to Rs.45,000/- and it is a one time assistance during the course.
- All the charges claimed by the institute (including Annual fee and other Non-refundable charges) MUST be filled in "Tuition fee" column of the portal.
- All the charges claimed by the student MUST be filled in "Other Lump Sum entitlement- Misc Fee" column of the portal.
- The amount '0' (Zero) must be filled in the column "Admission fee".

- The institute MUST be very careful in verifying the applications as the amount once filled/verified can not be altered.

7. The institute must enter the details in EAT Module in PFMS before any further grant is released to the institute/ students of the institute.

8. The process of applying as renewal candidate (for fresh students of 2018-19 and 2019-20)-

- The fresh students of 2018-19 and 2019-20 who have not got the scholarship through NSP in the first or second year, must also fill their renewal scholarship through NSP.
- The Ministry and NSP are in the process of enabling the renewal application of the students in the NSP for allowing even such students to apply for renewal of scholarship.
- In cases, where the students of an institute, if received the scholarship of 2018-19 and 2019-20 as fresh students, are not able to apply as renewal candidate, the institute must immediately inform the Ministry at dbtcell.msje@nic.in, so that the renewal applications of these students may be enable on the NSP.

9. The institute MUST be very careful in verifying the applications as the amount once filled/verified can not be altered. Any mismatch in the verification data and the document uploaded on the Portal would be taken very seriously by the Department.

10. No release would be allowed if the institute does not have AISHE Code.

11. The revised guidelines for the Central Sector Scholarship Scheme of Top Class Education for SC Students is enclosed at Annexure-I. In case of any queries, mail can be sent at the mail ID "dbtcell.msje@nic.in".

12. In the case of Top Class Scholarship Scheme for SC students the important dates are as follows-

Portal opening date-	16.08.2020
Last date of Students' application submission-	31.10.2020
Last date of Institutes verification-	31.10.2020
Last date for verification at Ministry's level-	30.11.2020

Yours faithfully,

(Govind Mishra)
Under Secretary to Govt. of India
Tel No.011-23381641

Signature Not Verified

Digitally signed by GOVIND
MISHRA
Date: 2020.10.12 14:32:52 IST

Annexure-A

**CENTRAL SECTOR SCHOLARSHIP SCHEME OF
TOP CLASS EDUCATION FOR SC STUDENTS**
(Effective for Financial Year 2020-21)

1. Background

The Finance Minister in his Budget speech on the Union Budget 2005-06 made the following announcements –

“The key to empowering the scheduled castes and scheduled tribes is to provide top class education opportunities to meritorious students. The three on-going scholarship schemes for SC/ST students under the Central Plan – pre-Matric, post-Matric and merit-based – will continue.

To provide an added incentive, I propose a new window: a short list of institutions of excellence will be notified, and any SC/ST student who secures admission in one of those institutions will be awarded a larger scholarship that will meet the requirements for tuition fees, living expenses, books and a computer.”

The Scheme was approved in 2007 and was subsequently revised in January, 2012 and June 2016. In the preset version of the scheme for the year 2020-21 the number of slots per year have been increased from 1500 to 4200,

2. Objectives and Coverage

2.1 The Scheme aims at recognizing and promoting quality education amongst students belonging to SCs, by providing full financial support. The Scheme will cover SC students for pursuing studies beyond 12th class.

2.2 The Scheme will operate in all the institutions notified by the Ministry of Social Justice and Empowerment for FY 2020-21 only, subject to extension of the Scheme beyond the indicated period.

2.4 The scholarship, once awarded, will continue till the completion of the course, subject to satisfactory performance of the student.

3. Eligibility

3.1 Those SC students having total annual family income from all sources up to Rs. 8.00 lakh and having secured admission in a full-time prescribed course in any of the notified institutions according to the general selection criteria prescribed by the concerned institution, will be eligible for scholarship under the Scheme to the extent of the number of scholarships (slots) allocated to the institution for the course.

3.2 In case the number of eligible students admitted exceeds the number of slots

allotted to the institution, the scholarship will be restricted to the top students in the inter-se merit list based on the admission criteria for the course as mentioned in Annexure-II. However, if there is more than one student with equal marks for the last available slot in an institution, preference should be given to the student with the lower family income. The remaining students from SC category admitted in the institution shall be eligible for the Post-Matric Scholarship (PMS) administered by this Ministry through State Governments/UT Administrations, provided such students are otherwise eligible under the said scheme.

3.3 In case the institution finds that the number of eligible candidates in the 1st year are less than the number of slots allotted to it, the balance slots may be offered to eligible students studying in 2nd, 3rd and 4th year, etc. on the basis of inter-se merit of previous year's result giving priority to those with higher number of years left to complete their respective course i.e. 2nd year students are to get priority over the 3rd year students and so on.

3.4 Thirty percent (30%) of slots allotted to the Institution shall be reserved for eligible SC girl students as per their inter-se merit. In the absence of sufficient number of girl students, the slots may be transferred to eligible boy students as per their inter-se merit.

3.5 However, the 30% slots as mentioned above will not include those girl students who are selected on the basis of their performance in the overall merit list of SC students of the Institution.

3.6 The benefit of the Scheme will not be provided to more than 2 siblings in a family. The students will submit an affidavit in the Institution to certify that he/she is not the third sibling of the family who is availing benefit under the Scheme.

3.7 The scholarship will be terminated if the student fails to get promoted to the next semester/ class.

4. 'Top Class' Institutions and Number of Scholarship Slots

4.1 All the IIMs / IITs/ IIITs / AIIMs/ NITs/NIFTs/ NIDs/ Indian Institutes of Hotel Management, National Law Universities and other Central Government Institutions will be eligible to be included in the Scheme, subject to their applying for being included in the Scheme and recommendation by the Selection Committee under the scheme, or if the Selection Committee itself recommends the name of the institute for inclusion in the list of empanelled institutes of the scheme. If an institution is not in any of the above categories, it has to be included in the current list of i) National Assessment and Accreditation Council (NAAC) A++ and A+ Accredited Institutions or ii) Top 100 National Institutional Ranking Framework (NIRF) Institutions or iii) Institutions of National Importance as per lists issued by Ministry of Human Resource Development (MHRD) from time to time.

4.2 For Commercial Pilot Training Course and Type Rating Courses all institutes approved by Director General of Civil Aviation shall be eligible for empanelment under the Scheme.

4.3 The overall number of fresh scholarships would be capped at 4200. The enhanced number of slots are valid for 2020-21 only. These 4200 slots in the year 2020-21 shall be distributed among types of institutions as per **Annexure-1** of the Scheme.

4. The list of the 'Top Class' Institutions to be covered under the Scheme along with number of scholarship slots will be notified by the Department of Social Justice and Empowerment. Any addition or deletion to the list shall be notified by the Ministry of Social Justice and Empowerment, Government of India, as and when required, based on the recommendations of the Steering Committee set up under the Scheme.

4. Any institution not applying under the Scheme continuously for 3 years shall be removed from the list of notified institutions under the Scheme.

5. Funding Pattern & Mode of Payment

5.1 The SC students, who secure admission in the notified institutions, will be awarded scholarship to meet the requirements for (i) full tuition fee and non-refundable charges (there will be a ceiling of Rs. 2.00 lakh per annum per student for private sector institutions and Rs. 3.72 lakhs per annum per student for the private sector flying clubs for Commercial Pilot Training and Type Rating Courses) (ii) living expenses to the beneficiary @ Rs. 3000/- per month per student (iii) books and stationery @ Rs. 5000/- per annum per student and (iv) a latest computer/laptop of reputed brand with accessories like UPS and printer limited to Rs. 45000/- per student as one time assistance during the course.

5.2 The Scheme will be funded by the Ministry of Social Justice and Empowerment on 100% basis.

5.3 The scholarship will become payable immediately after a student has secured admission and has started attending the classes.

5.4 The payment of tuition fee and other non-refundable charges will be made directly to the institution by the Central Government through Direct Benefit Transfer mode.

5.5 Similarly, the payment of living expenses, books & stationery and computer/laptop with accessories will be made directly to the student by the Central

Government through Direct Benefit Transfer mode.

6 Other Provisions

6.1 With a view to ensure access of the provisions of this Scheme to all students, the institution will incorporate the salient features of the scheme in their prospectus, in addition to putting the same on the website of the institution.

6.2 The students will submit their application on National Scholarship Portal (NSP). The institutes will verify the applications on NSP for submission to the Ministry. The institution will follow the limit of the slots assigned to it and will verify only as many applications as number of slots provided to it. The last date of verification of applications of the students by the institutions on NSP shall be 31st of October.

6.3 In the case of new entrants i.e. to the first year of the course, the institution will select eligible SC students on the basis of merit as per the entrance examination merit list. The entrance exam of each course will be considered as per the list given at Annexure-2. The students are required to apply under the Scheme on the National Scholarship Portal (NSP) and upload their income certificate and caste certificate on the Portal along with details of their bank account, Admission Rank and Fee details to claim the scholarship. The institution shall verify all the details before forwarding the applications to the Ministry.

6.4 In the case of application for renewal of scholarships by students joining second or subsequent years of the course, verification of an application by the institution would mean that the institution has promoted the student to the next class and the student has taken admission therein.

6.5 Normally, the student should purchase the computer/laptop including accessories in the first year he/she is awarded the scholarship. The student will submit the bill for purchase of the same while applying for the scholarship in the subsequent year to the institution. If the amount of purchase is less than the amount released to him/her under this head, the institution will accordingly adjust the difference against the admissible grant to the student being proposed on the NSP.

6.6 The institution will furnish a Utilization Certificate in the prescribed format for the tuition fee and non-refundable charges released to it.

6.7 The performance of the SC students covered under the Scheme shall be monitored regularly by the Head of the respective institution and the same shall be reported to the Union Ministry of Social Justice and Empowerment at the end of each academic year.

6.8 Any institution violating the provisions of the Scheme and/or instructions

issued by the Government of India will be denotified.

6.9 In the event of denotification/deletion of any institution, the scholarship will continue to be available to the SC students already admitted under the Scheme, if otherwise eligible, till the completion of the course, subject to provisions in para 7, of this scheme. However, no fresh seats will be allotted and funds released to such denotified institutions.

6.10 The general provisions of the General Financial Rules (GFR), 2017, will apply mutatis mutandis, and the institutions shall be bound by the general principles laid therein.

7. Continuation of the Scheme beyond 2020-21

The revised provisions of the scheme, including the extended slots from 1500 to 4200 are presently applicable for the year 2020-21 only. While it will be endeavoured to extend these provisions for the coming financial years, however, this shall depend upon many factors including allocation and availability of sufficient funds under the scheme after 2020-21. If the amended scheme is not extended or there is shortage of allocation and availability of funds under the scheme, the following measures may be resorted to deal with the situation:

- a. The number of slots against fresh admissions shall be restricted.
- b. Only a limited number of most meritorious students admitted to the course in 2020-21 and provided scholarships under the scheme for the year, shall be provided scholarships for the balance duration of the course.
- c. The students left out as per prescription of (b) above, shall however be free to avail benefits of scholarship under Centrally sponsored scheme of Post Metric Scholarship scheme for SC students, subject to their fulfilling the conditions of that scheme.

7.1 Transitory Provision for Existing Beneficiaries- Beneficiaries of Scholarship under the pre-revised Top Class Scholarship Scheme for SC students will continue to be assisted till completion of the course for which he/she is availing scholarship.

8. Review and monitoring

7.1 The progress of implementation of the Scheme will be reviewed by a Steering Committee consisting of the following –

- a) Secretary (SJ&E) - Chairperson
- b) Joint Secretary & Financial Adviser (SJ&E) - Member
- c) Joint Secretary, SC Division, M/o SJ&E - Member
- d) Joint Secretary (TA), M/o Tribal Affairs - Member
- e) Joint Secretary, Deptt. of Higher Education - Member
- f) Joint Secretary, Deptt. of Medical Education, M/o H&FW – Member
- g) Joint Secretary, Ministry of Civil Aviation – Member

- h) Joint Secretary, Deptt. For EPWD, M/o SJE – Member
- i) A representative of the UGC – Member
- h) A representative of the NITI Aayog - Member
- i) Director/Dy.Secretary, SCD Division, M/o SJ&E – Convener

8.2 The Committee may co-opt an expert as a special invitee, as and when it deems necessary.

8.3 The Committee may recommend to the Ministry of Social Justice and Empowerment about addition or deletion of any institution based on their performance. For the purpose, the Committee may take into account the recommendations of the concerned bodies conducting the entrance examinations for admissions into such courses or having the administrative control over such institutions.

8.4 The Committee would equitably distribute the slots under the Scheme amongst the notified institutions.

8.5 The Committee may periodically review the performance of the selected institutions on the basis of the academic results and also recommend appropriate modifications in the Scheme, as and when considered necessary.

9. Administrative Expenses

9.1 As the magnitude of data to be managed and processed would be very large, there would be a need to engage qualified skilled personnel – on contract or out-sourcing basis - right from the beginning to design, develop and operate the IT based systems as well as enter, process, analyse, monitor, retrieve and transfer data.

9.2 A provision not exceeding 6% of the total budget will be made to meet the administrative and allied costs of the Ministry for office equipment including computers and accessories, furniture, development of appropriate software, advertisements, engagement of personnel, etc.

9.3 The above provision will also be used for publicity, awareness generation, evaluation and monitoring of the Scheme, through outside institutions/agencies engaged by the Ministry of SJ&E, Government of India.

10. The modifications as considered appropriate in the provisions of the Scheme, from time to time, would be approved by the Administrative Minister, on the recommendations of the Committee as given in para 7.
