



Ref. No. KU/2024/Reg./NH/129

Dated 25.08.2024

OFFICE ORDER

Subject: Implementation of Policy for Scholarships & Fee Concessions at Kalinga University

With the objective of promoting **academic excellence, equal access to higher education, student support, and recognition of outstanding achievements**, the **Policy for Scholarships & Fee Concessions of Kalinga University** is hereby approved for implementation with effect from the date of issuance of this Office Order.

The Policy provides a systematic and transparent framework for awarding scholarships and granting fee concessions to eligible students based on approved criteria, institutional provisions, and applicable regulations.

Accordingly, the following directions are hereby issued:

- 1. Eligibility and Categories:** Scholarships and fee concessions may be provided to eligible students under approved categories such as academic merit, sports, cultural and co-curricular achievements, research and innovation, financial need, and other categories approved by the University.
- 2. Application and Documentation:** Eligible students shall submit the prescribed application within the notified timeline along with valid supporting documents required for the respective scholarship or concession.
- 3. Verification and Evaluation:** Applications shall be scrutinized and evaluated by the designated University authority/committee based on prescribed eligibility criteria, academic performance, achievements, financial need, supporting evidence, and other applicable conditions.
- 4. Approval and Fee Adjustment:** Scholarships and fee concessions shall be granted only after approval by the competent authority. The Finance/Accounts Department shall process approved fee adjustments in accordance with the sanction/order issued by the authorized authority.
- 5. Continuation and Renewal:** Where applicable, continuation or renewal of scholarships shall be subject to fulfilment of prescribed academic performance, attendance, conduct, and other conditions of the respective scholarship scheme.
- 6. Cancellation and Recovery:** The University may suspend or cancel a scholarship or fee concession in cases of false information, invalid/forged documents, non-fulfilment of conditions, serious



KALINGA UNIVERSITY

Established under Chhattisgarh Private Universities (Establishment and Operation) Act, 2005

Kotni, Near Mantralaya, Naya Raipur, Chhattisgarh, INDIA – 492101
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misconduct, or other violations of the approved scholarship provisions. Recovery may be initiated wherever applicable.

7. **Records and Transparency:** The concerned offices shall maintain proper records of applications, approvals, scholarships, fee concessions, and financial adjustments for institutional monitoring, audit, accreditation, and statutory requirements.
8. **Review and Grievance Redressal:** Students may submit scholarship-related queries or grievances through the designated University mechanism. The implementation of the Policy shall be periodically reviewed by the competent authority and may be amended as required.

All Deans, Heads of Departments, Admission Office, Scholarship/Student Welfare Office, Finance/Accounts Department, faculty members, and concerned officials are directed to ensure effective implementation of the Policy.

This Office Order shall come into force with **immediate effect** and shall remain applicable until amended or superseded by the competent authority.

Dr. Sandeep Gandhi

REGISTRAR

Registrar

KALINGA UNIVERSITY
KOTNI, NEAR MANTRALAYA,
RAIPUR (CHHATTISGARH)

Copy to :

1. Hon'ble Chairman – For Kind Information } *for kind info*
2. Hon'ble Chancellor – For Kind Information
3. Hon'ble Vice-Chancellor – For Kind Information - *for Asom*
4. Hon'ble Director General – For Kind Information - *for Prashant*
5. DAA & COE – For Information. *DA*
6. Director IQAC – For Information. *IQAC*
7. Director CCRC – For Information. *for Abdul*
8. Director Admission – For Information. *Admission*
9. Deputy Registrar & Head HR – For Information. *for HR*
10. Chief Proctor – For Information. *for - K*
11. DSW – For Information. *DSW*



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12. **SDG Cell** – For Information. *[Signature]*
13. **All Teaching & Non-Teaching Staff** – For Information.
14. **Research Cell** – For Information *[Signature]*
15. **Administrative Officer & Chief Warden/Hostel Wardens** – For Information. *[Signature]*
16. **Admission Department** – For Information. *[Signature]*
17. **University Coordinator** – For Information. *[Signature]*
18. **Transport In-Charge** – For Information. *[Signature]*