

Standard Operating Procedure (SOP) for Processing Scholarship Applications of Students with Supplementary Papers

This SOP defines the eligibility and application process for scholarships, focusing on cases involving supplementary exams. It highlights that students with supplementary papers are not eligible for SVMCM renewal, as per West Bengal Higher Education Department guidelines, and must apply afresh if they meet the required criteria for the respective scholarship schemes.

IMPORTANT POINTS

- Students must pass all semester (1st and 2nd) or annual examinations in their first attempt to be eligible.
- Students with any supplementary papers are not eligible to apply, either as fresh or renewal, under the SVMCM scheme.
- If a student initially received a supplementary result but later cleared it through a review process, they may apply for SVMCM, provided the revised result shows a pass in the first attempt.
- Students who clear their supplementary paper after reappearing the supply are not eligible for SVMCM, as the scheme requires a pass in the first attempt.
- Students who received a supplementary but have been promoted to the next class by the institutes may apply afresh for Post Matric, Merit-cum-Means (MCM), or TSP scholarships, provided they meet the percentage criteria specified in the respective schemes.

Procedure:

1. Verification of Academic Records:

- Institutes must verify if the student has any supplementary papers in any semester/year for all Schemes **except SVMCM**.

2. Eligibility Check for Other Schemes:

- If the student has subsequently cleared all supplementary papers and has been **formally promoted**, their eligibility for **Post Matric, Merit-cum-Means**, and **TSP** scholarships must be considered based on academic percentage criteria.
- If an SVMCM renewal candidate receives a supplementary (supply), he/she must first withdraw the renewal application and then apply afresh under the scheme.
- Eligible students should be informed clearly about the type of scholarships they can apply for.
- Students found ineligible for SVMCM must be guided to explore alternative schemes.

All concerned institutions must follow this SOP to ensure proper implementation of scholarship policies and avoid discrepancies in scholarship disbursement.