



CHARUSAT
CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY

CHARUSAT

**Policy for CHARUSAT Undergraduate Student Fellowship
(UGSF)**

(Effective from July 2024)

**CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY CHANGA
388 421
GUJARAT**

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (CHARUSAT)
CHARUSAT Campus, Changa, Anand District,
Gujarat – 388421.

Policy for CHARUSAT Undergraduate Student Fellowship (UGSF)
(Effective from July 2024)

UGSF 1. Preface:

CHARUSAT offers Under Graduate (UG) Programmes in all its Faculties i.e Technology & Engineering, Computer Science & Applications, Pharmacy, Management, Sciences and Medical Sciences.

The likely outcome of CHARUSAT UG Fellowship will be Learn-n-Earn concept at CHARUSAT.

UGSF 2. Objectives:

The objectives of this policy are:

- 2.1. To encourage meritorious students at the Under graduate level for creating administrative and academic excellence.
- 2.2. To build up academic excellence at Undergraduate level across CHARUSAT.

UGSF 3. Eligibility:

- 3.1. This policy shall be applicable to all the students pursuing UG Programmes at CHARUSAT from the semester mentioned below.

Faculty	Semester
Faculty of Technology and Engineering	From 5 th Semester
Faculty of Computer Science and Applications	From 3 rd Semester
Faculty of Pharmacy	From 5 th Semester
Faculty of Management	From 3 rd Semester
Faculty of Sciences	From 3 rd Semester
Faculty of Medical Sciences	From 5 th Semester

- 3.2. A student to be eligible to apply for this scheme should have secured minimum 7.5 CGPA (without any backlog or FF grades in any semester) at the **start of semester as mentioned in above points** of the UG Programme he/she is enrolled in.

- 3.3. The students for the award of UGSF shall be selected based on merit and subject to a maximum of 3% of the total UG students enrolled in that particular programme. (for eg., If B.Tech (CE) Programme has total 120 students enrolled under it, then 4 students will get the UGSF benefit).

However, there shall be minimum 1 fellowship available for each PG programme subject to the compliance of the eligibility criteria.

UGSF 4. Application Procedure:

- 4.1. The circular for UGSF would be announced by the Principal.
- 4.2. The application form for UGSF is offline.
- 4.3. Interested UGSF students have to submit dully filled application form to Principal office.
- 4.4. Within a month of start of semester/s as mentioned in UF3 point, an Institute / Department (Engg.) Committee chaired by the Principal / HOD (Engg.) and a senior teacher shall recommend the names as per the merit to the University. The Department (Engg.) / Institute shall maintain complete transparency so as the applicants are aware of merit list and procedure in general
- 4.5. The selected student shall start getting the fellowship from the next month of the beginning of semester/s as mentioned in UGSF 3 point.

UGSF 5. Fellowship amount & other terms:

- 5.1. The fellowship amount shall be INR 4800/- (200*6 hours per week =1200*4 weeks =4800) per month.
- 5.2. The fellowship shall be maximum for 2 years.
- 5.3. The fellowship shall generally not be available during vacation months.
- 5.4. The fellowship will be terminated immediately and any amount paid in past shall be recovered in case a student desires to leave the programme halfway
- 5.5. The fellowship will be paid to the UG fellow on monthly basis subject to satisfactory contribution by him/her in academic, administrative and development activities of the Department / University.
- 5.6. A student shall have to maintain minimum 7.5 SGPA in the following years and be active contributor to department / institute to continue his/her fellowship.
- 5.7. The fellow has to maintain academics records& attendance as per university norms.
- 5.8. Fellow student has to work in CHARUSAT only for the entire duration to avail the fellowship.

UGSF 6. General Instructions:

- 6.1. An Institute / Department (Engg.) Committee chaired by the Principal / HOD (Engg.) and a senior teacher shall allocate the UG fellows to the departmental faculty members. However, Principal / HOD (Engg.) shall have the right to change the allocation as per institute / department need. The Principal / HOD (Engg.) may allocate UGSF fellow for themselves also.
- 6.2. The selected fellow shall have to contribute to university development, academic and administrative initiatives to the extent of **minimum six hours**

per week. This could include but not limited to tutorials, lab conduction, development and maintenance, assistance in R&D activities, assistance in academic activities like internal exams, presence, Work at IQAC Section, UIIC Section, HRDC Section, CDPC Section etc.

- 6.3. The UGSF fellowship is an initiative to reward brilliance of the UG students and by no means shall be construed as employment of CHARUSAT.
- 6.4. The UGSF fellowship will be terminated immediately if the UG fellow is found to be indulging in unethical practices and/or misconduct like ragging, unruly behaviour, work/performance found unsatisfactory etc.
- 6.5. Students receiving any other scholarship and Students admitted under Tuition Fees Waiver Scheme are not eligible to apply.