

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY

Student Financial Assistance Policy for Industry-Affiliated Certifications

1. Objective

This policy is designed to empower students to stay competitive in the rapidly evolving job market by encouraging and supporting their pursuit of industry-affiliated certifications. These certifications complement formal academic learning by deepening subject knowledge, fostering critical thinking, and enhancing practical, application-oriented skills. Beyond improving employability and placement prospects, they promote holistic academic development by integrating real-world industry practices with theoretical concepts. By offering financial assistance, CHARUSAT aims to bridge the gap between classroom education and professional expectations, foster a culture of lifelong learning, and prepare students to thrive both academically and professionally in an increasingly dynamic global environment.

This policy shall apply to the UG and PG students of the following institutes:

- a. Chandubhai S Patel Institute of Technology (CSPIT)
- b. Devang Patel Institute of Advance Technology and Research (DEPSTAR)
- c. Smt. Chandaben Mohanbhai Patel Institute of Computer Applications (CMPICA)

2. Institute Advisory Committee (IAC)

The financial assistance shall be administered by the Institute Advisory Committee (IAC) to be constituted by the respective Principal.

3. Eligibility

- a. Full-time enrolled students in offline and online programs.
- b. Students against whom disciplinary action, such as malpractice, misbehaviour, or misconduct, has been taken or is under process shall not be eligible.
- c. Students having outstanding dues of fees are not eligible.

4. Terms & Conditions

- a. Student shall submit an application in the prescribed format with required supporting documents.

- b. Financial support will be provided each year to 7% of the intake or actual admitted UG and PG students, whichever is lower.
- c. The institute shall cover a maximum of Rs. 15,000 of the certification exam fees per year per student.
- d. Financial support will be provided only upon successful completion of the certification.
- e. The financial support is non-transferable to other courses or certifications not approved under the original application.
- f. The support shall be provided for the courses where examination is conducted in proctored mode.
- g. The IAC shall evaluate the application of the student. If required, the student may be called for discussions. The Committee shall forward its recommendations to the concerned Principal for approval.
- h. A student can secure support for one certification in a year. If a student receives any grant from any external source for the same certification, the financial assistance provided to the student shall be adjusted appropriately. Students selected for assistance must promptly inform the Committee of any such external support, including the source and the exact amount received or confirmed.
- i. General:
 - Any issue arising out of the interpretation or implementation of these provisions shall be referred to the concerned Principal, and his/her decision will be final and binding.
 - The IAC will maintain and review/update the list of approved industry-affiliated certifications every year.
 - Students may apply for financial assistance for certifications that are not included in the recommended list. Such requests will be considered on a case-by-case basis and are subject to review and approval by the designated committee.

5. Application Process

- a) Students must complete an application form and submit it to the designated department.

- b) Required documents include proof of enrolment in the certification course, certification details, and a justification for financial assistance.
- c) Applications must be submitted at least 15 days before the exam date.
- d) Approvals will be granted based on available funds and academic relevance.
- e) Students must submit proof of passing the exam within 15 days to receive reimbursement. No advanced amount shall be given to the students.

6. Responsibilities of the Student

- a) Submit the application form accurately and within the prescribed timeline, along with all required documents.
- b) Diligently prepare for the certification exam and ensure its successful completion within the scheduled timeframe.
- c) Comply with all institutional policies and guidelines related to the financial assistance program.
- d) Promptly inform the concerned committee if any external financial support is received for the same certification.

7. Compliance and Review

- a) Any misrepresentation or falsification of information will lead to immediate disqualification from the financial assistance program and may invite further disciplinary action as per institutional policies.
- b) This policy is subject to periodic review and updates to ensure continued alignment with evolving industry standards, academic relevance, and overarching CHARUSAT guidelines and regulations.

8. Post-Certification Requirements

- a) The student must submit a participation report endorsed by the Head of Department (HoD), or relevant authority, within 15 days of certification completion to the concerned HoD's/ Principal's office.
- b) The student must also submit the financial settlement report for the assistance received from the Institute, clearly listing all expenses incurred and enclosing valid supporting documents, within 15 days to the concerned HoD's/ Principal's office.

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (CHARUSAT)

APPLICATION FOR FUNDING OF INDUSTRY-AFFILIATED CERTIFICATION EXAM FOR STUDENTS

Details of Student	
Name	
ID No.	
Program	
Current Semester	
Department	
Institute	
Email ID	
Mobile No.	
Financial Assistance previously availed from the University (Yes / No)	
If yes, Whether the Financial Assistance taken previously has been settled (Yes/ No)	
Details of Certification	
Organization Name (in full)	
Certification Title	
Exam Mode (Proctored only)	
Date of Certification	
Amount of Financial Assistance Needed (INR)	

Attachments (at the time of application):

- Details/ brochure of Industry-affiliated Certificate Course (including details about fees, modality, etc.)

Attachments (at the time of reimbursement):

- Certificate of Examination.
- Approval of the application is made 15 days in advance.
- Payment Receipt
- Participation report endorsed by the Head of Department (HoD), or relevant authority

Student Signature