



BMU
BML Munjal University



EQUITY SCHOLARSHIP POLICY (Version-03)

BML MUNJAL UNIVERSITY, GURUGRAM



BMU/RO/2026/0106 dated May 07, 2026 For-Profit Initiative of the **HERO GROUP**

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VERSION CONTROL

Version #	Effective Date	SPOC	History of changes	Date	Approver
1.0	2024	Registrar	-	February 29, 2024	Vice Chancellor
2.0	2025	Registrar	<ul style="list-style-type: none">The financial support has been classified into two parts namely full & partial.	May 26, 2025	Vice Chancellor
3.0	2026	Registrar	<ul style="list-style-type: none">The Financial Support & Inclusion Policy has been renamed as Equity Scholarship Policy.Monthly Stipend of Rs 2000/- has been included for the students availing financial aid.Undertakings & SoPs have been included in the Policy.	May 07, 2026	Vice Chancellor



Preamble

The Equity Scholarship Policy is committed to fostering equitable educational opportunities for students, irrespective of their socio-economic backgrounds. Through the provision of financial scholarship, BMU endeavors to enhance accessibility to education for a more diverse student population.

As per the Constitution of India, education is a right for all. Historically, India has witnessed several challenges to education, particularly for the marginalised sections of society. Sociologically speaking, families from disadvantaged class positions are also often the most marginalised based on their caste, gender or religion. India, hence, adopts a rights-based approach to education, which aims to ensure equal opportunities for education, irrespective of socio-economic, religious, gendered, or cultural locations.

1. Objectives of the Policy

The objectives of Equity Scholarship policy is to:

1. Provide equitable access to education for students who come from financially and socially marginalised families.
2. Establish an inclusive, caring, supportive and socially accountable environment on campus for scholarship students to pursue their educational and future career objectives with dignity and respect.
3. Contributing to institutionalization of equity, inclusion and rights as a core governance function of the University.
4. Enabling scholarship students' full and dignified participation in campus life.

2. Guiding Principles

This Policy will be guided by the following principles:

1. **Equity:** Recognizing that different students require different forms and levels of support to achieve substantively equal outcomes.
2. **Diversity:** Recognizing diversity in the classroom and across the University as a fundamental educational value. The University affirms that the presence of students from varied socio-economic, caste, gender, regional, linguistic, and cultural backgrounds enriches learning environments, fosters critical thinking, and deepens democratic engagement. Equity-based scholarships are thus not only instruments of access, but also essential to building diverse academic spaces that enable the exchange of multiple perspectives, lived experiences, and knowledges. Such diversity strengthens the intellectual and social fabric of the University and prepares all students to engage meaningfully in an unequal and plural society.



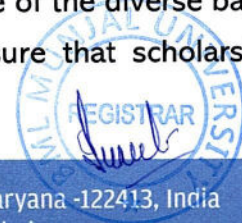
3. **Dignity and Non-Stigmatization:** Ensuring that no student is labeled, shamed, or publicly identified based on socio-economic circumstances.
4. **Rights-Based Approach:** Framing scholarship support as an entitlement arising from the constitutional right to education, not as charity or discretion.
5. **Institutionalization of Justice:** Promoting institutional practices that discourage the reproduction of casteist, or classist hierarchies of power and knowledge.
6. **Participation and Co-Governance:** Ensuring meaningful student participation in implementation, and review of this policy.
7. **Transparency and Accountability:** Establishing clear processes, criteria, and grievance mechanisms.
8. **Confidentiality and Data Sovereignty:** Protecting students' personal and socio-economic data and ensuring informed consent.

3.Scope

1. Full and partial scholarship support is awarded for the entire program duration.
2. The selected candidates under the full equity scholarship category shall be given a complete waiver on the following components:
 - a. Application Fee
 - b. Registration Fee
 - c. Tuition Fee
 - d. Hostel Fee (Triple-sharing)
 - e. Electricity charges
 - f. Food Expenses
 - g. Laundry Services
3. The selected candidates under the full equity scholarship category shall be given following amenities:
 - a) New Laptop (provided for academic use), irrespective of the source of funding.
 - b) Monthly stipend (can apply for stipend at the time of orientation)

4. Equity Scholarship Committee (ESC)

The members of the Equity Scholarship Committee play a crucial role in evaluating and assessing students' motivation in pursuing higher education and their commitment to succeed at BMU, and beyond. The Equity Scholarship Committee members should be aware of the diverse backgrounds and needs of students. Fair and unbiased evaluation is crucial to ensure that scholarship is granted





equitably among eligible students. The Financial Support Committee members' decision will be full and final.

4.1. ESC shall comprise of:

- 1) Registrar
- 2) Dean of the School
- 3) Senior Counsellor, Wellness Centre
- 4) Head, Finance
- 5) Director, Development Office
- 6) Director, Admissions
- 7) Head, Equity Rights & Inclusion Cell
- 8) Communication Faculty

Note: In the absence of the Registrar/Director/Dean/Head, the nominee of the Registrar/Director/Dean/Head shall participate in the proceedings of the ESC.

4.2 Criteria for Scholarship

Students offered a seat in any of the Schools of BMU, and whoever has accepted this offer is eligible to apply for Equity Scholarship.

- Candidates with an annual household income less than Rs 8 Lacs from all sources, will be eligible for a full equity scholarship that includes hostel, tuition etc.(Refer Para 3)
- Candidates with an annual household income between 8 lacs to 12 lacs from all sources, will be eligible for the partial equity scholarships of up to 100% on the tuition fees.

4.3 Scholarship Process

The following process is followed for granting Financial Support:

- a) School offers provisional admission and student accepts it.
- b) Apply for Equity Scholarship
- c) Document verification
- d) Interaction with ESC
- e) Review and recommendation by the committee
- f) Final decision and offer of scholarship

Notes:

1. Offers will be made subject to the submission of all marksheets and relevant documents & undertaking.
2. Students need to confirm their offer within 07 days or else it moves to the next waitlisted candidate.





3. The refundable security deposit of Rs 10,000 will be collected in installments during the first and second years of the programme of study for the full-equity scholarship students.
4. The security deposit paid by the student will be refunded after successful completion of the course by the student.
5. Schools requiring their students to complete mandatory internships must support the students who are on an Equity Scholarship to plan and submit their budget at least one month in advance for approval for reimbursement to the ERIC office.

4.4 Terms & Conditions

The Equity Scholarship will be applicable for the entire duration of the programme, subject to meeting the following minimum criteria for the award of the equity scholarship in subsequent years.

- Full and partial equity scholarship, students are expected to maintain a minimum CGPA of 7.00 at the end of the previous academic year.
- Minimum of 80% attendance across all the courses in each semester/module in the previous years(s)
- Engagement in interviews, interactions, and assessments with donors for funding.
- No evidence of disciplinary action taken against the student.
- Each year, as directed by the Registrar's Office, documents verifying the annual income of parents/guardians from all sources, must be submitted on annual basis.
- If a student withdraws admission from the programme in the first year, they will be obligated to repay the entire equity scholarships support granted to BMU from the time of enrollment.

4.5 Documents

The following documents are required for availing Equity Scholarship process:

- 1) Copy of acceptance letter of admission at BMU
- 2) Copy of all certificates and transcripts of previous examinations.
- 3) Income EWS Certificate (Govt. of India verified)
- 4) PAN Card of family members.
- 5) Salary slips (last 3 months) of parents/earning members of the family.
- 6) Income Tax Returns for the last 2 Financial Years of parents/earning members of the family.
- 7) Bank Account Statements for the last 12 months of all earning members of the family
- 8) Details of the family's Financial Assets (movable and immovable property, investments, etc.)





- 9) Business Income Tax Returns, Business Bank Statements, Business Financial Statements (Profit & Loss and Balance Sheet) (for Business families)
 - 10) Form 26AS (for Business families)
 - 11) Loan Statements/Certificates
 - 12) Certificates from Tehsildar regarding annual income.

For cases where the parent has not filed ITR and has no EWS certificate, and is retired, a pension holder, farmer, or unemployed, the suggested income proof documents are as follows:

- a) Retirement or Pension Statement/pension certificate/retirement benefits.
- b) Bank Statements: Providing bank statements for a specified period can help establish the parent's financial situation.
- c) Investment Statements: If the parent has investments, such as stocks, bonds, mutual funds, or real estate properties, providing statements that show the income generated from these investments can serve as income proof.
- d) Affidavit of Income: Creating an affidavit that declares the parent's income and financial situation, which should be notarized and signed.
- e) Letter from Employer: Obtaining a letter from their previous employer or clients stating the nature of their employment, income earned, and duration of employment.
- f) Income Certificate from Local Authorities: In some cases, local authorities may issue income certificates for individuals falling under specific categories, such as farmers or unemployed individuals. These certificates can be obtained from the relevant local government offices.

For cases coming from schools run by charitable trusts/NGO where there is no ITR filing and EWS certificate, the following documents can be submitted as income proof.

- a) Affidavit of Income: Submit an affidavit that declares the parent's income and financial situation, which should be notarized and signed.
- b) Income Certificates from Local Authorities: In some cases, local authorities may issue income certificates for individuals falling under specific categories, such as farmers or unemployed individuals. These certificates can be obtained from the relevant local government offices.

5. Equity Scholarship During the Programme

During their education at BMU, a student may find that their family's financial situation has shifted because of health reasons or death of their primary earner in the family. Such cases will also be considered under the Equity Scholarship Policy. In such case the following additional eligibility criteria and process will be followed:



5.1 Eligibility Criteria

- a) Students who lose their primary income earner in the family, who was supporting the student for fees may be eligible for waiver of their balance tuition fees till he/she completes his/her degree at BMU.
- b) The waiver will be applicable only for the minimum period for completion of the programme as specified for that programme for which the student is enrolled.
- c) If the unfortunate loss happens mid-semester, after payment of fees for that semester by a student, the waiver of full tuition fees will become applicable from the next semester onwards, provided the student continues his/her studies at the University.
- d) To continue availing the waiver, the student would also need to maintain the eligibility criteria mentioned in the Equity Scholarship Policy. Any waivers to the eligibility criteria mentioned in the Policy will be decided on the merit of the case by the Committee.

5.2 Procedure for Availing the Tuition Fees Waiver

The student shall be required to submit a set of following documents to avail of the waiver in the tuition fee:

- a) Hand-written application addressed to the Vice-Chancellor requesting for the waiver, duly signed by the student.
- b) Death certificate of the breadwinner parent.
- c) Income Tax Returns (ITR) of both parents for last 3 years
- d) An affidavit/ certificate from the Tehsildar confirming the income of the parents. This needs to be deposited at the beginning of each academic year.
- e) An Affidavit from the student/surviving parent giving the family income from all sources. This needs to be deposited at the beginning of each academic year.
 - The above-mentioned documents need to be submitted within two months of the incident.
 - The Committee will grant waiver after verification and authentication of the information, certificates, and other documents. In case the student is not able to provide the required documents within the stipulated time as prescribed by the University, the waiver in fee will not be awarded or may be cancelled, if already awarded.
 - Once a student opts for waiver of the balance tuition fees till the student completes his/her degree at BMU (as offered under this policy), the student will lose any other scholarship or monetary benefit under any scheme or policy of the University.





- The University reserves the right to refuse, limit or restrict the number of students (beneficiaries) or percentage of waivers at its sole discretion.
- If at any stage, it is found that an applicant has concealed, suppressed, or distorted any information or facts, the University reserves the right to refuse the equity scholarship, and action will be taken against that student as per law of the land.

6. Equity, Rights and Inclusion Cell (ERIC)

The role of Equity, Rights and Inclusion Cell is to support and mentor the students awarded the equity-based scholarship during their tenure at BMU. The cell works with the students to ensure that they have an enriching experience on campus and will address any challenges faced by them. This may be in the form of workshops, events, and other programmes.

Students may reach out to the Cell for any challenges, suggestions, and ideas for strengthening the Cell. This is in alignment with the “student centric” vision of BMU. In this light, student participation is encouraged in the daily functioning of this Cell and in shaping their experiences and futures through the support of the Cell.

6.1 Members of the Cell

- ERIC Head
- One Faculty Representative of Each School (nominated by Dean)
- Admissions Team Member
- Development Office Member
- Wellness Centre Member
- Student representative, nominated by DSW.

The duration of the members of the Cell will be for a minimum of two years.

7. Staff Training and Institutional Accountability

All staff associated with implementation of this policy will undergo mandatory annual training on caste, gender and class sensitivity, rights-based frameworks and power and institutional bias.

8. Anti-discrimination and Structural Inequality Clause

The University explicitly acknowledges that caste, class, gender, disability, language, and region shape educational access. Any discrimination, direct or indirect, arising from socio-economic status shall constitute a violation of university policy.





9. Data Governance and Students Data Rights

The data collection from students will be minimal, consent-based, and purpose-specific. The students' data will not be shared with other parties without explicit consent of students.

10. Monitoring, Review, and Institutional Accountability

This Policy will be reviewed every three years through a participatory process.

11. Annual Assembly with Scholarship Students

The ERIC will convene an Annual Students Assembly to review the functioning, effectiveness, and accessibility of equity-based scholarship policy.

BML Munjal University retains the authority to visit the candidate's home, workplace, or other relevant place authorities at any time to verify the details provided by the candidate. If it is discovered that any information submitted is inaccurate, the student may face expulsion, and the University reserves the right to withdraw the offer immediately.

BMU also holds the right to modify or revise its policies and rules without prior notice. No claims shall be entertained against BMU for such changes. The decisions of the Management and the Admission team are deemed final and binding in matters of admission.


Registrar



Annexure A

Standard Operating Procedure (SOP)

Disbursement of new laptops to the students on full equity scholarships, irrespective of the source of funding.

1. Scope

This SOP applies to:

- All students awarded **Full Equity Scholarship**, irrespective of the source of funding.
- Laptops purchased through university funds for student academic use
- Associated processes including documentation, insurance, usage norms, and management.

2. Eligibility

Students eligible under this SOP must:

- Be on Full Equity Scholarship.
- Have completed admission formalities accepted the offer and registered physically for the programme of study.

3. Required Laptop Configuration

- For SoET & SoM the minimum configuration for laptops is CPU Intel Core i5, RAM 4 GB and above, HDD 500 GB, Screen 14", any brand with an operating system of OS Windows 10 Pro. If possible, Inter Core i7 and 500 GB SSD will be preferred.
- For SoL & SoLS the minimum configuration for laptops is CPU Intel Core i3/i5, RAM 4/8 GB, SSD 240/512 GB, Screen 14"and above, any brand with an operating system of Latest OS Windows.
- Warranty coverage

4. Ownership Model

All students are owners of their laptops on the receipt of the same. However, students' ownership remains conditional upon:

- Successful completion of the degree, and
- No pending dues or disciplinary matters.

5. Procurement Process

1. ERIC along with the Admissions Team will finalise the number of laptops to be procured.
2. Procurement follows University Purchase Rules and Finance Guidelines.





6. Insurance Coverage

Students will receive new laptops with insurance coverage. However, at the time of receiving the laptop the student will pay 50% of the insurance amount and the remaining 50% shall be paid in the following year.

7. Distribution Process

1. Eligible students notified via official email by ERIC Head
 2. Distribution schedule will be circulated.
 3. Students must:
 - Appear in person
 - Submit signed forms
 - Verify device functionality
 4. IT Department:
 - Pre-install licensed academic software
 - Configure institutional email
 - Install security/antivirus software
 5. Student signs:
 - Device receipt acknowledgement
 - Asset transfer record
- Acknowledgement stored in student record.

8. Usage Guidelines

Students agree to:

- Use device primarily for academic purposes
- Not sell, transfer, or pledge device
- Not tamper with hardware
- Follow University IT and cybersecurity policy
- Maintain device in good condition for their academic use and bear all costs for repair in the future if required.

9. Maintenance & Repairs

- Covered under manufacturer warranty during warranty period.
- IT Helpdesk will:
 - Diagnose issue
 - Coordinate with vendor





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- Provide temporary replacement (subject to availability)
- The cost of hardware damage to allocated laptop will be borne by student owner of the laptop.

10. Exit Policy

Upon graduation, the student will keep the laptop. (subject to condition given in Para 4)





Undertaking & Laptop Acceptance Form

Student Details:

Name	
Registration No.	
Enrollment No	
Programme	
School	
Batch	
Contact No	
Student Email ID	

Laptop/Asset Details:

S.No.	Peripheral Model No. /Serial No.	
	Laptop Model No	
1	Asset Number	
2	Serial Number	
3	Processor	
4	RAM	
5	Hard disk	
6	Keyboard / Mouse Pad	
7	Operating System	
8	Adapter Charger	
9	Other	

Receiver's

Name _____

Signature _____

Handed over by



Undertaking by the Student

Terms and Conditions of the Undertaking

I, the undersigned, hereby declare and undertake the following regarding the laptop provided under the **Equity Scholarship Scheme**:

Ownership & Exit Policy: I understand that while I am the owner of the laptop upon receipt, this ownership remains conditional upon the successful completion of my degree and the absence of pending dues or disciplinary matters.

Withdrawal Provision: If I leave the program before completion, I am obligated to hand over the laptop back to the University.

Academic Use: I shall use the device primarily for academic and professional activities and will not sell, transfer, or pledge the device.

Maintenance & Costs: I will receive maintenance and software upgrades from the IT department. However, I agree to maintain the device in good condition and bear all costs for future repairs or hardware damage.

Security & Compliance: I shall not install unauthorized software or allow unauthorized persons to use the device.

- I will abide by University IT policies that include Acceptable Use, Information Security, and Portable Data Devices.
- Any loss, theft (with FIR), or damage will be reported to the IT Office within **24 hours**.

Disciplinary Action: I am aware that any breach of the policy may render me liable to disciplinary action.

Acknowledgement

I hereby acknowledge that this laptop is provided to me to enhance my learning experience. I agree to use it responsibly and abide by all institutional policies.

Receiver's Name..... Signature _____	Handed Over by (IT Official) Name _____ Signature _____
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Office Use Only

Status: Allotted Not-allotted Hold

Remarks:



Annexure B

Guidelines for Equity Scholarship Committee (ESC) Interview

1. Purpose

The ESC interview aims to understand students' socio-economic context, motivation, and need in alignment with BMU's equity, dignity, and rights-based framework.

2. Guiding Principles

- Equity and social justice
- Diversity
- Dignity and non-stigmatization
- Confidentiality and consent-based data use
- Non-discrimination (caste, class, gender, religion, disability, region)
- Transparency and fairness

3. Committee Composition

Equity Scholarship Committee comprises of:

1. Registrar
2. Dean of the School
3. Senior Counsellor, Wellness Centre
4. Head, Finance
5. Director, Development Office
6. Director, Admissions
7. Head, Equity Rights & Inclusion Cell
8. Communication Faculty

4. Interview Process

- Duration: 10–20 minutes
- Structure:
 - a. Introduction and reassurance
 - b. Aspirations and goals
 - c. Academic motivation
 - d. Financial need subjective assessment (dependents in family; earning members in family)
 - e. Closing



5. Key Assessment Areas

- Academic commitment
- Motivation to pursue degree
- Vulnerability (loss, marginalisation, disability; dependents; single parent; girl child)
- Diversity
- Educational disadvantage
- Future aspirations

6. Documentation

- Panel recommendations
- Key observations
- Document clarifications
- Recommendation: Full / Partial / No Scholarship

7. Ethical Guidelines

- No intrusive or humiliating questions
- No requirement to interrogate “poverty” or display “charity”
- Maintain confidentiality
- Avoid bias and assumption





Annexure C

Students awarded Full Equity Scholarship from BMU are eligible to receive a monthly stipend of up to ₹2000 for 10 months.

Application form for Stipend

A. Personal Details

Name	
Registration No.	
Enrollment No	
Programme	
School	
Batch	
Contact No	
Student Email ID	

B. Scholarship Status

Full Equity Scholarship: Yes No

C. Purpose of Stipend (Please tick as applicable)

Food Travel Study Materials Digital Access Other:

If Other, Please specify - _____

D. Stipend Period

From: _____ To: _____

Approved Amount:	
E. Bank Details (Student's Account)	
Beneficiary Name:	
Beneficiary Bank Name:	
Bank Account Number:	
IFSC Code	

Note: Submission of a hard copy of the passbook/ cancel cheque is mandatory.





Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge. I understand that any false information may lead to cancellation of the stipend.

Signature:

Date:

Office Use Only	
Status:	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Deferred
Amount:	
Budget Head:	
Cost Centre:	
Remarks:	

