

Scholarship Policy

Chandragupt Institute of Management Patna (CIMP)

2026-2027

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1. Introduction

1.1 Purpose of the Handbook

The Scholarship Process Handbook has been developed to provide comprehensive information regarding scholarships, fellowships, stipends, and fee support schemes available to students enrolled in various academic programmes offered by Chandragupt Institute of Management Patna (CIMP).

The handbook serves as a single-point reference document for prospective students, admitted students, faculty members, administrative staff, admission personnel, programme offices, and other stakeholders. It explains the eligibility criteria, application procedures, required documentation, approval mechanisms, and support services available for each scholarship scheme.

The handbook also establishes standardized procedures to ensure transparency, consistency, accountability, and timely facilitation of scholarship-related activities.

1.2 Scope and Applicability

This handbook applies to students admitted to the following programmes:

- Post Graduate Diploma in Management (PGDM)
- Post Graduate Diploma in Management – Innovation, Entrepreneurship and Venture Development (PGDM-IEV)
- Fellow Programme in Management (FPM)
- Executive Fellow Programme in Management (EFPM)

The handbook covers scholarships, fee waivers, fellowships, stipends, and financial assistance schemes administered by the Institute or external agencies.

1.3 Objectives of the Scholarship Process

The scholarship process at Chandragupt Institute of Management Patna (CIMP) is designed to ensure that financial support reaches eligible and deserving students in a transparent, efficient, and timely manner. The key objectives of the scholarship process are:

Promote access to quality management education

To support meritorious and financially deserving students in pursuing higher education without undue financial burden.

Encourage academic excellence and talent

To recognize and reward students who demonstrate outstanding academic performance, leadership potential, and commitment to learning.

Ensure transparency and fairness

To establish clear eligibility criteria, application procedures, verification mechanisms, and approval processes for all scholarship schemes.

Provide a structured facilitation mechanism

To define the roles and responsibilities of students, the Admission Office, Programme Offices, and Accounts Office in the scholarship administration process.

Enhance awareness of available scholarships

To make students and stakeholders aware of the various institutional, government, and regulatory scholarship schemes available across different programmes.

Enable timely processing and disbursement

To streamline documentation, verification, and coordination with external agencies so that scholarships and financial assistance are processed without unnecessary delays.

Maintain proper records and compliance

To ensure accurate documentation, monitoring, reporting, and compliance with institutional policies and government or regulatory guidelines related to scholarship administration.

1.4 Beneficiaries of the Handbook

This handbook has been prepared as a ready reference for all stakeholders associated with scholarship administration and utilization at CIMP. The primary beneficiaries of this handbook are:

Prospective Students

Candidates seeking admission to PGDM, PGDM-IEV, FPM, or EFPM programmes can use this handbook to understand the scholarships and financial support available before applying for admission.

Admitted Students

Students enrolled in CIMP programmes can refer to the handbook for eligibility criteria, application procedures, required documents, timelines, and support mechanisms related to scholarships and fellowships.

Admission Office Staff

The handbook serves as an operational guide for admission personnel to facilitate scholarship-related activities, verify documents, coordinate with authorities, and assist students effectively.

Programme Offices and Academic Staff

Programme coordinators (PGP, PGP-IEV, FPM and EFPM), faculty members, and administrative staff can use the handbook to guide students and coordinate scholarship-related academic and administrative requirements.

Accounts and Administrative Offices

The handbook provides clarity on scholarship processing, fee adjustments, stipend disbursement, record maintenance, and coordination responsibilities.

Parents and Guardians

Parents and guardians can use the handbook to understand the financial assistance opportunities available to students and the procedures involved in availing them.

External Stakeholders

Government departments, regulatory bodies, auditors, accreditation agencies, and other stakeholders may refer to the handbook to understand the Institute's scholarship administration framework and processes.

1.5 Definitions and Key Terms

For the purpose of this handbook, the following terms shall have the meanings assigned to them below:

- **Admission Office:** The administrative unit responsible for managing the admission process, student onboarding, scholarship facilitation, document verification, and coordination with external agencies related to admissions and scholarships.
- **Scholarship:** Financial assistance awarded to a student based on merit, category, economic background, government policy, or other specified criteria, to support educational expenses.
- **Fellowship/Stipend:** Financial support provided to research scholars enrolled in the FPM programme to support their academic and research activities during the prescribed period.
- **Tuition Fee Waiver (TFW):** A scheme implemented as per AICTE guidelines under which eligible students from economically weaker sections receive tuition fee concessions subject to applicable rules and seat availability.
- **Post Matric Scholarship:** A scholarship scheme administered by the Government of Bihar to support eligible students pursuing education beyond the matriculation level.
- **Merit Scholarship:** An institutional scholarship offered by CIMP to recognize and reward students with outstanding academic achievements and performance in the admission process.
- **PGDM:** Post Graduate Diploma in Management programme offered by CIMP.
- **PGDM-IEV:** Post Graduate Diploma in Management – Innovation, Entrepreneurship and Venture Development programme offered by CIMP.
- **FPM:** Fellow Programme in Management, the doctoral-level research programme offered by CIMP.
- **EFPM:** Executive Fellow Programme in Management offered by CIMP for working professionals and executives pursuing advanced research and academic development.

- **Competent Authority:** The authority designated by the Institute or the concerned government or regulatory body to approve, sanction, or administer scholarship and fellowship schemes.
- **Eligible Student:** A student who fulfills the prescribed criteria of a particular scholarship or fellowship scheme, including academic, financial, category, domicile, or other specified conditions.
- **Verification:** The process of checking and authenticating the accuracy and validity of documents, admission status, eligibility, and other information submitted by the student.
- **Disbursement:** The process of releasing scholarship or stipend amounts to the student's bank account or adjusting the amount against institutional fees, as applicable.

These definitions are intended to provide clarity and consistency in the interpretation and implementation of scholarship-related processes described in this handbook.

2. Overview of Scholarships at CIMP

CIMP believes that financial constraints should not prevent deserving candidates from pursuing quality management education. The Institute actively facilitates access to various scholarships and financial support mechanisms offered by the Institute, Government agencies, regulatory bodies, and sponsoring organizations.

The scholarship ecosystem at CIMP aims to:

- Promote merit and academic excellence.
- Encourage access to higher education.
- Support students from economically weaker sections.
- Enhance inclusiveness and diversity.
- Promote entrepreneurship and innovation.
- Support high-quality research and doctoral education.

2.1 Scholarship Philosophy and Institutional Commitment

Chandragupt Institute of Management Patna (CIMP) is committed to promoting equitable access to quality management education and fostering an inclusive academic environment where talented and deserving students can pursue their educational aspirations regardless of their financial circumstances. The Institute believes that financial constraints should not become a barrier to higher education, innovation, entrepreneurship, research, and professional development.

In line with its mission of developing responsible leaders and contributing to inclusive socio-economic development, CIMP actively facilitates access to various scholarships, fellowships, fee waivers, and financial assistance schemes offered by the Institute, Government agencies, regulatory bodies, and other sponsoring organizations.

The Institute's scholarship philosophy is guided by the following principles:

Merit and Excellence

CIMP recognizes and rewards academic achievement, leadership potential, innovation, and overall excellence through merit-based scholarship opportunities. The Institute encourages students to strive for high standards of academic and professional performance.

Equity and Inclusion

The Institute supports initiatives that enhance educational opportunities for students from economically weaker sections, socially disadvantaged groups, and underrepresented communities through government-sponsored and regulatory scholarship schemes.

Transparency and Fairness

CIMP is committed to ensuring that scholarship-related processes are conducted in a transparent, objective, and fair manner. Eligibility criteria, application procedures, documentation requirements, and approval mechanisms are clearly communicated to all stakeholders.

Student-Centric Support

The Institute provides guidance and administrative support to students throughout the scholarship application and processing lifecycle. Dedicated assistance is provided to help students understand eligibility requirements, complete applications, submit documentation, and track the status of their scholarship applications.

Accountability and Compliance

CIMP adheres to all applicable regulations, guidelines, and reporting requirements prescribed by government agencies, regulatory authorities, and sponsoring organizations. Proper records and documentation are maintained to ensure accountability and compliance.

Through these efforts, CIMP seeks to create an enabling ecosystem where students can focus on learning, research, innovation, and personal growth while benefiting from appropriate financial support mechanisms.

2.2 Scholarship Categories Available at CIMP

The Institute facilitates various forms of financial assistance for students enrolled in its academic programmes. These financial support mechanisms may be broadly classified into the following categories:

A. Institutional Scholarships

Institutional scholarships are funded and administered by CIMP to recognize and reward academic excellence and merit among students.

Merit Scholarship by CIMP

The Merit Scholarship is offered to deserving students admitted to the PGDM programme based on criteria [Percentile in Test score] prescribed by the Institute. The objective of the scholarship is to attract talented students and encourage academic excellence.

B. Government Scholarships

Government scholarships are funded and administered by Central or State Government departments to support eligible students pursuing higher education.

Post Matric Scholarship (Government of Bihar)

The Post Matric Scholarship provides financial assistance to eligible students belonging to specified categories as notified by the Government of Bihar. The scholarship is intended to promote access to higher education and reduce financial barriers.

PGDM-IEV Scholarship (Department of Industries, Government of Bihar)

Students admitted to the PGDM-IEV programme may be eligible for substantial fee support from the Department of Industries, Government of Bihar. The scheme is designed to encourage entrepreneurship, innovation, startup development, and enterprise creation.

C. Regulatory Body Sponsored Schemes

These schemes are implemented in accordance with guidelines issued by national regulatory bodies.

AICTE Tuition Fee Waiver (TFW) Scheme

The Tuition Fee Waiver Scheme is implemented as per the norms prescribed by the All India Council for Technical Education (AICTE). The scheme provides tuition fee concessions to eligible students from economically weaker backgrounds.

D. Research Fellowships and Stipends

Research fellowships and stipends are intended to support scholars engaged in advanced research and doctoral studies.

FPM Fellowship/Stipend

Students admitted to the Fellow Programme in Management (FPM) are provided a monthly stipend of ₹30,000 for a period of four years, subject to satisfactory academic and research progress and compliance with programme requirements.

E. Future Scholarships and Financial Assistance Schemes

From time to time, additional scholarships, grants, fellowships, fee concessions, or financial assistance programmes may be introduced by the Institute, Government agencies, regulatory bodies, corporate organizations, foundations, alumni, or other sponsoring institutions. Such schemes shall be administered in accordance with the applicable guidelines and notified separately.

2.3 Programme-wise Scholarship Matrix

Programme Scholarship/Financial Support

PGDM	Merit Scholarship by CIMP
PGDM	Post Matric Scholarship (Government of Bihar)
PGDM	AICTE Tuition Fee Waiver Scheme (TFW)
PGDM-IEV	80–90% Fee Scholarship by Department of Industries, Government of Bihar
FPM	Fellowship/Stipend of ₹30,000 per month for four years
EFPM	As notified by the Institute from time to time

2.4 Roles and Responsibilities of Stakeholders

The successful implementation of scholarship and financial assistance schemes requires coordinated efforts from multiple stakeholders. The roles and responsibilities of the key stakeholders are outlined below.

A. Students

Students are the primary beneficiaries of scholarship schemes and are responsible for:

- Understanding the eligibility criteria and requirements of applicable scholarship schemes.
- Submitting complete and accurate applications within prescribed timelines.
- Providing authentic supporting documents and information.
- Responding promptly to requests for clarification or additional documentation.
- Maintaining eligibility conditions prescribed under the respective scholarship scheme.
- Monitoring the status of applications through relevant portals and communication channels.
- Informing the Institute of any changes affecting scholarship eligibility.

B. Admission Office

The Admission Office serves as the primary coordinating and facilitation unit for scholarship-related activities and is responsible for:

- Disseminating information regarding available scholarships and fellowships.
- Advising prospective and admitted students regarding scholarship opportunities.
- Assisting students in understanding eligibility requirements and documentation needs.
- Verifying admission-related information and supporting documents.
- Coordinating with government departments, regulatory bodies, and sponsoring agencies.
- Maintaining scholarship records and databases.
- Monitoring application progress and providing status updates to students.
- Supporting grievance resolution related to scholarship applications.
- Ensuring compliance with institutional and external reporting requirements.

C. Programme Offices

The respective Programme Offices (PGDM, PGDM-IEV, FPM, and EFPM) shall:

- Coordinate with the Admission Office in scholarship administration.
- Support communication with students regarding scholarship matters.

D. Accounts Office

The Accounts Office plays a critical role in financial administration and shall:

- Maintain records of scholarship receipts, fee waivers, and stipend payments.
- Process fee adjustments and scholarship accounting entries.
- Facilitate disbursement of institutional fellowships and stipends.
- Coordinate with government departments and funding agencies on financial matters.
- Support audit, reporting, and compliance requirements related to scholarships and fellowships.

E. Institute Administration

The Institute Administration shall:

- Approve scholarship-related policies and procedures.

- Review scholarship implementation and effectiveness periodically.
- Facilitate coordination among various departments involved in scholarship management.
- Promote transparency, accountability, and continuous improvement in scholarship processes.

F. Government Departments and Regulatory Bodies

Government agencies and regulatory authorities administering scholarship schemes shall be responsible for:

- Prescribing eligibility criteria, guidelines, and operational procedures.
- Processing and approving scholarship applications.
- Releasing scholarship funds or fee support as per applicable norms.
- Conducting audits, inspections, and compliance reviews when necessary.
- Communicating policy updates and procedural changes to participating institutions.

G. Parents and Guardians

Parents and guardians may support students by:

- Assisting in the collection and submission of required documents.
- Ensuring timely completion of scholarship-related formalities.
- Encouraging compliance with scholarship requirements and deadlines.
- Coordinating with students and the Institute whenever necessary.

3. Governance and Administration of Scholarships

CIMP recognizes that scholarships and financial assistance play a vital role in enabling access to quality management education and supporting academic excellence, research, innovation, and entrepreneurship. Accordingly, the Institute has adopted a systematic approach to scholarship administration that facilitates timely dissemination of information, verification of eligibility, processing of applications, coordination with funding agencies, record management, and grievance resolution.

The governance framework seeks to achieve the following objectives:

- Ensure fair and transparent administration of all scholarship schemes.
- Facilitate equal access to scholarship opportunities for eligible students.

- Define clear roles and responsibilities for all stakeholders involved in scholarship administration.
- Establish standardized procedures for application processing, verification, approval, and monitoring.
- Ensure compliance with institutional policies and the guidelines issued by government departments, regulatory authorities, and sponsoring organizations.
- Promote accountability through proper documentation, record maintenance, and audit readiness.
- Provide timely support and guidance to students throughout the scholarship lifecycle.
- Minimize delays and procedural challenges through effective coordination among various offices and external agencies.

The administration of scholarships at CIMP involves multiple stakeholders, including the Admission Office, Programme Offices, Accounts Office, Institute Administration, government departments, regulatory bodies, and students. While the Admission Office serves as the primary facilitation and coordination unit for scholarship-related activities, successful implementation requires active collaboration among all concerned stakeholders.

The governance structure also emphasizes continuous monitoring and periodic review of scholarship processes to ensure operational effectiveness, compliance with changing regulations, and improvement in student services. Any revisions to scholarship schemes, eligibility conditions, government regulations, or institutional policies shall be incorporated into the scholarship administration process and communicated to stakeholders in a timely manner.

4. Scholarships for PGDM Programme

4.1 Merit Scholarship by CIMP

4.1.1 Scheme Details

The Merit Scholarship is an institutional scholarship offered by CIMP to recognize and reward students with outstanding academic achievements and strong performance in the admission process.

The scholarship aims to attract talented students and encourage academic excellence.

The amount, number of scholarships, eligibility criteria, and selection methodology may be determined by the Institute from time to time and communicated through admission notifications.

4.1.2 Eligibility Criteria

All applicants having a valid test score above the cutoff scores are eligible for the merit scholarship. The current structure is given below:

Percentile	CAT/XAT	MAT/CMAT
Above 80	1,50,000	1,00,000
Between 70-80	1,00,000	50,000

Note: This is subject to change. Needs to be approved every year by the admission committee.

4.1.3 Student Application Process

1. Apply for admission to the PGDM programme.
2. Submit all required academic records and entrance examination scores [Test scores].
3. Participate in the admission process as prescribed.
4. Provide any additional information requested for scholarship evaluation.
5. Accept scholarship offer, if awarded.

4.1.4 Facilitation by Admission Office

The Admission Office shall:

- Inform applicants about the scholarship – newspaper advertisements, website, social media etc.
- Verify eligibility based on institutional criteria.
- Prepare merit lists.
- Coordinate approval from competent authorities.
- Communicate scholarship awards to selected candidates.
- Maintain scholarship records.

4.1.5 Approval and Disbursement Process

After the completion of the admission process, the Admission Office shall identify and verify eligible candidates based on the scholarship criteria approved by the Institute. A list of recommended candidates shall be prepared and submitted to the competent authority for approval. Upon approval, the scholarship award shall be communicated to the selected students through appropriate channels. The scholarship amount shall normally be adjusted against the programme fee payable by the student, and the Accounts Office shall update the relevant fee records accordingly. All scholarship-related approvals, communications, and financial adjustments shall be properly documented and maintained by the Institute for monitoring, reporting, and audit purposes. Any

exceptional cases or disputes arising during the approval or disbursement process shall be referred to the competent authority for resolution.

4.2 Post Matric Scholarship (Government of Bihar)

4.2.1 Scheme Details

The Post Matric Scholarship is provided by the Government of Bihar for eligible students belonging to notified categories [SC, ST, BC, EBC, OBC]. The scheme supports students pursuing higher education by reimbursing eligible educational expenses [Tuition fee and Library fee] as per government norms.

Benefits and eligibility are governed by the rules issued by the Government of Bihar from time to time. The details are available at https://pmsonline.bihar.gov.in/pms/pms_online/Default.aspx

4.2.2 Eligibility Criteria

All students belonging to Scheduled caste (SC), Scheduled Tribe (ST), Backward Caste (BC) and Extremely Backward Caste (EBC) are eligible to apply for Post Matric Scholarship is provided by the Government of Bihar.

4.2.3 Student Application Process

1. Register on the designated Government scholarship portal.
2. Complete the online application form.
3. Upload required documents.
4. Submit the application within prescribed timelines.
5. Respond to any clarification requests from authorities.
6. Track application status through the portal.

Note: Students are required to take admission at CIMP, successfully complete all examinations, and upload their grade sheets along with the relevant fee receipts on the portal. The Government of Bihar will reimburse the tuition fee and library fee directly to the students' bank accounts.

4.2.4 Facilitation by Admission Office

The Admission Office shall:

- Inform eligible students regarding the scheme.
- Guide students regarding registration and documentation.
- Verify admission-related details.

- Coordinate with government authorities whenever required.
- Maintain records of scholarship applications.

4.2.5 Approval and Disbursement Process

The approval and disbursement of the Post Matric Scholarship shall be governed by the guidelines, eligibility criteria, and procedures prescribed by the Government of Bihar from time to time. After the student submits the scholarship application through the designated government portal, the application shall undergo verification at various levels, including institutional verification. Upon successful verification and approval by the competent government department, the scholarship amount shall be released as per the applicable government norms, either directly to the student's bank account or through any other prescribed mechanism. The Admission Office and PGP office shall facilitate the verification process, and assist students in resolving any issues related to documentation, verification, or scholarship processing.

4.3 AICTE Tuition Fee Waiver (TFW) Scheme

4.3.1 Scheme Details

As per AICTE guidelines:

1. This scheme shall be applicable to all approved Technical Institutions offering Diploma, Post Diploma, Under Graduate Programme(s) in Engineering and Technology, Computer Applications, Planning, Applied Arts and Crafts, Design Management Programme(s) and Lateral Entry provisions of these Programme(s).
2. The scheme shall be mandatory for all Institutions approved by the Council.
3. Requirements and Eligibility
 - Student's parents annual income from all sources does not exceed Rs. 8.00 Lakh.
 - The Waiver is limited to the Tuition Fee as approved by the State Level Fee Committee for Self Financing Institutions and by the Government for the Government/ Government aided Institutions. All other Fees except Tuition Fee shall have to be paid by the beneficiary.
4. Admission Procedure
 - Under this Scheme, up to a maximum of 5% of "Approved Intake" per Course shall be available for this admission. These seats shall be supernumerary in nature. These supernumerary seats shall be available only to such Course(s) in an Institution, where a minimum of 50% of "Approved Intake" are filled up in the last Academic year.
 - The Competent Authority to effect this admission is the State Government/ UT or its designated authority.
 - In the event of non-availability of students in this category, the same shall not be given to any other category of candidates.

- The State Admission Authority shall invite applications under this category; make a separate merit list for this category and effect admission on the basis of the merit list so generated.
- The Institutions shall publish all the details of this scheme in their Brochure and Website.
- Competent Authority for admission shall submit a separate list of the students admitted under this category to the Institution to which they are admitted for compliance.
- A letter in this respect shall be issued by the Competent Authority for admission to each beneficiary student admitted under this scheme and he/ she shall not be allowed to change the Institution/ Course under any circumstances.
- The Institutions shall also display information regarding admitted candidates on their Web site for information to the students and other stakeholders.

The Tuition Fee Waiver Scheme is implemented as per AICTE guidelines for eligible students from economically weaker backgrounds. Under this scheme, tuition fee concessions are provided subject to AICTE regulations and seat availability.

4.3.2 Eligibility Criteria

All applicants for the PGDM programme whose family income from all sources does not exceed Rs. 8.00 Lakh are eligible for the Tuition Fee Waiver Scheme (TFW) scheme.

4.3.3 Student Application Process

1. Apply through the designated admission counselling process.
2. Submit valid income certificate and supporting documents.
3. Claim TFW eligibility during admission.
4. Complete admission formalities under the TFW category.

4.3.4 Facilitation by Admission Office

The Admission Office shall:

- Publish details about the TFW scheme on CIMP's website and admission brochure.
- Maintain records of TFW admissions.
- Coordinate with regulatory requirements.

4.3.5 Approval and Disbursement Process

All students who are admitted to the PGDM program under TFW scheme need not to pay the tuition fee. Apart from this the students need to pay all other applicable fees.

4.4 Meritorious Girl Student Scholarship (MGSS) scheme

4.4.1 Scheme Details

Scholarships under the Meritorious Girl Student Scholarship (MGSS) Scheme are given every academic year to the top three girl students securing a place among the top ten positions in the batch.

4.3.2 Eligibility Criteria

All girl students enrolled in the PGDM programme at CIMP are eligible to be considered for scholarships under the Meritorious Girl Student Scholarship (MGSS) Scheme.

4.3.3 Student Application Process

The PGP Office, CIMP, will create a list of the top ten students at the end of the academic year before the convocation. The top three girl students, based on merit from this list, will receive monetary awards of Rs. 10,000, Rs. 7,000, and Rs. 5,000. Girl students need not apply separately for this scholarship.

4.3.4 Facilitation by Admission Office

The PGP Office, in coordination with the Admission Office, shall be responsible for the selection of eligible students, notification of the scholarship award, and facilitating the scholarship process for meritorious students during the convocation.

4.3.5 Approval and Fee Adjustment Process

The Accounts Office, in coordination with the PGP Office, shall facilitate the disbursement of scholarships to the three girl students selected under the Meritorious Girl Student Scholarship (MGSS) Scheme. Based on their merit ranking, scholarship amounts of Rs. 10,000, Rs. 7,000, and Rs. 5,000 shall be credited to the students' bank accounts. Alternatively, cheques of the respective amounts may be issued to the students.

5. Scholarships for PGDM-IEV Programme

5.1 PGDM-IEV Scholarship

Department of Industries, Government of Bihar

5.1.1 Scheme Details

Students admitted to the PGDM-IEV programme are eligible for substantial financial support provided by the Department of Industries, Government of Bihar.

The scheme provides scholarship support covering approximately 80% to 90% of the programme fee, subject to applicable government rules, approvals, and funding provisions. Women, Scheduled Caste (SC), and Scheduled Tribe (ST) students will get 90% scholarship while all other applicants to the PGDM-IEV programme will get 80% scholarship.

The objective of the scheme is to promote entrepreneurship, innovation, startup development, and enterprise creation among youth in Bihar.

5.1.2 Eligibility Criteria

All students who have taken admission in the PGDM-IEV programme at CIMP are eligible for the scholarship. All the students will get the scholarship - Women, Scheduled Caste (SC), and Scheduled Tribe (ST) students will get 90% scholarship while all other applicants to the PGDM-IEV programme will get 80% scholarship.

5.1.3 Student Application Process

1. Take admission in the PGDM-IEV programme – details about the programme are available on CIMP’s website. Students may contact the admissions office for details.
2. Submit all documents required by the Government of Bihar.
3. Complete scholarship-related formalities within prescribed timelines.
4. Students need to pay only the remaining part of the fees - Women, Scheduled Caste (SC), and Scheduled Tribe (ST) students will pay 10% of the fees while all other applicants will pay 20% of the total fees.

5.1.4 Facilitation by Admission Office

The Admission Office shall:

- Inform students regarding scholarship benefits.
- Assist students in completing documentation.
- Verify eligibility and admission status.
- Coordinate with the Department of Industries.
- Maintain scholarship records.
- Support students in resolving application-related issues.

5.1.5 Approval and Disbursement Process

The scholarship amount will be directly obtained by the CIMP. Students need to pay the remaining amount as semester fee - Women, Scheduled Caste (SC), and Scheduled Tribe (ST) students will pay 10% of the fees while all other applicants will pay 20% of the total fees.

6. Financial Support for Fellow Programme in Management (FPM) and Executive Fellow Programme in Management (EFPM)

6.1 Financial Support for FPM Programme

6.1.1 Scheme Details

Students admitted to the Fellow Programme in Management (FPM) are eligible to receive a monthly fellowship/stipend of ₹30,000 for a period of four years, subject to satisfactory academic progress and compliance with programme requirements.

The fellowship is intended to support scholars in pursuing full-time doctoral research and academic development.

6.1.2 Eligibility Criteria

All students selected for the Fellow Programme in Management (FPM) at CIMP are eligible for the scholarship subject to maintaining a satisfactory level of attendance and academic/research performance.

6.1.3 Student Application Process

1. Accept admission to the FPM programme - details about the programme are available on CIMP's website. Students may contact the admissions office for details.
2. Complete registration formalities.
3. Submit bank account details and required documents.
4. Maintain satisfactory academic performance and research progress.
5. Comply with all fellowship conditions prescribed by the Institute.

6.1.4 Facilitation by Admission Office

The Admission Office shall:

- Inform admitted scholars regarding fellowship provisions.
- Collect and verify required documents.
- Coordinate with the FPM Office and Accounts Office.
- Maintain fellowship records.

6.1.5 Approval and Disbursement Process

The FPM Office will verify attendance records and other research-related progress through the Advisory Committee. Upon confirmation of satisfactory performance, the FPM Office, in coordination

with the Accounts Office, will ensure the timely processing of the stipend. The monthly stipend will be directly transferred to the students' bank accounts.

6.2. Financial Support for EFPM Programme

The Executive Fellow Programme in Management (EFPM) is a doctoral-level self-funded programme. All participants are required to attend classes and pay the fees as prescribed in the EFPM brochure, which is available on CIMP's website.

A 20% fee waiver is applicable to the following:

- Alumni of CIMP
- Employees of all PSUs/corporations listed on BSE, NSE
- Employees of AICTE approved institutions and other Higher Education Institutions.

7. Roles and Responsibilities

7.1 Students

Students are responsible for understanding the eligibility requirements, application procedures, deadlines, and conditions associated with the scholarship, fellowship, or fee waiver schemes for which they apply. They must submit complete and accurate applications along with all required supporting documents within the prescribed timelines, provide authentic information, promptly respond to requests for clarification, and comply with all conditions specified by the Institute, government departments, or sponsoring agencies. Students are also expected to regularly monitor the status of their applications and inform the Institute of any changes that may affect their eligibility.

7.2 Admission Office

The Admission Office serves as the primary facilitation and coordination unit for scholarship related information at CIMP. Admissions office in coordination with PGP office, PGP-IEV office, and FPM office is responsible for disseminating information regarding available scholarship schemes, guiding students on eligibility and application procedures, verifying admission-related information and supporting documents, coordinating with government departments and other sponsoring agencies, maintaining scholarship records, monitoring application progress, communicating updates to students, and ensuring that scholarship-related processes are carried out in a timely, transparent, and efficient manner.

7.3 Programme Office

The respective Programme Office [PGP office, PGP-IEV office and FPM office] shall support in verifying students' enrolment status, academic standing, attendance, research progress, or any other programme-specific requirements whenever required. The Programme Office shall coordinate with the Admission Office and Accounts Office in matters relating to scholarship eligibility, continuation of

benefits, and compliance with academic requirements, while also providing necessary certifications and information requested by sponsoring agencies or institutional authorities.

7.4 Accounts Office

The Accounts Office is responsible for managing the financial aspects of scholarship and fellowship administration, including processing fee adjustments, maintaining records of scholarship receipts and disbursements, facilitating stipend payments, reconciling scholarship-related accounts, and supporting financial reporting and audit requirements. The Accounts Office shall work closely with the Admission Office and Programme Offices to ensure that approved scholarship benefits are accurately reflected in student accounts and that all financial transactions are properly documented.

7.5 Scholarship Authorities and Government Departments

Government departments, regulatory bodies, and other sponsoring agencies administering scholarship schemes are responsible for prescribing eligibility criteria, application procedures, documentation requirements, approval mechanisms, and disbursement guidelines. These authorities review and process scholarship applications, conduct verification and compliance checks as required, sanction scholarship benefits, release funds in accordance with applicable rules, and communicate policy updates or procedural changes to participating institutions to ensure effective implementation of the schemes.

8. Grievance Redressal and Student Support

8.1 Scholarship-Related Queries

Students seeking information regarding scholarship schemes, eligibility criteria, application procedures, required documentation, timelines, status of applications, or any other scholarship-related matter may contact the Admission Office, which serves as the primary point of contact for scholarship assistance. The Institute shall make reasonable efforts to provide accurate, timely, and relevant guidance to help students understand and avail themselves of the financial assistance opportunities available to them.

8.2 Grievance Handling Process

Any student facing difficulties related to scholarship applications, document verification, eligibility determination, processing delays, communication gaps, fee adjustments, stipend disbursement, or other scholarship-related issues may submit a grievance to the Admission Office through email at admission@cimp.ac.in. Upon receipt of the grievance, the concerned office shall review the matter, seek necessary clarifications, coordinate with relevant stakeholders, and take appropriate action to address the issue.

8.3 Escalation Matrix

If a scholarship-related grievance is not resolved satisfactorily at the initial level, the matter may be escalated to higher authorities within the Institute through the established administrative hierarchy. Depending upon the nature of the issue, the grievance may be referred to the Programme Office [PGP Office, PGP-IEV Office, PFM Office], Accounts Office, Dean (Academics), and Director, CIMP. The escalation mechanism is intended to ensure fair consideration of grievances and timely resolution of issues that require intervention beyond the initial processing level.

8.4 Contact Details for Assistance

The Institute shall maintain and periodically update the contact details of the offices and officials responsible for scholarship administration, including the Admission Office, Programme Offices [PGP Office, PGP-IEV Office, PFM Office], Accounts Office, and other designated personnel. Students may use the published email addresses, telephone numbers, office locations, or official communication channels available on the Institute's website and student portals to seek guidance, submit queries, request support, or obtain updates regarding scholarship-related matters.

9. Record Management and Periodic Review

9.1 Scholarship Records Management

The Institute shall maintain accurate, complete, and up-to-date records of all scholarship, fellowship, stipend, and fee waiver schemes administered or facilitated through CIMP. Such records may include applications, supporting documents, verification reports, approval communications, disbursement details, fee adjustment records, correspondence with sponsoring agencies, and other relevant documentation. These records shall be maintained in a secure manner and retained in accordance with applicable institutional policies and regulatory requirements.

9.2 Periodic Review of Scholarship Schemes

The Institute shall periodically review the scholarship schemes available to its students to assess their effectiveness, relevance, utilization, and alignment with institutional objectives and stakeholder needs. The review process will be conducted by the Admission Office in consultation with the PGP Office, PGP-IEV Office, PFM Office, and other stakeholders once or twice a year to update the Scholarship Handbook. All relevant changes shall be updated on CIMP's website and communicated to students through email.

10. Other Potential Avenues for Financial Assistance

Bihar Student Credit Card Scheme (BSCC)

The Bihar Student Credit Card Scheme (BSCC) is a flagship initiative of the Government of Bihar launched on 2 October 2016 to provide financial assistance to students pursuing higher education. The

scheme aims to ensure that financial constraints do not prevent deserving students from continuing their studies after Class XII. Students selected at CIMP can avail financial assistance through this scheme. This scheme is being implemented by the Education Department. The Bihar Student Credit Card Scheme is being operated by District Registration and Counseling Center (DRCC).

Objectives of the scheme

- Increase access to higher education among students of Bihar.
- Support students from economically weaker backgrounds.
- Reduce dropout rates after Class XII.

Financial Assistance

Under the scheme, eligible students can avail themselves of an education loan of up to ₹4 lakh for pursuing approved higher education courses. The loan can be used for:

- Tuition fees
- Hostel fees
- Purchase of books and study materials
- Laptop/computer and other academic expenses
- Other course-related expenditures as approved under the scheme.

The Bihar Student Credit Card Scheme is designed to provide education loans through the Bihar State Education Finance Corporation (BSEFC), with the Government of Bihar acting as the guarantor for loans of up to Rs. 4 lakh. Under the scheme, a simple interest rate of 4% is charged on the loan amount. For women, persons with disabilities, and transgender applicants, the interest rate is concessional at 1% per annum. Loans of Rs. 2 lakh and Rs. 4 lakh are to be repaid in 60 and 84 instalments, respectively. An additional interest concession of 0.25% is available if the loan is repaid before the stipulated repayment period.

Eligibility Criteria

To be eligible for the scheme, a student must:

- Be a permanent resident of Bihar.
- Have passed Class XII (or equivalent) from a recognized board.
- Have secured admission to a recognized higher educational institution.
- Be pursuing an approved general, professional, technical, or vocational course.
- Generally be below 25 years of age at the time of application.

Application Process

Students are required to:

1. Apply online through the designated Government of Bihar portal.
2. Upload the required documents.
3. Complete document verification through the designated authorities.
4. Obtain approval from the implementing agency before loan sanction and disbursement.

Repayment

Repayment of the loan generally begins after completion of the course and a specified moratorium period, subject to the prevailing rules of the scheme.

Role of CIMP

Students admitted to CIMP may avail themselves of the Bihar Student Credit Card Scheme, subject to meeting the eligibility criteria prescribed by the Government of Bihar. The Institute's role is limited to providing admission-related documents, fee details, and other information required for processing the application. The approval, sanction, and disbursement of the loan are carried out by the designated government authorities and implementing agencies, and not by CIMP.

11. Frequently Asked Questions (FAQs)

Q1. What scholarships and financial assistance schemes are available at CIMP?

Ans. CIMP facilitates several financial support schemes, including the Merit Scholarship for PGDM students, the Post Matric Scholarship of the Government of Bihar, Meritorious Girl Student Scholarship (MGSS) Scheme, the PGDM-IEV Scholarship supported by the Department of Industries, Government of Bihar, FPM Fellowships/Stipends, and fee waivers for eligible EFPM participants.

Q2. Who can apply for the CIMP Merit Scholarship?

Ans. Students applying for the PGDM programme with valid entrance examination scores above the prescribed cut-off in CAT, XAT, MAT, or CMAT are eligible to be considered for the Merit Scholarship, subject to the criteria approved by the Institute.

Q3. How much financial support is available under the CIMP Merit Scholarship?

Ans. Currently, students scoring above the prescribed percentile thresholds may receive scholarships ranging from ₹50,000 to ₹1,50,000 depending on their entrance examination scores. The scholarship structure may be revised annually by the Institute.

Q4. Who is eligible for the Government of Bihar Post Matric Scholarship?

Ans. Students belonging to Scheduled Caste (SC), Scheduled Tribe (ST), Backward Caste (BC), and Extremely Backward Caste (EBC) categories who are pursuing eligible programmes may apply for the Post Matric Scholarship, subject to government guidelines.

Q5. How do students apply for the Post Matric Scholarship?

Ans. Students must register on the designated Government scholarship portal, complete the online application form, upload the required documents, submit the application within the prescribed timeline, and track its status through the portal.

Q6. What expenses are covered under the Post Matric Scholarship?

Ans. The Government of Bihar reimburses eligible educational expenses such as tuition fees and library fees according to the applicable government norms and guidelines.

Q7. What is the AICTE Tuition Fee Waiver (TFW) Scheme?

Ans. The AICTE TFW Scheme provides tuition fee concessions to eligible students from economically weaker sections, subject to AICTE regulations.

Q8. What scholarship benefits are available to PGDM-IEV students?

Ans. Students admitted to the PGDM-IEV programme receive substantial fee support from the Department of Industries, Government of Bihar. Women, SC, and ST students receive 90% scholarship support, while other students receive 80% scholarship support toward programme fees.

Q9. How much fee do PGDM-IEV students need to pay after receiving the scholarship?

Ans. Women, SC, and ST students are required to pay only 10% of the programme fee, while all other eligible students are required to pay 20% of the programme fee. The remaining amount is supported through the scholarship scheme.

Q10. What financial support is available for FPM scholars?

Ans. Students admitted to the Fellow Programme in Management (FPM) receive a monthly fellowship/stipend of ₹30,000 for up to four years, subject to satisfactory academic performance, research progress, and compliance with programme requirements.

Q11. How is the FPM stipend disbursed?

Ans. The FPM Office verifies attendance and research progress through the Advisory Committee. After satisfactory verification, the stipend is processed and transferred directly to the scholar's bank account every month.

Q12. Whom should students contact for scholarship-related assistance or queries?

Ans. The Admission Office serves as the primary point of contact for scholarship-related information, guidance, application support, documentation assistance, and status updates concerning scholarship schemes.

Q13. What should a student do if a scholarship-related grievance is not resolved?

Ans. If a grievance remains unresolved, the student may escalate the matter through the Institute's administrative hierarchy, including the Programme Office, Accounts Office, Dean (Academics), and ultimately the Director, CIMP, depending on the nature of the issue.

12. Annexures

Annexure I – Programme-wise Scholarship Summary

Programme	Scholarship / Financial Support Scheme	Sponsoring Agency	Eligibility	Financial Benefit
PGDM	Merit Scholarship	CIMP	Students meeting prescribed CAT/XAT/MAT/CMAT percentile criteria	₹50,000 to ₹1,50,000 fee concession based on entrance test scores
PGDM	Post Matric Scholarship	Government of Bihar	Eligible SC, ST, BC, and EBC students	Reimbursement of eligible tuition fee and library fee
PGDM	AICTE Tuition Fee Waiver (TFW) Scheme	AICTE	Economically weaker section students meeting AICTE criteria	Tuition fee concession as per AICTE guidelines
PGDM-IEV	PGDM-IEV Scholarship	Department of Industries, Government of Bihar	All admitted PGDM-IEV students	80% scholarship (General); 90% scholarship (Women, SC, ST)
FPM	Fellowship / Stipend	CIMP	All admitted FPM scholars maintaining satisfactory progress	₹30,000 per month for up to four years
EFPM	Fee Waiver	CIMP	Eligible alumni and specified employees	20% fee waiver
EFPM	Other Financial Support (if notified)	CIMP	As per Institute notifications	As specified in notification

Annexure II – Document Checklist

S. No.	Document Category	Documents Included
1	Identity Proof	Aadhaar Card, PAN Card, Passport, Voter ID, or any government-issued identity document as applicable
2	Photograph	Recent passport-size photograph
3	Admission and Enrollment Documents	Admission Offer Letter, Admission Confirmation Letter, Enrollment Proof, Student ID Card
4	Academic Records	Class X, Class XII, Graduation, Postgraduate mark sheets, degree certificates, transcripts, semester grade sheets, and other academic records as applicable
5	Entrance Examination Documents	CAT, XAT, MAT, CMAT, or any other entrance examination score card, wherever applicable
6	Banking Documents	Bank passbook, cancelled cheque, bank account verification document, or any other proof of an active bank account
7	Income and Financial Documents	Income certificate, salary certificate, income tax return, family income declaration, or any other income-related document prescribed by the sponsoring agency
8	Category and Domicile Documents	Caste certificate (SC/ST/BC/EBC), domicile certificate, residence certificate, or any other category-related document required for eligibility
9	Employment and Professional Documents	Employment certificate, employer sponsorship letter, proof of employment, alumni certificate, or other documents required for EFPM fee waivers or similar schemes
10	Research and Fellowship Documents	Research proposal, fellowship acceptance form, registration confirmation, progress reports, and other documents required for FPM scholars
11	Scholarship Application Documents	Scholarship application form, portal registration acknowledgement, self-declaration, undertaking, fee receipts, renewal forms, and any scholarship-specific documentation
12	Supporting and Verification Documents	Aadhaar-linked bank account proof, no-objection certificate, enrollment verification, or any additional document requested by CIMP, government departments, regulatory authorities, or sponsoring organizations
13	Communication Details	Active mobile number, email address, and other contact information required for scholarship communication

Annexure III – Important Government Portals and Links

Portal	URL
Post Matric Scholarship Portal, Bihar	https://pmsonline.bihar.gov.in
National Scholarship Portal	https://scholarships.gov.in
Department of Industries, Bihar	https://udyami.bihar.gov.in
AICTE	https://www.aicte-india.org
DigiLocker	https://www.digilocker.gov.in
Academic Bank of Credits	https://www.abc.gov.in
UIDAI	https://uidai.gov.in
Income Tax Department	https://www.incometax.gov.in
National Career Service	https://www.ncs.gov.in
Ministry of Education	https://www.education.gov.in
CIMP	https://www.cimp.ac.in

Other relevant links

<https://scholarships.gov.in>

<https://www.vidyalakshmi.co.in>

Annexure IV – Contact Directory

S. No.	Office / Department	Purpose	Contact Details
1	Admission Office	Scholarship information, eligibility, application support, documentation, verification, and grievance handling	Email: admission@cimp.ac.in; Phone: +91 96932 23405
2	PGP Office	Support related to PGDM student enrollment, academic records, and scholarship verification	Email: pgp@cimp.ac.in
3	PGP-IEV Office	Support related to PGDM-IEV scholarship administration and student records	Email: pgpievd@cimp.ac.in
4	FPM Office	Support related to FPM fellowship, stipend processing, and research scholar records	Email: fpm@cimp.ac.in
5	Accounts Office	Fee adjustments, scholarship accounting, stipend disbursement, and financial records	Through Institute reception
6	Director's Secretariat	Escalation of unresolved scholarship-related matters	Phone: 0612-2366026 / +91 96932 27926; Email: director@cimp.ac.in
7	Institute Reception	General enquiries and routing of scholarship-related communications	Phone: 0612-2366015 / 2366062
8	Institute Website	Scholarship notifications, admission information, forms, and updates	Website: www.cimp.ac.in