



GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HIGHER EDUCATION
BIKASH BHAVAN, SALT LAKE, KOLKATA – 700 091

No. 336-(T)10M-15/2026

Dated, Kolkata, the 9th September, 2026

NOTIFICATION

Sub: Introduction of the Swami Vivekananda Merit Scholarship Scheme (SVMS) – Financial Assistance to Meritorious Students pursuing Higher Education in Premier Institutions in India and abroad.

The State Government has been considering for some time past the need to provide financial assistance to meritorious students for pursuing higher education in premier educational institutions in India and abroad, so as to facilitate access to quality higher education without financial constraints coming in the way of academic excellence.

2. After careful consideration of the matter, the Governor is pleased to introduce the “**Swami Vivekananda Merit Scholarship Scheme (SVMS)**” for providing financial assistance to eligible and meritorious students of West Bengal pursuing Undergraduate or Master's level higher education in premier educational institutions in India and abroad. Financial assistance under the Scheme shall be admissible to a student only once during the student's lifetime, irrespective of whether such assistance is availed for an Undergraduate programme or a Master's programme.

3. The Scheme shall comprise the International and Domestic components and shall be implemented in accordance with the eligibility conditions, institutional criteria, extent of financial assistance and other provisions as contained in the Scheme Guidelines appended to this Notification.

4. At the Undergraduate level, an eligible student may avail financial assistance under either the Swami Vivekananda Merit Scholarship Scheme (SVMS) or the Bhagini Nivedita Uchchhashiksha Britti, but shall not be eligible to avail financial assistance under both Schemes for Undergraduate studies.

5. The detailed provisions governing the objectives and scope of the Scheme, eligibility of students and institutions, financial assistance, application and verification, continuation and renewal, payment, screening and prioritisation, monitoring, recovery and other matters connected with implementation of the Scheme are contained in the “Swami Vivekananda Merit Scholarship Scheme (SVMS) Guidelines”, appended hereto as Annexure-I.

6. Applications and other student-facing processes under the Swami Vivekananda Merit Scholarship Scheme shall be undertaken through the designated SVMS Portal of the Higher Education Department, Government of West Bengal. Students/applicants may access the portal through the official website of the Higher Education Department, Government of West Bengal, and by selecting the “**SVMS Scholarship**” option available therein or through the direct URL / web address, as notified. The Department may, from time to time, modify the web address, access route or portal interface for administrative or technical reasons and shall publish the revised access details through the official website of the Department or other appropriate official means.
7. For the convenience of the applicants and for facilitating implementation of the Scheme through the SVMS portal, the prescribed student-facing formats for submission of application, declaration and undertaking, continuation request, reimbursement claim, authorisation for direct payment, request relating to deferral/leave of absence/change of institution or programme, and intimation of withdrawal/discontinuation are appended to this Notification as Annexures II to VIII, respectively. These formats may be suitably adapted in the online portal without altering the substantive provisions of the Scheme.
8. The Scheme Guidelines referred to in paragraph 5 above, together with the prescribed formats appended to this Notification as Annexures II to VIII, shall form an integral part of this Notification and shall be followed by all concerned authorities and beneficiaries in the implementation of the Scheme.
9. The Higher Education Department, Government of West Bengal, shall be the Nodal Department for administration and implementation of the Scheme and may issue such operational guidelines, Standard Operating Procedures (SOPs) and administrative instructions as may be necessary for effective implementation of the Scheme, consistent with the Scheme Guidelines and the prescribed formats appended to this Notification.
10. The expenditure on account of implementation of the Scheme shall be met from the appropriate budgetary provision under the Higher Education Department, subject to availability of fund and observance of the applicable financial rules.
11. The Scheme may be reviewed from time to time by the Government having regard to budgetary availability, the operation of the Scheme and any significant changes in the ranking methodologies or institutional criteria referred to in the Scheme Guidelines.

12. This Notification issues with the concurrence of the Finance Department, Government of West Bengal, vide U.O. No. Group B/2026-2027/0050 dated 27.08.2026.

13. This Notification shall take effect from the academic year 2026-27 and the Scheme shall apply only to students securing fresh admission to eligible programmes from the academic year 2026-27 onwards.

14. This has the approval of the competent authority.

By order of the Governor,



Additional Chief Secretary
Government of West Bengal
Department of Higher Education

No. 336/1(9)-(T)10M-15/2026

Dated, Kolkata, the 9th September, 2026

Copy forwarded for information and necessary action to:

1. The Additional Chief Secretary, Finance Department, Government of West Bengal.
2. The Director of Public Instruction, West Bengal, Bikash Bhavan, Salt Lake, Kolkata – 700 091.
3. The Director of Technical Education, West Bengal, Bikash Bhavan, Salt Lake, Kolkata – 700 091.
4. The Financial Adviser, Higher Education Department, Government of West Bengal.
5. The Treasury / Pay & Accounts Officer.
6. The National Informatics Centre, Higher Education Department, for necessary action regarding the Scheme portal.
7. The P.S. to the Hon'ble Minister-in-Charge, Higher Education Department.
8. The P.S. to the Hon'ble Minister-of-State, Higher Education Department.
9. The P.S. to the Additional Chief Secretary, Higher Education Department.
10. Guard File.

Joint Secretary

Government of West Bengal
Department of Higher Education

ANNEXURES TO THE NOTIFICATION

Sl. No.	Annexure	Particulars
1.	Annexure-I	Swami Vivekananda Merit Scholarship Scheme (SVMS) Guidelines
2.	Annexure-II	SVMS Online Application Form
3.	Annexure-III	Student Declaration-cum-Undertaking and Scholarship Agreement
4.	Annexure-IV	SVMS Continuation / Renewal Request and Student Declaration
5.	Annexure-V	Tuition Fee / Health Insurance Reimbursement Claim
6.	Annexure-VI	Authorisation for Direct Payment to Institution
7.	Annexure-VII	Request for Deferral / Leave of Absence / Change of Institution or Programme
8.	Annexure-VIII	Withdrawal / Discontinuation Intimation

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HIGHER EDUCATION**

ANNEXURE-I

SWAMI VIVEKANANDA MERIT SCHOLARSHIP SCHEME (SVMS) GUIDELINES

1. Purpose and Basic Guidelines

The purpose of this policy is to provide financial assistance to meritorious students of West Bengal pursuing higher education in India and abroad, ensuring allocation based on academic excellence, institutional quality (measured by statutory status and overall national/international rankings), and continued satisfactory performance.

1.1 Basic Eligibility Guidelines (common to all components)

- a) Resident of West Bengal who has passed either Class X or Class XII in regular mode from a recognised school in West Bengal.
- b) At least one parent/guardian (or the student if orphan) is an elector in West Bengal.
- c) Any scholarship or financial assistance received by the candidate from the Central Government or any State Government or from the concerned Higher Education Institution (International / Domestic) for the same course shall be adjusted against the final scholarship amount under this Scheme, except where specific provisions of this Scheme provide for exclusion of duplicate benefit under another State Government scholarship scheme.
- d) The applicant shall furnish the declaration contained in the prescribed application format at Annexure-II and shall execute the Scholarship Agreement / Undertaking in the prescribed format at Annexure-III before the first disbursement.
- e) Only students securing fresh admission to an eligible programme in an eligible institution from the academic year 2026-27 onwards shall be eligible for assistance under this Scheme. Students who were admitted to the programme before the academic year 2026-27 shall not be eligible for assistance under this Scheme.
- f) Financial assistance under the Swami Vivekananda Merit Scholarship Scheme shall be admissible to a student only once during the student's lifetime. A student who has previously received financial assistance under this Scheme shall not be eligible to receive financial assistance under this Scheme again, irrespective of whether the previous assistance was received for an Undergraduate programme or a Master's programme and irrespective of the institution, programme or academic session.
- g) At the Undergraduate level, a student shall be eligible to avail financial assistance under only one of the Swami Vivekananda Merit Scholarship Scheme (SVMS) and the Bhagini Nivedita Uchchashiksha Britti. A student who has received financial assistance under either of the said Schemes for an Undergraduate programme shall not be eligible to receive financial assistance under the other said Scheme for any subsequent Undergraduate programme.
- h) For the avoidance of doubt, receipt of financial assistance under the Bhagini Nivedita Uchchashiksha Britti for an Undergraduate programme shall not, by itself, preclude the student from being considered for financial assistance under the SVMS for one eligible Master's programme, provided that the student has not previously received financial assistance under SVMS and fulfils all other eligibility conditions prescribed under these Guidelines.

2. Guiding Principles

- a) Prioritise academic merit and institutional excellence measured by objective public criteria (overall rankings only).

- b) Encourage competitive national and international admissions.
- c) Continuation of scholarship subject to continued enrolment within the original programme timelines declared in the Offer letter (as defined), and satisfactory academic standing.
- d) Eligibility determined automatically from statutory lists (INI/IoE) and latest overall NIRF/QS rankings.
- e) Tiered support to reward higher excellence.

2A. Definitions

Unless the context otherwise requires—

- a) "**Approved Tuition Fee**" means the compulsory tuition fee charged by the institution for the approved programme, excluding hostel charges, mess charges, refundable deposits, caution money, travel, books, laptops, equipment, club or optional fees, and any other non-compulsory charges.
- b) "**Competent Authority**" means the Higher Education Department, Government of West Bengal, or any officer authorised by the Government in this behalf.
- c) "**Health Insurance**" means the mandatory health insurance premium or mandatory institutional health service charge required by the institution as a condition of enrolment or continued enrolment.
- d) "**Offer Letter**" includes the unconditional admission offer or formal admission letter issued by the institution specifying the programme, duration and fee structure.
- e) "**Original Programme Timelines**" means the standard duration of the programme as stated in the Offer Letter or the institution's official academic calendar at the time of admission.
- f) "**Resident of West Bengal**" means a person whose ordinary place of residence is in the State of West Bengal and whose residential address is recorded in any valid Government-issued document.
- g) "**Scholar**" means a student who has been sanctioned assistance under this Scheme.

3. Eligibility — International Undergraduate / Master's Programmes

Institutions ranked within the **Top 100 globally in the latest officially published QS World University Rankings (Overall)** available on the date of admission for the programme of study (UG or Master's). Subject-wise / subject-specific rankings shall not be considered. Admission must be secured for a full-time residential programme. Support covers approved **tuition fees and health insurance only**. The QS Overall ranking applicable on the **date of admission** (as reflected in the Offer Letter) shall remain frozen for the entire duration of the scholar's tenure under this Scheme.

3.1 Eligibility — Premier Institutions in India (Domestic Component)

In line with the Budget Speech announcement of financial assistance for meritorious students admitted to "National level educational institutes (to cover tuition fee)", students admitted through the prescribed national entrance examination or merit-based process to **Government or Government-aided institutions of national eminence** shall be eligible. An institution qualifies if it satisfies any one of the following objective, publicly verifiable criteria:

3.1.1 Category A – Institutions of National Importance (INIs)

Established by an Act of Parliament and declared an Institution of National Importance. This includes (but is not limited to) all IITs, IIMs, NITs, IISERs, centrally funded IIITs, AIIMS, NIDs, NIPERs, IISc Bangalore, IIST Shibpur, and National Law Universities established under Central legislation where applicable. Eligibility is automatic for the entire category as long as the institution retains INI status.

3.1.2 Category B – Institutions of Eminence (Public)

Any Government or Government-aided Higher Educational Institution notified as a public Institution of Eminence (IoE) by the Government of India / UGC. Eligibility is automatic upon official notification and continues while the status is retained.

3.1.3 Category C – National Ranking Criterion (NIRF Overall Top 50)

Any Government or Government-aided institution that satisfies the following criteria (verified from official public portals only):

- a) Recognised by UGC / AICTE / NMC / BCI or the relevant statutory body;
- b) Ranked within the **Top 50 of the latest NIRF Overall Rankings** published by the Ministry of Education. Discipline-specific or category-specific rankings shall not be considered.

The NIRF Overall ranking applicable on the date of admission shall remain frozen for the scholar's tenure.

3.1.4 Important Clarifications:

- a) Private domestic institutions (even if NIRF Top-ranked or private IoE) are excluded.
- b) Only full-time regular programmes are covered. Distance / part-time / online programmes are not eligible.
- c) Eligibility of the institution is checked at the time of admission against the then-current official overall lists/rankings. Subsequent ranking changes do not affect ongoing scholars.
- d) **Overlap of Eligibility:** Notwithstanding anything contained elsewhere in this Scheme, where an institution situated in India satisfies the eligibility criteria under both Clause 3 and Clause 3.1, the scholar shall be governed exclusively by the provisions applicable to the Domestic Component under Clause 3.1 and the corresponding support levels specified in Clause 7.2. The International Component under Clause 3 and the support admissible thereunder shall apply only to institutions situated outside India.
- e) All criteria are drawn exclusively from official sources (Acts of Parliament, UGC/MoE notifications, NIRF Overall portal, QS Overall rankings). No additional documents beyond admission proof and fee demand are required for institutional eligibility verification.

4. Continuation of Scholarship, Backlogs, Deferral, Withdrawal and Related Matters

The scholarship shall be continued so long as the student remains enrolled in the approved programme within the original programme timelines declared in the university's Offer Letter (as defined).

4.1 Backlog or Failure

In case of any backlog or failure to pass any semester or any particular subject(s) in a particular semester:

- a) The additional cost for re-examination, supplementary examination, or any extra academic charges arising from such backlog shall not be borne by the State Government.
- b) The scholarship (tuition fee support as per the approved percentage) shall nevertheless continue, provided the student remains enrolled in the programme within the previously declared original timelines of the course.
- c) If the student incurs a backlog year (or any extension) that causes the programme duration to exceed the original timelines mentioned in the Offer Letter (as defined), the cost for such extended period shall not be borne by the State Government. Scholarship support for the excess period shall stand terminated.

The scholar must maintain satisfactory academic standing as prescribed by the host institution and remain enrolled in the programme on a full-time basis.

4.2 Deferral

Where the institution officially permits deferred admission or gap year, the scholarship shall remain valid subject to prior approval of the Competent Authority and production of the institution's official deferral communication. A request for deferral shall be submitted through the prescribed format at Annexure-VII, together with the official communication of the institution permitting such deferral.

4.3 Academic Cycle

Students admitted under Spring, Summer or other academic intake cycles followed by the institution shall be eligible for assistance under this Scheme in the same manner as students admitted in the regular academic intake.

4.4 Leave of Absence

Short-term leave of absence granted by the host institution on grounds of illness, maternity or other exceptional circumstances recognised by the institution may be permitted without interruption of scholarship, provided the original programme timelines are not thereby exceeded and the Competent Authority is informed. The scholar shall intimate such leave of absence through the prescribed format at Annexure-VII, together with supporting institutional documentation, wherever applicable.

4.5 Withdrawal / Discontinuation

Scholarship shall cease immediately upon discontinuation, voluntary withdrawal, expulsion, cancellation of admission, or transfer without prior approval. Any amount already paid for a period after the effective date of withdrawal shall be recoverable. The scholar shall, wherever practicable, intimate such withdrawal or discontinuation through the prescribed format at Annexure-VIII, without prejudice to the obligation of the institution to communicate such event to the Department.

4.6 Change of Institution or Programme

Any change of institution or programme after sanction of scholarship shall require the prior written approval of the Competent Authority. A request for such change shall be submitted through the prescribed format at Annexure-VII. Any unauthorised change shall render the scholar ineligible for further assistance under this Scheme.

5. Verification and Compliance

5.1 Document Submission

The application for assistance under the Scheme shall be submitted online in the prescribed format at Annexure-II. Students shall submit:

- a) Proof of admission; proof of residence in West Bengal through any valid Government-issued document accepted by the Competent Authority; proof of having passed Class X or Class XII from a school in West Bengal in regular mode; and elector details of at least one parent/guardian (or the scholar, where applicable);
- b) Official tuition fee demand / fee structure from the institution which may include health insurance fees;
- c) Health insurance documents (for international scholars, if applicable or separately available);
- d) Details of any scholarship or financial assistance received or applied for under any Central Government or State Government scholarship scheme or from the concerned institution, including any financial assistance previously received under the Swami Vivekananda Merit Scholarship Scheme (SVMS) or the Bhagini Nivedita Uchchashiksha Britti, as applicable, for verification of eligibility and prevention of duplicate benefits; (The declaration regarding other scholarship/financial assistance shall be furnished in the prescribed application format at Annexure-II and shall be reaffirmed in the prescribed Scholarship Agreement / Undertaking at Annexure-III before the first disbursement.)
- e) Semester/annual grade reports and/or enrolment confirmation, where applicable;
- f) Any additional document required by the Competent Authority.

5.2. Eligibility Verification and Penal Provisions

- a) Eligibility shall, to the extent possible, be verified electronically from official public databases (NIRF, QS, statutory lists). For verification of residence, the Competent Authority may rely upon any valid Government-issued document. Other eligibility conditions shall, to the extent feasible, also be verified electronically through such other Government databases or digital verification systems as may be approved

by the Competent Authority. The Competent Authority may, wherever necessary, call for additional documents or undertake manual verification. Such verification shall, wherever feasible, also include cross-verification of the applicant's previous and pending applications and benefits under SVMS and other relevant State Government scholarship schemes.

- b) False declarations, suppression of material facts or submission of fabricated documents shall result in immediate cancellation of the scholarship, recovery of all amounts paid together with interest at the rate prescribed by the State Government, debarment from future assistance under this Scheme for a period of five years, and initiation of legal proceedings including prosecution, wherever applicable.

5.3. Institutional Verification and Communication

- a) The Department may seek confirmation or verification from the concerned Foreign University or Domestic Institution, as applicable, in respect of admission, programme, enrolment, academic status, programme duration, fee demand, fee payment, fee revision, refund, withdrawal, deferral, leave of absence, change of institution/programme or any other matter relevant to determination or continuation of scholarship assistance.
- b) Such communication may be made through the SVMS portal, official institutional e-mail, authenticated digital communication, designated institutional officer or any other reliable mode approved by the Competent Authority.
- c) The concerned institution may also be required to communicate to the Department any material change in the scholar's admission, enrolment, academic status, programme, fee liability, withdrawal, discontinuation, expulsion, cancellation of admission, refund or other circumstance affecting scholarship eligibility or payment.
- d) The Department may prescribe a reasonable period for response to any communication issued to an institution. Reminders may be issued where no response is received within the prescribed period.
- e) Failure of an institution to respond within the prescribed period shall not, by itself, be treated as a finding against the scholar where reliable alternative means of verification are reasonably available. The Department may undertake verification from official institutional/public records, authenticated documents submitted by the scholar, digital records, admission or fee portals, or any other reliable source.
- f) Where the institution does not respond and material uncertainty remains notwithstanding such alternative verification, the matter may be referred to the Scholarship Screening Committee for consideration and decision under Clause 8.
- g) The Department may prescribe, through operational guidelines or SOPs, the nature of information to be sought, response timelines, reminders, modes of communication and the procedure for alternative verification.

6. Mode of Payment

The financial assistance sanctioned under this Scheme may be released through either of the following modes, as determined by the Competent Authority and availability of complete supporting documents.

6.1. Reimbursement to the Scholar

The approved scholarship amount may be reimbursed to the scholar after the tuition fee (and health insurance, wherever applicable) has been paid by the scholar to the concerned institution. The claim for reimbursement shall be submitted online in the prescribed format at Annexure-V, together with the supporting documents specified in this Clause.

For this purpose, the scholar shall submit—

- a) Official fee demand note/invoice issued by the institution;
- b) Documentary proof of payment, including bank advice, receipt or other evidence issued by the institution;
- c) Proof of continued enrolment in the approved programme;
- d) Details of any other scholarship, financial assistance or fee waiver received for the same course; and
- e) Any other document required by the Competent Authority.

Upon verification of the above documents, the admissible amount shall be released to the scholar through Direct Benefit Transfer (DBT) into the bank account registered under the Scheme. Ordinarily, reimbursement claims shall be submitted within six months from the date of payment of the fee by the scholar. Delay beyond this period may be condoned by the Competent Authority for reasons to be recorded in writing.

6.2. Direct Payment to the Institution

Where considered administratively appropriate, the State Government may make direct payment of the approved tuition fee and, in the case of eligible international scholars, health insurance to the concerned institution.

6.2.1 Foreign Universities

Payment may be made directly to the foreign university or its duly authorised fee collection agency through an Authorised Dealer Category-I Bank in accordance with the provisions of the Foreign Exchange Management Act (FEMA), Reserve Bank of India directions and other applicable laws and financial rules.

6.2.1.1 Payment Mechanism

Payment may be effected through—

- a) International SWIFT transfer;
- b) RBI/FEMA-compliant international education payment platforms or authorised fee collection agencies recognised by the concerned university (such as Flywire, Convera, TransferMate, GlobalPay or any similar authorised platform);
- c) Any other payment mechanism permitted under applicable RBI regulations and accepted by the institution.

6.2.1.2 Payment Details to be Furnished

The scholar shall furnish—

- a) Official fee demand note/invoice indicating the amount payable, currency and payment due date;
- b) Complete beneficiary bank details or authorised payment gateway details of the institution;
- c) Written authorisation, in the prescribed format at Annexure-VI, permitting the Government of West Bengal to make payment on the scholar's behalf;
- d) Any declaration or documentation required by the Authorised Dealer Bank or the Reserve Bank of India for effecting the remittance.

6.2.1.3 Exchange Rate

The Indian Rupee equivalent of the eligible amount payable in foreign currency shall be determined on the basis of the exchange rate actually applied by the designated Authorised Dealer Bank on the date of execution of the remittance in case of direct payment by the Department and, in case of reimbursement, on the date on which the scholar makes the corresponding payment to the Foreign University or its duly authorised fee collection agency. Any additional liability arising solely from exchange-rate fluctuation between the date of sanction and the date of such remittance or payment, as the case may be, may be admitted on the basis of actuals, subject to availability of budgetary provision and approval of the Competent Authority. No additional

amount shall be admissible on account of increase in the foreign-currency fee, penalty, late fee, bank charge or any other charge not arising solely from exchange-rate fluctuation.

6.2.2 Institutions in India

The State Government may make payment directly to the concerned institution through PFMS, State Treasury or any other approved Government payment system, after verification of the official fee demand and institutional bank account details.

6.3 General Conditions Applicable to Both Modes

- a) The admissible scholarship amount shall be determined after adjustment of any scholarship, fee concession, tuition waiver or other financial assistance received by the scholar from the Central Government, any State Government, the institution or any other public authority for the same course.
- b) The State Government may, at its discretion, determine the mode of payment having regard to administrative convenience, financial propriety and the requirements of the concerned institution. The scholar shall be given an opportunity to indicate, at the time of submission of the application and at each continuation/renewal, a preferred mode of payment, namely (i) reimbursement to the scholar through Direct Benefit Transfer (DBT), or (ii) direct payment to the concerned institution. Such preference shall be duly recorded in the SVMS portal and shall be considered by the Department while determining the mode of disbursement. The indication of preference shall not confer any right upon the scholar to insist upon the preferred mode, and the final decision regarding the mode of payment shall rest with the Competent Authority in accordance with Clause 6.3(g).
- c) Subsequent instalments shall be released only upon production of—
 - i) proof of continued enrolment;
 - ii) satisfactory academic standing; and
 - iii) the official fee demand for the relevant semester or academic period.

The scholar shall submit the continuation/renewal request in the prescribed format at Annexure-IV, together with the documents specified above.

- d) Where the institution officially revises tuition fees for continuing students, such revised fee shall be eligible for assistance under the Scheme in accordance with the applicable support percentage and any ceiling notified by the Government.
- e) Any refund, fee reversal, scholarship adjustment or excess payment subsequently received from the institution shall be refunded to the State Government or adjusted against future instalments, as determined by the Competent Authority. Such amounts shall constitute Government dues recoverable under the Public Demands Recovery Act or any other applicable law. Any refund received by the scholar shall be intimated to the Higher Education Department within thirty days of receipt.
- f) Any bank charges, foreign exchange conversion charges or intermediary bank charges incurred in respect of international remittances shall be regulated in accordance with the financial norms notified by the State Government from time to time. The State Government shall not be liable for any late-fee penalties or other charges arising solely from delayed submission of documents by the scholar.
- g) Nothing contained in this clause shall create any right in favour of the scholar to insist upon a particular mode of payment. The decision of the State Government regarding the mode of disbursement shall be final.
- h) Before the first disbursement, the scholar shall execute a Scholarship Agreement / Undertaking in the prescribed form at Annexure-III covering, inter alia, disclosure of other scholarships, obligation to intimate fee changes, refund of excess amounts, maintenance of enrolment, and permission for audit.

7. Scholarship Support Levels (Tiered)

Support is limited to approved tuition fees and health insurance (for international students at actuals, subject to any ceiling that may be notified). Hostel, mess, travel and living expenses are not covered.

7.1. International (QS World University Rankings — Overall only)

- a) QS Global Top 100 (Overall): 100% of approved support (tuition + health insurance).

7.2. Premier National Institutions (Categories A–C)

- a) INI / Public IoE / NIRF Overall Top 10: 100% of approved tuition fee.
- b) NIRF Overall Rank 11–25: 90% of approved tuition fee.
- c) NIRF Overall Rank 26–50: 75% of approved tuition fee.

7.3. Removal of Doubts and Clarifications

- a) For the removal of doubts, the International Support Levels specified in Clause 7.1 shall apply only to scholars admitted to eligible institutions situated outside India. Scholars admitted to eligible institutions situated within India shall be governed exclusively by the Domestic Support Levels specified in Clause 7.2, irrespective of the institution's position in any international ranking.
- b) For pure INIs and public IoEs without an Overall NIRF rank, the 100% band applies.
- c) The applicable overall NIRF / QS ranking or institutional status, as the case may be, shall be determined with reference to the latest relevant ranking or status prevailing on the date of admission and shall remain fixed for the scholar's tenure under the Scheme.
- d) The Government may, from time to time, notify maximum admissible ceilings for different categories of institutions or programmes, having regard to budgetary availability.

8. Scholarship Screening Committee

In the event that the number of eligible applicants exceeds the available budgetary provision in any year, or in any other case of competing claims requiring prioritisation, or any clarifications on any aspect of this Scheme, including cases where material verification remains inconclusive after reasonable institutional and alternative verification efforts, the same shall be referred for final decision to a Scholarship Screening Committee.

8.1 Composition

- a) Senior official of the Higher Education Department not below the rank of Joint Secretary to the Government of West Bengal;
- b) Director of Public Instruction, West Bengal;
- c) Director of Technical Education, West Bengal;
- d) Financial Adviser, Higher Education Department;
- e) Any other member, if needed, may be co-opted in an advisory capacity by the Committee with prior approval of the Competent Authority.

8.2 Quorum

The quorum shall be three members. Any member having any direct or indirect interest shall recuse himself/herself.

8.3 Functioning of the Committee

The Scholarship Screening Committee shall decide on the basis of objective criteria such as overall institutional ranking, academic merit of the candidate, programme duration, and any other relevant factor consistent with the spirit of the Scheme. The Committee may determine its procedure for consideration of such cases, consistent with

the provisions of this Scheme and applicable Government rules. The decision of the Committee shall be final, subject to the right of representation provided below.

8.4 Appeal / Representation

- a) Any scholar aggrieved by a decision of the Scholarship Screening Committee may submit a representation through the prescribed online mechanism to the Secretary (in-Charge) / Principal Secretary / Additional Chief Secretary, Higher Education Department, within thirty (30) days of communication of the decision. The decision on such representation shall be final.
- b) Any representations submitted beyond the defined timelines shall ordinarily not be considered. However, relaxation in deserving cases may be permitted subject to approval of the appellate authority.

8.5 Reserve / Waiting List

Where the number of eligible applications exceeds available budgetary provision, the Department may maintain a transparent reserve / waitlist of eligible candidates for consideration against any subsequent vacancy or additional allocation within the same financial year.

9. General Administrative and Miscellaneous Provisions

- a) **Force Majeure:** The Government may relax any procedural requirement of this Scheme in exceptional circumstances (including but not limited to war, pandemic, natural calamity, visa refusal attributable to reasons beyond the scholar's control, or political unrest) for reasons to be recorded in writing by the Competent Authority.
- b) **Audit:** The Government may cause audit or inspection of any scholarship granted under this Scheme by the Accountant General, internal audit or any other agency authorised in this behalf. Scholars and institutions shall extend full cooperation.
- c) **Recovery:** Any amount paid in excess, or recoverable on account of withdrawal, cancellation, fraud or refund from the institution, shall constitute a public demand and shall be recoverable under the Public Demands Recovery Act or any other law for the time being in force, together with interest as may be prescribed.
- d) **Data Protection:** Personal information collected under this Scheme shall be processed in accordance with the Digital Personal Data Protection Act, 2023 and applicable Government instructions.
- e) **Nodal Officer:** The Higher Education Department shall designate a Nodal Officer for the Scheme for liaison with institutions, scholars and other stakeholders. Contact details shall be published on the Scheme portal.
- f) **Administrative Expenses:** The Government may utilise up to one per cent (1%) of the annual allocation under the Scheme towards portal development and maintenance, banking and remittance charges, verification, audit, information-education-communication activities and other administrative expenses.
- g) **Transparency:** The Department may publish an annual report containing aggregate statistics regarding applications received, scholarships sanctioned, institutions covered, expenditure incurred and other implementation details, without disclosing personal information of scholars.
- h) **Interpretation:** In case of any doubt regarding the interpretation of any provision of this Scheme, the decision of the Higher Education Department shall be final.
- i) **Delegation and Operational Guidelines:** The Government may issue executive instructions, Standard Operating Procedures (SOPs), operational guidelines and prescribe such operational forms, declarations, undertakings and portal-generated communications as may be necessary for the smooth administration of the Scheme, consistent with the prescribed student-facing formats under Clause 10. Such instructions may,

inter alia, prescribe detailed timelines for scrutiny, payment, electronic verification, issuance of provisional letters of financial support and final award/sanction letters, grievance redressal, maintenance of digital records, banking arrangements and other operational procedures without requiring amendment of this Policy.

10. Prescribed Forms

- a) The formats appended to the Notification as Annexures II to VIII shall constitute the prescribed student-facing formats for submission of applications, declarations, undertakings, continuation requests, reimbursement claims, direct payment authorisations and requests/intimations relating to deferral, leave of absence, change of institution/programme and withdrawal/discontinuation.
- b) The formats may be implemented electronically through the SVMS Portal, including through authenticated digital submission, OTP-based confirmation, digital signature or other secure electronic means approved by the Competent Authority. The Department may modify the technical design, access route, web address, field structure and workflow of the Portal from time to time, provided that such modifications do not alter the substantive rights, obligations, eligibility conditions or financial provisions contained in these Guidelines.
- c) The Competent Authority may make non-substantive modifications to the formats for technical or portal-related requirements, provided that such modifications do not alter the substantive rights, obligations, eligibility conditions or financial provisions contained in these Guidelines.

11. Review of Policy

This policy may be reviewed periodically as deemed fit by the State Government (or if major changes occur in NIRF/QS methodology or INI/IoE frameworks) to ensure continued alignment with national and international standards of excellence.

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HIGHER EDUCATION
SWAMI VIVEKANANDA MERIT SCHOLARSHIP SCHEME (SVMS)**

ANNEXURE-II

ONLINE APPLICATION FORM

This format is intended to guide the applicant while completing the online application. Fields marked “*” are mandatory. The portal may auto-populate institutional eligibility from official QS/NIRF/statutory sources.

To Apply: Visit the official website of the Higher Education Department, Government of West Bengal, and click on “SVMS Scholarship” to access the SVMS Portal and submit your application online.

Note: The web address or access route may be modified by the Department from time to time. Applicants should refer to the official website of the Higher Education Department for the current portal access details.

A. Applicant Details

Application ID	Portal-generated
Name of Applicant *	_____
Date of Birth *	_____
Mobile No. *	_____
Email ID *	_____
Aadhaar / prescribed ID *	_____
Residential Address in West Bengal *	_____
District *	_____
PIN *	_____
Whether orphan *	Yes / No

B. West Bengal Educational Eligibility

School Name *	_____
District *	_____
Board/Council *	_____
Class X: Year of Passing *	_____
Class XII: Year of Passing	_____
Mode of Study *	Regular

C. Parent / Guardian / Elector Details

Parent/Guardian Name *	_____
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Parent/Guardian Name *	_____
Relationship *	_____
Elector Name *	_____
EPIC / Elector No. *	_____
Constituency / relevant details	_____

D. Admission Details

Component *	International / Domestic
Level *	Undergraduate / Master's
Institution *	_____
Country / State *	_____
Programme *	_____
Admission Portal ID / CAS ID / Registration No.*	_____
Date of Admission *	_____
Programme Duration *	_____
Academic Intake/Cycle *	_____
Full-time *	Yes / No
Residential programme *	Yes / No

E. Institutional Eligibility

Applicable institutional eligibility category	QS Top 100 / INI / Public IoE / NIRF Top 50
Applicable ranking / status	_____
Ranking / status year	_____
Domestic support band, if applicable	100% / 90% / 75%

F. Fee and Other Assistance

Preferred Mode of Payment for this application*	☐ DBT reimbursement ☐ Direct institutional payment
Approved tuition fee – relevant period *	_____
Mandatory health insurance – International, if applicable	_____
Other scholarship / financial assistance / fee waiver *	None / Details: _____
Amount of other assistance (Rs.)	_____

G. Bank Details for DBT (where reimbursement is selected)

Account Holder Name	_____
Bank	_____
Branch	_____
Account No.	_____
IFSC	_____

H. Documents to be uploaded

- ☐ Proof of admission / Offer Letter
- ☐ Proof of residence in West Bengal
- ☐ Proof of Class X or Class XII passed from a school in West Bengal in regular mode
- ☐ Elector details of parent/guardian (or scholar, where applicable)
- ☐ Official fee demand / fee structure
- ☐ Health insurance document, where applicable
- ☐ Details/proof of other scholarship, financial assistance or fee waiver
- ☐ Enrolment confirmation, where applicable
- ☐ Any additional document required by the Competent Authority

I. Other Scheme Benefits

1. Have you previously received financial assistance under the Swami Vivekananda Merit Scholarship Scheme (SVMS)?* ☐ No ☐ Yes

2. Have you previously received financial assistance under the Bhagini Nivedita Uchchashiksha Britti?*

☐ No ☐ Yes

J. Applicant Declaration

☐ I certify that the information furnished in this application is true and complete to the best of my knowledge and that I shall comply with the SVMS Guidelines, including the requirements relating to disclosure of other assistance, continued enrolment, academic standing, fee changes, withdrawal, change of institution/programme, refunds and recovery of excess payment.

☐ I declare that I have not previously received financial assistance under the Swami Vivekananda Merit Scholarship Scheme (SVMS), which is a one-time, once-in-a-lifetime benefit.

☐ I declare that I have not received financial assistance under the Bhagini Nivedita Uchchashiksha Britti for any Undergraduate programme and that I am not seeking financial assistance under both Schemes for my Undergraduate studies. (Applicable for Undergraduate Programme applications)

Applicant: _____	Date: _____	Place: _____
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**GOVERNMENT OF WEST BENGAL
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ANNEXURE-III

STUDENT DECLARATION-CUM-UNDERTAKING AND SCHOLARSHIP AGREEMENT

Application/Scholar ID: _____

Component: <Domestic / International>

I, <Scholar / Applicant Name>, having been admitted to <Programme Name> programme
at <Institute Name>, hereby declare and undertake as follows:

☐ I have furnished true, complete and accurate information and authentic documents in connection with my SVMS application.

☐ I satisfy the eligibility conditions prescribed under the SVMS Guidelines and shall immediately inform the Department if any eligibility condition ceases to be satisfied.

☐ I shall disclose any scholarship, fee concession, tuition waiver or other financial assistance received for the same course from the Central Government, any State Government, the institution or any other public authority, and agree that the admissible SVMS amount shall be adjusted accordingly.

☐ FOR UG PROGRAMME: I declare that I have not received financial assistance under the Bhagini Nivedita Uchchashiksha Britti for an Undergraduate programme and understand that financial assistance under the two Schemes cannot be availed for Undergraduate studies.

☐ I declare that I have not previously received financial assistance under the Swami Vivekananda Merit Scholarship Scheme (SVMS) and understand that assistance under SVMS is admissible only once during my lifetime, irrespective of the level, programme, institution or academic session for which such assistance may be sought.

☐ I understand that my preferred mode of payment indicated in the application/continuation request is only a preference and that the final decision regarding the mode of disbursement rests with the Government of West Bengal.

☐ I shall remain enrolled in the approved programme within the Original Programme Timelines and maintain satisfactory academic standing and full-time enrolment as required by the Guidelines.

☐ I shall promptly inform the Department of any backlog, deferral, leave of absence, withdrawal, discontinuation, expulsion, cancellation of admission, or proposed change of institution/programme.

☐ I shall not claim State Government assistance for any period beyond the Original Programme Timelines where such extension arises from backlog, failure, delayed completion or other circumstances covered by the Guidelines.

☐ I shall furnish fee demands, proof of payment, enrolment/academic confirmation and other documents whenever required for sanction or continuation of assistance.

☐ I shall intimate any fee revision, refund, fee reversal, scholarship adjustment or excess payment and shall refund or permit adjustment of any amount recoverable from me.

☐ I authorise the Government to verify my information and documents electronically from official Government databases and to undertake manual verification where necessary.

☐ I shall permit audit/inspection and provide information reasonably required for administration of the Scheme.

☐ I understand that false declaration, suppression of material facts or fabricated documents may result in cancellation, recovery with interest, debarment for five years and legal proceedings as applicable.

☐ I acknowledge that the decision regarding the mode of payment is that of the State Government and that the Scheme does not create a right to insist upon a particular mode of disbursement.

☐ I consent to the processing of my personal information for administration of SVMS in accordance with applicable law and Government instructions.

I have read/been provided access to the SVMS Guidelines and agree to abide by the same and all lawful operational instructions issued under the Scheme.

Scholar: _____	Parent/Guardian, where applicable: _____	Date: _____	Place: _____
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**GOVERNMENT OF WEST BENGAL
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ANNEXURE-IV

CONTINUATION / RENEWAL REQUEST AND STUDENT DECLARATION

Scholar ID: _____ Application ID: _____

A. Current Academic Status

Institution	_____
Programme	_____
Semester / Academic Year	_____
Current period start/end	_____
Expected completion date	_____
Full-time enrolment	Yes / No
Backlog / supplementary examination	None / Details: _____

B. Fee and Payment Details

Fee demand for current period	_____
Tuition fee	_____
Mandatory health insurance (International, if applicable)	_____
Other scholarship / waiver received	None / Details: _____
Preferred Mode of Payment for this academic period*	☐ DBT reimbursement ☐ Direct institutional payment

C. Student Confirmation

- ☐ I remain enrolled in the approved programme.
- ☐ I remain within the Original Programme Timelines.
- ☐ I continue to satisfy the applicable SVMS conditions.
- ☐ I have disclosed all other scholarship/financial assistance/fee waiver received for the same course.
- ☐ I have reported any backlog, deferral, leave of absence, withdrawal or proposed change of institution/programme.
- ☐ The information furnished is true and complete.

D. Documents

- ☐ Proof of continued enrolment / institutional confirmation
- ☐ Academic progress / grade report, as required
- ☐ Official fee demand for the relevant period
- ☐ Details of other scholarship/fee waiver, if any
- ☐ Any other document required by the Competent Authority

Applicant: _____	Date: _____	Place: _____
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ANNEXURE-V

TUITION FEE / HEALTH INSURANCE REIMBURSEMENT CLAIM

Scholar ID: _____ Claim Period: _____

A. Claimant and Programme

Scholar Name	_____
Institution	_____
Programme	_____
Semester / Academic Period	_____

B. Amount Claimed

Tuition fee paid	_____
Mandatory health insurance paid (International, if applicable)	_____
Total amount paid	_____
Other assistance received for same course	_____
Amount claimed under SVMS , before adjustment/subject to admissibility	_____

C. Payment Evidence

- ☐ Official fee demand note/invoice attached
- ☐ Proof of payment attached (receipt/bank advice/other institutional evidence)
- ☐ Proof of continued enrolment attached
- ☐ Other scholarship / financial assistance / fee waiver details furnished
- ☐ Any exchange-rate/payment particulars, where applicable

D. Claimant Declaration

I certify that the expenditure claimed has actually been incurred for the approved programme and that the documents submitted are genuine. I understand that the admissible amount will be determined after adjustment of other assistance and in accordance with the SVMS Guidelines. I undertake to report any refund, fee reversal, scholarship adjustment or excess payment received subsequently.

Applicant: _____	Date: _____	Place: _____
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**GOVERNMENT OF WEST BENGAL
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ANNEXURE-VI

AUTHORISATION FOR DIRECT PAYMENT TO INSTITUTION

Scholar ID: _____ Application ID: _____

Scholar Name	_____
Institution	_____
Programme	_____
Fee Period	_____
Amount proposed for direct payment	_____
Currency (if foreign institution)	_____

Authorisation

I hereby authorise the Government of West Bengal to make the admissible scholarship payment directly to the above institution or its duly authorised fee collection agency on my behalf, in accordance with the SVMS Guidelines.

I understand that the amount paid directly shall be treated as scholarship assistance received by me for the relevant period and shall be subject to all applicable conditions, including adjustment of other assistance, refund, recovery and audit.

For Foreign Universities – Details to be furnished

Beneficiary / University Name	_____
Bank Name	_____
Account No./IBAN	_____
SWIFT/BIC	_____
Authorised payment platform/agency, if any	_____
Payment due date	_____
Invoice No.	_____

- ☐ I have furnished complete and accurate beneficiary/payment details.
- ☐ I will provide any declaration or documentation required by the Authorised Dealer Bank/RBI for remittance.
- ☐ I understand that exchange-rate determination and bank/remittance charges will be governed by the Scheme and applicable Government financial norms.

Scholar: _____	Date: _____	Place: _____
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**GOVERNMENT OF WEST BENGAL
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ANNEXURE-VII

**REQUEST FOR DEFERRAL / LEAVE OF ABSENCE / CHANGE OF INSTITUTION OR
PROGRAMME**

Scholar ID: _____ Application ID: _____

A. Scholar and Current Programme

Scholar Name	_____
Current Institution	_____
Current Programme	_____
Original completion date	_____

B. Nature of Request

- ☐ Deferral of admission / gap year (Clause 4.2)
- ☐ Leave of absence (Clause 4.4)
- ☐ Change of institution (Clause 4.6)
- ☐ Change of programme (Clause 4.6)

C. Proposed Details

Proposed effective date	_____
Proposed end date, if applicable	_____
New Institution, if applicable	_____
New Programme, if applicable	_____
Revised completion date	_____

D. Reason for Request

E. Supporting Documents

- ☐ Official communication from current/new institution, as applicable
- ☐ Evidence supporting the request, where applicable

- ☐ Updated admission/Offer letter, where applicable
- ☐ Updated fee structure/demand, where applicable
- ☐ Any other document required by the Competent Authority

F. Student Undertaking

I undertake that the information furnished is true and that I shall not make any change in institution/programme or take any other action affecting my scholarship status except in accordance with the requirements and approvals, wherever applicable, under the SVMS Guidelines. I understand that approval is subject to the original programme timelines and other conditions of the Scheme.

Applicant: _____	Date: _____	Place: _____
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**GOVERNMENT OF WEST BENGAL
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ANNEXURE-VIII

WITHDRAWAL / DISCONTINUATION INTIMATION

Scholar ID: _____ Application ID: _____

Scholar Name	_____
Institution	_____
Programme	_____
Effective date of withdrawal/discontinuation	_____
Reason	_____
Last date of enrolment	_____

Financial Information

Scholarship received for current period	_____
Fee paid for current period	_____
Refund due/received from institution	_____
Date of refund, if received	_____
Amount to be refunded/adjusted, if known	_____

Student Declaration

I hereby intimate the withdrawal/discontinuation/cancellation of admission stated above and undertake to provide any further information required for determination of scholarship entitlement and recovery/adjustment of any amount paid for a period after the effective date of withdrawal.

Applicant: _____	Date: _____	Place: _____
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