

SCRUTINY OF SCHOLARSHIP APPLICATIONS

(Extract from the Policy)

Calling For Scholarship Applications

1. **Dissemination of Information**: For a deserving student to apply for scholarship, it is important and essential that the information on scholarship scheme has to reach up to the students. Following methods shall be employed to disseminate the information to students.

- (a) Display of scholarship scheme information in student sections on **posters** or big **banners**.
- (b) Publishing the scholarship related information on **MIT-WPU portal**, either exclusively under scholarship URL or under student related information.
- (c) Printing of brief details on scholarship on **admission / marketing brochures** of all faculties, along with the URL on the portal.
- (d) Dissemination of scholarship related information during “**Students’ Induction Programmes**” of each Faculty along with last date for submission of applications. They should also be told to submit the application for availing the scholarship.

Note: *Last Date of submission of applications shall be decided by the Scholarship Scrutiny Committee, every year, prior to fresh admissions.*

2. **Submission of Scholarship Applications**: The student(s) desirous of availing the scholarship are required to submit the application with the **Assistant Registrars** (student section) of respective Faculty. The requirements are as follows;

- (a) The student(s) shall submit the scholarship application in the given format placed as Appendix “C” with this policy.
- (b) The application shall be submitted along with the supporting documents. The documents can be as given below (**to be finalized by the scrutiny committee**).
 - (i) A copy of fee payment receipt of first instalment (**Mandatory with every application**).
 - (ii) Copy of mark sheet of entrance exams (JEE / CET etc) or mark sheet of previous year examination.
 - (iii) Medical certificate **in original**, in case of disability (as per format given in scholarship Policy, same is placed as Appendix “A” for ready ref.)
 - (iv) A copy of Zila Sainik Board identity card of the parents (in case of defence personnel) etc;

(v) A certificate of employment from the concerned Dean / HoD or HR dept in case ward of a University serving member. (Format attached as Appendix “D” here)

(c) The Assistant Registrar (student sections) of the respective Faculty shall maintain a record of applications received and shall check for completeness of the application as well as availability of the supporting documents and fill ‘for office use’ portion in application.

(d) Within five working days after the last date of submission of applications, all the Assistant Registrars shall forward the received applications to the scrutiny committee, under covering letter and with a list of names of students, who have submitted the application.

1. Types of Scholarships

- (a) **Standard Scholarship**
- (b) **Special Scholarship**
- (c) **Targeted Scholarship**

Scrutiny of Scholarship Applications

4. **‘Standard’ Scholarship Applications**: A *Scholarship Scrutiny Committee* consisting of the following appointment holders would scrutinize these ‘**Standard**’ (as per MIT-WPU Scholarship Policy) scholarship applications.

- (a) Provost (of Concerned faculty) - Chairman
- (b) Dean Academics
- (c) Dean Students’ Affairs
- (d) Director Placement
- (e) Dean of Concerned Faculty - Convener

5. The committee shall decide on the **supporting documents** required for each option and circulate the same to all Assistant Registrar (Students’ Affairs) for dissemination to students. The committee shall scrutinize each application based on the criteria given in the scholarship policy as well as the supporting documents attached with the application and recommend the names of the students, to the Registrar, in the form of list in descending order of priority; from the Most Deserving student to the Least Deserving; based on the merit of the case. The criteria for deciding the priority between two similar cases can be as follows;

- (a) Previous merit of the student
- (b) Financial condition / background
- (c) Any special previous or current achievement (may be in sports / extra-curricular activity / participation in some activity for a social cause / blood donation etc)
- (d) Any disciplinary issue. (TO be verified by the CoE and DSA)

6. **'Special' Scholarship / Fee Concession Applications:** Any request for a scholarship / concession in fees; for any reason not contained in the approved scholarship policy; would fall under special scholarship category. Such application will be scrutinized by a **Special Scholarship Scrutiny committee** (SSSC) as follows;

- (a) Dean Academics
- (b) Dean (Students' Affairs)
- (c) Director Placement
- (d) Registrar

The selected applications would then be forwarded to; the Executive President, MIT-WPU for consideration and decision; through the Vice Chancellor, with necessary recommendations / annotations. Based on the merit of each case, the Executive President MIT-WPU may approve or reject it. Such reasons can be as follows;

- (a) Loss or death of parent(s) due to accident or any other reason; beyond control of the individual(s), after the student joining the University.
- (b) Sudden loss of job or service of the earning member of the family, after the student joining the University.
- (c) Incapacitation of the earning member due to accident (not self-committed / self-inflicted or due to own mistake) or major illness or post-operative medical reasons or such reasons beyond their control; after the student joining the University.
- (d) Student excelling in sports at national or international level or any other such activity, which has brought laurels to the nation or the University, which is worth appreciating with a scholarship.
- (e) A student himself / herself becoming disabled due to accident (not due to own mistake / rash driving / any such intentional act) or major illness or post-operative medical reasons or due to incurring major medical expenses after the student joining the University.

Note : *The general guideline about the supporting documents is that they should be able to substantiate the quoted reason for awarding scholarship.*

7. **Formation of Scholarship Fund or Corpus, for 'Special Scholarship':** MIT-WPU has decided to institute a policy for giving 'Special scholarship'. The special scholarship would cater for various reasons not covered in Standard Scholarship.

8. **Approval Authority for 'Standard' & "Special" Scholarships :**

- (a) The final list of students for award of Standard scholarships, in accordance with the provisions of the approved policy; shall be put up by the scrutiny committee to the Vice Chancellor, MIT-WPU through the Dean (Students' Affairs) & University Registrar and shall be approved by the VC.

(b) The approval of special scholarships / fee concessions shall be by the Executive President, MIT-WPU on the recommendations of the Vice Chancellor, MIT-WPU; as given in Para 6 above.

9. **Targeted Special Scholarship**: This will be a third type of scholarship which would be instituted through sponsorships such as individual donations, institutional funding, small / token contributions from various organisations or NGOs etc. There can be any number of such sponsors and such many number of scholarship schemes available for students. The eligibility criteria or rules for awarding a scholarship under each such scheme would be set by the respective sponsoring body / bodies. Each of such sponsoring body would put up the rules / criteria to be applied for selection of the candidate for awarding the scholarship to the University and the University after deliberating with the sponsoring agency would freeze the criteria. A committee as follows would scrutinize the applications for award of scholarship under this category;

- (a) The head of the sponsoring organization of the scholarship or his/her nominee
- (b) A finance member or a nominee of the sponsoring organization
- (c) Dean Students' Affairs
- (d) Asst Registrar Students' affairs deputed by MIT-WPU.

The decision of the above committee would be the final and binding on the awardee.

10. **Scholarship Rules**: It would be pertinent here to note the scholarship rules as given in the policy.

- (a) Scholarship would be valid only for the academic year, where it is announced.
- (b) Scholarship would not be given in cash but would be adjusted in fees either in that AY or the next except in final year where cheque may be issued on graduation ceremony.
- (c) Scholarship would be capped by % of tuition fees.
- (d) Scholarship would be adjusted in tuition fees only after payment of the remaining part of the fees.
- (e) In case of cancellation of admission, the scholarship will not be valid and the student has to pay complete / full fees. Only then the student will be issued TC/ Transcript.
- (f) Scholarship will be effected in the said academic year subject to academic performance and good conduct and behaviour of the recipient.