

IEM-UEM group Scholarship Policy

Rules and Guidelines

The IEM-UEM educational group has formed a scholarship policy for the current students and alumni members. The group considers award of scholarship based on provable merit of the enrolled students. The policy considers award of one scholarship and/or adjustment toward tuition fee and/or tuition fee waiver to meritorious students and needy students who have lost their earning parents under any circumstance in each discipline per academic year. However, other financial support is also considered depending on the availability of sponsored funds. The selection procedure involves application by the meritorious enrolled students and consideration of partial tuition waiver to deserving students with special skill sets (Example- Sports, Artist, Defense, Differently abled category, any other special skills etc.). The scholarship committee instituted by the IEM-UEM group shall be the authority to scrutinize the application and recommend eligible candidate names for the award of scholarship and/or tuition waiver as applicable. President of IEM-UEM group shall be the final authority to approve award of the scholarship.

Scholarship Committee and selection procedure

All scholarship applications received shall be scrutinized based on merit criterion defined by the scholarship selection committee. The scholarship selection committee matrix includes Deans/HoDs, faculty members, Registrar and Head of Student Affairs. The committee shall be approved by the competent authority of the IEM-UEM group.

An equitable distribution of scholarship is ensured by the committee based on merit/s and promotion of a program, not compromising on the competitive merit and qualifications of the eligible candidate.

The scholarship committee shall develop repository of open scholarships and institutions who consider award of scholarship to meritorious students, procedures to attract students with scholarship grants from other agencies, encourages students to apply for competitive scholarships, and enables students to secure scholarships from corporate donors, foundations, philanthropists etc.

Meritorious student/s enrolled in each department is eligible to process the application as per the organization guidelines. Number of scholarship to be awarded during each academic year is at the discretion of the committee. If no candidate is found suitable for consideration of award, no award shall be recommended in an academic year. The needy students who have lost their earning parents under any circumstance will also be considered for scholarship, on submitting relevant documents to the committee.

The scholarship is awarded depending on the availability of endowment funds and annual budget allocation toward scholarship, hence, award amount of scholarship may vary.

Eligibility criterion

Criterion for eligibility has a philosophy of attracting and recruiting meritorious students in each academic year under various academic programs.

The guidelines for the consideration shall be cumulative score obtained by the enrolled student in an academic year. The eligibility guidelines shall be indicated in the application form. The student has to satisfy all the criterion indicated in the form.

While awarding the scholarship, several other indicators are also considered that may include previous academic scholarship award, excellence in extracurricular activities, financial hardship of meritorious candidate as identified in the application form.

All eligible students are required to submit the scholarship application form on or before last date. The selection committee may request for additional materials as deemed appropriate. It includes scholarly activities of applicant viz., participation in academic quiz, debate, scholarly writing and in some cases letters of recommendation to highlight the student's commitment to pursue higher studies.

It is the responsibility of the student to submit all documents along with application for consideration. Incomplete application will not be processed and rejected with no explanation.

Award notification

The scholarship committee shall communicate to the selected candidates and maintain the database of all the awardee candidates and their academic progression in specific format.

The scholarship award clearly mentions the amount, type of scholarship (partial/full/tuition fee waiver for specific period/special categories), duration and terms of reference for renewal and termination of scholarship. Students has to sign the scholarship acceptance letter before the last date. No student shall be allowed to avail more than one scholarship at any point of academic period. The award clearly explains to the awardee the necessary rules and regulations of the award.

Scholarship shall be disbursed after the submission of student attendance abstract and note of recommendation from the Dean/HoD for consideration to release the monthly scholarship amount to the student.

Renewal of scholarship

Selection Committee makes semester-wise assessment of student progress while considering renewal of the scholarship.

Scholarship committee shall set evaluation criterion for the renewal or cessation of scholarship with clear definition on renewal conditions. Awardee students maintains good grades with no backlog in each semester and also in an academic year. The decision on renewal of scholarship by the committee shall be communicated to student. As an alternative the award of scholarship may be offered to other students in case any awardee loses his eligibility to avail the scholarship, the committee also invites eligible meritorious students for partial award of scholarship and/or tuition waiver for semester and/or academic year.

Scholarship progression and character

Student has to maintain discipline and acceptable behavior during the scholarship period. A scholarship awardee student under any disciplinary action and/or pending disciplinary action shall result in termination and/or withdrawal of the award.

Student maintains satisfactory performance in studies with no backlog.

Tuition fee waivers

Students enrolled to a program shall be eligible for tuition fee waiver for a specific semester and/or academic year. The eligibility criterion shall be defined by the scholarship selection committee following the overall guidelines of the IEM-UEM group.

Endowment scholarships

Endowment scholarships shall be instituted in the name of the donors/philanthropist/family donations etc. These scholarships are limited depending on the availability of sponsors and endowments.

The scholarship committee shall make necessary efforts to obtain sponsorship from philanthropists, corporates, goodwill foundations, donors etc.

The committee also provides inputs to host the scholarship details on the IEM-UEM group website, promotes the scholarship ethics and excellence, and develops effective application protocols and selection process.

Scholarship and financial support categories

Number of scholarship and/or tuition waiver to be considered in an academic year is subject to change considering the availability of funds, merits of enrolled student/s, need based consideration of financial support in the form of tuition fee waiver as partial contribution toward scholarship through tuition fee adjustments the as per the IEM-UEM group guidelines.

Following are guidelines, subject to change, set by the IEM-UEM group to consider award of scholarship and/or any other forms of financial support;

1. One scholarship award is tenable in each program in an academic year. The scholarship period shall be one semester/ one year, which is renewable under satisfactory student performance.
2. The validity of the scholarship duration is pre-decided by the scholarship committee with clear definition on the applicable conditions based certain criterion on student performance in each semester.
3. Tuition fee waiver shall be considered on case-by-case basis for each program.
4. The scholarship grantee can redeem the award by way of payment towards the applicable tuition fee and/or any other fees. It has to be approved by competent authority before adjustment. No cash refunds shall be allowed to the scholarship awardee students. The reminder amount shall be made available to students after examining the performance of the students and satisfactory certificate issued by the Dean/HoD of the department.
5. The amount of scholarship shall vary in each discipline in terms of permissible percentage of tuition fee waiver in an academic year, considering the viability of the scholarship amount depending upon the availability of funds.

6. The scholarship awardee has no late fee payment record, all the applicable academic fees are paid, no evidence of levy of late fee. The scholarship amount shall be levied to student credit only after the student has paid the remainder of amount of semester fee.
7. All the eligible student/s has to apply for the scholarship using IEM-UEM group application forms after completion of the enrolment and/or at the time of enrolment. Scholarship application received after the due date shall not be considered for the scholarship award selection process.
8. The scholarship amount allotment for each program is on the basis of financial balance sheet available with the scholarship selection committee. The financial status database for each academic year shall be maintained by the selection committee. Likewise, tuition fee waiver (% of tuition fee/semester) shall be considered as per the recommendation of the scholarship selection committee.
9. The list of prospective awardee list shall be created based on the overall score 10 Std. +2 level, participation social responsibility activities, any special recognitions, and extracurricular skills of the applicant.
10. Any scholarship awardee who discontinues the studies has to repay the fee of completed semesters in complete and/or return the scholarship amount paid as per the scholarship guidelines of the IEM-UEM group.
11. Scholarship awardee has to maintain satisfactory performance in all the semester with no backlog and maintains model code of conduct.
12. IEM-UEM group shall have the right to utilize the scholarship awardee for promotional activities and the awardee shall be ambassador of the IEM-UEM group.
13. Scholarship application form is subject to change, as deemed appropriate, to include the refined criterion to enable effective selection process.
14. No student is allowed to hold more than one scholarship at a time, irrespective of type and amount of scholarship and/or study support donations.

The scholarship will be given on the following terms and conditions:

1. The student needs to pay the provisional admission fee on or before the last date so notified.
2. The scholarship for remaining semesters will be given if the student clears the subsequent exams with no backlogs.

All the scholarship awarded by the IEM-UEM group are subjected to approval and abide by the rules and guidelines as described above the decision of the scholarship selection committee in final.

The decision of the scholarship selection committee shall be final. All the scholarships are administered through IEM-UEM group. No student shall be allowed to avail the scholarship/bursaries/donation etc. independently without formal scholarship application process and approval by the competent authority of the Institute. The withdrawal and cessation of the scholarship, without explanation, shall be at the discretion of the IEM-UEM group.

Management Scholarship

I. Mission Statement

IEM-UEM educational group strongly believes in empowering students by extending the right to education to the sphere of higher education. As a part of its institutional social responsibility, the Management of the college through the provision of scholarship enable deserving recipients to complete their higher education. Such scholarships may cover tuition and related expenses, as applicable, and are awarded as per the conditions listed in this document.

II. Coverage

The candidates are eligible to avail the following concessions:

1. A concession in/complete waiver of tuition fees
2. Boarding and Lodging expenses
3. Mealcard
4. Funding of Field trip/any similar excursion made in requirement of coursework

III. Eligibility

- The candidate must be a citizen of India
- Have received an unconditional admission offer from the college (applicable to St year applicants only)
- Have maintained the minimum attendance as specified by the college rules and regulations
- Candidate must not be a beneficiary of any other scholarship award provided by any party.
- The award of scholarships will be made based on one or more of the following prerequisites:
 1. Academic Performance in the preceding academic year (for 2nd & 3rd year students) and marks obtained in Boards/CGPA obtained in undergraduate course (for 1st year) for the economically deserving
 2. Academic merit for differently abled
 3. Excellence in sports
 4. Excellence in social work or community service

IV. Application Process

The candidates are required to fill in the application form in offline mode with self-attested copies of required documents as mentioned in the circular each year, within the time limit prescribed. Candidates will be required to produce these documents in original for verification by the office whenever requested. Any application found incomplete or incorrect will not be considered

V. Conditions for Termination of Scholarship Award:

The award may be terminated at any given point in time, if it is found that the candidate has furnished incorrect details/particulars in their application, or is found guilty of malpractice, misconduct, and violation of college policies, rules and regulations.

VI. Program Schedule

- Applications are to be submitted by 1st August every year.
- Every application will be processed within a time period of 2 weeks, and the details of progress w.r.t same can be obtained by submitting a query to the administrative office.

VII. Selection

A Selection Committee will be constituted by the management, comprising of the Director as Chairperson, Principal, Head of Administration, Dean of Academic Affairs and Dean of alumni, Sports Director, and the candidate's Head of Department as an ex-officio member of the committee. The committee shall develop and revise annually, the objective criteria on the basis of which the applications will be evaluated. Such criteria will be uploaded in the form of a circular on the website. The selection committee will be responsible for development of criteria, appraisal of applications, and final award of scholarships. The decision of the committee will be final and binding. Only one scholarship will be awarded per student, per academic year.

VIII. Work Requirements

Candidates awarded scholarships under this scheme will be required to put in total of 100 hours of work in

- Library
- Administrative Office
- Record Room
- Department (after class hours)

To be given to the student from Finance Department

[Date]

[Name]

[Address]

Dear [Student's Name, department, year...]

Congratulations!

We are happy to inform you that with respect to your scholarship application in response to the notice issued on ____/____/____ you have been awarded the scholarship of Rs._____-/- valid for_____.

Please refer to the scholarship policy document for the scholarship rules and regulations.

Cheque Details-_____

Cheque No.-_____ Issue Date-_____

Sincerely,

[Signature]

[Name], [Title]