

**STANDARD OPERATING PROCEDURE (SOP) FOR AWARD OF  
OPEN MERIT SCHOLARSHIP TO STUDENTS OF AIT**

**INTRODUCTION**

1. The SOP of existing Open Merit scholarship was made on 13<sup>th</sup> Aug 2011 and the amount of scholarship is Rs 10,000/- per annum . Due to the high rate of inflation over last 10 years, the SOP of this scholarship needs to be revised.
2. AIT Management has hence decided to revise the amount of scholarship to Rs 25000/- per annum.

**AIM**

3. The aim of this SOP is to lay down qualifying parameters and procedure to be followed for calling for the applications and processing the same.

**SCHOLARSHIP AMOUNT**

4. One student of each division/ class who has scored highest GPA for previous Academic Year will be given yearly scholarship of Rs 25,000/- subject to the student fulfilling all the qualifying criterion given at Para 6 below.

**TOTAL AMOUNT EARMARKED**

5. Rs 4.5 lakhs yearly have been earmarked for payment of scholarship on this account.

**QUALIFYING CRITERION**

6. Criteria for award of Merit cum Means scholarship will be as under :-
  - (a) Should be studying in 2<sup>nd</sup> or 3<sup>rd</sup> or 4<sup>th</sup> year of Engineering at AIT.
  - (b) Should clear previous year exam in first attempt without ATKT in any subject. Year down students will not be considered
  - (c) Should have scored minimum GPA of 8.0 in the previous year University Exam either individually in each semester or combined in both semesters.
  - (d) No involvement in any disciplinary case in AIT or outside irrespective of whether cognizance has been taken /the individual was awarded punishment.
  - (e) Minimum attendance to be 80 % in the preceding academic year.
  - (f) Migrated students from other colleges are not eligible to apply in the year they join as processing their earlier attendance and disciplinary record is not possible.
  - (g) Awardees of any other monetary scholarship will not be eligible for this scholarship.
7. The application form as placed at **Appx** to this SOP will be made available to the students at no loss no profit basis. The application form along with all the documentary proof will be submitted to Selection committee within 15 days after the issue of notice.

8. The Selection committee, department-wise, will consist of the HOD and the class teachers .HOD of each department will forward the names of the recommended students along with all application forms of his/her department to the Scholarship Committee.

9. The Scholarship Committee will process the applications and will submit all applications alongwith the summary including following details to the Director for his approval:-

- (a) No. of applications received.
- (b) No of applications rejected alongwith reasons for rejection.
- (c) No. of applications recommended for scholarship.
- (d) Total amount required to be paid by the college.

10. Once the proceedings submitted by the Scholarship Committee are approved by the Director, Acct Branch will prepare a consolidated cheque for payment of scholarship which will be sent to the Bank along with the list of students' parents in whose names the amounts are required to be credited.

11. This SOP supersedes earlier SOP on the subject issued vide letter dated 13 Aug 2011.

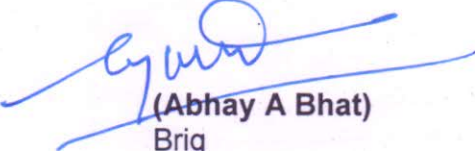
12. This SOP will be applicable with effect from Academic Year 2021-22.

13. The SOP of Open Merit Scholarship will be revised after every three years.

### CONCLUSION

14. The above procedure will be strictly adhered, so that complete transparency in awarding the scholarship is observed. In case of any dispute the point will be referred to the Director by the Scholarship Committee for his decision.

File No : AIT/0013/Sch Policy/Adm(i)  
Army Institute of Technology

  
(Abhay A Bhat)  
Brig  
Director

Date: 06 Jul 2021

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**Appx**

(Ref Para 7 of AIT letter No AIT/0013/Sch Policy/Adm (i) dt \_\_ Jul 2021)

**APPLICATION FORM FOR OPEN MERIT SCHOLARSHIP**

I hereby wish to apply for 'Open Merit Scholarship' prescribed by AIT. The relevant information is furnished below.

**PARTICULARS OF STUDENT**  
**(TO BE FILLED BY STUDENT)**

1. Name of student: \_\_\_\_\_
2. Year: \_\_\_\_\_ 3. Branch \_\_\_\_\_ 4. Roll No. \_\_\_\_\_ 5. Regn No. \_\_\_\_\_
6. GPA obtained in the last Academic Year : SEM-I \_\_\_\_\_ SEM-II \_\_\_\_\_
7. Whether passed with ATKT? YES / NO : \_\_\_\_\_
8. Amount of College fees paid & Receipt No: Rs. \_\_\_\_\_  
Receipt No. \_\_\_\_\_
9. Details of Parent's Bank into which scholarship to be credited. : Name of Bank & Branch \_\_\_\_\_  
IFS Code \_\_\_\_\_  
A/C No (Saving/Current Account) \_\_\_\_\_
10. Is/ was your father / Mother in Army : \_\_\_\_\_  
(Write 1 for father, 2 for mother)
11. Is/ was your Father/Mother Serving : \_\_\_\_\_  
or Retired as on date? (Write 1 for serving, 2 for retired)
12. Name, Rank, present unit : Name \_\_\_\_\_  
(in case of Retired, last unit from Rank \_\_\_\_\_  
where retired) of your Father or Unit \_\_\_\_\_  
Mother who is or was in Army Details \_\_\_\_\_  
Home Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. I have enclosed Photocopies of (a) College Fee Receipt (b) Marks sheet for last academic year (c) Cheque of parent's bank.
14. I further declare that I have not been involved in any disciplinary act concerned with the institute so far.

Date: \_\_\_\_\_

(Signature of Student)

**FOR OFFICE USE**  
**VERIFICATION BY ADMINISTRATIVE OFFICE**

15. I have verified the information given in paras 6,7 and 8 found it to be correct
- (a) GPA.
  - (b) ATKT (Yes / No).
  - (c) College fees (Yes / No).
  - (d) Attendance.

\_\_\_\_\_  
(Signature of OS)

\_\_\_\_\_  
(Signature of Registrar)

**VERIFICATION BY CONCERNED HOD**

16. I hereby certify that the candidate is not involved in any kind of in disciplinary act so far and his attendance for preceding academic year is more than 75%.

\_\_\_\_\_  
(Signature of Warden)

\_\_\_\_\_  
(Signature of HOD)  
Dept:

**REMARKS OF COMMITTEE CHAIRPERSON**

17. Application considered/ not considered due to \_\_\_\_\_
18. Scholarship Rs \_\_\_\_\_ recommended.

\_\_\_\_\_  
(Committee Chairperson)

**SCHOLARSHIP SANCTIONED/ NOT SANCTIONED**

Station: Pune  
Date:

\_\_\_\_\_  
(Signature of Director)

**Note**

1. Incomplete application will not be considered.
2. Application will not be considered for those who had not paid full amount of fees.
3. If any of the information supplied by the candidate is found to be incorrect/ misleading, he/she may be debarred from availing the scholarship at any stage