

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

INTRODUCTION

1. Army HQ (AWES) ruled vide their letter No B/45763/AWES/CW-9 dt 02 Mar 2000 that Army Institute of Technology should adopt uniform fee structure for Offrs, JCOs,, OR, and Ex-servicemen, and could introduce Merit-cum-Means Scholarship if the financial conditions so permit. Accordingly, the SOP of existing **Merit cum Means scholarship** was made on 06th Dec 2013 and the amount of scholarship is Rs 10,000/- per annum for wards of OR and Rs 5,000/- per annum for wards of JCOs. Due to the high rate of inflation over last 7.5 years, the SOP of this scholarship needs to be revised.
2. Therefore, AIT Management Committee has revised the amount of scholarship and it will be Rs 25,000/- per annum for wards of OR and Rs 15,000/- per annum for wards of JCOs.

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. Two wards of JCOs and two wards of OR from each division/ class will be given yearly scholarship of Rs 15,000/- and Rs 25,000/- respectively. Selection of the recipients will be based on merit within the Division and other criteria given in Para 6.

TOTAL AMOUNT EARMARKED

5. Rs 14.4 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 2nd or 3rd or 4th year of Engineering at AIT.
 - (b) Should be a ward of serving or retired JCO and OR.
 - (c) Should clear previous year exam in first attempt without ATKT in any subject. Year down students will not be considered.
 - (d) Should have scored minimum GPA of 7.5 in the previous year University Exam either individually in each semester or combined in both semesters.
 - (e) No involvement in any disciplinary case in AIT or outside irrespective of whether cognizance has been taken and or the individual was awarded punishment, or not.
 - (f) Minimum attendance to be 80% (computed) in the preceding academic year.
 - (g) 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.
 - (h) 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 the 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 alongwith all application forms of his/ her department to the Presiding Officer of 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 No AIT/Adm/0013/Sch Policy/Adm dated 06 Dec 2013.

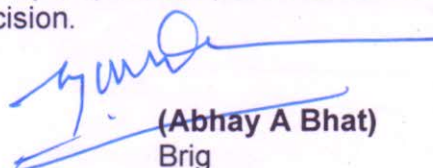
12. This SOP will be applicable with effect from Academic Year 2021-22.

13. The SOP of Merit cum Means 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
Army Institute of Technology
Alandi Road, Dighi Hills, Pune - 15


(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 dt __ Jul 2021)

APPLICATION FORM FOR MERIT-CUM-MEANS SCHOLARSHIP

I hereby wish to apply for 'Merit cum Means 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) Relevant documents regarding the parent's designation (d) 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 6,7,8 and 12 and found it to be correct
- (a) GPA
 - (b) ATKT (Yes / No)
 - (c) College fees (Yes / No)
 - (d) Rank of parent (JCO/OR)
 - (e) 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 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.