

DR. TARITA SHANKAR GIRL CHILD SCHOLARSHIP INITIATIVE

STANDARD OPERATING PROCEDURE (SOP)

1. Purpose

Dr. Tarita Shankar, Founder Secretary and Chief Managing Trustee, Shree Chanakya Education Society is an alumnus of the prestigious Harvard Business School in the USA, where she successfully completed the 'Owner/President Management' (OPM) program for Entrepreneurs in March 2018. She holds a degree in Arts, where she was a Gold Medallist, as well as a degree in Law.

She believes that education is the best way to build, grow, and sustain humanity. No matter how advanced technology becomes, it is essential to remember that humans are the ones who innovate and create technology. It is necessary to build a youth force that can adapt to the world and its changing facets with imperative knowledge. Grooming the youth to create meaningful and purposeful lives for themselves and teaching them how to use their skills to make an impact and a difference in the lives of others.

One of Dr. Tarita Shankar's guiding principles is to serve the underserved segments of the community. Through multi-pronged assistance, the Indira Group supports organizations working for the welfare of the underprivileged. In addition, she is deeply committed to Indira's pupils' spiritual growth and regularly arranges lectures and seminars including authorities on yoga and Indian philosophy.

Dr. Tarita Shankar's commitment to empowering women and uplifting underprivileged communities has led to Dr. Tarita Shankar Scholarship. This initiative aims to ensure that every deserving girl has access to quality education and the opportunity to build a future of dignity and independence.

Purpose of this scholarship is to establish a standardized process for identifying, verifying, and processing applications under the Dr. Tarita Shankar Girl Child Scholarship category, ensuring compliance with guidelines and maintaining transparency and fairness in admissions or benefits.

2. Scope

This scholarship provides a part Tuition Fee waiver as per the merit for the entire duration of the Program and is applicable for 2.5% of girl's students whose parents' total annual gross income from all sources shall be below Eight Lacs Rupees and who have not been shortlisted for EWS category. The Girls students applying for this scholarship may apply for both scholarships i.e. EWS scholarship and Dr. Tarita Shankar Girls Child Scholarship. However, students may be offering only one scholarship.

Eligibility Criteria

To qualify for the Dr. Tarita Shankar Girl Child Initiative Scholarship, students must fulfil all of the following:

- An Indian National, Maharashtra Domiciled Girls students are the Bonafide student of Indira University.
- Annual gross Family income should be below ₹8,00,000/-
- Must submit a valid Income Certificate/ Non-Creamy Layer/ Form 16 issued by a competent authority (Tahsildar/Revenue Officer).
- Students who have availed or are availing any other scholarship or stipend for the same academic year are not eligible.

3. Scholarship Benefits

Scholarship Amount:

- Part Tuition Fee waiver for the entire duration of the program exclusive for girl students
Applicable for up to 2.5% of the total girl student intake annually.

4. Application Process

Step 1: Form Submission with required documents

- Eligible students must fill and submit the **Dr. Tarita Shankar Girl Child Scholarship Form 2025–26** with:
 - Academic Marksheets (10th, 12th, UG/PG as applicable)
 - Valid Entrance Test Score Card
 - Attendance record (certified by the School Authority)
 - Income certificate below 8 Lakhs issued by a Competent Authority
 - Non-Creamy Layer/ Form 16 issued by a Competent Authority
 - Aadhar Card / PAN Card / Identity Proof
 - Fees receipts

Step 2: Verification and Approval Process

Submitted documents will be reviewed by the **Admissions/Dean Office**:

- Candidate to submit the Income Certificate/ Non-Creamy Layer / Form 16 along with the duly filled application form with necessary documents.

- Admission/Scholarship Cell will verify Validity and authenticity of the Income Certificate/ Non-Creamy Layer / Form 16. If the documents are found valid, the candidate will be admitted under Dr. Tarita Shankar Scholarship as per norms.
- Proper issuance date and signature/stamp of the Issuing Authority.
- Supporting documents for income issued by Competent Authority.
- The **Scholarship Scrutiny Committee** will assess all eligible applications according to the merit.
- Attendance percentage, i.e. 80%, must be maintained throughout the year. If not fulfilled this criterion, the management may revoke the scholarship.
- The candidate must maintain the disciplinary norms throughout the year. If not fulfilled this criterion, the management may revoke the scholarship. The decision will be bound on the candidate.

Step 3: Communication & Disbursement

- Selected students will be informed via Official correspondence/ official email or student portal.
- Scholarship sanctioned letter to be issued.
- The scholarship will be disbursed to the student's or Parents account if the student has cleared all dues.

Step 4: Responsibilities

Stakeholder	Responsibility
Student	Submit accurate application and supporting documents
Admissions Director and Dean of the respective school	Preliminary screening and eligibility verification
Scholarship Scrutiny Committee (consisting of Assistant Registrar, Accounts Representative)	Evaluate applications received from Admission Director and Dean and recommend scholarship
Registrar and CAFO	Final sign-off and administrative processing after approval from VC and further disbursement process

Step 5: Process Flow

- Scholarship information will be available on the official Indira University website.
- Applicants shall submit the duly completed form along with necessary documents online to the relevant email-id provided as per the scholarship notice.
- The applications will be forwarded to the Dean's office for verification.
- The primary screening and eligibility will be verified by the Director Admissions and respective Dean.
- After verification, the eligible scholarship applications will be forwarded to the Scholarship Scrutiny Committee, which will assess the applications and documents for Final Approval and will be submitted to Registrar and CAFO for further sanction.
- Confirmation of Scholarship grant will be sent to respective students.
- Finance department will disburse the scholarship amount in students or parents Bank Account number.

Step 6: Timeline

Event	Time Frame
Call for Scholarship Applications	Till 30 th September 2025 from the date of notice published
Last date to submit the applications	30 th September 2025
Verification from the Admission Director and Dean of the concerned school	1 Week
Scrutiny of applications and Approvals from Scholarship Scrutiny Committee	1 Week
Final Approval from Registrar office to communicate to the students	1 Week
Disbursement of Scholarship Amount	As per Finance Department Schedule

Step 7: Important Guidelines

- Students can avail only one scholarship for the same academic year.
- The student must maintain **80% attendance** and **satisfactory academic performance (minimum 8.0 CGPA)**, behavior in the subsequent years to get benefit of scholarship scheme. Scholarships are to be sanctioned only after reviewing each year's performance.
- Indira University **reserves the right** to amend or withdraw the scholarship policy without prior notice.

Disclaimer-

The description of scholarship categories, benefits, and eligible candidates provided herein is indicative and subject to the final approval of the Competent Authority or designated Committee. Scholarships will be awarded solely at the discretion of the Committee based on merit, eligibility, and availability of funds.

**Registrar,
Indira University**