

ECONOMICALLY WEAKER STUDENTS (EWS) SCHOLARSHIP

STANDARD OPERATING PROCEDURE (SOP)

1. Purpose

The university shall provide 50% of exemption in the tuition fee to minimum of 10% students belonging to EWS, irrespective of their caste.

2. Scope

This applies to all Maharashtra candidates applying under the EWS category for admission to courses/programs, scholarships, or any institutional benefits where EWS quota is applicable.

3. Eligibility Criteria

To qualify for the EWS scholarship, students must fulfil **all** of the following:

- An Indian National, Maharashtra Domiciled **Bonafide student** of Indira University.
- The students must have been admitted through EWS Quota and must belong to General Category/ irrespective of their caste.
- Annual gross Family income should be below ₹8,00,000/-
- Must submit a valid EWS Certificate/Income Certificate/ Non-Creamy Layer/ Form 16 issued by a competent authority.
- The scholarship will be approved depending on students duly filled application, merit of each year, scholarship quota and verification of original testimonials for eligibility.
- Students who have availed or are availing any other scholarship or stipend for the same academic year are not eligible.

4. Scholarship Benefits

Scholarship Amount:

- **50 % fees waiver in tuition fees** based on merit ranking and eligibility.
- Scholarship is applicable **for the entire course duration** and **not transferable**.

5. Application Process

Step 1: Form Submission with required documents

- Eligible students must fill and submit the **EWS 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
- Valid EWS Certificate/ Non-Creamy Layer/ Form 16 issued by a Competent Authority
- Aadhar Card / PAN Card / Identity Proof
- All Fees Receipts

Step 2: Verification and Approval Process

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

- Candidate to submit the EWS certificate/ 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 EWS/ NCL/Income certificates/ Form 16. If the documents are found valid, the candidate will be admitted under EWS quota as per norms.
- Attendance percentage, i.e. 80%, must be maintained throughout the year. If not fulfilled this criterion, the management may revoke the scholarship.
- The **Scholarship Scrutiny Committee** will assess all eligible applications according to the higher merit.
- 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 paid full fees.

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 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	1 Week

Scholarship Scrutiny Committee	
Final Approval from Registrar office to communicate with 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.
- Continuation of the scholarship requires maintaining a SGPA of 8.0 or higher
- Students must maintain a minimum of 80% attendance and satisfactory academic and behavioral performance each year.
- Students must maintain attendance as per policy, robust academic performance, and behavior in the subsequent years to get benefit of scholarship scheme. Scholarship 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.

Registrar,

Indira University