

MERIT BASED SCHOLARSHIP

STANDARD OPERATING PROCEDURE (SOP)

1. Purpose

- This Scholarship aims to establish a standardized process for identifying, verifying, and processing applications under the Merit-Based Scholarship category, in alignment with the Indira University Scholarship Policy.
- It aims to reward academic excellence by offering tuition fee waivers to eligible undergraduate and postgraduate students enrolled at Indira University.

2. Scope

This SOP applies to all students admitted to undergraduate and postgraduate programs at Indira University who are seeking Merit-Based Scholarships.

3. Eligibility Criteria

Applicants must meet all of the following conditions:

- Must be an Indian national and a bonafide full-time student enrolled at Indira University.
- **Must have achieved a Weightage of 50% (or equivalent CGPA) in the qualifying academic examination and/or Weightage of 50% in the relevant qualifying entrance examination.**
- The scholarship will be sanctioned based on a duly filled application, within the scholarship quota, and verification of original academic documents.
- Students who have availed or are availing any other scholarship or stipend for the same academic year are not eligible.

4. Scholarship Benefits

Two scholarship categories are available:

- **Merit-Based Scholarship (MBS) 1: 50% tuition fee waiver based on merit** ranking and eligibility, applicable for the entire duration of the program (limited to 1% of total student intake).
- **Merit-Based Scholarship (MBS) 2: 25% tuition fee waiver based on merit** ranking and eligibility, applicable for the entire duration of the program (limited to 2% of total student intake).

5. Application Process

Step 1: Submission of Application Form and Documents

Eligible students must submit the duly filled Merit-Based Scholarship Form for the academic year 2025–26 along with:

- Academic mark sheets (10th, 12th, UG/PG as applicable)
- Valid entrance test scorecard
- PAN and Aadhar Card
- Valid PRN and program details
- Fee receipts

Step 2: Verification and Approval Process

- The Admissions and Academic Office will verify the submitted documents.
- A merit list will be prepared based on Weightage of 50% (or equivalent CGPA) in the Qualifying Examination and 50% in the Qualifying Entrance Examination.
- The Scholarship Scrutiny Committee will assess and finalize the eligible applications based on merit.

Step 3: Communication & Disbursement

- Selected candidates will be notified through official correspondence via email or student portal.
- A scholarship sanction letter will be issued.
- The scholarship amount will be disbursed to the student's or parent's bank account, subject to clearance of all academic dues for the relevant year.

6. Roles and Responsibilities

Stakeholder	Responsibility
Student	Submit a complete and accurate application with all supporting documents
Director of Admissions & Respective Dean	Conduct preliminary screening and verify eligibility.
Scholarship Scrutiny Committee (consisting of Assistant Registrar, Accounts Representative)	Evaluate applications and recommend eligible candidates for final approval

Registrar and CAFO	Provide final administrative approval and initiate disbursement post VC sanction.
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7. 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.
- Applications will be routed to the respective Dean's office for verification.
- Director of Admissions and Dean will conduct eligibility screening.
- Verified applications will be assessed by the Scholarship Scrutiny Committee.
- Final recommendations will be submitted to the Registrar and CAFO for sanction.
- Confirmation of scholarship will be communicated to the student.
- Finance Department will disburse the amount to the student's or parent's bank account.

8. Timeline

Event	Time Frame
Call for Scholarship Applications	Till 30 th September 2025 from the date of notice published
Last Date for Submission of the applications	30 th September 2025
Verification by Admissions Director & Dean	Within 1 week
Scrutiny by Scholarship Committee and Recommendations	Within 1 week
Final Approval and Communication by Registrar	Within 1 week
Disbursement by Finance Department	As per Finance Department schedule

9. 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.
- Scholarships are reviewed annually and continued only upon re-evaluation.
- Indira University reserves the right to modify or withdraw the policy at any time without prior notice.

10. Disclaimer

The eligibility criteria, scholarship categories, and benefits described herein are indicative and subject to final approval by the Competent Authority or designated Committee. Awards shall be granted solely at the discretion of the Committee based on merit, eligibility, and availability of funds.

**Registrar,
Indira University**