

SCHOLARSHIP FOR PERSON WITH DISABILITY

STANDARD OPERATING PROCEDURE (SOP)

1. Purpose

To provide financial assistance to students with disabilities (40% or more), to help them pursue academic and professional courses and encourage inclusive education.

2. Scope

This applies to all eligible students with disabilities enrolled in respective schools of Indira university. One candidate per program will be benefitted with this scholarship for entire duration of the course.

3. Eligibility Criteria

Candidates with disability wishing to apply for this scholarship must fulfil **all** of the following:

- An Indian National, **Bonafide student** of Indira University.
- The applicant must have a disability of 40% or more, certified by a competent medical authority.
- Students who have availed or are availing any other scholarship or stipend for the same academic year are not eligible.

4. Scholarship Benefits

100 % Tuition fee waiver to the students with significant disabilities (40% or more); One candidate per program will be benefitted with this scholarship for entire duration of the course.

5. Application Process

Step 1: Form Submission with required documents

- Eligible students must fill and submit the **Scholarship Form for Person with disability 2025–26** with:
 - Disability Certificate (40% or more) issued by a recognized medical authority
 - Copy of Student ID
 - PAN and Aadhar Card
 - Previous year's academic mark sheet
 - Any additional documents, if applicable
 - Fees receipts

Step 2: Verification and Approval Process

Submitted documents will be reviewed by the **admission committee/ Dean**:

- Verification of disability certificate by the concerned authorities.
- Obtaining medical fitness certificate for Pharma courses.
- The **Scholarship Scrutiny Committee** will assess all eligible applications.
- 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, 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.
- Students must maintain a minimum of 80% attendance and satisfactory academic and behavioral performance each year.
- Students must maintain 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.

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**