

SCHOLARSHIP FOR WARDS OF MARTYRS

STANDARD OPERATING PROCEDURE (SOP)

1. Purpose

This Scholarship aims to honour the supreme sacrifice made by martyrs of the Indian Defence forces by supporting the higher education of their wards. It seeks to ensure equitable access to quality education, promote a sense of national responsibility, and empower students to secure a better future. This initiative reaffirms the University's commitment to inclusivity, national service, and social upliftment.

2. Scope

This SOP is applicable exclusively to the students of Indira University who are wards (biological or legally adopted children) of Martyrs of the Indian Defence Forces, including the Army, Navy, Air Force, Indian Coast Guard, and National Security Guard (NSG), who are officially recognized as 'Killed in Action'.

3. Eligibility Criteria

To be eligible for the Scholarship for Wards of Martyrs, applicants must meet all the following conditions:

- Must be an Indian national and a bonafide full-time student enrolled at Indira University.
- Must be the biological or legally adopted child of a martyr from the Indian Army, Navy, Air Force, Coast Guard, or NSG, officially designated as 'Killed in Action'.
- Students who have availed or are availing any other scholarship or stipend for the same academic year are not eligible.
- The Scholarship will be applicable for a maximum of two wards per martyr.

4. Scholarship Benefits

Eligible candidates will be granted a 50% waiver on tuition fees for the academic year, subject to compliance with the terms of continuation.

5. Application Process

Step 1: Submission of Application Form and Documents

Eligible applicants shall submit the duly filled Application Form of Scholarship for Wards of Martyrs for Academic Year 2025–26 along with the following supporting documents:

- Proof of relationship with the martyr (birth certificate or legally valid document).
- Official martyrdom certificate.
- Service certificate of the martyr issued by the competent authority.
- Copy of student identity card issued by Indira University.
- Copies of PAN Card and Aadhar Card.
- Academic mark sheets of all preceding years.
- Payment receipts of tuition fees.

Step 2: Verification and Approval Process

- All submitted documents shall be scrutinized by the Admissions/Academic Committee for verification of authenticity and eligibility.
- The Scholarship Scrutiny Committee shall evaluate all eligible applications and make recommendations.
- The candidate must maintain academic discipline throughout the academic year.
- Any breach of conduct or failure to meet academic standards may result in revocation of the scholarship. The decision of the University shall be final and binding.

Step 3: Communication and Disbursement

- Selected candidates shall be notified through official correspondence via email or the University student portal.
- A formal scholarship sanction letter will be issued.
- The scholarship amount shall be credited to the bank account of the student or parent, subject to clearance of all dues.

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.

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 forwarded to the office of the respective Dean for initial verification.
- Director of Admissions and the Dean will jointly perform eligibility verification.
- Verified applications will be sent to the Scholarship Scrutiny Committee for evaluation.
- Approved applications will be submitted to the Registrar and CAFO for final sanctions.
- Confirmation will be communicated to students.
- Finance Department will disburse the sanctioned amount to the student's or parent's registered 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.
- Students must maintain a minimum of 80% attendance and satisfactory academic and behavioral performance each year.
- Continuation of the scholarship is contingent upon maintaining strong academic performance and conduct. The University shall review academic and disciplinary records each year before renewal.
- The student must be enrolled in full-time study at Indira University.
- A minimum CGPA of 8.00 is required annually to qualify for continuation.
- Indira University reserves the right to modify, suspend, or withdraw the scholarship scheme at any time without prior notice.

Disclaimer

The eligibility conditions, benefits, and other details outlined herein are subject to the final decision of the Competent Authority or the designated Committee. Scholarships shall be awarded solely at the discretion of the Committee based on merit, compliance with eligibility criteria, and availability of financial resources.

Registrar,
Indira University