

## SPORTS SCHOLARSHIP

### STANDARD OPERATING PROCEDURE (SOP)

#### 1. Purpose

These scholarships are awarded to deserving sports persons based on their participation/winning the prizes at Nationally/Internationally recognized sports competitions/events. Any candidate who participates/wins a medal at zonal level, all India level competitions, national or international level competitions, while studying in Indira University or playing for any Govt. sponsored/ Govt. recognized official sports organization is eligible for this Scholarship.

#### 2. Scope

This is applicable to all full-time students of Indira University applying for sports scholarships for achievements in eligible tournaments as specified by the University.

#### 3. Eligibility Criteria

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

- An Indian National, **Bonafide student** of Indira University.
- Students who win Individual sports medals (**Gold/Silver/Bronze**) in **Zonal Level, All India Level, Government- recognized State, National, or international competitions recognized by** All India University Association for Sports/ Sports Authority of India etc.
- Participation and medal achievement must fall in the **previous academic year** in which the scholarship is claimed.
- Certificates from Invitational/Memorial/Open/Prize Money events and Selection Trials/Squad/Ranking/Merit Letters are not accepted.
- Two recommendations from award winning sports person

#### 4. Scholarship Benefits

Medal	Level of Sports			
	Zonal Zone	All India	National	International
Gold	40 % Fee Waiver	60 % Fee Waiver	80 % Fee Waiver	100 % Fee Waiver
Silver	30 % Fee Waiver	50 % Fee Waiver	70 % Fee Waiver	90 % Fee Waiver
Bronze	20 % Fee Waiver	40 % Fee Waiver	50 % Fee Waiver	75 % Fee Waiver
Participation	-	-	25 % Fee Waiver	50 % Fee Waiver

## 5. Application Process

### Step 1: Form Submission with required documents

- Eligible students must fill and submit the **Sports Scholarship Form 2025–26** with:
  - Sports achievement certificates by Authorized entity (attested copies)
  - Two recommendations from award winning sports person
  - Copy of Student ID
  - PAN and Aadhar Card
  - Previous year's academic mark sheet
  - Fees Payment Receipts

### Step 2: Verification and Approval Process

- Submitted documents will be reviewed by the **Sports Department** to:
  - Check tournament recognition (All India University Association for Sports/ Sports Authority of India/ Government / Recognized Association).
  - Verify medal/position and supporting documents.
  - The **Scholarship Scrutiny Committee** will assess all eligible applications in consultation with Sports and Students Welfare Director.

### 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 of relevant Academic Year.

### Step 4: Responsibilities

Stakeholder	Responsibility
Student	Submit accurate application and supporting documents
Sports Director and Dean	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

Stakeholder	Responsibility
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 Sports 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 <sup>th</sup> September 2025 from the date of notice published
Last date to submit the applications	30 <sup>th</sup> September 2025
Verification from the Sports 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.
- 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**