

TWISHA SHARMA MEMORIAL SCHOLARSHIP**(A.Y.2026-27)****STANDARD OPERATING PROCEDURE (SOP)****1. Purpose**

The Twisha Sharma Memorial Scholarship is instituted by Indira University in remembrance of alumni Twisha Sharma to honour the values of academic excellence, compassion, leadership, and social responsibility. The scholarship aims to support meritorious and deserving girl students by providing complete financial assistance for higher education.

2. Scope

Program	No. of Scholarship	Scholarship
Bachelor of Arts in Journalism & Mass Communication (BAJM)	1	100% waiver in tuition fees
Bachelor of Business Administration (BBA)	1	100% waiver in tuition fees

3. Eligibility Criteria**a) Academic Eligibility**

Applicants must meet all of the following conditions:

- Must be an Indian national and a bonafide full-time student enrolled at Indira University.
- The merit for award of the scholarship shall be computed by assigning fifty percent (50%) weightage to the performance in the last qualifying twelve / HSC examination or similar examination (must be above 75% marks), and fifty percent (50%) weightage to the score obtained in the relevant entrance examination, wherever applicable.
- For **continuation** of the scholarship beyond the first year, only those students who were declared eligible for the scholarship in the immediately preceding academic year shall be considered eligible for renewal in the subsequent academic years, subject to fulfilment of the fresh eligibility criteria and conditions applicable for the respective academic year.
- 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.
- The scholarship benefit, across all other scholarships, shall be limited to a maximum of two wards per parent.

(Page 1/4)

b) Financial Eligibility

- Annual family income preferably below ₹10 Lakhs.
- Valid income certificate provided by government/or a competent authority.

Preference May Be Given To:

- Students from rural or economically weaker backgrounds.
- Orphan/single parent students.
- Students with exceptional achievements in arts and social service.

4. Application Process

Step 1: Submission of Application Form and Documents.

Eligible students must submit the duly filled Scholarship Form for the academic year 2026–27 along with:

- Academic mark sheets (For First year applied - 10th, 12th mark sheet as applicable). **For continuation** to second year students – As per the eligibility of passing with minimum 8.0 SGPA in previous years examination marksheet.
- Attendance record (certified by the School Authority)- for second year
- Valid entrance test scorecard – For First Year wherever applicable.
- Copy of PAN Card & Aadhar Card
- Fee receipts if any
- Self-Declaration
- Family Certificate

Step 2: Verification and Approval Process

- The Admissions and Academic Office will verify the submitted documents.
- A merit list will be prepared based on :-
For first Year - Weightage of 50% in the Qualifying 12th / HSC / Similar Examination and 50% in the Qualifying Entrance Examination wherever applicable.
For second year **continuation** – SGPA minimum 8.0 in previous year examinations and attendance should be minimum 80% in previous year.
- 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 at student portal.
- The scholarship amount will be disbursed to the student's bank account, subject to clearance of all academic dues for the relevant year.

5. Roles and Responsibilities

Stakeholder	Responsibility
Student	Submit a complete and accurate application with all supporting documents
Director of Admissions & Respective School Dean	Conduct preliminary screening and verify eligibility
Scholarship Scrutiny Committee (consisting of Assistant Registrar, Accounts Representative)	
Registrar and CFAO	Provide final administrative approval and initiate disbursement after VC's sanction.

6. Process Flow

- Scholarship information will be available on the official Indira University website.
- Applicants shall submit in the duly completed form along with necessary documents in given timeline as mentioned in 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 CFAO for further sanction.
- Confirmation of scholarship will be communicated to the concerned student or at student portal.
- Finance Department will disburse the scholarship amount to the student's bank account subject to clearance of all academic dues for the relevant year.

7. Timeline

Event	Time Frame
Call for Scholarship Applications	Till 30 th November 2026, 5:00p.m. from the date of notice published
Last Date for Submission of the applications	30 th November 2026, till 5:00p.m.
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

8. 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 in previous year academic examination
 - 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.

9. 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.



Dr. Pravin Patil
Registrar
Indira University



Dr. Anagha Joshi
Vice Chancellor
Indira University

Date :- 1st June 2026

(Page 4 /4)