

## **Guidelines for instituting Scholarships and Awards**

Malaviya National Institute of Technology Jaipur accepts donations from its alumni and other interested donors for instituting scholarships and awards to its students of various programs with the following purposes:

- A. Scholarships:** The money can be given to the students of MNIT Jaipur to meet part or full expenses for his/her education and boarding. The scholarships may be given purely on merit or need basis or on need-cum merit basis as mutually agreed.
- B. Awards/Medals:** The money can be given to a student of MNIT Jaipur to recognize his/her excellence in academics and/or other extracurricular activities.

### **General guidelines:**

The general norms to be followed for this purpose are as follows.

- Scholarship and award can be instituted only on approval of the same by the Chairman senate of the institute. The institution of award/scholarship shall be reported to senate.
- The scholarship and award can be instituted in the name of a person / organization / Institution as desired by the donor(s). The nomenclature should broadly be agnostic to religion, cast and cult.
- In case the money is contributed from a group of donors the group has to designate a person who would be representing the group during the process of selection of the student, if required. All correspondence would be made to such designated person.
- The money would be put as a corpus fund. The annual interest accruals from the corpus would be used for presenting the scholarship/award. At the most 80% of the accrued interest in a year, however, could be paid towards the purpose in that year. The remaining 20% would add to the corpus to take care of the variations in the interest rates and inflation.
- In no case the principle amount shall be used towards scholarship or award disbursements to ensure sustenance of the scholarship /award.
- Failure in selection of the student and /or disbursement of money due to any reason on the part of MNIT would not draw any litigation.
- The following selection procedure will be followed to select the candidate for scholarship/award every year:
  - a. Applications would be invited by the office of the Dean (Student Welfare) in July/August of every year.

- b. A standing committee would look into the applications and recommend the name of the candidate/s for the scholarship/award. The committee would constitute of the following:
  - i. Dean (Student Welfare)
  - ii. Dean (Academic Affairs)
  - iii. Head of the concerned department (in case the scholarship/award is meant for the students of a particular department)
  - iv. Coordinator (U G Scholarships)
- c. The recommendations of the committee would be sent to the Chairman Senate for final approval of the scholarship/award.

## **Specific Guidelines**

### **Scholarships:**

- The scholarship can be given to the students of specific branch of the study as desired by the donor(s) or without any distinction with respect to branch of the study across all branches.
- There are generally two schemes for giving a scholarship (i) A student once selected for a scholarship would continue getting the same every year during his/her entire course with the condition of his desired level of performance (Minimum 7.0 CGPA with no indiscipline record) in the subsequent years of the course. (ii) The scholarship would be given to the selected student for one once only.
- The scholarship would generally be given for 10 months in a year. The donor, however, may specify to give it for 12 months a year.
- The money given as scholarship would not be less than Rs 2000.00 per month. This minimum limit can be revised every five years looking at the prevalent amount of fees and living expenses. At the current rate of interest it would attract Rs 3.00 lakhs (Rs 3.80 lakhs in case scholarship is given for 12 months) as corpus.
- The CGPA (AIEEE rank in case of the first year students) score of the student would be used as a measure of his academic performance in case the basis is merit or need-cum-merit.
- The certificate of parental income issued by a competent revenue officer would be used as a measure of parental income. The upper limit on the parental income, if applicable, would have to be specified by the donor.

- One student will be allowed to take only one scholarship so that others may also be benefited. If a student is offered more than one scholarship by the committee he/she would have to choose only one.

#### **Awards/Medals:**

- The awards/medals can be given to the students of specific branch of the study as desired by the donor(s) or without any distinction with respect to branch of the study.
- The minimum amount of an award given to a student is Rs 10000.00 (including the cost of medal). At the current rate of interest it would attract Rs 2.50 lakhs as corpus. The minimum limit can be revised every five years.
- The CGPA (AIEEE rank in case of the first year students) score of the student would be used as a measure of his academic performance in case the basis is merit or need-cum-merit.
- As far as possible the awards/medals would be presented to the student in the convocation ceremony/ annual function but would not be the necessary condition for instituting the award/medal.
- The donor would be invited to attend the formal ceremony of presentation of award/medal. The travel and other expenses, however, would be borne by the donor.

#### **MNITJ obligations**

- MNIT would send the name/s of the recipient of the scholarship/award every year to the donor for information.
- A utilization certificate would be sent to the donor every year indicating the position of the funds.
- MNIT would not use the money for any other purpose without permission from the donor.