SOPs for SPECIAL NEED BASED SCHOLARSHIP PROGRAM (SNBSP) for BS Education and Special Needs Education AT UNIVERSITY OF MANAGEMENT AND TECHNOLOGY

The document proposes the '**Standard Operating Procedures' (SOP's)** for '**SPECIAL NEED BASED SCHOLARSHIP PROGRAM** for BS Education and Special Needs Education at the Department of Education, SSSH, UMT. It will help ensuring smooth and efficient operations for the said program. This course of action is in addition to the existing '**Rules Governing Financial Aid and Scholarships'**, and in case a conflict arises, this policy will be deemed to have a preference.

The program will be jointly administered by the **Office of Admission (OIA), Office of Registrar (ORG), Office of Treasurer (OTR) and Department of Education, UMT** serving as the custodians.

PROGRAM OVERVIEW

Special need-based scholarship program is introduced to provide educational opportunities to the students who wish to peruse their academic career at UMT but face financial constraints. The program will offer financial assistance to needy students who cannot afford to pay their educational expenses.

The scholarship will provide **up to a 90% waiver** on tuition fees for eligible candidates.

THE DESIGNATED COMMITTEE:

The committee constitutes the following members of OIA, ORG, OTR and Dept. of Education Representatives:

S#	Names	Designations	Title Role
1.	Dr. Amna Arif	Cod Education	Convener
2.	Dr. Irfan Bashir	Associate Professor	Secretary
3.	Mr. Wussat Abbas	OTR	Member
4.	Mr. Asif Ali	ORG	Member
5.	Mr. Zunair Haider	OIA	Member

Administration:

✓ The **SSS&H Scholarship Award Committee** shall allocate scholarships.
✓ Awards shall be based on **documented financial need**.

ELIGIBILITY TERMS AND CONDITIONS

The process, procedure and award of the scholarship will be governed by terms, conditions and parameters as defined below:

- **Status:** To be eligible for the scholarship, applicants must provide proof of their income and need status on the prescribed form along with required documents.
- **Minimum Admission Criteria:** Applicants must meet the minimum admission criteria set by the university/institution for the respective program they wish to enroll in.
- **Academic Performance:** Candidates must maintain at least **3.00 CGPA** throughout their academic tenure to continue availing the scholarship benefits.

THE APPLICATION PROCESS

- **Announcement:** The program will be announced at the beginning of the Fall / Spring Admissions via University, Department of Education website, notice boards, and relevant media channels.
- **Application Submission:** Students meeting the eligibility criteria can submit their scholarship applications along with the required documents to the designated office which will be the Office of

Admission.

- **Quick Analysis:** The office will conduct a short interview on the spot. Important comments (analysis) are supposed to be noted on the application. The Office of Admission, allowing sufficient time for students to prepare and submit their applications.
- **Document Verification:** A dedicated team member in the Office of Admission and ORG will be responsible for verifying the authenticity of the submitted documents and confirming the status of applicants.
- **Shortlisting:** After verification, the eligible applicants will be shortlisted for further evaluation by the designated Committee.

EVALUATION AND INTERVIEW

- **Weekly /Fortnightly Meetings:** The scholarship committee will hold weekly or fortnightly meeting toassess the applications and conduct interviews with shortlisted candidates.
- **Evaluation Panel:** The panel consists of the designated members from OIA, ORG and Department of education.
- **Assessment Criteria:** The evaluation will consider academic performance, financial need, personal achievements, and the candidate's commitment to their studies.

AWARDING SCHOLARSHIPS

- **Percentage of Waiver:** The scholarship will provide up to a **90% tuition fee waiver** for entitled candidates.
- **Scholarship Slabs:**
  20%, 30%, 40%, 50%, 60%, 70%, 80%, and 90%
- Distribution shall be **proportionally managed** across programs and slabs.
- **Notification:** Scholarship recipients will be notified via email or phone, and the scholarship award details will be communicated in writing by the Office of Admission.
- **Scholarship Duration:** The scholarship will be awarded for whole academic degree program duration if the required CGPA is maintained by the participant.
- **Disbursement of Funds:** The scholarship amount will be directly deducted from the tuition fees of the recipient.

CONTINUATION/TERMINATION OF SCHOLARSHIP

- **Minimum Requirement:** Continuation of the scholarship shall be subject to maintaining a minimum of **3.00 CGPA.**
- **Dual Discounts:** Not applicable
- **One Time Reinstatement:** The **'One Time Approval Policy'** will be applicable for a single time.
- **Renewal:** Once suspended, the scholarship will be reinstated only on 'achievement of required CGPA criteria.

By adhering to these SOPs, we aim to establish a transparent and efficient special need-based scholarship program (snbsp) that will make a meaningful impact on the lives of deserving orphan students. Our dedication and mutual cooperation in implementing these SOPs are vital to the program's success.

SPECIAL NEED BASED SCHOLARSHIP PROGRAM (SNBSP)

STEP BY STEP PROCEDURE TO ENSURE SMOOTH OPERATIONS:

Phases, Roles and Responsibilities		
1. **Manual applications**	Applicants will apply through manual applications at OIA.	OIA
2. **Meeting**	Admission Office, on getting a reasonable number of applications will notify ORG and ILM Fund to conduct a meeting (Weekly or fortnightly basis).	OIA
3. **Evaluation Process**	Applications will be thoroughly evaluated by the committee members in the meeting.	Committee
4. **Minutes of Meeting**	Minutes of the meeting will be prepared by Dept. of Education.	Department of Education
5. **Competent Authority**	Competent authority for the approval of minutes of meeting: Chair of Committee	Chair (Committee)
6. **Implementation**	Discounts will be implemented in ERP and necessary measures will be applied.	ORG / ERP
7. **Record Maintenance**	Records will be maintained by ILM Fund.	Department of Education

NOTE: All the communication is supposed to be in writing (Emails) by all the concerned offices.