

SOPS for Ehsaas Undergraduate Scholarship Program

1) Eligibility Criteria of the Scholarship Program

- a) Students who are enrolled in undergraduate Degree
- b) Candidates who have secured admission on merit; Merit means that the student has fulfilled admission criteria of the respective university in which he/she intends to study
- c) Declared monthly income of parents (from all sources) is equal to or less than PKR. 45,000/-
- d) Age limit will be followed as per university regulations i.e. maximum age under which an applicant is allowed to take admission for offered Undergraduate programs at the university
- e) Students already availing any other scholarship or grant are ineligible
- f) Students who have secured admission on evening /Self-sustain/Self-support/Self finance programs are ineligible
- g) Distant learning students are ineligible

2) Process of Shortlisting

- a) Interested candidates are required to apply for the scholarship program through the online application system and submit its hard copy attached with complete set of the requisite documentation to the financial aid offices/designated offices of university and sub-campuses by the given deadline. The link is <http://ehsaas.hec.gov.pk>;

Sr.no	Supporting Documents to be submitted by the Applicant
1	Copy of CNIC (Father, Mother/ Guardian)
2	Salary Slip / Income Certificate (Father/Guardian, Mother)
3	Copies of last Six Month Utility Bills (Electricity, Gas, Telephone, Water) – (If applicable)
4	Copy of Rent agreement in case of Rented House
5	Copies of Last Fee Receipts of Applicant and Siblings (If applicable)
6	Copies of Medical bills/ expenditure related documents (if applicable)
7	01 Passport size Photograph of Applicant

- b) A scrutiny committee will be constituted at the university level with the approval of Head of institution who will look into the applications both at main campus and sub-campuses level for initial shortlisting. Soft copy of data in excel sheet will be provided by HEC. Following must be taken into consideration while initially shortlisting the candidates:
- The applicant has secured confirmed admission on merit only in the regular morning programs; (self- finance as well as the evening programs with higher fee structure are not allowed) ;
 - Income threshold at the time of submission of documentation is not more than Rs.45,000 per month. Please ensure that the official salary slip, pension slip (in case of pensioner) are attached with the application form. Any evidence of income is mandatory; **The income criteria will not be shared with the students at any stage of scrutiny /selection process;**
 - Application form is complete in all respects i.e. there are no empty fields. Such fields where information is not applicable, it should be properly indicated as “Not Applicable” ;
 - In this regard guidelines for filling the application will be available at HEC website in which step by step details are mentioned; Moreover, financial aid office of the university must give orientation sessions for process of filling the application;
 - Once the scrutiny is completed, a list will be prepared for the eligible and non-eligible students; Reasons for the rejection of an applicant along with comments will be clearly specified and maintained in the documentation;
 - Financial aid offices of the university will maintain proper record of all applications received for the scholarship program. Those applications which are rejected, should also be maintained in separate folder for future audits /third party monitoring;
 - Incomplete application forms will not be acceptable for further processing;
 - Applicant student should be made aware of the fact that falsification of documents could result in the university imposing penalties against the student;

- Students should know that providing false information and fake documents could lead to their admission offer being repealed, or could result in expulsion from the university, if approved by the Institutional Scholarship Award Committee;
- Such partner universities where there is an issue of internet connectivity, they should intimate to HEC prior opening of online portal so that they can be allowed for submission of application in hard form only;

3) Power and function of the Institutional Scholarship Award Committees (ISAC)

- I. To suggest and recommend the list of students as per approved criteria after interviews;
- II. To approve scholars selected as per eligibility criteria of merit and need for scholarship award, and any other issue on administration of the program;
- III. To recommend physical verification of student where information is found dubious

The Vice Chancellor will chair and appoint the Members of Institutional Scholarship Management Committee (ISAC).

4) The Constitution of Institutional Scholarship Award Committee

SN	Designation	Role
1	Head of the University/Degree awarding Institution	Chairman
2	In charge Scholarship Program-HEC/nominee of HEC	Member
3	Dean/Chairman of the concerned Faculty/Department or Nominee	Member
4	Two Senior Faculty Member /one female	Member(s)
5	Two Imminent Scholars outside the institution/one female	Member(s)
6	Two Community Representatives/one female	Member (s)

5) Convening of Institutional Scholarship Award Committee

The university will ensure the following:

- I. Quorum of ISAC in complete;
- II. Such applications which have met the eligibility criteria as stated above will be presented in the ISAC meeting only;
- III. Hard copies of the applications will be made available for reviewing of documents for the ISAC members;
- IV. Document of conflict of interest will be mandatorily signed by each member of ISAC; (**FLAG A**)
- V. All shortlisted applicants must be intimated about the scheduled interviews of ISAC at least 3-4 days prior to the meeting;
- VI. No candidate can appear in ISAC interview if his/her application is not available at the time of interview;
- VII. Approved Minutes of the meeting will be submitted to HEC-PMU within seven (07) working days after the convening of ISAC meeting;
- VIII. Copy of the approved minutes along with students list must also be maintained by the Financial aid office;

6) Complaint System

In order to address the complaints of different types, University/Institutions will ensure a complaint redressal mechanism to cater different queries related to the selection procedure. Financial Aid Office (FAO) is required to display the email ID/number at different notice boards. In addition, FAO, it is also required to maintain record of such complaints and address the complaint within seven working days.

7) Process to Award Scholarships

- I. Once the ISAC minutes are approved, selected students will be formally intimated by the Financial aid office about the selection for scholarship;
- II. Financial aid office will initiate physical verification of selected students recommended by the ISAC;
- III. Final Award letter will be issued by the financial aid office; Template of Award letter will be shared by HEC-PMU;
- IV. The selected students will be asked to furnish deed of agreement immediately; Copy of deed of agreement (**FLAG B**) on stamp paper and copy of it will also be submitted to HEC;

Note: This scholarship is nontransferable to any other public/private university/academic program/academic session.

8) Waiting List Candidates

Before the release of the scholarship payment if the selected scholarship students' display

- I. low academic performance
- II. found ineligible during physical verification
- III. involvement in activities which may lead toward disciplinary action as per rules of the institution

The scholarship aid office may cancel the scholarship and recommend award of scholarship to the waiting list students in compliance to following conditions:

- I. No scholarship payment (tuition + stipend) has been made to the previous selected student(s). If payment is made then refund will be ensured by the university
- II. The academic performance of the waiting list student(s) is satisfactory and students are eligible for promotion to next term / semester

9) Policy for the Academic Progress of Scholarship Awardees :*Eligibility Criteria for the continuation of the Scholarship in Subsequent Semesters*

Recommendation letter of the selected candidates will be provided on approved format given by HEC-PMU. FAO will ensure that scholarship awardee is eligible for the release of next scholarship installment if

- a) Awardee has been registered/enrolled/allowed to sit in next semester as per university's promotion policy;
- b) If the CGPA is below 2.2 after first two semesters, awardee will be issued warning letter by the financial aid office for the improvement of academic performance;
- c) In case the student is not promoted, then scholarship will be stopped only for the specific period till his/her performance reaches to the minimum satisfactory level for promotion to next semester;
- d) Awardees who are dropped/left university due to any reason will not be recommended for the release of next installment. Reason(s) for dropout must be reported;
- e) Detailed/consolidated academic performance report is mandatory and it will be submitted by the partner university once it is made available by the university's examination cell for record of HEC;

- f) Recommendation letter with necessary details must reach to HEC-PMU within once week of the start of semester/academic year;

10) Cancellation of Scholarship

The scholarship of the student will be immediately cancelled if

- a) The student change the specified course of studies nor register himself/herself for any other course or program/University/Institute without prior approval of the HEC;
- b) The student extend the specified period of studies without prior approval of the HEC. **In case of selection at any other scholarship scheme the student will immediately report the same at the university;**
- c) The student fails to maintain class attendance of 75% without any reason;
- d) The student is involved in malicious/undesirable activities;
- e) The student fails to obey or act in accordance with HEC's order directing him/her, he/she will be liable to action under the acts/rules in force in the country;
- f) The student is punished because of his involvement in violation of the university rules, damage to institute property, misbehaviour with staff or colleagues or any other disciplinary action;
- g) The information provided by the student in application form/ISAC is found incorrect at any time during his/her study period;
- h) The student fails to maintain academic standards set forth by the university/HEC

The scholarship funds may be recovered /refunded from student by university / HEC in following cases:

- a) If student concealed information in application form and ISAC;
- b) If student wilfully withdraw from the designated program / university after getting scholarship funds of any amount ;
- c) If student found in getting another scholarship in parallel with this Scholarship;

- d) If student dropped from the university / scholarship on poor academic Progress
- e) If student found in unlawful activities

“FLAG A”
Ehsaas Undergraduate Scholarship Program
Institutional Scholarship Award Committee (ISAC)
CONFLICT OF INTEREST FORM

One of the objectives of Ehsaas Undergraduate Scholarship Program is to award direct, individual scholarships to academically-qualified Pakistani students who, without financial assistance, could not obtain a university education. The scholarships are managed at the institutional level and provide full tuition plus a stipend to competitively chosen individuals for a bachelors at an HEC-approved Pakistani university

A conflict of interest can occur when an action of an ISAC member recommending a scholarship award results in a direct financial benefit to a person closely related to or associated with the committee member. A conflict of interest may also occur if a committee member exerts influence to select a recipient without considering objective criteria for the scholarship. Selection committee members are often asked to serve because of their knowledge of local communities or connection with schools, colleges and universities. The fund donor may act in an advisory capacity to a scholarship award committee as well. This may mean that they are familiar with individual scholarship applicants or their families, or, in some cases, related to applicants.

ISAC members must be able to make independent decisions on behalf of the Ehsaas Undergraduate scholarship without potential or perceived influence caused by conflict of interest. They must evaluate the eligibility of all applicants without bias and make selection recommendations based on the established objective criteria for the scholarship.

Selection committee members should avoid any situation where personal and business relationships could have, or give the appearance of having, undue influence on the member’s judgment in matters under consideration.

In case of a potential conflict of interest, the member shall declare the conflict, and refrain from influencing the discussion and decision making process. In cases where there is a close family

relationship, the member shall leave the meeting until deliberations on the applicant are complete.

I understand the Conflict of Interest policy set forth above and agree to abide by all the above conditions during my term of service on the scholarship award committee. In addition, I will respect the privacy of all applicants whose applications I read during my term of service and into the future.

Print ISAC Member Name

ISAC Member Signature

Date

“FLAG B”

SPECIMEN (1 pages)

Each Page must be executed on stamp paper, other papers not acceptable, type one side of paper only. This Affidavit needs to be submitted after final selection

Deed of agreement

For Undertaking a Course of Studies

Under the Scheme Ehsaas Undergraduate Scholarship Program

Mr. / Ms. _____

Son/ daughter of _____

Computerized NIC No. _____

University Reg. No. _____

Dept. of _____ studying in the University _____

hereby called the approved student has been selected by Higher Education Commission for the award of scholarship under Ehsaas Undergraduate Scholarship Project in the field of study _____ for completion of (degree name and subject) _____

The approved student has agreed to accept the award of the scholarship on the terms and conditions governing the scholarship award.

Now this deed witnesses as under:

- I. The payment admissible under the scholarship program shall be made subject to the complete adherence to all rules and regulations governing the scholarship program as well as satisfactory performance in the authorized studies.
- II. The student shall not change the specified course of studies nor register himself/herself for any other course or program/University/Institute without prior approval of the HEC.
- III. The student shall not extend the specified period of studies without prior approval of the HEC. In case of selection at any other scholarship scheme the student will immediately report the same at the university.
- IV. The Parents/ Guardian of the student are unable to financially support his/her education.
- V. The Scholarship will be terminable in the following cases:
 - a) If the student fails to maintain class attendance of 75%.
 - b) If the student is involved in malicious/undesirable activities.
 - c) If the student fails to obey or act in accordance with HEC's order directing him/her, he/she will be liable to action under the acts/rules in force in the country.
 - d) If the student is punished because of his involvement in violation of the university rules, damage to institute property, misbehaviour with staff or colleagues or any other disciplinary action.
 - e) If the information provided by the student is found incorrect at any time during his study period.
 - g) If the student fails to maintain academic standards set forth by the university/HEC
- VI. In case, the scholar wilfully withdraws from course/degree for which he/she was awarded scholarship, misrepresented /hide facts about the financial income to the scholarship award committee, withdraws scholarship after receiving scholarship funds to opt for

other funding opportunity, HEC reserves the right to recover all the payment received and or a penalty equal to total scholarship amount from the Scholars/Guarantor/University.

- vii) Information from my academic history may be released to HEC and the scholarship donor(s). HEC and the University, reserve the right to use my name, story, and picture for printed and video materials, reports, and press releases, without compensation but prior approval.

AND THE STUDENT FURTHER COVENANTS, that in case of breach of any of the above terms and conditions as well as the rules / terms and conditions those governing scholarship award and / or his / her failure as directed by the HEC for the specified period, the student shall be bound to obey the orders as prescribed and assessed by the HEC shall be final and conclusive.

IN WITNESS WHEREOF, the parties aforementioned have signed this deed in token of acceptance thereof.

Date:

Date:

Signature of Student _____

Signature of Parent /Guarantor _____

Name:

Name:

NIC No.

NIC No.

Signature of Witness No. 1 _____

Signature of Witness No. 2 _____

Name:

Name:

NIC No.

NIC No.