



NEDAC SCHOLARSHIP SCHEME

This document is prepared to streamline the procedure to be adopted for distribution of scholarship from NED Alumni Association Canada (NEDAC) to the needy & deserving students of NED University of Engineering & Technology (NEDUET). The procedure is based on selection criteria & procedure adopted by Department of Student Affairs NEDUET & NEDAC Bylaws.

The whole procedure has 3 steps which are listed & described as follows.

1. Selection of deserving student
2. Collection of funds
3. Distribution of Scholarship to the Student.

1. Selection of Deserving Student:

This scholarship is known as **Need-Cum-Merit Scholarship** and is for low-income group of students who are not eligible for awards from any other source. Criteria used by NED University for inclusion into Low Income category is the “Pay Slip or Wage bill of Parent/guardian “. Merit for Selection is based on marks obtained in last examination(s) passed which must have been obtained on First Attempt in the examination.

The Department of Student Affairs NEDUET collects and scrutinizes the applications received from the students that have been admitted to the University based on merit and sends to the NEDAC President who will instruct the Liaison Secretary of NEDAC Board for Selection of number of deserving students based on funds available.

A committee comprising of 5 Board members including NEDAC Liaison Secretary who will chair the scholarship committee will be formed to review these applications and make the selection based on need as well as merit. This review committee will have the right to call or use any other means necessary to confirm the authenticity of the applicant. In addition to marks obtained in the last examination, need based criteria like monthly income of the family, number of dependants, presence of an earning hand, earning capacity of family members, number of children in the family, number of seniors in the family and other relevant criteria will be taken into account too. The committee will document the rationale for selection. A subjective review and scrutiny of the profiles will be performed in order to come up with the final selection.

In order for the process to be transparent, the short-listed students with the rationale for selection will be circulated to the Board members for input and comments. The comments will be taken into consideration and a final list of students will be selected by the Chair of the Scholarship committee in consultation with the committee members. In the instance of having tie in the points, voting can be done for final selection. This selection done by voting will be considered as last & final.

This finalized list of deserving students will then be forwarded to the President for communicating to NED University and he will be instructing the Finance Secretary for transfer of funds.

2. Collection of Fund

NEDAC Bylaw Article – III Section 1 states that “NEDAC shall raise funds for its activities by annual membership fee, contribution from members and outside sponsorship. The annual membership fee is already converted to onetime life membership fee & hence being nominal will not be used for this activity. Contribution from members will be one of the option for collection of funds and it will be in the form of pledges.

An individual NEDAC member can pledge for complete one-year fee (Fall & Spring Semester), four years’ fee or any other amount. **(The fee for 2017-2018 as confirmed by NEDUET (subject to change) is PRs 63,750.00 (\$760.00 CAD) for first year and PRs 37,500.00 (\$450.00 CAD) approximately for subsequent years based on current exchange rate)**

A separate e-mail address scholarships@nedalumnicanada.org is being generated to get pledges solely for this purpose. The complete track record of all contributors will be handed over to the future NEDAC Board.

NEDAC has opened a separate account for Scholarship’s purpose only so that funds available for Scholarships will not be used for any other activity. Any NEDAC member or non-member can contribute into this account by writing a cheque or through pay pal. or e- transfer at scholarships@nedalumnicanada.org **No Cash will be accepted for this purpose.** Their names will be listed on NEDAC website as contributors.

NEDUET has opened a separate account for NED ALUMNI ASSOCIATION CANADA in Pakistan under its Scholarship Scheme. Finance secretary will provide the details of this account to the individual or individuals who want to send their contribution directly in Pakistan to this account.

Any non NEDAC member, willing to contribute in Scholarship Scheme will be directed to send their contributions to NEDUET NEDAC account or NEDAC Scholarship account by means as described above.

Upon receipt of funds in NED Alumni Association bank accounts in Pakistan or Canada, finance secretary will then determine the number of scholarships based on amount collected and inform the board.

Names of individual or individuals pledging for scholarship in both accounts will be posted in NEDAC website while NEDUET web site will show it in the name of NEDAC scholarships.

In order to have complete transparency, the details of both the accounts (in Canada & Pakistan) will be posted on NEDAC website.

Another mode of contribution by NEDAC general members will be by providing tangible service like a small amount of any event ticket will be dedicated to Scholarship Scheme. Any collection done like this will be put into NEDAC scholarship account.

3. Distribution of Funds to the Deserving Student

Upon receipt of recommendations from scholarship committee, the president will inform the University & instruct the finance Secretary to release the funds from NEDAC to NEDUET NEDAC account.

NEDUET finance director will issue the cheques to the awarded students and the scan copy of which will be send to NEDAC finance secretary for record.

In order to have more transparency the Scholarship recipient will be asked to send a "Thank you" letter to NEDAC Board President which will be posted on the website. No transaction can be made from NEDUET NEDAC account or NEDAC Scholarships account without written instruction from two authorised signatories of NEDAC account.

END