

NEDAC

NEDAC Scholarship Process document

July 2017

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 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 4 Board members under the chair of NEDAC Liaison Secretary 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. The committee will document the rationale for selection. In the instance of a tie or a close call between candidates, criteria will take into account the need

of the family and marks obtained in the last examination passed on first attempt. 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 Sponsorship committee in consultation with the committee members. In the instance of committee members not reaching a consensus, the Sponsorship Committee Chair will make the final decision. This selection Proposed by NEDAC Liaison Secretary 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 in the form of pledges for complete one year fees (Fall & Spring Semester). An individual NEDAC member or maximum of 2 combined can send their pledges confirmation to NEDAC finance secretary (**The fee for 2016-2017 as confirmed by NEDUET (subject to change) is PRs 56000.00 (\$740.00) for first year and PRs 34000.00 (\$450.00) approximately for subsequent years based on current exchange rate**) A separate e mail address is being generated to get pledges for this purpose so that complete track record can be handed over to future NEDAC Boards.

NEDUET has agreed to open a separate account for NEDAC under its Scholarship Scheme & finance secretary will provide the details of it to the individuals or combination of 2 to send the contribution directly to that account. Upon receipt of confirmation of receiving of funds from NEDUET, their names will be posted in NEDAC website, while NEDUET web site will put it in the name of NEDAC when scholarship is allocated to a student.

NEDAC account in Canada will have a separate account for Scholarships so that funds available for Scholarship will not be used for any other activity.

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

Any outside Sponsorship willing to contribute in this cause will be directed to send their contribution directly to NEDUET NEDAC account.

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. For transparency that amount will be clearly mentioned on ticket. Any collection done like this will be put into NEDAC scholarship account.

3. Distribution of funds to the deserving student

Upon receipt of recommendation from selection 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 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 "Thankyou "letter to NEDAC Board President which will be posted on website. No transaction can be made from NEDUET NEDAC account without written instruction from two signatories of NEDAC account.

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