

# GAABESU SCHOLARSHIP PROCESS DOCUMENT (GAABESU Executive Committee Approved)

## 1.0 OVERVIEW

This document describes the “process” to be followed in awarding scholarships, funded by BESU alumni community worldwide, to the undergraduate students of Engineering and Architecture discipline of BESU. In future, it may be extended to the PG, PhD and other students of other disciplines of BESU as well. The scholarship notice to students and the detailed requirements are available in a separate document titled, “BESU Scholarship Programme”. This document is to be used as an administrative guideline, and is not intended to be distributed to prospective applicants. Applicants should receive the “BESU Scholarship Programme” document along with the scholarship application form only.

## 2.0 TERMINOLOGY & ABBREVIATIONS

*Unless specifically mentioned otherwise, the following general terminology or abbreviations will be used in this document.*

BESU:	Bengal Engineering & Science University, Shibpur and its administration.
Chapter(s):	BESU alumni chapters (or batches or groups) in various states of India as well as countries abroad. They normally select/elect few alumni as their selected/elected “representatives” and become focal points of respective chapters.
GAA:	Global Alumni Association of BESU, represented by elected committee members (ad-hoc or otherwise, as applicable).
GAA Office:	Staff of GAA office in BESU campus.
Interview Team:	Representatives from BESU administration (Dean, Registrar, Finance Office, Controller of Examiner, PICSA, Head of Department, Senior Faculty members, etc. as nominated by Vice Chancellor of BESU) and GAABESU Scholarship Sub-committee and/or Executive Committee members present in Campus
Scholarship(s):	Scholarships funded by BESU alumni worldwide for the needy students studying currently in BESU. The process is organized by GAA in co-ordination with BESU.
SSC:	Scholarship Sub-committee & its members as appointed by GAA.
WBJEE:	West Bengal Joint Entrance Examination

## 3.0 PROCESS SEQUENCE & TARGET DATES

In order to manage the annual scholarship process in any academic year, the following dates should be used as guidelines.

- 3.1 May 1 – GAA invites Chapters to take part in organizing the Scholarship process for the year and requests the Chapters to nominate their authorized representatives for the membership of SSC.
- 3.2 May 31 – GAA forms a new SSC (or validate the existing SSC) for the year.

- 3.3 June 15 – SSC prepares a strategy to distribute “Admission Grant” for prospective BESU students. GAA Office checks the WBJEE counseling dates & venue and advises SSC. SSC nominates a team (preferably from existing scholarship recipients in BESU) to put up a stall at the WBJEE counseling centre with GAABESU “Admission Grant” application forms.
- 3.4 June 30 – SSC declares the amount and number of Scholarships and Admission Grants for the academic year starting in July. SSC prepares and/or updates application forms and all supporting documents and formats as required and forward it to GAA Office for distribution.
- 3.5 July 15 – SSC awards Admission Grants to needy students who seek admission to BESU after successful interview by Interview Team.
- 3.6 July 30 – GAABESU officially informs BESU about the number of Scholarships for the year. GAA office staff circulates notices to all the departments & hostel notice boards, and makes application forms available at GAABESU office and also downloadable from GAABESU website.
- 3.7 August 10 - GAA Office collects all the completed applications along with the supporting documents from the applicants.
- 3.8 August 20 - GAA Office prepares an excel sheet (SSC designs the format) with all the information collected from the applications. The ‘recommendations’ column is left blank and kept for interview board to record. SSC finalizes interview dates and GAA Office sends notices to the applicants for interview.
- 3.9 August 31 – All scholarship applicants are interviewed and submitted documents are verified by a Interview Team. The team also verifies the excel sheet prepared by GAA office and sends their recommendation to SSC through GAA Office.
- 3.10 September 7 – SSC prepares the list of scholarships awardees based on the special criteria stated by each chapter/batch from the list received from BESU. SSC announces the list of awardees in the GAA website. SSC co-ordinates with the Chapters regarding transfer of funds.
- 3.11 September 15 - GAA informs BESU about the final list of Scholarships recipients and announce a date & venue for “GAABESU Scholarships Distribution Ceremony – 200X”. GAA Office prepares a formal ‘Invitation Card’ and invites press to cover the function. GAA Office also sends invitations to all concerned (BESU faculty members, students’ union representatives, departments in BESU, alumni chapters, local Govt. authorities, etc.).
- 3.12 September 20 – Chapters transfer funds to GAA either by cheque/draft payable to GAABESU or to individual students. GAA Office acknowledges receipt of each cheque/draft with a note of thanks from GAA Secretary.
- 3.13 September 25 – SSC prepares a draft article for the press and hands it over to the GAA Office. Based on any additional fund received from any chapter, SSC issues a revised list of scholarship recipients and sends the same to the GAA office.
- 3.14 September 30 – GAA in co-ordination with BESU distributes the cheque/draft to the scholarship awardees in a “GAABESU Scholarship Distribution Ceremony – 200X” and makes all required arrangements for the ceremony. GAA Office makes copies of the press article and distributes them to the attending journalists. On completion of the ceremony, GAA informs SSC and Chapters through e-mail about the ceremony and the highlights.
- 3.15 October 7 – SSC prepares a comprehensive article on the Scholarship programme of the year to be posted on the website. GAA Office publishes the article on the alumni website and also any related news item from the local newspaper.
- 3.16 October 31 – GAA Office collects the contact information and comments from the Scholarships recipients and forwards them to their respective sponsors and SSC. GAA maintains a Scholarship file covering records of each recipient in each year, update the records based on any communication between the sponsor and the recipient, and files copies of academic mark-sheets, certificates (if any) from the recipients.

## 4.0 SCHOLARSHIP FINANCING

Chapters or individual alumni of BESU (previously known as B.E. College) can sponsor one or more scholarships or grants to the existing undergraduate students of Engineering and Architecture discipline of BESU. The finance management shall be carried out in a most transparent way by SSC, represented by all the contributing Chapters. GAA should maintain a separate scholarship account that can receive any donation to the scholarship program.

- 4.1 Chapter Contributory Scholarships - Each chapter or batch or group may collect donations from its members to raise funds for one or more scholarships. It is expected that each chapter will follow the local law to raise funds. Chapters should develop their own system to collect funds, maintain accounts and finally send it to GAA scholarship account or BESU.

In practice different Chapters manage their funds in different ways. For example the alumni in the USA can donate to US IRS (501c) Tax Exempt Scholarship Fund to receive Income Tax benefit. Each chapter can raise funds locally and keep them in local funds or transfer to GAA Scholarship account. Oman Chapter collects Rial Omani 10/- (approx. Rs. 1050/-) from its members annually and uses it to give scholarships to BESU students. Normally these scholarships are announced with the name of the sponsoring chapter, or as specified by them.

- 4.2 Individual Sponsored Scholarships – Each alumni member individually or jointly may sponsor one or more scholarship(s). In such a case the scholarships are announced with the name of the sponsoring individuals or as per their requested name.

- 4.3 Memorial Scholarships - It is quite common that the sponsoring alumnus/alumni or a chapter or a group may like to dedicate the scholarship(s) in the name of a late family member or friend or another alumnus or ex-faculty member, etc. as a "Memorial Scholarship". If the sponsor prefers to do so, it should be done at the time of declaring the scholarship(s).

- 4.4 Perpetual Scholarships – A donation in foreign currency of US\$ 2500.00 from an individual or a chapter or a batch to US Scholarship Fund would enable to name a scholarship on a perpetual basis till 2007-08. However from 2008-09 it will carry US\$ 3000.00 (this amount may be reviewed by SSC from time to time). For example, "Class of 1983 Scholarship" is funded by the batch-mates of 1983 in USA; "BECAA Southern California" scholarship is funded by BECAA Southern Chapter; "Sandip Sinha Memorial Scholarship" is funded by friends and family of Late Sandip Sinha of 1991 Mechanical. Similarly a donation of Indian Rupees 1.4 Lac to GAA will enable to name a scholarship on a perpetual basis (this amount may be reviewed by SSC from time to time) from the interest of the bank fixed deposit (considering 8-10% p.a. interest rate).

- 4.5 Full Scholarship Amount – A full scholarship amount till 2007-08 was Rs. 10,000/-. However from 2008-09 it will carry Rs. 12,000/- per student a year (this amount may be reviewed by SSC from time to time) payable net at GAA account in India (GAABESU Office) or in USA. Partial scholarship is normally not accepted, however joint sponsorship can be proposed.

- 4.6 Book Grants - Other than scholarships, there is a provision of "Book Grants" to help comparatively less needy students. The amount is Rs. 1000/- per grant per student per year (this amount may be reviewed by SSC from time to time). Book grants can also be sponsored by a Chapter or an individual alumnus.

- 4.7 Admission Grants – Admission grant of minimum Rs.5000/student to be given to BESU admission aspirant who is financially challenged (this amount may be higher as decided by SSC case to case basis). The grant will be given to the prospective student only if he/she joins BESU. The grant money is for admission purposes only and paid directly to BESU against his/her name.

## 5.0 ROLES & RESPONSIBILITIES

This section details the roles and responsibilities of GAA, BESU, SSC, GAA Office, Chapters & their representatives for carrying out a successful Annual Scholarship Programme. These are listed as general guidelines and are not limited to these alone. There may be a need to carry out other duties not mentioned below, for the successful implementation of the Scholarship Programme.

### 5.1 Global Alumni Association (GAA)

- a) Invite Chapters every year to take part in the Scholarship Programme for the year and submit names of the nominated representatives to the SSC.
- b) Form a new SSC (or validate the existing SSC) for the year.
- c) Open and maintain a separate Scholarship account.
- d) Inform BESU officially about the scholarship proposal for the year.
- e) Inform BESU about the final list of scholarship recipients and finalize a date for "GAABESU Scholarship Distribution Ceremony – 200X".
- f) Distribute cheques/drafts to scholarships recipients in "GAABESU Scholarship Distribution Ceremony – 200X" in co-ordination with BESU.

### 5.2 Bengal Engineering & Science University (BESU)

- a) Review Scholarships proposal from GAA and comment (if any).
- b) Provide necessary administrative support to GAA in making the programme successful.
- c) VC to address alumni community worldwide on the Scholarship programme (to be published in the alumni website)
- d) Authorize GAA Office distribute notices to departments & hostels and to collect the applications from the candidates.
- e) An "Interview Team" to verify the documents of all scholarship applicants interviewed.
- f) The team to verify the excel sheet prepared by GAA office and forward its recommendations to SSC through GAA Office.
- g) Receive the final list of the Scholarships recipients from GAA.
- h) Finalize a date and venue for "GAABESU Scholarship Distribution Ceremony – 200X" in consultation with GAA.
- i) Distribute the cheques/drafts to the Scholarships recipients in the ceremony in co-ordination with GAA.

### 5.3 Scholarship Sub-Committee (SSC)

- a) SSC is one of the many sub-committees of GAA. It is formed to run GAA projects and co-ordinate with GAA, GAA Office and other sub-committees necessary to run a successful Scholarship programme.
- b) To be eligible for SSC membership, a candidate must be nominated by any Chapter, or a BESU faculty member, or an elected GAA Executive Committee member, or an individual alumnus of BESU (previously known as BEC) sponsoring at least one full Scholarship on individual capacity. However GAA has the final right to accept or reject any membership proposal in consultation with the existing SSC.
- c) Define and amend the scholarship process from time to time as required.
- d) Form and maintain an e-group for communication and discussion.
- e) Two members amongst the SSC will be selected/elected as "Joint Coordinators" of the committee. One of the Joint Coordinators should be selected from the existing members of SSC (who is a BESU alumnus as well as present faculty), and the other Joint Coordinator should be selected from any Chapter outside India. They will co-ordinate the activities of SSC and prepare a summary report for the GAA.

- f) Any proposal in SSC e-group will have the following norm: If there is no counter opinion expressed about any proposal by any member, that proposal will be treated as "accepted". In case of disagreement and/or multiple opinions, majority view point will be accepted. Joint Coordinator should find out an amendment to the original proposal, if required, but it should be acceptable to most of the members.
- g) SSC prepares a strategy to distribute "Admission Grants" for prospective BESU students. SSC nominates a team (preferably from existing BESU students who were scholarship recipients in the previous year) to give put up a stall at the WBJEE counseling centre with GAABESU Admission Grant application forms and explain the application process.
- h) Declare the amount and number of alumni scholarships for the academic calendar year starting in July of the year.
- i) Prepare application forms and all supporting documents and formats, as required.
- j) Receive filled-in spreadsheet data of candidates from GAA Office and review the same.
- k) Prepare the list of scholarships recipients based on special criteria stated by each Chapter and also recommendations from BESU.
- l) Announce the list of scholarships recipients at the GAA website.
- m) Co-ordinate with Chapters and inform them to transfer funds.
- n) Issue revised Scholarships list, based on any additional fund from chapters.
- o) Finalize and issue the spreadsheet for the distribution ceremony.
- p) Prepare a draft article for the press and forward it to the GAA Office.
- q) Prepare a comprehensive article on the Scholarship programme of the year to be posted on the website.

#### 5.4 GAA Office in BESU Campus

- a) GAA Office checks the WBJEE counseling dates & venue and advises SSC.
- b) Provide assistance SSC as required, in organizing a team (preferably from existing scholarship recipients studying in BESU) to put a stall at the counseling centre with GAABESU Admission Grant application forms.
- c) Obtain the announcements and application forms from SSC.
- d) Upload scholarship notice and application form on alumni website.
- e) Circulate notices to all the departments and hostel notice boards, and make application forms available at GAA Office.
- f) Collect the applications from the candidates by the specified deadline along with all supporting documents
- g) Obtain a date for interview from "Interview Team" and send notices to the applicants.
- h) Prepare an excel sheet (format will be provided by SSC) with all the information collected from the applications.
- i) Send the spreadsheet to SSC members.
- j) Keep the original applications in a marked box file "Scholarship Applications – 200X"
- k) Get the spreadsheet as reviewed by SSC and pass it on to "Interview Team" for interview
- l) Collect the spreadsheet from "Interview Team" after the interview with recommendations and forward it to SSC.
- m) Respond to all alumni regarding the alumni scholarship program.
- n) Prepare a formal "Invitation Card".
- o) Invite press to cover the function.
- p) Send invitation to all concerned (BESU faculty members, students' union representatives, departments in BESU, alumni chapters, local Govt. authorities, etc.).
- q) Acknowledge receipt of each cheque/draft with a note of thanks from GAA Secretary.
- r) Make all required arrangements for distribution ceremony in consultation with concerned BESU departments/staff.
- s) Make copies of the press article (prepared by SSC) and distribute them to the attending journalists.
- t) On completion of the ceremony, inform SSC and Chapters about the ceremony and the highlights through e-mail.

- u) Publish the article and any news items published in the local newspaper in the alumni website.
- v) Collect contact information and comments from the Scholarship recipients and forward them to their respective sponsors and SSC.
- w) Maintain a Scholarship file for each year with separate folders of each recipient. Keep updating the records based on any communication between the sponsors and the recipients, copies of academic mark-sheet, certificates (if any), etc.

#### 5.5 BESU Alumni Chapters in India & Abroad

- a) Chapter has the right to set some independent criteria of selecting candidates for scholarships they fund.
- b) Each participating Chapter should nominate at least one authorized representative, who will be their focal point and member of SSC and represent his/her batch/chapter to the SSC to set the criteria
- c) Chapter should follow the general consensus of SSC on common issues and all disagreement should be solved amicably with good team spirit. However in highly unlikely cases of extreme dispute, any chapter has the right to withdraw from the Scholarship programme. Regarding dispute resolution, GAA Executive Committee will have the final say based on GAA published bye-law for any dispute.
- d) Chapter representatives to select students based on criteria set by their own Chapter and from the list prepared by BESU Team.
- e) Each Chapter Representative is responsible to raise funds among his/her batch-mates or in his/her chapter and transfers to GAA.
- f) Each Chapter Representative serves voluntarily for 3 years unless the local chapter/batch replaces him/her or SSC proposes replacement to the Chapter due to the non-involvement of the representative or the Chapter Representative recommends an alternative person on account of his/her non availability.