

GAABESU Scholarship Process Document

(GAABESU Executive Committee approved on 01 November 2014)

1.0 OVERVIEW

This document describes the “process” to be followed in awarding scholarships annually, funded by the alumni community worldwide to the undergraduate students of IEST, Shibpur (formerly known as BESU /BECDU/BEC). In future, it may be extended to the PG and PhD students as well.

This document should be used as an administrative guideline for IEST, Shibpur alumni bodies / chapters worldwide, global alumni association executive committees / sub-committees / offices and scholarship donors. This document is not meant to be distributed to the prospective applicants.

2.0 TERMINOLOGY & ABBREVIATIONS

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

IEST:	Indian Institute of Engineering Science and Technology, Shibpur and its administration. This institute was formerly known as Bengal Engineering & Science University, Shibpur (BESU), Bengal Engineering College Deemed University, Shibpur (BECDU) and Bengal Engineering College (BEC) still prior to that.
Chapter(s):	IEST/BESU/BECDU/BEC 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” who become focal points of respective chapters.
GAABESU:	Global Alumni Association of BESU (now IEST), represented by elected committee members (ad-hoc or otherwise, as applicable).
GAABESU Office:	Staff of GAABESU office in IEST campus.
Interview Team:	Representatives from IEST administration (Dean, Registrar, Finance Office, Controller of Examiner, Head of Department, Senior Faculty members, etc. as nominated by the Director of IEST) and GAABESU Scholarship Sub-committee and/or Executive Committee members present in Campus
Scholarship(s):	Scholarships funded by the worldwide alumni of the Institute for the needy students currently enrolled in IEST. The process is organized by the GAABESU in co-ordination with the IEST administration.
SSC:	Scholarship Sub-committee & its members as appointed by GAABESU.
JEE:	Joint Entrance Examination

3.0 ROLES & RESPONSIBILITIES

This section details the roles and responsibilities of GAABESU, IEST, SSC, GAABESU Office, Chapters & their representatives in 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 activities not mentioned below, for the successful implementation of the Programme.

3.1 Global Alumni Association of BESU (GAABESU)

- a) Invite Chapters to take part in the Scholarship Programme and submit names of the nominated representatives to the SSC.
- b) Form a new SSC or validate the existing SSC
- c) Open and maintain a separate Scholarship account.
- d) Inform IEST officially about the scholarship program for the year.
- e) Inform IEST about the final list of scholarship recipients and finalize a date, time & venue for “GAABESU Scholarship Distribution Ceremony – 20XX”.
- f) Distribute cheques/drafts to scholarships recipients at the “GAABESU Scholarship Distribution Ceremony – 20XX” in co-ordination with the IEST administration.

3.2 Indian Institute of Engineering Science and Technology, Shibpur (IEST)

- a) Review Scholarships proposal from GAABESU and comment (if any).
- b) Provide necessary administrative support to GAABESU in making the alumni scholarship programme successful.
- c) Director / representative to address alumni community worldwide on the Scholarship programme (to be published in the alumni website)
- d) Authorize the GAABESU Office to distribute notices to departments & hostels and to collect the applications from the candidates.
- e) Authorize representative(s) to be part of the “Interview Team” to verify the documents of all scholarship applicants interviewed.
- f) The team to verify the documentation prepared by the GAABESU office and forward its recommendations to the SSC through GAABESU Office.
- g) Receive the final list of the Scholarships recipients from GAABESU.
- h) Allow GAABESU to hold “GAABESU Scholarship Distribution Ceremony – 20XX” as per proposed date, time & venue in IIEEST campus.
- i) Attend “GAABESU Scholarship Distribution Ceremony – 20XX” and distribute the cheques/drafts to the Scholarships recipients in the ceremony in co-ordination with the GAABESU.

3.3 Scholarship Sub-Committee (SSC)

- a) SSC is one of the sub-committees appointed by the GAABESU Executive Committee to manage Scholarship Programme as per this document.
- b) SSC shall coordinate with the GAABESU Office and other sub-committees necessary to run a successful Scholarship programme.
- c) To be eligible for SSC membership, a candidate must be nominated by any Chapter, or by the IEST administration, or an elected GAABESU Executive Committee member, or an individual

- alumnus of this Institute sponsoring at least one full Scholarship on individual capacity. However GAABESU has the final right to accept or reject any person in consultation with the existing SSC.
- d) Define and amend the scholarship awarding process from time to time as required.
 - e) Form and maintain an e-group for communication and discussion.
 - f) Two IEST/BESU/BECDU/BEC alumni members amongst the SSC will be selected/elected as:
 - **SSC Chairman:** GAABESU life member, present/former faculty of the Institute, residing in Kolkata
 - **SSC Global Coordinator:** GAABESU life member, an elected representative of any Chapter outside India, residing abroad
 - g) 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. Global Coordinator should prepare an amendment to the original proposal, if required, but it should be acceptable to most of the members.
 - h) SSC prepares a strategy to distribute “Admission Grants” for prospective IEST students. SSC nominates a team (preferably from existing IEST students who were scholarship recipients in the previous year) to put up a stall at the JEE counseling centre with GAABESU Admission Grant application forms and explain the application process.
 - i) Declare the amount and number of alumni scholarships for the academic year starting in July of the year.
 - j) Prepare application forms and all supporting documents and formats, as required.
 - k) Receive filled-in spreadsheet data of candidates from GAABESU Office and review the same.
 - l) Prepare the list of scholarships recipients based on special criteria stated by each Chapter and also recommendations from IEST.
 - m) Announce the list of scholarships recipients at the GAABESU website.
 - n) Co-ordinate with the Chapters and inform them to transfer funds.
 - o) Issue revised Scholarships list, based on any additional fund from chapters.
 - p) Finalize and issue the list of awardees for the distribution ceremony.
 - q) Draft a press release and forward it to the GAABESU Office.
 - r) Prepare a comprehensive report on the Scholarship programme of the year to be posted on the GAABESU website (www.becollege.org).

3.4 GAABESU Office in IEST Campus

- a) GAABESU Office checks the JEE counseling dates & venue and advises SSC.
- b) Provide assistance to the SSC as required, in organizing a team (preferably from existing scholarship recipients studying in IEST) to put a stall at the counseling centre with GAABESU Admission Grant application forms.
- c) Obtain the announcements and application forms from SCC.
- 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 the GAABESU 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) Tabulate (format will be provided by SSC) all the information collected from the applications in Excel form.
- i) Send the tabulation to the SSC members.
- j) Keep the original applications in a marked box file "Scholarship Applications – 20XX"
- k) Get the spreadsheet as reviewed by the SSC and pass it on to "Interview Team" for interview
- l) Update the spreadsheet with the recommendations from the "Interview Team" 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 (IEST faculty members, students' union representatives, departments in IEST, alumni chapters, local Govt. authorities, etc.).
- q) Acknowledge receipt of each cheque/draft with a note of thanks from GAABESU Secretary.
- r) Make all required arrangements for the scholarship distribution ceremony in consultation with concerned IEST 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.

3.5 Alumni Chapters / Batches 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, GAABESU Executive Committee will have the final say based on GAABESU published by-law for any dispute.
- d) Chapter representatives to select students based on criteria set by their own Chapter and from the list prepared by IEST Team.
- e) Each Chapter Representative is responsible to raise funds among his/her batch-mates or in his/her chapter and transfers to GAABESU.
- 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.

4.0 PROCESS SEQUENCE & TARGET DATES

In order to manage the scholarship program in **each academic year**, the following dates should be used as guidelines.

- 4.1 **June 15** – SSC prepares a strategy to distribute “Admission Grant” for prospective IEST students. GAABESU Office checks the JEE counseling dates & venue and advises SSC.
- 4.2 **July 01** – SSC nominates a team (preferably from existing scholarship recipients in IEST) to put up a stall at the JEE counseling center with GAABESU “Admission Grant” application forms.
- 4.3 **September 15** – SSC declares the amount and number of alumni scholarships for the academic year starting in July of the same year, prepares and/or updates application forms and all supporting documents and formats as required.
- 4.4 **October 01** – SSC sends notification to all past donors & batch/chapter/group representatives to confirm their interest to continue funding for the current academic year (except perpetual scholarships)
- 4.5 **October 15** – SSC obtains commitment from donors & representatives. Accordingly finalize the number of Scholarships & Book Grants to be announced in that Academic Year. SSC also confirms whether IEST Scholarship programme already commenced. As a policy GAABESU Scholarship programme shall commence only after substantial completion of IEST Scholarships (e.g., completion of interviews).
- 4.6 **November 01** – GAABESU officially informs IEST about the number of Scholarships for the year. GAABESU Office submits all related documents to IEST, as developed by SSC. GAABESU Office will upload the scholarship notice and application forms at the alumni website. Meanwhile SSC advises all participating Chapters / Batches / Donors to send funds to GAABESU.
- 4.7 **November 15** – IEST circulates notices to all the departments & hostel notice boards, and makes application forms available at the Scholarship Section, IEST. One can also download the application forms from the GAABESU web site.
- 4.8 **December 01** – Chapters transfer funds to GAABESU either by cheque/draft payable to GAABESU or to individual students. GAABESU Office acknowledges receipt of each cheque/draft with a note of thanks from the Secretary, GAABESU.
- 4.9 **December 15** - GAABESU Office collects the applications and related papers from the applicants, tabulates (SSC designs the format) with all the information collected from the applications. GAABESU Office then sends the tabulation to the SSC members. The ‘recommendations’ column is left blank and kept for interview board to record.
- 4.10 **January 01** - SSC finalizes the interview dates. Accordingly GAABESU Office sends notices to the applicants for interview. Original applications are filled-in by the GAABESU Office and produced to Interview Team for the interview of the candidates.
- 4.11 **January 15** – All scholarship applicants are interviewed and submitted documents are verified by a team from IEST administration (Dean, Registrar, Finance Office, Controller of Examiner, Senior

Faculty and GAABESU SSC members present in Campus). The team also verifies the excel sheet prepared by GAABESU office and sends their recommendation to SSC through GAABESU Office.

- 4.12 February 01** – SSC prepares the list of scholarships awardees based on the special criteria stated by each chapter/batch from the list received from IEST. List circulated to all Donors / Chapters / Batches for selection of the candidate. The candidates will be allocated against each scholarship by Global Coordinator based selection from SSC members. Should same candidate is selected by two (or more) SSC members, allotment will be made who reported first in SSC. In that case the concerned SSC member will be advised to select an alternate candidate.
- 4.13 February 15** - The list of recipients for that year is finalized and published in the GAABESU website. GAABESU informs IEST about the final list of Scholarships recipients and announce a date & venue for “GAABESU Scholarships Distribution Ceremony – 20XX”. GAABESU Office sends invitations to all concerned (IEST faculty members, departments in IEST, alumni chapters, etc.).
- 4.14 February 28** – GAABESU in co-ordination with IEST distributes the cheque/draft to the scholarship awardees in a “GAABESU Scholarship Distribution Ceremony – 20XX” and makes all required arrangements for the ceremony. On completion of the ceremony, GAABESU informs SSC and Chapters through e-mail about the ceremony and the highlights.
- 4.15 March 15** – SSC prepares a comprehensive article on the Scholarship programme of the year along with photographs of Scholarship Distribution Ceremony and publishes in the alumni website.
- 4.16 March 31** – GAABESU Office collects the contact information and comments from the Scholarships recipients and forwards them to their respective sponsors and SSC. GAABESU 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.

5.0 SCHOLARSHIPS & GRANTS AMOUNT

- 5.1 Admission Grant** – Admission grant of **Rs. 25,000/-** will be given to a financially challenged student who plans to attend IEST. In special cases, SSC may increase this amount up to the actual admission fee charged by the IEST.

On receipt of the application from GAABESU Office, SSC will confirm the candidate within 2 working days whether his/her application is successful and the grant amount.

The grant will be given to the prospective student only if he/she joins IEST and the applicant has to submit the copy of IEST payment receipt as a proof.

- 5.2 Scholarship** – A full scholarship amount will carry **Rs. 12,000/-** per student per year payable net at GAABESU account. Partial scholarship is normally not accepted, however joint sponsorship can be proposed.
- 5.3 Book Grant** - Other than scholarships, there is a provision of “Book Grants” to help comparatively less needy students. The amount is **Rs. 2,000/-** per grant per student per year. Book grants can also be sponsored by a Chapter or an individual alumnus.

6.0 SCHOLARSHIP FINANCING

Chapters or individual alumnus/alumna of IEST / BESU / BECDU/ BEC can sponsor one or more scholarships or grants to the existing undergraduate students of IEST. The financial management shall be carried out in a most transparent way by SSC, represented by all the contributing Chapters. GAABESU should maintain a separate scholarship account that can receive any donation to the scholarship program.

6.1 Chapter Contributory Scholarships - Each chapter or batch or group may collect donations from its members to raise funds for one or more scholarships. Normally these scholarships are announced with the name of the sponsoring chapter, unless specifically mentioned otherwise (e.g., dedicated in the memory of someone, some major event, etc.)

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 GAABESU scholarship account. Please see "Payment Procedure" section of this document for fund transfer details.

6.2 Individual Sponsored Scholarships – Each alumnus/alumna 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.

6.3 Memorial Scholarships - It is quite common that the sponsoring alumnus/alumna 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/alumna 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).

6.4 Perpetual Scholarships – A donation in foreign currency of **US\$ 3500.00** from an individual or a chapter or a batch to US Scholarship Fund would enable to name a scholarship on a perpetual basis. Similarly a donation of **Rs 1,50,000/-** to GAABESU in India will enable to name a scholarship on a perpetual basis from the interest of the bank fixed deposit (amount to be reviewed by SSC time to time based on prevalent market rates).

In general once the donor has disbursed one time fund for the Perpetual Scholarship as per prevalent rate & amount, he/she does not have to pay in future for any additional funding, irrespective of market fluctuations.

In case individual scholarship amount is increased in future, SSC may combine the perpetual scholarship with any other scholarship / grant, so that individual students get the full scholarship amount as per published criteria and amount that year.

7.0 APPLICANT'S ELIGIBILITY & MINIMUM REQUIREMENTS

7.1 The applicant must be a current IEST undergraduate student with good academic record. Normally each scholarship requires a student to have **67% marks** or first class for the **previous academic year**. If the applicant is a first year student of IEST, he/she needs to have first division marks in the last public examination (Higher Secondary or equivalent).

Attested copies of mark sheets of all previous semesters/years (HS mark sheet and JEE Rank for first year students) must be submitted along with the application.

7.2 Applicant's **annual family income** not to exceed **Rs. 2,00,000/-** (Rupees Two Lakh only).

All applications must be submitted along with a valid income certificate (not more than 3 months old) showing the gross annual family income of the applicant. Without this certificate application will be rejected.

Acceptable income proof documents are:

- Income certificate from the employer of the Parent/Guardian (if employed)
- Income tax return certificate from Govt. Income Tax department (if a tax payer)
- Letter from an Elected Peoples' Representative (Centre / State Minister, MP & MLA only) on official letterhead (if not employed & not a tax payer)
- Letter from Govt. Civil Service Officer (DM, SDO, BDO, etc) on official letterhead (if not employed & not tax payer)

7.3 In case applicant's annual family income is very low (less than Rs. 50,000/-), he/she can also apply for Scholarship, even if the marks obtained in the last academic year is less than 67%, as specified in 7.1 above. SSC may consider providing some financial assistance (say, half scholarship, book grant, etc.) to the candidate on the basis of need (not academic record). However in case the student is already getting financial support from any Govt. scheme (e.g., full college fee waiver for the student from below poverty line, etc.) the student will not be entitled for anymore scholarship from GAABESU.

7.4 **Scholarships Award Criteria:** In general the following criteria will be applied by SSC while awarding a scholarship.

Marks Obtained	Annual Family Income in Rs.		
	1 Lakh – 2 Lakh	50,000 – 1 Lakh	Less than 50,000
More than 80%	Double Scholarship	Double Scholarship	Double Scholarship
67% to 80%	Single Scholarship	Single Scholarship	Double Scholarship
Less than 67%			Half Scholarship

The amount of scholarships mentioned above:

Double Scholarship =	Rs. 24,000 per student per year
Single Scholarship =	Rs. 12,000 per student per year
Half Scholarship =	Rs. 6,000 per student per year

NOTE: Donors have the final say in increasing the scholarship amount or relax the criteria of the scholarship(s) sponsored by him/her.

7.5 Applicant does not receive full IEST expenses from any other source. In case he/she is receiving any financial assistance that must be declared. He/she will be entitled for GAABESU Scholarship, provided total scholarship money should not exceed the yearly expenses at IEST.

7.6 No disciplinary action had been taken against the applicant in IEST.

- 7.7 Applicant understands that the scholarship is given on a yearly basis. The applicant should apply afresh if he/she is looking for scholarship in the subsequent year(s). Getting the scholarship for a particular year may not influence the decision in subsequent years.
- 7.8 Applicant agrees that the scholarship money is to be used towards his/her educational expenses only. He/she shall be fully responsible for maintaining his/her accounts regarding usage of the fund received. Donor of the scholarship has the right to ask details of accounts any time and the recipient has to furnish the same immediately.
- 7.9 'No show' by the applicant during any scholarship interview by notified date & time and/or scholarship distribution ceremony, shall automatically lead to rejection of the scholarship, even if the name is published by GAABESU on notice board/website. Should there be any valid reason for absence on specified date, it shall be informed to GAABESU Office in advance and by written application, for consideration.
- 7.10 SSC does not discriminate applicants based on gender, race, religion, caste, political affiliation, medical history, family background, domicile state, nationality, etc. However scholarship specific criteria (see below) will apply during the selection process.
- 7.11 **Scholarship Application Form:** A sample Scholarship Application Form is furnished at the Appendix of this document

8.0 SCHOLARSHIP PAYMENT PROCEDURE

8.1 Summary of Payment Options

Receiving Currency	Finance Source (Country)	Mode of Payment	Receiving Account	Income Tax Benefit
INR	India	Cheque/Draft/Cash	GAABESU	YES for Indian tax payers and NO for the rest.
INR	India	Debit Card/Credit Card/Direct Debit from Bank	State Bank Collect www.onlinesbi.com	YES for Indian tax payers and NO for the rest.
USD	Outside of India	Cheque/Draft/Cash	GAABESU Shibpur Foundation USA	YES for US tax payers (except emergency fund) and NO for the rest.
USD	Anywhere including India	Debit Card/Credit Card	PayPal maintained by GAABESU Shibpur Foundation USA	YES for USA tax payers (except emergency funds) and NO for the rest.
INR	Outside of India	Online transfer with SWIFT or IFSC code	GAABESU_FC Account	NO tax benefits for donors

8.2 Online payment through direct debit from bank account, Debit/Credit Cards, or Cash for remittances made in Rupees

GAABESU has streamlined Online Payment Collection System through the State Bank of India (SBI). Payments to GAABESU for any approved purpose can be made using ANY of the following modes:

- a) Direct debit from any Indian bank account (account maintained in Rupee and NOT in any foreign currency)
- b) Using and Indian Debit or Credit Card.
- c) Cash deposit at any counter of SBI branch. The person making remittance needs to generate a challan through this portal and use that challan to deposit cash at any SBI branch.

Step by step process

1. Go to www.onlinesbi.com
2. Click on the tab 'State Bank Collect'
3. Accept terms and conditions and then click 'Proceed'
4. Select State of Corporate/Institution- 'West Bengal' from the drop-down list
5. Select Type of Corporate/Institution- 'Others' from the drop down list
6. Select 'GAABESU' from the drop down list. A page with GAABESU name and logo will appear.
7. Select category- 'Membership or Donation'
8. Enter all personal information in the Form that would pop up. Then select the Purpose of Payment. NOTE: Please choose from "Scholarship or Award" from the options. For remittance by non-alumni put "NA" into the fields asking for year of passing, branch, degree etc.
9. Enter the amount to be paid and then proceed.
10. Review the information.
11. Select the preferred payment options - direct bank debit/debit card/credit card/cash payment at SBI branch etc. A small service charge applies for each of the modes of payment.
12. Make payments. Thank You.

8.3 Payment in Indian Rupees by Cheque / Demand Draft

Please issue the cheque infavor of "GAABESU". Mention Donor's name and Scholarship/ Award title at the back side of your cheque / demand draft. Send your cheque / demand draft by speed post, registered air mail, courier or hand deliver to GAABESU office at the following address:

**Chairman, Scholarship Sub Committee
GAABESU, University Guest House
Indian Institute of Engineering Science and Technology, Shibpur
Howrah-711103
WB, India**

8.4 Payment in USD from USA

Please make your cheque/draft payable to "GAABESU Shibpur Foundation USA" and mail your cheque/draft to:

GAABESU Shibpur Foundation USA
45 Deerfield Rd
Morganville, NJ 07751, USA

You can also pay using your credit card. Information is available at <http://www.becollege.org>

8.5 Remittances in foreign currency from other countries

Any remittance to GAABESU in foreign currency can be made to the following designated account using bank wire transfer facility:

A/C Name: GAABESU- FC
A/C Type: Current Account
A/c Number: 1532050000550
Bank: United Bank of India
Branch: BESUS Branch
Address: B E College Campus, Shibpur; Howrah 711 103; INDIA

For online transfer:

- Swift code for electronic transfer: UTBIINBBOBC
 - IFSC Code for UBI, BESUS branch: UTBI0BUSF63 (5th letter stands for zero).
- Please mention your personal details and name of the Scholarship / Award for the remittance, while making the wire transfer and also inform the GAABESU office by e-mail or telephone.

8.6 Contact details of GAABESU for follow-up:

GAABESU Office, University Guest House
Indian Institute of Engineering Science and Technology, Shibpur
Howrah-711103, WB, India

Email: gaabesu@gmail.com

Telephone: +91-33-2668 7436 and +91-33-2668 4564

8.7 Tax Exemption Certificate in INDIA

Tax exemption certificate under 80G in India will be issued by GAABESU Office in the name of the person or the organization who transferred / deposited the fund for any donation for Scholarship / Award to GAABESU account. The certificate will be issued by GAABESU on the total amount deposited and a scanned copy will be sent to the donor by e-mail.

8.8 Tax Exemption Receipt in USA

All payment in US\$ to "B E College Alumni Scholarship Fund" is eligible to receive 501(c) income tax benefit for donors in the USA. GAABESU appointed USA Scholarship team will issue 501(c) tax exempt receipt to all qualified Donors.

Application for GAABESU Scholarship

*Please affix
recent passport
size photograph here
(preferably colour)*

Personal Information**Name of Applicant** (To be filled in CAPITALS):Mr./Ms. _____
Full Name

IEST Registration Number _____ Date of Birth (dd/mm/yyyy): ____/____/____

Home Address: _____

Phone/Mobile (if any): _____ E-mail (if any): _____

Address in IEST Campus: Hostel#/Hall _____ Room No. _____

Name of Parent/Guardian:Mr./Ms. _____
Full NameHome Address: _____

Phone/Mobile (if any): _____ E-mail (if any): _____

Gross family income per year: Rs. _____ Number of members in the family: _____

Source of income (Occupation): _____

Number of applicant's brother(s)/sister(s) studying in college: _____ in school: _____

Number of applicant's brother(s)/sister(s) receiving financial aid in college: _____ in school: _____

Scholarship Application for Academic Year: 20 - 20

Department _____, Current Semester/Year _____, JEE Rank & Year _____,

Applicants from 1st year: HS Marks (%) & Year _____, Secondary Marks (%) & Year _____,**Applicants from 2nd year & above:** (write "NA" if not applicable) 1st Year/Semester Marks (%) _____,2nd Year/Semester Marks (%) _____, 3rd Year/Semester Marks (%) _____,

Are you receiving any scholarship or financial assistance for the current academic year (Yes/No)? _____

If yes, write name and amount of scholarship (per year): _____

Have you ever been disciplined/ suspended from the Institute (Yes/No): _____

If yes, please state when and why: _____

NOTE: GAABESU Scholarship donors encourage voluntary activities and expect each recipient of the scholarships to do some work on a voluntary basis either with NGOs, local community, etc. or help others (non-monetary help, e.g., blood donation), teach the illiterates, etc. Please write down your present involvement in such voluntary activities and what you plan to do this year (subject to review by GAABESU at the end of the current year). Use a separate sheet for this write-up, sign with your name & date and attach the same with this application. (*Compulsory - otherwise the application will be rejected*)

Declaration by the Applicant & Parent

We hereby voluntarily declare that:

- We have read and agreed to the selection criteria for the Scholarship.
- We have provided correct information in this application.
- We agree that we will be held liable to return the full/partial scholarship amount if we provide false information.
- We authorize Global Alumni Association (GAABESU) or their representative to verify information provided by us if required.
- We understand that the **maximum** yearly household income for the eligibility of this scholarship is **Rs.2,00,000/-**.
- We authorize GAABESU to publish our scholarship information on their website and in the news media.
- We certify that we will use the fund for educational purposes only.
- We understand that, if selected, the applicant may have to work for 5-10 hours/month assisting activities of GAABESU. (Details will be provided by GAABESU Office)
- We understand that, it is the sole responsibility of the applicant to check GAABESU Office Notice Board regularly and be aware of any change in date/schedule of any Scholarship related event or content of any notice / list.
- We understand that, 'No Show' by the applicant without prior written application, during any scholarship interview by notified date & time and/or scholarship distribution ceremony, shall automatically lead to rejection of the scholarship.

Applicant's Signature & Name

Date

Parent/Guardian's Signature & Name

Date

To be filled in by Head of the Department

I certify that the applicant is a _____ year, student in _____ department of IEST. I have also verified the academic record of the applicant as mentioned in the academic section of this application and found it to be true.

Signature of Head of the Department - IEST

Date

To be filled in by PICSA/Dean, Student Affairs

I certify that no disciplinary action has been taken against the applicant for violation of IEST rules.

Signature of Dean/PICSA - IEST

Date