



LADY IRWIN COLLEGE
UNIVERSITY OF DELHI

SOP for Scholarship Committee,
Lady Irwin College
University of Delhi

Objectives:

1. Promote Educational Opportunities: To provide financial assistance to deserving students, enabling them to pursue their education without financial constraints.
2. Recognize Merit and Talent: To acknowledge and reward students who exhibit exceptional academic performance, leadership skills, and extracurricular achievements.
3. Support Underprivileged Students: To ensure equitable access to scholarships for students from economically weaker sections and marginalized communities.
4. Encourage Diversity: To foster an inclusive academic environment by offering scholarships across various categories, such as academic merit, sports, cultural activities, and financial need.
5. Maintain Transparency: To establish a fair and transparent scholarship selection process, ensuring that all eligible students have equal opportunity to apply and be considered.

Procedures:

1. Scholarship Announcement:
 - A notice for available scholarships is issued on the college notice board and official website.
 - The notice includes details on eligibility, application deadlines, and the categories of scholarships available.
2. Application Process:
 - A standard scholarship application form is distributed among students.
 - Students are required to fill out and submit the form along with necessary supporting documents, such as academic records, proof of financial need, or any other relevant certificates for verification.
3. Screening and Shortlisting:
 - After the submission deadline, the Scholarship Committee screens all applications.
 - Shortlisted candidates are identified based on the specific eligibility criteria for each category of scholarship.
4. Interview and Evaluation:
 - Shortlisted students are called for interviews with the Scholarship Committee.
 - Candidates are evaluated on various factors such as academic performance, financial need, extracurricular achievements, and their responses during the interview.
5. Selection and Approval:

- Based on the interview and assessment, the Scholarship Committee finalizes the list of selected students for each scholarship category.
 - The final list is reviewed and approved by the College Director.
6. Notification of Results:
- The approved list of scholarship recipients is displayed on the college notice board and published on the official college website.
 - Successful candidates are notified individually, and they are required to complete any further formalities to receive the scholarship.

Scholarship Committee Members:

1. Scholarship Committee Convenor, members, bursar, hostel warden.
2. Staff Advisors: Faculty members who advise and assist in the screening and selection process based on the specific scholarship criteria.
3. Department Incharges: Representatives from various academic departments who help assess candidates from their respective departments and ensure fairness in the selection process.
4. Staff Council Secretary.