

## POLICY AND PROCEDURES FOR SCHOLARSHIP AWARDS

Padmashree Bhausaheb Vartak College, Virar abides by the regulations and customary administrative practices described in the Scholarship Administrator's Resource Guide published by Maha DBT and Joint Director Higher Education Kokan Department Panvel.

### Award Procedure

College administers programs for a number of categories, including OPEN (Minority), OBC, SC, and ST by means of Maha DBT scholarships to admitted students. Every detail on scholarships offered each year can be accessed on the website [www.scholarships.gov.in](http://www.scholarships.gov.in), and students receive information about their eligibility in the college prospectus.

#### 1. Student notification

A staff member from Maha DBT notifies all students of available scholarships at an appropriate time in the odd and even semesters when the date is released by the administration, in both formats (i.e., by paper notification distributed in every class). And you'll learn that each class's WhatsApp group is sharing a PDF. This notification comprises information regarding the scholarship's name, website, category, eligibility requirements, and application/document requirements.

#### 2. Scholarship accounts

The college assists students in opening bank accounts in accordance with the guidelines set forth in the Maha DBT circular and in joining the Director of Higher Education Kokan Department in Panvel. Which asks students to choose an appropriate bank account from a drop-down menu. The chosen bank must have a valid IFSC CODE, and the account must be in operable or active mode beneath the student's name.

#### 3. Number of awards and award amount

The value of each scholarship is determined by the course taken and the category the student falls under; SC, ST, and OBC categories receive larger scholarships than Open (Minority). Depending on the course that the student has chosen, the prize amount is shown on their account. Consists of maximum awards for school fees, testing fees, and other

#### 4. Scholarship eligibility requirements

The guidelines for each scholarship's eligibility are laid out in a Maha DBT joint circular and higher education director Kokan department Panvel. Students are informed in writing as well as verbally of the qualifications for each scholarship when it is offered.

#### 5. Application requirements

When new scholarship opportunities arise, notifications are issued to the relevant student class and WhatsApp group. Applications and the deadline for submission of any relevant documents or supplementary materials are informed. An application website, proof that the applicant is a member of a certain professional organisation, such as a letter or letters of reference, are a few examples.

#### 6. Applications

The administrative staff member of the college gathers all applications and accompanying documents, checks them for accuracy both online and offline, and ensures that each application is complete. Complete applications are sent to the principal for additional review.

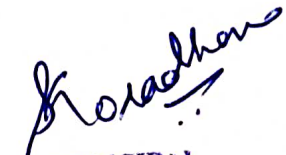
## 7. Application Approval

Final evaluation and review are conducted at the principals' desk following the conclusion of the application verification procedure from clerk level to principle, and final approval is granted. The department is then sent all of the confirmed student applications for the award announcement.

## 8. Scholarship disbursement

After the end of the academic year, the department conducts a final review and deposits the scholarship award amount into the student's bank account, notifies the student through SMS / WhatsApp Message.



  
I/C PRINCIPAL  
Agashi Virar Arnala Education Society's  
Padmasree Bhausaheb Vartak College of Commerce  
Virar (E)