1. **Purpose**

a. To fulfill Pakistan Medical and Dental Council (PM&DC) directions to award merit and need based scholarships to students according to the following criteria: -

i. Management Session

Q-23: "Does the budget have resources for financial support of students, with minimum 5% deserving students with good academic record determined by scholarship awarding committee getting 25% discounts?"

ii. Student session

Q-3: "Does the policy have clearly defined criteria for scholarships/bursaries?"

Q-4: "Does the criteria include 5% of students getting 15% waiver on fee?"

b. This policy will cover merit as well as need-based scholarships. It will also address the institutional commitments and Board of Governors or Chairman's directions, if any.

2. **Categories for scholarships**

Ser#	Category	Definition	Remarks
a.	Merit based	It will be awarded to students who stand out in academic performance	• Best graduate in convocation ceremony. • Top three position holders in NUMS professional exams in remaining years.
b.	Need based	Those students who are in financial distress and are exhibiting good academic performance	• Students must apply for this category. • Necessary scrutiny would be undertaken as per criteria mentioned in application form. • The students belonging to category C whose parents are from grade 16 and below.
c.	Institutional/ Mandatory	Wards of serving employees of HIT employees, PMO,	The award of scholarship will be governed by policy

		NESCOM and any other if required	approved by the Chairman HIT board (Annex A).
		Wards of Shudah and war wounded	The award of scholarship will be according to GHQ guidelines (Annex B).

3. Composition of Scholarship Awarding Committee

a. **President:** Associate Dean

b. **Members**

(1) One faculty member (AP or above) each from basic, paraclinical and clinical sciences as required

(2) Relevant Class Teacher

(3) Representative from Finance Department

(4) Representative from Exam Cell

(5) Representative from Students' Affairs Department

c. The Committee will be notified annually by the order of the Principal.

4. Procedure

a. Establishment branch will notify the Scholarship Award Committee after getting approval of the Principal during the last week of December every year. Committee's tenure of duty will be from 1st of January to the 31st of December of the following year.

b. Exam Cell will notify and provide list of position holders to Students Affairs

c. Students Affairs department will convene the meeting of the Committee after:-

(1) Declaration of Professional Exam Results

(2) Receiving of applications for need-based scholarship

(3) Compilation of data as required for category C & D

d. Scholarship Award Committee will scrutinize the required data/information and recommend scholarship for each category

e. <u>Merit-Based Scholarship</u>

(1) The Scholarship cases shall be finalized within 2 months of result declaration.

(2) In case eligible students (on the same position) fall outside the 5% bracket, the amount of scholarship will be increased.

(3) Students who will migrate out to another medical college will be excluded from the merit list, regardless of their academic ranking.

(4) Students migrated to HITEC-IMS from NUMS affiliated colleges will be eligible for the scholarship on the basis of NUMS Annual Professional result.

(5) Students migrated from any other Institute (Not Affiliated with NUMS) will not be considered for the merit scholarship during the year of joining, however they will be considered after they appear in professional exam at HITEC-IMS

(6) Scholarship to eligible students of 1st, 2nd, 3rd and 4th year will be awarded as under:-

- Cross cheque in parent's name or
- As a fee waiver in next year fee voucher

(7) Scholarship for position holders in final professional exam will receive a cross cheque in parent's name at the time of convocation

f. Need-Based Scholarship

(1) Students Affairs Department will announce for submission of applications (Application form attached as Annex-C)

(2) Applications will be submitted by desirous students within 10 days after display of Annual professional examination results to the Students Affairs Department

(3) Scholarship Award Committee will carry out the academic and financial assessment of applicants and will make recommendations

(4) Scholarship/Financial assistance will be awarded in the shape of waiver in tuition fee.

g. Institutional/Mandatory Category

(1) Students' Affairs Department will collect required information from respective institutions such as NESCOM, PMO, HIT etc.

(2) Data will be scrutinized in the light of Annex-C and other relevant documents (MoU NESCOM & PMO).

(3) Scholarship/ Financial assistance will be awarded as waiver in tuition fee

h. Special Cases: Special cases, if any will be processed in accordance with the instructions of the Principal and fee rebate/waiver will be awarded in tuition fee

i. In case any student is eligible in more than one category, he/she will be awarded scholarship in only one category having maximum benefit for the student/applicant.

j. Students Affairs Department will prepare a detailed and comprehensive minute sheet encompassing all the categories. All Committee members will endorse those minutes

k. Minutes will be put up to the Principal for approval

l. Scholarship/financial assistance will be provided to respective students/applicants of all categories as approved by the Principal

m. Following students will be ineligible for the award of any scholarship in any of the categories:-

(1) Any student who was **detained including** HIT, PMO, NESCOM Wards & special case if any.

(2) Convicted in any **disciplinary case.**

(3) Having **attendance less than 75%.** Remedial classes attendance shall not be counted.

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ANNEX A

STUDENT SCHOLARSHIP APPLICATION FORM

A. Scholarship Information

Academic Year: ……

a) Type of Scholarship:
b) Merit-based
c) Need-based
d) Institutional
e) Special

B. Student Information

Full Name: _____

Father/Guardian Name: _____

Student ID/Roll No.: _____

Program/Class: _____

Year of Study _____

Date of Birth: _____ Gender: _____

CNIC No.: _____

Contact Number: _____

Email: _____

Present Address:

Permanent Address:

C. Academic Information

Academic Year/Level	Institution	Marks
Previous Qualification		
Current Academic Year		

Academic distinctions/awards, if any:

D. Family and Financial Information

Father/Guardian's Occupation: _____

Monthly Family Income: Rs. _____

Number of Family Members: _____

Number of Dependent Family Members: _____

Number of Siblings Currently Studying: _____

Number of Siblings in Professional/Higher Education: _____

Other Sources of Family Income:

Does the family have any major financial obligations?
☐ Yes ☐ No

If yes, please specify:

Do you currently receive any other scholarship/financial assistance?
☐ Yes ☐ No

If yes, provide details:

E. Need Based Scholarship

Reason for applying for the scholarship:

F. Supporting Documents

i. Please attach copies of the following, as applicable:
ii. CNIC/B-Form of student
iii. Parent/Guardian CNIC
iv. Latest academic transcript/result
v. Certificates of academic achievements
vi. Fee voucher
vii. Income certificate/salary slip
viii. Utility bill or other proof of residence
ix. Incometax return of last 2 year
x. Rental contractOwnership document of house/ business
xi. Evidence of financial hardship, if applicable
xii. Other supporting documents

G. Student Declaration

I hereby declare that the information provided in this application is true and complete to the best of my knowledge. I understand that any false or misleading information may result in cancellation of my scholarship. I authorize the institution/scholarship committee to verify the information provided in this application.
Student's Signature & date: _____

H. For Office Use Only

Application Received On: _____
Documents Verified: ☐ Yes ☐ No
Committee Recommendation:
☐ Recommended
☐ Not Recommended
☐ Waitlisted
Scholarship Amount Approved: Rs. _____Duration of Scholarship: _____
Remarks:Scholarship Committee Chairperson: _____
Signature: _____ Date: _____
Principal/Dean/Authorized Officer: _____
Signature & Official Stamp: _____