

	Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel		No.	AIKTC/SOP/CSFS/01
			Rev.	01
	STANDARD OPERATING PROCEDURE FOR CENTRE FOR SCHOLARSHIPS & FINANCIAL SUPPORT		Date	03/04/2023
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1. **PURPOSE:** To provide support for Scholarships from various Government Schemes.
2. **SCOPE:** All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.
3. **RESPONSIBILITY:** All concerned members of constituted CSFS.
4. **DEFINITION:** The purpose is to streamline all schools, departments and sections in terms of getting help from various scholarship schemes.
5. **ABBREVIATIONS:** AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus, CSFS-Centre for Scholarship & Financial Support.

6. **PROCEDURE**

- 6.1. The committee members are responsible for getting all the scholarship schemes that are available at the National & State level and giving awareness about the same to all school or department students so they can benefit from the various schemes
- 6.2. The committee members will organise a workshop on the scholarship awareness programme for newly admitted students at the start of the academic year, as soon as the admission process gets over.
- 6.3. The committee members, along with their department clerk, will scrutinise the application and documents on the scholarship portal.
- 6.4. The department clerk, along with the committee members, will guide and solve the students' queries.
- 6.5. The administration department will provide a dashboard of the number of students who applied for scholarships from the government so that real time updates and necessary follow-up can be taken at department level from the students who have not applied for scholarships.
- 6.6. The detailed procedure and notices for various scholarships should be updated on the college website.
- 6.7. All the statutory compliance should be done through this committee.

7. **TARGET**

- 7.1. Granting of maximum scholarship from the Government and other schemes.

8. **REFERENCES:**

- 8.1. MAHADBT portal <https://dbtworkflow.mahaonline.gov.in/>

9. **RECORDS**

- 9.1. Online Generated Reports

Center Controller

Director