

SOP : GRANT FOR PROFESSIONAL COURSES

Introduction

1. Bombay Sappers Association has undertaken various charitable endeavors to fulfill the objectives of the trust. One such venture is giving grant for higher education on merit cum means basis to children of JCOs/OR, who are members of The Bombay Sappers Association. The present scheme of GALHE (Grant against Loan for Higher Education), which was linked with education loan, is being terminated. A new scheme i.e **Grant for Professional Courses** is being implemented wef FY 2016-17. The new scheme has been de-linked from education loan and the amount of grants to be given have been enhanced. The SOP of this scheme is given in succeeding paragraphs.

Scheme : Grant for professional courses

2. The scheme envisages providing financial assistance to the wards of JCOs/OR serving/retired, who are members of The Bombay Sappers Association (including all widows of Bombay Sappers), to pursue professional studies. It has been observed that the fees required to be paid for higher education is very high and JCOs/OR find it difficult to manage this amount. To tide over this situation partially, it has been decided that the **BSA will give 'grant' amount based on duration of the course @ Rs. 10,000/- per year of course.**

- (a) For four year course - Rs. 40,000/-
- (b) For Three year course - Rs. 30,000/-
- (c) For Two year course - Rs. 20,000/-

3. An amount of Rs. 10,000/- will be paid initially and thereafter Rs. 10,000/- will be paid annually on receipt of progress report. All Scholarship holders should pass in all subject at the end of each academic year with an average of 50% marks/score or equivalent grade(s). If they fail to do so next installment of scholarship will be withheld.

4. If the student discontinues the course before completion (an unlikely event), for whatever reason, the grant given to the parent will have to be returned by him immediately (within two months from the date of discontinuation).

Procedure

5. The grant will be provided to meritorious and needy children of members of Bombay Sappers Association. The total grant amount will not exceed the budget allocation for "Grant for professional courses.

6. Preference for education grant will be given to wards who get admission in an institution affiliated to a Government Recognized University or should be a Government college.

7. Education grant will be given to the wards of Bombay Sappers for pursuing professional education such as Engineering, Medical, Management (MBA) and Hotel Management. However, discretionary powers rest with the Management Committee for allotting education grant for any other discipline/course.

8. It is necessary to make a merit list of all applicants since the applicants may be more than available vacancies. It is difficult to make a merit list in each stream due to the fact that qualifying examinations are conducted by many institutes and marks obtained in different institutes can not be compared. All students wanting to take advantage of education grant must appear in entrance exam conducted by reputed institutions in that field (refer table given below). It is not necessary for them to obtain admission in that institute. They may take admission in any other recognized institute, even if it is not covered by the entrance exam. The marks obtained in the entrance exam will form one of the parameters for selection. The discipline, number of vacancies and details of qualifying examination are given in the Table below:-

Ser No	Name of Discipline	No of vacancies per year	Mandatory Entrance Exam	Remarks
1.	Medical	2	NEET /AIPMT	
2.	Engineering	4	JEE(Main)	
3.	Management (MBA)	2	CAT	
4.	Hotel Management	2	NCHMCT/JEE	
Total		10		

9. 2nd Year Engineering/Medical Students : Children of BSA members/Widows of Bombay Sappers who are studying in 2nd year of Engineering & Medical Streams are also eligible to apply. This is to facilitate children who have taken admission directly in 2nd year engineering after completing a diploma in engineering and also those children who could not apply in time in first year Engineering/Medical due to delay in the admission process etc. However only a few vacancies will be allotted for this purpose depending on availability of funds in that financial year. A separate merit list will be made for 2nd year applicants, using the merit cum means matrix illustrated in Appx A, except that mark/grading obtained in first year or final year of diploma will be considered at para 4 (a) (i) and 4 (b) (i) of Appx 'A' in this case. The decision of BSA in allotting vacancies for this purpose will be final.

10. The JCOs/OR desirous of getting grant for his ward will submit an application as shown at Appx 'B'.

11. The sanction of grant will be on merit cum means basis, based on the recommendations of the Board of Officers (BOO) nominated by the BSA. The BOO will ascertain the merit as well as the need after detailed scrutiny and verification of the educational documents submitted by the applicant and his financial status depending on current employment and other sources of income, as declared by him. Guidelines for selection of candidates for the grant are given at Appx 'A'. A final merit list and recommended grant amount for each applicant will be drawn out by the BOO for obtaining the approval of the Vice Chairman. The Vice Chairman will, thereafter, accord his approval for disbursement of the grant.

Repayment

12. The BSA will give grant Rs. 10,000/- per year of course, as mentioned above. In case the child does not complete the course, for whatever reason, the JCOs/OR will have to return the grant amount. A format to that effect in the form of an affidavit is given at Appx 'C'. However, in exceptional cases, if the circumstances for not completing the course are beyond the control of the parent (e.g. death of or serious health problem to the child), the amount may be waived off by the permission of the Management Committee.

Application Form and Affidavit

13. The application form and affidavit will be completed by the BSA member applying for the financial assistance. (See Appx 'B' and 'C').

14. All application for '**Grant for professional courses**' should be sent immediately on obtaining admission in professional courses. **Last date of receipt of application in BSA office will be 15 Sept every year.**

Conclusion

15. All efforts will be made to finalise the Board Proceeding of this scheme by 15 Oct and transfer the grants to individuals bank accounts directly by 30 Oct of each year.

16. This SOP of Grant for professional courses will be reviewed every year for any changes to be made if required.

17. This SOP supersedes all previous SOPs and amendments of GALHE (Grant against Loan for Higher Education) issued till date.

SUGGESTED GUIDELINES FOR GRANT FOR PROFESSIONAL COURSES

1. The discipline, number of vacancies and details of qualifying examination are given in the Table below:-

Ser No	Name of Discipline	No of vacancies per year	Mandatory Entrance Exam	Remarks
1	Medical	02	NEET/AIPMT	
2	Engineering	04	JEE (Main)	
3	Management (MBA)	02	CAT	
4	Hotel Management	02	NCHMCT/JEE	

2. It is essential that the student has actually obtained admission in the discipline.

3. While deciding inter-se priority following points will be considered:-

- (a) Score obtained in the qualifying examination by the ward.
- (b) Average yearly income of last year as per declaration of the JCOs/OR.
- (c) Only one child of the JCOs/OR will be considered for grant.

4. It is difficult to evaluate ranking in each stream due to the fact that qualifying examinations are conducted by many institutes and marks obtained in different institutes can not be compared. All students wanting to take advantage of education grant must appear in entrance exam conducted by reputed institutions in that field (as given in para 1 above). It is not necessary for them to obtain admission in that institute. They may take admission in any other recognized institute, even if it is not covered by the entrance exam. The marks obtained in the entrance exam will form one of the parameters for selection. A merit list will be made for each discipline as shown below:-

(a) **Medical**

- (i) Take score of entrance exam of NEET/AIPMT.
- (ii) This score will be loaded with other factors to get final score.

(b) **Engineering**

- (i) Consider percentage of marks obtained in JEE (Main).
- (ii) This score will be loaded with other factors to get final score.

(c) **Management (MBA)**

- (i) Consider percentage of marks obtained in CAT.
- (ii) This score will be loaded with other factors to get final score.

(d) **Hotel Management**

- (i) Consider percentage marks obtained in JEE/NCHMCT (National Council of Hotel Mgmt & Catering Technology).
- (ii) This score will be loaded with other factors to get final score.

5. A sample matrix is given for engineering stream at Annex 1. Similar matrix is made for each stream separately to arrive at merit list in that stream.

8. **Final Weightage Matrix for selection (FWM)**

Attributes		Marks Obtained	Financial Status	Total	Rank Order
Samples					
AWC		.666	0.333	1	-
L	SWC	2/21	1/21		-
	Product	$2/21 \times .666 = 0.064$	$1/21 \times .333 = 0.0158$	0.0798	VI
M	SWC	1/21	5/21		-
	Product	$1/21 \times .666 = 0.032$	$5/21 \times .333 = 0.0790$	0.111	V
N	SWC	4/21	3/21	-	-
	Product	$4/21 \times .666 = 0.126$	$3/21 \times .333 = 0.0476$	0.1736	III
O	SWC	3/21	4/21		-
	Product	$3/21 \times .666 = 0.095$	$4/21 \times .333 = 0.0632$	0.1582	IV
P	SWC	5/21	6/21		-
	Product	$5/21 \times .666 = 0.158$	$6/21 \times .333 = 0.095$	0.253	I
Q	SWC	6/21	2/21	-	-
	Product	$6/21 \times .666 = 0.19$	$2/21 \times .333 = 0.0317$	0.2217	II

9. **Final Merit list will be as under :**

- (a) Prem Kumar - I
- (b) Qureshi - II
- (c) Narendra - III
- (d) Om Prakash - IV
- (e) Mohan - V
- (f) Laxman - VI

APPLICATION FORM FOR GRANT OF PROFESSIONAL COURSES

1. **Details of applicant (BSA Member)**
 - (a) **Army No & Name of BSA members** -
 - (b) **BSA Membership No.** -
 - (c) **Unit of the Individual (if serving)** -
 - (d) **Last unit served and present address (if ret'd) -**
(attach address proof)
 - (e) **Telephone/Mobile No.** -
 2. **Details of ward**
 - (a) **Name**
 - (b) **Relationship with the applicant: Son/Daughter**
 3. **Permanent Address/Telephone No./E-mail of Applicant and Ward.**
 - (a) **Applicant :**
 - (b) **Ward :**
 4. **Address for Correspondence/Telephone No./Email of Applicant & Ward.**
 - (a) **Applicant :**
 - (b) **Ward :**
 5. **Date & Place of Birth of ward (Provide certificate)**
 - (a) **Date of Birth**
 - (b) **Place of Birth**
 6. **Details of proof that the ward is son/daughter of the Applicant.**
 7. **Educational Qualification of the ward. Enclose photo-copy of the qualification secured from Xth class onwards.**

<u>Qualification</u>	<u>Medium of Instruction</u>	<u>%age</u>	<u>Institution/University</u>
a.			
b.			
c.			
 8. **Name of the qualifying exam**
(Entrance test mentioned at para 7 of SOP)
 9. **Marks obtained in the qualifying exams with proof.**
 10. **Details of Course of Study of the ward for which the grant is sought.**
(Please furnish proof of admission and documents showing that the Institute is recognised by the Government.)
 - (a) **Name of the course.**
- Photograph
Passport
Size of BSA
member**
- Photograph
Passport
Size of Ward**

- (b) Name of the institution & university.
- (c) Duration of the course.
- (d) Date of commencement course.

11. Tuition fees of the course for one year Rs -----.

12. Family Particulars of the ward.

Details

<u>Full Name</u>	<u>Age</u>	<u>Occupation</u>	<u>Income/month</u>
Father			
Mother			
Brother			
Sister/Any other close relatives			

13. Financial Information of Applicant.

Service personnel

- (a) Monthly Gross Salary :
(enclosed latest PAO(OR) pay slip)
- (b) Monthly Net Salary :
- (c) Interest on FDs/ Income from other source. :
- (d) Average yearly income of last year :

Ex-Serviceman

- (a) Basic pension per month :
(enclosed copy of PPO)
- (b) Pension + DA per month :
- (c) Civil employment :
- (i) Pay per month :
(Including DA/allowance)
- (d) Interest on FDs/Income from other source :
- (e) Average income of last year :

14. Employment Details of Applicant (if the member is retired)

- (a) Name of Employer :
- (b) Designation of Applicant :
- (c) No of years of present employment :

15. Details of Bank Account of the Applicant.
(attach copy of first page of pass book)

- (a) Name of Bank & Branch :
- (b) Saving Acct No :
- (c) IFSC Code :

16. References (should not be from close relatives or friends)

- (a) Name in Full
(in Capitals)

Designation

I recommend the application. I shall furnish his Address whenever asked for.

Address/Tele. No./Fax. No. (Home)

Signature

(b) Name in Full

Designation

I recommend the application. I shall furnish his Address whenever asked for.

Address/Tele. No./Fax. No. (Home)

Address/Tele. No./Fax. No. (Office)

Signature

17. DECLARATION

I/We hereby apply for grant from the Bombay Sappers Association I/We declare that the forgoing particulars and information furnished in this application form are true, accurate and complete and that they shall form the basis of any grant that may be sanctioned to me/us. I/We confirm that I/We have/had no insolvency proceeding against neither me/us nor have I/We been adjudicated insolvent. I/We further confirm that I/We have read the terms and conditions and understood the content therein.

I/We agree that the Bombay Sappers Association may at its discretion conduct discreet inquiries in respect of the application. I/We undertake to inform as to any change in my/our occupation/employment, residential address, telephone number and to provide any further information that the BSA may require. Bombay Sappers Association will be at liberty to take such action as it may deem necessary if my/our above statements are found to be untrue. I/We agree that Bombay Sappers Association shall have the sole discretion to reject/reduce grant amount without assigning any reason thereof. I/We further agree that my/our grant transaction shall be governed by the rules of Bombay Sappers Association which may be in force from time to time.

The information given in the above form is true to the best of my knowledge and belief. I have not held back any information in the form that would materially affect the text to the answers given above. I understand that the Management Committee of Bombay Sappers Association, reserves the right to withdraw and discontinue the help at any time without notice and without assigning any reason. I further understand that selection will depend on fund availability and is at the sole discretion of the Management Committee of Bombay Sappers Association.

Signature of the Ward

Signature of the Applicant

Place
Date

Place
Date
BSA Membership No.....

AFFIDAVIT
(On Rs. 100/- STAMP PAPER)

I, _____ (Full Name), Age _____ years,
living at _____, do hereby declare and
state on solemn affirmation as follows:-

1. That, in the case of Bombay Sappers Association giving me the grant in response to my
application dated _____ for studies of my ward at

_____ (University/Institution) _____

_____ (full address), I shall return the
grant amount in case my son / daughter is unable to complete the course for which the grant
has been given by the BSA.

2. Complete repayment of grant will be made within two months of the date from which the
studies have been discontinued. If the applicant fails to start the repayment as mentioned, he
will be charged interest at current F.D rate (applicable at the time the course is discontinued)
for one year deposit by SBI plus 2 percent. In case of any default, the responsibility to ensure
return of grant with interest will rest on the first surety who has signed the Affidavit. In case of
demise of first surety, the second surety will have to return the amount.

3. Two sureties for the above undertaking who will stand guarantee to make good the amount
of grant on the terms and conditions agreed to (in case of my failure to return the grant) are as
under.

a. Name, Telephone No. & Postal
Address of the First Surety

b. Name, Telephone No. & Postal
Address of the Second Surety

**IN WITNESS WHERE OF THE TWO SURETIES AND I HAVE SIGNED THIS
DOCUMENT ON _____ DAY OF _____ (month)
_____ (year).**

Signature of Affiant

Signature of First Surety
Surety
(Name, Tele No. and
Full Postal Address)

Signature of Second
Surety
(Name, Tele No. and
Full Postal Address)

(This Affidavit is to be notarized by a Public Notary)