

**SCHOLARSHIP POLICY  
THE PUNJAB EDUCATIONAL  
ENDOWMENT FUND**



**2016-17**



# Table of Contents

## Chapter 1

### **Introduction**

1.1 Preface.....	6
1.2 Scholarship Categories.....	6
1.3 Scholarship Allocation.....	6
1.4 Scholarship Stipend Rates.....	8
1.5 Allocation of Scholarships for the Year 2016-17.....	9

## Chapter 2

### **Scholarship Approach & Policy Guideline**

2.1 The Approach.....	11
2.2 Policy Guidelines.....	11

## Chapter 3

### **Scholarship Eligibility Criteria**

3.1 Secondary Level Scholarships .....	14
3.2 Intermediate & Graduation Level Scholarships .....	15

## Chapter 4

### **PEEF-DFID Scholarship Program**

#### **Scholarship Eligibility Criteria**

4.1 Intermediate Level Scholarships .....	17
---	----



**Chapter 5**

**Master Level Scholarships**

**Scholarship Eligibility Criteria**

5.1	Master Level Scholarships for partner institutions.....	20
-----	---	----

**Chapter 6**

**Punjab Board of Technical Education (PBTE) Scholarships**

**Scholarship Eligibility Criteria**

6.1	Intermediate & Graduation Level Scholarships for students of PBTE.....	21
-----	--	----

**Chapter 7**

**Center of Excellence (COEs) Scholarships**

**Scholarship Eligibility Criteria**

7.1	Centre of Excellence (COEs).....	25
-----	----------------------------------	----

**Chapter 8**

**Scholarships for Other Provinces**

8.1	Intermediate & Graduation Level Scholarships for Other Provinces/ areas.....	28
8.2	Scholarships for Technical Education (BISE Quetta).....	30
8.3	Masters Level Scholarships for students of Balochistan Province.....	31
8.4	Masters Level Scholarships for students of FATA.....	31

**Chapter 9**

**Disbursement Policy**

9.1	Disbursement Policy.....	34
9.2	Issues & Policy Guidelines for Disbursement of Scholarships.....	36

**Chapter 10**

**Redressal of Grievance**

10.1	Punjab .....	43
------	--------------	----



10.2	PBTE & Other Provinces / Areas.....	46
------	-------------------------------------	----

**Chapter 11**

**Abbreviations & Glossary**

11.1	Abbreviations & Glossary.....	48
11.2	Annexure.....	49



# *CHAPTER 1*

# **INTRODUCTION**



## **1.1. PREFACE:**

The Punjab Educational Endowment Fund (PEEF) is an initiative of the Government of Punjab under the leadership of Chief Minister Punjab Mr. Muhammad Shahbaz Sharif. To make it more efficient, transparent and autonomous in its functioning, it is registered under section 42 of the Companies Ordinance, 1984. The PEEF is established with the objective of providing scholarships to talented and needy students to pursue quality education with equal opportunities.

The Punjab Educational Endowment Fund was initially established with seed money of Rs. 2 billion, which has now been raised to Rs. 16.00 billion. Only investment proceeds out of this fund are utilized for the award of scholarships.

This program under guidance of the Chief Minister Punjab/Chairman PEEF, Mr. Muhammad Shahbaz Sharif is providing opportunities to the talented but needy students to fulfill their dreams and aspirations and at the same time to become partner in the development and welfare of Pakistan.

Since its establishment, PEEF has awarded more than 150,000 scholarships worth Rs. 7.50 billion to students of Punjab and other provinces. With the inclusion of current year's (2016-17) scholarships; the total number of awards will reach 200,000 (approx.) worth more than Rs. 10.50 billion.

## **1.2 SCHOLARSHIP CATEGORIES:**

The Punjab Educational Endowment Fund (PEEF) scholarships have been classified into two major categories:

- Outreach Scholarships *(80% of the total number of scholarships)*
- Special Quota Scholarships *(20% of the total number of scholarships)*

**Special Quota Scholarships** are awarded to meritorious and deserving students who fall in at least one of the following categories:

- i. Orphan children
- ii. Children of government servants in BPS 1 – 4
- iii. Children belonging to minority religion
- iv. Special children

## **1.3 SCHOLARSHIP ALLOCATION:**

### **1.3.1 Scholarship Levels:**

PEEF scholarships are awarded for the following four (4) levels of education. The level wise allocation of scholarship is given below:

- Secondary 20%
- Intermediate 30%
- Graduation 30%
- Masters' 20%



### **1.3.2 Type of Institutions:**

PEEF has allocated scholarships for both Public & Private sector educational institutions.

The sector wise allocation of scholarships is as follows:

- Public Sector/Government Educational Institutions 90%
- Private Affiliated Institutions 10%

### **1.3.3 Geographic Allocation:**

In order to provide more opportunities to the students of less developed districts, more scholarships have been allocated to these districts. In this perspective, the districts of Punjab have been divided into two major categories; Developed Districts (DDs) and Less Developed Districts (LDDs).

The district category wise allocation of scholarships is given below:

District Category	Number of Districts	% of Scholarships Allocated
Less Developed Districts (LDD)	16	50%
Developed Districts (DD)	20	50%
<b>Total</b>	<b>36</b>	<b>100%</b>

By virtue of this categorization, less developed districts of Punjab are awarded more scholarships than developed districts.

### **1.3.4 Scholarship Quotas:**

- Besides awarding scholarships to students of Punjab; scholarship quotas have been allocated for the students of other provinces, Azad Jammu & Kashmir, FATA, Gilgit Baltistan and Islamabad Capital Territory (ICT).
- In addition, PEEF has also earmarked scholarship for students of Punjab studying in the top ranked institutions of Pakistan (Centre of Excellence - COEs)
- 468 scholarships are also earmarked for pass outs of Punjab Board of Technical Education (PBTE).

### **1.3.5 PEEF- DFID Scholarship Program:**

The Punjab Educational Endowment Fund (PEEF) and Department for International Development (DFID) - UK aid have signed Memorandum of Understanding (MOU) to provide 28,000 scholarships to meritorious and needy students for Intermediate and Graduation Level Education.



Under the proposed 5 year scholarship program; Department for International Development (DFID) - UK aid has agreed to provide grant of Rs. 1.625 billion over a period of 5 years to award 28,000 scholarships. Out of the total allocated scholarships, 27,500 will be awarded to girl's students of eleven (11) less developed districts of Punjab to continue Intermediate Level Education while 500 scholarships will be awarded to needy and meritorious students to peruse Graduation Level Education through partner Centre of Excellences (COEs).

#### **1.4 SCHOLARSHIP STIPEND RATES:**

Following scholarship stipend rates are admissible for the scholarships awarded during the year 2016-17.

For students studying in		Monthly Stipend for Day Scholar (Rs.)	Monthly Stipend for Boarders* (Rs.)
Secondary level		800	1,500
Intermediate level		1,500	3,000
Graduation (BA, B.Sc)		2,500	4,000
Professional Degree / Courses (BS, B.Sc. Hons., MBBS, Engineering, B.Com, IT, etc.)		3,000	4,500
Master's Level	Monthly Stipend	3,000	5,000
	Tuition Fee	a) Admission Fee & Registration Fee b) Tuition Fee – Examination Fee – Lab fee – Thesis fee (where applicable)	

**Note:**

- PEEF scholars including scholars of PBTE/Other Provinces/Areas, enrolled under the category of "BOARDERS" in Nine (9) Divisional Headquarters of Punjab and district Sialkot are entitled to 10% additional boarding allowance (Annex-A).
- PEEF Masters Level scholars & scholars selected by CoEs as per MOU are not entitled to 10% additional boarding allowance.
- Scholarship stipend rates for scholars of Centre of Excellence (COE) are determined separately.
- The Outreach PEEF scholars studying in COEs will be paid the same scholarship stipend as admissible under MOU arrangement with the respective COE.





### 1.5 Allocation of Scholarships for the Year 2016-17

The allocation of scholarships for the year **2016-17** is given below:

Entity	Scholarship Allocation- (PEEF)	Scholarship Allocation- (DFID)	SSMS
<b>Punjab</b>			
Secondary Level	8,270		
Intermediate Level	12,404	7,250	
Graduation Level	12,404		
Master's Level	8,294		1,000
Ph.D Level	-	-	33
Punjab Board of Technical Education (PBTE)	468		
<b>Total</b>	<b>41,840</b>		<b>1,033</b>
Other provinces / Territories	835		
Centre of Excellences	1,325		
<b>Sub Total</b>	<b>44,000</b>	<b>7,250</b>	<b>1,033</b>
<b>Grand Total</b>		<b>52,283</b>	



***CHAPTER 2***  
**SCHOLARSHIP APPROACH &**  
**POLICY GUIDELINES**



## **2.1 THE APPROACH:**

PEEF has adopted a “Pro active Approach” for award of Outreach Scholarships to the talented and deserving students. No advertisements are released to seek applications for outreach scholarships; rather PEEF itself obtains data of meritorious students from Punjab Examination Commission (PEC), all Board of Intermediate and Secondary Educations (BISEs) of Punjab and Federal Board of Intermediate and Secondary Education (FBISE) and contact the eligible and meritorious students who have attained top positions in their respective tehsils.

PEEF allocates scholarships to districts which are further divided equally amongst all tehsils of the districts for award of scholarships at Secondary, Intermediate and Graduation levels. Separate tehsil wise, level wise (Secondary, Intermediate and Graduation), stream wise (Science, Arts) and gender wise (Male, Female) merits are worked out for award of scholarship.

## **2.2 POLICY GUIDELINES:**

Following POLICY GUIDELINES have been adopted while short listing and finalizing the scholarship awards lists:

For **ALL LEVELS AND CATEGORIES THE PRIORITY IS TO MAINTAIN GENDER RATIO** (50% for each gender) in the following order of priority:

- Tehsil
  - District
  - Division
  - Province
- If the allocated number of scholarships (all levels and categories) of a tehsil, stream, or gender are in fractions, (3.2, 2.8, 4.5 etc.), the number will be rounded off to **next (higher) digit from 0.5 onwards**; e.g. against 2.5 scholarships, 3 students will be awarded scholarships. All scholarship adjustments will be made accordingly.
  - If only “1” scholarship is allocated to a certain stream/group, the scholarship will be awarded to the student with highest marks; either male or female.
  - All the meritorious students having same marks will be awarded PEEF scholarships.
  - Special quota scholarships (SQS) will be awarded on the basis of district, gender & category wise merits.
  - If any shortlisted student (Outreach Scholarship) is also eligible for SQS, he / she would be considered eligible for both types of scholarships; giving first preference to the Outreach Scholarship and then to Special Quota Scholarships (SQS).



- Scholarships for the students of **private affiliated institutions** will be awarded on the basis of district, educational group & gender wise merits.
  - For PEEF scholarships at Secondary, Intermediate or Graduation Level the student must have studied the previous educational level (Middle, Matriculation or Intermediate) on scholarship / fee waiver / fee exemption awarded by the institution (***the selected student will provide proof of scholarship / fee waiver / fee exemption***).
- Scholarship will only be awarded to those students whose parents (father and / or mother); declared income from all sources is as per PEEF income criteria. In addition, the applicant will be required to provide “Credible Evidence” of their income; i.e. Income Affidavit, Pay Slip/Salary certificate (where applicable).Govt. Employees of grade 1-4, either serving or retired, are exempted from the condition of monthly income criterion if salary/pension is their only source of income. However, if the total income exceeds the income limit as set by PEEF with the addition of “income from other source”; PEEF income criteria will be admissible.
- In case of orphan, only the income of the mother shall be considered while determining the eligibility for award of PEEF scholarship.
- Only students passing in the Annual Examination are considered eligible for award of PEEF Scholarship.
- Marks improvers, repeaters and students having star (\*) on their result cards are not eligible for all levels and categories of PEEF scholarships.



*Chapter 3*  
**SCHOLARSHIP**  
**ELIGIBILITY CRITERIA**



### **3.1) SECONDARY LEVEL SCHOLARSHIPS (PUNJAB)**

<b>Category of Scholarships</b>	<b>Outreach, Special Quota</b>
---------------------------------	--------------------------------

The students must have:

- i. Passed Punjab Examination Commission's (PEC) Grade VIII examination in held in 2016 (annual)  
(OR)
  - Passed Grade VIII examination in 2016 (annual) conducted by the Directorate of Special Education, Lahore.
- ii. Secured at least 60% marks in the above mentioned examination(s)
- iii. Secured admission in a regular educational institution as a full time student in the current academic year (2016-17)
- iv. Declared monthly income of parents (from all sources) is equal to or less than Rs. 15,000/-
- v. For Special Quota Scholarships, the student must fall in at least one of the following S.Q categories:
  - Orphan Children
  - Children of government servants in BPS 1 – 4
  - Children belonging to minority religion
  - Special Children
- vi. Not availing any other educational scholarship during the current academic year

**Note:** *The Children of government employees in BPS 1 – 4 are exempted from income limit criteria if salary is the only source of income*



### **3.2) INTERMEDIATE & GRADUATION LEVEL SCHOLARSHIP (PUNJAB)**

<b>Category of Scholarships</b>	<b>Outreach, Special Quota</b>
---------------------------------	--------------------------------

The students must have:

- i. Passed Matriculation or Intermediate Examination conducted by Board of Intermediate and Secondary Education (BISE) Punjab or Federal Board of Intermediate & Secondary Education (FBISE), Islamabad in 2016 (annual)
  - Only students of Federal Government Institutions and Private Affiliated Institutions situated within geographical boundaries of Punjab are eligible for consideration of PEEF scholarships
- ii. Secured at least 60% marks in the above mentioned examination
- iii. Secured admission in a regular educational institution as a full time student in the current academic year (2016-17)
- iv. Declared monthly income of parents (from all sources) is equal to or less than Rs.15,000/-
- v. For Special Quota Scholarships, the student must fall in at least one of the following S.Q categories:
  - Orphan children
  - Children of government servants in BPS 1 – 4
  - Children belonging to minority religion
  - Special children
- vi. Not availing any other educational scholarship during the current academic year

**Note:** *The Children of government employees in BPS 1 – 4 are exempted from income limit criteria if salary is the only source of income*



## *Chapter 4*

# **INTERMEDIATE LEVEL SCHOLARSHIPS UNDER PEEF -DFID-UK aid SCHOLARSHIP PROGRAM**





#### **4.1) INTERMEDIATE LEVEL SCHOLARSHIPS UNDER PEEF-DFID PARTNERSHIP**

During the year 2016-17, six thousand (6,000) scholarships will be awarded to female students of eleven (11) less developed districts of Punjab to continue Intermediate Level Education. The district wise allocation of Intermediate level scholarships is given below:

<b>Sr. No.</b>	<b>Districts</b>	<b>Allocation</b>
1.	D.G.Khan	660
2.	Rajan Pur	660
3.	Muzaffar Garh	660
4.	Layyah	660
5.	Bahawalpur	660
6.	Bahawalnagar	660
7.	Rahim Yar Khan	660
8.	Vehari	660
9.	Lodhran	660
10.	Chiniot	660
11.	Bhakkar	660
<b>Grand Total</b>		<b>7260</b>



**ELIGIBILITY CRITERIA:**

Category of Scholarships	Outreach
--------------------------	----------

The female student must have:

- i. Passed Matriculation Examination from one of the project district conducted by Board of Intermediate and Secondary Education (BISE) Punjab or Federal Board of Intermediate & Secondary Education (FBISE), Islamabad in 2016 (annual)
  - Only students of Federal Government Institutions situated within geographical boundaries of Punjab are eligible for consideration of PEEF scholarships
  - Meritorious students of private affiliated schools administered under Punjab Education Foundation (PEF) in eleven (11) projects of Punjab are also eligible
- ii. Secured at least 60% marks in the above mentioned examination
- iii. Secured admission in a regular educational institution as a full time student in the current academic year (2016-17)
- iv. Declared monthly income of parents (from all sources) is equal to or less than Rs.15,000/-
- v. Not availing any other educational scholarship during the current academic year

**Note:** *The Children of government employees in BPS 1 – 4 are exempted from income limit criteria if salary is the only source of income*



*Chapter 5*  
**SCHOLARSHIP ELIGIBILITY  
CRITERIA FOR MASTER'S LEVEL  
SCHOLARSHIPS**



### **5.1) MASTER'S LEVEL SCHOLARSHIPS FOR PARTNER INSTITUTIONS**

PEEF has allocated 20% of its annual scholarship quota for Master Level Education. These scholarships are awarded to talented and deserving students enrolled in Partner Universities and Government Post Graduate Colleges of Punjab (Annex-B).

#### **ELIGIBILITY CRITERIA:**

Category of Scholarships	Outreach, Special Quota
--------------------------	-------------------------

The student must have:

- i. Punjab domicile
- ii. Secured at least 60% marks or a minimum CGPA 2.5 in BA/ B.Sc./ B.COM/ BS/ BBA etc. examination held in 2014 / 2015 / or 2016 (annual) in Punjab
- iii. Secured admission as a full time student in the current academic year (2016-17) in one of the Partner Universities / Government Post Graduate Colleges.
  - Students enrolled in spring/fall session (where applicable) and morning/ afternoon / evening sessions (where applicable) are also eligible to apply for PEEF Masters scholarships
- iv. Declared monthly income of parents (from all sources) is equal to or less than Rs. 30,000/-
  - Children of Govt. employees in BPS 1-4 are exempted from condition of income, if salary is only source of income
- v. Not availing any other educational scholarship during the current academic year
- vi. Besides fulfilling PEEF eligibility criteria, the prospective student must qualify the merit and need criteria of the respective University/ Government Post Graduate College.

**Note:** *Following students are not eligible for PEEF Masters level Scholarship:*

- *Students who have already passed / possessed M.A / M.Sc / M.S / M.PHIL **etc.** degree*
- *Marks improvers or students who have passed examination in supplementary session*
- *Students who have passed the aforementioned examination with grace marks (\*)*



*Chapter 6*

**SCHOLARSHIP ALLOCATION TO  
PUNJAB BOARD OF TECHNICAL  
EDUCATION (PBTE)**



### **6.1) INTERMEDIATE AND GRADUATION LEVEL SCHOLARSHIPS FOR STUDENTS OF PBTE**

For the year 2016-17, PEEF has allocated a quota of 468 scholarships for the students of PBTE. This quota includes both outreach and special quota scholarships. Quota has been allocated irrespective of gender of students.

The scholarship allocation for the year 2016-17 is as under:

<b>Sr. No.</b>	<b>Selection of Students on the Basis of</b>	<b>Scholarship Allocation for the Students Studying in</b>	<b>Number of Scholarship Allocated</b>	<b>Per District Allocation</b>
1	Matric – Tech Matric Vocational	Intermediate (D.Com, DAE, F.A, ICS, etc.)	36	1
2	Commercial (D.COM , DBA & DHO)	Graduation (B.Com / B.Com Hons., BBA, B.Sc, ACS, CA, DHO etc.)	180	5
3	Technical (DAE & DDM)	Graduation (B.Com / B.Com Hons., BBA, B.Sc, ACS, CA, etc.)	180	5
4	Special Quota (Commercial & Technical, Diploma in Special Education (DSE)	Graduation (B.Com / B.Com Hons., BBA, B.Sc, ACS, CA, DSE etc.)	72	2
	<b>Total</b>		<b>468</b>	<b>13</b>



**ELIGIBILITY CRITERIA:**

Category of Scholarships	Outreach, Special Quota
--------------------------	-------------------------

The student must have:

- i. Punjab Domicile
- ii. Passed Matric –Tech., Commercial and Technical examination conducted by PBTE in 2016 (annual) from Govt. Institution or Private Affiliated Institutions
- iii. Secured at least 60% marks in the above mentioned examination
- iv. Secured admission in a regular educational institution as a full time student in the current academic year (2016-17)
- v. Monthly income of parents (from all sources) is equal to or less than Rs. 15,000/-
- vi. For Special Quota Scholarships, the student must fall in at least one of the following S.Q categories:
  - i. Orphan children
  - ii. Children of government servants in BPS 1 – 4
  - iii. Children belonging to minority religion
  - iv. Special children
- vii. Not availing any other educational scholarship during the current academic year.

**Note:**

- *The responsibility of intimation to prospective students & selection of students for PEEF scholarship rests with Punjab Board of Technical Education (PBTE).*
- *The Children of government employees in BPS 1 – 4 are exempted from income limit criteria if salary is the only source of income*



*Chapter 7*

**SCHOLARSHIP ALLOCATION TO  
CENTRES OF EXCELLENCE  
(COE)**





### **7.1) SCHOLARSHIPS FOR COEs**

Center of Excellence (COE) is an academic institution that has high merit in the academic realm in terms of reputation, conduct and performance. The Punjab Educational Endowment Fund has allocated scholarship quotas to different COEs. The responsibility of selection of students for PEEF scholarship rests with the respective COE.

Scholarships allocation of COEs for the year 2016-17 is as under:

<b>Centre of Excellences (COE's)</b>	<b>Scholarship Allocation (PEEF)</b>	<b>Level</b>
Air University, Islamabad	20	Graduation
Bahria University, Islamabad	20	Graduation
Cadet College, Hassan Abdal	30	Secondary Intermediate
COMSATS Islamabad	10	Graduation
COMSATS Lahore	10	Graduation
COMSATS Lahore- Dual Degree	6	Graduation
Daanish School Authority, Lahore	770	Secondary
Directorate of Staff Development (DSD), Lahore	50	Graduation
FAST University, Lahore	30	Graduation
FC College University, Lahore	20	Graduation
Ghulam Ishaq Khan Institute, Swabi	10	Graduation
Institute of Business Administration, Karachi	8	Graduation
Institute of Business Administration, Sukkur	10	Graduation
Institute of Chartered Accountants of Pakistan (ICAP)	15	Graduation
Institute of Cost Management Accountants of Pakistan (ICMAP)	15	Graduation
Information Technology University (ITU Punjab)	76	Graduation



**PEEF Scholarship Policy-2016-17**

Lahore University of Management Sciences (LUMS)	30	Graduation
Military College Sui- Balochistan	20	Secondary Intermediate
Military College, Jehlum	20	Secondary Intermediate
Military College, Murree	20	Secondary Intermediate
Namal College, Mianwali	15	Graduation
National University of Science & Technology (NUST), Islamabad	20	Graduation
Pak Turk International Public School & College, Lahore	30	Secondary Intermediate
Pakistan Air Force Public School, Sargodha	20	Secondary Intermediate
Pakistan Institute of Fashion and Design, Lahore	10	Graduation
Sadiq Public School, Bahawalpur	20	Secondary Intermediate
University of Veterinary & Animal Sciences (UVAS) Lahore	20	Graduation
<b>TOTAL</b>	<b>1325</b>	—



*Chapter 8*  
**SCHOLARSHIPS ALLOCATION FOR  
OTHER PROVINCES/AREAS**



**8.1) INTERMEDIATE AND GRADUATION LEVEL SCHOLARSHIPS FOR OTHER PROVINCES:**

The Punjab Educational Endowment Fund (PEEF) has allocated special scholarship quotas for meritorious and deserving students of other provinces, AJK, FATA, Gilgit Baltistan & Islamabad Capital Territory. These scholarships are awarded to pass outs of public sector institutions to pursue Intermediate and Graduation level education in their respective province or any other educational institution of Pakistan. The level wise allocation is as follows:

- 60% scholarships are allocated for Intermediate level education.
- 40% scholarships are allocated for Graduation level education.

**SCHOLARSHIP ALLOCATION:**

Scholarships allocation of other provinces/areas for the year 2015-16 is as under:

Other provinces / Territories	Scholarship Allocation	Level wise Allocation			
		Secondary	Intermediate	Graduation	Master's
Balochistan	480	20	258	172	30
Khyber Pakhtunkhwa	80	-	48	32	-
Sindh	80	-	48	32	-
FATA	65	-	30	20	15
Gilgit Baltistan	50	-	30	20	-
Azad State of Jammu & Kashmir	50	-	30	20	-
Islamabad Capital Territory (ICT)	30	-	18	12	-
<b>TOTAL</b>	<b>835</b>	<b>20</b>	<b>462</b>	<b>308</b>	<b>45</b>



**ELIGIBILITY CRITERIA:**

Category of Scholarships	Outreach, Special Quota
--------------------------	-------------------------

In order to be eligible for PEEF scholarships; a student must have:

- i. The provincial / territory / domicile
- ii. Passed Matriculation or Intermediate Examination conducted by the respective Board of Intermediate and Secondary Education (BISE) in 2016 (annual)
- iii. Passed these examination through Government School / College
- iv. Secured at least 60% marks in the above mentioned examination
- v. Secured admission in a regular educational institution as a full time student in the current academic year (2016-17)
- vi. Monthly income of parents (from all sources) is equal to or less than Rs. 15,000/-
- vii. For Special Quota Scholarships, the student must fall in at least one of the S.Q categories
  - Orphan children
  - Children of government servants in BPS 1 – 4
  - Children belonging to minority religion
  - Special children
- viii. Not availing any other educational scholarship during the current academic year

**Note:**

- *The responsibility of intimation & selection of students for PEEF scholarship rests with the concerned Focal Office/ Focal person of other provinces, AJK, FATA & Islamabad Capital Territory.*
- *The Children of government employees in BPS 1 – 4 are exempted from income limit criteria if salary is the only source of income*



## **8.2) TECHNICAL EDUCATION SCHOLARSHIPS FOR STUDENTS OF BALOCHISTAN:**

30 additional scholarships have been allocated for district toppers of DAE (Diploma of Associate Engineering) to pursue Graduation Level education in institutions of Balochistan or Punjab.

### **ELIGIBILITY CRITERIA:**

Category of Scholarships	Outreach, Special Quota
--------------------------	-------------------------

Students must have:

- i. Passed DAE (Diploma of Associate Engineering) examination conducted by BISE Quetta in 2016 (annual)
- ii. Secured at least 60% marks in the above mentioned examination
- iii. Secured admission in a regular educational institution as a full time student in the current academic year 2016-17
  - a. The prospective student may get enrolled in undergraduate/ diploma /certification program in Balochistan **OR**
  - b. Scholarships may also be awarded to students of Balochistan who are enrolled in TEVTA/ Punjab administered institutions in undergraduate/ diploma /certification program.
- iv. Monthly income of parents (from all sources) is equal to or less than Rs. 15,000/-
- v. Not availing any other educational scholarship during the current academic year.

### **Note:**

- *The Children of government employees in BPS 1 – 4 are exempted from income limit criteria if salary is the only source of income*



### **8.3) MASTERS LEVEL SCHOLARSHIPS FOR STUDENT OF BALOCHISTAN PROVINCE**

PEEF has allocated 30 additional scholarships for Master Level education for students studying in Public Sector Universities of Balochistan.

#### **ELIGIBILITY CRITERIA:**

Category of Scholarships	Outreach, Special Quota
--------------------------	-------------------------

In order to be eligible for PEEF scholarships; a student must have:

- i. Balochistan domicile
- ii. Secured at least **60%** marks or minimum **CGPA 2.5** in BA/B.Sc./BBA/BCS/BS/B.COM etc. examinations held in 2014/2015 or 2016 (annual).
- iii. Secured admission as a full time student in the current academic / Degree year (2016-17) in a Public Sector University of Balochistan.
- iv. Monthly income of parents (from all sources) is equal to or less than Rs. 30,000/-
  - The Children of government employees in BPS 1 – 4 are exempted from income limit criteria if salary is the only source of income
- v. Not availing any other scholarship for Master's Level studies.
- vi. Besides fulfilling PEEF eligibility criteria, the prospective student must satisfy the merit & need criteria for award of scholarship of the respective University / Higher Education Institution.

#### **Note:**

*Following students are not eligible for PEEF Masters level Scholarship:*

- *Students who have already passed / possessed M.A / M.Sc / M.S / M.PHIL etc. degree*
- *Marks improvers or students who have passed examination in supplementary session*
- *Students who have passed the aforementioned examination with grace marks (\*)*



#### 8.4) MASTER LEVEL SCHOLARSHIPS FOR STUDENTS HAVING FATA DOMICILE

PEEF has allocated 15 additional scholarships for Master Level education for students having FATA domicile studying in any Public Sector University of Pakistan.

##### ELIGIBILITY CRITERIA:

Category of Scholarships	Outreach, Special Quota
--------------------------	-------------------------

In order to be eligible for PEEF master's level scholarship; a student must have:

- i. FATA domicile
- ii. Secured at least **60%** marks or minimum **CGPA 2.5** in BA/B.Sc./BBA/BCS/BS/B.COM etc. examinations held in 2014/2015 OR 2016 (annual).
- iii. Secured admission as a full time student in the current academic / Degree year (2016-17) in a Public Sector University of Pakistan.
- iv. Monthly income of parents (from all sources) is equal to or less than Rs. 30,000/-
  - The Children of government employees in BPS 1 – 4 are exempted from income limit criteria if salary is the only source of income
- v. Not availing any other scholarship for Master's Level studies.
- vi. Besides fulfilling PEEF eligibility criteria, the prospective student must satisfy the merit & need criteria for award of scholarship of the respective University / Higher Education Institution.

##### **Note:**

*Following students are not eligible for PEEF Masters level Scholarship:*

- *Students who have already passed / possessed M.A / M.Sc / M.S / M.PHIL etc. degree*
- *Marks improvers or students who have passed examination in supplementary session*
- *Students who have passed the aforementioned examination with grace marks (\*)*





*Chapter 9*  
**SCHOLARSHIP DISBURSEMENT  
POLICY**



### **9.1) SCHOLARSHIP DISBURSEMENT POLICY**

The Punjab Educational Endowment Fund (PEEF) disburses scholarship stipend to the talented and deserving students through their current institution. PEEF has introduced a new system of disbursement of scholarship stipend through E-payment by using Scholarship Cards & Pin Codes generated by Bank of Punjab. During the year 2016-17, scholarship stipend to the students of Secondary, Intermediate, Graduation and Masters Level will be disbursed through E-payment, whereas scholarship stipend to the selected students of Center of Excellence (CoEs) and Other Provinces/Areas, AJK, FATA & ICT will be disbursed through demand draft /pay order.

Disbursement Policy guidelines are as under;

- The duration of the scholarships will be according to the Degree / course in which students are currently enrolled at the time of award of scholarship.
- The period of scholarship stipend will be determined on the basis of the month start of degree course till the conduct of final examination or till the completion of degree course duration, whichever is earlier.
- The scholarship stipend will be paid for the complete duration of the degree course provided the scholar maintains the academic performance as set and recommended by the educational institution and abides by the rules and regulation of the educational institution and PEEF as per its scholarship policy.
- The next installment of scholarship stipend is released when the institution affirms that scholar has been paid the stipend and "Scholarship Acknowledgment Sheet" is received in PEEF office.
- A student can avail only one scholarship in an academic year. If the selected student opts to avail PEEF scholarship then he/she will have to surrender the other scholarship, if any.

<b>i.</b>	<b>Level</b>	<b>Secondary, Intermediate (PEEF &amp; DFID), Graduation</b>
-----------	--------------	--

- Scholarship stipend is disbursed on bi-annual basis through Scholarship Cards which are dispatched to Head of Institution where the scholar is currently enrolled.
- Next bi-annual installment is processed after receipt of duly filled acknowledgement sheet from the institution of the scholar.



## PEEF Scholarship Policy-2016-17

ii.	Level	Masters Level Scholarships
-----	-------	----------------------------

- Scholarship stipend is disbursed on bi-annual basis through Scholarship Cards which are dispatched to Financial Aid Office/ Students Resource Centre of the respective university.
- The Financial Aid Office/ Students Resource Centre acts as “liaison office” between PEEF and the university / degree awarding institution for disbursement of scholarship stipend through Scholarship Cards and submission of acknowledgment sheets.
- Next bi-annual installment is processed after receipt of duly filled acknowledgement sheet from the Financial Aid Office/ Students Resource Centre of the scholar.

iii.	Level	Centre of Excellence (COE)
------	-------	----------------------------

- Scholarship stipend is disbursed on bi-annual basis through demand draft/pay order to the scholars of COE and dispatched to Focal Person of respective COE.
- Next bi-annual installment is processed after receipt of duly filled acknowledgement sheet from the institution of the scholar.

iv.	Level	Other Provinces, AJK, FATA & ICT
-----	-------	----------------------------------

- Scholarship stipend is disbursed on bi-annual basis through the respective Provincial / Area Education Departments/Focal Office.
- The respective Focal office acts as “liaison office” between PEEF & the scholars.
- Next bi-annual installment is processed after receipt of duly filled acknowledgement sheet from the institution of the scholar.

v.	Level	Punjab Board of Technical Education (PBTE)
----	-------	--

- Scholarship stipend is disbursed on bi-annual basis through Scholarship Cards which are dispatched to Head of Institution where scholar is currently enrolled.
- The installment wise lists of disbursements are shared with PBTE, Lahore for information and record purposes.
- Next bi-annual installment is processed after receipt of duly filled acknowledgement sheet from the institution of the scholar.



## 9.2) ISSUES & POLICY GUIDELINES FOR DISBURSEMENT OF SCHOLARSHIPS

### Issue 9.2.1:

What is the policy if a scholar has changed the his/ her institution, degree course and/ or academic session during the course of the study?

#### **Policy:**

If the scholar has changed his/her institution, degree course and / or academic session; the Punjab Educational Endowment Fund (PEEF) will continue the scholarship of the student. However, the duration of the scholarship will be determined from the month / year of the initial selection for PEEF scholarship. Any increase in the duration of the period of study, as a result of change of institution, degree course or academic session, will not be admissible. Furthermore, this change of degree course / academic session / institution will be allowed only once during the course of the scholarship period and in case the scholar changes his / her institution, degree course and / or academic session more than once; PEEF will cancel the scholarship.

Furthermore, PEEF will cancel the scholarship if the scholar has:

- i. Failed in the exams (part-1 or promotional tests) & readmitted/repeat the same degree course
- ii. Left the study and joined new institution with gap in the study

### Issue 9.2.2:

Which documents are required if scholarship holder changes the Institution during the course of the study?

#### **Policy:**

In such cases the scholars will be asked to submit the following documents;

- a. NOC from the Previous Institution
- b. Admission/Confirmation letter from the current institution mentioning the year of admission in degree course and duration of current course
- c. Filled scholarship application attested by the current institution



**Issue 9.2.3:**

What will be the stipend rate if a student changes his / her degree course from professional degree to non-professional or vice versa during the same academic year?

**Policy:**

The scholarship stipend rate will be adjusted accordingly; level and category wise.

**Issue 9.2.4:**

What is the policy for change of status from Day scholar to Boarder and vice versa?

**Policy:**

PEEF will change the category of the scholar and will pay revised stipend, admissible from the effective month subject to provision of duly attested certificate by the hostel warden / superintendent.

**Issue 9.2.5:**

What is the policy if the institution returns the scholarship DD/ pay order / E – Scholarship card & pin code stating that the student has left the institution?

**Policy:**

PEEF will contact the student to know his / her current status, and if the student is enrolled in another regular full time institution, PEEF will ask the scholar to provide the documents as per policy and will continue his/her scholarship. However, if the scholar has discontinued his studies; the scholarship will be cancelled.

***NOTE:*** The students of other provinces, Centre of Excellence & Master Level Scholarships will forward their applications through respective Focal Office / institutions / universities.

**Issue 9.2.6:**

What is the policy if Head of Institution recommends for the cancellation of the scholarship due to reason(s) given below:

- i. Poor Academic Performance
- ii. Low attendance
- iii. Not appeared in exams/ promotion test
- iv. Poor discipline
- v. Any other reason provided by the Head of Institution (HOI)



**Policy:**

In such case, PEEF will seek a detail report from the head of institution and will act accordingly. If the subject scholar approaches PEEF and requests for review of the decision, PEEF will ask the Head of Institution for review and will act accordingly. However, if the student does not appeal for review, the decision of the HOI will be considered.

**Issue 9.2.7:**

What is the policy where payment of scholarship stipend is made through DD/PO but the institutions do not have official bank account?

**Policy:**

- i. PEEF will send the scholarship stipend through scholarship card.
- ii. In case of institution of other province, PEEF will send the scholarship stipend to the concerned focal person for onward disbursement directly to the student and will also submit a certificate of their academic, attendance and general conduct performance for the subject period.

**Issue 9.2.8:**

What is the scholarship policy for students who are enrolled in degree / courses where govt. provides monthly financial assistance / incentives?

**Policy:**

Fee waiver / fee concession / incentive provided to students are not considered as scholarship and in such cases PEEF will pay the scholarship stipend to such selected students as per prevailing scholarship stipend rates.

**Issue 9.2.9:**

What is the policy for scholars who have received at least one installment and freeze the semester due to any reason (e.g. long illness, death of his/her parents etc) and rejoins the institution to continue his/her studies?

**Policy:**

If the scholar rejoins the same institution, PEEF will seek a detail report from Head of Institution. PEEF will consider the report by HOI and will adhere to the recommendations.



## *Chapter 10*

# **REDRESSAL OF GRIEVANCE**



## **10.1) REDRESSAL OF GRIEVANCE (PUNJAB)**

The Applicants:

- Students
- Parents
- Institutions
- Other offices (Govt. offices, Education Department, etc.)

Issues:

- Scholarship award
  - Cancellation of scholarships due to false / wrong information
  - Determination of merit and selection of institution
  - Any other reason related to allocation / award of PEEF scholarships
- 

The Punjab Educational Endowment Fund (PEEF) has established a “Three (3) Tier” Grievance Redressal System, giving the applicants a fair and transparent grievance redressal mechanism for complaints regarding award of PEEF scholarships.

### **i) SCHOLARSHIP MANAGEMENT SECTION (SMS):**

The first tier to evaluate the application is the SMS Head (Senior Manager Scholarship). All the applications (in writing or through electronic mail – emails) or by representation will be reviewed at this level on the basis of data provided by BISEs and tehsil wise merit lists prepared for award of scholarships.

Time line:

All complaints will be addressed within 30 days from date of receipt.

TORs / Objectives:

To review:

- Applications for award of scholarships
- Cases for cancellation of scholarships
- Applications for transfer of scholarship from one institution to the other
- Application for revision of scholarship stipend on the bases of change in degree / course
- Applications submitted by stakeholders, challenging a scholarship award to any other student
- Applications by the former scholar(s) after he / she has been debarred due to reasons as given by the PEEF and by the participating institution
- Application regarding formulation of merit
- Any other issue related to scholarship





The SMS Head will take action based on the information provided by the partner institution / BISE / FBISE / PEC and the applicant as per prevailing scholarship policy.

Anonymous complaints shall not be reviewed.

**ii) INTERNAL REVIEW COMMITTEE (IRC):**

If the complainant is not satisfied with the reply of the Head of Scholarship Management Section, he / she can request for a review of such decision. An IRC comprising of the following members shall review the decisions of the Head of SMS. The application for review will be addressed to IRC/CEO/PEEF. The Internal Review Committee comprises of;

1. Chief Executive Officer (CEO)
2. Chief Financial Officer (CFO)
3. Senior Manager Scholarships

The IRC, headed by CEO, will review all the applications on merit and make the final decision regarding the matter.

All the applications received will be reviewed within 30 days of receipt.  
(Anonymous complaints shall not be reviewed)

**iii) GRIEVANCE REDRESSAL BOARD (GRB):**

If the complainant is even not satisfied with the decision of IRC, he / she may request for a final review to the Grievance Redressal Board. The GRB comprising of a retired Judge of High Court, a non-official member of the Board of Director (nominated by the vice chairman) and departmental representative (DR) will review the decisions of Internal Review Committee regarding the cases submitted by the students, their parents, educational institutions and line departments.

All the applications received will be reviewed within one month of receipt.  
(Anonymous complaints shall not be reviewed)



**iv) PROCEDURES / POLICY FOR REDRESSAL OF GRIEVANCES**

- PEEF will address queries of grievances regarding award of scholarships for the year 2014-15. These queries should reach PEEF office within one month from the date of uploading / announcement of Final Award Lists of any level.
  
- The applicant(s) can file a complaint on plain paper, signed and accompanied by CNIC of the student / parents / guardian, or through emails or representation.
  - If applicant is a student, less than 18 years of age, the CNIC of the father/mother/guardian will be attached.
  - If applicant is an institution/office; the application will be submitted on official letter head duly signed by the authority.
  - Anonymous complaints shall not be reviewed.



## **10.2) REDRESSAL OF GRIEVANCE (PBTE, Other Provinces, AJK, FATA, & ICT)**

The Applicants:

- Students
- Parents
- Institutions
- Other offices (Govt. offices, Education Department, etc.)

Issues:

- Scholarship award
  - Cancellation of scholarships due to false / wrong information
  - Determination of merit and selection of institution
  - Any other reason related to allocation / award of PEEF scholarships
- 

- Punjab Educational Endowment Fund (PEEF) has allocated scholarship quotas for PBTE, other Provinces, AJK, FATA, Gilgit-Baltistan and ICT.
- All the nominations for PEEF scholarship are finalized by the respective department of education of the province / territory / entity. These nominations are finalized as per guidelines provided by the PEEF.
- In case there is grievance regarding PEEF scholarships, all such applications will be forwarded to the provincial offices / DG Federal Directorate of Education & PBTE focal person. PEEF, if approached by the provinces / territory / entity, will assist the respective focal person in defining the scholarship policy and disbursement processes.
- The decisions of the respective provincial offices / DG Federal Directorate of Education & PBTE will be considered FINAL.
- In case a student or other stake holder submits an application for review of the decision, PEEF will forward the same for comments to the respective provincial (focal) office. On receipt of comments, the application will be forwarded to IRC. The Internal Review Committee comprises of;
  - Chief Executive Officer (CEO)
  - Chief Financial Officer (CFO)
  - Senior Manager Scholarships
- The IRC, headed by CEO, will review all the applications on merit and make the final decision regarding the matter.
- All the applications received will be reviewed within 30 days of receipt.



## *Chapter 11*

# **GLOSSARY & ANNEXURES**



## 11.1) ABBREVIATIONS & GLOSSARY

1)	Level	PEEF is currently dealing with four <b>LEVELS</b> of education; Secondary, Intermediate, Graduation and Masters Level
2)	Stream	Combination of courses; ARTS, SCIENCE, COMMERCE, IT etc.
3)	Gender	Boys / Girls (Male / Female)
4)	BISE	Board of Intermediate and Secondary Education
5)	PEC	Punjab Examination Commission
6)	DFID	Department of International Development
7)	SQS	Special Quota Scholarship
8)	Eligible students	Student who fulfills the merit as well as income criteria
9)	IRC	Internal Review Committee
10)	GRB	Grievance Review Board
11)	SMS	Scholarship Management Section
12)	HOI	Head of Institution
13)	ICT	Islamabad Capital Territory
14)	AJK	Azad Jammu Kashmir
15)	FATA	Federally Administered Tribal Areas
16)	G.B	Gilgit Baltistan
17)	HED	Higher Education Department
18)	FBISE	Federal Board of Intermediate and Secondary Education
19)	PBTE	Punjab Board of Technical Education
20)	DD	Developed Districts
21)	LDD	Less Developed Districts
22)	COEs	Centre of Excellence
23)	DDE(C)	Deputy Director Education (Colleges)
24)	EDO(E)	Executive District Officer (Education)
25)	HEC	Higher Education Commission
26)	PEF	Punjab Education Foundation
27)	NOC	No objection Certificate
28)	B&L	Boarding & Lodging
29)	L.A	Living Allowance
30)	BPS	Basic Pay Scale
31)	TEVTA	Technical Education & Vocational Training Authority
32)	DR	Departmental Representative
33)	CNIC	Computerized National Identity Card



# Annexure



**LIST OF DIVISIONAL HEADQUARTERS**

1. Lahore
2. Rawalpindi
3. Gujranwala
4. Sargodha
5. Multan
6. Faisalabad
7. DG Khan
8. Bahawalpur
9. Sahiwal



LIST OF PATNER UNIVERSITIES

SR. NO.	NAME OF UNIVERISTY	WEB ADDRESS
1.	BAHA UD DIN ZAKRIYA UNIVERSITY, MULTAN	<a href="http://www.bzu.edu.pk">www.bzu.edu.pk</a>
2.	BAHRIA UNIVERSITY, ISLAMABAD	<a href="http://www.bahria.edu.pk">www.bahria.edu.pk</a>
3.	COMSATS ISLAMABAD	<a href="http://www.ciit-isb.edu.pk">www.ciit-isb.edu.pk</a>
4.	FAST-NU, LAHORE	<a href="http://www.nu.edu.pk">www.nu.edu.pk</a>
5.	FATIMA JINNAH WOMEN UNIVERISTY, RAWALPINDI	<a href="http://www.fjwu.edu.pk">www.fjwu.edu.pk</a>
6.	FORMAN CRISTIAN COLLEGE, LAHORE	<a href="http://www.fccollege.edu.pk">www.fccollege.edu.pk</a>
7.	GOVT. COLLEGE UNIVERSITY, LAHORE	<a href="http://www.gcu.edu.pk">www.gcu.edu.pk</a>
8.	GOVT. COLLEGE UNIVERSITY, FAISALABAD	<a href="http://www.gcuf.edu.pk">www.gcuf.edu.pk</a>
9.	GOVT. COLLEGE WOMEN UNIVERSITY , FAISALABAD	<a href="http://www.gcwuf.edu.pk">www.gcwuf.edu.pk</a>
10.	GOVT. COLLEGE WOMEN UNIVERSITY , SIALKOT	
11.	INFORMATION TECHNOLOGY UNIVERSITY (ITU PUNJAB)	<a href="http://www.itu.edu.pk">www.itu.edu.pk</a>
12.	ISLAMIA UNIVERSITY BAHAWALPUR	<a href="http://www.iub.edu.pk">www.iub.edu.pk</a>
13.	KINNAIRD COLLEGE FOR WOMEN, LAHORE	<a href="http://www.kinnaird.edu.pk">www.kinnaird.edu.pk</a>
14.	KING EDWARD MEDICAL UNIVERISTY, LAHORE	<a href="http://www.kemu.edu.pk">www.kemu.edu.pk</a>
15.	LAHORE COLLEGE FOR WOMEN UNIVERISTY	<a href="http://www.lcwu.edu.pk">www.lcwu.edu.pk</a>
16.	NATIONAL COLLEGE OF ARTS, LAHORE	<a href="http://www.nca.edu.pk">www.nca.edu.pk</a>
17.	NATIONAL TEXTILE UNIVERSITY, FAISALABAD	<a href="http://www.ntu.edu.pk">www.ntu.edu.pk</a>
18.	NUST, ISLAMABAD	<a href="http://www.nust.edu.pk">www.nust.edu.pk</a>
19.	PIR MEHR ALI SHAH ARID AGRICULTURE UNIVERSITY, RAWALPINDI	<a href="http://www.uaar.edu.pk">www.uaar.edu.pk</a>
20.	THE GOVT. SADIQ COLLEGE WOMEN UNIVERSITY , BAHAWALPUR	<a href="http://www.gscwu.edu.pk">www.gscwu.edu.pk</a>
21.	THE WOMEN UNIVERSITY, MULTAN	<a href="http://www.wum.edu.pk">www.wum.edu.pk</a>
22.	UNIVERSITY OF THE PUNJAB, LAHORE	<a href="http://www.pu.edu.pk">www.pu.edu.pk</a>
23.	UNIVERSITY OF ENGINEERING AND TECHNOLOGY, LAHORE	<a href="http://www.uet.edu.pk">www.uet.edu.pk</a>
24.	UNIVERSITY OF ENGINEERING AND TECHNOLOGY TAXILA,	<a href="http://www.uettaxila.edu.pk">www.uettaxila.edu.pk</a>





## PEEF Scholarship Policy-2016-17

	RAWALPINDI	
25.	UNIVERSITY OF AGRICULTURE FAISALABAD	<a href="http://www.uaf.edu.pk">www.uaf.edu.pk</a>
26.	UNIVERSITY OF EDUCATION LAHORE	<a href="http://www.ue.edu.pk">www.ue.edu.pk</a>
27.	UNIVERSITY OF GUJRAT	<a href="http://www.uog.edu.pk">www.uog.edu.pk</a>
28.	UNIVERSITY OF HEALTH SCIENCES, LAHORE	<a href="http://www.uhs.edu.pk">www.uhs.edu.pk</a>
29.	UNIVERSITY OF SARGODHA	<a href="http://www.uos.edu.pk">www.uos.edu.pk</a>
30.	UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, LAHORE	<a href="http://www.uvas.edu.pk">www.uvas.edu.pk</a>
31.	GHAZI UNIVERSITY, DERA GHAZI KHAN	<a href="http://www.ghaziuniversity.edu.pk">www.ghaziuniversity.edu.pk</a>
32.	QUAID-E-AZAM UNIVERSITY, ISLAMABAD	<a href="http://www.qau.edu.pk">www.qau.edu.pk</a>
33.	GIKI, SWABI	<a href="http://www.giki.edu.pk">www.giki.edu.pk</a>
34.	IBA, SUKKUR	<a href="http://www.iba-suk.edu.pk">www.iba-suk.edu.pk</a>