

SCHOLARSHIP POLICY

FOR THE YEAR 2009-10

Table of contents

1. Preface
 - a. Scholarship allocation
 - b. Criterion for short listing
2. Categories of scholarship
3. Categories of districts
4. Scholarship stipends for different levels
5. Important Notes
 - a. Bi annual disbursement of scholarships
 - b. Definition of Boarders
 - c. Priority groups, streams and scholarship allocation
6. Scholarship policy & procedures for Punjab Board of Technical Education (PBTE)
7. Scholarship policy & procedures for other provinces, AJK, FATA & Gilgit Baltistan
8. Scholarship Disbursement Policy – Issues & Guidelines
9. Scholarship Adjustments Policy – 2009
 - a. Policy Guidelines
10. Scholarship Adjustment– Issues & Guidelines
 - a. Merit Scholarships
 - b. Special Quota Scholarships
 - c. Private Schools and College Student’s Scholarships
11. Scholarship Adjustment Policy for PBTE
12. Scholarship Adjustment Policy for other provinces, AJK, FATA & Gilgit Baltistan
13. Redressal of Grievance
14. Abbreviations and glossary
15. Annex – A
16. Annex - B

1. Preface:

PEEF has allocated scholarships for 4 levels, and the break up of allocation on the basis of 5,000 scholarships per year is;

Sr. No	Level	Allocation (%)	Allocation (No.)
1.	Middle	20	1,000
2.	Matric	30	1,500
3.	Intermediate	30	1,500
4.	Graduation	20	1,000
	TOTAL	-	5,000

For the year 2009-10, PEEF has allocated 5,389 scholarships. This year besides awarding scholarships to students of Government Schools and Colleges, PEEF has also allocated Scholarship for the Students of Private Affiliated Schools / Colleges and Punjab Board of Technical Education (PBTE).

Graduation Level Scholarships will be awarded from year 2010. In year 2009, their allocation has been adjusted against other levels and PBTE scholarships.

a. Scholarship Allocation:

The break up of scholarships for year 2009 is;

i) Punjab 5,000 Scholarships

Middle 1250

Matric 1839

Intermediate 1623

**PBTE* 288

*Punjab Board of Technical Education

ii) Other provinces and AJK, FATA, Gilgit Baltistan 389 Scholarships

<i>Baluchistan</i>	<i>200</i>
<i>Sindh</i>	<i>63</i>
<i>NWFP</i>	<i>63</i>
<i>AJK, FATA & Gilgit Baltistan</i>	<i>63 - (21 scholarships each)</i>

b. Criterion for short-listing : For students of Punjab

1. Passed Middle, Secondary or Intermediate Examination in 2009 (annual).
2. Passed these examinations from government or private affiliated schools/ colleges.
3. Scored at least 60% marks in above mentioned examinations (this is applicable for all PEEF scholarships)
4. Paid fee during academic year 2008-09 to these private schools /colleges was equal to or less than Rs. 300/- & 1000/- per month respectively.
5. Their income of parents / guardian (from all sources) is equal to or less than Rs. 15,000/- per month

2. Categories of Scholarships:

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

- Merit Scholarship (80% of the total number)
- Special Quota Scholarship (20% of the total number)

These include:

- Orphan Children
- Children of government servants in BPS 1 – 4
- Children belonging to minority religion
- Special Children

The level and category wise allocation of scholarships for year 2009-10 is:

Level	Merit	Special Quota	Total
Middle	1,000	250	1,250
Matric	1,471	368	1,839
Intermediate	1,298	325	1,623
Other Provinces	389	-	389
PBTE	288	-	288
Total	4,446	943	5,389

3. Categories of Districts:

The districts, based on their HDI ranking, have been divided into two categories comprising of Less Developed Districts (LDDs) and Developed Districts (DDs), and more weight-age of scholarships have been allocated for LDDs.

List of LDDs & DDs (Annex – A)

*Less developed districts (mostly in southern Punjab)

**Developed districts (central & northern Punjab)

4. Scholarship Stipends for different levels:

For students studying in	Per Month Stipend for Day Scholar (Rs.)	Per Month Stipend for Boarders* (Rs.)
Secondary Schools	800	1,500
Intermediate	1,500	3,000
BA, B.Sc	2,500	4,000
Professional Degree / Courses (MBBS, Engineering, B.Com, IT, etc.)	3,000	4,500

*Nine (9) Divisional Headquarters of Punjab (Annex – B) and Sialkot have been earmarked as Big Cities and students enrolled in the institutions of these 10 cities are entitled to 10% additional boarding allowance. This additional allowance is not admissible to scholarship holders of 2008 (annual).

5. Important Notes

District Category	No. of Districts	% of Scholarship Allocation
Less Developed	15	50%
Developed District	20	50%

a. Bi – annual disbursement of Scholarships:

Scholarship is disbursed on bi-annual basis through the office of Head of Institution where the student is currently enrolled.

b. Definition of “Boarder”

- Students of all Government Schools and Colleges who are availing hostel facility provided by institution may be considered as boarders.
- Students enrolled in private chartered institution / universities availing hostel facility provided by institution may be considered as boarders, if signed / verified by Head of Institution / superintendent of Hostel
- Student of private registered affiliated schools & colleges availing hostel facility provided by institution may be considered as boarders, if signed / verified by Head of Institution / superintendent of Hostel. PEEF will also require additional information from private registered affiliated schools & colleges
 1. Address of Hostel
 2. Capacity of Hostel & number of students availing the facility
 3. Services and facilities provided
 4. Monthly rent / charges

c. Priority Groups, Streams & Scholarship Allocation

Level	Group	Streams	% scholarships allocated
Middle	-	-	-
Matric	-	Science	70%
		Arts	30%
Intermediate	Group A (80%)	Pre Medical	35%
		Pre Engineering	35%
		Commerce	10%
	Group B (20%)	Humanities	10%
		General Science / ICS	10%

6. Scholarship Policy & Procedures for PBTE (Punjab Board of Technical Education)

- i. **288** scholarships are allocated for PBTE students **(36 Matric Tech & 252 DAE/D.Com)**
- ii. The duration of scholarship is according to the Degree / course in which the student is enrolled.
- iii. Quota is allocated for students who have passed Matric – Tech, Commercial and Technical PBTE examination in First Annual 2009 and are now REGULAR STUDENTS in REGULAR FULL TIME educational Institutions.
 - a. Minimum requirement for award of scholarship is 60% marks (first division).
 - b. Equal quota allocated to all districts of Punjab
 - c. Selection of students by PBTE as per PEEF guidelines
 - d. Quota to be allocated irrespective of gender of students
- iv. Scholarships include both merit and special quota scholarships.
 - a. Merit scholarship: Minimum requirement is 60% marks (first division).
 - b. Should have passed Matric – Tech, Commercial and Technical PBTE examination in First Annual 2009
 - c. Be a regular student of government & affiliated private school / college administered by / under PBTE
 - d. Special Quota: Will be awarded to students who have secured at least 60% marks and are;
 - I. Special children
 - II. Orphans
 - III. Children of government servants in BPS 1-4
 - IV. Belongs to minorities
- v. PBTE will identify and select students for PEEF scholarship quota (Matric Tech, Technical, Commercial, Special Quota)
- vi. PBTE will submit the details of selected students as per enclosed format, and keep the filled scholarship applications for record purposes.
- vii. Disbursement of scholarship stipends:
 - a. The office of Secretary PBTE will act as Focal Office for the disbursement of scholarships
 - b. The scholarship stipends will be disbursed through Education Institution where the students are currently enrolled
 - c. The total scholarship amount along with “guidelines for disbursement” will be transferred to Secretary PBTE office, that will subsequently transfer the respective amount to the institution

where the students are enrolled, along with scholarship acknowledgement sheet

- d. The scholarship holders will also be informed through confirmation letter from PEEF that their scholarship stipends have been dispatched to their Head of Institutions
- e. The educational institution will call all the respective scholarship winners and disburse the stipends as instructed by office of Secretary PBTE.
- f. After disbursing the scholarship stipend, the respective head of educational institution fills in all the details and send the Scholarship Stipend Acknowledgement Sheet to the office of Secretary PBTE.
- g. The office of the Secretary PBTE, after verifying the stipend disbursement from the students, will prepare a summary & dispatch it to PEEF for further processing.

viii. **Monitoring of Scholarship Holders**

PEEF is developing a monitoring system that will enable to monitor and evaluate academic and general conduct performance of the scholarship holders on bi annual basis. This will ensure that the scholarship holders maintain the benchmark performance and achieve much better academic excellences in periodic assessments.

The results will be shared with concerned education Institutions that will convey the reports to respective students.

7. Scholarship Policy & Procedures for Other Provinces, AJK, FATA & Gilgit

Baltistan

- i. 63 scholarships are allocated to every province, including AJK, FATA & Gilgit Baltistan.
- ii. This includes both merit and special quota scholarships
- iii. Provincial quota of Baluchistan has been increased to 200 by Chairman PEEF, Mr. Muhammad Shahbaz Sharif, Chief Minister, Punjab.
- iv. **Identification and selection of students for Scholarship**
 - a. The office of Provincial Secretary Education will identify and select students for PEEF scholarships, and will submit the details as per enclosed format.
 - b. Students only from government schools and colleges are eligible for award of PEEF scholarships
 - c. Scholarships will be awarded at Matric and Intermediate level, allocating 60% scholarships to Matric and 40% Intermediate level.
 - d. Minimum requirement for award of all scholarship is 60% marks (first division).
 - e. Preferably, quota to be distributed equally amongst boys and girls
 - f. Special Quota Scholarships will be awarded to students who are;
 - I. Orphans
 - II. Children of government servants in BPS 1-4
 - III. Belongs to minorities
 - IV. Special children
- v. **Disbursement of scholarship stipends:**
 - a. The office of Provincial Secretary Education will act as Focal Office for the disbursement of scholarships
 - b. The scholarship stipends will be disbursed through Education Institution where the students are currently enrolled
 - c. The total scholarship amount along with “guidelines for disbursement” will be transferred to respective Secretary Education office, that will subsequently transfer the respective amount to the institution where the students are enrolled, along with scholarship acknowledgement sheet
 - d. The scholarship holders will also be informed through confirmation letter from PEEF that their scholarship stipends have been dispatched to their Head of Institutions
 - e. The educational institution will call all the respective scholarship winners and disburse the stipends as instructed by office of Secretary Education & PEEF.

- f. After disbursing the scholarship stipend, the respective head of educational institution fills in all the details and send the Scholarship Stipend Acknowledgement Sheet to the office of Secretary Education.
- g. The office of the Secretary education, after verifying the stipend disbursement from the students, will prepare a summary & dispatch it to PEEF for further processing.

vi. Monitoring of Scholarship Holders

PEEF is developing a monitoring system that will enable to monitor and evaluate academic and general conduct performance of the scholarship holders on bi annual basis. This will ensure that the scholarship holders maintain the benchmark performance and achieve much better academic excellences in periodic assessments.

The results will be shared with concerned education Institution s that will convey the reports to respective students.

8. SCHOLARSHIP DISBURSEMENT POLICY **Issues & Guidelines**

Issue 1.1:

What is the policy for scholarship holders if they inform PEEF that they have changed the Institution?

Policy:

Scholarship for such students may be continued if they provide the following evidence;

- a. NOC of the Previous Institution
- b. Admission/Confirmation letter from the Current Institution mentioning the degree course and duration of current course
- c. Completed scholarship application form from the new educational institution

Issue 1.2:

What is the policy in case the institutions return the scholarship cheque stating that the student has left the college & the institution is not updated of the current educational status of the student?

Policy:

- a. If Institution is not updated of the student status, it will return the stipend DD to PEEF
- b. PEEF will contact the student to know his / her current status, and if the student is enrolled in a regular full time Institution, PEEF will ask to provide documents as per 1.1 above to continue the scholarship, otherwise will cancel it.

Issue 1.3:

The student has left the college with permission and the college is updated of the students' status.

Policy:

As para policy (1.1)

Issue 1.4:

What if a student has changed his / her degree course from professional degree to the non-professional and vice versa and the institution is also changed?

Policy:

The amount of stipend will be adjusted accordingly, and student will be asked to provide:

- a. NOC of the Previous Institution
- b. Admission/Confirmation letter from the Current Institution mentioning the degree course he / she is enrolled in and the duration of the degree / course
- c. If the student changes his / her degree from simple to professional one (due to delay in merit / admissions) he / she would be provided scholarship assistance for the duration of the changed degree; MBBS, IT, Commerce etc. and vice versa.

Issue 1.5:

Some times at the time of admission, students do not get place in institution's hostel and opt private residencies. With the passage of time some of them get hostel allotment. What would be the policy for such change of status from Day Scholar to Boarder and vice versa?

Policy:

PEEF will change the status of the student's scholarship accordingly.

- The students will be asked to provide the proof that he / she is availing the hostel facility.
- This proof / letter shall be duly attested by the hostel warden / superintendent (required documents / verifications are enlisted in Scholarship Management Policy 2009 - Definition of Boarders).

Issue 1.6:

What would be the policy if the Head of Institution recommends for the cancellation of the scholarship due to any one or multiple reasons given below:

- a. Poor Academic Performance
- b. Low attendance

- c. Not appeared in the exams / promotion tests
- d. Poor discipline
- e. A gap in examination (1 year or so)
- f. Any other reason provided by the Head of Institution (HOI)

Policy:

The Head of Institution may recommend for discontinuation of PEEF scholarship due to any reason mentioned above. In such case, PEEF will seek a detail report; attendance, academic performance, disciplines, event report from the institution and will act accordingly.

If the subject student 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 “final”.

Issue 1.7:

If a student claims that he / she had refused / surrendered PEEF scholarship at the time of offer due to lack of information, what will be the policy?

Policy:

PEEF will announce the cut off dates for receipt of application forms for all levels and categories. These cut off dates for receipt of form will also be printed on the scholarship application form and displayed on PEEF website.

- If the application for review is received within due date and the student has not surrendered the offer in writing, PEEF will consider the applicant for award of scholarship as per prevailing scholarship policy.
- In case the applicant has already surrendered the offer of scholarship in writing and appeals for a review even before the cut off date, PEEF will not consider the application for award of scholarship.
- If there are any scholarships available (due to any reason) after the compilation of final award lists; PEEF will prepare and maintain a “waiting list” and in that eventuality will award scholarships to students on the waiting list, fulfilling the criteria as per prevailing scholarship policy.

Issue 1.8:

What if Institution request PEEF that due to non availability of the Institution's official account, the scholarship stipend may be forwarded to the personal account of the Principal / Head of Institution.

Policy:

PEEF has adopted the policy of scholarship disbursement through Head of Institutions using the Institution's bank account. Mostly private Institution s, operating at Village/Street / Mohalla level do not have Institutions' Bank Accounts; rather the account is in the name of owner / principal.

In such case, it is recommended that stipend may be sent directly to student / parent / guardian account through institution while asking the scholars to submit a certificate of there academic, attendance and general conduct performance during the period, duly verified by the Principal / Head of Institution.

Issue 1.9:

What is the frequency of monitoring of scholars?

Policy:

Monitoring is linked with Disbursement of scholarships. With bi-annual disbursement, the monitoring reports will also be collected on bi-annual basis. However, when need arises, M&D will conduct field monitoring visits to Institution s.

Issue 1.10:

If PEEF forwarded scholarship to the Institution and student was not available due to any reason, for how long the Institution can hold the scholarship of the student before cancelling it or sending it back to PEEF?

Policy:

It is recommended that Institution may hold the amount of scholarship for one (1) month, and even if it is still not disbursed, it will be sent back to PEEF.

Issue 1.11:

What is the pre-requisite for release of next scholarship installment?

Policy:

The prerequisite for release of next installment is duly filled and signed "Scholarship Acknowledgement Sheet". This policy is applicable to all levels, PBTE and other provinces including AJK, FATA & Gilgit Baltistan.

Issue 1.12:

What is the disbursement policy to University's administered colleges (Hailey College of Commerce etc.)?

Policy:

It is recommended that such colleges may be considered as independent entity and the scholarship stipends of their students may be sent through Principals of such institutions.

Issue 1.13:

After matriculation if the next course of the student is of 4 or 6 years (education through Deeni Madarus) what would be the scholarship stipend rates?

Policy:

We may award the scholarship to the student as follows:

- a. For initial two year - as per the scholarship stipend of Intermediate level
- b. For the remaining period - as per scholarship stipends for BA/BSc. level & so on.

Issue 1.14:

What is the scholarship policy for students who are enrolled in degree / courses where govt. provides monthly financial assistance / stipends - TEVTA, Nursing courses etc.?

Policy:

PEEF has fixed scholarship stipends from Rs. 800/- to Rs. 4,500/= per month. If the amount of financial assistance paid to student by the Institution is less than that of the scholarship stipend offered, PEEF will pay the remaining amount to the student making the total amount equivalent to PEEF scholarship stipend.

For example; if any student is getting Rs. 1,000/ per month as financial assistance from the Institution (school, college, university) and is also eligible for PEEF scholarship stipend of Rs. 1,500/ - PEEF will pay him / her the remaining / balance amount of Rs. 500/- making his / her total assistance to Rs. 1,500.

Issue 1.15:

Some of the shortlisted students are enrolled in Deeni Madarus, and chances are that such Madarus are not registered with any authority. Who will be the verifying authority for those Madarus and what stipend rates will be applicable to such students pursuing education through Madarus?

Policy:

Wafaq ul Madrus & other concerned authorities may verify the status of such Deeni Madarus, and students may be awarded scholarship stipends as policy para 1.13.

Issue 1.16:

Disbursement of scholarships to other Provinces, AJK, FATA, Gilgit Baltistan & PBTE:

Who will be the custodian of data of students that have been awarded PEEF scholarships?

Policy:

a). Disbursement will be made on the basis of data provided by respective provincial & PBTE offices.

b). The respective provincial & PBTE offices are the custodian of data of students that have been provided PEEF scholarships. PEEF will keep summary of record and disbursements.

9. Scholarship Adjustments Policy - 2009

During the course of finalizing the scholarships for both Merit and Special Quota, the organization has come up with certain bottlenecks, e.g;

- i. A stream of a certain group (Intermediate) is completely missing
- ii. Required number candidates (boys – girls) is not available for short-listing
- iii. Required number of special quota scholarships (SQS) applicants is not available in certain tehsils / districts
- iv. Eligible private schools and colleges are not available in all tehsils
- v. Eligible private school & college students (boys & girls) are not available in all tehsils

Policy Guidelines

Following **POLICY GUIDELINES** have been adopted while finalizing the scholarships, both Merit & Special Quota & for students of private affiliated schools and colleges;

- For **ALL LEVELS AND CATEGORIES THE PRIORITY IS TO MAINTAIN GENDER RATIO** (50% for each gender) in the following order of priority:
 - o District
 - o Division
 - o Province
- If scholarships allocated for one stream are not awarded due to non availability of eligible students, the same number will be adjusted in the next priority group & stream but to the same gender
- If after making the scholarship adjustments at all levels there are scholarships to be awarded, the remaining scholarships will be awarded to the eligible candidates of other gender.
- If the allocated number of scholarships (all levels and categories) of a tehsil, stream, or gender is in fractions, (3.2, 2.8, 4.5 etc.), the number will be rounded to **next (higher) digit**; e.g against 2.3 scholarships, 3 students will be awarded scholarships. All scholarship adjustments will be made accordingly.
- If only “1” scholarship is allocated to a certain stream, the scholarship will be awarded to the either student (boys / girls) with highest marks.

Adhering to the policy guidelines, detail scholarship adjustment policy for all levels and categories has been drafted.

10. SCHOLARSHIP ADJUSTMENT

Issue & Guidelines

CATEGORY: MERIT SCHOLARSHIPS (GOVERNMENT SCHOOLS STUDENTS)

LEVEL: MIDDLE, MATRIC, INTERMEDIATE

Issue 1.1:

Eligible students are denied scholarship due to higher family income; (monthly income is more than Rs. 15,000/-).

Policy:

Only declared income of parents (father, mother, and / or guardian) from all sources may be considered to determine the level of monthly income for eligibility of scholarship. In case where the applicant has mentioned two figures of monthly income on the scholarship application form, the highest income will be considered for scholarship eligibility.

Issue 1.2:

PEEF has shortlisted almost 50 - 60% additional students and has sent intimations. Since all the applicants have to pass through the income filter, therefore in many tehsils , the gender wise number of letters received back from students could be less and PEEF may not be able to award all the allocated scholarships to a specific gender in that tehsil .

Policy:

- a. From year 2010 onwards, PEEF will shortlist 100% additional students against the number of scholarships allocated for a specific level **(this policy is applicable to all levels & categories)**.
- b. For year 2009 – if by cut off date (for Middle & Matric level scholarship it is 30th Nov. 09 and for Intermediate Level scholarships it is 31st Dec. 09), the number of eligible applicants is less than the allocated scholarships, PEEF will make adjustments (the detail of adjustments is given in 1.3).

Issue 1.3:

What will be the policy for scholarship adjustment if the required number of students is not available; either due to rejection on the basis of income criteria or there is still shortfall of applicants due to non-receipt of letters.

Policy

Middle:

- i. The scholarships may be awarded to same gender at district level (giving equal representation and opportunities to all tehsils) – maintaining the quota allocated in order of priority;
 - o Gender
 - o Tehsil

- ii. Even after making adjustments as para (i) there are still scholarships that could not be awarded, the remaining scholarships may be awarded at the Division level; maintaining the quota in order of priority;
 - o Gender
 - o District

Matric:

- a. If there is shortfall of eligible students in a certain stream, the balance scholarship will be awarded to other priority stream of the same gender
- b. If there is still a shortfall after the adjustments as per (a), the scholarship will be awarded to the same gender & stream of other tehsil
- c. If there is still a shortfall after the adjustments as per (b) the scholarship will be awarded to other priority stream in other tehsil, but same gender, giving equal representation to all tehsils .
- d. If there is still a shortfall after making adjustments at the district level, in all the tehsils, the remaining scholarships shall be adjusted at the Division level in following order of priority;
 - i. Gender
 - ii. Tehsil
 - iii. District
 - iv. Division

Intermediate:

- a. If there is shortfall of eligible students in a certain stream, the remaining scholarships will be awarded to other priority stream, of the same group and gender.
- b. If there is still a shortfall after the adjustments as per (a), the remaining scholarship will be awarded to next priority stream of the same group and gender.
- c. If there is still a shortfall after the adjustments as per (b), the scholarship will be awarded to other group's (all streams) same gender, awarding the scholarship to students with highest marks within the same tehsil.
- d. If there is still a shortfall after the adjustments as per (c) the scholarship will be awarded to other tehsil(s), of the same gender, stream and group, giving equal representation to all tehsils , if possible. These adjusted scholarships will be awarded to students with highest marks in that stream, group.
- e. If there is still a shortfall after the adjustments as per (d) the remaining scholarships shall be awarded to other group (all streams) but same gender, awarding the scholarship to students with highest marks.
- f. If there is still a shortfall after making adjustments at the district level, the remaining scholarships shall be adjusted at the Division level in order of priority;
 - i. Gender
 - ii. Group
 - iii. District

NOTE: In case of adjusting students for award of scholarships within & from other tehsils, district, gender and stream; scholarship may be awarded to students having highest marks.

Issue 1.4:

What if two or more shortlisted students have same marks in a particular stream and gender?

Policy:

It is estimated that such cases may not exceed 20 – 25 in each level, hence recommended that PEEF award scholarships to all meritorious students having same marks.

CATEGORY: SPECIAL QUOTA SCHOLARSHIPS

LEVEL: MIDDLE, MATRIC, INTERMEDIATE

Issue 1.5:

On an average, 7 SQS have been allocated to each district. This number is too small to be allocated against each SQ category and at tehsil level.

Policy:

All the SQ categories may be clubbed together and scholarships be awarded at district level, trying maintain the gender ratio at 50%.

Issue 1.6:

What if after repeated requests the district offices are unable to find required number of applicants for SQ scholarship?

Policy:

If the districts are unable to find the required number of applicants for award of scholarships, the remaining scholarships shall be adjusted at the Division level, and if there is still a shortfall the remaining scholarships shall be adjusted at provincial level.

Issue 1.7:

What if there is still a short fall of eligible applicants for scholarships even after making the adjustment at provincial level?

Policy:

The remaining number of allocated scholarships of a certain level (MIDDLE, MATRIC, INTERMEDIATE) will be awarded to eligible meritorious students of other levels.

Issue 1.8:

What will be the policy of adjustment in case where PEEF receive applications for all 4 categories?

Policy:

PEEF will award scholarships to categories on the basis of gender wise merit, and in case where only one scholarship is available, the criteria for selection of scholarship will be "highest marks" achieved.

CATEGORY: PRIVATE SCHOOL & COLLEGE STUDENTS' SCHOLARSHIPS

LEVEL: MIDDLE, MATRIC, INTERMEDIATE

Issue 1.9:

On an average, 3-4 scholarships have been allocated to each district. This number is too small to maintain the gender ratio at 50%.

Policy:

All the private schools & college scholarships may be awarded at district level, trying to maintain the gender ratio at district level and then at division level, if required.

Issue 1.10:

All the tehsils in a district may not have required number of eligible students for short-listing and award of scholarship.

Policy:

If there is a shortfall in number of eligible applicants, the remaining scholarships shall be adjusted at Division level and then at provincial level, if required.

Issue 1.11:

What if there is still a short fall of eligible applicants for scholarships even after making the adjustment at provincial level?

Policy:

The remaining number of allocated scholarships of a certain level (MIDDLE, MATRIC, INTERMEDIATE) will be awarded to eligible meritorious students of other levels.

11. SCHOLARSHIP ADJUSTMENT POLICY FOR PBTE

PEEF has allocated 288 scholarships for students of PBTE for the year 2009 - 10, as follows:

SR. NO	PBTE LEVEL	# OF SCHOLARSHIPS ALLOCATED	PER DISTRICT	CRITERIA
1	MATRIC - TECH	36	1	DISTRICT TOPPER
2	COMMERCIAL	108	3	TOP THREE OF THE DISTRICT
3	TECHNICAL	108	3	TOP THREE OF THE DISTRICT
4	COMMERCIAL & TECHNICAL - SPECIAL QUOTA	36	1	MERIT AMONGST STUDENTS IDENTIFIED UNDER SQ CATEGORIES

If students in a particular level are not available, the remaining scholarships will be awarded as;

“PBTE will select candidates for PEEF scholarships from First 10 Position Holders from each district so that the maximum students may be benefitted. Moreover underutilized quota of Matric Tech category may be converted to DAE/D.Com/D.BA qualifying candidates”.

PEEF will consider all such lists of selected students as “FINAL” that has been forwarded by the PBTE office for award of PEEF scholarships.

12. SCHOLARSHIP ADJUSTMENT POLICY FOR OTHER PROVINCES, AJK, FATA & GILGIT BALTISTAN

- i. 63 scholarships are allocated to every province, including AJK, FATA & Gilgit Baltistan.
- ii. This includes both merit and special quota scholarships
- iii. Provincial quota of Baluchistan has been increased to 200 by Chairman PEEF, Mr. Muhammad Shahbaz Sharif, Chief Minister, Punjab.
- iv. The criterion for selection of students is as follows;
 - a. Students only from government schools and colleges are eligible for award of PEEF scholarships
 - b. Scholarships will be awarded at Matric and Intermediate level, allocating 60% scholarships to Matric and 40% Intermediate level.
 - c. Minimum requirement for award of scholarship is 60% marks (first division).
 - d. Preferably, the quota to be distributed equally amongst boys and girls
 - e. The adjustment regarding award of scholarships to a level (Matric & Intermediate) and category (Merit & Special Quota Scholarships) and gender wise allocation of scholarships to boys and girls will be made by the respective provincial office.
 - f. PEEF will consider all such lists of selected students as "FINAL" that has been forwarded by the respective provincial office for award of PEEF scholarships.

13. REDRESSAL OF GRIEVANCE

The Applicants:

- Students
- Parents
- Institutions
- Other offices

Issue:

- 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 any complaints.

A. 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 15 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 BISE / PEC and the applicant and the policy of PEEF.
Anonymous complaints shall not be reviewed.

B. 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 15 days of receipt.

(Anonymous complaints shall not be reviewed)

C. GRIEVANCE REDRESSAL BOARD (GRB):

If the complainant not satisfied with the decision of IRC, 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)

PROCEDURES / POLICY FOR REDRESSAL OF GRIEVANCES

1. PEEF will address queries of grievances regarding award of scholarships for the year 2009. These queries should reach PEEF office within one month from the date of uploading / announcement of Final Award Lists of any level.

2. 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.
 - a. If applicant is a student, less than 18 years of age, the CNIC of the father/mother/guardian will be attached.
 - b. If applicant is an institution/office, the application will be sent on official letter head duly signed by the authority.
 - c. Anonymous complaints shall not be reviewed.

REDRESSAL OF GRIEVANCE

Issue / Complaint	Required Documents	Initial Recommendations by	Final Decision by - Internal Review Committee (IRC)	Final Review by - Grievance Redressal Board
<ol style="list-style-type: none"> 1. Applications for award of scholarships 2. Cases for cancellation of scholarships 3. Applications for transfer of scholarship from one institution to the other 4. Application for revision of scholarship stipend on the bases of change in degree / course 5. Applications submitted by stakeholders, challenging a scholarship award to any other student 6. 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 7. Application regarding formulation of merit 8. Any other issue related to scholarship 	<ul style="list-style-type: none"> • Application – reason for applying • Copy of Result card (Middle/ Matric/Inter) • Copy of CNIC (father/ student) 	Section Head – SMS	<ul style="list-style-type: none"> • IRC 	Grievance Redressal Board

14. ABBREVIATIONS & GLOSSARY

1. Level PEEF is currently dealing with three **LEVELS**; Middle, Matric & Intermediate
2. Stream Combination of courses; ARTS, SCIENCE, COMMERCE, IT is referred as Stream
3. Gender Boys / Girls (Male / Female)
4. BISE Board of Intermediate and Secondary Education
5. PEC Punjab Examination Commission
6. SQS Special Quota Scholarship
7. Eligible students Student who fulfills the merit as well as income requirement is an eligible student
8. Eligible School / College Private affiliated Schools & Colleges that fulfill the fee criterion as required by PEEF
(monthly fee of Rs. 300/- for schools and Rs.1,000/- for colleges)
9. IRC Internal Review Committee
10. GRB Grievance Review Board
11. SMS Scholarship Management Section

15. Annex - A

LIST OF DEVELOPED AND LESS DEVELOPED DISTRICTS

Sr. No	DISTRICTS	Category
1	Rajanpur	LDD
2	Muzaffargarh	LDD
3	Bahawalpur	LDD
4	Lodhran	LDD
5	Rahimyar Khan	LDD
6	Pakpattan	LDD
7	D.G.Khan	LDD
8	Okara	LDD
9	Bhakkar	LDD
10	Bahawalnagar	LDD
11	Kasur	LDD
12	Multan	LDD
13	Layyah	LDD
14	Sahiwal	LDD
15	Khanewal	LDD

Sr. No	DISTRICTS	Category
1	Mianwali	DD
2	Sargodha	DD
3	Khushab	DD
4	Jhang	DD
5	Faisalabad	DD
6	Hafizabad	DD
7	Gujranwala	DD
8	Vehari	DD
9	T.T.Singh	DD
10	Narowal	DD
11	Lahore	DD
12	Sheikhupura	DD
13	Nankana Sahib	DD
14	Attock	DD
15	Chakwal	DD
17	Sialkot	DD
18	Rawalpindi	DD
19	Jhelum	DD
20	Mandi Bahauddin	DD

16. Annex - B

LIST OF DIVISIONAL HEADQUARTERS

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