

## **The Punjab Educational Endowment Fund's (PEEF) Scholarship Management Policy 2009**

To reach out to the talented and needy students in the second phase PEEF has shortlisted students who have pursued education from **Government schools / colleges** and have secured top positions in their respective Tehsil/ District, in their Middle Secondary and Intermediate Examination held in 2009 (annual).

This year PEEF has also allocated Scholarship for the Students of Private Affiliated Schools / Colleges and Punjab Board of Technical Education (PBTE).

The criterion for short-listing and award of scholarships for students (other than PBTE, other provinces, AJK, FATA & Northern Areas) is; The break up of scholarship is as follows:

1. Passed Middle, Secondary or Intermediate Examination in 2009 (annual).
2. Passed these examinations from government or private affiliated schools/ colleges.
3. The fee paid during academic year 2008-09 to these private schools /colleges was equal to or less than Rs. 300/- & 1000/- per month respectively.
4. Performed exceptionally well in their respective districts / tehsils / levels / groups
5. Income of parents is equal to or less than Rs. 15,000/- per month

Though PEEF's sphere of financial assistance is mainly concentrated in Punjab; to promote national unity, integrity and brotherhood - students of other provinces including Azad Jammu Kashmir, FATA & Northern Areas shall also be provided scholarships.

The break up of scholarship is as follows:

<b>Province</b>	<b>Number of scholarship</b>
Punjab	5,000
Baluchistan	126
Sindh	63
NWFP	63
AJK & FATA	63
<b>Total</b>	<b>5,315</b>

### o **Categories of Scholarships:**

- Merit Scholarship (80% of the total number)
- Special Quota Scholarship (20% of the total number)
  - Orphan Children
  - Children of government servants in BPS 1 – 4
  - Children belonging to minorities
  - Special Children

## 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.

District Category	No. of Districts	% of Scholarship Allocation
LDD*	15	50%
DD**	20	50%

\*Less developed districts (mostly in southern Punjab)

\*\*Developed districts (central & northern Punjab)

## Scholarship allocation for different levels:

Level	Merit	SQS	Total
Pre-Metric	1,000	250	1,250
Post- Metric	1,471	368	1,839
Post- Inter	1,298	324	1,623
Other Prov.	315	-	315
PBTE	288	-	288
Total	4,372	942	5,315

\*\*Special Quota Scholarships

## Scholarship Stipends for different levels:

Level	Stipend for Day Scholar (Rs.)	Stipend for Boarders* (Rs.)
Pre Matric	800	1,500
Post Metric (FA, FSc., I Com etc.)	1,500	3,000
Post Intermediate (BA, BSc., etc.)	2,500	4,000
Post Intermediate (Professional Degree / Courses e.g, MBBS, Engineering, B.Com etc.)	3,000	4,500

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

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

1. 288 scholarships are allocated (36+252) for PBTE students

2. The duration of the scholarship is according to the Degree / course the student is enrolled in.
3. 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 institutes.
  - 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
4. 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
5. PBTE will identify and select students as per attached break up of PEEF scholarship quota (Matric Tech, Technical, Commercial, Special Quota)
6. PBTE will submit the details of selected students as per enclosed format, and keep the filled scholarship applications for record purposes.
7. 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 "instructions 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 hand over the stipends as instructed by office of Secretary PTBE.
  - 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 PTBE.
  - g. The office of the Secretary PTBE, after verifying the stipend disbursement from the students, will prepare a summary & dispatch it to PEEF for further processing.
8. 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 quarterly / 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 institutes that will convey the reports to respective students.

## **Scholarship Policy & Procedures for Other Provinces, AJK, FATA & Northern Areas**

1. 63 scholarships are allocated to every province, including AJK, FATA & Northern Areas.
2. This includes both merit and special quota scholarships 3.
3. Provincial quota of Baluchistan has been doubled to 126 by Chairman PEEF, Mr. Muhammad Shahbaz Sharif, Chief Minister, Punjab.

### **4. 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 scholarship is 60% marks (first division).
- e. Quota to be distributed equally amongst boys and girls
- f. Special Quota Scholarships 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

### **5. 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 "instructions 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 hand over 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.

6. 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 quarterly / bi annual basis. This will ensure that the scholarship holders maintain the benchmark performance and achieve much better academic excellences in periodic assessments.

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## Scholarship Adjustment policy (2008):

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

- A stream of a certain group (Intermediate) is completely missing in different BISEs, Districts, Tehsils, such as, Commerce, etc..
- Required number of short listed candidates (boys – girls) in a stream / group / tehsil is not available
- Required number of Boarder students is not available
- Required number of special quota scholarships (SQS) applicants is not available in certain tehsils / districts  
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### Merit Scholarships:

Different streams have been clubbed along with their respective % ages to form groups that are considered in order of priority while awarding scholarship to students.

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

- Scholarships allotted for specific stream is shifted to the other priority stream of same group (e.g from commerce to pre – eng., pre – medical)
- If students are not available for a group, then the scholarships is adjusted in other group (but to the same gender) of the same tehsil.
- If there are not enough numbers of candidates of one gender in any given stream/group, the same number of scholarships is shifted to other gender of the same stream/group in same Tehsil / District

- If there are not enough candidates in a tehsil, the same number with equal gender distribution, is divided equally amongst other tehsils of the district. This way all the tehsils will be equally benefited.
- If there is no required number of Boarders of a specific stream, the same number is shifted to day scholars of the same gender in that stream.
- Only FULL TIME students in regular institutes, if selected are awarded scholarships.
- Students who are short listed but are not enrolled in any institution due to financial constraints are advised to get admission in next session and are considered for next scholarship batch.

### **Special Quota Scholarships (SQS):**

In case the required number of Special Quota Scholarships (SQS) applicants is not available in certain tehsils / districts, PEEF will adopt following guidelines in order of priority;

- If students from one category (orphan, disable etc.) are not available at tehsil level, all the four categories shall be clubbed at tehsil level (this will happen as the number of special quota scholarship at tehsil level is too small and individual quota may go in fractions).
- If number of applications for special quota scholarship is less than the number of scholarships allocated to one tehsil, the number of special quota scholarships shall be adjusted against the total allocation of Special Quota Scholarships at district level.
- If the number of applications for special quota scholarships is less than the number of scholarships allocated to a district, the remaining number of (unutilized) Special Quota Scholarship (SQS) shall be adjusted to the merit Scholarships of the Tehsil where the original shortfall of SQS existed. This will keep the originally allocated number of scholarships within the same tehsil and total number of scholarships within that district constant.
- If the number of applications for special quota scholarships and merit scholarships are less than the allocated number in any district, the same may be adjusted in other districts of the same BISE; first by adjusting the special quota scholarship applicants and then the merit scholarship applicants. This will ensure that the total number of scholarships allocated to a certain BISE remains constant.

**Note : The scholarship adjustment policy for 2009 is under review and will be uploaded when approved.**