GAABESU Scholarship Process Document

(Approved by GAABESU Executive Committee in May 2020)

1.0	OVERVIEW

This document describes the "process" to be followed in awarding scholarships annually, funded by the alumni community worldwide to the undergraduate students of IIEST, Shibpur (formerly known as BESU / BECDU / BEC).

This document should be used as an administrative guideline for IIEST, Shibpur alumni bodies / chapters worldwide, global alumni association executive committees / sub-committees / offices and scholarship donors. This document is <u>not</u> meant to be distributed to the prospective applicants.

2.0	TERMINOLOGY & ABBREVIATIONS

Unless specifically mentioned otherwise, the following general terminology or abbreviations will be used in this document.

IIEST: Indian Institute of Engineering Science and Technology, Shibpur and its administration. This institute was formerly known as Bengal Engineering & Science University, Shibpur (BESU), Bengal Engineering College Deemed University, Shibpur (BECDU) and Bengal Engineering College (BEC) prior to that.

Chapter(s): IIEST/BESU/BECDU/BEC alumni chapters (or batches or groups) in various states of India, as well as sister alumni associations in countries abroad. They normally select/elect few alumni as their selected/elected "representatives" who become focal points of respective chapters.

GAABESU: Global Alumni Association of BESU (now IIEST), represented by elected Executive Committee (EC) members & permanent invitees (ad-hoc or otherwise, as applicable).

GAABESU Office: Staff of GAABESU office in IIEST campus.

Interview Team: Representatives from IIEST administration (Dean, Registrar, Finance Office, Controller of Examiner, Head of Department, Senior Faculty members, etc. as nominated by the Director of IIEST) and GAABESU Scholarship Sub-committee and/or Executive Committee members present in Campus

Scholarship(s): Scholarships funded by the worldwide alumni of the Institute and/or their family for the needy students currently enrolled in IIEST. The process is organized by the GAABESU in co-ordination with the IIEST administration.

SSC: Scholarship Sub-committee as appointed by GAABESU Executive Committee.

INR:	Indian Rupees	US$:	United States Dollars
FD:	Fixed Deposit (in a Bank)	HOD:	Head of the Department
JEE:	Joint Entrance Examination	HS:	Higher Secondary

3.0	ROLES & RESPONSIBILITIES

This section details the roles and responsibilities of GAABESU, IIEST, SSC, GAABESU Office, Chapters & their representatives in carrying out a successful Annual Scholarship Programme. These are listed as general guidelines and are not limited to these alone. There may be a need to carry out other activities not mentioned below, for the successful implementation of the Programme.

3.1 Global Alumni Association of IIEST/BESU/BEC (GAABESU)

a) Invite new alumni chapters / batches / groups to take part in the Scholarship Programme and submit names of the nominated representatives to the SSC.
b) Validate the existing SSC comprising of elected / selected representatives of various alumni chapters / batches / groups.
c) Approve new EC and IIEST representatives to be part of SSC.
d) Verify, clarify, amend & approve any revision of Scholarship Process Document as & when requested by SSC. Once approved, allow SSC to execute Scholarship Programme as per approved Process Document.
e) Maintain a separate Scholarship account.
f) Inform IIEST officially about the scholarship program for the year.
g) Inform IIEST about the final list of scholarship recipients and finalize a date, time & venue for "GAABESU Scholarship Distribution Ceremony – 20XX".
h) Distribute Scholarships to recipients at "GAABESU Scholarship Distribution Ceremony – 20XX".

3.2 Indian Institute of Engineering Science and Technology, Shibpur (IIEST)

a) Review Scholarships proposal from GAABESU and comment (if any).
b) Provide necessary administrative support to GAABESU in making the alumni scholarship programme successful.
c) Authorize the GAABESU Office to distribute notices to departments & hostels and to collect the applications from the candidates.
d) Authorization of each Scholarship application by HOD and Dean (Student Welfare)
e) On request of GAABESU, Chief Warden to provide list of students who do not/ could not deposit their hostel dues and/or approached Chief Warden to condone part of the dues including fine.
f) Authorize representative(s) to be part of the "Interview Team" to verify the documents of all scholarship applicants interviewed.
g) Issue a copy of Merit List of each semester to GAABESU for selection of "Merit Based" scholarships and awards.
h) Receive the final list of the Scholarships & awards recipients from GAABESU.
i) Allow GAABESU to hold "GAABESU Scholarship Distribution Ceremony – 20XX" as per proposed date, time & venue in IIEST campus.
j) Nominate representatives to attend "GAABESU Scholarship Distribution Ceremony – 20XX" on invitation from GAABESU and take part in handing over Scholarships to the recipients.

3.3 Scholarship Sub-Committee (SSC)

a) SSC is a standing sub-committee appointed by the Executive Committee of GAABESU to manage Scholarship Programme as per this approved Process Document.

b) SSC shall coordinate with the GAABESU Office and other sub-committees necessary to run a successful Scholarship Programme.

c) To be eligible for SSC membership, a candidate must be nominated by any Chapter, or by the IIEST administration, or GAABESU Executive Committee, or an individual alumnus of this Institute sponsoring at least one full Scholarship on individual capacity. However GAABESU has the final right to accept or reject any person in consultation with the existing SSC.

d) Review/amend the Scholarship Process Document as & when required and obtain EC approval.

e) Unless specifically requested by SSC, EC should not give any additional instruction / decision (other than what indicated in the Process Document) to SSC during the execution of the Scholarship Programme

f) Form and maintain an e-group for communication and discussion.

g) Two IIEST/BESU/BECDU/BEC alumni members amongst the SSC will be selected/elected as:

- **SSC Chairman:** GAABESU life member, present/former faculty of the Institute, residing in Kolkata

- **SSC Convener:** GAABESU life member, an elected representative of any Chapter outside India, residing abroad

h) Any proposal in SSC e-group will have the following norm: If there is no counter opinion expressed about any proposal by any member, that proposal will be treated as "accepted". In case of disagreement and/or multiple opinions, majority view point will be accepted. Convener should prepare an amendment to the original proposal, if required, but it should be acceptable to most of the members.

i) Declare the amount and number of alumni scholarships for the academic year. Normally academic year starts in July of each year. [e.g., July 2020 for AY 2020 - 2021]

j) Prepare application forms and all supporting documents and formats, as required.

k) Request Chief Warden list of students who do not / could not deposit their hostel dues and/or approached to condone part of the dues including fine.

l) Receive filled-in spreadsheet data of candidates from GAABESU Office and review the same.

m) Prepare the list of scholarships recipients based on special criteria stated by each Chapter and also recommendations from IIEST.

n) Announce the list of scholarships recipients at the GAABESU website.

o) Co-ordinate with the Chapters and inform them to transfer funds.

p) Issue revised Scholarships list, based on any additional fund from chapters.

q) Finalize and issue the list of awardees for the distribution ceremony.

r) Prepare a comprehensive report on the Scholarship Programme of the year to be posted on the GAABESU website (www.gaabesu.in).

3.4 GAABESU Office in IIEST Campus

a) Obtain the announcements and application forms from SSC.

b) Upload scholarship notice and application form on alumni website.
c) Circulate notices to all the departments and hostel notice boards and make application forms available at the GAABESU Office.
d) Collects Merit List from IIEST and list of students from Chief Warden, as & when made available
e) Collect applications from the candidates by specified deadline along with supporting documents
f) Obtain a date for interview from "Interview Team" and send notices to the applicants.
g) Tabulate information collected from the applications in an Excel spreadsheet and send to SSC.
h) Send the tabulation to the SSC members.
i) Keep the original applications in a marked box file "Scholarship Applications – 20XX"
j) Get the spreadsheet as reviewed by the SSC and pass it on to "Interview Team" for interview
k) Update the spreadsheet with recommendations from the "Interview Team" and forward it to SSC.
l) Respond to all alumni regarding the alumni scholarship program.
m) Prepare a formal Invitation and obtain signature from GAABESU Secretary.
n) Send invitation to all concerned (IIEST faculty members, students' senate representatives, departments in IIEST, alumni chapters, Sponsors/Donors, etc.).
o) Acknowledge receipt of each cheque/draft/on-line transfer with a note of thanks from GAABESU.
p) Make all required arrangements for the scholarship distribution ceremony in consultation with concerned IIEST departments/staff.
q) On completion of the ceremony, inform SSC and Chapters about the ceremony and the highlights through e-mail.
r) Publish the article in the alumni website.
s) Receive acknowledgement from students and their guardian for the receipt of cheque
t) Collect contact information and comments from the Scholarship recipients and forward them to their respective sponsors and SSC.
u) Maintain a Scholarship file for each year with separate folders of each recipient. Keep updating the records based on any communication between the sponsors and the recipients, copies of academic mark-sheet, certificates (if any), etc.

3.5 Alumni Chapters / Batches in India & Abroad

a) Chapter has the right to set some independent criteria of selecting candidates for scholarships they fund.
b) Each participating Chapter should nominate one authorized representative, who will be their focal point and member of SSC and represent his/her batch/chapter to the SSC.
c) Chapter should follow the general consensus of SSC on common issues and all disagreement should be solved amicably with good team spirit. However, in highly unlikely cases of extreme dispute, any chapter has the right to withdraw from the Scholarship Programme. Regarding dispute resolution, GAABESU Executive Committee will have the final say based on GAABESU published by-law for any dispute.
d) Chapter representatives to select students based on criteria set by their own Chapter and from the list prepared by IIEST Team.
e) Each Chapter Representative is responsible to transfer Scholarship funds to GAABESU.
f) Each Chapter Representative serves voluntarily for 2 years unless the local chapter/batch replaces him/her or SSC proposes replacement to the Chapter due to the non-involvement of the representative or the Chapter Representative recommends an alternative person on account of his/her non-availability.

4.0	PROCESS SEQUENCE

In order to manage the scholarship program in **each academic year**, the following monthly action plan to be used as guidelines.

OCTOBER

- SSC declares the amount and number of alumni scholarships for the academic year, prepares and/or updates application forms and all supporting documents and formats as required.
- SSC sends notification to all past donors & batch/chapter/group representatives to confirm their interest to continue funding for the current academic year (except perpetual scholarships)
- SSC obtains commitment from donors & representatives. Accordingly finalizes the number of Scholarships & Book Grants to be announced in that Academic Year.

NOVEMBER

- SSC finalizes Scholarship application issue date, application submission date & interview date. Accordingly issue a formal Scholarship Announcement.
- GAABESU Office will upload the Scholarship Announcement notice and application forms at the alumni website.
- GAABESU Office circulates notices to all the departments & hostel notice boards. Application forms to be distributed by GAABESU Office. Students can also download the application forms from the GAABESU web site.
- GAABESU Office collects Merit List of last semester of previous academic year from IIEST and forwards it to SSC.
- SSC advices all participating Chapters / Batches / Donors to send funds to GAABESU.

DECEMBER

- Chapters/Batches/Donors transfer funds to GAABESU either by cheque/draft/on-line transfer payable to GAABESU. GAABESU Office acknowledges receipt of each cheque/draft with a note of thanks from the Secretary, GAABESU.
- SSC finalizes recipients of "Merit Based" scholarships based on the Merit List received from IIEST. The list is announced.

JANUARY

- GAABESU Office collects the "Need Based" Scholarship applications and supporting documents from the applicants, tabulates (SSC designs the format) with all the information collected from the applications. GAABESU Office then sends the tabulation to the SSC members. The 'recommendations' column is left blank and kept for Interview Team to record.
- GAABESU Office collects list of students from Chief Warden, who do not / could not deposit their hostel dues and forward it to SSC.
- SSC re-confirms the interview date and provides detailed schedule. Accordingly GAABESU Office publishes the Interview schedule on GAABESU notice board.
- GAABESU Office produces an Excel sheet of list of applicants with their details mentioned in the application. The list is furnished to each member of the Interview Team prior to commencement of interview at GAABESU Office.

- All scholarship applicants are interviewed and submitted documents are verified by Interview team. The team also verifies the Excel sheet prepared by GAABESU office and members record their interview recommendations on the sheet.

FEBRUARY

- SSC prepares the list of scholarships awardees based on the special criteria stated by each chapter/batch/donor from the list received from Interview Team. List circulated to all Donors / Chapters / Batches for selection of the candidate. The candidates will be allocated against each scholarship by Convener based selection from SSC members. Should same candidate be selected by two (or more) SSC members, allotment will be made who reported first in SSC. In that case the concerned SSC member will be advised to select an alternate candidate.
- The list of recipients for that year is finalized and published in the GAABESU website.
- SSC finalizes date & venue for "GAABESU Scholarships Distribution Ceremony – 20XX". GAABESU Office books the venue and sends invitations to all concerned (Scholarship Donors, IIEST Administration, Faculty members, EC members, Alumni chapters, etc.).

MARCH

- GAABESU distributes the Scholarships in the "GAABESU Scholarship Distribution Ceremony – 20XX" and makes all required arrangements for the ceremony. On completion of the ceremony, GAABESU informs SSC and Chapters through e-mail about the ceremony and the highlights.
- SSC prepares a comprehensive article on the Scholarship Programme of the year, along with photographs of Scholarship Distribution Ceremony and publishes in the alumni website.
- GAABESU Office collects the contact information and comments from the Scholarships recipients and forwards them to their respective sponsors and SSC.
- GAABESU maintains a Scholarship file covering records of each recipient in each year, update the records based on any communication between the sponsor and the recipient, and files copies of academic mark-sheets, certificates (if any) from the recipients.

5.0	SCHOLARSHIPS & GRANTS AMOUNT

5.1 **"Need Based" Scholarship** – A full scholarship amount will carry minimum **INR 15,000** per student per year payable net at GAABESU account. Partial scholarship is normally not accepted, however joint sponsorship can be proposed.

5.2 **"Merit Based" Scholarship** – A full scholarship amount will carry minimum **INR 12,000** per student per year payable net at GAABESU account. "Merit Based" Scholarships may be awarded to departmental toppers based on previous academic year last semester merit list received from IIEST. No application is necessary or shall be made for the "Merit Based" scholarships

5.3 **Book Grant** - Other than scholarships, there is a provision of "Book Grant" to help comparatively less needy students. The amount is minimum **INR 3,000** per grant per student per year. Book grants can also be sponsored by a Chapter or an individual alumnus.

6.0	SCHOLARSHIP FINANCING

Chapters, batches, individual alumnus of IIEST / BESU / BEC or their family members / friends can sponsor one or more scholarships or grants to the existing undergraduate students of IIEST. The financial management shall be carried out in a most transparent way by SSC, represented by all the contributing Chapters. GAABESU should maintain a separate scholarship account that can receive any donation to the scholarship program.

6.1 **Chapter Contributory Scholarships** - Each chapter or batch or group may collect donations from its members to raise funds for one or more scholarships. Normally these scholarships are announced with the name of the sponsoring chapter, unless specifically mentioned otherwise (e.g., dedicated in the memory of someone, some major event, etc.)

It is expected that each chapter will follow the local law to raise funds. Chapters should develop their own system to collect funds, maintain accounts and finally send it to GAABESU scholarship account. Please see "Payment Procedure" section of this document for fund transfer details.

6.2 **Individual Sponsored Scholarships** – Each alumnus/alumna individually or jointly may sponsor one or more scholarship(s). In such a case the scholarships are announced with the name of the sponsoring individuals or as per their requested name.

6.3 **Memorial Scholarships** - It is quite common that the sponsoring alumnus/alumna or a chapter or a group, may like to dedicate the scholarship(s) in the name of a late family member or friend or another alumnus/alumna or ex-faculty member, etc. as a "Memorial Scholarship". If the sponsor prefers to do so, it should be done at the time of declaring the scholarship(s).

6.4 **Perpetual Scholarships** – A donation in foreign currency of **US\$ 5,000** from an individual or a chapter or a batch to US Scholarship Fund would enable to name a scholarship on a perpetual basis. Similarly a donation of **INR 4,00,000** to GAABESU in India will enable to name a scholarship on a perpetual basis from the interest of the bank fixed deposit.

Amount to be reviewed by SSC from time to time, based on prevalent market rates. The general formula to calculate corpus fund for single Scholarship of INR 15,000 will be as below:

Corpus Fund in INR = 15000 x [1 + 1/(Bank FD Interest Rate in India)]

Corpus Fund in US\$ = [15000/(Conversion Rate INR/US\$)] x [1 + 1/(FD Interest Rate in USA)]

In case individual scholarship amount is increased in future and/or the bank FD interest rate changes, SSC will inform the Donor with facts & figures and request for possible top-up of the fund. Donor has full right to accept or reject such requests in future. Alternately SSC may combine the perpetual scholarship with any other scholarship / grant, so that individual students get the full scholarship amount as per published criteria and amount for that year.

7.0	**APPLICANT'S ELIGIBILITY & MINIMUM REQUIREMENTS**

7.1   The applicant must be a current IIEST undergraduate student, with good academic record. Normally each scholarship requires a student to have **CGPA 8.0 or above for both the semesters in the previous academic year**. Attested copies of mark sheets of all previous semesters/years must be submitted along with the application.

7.2   Applicant's **annual family income** not to exceed **INR 2,00,000** (Indian Rupees Two Lakh only) for all "Need Based" scholarships.

All applications must be submitted along with an income certificate from IIEST, showing the gross annual family income of the applicant as per IIEST record, else application will be rejected.

7.3   **Students with Score less than 8.0 CGPA & Family Income less than Rs 50,000:** In case applicant's annual family income is very low (less than INR 50,000/-), he/she can also apply for Scholarship, even if the marks obtained in the last academic year is less than CGPA 8.0 as specified in 7.1 above. On successful interview a Scholarship may be awarded to the student.

7.4   **Students with Score less than 8.0 CGPA & Family Income more than Rs 50,000:** Normally such students are not entitled for a scholarship. However they can submit application. Such applications will be treated as **"Wait Listed"** and they will not be interviewed. In case there are more funds available in that particular year, half scholarship or book grant may be awarded to such students.

7.5   **First Year Students with Family Income less than Rs 50,000:** In case applicant's annual family income is very low (less than INR 50,000/-), first year student can also apply for Scholarship, even if he/she does not have any CGPA score in IIEST as specified in 7.1 above. In such cases the applicant needs to submit mark sheets of Higher Secondary board exam & JEE score. If the 1st Semester results are available before form submission or interview, students shall submit same. To the minimum a Half Scholarship may be awarded to the student.

Following formula shall apply to calculate a new ranking for evaluation of each candidate. Available Scholarships will be disbursed from highest rank to lower.

(a) JEE rank 50% + 1st Sem CGPA 30% + HS 20% - where 1st semester CGPA score is available
(b) JEE rank 60% + HS marks 40% - where 1st semester CGPA score is not available

7.6   **Scholarships Award Criteria:** In general following criteria will be applied by SSC while awarding a "Need Based" scholarship:

	Annual Family Income in INR	
Marks Obtained	50,000 – 2 Lakh	Less than 50,000
CGPA 9.0 & above	Enhanced Scholarship	Double Scholarship
CGPA between 8.0 – 9.0	Single Scholarship	Enhanced Scholarship
CGPA below 8.0	Wait Listed	Single Scholarship

7.7   **Scholarship Amount for Each Student:** The amount of scholarships per student will be as below:

Double Scholarship =   INR 30,000 per student per year

Enhanced Scholarship =   An amount between INR 20,000 to 25,000 per student per year (to be decided by SSC based on available fund that year)

Single Scholarship =   Need Based: INR 15,000 per student per year
                             Merit Based: INR 12,000 per student per year

Half Scholarship =   INR 7,500 per student per year

NOTE: Donors have the final say in increasing the scholarship amount or relax the criteria of the scholarship(s) sponsored by him/her.

7.8   Other than "Tuition Fee Waiver" scheme, applicant needs to confirm s/he does not receive other IIEST expenses from any other source. In case s/he is receiving any financial assistance, that must be declared along with exact amount and source. Applicant will be considered for GAABESU Scholarship, provided total financial assistance does not exceed the yearly expenses at IIEST.

7.9   No disciplinary action had been taken against the applicant in IIEST.

7.10   Applicant understands that the scholarship is given on a yearly basis. The applicant should apply afresh if he/she is looking for scholarship in the subsequent year(s). Getting the scholarship for a particular year may not influence the decision in subsequent years.

7.11   Applicant agrees that the scholarship money is to be used towards his/her educational expenses only. He/she shall be fully responsible for maintaining his/her accounts regarding usage of the fund received. Donor of the scholarship has the right to ask details of accounts any time and the recipient has to furnish the same immediately.

7.12   **Scholarship Application Form:** A sample Scholarship Application Form is furnished at the Appendix of this document.

7.13   **No Show Policy:** 'No show' by the applicant during any scholarship interview by notified date & time and/or scholarship distribution ceremony, shall automatically lead to rejection of the scholarship, even if the name is published by GAABESU on notice board/website. Should there be any valid reason for absence on specified date, it shall be informed to GAABESU Office in advance and by written application, for consideration.

In case of any unforeseen "emergency", the student can submit an application to GAABESU Office within next 10 days explaining the reason for 'no show' and nature of the emergency situation (death in family, student met with an accident / fall sick, etc.) with supporting document. After due verification by SSC, the student may be interviewed and awarded the scholarship.

7.14 **Anti-discrimination Policy:** SSC does not discriminate applicants based on gender, race, religion, caste, political affiliation, medical history, family background, domicile state, nationality, etc. However "scholarship specific criteria" as decided by the Donor shall apply in some scholarships.

7.15 **Compliant Redressal Policy:** GAABESU EC members / IIEST Faculty members / Students' Senate members can raise a compliant against any particular Scholarship recipient and same shall be submitted to GAABESU Office in writing (letter / e-mail), clearly mentioning the name of the recipient and nature of offence (hidden alternate sources of income / financial support, furnished misleading / wrong information in application, submitted forged marksheet, hidden a disciplinary action, using scholarship money for something other than study, etc.) along with substantiating documents, if any, within 10 days after publication of FINAL list of awardees. SSC will investigate the matter within next 1 month time and come to a conclusion. If the recipient is found guilty, s/he will be intimated about the offence and instructed to return the full scholarship amount to GAABESU within next 1 month. Failing which a formal complaint will be launched by SSC with IIEST authorities.

NOTE: Any complaint received verbally or without any name / details, shall be treated by SSC as a personal opinion without any basis or just rumor. Such cases will be specifically rejected by SSC and no action will be taken.

8.0	SCHOLARSHIP PAYMENT PROCEDURE

8.1 **Online payment in Indian Rupees through direct debit from a bank account or using Debit/Credit Card**

8.1.1 **SBI Account On-line Transfer**

GAABESU has streamlined Online Payment Collection System through the State Bank of India (SBI) by using any one of the following modes:

a) Direct debit from any Indian bank account (account maintained in Rupee and NOT in any foreign currency)

b) Using any Debit or Credit Card issued by any bank in India.

Step by step process

1. Go to www.onlinesbi.com
2. Click on the tab 'State Bank Collect'
3. Accept terms and conditions and then click 'Proceed'
4. Select State of Corporate/Institution- 'West Bengal' from the drop-down list
5. Select Type of Corporate/Institution- 'Others' from the drop-down list
6. Select 'GAABESU' from the drop-down list. A page with GAABESU name and logo will appear.
7. Select category- "Membership or Donation"
8. Enter all personal information in the Form that would pop up. Do NOT use any special character, like: / ( ) * & #, etc. Then select the Purpose of Payment. Please choose from "Scholarship or Award" from the options. For remittance by non-alumni put "NA" into the fields asking for year of passing, branch, degree etc.
9. Enter the amount to be paid and then proceed.
10. Review the information.
11. Select the preferred payment options - direct bank account transfer/debit card/credit card, etc.
12. Make payments. Thank You.

8.1.2 **PNB Account On-line Transfer**

GAABESU UBI A/c details are given below for on-line fund transfer:

A/C Name: **GAABESU ALUMNI SCHOLARSHIP ACCOUNT**
A/C Type: Savings Account
A/c Number: **1532010003919**
Bank: **Punjab National Bank** (Erstwhile United Bank of India)

Branch: BESUS Branch
Address: B E College Campus, Shibpur, Howrah 711 103; INDIA
Sol ID: 153220
Swift Code: PUNBINBBXXX
MICR Code: 700024396
IFSC Code: **PUNB0153220** (5th letter '0' stands for zero).

8.2   Payment in Indian Rupees by Cheque / Demand Draft

Please issue the cheque in favor of "GAABESU Alumni Scholarship Account". Mention Donor's name and Scholarship/ Award title at the back side of your cheque / demand draft. Send your cheque / demand draft by speed post, registered air mail, courier or hand deliver to GAABESU office at the following address:

> **Chairman, Scholarship Sub Committee**
> **GAABESU, University Guest House**
> **Indian Institute of Engineering Science and Technology, Shibpur**
> **Howrah-711103, WB, India**

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8.3   Payment in USD from USA

Please make your cheque/draft/on-line transfer payable to "Bengal Engineering College Alumni Scholarship" and mail your cheque/draft to:

Subrata Ghosh (Treasurer)
Bengal Engineering College Alumni Scholarship Fund
1690 Civic Center Drive Apt 614
Santa Clara, CA 95050-4171

Routing Code: 121000248
Account Number: 91202259

Contact details: Subrata Ghosh – Treasurer (e-mail: subie-g@yahoo.com)
                       Dr Swapan Saha – Secretary (e-mail: swapan_saha@yahoo.com)

<u>Bank Details</u>

Name: Wells Fargo Bank, Na
Address: 255 2nd Ave South, Minneapolis, MN 55479
Phone: 800-745-2426
Type: Main Office
Servicing Fed's Main Office: 121000374

8.4   Remittances in foreign currency from other countries

Any remittance to GAABESU in foreign currency can be made to the following designated account using bank wire transfer facility:
A/C Name: **GAABESU- FC**
A/C Type: **Current Account**

A/c Number:	**1532050000550**
Bank:	**Punjab National Bank** (Erstwhile United Bank of India)
Branch:	BESUS Branch
Address:	B E College Campus, Shibpur, Howrah 711 103; INDIA
Sol ID:	153220
Swift Code:	PUNBINBBXXX
MICR Code:	700024396
IFSC Code:	**PUNB0153220** (5th letter '0' stands for zero).

Please mention your personal details and name of the Scholarship / Award for the remittance, while making the wire transfer and also inform the GAABESU office by e-mail or telephone.

8.5   Contact details of GAABESU for follow-up:

GAABESU Office, University Guest House
Indian Institute of Engineering Science and Technology, Shibpur
Howrah-711103, WB, India

Email: gaabesu@gmail.com   Telephone: +91-33-2668 7436 and +91-33-2668 4564

8.6   Tax Exemption Certificate in INDIA

Govt. of India rules and regulations shall apply.

8.7   Tax Exemption Receipt in USA

All payment in US$ to "Bengal Engineering College Alumni Scholarship" is eligible to receive 501(c) income tax benefit for donors in the USA. GAABESU appointed USA Scholarship team will issue 501(c) (3) tax exempt receipt to all qualified Donors upon donation.

Application for GAABESU Scholarship

Personal Information

Please affix recent passport size photograph here (preferably colour)

Name of Applicant (To be filled in CAPITALS):

Mr./Ms._____
Full Name

Date of Birth (dd/mm/yyyy): _____/_____/_____

Home Address: _____

_____

Phone/Mobile (if any):_____   E-mail (if any):_____

Address in IIEST Campus: Hostel#/Hall _____   Room No. _____

Name of Parent/Guardian:

Mr./Ms._____
Full Name

Home Address: _____

_____

Phone/Mobile (if any):_____   E-mail (if any):_____

Annual family income*: INR*_____ Source of income (Occupation): _____

NOTE: Please attach a certificate from IIEST administration, indicating annual family income of the applicant as per IIEST record.

Number of members in the family _____, out of which Senior citizens _____, Adults _____. Children _____

BANK ACCOUNT DETAILS OF STUDENT FOR ON-LINE FUND TRANSFER

Account Name:

Account Number:

Account Type (Savings, Current, etc.):

Bank Name:

Branch / City:

RTGS / NEFT IFSC Code:

Scholarship Application for Academic Year: 20   - 20

IIEST Department _____, Current Year _____,   IIEST Registration Number_____

JEE	HS	1st Sem.	2nd Sem.	3rd Sem	4th Sem	5th Sem	6th Sem	7th Sem	8th Sem
Rank	% Marks	CGPA	CGPA	CGPA	CGPA	CGPA	CGPA	CGPA	CGPA

NOTE: Write 'N/A' if any semester is not applicable. Write 'R/A' if is result is awaited

Are you receiving any scholarship or financial assistance for the current academic year (Yes/No)? _____
If yes, write name and amount of scholarship (per year): _____

NOTE: GAABESU Scholarship donors encourage each recipient to do some voluntary work to offer non-monetary help to others (e.g., blood donation, teach the illiterates, etc.). Please write down your present involvement in such voluntary activities in a separate sheet, sign with your name & date and attach with this application. *(Compulsory – else application will be rejected)*

Declaration by the Applicant & Parent
We hereby voluntarily declare that:
- *We have read and agreed to the selection criteria for the Scholarship.*
- *We have provided correct information in this application. We agree that we will be held liable to return the full/partial scholarship amount if we provide false information.*
- *We authorize Global Alumni Association (GAABESU) or their representative to verify information provided by us if required.*
- *We understand that the **maximum** yearly household income for the eligibility of this scholarship is **INR 2,00 ,000/-**.*
- *We authorize GAABESU to publish our scholarship information on their website and in the news media.*
- *We certify that we will use the fund for educational purposes only.*
- *We understand that, if selected, the applicant may have to work for 5-10 hours/month assisting activities of GAABESU. (Details will be provided by GAABESU Office)*
- *We understand that, it is the sole responsibility of the applicant to check GAABESU website (www.gaabesu.in) regularly and be aware of any change in date/schedule of any Scholarship related event or content of any notice / list.*
- *We understand that, 'No Show' by the applicant without prior written application, during any scholarship interview by notified date & time and/or scholarship distribution ceremony, shall automatically lead to rejection of the scholarship.*
- *We understand that, if selected, the applicant needs to submit a signed PLEDGE: "On graduation from IIEST, I shall join GAABESU as a life member. After my graduation, my caution money deposited with IIEST administration shall be transferred to GAABESU as first the installment of my membership fee. I shall pay up the rest of my life membership fee, as & when they are due, as notified by GAABESU"*

_____   _____   _____   _____
Applicant's Signature & Name   Date   Parent/Guardian's Signature & Name   Date

To be filled in by Head of the Department
I certify that the applicant is a _____ year, student in _____ department of IIEST. Academic record of the applicant as mentioned in this application is true.

_____   _____
Signature of Head of the Department, IIEST   Date

To be filled in by Dean - Student Welfare
As per my knowledge no disciplinary action is taken against the applicant and may be considered for GAABESU Scholarship.

_____   _____
Signature of Dean – Student Welfare, IIEST   Date