

# **Master's Level Scholarships Policy & Procedures (2012-13)**



**The Punjab Educational Endowment Fund (PEEF)**



**Table of contents**

1) Preface-----	3
2) Allocation of Scholarships -----	3
3) Scholarship Stipend-----	4
4) Eligibility Criteria-----	5
5) Process of Award-----	6
6) Adjustment & Replacement Policy-----	7
7) Redressal of Grievance -----	9



## **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. PEEF endeavors to bring best educational opportunities to the less privileged and talented youth of Punjab in order to bring them at par with the more fortunate ones.

The organization promotes education by facilitating both genders equally and providing them opportunities to fulfill their dreams and aspirations so that they become partners in national development. The Punjab Educational Endowment Fund awards scholarships for the following level of studies:

- Secondary
- Intermediate
- Graduation
- Master's level

Special quota scholarships have also been allocated for meritorious and deserving students of Punjab Board of Technical Education (PBTE), other provinces & territories including AJK, FATA, Gilgit Baltistan and Islamabad Capital Territory.

The Punjab Educational Endowment Fund was established with initial seed money of Rs. 2 billion which has now been raised to Rs. 8 billion. Since its inception in Feb. 2009, PEEF has awarded more than 30,000 scholarships worth Rs. 1.4 billion.

## **2) Scholarship Allocation 2012-13**

The Punjab Educational Endowment Fund (PEEF) has allocated 9700 scholarships for the year 2012-13. Out of these 9700 scholarships, 1450 will be awarded for Masters Level studies to students pursuing education in Public Sector Universities of the Punjab & COMSATS Islamabad.

### **a. Scholarship categories:**

PEEF Scholarships have been classified into two major categories:

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



## **PEEF Masters Level Scholarship Policy & Procedures (2012-13)**

*Special Quota Scholarships* are awarded to meritorious and deserving students who fall in one / all 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

**b. Basis of Scholarship Allocation:**

The scholarship quota is allocated on the basis of previous years' total enrollment at Masters Level degree programs.

**c. Subject wise Allocation:**

Once the quota / number of scholarships is determined; this quota is further divided / allocated for Science & Arts subjects:

- 70% of the allocated scholarships are for science subjects
- 30% of the allocated scholarships are for Arts subjects

Notes:

1. The responsibility for classification of science and arts subjects rests with the respective university.
2. Scholarships will preferably be awarded equally amongst meritorious and deserving male and female students.
3. The scholarship quota allocated for the year 2012-13 will be awarded during the same period and cannot be withheld / carried forward to next year.

**3) Scholarship Stipend:**

Following cost and stipends are paid to scholars.

**Costs:**

**i. Admission fee**

- Admission fee
- Registration fee

**ii. Tuition fee**

- Tuition fee
- Examination Fee
- Lab fee



## PEEF Masters Level Scholarship Policy & Procedures (2012-13)

- Thesis fee (where applicable)
  - Any other fee / cost either refundable or non-refundable is not covered by PEEF.

### Scholarship Stipend

- Non Boarder Rs. 3,000/- per month
- Boarder Rs. 5,000/- per month
  - Masters Level scholars are not entitled to 10% additional boarding allowance.

### Duration of the Scholarship:

The duration of the scholarship is according to the degree / course in which the student enrolled at the time of selection, provided:

- The scholar maintains the academic performance as required
- Abide by the rules & regulations of respective university/Higher Education Institution
- Fulfills terms and conditions for continuation as per PEEF Scholarship policy

### 4) Eligibility Criteria

The minimum eligibility criterion for award of PEEF Master's Level Scholarship (2012-13) is as follows:

- Students having Punjab domicile.
- Must have secured at least **60%** marks or minimum **CGPA 2.5** in BA/B.Sc./BBA/BCS/BS/B.COM etc. examinations held in 2012 (annual) in Punjab.
  - *Students who have already passed / possessed MA / MSc. / MS / M.PHIL etc. degree are not eligible for PEEF Master Level Scholarship*
  - *Marks improvers or students who have passed examination in supplementary session are not eligible*
  - *Students who have passed the aforementioned examination with grace marks (\*) are also not eligible for PEEF scholarships*
- Passed the aforementioned examination from:
  - Government Institution, OR
  - Private Affiliated Institution, OR
  - As Private Candidate
  - Students who have passed their graduation exam from Allama Iqbal Open University / Virtual University of Pakistan having Punjab domicile are also eligible.



## **PEEF Masters Level Scholarship Policy & Procedures (2012-13)**

- Secured admission as a full time student in the current academic / Degree year (2012-13) in a Public Sector University of Punjab or in Comsat Islamabad
  - Students enrolled in spring/fall session (where applicable) and morning/ afternoon / evening sessions are also eligible to apply for PEEF scholarships
- Declared monthly income parents from all resources is Rs.15, 000/- or less
  - Children of Govt. employees of Grade 1-4 are exempted from condition of income of Rs. 15000/month, if salary is only source of income
- Not receiving any other scholarship for Master's Level studies.
- Besides fulfilling PEEF eligibility criteria, the prospective student must satisfy the criteria for award of financial aid of the respective University / Higher Education Institution.

### **5) Process for Award of Scholarships:**

- PEEF holds consultative meetings with Registrars/ PEEF Focal Persons respective university
- PEEF seeks previous year enrollment of Masters Level degree programs from the universities
- PEEF allocates scholarship quota on the basis of enrollment data provided by the respective University
- The respective university advertises PEEF scholarship and invites applications (on prescribed PEEF scholarship application forms) from the eligible, meritorious and deserving students.
- The university / higher education institution constitutes a Scholarship Assessment & Award Committee notified by the office of the Vice Chancellor / Registrar (copy of notification will be sent to PEEF)
- Scholarship Assessment & Award Committee scrutinizes the applications as per PEEF eligibility criteria and shortlists / recommended subject / department wise students for interview.
  - *Scholarship Assessment & Award Committee will shortlists at least 25% additional students as backup for award of scholarships in case any awarded student is dropped out due to any reason.*
- After conduct of interview, the Scholarship Assessment & Award Committee forwards the subject / department / session wise list of recommended students to the office of Registrar / Vice Chancellor along with minutes of meeting for approval.



## ***PEEF Masters Level Scholarship Policy & Procedures (2012-13)***

- The office of registrar / vice chancellor signs off the lists of students and forwards the subject / department / session wise list of recommended students to PEEF for award of scholarships.
- PEEF reviews and finalizes the eligible students based on the information provided by the participating university / higher education institution. The list of selected students is communicated to the respective university / higher education institution.
- The scholarship Funds are transferred to the participating university / higher education institution for onward disbursement to PEEF scholars. The focal office informs all PEEF scholars and ensures disbursement of the stipend within one month of receipt of the funds from PEEF.
- The next scholarship installment is only released on receipt of acknowledgement sheet and academic performance assessment report submitted by the university / higher education institution.

### **6) Adjustment & Replacement Policy**

- **Issue:**

What is the scholarship adjustment policy if a certain university does not have required number of students to fill science or arts scholarship slots?

**Policy**

- If the university does not have required number of meritorious and deserving students to fill science or arts scholarship slots; upon request of the university the remaining number of ARTS scholarships may be reallocated to SCIENCE subject. However the unawarded scholarships of SCIENCE subjects will not be awarded to ARTS.
- If the university fails to award its entire science scholarship quota; the remaining science scholarships will be allocated to other partner universities on pro- rata basis.

- **Issue:**

What is the replacement policy if a PEEF scholar is dropped out /failed and the institution forwards recommendation for “**Discontinuation of Scholarship**”?



## ***PEEF Masters Level Scholarship Policy & Procedures (2012-13)***

---

### **Policy:**

- If the PEEF scholar has received the 1<sup>st</sup> bi-annual amount and dropped out, PEEF will discontinue his/her scholarship as per recommendation of the respective institution and no replacement will be made.
- If the PEEF scholar did not receive the 1<sup>st</sup> bi-annual installment and dropped out /failed, scholarship will be discontinued as per recommendations of the respective institution and replacement would be made as per waiting list provided earlier by the university.

### **Issue:**

What is the policy for the PEEF scholar who received 1<sup>st</sup> installment and requests the institution for freezing the semester due to reasons?

### **Policy:**

If the PEEF scholar has received 1<sup>st</sup> installment and he/she freeze his / her semester; PEEF will suspend the scholarship for the same period (semester) and after rejoining of the scholar and on recommendations of respective university will restore / reinstate the scholarship.

However, if the gap of study due to any reason is of more than one semester / more than 6 months; than PEEF will discontinue the scholarship of the subject scholar.





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

The Applicants:

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

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 complaints regarding award of PEEF scholarships.

**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 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



## ***PEEF Masters Level Scholarship Policy & Procedures (2012-13)***

---

- Any other issue related to scholarship  
The SMS Head will take action based on the information provided by the respected university/ institution and the applicant as per prevailing scholarship policy.  
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 30 days of receipt.  
(Anonymous complaints shall not be reviewed)

### **c. 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)