

Central Institute of Petrochemicals Engineering and Technology

ACADEMIC CELL, HEAD OFFICE, CHENNAI

STANDARD OPERATING PROCEDURE (SOP)

For Grant of Scholarships to meritorious students

1. General

Guidelines for the grant of scholarship to the students of CIPET are laid down below. Any deviation in these rules framed below may be revised by the managing committee in exceptional cases.

2. Objectives

To provide scholarship to the students of CIPET pursuing **Diploma/Post Diploma/Post Graduate Diploma programmes**. The objective of the scheme is to encourage poor and meritorious students to continue studies by reducing their financial burden, which is a major factor that leads educational backwardness and results in loss of opportunity in completing their education and professional jobs in spite of the fact that many of such students are talented. The objective of the scheme, is to provide financial assistance to such meritorious students, in the form of scholarship through funds received from Plast India Foundation to help them to pursue and complete their diploma programme. It is felt that this small step will go a long way in uplifting the personality of poor and meritorious students.

3. Date of Implementation

The scheme is launched during the academic year 2023-24.

4. Target Group

The scheme will target students from three years Diploma programmes/ Two Years Post Graduate Diploma and 1 1/2 Year Post Diploma Programmes conducted at CIPET Centres.

5. **Scholarship**

The managing committee shall identify/ review the candidates for the grant of scholarship from time to time, laying emphasis on the courses offering maximum opportunities for Jobs/Placement. The Scholarship will be distributed to students from the Interest amount earned from the Fund donated by Plastindia Foundation after completion of semester examination.

Total No. of candidates fixed for availing the scholarship is 30 per semester and the scholarship amount is Rs.12,000/- per candidate for All India 1st Rank Holder, Rs.10,000/- per candidate for All India 2nd Rank Holder and Rs.8,000/- per candidate for All India 3rd Rank Holder per Semester based on the previous semester results.

Management committee for funds

The funds will be managed by: –

- (i) Head (Academics), CIPET HO
- (ii) Head - Finance Department, CIPET HO
- (iii) Head (Skill development), CIPET HO
- (iv) Sr. Tech. Officer (Academics), CIPET HO

The management committee will invariably meet **once in each semester**. The committee may however meet as and when necessary.

6. **Eligibility Criteria**

- a. Students of all category pursuing regular full time 3-year Diploma programmes, Two Year Post Graduate Diploma and 1 1/2 Year Post Diploma Programmes at CIPET Centres.
 - b. The marks obtained in the previous semester examinations shall be considered as the criteria for merit list.
7. If a Scholarship holder discontinues the course, he/she has to refund the Scholarship amount.
8. The Scholarship students shall be under the disciplinary and administrative control of the Institute and shall abide by the rules and regulations issued from time to time.

9. If progress of student is not satisfactory the scholarship will be stopped/ withdrawn.
10. An attendance of minimum **80%** is mandatory for availing the scholarship for all students.
11. The list of eligible candidates for shall be released by Academic Cell, CIPET Head Office within a month period after declaration of Semester examination results/ commencement of course.
12. The candidates shall be governed by the rules framed in connection with the conditions of admission, deposits and other fees payable, attendance in training in different shifts and submission of requisite certificate of education, experience, medical fitness etc. and will be subject to such other further orders that may be passed on from time to time.
13. The institute reserves the right to alter, amend, modify any or all of terms and conditions and in case of any dispute the decision of the institute shall be final.
14. Trainees who are under disciplinary action shall not be eligible for Scholarship.
15. Scholarships are granted on semester-to-semester basis based on merit for all courses.
16. The Scholarship will be distributed to students from Academic Cell, CIPET Head office from the A.Y 2023-24 (through Interest amount received from the Fund of Plastindia Foundation).

Disbursement of Scholarship

The scholarship amount shall be disbursed directly to the CIPET Centre in which he/she is pursuing the diploma programmes.

The decision of the Head (Academic Cell), CIPET Head office will be final and no clarification will be entertained.