

**DUET SCHOLARSHIP PROGRAM**

The University recognizes the immense potential of students who have demonstrated exceptional merit in their academic pursuits and understands the financial hardships that many of them face. With the aim of supporting such deserving students, the University is proud to announce the **DUET Scholarship Program**. These scholarships will provide financial assistance to students who have excelled academically but are struggling to meet the financial requirements of their education. In line with this commitment, the University is pleased to offer 300 scholarships at the time of admission in undergraduate programs, to ensure that deserving students can continue to pursue their academic goals with the support they need.

**1. Distribution of seats**

- a) 60% of the scholarships of total shall be reserved for students seeking admission in to B.E/B.Arch. program.
- b) 10% of the scholarships of total shall be reserved for female students and for students with special needs. Priority shall be given to students with special needs.

**2. Types of Scholarships****(I) DUET Scholarship program**

- |                        |           |
|------------------------|-----------|
| (a) 50% scholarships   | 150 seats |
| (b) 100 % scholarships | 150 seats |

**II) DUET Employees Scholarship Program (for subsequent years only)**

- (a) 50% scholarships for children of university employees admitted on reserved seats.
- (b) 75 % scholarships for children of university employees admitted on merit seats.

(Note: Above scholarship programs shall not cover Admission Fee, Security Deposit and transport fee (if applicable))

**2. Eligibility Criteria of the DUET Scholarship program**

- 1.1. Aspiring students who's Declared annual income of parents (from all sources) is equal to or less than 448000 shall be eligible for 100% tuition fee waiver.
- 1.2. Aspiring students who's Declared annual income of parents (from all sources) is equal to or less than 720000 shall be eligible for 50% tuition fee waiver.
- c) Students who have secured admission on self-finance program are not eligible.
- d) Children of DUET staff are not eligible.

**3. Process of applying**

Interested candidates are required to apply for the scholarship through the online application system at the time of applying for the admission in university.

**4. Supporting Documents to be submitted by the Applicants at the time of applying for scholarship.**

- (a) Copy of CNIC (Father, Mother/Guardian)
- (b) Salary Slip/Income Certificate (Father, Mother/Guardian)
- (c) Copies of Last six months Utility Bills (Electricity, Gas, Telephone, water)- if applicable
- (d) Copy of Rent agreement in case of Rented House
- (e) Copies of Last Fee Receipts of Applicant and siblings (If applicable)
- (f) Copies of Medical Bills/expenditure related documents (if applicable)
- (g) Passport size photograph of Applicant

## 5. Process of Shortlisting

- (a) A scrutiny committee will be constituted by the Vice Chancellor who will look into the applicants for initial shortlisting.
- (b) Once the scrutiny is complete, a list will be prepared for the eligible and non-eligible students; Reasons for the rejection of an applicant along with comments will be clearly specified and maintained in the documentation.
- (c) Financial Assistance Department(FAD) shall maintain proper record of all applications received for the scholarship program.
- (d) Incomplete applications will not be acceptable for further processing.

## 6. (a)The constitution of Institutional Scholarship Award Committee (ISAC)

- (a) The Vice Chancellor shall chair the meeting. Other members shall be.
- (b) Dean of the concerned faculty member
- (c) Two senior faculty members (one shall be female faculty, member  
to be appointed by the Vice Chancellor)
- (d) One member of syndicate member
- (e) Two community representatives (one must be female) member  
to be appointed by the Vice Chancellor
- (f) Director/In-charge Financial Assistance Department (FAD) secretary
- (b) Tenure of member shall be three years. Quorum of ISAC shall be two-third. However, Presence of one member at 6.4 or 6.5 is mandatory.

## 7. Power and function of the institutional scholarship Award Committee

- (a) To suggest and recommend the list of students as per approved criteria after interviews.
- (b) To approve scholars selected as per eligibility criteria of DUET Scholarship Program and any other issue on administration of the program.
- (c) To recommend physical verification of student where information is found dubious.

## 8. Process of Awarding of Scholarships

Based on the eligibility criteria, the interview, and site visits, (if any), the ISAC will draw up a provisional selection list of all eligible candidates. Merit list of selection will be based on

- (a) Data score generated after reviewing mandatory proof of household income from all sources, household expenditures (such as utility bills, educational expenses of siblings, kitchen expenses etc.), type/ structure of house, number of physical assets, guardian status (alive/deceased) etc.
- (b) Interview of the applicants to determine the veracity of the information provided in the application form. The panel may enquire about income versus expenditure pattern, availability of utility services, explanation of negative disposable income, value of Assets (home, agriculture land, bank balance, value of business etc.).
- (c) After weighing all parameters, **ISAC** can recommend/not recommend an applicant for the scholarship (based upon the criteria defined by the HEC EHSAA UNDERGRADUATE SCHOLARSHIP).
- (d) Once the ISAC minutes are approved, the merit lists will be made public, and the selected students (referred to as Scholarship Awardees) shall be intimated formally by office of FAD about their provisional selection for the scholarship.

- (e) Scholarship awardees will be asked to sign a deed of agreement (Annex B) on a stamp paper. Deed of agreement will be maintained by the office of FAD.
- (f) The office of FAD shall issue the Final Award Letter. The number of scholarships awarded per year will be as per the decisions of the ISAC.

### **9. Continuation of the Scholarship**

The continuation of a scholarship during the next academic year shall be subject to the following conditions, as verified by the FAD.

- (a) The Scholarship Awardee has remained in good standing, i.e., he/she has been registered/ enrolled/ allowed to advance to the next semester as per the University's semester policy.
- (b) The CGPA of the Scholarship Awardee is above the minimum threshold at 3.0/ 4.0. and class attendance of minimum 80%.
- (c) In case the Scholarship Awardee fails to fulfill criteria defined in section 9 (b), his /her scholarship will be stopped until such time that his/she fulfill the criteria. On improvement of CGPA/achieving the attendance criteria, withheld scholarship funding of the Scholarship Awardee will be resumed. However, the dues of previous withheld semester (s) shall not be released.
- (d) If Scholarship Awardee freezes semester for the specific duration, scholarship funds will be withheld for the said duration only. On joining the subsequent semester, funding will be resumed accordingly.
- (e) Scholarship funding will only continue for the approved duration of degree programs. It will not cover expenses of any additional courses/ classes which may increase the specified duration of the degree programs.

### **10. Cancellation of the Scholarship**

The scholarship will be cancelled if any of the following occurs:

- (a) The Scholarship Awardee fails to maintain academic standards prescribed.
- (b) If the Scholarship Awardee provides false information in the application form in order to secure the scholarship, regardless of when fact is discovered.
- (c) If a Scholarship Awardee fails to maintain 80% class attendance without any reason.
- (d) If a Scholarship Awardee extends the period of his/ her studies without prior approval of university.
- (e) If a Scholarship Awardee is selected for any other scholarship scheme. In such case, the Scholarship Awardee will immediately inform the FAD, who may take such decision as is appropriate.
- (f) If a Scholarship Awardee is convicted of a crime.
- (g) If the Scholarship Awardee fails to obey or act in accordance with university directives with regard to academic behavior or performance.
- (h) If the Scholarship Awardees found by the university authorities to be guilty of the violation of university rules, damage to university property, gross misbehaviour with staff or colleagues, or other actions leading to disciplinary action.

### **11. Conditions for Recovery**

The scholarship funds will be recovered from the student by the university in following cases:

- (a) If student concealed information about household income/assets etc, which is later disclosed by third party audits/physical verification.
- (b) If student willfully withdraws from the designated degree program after getting scholarship funds of any amount.
- (c) If student is found in getting another scholarship in parallel with DUET Scholarship Program.
- (d) If student is found in any unlawful activities by the university authorities to be guilty of the violation of university rules, damage to university property etc. leading to disciplinary action.

### **12. DUET Employee Scholarship Program**

- (a) DUET employee admitted on seats reserved for the staff are also eligible for eligible for 50% tuition fee waiver from second year to fourth year based upon his academic performance. CGPA of

- candidate must be is above the minimum threshold at 3.0/ 4.0. and class attendance of minimum 80%.
- (b) Children of University staff admitted on merit seats are also eligible for eligible for 75% tuition fee waiver from second year to fourth year based upon his academic performance. CGPA of candidate must be above the minimum threshold at 3.0/ 4.0. and class attendance of minimum 80%.
  
  - (c) Children includes real son/daughter and real brother/sister only.
  - (d) All earlier fee waiver for son/daughter (student admitted on seats reserved for the University Employees) approved by the syndicate shall stand cancelled.

### **13. Complaints Redressal System**

- (a) To address different types of complaints, FAD will ensure a complaint redressal mechanism to cater to different queries related to the selection procedure. DAF of the University are required to display the email ID/ helpline number/portal link at different notice boards, website etc. for redressal of students' complaints.

**DUET Scholarship Program**

**(CONFLICT OF INTEREST FORM)**

Objectives of DUET Scholarship Program is to award direct, individual scholarships to academically qualified University students who, without financial assistance, could not obtain a university education. The scholarships are managed at the University level.

A conflict of interest can occur when an action of an ISAC member recommending a scholarship award results in a direct financial benefit to a person closely related to or associated with the committee member.

A conflict of interest may also occur if a committee member exerts influence to select a recipient without considering objective criteria for the scholarship. Selection committee members are often asked to serve because of their knowledge of local communities or connection with schools, colleges and universities.

ISAC members must be able to make independent decisions on behalf of the University without potential or perceived influence caused by conflict of interest. They must evaluate the eligibility of all applicants without bias and make selection recommendations based on the established objective criteria for the scholarship.

Selection committee members should avoid any situation where personal and business relationships could have, or give the appearance of having, undue influence on the member's judgment in matters under consideration.

In case of a potential conflict of interest, the member shall declare the conflict, and refrain from influencing the discussion and decision-making process. In cases where there is a close family relationship, the member shall leave the meeting until deliberations on the applicant are complete.

I understand the Conflict-of-Interest policy set forth above and agree to abide by all the above conditions during my term of service on the scholarship award committee. In addition, I will respect the privacy of all applicants whose applications I read during my term of service and into the future.

\_\_\_\_\_  
**Print ISAC Member Name**

\_\_\_\_\_  
**ISAC Member Signature**

\_\_\_\_\_  
**Date**

***Deed of Agreement***  
***For Undertaking a Course of Studies***  
***under the DUET Scholarship Program***

**SPECIMEN (1 pages)**

**Each page must be executed on stamp paper. Other papers are not acceptable. Please type on only one side of the paper. This Affidavit needs to be submitted after final selection.**

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Mr./Ms. \_\_\_\_\_, son/ daughter of  
\_\_\_\_\_, hereinafter called the Scholarship Awardee, holding CNIC.

No. \_\_\_\_\_, and University Enrolment No. \_\_\_\_\_, and  
studying for the completion of the \_\_\_\_\_ degree, in Department of  
\_\_\_\_\_, has been selected by the University Commission for the award of a  
scholarship under the **DUET Scholarship Program**, and has agreed to accept the scholarship on the terms  
and conditions governing the scholarship award.

Now this deed witnesses as under:

*I. The payment of allowances admissible under the scholarship shall be made subject to the complete adherence to all rules and regulations governing the scholarship, as well as satisfactory academic performance as defined under the rules. No amount will paid over and above the approved rates under the scholarship.*

*II. The Scholarship Awardee will not extend the specified period of studies without the prior approval of the University.*

*III. The Parents/ Guardian of the Scholarship Awardee are unable to financially support his/her education.*

*VI. The Scholarship will be terminable in the following cases:*

*a) If the Scholarship Awardee fails to maintain class attendance of 80%.*

*b) If the Scholarship Awardee is convicted of a crime.*

*c) If the Scholarship Awardee fails to obey or act in accordance with HEC's directives with regard to academic behaviour or performance.*

*d) If the Scholarship Awardee is found by the university authorities to be guilty of the violation of university rules, damage to university property, gross misbehaviour with staff or colleagues, or other actions leading to disciplinary action.*

*e) If the Scholarship Awardee fails to maintain the minimum academic standards prescribed for this project.*

vi) *If at any time it is discovered that the Scholarship Awardee has provided false or incorrect information to the scholarship award committee in connection with the application, including*

*information about their family income or expenditures, or about the receipt of any other scholarship, or about their academic performance, the Scholarship Awardee will be liable for refunding all amounts paid to him/ her plus any financial penalty that may be imposed, and may face additional disciplinary action. In such cases, University reserves the right to recover all the above amounts from the Scholarship Awardee or his/her guarantors, or their university.*

vii) *Information from Scholarship Awardee's academic history may be released to HEC and the scholarship donor(s), if any.*

*THE SCHOLARSHIP AWARDEE FURTHER COVENANTS that in case of breach of any of the above terms and conditions, or the rules governing the scholarship award, or of his/her failure to abide by the directions provided by the HEC, they may face financial or other penalties. The Scholarship Awardees shall be bound to honour the penalties prescribed and assessed by the University, whose decision in this regard shall be final and conclusive.*

*IN WITNESS WHEREOF, the parties afore mentioned have signed this deed in token of acceptance thereof.*

Date:

Date:

Signature of Student \_\_\_\_\_  
Name:  
CNIC No.

Signature of Parent/Guarantor \_\_\_\_\_  
Name:  
CNIC No.

Signature of Witness No. 1 \_\_\_\_\_  
Name:  
CNIC No.

Signature of Witness No. 2 \_\_\_\_\_  
Name:  
CNIC No.