

Indian Institute of Technology
Senate Scholarships and Prizes Committee

Minutes of SSPC Meeting-2 (2015-16)

Meeting Date: 22 April 2016

Members Present: Dr. A. R. Harish, Dr. Ashu Jain, Dr. Debopam Das, Dr. Mini Chandran, Dr. Arnab Bhattacharya, and Mr. Anand Prakash Dwivedi.

Item 1: Minutes of the 1st SSPC Meeting

The minutes of the 1st SSPC meeting held on 27th October 2015 were confirmed. It was decided that all SSPC members do not need to sign the minutes.

Item 2: Items for ratification

The following items were ratified.

1. The proposal for instituting Sengupta Grant was sent to Senate and was approved in the 481st (2015-16/3rd) meeting of Senate dated 09 November 2015.
2. The three proposals (Mrs. Shanti Jain Memorial Scholarship, Radhabai Vasudev Navelkar Award, B P Srivastava Scholarship) for instituting new scholarships/ award were sent to Senate and were approved in the 484th (2015-16/6th) meeting of Senate dated 03 February 2016.
3. An agreement between IIT Kanpur and the sponsoring agency (Central Railside Warehouse Company, CRWC) was signed for the institution of the Logistics and Supply Chain management Scholarships (six scholarships for MBA program of IME department).
4. The proposal for modification in eligibility criteria for Logistics and Supply Chain management Scholarships was sent to Senate and was approved in the 486th (2015-16/7th) meeting of Senate dated 05 April 2016.
5. Ms. Shivangi Ranjan (150685) of Chemistry department recommended for Asia Science Camp (ASC 2016), IISc. Bangalore.

Item 3: Items for Information

The Chairperson, SSPC brought the following items for information to the SSPC members.

1. The following awards/scholarships for 2015-16 were finalized: MCM & FBM scholarships, Inspire Scholarships, Donor Scholarships, and Academic Excellence Awards.
2. An RTI query for Inspire Scholarship of Mr. Pulkit Bansal Y7323 was addressed.
3. Process for registering at National Scholarship Portal (NSP), part of Prime Minister's Digital India program, was completed. Mr. Sarangi of DOSA office has been appointed as the Nodal Officer for this purpose.
4. A query from PMO regarding scholarships to Mr. Gaurav Kumar was addressed.

Item 4: To consider the Guidelines for Departments for selecting students for department specific awards/prizes/scholarships

The guidelines for departments for selecting students for department specific scholarships/prizes/awards were discussed and finalized. These are included in the annexure to these minutes.

Item 5: Guidelines for Donor Scholarships

The guidelines and procedure to decide Donor Scholarships were discussed and finalized. The guidelines for deciding donor scholarships are included in annexure to these minutes.

Item 6: To consider Increase in remuneration for Sports Prizes/Scholarships

The monetary remunerations for Sports Prizes/Scholarships have not been revised since 2004. The prize and scholarship amounts are recommended to be revised as follows:

Individual Events	Gold Medal Winner: Rs. 3,000/- Silver Medal Winner: Rs. 2,000/- Bronze Medal Winner: Rs. 1,000/-
Team Events	Gold Medal: Rs. 1,000/- to each team member Silver Medal: Rs. 750/- to each team member Bronze Medal: Rs. 500/- to each team member
Sports Scholarships	20 Scholarships for Rs. 1,000 per month for 9 months

Item 7: Convocation Awards

DOAA has already informed that the 49th Convocation will be held on 27th and 28th June 2016. It was decided that six different Convocation Awards Committees will be constituted to decide all convocation awards/prizes this year. The constitution of a committee will be as follows: three faculty members, of which one should be a female faculty and another one an SSPC member or his/her representative; and one student member. Any one of the faculty members will act as Convener of the committee. The names of the student members will be suggested by the student members of SSPC. The Chairperson, SSPC requested members to suggest names of faculty members for inclusion in Convocation Awards committees.

The meeting ended with a vote of thanks to all present.



Ashu Jain
Chairman, SSPC

ANNEXURE

Guidelines for Departments

IIT Kanpur awards more than 100 Scholarships/Awards every year, the nominations for most of them are sought directly from students. However, some scholarships/grants/awards are Department specific and the SSPC needs help from various Departments in deciding them. This document is prepared to help the Departments nominate/decide their student(s) for specific type of scholarships/grants/awards as per the criteria for the specific scholarship/grant/award. Most of the scholarships/grants/awards require the students to satisfy the Merit-cum-Means (MCM) criteria. The MCM criteria require a student to have a CPI of greater than or equal to 6.5 and Total Family Annual Income (TFAI) to be less than 6.0 lakhs, as per the current norms. The procedure outlined here may be followed.

1. For each scholarship/grant/award to be decided by a department, the Head will constitute a committee consisting of at-least three faculty members. For deciding UG scholarships, DUGC Convener may be the convener of this committee (for PG scholarship, DPGC Convener may be the convener), one member may be the Head or his/her representative, and one member may be drawn from among other faculty of the Department preferably from the specialization for the scholarship/grant/award, if any. The Departments are free to include more faculty members and/or student representative(s), if required. The thesis/UGP supervisor of the students under consideration for the scholarship/grant/award **cannot** be a member of this committee.
2. The committee calls for nominations for the scholarship/grant/award from students and faculty members through e-mail, advertisements through notice boards, department web-sites, student representatives etc. A student can self-nominate himself/herself or can be nominated by a faculty member or another student of the same department.
3. A list of all eligible candidates for a particular scholarship/grant/award is compiled. If the scholarship/grant/award criterion is CPI based, the list is sorted as per CPI and the candidate having the highest CPI is selected and recommended. If the scholarship/grant/award criterion is means based, the list is sorted as per TFAI and the candidate having the lowest TFAI is selected and recommended. If the criterion for a scholarship/grant/award is unclear, CPI may be used for prioritizing all eligible candidates.
4. The committee makes its recommendation(s) to the Head and the Head forwards the same to the SSPC along with the original applications and all relevant documents submitted by all the students including the one recommended for record keeping at SSPC office. The recommendations should be signed by all the committee members.
5. If the scholarships/grants/awards are based on thesis/research component, thesis supervisor's recommendations should be sought and considered in deciding the award.
6. The committee constituted by Head may decide to interview the candidates nominated by the students/faculty members, if needed.

Guidelines for Deciding Donor Scholarships

IIT Kanpur awards about 100 Donor Scholarships every year. The procedure for deciding the donor scholarships is complex due to various factors involved. This document is prepared to facilitate the procedure for selecting students for different donor scholarships. Some donor scholarships are based on CPI only, some are based on income alone, and some are based on both i.e. MCM-Donor criteria. As per MCM-Donor criteria, a student should have a CPI \geq 6.0 and Total Family Annual Income (TFAI) $<$ (TFAI_norm), where TFAI_norm is 6.0 lakhs, as per the current norms. The procedure outlined here may be followed.

7. All the data are compiled in Excel format. The data may include student information such as name, roll no., dept., CPI, SPI, TFAI, scholarships applied for etc. A separate sheet is prepared in which different donor scholarships data is compiled e.g. scholarship number, Annual Award Value (AAV) and frequency of application i.e. number of students that have applied for a particular scholarship.
8. Scholarships that have the highest AAV are decided first. If two or more scholarships have the same AAV, then more popular scholarship is decided first.
9. A list of all eligible candidates for ‘a particular donor scholarship’ is compiled. If the scholarship criterion is CPI based, the list is sorted as per CPI and the candidate having the highest CPI is selected and recommended. If the scholarship criterion is means based, the list is sorted as per TFAI and the candidate having the lowest TFAI is selected and recommended. If the scholarship criterion is based on BOTH merit and means, the list is sorted FIRST as per CPI and then as per TFAI and the candidate at the top of the sorted list is selected and recommended. If the criterion for a scholarship is unclear, CPI may be used for prioritizing all eligible candidates.
10. If two or more students are found to be tied for a particular scholarship, the one who has given higher preference for the scholarship will be selected for that scholarship.
11. If the scholarship is based on other parameters e.g. community service, extracurricular activities, sports, cultural, etc., then the scholarship is decided based on the quality and quantity of involvement in these activities. If the scholarship is based on thesis/research component, thesis supervisor’s recommendations should be sought and considered in deciding the scholarship.
12. After first round of donor scholarships have been decided, the MCM_Donor criteria may be relaxed as follows: a student should have a CPI \geq 6.0 and Total Family Annual Income (TFAI) $<$ (1.5*TFAI_norm).