



# King George's Medical University, U.P., Lucknow. Dean, Student Welfare Office.

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## Standard Operating Procedure (SOP) for “Scholarship Cell” in King George’s Medical University, U.P., Lucknow

### 1. Objective

The purpose of this **Standard Operating Procedure (SOP)** is to provide a systematic approach to the management and administration of all **scholarship-related activities** at King George’s Medical University (KGMU). The aim is to ensure **transparency, efficiency, and timely disbursement** of scholarships for students enrolled across various programs in the university.

### 2. Scope

This SOP applies to the administration and management of **state-level, central-level, and private scholarship schemes** available to students at KGMU. This includes scholarships for undergraduate, postgraduate, doctoral, and diploma programs.

### 3. Composition of the Scholarship Cell

To ensure efficient and effective operation, the **Scholarship Cell** will consist of the following key members:

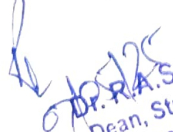
- **01 Nodal Officer (Faculty In-Charge):** Responsible for overseeing the overall functioning of the Scholarship Cell, ensuring adherence to timelines and policies, and acting as the primary point of contact with higher authorities.
- **04 Assistant Nodal Officer (01 from each deanary i.e Medical/Dental/Nursing/Paramedical) :** Responsible for day-to-day operations, ensuring the completion of all tasks, and managing student queries.
- **Clerical Staff (04 members) (01 from each deanary i.e Medical/Dental/Nursing/Paramedical):** Responsible for data entry, documentation, communication with students, and record maintenance, preparing reports on applications, disbursements, and beneficiary data etc.
- **Computer Operator (02) :** Responsible for accurately entering student information and scholarship details into the system, Scanning, uploading, and organizing scholarship-related documents on the scholarship portal.
- **Technical Assistant (IT Cell):** Assists with portal management, digital record keeping, and troubleshooting technical issues related to scholarship applications.

### 4. Key Functions & Responsibilities

The **Scholarship Cell** is entrusted with the following key functions:

#### A. Awareness and Communication

- **Notification of Scholarships:** Timely publication and dissemination of scholarship opportunities across all relevant platforms such as the official university website, notice boards, email newsletters, and student portals.

  
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- **Orientation and Workshops:** Organize annual orientation sessions and workshops for students to familiarize them with available scholarships, eligibility criteria, and the application process.

#### B. Application Assistance and Submission

- Provide step-by-step guidance for students on how to fill out scholarship applications.
- Offer assistance to students in ensuring they meet eligibility requirements before submitting their applications.
- Establish a **helpdesk** for students to resolve any application-related queries.

#### C. Document Verification and Validation

- **Eligibility Verification:** The Scholarship Cell will verify student eligibility based on criteria such as academic performance, family income, caste, and other relevant factors.
- **Document Collection:** Collect and review essential documents (e.g., income certificate, caste certificate, academic transcripts) required for the scholarship application.
- **Verification Coordination:** Coordinate with department heads for student verification and endorsement of application details.

#### D. Record Maintenance and Data Management

- Maintain a **centralized, secure database** of all scholarship applicants and beneficiaries.
- **Digital Record Keeping:** Ensure that all documents and application data are stored electronically and are easily accessible for future reference.
- Regular updates to be made to the scholarship records for **audit and reporting purposes**.

#### E. Monitoring and Disbursement

- Track the status of scholarship applications through their approval and disbursement stages.
- **Disbursement Coordination:** Work with finance/accounts departments to ensure timely disbursement of scholarship funds to eligible students.
- **Monitoring Fund Utilization:** Maintain oversight of fund allocation to avoid discrepancies or delays.

#### F. Reporting and Feedback

- **Periodic Reports:** Submit monthly, quarterly, and annual reports on scholarship distribution, number of beneficiaries, and financial summaries to the **Registrar and Vice Chancellor**.
- **Feedback Collection:** Regularly collect feedback from students regarding the scholarship process to identify areas of improvement.

#### G. Grievance Redressal Mechanism

- Establish a **grievance redressal system** to address and resolve student complaints regarding scholarship delays, discrepancies, or rejections.

### 5. Standard Process Flow

The Scholarship Cell will follow a structured process to ensure smooth handling of applications:

1. **Scholarship Notifications Released** →
2. **Student Applications Submitted (via online/offline channels)** →
3. **Initial Screening and Eligibility Check by Scholarship Cell** →
4. **Document Verification (Including Academic & Financial Validation)** →
5. **Departmental Endorsement and Final Approval** →
6. **Forwarding of Applications to the Concerned Authorities** (State, Central, or Private agencies) →
7. **Monitoring of Application Status and Disbursement Tracking** →

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8. Record Updating and Data Maintenance →
9. Final Reporting and Auditing

## 6. Review and Evaluation

- The **Scholarship Cell** will review the SOP on an **annual basis** to ensure it remains aligned with university goals and government regulations.
- **Student feedback** and suggestions from other university departments will be incorporated into the process for continuous improvement.

## 7. Infrastructure and Resources

- **Office Setup:** Dedicated office space within the university with computers, internet connectivity, and sufficient storage for physical documents.
- **Scholarship Portals:** Access to state and central scholarship portals, such as the **National Scholarship Portal (NSP)**, and other external systems for processing.
- **Digital Infrastructure:** Secure and user-friendly systems for **data entry, report generation, and document storage.**

## 8. Confidentiality and Data Protection

- All sensitive student data, including personal, academic, and financial information, will be handled with the utmost confidentiality.
- The Scholarship Cell will comply with relevant **data protection laws** and the university's **data privacy policies** to safeguard student information.


## 9. Miscellaneous Guidelines

- **Non-Eligibility Criteria:** Any student found to have provided false or misleading information will be immediately disqualified from the scholarship program.
- **Suspension or Cancellation of Scholarships:** The Scholarship Cell reserves the right to suspend or cancel a scholarship if the student is found to be ineligible after disbursement or if they fail to meet the stipulated requirements.

## Conclusion

The establishment of a **dedicated Scholarship Cell** at KGMU will streamline the process of scholarship application, management, and disbursement. This SOP ensures that the process is transparent, efficient, and beneficial to all eligible students.

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