

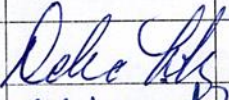
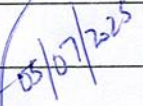
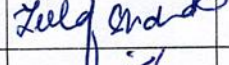
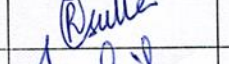
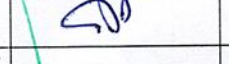
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JINNAH MEDICAL AND DENTAL COLLEGE

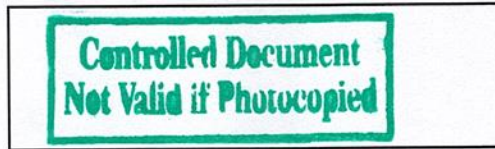


STANDARD OPERATING PROCEDURE

Policy for Scholarship Department of Student Affairs

	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY:	MS. DEBRA LOBO	VICE PRINCIPAL (MEDICAL COLLEGE)		
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	DR ROOHA SULTAN	ASSISTANT PROFESSOR (DENTAL EDUCATION)		
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REVIEWED BY:	PROF. DR ATIF MEHMOOD	PRINCIPAL (MEDICAL COLLEGE)		
	PROF. DR M JUNAID LAKHANI	PRINCIPAL (DENTAL COLLEGE)		
APPROVED BY:	ACADEMIC COUNCIL			
REVISION NO:	01			
DATE OF LAST REVISION:				

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DISTRIBUTION LIST:

The following personnel are on the controller distribution list:

- Principal
- Vice Principal
- Director Finance
- Student Affair
- Examination Department
- Medical Education

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1. Purpose

This policy outlines the procedures and conditions under meritorious, deserving students can apply for scholarships at the beginning of each Academic Year. Jinnah Medical & Dental College has allocated 5% of the Annual Tuition fee of all enrolled JMDC students towards a scholarship fund to help financially deserving students and encourage meritorious students who have performed extremely well in their Professional Examinations. Orphans requiring financial assistance may be awarded up to 50% scholarship on their tuition fees. Students with high Academic Merit, Financial Need or high achievement in Sports/Extra-Curricular Activities may be considered for scholarship at the time of admission.

2. Scope

This policy applies to all undergraduate students enrolled in the MBBS and BDS programs at JMDC who wants to apply for need and merit-based scholarship.

3. Procedure:

- Scholarship applications can be downloaded from the website or obtained from the Student Affairs Office. Deadline for scholarship applications is the last day of the Second Week of classes of each Academic Year. Students receiving a scholarship must re-apply each year for renewal of the scholarship. Scholarships will be awarded on an annual basis at the beginning of each Academic Year.
- Renewal and awarding of new scholarships will depend on the previous year's academic record and attendance. Decisions will be based on meeting the Good Standing requirements as noted above and continuing to demonstrate financial need. Students not meeting the basic requirements of their scholarship may have the scholarship reduced or revoked. A reduction of up to 20% in the scholarship is recommended if the student has failed any Internal or Midterm Examinations. A reduction of up to 50% is recommended if the student has not maintained the required attendance or failed any courses in the previous Academic Year.
- Cash Awards will be given to the top three students with the highest Academic Marks at the end of each Academic Year. Results of Resits will not be included for Class Rankings.
- Applications with supporting information are compiled by Student Affairs for presentation to the Scholarship Committee. The Committee will meet after the academic results for the previous academic year have been announced to decide the awarding of scholarships.

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- Students will be informed of the results in writing by the Student Affairs Department on behalf of the Committee. A report of all scholarship awards and awards to top three students for each class will be given to the Accounts Department by Student Affairs Office.

4. Selection Criteria

Students applying after First Year must be in Good Standing to be eligible to apply. To be in Good Standing, students must attain a minimum of 80% attendance and have passed all examinations in the previous year's Academic Session. To be deserving, students must demonstrate financial need. Financial Need may be ascertained during a Household Interview using a Financial Evaluation Interview Performa. Copies of Tax returns or Wealth Statement may also be required

5. SCHOLARSHIP COMMITTEE:

- The Scholarship Committee decides all scholarships awarded for MBBS and BDS programs. The Committee members are as follows:
 - Principal of concerned College
 - Vice Principal Student Affairs
 - Faculty Representative – HOD of Basic Sciences or Clinical Departments on a rotating basis

6. Review and Amendment

This policy shall be reviewed annually by the Academic Council in coordination with the Office of Student Affairs and updated to reflect changes in PMDC or JSMU regulations.