Established by the Act of Legislative Assembly of National Capital Territory of Delhi

## Standard Operating Procedure (SOP) for Student Merit Scholarship

## **Objective & scope:**

To ensure a transparent, timely, and efficient process for the disbursement of student merit scholarship. This SOP applies to all Schools, the Student Services Division, and the Finance Division involved in administering and processing merit scholarship.

Announcement of Exam Schedule by the Schools as per the Academic Calendar

Issuance of notification within 5 days of annoucement of exam for announcement of Merit Scholarship Scheme by the SS Division

Constitution of Scholarship Committee within 5 days of Declaration of Results by the respective Schools

Scholarship committee of respective schools shall submit its recommendations within 15 days of announcement of results

Examination & verification of recommendations of the committee by the SS Division within 7 days of receipt of recommendations

Approval by the Competent Authority

Disbursement of Scholarship within 3 days by the Finance Division