

# This document contains the process steps and FAQs for the scholarships awarded by the MBM Engg College Alumni Association

## Donor FAQs

### ***Q1. How do I register as a donor to award scholarships through Alumni Association's process?***

**Ans :** We have a donor registration process, where you can register yourself as a donor by providing details on the scholarship you intend to initiate. We have following two types of scholarships :

A) *Permanent* : Here, you contribute a lumpsum amount in Alumni association account towards a scholarship of your desire. The yearly interest is awarded to the student(s) as per the options selected while registering the scholarship(s). You can decide the amount of each scholarship with minimum donation amount of each scholarship at Rs 1 Lakh. You can also define the number of scholarships while registering (Minimum amount of one scholarship to be Rs 5000/-). The scholarship is granted based on the prevailing bank interest rates. e.g. – if you donate Rs. 2 lakh, with a tentative interest rate of 6%, the yearly interest comes at Rs 12,000/- which can be awarded to 2 students (Rs 6,000/- each) every year.

The criterion for selecting the students for scholarship can be provided by you. These could be a combination of one or more of –

a) *Merit* – Options are: below 60%, 60 to 70%, 70 to 80%, and 80% and above.

Please note that topper (of branch, batch, year etc) can't be a criteria, as the Alumni Association cannot confirm the validity of the such claims by the students.

b) *Family income* – Options are: Less than 1 Lakh, 1 Lakh to 3 Lakh, and 3 Lakh to 6 Lakh. This is verified through a govt prescribed, duly declared and suitably attested form submitted by the student. The income declaration form is attached [here](#).

c) *Branch* – Options are all the available branches that are currently being run in MBM Engineering College.

d) *Year* - Options are all the years in an engineering course.

e) *Gender* – If you wish to restrict the scholarship to either male or female candidate

If you want to keep it simple, you could do that as well. Through this option donor is granting the alumni association a permission, to pool the available scholarships and identify the suitable students based on the criteria decided by Alumni Association. This is thus the Common Pool scholarship.

B) *Ad-hoc* : Adhoc scholarship is a one time contribution by a donor when they don't want to contribute a lumpsum amount for the scholarship. Here, you can contribute a one time amount (minimum Rs. 5000/-) to be awarded for the given year to student(s) as scholarship. As the entire donor contribution is awarded as scholarship, nothing is carried forward by the association for next year(s). Here, the donor will not be able to specify a criterion and the donated amount would be included in the Common Pool for the year.

Once the scholarship registration is done, please reach out to (Office phone number) or write an e-mail to [mbmalumni@yahoo.com](mailto:mbmalumni@yahoo.com) with your contact details and the office would get in touch with you to confirm your scholarship details and to include it in the donor's list on the website.

***Q2. I wish to contribute towards a permanent scholarship, but, I wish to donate < 1,00,000/-  
Would you not accept this donation?***

**Ans.** We would most certainly accept your generous donation, however, in this case, we would not be able to provide you the facility to specify the criterion you might wish to award a scholarship to (as above). Also, in such a case, the Donor/Scholarship name would not be announced at the Scholarship donation function.

You may want to create a sub group of your batchmates or family to overcome the threshold of Rs 1 Lakh to be able to meet the criteria of specific scholarship grants. Please note that there are some donations which have been received prior to institution of this process and they may not adhere to the guidelines being specified here. However, any new donations (post ..... ) are required to adhere to these guidelines for smooth running of the scholarship award process.

***Q3. Do I get any income tax benefit for my contribution?***

**Ans** Yes, of course. MBM Engineering College Alumni Association is registered with the Govt of India to provide receipts under Sec 80 G which allows for 50% of the contribution to be tax-deductible.

***Q4. Would I get to know the beneficiary of the scholarship(s)?***

**Ans** Yes, sure. MBM Engineering College Alumni Association grants the scholarship cheques during the annual award function. The donors are requested to participate in granting these scholarships during the award function.

If your email address is available with the association, you will be notified of the recipients of your scholarship. .

The students are also encouraged by the Alumni association to get in touch with the respective donors (through email).

***Q5. I am interested in adopting economically backward (or other needy) students apart from this process, how can I reach out to such students?***

**Ans** This is a welcome request. We would love to have donors connected to the various causes that the association is currently supporting. More such details are available at our crowdfunding page.

## **Donor Registration form – instructions for filling the form**

**Scholarship Name** : Enter the name of the Trust/Batch/Memorial/Person(s) in whose name this scholarship is to be awarded

**Donor Name** : Enter the name of the person/alumni/co-ordinator who is making the contribution.

**Contact number** : Enter donor's mobile number

**Email address** : Enter donor's e-mail address

**Scholarship Type** :

Adhoc : These are awarded for a particular (and current) year only.

Permanent : Corpus deposited with the Alumni Association to enable automatic yearly scholarships of the interest amount on corpus

**Amount** : Scholarship amount you wish to donate (as per restriction specified on the website)

**No of scholarships** : (Specify the number of students you wish to award scholarships to, minimum amount of each scholarship restricted to Rs 5000/-)

**Type** : If you wish to specify your own criteria/restrictions regarding the scholarships, select “Specific”, else select “Common”, refer 'Donor FAQs' and 'Process'

**Class** : Branch and Course you wish to restrict the scholarship to.

**Student Year** : Year of the Course you wish to restrict the scholarship to.

**Percentage** : Minimum percentage you wish to restrict the scholarship to.

**Family income** : Income criteria you wish to restrict the scholarship to.

**Gender** : If you wish to restrict the scholarship to any specific of the gender, select the same, else leave at “No restriction”

**Parents if deceased** : If you wish to restrict your scholarship to wards whose atleast one parent is deceased.

**Purpose** : If you wish to add any note regarding your contribution, however, this cannot be considered anywhere in the logic though.

**Payment mode** :

**Offline** – You would need to submit cheque/cash of the donation amount to the Alumni office. Your name would reflect in the donor list only after the admin confirms the receipt of the donation amount

**Online** – You would be directed to the online payment gateway option and your name would immediately reflect in the donor's list on transfer confirmation of the donation amount.

## **Student FAQs**

***Q1. How can I avail the scholarships awarded by the alumni association?***

**Ans** The MBM Engineering College Alumni Association awards scholarships to the students of MBM Engineering College. If you are a student of this institute, you can fill the form available online during the specified timelines, which are published on our website. You will need to ensure that all the info provided by you in this form is correct. Please note that there is no separate/offline or any alternate process for availing Alumni Association Scholarships.

***Q2. Do I need to declare that I have an ATKT?***

**Ans** Yes, it is necessary for everyone who is studying in 2<sup>nd</sup> year graduate course or above. This needs to be declared during the submission of the form. If this is not found consistent with your academic records, you would be blacklisted from this process.

***Q3. Do I need to declare both my father's and mother's income?***

**Ans** Yes, the criterion for scholarship award is based on family income which includes the income of both parents. Hence we need both the details. Any misinformation could lead you to be blacklisted. The income declaration form is attached [here](#). No other form/evidence would be deemed valid for this purpose. If any other such submission is made, that would render your application incomplete and you would be considered ineligible from participating further in the process.

***Q4. How would I get notified once I submit the form online?***

**Ans** By email. You would receive an email, as you would have updated in your form. Your registration will be valid for the current year only and you would need to re-register for any future scholarships. With this email, you would get a link to edit your details until the last date of registration as well. Your inputs would be frozen on the last date of registration and considered final.

***Q5. How would I be notified if I have been shortlisted for the scholarship interview?***

**Ans** You will be notified via an email of your shortlisting for the scholarship interviews. This email would contain your interview date and slot as well.

***Q6. Am I expected to carry any document(s) during the interview since I already uploaded them while filling the form?***

**Ans** Yes. You must carry the originals of all the documents you have submitted during the online form filling process. In addition, you are required to carry your marksheets of previous years too.

Any document found missing / incorrect or not matching with your submission during the form filling stage, might bar you from further consideration irrespective of your eligibility.

You are also expected to be well groomed and prepared for this interview just as you would for any job interview. Your sincerity and respect towards the process would definitely earn you brownie points from the interview panel.

***Q7. How would I be notified if I have been selected for a scholarship?***

Ans You would receive an email informing you of your selection. The final list of successful candidates would be uploaded on the website as well after the award ceremony. You will also receive a link to confirm your presence for the scholarship distribution function. This confirmation needs to be submitted by you 2 days in advance of the scholarship distribution ceremony.

***Q8. How would I receive the scholarship amount?***

Ans MBM Engineering College Alumni Association organises a scholarship distribution function annually for which you would be notified via email as above. You would need to confirm your presence for the award ceremony and you would be presented a cheque of the designated amount in the function.

***Q9. If I am not in Jodhpur on the date of scholarship function or can't attend the function for some unavoidable reason, how can I get the scholarship cheque?***

Ans As mentioned earlier, you are required to confirm your presence for the scholarship award ceremony. In case you cannot join the scholarship award ceremony, you will be required to submit an application via email addressed to the Secretary of the association. This email must be received at least 2 days before the scholarship distribution ceremony. Failure to confirm the presence or to send the email (for your unavailability) would bar you from availing the scholarship. The same would then be awarded to the next eligible student.

***Q10. Can I get more than one scholarship, if I am eligible?***

Ans No. The Alumni association would like to help as many students as it can. For this reason, you can get only 1 scholarship through this process. However, we try to ensure that you receive the scholarship with highest amount, of all your eligibility.

***Q11. Can I get in touch with the donor to thank him/her of their contribution?***

Ans Yes, we do strongly recommend and encourage you to get in touch with your donor through email. You can get this detail from the website in the scholarship donor page. This would create a good emotional connect between you and donor and you can potentially also get mentorship from your donor for your career and life in general.

## Scholarship distribution process (**Common pool\*** and **Specific\***)

- 1.1. Common Pool\* scholarship are the various scholarships where the donor has not specified any specific\* criteria (merit, year, branch, gender basis etc) and the discretion is left to the Association to award the scholarships. The association nominates a scholarship committee for the purpose.
- 1.2. The current approved and programmed logic is a two factor criteria of merit and family income (need).
- 1.3. The categories in merit are a) <60% , b) 60-70% , c) 70-80% and d) >80%, these are editable and are controlled by the scholarship committee per their judgment
- 1.4. The categories in family income are a) <1 lac , b) 1 lac – 3 lac , c) 3 lac – 6 lac and d) >6 lac (all in INR),these are editable and are controlled by the scholarship committee per their judgment
- 1.5. Some relevant rules (to start with) are :
  - The category limits (under both merit and family income) are editable and can be changed at a later date
  - The count of categories are fixed at 4 each for merit and family income
  - There is no scholarship if family income >6 lac, irrespective of student's merit.
  - We are considering both father's and mother's income under family income.
  - We are taking marks scored and total marks from the students and not percentages, percentages are calculated automatically by the system.
  - Only last year marks are considered for each year, so for a Final year student, his/her 3<sup>rd</sup> year marks only (across both semesters) would decide his/her merit and so on for this purpose.
  - For 1<sup>st</sup> year student, class 12<sup>th</sup> marks would decide the merit.
  - For diploma entered students, entire diploma marks would decide the merit.
  - If numbers of a particular semester within an academic year are not available (result not declared till registration deadline), only one semester marks would be considered for merit generation.
- 1.6. With this, we get a 3 - family income (as if > 6 lac, no scholarship is provisioned) \* 4 - merit matrix in which the entire scholarship amount (for which specific criterion has not been provided) – termed as COMMON POOL, is distributed. This distribution is taken care by the scholarship committee of the Association. The committee also decides the amount and number of scholarships for each cell of the matrix and the objective is to distribute the entire common pool amount (which includes the ad-hoc scholarships as well) as scholarships every year.
- 1.7. Basis the number of scholarships in each cell and no. of scholarships under each specific scholarship, double the number of students are short-listed for interviews basis merit for each matrix cell and specific scholarship.
- 1.8. The interview panel is a 3 member panel consisting of atleast one senior teaching staff from MBM Engg College. The panel is expected to verify the submissions from the students as made in the application form (filled by the students themselves) against originals and judge a student's eligibility from a scholarship award perspective. The panel's decision thus is final and binding to award or reject scholarships to the shortlisted students. In case the interview panel awards a "maybe" to a student, the committee can decide on awarding scholarships to such students in case of the number of scholarships exceeding the panel approved students.
- 1.9. The students would be notified of the final scholarship list individually and are expected to communicate their concurrence at least a couple of days in advance of the scholarship award function. If a concurrence is not received from the student,

he would be barred from receiving the scholarship and the scholarship would go to next eligible candidate as decided by the committee.