

REHMAT KHAN MEMORIAL **NANA SCHOLARSHIP**

FOR THE STUDENTS OF NISHTAR MEDICAL UNIVERSITY

This scholarship program is being offered by NANA to the students of Nishtar Medical University with the name of Rehmat Khan Memorial NANA Scholarship.

The funds will be arranged by NANA and it is responsible for the whole process of awarding the scholarship as well as keeps records and also do follow up.

NANA will adapt the procedure to execute the whole process

Rehmat Khan Memorial NANA Selection Committee Multan

The members of the Selection Committee in Multan will be appointed by the Scholarship Committee in the USA.

Function of the Selection Committee

- 1) Liaison and coordination with Nishtar Medical University and NANA
- 2) Set and announce the date for submission of applications.
- 3) Reviews and short listing of the applications.
- 4) Set the date, interview and select the candidates
- 5) Scrutinization of the selected students.
- 6) Arrangement for the payment.
- 7) Maintenance of the records.
- 8) Follow up.
- 9) Audit

Stepwise approach of awarding the new scholarship

Step 1; Establish the deadline of application

- Need to keep in touch with University administration for new admissions
- Let the new admissions complete
- Figure out the start of classes of new batch
- Develop the notice for students (please see page 5 for detail on notification process)
- Notice will have a deadline for the application submission.
- Provision of application packet.

Step 2; Receiving the application

- Applications will be received in the office of NANA, Student Clerk Nishtar Medical University, and Rehmat Foundation Multan.
- Applications will be received electronically, through postal Mail, email provided and even through WhatsApp.

Step3: Short listing the Candidates based on their application

- The interviewing committee will open the application packet during committee meeting on scheduled date and time
- No body will be allowed to open the application packet before the meeting of interviewing committee as mentioned above.
- Committee will short list the candidates as per already set criteria/ scoring system (please see page 6 for details on criteria.
- The short listed candidate's data will be organized immediately and all members will sign the documents, immediately will be share with stake holder like NANA.
- The short listed candidates will be notified in merit list manner to cover up drop outs.

Step 4: Physical Interview of Short listed candidates

- Interview will be of one day process
- Interview committee will interview the candidates according to pre set criteria
- Selected candidates will be finalized immediately and list will be shared immediately with concerned authorities.

Step 5: Scrutiny and Finalization

- The selected candidate list will be handed over to scrutiny committee.
- The scrutiny committee will be given task to complete process in targeted time.
- The scrutiny committee will do scrutiny according to already set criteria.
- The final list by scrutiny committee will be presented to Chairman for the final award of scholarship.

Step 6: Money Dispersion Protocol/procedure

Money to the First year student will be given to the parent/guardian in the form of bank check or online bank transfer. For the students from second to fifth year it will be deposited directly in the student university account via check or online bank.

Step 7: Follow up

A data file will be developed in Excel which will be shared among stake holders. This data file will be used for future follow up process

Notification:

It should include the following info

- Title: NANA Scholarship organized by NANA Scholarship Subcommittee Multan and Nishtar Medical University authorities
- Details of Award i.e. how many scholarships are available
- Dead line for application submission
- From where they can get application packet (see details under section of application process/packet).

Application Packet:

- It will include application form (please see the attached form)

- It will include the Check list of documents needed to attach with application form.(please see the attached check list paper)
- Application form will be freely available online for downloading, printing, and uploading, Nishtar Medical University Student Clerk Office, and Rehmat Foundation Multan office.

Criteria for short listing the students

Following parameters will be considered;

1. Parenting: Orphan will be preferred followed by having step father .
2. Earning Hands: how many earning hands are there?
3. Net income of earning hands (cumulative in case of more than one)
Which can be confirmed through last three salary slips if Guardian is salaried person in any institute, if father is business man then details of business, if father is agriculturist details of total cultivating land/ produce etc , location of land, if father factory worker details of employer, department contact number .
4. Number of siblings
5. Study status of siblings
6. Financial support during Matriculation and College.
7. Already availed any scholarship
8. In case of Land owner how much land acquired by candidate or his/her family.

Criteria for Interviewing (Guidelines for interviewer)

1. Look for over all attitude of student
2. Ask random questions about the info provided by him/her in application
3. Ask about any specific future plan regarding medical profession

CONFIDENTIALITY AND PRIVACY POLICY

Each and every information will be held confidential and SOPs should be adapted to ensure confidentiality like no info will be shared with anybody outside the scholarship committee; the applications will be in lock and key.

Committee should decide how to ensure privacy and self respect of students during whole process e.g. how committee will interview the candidates either male or female separately, call on different timings etc.