



F/QSP 02/01/00

**Internal Memo**

URGENT       INFO ONLY  
 IMMEDIATE       ROUTINE

To:	First Year Class Advisors, Engineering Departments. (through respective Chairperson)	From:	Controller Students' Affairs
Subject:	The Institution of Engineers Pakistan Saudi Arabian Centre – Scholarship-2017.	Ref:	DSA/959
		Date:	5-6-17.

The sponsor of subject scholarship intends to award scholarships to the deserving students of *First Year Engineering Departments on Zakat Basis.*

**Eligibility**

1. Must belong to low income group.
2. Posses' good academic record. (Must pass the examination in first attempt)
3. Not getting scholarship / financial assistance from any other sources.
4. Citizen of Pakistan or native of Azad Kashmir.

In this connection, you are requested to kindly send nomination(s) on the basis of above criteria in the attached Prescribed **Application Form – 1** of IEP-SAC. Specimen of the form is attached herewith Photocopy of the above form is acceptable. The said form duly signed may be forwarded along-with the following documents.

**Required Documents (Attested Photocopy):**

- i. Matriculation Certificate.
- ii. Marks Certificate of SSC and HSC / BSC and all Engineering.
- iii. CNIC of the Candidate.
- iv. University ID Card.
- v. Current Income / Salary Certificate / Updated Pension Book of father / Guardian.
- vi. Updated B Form / CNICs of Father / Guardian's dependents including CNIC of Mother.
- vii. Domicile.

Kindly forward the application form along-with required documents duly recommended by the concerned Class Advisor / Chairman on or before **12-06-2017** for onward transmission to the sponsor.

- N.B.**
1. Kindly forward the case of deserving student completed in all respect. No incomplete applications will be entertained.
  2. Students admitted under Self Finance Scheme are not eligible for this scholarship.
  3. The candidate must open the account in the bank for transaction of scholarship amount, if awarded.
  4. All the concerned Class Advisors are requested to announce the same in the Class Room, accordingly.

*Handwritten signature and date:*  
02/06/17 ncl/sa

Encl: As above.

*Handwritten signature:*  
Controller Students' Affairs



THE INSTITUTION OF ENGINEERS PAKISTAN  
SAUDI ARABIAN CENTER (IEP-SAC)

Scholarship Program for Students in Pakistani Engineering Universities and Colleges

SELECTED STUDENT DATA FORM (FORM - I)

The Vice Chancellor of the concerned University or Principal of the concerned College will complete this form and send to IEP-SAC at the beginning of the Four-Year Scholarship Program after which IEP-SAC will transfer the funds to the University/College Account for the first year scholarship. For subsequent years, Form-2 will be used.

1. NAME: \_\_\_\_\_
2. FATHER'S NAME: \_\_\_\_\_
3. DATE OF BIRTH: \_\_\_\_\_
4. PRESENT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_
5. PERMANENT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_
6. N.I.C NUMBER: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
7. REGISTRATION NO. \_\_\_\_\_ 8. DISCIPLINE: \_\_\_\_\_
9. SESSION START DATE: \_\_\_\_\_ 10. EXP. SESSION END DATE: \_\_\_\_\_
11. ACADEMIC RECORD:

Examination Passed	Year	Marks Obtained / Total	Division / Grade	Name of Board / University	Position, If Any
MATRIC/SSLC					
F.A/F.SC/SSLC					
B.A/B.SC/OTHER					

I hereby recommend the student whose data is given above for the IEP-SAC Scholarship Program for Students in Pakistani Engineering Universities and Colleges. All future correspondence on the subject may please be addressed to me / the official (Contact Person) whom I have authorized and whose name and designation is given below. I will advise IEP-SAC in case the contact person is changed. Also given below are the details of the University/College Bank Account to which you may transfer the Scholarship Funds.

DETAILS OF THE AUTHORIZED OFFICIAL (OF UNIVERSITY / COLLEGE):

NAME: \_\_\_\_\_ DESIGNATION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

BANK ACCOUNT DETAILS (OF THE ABOVE AUTHORIZED OFFICIAL):

NO: \_\_\_\_\_ BANK: \_\_\_\_\_ BRANCH / CITY: \_\_\_\_\_

CERTIFICATION BY HEAD OF THE INSTITUTION:

NAME: \_\_\_\_\_ DESIGNATION: \_\_\_\_\_  
INSTITUTION: \_\_\_\_\_

OFFICIAL SEAL AND SIGNATURES: \_\_\_\_\_ DATE: \_\_\_\_\_

Note: Please enclose attested and stamped copies of items 6 and 11.  
(FM-1)

## RULES AND REGULATIONS FOR THE AWARD OF SCHOLARSHIPS

### POLICY

Scholarship will be given to a needy first year student for Four Years with satisfactory progress (passing each year / semester examination as a whole and in first attempt) during his studies, who is studying in any Government engineering universities / colleges in Pakistan in any Discipline. Failure to show satisfactory progress will result in the termination of scholarship.

The number of scholarships will be fixed by the Local Council from time to time. Approval of these rules and its future amendments will be done by IEP-SAC Local Council.

If deemed necessary, the scholarship, instead of first year, can also be initiated from second year.

### SCHOLARSHIP AMOUNT

An amount of Pak.Rs.12,000 will be transferred yearly to the university / college bank account as designated by Vice Chancellor / Principal.

### SELECTION CRITERIA

(To be certified by Vice Chancellor / Principal)

- Should be needy
- Academically sound
- No other scholarship
- Citizen of Pakistan or native of Azad Kashmir

### HOW TO SELECT

Vice Chancellors / Principals or their nominated committees will be requested to select the students fulfilling above criteria. Particulars of the selected student will be provided by the concerned institution on Form-1 for IEP-SAC record. Renewal form (Form-2) duly filled by the institution will be required to transfer the next installment of the scholarship.

### GENERAL

IEP-SAC scholarship account will be properly audited yearly. Yearly progress report will be communicated to the donors by IEP-SAC.

If it is discovered at any stage that an incumbent is also availing some other scholarship in parallel, we'll discontinue our facility for him forthwith and the amount having been received by him under our scholarship scheme (in parallel with some other one, whatsoever it may be) shall be liable on him to be returned to us.

Name and Signature of Student

Counter Signature with Stamp  
Head of the Institution