



To

The Dean
Khyber Girls Medical College
Peshawar.

Subject: TORS FOR THE INSTITUTIONAL SCHOLARSHIP AWARD COMMITTEE.

Respected Sir,

Please find the attached TORs for the Institutional Scholarship Award Committee.

**Dr. Afsheen Mahmood
Chairperson Institutional Scholarship Award Committee (ISAC)
KGMC**



Terms of Reference (TORs) for the Institutional Scholarship Award Committee (ISAC)

(Khyber Girls Medical College (KGMC), Peshawar)

1. Introduction

The Institutional Scholarship Award Committee (ISAC) of Khyber Girls Medical College (KGMC), Peshawar, has been established to oversee the fair and transparent disbursement of scholarships to deserving students. The committee ensures that financial assistance is granted based on merit, need, and other predefined eligibility criteria in alignment with institutional policies and national regulations.

2. Objectives

The ISAC aims to:

- Provide financial assistance to academically excellent and financially deserving students.
- Ensure a fair, transparent, and merit-based selection process for scholarship awards.
- Promote inclusivity by assisting students from underprivileged backgrounds.
- Maintain compliance with institutional, provincial, and national scholarship regulations.
- Monitor and evaluate the effectiveness of awarded scholarships.

3. Composition of the Committee

The Institutional Scholarship Award Committee shall consist of the following members:

1. **Chairperson** – Senior Faculty Member (appointed by the Dean KGMC)
2. **Co-Chair**: Aiding with the chair in overall activities & chair in case of absence of the chair.
3. **Secretary** –
4. **Members**:
 - Director of Finance or Representative
 - Head of Student Affairs
 - Head of Academics (or nominee)
 - A Representative from the Examination Section
 - A Legal Advisor (if required)
 - Student Representative (non-voting member)
 - Any co-opted member(s) as per need



4. Roles and Responsibilities

4.1 Chairperson

- Provide strategic oversight and guidance on scholarship policies.
- Ensure the integrity and transparency of the selection process.
- Approve the final list of scholarship recipients.

4.2 Secretary

- Organize meetings and maintain records.
- Communicate with applicants regarding scholarship processes.
- Prepare and submit annual reports on scholarship disbursement.

4.3 Members

- Review and evaluate scholarship applications.
- Verify the academic and financial eligibility of applicants.
- Ensure compliance with the rules and regulations of scholarship programs.
- Address grievances related to scholarship awards.
- Assist in mobilizing additional funding sources for scholarships.

5. Eligibility Criteria for Scholarships

Scholarships shall be awarded based on the following criteria:

5.1 Merit-Based Scholarships

- 1st, 2nd & 3rd position holders in professional exams of KMU (if there are 2 students on the same position both are going to get it, as well as the proceeding one)

5.2 Need-Based Scholarships

- Verification of financial status through required documents (income certificate, utility bills, etc.).
- Attendance of at least **80%** in the previous academic year.

6. Application and Selection Process

6.1 Application Submission

- The college shall announce scholarship opportunities **at the start of each academic year**.

P.D.A Building, Block # IV, Phase-V, Hayatabad Peshawar



- Students must submit completed applications along with required supporting documents within the stipulated deadline.

6.2 Evaluation Process

- The committee will review applications based on **predefined evaluation criteria**.
- Shortlisted applicants may be required to appear for an **interview** or submit additional documentation.
- Final decisions shall be approved by the **Chairperson** and communicated to students formally.

6.3 Disbursement of Scholarships

- Scholarship funds shall be disbursed directly to the student's tuition account or as per the agreed mechanism.
- Periodic reviews shall be conducted to ensure compliance with scholarship terms.

7. Monitoring and Review

- The committee shall **conduct annual reviews** of all awarded scholarships to ensure compliance and impact assessment.
- A formal **report shall be submitted** to the Dean and governing bodies.
- The TORs shall be **subject to revision** as per institutional policies and regulatory requirements.

8. Confidentiality and Ethical Standards

- All committee members must uphold the **confidentiality** of applicant information.
- Any form of **bias, favoritism, or conflict of interest** must be disclosed and addressed.
- Members must adhere to the **highest standards of ethics and professionalism** in scholarship allocation.

9. Effective Date and Amendments

- These TORs shall be effective from **[Date]** and remain valid unless amended by the Institutional Authority.
- Amendments to these TORs require **approval from the Principal of KGMC**.



SCHOLARSHIP FORM

Date of Application: _____

Affix photo
here

Applicants Name: _____

Father's Name: _____

DOB: (DD/MM/YYYY) _____

Mobile no: _____

Email: _____

CNIC No: _____

Professional year: _____

Monthly income of Father/Guardian: **Attach evidence:** _____

Present address: _____

Number of siblings: **(attach CRC/B-Form)** _____

Father's cell number: _____

Family Income details with evidence:

Family expenses with evidence:



Reason for applying for Scholarship: Statement of purpose **to be attached**

Father's employment certificate & CNIC: **to be attached**

In case the father is not alive, his death certificate needs **to be attached**

Guardian's particulars need **to be attached** (CNIC, Employment certificate)

Relation with Guardian needs to be mentioned:

Copy of Rental agreement if applicable:

Affidavit: Specimen attached

Decision by the committee:



AFFIDAVIT

(For Need-Based Scholarship)

I, [Parent/Guardian's Full Name], son/daughter of [Parent's Father's Name], residing at [Complete Address], do hereby solemnly affirm and declare as follows:

1. I am the father/mother/guardian of [Student's Full Name], who is applying for a scholarship for educational purposes.
2. Our total household income is [Specify Amount] per month, which falls below the required threshold for eligibility under the scholarship program.
3. I do not have any other significant sources of income, assets, or financial support that would affect my child's eligibility for the scholarship.
4. All the information provided in this affidavit and the scholarship application is true and correct to the best of my knowledge.
5. If, at any point, the information provided is found to be false or misleading, I understand and accept that Disciplinary/legal action may be taken against me as per the relevant policy and laws and regulations with severe consequences.

I solemnly affirm that the statements made above are true and correct, and I understand that any false declaration may lead to the cancellation of the scholarship and other legal consequences.

DEPONENT

(Signature of Parent/Guardian)

Full Name: _____

CNIC/National ID No.: _____

Date: _____

Verification:

I, the above-named deponent, do hereby verify that the contents of this affidavit are true and correct to the best of my knowledge and belief, and nothing has been concealed therein.

DEPONENT

(Signature & Thumb Impression)

Attestation by Notary Public/Oath Commissioner

(Signature & Stamp)



SCHOLARSHIP CATEGORIES FOR STUDENTS IN TERMS OF FINANCIAL ASSISTANCE

1. Category A: Full financial assistance (Tuition fee, Hostel dues, KMU dues, food expenditure)
2. Category B: Omission of mess/food charges
3. Category C: Omission of KMU dues
4. Category D: Only Tuition fee (Omission of KMU dues & Hostel dues)
5. Category E: Partial exemption in tuition fee (50%)
6. Category F: Partial exemption in tuition fee (25%)

Dr. Afsheen Mahmood
Chairperson Institutional Scholarship Award Committee (ISAC)
KGMC