

1 POLICY & STANDARD OPERATING PROCEDURES FOR NURSING SCHOLARSHIP PROGRAM

1.1 Objective

Program objective is to strengthen Nursing Profession through;

1. Providing scholarships to deserving and talented students in 4 Y BSN (GEN) program
2. Faculty development of nursing institutes through MSN & PhD scholarships

1.2 Partner Institutes

NEST BOD has approved 43 Top ranking Nursing Institutes which are affiliated with HEC recognized Universities and registered and approved by PNC and shortlisted by the Selection Committee comprising upon PNC members and NEST members.

1.3 Targeting (3 weeks)

1.3.1 Outreach

- Advertisement
- Website / Social Media
- Promotional material
- Events and seminars/work shops
- Digital Media
- Institutes:
(A Focal Person may be nominated in every institute which may act as a liaison between institute and NEST for outreach media campaign and other activities regarding scholarships.)

1.3.2 Scholarship Application Form

All applications will be received by the nominated Focal Person of the selected institute on prescribed NEST application forms available in institutes/ universities, websites of NEST & Partner Institutes.

1.3.3 Correspondence

Correspondence with the beneficiaries will be made through Focal Person of the respective Institute.

1.3.4 Eligibility Criteria

The students must have:

- The applicant must be a Pakistani National
- Students must secure admission in the approved Nursing program at the participating institution as per admission policy of the institution and be enrolled in BSN Gen (4Years or 5Years) , MSN (2 Years) or PhD (3.5 Years) Degree program.
- **The eligibility of a candidate is linked to neediness of the candidate as determined by the financial background of his/her family**
- Not availing any other educational scholarship during the current academic year

1.3.5 Slots Allocation

- The allocation of 1000 scholarship slots to these 43 Institutes have been recommended by the Selection Committee keeping in view the PNC allocated seats under concerned degree program, requirement of scholarship seats and category of institute as A or B. The allocation is approved by BOD NEST.

1.3.6 Document Validation (4 weeks)

Document validation process would be conducted by institutes. The following documents would be provided by the applicant for validation:

1 Attested Copies of

	1.1 Academic documents copies
	1.2 Applicant's CNIC Copy/ B Form
	1.3 Father's / Guardian's CNIC
	1.4 Domicile (If not available then attach Father's Domicile and slip of applied for the domicile)
2	Photographs (Two passport size)
3	Undertaking for Income Declaration (<i>To be given on Rs.20-50 non-judicial stamp paper</i>) (Annex-B)
4	Salary Slip / Income Certificate of Self/Father/Guardian
5	Application Form filled and signed by applicant
6	Certificate from institute that applicant is not availing any other scholarship for current academic session signed and stamped by institutional / department head/principal/Registrar on Letter Head. (Annex-A)
7	Proof of Hostel verified by Focal Person

Aforementioned documents would be submitted by applicant to the nominated Focal Person of the Institute.

2 Enrollment (8 weeks)

2.1.1 Application and Selection Process

The deserving students will deposit the complete scholarship application form at the Scholarship Facilitation Office (SFO), established at the participating universities. The details of the candidates will be compiled by the SFO in the evaluation sheet. After completion, the data sheet will be forwarded to the members of Institutional Scholarship Award Committee (ISAC) which includes members from the institution as well as external community members, and is headed by the Vice Chancellor/ Principal/ Head of the participating institution who would ensure impartiality and transparency of the process. The ISAC committee will make its recommendations on the basis of total family income, total number of dependents, education expenditures, market value of the assets and income versus expenditure assessment of the candidate's family and its ability to pay the educational expenditures. The students will be interviewed by ISAC to ensure the authenticity of the information and to cross check the data provided. Based on the review of data, interview of the candidates and, if required, interview with the parents and

physical verification of the data. ISAC will recommend potential candidates in order of priority to NEST Scholarship Selection Committee (SSC).

After the approval from NEST Scholarship Selection Committee, the approved selected applicants' list will be enrolled in Scholarship MIS system as beneficiaries.

2.1.2 Institutional Scholarship Award Committee ISAC

Constitute of Institutional Scholarship Award Committee are as under:

1. Chairperson: VC of the University/Principal /Head of Institute
2. Convener of Committee: Scholarship Manager / Focal Person of Institute
3. 3 Members: Dean/ Professors/ Lecturers
4. Member: Eminent person from Community or from PNC (As nominated by VC/Head)
5. Member: NEST Manager Scholarship

2.1.3 Award Letters

Award letters will be generated through Scholarship MIS which will be sent to the beneficiaries through Focal Persons for further processes.

2.1.4 Transfer of Slots to Waiting List Students

Slots will be passed on to waiting list students in case scholarship slots get vacant

3 Scholarship Disbursement (4weeks)

NEST disburses scholarship stipend to the talented and deserving students through their institutes. Disbursement Policy guidelines are as under: -

3.1.1 Payment (4 weeks)

- Scholarship stipend payment will be made on annual or bi-annual basis to the student through his/her institute.
- Scholarship Stipend amount is calculated according to the total annual fee including admission and tuition fee and lodging cost if applicant is living in hostel and fee waiver that is agreed by the partner institute.
- The duration of the scholarships will be according to the Degree / course and year in which students are currently enrolled at the time of award of scholarship and stipend will be paid till the conduct of final examinations; provided the scholar maintains scholarship compliance policy of NEST.
- The focal person will make sure that the student opens a dedicated account in the bank for scholarship.
- Detailed Funds Utilization Report (FUR) needs to be furnished by the participating institution to NEST on annual or bi-annual basis.
- Consolidated record of students' stipend paid to the students and Tuition Fee adjusted need to be provided by the institutions.

4 Compliance (7 weeks)

- Next installment will be released when the nominated focal person of institute will provide students following performance:
- 75% Attendance
- 60% Academic Performance
- In case of failure of student in obtaining at least 60% marks the installment will be withheld until he improves his grades and secure at least 60% marks.
- In case of failure of 75% attendance the installment will be withheld or the focal person from institution provides sound reasons acceptable by the institute of his/her absence duration.

4.1.1 Cancellation of Scholarship

Scholarship will be cancelled if:

- A student is availing any other scholarship.
- Fails in exams and is readmitted/repeats the same degree course
- Left the study or/and joined new institution.
- Student is involved in criminal/offensive activities as accused by institute
- Violation or fail to comply NEST policies
- Found submitting of False or Fake documents or information may result in cancellation of the scholarship
- Following Non-Compliance will result in scholarship cancellation if
- Students three consecutive sessions having non satisfactory results i.e. less than 65% Or
- Students three consecutive sessions having non satisfactory attendance i.e. less than 75%

5 Monitoring & Evaluation

To monitor and evaluate the following indicators after the disbursement made to the beneficiaries:

5.1.1 Indicator

- Payment received
- Amount Utilized for Education

5.1.2 Sampling

- 20% Random students will be selected from each institute

