



**ITM SKILLS UNIVERSITY, NAVI MUMBAI**

**SCHOLARSHIP SCHEME - POLICY**

**For**

**Undergraduate (UG) and Postgraduate (PG) Program**

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# **ITM Skill University Scholarship Scheme Policy**

## **OBJECTIVE**

The policy serves as a guideline for ITM Skills University Scholarship Scheme, Process to be followed by Admission Department and Academic Administration Department to ensure accurate information is communicated to Prospective Students in an articulate and consistent manner.

The purpose of this policy is to ensure that the Institute has an efficient and effective Scholarship approval Process.

To provide financial assistance to meritorious students for pursuing higher studies.

This document promulgates the Standard Operating Procedures (SOP) for ITM Skills University.

## **SCOPE**

The scholarships are awarded on the basis of the results of their final Examination. There are five kinds of scholarship categories mentioned below. However, most scholarships are given to those students who need it, and those who have performed well in their previous studies and professional activities. So, a statement of purpose for a scholarship will mainly be about interests and past experiences that have changed the way the student thinks about his future and how it can be of potential.

Most scholarships are given due to a great statement of purpose that delivers enough compelling data and appealable information about the student and all his previous achievements in the past and how he hopes to achieve much more in the future.

### **Type of Scholarships**

- ❖ Scholarship for Sibling
- ❖ Scholarship for Alumni - ITM Graduates for Postgraduation
- ❖ Scholarship for Employees and their Childrens/ Spouse
- ❖ Scholarship for Defense & CAPF Personnel and their Dependents
- ❖ Scholarship for regulatory Authorities such as CIDCO, NNMC, PMC, Police, RTO

**SIBLING FEE CONCESSION:**

ITM Business School is family, and we encourage our families to consider sending all their siblings and children to ITM Business School. In support of this belief, we offer a sibling fee concession to families who have two or more siblings enrolled concurrently at the ITM Business School.

A 20% fee concession is offered on 1<sup>st</sup> and 2<sup>nd</sup> year tuition fees for the PGDM program.

**ELIGIBILITY:**

- a) To be eligible for sibling fee concession a student must have one or both parents in common.
- b) Applicants must get selected through the selection process only.
- c) First child of the family should pay his/her tuition fee in full for both years.

**NON-ELIGIBILITY:**

- a) Sibling fee concession is not available to family members outside the sibling relationship, such as stepbrothers and stepsisters.
- b) Sibling fee concession is not available if you or your siblings have a commonwealth supported place (CSP).
- c) Sibling fee concession will not be granted if students have already got any other fee concession.
- d) Students in receipt of a sibling fee concession are not eligible to apply for any other discounts that may be offered by ITM Business School.
- e) Applications received after commencement of program will not be considered for fee concession.

**HOW TO APPLY:**

- a) The completed application, together with evidence of the relationship that you are brothers and sisters or parents, i.e. certified copies of Birth Certificates, PAN Cards, Aadhar Cards, Ration Card and Passports must be submitted to the admission office before commencement of program.

**NOTICE OF OUTCOME:**

- a) Applications are processed after the commencement of the program at each academic year. Students are notified by email sent to their ITM Business School email accounts.
- b) While waiting for the outcome of your application, you must ensure your fees are paid in full by the due date.
- c) If approved, the sibling will receive the fee concession, which can be paid as a refund.
- d) FOR EXAMPLE: Your first-year tuition fee is Rs. 2,50,000/- and you are eligible for 20% concession, then you can deduct Rs. 50,000/- from first-year tuition fee and pay remaining amount i.e. Rs. 2,00,000/- plus any other fee components if at all there.

**WITHDRAWING FROM YOUR COURSE:**

- a) If you withdraw from your course, you will have to repay the fee concession.

**ALUMNI POSTGRADUATE FEE CONCESSION:**

If you are a graduate from ITM Group of Institutions, or a current student studying at undergraduate level, you can benefit from the alumni postgraduate fee concession.

A 20% fee concession is offered on 1<sup>st</sup> and 2<sup>nd</sup> year tuition fees to ITM Group of Institutions students, who continue their higher education at ITM Business School.

**ELIGIBILITY:**

- a) You must have bachelor's degree (10+2+3) from any AIU (Association of Indian Universities) recognized university with minimum 50% marks in graduation.
- b) Valid Entrance Score of CAT or XAT or CMAT or GMAT or MAT or ATMA or State CET for the academic year admitted to.
- c) Applicants must get selected through the selection process only.

**NON-ELIGIBILITY:**

- a) The fee concession will not be applicable to those who have completed their graduate degree through online and part-time programmes.

**HOW TO APPLY:**

- a) The completed application, together with evidence that you have completed your graduate degree from ITM Group of Institutions and certified copies of all marksheets and degree certificates must be submitted to the admission office before commencement of the program.
- b) Applications received after commencement of program will not be considered for fee concession.

**NOTICE OF OUTCOME:**

- a) Applications are processed after the commencement of the program at each academic year. Students are notified by email sent to their ITM Business School email accounts.
- b) While waiting for the outcome of your application, you must ensure your fees are paid in full by the due date.
- c) If approved, the alumni will receive the fee concession, which can be paid as a refund.

**WITHDRAWING FROM YOUR COURSE:**

- a) If you withdraw from your course, you will have to repay the fee concession.

**EMPLOYEES FEE CONCESSION FOR CHILDREN'S/SPOUSES:**

We have established a fee concession policy to assist employees' children and spouses who plan to do their higher education from ITM Business School.

A 50% fee concession is offered on 1<sup>st</sup> and 2<sup>nd</sup> year tuition fees to employees' children and spouses.

**ELIGIBILITY:**

- a) Employees who are full-time and must have completed a minimum of 3 years of employment with the ITM Group of Institutions as of the application deadline date.
- b) If both parents are employed by ITM Group of Institutions, only one will be eligible for Children's fee concession benefits.
- c) Students must meet all normal academic and entrance score requirements for the PGDM program.
- d) Applicants must get selected through the selection process only.

**NON-ELIGIBILITY:**

- a) The Employee fee concession is not available to employees on leave of absence without pay.
- b) The Employee fee concession is not available to employees whose anticipated employment period is less than 3 years.
- c) Children are not eligible for fee concession for any fees that begin after they reach their 26th birthday.
- d) Your children and spouses are not eligible to take benefits of this fee concession if you fall into one of these employment categories:
  - a. Contract employee
  - b. Visiting faculty
  - c. Contractor
  - d. Consultant
  - e. Retired employee

**HOW TO APPLY:**

- a) The completed application, together with evidence that you have completed your 3 years of employment in ITM Group of Institutions and certified copies of Appointment Letter, Office ID Card, Marriage Certificate (if applicable), Aadhar Card, Pan Card, Ration Card and Passport of both (student and employee) must be submitted to the admission office before commencement of program.
- b) Applications received after commencement of program will not be considered for fee concession.

**NOTICE OF OUTCOME:**

- a) Applications are processed after the commencement of the program at each academic year. Students are notified by email sent to their ITM Business School email accounts.
- b) Employees can simply deduct the above mentioned concession amount from the first-year tuition fees, and they can pay remaining fees before commencement of the program.
- c) FOR EXAMPLE: Your first-year tuition fee is Rs. 2,00,000/- and you are eligible for 50% concession, then you can deduct Rs. 1,25,000/- from first-year tuition fee and pay remaining amount i.e. Rs.1,25,000/- plus any other fee components if at all there before commencement of program.

**TERMS AND CONDITIONS:**

- a) Employees will be billed for their fee concession if they resign from ITM Group of Institutions within 5 years from the date of admission.
- b) If termination of employment for any reason and decision is not reversible then the employee will have to repay the fee concession.

**DEFENCES & CAPF PERSONNEL AND THEIR DEPENDANTS FEE CONCESSION:**

With view to facilitate access of higher education, ITM Business School is providing the following fee concession to encourage our dedicated soldiers in the defence and Central Armed Police Forces (CAPF) and their departments.

A 20% fee concession is offered on 1<sup>st</sup> and 2<sup>nd</sup> year tuition fees for currently working, ex-service men and retired from defences & CAPF personnel.

The services that have been included are as follows:

(1) Indian Army (2) Indian Navy (3) Indian Air Force (4) Indian Coast Guard (5) Central Reserve Police Force (CRPF) (6) Border Security Force (BSF) (7) Indo-Tibetan Border Police (ITBP) (8) Sashastra Seema Bal (SSB) (9) Central Industrial Security Force (CISF) (10) Railway Protection Force (RPF) (11) National Security Guard (NSG) (12) Special Frontier Force (SFF) (13) Assam Rifles (14) Border Road Organization (15) General Reserve Engineer Force (GREF) (16) Defence Research and Development Organization (DRDO) (17) Military Engineers Service (MES) (18) Defence Security Corps (DSC) (19) Ordnance Factory Board.

**ELIGIBILITY:**

- a) Academic Eligibility - Candidates must have a minimum 60% in their SSC, HSC and Graduate Degree in their first attempt.
- b) Entrance Score Eligibility - Candidates must have a minimum 55 percentile in their CAT or XAT or CMAT. GMAT score 450 & above or MAT percentile 75 & above or State CET percentile 80 & above.
- c) Applicants must get selected through the selection process only.

**HOW TO APPLY:**



- a) The completed application must be submitted to the admission office before commencement of the program along with following documents.
- b) For Currently Working Personnel: Bonafide certificate from commanding officer of unit currently posted with seal & signature (mentioning the service number) and photocopy of ID card.
- c) For Ex-Service Men/Retired: Photocopy of ID card, Discharge Book and Pension Pay Order.
- d) Martyr's: Photocopy of ID card, Martyrdom Status Certificate and Pension Pay Order.

**NOTICE OF OUTCOME:**

- a) Applications are processed after the commencement of the program at each academic year. Students are notified by email sent to their ITM Business School email accounts.
- b) Students can simply deduct the above mentioned concession amount from the first-year tuition fees, and they can pay remaining fees on or before the stipulated date given to you.
- c) FOR EXAMPLE: Your first-year tuition fee is Rs. 2,50,000/- and you are eligible for 50% concession, then you can deduct Rs. 1,25,000/- from first-year tuition fee and pay remaining amount i.e. Rs.1,25,000/- plus any other fee components if at all there.

**IFIRST SCHOLARSHIP TEST:**

Every student has unique strengths and challenges. Many talented and hardworking students face difficulties in their education due to financial constraints. To help such students and fulfil their dreams of education, we have created the iFirst Scholarship Test that provides scholarships for students.

iFirst Scholarship Test is a merit based and scholarship test aimed at offering financial support to students for their welfare and education to promote their better growth.

How Online Scholarship Test Works: To appear for the online iFirst Scholarship Test Exam, candidates need to fill an online application form of the PGDM program before scholarship test deadline, then they are eligible for the scholarship test. Scholarship Test is a multiple choice exam conducted online in all MP/PI locations that offers students a wonderful opportunity.

Merit Based: Among the total number of applicants, this scholarship will be awarded to the top 200 meritorious students based on their performance in the online scholarship test. The scholarship award ranges from 10% to 100% on first year tuition fees.

Eligibility Criteria: Passed Bachelor's Degree of minimum 3 years duration. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.

**COMMON TERMS AND CONDITIONS FOR ALL TYPES OF SCHOLARSHIP & FEE CONCESSION:**

- a. Only one concession type can be selected for one program. Multiple concession types cannot be combined for a single program in one academic year.
- b. Instalment fee payment / partial fee payment facility is not available for concessions and scholarship students.
- c. If students pay the total first-year fees and later if any students claim for concession or refund of concession amount, then such request after commencement of program will not be accepted / refunded.
- d. ITM Business School reserves the right to alter fee concession, course structure, or any of the terms or conditions described in this site/brochure without notice at any time and to deny enrolment to any person without explanation.
- e. Fee concession is not transferable to any other students or relatives or friends.
- f. To avail fee concession, it would be mandatory for the students to apply for the same by filling the fee concession application form from the admission department on or before the last date i.e. 15th September in the first year.
- g. In case of withdrawals or cancellation of admission, the scholarship will not be valid, and students must pay their full fees. Only then students will be issued their original documents.
- h. The fee concession and scholarship are granted on an annual basis and continuation in second year is subject to fee concession and scholarship policy.
- i. Scholarships / fee concession will be given only on tuition fee and does not include refundable security deposit & boarding and lodging cost.
- j. Final decision regarding admissibility will be taken by the ITM Business School and cannot be claimed as a matter of right by any eligible applicant.



Application Form  
**ITM Skills University**  
 Scholarship Application Form

Recent color  
 passport size  
 Photograph of  
 the applicant

Academic Year	Programme	Sp
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**Scholarship Details (Applicants can apply to any one Scholarship from below)**

Scholarship Type	Scholarship in Percentage	Applied For (Yes/No)
Sibling Scholarship	20% on both years tuition fees	
ITM Graduates Scholarship for Postgraduation	20% on both years tuition fees	
Employees Scholarship for their Children's/Spouse	50% on both years tuition fees	
Defence & CAPF Personnel and their Dependants Scholarship	20% on both years tuition fees	

**Applicants Personal Details**

Form Serial No.	
Name (As per last marksheet)	
Mobile No.	
Email ID	
Date of Birth	
Gender	

**Address Details**

	Communication Address	Permanent Address
Address Line 1		
Address Line 2		
District		
City		
State		
Pin Code		

**Parent's Details**

	Father's Details	Mother's Details
Name		
Mobile No.		
Email ID		
Profession / Designation		
Organization		
Total annual income of both parent's or household's income. An income certificate should be attached in support		

**Declaration**

The selection committee of ITM Skills University has final authority in overall Scholarship matters. All disputes pertaining to matters of Scholarship and its terms and conditions are subject to Mumbai jurisdiction only and no other Court shall have jurisdiction in this matter. I hereby certify that the above information is true to the best of my knowledge. I authorize INSTITUTE FOR TECHNOLOGY AND MANAGEMENT TRUST and any of its employees to use the information contained in this application in any manner it seems necessary for the purpose of Scholarship.

	Applicant	Father's / Mother's
Name:		

Signature:		
Date:		
<b>This form can be submitted with certified supporting documents as mentioned below</b>		
Sibling	<ol style="list-style-type: none"> <li>1. Scholarship request email from existing/pass out student.</li> <li>2. Birth Certificates (both students)</li> <li>3. Aadhar Cards (both students)</li> <li>4. Pan Cards (both students)</li> <li>5. Passports (both students)</li> <li>6. Ration Card</li> </ol>	
ITM Graduates	<ol style="list-style-type: none"> <li>1. Scholarship request email</li> <li>2. All marksheets and degree certificates issued by the ITM Group of Institutions</li> </ol>	
ITM Employees	<ol style="list-style-type: none"> <li>1. Scholarship request email approved by reporting manager/HOD.</li> <li>2. Appointment Letter</li> <li>3. ITM Experience Certificate</li> <li>4. Employee ID Card</li> <li>5. Marriage Certificate (if applicable)</li> <li>6. Aadhar Cards (Employee &amp; Student)</li> <li>7. Pan Cards (Employee &amp; Student)</li> <li>8. Passports (Employee &amp; Student)</li> <li>9. Ration Card</li> </ol>	
Defence & CAPF Personnel	<ol style="list-style-type: none"> <li>1. Scholarship request email from applicants</li> <li>2. Currently Working Personnel: Bonafide certificate from commanding officer of unit currently posted with seal &amp; signature (mentioning the service number) and Photocopy of ID card.</li> <li>3. Ex-Service Men/Retired: Photocopy of ID card, Discharge Book and Pension Payment Order.</li> <li>4. Martyr's: Martyrdom Status Certificate and Pension Payment Order.</li> <li>5. Aadhar Cards (Defence Personnel &amp; Student)</li> <li>6. Pan Cards (Defence Personnel &amp; Student)</li> <li>7. Passports (Defence Personnel &amp; Student)</li> <li>8. Ration Card</li> </ol>	

## For Office Use Only

Scholarship Approval Details		
Year-1 Scholarship Amount:		
Year-2 Scholarship Amount:		
<b>Total Scholarship Amount:</b>		
<b>Checked By</b> Admissions Officer	Verified By Director Admissions	Authorised By Registrar