

# Scholarships & Alumni Fellowship for Excellence Award

## GAABESU Process Document

### 1.0 OVERVIEW

This document describes administrative guidelines to manage the Scholarships and Alumni Fellowship for Excellence (AFE) Award Programme of GAABESU. Donors contribute corpus fund to GAABESU to initiate excellence awards. From the bank interest generated from the corpus fund awards are given annually to current IEST students, who meet all requirements & criteria for that specific award. Some Donors may wish to donate yearly or for few years.

This document should be used as an administrative guideline for IEST, Shibpur alumni bodies / chapters worldwide, global alumni association executive committees / sub-committees / offices and award Donors. This document is not meant to be distributed to the prospective applicants.

### 2.0 TERMINOLOGY & ABBREVIATIONS

*Unless specifically mentioned otherwise, the following general terminology or abbreviations will be used in this document.*

IEST:	Indian Institute of Engineering Science and Technology, Shibpur and its administration.
GAABESU:	Global Alumni Association of BESU (now IEST), represented by elected Executive Committee (EC).
ASC:	Award Sub-committee as appointed by GAABESU Executive Committee.
Chapter(s):	IEST alumni chapters (or batches or groups) in various states of India, as well as sister alumni associations in countries abroad.
AFE:	“Alumni Fellowship for Excellence” awards funded by the worldwide alumni of the Institute and/or their family for the students currently enrolled in IEST.
Donor(s):	Individual alumnus of IEST or their family members / friends or Chapters / batches or even non-alumni, who sponsor one or more awards under Scholarships/AFE programme.
GAABESU Office:	Staff of GAABESU office in IEST campus.
Interview Team:	GAABESU Scholarship Sub-committee and/or Executive Committee members assigned for specific purpose

INR:	Indian Rupees	US\$:	United States Dollars
FD:	Fixed Deposit (in a Bank)	HOD:	Head of the Department

### 3.0 PROCESS SEQUENCE

In order to manage the Scholarships & AFE program in **each academic year**, the following monthly action plan to be used as guidelines.

#### AUGUST

- GAABESU contacts all Donors, both Perpetual & Yearly ones, and request for confirmation and or continuity.

#### SEPTEMBER/ OCTOBER

- GAABESU declares the amount and number of Scholarships & AFEs for the academic year, prepares and/or updates application forms (now Google\_form) and all supporting documents and formats, update/finalizes Scholarship & AFE master List in website, application issue date, application submission date & interview date. Accordingly issue a formal Scholarship/AFE Announcement as required.
- GAABESU Office will upload the Scholarships/AFE Announcement notice and application forms (links) at the GAABESU website [www.gaabesu.in](http://www.gaabesu.in). Once the updated website is ready, total application procedure will be through the updated website.
- GAABESU Office circulates notices to all the departments, student senate, all student clubs & hostel notice boards, indicating the link to the 'Google\_form'. Once the redesigned website is ready, Students shall fill-up the application forms 'online' from the GAABESU web site. Form needs to be filled up within a period of fifteen (15) days from Notice, preferably within first week of November.

#### NOVEMBER

- GAABESU Office shall produce a list of applicants with their details mentioned in the application. The list shall be used by Interview Team.
- GAABESU Office will also help Interview team with any other required documentations.
- GAABESU Office will seek from Institute authorities, names for automatic choice candidates, like department Toppers, top Girl student, Architecture recommended candidate, top sportsperson, swimming champions, etc. Once the names are available, GAABESU Office will fill-up the data in application forms for records.
- GAABESU Office will verify all documents attached with each application, particularly, Income certificate, Mark sheets, prequalification criteria, additional qualifications, as applicable and validate in Master List.

## DECEMBER

- Final List of Scholarship awardees will be prepared by GAABESU Office. Same will be shared with all the Donors.
- Final List in website will be updated to indicate selected candidates.
- GAABESU Office will intimate all AFE Award Donors about the Interview date and request for confirmation of participation. All AFE applicants shall have to appear in the interview.
- GAABESU Interview Team, along with attending Donors' representatives, if any, will carry out interview of all AFE Award candidates
- After Interview is completed, Interview Team will complete the allocation in consultation with the GAABESU President/Secretary, within one week and share the list with the Donors for information. Master List in website shall also be updated.
- GAABESU Officially will decide a date for AFE & Scholarship awards ceremony, make all the necessary arrangements and intimate the members, alumni, students, Invitees, Institute authorities suitably.

## JANUARY

- GAABESU will distribute AFE awards in the "GAABESU Scholarships & Awards Distribution Ceremony – 20XX" and makes all the required arrangements for the ceremony.

### 4.0 PREQUALIFICATIONS

- The primary condition for any Scholarships or Awards would be for the students to become a 'Student Member' by filling-up a form and paying Rs 500/-. These Student Memberships can be converted to a full membership, at a later date by paying Rs. 2,000/- within five years after passing out.
- The applicants shall also be required to join GAABESU "Linked-In" page, GAABESU Shibpur WhatsApp community as well as subscribing to GAABESU 'YouTube' Channel.
- From 2nd Year onwards, applicants volunteering in GAABESU programs, like Alumni Day & Scholarship Award Distribution, etc. shall get preference. Refusal to attend these programs shall be considered as a cause for disqualification.
- Applicants must have passed all semester examinations completed without any back-paper.
- No disciplinary actions taken or initiated against the applicants by IEST or any Indian or state government agency.
- While finalizing the Master List, GAABESU Office will verify and validate the confirmations given by applicants.
- PLEDGE: All award recipients need to give a signed pledge to GAABESU that:

- “I am a student member of GAABESU. On graduation from IEST, I shall join GAABESU as a life member. I shall pay up the rest of my Life Membership fee as & when they are due, as notified by GAABESU”.
- In case this “pledge” is not submitted by the students, it shall automatically lead to rejection of the award.

## **5.0 SCHOLARSHIP/AFE AWARD FINANCING & PAYMENT PROCEDURE**

Individual alumnus of IEST / BESU / BEC or their family members or non-alumni general public can sponsor one or more AFE/Scholarship as Donor(s), by paying a minimum amount of Rs.100,000/-. However, for donation amounts of anything below Rs. 400,000/- (as on date, but may change later), multiple awards can be given to single candidates. Each Donor defines the name (s), selection criteria, amount of the award at the time of announcement and transfers the corpus fund to GAABESU Bank Account. Alternatively, the Donor (s) may decide to pay (Rs.25000/- as on date) yearly or for fixed number of years. GAABESU opens a Bank FD with the fund and annual interest generated from the said fund will be utilized as prize money for the award. The financial management shall be carried out in a total transparent way. If & when requested, Donors shall be updated about the fund status.

Since some of the donor’s funds are very old and the interest earned are very low (on present day basis, compared to later instituted awards), and such Donors are also not reachable for various reasons, we are not in a position to get their help in augmenting those funds. As the situation demands for increasing the Scholarship Amount to a higher level, GAABESU shall reserve the right and authority to combine such amount with some other similar awards to meet the desired minimum Scholarship Amount. However, before finalization, once more, GAABESU will try their best to reach out to such Donors for fund augmenting purpose. All Donors shall however, be informed, if a single candidate is chosen to receive a multiple awards (to make up the amount). However, in any case the names of Awards shall be retained as already agreed.

For academic performance related awards (like Department toppers etc.), GAABESU will seek input from IEST authorities. The names given by the authorities will be Final.

For any particular award, where Donors’ conditions specify selection by separate body, their recommendations will be sought and same will be considered as Final.

Further, for performance-based awards (like, in sports/music/swimming, etc.), GAABESU will seek input from IEST authorities. If no such recommendations are received from IEST for certain reasons, those particular awards will be postponed for the next year.

For all awards, decision of GAABESU / Interview Team shall be final.

In all the above cases, Donors will be kept informed after finalization. In specific cases, for AFE, where Donor/s want to participate in the selection procedure, they will be invited to attend the Interviews.

## 5.1 Payment by Indian Rupees through Telegraphic / On-line Transfer within INDIA

A/C Name: **GAABESU Alumni Scholarship A/c**  
A/C Number: **1532010003919**  
A/C Type: Savings Account  
Bank Name: **Punjab National Bank (Erstwhile United Bank of India)**  
Branch: **BESUS, Howrah - 711103 (Code-53220)**  
IFS code for the bank: PUNB0153220  
SWIFT Code: PUNBINBBXXX

## 5.2 Online payment in Indian Rupees through SBI Collect, direct debit from a bank account or using Debit/Credit Card

### SBI Account On-line Transfer

GAABESU has streamlined Online Payment Collection System through the State Bank of India (SBI) by using any one of the following modes:

- a) Direct debit from any Indian bank account (account maintained in Rupee and NOT in any foreign currency)
- b) Using any Debit or Credit Card issued by any bank in India.

### ***Step by step process***

1. Go to <https://www.onlinesbi.sbi>
2. Click on the tab 'SB Collect'
3. Go to "Select Category" & click on "Other Institutions" appearing at the last.
4. Under "Select Payee", go to "Filter by State" (seen at right hand side) & Select "West Bengal" from the drop-down menu
5. Now, on the left-hand side, a tab will appear as "Search for Other Institutions". Here, you can put GAABESU & you can see "GAABESU" appearing down below in bold & underlined.
6. Click on "GAABESU" & GAABESU name with address & logo will appear in the next page.
7. Payment category will appear as - "Membership or Donation"
8. Enter all personal information in the Form that would pop up (Name, Department, Year of Passing, Degree, Address, Email ID, Contact no. **(Do not use any special characters like /, () etc.)**)
9. Then select the Purpose of Payment. You need to choose "**Membership or Donation**" from the drop-down list.
10. Enter the amount to be paid and then proceed.
11. Again, it will show "Enter your Details"- as "Individual" or "Organisation/Corporate". Please choose as suitable.
12. Under the selected category, it will ask for "Name /Organisation Name", "Date of Birth / Date of Incorporation", "Mobile No." & Email ID". Pl. put all details.

13. Then you have to select " I have read & agreed to the Terms & Conditions".
14. Then, you have to enter the "Captcha" as per your preferred option (image /audio).
15. Click on Next & Review the information on the next page.
16. Click on "Next.
17. Select the preferred payment options on the next page- viz. Net banking, card payment etc.
18. Make payment through your preferred option.
19. Once the transaction is successful, transaction receipt will appear.
20. Click on "Download /Print", You can now save the receipt in your designated folder as pdf file.

### **5.3 Payment in Indian Rupees by Cheque / Demand Draft**

Please issue the cheque in favor of "GAABESU Alumni Scholarship Account". Mention Donor's name AFE Award title at the back side of your cheque / demand draft. Send your cheque / demand draft by speed post, registered air mail, courier or hand deliver to GAABESU office at the following address:

**Secretary, GAABESU  
GAABESU, University Guest House  
Indian Institute of Engineering Science and Technology, Shibpur  
Howrah-711103, WB, India.**

### **5.4 Payment in USD from USA**

Please make your cheque/draft/on-line transfer payable to "Bengal Engineering College Alumni Scholarship" and mail your cheque/draft to:

**Subrata Ghosh (Treasurer)  
Bengal Engineering College Alumni Scholarship Fund  
1690 Civic Center Drive Apt 614  
Santa Clara, CA 95050-4171**

Contact details:      Subrata Ghosh – Treasurer (e-mail: [subi\\_g@protonmail.com](mailto:subi_g@protonmail.com))  
Dr Swapan Saha – Secretary (e-mail: [swapan\\_saha@yahoo.com](mailto:swapan_saha@yahoo.com) )

### **5.5 \_\_\_\_\_ Donation from USA can send through PayPal, which link is given below:**

[https://www.paypal.com/donate?hosted\\_button\\_id=Y4ZQ7FAX4J6P6](https://www.paypal.com/donate?hosted_button_id=Y4ZQ7FAX4J6P6)

Please mention your personal details and name of the AFE award for the remittance, while making the wire transfer and also inform the GAABESU office by e-mail or telephone.

#### 5.6 Contact details of GAABESU for follow-up:

GAABESU Office, University Guest House  
Indian Institute of Engineering Science and Technology, Shibpur  
Howrah-711103, WB, India

Email: [gaabesu@gmail.com](mailto:gaabesu@gmail.com)

Phone Number: (From India) 033 3568 3384 / 033 2668 7436 / 6291595324  
(From Abroad): +91 33 3568 3384 / +91 33 2668 7436

Web Sites: <http://www.gaabesu.in>

#### 5.7 Tax Exemption Certificate in INDIA

Govt. of India rules and regulations shall apply.

#### 5.8 Tax Exemption Receipt in USA

All payment in US\$ to “Bengal Engineering College Alumni Scholarship” is eligible to receive 501(c) income tax benefit for donors in the USA. GAABESU appointed USA Scholarship team will issue 501(c) (3) tax exempt receipt to all qualified Donors upon donation.

### 6.0 DECLARATION FROM GAABESU:

GAABESU does not discriminate applicants based on gender, race, religion, caste, political affiliation, medical history, family background, domicile state, nationality, etc. However specific selection criteria, as indicated above against each AFE, shall apply during the selection process.

### 7.0 APPLICATION PROCESS

Following AFEs do **not** need any separate application. Based on the Merit List or Sports Result received from IEST, the candidate will be selected by GAABESU and contacted for the awards.

- AFE-01: Prof. Naresh Chandra Bose Award for Excellence in Civil Engineering
- AFE-03: 150 Years Commemorative BECAA-Maharashtra Awards
- AFE-05: Professor Sankar Sebak Baral & Dr. Debasis Baral Memorial Fellowship
- AFE-09: Arijit Guha Memorial Award for Excellence in Metallurgy and Materials Eng.

- AFE-10: Soumya Bhattacharyya Memorial Award for Excellence in Electrical Eng.
- AFE-14: Suhas Choudry Memorial Award for Excellence in swimming
- AFE-15: Smt. Uma Rani Neogi Award for Academic Excellence
- AFE-17: Tapan Kumar Basu Excellence Award

**Applicants data for these AFEs shall be filled-up in form by GAABESU Office**



# GAABESU Awards – Students’ Frequently Asked Questions (FAQ)

## **Q1.1. What are different types of awards GAABESU Offer?**

- A1.1. GAABESU offers Scholarships, Alumni Fellowships for Excellence (AFE), Research Awards and Travel Grants.
- **Scholarships** are offered to financially needy IEST students on academic merit to help overcome their financial burden.
  - **Alumni Fellowships for Excellence (AFE)** are awarded based on academic excellence and extracurricular activities. It is purely merit based and does not consider the student’s family income.
  - **Research Awards** are granted to encourage and incentivize IEST undergraduate (UG) and postgraduate (PG) students for carrying out research in IEST, Shibpur or at any national/international institution and publishing the results of their research in a reputed technical conference or in a journal.
  - **Travel Grants** are offered to partially fund travel expenses of an IEST student to attend a national or international conference to present their research article.

## **Q1.2. What are the eligibility criteria for Research Awards?**

- A1.2. A Research Award applicant must fulfill all of the following criteria:
- Is currently enrolled as a full-time UG/PG student at IEST.
  - Had engaged in a research project at IEST or a comparable external academic institute.
  - Had presented a poster/paper in a national/international conference and/or applied for a patent based on their research work.
  - Meet the minimum requirements explained in this document.

## **Q1.3. Can a student who worked on a team research project apply?**

- A1.3. Yes. We recommend all contributors (IEST students) to a single project apply individually. If adjudged winner, the award amount will be equally distributed amongst the applicants. Non-applicant contributors will not be considered.

## **Q1.4. Can I apply if I have done a summer project outside of IEST Shibpur?**

- A1.4. Yes, as long as you are a full-time student at IEST, you can apply with your project done at an external comparable academic institute.

## **Q1.5. What are the research benefits to the students?**

A1.5. Winners will receive prize money which they can use, for example, to attend a conference, to buy books, pay for subscription to a journal or purchase any equipment to perform their research. They will be coached by an experienced alumni for oral presentation. They will have a chance to present their research to our global alumni community. Overall, it boosts their research and academic aspirations.

**Q1.6. Are Research Awards only for UG students?**

A1.6. Currently we have eleven (11) Research Award and all are open for UG/ PG student.

**Q1.7. What factors are considered to select a winner for a Research Award?**

A1.7. Winners are accredited and evaluated on the basis of the following:

- A. Academic grades at IEST, online presentation and the research effort.
- B. The first author in a paper gets higher credits than being 2nd or 3rd author.
- C. A refereed journal paper gets higher credits than a conference poster/paper.
- D. JEE rank or HS (or equivalent) grades are not credited for.

**Q1.8. Is family income a consideration for Research Awards?**

A1.8. No. Research Awards are exclusively to acknowledge research accomplishments. Family income information is not required to be submitted with the application.

**Q1.9. Can I apply for Scholarships, AFE and Research Awards all in the same academic year?**

A1.9. Yes, as a full-time student, you can apply for multiple Scholarships and Awards in an academic year (AY). However, you can only receive one Award in an AY from GAABESU. In case you qualify for more than one category of GAABESU Award, you will be asked to select any one of your choices.

**Q1.10. My marksheets are held up because my dues are not cleared. How can I apply?**

A1.10. Typically, applications are invited when the UG students are in their odd semesters. Applications are evaluated based on the applicant's last completed even semester. For example, a 7th semester applicant will be evaluated based on their 6th semester score, a 5th semester applicant will be evaluated based on their 4th semester score, and so forth. It is expected that applicants would have in possession their previous even semester scorecard, that they have to furnish.

**Q1.11. What are the qualifying requirements for a Scholarship applicant?**

A1.11. Qualifying requirements for a Scholarship applicant are as follows:

- Gross annual family income not exceeding INR 5 [Lakhs](#).

- 12<sup>th</sup> Standard score and JEE rank for the 1<sup>st</sup> year applicants.
- IEST CGPA for applicants in 2<sup>nd</sup> year and above.
- No legal or disciplinary action by IEST or any Indian or state govt agency.
- Fulfilling award-specific criteria as applicable.
- Meeting all prequalifications

**Q1.12. What are the qualifying requirements for an AFE Award applicant?**

A1.12. Qualifying requirements for a AFE Award applicant are as follows:

- Specific criteria as described in each AFE.
- No disciplinary action against the students by IEST or any Indian or state govt agency.
- Gross family income is not a qualifying criterion.
- Meet the minimum requirements, explained in this document.

**Q1.13. If I receive a Scholarship or Fellowship or Research Award, do I need to re-apply next year?**

A1.13. Yes. Awards and their respective qualifying requirements are announced every year. Aspirant applicants (including recipients in prior years) will need to re-apply for the announced awards in a given year.

**Q1.14. How does GAABESU make payments to the award recipients?**

A1.14. Applicants provide their bank account details in their on-line application form. Payments are made directly to this account.

**Q1.15. What is an Award Ceremony?**

A1.15. GAABESU organizes an Award Ceremony every year to formally felicitate the Award recipients on stage with an Award certificate.

**Q1.16. Is it mandatory to attend the Award Ceremony?**

A1.16. Attendance to collect the Award Certificate in the Award Ceremony is mandatory for recipients to be eligible to receive the award payout. Dress professionally as you would in your workplace or a job interview (slippers, fashion-printed T-shirts should be avoided).

**Q1.17. Whom do I ask if I have questions regarding my application or the process?**

A1.17. Students can contact GAABESU Office via email/phone or in person for any questions or help.

# Section 5- GAABESU awards – Donors’ Frequently Asked Questions (FAQ)

## **Q2.1. What is a perpetual award?**

A2.1. One-time lumpsum monies donated in the GAABESU Award Fund is invested in fixed deposits in an Indian Bank. US donations are invested in Vanguard (Mutual Funds Company in USA). Yearly return of these investments is used to fund the awards perpetually (year over year).

## **Q2.2. How much money do I need to donate to initiate a new perpetual award?**

A2.2. The general formula to estimate a corpus fund for single award of INR YY is as follows:

A. Corpus Fund in INR =  $YY \times [1 + (1 \div \text{Bank FD Interest Rate in India})]$

B. Corpus Fund in USD =  $[YY \div (\text{USD} \rightarrow \text{INR Exchange Rate})] \times [1 + (1 \div \text{FD Interest Rate in USA})]$ .

Note:

- The minimum award amount is Rs.1Lakh ( **INR 1,00,000**). However, for any donations Rs.4Lakhs & above, an individual AFE/Scholarship will be instituted.
- The corpus amount varies based on the inflation rate and return on investment. Please contact the GAABESU Office for the exact donation amount and payment information.

## **Q2.3. Are donations to the awards program tax exempted?**

A2.3. GAABESU is a charitable organization. As such, Indian donations are tax exempted u/s 80G (5)(vi) of income tax act 1961 (donor PAN number required). US Donations are tax exempted under the provisions of 501 (c )(3).

## **Q2.4. Can donations be dedicated in honour of a friend or family member?**

A2.4. Yes. A donor can name the Award honoring his/her loved one. The donor will be invited to present the Award at the annual Award ceremony in person or by his/her family members.

## **Q2.5. Who can be a donor of a GAABESU Award?**

A2.5. Any alumnus or his/her family member as an individual, or any alumni chapter/batch as a group, or any general public can sponsor an Award. The amount will be the same irrespective of whether it is donated individually or as a group.

## **Q2.6. How are the funds managed to run the program perpetually?**

A2.6. US donations are invested in Vanguard mutual funds in the USA. Indian donations are invested in Fixed Deposits in Indian Banks. Only the accrued interest/dividend is used to pay out the yearly awards perpetually (year over year). The principal amount is conserved and reinvested upon maturity.

## **Q2.7. Who reviews the applications and selects the winners for Research Awards?**

A2.7. GAABESU forms a selection committee comprising of distinguished alumni involved in academic research worldwide (in India and abroad) to review each application and grade

them. Final selection is done taking the average of these grades. In recent years, Deans and Directors from IITs/IISERs, Directors of CSIR Research Institutes and Distinguished Researchers, Professors/Deans in the USA and Canada have served in these selection committees. Committee members are changed on a regular basis.

**Q2.8. What is the overall application process of Research Awards?**

A2.8. Beginning of each academic year, GAABESU announces the number and amounts of each Research Award and invites applications electronically. Once all applications are collected by the due date, the GAABESU office circulates them to the committee members for adjudication and winners are selected based on the ranking. Finally, on a selected day, the winners present their research to the alumni community and collect the awards as well as the prize money from the GAABESU Office.

**Q2.9. What are the overall processes for Scholarships and AFE Awards?**

A2.9. GAABESU Office will invite Scholarship and AFE Award applications at the beginning of each academic year with number of awards, amount per award, deadline for application and how to apply, with criteria for each award. GAABESU will review the application and announce the results by publishing it its website and several notice boards within the campus.

**Q2.10. How do I institute an individually sponsored perpetual award through GAABESU?**

A2.10. The following steps may be considered as a comprehensive guideline to institute an individually sponsored Scholarship or AFE Award:

- a) Estimate the corpus fund required to sponsor the award using formula provided in [A2.2A2](#) above.
- b) Write an email to GAABESU ([gaabesu@gmail.com](mailto:gaabesu@gmail.com)) expressing your interest to institute a perpetual award and to reconfirm the amount.
- c) Once confirmed, remit the funds following instructions provided in the section titled "Payment Instructions".
- d) Fill out the online "Awards Donor Form".
- e) You will receive a confirmation email from GAABESU acknowledging receipt of your remittance. You are all set now. Your sponsored award will be announced in the next Academic Year's award cycle.

**Q2.11. How do I institute a group/batch sponsored perpetual award through GAABESU?**

A2.11. Same steps as described above may be followed to institute a group/batch sponsored Scholarship or AFE Award, if the donor body chooses to collect the funds and make a single remittance. However, special arrangements are to be made if the donor body wants to collect multiple remittances from individuals in group/batch members in the GAABESU Award fund. Please contact GAABESU ([gaabesu@gmail.com](mailto:gaabesu@gmail.com)) for such accommodations.

**Q2.12. Who manages the Scholarship and AFE Awards program?**

A2.12. GAABESU Executive Committee (EC) dedicated volunteers manage and administer the Scholarship and AFE Awards program.