

Student - Centric Policies

Objectives

In order to motivate students and maintain the highest academic standards at MAIT, the Maharaja Agrasen Technical Education Society (MATES) proposed to have Scholarship schemes for the students. In line with the philosophy of MATES, which aims at motivation and overall development of students, MAIT initiated scholarships for meritorious students to motivate the students to excel in their career. MAIT has evolved an objective and transparent mechanism to assess the eligibility of students for various schemes.

Means Based Scholarship

Key Features

The scheme is open to all the students of the MAIT who fulfill the eligibility criteria as laid down here below.

- In this scheme, a duly constituted committee of the college assesses the economic condition / financial requirements of the applicant's parents/family and based on its recommendation grants financial assistance to such students. The Committee takes into account factors like the livelihood pattern of the family, the locality of habitation of the family, the nature and number of dependents, the socio-economic strata of the family, the financial needs of the student and the family, the state of health of the dependents of the family, the nature of schooling and academic merit of the applicant and such other relevant parameters on which the economic condition and the financial needs of the family / applicant may be assessed. In certain cases, the committee may recommend physical inspection of the home and the living standard of the family to assess the economic condition.
- The financial assistance will be provided in terms of waiving off of the part of tuition fees for a particular academic year. However, in exceptional circumstances, for the reasons and justification on record, the Committee may recommend for the waiving off of the complete tuition fees of the student.
- The submission of application for consideration of the request for financial assistance does not per se create any right in the applicant for the grant of financial assistance. In all cases, the grant of financial assistance is subject to fulfillment of eligibility criteria for grant of financial assistance, the consideration of the duly constituted committee and the approval of the Competent Authority. The decision of the Competent Authority shall be final and no request for reconsideration of the committee and the decision of the Competent Authority shall be entertained.

- The amount will be generated by donations from philanthropists for the purpose of scholarship.

Eligibility Condition (as per the requirement):

1. The applicant should be a regular student of the College.
2. Following students / applicants shall not be eligible for grant of financial assistance under this scheme:
 - a. The student who has the status of failure in any of the subjects in any of the semesters on the last date of submission of application form.
 - b. The applicant who is detained in any semester examination of the course due to shortage of attendance.
 - c. The applicant who is penalized by the University or the institute for any act of indiscipline during the course.

Document Required For Means Based Scholarship

1. Copy of the family Income Certificates issued by the Area SDM or other officer authorized in this behalf by the Revenue Department of the Government.
2. Affidavit in prescribed format attested by public notary by the applicant if he/she is more than 18 years age or by the guardian of the applicant if he/she is less than 18 years of age.
3. Marksheet of Class XII.
4. In case of old students, a copy of all semesters' examinations of the University.
5. Copy of latest fee receipts issued by the University / Institutes.
6. Copy of Aadhar Card of student.
7. Copy of passbook and a cancelled cheque of saving bank of account applicant for remittance of financial assistance if granted by the University directly to the student's bank account. The Bank Account should be in the name of the student. Name of student, bank account no. & IFSC Code must be mentioned on the copy of passbook / cheque.
8. Letter of recommendation for consideration of the request for grant of financial assistance issued by the Dean / Principal / Director.

Scholarship Committee

A committee consisting of following will take all decisions in respect to means based scholarships

1. Director
2. Chief Coordinators of All Departments
3. Concerned Class co-ordinators

Guidelines for the Committee

1. The committee should consider the request of applicants for grant of financial assistance keeping in view the purpose and objective of the scheme.
2. The committee should assess the economic condition of the applicant based on specific criteria and information provided.
3. In cases where applicants have been granted financial assistance in previous years, the committee should consider the extent of financial assistance on the basis of academic performance subject to fulfillment of the laid down eligibility criteria of the scheme. Wherever the committee finds the beneficiaries of the scheme doing outstanding performance, it should consider the grant of financial assistance appropriately to motivate the applicant.
4. In case of 'single girl child' applicant, the committee should consider it appropriately for financial assistance to promote the overall gender justic and women empowerment in the society subject to fulfillment of laid down eligibility criteria of the scheme.

Merit Based Scholarship / Awards

1. Cash awards of Rs. **51,000/-** , **Rs. 31,000/-** and **Rs 21,000/-** are given for getting 1st, 2nd and 3rd position respectively.
2. **Vandana Goyal Memorial Award** of Rs. 51,000/- and Rs. 31,000/- is awarded for securing highest and second highest marks respectively among all girl students.
3. Appreciation Certification and cash prize of Rs. 11,000/-, Rs. 5,100/- and Rs. 3,100/- to 1st, 2nd and 3rd rank holders in University Exams (batch wise in each academic session).
4. Appreciation Certification and cash prize of Rs. 5100/-, Rs. 3100/- and Rs. 2100/- to 1st, 2nd and 3rd rank holders in University Exams (branch wise in each academic session).
5. Appreciation Certificates awarded to the top 20 rank holders in University Exams.
6. If any student or any student team receives an award for their Project/ Technical skills, the management of the INstitute rewards the student or team members with an additional prize amount equal to the initial prize money.
7. Free laptops are distributed to the newly admitted who have secured more than 95 % in their qualifying examination.
8. Group Insurance of Rs. 1,00,000/- is provided for all the students of MAIT.
9. Financial help is being provided to students in distress.
10. Book Bank Facility is offered to all students



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Policy for Working

In the system of higher education institutions, the use of ICT to provide and facilitate all the necessary functions has become imperative. The workflow within different sections or departments is automated to enable efficient governance in the institute in order to serve all the stakeholders. Maharaja Agrasen Institute of Technology has created an E-Governance Policy with the primary goal of integrating e-governance in various activities, transactions, and services of the institution for enhanced efficiency, transparency, and accountability. The Institute's Administration, Finance and Accounting, Student Admission and Support, Examination, Library shall be subject to this policy.

Objectives:

- To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to automate various modules of institutional functioning.
- To implement E-Governance in every function of the institution and provide a simpler and efficient system of governance within the institution and outside as well.
- To maintain the data in a secure environment.
- To promote transparency and accountability in all the functions of the institute.
- To achieve and create a paperless environment in the college.
- To make our classrooms ICT Enabled having Desktop, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.
- To provide easy and quick access to information to relevant stakeholders.

I. Finance and Accounts:

- The accounts of the institution will be maintained through Tally software and ERP.
- All payments/transactions will be through online mode such as NEFT, RTGS, Bank Transfer, UPI, etc.
- Latest version of the softwares will be purchased.
- Make software applications to generate Profit and Loss, Balance Sheet etc.
- Generate all the analysis reports through Tally.
- Implement appropriate security measures for maintaining confidentiality in transactions.
- Use automated Payroll Management System in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances etc.
- Provide regular training in updated versions of software to the new as well as existing staff.

II. Student Admission Support:

- Make timely update of website by the designated Information and website committee.
- Post regular updates on Alumni portal for information of passed out students.
- Share Digital Brochure, social media posts on course details, sanctioned intake, placements, and facilities during admission time.

III. Examination:

- Use ERP to handle the institute's Examination Process.
- Make the examination records of students available online with an interactive platform for students to view their internal assessment and semester marks / grades and raise discrepancies online, if any.
- Maintain compatibility of examination process with the regulations of the affiliating university as far as e-governance policy is concerned.

IV. Library

- The Institute will continue to maintain its academic excellence through maintaining a well-stocked library.
- The institute will regularly add more e-learning resources for the benefit of the teachers and the students. Recommendations to be taken from the teachers and students while subscribing to the e-resources.
- Library services to be automated with DELPLUS 2.0

V. Hardware & Software Infrastructure:

- The institute ensures that it has adequate number of desktops for students and staff.
- Computer and printers to be made available.
- Projectors and other multimedia devices to be provided in the auditorium, classroom, and seminar rooms.
- The institute maintains adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktop like Open Office, MS Office and Antivirus to be purchased and updated regularly.

VI. E-Waste Management:

MAIT ensures that its usage of technology and generation of e-waste does not impact the environment.