

Policy: Scholarship for Staff Children

PL No. – 60

Issued On – 14/10/2021

Applicability – All Employees on Company Roll

Total Number of Pages – 1

Staff children can avail scholarships from the company as per the following guidelines: -

- 1- These scholarships will be given where it is established that the family cannot afford further education/coaching of the child with their current resources.
- 2- The scholarships amount can be the full fee or part of it only which will be determined by evaluating the total fee of further study program and the income of the family.
- 3- This is only available to the children of staff members and not for children of their friends/relatives.
- 4- These scholarships will be provided as long as the staff is on board. If any staff leaves the company or is fired from the company, the grant will stop immediately.
- 5- The scholarships will not be given in the form of money, rather the fee will be paid directly by the company to the institution.
- 6- In some special cases the scholarships may be given in the form of money to beneficiary, which will be decided by the top Management only.
- 7- The scholarships will be stopped if the student to whom the scholarships are being provided is found to be involved in activities which are anti-social in nature.
- 8- Any employee can apply for the scholarships for his kids in the attached form.
- 9- Scholarship application form can be obtained from HR Department.
- 10- The amount of the grant is not limited to any ceiling point, it will be decided for each applicant on case-to-case basis.
- 11- All scholarship applications will be submitted in the HR department. HR department after verification of the application (Through academic documents & personal interview) will submit the same to Management for approval. Only upon the management's approval, the Scholarships will be awarded.
- 12- Currently the grant is limited to 10 Kids annually on First Come and First Get basis.
- 13- For more information or questions, please contact the HR Department.

Ok Approved

Written By
Head – HR



Approved

Approved By
Management