



# MONAD UNIVERSITY

Established by UP State Govt. Act No. 23 of 2010 & U/S 2(f) of U.G.C. Act. 1956

Ref. No. MU/Reg./100/2019

Date 16 Aug, 19

## DEPARTMENT OF SCHOLARSHIP: ORG & FUNCTIONING.

1. In continuation of the officer orders dated 29 Mar, 13 & 10 Oct, 15.

### 2. Organization.

- (a) Nodal Officer.
- (b) Scholarship Officer.
- (c) Clerical Staff/Office Staff. As on required basis.

### 3. Tasks.

- (a) Compilation / collation of all the documents in respect of all SC/ST students applying for admission in the university.
- (b) Ensure all guidelines and instructions issued by the district department of scholarship and UP Govt. are strictly followed. No variation/deviation from the enunciated guidelines/instruction whatsoever will be allowed/permitted.
- (c) All documents pertaining SC/ST students are properly vetted & attested as per the guidelines.
- (d) Ensure proper maintenance and safe custody of all documents.
- (e) Uploading of all document / details in respect of students applying for scholarship.

### 4. Nodal Officer. Ensure the following :-

- (a) All the above mentioned tasks are carried out strictly.
- (b) All outgoing letters are properly vetted and ensured for correctness.



(c) Responsible for all correspondence with external agencies .The letters will be dispatched under signature of the Nodal officer.

(d) Is responsible for proper functioning of the office as per the laid down procedure / guidelines.

**5. Scholarship officer.**

(a) Will be responsible for compilation of entire details in respect of SC/ST students applying for scholarship.

(b) Responsible for accuracy, verification and forwarding of data in respect of SC /ST students.

(c) Safe custody of all documents pertaining to SC /ST students in respect of those, whose scholarship has been received in the past and those who are applying for scholarship.

(d) Efficacious functioning of the office.

(e) Safe custody and proper utilization of digital signatures, if held.

(f) Accountable to Nodal officer for the execution of all scholarship related tasks.

Ensure all security measures viz physical, digital and computational are adopted and observed.

Col. D P Singh  
(Registrar)

**Copy to:**

1. PS to the Hon'ble Vice Chancellor.
2. G M Finance & Nodal officer -Scholarship.
3. Finance Officer & HR- Head.
4. COE/ All Deans/HODs.
5. Senior Manager (EDP).
6. Human Resource.
7. Research Cell.
8. Library
9. IT for Uploading on website.

Col. D P Singh  
(Registrar)