



भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

*Serving the nation since 1919*

☎ : 91-542-6702069

FAX : 91-542-2367780, 2368428;

e-mail : registrar@itbhu.ac.in

Ref. No. IIT(BHU)/Sch./Cognizant/2014-15/998/L

Dated: 13.03.2015

## CIRCULAR

Applications are invited for award of Cognizant Foundation Scholarship for the Session 2014-15 from the students of Part –I, admitted through JEE – 2014 under U.G. Programmes.

**The eligibility conditions and other general provisions of the award are as under:-**

- Two Scholarships are available to the students during 2014-15 from the following branches on the Merit-cum-Means basis:-
  - Computer Engineering/Computer Sci./Computer Sci. & Engg./Computer Sci. & Tech.
  - Electrical Engg./Electrical & Electronics Engg.
  - Electronics Engg./Electronics & Communication Engg./Electronics & Computer Engg./ Electronics & control Engg./Electronics & Instrumentation Engg.
  - Information Science & Engg./Information Technology
  - Instrumentation & Control Engg./Instrumentation Technology
  - Telecommunication Engg.
- Guidelines for administering the 'Cognizant Foundation' Scholarship. (copy enclosed)

The application forms (copy enclosed) duly filled in and forwarded by the Head of the Department alongwith the Income Certificate for last financial year of their Parents/Guardians and their Grade Cards for 1<sup>st</sup> Semester of 2014-15 may be submitted in the Scholarship Section, Director's Office, IIT (BHU) by **March 30, 2015**.

Encl: As above

*[Signature]*  
Assistant Registrar(Sch.)  
13/3/15

Copy forwarded for favour of information and necessary action to the following:-

- The Head, Department of (Computer Sci. & Engg., Electrical Engg. & Electronics Engg.).
- The Incharge, UGD/IDD/IMD Part – I, IIT(BHU).

*[Signature]*  
Assistant Registrar(Sch.)  
13/3/15

## Guidelines for administering the 'Cognizant Foundation' Scholarships

1. Cognizant Foundation – the CSR arm of Cognizant Technology Solutions – has instituted scholarships to deserving meritorious students belonging to economically weaker sections of the society and pursuing Under-graduate Programs in the following Branches of Engineering in your Institution:
  - a. Computer Engineering / Computer Science / Computer Science & Engineering / Computer Science & Technology
  - b. Electrical Engineering / Electrical & Electronics Engineering
  - c. Electronics Engineering / Electronics & Communication Engineering/ Electronics & Computer Engineering / Electronics & Control Engineering / Electronics & Instrumentation Engineering
  - d. Information Science & Engineering / Information Technology
  - e. Instrumentation & Control Engineering / Instrumentation Technology
  - f. Telecommunication Engineering
2. These scholarships will be awarded to deserving candidates on a **merit cum means basis**.
3. These scholarships will be named as 'Cognizant Foundation' scholarships.
4. The total number of scholarships being offered to students pursuing their First Year Undergraduate Program in Engineering in your Institution is
5. **The amount of the scholarship will be Rs 45,000/- per student, per academic year.**
6. These scholarships will be offered to the selected candidates for the entire duration (of 4 years) of the Undergraduate Program, subject to their fulfilling various criteria listed under point (11) below.
7. The eligible branches of study, the value of the individual scholarship and the number of fresh scholarships offered under this scheme may vary from academic year to academic year, at the sole discretion of Cognizant Foundation.
8. a) Eligible candidates for the award of these scholarships will be shortlisted by a Selection Committee constituted by the Head of the Institution.  
b) The Selection Committee will take into account the following parameters while choosing the eligible candidates:

- i) economic background of the student (including his immediate family members).  
**(Total family income not to exceed RS 3 lakhs per annum)**
    - ii) academic performance of the candidate in Standard XII (the qualifying examination for entry into the Undergraduate Program).
    - iii) academic performance of the candidate in the first semester examinations of the Undergraduate Engineering program **(Pre – requisite: minimum CGPA of 7.0)**
    - iv) any other noteworthy academic/ professional accomplishments.
  - c) For the purpose of inviting applications and for further screening of eligible candidates for these scholarships, the Institution will use an application form, **as per sample format enclosed**
  - d) Only candidates who submit these application forms, complete in all respects (including supporting documents), will be eligible for consideration for the award of these scholarships.
9. a) The list of scholarship awardees, as recommended by the Selection Committee, will be reviewed and approved jointly by the Head of the Institution and the Chief Executive Officer, Cognizant Foundation.
- b) **Only upon completion of this review/approval process, will the successful students be informed of their selection for the scholarship award.**
- c) Upon finalisation of the list of awardees, Cognizant Foundation will mail to Head of the Institution, individual cheques in the names of the successful students. The authorities of the Institution will ensure the subsequent distribution of the scholarship amounts to the individual awardees, at an appropriate function/ forum.
10. The same selection process as described under points (8) & (9) above will be followed in the future academic years, for choosing candidates for the award of fresh scholarships. Any changes that may be required in this process in future, will be jointly discussed and agreed upon by the Head of the Institution and Cognizant Foundation.
11. a) To be eligible for the award of the scholarships during the subsequent years of Undergraduate Program study, the awardees should fulfill the following criteria:
- i. **maintain a minimum CGPA score of 7.0 in every preceding semester.**
  - ii. **should not have any arrears (failures) in any subject, in any of the previous semesters**
  - iii. maintain a minimum attendance of 75% in each semester in all courses they register.
  - iv. Must not have indulged in any acts of indiscipline resulting in penal action by the Institution authorities.

**b) Once any of the awardees fail to fulfill any of the above criteria, they will not be eligible for any further scholarship amount for the rest of their Undergraduate Program studies.**

12. In case of selection for the award of scholarships under this scheme, the awardees should not be the recipients of any other scholarships, from any other sources - Government, Corporate/ Private Bodies, Trusts etc.
13. The Head of the Institution will be the coordinating authority for the implementation of these scholarships in your Institution.
14. It may be noted that selected candidates who are offered these scholarships are under no obligation to join Cognizant – the parent company of Cognizant Foundation – after successful completion of their Undergraduate Program studies.

-----

**APPLICATION FOR COGNIZANT FOUNDATION SCHOLARSHIP**

(Academic Year.....)

Please affix your  
Passport size  
Photograph

1. Full Name of the Student: \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_ Reg.No: \_\_\_\_\_
3. Branch of Study: \_\_\_\_\_
4. Sex: M / F                      Community: OC / BC / MBC / SC / ST

5. Address: (Please write in Capital letters)

Present		Permanent	
	Pin: _____		Phone: _____

6. Educational Details:

Class	Year of Passing	Name of School & Location	Average Marks ( % )
10 <sup>th</sup> Standard			
12 <sup>th</sup> Standard			

7. 1<sup>st</sup> Semester ( UG Program ) CGPA: \_\_\_\_\_ Do you have any arrears: Yes / No

8. a) Father's / Guardian's Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Annual Income (Rs) : \_\_\_\_\_

b) Mother's Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Annual Income (Rs) : \_\_\_\_\_

c) No. of Brothers \_\_\_\_\_ No. of Sisters \_\_\_\_\_

If brothers/sisters are employed, give details of employment:

Name	Occupation	Designation	Organisation	Annual Income (Rs)

d) Please list sources of Income of ALL Family Members and attach Family Income certificate:  
(Use separate sheet)

e) Please list details of assets of all family members (House/ Plot /Agricultural Land / Vehicle etc): (Use Separate Sheet)

f) If brothers/sisters are studying, give details:

Name of brother/sister	Course of Study	School/College

9. Did you discontinue your studies anytime in the past? If so, give details:

Year	Class	Reason for discontinuation

10. Extra Curricular Activities, if any:

11. Have you applied for any other Scholarship / Assistance? : Yes/No  
If yes, please give details

12. Are you in receipt of any other Scholarships/Assistance? Yes/No  
If Yes, please give details

13. Medals / Prizes received, if any:

14. Any other information you wish to be considered for the award of this scholarship:

I understand that if any of the information above is found to be incorrect, my application is liable to be rejected.

Place:

Signature

Date:

Set of documents to be provided

1. Income certificate issued by Tashildar/appropriate authorities
2. 12<sup>th</sup> Standard Marks List
3. 1<sup>st</sup> Semester (UG Program) Grade Sheet
4. Any other supporting documents

Minutes of the meeting of the Selection Committee for the award of Cognizant Foundation Scholarships to students of First year Undergraduate Engineering Program in Engineering

Date of the meeting :

Members of the Selection Committee attending the meeting:

- |          |          |
|----------|----------|
| 1) ..... | 4) ..... |
| 2) ..... | 5) ..... |
| 3) ..... | 6) ..... |

The Selection Committee had received a total no. of ..... eligible/ valid applications for consideration for the Cognizant Foundation Scholarships.

The Committee, after a close scrutiny of the applications and supporting documents, also held interviews with all the candidates.

Based on the above, the Selection Committee recommends the following students for the award of the Cognizant Foundation Scholarships for the academic year ..... :

No	Name (Mr/Ms)	Regn.No	Branch of Study	1 <sup>st</sup> Semester GPA	Annual Family Income (Rs)	Parent's Occupation

We confirm that all the candidate recommended by us fulfill all the guidelines /norms stipulated by Cognizant Foundation in terms of their academic performance and economic background. None of these candidates are in receipt of any other scholarship from any other sources.

.....

**Signatures of Selection Committee Members**

## DRAFT COVERING LETTER

The Chief Executive Officer  
Cognizant Foundation  
No.165/110, Menon Eternity Building,  
St, Mary's Road, Alwarpet,  
Chennai- 600 018

Date:

Dear Sir,

Sub: Institution of Cognizant Foundation Scholarship in our Institution

We thank you very much for instituting the Cognizant Foundation Scholarships scheme in our Institution. We appreciate your gesture to help meritorious students belonging to the weaker sections of society.

In line with the guidelines provided by you for administering this scholarship scheme, we had constituted an internal selection committee for selecting the most eligible candidates for the award of these scholarships for the academic year.....

We are pleased to inform you that this committee after due deliberations, has indentified the following students of the **first year Undergraduate Program** for the award: -

<u>No</u>	<u>Name</u>	<u>Regn. No</u>	<u>Branch of Study</u>

We are also enclosing for your records, the Minutes of the Selection Committee meeting held in this regard.

We look forward to your acceptance of our recommendations and your advice regarding further action in the matter.

Thanking you,

Yours sincerely

Encl: as above