
Institute Employee's Ward Scholarship & Employee/Spouse Fee Waiver Policy

TIET has instituted the following scholarships and fee waiver for its employees, spouse and wards studying in various programs at TIET as per the details herein under:

Employee

1. **Eligibility:** Regular and fixed term employees with a minimum of 3-year service.
2. 100% tuition & development fee waiver to the employees for PG and PhD programme.
3. **Retirement:** If an employee retires from service, benefits of fee waiver will continue for the entire period of the duration of the programme even after retirement. This is applicable only for those who have been admitted before their retirement.
4. **Continuation of fee waiver to next higher degree:** Benefit of the fee waiver will continue to be extended to the employee for next degree; if they successfully complete the previous degree.
5. Application for fee waiver would not be treated as an application for employment.
6. The grant of fee waiver **will not automatically** entitle a candidate for leave etc. The employee will have to apply separately for leave, which will be considered as per the leave policy of the Institute.

Spouse and Wards

1. **Eligibility:** Regular and fixed term employees with a minimum of 3-year service.
2. Scholarship equivalent to 100% of the tuition and development fee for spouse & wards for UG, PG and PhD programme.
3. Institute will award such scholarship to the spouse & two children of the employee. Fee waiver will be given to a maximum of two wards admitted under TIET Employees quota. Further, the Institute will seek to fill first the seats available under the TIET employee quota and only in case number of candidates eligible under TIET employee quota exceeds the number of seats available under this quota for a particular branch, then the students topping the merit may be shifted to the open seats provided they get the same or better branch as per their merit. In such eventuality, students shifted in the general merit will be entitled to Scholarship as applicable to students admitted under Employee Wards quota. (Example: If 10 students envisage interest in Computer Engineering and there are only 8 seats under the quota then in that case only, two candidates may be shifted to open merit provided they get the same or better branch in open seats on the basis of their merit. If these two toppers do not get the same or better seat in open merit, then the last two candidates will have to choose branches other than Computer Engineering available under quota).
4. This will be equal to tuition and development fee on a semester basis of programs offered by TIET.
5. **Retirement:** If an employee retires from service, benefits of fee waiver will continue for the entire period of the duration of the programme even after retirement. This is applicable only for those who have been admitted before their retirement. Such employee must have minimum of 15 years working at TIET before superannuation.
6. **Death while in harness:** While studying at TIET, if the employee dies while in harness, the scholarship shall continue for the remaining normal duration of program. Such employee must have minimum of 15 years working at TIET before superannuation.

7. In case a student admitted under this category withdraws for any reason and rejoins in another programme from the next session, he will have to pay an equal amount to the waiver granted by the Institute before their case is considered for fresh waiver.
8. The employee will have to pay total fee at the start of every semester. The Institute will award a scholarship to the ward/spouse equivalent to tuition and development fee.
9. The Scholarship amount will be paid maximum for the normal duration of the program.
10. A child who has taken scholarship at UG level can also take the benefit at PG and PhD level.
11. In case a student is eligible for merit scholarship offered by TIET or by any other outside agency, they shall be entitled for that scholarship also in addition to Institute employee's ward scholarship.

Thapar Polytechnic College

1. 50% of tuition & development fee waiver to employee of Thapar Polytechnic College for PG programs offered by TIET. 50% of Tuition & Development fee waiver to spouse and one child in UG, PG and PhD programme offered by TIET.
2. 100% tuition and development fee waiver for the employees of Thapar Polytechnic College for PhD programme at TIET.

SAI Lab

1. 50% of tuition & development fee waiver to employee of SAI Lab for PG programs offered by TIET. 50% of tuition & development fee waiver to spouse and one child in UG, PG and PhD programme offered by TIET.
2. 100% tuition & development fee waiver for the employees of SAI Lab for PhD programme at TIET.


Forms


Annexure – XXXXXI (Application form - Scholarship)

Other Terms & Conditions

Bond: All the employees who get the benefit of fee waiver for self will have to submit a service bond that they will not leave the institute within three years after the completion of programme, failing which total of fee waiver will be recovered from the employee. In case of fee waiver to spouse or child, the service bond shall be restricted to only one-year post completion of the course and 50% amount of the fee waiver will be recovered if they will leave the Institute before one year.

In case any dispute arises, the decision of the Director shall be final and binding in accordance with the service regulations of the Institute.

Signature : 
Name : Patrick Collins
Designation : Chief Human Resources Officer


Prof. Prakash Gopalan
Director

Application Form: Scholarship

Refer: Institute Employee's Ward Scholarship & Employee / Spouse Fee Waiver Policy

Proforma to be filled by Applicant: -

Employee Name	:	_____	Employee ID	:	_____
Designation	:	_____	Department/Section	:	_____
Nature of employment	:	_____	Mobile Number	:	_____

Details of Present Beneficiary

Name of the candidate	:	_____	Relation with Employee	:	_____
Program	:	_____	Branch	:	_____
Registration No.	:	_____	Category (Quota)	:	<input type="checkbox"/> General <input type="checkbox"/> TIET

Details of Previous Beneficiary, if any

1) Name of the candidate : _____ Relation with Employee : _____

Program : _____ Branch : _____

Registration No. : _____ Category (Quota) : General TIET

Year of Admission : _____ Fee Waiver : Availed Not Availed

2) Name of the candidate : _____ Relation with Employee : _____

Program : _____ Branch : _____

Registration No. : _____ Category (Quota) : General TIET

Year of Admission : _____ Fee Waiver : Availed Not Availed

Signature of Candidate : _____ Signature of Employee : _____

Date : _____

Enc:- Copy of Admission Letter