

MTF/1/3(ii)

2019.02.11

1. Vice Chancellor ,
University of Colombo, Peradeniya, Kelaniya, Sri Jayewardenepura, Moratuwa, Jaffna, Ruhuna, Eastern, South Eastern, ,Sabaragamuwa, Rajarata, Wayamba, Uva Wellassa, Performance Arts University
2. Director,
Gampaha Wickramaarachchi Ayurveda Institute, Institute of Indigenous Medicine, University of Colombo School of Computing , Swami Vipulananda Institute
3. Rector,
Sri Palee Campus, Eastern University (Trincomalee Campus), Vavuniya Campus of Jaffna University

Dear Sir,

Restructuring of Mahapola Scholarship Monthly Installment Payments

As per a decision made at the 68th meeting of the Board of Trustees held on 13th July 2018 it was determined to restructure the existing scholarship payment scheme of the Mahapola Higher Education Scholarship Trust Fund in order to pay monthly scholarships for the recipients efficiently on time without any delay. In accordance with the meeting of the Chairman, Vice Chairman and Secretary of the University Grants Commission and Mr. S.V.D. Kesaralal Gunasekara, a trustee of Mahapola Higher Education Scholarship Trust Fund and its Director on 01.08.2018 restructuring of the said scholarship installment payments was approved. Treasury approval also has been received for this. Accordingly, payments shall be restructured as follows.

1. Discard the students' signature sheets which were obtained to pay them monthly scholarship installments and to obtain a list of students with the certification of the Vice Chancellor of University on the payment of monthly scholarship installments and make payments accordingly.

Herein, Vice Chancellor recommends releasing the relevant monthly installment to the scholarship recipient and his recommendation is forwarded to the University Grants Commission. Accordingly, the amount granted by the University Grants Commission is directly credited to the Mahapola Higher Education Scholarship Trust Fund. Subsequently, Mahapola Higher Education Scholarship Trust Fund directly credit the sum of Rs. 5000/- or Rs. 5050/- which is entitled for the scholarship recipient to the bank account of each Mahapola recipient and the universities do not intervene the payment of installments.

2. Especially, the University shall take the following matters into consideration in the execution of this new method. Hence, please make aware the relevant staff in this regard.

The lists of names confirmed by the Universities shall be correct and complete in every aspect and the total number of students and its variation shall be submitted with a reconciliation report with the previous month. The final Scholarship recipient list will be sending via e-mail when preparing the final recommendation list. It should be agreed with the MTF list (please note that when preparing the final list of Mahapola Scholarship recipient to indicate the "Merit" or "Ordinary" Scholarship separately). The lists of students shall be obtained from each faculty and the final list shall be prepared by the Student Services Division. According to the payment criteria, termination or cancellation of scholarship installments shall be based on the following matters.

- Every scholarship recipient must engage in the relevant studies and 80% attendance is compulsory. If not, payments must not be recommended.
- In case the students' studies have been suspended on the following grounds, payment of their scholarship installments should not be recommended based on the following matters.
 - I. Banning from lectures on antidisiplinary activities.
 - II. Damaging University property and giving punishment on it.
 - III. Punishment on ragging.
 - IV. Engage in offensive acts and being punished.

List of the students who have engaged in the above activities has to be separately submitted to Mahapola Higher Education Scholarship Trust Fund. Accordingly, payment of their scholarship installments will be suspended with immediate effect and cancellation of the scholarship will be decided by the Mahapola Higher Education Scholarship Trust Fund.

The following matters are to be considered when preparing the finalized list of students;

- Scholarship installments are paid for the number of years specified for the particular course subject to maximum ten installments per academic year.
- Scholarship installment is paid for the student once a month at the university during the period of the course, if any student claim arrears installments those arrears to be recommended by the University confirming that those students completed their academic activities.
- Students are not allowed to get any other scholarship or bursary for this course or any other course after obtaining this scholarship and a student who is entitled to other scholarship may remain in the same scholarship or cancel the earlier scholarship and obtain the new one. Universities should inform this kind of information to the Mahapola Higher Education Scholarship Trust Fund immediately. Final lists for payments shall be prepared accordingly.

- Following another course in lieu of the course the student has been selected, not attending the course, not participating the course for a long time, becoming unsuccessful at the annual examinations, quitting the examinations etc. may result in cancellation of the scholarship.
- Since doing a business, service or an employment with the purpose of earning income subject to cancellation of the scholarship, it should be reported to the Mahapola Higher Education Scholarship Trust Fund immediately after the university is aware of it.
- In case a student postpones academic years on unavoidable circumstances out of the student's control, the university should report it to the Mahapola Higher Education Scholarship Trust Fund.
- At the instances where students are granted scholarships after completing information of the students who have not been recommended for scholarship due to transfer among universities, granting scholarships on the decisions of appeal boards and the non-receipt of information that should be furnished to the Mahapola Higher Education Scholarship Trust Fund, arrangements are made to enter names of new students and to make them payments.
- To recommend releasing scholarship installments with arrears for the students who have erroneously completed forms earlier.
- The Universities should obtain the lists of students who follow special degrees and make arrangements to pay ten scholarship installments for the specialized year. The Mahapola Higher Education Scholarship Trust Fund makes every adjustment in this regard and the correct list of students shall be sent monthly along with the recommended list of students.
- Name of the students who undergo practical training should be included to the payment recommended list and the separate list for those students shall be sent with the certification of the Dean of the respective Faculties.
- Students those who are going for training or short course abroad with the approval of the Dean of the respective Faculties of the University those students to be included to the suspended list until they return to University and start academic activities written confirmation of the University for those students is required separately.
- Students who are joining to the course lately and scholarship awarded lately the bank details of those students should be submitted through the registrar welfare department to commence the installment payments.

3. In consideration of the above matters, the university shall send the finalized list of recommended students to the Mahapola Higher Education Scholarship Trust Fund (The way of preparing the list of recommended students and the reconciliation of the name list is attached herewith as Annexure A). Based on the said list of students the Mahapola Higher Education Scholarship Trust Fund prepares the final list of students who are entitled for Mahapola Scholarship and send to the University. Subsequently, the University should check the payment of scholarships for the students in the approved student lists and send the recommendation of payment for the finalized lists to the University Grants Commission with a copy to the Mahapola Higher Education Scholarship Trust Fund. Accordingly, contribution of the University Grants Commission for the recommended list is credited to the Mahapola Higher Education Scholarship Trust Fund.

Time frame for this procedure is under mentioned.

- I. To send the list of recommended Mahapola Scholarship Recipients to the Mahapola Higher Education Scholarship Trust Fund on 20th of every month.
- II. In the calculation of 80% attendance for the lectures the duration from 01st to 30th of the previous month has to be considered. For instance, the duration from 01st to 30th July should be taken into account to pay the installment of August.
- III. The payment lists are referred to the university 30th of every month and the university should check them and send the Certified Payment List to University Grants Commission before 05th of the month of payment.
- IV. As per the payment lists certified by the universities, contribution of the University Grants Commission for the monthly scholarship installment will be transferred to the Mahapola Higher Education Scholarship Trust Fund on 12th of the particular month.
- V. Mahapola Higher Education Scholarship Trust Fund directly credits the monthly scholarship installment of each Mahapola recipient in the certified payment list on 15th of every month and it is informed to the relevant Mahapola recipient on the spot through Short Message Service (SMS). Mahapola Higher Education Scholarship Trust Fund expects to complete this entire process within a period of 25 days and contribution of your university is highly required in this regard. The present payment process of using signature sheets takes 40 or 50 days.

Execution of this method may ease the role of the university staff in respect of the following matters.

- I. As specific dates are determined for the payment of Mahapola Higher Education Scholarship, universities should not make aware in this regard students through student unions. Students may access all these information through the website of Mahapola Higher Education Scholarship Trust Fund.
- II. Not using signature sheets may simplify and make easy the Mahapola Scholarship payment procedure of the university staff and the time consumed on it could be used for other student welfare activities.

- III. If the universities have sent duly completed certified lists of students to the Mahapola Higher Education Scholarship Trust Fund, universities are not responsible for the delay in Mahapola Scholarship payments.
- IV. Since the provisions required for the payment of Mahapola Scholarship installments are not spent from the recurrent expenditure of universities it does not make an impact on the financial flows of universities.
- V. Returning unreceived installments to the Mahapola Higher Education Scholarship Trust Fund is not a duty of the university.
- VI. Saving all additional expenses such as printing cost, expenditure on transport and travelling expenses of the officers. (As all certified student lists and recommendations for payments are obtained through e-mail)

Finally, at the execution of this new method, Mahapola Higher Education Scholarship Trust Fund will send the following reports to each university and University Grants Commission immediately (soon after making payments).

- I. Inform each Mahapola recipient after crediting the payment to the bank account through Short Message Service. (SMS)
- II. To send the payment voucher and the copies of the certificate of payment issued by the bank on the payment of scholarships for recommended list of students for the particular month is sent to each university and University Grants Commission by the Mahapola Higher Education Scholarship Trust Fund.
- III. To send a summary and a report on payments of the year at the end of every year to every university.
- IV. To issue a receipt of acknowledgement by the Mahapola Higher Education Scholarship Trust Fund immediately after the receipt of the provisions for making payments credited by the University Grants Commission.
- V. To send a summary of annual payments to the General Treasury and the Auditor General.

Hereby you are kindly requested to identify the practical issues in the execution of this new payment procedure and send probable solutions to the Mahapola Higher Education Scholarship Trust Fund. University Grants Commission will issue the relevant circular.

Assistance of the University Grants Commission in this regard is highly appreciated. .

Yours faithfully,

Sgd **M. Parakrama Bandara**
Director,
Mahapola Higher Education Scholarship Trust Fund

Copies:

- I. Hon. Chief Justice, Chairman, Mahapola Higher Education Scholarship Trust Fund
- II. Hon. Minister, Ministry of City Planning, Water Supply and Higher Education
- III. Secretary, Ministry of City Planning, Water Supply and Higher Education
- IV. Deputy Secretary to the Treasury
- V. Chairman, University Grants Commission
- VI. Secretary, University Grants Commission
- VII. Accountant, University Grants Commission
- VIII. Registrar
- IX. Bursar
- X. Mr. S.V.D. Kesaralal Gunasekara - Trustee
- XI. Auditor General

f.i.

Chairman, University Grants Commission.

Director, Mahapola Higher Education Scholarship Trust Fund.

Monthly Scholarship Payment
Recommendation & Certification

We hereby confirmed that, the list of students as per Annexure- I to V submitted herewith are registered internal students of the university and all are Mahapola scholarship recipients. They have to fulfill the requirements of the Mahapola payment policies and Guidelines, to receive Mahapola monthly installment. Accordingly, we have recommended to release the scholarship installment payments for the students as per Annexure I and II for the month of 2019 as they have fulfilled the payment requirements specified and the calculations accurately. Therefore, we hereby, kindly requested to transfer the required amount of Rs..... Treasury contribution of the grant to the Mahapola Higher Education Scholarship Trust Fund in order to transfer the monthly scholarship installment directly credited to the Mahapola recipients' bank A/c.

02. Since the list of student as per Annexure-III and IV have not fulfilled the Mahapola payment requirements and the list of monthly recipient as per Annexure V the course are not conducted in the particular month and they are not paid the monthly installment payment for the month of 2019.

3. Further, Mahapola Higher Education Scholarship Trust Fund indemnify from the payment of monthly Scholarship installment for the students (As per Annexure-I and II) whom are not fulfilled the requirements of the Mahapola payment guidelines but recommended by the university by mistake omission or error.

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Vice Chancellor

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Registrar

.....
Bursar

Reconciliation Report of the Mahapola Recipients - 2019

[illegible]

Annexure-I

Eligible and recommended students for the installment payment

We confirmed that the following list of students are registered internal students of the university and all are Mahapola recipients as they have fulfilled the requirement of the Mahapola Scholarship payments guidelines recommended the payment for the monthly scholarship installment for the month of 2019.

Academic Year	Faculty	I.D.No.	Name	M	O	Signature of the officer in charge of Student welfare Division
14/15	Med.					
Total						

Annexure-II

Additional students Recommended on appeals /Batch missed students in

We confirm the following List of students are registered internal students of the university and all are Mahapola recipients. As they have selected on appeals and recommended on batch miss, all are eligible and recommended for the monthly scholarship installment for 2019.

Academic Year	Faculty	I.D.No.	Name	M	O	Reasons for recommendation	Signature of the officer in charge of Student welfare Division
14/15	Med.						
Total							

Annexure-III

Eligible and not recommended due to non-compliance with the Mahapola payment guidelines

We confirmed that the following list of students are registered internal students of the university and all are Mahapola recipients as they have not fulfilled the requirement of the Mahapola Scholarship payments guidelines not recommended the payment for the monthly scholarship installment for the month of 2019.

Academic Year	Faculty	I.D .No	Name	M	O	Reason for non Recommendation	Signature of the officer in charge of student welfare Division
14/15	Med.					Eg: Attendance – 80% not completed	
Total							

Annexure-IV

Not Eligible, Not Recommended and Suspended / Batch Missed student out

We confirm that the following List of students is registered internal students of the university and all are Mahapola recipients. According to the Mahapola payment policy and guidelines they have violated the payment policies, they are not eligible to receive monthly installment for the month of 2019.

Academic Year	Faculty	I.D.No.	Name	M	O	Reason for non Recommendation	Signature of the office in charge Signature of the officer in charge of Student welfare Division
14/15	Med.						
Total							

Annexure – V

Eligible but not included to request the installment payment.....2019

We confirm the following List of students are registered internal students of the university and all are Mahapola recipients. As their courses are not conducted during the relevant month, they are not recommended for the monthly scholarship installment for 2019.

Academic Year	Faculty	I.D.No.	Name	M	O	Reason for non-recommendation	Signature of the officer in charge of Student welfare Division
14/15	Med.					Courses are not conducting during the relevant month	
Total							