

Sandeep Gupta Memorial Charitable Trust

D-7, Udyog Nagar, Rohtak Road, New Delhi- 110041.

Fax 011- 25479980

Ref.No.

Date:

Dear Sir,

Sandeep Gupta Memorial Charitable Trust is a registered voluntary organization setup by Mr. Om Prakash Gupta, Chairman, Microtek & Okaya Group of companies. The main object of the trust is to help Society for the upliftment of poor & needy people and children. **SGMCT** specially works for children who want to pursue their school education but are under privileged because of some tragedy in the family.

AIMS & OBJECTIVES :

- To make children self reliant and independent.
- Rehabilitation and support so that children can complete schooling.
- To provide assistance to the weakest sections of society through school education.

SCHEME :

SGMCT selects bright & intelligent students of short listed school who cannot continue their study because of loss of their father and poor condition of the family. **SGMCT** will contribute towards the tuition fee of the student as decided by the Board of Governors of the trust.

ELIGIBILITY CRITERIA :

1. Regular students are eligible to avail the scheme.
2. The student has lost his father.
3. The mother of the student is non-working or unable to bear the expenses of the study.
4. The student has passed his previous class with good academic record.
5. The student is regular in class & has good attendance record.

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PROCEDURE :

The school authority has to submit following documents of their students along with recommendation.

1. Application form duly filled in.
 2. Photograph of student.
 3. Previous two-year's mark sheet.
 4. Ration card copy / Proof of residence.
 5. School fee slip.
 6. Death certificate of the father.
- A) Board of Governors of **SGMCT** will scrutinize the applications & will communicate their decision to school authorities.
- B) Fee concession / scholarship of a student will be given to school authorities.
- C) Fee concession / scholarship will be subject to timely availability of student progress report & passing of his/her exams in each unit/final test.
- D) School authorities are requested to send their school profile along with detail of extra curricular activities to select their school for various programs of **SGMCT**.

We **SGMCT** & Board of Governors request you to avail above scheme for your needy and bright students. Please join us in the noble venture of ours & help the not so fortunate children to develop confidence in their abilities so that they can better their circumstances & make themselves self reliant. The suggestion of the school authorities in the regard is also welcome. We hope that jointly we will be able to achieve above aims & objectives.

With Best Regard.

For **Sandeep Gupta Memorial Charitable Trust**,



(O. P. Gupta)
Chairman



Sandeep Gupta Memorial Charitable Trust

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Fax 011- 25479980 E-mail: singhalnk@arrowint.com



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APPLICATION FORM FOR FEE CONCESSION / SCHOLARSHIP FOR STUDENTS

(ELIGIBLE STUDENTS ARE ADVISED TO SUBMIT THEIR APPLICATION TO THEIR SCHOOLS HEADS ALONGWITH REQUIRED DOCUMENTS)

NAME OF SCHOOL

ADDRESS OF SCHOOL

NAME OF PRINCIPAL

SCHOOL CONTACT PHONE NO.

STUDENT NAME DATE OF BIRTH

SINCE WHEN STUDYING IN PRESENT SCHOOL CLASS SECTION ROLL NO.

FATHER'S NAME DATE OF DEMISE

RESIDENCE ADDRESS & CONTACT NUMBERS

SERVICE / BUSINESS LAST EMPLOYMENT/BUSINESS DETAIL

HOW TRAGEDY HAPPENED

MOTHER'S NAME QUALIFICATION

SERVICE / BUSINESS EMPLOYMENT DETAIL

YEARLY FAMILY INCOME

OTHER FAMILY PARTICULARS

NAME	AGE	RELATION	QUALIFICATION	STUDENT / BUSINESS/ SERVICE/ INCOME

DETAIL OF TUITION FEE - ANNUAL & MONTHLY HOSTELLER / DAY SCHOLAR

FEE CONCESSION & SCHOLARSHIP ALREADY AVAILED BY STUDENT (if any)

REFERENCE-1	REFERENCE -2
RECOMMENDATION	REMARKS
Certified that the information given above is true to the best of my knowledge & belief Signature of the student	Certified that the information given above is true & correct Mother's Signature

- Encl:**
1. School Fee slip.
 2. Last two years Academic record copy.
 3. Ration card/ proof of residence.
 4. Photo of student.
 5. Proof of earning.
 6. Death certificate of the father.
 7. All particulars should be filled clearly and in full & should be attested by school authorities.
 8. Incomplete application will not be considered.
 8. Trust reserve the right to accept the fee particulars and grant of scholarship & concession.

TO BE FILLED AND SIGNED BY THE SCHOOLS AND DULY SIGNED BY THEIR HEADS

NAME OF SCHOOL

PARTICULARS OF STUDENT

STUDENT NAME

ROLL NO. CLASS SECTION

FATHER'S NAME MOTHER'S NAME

YEARLY FAMILY INCOME

PREVIOUS CLASS PASSED % OF MARKS IN PREVIOUS CLASS

PREVIOUS CLASS PASSED YEAR DATE OF BIRTH

HOSTELLER / DAY SCHOLAR TUITION FEE - monthly / annual

FEE CONCESSION ALREADY ALLOWED BY SCHOOL (if any)

RECOMMENDATION

1. Certified that the above particulars have been checked with the office record and found correct.
2. Certified that the above named student is regular in attendance and has conformed to the rules under which scholarship / concession / stipend is granted.

Signature of the Principal