



### 5.1.2. POLICY DOCUMENT FOR SCHOLARSHIPS AND FREESHIPS

Non-government scholarships serve as a critical means to support deserving individuals in their pursuit of academic excellence and contribute to their personal and professional development. This policy aims to ensure transparency, equity, and efficiency in the administration of scholarships while adhering to the principles of meritocracy and inclusivity. The primary objective of this policy is to provide a structured framework for the management and disbursement of non-government scholarships to eligible candidates. The key goals include:

- Facilitating access to education for meritorious individuals from diverse socio-economic backgrounds.
- Promoting academic excellence and innovation through financial support to deserving candidates.

#### **Eligibility Criteria:**

**Academic Merit:** Scholarships shall be awarded based on academic merit, as evidenced by academic performance, standardized test scores, and other relevant indicators.

**Financial Need:** Preference may be given to candidates from economically disadvantaged backgrounds, as determined through a comprehensive assessment of financial need.

#### **Types of Scholarships:**

- Merit-Based Scholarships:** Awarded to candidates with outstanding academic achievements.
- Need-Based Scholarships:** Awarded to candidates demonstrating financial need.

#### **Scholarship Administration:**

**a. Selection Committee:** A duly constituted selection committee comprising management committee members, faculty and subject matter experts shall be responsible for evaluating scholarship applications and selecting deserving candidates.

**b. Application Process:** A transparent and merit-based application process shall be established, including the submission of relevant documents, essays, and recommendation letters.

**c. Disbursement:** Scholarships shall be disbursed directly to the the recipient, as per the established guidelines, to cover tuition fees.

**d. Monitoring and Evaluation:** Regular monitoring and evaluation mechanisms shall be put in place to assess the impact of scholarships on the academic and personal development of recipients.

**Funding and Sustainability:**

**a. Funding Sources:** Non-government scholarships funded through endowments, donations, corporate sponsorships, and other sources of philanthropic support.

**b. Sustainability Measures:** Efforts shall be made to ensure the long-term sustainability of scholarship programs through prudent financial management, fundraising initiatives, and strategic partnerships.

**Ethical Considerations:**

**a. Fairness and Equity:** Scholarship selection processes shall be fair, transparent, and free from any form of discrimination or bias.

**b. Confidentiality:** All personal and financial information provided by applicants shall be treated with utmost confidentiality and used solely for the purpose of scholarship evaluation.

In order to financially assist meritorious students coming from weaker economic background, and Scheduled Castes (SC), Scheduled Tribes (ST) and Other Backward Caste (OBC) students, the Institute providing Scholarships based on the funds obtained from non-governmental sources

- In order to promote an outstanding or excellent academic performance, excellence in a given course of the program, excellence in social service, games and sports, cultural activities, participation in students counseling, participation and constructive leadership in gymkhana involving all-round overall performance, the Institute may award scholarships,

  
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## **Indices for Merit, Means, Outstanding Academic Performance and All-Round Performance**

### **Merit**

- The academic performance of a student in terms of his/her Cumulative Grade Points Average (CGPA), shall be the basis, fully or partly as the case may be, for evaluating the merit of a student for the consideration of an award of scholarship/prize/medal to him/her.
- Merit of a student shall normally be evaluated in terms of the reporting CGPA, i.e., the CGPA rounded-off to the first place of decimal. However, in special cases, the Governing Body (GB) may stipulate grant of the award on the basis of the CGPA calculated to a higher place of decimal. The GB may also stipulate a different minimum CGPA for each award.

### **Means**

- Means of a student shall be evaluated in terms of the maximum income limit of his/her parents as prescribed by the Government from time to time for the purpose of award of a scholarship under the National Scholarship Scheme of the Government of India. 1 At present the Parental income limit is Rs. 2,50,000/- per annum.
- In the case of salaried individuals, full emoluments including all allowances, honorarium, bonus, special pay, etc. (exclusive of HRA, if any) received in a year shall be taken into account for computing the annual income. No relief for long term savings, contribution to a provident fund, payment of life insurance premium, etc. shall be admissible.
- In case of non-salaried individuals such as businessmen, land owners/ agriculturists and those that are self-employed, etc., the entire gross income shall be taken into consideration for computing the annual income.
- While computing the total annual income, the income of both parents from all sources as well as any income in the scholar's name, shall be taken into consideration for evaluating the means of a student. In the case of death/insanity/other disability of the parents, the income of the guardian shall be considered for the purpose, subject to production of documentary proof of death/insanity/other disability of the parents as well as a guardianship certificate from the Municipal Corporation/Committee or the Revenue Officer.

  
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### Outstanding Academic Performance in any Specific Field

- Outstanding academic performance in any specified field may be evaluated by examining the reporting CGPA.
- The GB may seek the advice/recommendation from a special sub-committee of GB comprising of faculty from different disciplines in arriving at the criterion for outstanding performance in a specified field.

### All-Round Performance

- All-round performance may be considered as the sum total of the performance of a student in academics, research, social service, games and sports, cultural activities, participation in students' counseling, participation and constructive leadership of gymkhana.
- A special committee shall be constituted for evaluating candidates for each award of this nature.

### **FINANCIAL ASSISTANCE FROM INSTITUTE FUNDS**

- Merit-cum-Means (MCM) Scholarships for Undergraduate Students
- Number of Scholarships: In order to financially assist meritorious students coming from economically weaker background, the Institute may award Merit-cum-Means scholarships to needy students from funds provided by donations received from various sources.
- Only those students shall be eligible to apply who satisfy merit criterion
- A student holding any other scholarship from any other source shall not be eligible to apply for the MCM Scholarship unless the same is surrendered.
- Income affidavit for the year preceding the year of application, of the MCM Scholarship shall be submitted by the parent/guardian of the applicant along with completed application.
- Applications for the MCM Scholarship from first year students shall be sought at the commencement of the second semester of the programme.

  
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## **Award of MCM Scholarship and its Duration**

- Except for first year students, (i) a minimum reporting CGPA of 6.0 for general category students and (ii) a minimum reporting CGPA of 5.5 for SC/ST category students, at the end of the preceding academic year shall be the essential requirement for the award of MCM Scholarship.
- For first year students, (i) a minimum reporting CGPA of 6.0 for general category students and (ii) a minimum reporting CGPA of 5.5 for SC/ST students, at the end of the first semester of the programme shall be the essential requirement for the award of MCM Scholarship.
- Each renewal of the award of the MCM Scholarship shall require fulfillment of the criteria of merits and means
- Award of the MCM Scholarships shall be for a period of one year. However, the same may be renewed by GB on the submission of a fresh application in the subsequent year based on the funds available.
- Students who are on leave for an entire semester shall not be eligible for receiving the MCM Scholarship, if awarded, during that semester.

## **GENERAL GUIDELINES**

- All scholarships, medals, etc. are liable to forfeiture/withdrawal partially or fully in case of misconduct or deliberate concealment of material facts by the award winner. A similar action may also be taken if it is found that a student has deliberately misguided the Senate Scholarships, Prizes and Awards Committee by giving false information.
- A student leaving the Institute on her own accord without completing the prescribed program of study may be required to refund the amount of scholarship received by her in that academic year.
- A student may normally receive only one scholarship/stipend. In case she is awarded more than one scholarship/stipend from any outside source, she shall be given the option to choose one scholarship or stipend from various alternatives and surrender the other.
- No scholarships will be paid for the month subsequent to the one in which the student completes the examination of all prescribed courses.
- The GB is empowered to change the clauses of this manual by giving an advanced notice to this effect to its members.

Sd/-  
Principal