

SREE AYYAPPA COLLEGE,ERAMALLIKKARA

Institutional and Other Scholarship Policy

Objectives of the Scholarship Policy

- To promote academic excellence, support students from disadvantaged backgrounds, and encourage specific fields of study
- To facilitate students' access to various scholarships
- To assist the students in applying for scholarships at all levels (Central, State and institution)
- Scrutinise the documents for the various scholarship schemes
- Receive and verify the scholarship applications and recommend them forward

Scholarship Policy Guidelines

Sree Ayyappa College has established a comprehensive scholarship policy that outlines the rules and guidelines to be followed since the inception of the college. The policy encompasses the awarding of scholarships based on both merit and the government's reservation policy applied to enrolled students. Each academic year, the college aims to grant a scholarship to a deserving student in each discipline. Additionally, the college recognizes the possibility of providing other forms of financial support, subject to the availability of sponsored funds and compliance with governmental guidelines. The selection process involves meritorious students submitting applications, and special consideration is given to deserving students with exceptional skills in areas such as sports, arts, differently-abled individuals, culturally-oriented talents, and other specific skill sets. The scholarship committee, established by the college, is responsible for reviewing applications and recommending eligible candidates for the scholarship and any applicable financial support. Ultimately, the Principal holds the final authority to approve the scholarship awards if there is any dispute.

As part of its commitment to fulfilling the above objectives, the college has established a Scholarship Committee to handle the college's various scholarship schemes (Central Government, State Government, Scholarships/Freeships offered institution). Scholarships are allocated and distributed under the mentorship of a faculty member designated as the Coordinator of Scholarships. The committee also functions for the dissemination of information regarding various government and college-specific scholarship schemes. A student applying for a government scholarship must apply directly through the National Scholarship Portal (<https://scholarships.gov.in/>) and his/her application will be verified by the scholarship committee.

Four types of College scholarships are

i. Merit Scholarship

- Awarded to students based on outstanding academic performance.
- The number and value of scholarships will be determined annually.
- Awarded for I, II and III year.

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- Awarded for I, II and III year.

ii. PTA Scholarships

- Awarded to students demonstrating financial need as assessed through a comprehensive evaluation process.



- Financial documents, such as income statements and family circumstances, will be considered
- Awarded for I, II and III year.

iii. Alumni Scholarships

- Awarded to students demonstrating financial need as assessed through a comprehensive evaluation process.
- Financial documents, such as income statements and family circumstances, will be considered.
- Awarded for each I, II and III year.

iv. Endowment / Sponsored Scholarships

- Designed for students pursuing specific fields of study, research projects, or disciplines.
- Criteria and application requirements will be tailored to each sponsored scholarship

The Scholarship Committee and Selection Procedure

A standard procedure is followed for the same.

- The students who are intending to avail scholarship have to submit their application in a prescribed format to the head of the department.
- The college scholarship applications are distributed by HOD's for college Merit scholarship, PTA scholarship and Alumni scholarship
- Plus Two marks of the students will be considered for first year Merit, PTA and alumni scholarship
- The head of the department based on the applicant's academic performance and the economic background scrutinize the application and the same is discussed in the Department Level Monitoring Committee (DLMC) and be shortlisted for College scholarships based on various categories.
- Usual submission of the application happens in February / March before the academic year begins in the case of already enrolled students and June/ July for First year students
- The recommendation of the DLMC is forwarded to the scholarship selection committee by the Head of the department.
- The scholarship selection committee shall diligently review all received scholarship applications based on predetermined criteria. The committee consists of Principal,



Heads of Departments (HoDs), College Head Accountant, College Council Secretary, PTA secretary, IQAC Coordinator and Scholarship Coordinator.

- The final decision on scholarship recipients rests solely with the committee members, who maintain impartiality in their decision-making process. Students who are deemed ineligible for the scholarship due to various factors will not be considered for the award. It is important to note that the availability of funds during a specific academic year also plays a role in the final award of scholarships.
- It is also responsible for exploring additional funding sources to ensure equitable distribution of scholarships based on merit and the promotion of programs, without compromising the competitive qualifications of eligible candidates.

Furthermore, the scholarship committee will establish a repository of open scholarships and maintain a list of institutions that award scholarships to meritorious students. It will develop procedures to attract students with scholarship grants from external agencies, NGOs, and encourage students to apply for competitive scholarships, whether need-based, merit-based, or governmental.

Eligibility Criteria

The eligibility criteria for scholarships are contingent upon the nature of the scholarship, which may include merit-based, reservation-based, government-defined eligibility criteria, and more. The specific guidelines for eligibility, determined by the committee and approved by the Principal, will be clearly indicated on the application form.

During the scholarship selection process, several additional indicators are taken into account. These may encompass previous academic scholarship awards, demonstrated excellence in extracurricular activities, and the financial hardships faced by deserving candidates, as identified in the application form.

All eligible students must ensure timely submission of the college scholarship application form within the specified timeframe. The selection committee reserves the right to request additional information and documents deemed necessary for evaluation. Such information may include the applicant's participation in scholarly activities, which serve as indicators of academic



excellence. In exceptional cases, recommendations from competent authorities may also be considered.

It is the student's responsibility to submit all required documents along with the application for consideration. Incomplete or inadequate information will result in the rejection of the application.

Award Notification

Once the application formalities are complete, the committee convenes to review the received applications for the current academic year. The scholarship award decisions are made based on various factors, including merit, eligibility as per government regulations, special talents, sports achievements, and more. After the list is published, suitable date, time and venue has to be fixed to disburse the Scholarships. This will be the responsibility of the College Council.

The scholarship award notification clearly specifies the amount, type of scholarship (special categories), duration, and terms and conditions for renewal and termination of the scholarship. To accept the scholarship, students must sign the scholarship acceptance letter before the specified deadline.

It is the college's policy to award only one scholarship per year to an individual student. The recipient will be notified accordingly and advised to carefully review the terms and conditions for availing the scholarship before signing the acceptance letter. The clause emphasizes that the college reserves the right to withdraw the scholarship at any time if the candidate is found ineligible or fails to meet the requirements.

Renewal of Scholarship

The Selection Committee conducts a thorough assessment of students on a semester-wise basis, evaluating both their academic performance and adherence to the College's code of conduct when considering scholarship renewal. The review process for renewal applications follows the terms outlined in the agreement signed at the time of the initial scholarship award.

Decisions regarding scholarship renewal or rejection are made on a case-by-case basis, taking into account the suitability of each individual's circumstances as determined by the committee. In the event that a student is deemed ineligible for renewal based on specific grounds, the scholarship may be awarded to other deserving candidates in accordance with the College's guidelines.



Scholarship Progression and Character

Recipients of the scholarship are required to strictly adhere to the rules and regulations of the College, maintaining a clean record in terms of discipline and character. Any instance of misconduct will result in disciplinary action and potential withdrawal of the scholarship.

It is essential to recognize that the College views its students as brand ambassadors and, therefore, expects exemplary behaviour from scholarship awardees.

Endowment /Sponsored Scholarships

Endowment scholarships are established in recognition of donors, philanthropists, family donations, and other contributors. However, the availability of funds and donors plays a significant role in determining the establishment of these scholarships. The committee responsible for scholarships also collaborates to ensure that scholarship details are hosted on the college website. They actively promote scholarship ethics and excellence, and work towards developing effective application protocols and selection processes.

Scholarship and Financial Support Categories

The number of scholarships considered in an academic year may vary based on factors such as fund availability, merits of enrolled students, and need-based considerations for financial support in the form of tuition fee waivers, as per the Scholarship Policy guidelines set by the College. The following guidelines, subject to change, have been established by the college for the award of scholarships and other forms of financial support:

- Only one scholarship per student per academic year will be awarded, subject to renewal if all conditions are met.
- The validity of the scholarship is determined solely at the discretion of the committee.
- The mode of redeeming the scholarship amount will be decided by the competent authority.
- The academic records and behaviour of the awardee will be thoroughly evaluated prior to renewal.
- All eligible students must apply for scholarships using the college's application forms after completing the enrolment process. Scholarship applications received after the deadline will not be considered.



- The scholarship amount allocated for each program is based on the financial balance sheet maintained by the scholarship selection committee. The committee will also make recommendations regarding other financial support.
- A prospective awardee list will be created based on the overall score, taking into account the qualifying exam, participation in social responsibility activities, special recognitions, and extracurricular skills of the applicants.
- Any scholarship awardee who discontinues their studies will be required to repay the fees for completed semesters or return the scholarship amount as per the college's scholarship guidelines.
- Scholarship recipients must maintain satisfactory performance in all semesters, have no backlogs, and adhere to a model code of conduct.
- The college reserves the right to utilize scholarship awardees for promotional activities, and the awardees will act as ambassadors of the college.
- The scholarship application form may be modified, as necessary, to include refined criteria for an effective selection process.
- No student is allowed to hold more than one scholarship at a time, regardless of the type and amount of the scholarship or study support donations.

Currently, the college provides scholarships and partial financial support in the form of college scholarships. The scholarship and financial support offerings are subject to change based on the college's policies and guidelines.

All scholarships granted by the college are subject to approval by the scholarship selection committee and the competent authority. The decision made by the scholarship selection committee is considered final.



Principal

PRINCIPAL

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