SCHOLARSHIP POLICY

1. Introduction

- Purpose of the Scholarship Policy

The primary purpose of a scholarship policy is to provide financial assistance to students, enabling them to pursue their education by reducing or eliminating the cost of tuition, fees, and other related expenses. Scholarship policies aim to promote academic excellence, support students from disadvantaged backgrounds, and encourage specific fields of study. Scholarships are crucial in providing access to higher education and ensuring that financial constraints do not stop talented and deserving students from achieving their academic and career goals.

The policy encompasses the awarding to scholarships based on both merit and the Government's reservation policy applied to enrolled students. Each academic, year the college aims grant a scholarship to a deserving student in each discipline
The college also periodically evaluate the effectiveness and impact of the scholarship policy.

- Objectives (e.g., promote merit, support financially weak students, encourage diversity)

Scholarships motivate students to strive for academic excellence by recognizing and rewarding exceptional academic performance, the policy inspire students to work harder, achieve higher grades, and actively engage in their studies. A scholarship is a financial award given to students by Government / Non- Government scholarship department to help them pursue their education without the burden of heavy tuition fees. They are typically awarded based on various criteria, including academic merit, financial need, athletic skill, or artistic talent.

The availability of scholarships attracts and retain talented students within the college. Students who have the potential but lack financial resources can be encouraged to pursue their education in the college, leading to a stronger student body and a higher caliber of academic performance.

- Scope and Applicability (UG/PG/PhD students, all branches, etc.)

  Scholarships can come from the government, universities, non-profit organizations, businesses, and professional groups. Each one has different requirements and ways to apply.

  Scholarships have rules students need to follow, like keeping students grades up, joining certain activities, or working in a specific field after students' graduate. If students don't follow the rules, they might lose the scholarship.

2. Types of Scholarships

- **Merit-Based Scholarships**

  Merit-based scholarships are awarded to students with outstanding academic achievements. These scholarships recognize students with high GPAs, excellent test scores, or significant accomplishments in specific academic fields. Plus, two marks of the students will be considered for first year Merit scholarship.

  Some institutions provide college fee concessions to needy and deserving students on the basis of their performance in the last examination taken. Students desirous of getting such concession are required to apply the scholarship through online on the prescribed form.

- **Need-Based Scholarships (Financial Aid)**

  Need-based scholarships are designed to help students from low-income families who might otherwise be unable to afford higher education. These scholarships consider the financial situation of the student's family and aim to bridge the gap between what the family can afford and the cost of education.

  - **Government Scholarships (State/Central/AICTE-based)**

    state authorities in different countries offer numerous scholarships to support education. Either to domestic students, or to encourage international students to come their way.

    Karnataka State government is providing the State Scholarship Portal and by central government is providing the National Scholarship Portal. In these portals have different types of schemes. Based on eligibility and criteria students can apply.

Students should create SSP ID in SSP portal. To create an account, they should give the necessary information in the portal. Based on their Aadhar number they can create SSP ID account. By using SSP ID students can apply the Karnataka Government scholarship (SSP)

Stapes for applying scholarship in SSP

- Students can apply by logging to ssp.postmatric.karnataka.gov.in.
- The data such as Name, date of birth and Parent's name should be correct as per the Aadhar card.
- The students should have valid Income Certificate in the name of the student by mentioning the total family income.
- Student's Bank Account must be seeded to Aadhar card (Through NPCI mapping)
- Minority students have to apply first in National scholarship and get NSP ID before applying in SSP.
- Students admitted directly and who are not having counselling number will be treated as management quota.
- The students who have applied last year they can renew the same by logging to SSP portal by furnishing the required data without fail in order to receive the scholarship this year.
- For a student to apply as a hosteller in SSP, it is mandatory that the hostel registration information of the student is available either in the State Hostel Portal (SHP) or in SSP - HMIS portal
- Registration in KUTUMBA portal is mandatory for the students to apply for scholarship in State Scholarship Portal. To know the KUTUMBA ID
  https://kutumba-services.karnataka.gov.in/KutumbaServices
  If the KUTUMBA ID is not available, then they can click here to get registered in KUTUMBA portal
  - https://kutumba.karnataka.gov.in/mykutumba

Required documents & information to submit application for post matric scholarship:

- Student's Aadhar Number and Name as in Aadhar
- Student's Mobile Number
- Student's E-mail I.D
- Student's SSLC Registration No
- Student's PUC or 12th Registration No & marks details
- For renewal application the students (perusing UG or PG for 1st Year) they should provide their previous year/ semester marks details.
- Caste and Income Certificate RD Number/s in the name of the student.
- UDID Identification Number if the student is disabled

- District, taluk, assembly constituency and address of the student residence.
- Students' University/College Registration Number
- E-Attestation number of related documents (if applicable)
    1. Ex: - Government employees or pensioners salary certificate / Pay Slip.
    2. Students who submit income certificate in the name of the guardian

       Shall attach death certificate of parent.
        - Shall attach death certificate of parent.
        - Hostel details (if applicable)
        - The students belong to the farmer's fraternity and who are unable to get any scholarships from SC/ST/OBC/Minority cells are eligible to apply for Chief Minister Raitha Vidyanidhi program scheme through SSP portal
        - In order to apply to this scholarship ship student's family must have agricultural land and must obtain 'FRUITS ID' by logging to https://fruits.karnataka.gov.in
        - For Free Ship card the SC/ST student should be the permanent resident of Karnataka and who are studying in post matric are eligible to apply
        - The SC/ST student's family annual income limit is must below 2.5 lakhs for Social Welfare Department and below 10 lakhs for Department of Technical Education.

To apply for NSP scholarship

- After logging in go to the various tabs Central Scheme and UGC/ AICTE schemes in NSP portal.
- Under the Central scheme Central Sector Scheme of Scholarships for College and University Students.
- Under the AICTE scheme
    - Pragati Scholarship Scheme for Girl Students (Technical Degree).
    - Saksham Scholarship scheme for Especially Abled Student (Technical Degree).
    - AICTE – Swanath Scholarship Scheme (Technical Degree).

Based on eligibility the students can select the different scheme and the can apply.

KMDC Scholarship

- Minority students can apply to this Scholarship offered by department of minority welfare.
- Students belong to minorities have to apply first in National scholarship portal scholarships.gov.in and obtain 'NSP ID' before applying in SSP portal.

- For more details go through the below URL links:
    - https://gokdom.kar.nic.in/
    - https://ssp.postmatric.karnataka.gov.in/
    - https://scholarships.gov.in/
- Karnataka Minorities Development Corporation (KMDC) have also implemented 'ARIVU' an educational loan scheme for the eligible students pertaining to religious minority community to pursue their higher education.

Only those students who have previously availed KMDC loan will be eligible for renewal, no fresh students will be able the loan until further Govt. orders.

For queries/further information related to 'ARIVU' please contact –

1. KMDC Executive:- Mr. Khadeer Ahmed (8123237853)
2. KMDC Executive:- Mr. Rasheed (9663661133)

For PMSSS Scholarship for J&K students

- Government of India has Implemented Prime Ministers Special Scholarship Scheme to J&K Students to pursue undergraduate studies outside the State of Jammu and Kashmir.
- The students are informed to make use of this scheme for fresh and renewal this scholarship by logging to the portal https://aicte-jk-scholarship-gov.in/

- **Institutional Scholarships / Management Sponsored Scholarships**

  NA

- **Private/Industry-Sponsored Scholarships**

- Many foundations and trusts offer scholarships funded by endowments from individuals or families. These scholarships may have unique criteria based on the donor's wishes, such as supporting students from a specific region or studying a particular subject.
- Example: IEEE, SJF, SKF, DHS, SSF, FFE etc.

- **Special Category Scholarships**:
    - SC/ST/OBC

      Students belonging to scheduled castes, scheduled tribes and other backward classes, recognized as such by the Government of India, are awarded scholarship by their respective State Governments. Such students

are required to apply to the State Government (SSP) concerned on forms prescribed by the respective state after joining the College.

- Minority Community

  Minority scholarships are intended to promote diversity within educational institutions. These scholarships support students from underrepresented groups, including racial and ethnic minorities, to ensure they have equal access to educational opportunities.

- Differently Abled (PWD)

  The student must have admitted in a regular program UG or PG. They must submit disability certificate from the appropriate govt. authority. apply every year within the stipulated date. The students can not break of study or disciplinary action/malpractice. They should maintain a CGPA > 7 and the recommendation of the scholarship committee.

- Women Students

  This scholarship, offered by the All-India Council for Technical Education (AICTE), provides financial aid to girls pursuing technical diploma or degree courses at AICTE-approved institutions. The special category scholarships for women as part of their overall scholarship policy, aiming to promote gender equality and encourage female participation in higher education.

- Sports and Cultural Excellence

  Students who demonstrate exemplary talent in Art/culture activities recognized at state/National level. They must be submitting all relevant certificates of recognition or awards. Must apply every year within the stipulated date.

3. Eligibility Criteria

- Academic Performance Requirements (e.g., minimum CGPA/percentage)

  For scholarships targeting postgraduate students, having a relevant undergraduate degree with a certain GPA might be a requirement.

- Income Criteria (family income ceiling, income certificate guidelines)

  Financial documents such as income statements and family circumstances will be considered. Students whose family has gross annual income below Rs. 2.50 lakh* (Rupees Two lakh Fifty Thousand only) are eligible to receive

benefit from SWD and family has gross annual income above Rs. 2.50 lakh & below Rs. 10.00 lakhs (Rupees Two lakh Fifty Thousand only) are eligible to receive the benefit from DTE department.

Students whose family has gross annual income below Rs. 8.00 lakh* (Rupees eight lakh only) are to be identified as EWSs for benefit of scholarship. Income shall also include income from all sources i.e. salary, wages, agriculture, business, profession, etc.

Many scholarships have income criteria, requiring applicants to have a family income below a certain threshold.

- Attendance Requirements

  The student has maintained the minimum attendance as specified by the college/ University rules and regulations.

- Character/Disciplinary Record

  Many scholarship providers, including universities and private foundations, explicitly state that a student's character and disciplinary record are crucial for eligibility. The awardee has to maintain strict adherence to the rules and regulations of the University and should possess a clear record in terms of discipline and character, any act of vandalism or misbehavior entertains disciplinary action and withdrawal of the all type of facility.

- Year/Semester-wise Eligibility

  Eligibility is determined by exceptional performance as per the details mentioned in the respective policy. Scholarships are awarded for the first year of a course and may be renewed in subsequent years based on academic performance and other requirements.

- Restrictions (e.g., only one scholarship per student, etc.)

  Scholarship has several types of restrictions like nationality restriction, residency restrictions, Income restrictions, Age restrictions, academic backlog restrictions, Specific courses restrictions, minimum grade, passing grade, course completion restriction and conduct restriction.

  Candidate must not be a beneficiary of any other scholarship award provided by any other foundation.

  The student must be a citizen of India for NSP. The student must be studying in Karnataka for SSP.

4. Application Process

- Application Timeline and Deadlines

  The students are required to fill in the application form on the website, and upload scanned self-attested copies of required documents as mentioned in the circular each year, within the time limit prescribed.

  All eligible students must ensure timely submission of the concern department scholarship application form within the specified timeframe.

- Mode of Application (online/offline)

  The application process usually involves an online application, document submission, and waiting for results.

  Eligibility criteria for scholarships vary, but they include academic merit, nationality, field of study, work experience, and age. Motivation letters are crucial for scholarship applications.

- Required Documents:
  - Academic transcripts: - An academic transcript typically includes a student's name, student ID, institution details, enrollment history, courses taken, grades/marks, credits earned, and GPA or cumulative GPA.
  - Income certificate: Income certificate issued by tehsil/collector will be collected.
  - Community certificate: Caste certificate issued by Taluka Office or tehsil/collector will be collected.
  - Bank passbook copy: Students need to provide proof of payment for any application fees associated with the scholarship. The students Aadhar number should seed/ mapping with their bank account.
  - Bonafide/student ID: Bonafide is a proof of enrolled student. It confirms that a student is currently enrolled in a particular course or program and studying year with necessary information like DOB, medium of instruction etc. at an educational institution
- Verification Procedure (by Department and Accounts):

  On SSP submitted scholarship applications are verified by their concern department (SWD, DTE, Minority, EWS etc.) based on category like SC, ST, 2A,2B,3A,3B, & 1G.

  The Institute Nodal Officer has been mandated to verify the documents submitted/uploaded by the students against the entries made in the application form online.

On the NSP portal, there are two levels of verification of the scholarship application of selected students: Level-1 verification is at the Institute Nodal Officer (INO) and Level-2 is with the District Nodal Officer (DNO) and Level-3 is with the State Nodal Officer (SNO).

5. Selection and Approval Process

- Criteria for Selection (Merit List, Need Score, etc.)

  The committee shall develop and revise annually, the objective criteria on the basis of which the applications will be evaluated. Such criteria will be uploaded in the form of a circular on the website. The scholarship selection committee shall diligently review all received scholarship applications based on predetermined criteria.

- Role of the Scholarship Committee

  The decision of the committee will be final and binding. Only one scholarship will be awarded per student, per academic year. The selection committee will be responsible for development of criteria, appraisal of applications, and final award of scholarships.

- Evaluation Mechanism

  The scholarship selection and approval process typically involves a multi-stage evaluation mechanism. This mechanism usually assesses applicants based on academic merit, financial need, and other criteria like extracurricular activities. Evaluation committees, often composed of faculty or staff, review applications, sometimes using weighted scoring systems. The final decision often involves a combination of these factors and aims to ensure fairness and align with the scholarship's objectives.

- Approval Authorities (Principal/Management/Governing Council)

  Scholarships funded by the government or other external agencies often have their own approval processes, with designated authorities within those organizations making the final decisions. The Principal of the institution often has the final say in approving scholarship awards for non-government scholarship SJF,DSS, IEEE, especially if there are any disputes or special considerations.

6. Disbursement of Scholarship

- Mode of Disbursement (Bank Transfer, Fee Waiver)

  Nowadays the scholarship amount disbursed in the mode of online only. It might be SSP or NSP. The scholarship amount directly generated to the student account which is seeded with the student Aadhar number. The scholarships shall not be disbursed if there are no eligible applicants.

- Frequency (Annual/Semester-wise)

  Generally, scholarships are disbursed on a monthly, semester, or annual basis, based on types of scholarship. It can be government scholarship or private scholarship.

- Renewal Conditions and Timeline

  The Selection Committee makes careful semester-wise assessment of students in terms of academics as well as adherence to university code of conduct. While considering renewal of the scholarship. Review of renewal application is as per the agreement signed at the time of award of scholarship. The decision of renewal or rejection is on a case-to-case basis as considered suitable by the committee. If a student is considered ineligible on specific grounds the award may be given to other deserving candidates as per guidelines of the University.

7. Conditions for Continuation/Renewal

- Minimum CGPA/Marks in Subsequent Semesters

  The Awardee must have minimum CGPA as per VTU rules & regulations.

- Good Conduct and Attendance

  The awardees' attendance in any course of study shall not be less than 75%

- No Academic Backlogs

  Awardees should pass the academic term/ year in the first attempt. No gap/break in semester whatsoever during the entire program is permissible. The awardees shall maintain high standards of conduct and behavior.

- Year-on-Year Review and Re-application if required

Scholarships have rules student need to follow, like keeping grades up, joining certain activities, or working in a specific field after graduation. If the students don't follow the rules, then they might lose the scholarship**.**

8. Cancellation and Withdrawal of Scholarship

- Grounds for Cancellation:

Any application found incomplete or incorrect will not be considered it will be cancelled.

- False Information/Documents.

Given details it may be name, parent name, income, caste, results age, date of birth, academic details any information or documents are found as false the application will be canceled. Providing false or misleading information during the application or renewal process can also lead to cancellation.

- Disciplinary Action

Institute will have a standing disciplinary committee approved by the Academic Council. A student shall conform to the highest standard of discipline and shall conduct himself/herself within and outside the precincts of the Institute in a befitting manner. The student shall have the seriousness of purpose and shall, in every way, train himself/herself to acquire proficiency in the Career he/she has chosen. The students shall show due courtesy and consideration to Teachers, Wardens, Officers and functionaries of the Institute and concern for their fellow students.

- Academic Dishonesty

Policies clearly define what constitutes academic dishonesty, often including examples of plagiarism, cheating, fabrication, and other forms of misconduct. In our Institution it is believed that faculty in higher education play a critical role in molding their students' perceptions, behaviors, and work ethic.

- Dropout or Course Withdrawal

In the event of admission cancellation, students are obligated to reimburse the entire fee waiver granted by the University up to the point of admission cancellation. Exceptional cases like serious medical conditions, family emergencies, or other unforeseen circumstances etc. may be considered with subject to approval of Secretary.

- Refund/Recovery of Disbursed Amount (if applicable)

If a student withdraws from their studies or changes their course of study without approval, the scholarship may be cancelled.

9. Monitoring and Reporting

- Role of Departments in Monitoring Beneficiaries

In the Institutions' departments, often through designated nodal officers, verify the information provided by students on their scholarship applications against their academic records and other supporting documents. Once verified, the department approves the applications and forwards them to the relevant authorities for further processing. Departments promote transparency in the scholarship process by communicating relevant information to students

- Periodic Reporting to Management/IQAC

The IQAC and management should receive periodic updates, often on a quarterly or annual basis, regarding the scholarship program. These updates should cover the number of scholarships awarded, the types of scholarships offered (e.g., merit-based, need-based, sports scholarships), and the criteria used for selection. The report should detail the total amount of funds disbursed for scholarships and the sources of those funds (e.g., endowment, institutional funds, external grants).

- Feedback from Students and Beneficiaries

Feedback helps institutions understand which types of scholarships are most impactful and where to focus their resources for maximum benefit.

In this way we can gathering feedback demonstrates a commitment to transparency and accountability in the scholarship process, building trust with students and donors.

Students also raise the grievance by using feedback. It helps to institute to solve their issues.

10. Grievance Redressal Mechanism

- Process for Appeal or Clarification

  In our institution our students wishing to submit an appeal should write a letter stating the reason for appealing with a detailed explanation of their extenuating circumstance along with sufficient supporting documentation. The letter should be from the student and be signed by the student, it should include the name of the scholarship the student is appealing, student ID, an explanation of why the minimum requirements were not met, supporting documentation as previously outlined, along with the student's plan of action to meet the minimum requirements.

  That may be related to Academic-related issues (evaluation, attendance, etc.). Administrative issues (fee discrepancies, scholarships). Infrastructure and facility-related complaints (hostel, canteen, library, etc.). Behavioral grievances related to faculty or staff. Disciplinary issues. This policy applies to all students enrolled in the institution.

- Grievance Handling Committee

  In necessary situation we receive the grievances from our students and we send it through college letter and communicate with the concern department it should be Government or Non-Government. And this process can be in the mode of through ON-LONE (mail) or OFF – LINE (by post).

  Grievances if any shall be addressed by the Grievance Redressal of the concern department.

- Timeline for Redressal

  Student Grievance Redressal Policy for Students provides a structured mechanism to address and resolve student grievances within educational institutions.

  This encourages the resolution of grievances within a specified timeframe, typically 10 to 15 days from the date of submission, depending on the complexity of the issue.

11. Roles and Responsibilities

- Roles of:
  - Scholarship Coordinator

    The college scholarship department maintains open lines of communication with scholarship recipients, providing them with regular updates, information, and support. The scholarship coordinator addresses any queries or concerns related to the scholarship promptly and provide guidance to students throughout the application and disbursement process.

  - HODs and Faculty Advisors

    Faculty members guide students in identifying suitable scholarships, understanding eligibility criteria, and preparing compelling applications. Some faculty members act as mentors to students, offering guidance on academic and career paths, and helping them build the necessary skills and knowledge for scholarship success. They are responsible for assessing student performance through exams, assignments, and projects, which can be a factor in scholarship decisions.

    HODs and Faculties are guiding students in applying for scholarships, promoting academic excellence that makes students eligible for scholarships, and contributing to the research and development that enhances the college's reputation and attracts scholarship opportunities.

  - Accounts Department

    The details of the scholarship shall be accounted periodically and duly audited. The scholarship directly credited to students account form the concerned department. Once they paid the fees then accounts department will issue the receipt for the same.

  - Principal/Management

    In our Institution our principal encourages students to apply for scholarships and actively participate in scholarship programs. They review recommendations from scholarship committees and make final decisions on scholarship awards.

    The principal ensures that all scholarship-related activities comply with relevant regulations and guidelines.

Our principal around the strategic oversight, policy implementation, and ensuring the effective functioning of the scholarship process in scholarship department in our institution

12. Policy Review and Updates

- Frequency of Review (Annual/Biennial)

Our college conduct frequency of review for scholarship policies in each year. This allows them to quickly adapt to changes in student demographics, financial needs, and institutional priorities. It can provide a more comprehensive assessment, allowing for a deeper analysis of long-term trends and program impact.

The review process aims to ensure that the scholarship policy is effective in attracting and supporting deserving students, that the criteria for awarding scholarships are fair and equitable, and that the program is aligned with the college's overall mission and strategic goals.

- Procedure for Amendments
- Authority Responsible for Policy Changes

The scholarship committee is generally responsible for reviewing and updating scholarship policies within a college, with final approval often resting with the Principal or a higher authority.

The committee reviews the current scholarship policy, considering factors like student performance, financial need, and the overall goals of the institution. They may also explore new scholarship opportunities and funding sources.

While the committee proposes changes, the final decision on updating the scholarship policy usually rests with the college's leadership. This could be the Principal, or a designated academic committee.