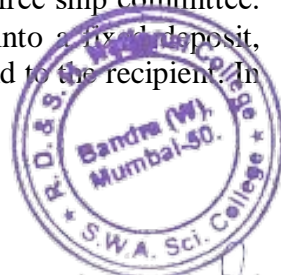




## **Policy document of the HEI for award of scholarship and freeships.**

**The following is the institutional policy for providing financial assistance to students of the College of modest financial means /merit who do the qualify for Government Schemes**

1. The Institute has constituted a **Scholarship and fee concession committee** that recommends students who deserve free ship during the academic year. The Committee makes a budget provision for the same every year. The Committee also maintains all the records relating to the same.
2. There are several means of warding fee concession to students (a) Concession from the Management (b) Scholarships for Meritorious students (c) Educational Scholarships from trusts and private individuals (d) Scholarships from Donors
3. **Concession from the Management:** Students who cannot afford to pay their fees apply for the concession in fees along with the reason for concession. The application is forwarded to the fee concession committee which follows a due process of eligibility and recommends on a case-to-case basis to the Head of the Institution the percentage of fees to be waived. The ward receives the concession in fees as sanctioned by the Management. The Management also awards **fifty percent** waiver in fees to the children of the staff members and support staff, who are admitted in our institution.
4. **Scholarship for Meritorious Students:** The Institute also rewards students who are rank holders in their class. Each year the Examination Committee identifies rank holders across all programmes and forwards the list of rank holders to the Scholarship Committee. The top three rankers in the final year and the course toppers during each year are awarded scholarship by the Institute.
5. **Educational Scholarships from trusts and private individuals:** Certain philanthropists including members of the HSNCB, in their individual capacities have assisted students who are from economically poor background but academically strong. The fee concession committee recommends these students to the principal. The principal approves this educational scholarship. The College provides a letter of appreciation to private individuals for supporting our student's education.
6. **Scholarships from Donors:** The Institute has been connecting well-wishers and alumni to institute scholarships and free ships for students in financial need, who do not qualify for Government schemes due to various reasons. The eligibility is decided by the donor at the time of establishing the scholarship. The selection of the student is done in keeping with the donor's wishes and the eligibility is verified by the free ship committee. The donor may decide on the primary amount which is deposited into a fixed deposit, from where the yearly interest serves as a yearly scholarship to be paid to the recipient. In some case the donor may release the scholarship amount annually.



Criterion 5: Student Support

Metric 5.1.1.1: Policy Document of the HEI for award of Scholarships and Freeships

*Signature*