

MES ASMABI COLLEGE
P.VEMBALLUR



SCHOLARSHIP POLICY



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SCHOLARSHIP POLICY - RULES & GUIDELINES

MES Asmabi College has evolved a scholarship policy for the students detailing the rules and guidelines to be followed from the inception of the institution.

The institution considers award of scholarship based on merit and reservation policy of the government applicable to the enrolled students. The policy considers award of scholarship and/or adjustment toward the tuition fee to a meritorious student in each discipline per academic year. However, other financial support is also considered depending on the availability of sponsored funds and the governmental guidelines. The selection procedure involves application by the meritorious students and consideration of partial tuition waiver to deserving students with special skill sets (Example - Sports, Artist, Defense, differently abled category, culturally oriented any other special skills etc.). The scholarship committee instituted by the university shall be authorized to scrutinize the application and recommend eligible candidate names for the award of scholarship and or any other financial support as applicable. The principal shall be the final authority to approve the award of the scholarship.

Scholarship Committee and Selection Procedure

All scholarship applications received shall be scrutinized based on defined criteria by the scholarship selection committee. The scholarship selection committee matrix includes scholarship liaison officer, HoDs, PTA secretary, Alumni Association Coordinator, College management committee secretary and principal (academics and Planning). The scholarship committee also has additional responsibility to explore available funds. The committee ensures an equitable distribution of scholarships based on merit and program promotion, without compromising the competitive merit and qualifications of the eligible candidate.

The scholarship committee shall develop a repository of open scholarships and institutions who consider award of scholarship to meritorious students, procedures to attract students with scholarship grants from other agencies/NGOs and, encourages students to apply for competitive scholarships/need based/merit based /governmental scholarships and enables students to secure scholarships from corporate donors, foundations, philanthropists and willing non-governmental bodies. Applications are thoroughly scrutinized and shortlisted under various categories. The finalization of names is at the sole discretion of the committee members who take unbiased decisions. Students who are found ineligible for the award on various factors are not considered for the same. Award of scholarship also depends on availability of funds during that particular academic year.

Eligibility Criteria

The eligibility to qualify for scholarship varies on the nature of scholarship which could be merit, merit cum means, reservation, government eligibility criteria and many more. The guidelines for eligibility as decided by the governmental scholarships /non-governmental bodies/committee and approved by the principal will be indicated clearly on the application form.

While awarding the scholarship, several other indicators are also considered that may include previous academic scholarship award, excellence in extracurricular activities, and financial hardship of meritorious candidates as identified in the application form.

All eligible students are required to submit the scholarship application form well within the stipulated time. The selection committee may request for additional information and documents as deemed appropriate. This may include scholarly activities of the applicant like participation in various activities which are pointers towards academic excellence. However, recommendations by competent authorities may also be considered in a few deserving cases. It is the responsibility of the student to submit all documents along with application for consideration. Incomplete or inadequate information will render the application rejected.

Award Notification

The committee meets once the application formality is completed and scrutinises the applications received in that particular academic year. The consideration may be based on merit, merit cum means, and eligibility as per government rules, special talents, sports and the like.

The scholarship award clearly mentions the amount, type of scholarship (partial/full/tuition fee waiver for specific period/special categories), duration and terms of reference for renewal and termination of scholarship. The awardee is communicated the same and is advised to go through the terms and conditions to avail the scholarship. The clause makes it clear that the facility may be withdrawn by the University at any time if the candidate is found ineligible for the same.

International Students

Provide financial advance to international students coming through ICCR scholarship.

Renewal of Scholarship

The Selection Committee makes careful semester-wise assessment of students in terms of academics as well as adherence to institutions code of conduct while considering renewal of the 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 institution.

Scholarship Progression and Character

The awardee has to maintain strict adherence to the rules and regulations of the institution 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 facility.

Tuition Fee Waiver

The Management of the institution as a mandate of its philanthropic initiatives has provided the facility of fee waiver for meritorious and deserving students in each academic year. The number of awardees and the amount so disbursed may vary from year to year. The percentage of waiver also varies and depends on various factors as decided by the management from time to time.

Endowment Scholarships

Endowment scholarships shall be instituted in the name of the Donors/ philanthropist/ family donations and the like. However, these scholarships depend on various factors like availability of funds, donors and the like. The committee also provides inputs to host the scholarship details on the university website, promotes the scholarship ethics and excellence, and develops effective application protocols and selection process.

Scholarship and Financial Support Categories

Number of scholarships and or tuition waivers to be considered in an academic year is subject to change considering the availability of funds, merits of enrolled student/s, need based consideration of financial support in the form of tuition fee waiver as per the University guidelines. Following are guidelines, subject to change, set by the institution to consider award of scholarship and or any other forms of financial support;

- Only one scholarship for the student in a particular academic year subject to renewal if all conditions are fulfilled.
- The validity is at the sole discretion of the committee.
- Tuition fee waiver shall be considered on a case-by-case basis for each program.
- The competent authority decides the mode of redeeming the scholarship amount.

- All records of the awardee with respect to academics and behavior are thoroughly examined prior to renewal
- All the eligible student/s has to apply for the scholarship using application forms after completion of the enrolment and/or at the time of enrolment. Scholarship applications received after the due date shall not be considered for the scholarship award selection process.
- The scholarship amount allotted for each program is on the basis of a financial balance sheet available with the scholarship selection committee. The financial status database for each academic year shall be maintained by the selection committee. Likewise, tuition fee waiver and other financial support shall be considered as per the recommendation of the scholarship selection committee.
- The list of prospective awardee list shall be created based on the overall score (in the qualifying exam, certificate programs, Participation social responsibility activities, any special recognitions, and Extracurricular Skills of the applicant.
- Any scholarship awardee who discontinued the studies has to repay the fee of completed semesters in complete and or return the scholarship amount paid as per the scholarship guidelines of the institution.
- Scholarship awardee has to maintain satisfactory performance in all the semester with no backlog and maintains a model code of conduct.
- Scholarship application form is subject to change, as deemed appropriate, to include the refined criterion to enable effective selection process.