

## Scholarship and Freeship Policy

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## SCHOLARSHIP AND FREESHIP POLICY

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## SCHOLARSHIP AND FREESHIP POLICY

### 1. PURPOSE

The learners' in the institution come from diverse backgrounds and socio-economic strata. The learners' academic achievements have to be recognized in order to empower and enable them as achievers. One of the reasons for non-enrolment to a program or discontinuation of education is to the weak economic background.

The institution follows the approach of inclusivity and offers Scholarship and Free ship to students so that education is accessed by all. For the institution it is a means of contributing to the community at large and not limiting education due to a lack of income. The policy document acts as an outline for the effective distribution of Scholarships and Free ships deserving students with transparency.

### 2. SCOPE

The policy applies, in general to the institution students by extending scholarship and Freeship assistance to fill the financial gap. This support instils sense of belongingness and motivates the students' in their educational journey.

### 3. POLICY STATEMENT

The institution with the support e Management and various scholarship awarding bodies would extend the access to Scholarship and Free ship to students by fulfilling the required eligibility norms

1. The institution will offer Merit Scholarship to students who secure 90% and above in the qualifying examinations and join our Undergraduate programs
2. The scholarship will consist of a Certificate of Appreciation and a cash award of Rs. 10,000 for the first year of Undergraduate program
3. The institution will extend Freeship to students securing more than 95% in the qualifying examinations and join our Undergraduate programs.
4. The Freeship will consist of a Certificate of Appreciation and complete fee waiver for the first year of Undergraduate program.
5. The institution will extend administrative support to apply for Scholarships and Freeships with various Government bodies and philanthropic institutions
6. The institution will network with the Alumni through the Alumni Association to give Alumni Merit Scholarship.
7. The institution will strive to create scholarships and Freeship opportunities through various stakeholders viz., Recruiters and the local community.

8. The institution will maintain a record of the benefactors and beneficiaries financial support schemes.
9. The beneficiaries will be identified by the Head of Institution Office, office Assistant, Class teacher and Class Mentors. Based on the interaction and verification of relevant documents by the Administrative Office the beneficiaries list will be finalized.
10. The institution will maintain documentation of all the Scholarships and Freeships extended by the various stakeholders.
11. The institution will have a monitoring mechanism for effective communication and disbursement of the fund.
12. The college will provide Academic Scholarship wherever required with an objective of leaving no learner behind in the learning process.

#### **4. RESPONSIBILITIES:**

##### **4.1 Compliance, monitoring and review**

- The Head of the Institution and the Administrative Office will take the responsibility of getting approvals from the Management.
- The Head of the Institution will be responsible for extending support in executing the initiative.
- The Office Assistant. Administrative Office will be responsible in identifying and communicating to the eligible students' and disbursement of the funds.
- The Head of the Institution and Administrative Office will be responsible for ensuring transparency in the complete process of Scholarship and free
- A committee comprising a member of the Management, the Head of Institution. Administrative Office will be responsible for reviewing the policy every two years. The objective will be to review and evaluate the existing financial support and ascertain improvement areas for enhancing the financial support mechanism.

##### **4.2 Reporting**

1. The Head of the Institution will present a report of the schemes at the Governing Council meeting (once in three months).
2. The Administrative Office will submit a report of the overall financial support schemes extended with the benefactor and beneficiary details.

##### **4.3 Records Management**

- The Administrative Office will submit the semester wise report (hard and soft copy) to the IQAC every academic year.
- The detailed documents relating to the financial support schemes have to be maintained (hard and soft copy) by the Administrative Office and share it with the IQAC.

#### 5. Related legislation and documents:

- Relevant approval documents from the Management and other benefactor bodies will have to be documented.
- Relevant Circular numbers to be added.

#### 6. FEEDBACK

College staff, students, benefactors, beneficiaries, government bodies and other relevant stakeholders.

#### APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Board of Management
Advisory Committee to Approval Authority	Principal and IQAC Co-ordinator
Administrator	Administrative Office
Next Review Date:	5 years from date of approval

Approval and Amendment History	Details
Original Approval Date	12/07/2019



PRINCIPAL

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SESHADRIPURAM EDUCATIONAL TRUST