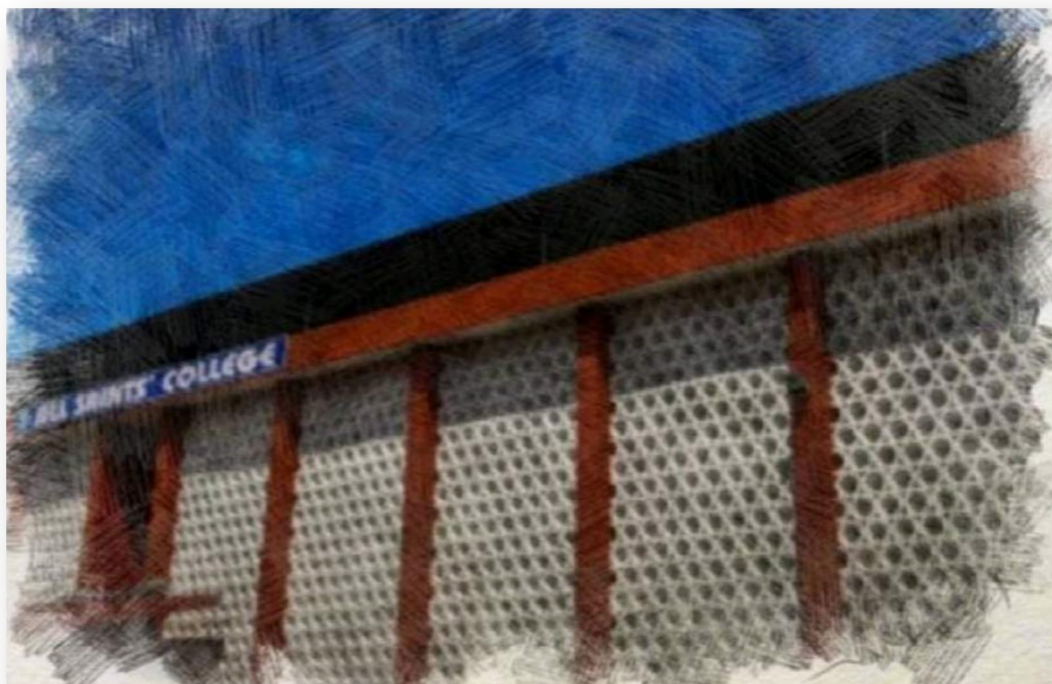




POLICY DOCUMENT



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM-695007

Re-accredited with 'A' Grade by NAAC

www.allsaintscollege.ac.in, allsaintscollegeasc@gmail.com



POLICY NAME		SCHOLARSHIPS, FREESHIPS, ENDOWMENTS AND AWARDS PROVIDED BY THE INSTITUTION POLICY AND PROCEDURES FOR SCHOLARSHIP AWARDS			
APPLIES TO					
FACULTY		STUDENTS		NON-TEACHING STAFF	
PARENT/GUARDIAN		VISITORS		MANAGEMENT	

All Saints' College, Thiruvananthapuram adheres to certain rules and standard administrative procedures for awarding scholarships to deserving students. Consistent with these rules and procedures the institution has established a written award procedure, uses a committee to select scholarship recipients, has a formal application process, has mechanisms for reconciling scholarship accounts and balances, and complies with records retention requirements in accordance with the University Records Retention schedule.

College Scholarship Committee

The College Scholarship Committee (CSC) is responsible for reviewing all scholarship applications and selecting recipients using the award procedure described below (refer "Award Procedure" below). The CSC consists of Manager, Principal, Director, Councillor for Education, Vice- Principal, Staff Advisor, heads of departments, and the IQAC Co-ordinator. The Principal approves the members of the CSC each year. The CSC is committed to following the expectations of award agreements between donors and the College and uses scholarship resources to recognize and encourage, in a fair, equitable and competitive manner, academic and co-curricular achievements of students enrolled in various programmes.

Award Procedure

The Institution offers several scholarships to students enrolled in all programs. These scholarships are supported by the PTA, generous private (present and retired teaching faculty, parents, alumni) and corporate donors, many of whom have established an endowed scholarship account with the institution. Students may see all scholarships offered each year here on the College website.

1. Student notification



At the appropriate time, the students are notified of available scholarships in writing using email. Information in this email includes the name of the scholarship, number of awards, award amount, and eligibility and application requirements.

2. Scholarship accounts

The section of Finance and Administration (F&A) at the office of the college is responsible for all accounting and reconciliation of scholarship accounts. Periodic reports are reviewed and approved by the IQAC Co-ordinator, Dean for Student Affairs and Staff Advisor.

3. Number of awards and award amount

The amount awarded for each scholarship is determined using the award agreement established between the College and the donor. Amounts range from Rs. 300 to Rs. 5000.

The number of awards may vary from year to year and depends on, in many cases, the interest accrued in the scholarship account (if it is an endowed scholarship) and the award agreement between the College and the donor.

The number of awards and award amount are communicated to students as described under “Student notification” above.

4. Scholarship eligibility requirements

The eligibility requirements for each scholarship are established in the award agreement between the College and the donor. When each scholarship is announced, the requirements are communicated to students as described above. In general, a scholarship may specify a minimum CGPA, academic proficiency and achievement, co-curricular, extra-curricular and sports achievements, community service, financial need, nature of outstanding contribution or other criteria as specified by the donor.

5. Application requirements

Scholarship applications are sent to the appropriate student groups as the scholarships become available. Any additional materials required are enumerated via email communication containing the application and due date for submission. These may include documentation of proof that the applicant has secured the CGPA specified, ranks, selection to University or National teams (in case of sports scholarships), winner certificates at State or National Youth Festivals and similar events of recommendation from the Head of the Department.



6. Applications

All applications and supporting materials are compiled by the college office under the supervision of the IQAC Co-ordinator who ensures that the application is complete. Complete applications are forwarded to the CSC, along with the eligibility and application requirements.

7. Application review

The CSC reviews applications for each available scholarship using the eligibility and application requirements established in the award agreement. In general, the CSC establishes an award matrix for each scholarship that lists each requirement and the name of each applicant. Applicants who meet the eligibility (e.g., student in good academic standing, those deserving of financial aid) and application requirements (e.g., letter of recommendation, proof of rank or wins at sports or cultural events) are further considered by the Committee. If considered further, CSC members assign a certain number of points up to a maximum determined for each scholarship requirement listed in the rubric. Points are then added and qualified applicants are ranked accordingly. When a decision is made, the Staff Advisor communicates the results with the College community and Scholarships & Financial Administration Section.

- The IQAC Co-ordinator and/or Staff Advisor facilitates the review of applications by the CSC by providing information pertaining to scholarship eligibility requirements (eg., CGPA, academic performance, other contributions or achievements, etc.).
- The IQAC Co-ordinator and/or Staff Advisor communicates all available scholarships to the CSC at an appropriate time.
- The Chair of the CSC (Principal) keeps a record of and schedules all meetings.
- The IQAC Co-ordinator provides a list of each scholarship and each scholarship recipient to Scholarships & Financial Aid at the appropriate time.
- The IQAC Co-ordinator and the staff of finance and administration section of the college office post the scholarship award to the appropriate software to feed into the university information system to facilitate award disbursement to scholarship recipients. They shall be responsible for scholarship account accounting and reconciliation.
- The Finance and Administration section retains all scholarship materials, supporting data, and Scholarship Committee minutes as required by the including number of applications,



awards offered, amount (in rupees) for the award period, awards accepted and the list of CSC members.

8. Scholarship awards

The IQAC Co-ordinator and/or Staff Advisor notifies the selected applicants in writing via email to receive scholarships by the CSC. This notification provides information about the award and the award amount. An award letter that indicates the name of the scholarship, the amount awarded with the duration of the scholarship, and whether it is renewable is provided to the student either attached to the email or delivered to the student in person. If the scholarship is renewable, the criteria and procedure for renewing the scholarship is included as well.

9. Scholarship disbursement

Students awarded the scholarships receive a single disbursement for the entire amount at the end of each academic year, unless otherwise notified.

10. Tuition Fee Reimbursement

Students with excellent academic performance may be eligible for a tuition waiver or reimbursement. Those interested in applying for this are encouraged to contact the respective departments.

11. Internet Fees

Students who require financial aid for internet expenses are required to give a written application to the Head of the Department. After discussion with faculty members the list of students is presented to the College Council (Principal, Vice- Principal, Staff Secretary, Staff Advisor, Dean of Academics, IQAC Co-ordinator and/or Staff Advisor and Heads of all Departments) who forwards it to the Management for approval.

12. Study Expenses

Students who require financial help to meet study expenses are required to give a written application to the Head of the Department. After discussion with faculty members the list of students is presented to the College Council (Principal, Vice- Principal, Staff Secretary, Staff



Advisor, Dean of Academics, IQAC Co-ordinator and/or Staff Advisor and Heads of all Departments) who forwards it to the Management for approval.

Note: The amount of cash incentive can be revised by the authorities concerned from time to time. The policy and procedures for scholarship awards/funds are reviewed periodically by the Management and are subject to change.