DOCUMENT INDEXING - INTEGRATED POLICY		
Title: Scholarship Policy		
Description: This scholarship policy paves the way for diverse talents to flourish, embodying our dedication to accessible, inclusive, and transformative education for a brighter future.		
UDIN	AMJ/POL/ACP/SCP/2024/30/VER-3	
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Review Cycle	One year	
Policy Population	All students	
Policy Implementing Department	Management Office	
Proposer & Drafter	Ms. Vatchala Ashokan, Criterion 5 Manager	
Drafter(s)	Ms. Meghala, HRD & Mr. Pirama Nayagam, HRD	
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INSTITUTIONAL POLICY SCRUTINY COMMITTEE (IPSC) - IP		
Designation	**Name**	**Signature**
Director	Dr. N. Venkataramanan	
Vice-Principal	Dr. S. Ananthakrishnan	
Dean (SF)	Dr. M.M. Ramya	
Coordinator, IQAC	Dr. V. S. Murali	
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Deputy Dean (SF)	Dr. R. Surekha	
Chief Manager (SF)	Mrs. Sangeetha Rajappa	
AUTHORIZATION AND APPROVAL		
Principal	Dr. B. Mahavir	
Management Committee Member	Shri. Pannalal Chordia	
Secretary/Associate Secretary	Sri. Udhan Kumar Chordia/ Sri. Hemant P Chordia	
Policy Approval Date	22-05-2024	

AMC POLICY

SCHOLARSHIP POLICY

I. Background

The scholarship policy of Agurchand Manmull Jain College is crafted to dismantle financial barriers, enabling passionate learners from all walks of life to pursue their academic dreams, by investing in the potential of our students.

II. Objectives

Agurchand Manmull Jain College considers award of scholarship based on **"MERIT and MEANS"** of the enrolled students. The policy considers award of scholarship and/or adjustment toward tuition fee to a meritorious student in each discipline per semester. However, other financial support is also considered depending on the availability of sponsored funds and the governmental guidelines.

1. It helps student gain access to education
2. Helps students providing financial support to complete education
3. To pursue their academic goals through education and training towards the overall development
4. To prepare themselves for the employment opportunities to lead a quality life.

III. Scope:

1. Scholarship policy of Agurchand Manmull Jain College serves as a keystone for promoting inclusivity and diversity within its halls, ensuring that financial constraints does not hinder the brightest minds from accessing quality education.

2. It underlines this institution's commitment in nurturing talent across socioeconomic backgrounds, thereby enriching the academic and cultural fabric of the campus community.

IV. Definitions for the present policy document:

1. Scholarship:

A Scholarship is a financial award granted to students based on academic excellence, extracurricular achievements, or other criteria and eligibility conditions as set by the institution. Scholarships are intended to support students' educational expenses and do not require repayment.

2. **Freeship:** A Freeship is a financial assistance that covers the full or partial tuition fees of a student. It is typically offered by the management to all the students of the self-financing stream as a financial support.

AMJC POLICY

SCHOLARSHIP POLICY

3. Fee Waiver:

A Fee Waiver is a reduction or complete exemption from paying certain fees, such as tuition, examination, or admission fees, for eligible students. Fee waivers are usually granted based on financial need, merit, or other qualifying conditions established by the management.

V. Process

1. This process is applicable to apply for any form of scholarship that is provided by the management.
2. The process begins with the dissemination of circular from the Dean's Office to the students through appropriate channel for every semester.
3. Students requiring any type of scholarship may approach their class teachers for the same.
4. Class teachers will collect the required scholarship forms from the shift II office and distribute the scholarship to the students.
5. Students should submit the completed forms along with necessary enclosures with Shift II office within time period mentioned in the circular.
6. Shift II office will check for the fee due from the student and make respective entry in the form and forward it to the Dean's office for first level of approval.
7. Dean's office will check for the eligibility of the students according to the given criteria, deemed fit. The forms will be sent to Deputy Dean for the initial level of approval.
8. The forms will be sent to shift II office for distributing the approved forms to the students.
9. Students will submit their individual forms to the management office, after its ensuring accuracy prescribed application fee of RS.50/- will be collected from the students.
10. The forms will be submitted to the Chief Manager, Management office for the next level of approval.
11. After the approval of the Chief Manager the forms will be sent to the Management for the final approval and recommendations.

AMJC POLICY

SCHOLARSHIP POLICY

12. After the approval of the Management a consolidated statement will be prepared by the Management office with all the financials involved.
13. Consolidated statement will be shared to the accounts department for making the relevant entry.
14. This consolidated statement will be shared with the Shift II office and they will make the corresponding credit entry in the student's fee account according to the approved scholarship.
15. These forms will be retained by the management office for record purposes.

VI. Scholarship Selection Committee

All scholarship applications received shall be scrutinized based on defined criteria by the scholarship selection committee. The scholarship selection committee matrix includes Class In charge, Facilitator, Mentor, Deputy Dean, Dean, Chief Manager and Management Committee Member.

1. The scholarship committee also has additional responsibility to explore available funds. An equitable distribution of scholarship is ensured by the committee based on merit/s and promotion of a program, not compromising on the competitive merit and qualifications of the eligible candidate.
2. 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.
3. 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.
4. Award of scholarship also depends on availability of funds during that semester.
5. Students who are found ineligible for the award on various factors are not considered for the same.

AMJC POLICY

SCHOLARSHIP POLICY

VII. Types of scholarships

Agurchand Manmull Jain College is awarding the following scholarships:

a. Management scholarship
b. Staff Concession
c. Jain scholarship
d. Sports scholarship

VIII. Eligibility, Coverage

a. Management scholarship:

Eligibility Criteria

1. Should have maintained the **minimum attendance percentage as specified by the college with NIL Arrears,** in the previous semester
2. Academic performance in the preceding years.
3. Annual Income of parent/ Guardian.

Coverage: All student who meet the eligibility criteria can avail the following concessions.

i. 50% of Total fee waiver for alumni student.
ii. May get maximum 100% concessions based on the eligibility.

b. Staff Concession:

i. Eligibility Criteria

1. The student must be Son / Daughter of the staff of AMJ Group of Institutions.
2. Should have maintained the minimum attendance percentage as specified by the college.
3. Academic performance in the preceding academic years.
4. The staff who is working and having completed one year of service with the AMJ Group of Institutions.

ii. Coverage: The Son / Daughter of the staff of AMJ Group of Institutions can avail

1. 100% tuition fee waiver.
2. All other fee is to be paid.

iii. Procedure to apply:

AMJC POLICY

SCHOLARSHIP POLICY

1. Application Form to be obtained from the management office by paying Rs.50/-.
2. It is the responsibility of the student to submit all documents along with application for consideration.
3. Incomplete or inadequate information will render the application rejected.
4. The Copy of the Staff ID Card to be attached with Application Form.

c. JAIN Scholarship:

i. Eligibility Criteria - Only Jain students are eligible for this scholarship, based on attendance, academic performance.

ii. Coverage: Eligible Jain Students will pay Rs.10,000/- per year out of total fees.

d. Sports scholarship

i. Eligibility Criteria - Sport achievers are eligible for this scholarship

- Coverage - Based on the achievement made by the student a scholarship ranging from Rs.5000/- to 100% Scholarship will be provided

IX. Selection Procedure:

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.

1. All eligible students are required to submit the scholarship application form well within the stipulated time.
2. The selection committee may request for additional information and documents as deemed appropriate.
3. 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.

X. Award Notification: The committee meets once the application formality is completed and scrutinizes the applications received in that semester. The

AMC POLICY

consideration may be based on merit, merit cum means, and eligibility as per government rules, special talents, sports and the like.

1. 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.
2. As a matter of policy, the student can avail any one scholarship in a semester, that is offered by the management of Agurchand Manmull Jain College.
3. The clause makes it clear that the facility may be withdrawn by the institution at any time if the candidate is found ineligible for the same.

XI. **Renewal of Scholarship**

1. The Selection Committee makes careful semester-wise assessment of students in terms of academics as well as adherence to institution's code of conduct. While considering renewal of the scholarship.
2. A new application form needs to be submitted by the student for each semester, to renew his/her the scholarship along with the necessary enclosures to the office within the given period.
3. 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.

AMJC POLICY

XII. Scholarship Progression and Character:

The awardee must 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 misbehaviour entertains disciplinary action and withdrawal of the facility. It goes without saying that the College considers its student as a brand ambassador and expects exceptional behaviour. 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 POLICY

XIII. Scholarship and Financial Support Categories:

Number of scholarship and or tuition waiver to be considered in a semester is subjected 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 following college guidelines.

1. Only one scholarship for the student in a particular semester subject to renewal if all conditions are fulfilled. The validity is at the sole discretion of the committee.
2. Tuition fee waiver shall be considered on a case-by-case basis for each program.
3. The competent authority decides the mode of redeeming the scholarship amount.
4. All records of the awardee with respect to academics and behaviour are thoroughly examined prior to renewal.
5. Scholarship applications received after the due date shall not be considered for the scholarship award selection process.
6. The scholarship amount allotted for each program is based on 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.
7. The list of prospective awardees shall be created based on the overall score (in the qualifying exam, summer school certificates, Special topical training, Participation social responsibility activities, any special recognitions, and Extracurricular Skills of the applicant.
8. Any scholarship awardee who discontinued the studies must repay the fee of completed semesters in complete and or return the scholarship amount paid as per the scholarship guidelines of the college.
9. Scholarship awardee must maintain satisfactory performance in all the semester with no backlog and maintains a model code of conduct.
10. College shall have the right to utilize the scholarship awardee for promotional activities and the awardee shall be ambassador of the university.

AMJC POLICY

SCHOLARSHIP POLICY

11. Scholarship application form is subject to change, as deemed appropriate, to include the refined criterion to enable effective selection process.
12. No student is allowed to hold more than one scholarship at a time, irrespective of type and amount of scholarship and or study support donations.

The college also aids eligible students to apply for Government scholarships as mandated by the competent authorities from time to time.

XIV. Terms and Conditions:

The scholarship will be given on the following terms and conditions:

1. The student needs to pay the provisional admission fee on or before the last date so notified. Semester wise scholarships are given subject to fulfilment of eligibility criteria
2. The scholarship for remaining semesters will be given if the student clears the subsequent exams with no backlog and satisfies all the other conditions as set out in the policy.
3. ***All the scholarships awarded by the college are subject to the approval of the committee and the competent authority. The decision of the management is final.***

AMJC POLICY

XV. Policy Population:

This policy is intended and applicable to all the students of Agurchand Manmull Jain College

XVI. Review Cycle:

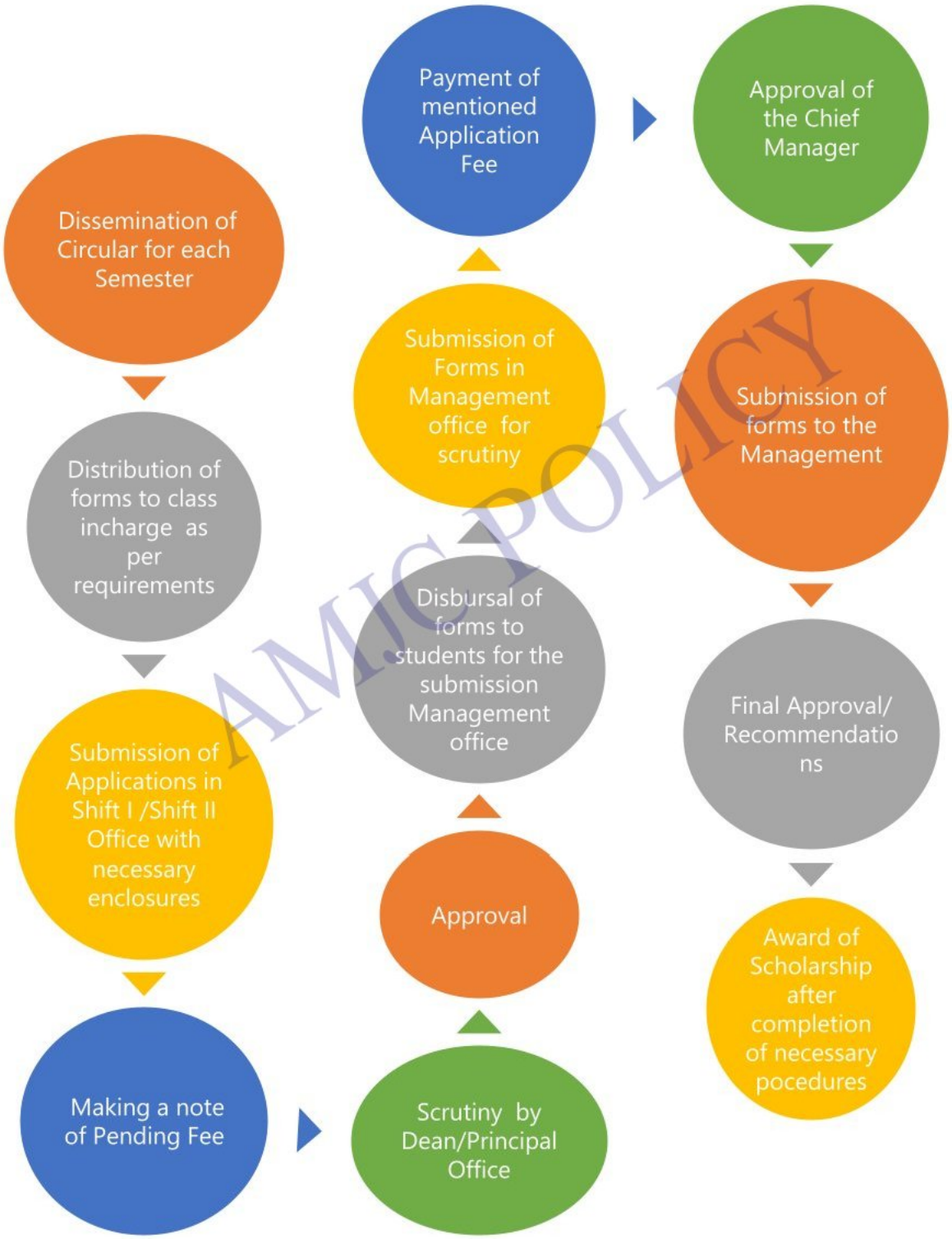
This policy will be reviewed every Two years

XVII. Conclusion:

Agurchand Manmull Jain College offer scholarships to assist those who choose to receive them and are in financial need. These scholarships would bridge financial gap to provide a career to ambitious and deserving students in today's competitive education eco system, culture, and costly commodities.

SCHOLARSHIP POLICY

SOP - Scholarship Policy



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