



KARPAGA VINAYAGA
COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

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Institutional Scholarship
Policy Manual

Institutional Scholarship Policy – Karpaga Vinayaga College of Engineering and Technology

Preamble:

The Institute considers award of scholarship based on provable merit of the enrolled students. The policy considers award of one scholarship and/or adjustment toward tuition fee and/or tuition fee waiver to a meritorious student in each discipline per academic year. However, other financial support is also considered depending on the availability of sponsored funds. The selection procedure involves application by the enrolled meritorious students and consideration of partial tuition fee waiver to deserving students with special skill sets (Example-Cut-off standards, Ex-Defense, Serving in Defense, Differently abled, Single parent, Tribal, Farmers, Institution Employees etc.).

A scholarship committee constituted by the Trust Governance shall be authoritative to scrutinize the applications and recommend eligible candidates for the award of scholarship and/or tuition waiver as applicable. The Principal shall recommend and forward list of eligible candidates for the final approval to the Trustees for award of the scholarship.

SCHOLARSHIP COMMITTEE AND SELECTION PROCEDURE:

All scholarship applications received shall be scrutinized based on merit criterion defined by the scholarship selection committee. The scholarship selection committee matrix includes Principal, Dean/HoDs, and two faculty members.

The committee shall be approved by the competent authority of the Governing Board. The scholarship committee also has additional responsibility to mobilize and obtain funds from donors to build endowments. 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. The scholarship committee shall develop repository of open scholarships and institutions who consider award of scholarship to meritorious students, procedures to attract students with scholarship grants from other agencies, encouraging students to apply for competitive scholarships, and enables students to secure scholarships from corporate donors, foundations, philanthropists etc.

Meritorious student/s enrolled in each department is eligible to process the application as per the levied guidelines. Number of scholarship to be awarded during each academic year is at the discretion of the committee. If no candidate is found suitable for consideration of award, no award shall be recommended in an academic year. The scholarship is awarded depending on the availability of endowment funds and annual budget allocation towards scholarship, hence, award amount of

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scholarship may vary. In certain cases, scholarship award amount is considered as per the donor agreement.

Eligibility criterion for scholarships has a philosophy of attracting and recruiting meritorious students in each academic year under various academic programs and to build the tradition of excellence in awarding a student with meritorious academic track record and to pursue studies at our Institution. The guidelines for the consideration shall be cumulative score obtained by the enrolled student in an academic year. The eligibility guidelines shall be indicated in the application form. The student has to satisfy the entire criterion indicated in the 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 candidate as identified in the application form.

All eligible students are required to submit the scholarship application form on or before the specified date. The selection committee may request for proofs as deemed appropriate. It is the responsibility of the student to submit all documents along with application for consideration. Incomplete application will not be processed and shall be rejected with no explanation.

AWARD NOTIFICATION:

The scholarship committee shall communicate to the selected candidates and maintain a database of all the awarded candidates and their academic progression in specific format. 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. Students have to sign the scholarship acceptance letter before the last date. No student shall be allowed to avail more than one scholarship at any point of academic period. The award clearly explains to the awardees the necessary rules and regulations of the award.

The Institution shall enable them to process application following necessary university guidelines. However, the award of the Scholarship/tuition waiver and/or financial support considerations shall be at the discretion of the scholarship committee.

RENEWAL OF SCHOLARSHIP:

Selection Committee makes semester-wise assessment of student progress while considering renewal of the scholarship. Review of renewal application is as per the agreement signed at the time of award of scholarship.

Scholarship committee shall set evaluation criterion for the renewal or cessation of scholarship with clear definition on renewal conditions. Students awarded scholarship should maintain good grades with no backlog in each semester and also in an academic year. The decision on renewal of scholarship by the committee shall be communicated to student. As an alternative the award of scholarship may be offered to other students in case any awardee loses his eligibility to avail the scholarship, the committee also invites eligible meritorious students for partial award of scholarship and/or tuition waiver for semester and/or academic year.

SCHOLARSHIP PROGRESSION CHARACTER:

Student has to maintain discipline and acceptable behaviour as per the student manual during the scholarship period. A scholarship awardee student under any disciplinary action and/or pending disciplinary action shall result in termination and/or withdrawal of the award. Student maintains satisfactory performance in studies with no backlog. Student should act as ambassador of the Institution.

SCHOLARSHIP IN TUITION FEES:

Students enrolled to a program shall be eligible for tuition fee waiver for a specific semester and/or academic year. The eligibility criterion shall be defined by the scholarship selection committee following the overall guidelines of the Institution.

ENDOWMENT SCHOLARSHIPS:

Endowment scholarships if any shall be instituted in the name of the donors/philanthropist/family donations etc. These scholarships are limited depending on the availability of sponsors and endowments.

The scholarship committee shall make necessary efforts to obtain sponsorship from

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philanthropists, corporates, goodwill foundations, donors etc.

The committee also provides inputs to host the scholarship details on the Institution's website, to promote the scholarship ethics and excellence and develop effective application protocols and selection process.

SCHOLARSHIP AND FINANCIAL SUPPORT CATEGORIES:

Number of scholarship and/or tuition waiver 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 partial contribution toward scholarship through tuition fee adjustments the as per the Institute's guidelines.

Following are guidelines, subject to change, set by the Governing Trust to consider award of scholarship and/or any other forms of financial support;

1. One scholarship award is tenable in each program in an academic year. The scholarship period shall be one year, which is renewable under satisfactory student performance.
2. The validity of the scholarship duration is pre-decided by the scholarship committee with clear definition on the applicable conditions based certain criterion on student performance in each semester.
3. Tuition fee waiver shall be considered on case-by-case basis for each program.
4. The scholarship grantee can redeem the award by way of payment towards the applicable tuition fee and/or any other fees. It has to be approved by competent authority before adjustment.
5. No cash refunds shall be allowed to the scholarship awarded students. The remainder amount shall be made available to students after examining the performance of the students and satisfactory certificate issued by the Head of the Department.
6. The amount of scholarship shall vary in each discipline in terms of permissible percentage of tuition fee waiver in an academic year, considering the viability of the scholarship amount depending upon the availability of funds.
7. The scholarship awardee shall ensure that he/she has no late fee payment record, all the applicable academic fees should be paid, no evidence of levy of late fee. The scholarship amount shall be levied to student credit only after the student has paid the remainder of amount of semester fee.
8. All the eligible student's has to apply for the scholarship using the Institute's application forms after completion of the enrolment and/or at the time of enrolment. Scholarship application received after the

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due date shall not be considered for the scholarship award selection process.

9. The scholarship amount allotment for each program is on the basis of 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 (% of tuition fee/semester) shall be considered as per the recommendation of the scholarship selection committee.

10. The list of prospective awardee list shall be created based on the overall score of 10th and +2 level, of the applicant.

11. Any scholarship awardee who discontinues 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 Institute.

12. Scholarship awardee has to maintain satisfactory performance in all the semester with no backlog and maintains model code of conduct.

13. The Institute shall have the right to utilize the scholarship awardee for promotional activities and the awardee shall be ambassador of the Institute.

14. Scholarship application form is subject to change, as deemed appropriate, to include the refined criterion to enable effective selection process. 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.

Currently, specific scholarship as in terms of tuition fee waiver instituted by the Institution is as below; Institute provides scholarship and partial financial support under following category. The scholarship will be considered by adjusting the tuition fee waiver for specific period as per the Governing Trust's guidelines.

SCHOLARSHIP BY THE INSTITUTION:

Pre requisite	Percentage in Tuition Fee
Above 180 Marks	100%
160 - 179.9 Marks	30%
140 – 169.9 Marks	20%
Farmers Scholarship	30%
Ex-servicemen Scholarship	30%
Employees of KVCET	30%
Single Parent/Orphans	30%

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SCHOLARSHIP BY THE GOVERNMENT AGENCY:

Category	Awarded to	Amount	Eligibility
PMSS	SC/ST/SCA	Upto Rs 50,000/- per year	Parents annual income less than Rs2,50,000
OC/BC/MBC	OC/BC/MBC Students	Decided by Government agency	Parents annual income less than Rs2,50,000
FG	First Graduate Students	Rs 25,000/- per year	Siblings, Parents & Grand parents should not be Graduates.
7.5 Scholarship	Students Educated from Government Schools	Decided by Government agency	Education in Tamil Medium Government schools from 6 th std to 12 th std
Pudhumaipen	Girl Students Educated from Government Schools	Rs 12,000 per year	Education in Tamil Medium Government schools from 6 th std to 12 th std

All the scholarship awarded by the Institute are subjected to approval and abided by the rules and guidelines as described above. The decision of the scholarship selection committee shall be final. All the scholarships are administered through Karpaga Vinayaga Educational Trust. No student shall be allowed to avail the scholarship/bursaries/donation etc. independently without formal scholarship application process and approval by the competent authority of the Institution. The withdrawal and cessation of the scholarship, without explanation, shall be at the discretion of the institution