

# **SCHOLARSHIPS POLICIES**

## **Policies and Procedures for the award of Scholarships**

### **Theresian Scholarship for Girls**

### **Basilus Scholarship for Boys**

#### **Introduction**

Navajyothi College as a part of encouraging the students in their academic excellence, and assist the poor students, designed to provide a scholarship named ***Theresian Scholarship for Women*** (TSW) and ***Basilus Scholarship for Boys*** (BSB) from the year 2016 onwards. The scholarship is named after St. Therese, the heavenly patron of the college and the Little Flower Congregation and Very Rev. Fr. Basilus Panattu, the founder of the Little Flower Congregation. The plan is derived from the general governing council meeting of the college management on 28<sup>th</sup> May 2016. The meeting has entrusted Fr. Sijoy Paul CST, the bursar and Vice Principal of the college to formulate the policies of the said project and submit the same for the approval. Thus the following policies are formulated.

#### **1. Scope and Intent of the Policy**

The management of the Navajyothi College, Cherupuzha, provides scholarship grant to the students of this college both undergraduate and postgraduate course to encourage them in achieving the best in the academic during their studies. The management administrates this scholarship from time to time and makes grants to individuals in recognition of achievement in the field of academics. Such awards may not be intended to finance any specific activities of the recipients and may not impose conditions on the manner in which the prizes or awards may be expended by the recipient. Grants made from this endowment shall be referred to as “Theresian Scholarships” and Basilus Scholarship. Every year, the committee may invite applicants and declare the meritorious applicants for the scholarships. This scholarship is meant for those who are from poor financial background and unable to spent a large sum of money. The scholarship will be an amount equal to the **25%** of the semester fee of the programme of study and equivalent admission fee at the time of admission.

## 2. Selection of the Grantees

Grantees are to be selected on an objective and nondiscriminatory basis upon their financial background and merit. The group from which grant recipients are selected must be scored 80% and above in the qualifying examination and the semester examinations of the Kannur University. Grant recipients are selected on the basis of their exceptional qualifications to carry out the purposes of the grant.

In connection with scholarships Navajyothi College management and staff and designated members of selection committees established for such awards shall contact relevant individuals to publicize the availability of the Navajyothi Excellence Scholarship and to solicit nominations for such awards. Candidates for such awards may take no part in the selection process.

## 3. Criteria for selection

In connection with Theresian Scholarship and Basilius Scholarship, criteria may include but are not limited to:

1. The applicant must be a student of Navajyothi college
2. The individual's current achievements in academics should be detailed in the application form.
3. Biographical information regarding an applicant's achievements, academic and other relevant experiences.
4. The management holds the right to provide the endowment upon the verification of the applications.
5. The applicant shall clear the papers in the first chance of the qualifying examinations. They shall also provide the necessary documents for supporting their plea.
6. Students who are recipients of other scholarships, concessions and free-ships from the management will not be eligible for this scholarship.
7. The applicant shall apply for the scholarship every semester provided they clear the semester above 80% in aggregate.
8. The amount of the scholarship may vary in various cases with the discretion of the management, yet it shall not be more than **40%** of the semester fee.
9. If the recipient withdraws from the programme of study before the completion, he/she is liable to return the scholarship availed.

#### **4. Grant selection committee**

1. The Navajyothi College Management will appoint the selection committee as principal/ Director as the chairman.
2. The committee shall evaluate the application and verify the data provided along with the application.
3. The committee shall forward their recommendations to the management of the college on a time stipulated for the same.

#### **5. Application and nomination process**

Applicants for the Theresian and Basilius Scholarship shall be required to submit such application forms and supporting materials as it may deem appropriate on a schedule time. The eligible applicant can apply for the scholarship soon after the publication of semester examination.

#### **6. Renewal of grants**

The renewal of the scholarship is purely based on the result of the examinations conducted by the university. The scholarship is limited only to the particular semester in which the applicant is awarded 80% and above by the university at the first chance.

#### **7. Supervision of the scholarship grants**

The awardees of the scholarship shall be guided and supervised at their continued performance of the study. They shall continue to improve their results.

#### **8. Record keeping**

The office shall keep all the records of the Navajyothi Excellence Scholarship for further references. They copy of the details shall be given to Principal and IQAC committee as well as the Bursar of the college. The records shall keep no less than 7 years from the time given to each grantee. The endowment shall be given in a public meeting. The list of the recipients shall be maintained by the Manager and Bursar.

#### **9. Conclusion**

The scholarship is designed for encouraging students to excel in their academics throughout the period of study. This scholarship policy will be in effect from the current academic year (2016-20) onwards.

Manager

Fr. Jospeh Pulinthanam

05.06.2016

