

Student Freeship & Scholarship Policy

1. Preamble

Access to higher education should not be hindered by socio-economic constraints. The institution is committed to promoting **equity, inclusion, and academic excellence** by extending financial assistance to deserving students through **Freeships and Scholarships**. This policy outlines a transparent, accountable, and inclusive framework for eligibility, application, disbursement, and monitoring of student financial aid.

2. Objectives

The objectives of the Student Freeship & Scholarship Policy are to:

- Ensure **equal access to education** for economically and socially disadvantaged students
- Reduce **dropout rates** due to financial constraints
- Encourage **meritorious students** to excel academically
- Provide transparent and time-bound **financial assistance mechanisms**
- Comply with **Government, University, and Audit requirements**

3. Scope

This policy applies to:

- All **UG and PG students** admitted through Convener quota, Management quota, and other approved categories
- Students eligible under the **Government Free Ship / Scholarship schemes**
- Institution-supported **merit-cum-means** and special category scholarships

4. Types of Freeships & Scholarships

4.1 Government Freeships / Scholarships

Provided by the Central and State Governments to eligible students belonging to:

- SC / ST / BC / EBC categories
- Minority communities
- Economically Weaker Sections (EWS)
- Divyangjan (Differently Abled) students

4.2 Institutional Freeships

- Partial or full tuition fee concession
- Based on **financial hardship, orphan status, single-parent background, or extraordinary circumstances**

4.3 Merit Scholarships

- Awarded to students with **outstanding academic performance**
- Criteria based on previous semester/year results

4.4 Special Category Scholarships

- Sports and cultural achievers
- Wards of defense personnel
- Students affected by natural calamities

5. Eligibility Criteria

A student shall be eligible based on one or more of the following:

- Valid **income certificate** as per Government norms
- Category certificate (SC/ST/BC/Minority/EWS)
- Academic merit (as prescribed by the institution)
- Regular attendance (minimum 75%, unless otherwise relaxed)
- No pending disciplinary action

6. Application Process

1. Notification

- The Scholarship Cell shall notify students at the beginning of every academic year through:
 - Website
 - Notice boards
 - Student WhatsApp / LMS platforms

2. Submission

Students apply through:

- Government portals (where applicable)
- Institutional Scholarship Application Form

3. Documents Required

- Income Certificate
- Caste / Category Certificate
- Aadhaar / Bank Account details
- Academic records
- Bonafide certificate

4. Verification

- Applications are verified by:
 - Class Mentor
 - Head of the Department
 - Scholarship Cell

7. Approval & Disbursement Mechanism

- A **Scholarship & Freeship Committee** shall scrutinise and recommend eligible applications
- Approved lists are forwarded to:
 - Government portals (for Govt. schemes)
 - Accounts Section (for Institutional support)
- Disbursement shall be:
 - Direct Benefit Transfer (DBT) to student bank accounts, or
 - Fee adjustment against tuition fees
- Timelines shall strictly adhere to the Government and University schedules

8. Monitoring & Review Mechanism

- A **Scholarship Monitoring Register / Digital Record** shall be maintained
- Periodic review of:
 - Disbursement status

- Pending applications
- Student academic progress
- Dropout and retention data of beneficiaries shall be analysed annually
- Audit compliance reports shall be submitted to IQAC

9. Grievance Redressal Mechanism

- A **Student Scholarship Grievance Committee** shall address:
 - Delays in disbursement
 - Rejection-related queries
 - Documentation issues
- Complaints may be submitted:
 - In writing
 - Through institutional email
- Resolution shall be ensured within **7–10 working days**

10. Roles & Responsibilities

Scholarship Cell

- Policy implementation and coordination
- Awareness creation and documentation

Heads of Departments

- Verification and recommendation
- Student mentoring and follow-up

Accounts Section

- Timely disbursement and financial reporting

IQAC

- Policy review, audit compliance, and best practice documentation

11. Policy Review & Amendments

- This policy shall be reviewed **once every academic year**
- Amendments may be made based on:
 - Government notifications
 - University regulations
 - Academic Audit observations

12. Conclusion

The Student Freeship & Scholarship Policy reflects the institution's commitment to **inclusive education, social justice, and academic excellence**, ensuring that financial constraints do not impede student aspirations.