



SEICOM DEGREE COLLEGE

(Affiliated to Sri Venkateswara University)

SCHOLARSHIP POLICY

Contents

1. Scholarship Policy- Rules and Guidelines.....	3
2. Scholarship Committee and Selection Procedure.....	3
3. Eligibility Criteria	3
4. Award Notification.....	4
5. Renewal of Scholarship.....	4
6. Scholarship Progression and Character	4
7. Tuition Fee Waiver.....	4
8. Endowment Scholarships	5
9. Scholarship and financial support categories.....	5

Scholarship Policy- Rules and Guidelines

SEICOM Degree College has evolved a scholarship policy for the students detailing the rules and guidelines to be followed since its inception. It considers award of scholarship based on merit and means. The policy considers award of scholarship and/or adjustment toward tuition fee to a meritorious student in each programme per academic year. The selection procedure involves filling of application by the meritorious students and consideration of partial tuition waiver to deserving students with special skill sets. The scholarship committee constituted by the institution scrutinizes the application and recommends eligible candidate to the Head of the Institution for the award of scholarship and or any other financial support as applicable. The Head of the Institution shall present the details to the governing council which approves the list of candidates recommended.

Scholarship Committee and Selection Procedure

All scholarship applications received shall be scrutinized based on defined criteria by the scholarship selection committee. The scholarship selection committee chaired by the Head of the institution shall discuss in detail the applications received. An equitable distribution of scholarship is ensured by the committee based on merit/ means, not compromising on the competitive merit and qualifications of the eligible candidates. Applications are thoroughly verified and shortlisted under various categories. The finalization of names is at the sole discretion of the committee members who take unbiased decisions. The scholarship committee also 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.

Eligibility Criteria

The eligibility to qualify for scholarship varies on the nature of scholarship which could be merit cum means. Guidelines for eligibility as decided by the committee and approved by the head of the institution will be notified to the students. 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. All eligible students are required to submit the scholarship application form well within the stipulated time. The selection committee may request for additional information and documents as deemed appropriate. 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. It is the responsibility of the student to submit all documents along with application for consideration. Incomplete or inadequate information will render the application rejected.

Award Notification

The committee meets once the application formality is completed and scrutinizes the applications received in that particular academic year. The consideration may be based on merit cum means. 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 stipulated date and time. As a matter of policy, the institution awards only one scholarship in a year to a particular student. The awardee is communicated the same and is advised to go through the terms and conditions to avail the scholarship and sign the acceptance letter. The clause makes it clear that the facility may be withdrawn by the Institution at any time if the candidate is found ineligible.

Renewal of Scholarship

The Selection Committee makes careful semester-wise assessment of students in terms of academics as well as adherence to the code of conduct of the institution. While considering renewal of the scholarship review of academic performance in the previous semesters shall be taken into account. 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 some other deserving candidate as per guidelines.

Scholarship Progression and Character

The awardee has to 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 shall demand disciplinary action and withdrawal of the facility.

Tuition Fee Waiver

The Management of the institute as a mandate of its philanthropic initiatives has provided the facility of fee waiver for meritorious and deserving students in each academic year. The number of awardees and the amount so disbursed may vary from year to year. The

percentage of waiver also varies and depends on various factors as decided by the management from time to time.

Endowment Scholarships

Endowment scholarships shall be instituted in the name of the Donors/ philanthropist/ family donations and the like. However, these scholarships depend on various factors like availability of funds, donors and the like. 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 and financial support categories

- The scholarship committee may consider only the duration of the award if it is based on the academic performance of the student.
- On a case-by-case basis, tuition fee waivers may be granted for certain programs.
- No cash refunds are allowed for scholarship awardees. The amount that is due to the student will be made available after reviewing the performance of the scholarship awardees.
- The amount of scholarship that a student may receive in any academic year is based on the availability of funds.
- All eligible students have to submit their scholarship applications in the prescribed form provided by the institution.
- The committee also considers the tuition fee waiver as part of the scholarship selection process.
- Any scholarship awardee who drops out, must return the scholarship amount that was awarded.
- The scholarship awardee has to maintain a satisfactory academic record in all the semesters.
- Not more than one scholarship shall be awarded to a candidate in a particular academic year.
- The college office shall facilitate the candidates for applying SC/ST,OBC and other Scholarships to the social welfare departments.


PRINCIPAL
SEICOM DEGREE COLLEGE
TIRUPATI