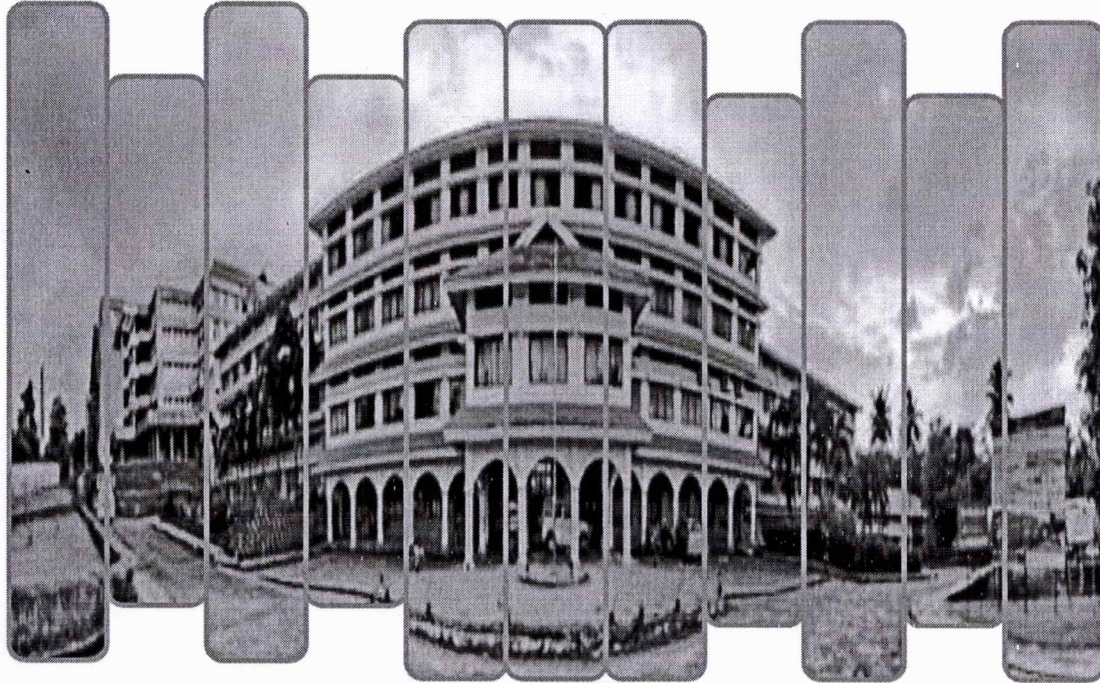
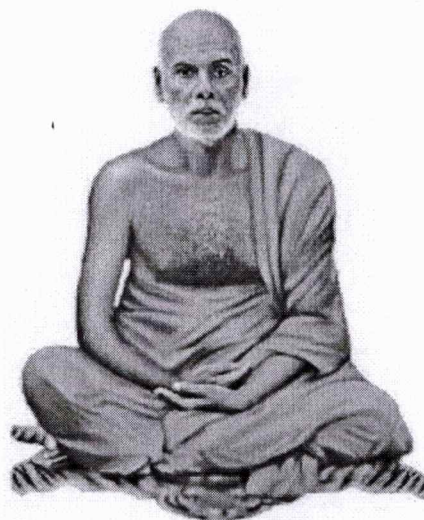


SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING

Kadayiruppu P O, Kolenchery, Ernakulam - 682311



POLICY DOCUMENTS



BECOME ENLIGHTENED, THROUGH EDUCATION

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SCHOLARSHIP POLICY – RULES & GUIDELINES

Sree Narayana Gurukulam College of Engineering (SNGCE) has evolved a scholarship policy for the students detailing the rules and guidelines to be followed. SNGCE considers award of scholarship based on merit and reservation policy of the government applicable to the enrolled students. The policy considers award of scholarship and/or concession toward tuition fee to a meritorious student in each discipline per academic year. However, other financial support is also considered depending on the availability of sponsored funds and the governmental guidelines. The selection procedure involves application by the meritorious students for the scholarships as well as consideration of partial tuition waiver to deserving students with special skill sets (Example - Sports, Art, dependent of defense personnel, differently abled category, culturally oriented any other special skills etc.). The scholarship committee instituted by the college as per university guidelines shall be authorized to scrutinize the application and recommend eligible candidate for the award of scholarship and or any other financial support as applicable. The Trust Secretary shall be the final authority to approve the award of the scholarship.

1. Scholarship Committee and Selection Procedure

All scholarship applications received shall be scrutinized based on defined criteria by the scholarship selection committee which consists of members from Administration and academic departments headed by the Manager. 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 a repository of open scholarships and institutions who offer award of scholarship to meritorious students formulate procedures to attract students having scholarship grants from other agencies /NGOs encourage students to apply for competitive/need based/merit based /governmental scholarships and assists students to secure scholarships from corporate donors, foundations, philanthropists and willing non-governmental bodies. Applications are thoroughly scrutinized and shortlisted under various grounds. The finalization of names is at the sole discretion of the committeemembers who take unbiased decisions. Students who are found ineligible for the award onvarious factors

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are not considered for the same. Award of scholarship also depends on availability of funds during that particular academic year.

2. Eligibility Criteria

The eligibility to qualify for scholarship varies on the nature of scholarship which could be merit, merit cum means, reservation, government eligibility criteria and many more. The guidelines for eligibility as decided by the committee and approved by the Manager will be indicated clearly on the application 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 candidates as identified in the application form. All eligible students are required to submit the university 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 'liable to berejected'.

2.1 Scholarship based on Merit:

If the candidate has scored 90% and above in the qualifying examination for the course he has applied, he or she is eligible to apply for the scholarship in this category. A fee concession of 20% in the tuition fees prescribed for the specific course will be given to the candidate.

2.2 Scholarship based on low income:

If the annual income of the parents of the candidate is less than **INR 2, 00,000** per annum, the candidate is eligible to apply for the scholarship in this category. He or she has to submit the details of the income from the respective government authority. After verification of the documents, if the candidate is found eligible, the college would give a concession of 10% in the tuition fees prescribed for the specific course.

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2.3 Scholarship based on single parent:

SNGCE gives a scholarship of 10% concession in the tuition fees of the candidate who is brought up by a single parent. The candidate has to apply for the same with all relevant documents such as the certificate to prove that single parent is taking care of the candidate.

2.4 Scholarship for differently abled:

The scheme aims at enabling differently-abled students to pursue a technical or professional course and get employed/self-employed. Candidates having **more than 30% disability** and are currently in their first year pursuing any **course** at SNGCE is eligible to apply for this scholarship for the physically disabled. The candidate's family income should be less than **INR 4, 00,000**. Selected students are given **INR 5,000** as tuition fee reimbursement and **INR 2,500** as incidentals each year as scholarship.

2.5 Scholarship for the wards of military or paramilitary died in harness:

The Education Scholarship Scheme for Wards of Soldiers who die in Harness is an education grant initiative taken by SNGCE to financially support the children of soldiers who died in Harness.

The following documents are required to be attached for verification

- Photocopy of the official document proving the death in harness.
- Photocopy of discharge book and family particulars

After the verification of the documents, the candidate will be given a concession of INR 10,000 in the tuition fees prescribed for the specific course.

2.6 Scholarship based on community privilege:

As this institution is run by Sree Narayana Gurukulam Charitable Trust, it has a mission to empower the students of the Ezhava community which has built the Trust. The Ezhava community students are eligible to apply for a fee concession of INR 5000 in every semester. They have to produce the mark list of the previous semester in which they have passed all the subjects. For semester 1, they will be getting it based on the grades in the qualifying examinations.

2.7 Scholarship based on low income for using college bus:

If the annual income of the parents of the student is less than **INR 2,00,000** per annum, the candidate is eligible to apply for the scholarship in this category. He or she has to submit the

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details of the income from the respective government authority. After verification of the documents, if the candidate is found eligible, the college would give a concession of 50% in the college bus fees prescribed for the boarding point.

3. 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, merit cum means, and eligibility as per government rules, special talents, sports and the like. 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. As a matter of policy the College awards only one scholarship in a year to a particular student. The awardees are 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 college at any time if the candidate is found ineligible for the same.

The college also provides assistance to eligible students to apply for Government scholarships as mandated by the competent authorities from time to time. The scholarship will be given on the following terms and conditions:

- The student needs to pay the provisional admission fee on or before the last date so notified.
- Semester wise scholarships are given subject to fulfillment of eligibility criteria
- The scholarship for remaining semesters will be given if student clears the subsequent exams with no backlog and satisfies all the other conditions as set out in the policy.

All the scholarships awarded by the college are subjected to the approval of the committee and the competent authority. The decision of the scholarship selection committee is final.

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