Chinmaya
Vishwa Vidyapeeth
Deemed to be University



SCHOLARSHIPS AND FREESHIPS POLICY

CHINMAYA VISHWA VIDYAPEETH
VELIYANAD, ERNAKULAM-682 313

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Chinmaya
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1. GOALS OF AWARDING SCHOLARSHIPS, PRIZES AND MEDALS TO STUDENTS

1.1 In order to financially assist (a) meritorious students coming from weaker economic background,

(b) girl students and (c) Scheduled Castes (SC), Scheduled Tribes (ST) and Other Backward Caste (OBC) students, the Institute may award

(i) Scholarships,

(ii) Tuition Waivers (Freeships),

(iii) Book and other Grants,

(iv) Free Basic Messing Facility

and any other facilities from its own funds as per government policies and guidelines applicable at the time of the award.

1.2 In order to promote an outstanding or excellent academic performance, excellence in a given course of the program, excellence in research, social service, games and sports, cultural activities, participation in students counseling, participation and constructive leadership in gymkhana involving all-round overall performance, the Institute may award various scholarships, prizes, medals and awards either from its own funds or from funds obtained from other governmental or non-governmental sources.

1.3 In order to promote the study at the postgraduate level, the Institute may award various scholarships/assistantships to its students either from its own funds or from funds obtained from other governmental or non-governmental sources.

1.4 In order to promote research and development in a specified field, the Institute may award various scholarships, prizes and medals to its undergraduate as well as postgraduate students either from its own funds or from funds obtained from other governmental or non-governmental sources.

2. INDICES FOR MERIT, MEANS, OUTSTANDING ACADEMIC PERFORMANCEAND ALL-ROUND PERFORMANCE

2.1 Merit

2.1.1 The academic performance of a student in terms of his/her Cumulative Grade Points Average (**CGPA**), shall be the basis, fully or partly as the case may be, for evaluating the merit of a student for the consideration of an award of scholarship/prize/medal to him/her.

2.1.2 The merit of a student shall normally be evaluated in terms of the reporting CGPA, i.e., the CGPA rounded-off to the first place of decimal. However, in special cases, the Scholarship, Prizes and Awards Committee may stipulate grant of the award based on the CGPA calculated to a higher place of decimal. The Committee may also stipulate a different minimum CGPA for each award.

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2.2 Means

2.2.1 The means of a student shall be evaluated in terms of the maximum income limit of his/her parents as prescribed by the Government from time to time for the purpose of award of a scholarship under the National Scholarship Scheme of the Government of India[1].

[1] At present the Parental income limit is Rs. 2,50,000/- per annum.

2.2.2 In the case of salaried individuals, full emoluments including all allowances, honorarium, bonus, special pay, etc. (exclusive of HRA, if any) received in a year shall be taken into account for computing the annual income. No relief for long term savings, contribution to a provident fund, payment of life insurance premium, etc. shall be admissible.

2.2.3 In case of non-salaried individuals such as businessmen, landowners/ agriculturists and those that are self-employed, etc., the entire gross income shall be taken into consideration for computing the annual income.

2.2.4 While computing the total annual income, the income of both parents from all sources as well as any income in the scholar's name, shall be taken into consideration for evaluating the means of a student. In the case of death/insanity/other disability of the parents, the income of the guardian shall be considered for the purpose, subject to production of documentary proof of death/insanity/other disability of the parents as well as a guardianship certificate from the Municipal Corporation/Committee or the Revenue Officer.

2.3 Outstanding Academic Performance in any Specific Field

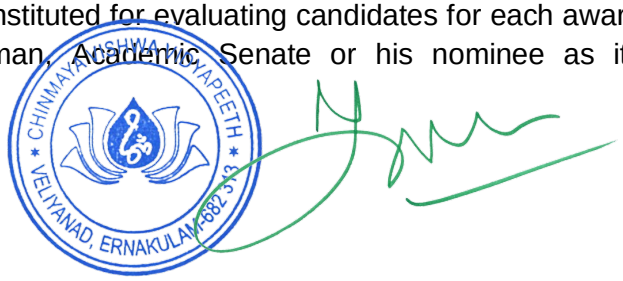
2.3.1 Outstanding academic performance in any specified field may be evaluated by examining the reporting CGPA and/or specific research/developmental project done, research publications, papers presented in national or international conferences and combinations thereof.

2.3.2 The SPACS may seek advice / recommendation from a special sub-committee of SPACS comprising of faculty from different disciplines in arriving at the criterion for outstanding performance in a specified field.

2.4 All-Round Performance

2.4.1 All-round performance may be considered as the sum total of the performance of a student in academics, research, social service, games and sports, cultural activities, participation in students' counseling, participation and constructive leadership of gymkhana.

2.4.2 A special committee shall be constituted for evaluating candidates for each award of this nature with the Chairman, Academic Senate or his nominee as its Convener.



3. FINANCIAL ASSISTANCE FROM INSTITUTE FUNDS

3.1 Merit-cum-Means (MCM) Scholarships for Undergraduate Students

3.1.1 Number of Scholarships

3.1.1.1 In order to financially assist meritorious students coming from economically weaker background, the Institute may award Merit-cum-Means scholarships to needy students from its own funds made available by the Ministry of Human Resource & Development (MHRD) for this purpose.

3.1.1.2 The total number of MCM scholarships awarded in each batch shall not exceed 25 % of the students enrolled in that batch of the B. Tech program. 20 % of the total number of available MCM Scholarships for each batch shall be reserved for students belonging to the SC/ST categories.

3.1.1.3 MCM Scholarships, if unutilized by any batch, may be transferred to another batch. Also, unutilized MCM Scholarships reserved for SC/ST students may be transferred for award to the general category students.

3.1.2 Amount of Scholarship

3.1.2.1 The amount of MCM Scholarship for both general as well as SC/ST category of students shall be as prescribed from time to time by the Ministry of Human Resource & Development (MHRD) and approved by the Board of Governors of the Institute[2].

[2] *At present the value of the MCM Scholarship for both categories of students is Rs 1000/- per month.*

3.1.2.2 The award of the MCM Scholarship would also imply the granting of Tuition Waivers, i.e. the Freeships.

3.1.3 Submission of Applications for the Award of MCM Scholarship

3.1.3.1 Only those students shall be eligible to apply to those who satisfy merit criterion (Section 3.1.4.1 or 3.1.4.2) as well as means criterion (Section 2.2.)

3.1.3.2 A student holding any other scholarship from any other source shall not be eligible to apply for the MCM Scholarship unless the same is surrendered.

3.1.3.3 On the commencement of each academic year, the Convener, SPACS shall invite applications for the award of MCM Scholarships from students of all years except those of first year. Students who are eligible for the same shall be required to apply in a prescribed format available with this document as well as on the Institute's website and from the Academic Section. They would be required to submit completed applications, along with supporting documents prescribed in Annexure I through V of application form, as applicable, before the last date specified in the notice

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of the Convener, SPACS.

3.1.3.4 Income affidavit for the year preceding *the year of application*, of the MCM Scholarship shall be submitted by the parent/guardian of the applicant along with completed application.

3.1.3.5 Applications for the MCM Scholarship from first year students shall be sought at the commencement of the second semester of the programme.

3.1.3.6 In case (a) the circumstances of means for a student have changed for reasons such as the death/ retirement of the earning parent(s) or any other unforeseen reasons and (b) unutilized MCM scholarships are still available, the Convener, SPACS may, at his/her discretion, also accept an application from a student at any time during the academic year. If awarded, in all such cases, the MCM Scholarship shall become tenable from the month in which the circumstance pertaining to means have changed.

3.1.4 Award of MCM Scholarship and its Duration

3.1.4.1 Except for first year students, (i) a minimum reporting CGPA of 6.0 for general category students and (ii) a minimum reporting CGPA of 5.5 for SC/ST category students, *at the end of the preceding academic year* shall be the essential requirement for the award of MCM Scholarship.

3.1.4.2 For first year students, (i) a minimum reporting CGPA of 6.0 for general category students and (ii) a minimum reporting CGPA of 5.5 for SC/ST students, *at the end of the first semester of the programme* shall be the essential requirement for the award of MCM Scholarship.

3.1.4.3 Each renewal of the award of the MCM Scholarship shall require fulfillment of the criteria of merits and means (Section 2.1 and 2.2).

3.1.4.4 Fulfillment of merit as well as means criteria does not automatically ensure the award of MCM Scholarship to a given student. In case of more applications being submitted than the available number of scholarships, the award of MCM Scholarships shall depend on liabilities of parents under current social conditions. Thus, depending on the quality and quantity of applications received, the minimum CPI/SPI requirement, as index of merit, may be raised by the SPACS for the set of applications coming from similar social conditions.

3.1.4.5 The award of the MCM Scholarships shall be for a period of one year. However, the same may be renewed by SPACS on the submission of a fresh application in the subsequent year.

3.1.4.6 The total duration of the MCM scholarship to a given student shall not exceed 45 months.

3.1.4.5 Students who are on leave for an entire semester shall not be eligible for receiving the MCM Scholarship, if awarded, during that semester.

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3.2 Institute Assistantships to Postgraduate Students

3.2.1 Institute Assistantship to M.Tech/MBA Students

3.2.1.1 Depending on the number of assistantships available with each discipline, the Institute may award them to meritorious students of the MTech/MBA programme.

3.2.1.2 Only those students shall be eligible for receiving the Institute Assistantship who possess a valid qualifying Graduate Aptitude Test in Engineering (GATE) Score. However, those M.Tech students who have done their B.Tech / relevant UG Programme from IITs / other highly reputed institutions and have secured a graduating CGPA> 8.0 on a scale of 10.0, shall be eligible to receive Institute Assistantship without having a valid qualifying GATE Score.

3.2.1.3 Amount of the Institute Assistantship for M.Tech / MBA students shall be as per the directive of the Ministry of Human Resource & Development (MHRD) and may change from time to time[3].

[3] ***The current amount of M Tech Assistantship is Rs 8,000/- per month.***

3.2.1.4 All the M.Tech / MBA Institute Assistantship holders shall be required to assist the Institute by carrying out the specified work assigned to them. The work to be assigned shall be as per guidelines of MHRD and shall be monitored by the Convener PGCS or his/her nominee(s).

3.2.2 Institute Assistantship to PhD Students

3.2.2.1 All regular PhD students of the Institute, except those who have been sponsored by their respective organizations, shall be awarded the Institute Assistantship.

3.2.2.2 Amount of the Institute Assistantship for PhD students shall be as per the directive of the Ministry of Human Resource & Development (MHRD) and may change from time to time[4].

[4] *The current amount of Assistantship is (a) Rs 18000/- per month for the first two years of the PhD programme having M.E./ M.Tech./ M.Des or equivalent as the qualifying degree for admission in the PhD programme. The Assistantship will be increased to Rs 20,000/- per month for the third and the fourth year for the PhD students with satisfactory performance during the first two years of PhD Programme.*

3.2.2.3 All Ph.D. Institute Assistantship holders shall be required to assist the Institute by carrying out the specified work assigned to them. The work to be assigned shall be as per guidelines of MHRD and shall be monitored by the Convener PGCS or his/her nominee(s).

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3.3 Tuition Waiver, i.e. Freeship

3.3.1 All undergraduate MCM Scholarship holders shall be entitled to a tuition waiver. They shall, however, be required to pay all other fees such as gymkhana fees, hostel accommodation rent, etc. as per rules.

3.3.2 All undergraduate SC/ST students are awarded the Tuition Waiver. They may, however, be required to pay all other fees such as gymkhana fees, hostel accommodation rent, etc. as per rules.

3.3.3 An additional 10 % of students of each batch of the undergraduate programme, beyond those awarded the MCM Scholarships, may be awarded only Tuition Waiver. The following category of students may be considered eligible for such additional Tuition Waivers:

a. Applicants who were eligible for the award of the MCM Scholarship, but could not be awarded the same because of the non-availability of enough number of MCM Scholarships.

b. Under very special conditions, any other student the SPACS considers suitable for the grant of a Tuition Waiver.

3.3.4 Except SC/ST students of M.Tech or Ph.D programmes, no postgraduate students are entitled for full Tuition Waiver. The Institute may however, at its discretion waive part of the tuition fee for its regular students in different postgraduate programmes.

3.4 Book Grant and other Grants

3.4.1 From the funds made available by the Ministry of Social Justice and Empowerment/ Ministry of Tribal Affairs, a selected number of SC/ST students of the B.Tech programme, whose parents' total annual income from all sources is within the prescribed maximum limit as per Section 2.2.1, shall be given an annual book grant and other grants[5].

[5]The current amount of Book Grant is Rs 3,000/- per student per annum or actual whichever is lower.

3.4.2 M.Tech students and Ph.D students of the Institute may be provided an annual contingency grant as decided by the Institute administration. However, this will be governed by the guidelines as decided by the institute administration from time to time.

3.5 Boarding and Lodging Grants for Undergraduate SC/ST Students

3.5.1 For those SC/ST students of the B Tech programme, whose parents' total annual income from all sources is less than the prescribed upper limit as per Section 2.2.1, the Institute may give boarding and lodging charges to a maximum of (i) 10 Scheduled Caste students and (ii) 5 Scheduled Tribe students per batch awarded by the Ministry of Social Justice and Empowerment and Ministry of Tribal Affairs respectively[6].

[6]The scheme, starting from 2007, grants boarding charges of Rs 2,200/- per month or actual whichever is less to students selected for the award.

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3.5.2 Those students who are not awarded the boarding and lodging facilities under Section 3.5.1 but have their parent's total annual income from all sources less than the prescribed upper limit as per Section 2.2.1, may be awarded the Free Basic Messing facility through funds made available for this purpose either by the Department of the State Government or by the Ministry of Human Resource & Development. Under this scheme, the bill for basic messing, as applicable for the individual hostel where the concerned students reside, shall be paid by the Institute.

3.5.3 Those students who are not awarded the boarding and lodging facilities under Section 3.5.1 but have their parents' total annual income from all sources less than the prescribed upperlimit as per Section 2.2.1, may also be given a monthly pocket allowance through separate funds made available by the Department of the State Government or by the Ministry of Human Resources & Development. The amount of pocket allowance shall be as per the policy of the Government[7].

[7] *At present, the Pocket Allowance is Rs. 250/- per month.*

3.5.4 All SC/ST students desirous of availing the Free Boarding and Lodging facility, awarded by the Ministry of Social Justice and Empowerment/Ministry of Tribal Affairs, or Free Basic Messing Facility and the Pocket Allowance awarded by the Department of the State Government or by the Ministry of Human Resource & Development shall be required to submit applications, with the requirements specified in Sections 2.2.2 – 2.2.4, to the Convener SPACS in the beginning of each academic year.

4. INSTITUTE MEDALS AND PRIZES

4.1. BEST STUDENT AWARD:

(i) The Institute gives a cash prize of Rs 10,000/- and a certificate to the I Topper and a cash prize of Rs 8,000/- along with the certificate for the II Topper from the outgoing B.Tech student batch of every department.

(ii) The institute gives a cash prize of Rs 3,000/- and a certificate to the I Topper and a cash prize of Rs 2,000/- along with the certificate for the II Topper of I, II, III B.Tech students of all the departments.

(iii) The institute gives a cash prize of Rs 10,000/- and a certificate to the I Topper and a cash prize of Rs 8,000/- along with the certificate for the II Topper from the outgoing M.Tech student batch of every program.

(iv) The institute gives a cash prize of Rs 3,000/- and a certificate to the I Topper and a cash prize of Rs 2,000/- along with the certificate for the II Topper of I M.Tech students of all the programs offered by the institute.

(v) The institute gives a cash prize of Rs 10,000/- and a certificate to the I Topper and a cash prize of Rs 8,000/- along with the certificate for the II Topper from the outgoing MBA student batch.

(vi) The institute gives a cash prize of Rs 3,000/- and a certificate to the I Topper and a

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cash prize of Rs 2,000/- along with the certificate for the II Topper of I MBA students.

5. INSTITUTION OF OTHER SCHOLARSHIPS, PRIZES AND MEDALS

5.1 The Institute welcomes the start of new scholarships, prizes and medals for its undergraduate as well as postgraduate students from other governmental and non-governmental sources. However, the purpose of instituting new scholarships, prizes and medals should fulfill the goals for the same as described in Section 1.1 -1.4.

5.2 Institution of any new award at the Institute shall require the approval by its Senate. In order to do the same, the proposal from an outside source shall be examined by the Scholarships, Prizes and Awards Committee of the Senate (SPACS). If found suitable, the SPACS shall recommend the same to the Senate by ensuring that the proposal necessarily contains the following information:

(a) the title of the award,

(b) the nature of the award,

(c) the time of presentation, and

(d) the criteria for selection/eligibility.

5.3 Terms and conditions for the award of a new scholarship/prize/medal in the Institute shall be formulated by the Senate. No obligation is to be normally prescribed for awarding any scholarship/prize/medal. This condition may, however, be modified at the discretion of the Senate.

5.4 Normally only scholarships may be instituted through an endowment. However, persons or organizations of national or international repute may also institute very prestigious medals and prizes through an endowment. In the event of starting a new award by creating an endowment, the interest to be obtained from the same should at least take care of the current value of the scholarship/prize/medal to be given plus 10% increase in its value every year.

5.5 On approval by the Senate, new scholarships and prizes may be awarded in the name/ memory of:

(a) Persons who are/were directly related to the Institute and have/had added to its glory;

(b) Industrial concerns or educational trusts of national or international repute.

5.6 In exceptional cases, the SPACS may also recommend institutions of scholarships funded by sources, excluding individuals, other than those included in Section 5.5.

5.7 Recurring scholarships could also be considered in the event of a donor/sponsoring agency of national/international repute is not willing to create an endowment, but desires to finance the scholarship on a yearly basis. In all such cases, the donor/sponsoring agency shall be required to (i) deposit the amount of scholarship for one full year as an advance and (ii) make the commitment to do so for at least five consecutive years of the award.

5.8 When instituted by persons who are/were directly related to the Institute and wish to

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award a scholarship in the memory of their beloved ones, the amount of scholarship shall at least be equal to the value of the Institute Merit-cum-Means, (MCM) scholarship at the time of its institution.

5.9 Such proposals would be considered by SPACS only if the donor/sponsoring agency commit to the institute the scholarship for a minimum period of five consecutive years.

6. GENERAL GUIDELINES

6.1 All scholarships, medals, etc. are liable to forfeiture/withdrawal partially or fully in case of misconduct or deliberate concealment of material facts by the award winner. A similar action may also be taken if it is found that a student has deliberately misguided the Senate Scholarships, Prizes and Awards Committee by giving false information.

6.2 A student leaving the Institute on his/her own accord without completing the prescribed program of study may be required to refund the amount of scholarship received by him/her in that academic year.

6.3 A student may normally receive only one scholarship/stipend. In case he/she is awarded more than one scholarship/stipend from any outside source, he/she shall be given the option to choose one scholarship or stipend from various alternatives and surrender the other.

6.4 No scholarships will be paid for the month after the one in which the student completes the examination of all prescribed courses.

6.5 The Senate is empowered to change the clauses of this manual by giving advanced notice to this effect to its members.

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Registrar
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