



ALPHONSA COLLEGE, PALA

Reaccredited to A Grade by NAAC in the
4th Cycle of Accreditation (CGPA 3.24)

Affiliated to Mahatma Gandhi University, Kottayam



POLICY DOCUMENT

SCHOLARSHIPS AND FREESHIPS POLICY

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Alphonsa College, Pala recognizes the importance of providing financial assistance to deserving students to facilitate access to higher education and support academic excellence. This Scholarships and Freeships Policy outlines our commitment to offering a range of scholarships, freeships, and financial aid programs to students based on merit, need, and special circumstances and to ensure transparency, equity and fairness in the administration of such programs.

Policy Statements

- Alphonsa College, Pala will offer a variety of scholarships, freeships, and financial aid programs to support students in pursuing their educational goals. Institutional scholarships include merit-based scholarships for students with excellent academic records, merit-cum means scholarships, sports scholarships, scholarships for students who excel in extra curricular activities, scholarships for Divyangjan students and scholarships for students from marginalized communities. These institutional scholarships are sponsored by Management, Alumni, PTA and Philanthropists.
- Selection Criteria for institutional scholarships:

- The details of scholarships and freeships will be communicated to students through the college website, student handbook and notices and instructions.
- Selection Criteria may include academic performance, financial need, extracurricular achievements, community service and specific eligibility requirements for individual scholarship programs.
- Selection committees comprising faculty members and administrative staff will be responsible for assessing eligibility and awarding scholarships based on merit, need and other relevant factors.
- Selection process for freeships and fees concessions:
 - The college is providing freeships and fee concessions for economically backward students.
 - The students have to submit a request for fee concessions in a prescribed format to the class teacher/the Head of the Department, who based on the applicant's academic performance and economic background scrutinises the application. A recommendation in favour of deserving students will be forwarded to the Principal by the Head of the Department.
 - College administration committee including Principal, Vice Principals and Bursar, makes the final approval or rejection of the same.
- Government Scholarships: College also promotes students to apply for various scholarships and freeships provided by the Central Government, State government and other government agencies.

- College appoints a faculty as the nodal officer for Govt scholarships, who will provide guidance to the students regarding various government schemes.
- Two administrative staff are given the charge of government scholarships, one for national and state scholarships and other for post matric scholarships for SC/ ST/OBC/OEC/ Economically backward General Category students (E - Grants).
- Students can apply for the Scholarships online through the computer centre in the college and the application will be forwarded to the administrative office. The staff in charge of the scholarships collect necessary details from the students, scrutinise the applications, correct errors and the eligible applications will be forwarded by the principal to the Scholarship agency.
- Disbursement and Monitoring:
 - Institutional Scholarships and freeships will be disbursed directly to students or credited towards their tuition fees, as per the terms and conditions of individual scholarship programs.
 - Government Scholarships, after verification and selection process through the institution scholarships portal, may be credited to the students bank account.