

St. Xavier's College Jaipur

Affiliated to the University of Rajasthan Approved under Section 2(f) and 12(B) of UGC Act, 1956
A Christian Minority Educational Institution under Section 2(g) of NCMEI Act, 2004



College Manual A Compendium of Policies and Guidelines



PART A

College Manual: A Compendium of Policies and Guidelines

For consistently successful functioning, St. Xavier's College Jaipur has a college manual of explicit policies and guidelines, as the foundation for implementation of its vision and mission and to achieve its goals. Policies help to furnish the guidelines for various units of the college.

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4. SCHOLARSHIP POLICY

1. Introduction

The Scholarship Policy ensures that the college upholds everyone's right to education while fostering an inclusive atmosphere. To this end the college provides need- and merit-based scholarships to ease financial burdens and promote academic achievement through the Scholarship Committee. The committee also administers several scholarship programs of the Central and the State governments, the UGC, governments, and the college itself to assist students from OBC, minority, and SC backgrounds.

2. Purpose

The scholarship bridges the gap between students who are academically gifted but have limited financial resources and augments federal and state financial aid. The scholarship committee is in charge of organizing and reviewing the scholarship applications.

Through this committed committee, St. Xavier's College places a high priority on providing for the academic and financial needs of all students, particularly those from SC/ST/OBC and minority communities. The committee's objectives are:

Scholarship Development: Helping graduate students and undergraduates get the knowledge and understanding required to obtain scholarships that support their academic and professional goals.

Information regarding Scholarship: Increasing Student knowledge of scholarship prospects through seminars, events, online resources, and one-on-one counselling to successfully complete the application and search processes for scholarships.

Support and Guidance: Providing students with guidance to help them create successful scholarship applications for both regional and national possibilities.

Interaction with External Organizations: Seeking assistance and scholarships from non-governmental organizations, sponsors, alumni, and staff to give students financial aid and scholarships.

3. Composition and Functioning

3.1 Composition of Scholarship Committee:

- Convener - Principal
- Co-convener – Vice Principal
- Scholarship Committee Coordinator
- Coordinator University Affairs Cell
- Heads of the Departments
- Accountant
- Office Assistant

3.2 Functioning of Scholarship Committee

- **Policy Development and Oversight:** Create scholarship policies, standards, and processes and evaluate them regularly to make sure they meet the institution's objectives and legal requirements.
- **Scholarship Promotion:** Actively publicize the institution's scholarship offerings via a variety of platforms, including the website, social media accounts, informational meetings, and direct student interactions.
- **Application management:** To oversee the gathering, sorting, and evaluation of scholarship applications. This could entail offering application instructions, establishing deadlines, and making sure the procedure runs smoothly and openly.
- **Eligibility Verification:** Verify candidates' eligibility according to the scholarship requirements, which may include leadership attributes, community service, academic accomplishment, financial need, and special skills or hobbies.
- **Selection Procedure:** Assess applications by predetermined standards to provide a fair and unbiased selection process. To rank applications, the committee may employ scoring rubrics or other evaluation instruments.
- **Award Notification and distribution:** Notify recipients of the scholarships of their accomplishments and prepare for the distribution of the rewards by working with the Accounts office.
- **Monitoring and Compliance:** Throughout the duration of the scholarship, scholarship winners should be observed to make sure they fulfil the eligibility

conditions, which may include upholding a specific grade point average, being enrolled full-time, or meeting other continuous requirements.

- **Reporting:** Prepare reports on the distribution of scholarships, the characteristics of recipients, the utilization of funds, and the impact of scholarships on academic performance of the recipient. These reports can be utilized for regulatory compliance, donor updates, and internal review.
- **Feedback and On-going Improvement:** To make the scholarship program improve every year, get input from applicants, recipients, and other stakeholders. This could entail making changes to the recipient support services, selection criteria, or process.

4. Types of Scholarships

Scholarships are sponsored by a number of different organizations, for a number of diverse reasons. There are four types of scholarships available for students at St. Xavier's College Jaipur:

- Merit-based Scholarship
- Need-based Scholarship
- Student Enrichment (Academic/Sports/NSS/Others)
- Institutional Free ship

4.1 Eligibility:

The Xavier's Scholarships program is open to students from all undergraduate and postgraduate disciplines. Successful scholarship applicants at St. Xavier's College will be provided with a contribution agreement outlining the administration and distribution of scholarship funds. The committee will set their internal deadlines for every academic session to receive supporting documentation seeking scholarships.

Basic Criteria:

- Students need to clear the Internal Exams of the session.
- Good Conduct in the College.
- The student should have maintained at least 75 % attendance in the academic year.
- There should be no disciplinary issues against the student.

Scholarship value:

The value of the scholarship is determined by the study's duration, level, and specific program. It is important to note that the scholarship does not cover periods such as terms, months, or semesters, including summer breaks, when full-time study or other academic activities are not mandated for the completion of the program.

Scholarship duration:

Students are eligible for scholarship for a minimum of a half year of the academic year (6 months) and up to a maximum of three academic years (36 months total), which starts from the July/August month of every academic year.

4.2. Criteria for Merit based Scholarship

- Student should have good academic performance i.e. percentage above the cut off marks in last Qualifying Exam (mentioned in the table below as per the Courses)
- Only the top scoring students from each batch in every department will be selected for merit-based scholarship. They will be given specific percentage reductions in the college tuition fees respectively. The College Management reserves to itself all decisions which will be final and binding on all.

4.3. Criteria for Need-based Scholarships

Need-based scholarships are given on the grounds of compassion and discretion of the Management.

It is open only to such students in need of economic assistance with the following conditions:

Need based scholarship is preferably given to students from SC/ST/OBC/Minority/EWS/Divyangjan/any other category.

- 25% of Institutional Freeships/scholarships are reserved for girl students of each category mentioned. Scholarships can be transferred to the male candidates of the same community in case of a shortage of female candidates in the college.
- Have a family income less than INR 2.5 Lakh per annum* (income certificate proofs to be provided with application) (*minimum income slab as prescribed by Central Govt.).
- For Need-based Scholarships, concessions up to 50 % in Tuition Fees will be granted.

- Being a Christian Minority Jesuit College, Christian/Catholic students are offered a concession of 50% in tuition fees along with an additional 25 % concession in Tuition Fees, provided such candidates fulfil the above-mentioned conditions for the Need-based Scholarships. It is also mandatory for them to deposit the first instalment of the fees.
- Christian/Catholic students need to submit the valid Recommendation letter from Parish Priest/Bishops/Letter approved by the Church.
- Not more than two students from a family would receive the scholarship meant for minorities.
- The candidates cannot avail the benefits of any other scholarship scheme if he/she is obtaining benefits from institutional Freeships/ scholarships.
- The candidates must not provide any false information to obtain a scholarship as it would lead to the cancellation of the scholarship.

4.4. Criteria for Student Enrichment Scholarships

The student enrichment scholarship comprises financial support provided to students for academic programs (certificate courses, academic fests, NSS, and others). Every student can avail themselves of this scholarship if they meet the minimum required attendance. In the case of sports, detailed requirements should be followed, as outlined below:

4.4.1. International Players:

- International players will be given a scholarship at the time of admission, if he/she has represented India or played internationally in a team or individual game. **Only the admission fees and alumni fees will be paid by the player at the time of admission.** However, if he/she does not play at the international level in the second year, his/her scholarship will be reduced by 75%, and if this continues in the third year, only 50% will be reduced.
- If the student's performance improves or deteriorates, he or she will be awarded a scholarship based on performance.

4.4.2 National Players:

- If a player is a national champion or runner-up, his/her 50% fee will be waived off at the time of admission, **leaving only the admission and alumni fees to be paid.** If the

student does not continue to represent at the national level, only 25% of the fees will be waived off in the second year and if the student's performance is below par in the third year, the student must pay the full fees for the third year.

- If a player continues to play at the national level, his/her scholarship will be renewed; if his performance improves, the scholarship will be renewed, based on the improved performance.
- If a student has national level participation at the time of admission, he or she will receive a 25% fee concession. If the student's performance improves or deteriorates, he or she will be awarded a scholarship based on performance.

4.4.3. Important Guidelines for Players:

- The player is obliged to notify the Head of the Department concerned as well as the Assistant Director, Department of Physical Education (DPE). **Attendance will be relaxed** for all players with proper approval and information to the Assistant Director, DPE and the same permission should be received from the respective Head of the Departments.
- For the second and third years of the scholarship, the student must always notify the Assistant Director, DPE about their performance/progress in their respective games. The student **will not be considered** for the scholarship in the second and third years, if the Assistant Director, DPE is unaware of the student's performance.
- Students will receive additional medals and other perks at the annual prize distribution ceremony for their exceptional performances.
- Sports certificates from the last two academic years are required and older certificates will not be accepted.

Note: If a student falls into more than one category, he/she can apply for only one scholarship.

4.5. Criteria for Institutional Free ship (Transport)

- Minimum 75% attendance per semester/Annually
- Appearance in Internal Examination
- Participation in Curricular and Extracurricular activities
- There should be no disciplinary issue against the applicant

5. Application Processes

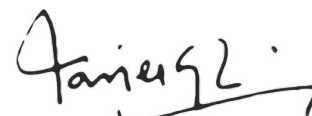
- All students seeking financial aid/scholarship from the College will have to undergo the process of filling the application form which should be duly signed by their parents and submitted to the Class Mentor and in case of Sports Scholarship first to the Assistant Director, Department of Physical Education (DPE).
- Class mentors will authenticate the Attendance and Internal Marks performance, which will be further verified by the respective Head of the Department.
- The Application will be then forwarded by the HOD or Assistant Director, DPE (in case of Sports Scholarship) to the Coordinator of the Scholarship Committee.
- These applications will be scrutinised by the Vice-principal and submitted to the Principal for final approval.
- Only duly-filled in application forms and Affidavit for Non Receipt of Scholarship, submitted within the due date shall be considered, provided all the relevant details, certificates, and documents required are also attached with the application.
- Late submissions will be rejected.

6. Scholarship under Central Schemes/State Schemes

National Scholarships Portal is a one-stop solution through which various services starting from student application, application receipt, processing, sanction and disbursal of various scholarships to Students are enabled.

7. Discontinuation of Scholarship

- Scholarship will be cancelled if the student fails repeatedly or is involved in malpractices/ antisocial / criminal activities or is found violating the terms and conditions scholarship schemes or exhibits **lack of regularity, punctuality and well cherished values of the College.**
- If a student violates the law of land and becomes embroiled in a law and order conflict, the concerned law enforcement authorities in India will handle the situation.
- A student is entitled to receive a scholarship by the end of semester, after declaration of result. This date will be calculated on the basis of the online results declared by the concerned authority.



Principal

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