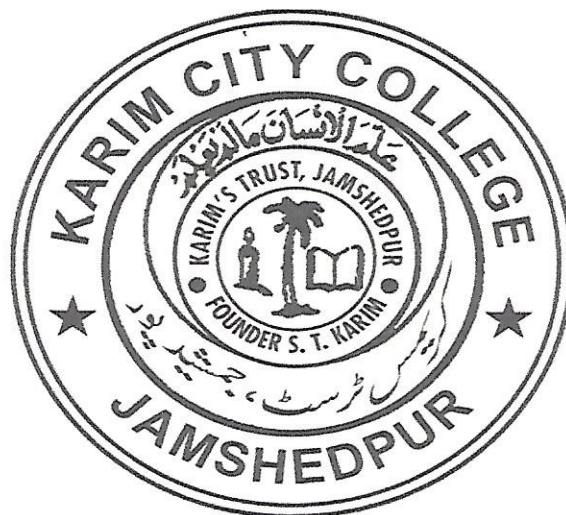


KARIM CITY COLLEGE, JAMSHEDPUR



Policy Document
on
Scholarships/Free Ships/Fee Waivers/Instalment Payment
and
Excellence Awards

Prepared by
INTERNAL QUALITY ASSURANCE CELL
Adopted & Implemented by
SCHOLARSHIP CELL
KARIM CITY COLLEGE

POLICY DOCUMENT ON SCHOLARSHIPS/FREESHIPS/FEE WAIVERS /INSTALMENT PAYMENTS & EXCELLENCE AWARDS

The Preamble: Being a Muslim minority institution and in adherence to the mission of the parent body i.e. KARIM'S TRUST, Jamshedpur the college is committed to the educational upliftment of the weaker sections of the society especially the Muslims minority. The college and its management intend to empower the community educationally, linguistically, culturally and socially. To achieve this the college and its management is committed to provide financial help and assistance to Muslim minority students and students belonging to other weaker sections of the society also.

The Policy: Through its Scholarship Cell, the college will ensure that its Muslim minority students and financially needy students of other weaker sections too shall reap the benefit of government welfare and scholarship schemes. The cell will disseminate information and facilitate regarding the scholarships and other student welfare schemes of the state and central governments among the students belonging to Minority, SC, ST & OBC communities. Through the cell, the college will award scholarships and fee waivers from its own resources. For this the college has already established **S. M. Shafiq Scholarship for Boys and Mehrunnisa Scholarship for Girls**. Not only Muslims but students belonging to the other weaker sections will also get benefited from this. Fee waivers up to 12.5 percent of the total students will be provided on the basis of their financial need keeping their performance in exam and attendance in the class in consideration. Instalment payments at the time of admission will also be provided keeping the merit of the case in mind. The college will provide one time merit scholarship in the name of our founder Syed Tafazzul Karim which will be provided to our students who will be the toppers at university level. (Syed Tafazzul Karim Academic Excellence Award). The college also intends to award the students for academic and other excellence. For this the college has constituted Sir Syed Excellence Award for Outstanding Performance in Competitive Exams and Maulana Azad Excellence Award for Outstanding Performance in Art, Literature, Culture, Sports, NCC and Social Service.

This is in conformity with the vision, mission and thrust of the institution.

The Objectives:

- **Empower and Facilitate:** These scholarship and awards will empower and facilitate the students of the Muslim community and other weaker sections and bring them to the centre of mainstream education.
- **Equity and Access:** To provide equal opportunities for all eligible students to access quality education.
- **Recognition of Merit:** To recognize and reward academic excellence among students by offering merit scholarships and excellence awards.
- **Financial Assistance:** To alleviate the financial burden on needy/deserving students by offering need-based scholarships, free ships, fee waivers, fee concessions and instalment payments, enabling the students to pursue their academics without undue financial stress.
- **Promotion of Diversity and Inclusion:** To promote diversity and inclusion within the student community by offering scholarships and financial assistance to students from marginalized backgrounds and underrepresented communities.
- **Lessen the Dropouts, Retention and Completion of Education:** To lessen the dropout rate, to enhance student retention and facilitate timely completion of their education by providing financial support that enables students to focus on their academic pursuits and minimize their compulsion to work while pursuing their education.

The Awards and Scholarships:

- i. S. M. Shafiq Scholarship for Boys
- ii. Mehrunnisa Scholarship for Girls
- iii. Fee Instalments
- iv. Syed Tafazul Karim Academic Excellence Award
- v. Sir Syed Excellence Award for Outstanding Performance in Academics (For University Toppers)
- vi. Maulana Azad Excellence Award for Outstanding Performance in Art, Literature, Culture, Sports, NCC & Social Service (NSS etc.)
- vii. Alumni Scholarships
- viii. International Scholarships
- ix. National/State Government Scholarships
- x. Financial Assistance through Student Credit Card Schemes
- xi. Sponsorships

The Practice:

1. S. M. Shafiq Scholarship for Boys & Mehrunnisa Scholarship for Girls as Fee Waivers/Fee Concessions/Free Ships

The college is providing S. M. Shafiq Scholarship for boys and Mehrunnisa Scholarship for girls as fee waivers/fee concessions/free ships to the needy and meritorious students. Students taking fresh admission in the 1st Year or 1st Semester of UG & PG programmes are benefitted from this. Regular students of UG 2nd Year, 3rd Year, 4th Year and PG 2nd Year are also benefitted from this. Students belonging to the field of sports, NCC, art, literature, culture and social service (NSS etc.) are also eligible to apply under this category. This scheme is not available for self-financed vocational courses. A standard procedure is followed for the same.

- The students who are intending to avail this facility have to submit their application in a prescribed format to the head of the Scholarship Cell or at the Scholarship Counter. The applications can be collected from the Scholarship Counter or it can be downloaded from the college website.
- For students taking admission for the first time in the college the Principal will be the sole decision-making authority. He will decide about the award of S.M Shafiq Scholarship or Mehrunnisa Scholarship as fee waiver or fee concession on the recommendation of the head of Scholarship Cell. The Convener of the Scholarship Cell will recommend the case to the Principal after consultation or meeting with his board members. The recommendation will be based on a satisfactory scrutiny of the applicant's academic performance in the qualifying exam and the economic background.
- For the regular students of the college who will be taking admission in the remaining semesters or years of their academic programme the Principal will be the sole decision-making authority who will decide on the basis of the recommendation of the Convener of Scholarship Cell. The Convener of the Scholarship Cell will recommend the case to the Principal after consultation or meeting with his board members. The recommendation will be based on a satisfactory scrutiny of the applicant's academic performance, attendance in the classes, and the economic background. For attendance and academic performance, a recommendation and attendance report of the Head of Department will be required.
- The recommendation of the Scholarship Cell will be forwarded to the Principal by the Convener of the Scholarship Cell.
- The Principal, based on the merit of the case, will decide about the award of S.M Shafiq

Scholarship or Mehrunnisa Scholarship/free ship/fee waiver/fee concession.

- Usual submission of the application will happen either at the commencement of the academic session in July or at the time of commencement of a semester.

2. Fee Instalments

Instalment payments for needy students who are unable to make one-time payment of their fee is also provided.

- Students taking fresh admission in the 1st Year or 1st Semester of UG & PG programmes can get benefitted from this.
- Regular students of the college taking admission in the remaining years/semesters of their academic programme may also be benefitted from this.
- This scheme is available for the students of self-financed vocational courses also.
- For this the students are not required to fill up the college scholarship form. They have to write an application to the Principal.
- The recommendation of the Convener of Scholarship Cell is not required for this and the Principal will be the sole decision-making authority.

3. Syed Tafazzul Karim Academic Excellence Award (One Time Merit Scholarship)

The college intends to provide One Time Merit Scholarships named Syed Tafazzul Karim Academic Excellence Award for the academically excellent students who will be toppers in the UG/PG final examination of the affiliating university i.e. Kolhan University, Chaibasa and will top the merit list. Such university toppers will be awarded a certificate and a cash prize of Rs 5000/student-topper. The students will be awarded in the Founder's Day Function/any other function of the college. The Scholarship Cell will look after the whole process.

4. Sir Syed Excellence Award for Outstanding Performance in Academics

The college will also provide Sir Syed Excellence Award for Outstanding Performance in Academics for those students who will be the University Toppers and students qualifying for reputed competitive exams like UPSC/JPSC/State Civil Services/UGC-NET/CSIR-NET etc. They will be awarded with a certificate and a cash prize of Rs 5,000 to 10,000 (as decided by the management).

5. Maulana Azad Excellence Award for Outstanding Performance in Art, Literature, Culture, Sports, or Social Service

The college will announce this award time to time to acknowledge such students who will bring laurels for the college in the field of art, literature, culture, sports, NCC and social service (NSS etc). The decision about the recipient and the prize will be done by the college management on the recommendation of the Principal. The Principal in his turn will consult the in-charges of the college bodies concerned with literary and cultural activities (SPArC), extension activities (NSS), NCC and Sports.

6. Alumni Scholarships:

With the funds donated by the alumni for the purpose of financial assistance of the currently enrolled needy and/or meritorious students these scholarships will be provided through the Alumni Association of the college. This is yet to be introduced and will be taken up after the registration of the Alumni Association of the college. Once functional the terms and condition of this scholarship will be decided by the donor alumni and the Alumni Association of Karim City College.

7. International Scholarships:

The college will inform, encourage and help the students to apply for international scholarships through its Scholarship Cell. The Cell will support the students in the process of application of such scholarships and the Convener and Members of the Scholarship Cell will assist, guide and groom the students for securing such scholarships.

8. Central & State Government Scholarships:

The college assist, encourages and supports the students to apply for various state and central government scholarships. Orientation and Awareness programmes will be held time to time to make the students aware about different scholarship schemes of the government. The Scholarship Cell will notify about the eligibility, procedure and relevant dates for applying such scholarships. Once the eligible students apply for any such scholarship their application will be processed and forwarded to the competent state/central government sanctioning bodies. The sanctioned amount is directly credited to the account of the students. Record of all processed/approved applications is maintained by the Scholarship Cell.

9. Financial Assistance through Students Credit Card Schemes:

The college, through its Scholarship Cell, will help the students to get financial assistance under the educational loan scheme of the state government. The cell will inform the students about this through its awareness and orientation programmes. Once the interested student applies for this his/her application will be duly processed and forwarded to the competent sanctioning authorities or banks through which the state government will make such scheme available. Records related to the whole process will be maintained by the Scholarship Cell.

10. Sponsorship:

The college will encourage the students pursuing vocational/professional programmes to get industrial or other sponsorships.

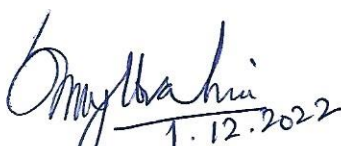
Future Plan: The college, through its Scholarship Cell, intends to enlarge its corpus fund with the help of its own resources, alumni contribution and the contribution of philanthropic individuals or organisations. With this fund the college will be able to empower the financially weaker students.


Grievance Redressal: In the situation of any dispute or grievance related to the scholarships applicants may approach the authorities concerned through the existing Grievance Redressal Cell of the college. The decision of the Grievance Redressal Cell will be final and abiding for all.

Policy Review: This policy document is subjected to periodic review to ensure its relevance and effectiveness. Any necessary amendments or updates will be made as per the prevailing guidelines of the UGC, the central or the state government and the affiliating university i.e. Kolhan University, Chaibasa.

Conclusion: This policy document serves as a comprehensive guide for the administration of scholarships/free ships/ fee waivers/fee concessions/instalment payments at Karim City College, Jamshedpur. By adhering to the principles of equity, inclusivity, transparency and accountability outlined herein, we are committed to ensuring that our scholarship initiatives effectively support students in their academic pursuit and contribute to their financial assistance.

The college remains dedicated to its mission of educational upliftment of the educationally weaker sections of the society including the Muslims minorities. It is also dedicated to a culture of equity and inclusion and trusts that this policy document on scholarships will serve as a valuable resource for all stakeholders.


Coordinator, IQAC
1.12.2022


Head, Scholarship Cell
1.12.2022


Principal
01/12/22