



## VIDYA INTERNATIONAL CHARITABLE TRUST SCHOLARSHIP POLICY AND PROCEDURE

### 1. POLICY STATEMENT

Vidya International Charitable Trust (VICT) offers number of scholarships to students based on academic merit and other criteria. Purpose of these scholarships is to position financial support in a way that complements one or several strategic objectives of the Trust. Awarding and retaining of the scholarships are at the discretion of VICT following the policies and procedures of the Trust.

Trust aims to have clear and transparent processes that are beneficial to the most deserving students. This policy and procedure document provides the details of how VICT manages the selection and bestowal process of various scholarships in consistent with VICT objectives and value system.

This policy approved by the Executive Committee (EC) of the Trust on 09-Oct-2020 is versioned as 3.0 and nullifies any previous versions. All scholarships awarded hereafter to follow this version of the policy document until an updated version approved and published by the Trust.

### 2. SCOPE

Scope of this policy is applicable to various scholarships offered to students who are studying at the following Engineering colleges managed by the VICT.

- a) Vidya Academy of Science and Technology, Thrissur (henceforth will be referred as **VAST TCR**)
- b) Vidya Academy of Science and Technology Technical Campus, Kilimanoor (henceforth will be referred as **VAST TC KMR**)

### 3. SCHOLARSHIP COMMITTEE

The Executive Committee (EC) of VICT in its capacity will annually constitute the Scholarship Committee with a Convener and Members, separate committee for each campus. Primary responsibility of the committee is evaluation of scholarship application of students from respective colleges run by VICT for scholarships covered in this policy as applicable. The Scholarship Committee established under this policy shall forward its recommendations in conformity with current scholarship eligibility norms to the EC after their due evaluation. EC shall approve/reject the recommendation thus made by the Committee for awarding/rejecting the scholarship.

Scholarship Committee Convener will coordinate and lead the team to complete the evaluation process as stipulated by this policy and timelines. Convener is responsible to communicate directly with EC for the affairs related to Scholarship. Convener shall also

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interact with college management team for the needed support to complete the evaluation process. EC will also depute one of its member to the Scholarship Committee for better coordination between EC and the Scholarship Committee.

Scholarship Committee Members shall support the Convener and other team members to work together and complete the evaluation process fully adhering to the policy, procedures and precedence.

- a) Every members of the Scholarship Committee must be aware and adhere to the relevant policies of the Trust amended and adopted from time to time.
- b) Committee members must disclose any personal knowledge of and relationship with the student who is potential grantee under consideration.
- c) Ensure scholarship granted is for charitable purpose.
- d) Administering the scholarships for which evaluation and bestowal is the responsibility of the Trust.
- e) Operating as a point of contact for scholarship enquiries from prospective and current students and parents.


### 4. SCHOLARSHIP TYPES

#### A. CATEGORY-1: VIDYA MERIT-CUM-MEANS FULL FEE SCHOLARSHIP

- o Benefits
  - Student is exempted from paying his/her full tuition fee
  - For students hails from distant places (beyond 25km from the college) can opt free boarding and lodging at the campus and Trust will provide the facility subject to availability.
- o Eligibility
  - Applicable to students studying at VAST TCR and VAST TC KMR
  - Students belongs to socially and economically weaker sections
  - Family income does not exceed Rs.150,000/- per annum
  - Student is admitted under Merit Quota on the basis of the Kerala Government Entrance Examination or admitted under Management Quota.
  - Students admitted under NRI quota are not eligible.
  - Income Certificate from revenue authorities
  - Recommendation from Vidya Trust members certifying the eligibility of the applicant is desirable.
- o Number of scholarships:
  - B.Tech Regular (Trust): 5% of the total filled seats in the campus across all categories (Merit, Management) in respective year under regular stream.

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- B.Tech Regular (Sponsored): Maximum 5% of the total filled seats in the campus across all categories (Merit, Management) in respective year under regular stream based on availability of Sponsors.
- B.Tech LET: 5% of the total filled seats in the campus across all categories (Merit and Management) in respective year under LET stream.
- MCA Regular: 5% of the total filled seats in the campus across all categories (Merit and Management) in respective year under regular stream.

### **B. CATEGORY-2: VIDYA MERIT-CUM - MEANS HALF FEE SCHOLARSHIP**

- Benefits
  - Student is exempted from paying half of his/her tuition fee
- Eligibility
  - Applicable to students studying at VAST TCR and VAST TC KMR
  - Student is admitted under Merit Quota on the basis of the Kerala Government Entrance Examination or under Management Quota
  - Family income does not exceed Rs.150,000/- per annum
  - Students admitted under NRI quota are not eligible.
- Number of scholarships:
  - B.Tech Regular: 2 students per batch under B.Tech Regular stream to the batch application for scholarship is invited.
  - B.Tech LET: Less than or equal to 5% of the total filled seats in the campus across all categories (Government and Management quota) under B.Tech LET stream to the batch application for scholarship is invited.
  - MCA Regular: Less than or equal to 5% of the total filled seats in the campus across all categories (Government and Management quota) under MCA stream to the batch application for scholarship is invited.

### **C. CATEGORY-3: VIDYA AICTE FULL FEE WAIVER SCHOLARSHIP**

- Benefits
  - Student is exempted from paying his/her full tuition fee
- Eligibility
  - As per the rules/regulations published by Govt/AICTE
  - Applicable to students studying at VAST TCR and VAST TC KMR.
  - Allotment of the Scholarship is as prescribed by the Government of Kerala (AICTE).
  - Family income does not exceed the prescribed AICTE/Govt. norms
  - Student admitted under Merit Quota on the basis of the Kerala Government Entrance Examination.
- Number of scholarships:
  - B.Tech Regular: 5% of the approved intake.

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### D. CATEGORY-4A: VIDYA MERIT – ARTS & SPORTS FULL FEE

- Benefits
  - Student is exempted from paying his/her full tuition fee
- Eligibility
  - Applicable to students studying at VAST TCR and VAST TC KMR
  - National/State achievers in Individual events. Performance of the student (Arts/ Sports) during the 1st year in the college be also considered in selecting the right person if no national/state level achievers identified due to reasons beyond control of the Trust.
  - Best among Arts/Sports shall be selected if more than contender
- Number of scholarships:
  - B.Tech Regular: 1 (One) each in both campus

### E. CATEGORY-4B: VIDYA MERIT – ARTS & SPORTS HALF FEE SCHOLARSHIP

- Benefits
  - Student is exempted from paying half of his/her tuition fee
- Eligibility
  - Applicable to students studying at VAST TCR and VAST TC KMR
  - National/State achievers in Individual events. Performance of the student (Arts/ Sports) during the 1st year in the college be also considered in selecting the right person if no national/state level achievers identified due to reasons beyond control of the Trust.
  - Best among Arts/Sports shall be selected if more than contender
- Number of scholarships:
  - B.Tech Regular: 1 (One)

### F. CATEGORY-5A: VIDYA EXCELLENCE/VIDYA ENTRANCE TOPPERS FULL FEE SCHOLARSHIP

- Benefits
  - Student is exempted from paying his/her full tuition fee
- Eligibility
  - Applicable to students studying at VAST TCR and VAST TC KMR
  - Students of VAST TCR who secured rank from 1 to 5000 in the Kerala Government Entrance Examination
  - Students of VAST TC KMR who secured rank from 1 to 10000 in the Kerala Government Entrance Examination
- Number of scholarships:
  - B.Tech Regular: Upto 10 Students per campus.

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### G. CATEGORY-5B: VIDYA EXCELLENCE/VIDYA ENTRANCE TOPPERS HALF FEE SCHOLARSHIP

- Benefits
  - Student is exempted from paying half of his/her tuition fee
- Eligibility
  - Applicable to students studying at VAST TC KMR
  - Students of VAST TC KMR who secured rank from 10001 to 15000 in the Kerala Government Entrance Examination
- Number of scholarships:
  - B.Tech Regular: Upto 10 Students per branch

### H. CATEGORY-6: VIDYA MERIT-CUM-MEANS (PTA) SCHOLARSHIP

- Benefits
  - Student needs to pay remaining amount of fee after deducting the scholarship amount decided by PTA for the year.
- Eligibility
  - Applicable to students studying at VAST TCR and VAST TC KMR
  - Family income does not exceed 1,50,000/- per annum
  - Selection of eligible student is done by Parent Teachers Association (PTA) of respective campuses
- Number of scholarships:
  - B.Tech Regular: 2 at VAST TCR and 1 at VAST TC KMR
  - B.Tech LET: 2 at VAST TCR and 1 at VAST TC KMR (Scholarships provided by PTA-based on availability of funds are distributed to needy and eligibility students rather than restricting to the numbers mentioned)

### I. CATEGORY-7: VIDYA MERIT-CUM-MEANS (ALUMNI ASSOCIATION) SCHOLARSHIP

- Benefits
  - Student needs to pay remaining amount of fee after deducting the scholarship amount decided by Alumni for the year.
- Eligibility
  - Applicable to students studying at VAST TCR
  - Family income does not exceed 1,50,000/- per annum
  - Selection of eligible student is done by Vidya Alumni Association
- Number of scholarships:
  - B.Tech Regular: 2 at VAST TCR and 1 at VAST TC KMR (Scholarships provided by Alumni- based on availability of funds are distributed to needy and eligibility students rather than restricting to the numbers mentioned)

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### J. CATEGORY-8: VIDYA MERIT-CUM-MEANS (STAFF CLUB) SCHOLARSHIP

- Benefits
  - Student needs to pay remaining amount of fee after deducting the scholarship amount decided by Staff Club for the year.
- Eligibility
  - Applicable to students studying at VAST TCR and VAST TC KMR
  - Family income does not exceed 1,50,000/- per annum
  - Selection of eligible student is decided by Staff Club members
- Number of scholarships:
  - B.Tech Regular: 1 (One)

### K. CATEGORY-9: VIDYA NON-FACULTY STAFF WARD FULL FEE SCHOLARSHIP

- Benefits
  - Student is exempted from paying his/her full tuition fee
- Eligibility
  - Applicable to students studying at VAST TCR and VAST TC KMR
  - Student admitted under Merit Quota on the basis of the Kerala Government Entrance Examination or under Management Quota
  - Both academic and income merit will be considered if more applicants than number of scholarship available
  - Parent (Staff) salary does not exceed 17,000/- per month
- Number of scholarships:
  - B.Tech Regular: 1 (One)

### L. CATEGORY-10: VIDYA NON-FACULTY STAFF WARD HALF FEE SCHOLARSHIP

- Benefits
  - Student is exempted from paying half of his/her tuition fee
- Eligibility
  - Applicable to students studying at VAST TCR and VAST TC KMR
  - Student admitted under Merit Quota on the basis of the Kerala Government Entrance Examination or under Management Quota
  - Both academic and income merit will be considered if more applicants than number of scholarship available
  - Parent (Staff) salary does not exceed 28,000/- per month
- Number of scholarships:
  - B.Tech Regular: 1 (One)

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### M. CATEGORY-11: VIDYA EXCELLENCE FULL FEE (LOCAL PANCHAYATH) SCHOLARSHIP

- Benefits
  - Student is exempted from paying half of his/her tuition fee
- Eligibility
  - Applicable to students studying at VAST TC KMR
  - Family income not more than 100,000/- per annum
  - Student admitted under Merit Quota on the basis of the Kerala Government Entrance Examination or under Management Quota
  - Both academic and income merit will be considered if more applicants than number of scholarship available
- Number of scholarships:
  - B.Tech Regular: 1 (One)

### N. CATEGORY-12: STUDY NOW PAY LATER (SNPL)

- Benefits
  - Student is exempted from paying his/her tuition fee ONLY
  - Bank Interest for the Loan is born by Trust.
- Eligibility and Background
  - Applicable to students studying at VAST TCR
  - Strictly based on case by case assessment by Management team (ED, FD, PD) and with prior approval by Executive Committee
  - In the last phase of admission, if there are vacant seats in any branches, few students who are academically good, financially backward and not willing to avail bank loans fearing interest burden/not eligible for bank loan we admit limited numbers with following conditions:-
    - Students remit all fees other than TF during the course duration.
    - Student and parent shall execute an agreement with the Trust guaranteeing repayment of the TF amount without interest in 60/48/36 monthly installments for 4-year courses and 3 years and 2-year courses.
    - Repayment starts at 13th month after course or 7th month after being employed whichever is earlier.
    - Existing students in financial difficulties during the course period for the remaining course period can also avail this scheme
- Number of scholarships:
  - B.Tech Regular: Maximum 3
  - MCA: Maximum 3

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### 5. GENERAL RULES

- a) The student awarded any of the Vidya Scholarships other than 'Vidya Tuition Fee Waiver' and 'Vidya Excellence' has to avail education loan from any bank of his/her choice (Not mandatory for VAST TC KMR campus). The Trust shall reimburse to the bank, the loan amount with interest accrued, if any, provided the student attain success in all papers in the University examinations and aggregate mark not less than 60% upto S6. The loan will be closed by the Trust only after successful completion of the course. If the student fails to meet this condition, the Trust will cease reimbursement of the loan, and thereby the student shall redeem the loan as per the terms and conditions of the concerned bank. If the scholarship student fails in first attempt to meet the academic performance criteria but immediately in the next available examination, become eligible for scholarship. In such cases, the scholarship will be restored and the interest of the fee amount during this period shall be borne by the student. If the student fails to meet this condition, the Trust will cease reimbursement of the loan, and thereby the student shall pay the loan as per the terms and conditions of the concerned bank. If the student fails to meet the criteria of pass immediately in the next available chance for the failed exams, the scholarship will be cancelled permanently and the fees of the remaining period shall be borne by the student from his/ her bank loan.
- b) If the admission levels are lower than the available seats, total Scholarship allowed to students should be proportionate to the actual seats filled to the available seats in each Vidya institutions.
- c) If any scholarship is not awarded for want of eligible student, such scholarship shall be offered to the students who have scored higher marks in the PCME. Any other unique qualification will be added advantage.
- d) A high-ranked student, who secures admission in VAST campus, anticipating Full Fee scholarship, may get eligibility for AICTE Fee Waiver Scholarships. If the student thus opt for FW scholarship leaving Full Fee category.
  - a) The differences in the fee structure and other facilities between the Full Fee and Fee Waiver, if any, shall be borne by the Trust.
  - b) ED shall evaluate such cases, and he shall have discretion to take appropriate decision in consultation with Scholarship Committee and EC member in charge of admission
- e) The number of scholarship shall be granted on the basis of the percentage of seats filled (not by considering the total number of available seats). For AICTE FW scholarship will be subject to AICTE guidelines prevailing at the time of granting the scholarship.
- f) Awardees of Full Fee Scholarship will be getting Full Fee Exemption. Awardees of Half Fee Scholarship will be getting Half Fee Exemption considering other scholarships. Balance approved fees have to be remitted by the student through bank loan.
- g) For deserving students of Full Fee Scholarship winners (Vidya Merit-cum-Means Full Fee Scholarship, Vidya EXCELLENCE Full Fee Scholarship for Entrance toppers, Vidya Merit-cum Means Full Fee Arts & Sports Scholarship) who hail from distance places (beyond 25km from the college) will be provided free boarding & lodging, subject to availability

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- h) If it is determined that the awardee fails to fulfill an admission requirement or a condition on their continuing enrolment, or fails to maintain satisfactory progress, the scholarship will be permanently cancelled.
- i) If the awardee's enrolment is terminated for any reason as following but not limited to, the scholarship will be permanently cancelled.
  - a) Student found guilty of a serious case of academic or research misconduct
  - b) Student fails to maintain their enrolment
  - c) Indiscipline, boycotting classes, participation in agitations - religious, political or any other cause
  - d) Damaging College or Trust properties
  - e) Social media engagement with contents that malign the interest of College, Trust, Staff.
- j) Student Welfare Coordinator is responsible for monitoring all ongoing eligibility of continuing scholarship recipients. Where a recipient is in breach of the ongoing requirements of a scholarship as per the student scholarship agreement, termination clause shall be applied.
- k) No backlog shall be allowed for children availing scholarship. If backlog is reported except for genuine reasons, the scholarship will be discontinued
- l) The scholarship will be continued only if the student continuously secures more than 60% marks

### 6. PROCESS

#### A. APPLY

Applicants apply for scholarship with supporting materials in prescribed format against the eligibility criteria before due date [Student]

#### B. SCREENING & RANKING

After verifying the basic eligibility, sort the applications based on the qualifying parameters. The ranking for scholarship will be determined considering the performance of the students in the Entrance Examination rank list and PCM at the ratio 50:50 (50 Entrance and 50 PCM). Accordingly, a rank list of the eligible students who have applied for scholarships will be prepared [Scholarship Committee and Student Welfare Coordinator of the campus]

#### C. SCRUTINY & RECOMMEND

Scholarship Committee performs the detailed scrutiny and verify the top ranked application to consider for the available scholarships where selection is by the Vidya Scholarship Committee.

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Committee will verify and prepare rank lists under various category. The committee will physically visit the houses of probable no of students who may get scholarships under each category and ascertain their financial as well as social status. If any of the probable students found ineligible after home visits equal numbers down the rank list shall be verified till the allowed number under each category short listed.

Committee shall submit the shortlisted students list after scrutiny of the ranked list to EC for approval. Separate list to be submitted for each campus, which will have recommended list as well as the original ranked list apart from other supporting documents. Committee to ensure the recommendation reaches EC at least 10 days before the regular monthly meeting which usually takes place 2<sup>nd</sup> Friday of every month.

### **D. APPROVAL**

EC nominee to the Scholarship Committee will table the recommendation to EC and after due deliberation EC shall approve/reject the list completely or individual cases with reasoning.

### **E. AWARDING**

Approved list will be officially communicate to Executive Director (ED) of the Trust to take necessary action. Trust office then fix an early suitable date for scholarship distribution at each campuses after due consultation with EC.

### **F. MONITORING**

Student welfare coordinator is responsible for closely monitoring the performance of students who received the scholarships. Appropriate actions as stipulated by the policy to be initiated for the cases where going scholarship criteria are breached. Similarly, if any student becomes eligible for reinstating the Scholarship as stipulated by the policy, coordinator is responsible to initiate necessary steps for reinstatement.

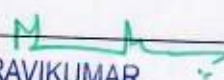
### **G. ALUMNI NETWORKING**

Building an engaged and supportive alumni network of VICT Scholarship beneficiaries is important part to meet overall objective of VICT. Providing life-changing opportunity for deserving students to equip them with knowledge is one part. Another part is to build a closely knitted network of students (current and past) to leverage the union ship for their growth holistically during and after study. More on this process is documented outside of this document.

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### 7. RECORDS MANAGEMENT

- a) Records on all activities decisions made throughout the process must be appropriately kept.
- b) Scholarship Committee shall handover such records to EC for retaining as per the VICT Policy and Procedures.
- c) Any follow-up information the Trust obtains or requires in the short- or long-term administration of the scholarship. It may include the monitoring of areas of study, academic performance or other on-going compliance issues
- d) Information pertaining to unsuccessful applicants for awards shall be kept along with information on successful applicants.

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