

POLICY
DOCUMENT
FOR AWARD
OF
AWARDSHIP
AND
FREESHIP



Pandit Raghunath Murmu Smriti Mahavidyalaya

[UG and PG College]

A Govt. Aided and NAAC accredited Institute

Policy Document for Award of Scholarship and Freeship

1. The college shall provide the necessary information about the scholarships at the beginning of academic year.
2. The college shall notify the list of Government/Non-government Scholarships. All the notifications/ circulars/brochures/other publicity materials received by the college will be prominently displayed.
3. There is a section in the college office to address the queries and guide the students.
4. The college is registered on all the Scholarship Portals of the Government and is also registered with all the departments which sanction scholarships to the students.
5. The College ensures that the name of the College along with institutional id/code is there in the portal for the easy and successful submission of the application by the students.
6. The duties of verification, e-verification, attestation, e-attestation are done as per procedure.
7. The college office shall process all the application on time.
8. The Section shall guide, assist the students and establish liason with the Governmental Departments and other agencies as required under the procedure.
9. The information is also displayed on the Students' Noticeboards and Noticeboards meant for Scholarship information.
10. The College Library also displays the information about the Scholarships.
11. The information on scholarships/endowments/scholarship portals/NGO Scholarships/ Charitable Organization Scholarships/ Institutional Endowments are also provided.



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12. It shall be the duty of the students to register and apply for the available scholarships as per the eligibility criteria.
13. Institutional Endowments shall be disbursed to the eligible students by the College based on the Endowment guidelines. Here the merit is considered.
14. There should be good academic track record to avail academic endowment scholarship/prizes.
15. Students should not have any backlog in any subjects.
16. The institutional financial support is considered depending upon the availability of the sponsored funds.
17. Eligibility to avail the scholarships shall be merit-cum-means.
18. Scholarships are for the needy students and shall reach the right beneficiary.
19. The college may provide inherent fee concessions for some courses as its Institutional Social Responsibility to promote the study of such courses that have very less takers in spite of their need for the society.
20. Any request for the attestation, bonafide certificate fee statement, study certificate shall be addressed immediately.
21. Renewal application alerts also be put on the notice board.
22. For any information and assistance on scholarship the students can contact the scholarship section in the administrative office.
23. For online scholarships the students are required to apply online only. Students are provided with all the necessary guidance and they have to apply on their own.

Procedures :

At the time of admission itself the students are given information about various scholarships, the scholarship information system and portals of the state and central Government. Students are asked to have their own bank account and get the AADHAR



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seeded to it. Submission of all the particulars such as Income Certificate, Caste Certificate, and other applicable documents are mandatory.

The students/parents/guardians are advised to visit the National Scholarship Portal and State Scholarship Portal and complete the registration procedure accordingly. They are advised to keep the following details/documents ready while registering –

1. E-mail id
2. Mobile no.
3. Bank A/C no. with IFSC code
4. Educational Documents
5. Aadhar Card
6. Bonafide Certificate
7. Scanned copy of the first page of the bank passbook
8. Caste Certificate
9. Income Certificate
10. Proof for Date of Birth

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