



TECHNO INSTITUTE OF HIGHER STUDIES

(AFFILIATED TO UNIVERSITY OF LUCKNOW, LUCKNOW)

POLICY DOCUMENT FOR AWARD OF NON GOVERNMENT SCHOLARSHIP, FREESHIPS AND MEDALS TO STUDENTS

GOALS OF AWARDING SCHOLARSHIPS, PRIZES AND MEDALS TO STUDENTS

In order to financially assist meritorious students, Scheduled Castes (SC), Scheduled Tribes (ST) and Other Backward Caste (OBC) students, the Institute may provide-

- I. Scholarships
- II. Freeships i.e. Tuition waivers
- III. Book and other grants
- IV. Free basic health facility
- V. Medals and Awards

and any other facilities from its own funds as per government policies and guidelines applicable at the time of the award. In order to promote an outstanding or excellent academic performance, excellence in a offered courses, excellence in research, social service, games and sports, cultural activities, participation and constructive leadership involving all-round overall performance, the Institute may award various scholarships, prizes, medals and awards either from its own funds or from funds obtained from other non-governmental sources.

INDICES FOR MERIT, MEANS, OUTSTANDING ACADEMIC PERFORMANCE AND ALL - ROUND PERFORMANCE

MERIT

The academic performance of a student in terms of his/her Cumulative Grade Points Average (CGPA) or percentage obtained, shall be the basis, fully or partly as the case may be, for evaluating the merit of a student for the consideration of an award of scholarship/prize/medal to him/her at the time of admission. The following table depicting the criteria and scholarship amount (Rs.) provided to students during the opted course.

SCHOLARSHIP CRITERIA			
Above in class 10th or 12th whichever is higher		Amount (Rs.)	Upto 6th Semester
Percentage	Approx. CGPA		
60%	6.4	1000.00	6000.00

65%	6.9	1500.00	9000.00
70%	7.4	2000.00	12000.00
75%	7.9	2500.00	15000.00
80%	8.5	3000.00	18000.00
85%	9.0	3500.00	21000.00
90%	≥ 9.5	4000.00	24000.00

MEANS (Income sources)

Means of a student shall be evaluated in terms of the maximum income limit of his/her parents as prescribed by the Government from time to time for the purpose of award of a scholarship under the [National Scholarship Scheme of the Government of India](#). **(At present the Parental income limit is Rs.4.5 lakh per annum).**

In the case of salaried individuals, full emoluments including all allowances, honorarium, bonus, special pay, etc. (exclusive of HRA, if any) received in a year shall be taken into account for computing the annual income. No relief for long term savings, contribution to a provident fund, payment of life insurance premium, etc. shall be admissible.

In case of non-salaried individuals such as businessmen, land owners/ agriculturists and those that are self-employed, etc., the entire gross income shall be taken into consideration for computing the annual income.

While computing the total annual income, the income of both parents from all sources as well as any income in the scholar's name, shall be taken into consideration for evaluating the means of a student. In the case of death/insanity/other disability of the parents, the income of the guardian shall be considered for the purpose, subject to production of documentary proof of death/insanity/other disability of the parents as well as a guardianship certificate from the Municipal Corporation/Committee or the revenue officer.

All-Round Performance

All-round performance may be considered as the sum total of the performance of a student in academics, social service, games and sports, cultural activities, participation in students' counseling and constructive leadership. Academic council has been constituted for evaluating candidates for each award of this nature with members from all aspects of evaluation. The candidate can avail health check up benefits (upto 10 vital tests /Annum) for their parents or for themselves.

FINANCIAL ASSISTANCE FROM INSTITUTE FUNDS (Merit-cum-Means scholarships for Undergraduate Students)

- In order to financially assist meritorious students coming from economically weaker background, the Institute may award Merit-cum-Means scholarships to needy students from its own funds.
- The total number of scholarships awarded in a given batch shall not exceed **20% of the students enrolled** in that program. **10% of the total number of available scholarships** for each batch shall be reserved for students belonging to the SC/ST categories.
- Scholarships, if unutilized by any particular batch, may be transferred to another batch. Also, unutilized scholarships reserved for SC/ST students may be transferred for award to the general category students.

Amount of Scholarship

The amount of scholarship for both general as well as SC/ST category of students shall be as prescribed from time to time and approved by the Institute.

Submission of Applications for the Award of scholarship

- Only those students shall be eligible to apply who satisfy merit criterion (Table-1) as well as means criterion (**Rs. 4,50,000/- Annum**).
- A student holding any other scholarship from any other source shall not be eligible to apply for the scholarship unless the same is surrendered.
- On the commencement of each academic year, shall invite applications for the award of scholarships from students of all years except those of First year. Students who are eligible for the same shall be required to apply in a prescribed format available with this document as well as on the Institute's website and also from the Academic council. They would be required to submit completed applications, along with supporting documents as applicable, before the last date specified in the notice given by Institute.
- Income affidavit for the year preceding the year of application, of the scholarship shall be submitted by the parent/guardian of the applicant along with completed application.
- Applications for the scholarship from first year students shall be sought at the commencement of the second semester of the programme.
- In case **(a)** the circumstances of means for a student have changed for reasons such as the death/ retirement of the earning parent(s) or any other unforeseen reasons and **(b)** unutilized scholarships are still available, the institute, at his/her discretion, also accept an application from a student at any time during the academic year. If awarded, in all such cases, the

Scholarship shall become tenable from the month in which the circumstance pertaining to means have changed.

Criteria and Duration

- A minimum 60% (in UG course) for all category students of all years and courses, at the end of the preceding academic year shall be the eligible criteria for the award of scholarship.
- Each renewal of the award of the scholarship shall require fulfillment of the criteria of merits and means.
- Fulfillment of merit as well as means criteria does not automatically ensure the award of scholarship to a candidate. In case of more applications being submitted than the available number of scholarships, the award of Scholarships shall depend on the quality and quantity of applications received, the minimum as index of merit, may be raised by the institute for applications coming for similar scholarship.
- Award of the Scholarships shall be for a period of one year. However, the same may be renewed by respective authority on the submission of a fresh application in the subsequent year.
- The total duration of scholarship to a given student shall not exceed 36 months for three year programme and 48 months for 4 year programme.
- Each student must have a minimum of 75% attendance in all of the courses in which they enrol for that session in order to be eligible for the scholarship for the subsequent year.

Institute Assistantships to postgraduate students

Depending on the number of assistantships available with each discipline, the Institute may award them to meritorious students of postgraduate programme.

Freeships *i.e.* Tuition Waivers

- All undergraduate scholarship holders could be entitled to a tuition waiver. They shall, however, be required to pay all other fees such as canteen, hostel accommodation, transport (If Applicable), etc. as per rules.
- All undergraduate SC/ST students can apply for the award of tuition waiver. They may, however, be required to pay all other fees such as canteen and mess, hostel accommodation rent, transport (If Applicable), etc. as per rules.
- a. An additional 10% of students of each batch of the undergraduate programme, beyond those awarded the Scholarships, may be awarded only tuition waiver. The following category of students may be considered eligible for such additional tuition waivers:

- a) Applicants who were eligible for the award of the Scholarship, but could not be awarded the same because of the non-availability of enough number of Scholarships.
- b) Under very special conditions, any other student of the institute can be considered suitable (On the recommendation of IQAC and Academic council) for the grant of a Tuition Waiver, if the funds for scholarship available.

*Except SC/ST, no postgraduate students are entitled for full tuition waiver. The institute may however, at its discretion waive part of the tuition fee for its regular students in different postgraduate programmes.

INSTITUTE MEDALS AND PRIZES

BEST STUDENT AWARD (Annual):

- The Institute gives a prize of **Rs. 500/-** (In Cheque) and a certificate of merit to the 'Topper' of all departments individually i.e. among the last year pass out students of that department.
- The institute gives a cash prize of **Rs. 1100/-** (In Cheque) and a certificate of merit to the 'Topper' among all undergraduate courses offered by the institute.
- Institute will facilitate all the winners with a **medal and certificate of appreciation**, those who participated in any competition at **College, University, State, National and International level**.

INSTITUTION OF OTHER SCHOLARSHIPS, PRIZES AND MEDALS

The Institute welcomes starting of new scholarships, prizes and medals for its undergraduate as well as postgraduate students from other governmental and non- governmental sources. Institution of any new award at the Institute shall require the approval by its academic council and IQAC. If found suitable, academic council and IQAC shall recommend the same that the proposal necessarily contains the following information:

- a) The title of the award,
 - b) The nature of the award,
 - c) The time of presentation, and
 - d) The criteria for selection/eligibility
- Terms and conditions for the award of a new scholarship/prize/medal in the Institute shall be formulated by academic council and IQAC. No obligation is to be normally prescribed for awarding any scholarship/prize/medal. This condition may, however, be modified at the discretion of the academic council and IQAC.

- Normally only scholarships may be instituted through an endowment. However, persons or organizations of national or international repute may also institute very prestigious medals and prizes through an endowment. In the event of starting a new award by creating an endowment, the interest to be obtained from the same should at least take care of the current value of the scholarship/prize/medal to be given plus 10% increase in its value every year.
- On approval by the academic council and IQAC, new scholarships and prizes may be awarded in the name/ memory of:
 - A. Persons who are/were directly or indirectly related to the Institute and have/had added to its glory
 - B. Industrial concerns or educational trusts of national or international repute.

Recurring scholarships could also be considered in the event of a donor/sponsoring agency of national/international repute is not willing to create an endowment, but desires to finance the scholarship on a yearly basis. In all such cases, the donor/sponsoring agency shall be required to

- (i) Deposit the amount of scholarship for one full year as an advance
- (ii) Make the commitment to do so for at **least five consecutive years** of the award

When instituted by persons who are/were directly or indirectly related to the Institute and wish to award a scholarship in the memory of their beloved ones, the amount of scholarship shall at least be equal to the value of the Institute Merit-cum-Means, scholarship at the time of its institution.

Such proposals would be considered by academic council and IQAC only if the donor/sponsoring agency commit to the institute the scholarship for a minimum period of five consecutive years.

GENERAL GUIDELINES

- All scholarships, medals, etc. are liable to forfeiture/withdrawal partially or fully in case of misconduct or deliberate concealment of material facts by the award winner. A similar action may also be taken if it is found that a student has deliberately misguided the institute by giving false information.
- A student leaving the Institute on his/her own accord without completing the prescribed program of study may be required to refund the amount of scholarship received by him/her in that academic year.

- A student may normally receive only one scholarship/stipend. In case he/she is awarded more than one scholarship/stipend from any outside source, he/she shall be given the option to choose one scholarship or stipend from various alternatives and surrender the other.
- No scholarships will be paid automatically for the year subsequent to the one in which the student completes the examination of all courses offered.
- The academic council and IQAC are empowered to change the clauses of this manual by giving an advanced notice to this effect to its members or manager.

