



St Berchmans College

Founded 1922

AUTONOMOUS

College with Potential for Excellence | Reaccredited by NAAC with A Grade

Affiliated to Mahatma Gandhi University, Kottayam, Kerala
Changanassery, Kottayam, Kerala, India-686101

Scholarship and Endowment Policy

Volume	II
Responsible Executive	Vice Principal- InCharge, Scholarship and Endowment, St. Berchmans College
Responsible Office	Office of the Principal, St. Berchmans College
Date Issued	November 2020
Date Last Revised	November 2022

1. Statement of Policy

St Berchmans College's academic strategy prioritizes student admission and retention. College scholarships and grants are used to ensure that funds are used efficiently to meet our student enrollment goals, which include attracting and retaining academically talented students, contributing to the college's diversity, and removing financial barriers to all qualified /eligible students with the spirit of the college motto 'Caritas Vera Nobilitas'

2. Objectives

Several scholarships are offered to the students of this college through public agencies like the state government, central government, UGC, CSIR, MG University, etc. In addition, several alumni and philanthropists have installed numerous scholarships for the students on a need-based basis. These scholarships have been established either at the college level or in department levels, and these multiple points of establishment make the micro-management of each scholarship very difficult. The primary purpose of this document is to provide a general uniform guideline for the establishment and disbursement of the scholarships and endowments.

3. Individuals and entities affected by this Policy

College administrators, HoD's, College office and students.

4. Roles & Responsibilities

There are three categories of Scholarships and Endowments in the college.

4.1 Government Scholarships

All government scholarships should be routed through the college office. The Principal, Administrative Assistant, and Section in charge of the scholarships in the college office is responsible for informing students directly on correct time. It is the responsibility of the students to know about the scholarships and apply before the deadline and satisfy the eligibility criteria. They should provide all documents requested by the college office on time. The college office should forward the applications to the government agencies before the stipulated time.

4.2 Private Scholarships and Endowments (College Level)

Vice-Principal in charge of Scholarships and Endowments (now onwards Vice Principal) will oversee the private scholarships and endowments. There has to be a faculty coordinator to coordinate the activities. A committee consisting of the Principal, Vice Principal, Bursar, Faculty Coordinator, PTA Secretary, and two other senior faculty members nominated by the Principal will monitor all the activities. All deposits/bank accounts related to these scholarships should be in the name of the Principal of the college.

A meeting of the above committee should be held twice every year, preferably during August and January. The faculty coordinator should maintain the meeting minutes which should be countersigned by the Principal.

From June 2021 onwards, all newly established scholarships and endowments should proceed through a formal signing of the Memorandum of Understanding (MoU) between the Principal and the donor/sponsor. A detailed standard operating procedure also should also preferably accompany the MoU. The latter may be modified as with the consent of the Principal. The details of the scholarships should be updated on the college website and college handbook.

The selection criteria of students for the scholarship depend on the nature of the scholarship and the sponsor's wish. Hence, this policy document does not propose a uniform methodology in selecting the students. The faculty coordinator should strictly follow the written MoU in this regard. If no such records are available, data provided in the college handbook 2021-22 will be considered the base document. If the sponsor's wishes could not be traced back (in the case of old scholarships), the Principal may decide the eligibility criteria in consultation with the committee.

The coordinator should list students who benefited from the scholarship as mentioned above, which has to be submitted to the Vice-Principal before 31st March every year. A copy has to be sent to the IQAC also.

4.3 Endowments/Special activities

All college-level endowments should also be under the supervision of this office. The Principal may entrust a senior faculty as the coordinator for each endowment. The vice-principal should ensure that all the activities given in the endowment document have been fully filled. Every year before 31st March, all the faculty coordinator should send a detailed report along with relevant documents like brochures, recorded videos, attendance statements, or any other document to the Vice Principal, who will maintain a register/filing system in his office. A copy of the same document should be sent to the IQAC office.

Vice Principal must ensure that the website and college handbook is updated regularly with information on newly established scholarships and endowments.

4.3.1 Private Scholarships and Endowments (Department Level)

Most college departments have their scholarships and endowments running for decades instituted by former teachers and students for some noble causes. Those scholarships and endowments at the department level should be managed by the Head of the Department (HoD) and a department level faculty coordinator and department association Vice-President.

As the cause of establishing the scholarship/endowment may be different for each, there cannot be a uniform selection pattern. The above committee is entrusted with selecting

students keeping in mind the wish and preferences of the donor. The faculty coordinator should maintain the minutes of all selection committee meetings.

HoD should maintain a list of such programs and a register (separate or combined) of the same recipients. The deposits/bank accounts about the department-level scholarships and endowments should be in the name of the Principal and HoD of the college. HoD should send a consolidated report of all the scholarships along with the list of the student beneficiaries to the Vice Principal, who will document and file them in his office before 31st March every year. A copy has to be sent to the IQAC office also.

From June 2021 onwards, all newly established scholarships and endowments should proceed through a formal signing of the Memorandum of Understanding (MoU) between the Principal/HoD and the donor/sponsor. A detailed standard operating procedure should preferably accompany the MoU. The details of the scholarships should be updated on the college website and college handbook.

5. Related Documents, Forms and Tools

Signed MoU's, List of Scholarships, Scholarship register, FD documents, bank passbooks

6. Document Control

Minutes of meetings and decisions: Faculty coordinator

Custodian of the Documents & MoU signed: Vice Principal, HoD

Preparation of reports: The faculty coordinator

7. Approval & Review Details

Approval Authority:

Manager, St. Berchmans College, Changanacherry

Officer In charge:

Coordinator, Scholarships & Endowments, St. Berchmans College

Approved on: November 2022

Next Review Date: November 2024

8. Feedback

Stakeholders may provide feedback about this document by emailing to IQAC.