



# **POLICY DOCUMENT**



**St. Joseph's College  
(Autonomous), Irinjalakuda**

## **Policy Documents**

### **St. Joseph's College (Autonomous), Irinjalakuda**

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St. Joseph's College (Autonomous), Irinjalakuda

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## PREFACE

Involved in an educational scenario that demands success to be spelled through the academic realms as well as the holistic development of the individuality of a student, every institution faces showers of challenges that blurs its vision towards its destined mission. St. Joseph's College (Autonomous), Irinjalakuda aspires to walk down the pages of history for attempting to be a colossal figure that renders holistic quality education for women from all strata of the society. Estimating the obstacles enroute to this aim, an established framework based on the relevant guidelines and regulations from the University of Calicut and the Government of Kerala shall lay as its foundational stone for building upon this vision of our founders.

This policy document is formulated under the joint collaboration of all the decision-making committees of the institution working for the upliftment and progress of the academy and combined under the guideship of the IQAC. The major aims behind generating such combined policy document were:

- To serve as a reference guide for comprehending the institutional framework and mechanism.
- To minimise friction and maximise productivity
- To provide route maps for the stakeholders for actively and freely engaging with the institutional activities.
- To bring orderliness and uniformity in action for attainment of short term and long-term goals.

The policy document is a result of several brainstorming sessions and discussions that revolved around the welfare of the institution and its stakeholders. The college believes that in order to attain a unique quality mark, the institution requires feasible ground rules that are to be developed under the best intentions, acceptable and applicable to all impartially. Therefore, great care has been directed towards ensuring that every aspect of the institutional functioning is being addressed in this policy document. Facilities are made available to make amendments after thorough studies whenever and wherever necessary as per the requirements of time.

It is important to accept that the developed policy document is subject to constant revisions as it may contain occurrences of overlap or areas unnoticed by the authorities. The institution shall oblige in sensitising the concerned stakeholders with immediate effect of the alterations brought in any of the policy documents.



  
 PRINCIPAL  
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**12.SJCPD12****SCHOLARSHIP POLICY****OVERVIEW**

St. Josephs College (Autonomous), Irinjalakuda began its initial journey of dedicated service to the educational field with the mission to educate and empower women of the rural suburbs of Irinjalakuda. This demanded a strong foundation for the financial management and support of the education aspiring yet financially challenged women to lead her journey of edification without disruptions. In view of this aspect, a scholarship policy was formulated by the college that promoted support for unhindered education of the enrolled students and is duly aligned with the mission and vision of the college.

Scholarships play an essential role in strengthening and supporting the aspirants with the necessary assistance to satisfactorily perform in the formal labor market. The success of this initiative from the institution depends on the collaborative efforts of all the stakeholder communities connected to the institution and other external organizations/individuals who work towards this noble cause. Therefore, the transparency and accountability features of the procedures are constantly monitored and targeted toward student progress.

**OBJECTIVE**

The purpose of scholarships/freeships provided by the college is to support and nourish the capabilities of the students experiencing financial constraints to education and skill development.

The objective of this policy document is to provide details of how St. Joseph's College (Autonomous), Irinjalakuda manages the selection and bestowal process of scholarships/freeships to its enrolled students.

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The college is committed to provide possible means of support to the deserving students through scholarships/freeships. To this end, the policy is established and formulated in accordance to the strategic intent of the institution in enhancing the educational prospects of the students meanwhile adhering to the mission and vision of the college.

- The college considers the award of scholarships/freeships based on the merit of the enrolled students ensuring that the meritorious students shall not discontinue studies due to causes of financial constraints.
- The scholarships available from the institution and the those available from the National/State Governments shall be timely updated with the students and necessary guidance should be given by the respective class teachers in applying for the same.

- For the scholarships provided by the institution, the eligibility criteria for each should be clearly defined and selection of applicants should strictly adhere to the criterions specified.
- The academic calendar and the notice boards are to contain the necessary and up-to-date information regarding the prospective National/State/Institutional/Individual scholarships available for the students. The same shall be updated in the college official website.
- The college shall provide fee concession/fee waiver for needy students of all courses.
- The students intending to apply for fee concession/fee waiver are to fill and submit the application form available from the college office to their respective Heads of the Department before the specified last date of submission.
- Upon scrutiny of the academic performance and the economic background, the Heads of the Department shall scrutinize the application form and present it in the Department Council meeting.
- The application approved by the Department Council shall be forwarded to the institutional head and later to the Management Advisory Board for approval/rejection of the application.
- The panel of authorities involved in the selection procedure of the applications for scholarships have the rights to advise and make recommendations in the policy or any other matters related to the bestowing of scholarships.
- The panel of authorities are responsible to monitor the academic standards, leadership standards and benevolent standards for the award of scholarships.
- Call for applications shall be announced in the college website and notice boards and via the teachers during the months of February/March before the commencement of the new academic year for already enrolled students and during September/October for the freshly joining students.
- Merit scholarships for meritorious students are to be provided for all courses and batches.
- The institution is to work on gathering funds for scholarships from retired faculty, relatives of our expired faculty and benefactors, alumni and other goodwilled organizations.
- Single or repeated donations by the donors towards scholarships is promoted to cover the agreed time period of scholarship.
- The college shall attract fund from CSR, private/public sector banks or any authentic private firms to elevate the scholarship opportunities of the students.



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