



St Joseph College of Communication

Media Village, Changanassery
Affiliated to Mahatma Gandhi University, Kottayam, Kerala

Vision: Transforming Media for a Wholesome World

Founded in 2004

Scholarship and Endowment Policy

Responsible Executive	Bursar, St Joseph College of Communication
Responsible Office	Office of the Principal, St Joseph College of Communication
Date Issued	November 2020
Date Last Revised	November 2023
Code	SJCC/INSP/25/23

1. Statement of Policy

At St. Joseph College of Communication, we are committed to fostering academic excellence, supporting student success, and advancing the mission of our institution. Our Scholarship and Endowment Policy reflects our dedication to providing financial assistance, recognizing achievement, and promoting access to higher education for deserving individuals.

The following measures are taken to avail scholarships/ freeships to deserving and meritorious students:

- Fee waiver is availed to the financially disadvantaged students.
- Scholarships are provided to the academically meritorious students.
- Scholarships/Freeships are provided to the students who excel in Sports at intercollegiate/ university/national/international level.

- Scholarships/Free ships are provided to students who excel in Fine arts and other co-curricular and extracurricular activities at the intercollegiate/ university/ national/ international level.
- In addition, the college collaborates with alumni and non-government agencies to institute scholarships, freeships and endowments.
- Students are sensitized to avail of governmental/ nongovernmental endowments/ scholarships.

2. Objectives

The primary aim is to ensure that students admitted to the college based on merit do not face discontinuation of their studies due to financial limitations.

3. Fee concessions/Scholarships/Freeships

The primary aim is to ensure that students admitted to the college based on merit do not face discontinuation of their studies due to financial limitations.

1) The college is providing fee concessions/ fee waivers for needy students of all courses. Accordingly, the college has made provision to reach out to those students who need financial/material support for their education. A standard procedure is followed for the same.

- The students who intend to avail of this facility have to submit their application to the head of the department.
- The head of the department based on the applicant's academic performance and economic background scrutinizes the application and the same is discussed in the department council.
- The recommendation of the department council is forwarded to the Principal by the Head of the department.

- The principal presents the same in the Management Advisory Committee meeting and the final approval/rejection of the same happens.
- Usual submission of the application happens in February / March before the academic year begins in the case of already enrolled students and Sept/ Oct for the first-year students.

2) The college also provides Merit Scholarships for academically excellent students from all batches and courses. Students who meet certain criteria of academic merit are awarded scholarships. The college management embarks on finding resources to run scholarships in the strong belief to remove financial barriers of our deserving students.

Cheriathundam Scholarship: A scholarship amount of Rupees 10,000 will be awarded to a total of 28 students every academic year and a Gold Medal for the student who achieves the highest academic performance in the postgraduate program.

i. Selection Criteria:

a. Academic Excellence: Students who have demonstrated exceptional academic performance in their previous educational endeavours will be given priority.

b. Financial Background: The scholarship is intended to assist students who come from economically challenged backgrounds. Preference will be given to candidates with financial need.

c. Character and Conduct: Applicants should have a strong record of good conduct and exhibit a positive attitude towards their studies and fellow students.

d. Participation in Co-curricular Activities: The scholarship committee will also consider the candidate's involvement and achievements in co-curricular activities, such as sports, arts, community service, etc.

ii. Application Process: The scholarship application process will be communicated to all eligible students. They are required to submit the application form well within the stipulated time. The selection committee may request additional information and documents as

deemed appropriate. This may include scholarly activities of the applicant like participation in various activities which are pointers towards academic excellence. It is the responsibility of the student to submit all documents along with the application for consideration. Incomplete or inadequate information will render the application rejected. It may involve submitting academic transcripts, financial documentation, and a statement highlighting their co-curricular activities and achievements. However, recommendations by competent authorities may also be considered in a few deserving cases.

iii. Selection Committee: A scholarship committee comprising the Executive Director, Principal, Finance Director and faculty members from the scholarship committee will review the applications and make the final selections.

Award Ceremony: The scholarship recipients and the Gold Medal winner will be recognized and awarded during a formal ceremony organized by SJCC and the Cheriathundam family.

The college has strategically worked on receiving scholarship funds from our illustrious alumni, retired faculty, relatives of our expired faculty and benefactors. A single or repeated donation towards scholarships is proposed to run an agreed number of awards over an agreed period. The college also proactively works to procure the CSR funds of corporate companies, public/ private sector banks and private firms to further expand the scholarship funds for our students.

The college office provides required assistance and guidance to students to timely file their applications for government scholarships. They are informed of the government scholarships through circulars and class tutors take the initiative to notify students to approach the college office with necessary documents.

3) Freeships are available at St. Joseph College of Communication to deserving students and students. The college has taken the initiative to support and provide free education to academically exceptional students.

4) The college website and online notifications are employed to notify the students of upcoming scholarships and the Scholarship Cell supports the students in availing the specific scholarships earmarked for specific groups of students.

4. Individuals and entities affected by this Policy

All students of St Joseph College of Communication will come under the purview of this policy.

5. Approval & Review Details

Approval Authority:

Executive Director, St Joseph College of Communication

Officer In-charge:

Coordinator, Scholarships & Endowments, St Joseph College of Communication

Approved on: November 2023

Next Review Date: November 2024

6. Feedback

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