

# **LOYOLA COLLEGE OF SOCIAL SCIENCES THIRUVANANTHAPURAM**



## **CRITERION 5- STUDENT SUPPORT AND PROGRESSION**

### **5.1 STUDENT SUPPORT**

#### **5.1.2 Average percentage of students benefited by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years**

Policy document of the HEI for award of scholarships and free ships.

**LOYOLA COLLEGE OF SOCIAL SCIENCES**

**THIRUVANANTHAPURAM**

**KERALA**



**POLICY MANUAL 2020**

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- b. **Fieldwork fund** shall be collected at the time of admission, which has to be utilized for: Exposure visits, Additional programmes such as street theatre, PRA, Faculty expenses of study tour, Participation of seminars and conferences (either travel or registration expenses, whichever is lower, for each student once a year), Honorarium and TA for guest lecture, Fieldwork supervision - actual expense, Printing of fieldwork diary and face-sheet, Photostat and printing
- c. **Extra-curricular activities:** Celebrations like Onam, Christmas, Iftar/Eid. And Independence Day, Sports day. College day and College Union activities. Allocation is to be done at the beginning of the year as per the fund generated. Students are to be informed to produce budget and request letter for releasing the fund. Finance committee shall scrutinize the budget and approve the same with necessary modifications. Once the programme gets over the account has to be settled within 10 days.
- d. Fund shall be collected and utilized for value education.
- e. ICT charges for induction programme, ID card for NSS camp, interview training under placement cell and administrative service charges.

#### **5.4.5 Scholarships, Free-ships and Awards**

- a. The college shall facilitate the process for securing UGC and State-level scholarships applicable to its students.
- b. At the college level, separate amount is earmarked for providing scholarship, free-ships and endowment awards every year.
- c. Endowment awards are given according to the merit or merit cum means.
- d. Scholarships and free-ships are offered to students with potential and who are financially weak as per the recommendations from the department and approval of the management committee.
- e. Scholarships are expected to cover part of tuition or part of expenses for field work.
- f. The college shall continue to generate the scholarship fund from various sources gradually so that it can meet the growing requests for assistance.
- g. The donors request for instituting awards and scholarships shall be scrutinized by the management and decision on the same is to be made in tune with the policies of the management.
- h. Awards are also instituted for Kalaprabhitha and Kalathilakam of arts festival, Sargaprabhitha in literary competitions, and individual athletic championship trophies for male and female winners.

- i. Awards are usually presented during the college day every year.
- j. A list of all awards, scholarships offered by the college shall be published in the calendar.
- k. Efforts shall be made to enhance the Scholarship and Endowment Funds from alumni and other stakeholders.
- l. Awards are determined based on academic or extra-curricular performance, certified by teachers of a department or teachers-in-charge of arts and sports respectively.
- m. Assessment for eligibility for scholarships and free-ships shall be made by the Departments by studying the background of students.
- n. The amount received and distributed as scholarships shall be audited.

#### 5.4.6 'Poor Students 'Fund'

- a. The college generates and maintains a fund for assisting the financially weak students.
- b. Contributors include all the permanent staff of the college.
- c. The amount to be contributed is determined by the teachers and the contribution is made at the beginning of the month.

#### 5.4.7 Other fees

- a. **Research Fee:** A centre-charge is to be collected from each research scholar every year. This fee shall be utilized for the development of research facilities
- b. **Library and Computer Fee:** A contribution is collected from the students for library and computer. This fund shall be utilized for the development and maintenance of the respective centers.
- a. **Hostel Fee:** Fee is collected for boarding and lodge in the hostel. The revenue is to be utilized for the maintenance and development of the hostel facilities.

#### 5.4.8 Alumni Contributions

- a. On special occasions institution can seek contributions from the Alumni. Certain such occasions identified include: Jubilee Celebrations, Building and developmental works, Organization of seminars/workshops, Infrastructural up-gradation, Endowment awards and scholarships.
- b. Alumni membership fee is to be collected and maintained by the alumni executive committee.
- c. Transcript charge is to be collected from the applicants