



RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

Criterion V Student Support and Progression

RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

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Student Support

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Institutional Scholarship and Freeship Policy

Submitted to





RCMAS

RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES
(Affiliated to Mahatma Gandhi University, Kottayam)

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RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES, RAJAGIRI VALLEY, KAKKANAD

INSTITUTIONAL SCHOLARSHIP AND FREESHIP POLICY

Vision

At Rajagiri College of Management and Applied Sciences, we envisage a scholarship program that supports diversity, inclusivity and academic success, enabling students to become future leaders and change-makers who will positively influence society.

Mission

The goal of the Rajagiri College of Management and Applied Sciences Scholarship Policy is to enable deserving and financially disadvantaged students to pursue higher education without hindrance; to establish a culture of academic excellence, creativity, and innovation; and to encourage diversity, inclusivity, and social mobility.

Objectives

1. Recognize Academic Excellence

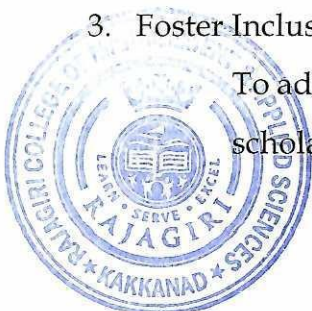
Scholarship grants are intended to recognize and reward students who display academic excellence, talent, or innovation.

2. Help Financially Disadvantaged Students

To provide financial help to students from economically disadvantaged families through free scholarships, guaranteeing equal access to high-quality education.

3. Foster Inclusive Excellence

To advance diversity, equity and inclusion within RCMAS by providing scholarship and fellowship opportunities that support the recruitment,



retention and success of students from diverse backgrounds and underrepresented communities.

4. Promote Student Success and Retention

To help scholarship and freeship recipients' academic performance and retention aiding to reach their full potential and graduate with a low financial burden.

IMPLEMENTATION

The implementation of government scholarships and freeships includes distributing notifications and eligibility criteria via official circulars, while freeships are granted through a distinct application process. Eligible students submit freeship application forms, which a committee reviews based on set criteria. Selected recipients are informed and receive funds disbursed to their accounts. Throughout this process, the financial aid office oversees and assesses the program's effectiveness, ensuring the fair and transparent distribution of government scholarships and freeships to deserving students, thereby promoting academic excellence and inclusivity.

GOVERNMENT SCHOLARSHIPS

1. Post Metric Scholarship (PMS)

Scholarship given to students belonging to economically weaker sections of minority community (Muslims & Christians). The student must have secured 50% or equivalent grade in the previous final examination and the annual income of the parents/guardian from all sources should not exceed Rs. 2 lakhs. The scholarship amount is Rs. 3000 per annum for UG and PG students and maintenance allowance of Rs. 570/- per month for Hostellers & Rs. 300/- per month for Day Scholars.

For details refer the website <https://scholarships.gov.in/>



2. Central Sector Scholarship (CSS)

For availing this scholarship, the applicant should have passed the Senior School SCHOLARSHIPS AND FREESHIP POLICY 79 Certificate Examination conducted by CBSE by securing a total aggregate mark of 418/500 in science, 396/500 in Commerce and 332/500 in other subjects (for all categories: SC/ST/OBC/UR). Annual income of the parents/guardian from all sources should not exceed Rs. 4.50 lakhs. The Scholarship Amount is Rs 1000/- per month for UG and Rs 2000 per month for PG students.

For details refer the website: <https://scholarships.gov.in/>

3. C.H. Muhammedkoya Scholarship (CHMS)

Girl students of UG and PG courses belonging to Muslim, Latin and Converted Christian community of Kerala are eligible to apply. They should have scored 50 percent or above for the qualifying examination and the annual family income of parents should not exceed Rs 8 lakhs. The scholarship amount is Rs 5000 pa for UG students and Rs 6000 per annum for PG students.

For details refer the website:

http://dcescholarship.kerala.gov.in/dmw/dmw_ma/dmw_ind.php#dialo.in

4. Post Metric Scholarships for Students with Disabilities (PMSD)

The Scholarship provides financial assistance to the parents of students with disabilities for studying in post-matric level. The financial assistance includes scholarship, book grant, escort/reader allowance, etc. Selection of the beneficiaries under these two scholarship schemes is on the basis of merit.

For details refer the website <https://scholarships.gov.in/>

5. 'E-Grantz' SCHOLARSHIPS

E-Grantz is web-based solutions for the timely disbursement of educational assistance to all eligible students of UG, PG and PhD level.

For details refer the website <https://www.egrantz.kerala.gov.in/>

The different categories of educational grants/concessions under this scheme are



given below:

1. Educational concession to the students belonging to the Scheduled Castes, Scheduled Tribes and Other Eligible Communities including Kudumbies and Converts.
2. Educational concession to Socially and Educationally Backward Communities under KPCR.
3. Educational Concession to the Forward Communities under KPCR.

Apart from the mentioned scholarships, students may also receive financial benefits from local authorities and institutions. Institutions issue course certificates to help students claim such benefits.

Certificate Examination conducted by CBSE by securing a total aggregate mark of 418/500 in science, 396/500 in Commerce and 332/500 in other subjects (for all categories: SC/ST/OBC/UR). Annual income of the parents/guardian from all sources should not exceed Rs. 4.50 lakhs. The Scholarship Amount is Rs 1000/- per month for UG and Rs 2000 per month for PG students.

For details refer the website <https://scholarships.gov.in/>

6. Kerala State Higher Education Council Scholarship (HECS)

First Year Degree students of Science, Humanities, Social Sciences and Business Studies can apply for this scholarship. Applications should be submitted directly in the web link: www.kshec.kerala.gov.in.

The minimum qualification for ST students is all pass.

- For SC students 55 to 60 percent as per the concerned subjects.
- For Physically Challenged students 45 percent.
- For BPL/ OBC categories 55 to 65 percent and for General category 60 to 75 percent.
- The scholarship amount is Rs 12000 for first year, Rs 18000 for the second year and Rs 24000 for the third year. If the student goes for PG, the amount is Rs 40000 for the first year and Rs 60000 for the second year.

For details refer the website:

http://dicescholarship.kerala.gov.in/hescholarship/he_ma/he_maindx.php



7. State Merit Scholarship (SMS)

First Year UG and PG students who have scored 50 percent or above for the qualifying examination can apply for this scholarship. Family annual income should not exceed Rs 1 Lakh. The amount for graduate students is Rs 1250 per annum and for post graduate students is Rs 1500 per annum. For details refer the website <http://www.dcescholarship.kerala.gov.in>

8. PG Merit Scholarship For University Rank Holders

Scholarship given to UG rank holders in order to pursue their PG. The university should issue rank certificates to the toppers of the university in B.A., B.Sc., and B.Com. For details refer the website <https://scholarships.gov.in/>

9. PG Indira Gandhi Scholarship for Single Girl Child

Any single girl child, being the only child of her parents, is eligible to apply for the PG scholarship scheme during the first year of her admission to PG. The age of the girl student should not exceed 30 years at the time of admission. The scholarship amount is Rs. 2,000/- per month for a period of two years only (10 months in the year) i.e. full duration of a PG course.

For details refer the website: <https://scholarships.gov.in/>

INSTITUTIONAL SCHOLARSHIPS AND FREESHIPS

The College provides freeships for students who demonstrate financial need, academic excellence, or exceptional talent including those from economically disadvantaged backgrounds, disabled students, and those who have excelled in sports, arts, or cultural activities, with the aim of supporting their education and promoting inclusivity and diversity within the college community.



Procedure for Submission of RCMAS Scholarships

➤ Notification from Office

The RCMAS office will issue a notification announcing the availability of scholarships and the eligibility criteria. The notification will be displayed on the college website, notice board, and student portal.

➤ Fill Application Form

Eligible students will collect the scholarship application form from the RCMAS office or download it from the College website.

Students will fill the application form accurately and attach required documents (e.g., transcripts, certificates, income proof).

➤ Approval from Batch Coordinator and HOD

Students will submit the completed application form to their Batch Coordinator for review and signature.

The Batch Coordinator will verify the student's details and shortlist the form.

The student will then submit the form to their Head of Department (HOD) for signature. The HOD will review the application and approve the form.

➤ Scrutinize Application Forms with HODs

The RCMAS office will collect the signed application forms from students. The office will scrutinize the applications with the respective HODs to ensure eligibility and accuracy.

➤ Scholarship Committee Approval

The scrutinized applications will be presented to the Scholarship Committee for review and approval.

The Committee will evaluate the applications based on the eligibility criteria and select the recipients. The scholarship funds will be disbursed to the recipients' accounts or use it to offset tuition fees.



Scholarships provided by the institution

1. RCMAS Sahrudaya and RECT Scholarship

RECT (Rajagiri Educational Charitable Trust) Scholarship and RCMAS Sahrudaya Scholarship of Rajagiri College of Management and Applied Sciences (RCMAS) is dedicated to support deserving students through the Sahrudaya Scholarship Programme. This scholarship aims to provide financial assistance to students who demonstrate academic excellence and meet specific financial criteria, ensuring that financial constraints do not hinder their educational pursuits.

Conditions for Eligibility

Annual Family Income: The annual family income of the applicant must not exceed Rs 3,00,000.

Academic Performance: The applicant should have secured not less than 65% marks in the previous examination.

For first-year students, this refers to the +2 examination.

For second and third-year students, this refers to the previous semester examination.

Backlogs: The applicant shall not have any backlogs.

Attendance: The applicant should have a minimum attendance of 75%.

2. RCMAS Semester Topper Scholarship

The RCMAS Semester Topper Scholarship recognizes and rewards students who achieve the highest academic performance in their respective semesters. This scholarship aims to encourage academic excellence and recognize the hard work of top-performing students.

3. RCMAS Academic Excellence Scholarship

The RCMAS Academic Excellence Scholarship is designed to honour students who consistently demonstrate exceptional academic performance across multiple



semesters. This scholarship seeks to motivate students to maintain high academic standards and excel in their studies.

4. RCMAS All-Round Excellence Scholarship

The RCMAS All-Round Excellence Scholarship acknowledges students who excel not only in academics but also in extracurricular activities, leadership roles, and community service. This scholarship aims to support well-rounded individuals who contribute positively to the college community.

5. RCMAS Sports and Arts Excellence Scholarship

The RCMAS Sports and Arts Excellence Scholarship is designed to recognize and support outstanding students excelling in both athletics and the arts. This scholarship provides financial assistance to help recipients pursue their academic and extracurricular passions. Eligible students must demonstrate exceptional talent and a commitment to their chosen field, whether in sports or the arts.

6. Endowment Award - Thalachira Baby Antony Memorial Scholarship

The Endowment Award honours students for exceptional dedication and performance in academics or extracurricular activities, funded by donations from alumni, benefactors, or organizations. It also includes Thalachira Baby Antony Memorial Scholarship commemorating Thalachirsa Baby Antony, mother of esteemed faculty member Mary Antony, celebrating her lasting impact and values. This scholarship supports students showing outstanding commitment and achievement, reflecting Mrs. Antony's dedication and inspiring future excellence.

RCMAS Freeship

The RCMAS Freeship provides financial support to students from economically disadvantaged backgrounds. This initiative ensures that deserving students have the opportunity to pursue their education without financial barriers.

It also includes:



- **Freeship for Tuition Fee:** Covers the certain cost of tuition, allowing students to focus on their studies without worrying about the financial burden.
- **Freeship for Uniform:** Provides funding for required uniforms, ensuring students have the appropriate attire for their educational environment.
- **Freeship for Certificate Courses:** Covers fees for additional certificate courses, supporting students who wish to enhance their skills and qualifications.
- **Freeship for University Exam Fee:** Assists with the costs of university exams, removing financial obstacles to completing their degree programs

Application Process

- Eligible students can apply for scholarships by submitting the following documents:
 - Completed scholarship application form.
 - Academic transcripts and mark sheets of the previous examination(s).
 - Attendance records.
 - Any additional documents as specified by each scholarship's requirements.



SCHOLARSHIP COMMITTEE

The committee constituted with the following members:

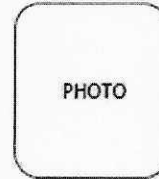
Designation	Name
Director	Dr. Fr. Mathew Vattathara CMI
Associate Director	Fr. Ajeesh Puthussery CMI
Principal	Dr. Laly Mathew
Convenor	Ms. Nileena Sasidharan, Assistant Professor, Department of Computer Science
Members	Ms. Megha Mohan, HOD, Department of Management
	Mr. Sijo Jacob, HOD, Department of Computer Science
	Ms. Mary Antony, HOD, Department of Commerce
	Mr. Jotty Jacob, HOD, Department of Animation and Graphic Design
	Ms. Kavitha Krishnadas, HOD, Department of English
	Ms. Hitha P. S, Cou
Office Superintendent	Mr. Ranjith K Jose
Accountant	Ms. Jincy Sunil



APPLICATION FORM



RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES



RAJAGIRI SAHRUDAYA – RCMAS SCHOLARSHIP SCHEME APPLICATION FORM – 2023-24

DETAILS OF THE APPLICANT

Name & Address of the Student : _____

Contact Number : _____
Name of the Course : _____
Course Fee per year : Rs. _____
Present Year of Study : First Year Second Year Third Year
Percentage (%) of Mark : +2 _____ Semester Exam _____
Number of family Members : _____
Occupation of the Parents : _____

Annual Family Income : _____
Have you availed RCMAS SAHRUDAYA Scholarship previously: Y/N Year : _____

DETAILS OF BANK ACCOUNT FOR SCHOLARSHIP DISBURSEMENT

Name of Account Holder : _____
Account Number : _____
Name of Bank : _____
Branch : _____
IFSC : _____

Date: _____ Signature of Applicant

RECOMMENDED BY:

Signature with date

Name & Signature with date

HEAD OF THE DEPARTMENT

BATCH CO-ORDINATOR P.T.O



CONDITIONS FOR ELIGIBILITY

- Annual family income of the applicant must not exceed Rs.3,00,000/-
- Applicant should have secured not less than 65% marks in the *previous examination
 - *+2 Examination (1-year students)
 - *Previous Semester Examination (2 & 3-year students)
- Applicant shall not have any backlogs.
- Applicant should have a minimum attendance of 75%

DOCUMENTS TO BE ENCLOSED WITH THE APPLICATION

- Copies of +2 or semester exam results.
- Latest Income Certificate from the Village Officer
- Copy of Bank passbook

For office use only

Application form and enclosures are duly verified

Date: _____

Signature _____



Clarus

Rev. Dr. Mathew Vattathara CMI

Director