

जानकी देवी मेमोरियल कॉलेज

(दिल्ली विश्वविद्यालय)

**JANKI DEVI MEMORIAL COLLEGE**

(University Of Delhi)

सर गंगा राम अस्पताल मार्ग, नई दिल्ली-११००६०

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## Policy for Award of Scholarships, Awards and Freeships

### 1. GOALS OF AWARDING SCHOLARSHIPS, PRIZES AND MEDALS AND REESHIP TO STUDENTS

- 1.1 In order to promote an outstanding or excellent academic performance, excellence in a given course of the program, excellence in research, social service, games and sports, cultural activities, participation in students counselling, participation and constructive leadership in NCC involving all-round overall performance, the Institute may award various scholarships, prizes, medals and awards either from its own funds or from funds obtained from other governmental or non-governmental sources.
- 1.2 Janki Devi Memorial college has instituted a large number of prizes and scholarships to encourage and motivate students towards excellence. These prizes are given for academic excellence, all round development, proficiency in sports, music, and cultural activities display of leadership qualities. There are prizes awarded for excellence in NCC and NSS. In consonance with our commitment to inclusiveness there are special prizes for physically challenged students.
- 1.3 Additionally in order to financially assist meritorious students coming from weaker economic background, the college provides financial assistance for partly or full fee payments from the donations made by Staff and few good Samaritans. This is primarily to ensure continuity of education for the economically weak but meritorious students.



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## 2. INDICES FOR MERIT, MEANS, OUTSTANDING ACADEMIC AND ALL ROUND PERFORMANCE

### 2.1 MERIT:

- 2.1.1** The academic performance of a student in terms of her Cumulative Marks, shall be the basis, fully or partly as the case may be, for evaluating the merit of a student for the consideration of an award of scholarship/prize/medal to her.
- 2.1.2** Merit of a student shall normally be evaluated in terms of the reporting Marks, i.e., the Cumulative Marks rounded-off to the first place of decimal. However, in special cases, the Scholarship, Prizes and Awards Committee (SPACS) may stipulate grant of the award on the basis of the marks calculated to a higher place of decimal. The Committee may also stipulate a different minimum cumulative for each award.

### 2.2 MEANS :

- 2.2.1** Means of a student shall be evaluated in terms of the maximum income limit of his/her parents as prescribed by the Government from time to time for the purpose of award of a scholarship under the National Scholarship Scheme of the Government of India<sup>1</sup>.

<sup>1</sup> At present the Parental income limit is Rs. 2,50,000/- per annum.

- 2.2.2** In the case of salaried individuals, full emoluments including all allowances, honorarium, bonus, special pay, etc. (exclusive of HRA, if any) received in a year shall be taken into account for computing the annual income. No relief for long term savings, contribution to a provident fund, payment of life insurance premium, etc. shall be admissible.
- 2.2.3** In case of non-salaried individuals such as businessmen, land owners/ agriculturists and those that are self-employed, etc., the entire gross income shall be taken into consideration for computing the annual income.
- 2.2.4** While computing the total annual income, the income of both parents from all sources as well as any income in the scholar's name, shall be taken into consideration for evaluating the means of a student. In the case of death/insanity/other disability of the parents, the income of the guardian shall be considered for the purpose, subject to production of documentary proof of death/insanity/other disability of the parents as well as a guardianship certificate from the Municipal Corporation/Committee or the Revenue Officer.



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## 2.3 OUTSTANDING ACADEMIC PERFORMANCE IN ANY SPECIFIC FIELD

**2.2.5** Outstanding academic performance in any specified field may be evaluated by examining the reporting Cumulative Marks and/or specific research/developmental project done, research publications, papers presented in national or international conferences and combinations thereof.

**2.2.6** The SPACS may seek the advice/recommendation from a special sub-committee of SPACS comprising of faculty from different disciplines in arriving at the criterion for outstanding performance in a specified field.

## 2.4 ALL – ROUND PERFORMANCE

**2.2.7** All-round performance may be considered as the sum total of the performance of a student in academics, research, social service, games and sports, cultural activities, participation in students' counselling, participation and constructive leadership of student activities.

**2.2.8** A special committee shall be constituted for evaluating candidates for each award of this nature with the Principal as its Chairperson.



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### 3. FINANCIAL ASSISTANCE FROM INSTITUTE FUNDS

#### 3.1 Merit-cum-Means (MCM) Scholarships for Undergraduate Students

##### 3.1.1 Number of Scholarships

- 3.1.1.1 In order to financially assist meritorious students coming from economically weaker background, the Institute may award Merit-cum-Means scholarships to needy students from its own funds made available by the donations by staff and few others for this purpose.
- 3.1.1.2 The total number of MCM scholarships awarded in a given batch shall not exceed 25 % of the students enrolled in that batch.
- 3.1.1.3 MCM Scholarships, if unutilized by any particular batch, may be transferred to another batch.

##### 3.1.2 Amount of Scholarship

- 3.1.2.1 The amount of MCM Scholarship for students shall be as prescribed from time to time by the committee and approved by the Principal..
- 3.1.2.2 The award of the MCM Scholarship would also imply granting of either full fees or part thereof, i.e. the Freeship.

##### 3.1.3 Submission of Applications for the Award of MCM Scholarship

- 3.1.3.1 Only those students shall be eligible to apply who satisfy merit criterion (Section 3.1.4.1 or 3.1.4.2) as well as means criterion (Section 2.2.)
- 3.1.3.2 A student holding any other scholarship from any other source shall not be eligible to apply for the MCM Scholarship unless the same is surrendered.
- 3.1.3.3 On the commencement of each academic year, the Convener, SPACS shall invite applications for the award of MCM Scholarships from students of all years except those of first year. Students who are eligible for the same shall be required to apply in a prescribed format available with this document as well as on the College's website. They would be required to submit completed applications, along with supporting documents as applicable, before the last date specified in the notice of the Convener, SPACS.
- 3.1.3.4 Income affidavit for the year preceding *the year of application*, of the MCM Scholarship shall be submitted by the parent/guardian of the



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applicant along with completed application.

- 3.1.3.5** Applications for the MCM Scholarship from first year students shall be sought at the commencement of the second semester of the programme.
- 3.1.3.6** In case (a) the circumstances of means for a student have changed for reasons such as the death/ retirement of the earning parent(s) or any other unforeseen reasons and (b) unutilized MCM scholarships are still available, the Convener, SPACS may, at his/her discretion, also accept an application from a student at any time during the academic year. If awarded, in all such cases, the MCM Scholarship shall become tenable from the month in which the circumstance pertaining to means have changed.

**3.1.4 Award of MCM Scholarship and its Duration**

- 3.1.4.1** Except for first year students, a minimum reporting CGPA of 6 and attendance of minimum 66.6% *at the end of the preceding academic year* shall be the essential requirement for the award of MCM Scholarship.
- 3.1.4.2** For first year students, a minimum reporting SGPA 6 and attendance of minimum 66.6% *at the end of the first semester of the programme* shall be the essential requirement for the award of MCM Scholarship.
- 3.1.4.3** Each renewal of the award of the MCM Scholarship shall require fulfilment of the criteria of merits and means (Section 2.1 and 2.2).
- 3.1.4.4** Fulfilment of merit as well as means criteria does not automatically ensure the award of MCM Scholarship to a given student. In case of more applications being submitted than the available number of scholarships, the award of MCM Scholarships shall depend on liabilities of parents under current social conditions. Thus, depending on the quality and quantity of applications received, the minimum marks requirement, as index of merit, may be raised by the SPACS for the set of applications coming from similar social conditions.
- 3.1.4.5** Award of the MCM Scholarships shall be for a period of one year. However, the same may be renewed by SPACS on the submission of a fresh application in the subsequent year.
- 3.1.4.6** The total duration of MCM scholarship to a given student shall not exceed 5 semesters.
- 3.1.4.7** Students who are on leave for an entire semester shall not be eligible for receiving the MCM Scholarship, if awarded, during that semester.



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## INSTITUTE PRIZES/SCHOLARSHIPS/MEDALS:

The list of prizes and scholarships are available on:

<https://jdm.du.ac.in/scholarship-and-prizes.html>

### 4. INSTITUTION OF OTHER SCHOLARSHIPS, PRIZES AND MEDALS

4.1 The Institute welcomes starting of new scholarships, prizes and medals for its undergraduate students from other governmental and non-governmental sources. However, the purpose of instituting new scholarships, prizes and medals should fulfill the goals for the same as described in Section 1.1-1.4.

4.2 Institution of any new award at the Institute shall require the approval by its Governing Body. In order to do the same, the proposal from an outside source shall be examined by the Scholarships, Prizes and Awards Committee of the Senate (SPACS). If found suitable, the SPACS shall recommend the same to the Governing Body by ensuring that the proposal necessarily contains the following information:

- (a) the title of the award,
- (b) the nature of the award,
- (c) the time of presentation, and
- (d) the criteria for selection/eligibility.

4.3 Terms and conditions for the award of a new scholarship/prize/medal in the Institute shall be approved by the Governing Body. No obligation is to be normally prescribed for awarding any scholarship/prize/medal. This condition may, however, be modified at the discretion of the Governing Body.

4.4 Normally only scholarships may be instituted through an endowment. However, persons or organizations of national or international repute may also institute very prestigious medals and prizes through an endowment. In the event of starting a new award by creating an endowment, the interest to be obtained from the same should at least take care of the current value of the scholarship/prize/medal to be given plus 10% increase in its value every year.



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- 4.5 On approval by the Governing Body, new scholarships and prizes may be awarded in the name/ memory of:
- (a) Persons who are/were directly related to the Institute and have/had added to its glory;
  - (b) Industrial concerns or educational trusts of national or international repute.
- 4.6 In exceptional cases, the SPACS may also recommend institution of scholarships funded by sources, excluding individuals, other than those included in Section 5.5.
- 4.7 Recurring scholarships could also be considered in the event of a donor/sponsoring agency of national/international repute is not willing to create an endowment, but desires to finance the scholarship on a yearly basis. In all such cases, the donor/sponsoring agency shall be required to (i) deposit the amount of scholarship for one full year as an advance and (ii) make the commitment to do so for at least five consecutive years of the award.
- 4.8 When instituted by persons who are/were directly related to the Institute and wish to award a scholarship in the memory of their beloved ones, the amount of scholarship shall at least be equal to the value of the Institute Merit-cum-Means, (MCM) scholarship at the time of its institution.
- 4.9 Such proposals would be considered by SPACS only if the donor/sponsoring agency commit to the institute the scholarship for a minimum period of five consecutive years.



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## 5. GENERAL GUIDELINES

- 5.1 All scholarships, medals, etc. are liable to forfeiture/withdrawal partially or fully in case of misconduct or deliberate concealment of material facts by the award winner. A similar action may also be taken if it is found that a student has deliberately misguided the Governing Body/ Scholarships, Prizes and Awards Committee by giving false information.
- 5.2 A student leaving the Institute on his/her own accord without completing the prescribed program of study may be required to refund the amount of scholarship received by him/her in that academic year.
- 5.3 A student may normally receive only one scholarship/stipend. In case he/she is awarded more than one scholarship/stipend from any outside source, he/she shall be given the option to choose one scholarship or stipend from various alternatives and surrender the other.
- 5.4 No scholarships will be paid for the month subsequent to the one in which the student completes the examination of all prescribed courses.
- 5.5 The Governing Body is empowered to change the clauses of this manual by giving an advanced notice to this effect to its members.



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