



SRI MANAKULA VINAYAGAR
ENGINEERING COLLEGE
(AN AUTONOMOUS INSTITUTION)



INSTITUTIONAL SCHOLARSHIP AND FREESHIP

Policy

version 3.0



SRI MANAKULA VINAYAGAR
ENGINEERING COLLEGE
(AN AUTONOMOUS INSTITUTION)

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NOTIFICATION

Ref: SMVEC/IQAC/ACAD/MAR 2026

Date: 16-03-2026

It is hereby notified for information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the Policy on Institutional Scholarship and Freeship by enlarging the scope of the policy (Version 3.0). This will come into force with immediate effect. This is placed in the 31st IQAC Meeting held on March 12, 2026 for approval and will be placed before the Governing Body meeting for ratification and implementation

Dr.A.A. Arivalagar
IQAC Cordinator

Dr.S. Anbumalar
Dean Academics

Dr.V.S.K. Venkatachalapathy
Director cum Principal

Dr. A. A. ARIVALAGAR, M. Tech., Ph. D.,
IQAC Co-ordinator
Sri Manakula Vinayagar Engineering College
(An Autonomous Institution)
Madagadipet, Puducherry-605 107.

Dr. S. ANBUMALAR, B.E.M.E.Ph.D.
DEAN ACADEMICS
Sri Manakula Vinayagar Engineering College
(An Autonomous Institution)
Madagadipet, Puducherry - 605 107.

DIRECTOR CUM PRINCIPAL
SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE
(An Autonomous Institution)
Madagadipet, Puducherry-605 107.



Institutional Scholarship and Freeship Policy

Preamble

Sri Manakula Vinayagar Engineering College (SMVEC), in alignment with its enduring vision of fostering inclusive, value-based, and quality-centric education, has instituted a comprehensive Scholarship and Freeship Policy to ensure equitable access to higher education for all eligible and deserving learners. Grounded in the belief that financial constraints should not obstruct the pursuit of academic excellence, this policy reflects the institution's commitment to social justice, educational empowerment, and inclusive development.

The framework of this policy is designed to accommodate students from a wide spectrum of socio-economic and cultural backgrounds, with consideration given to parameters such as academic merit, economic disadvantage, excellence in sports, individual special circumstances, and support for differently abled (Persons with Disabilities) students from the academic year 2025–26 onwards. This inclusive approach not only recognizes and nurtures talent but also strengthens the institution's broader efforts to advance equity, diversity, accessibility, and inclusion within the academic environment.

Moreover, the institution ensures that all scholarships and freeships are administered in accordance with established institutional norms and student eligibility criteria. Through this policy, the institution reaffirms its mission to cultivate a generation of competent, committed, and socially responsible professionals who are prepared to lead with integrity, innovation, and ethical consciousness in a rapidly evolving global landscape.

I. Categories of Institutional Scholarship and Freeship Schemes

To uphold its commitment to inclusive education and promote social equity, the institution offers a wide range of **scholarship and freeship schemes**, categorized as follows:

1. Merit-Based Concessions

- **Eligibility:** Students securing 90% and above in Higher Secondary (+2) examinations, (or) CGPA of 8.5 and above in their undergraduate program with annual family income below ₹8,00,000, and admitted to regular, full-time courses at SMVEC.
- **Documents Required:** Academic records (mark sheets and certificates), proof of admission, and any other supporting documents required by the Scholarship Committee.
- **Benefit:** Partial to full tuition fee freeship based on academic merit, determined by marks obtained and income level, following government guidelines for merit-cum-means scholarships.
- **Continuation:** Subject to consistent academic performance (e.g., CGPA above a specified threshold), regular attendance, and compliance with institutional rules; reviewed annually by the Scholarship Committee.

2. Financial Assistance for Economically Weaker Sections

- **Eligibility:** Students with annual family income below ₹8,00,000, enrolled in regular, full-time courses, and not availing any other government scholarship for the same course.
- **Documents Required:** Income Certificate issued by a competent authority, academic records (mark sheets and certificates), proof of admission, and any other supporting documents required by the Scholarship Committee.
- **Benefit:** Tuition fee scholarship or freeship (full or partial) based on financial assessment; may include other academic expenses such as books, laboratory fees, or examination fees as per institutional policy.
- **Continuation:** Subject to satisfactory academic performance, regular attendance, and compliance with institutional rules; reviewed annually by the Scholarship Committee.

3. Sports Scholarships

- **Eligibility:** Students who have participated in State, National, or International-level sports competitions and are enrolled in regular, full-time courses at SMVEC.
- **Documents Required:** Sports participation certificates endorsed by the Director of Physical Education, along with proof of admission and any other supporting documents required by the Scholarship Committee.
- **Benefit:** Tuition fee scholarship or freeship (full or partial) based on performance; may include additional support for participation in tournaments or training as per institutional policy.
- **Continuation:** Students must maintain satisfactory academic performance and regular attendance; continued eligibility is reviewed annually by the Scholarship Committee.

4. Single Parent and Parentless Students

- **Eligibility:**
 1. **Single Parent Students:** Students who have lost one parent or whose parents are legally separated.
 2. **Parentless Students:** Students who have lost both parents and are under the care of guardians, relatives, or child welfare institutions.
- **Documents Required:**
 1. Death certificate(s) of parent(s) or legal guardianship/separation documents.
 2. Proof of admission to the course at SMVEC.
 3. Income certificate or financial proof if applicable.
 4. Any other documents requested by the Scholarship Committee for verification.
- **Benefit:** May be eligible for full or partial tuition fee scholarship/freeship based on valid documentation and financial need.
- **Continuation:** Students must maintain satisfactory academic performance and regular attendance; continued eligibility is reviewed annually by the Scholarship Committee.

5. Differently Abled Students

- **Eligibility:**
 - Students with a benchmark disability of 40% or above, possessing a valid Disability Certificate/UDID Card, and admitted to a regular full-time programme at SMVEC are eligible to apply. The annual family

income of the applicant should be below ₹8,00,000.

- **Documents Required:**

- Disability Certificate/UDID Card
- Income Certificate issued by the competent authority
- Academic records (mark sheets and certificates)
- Proof of admission to SMVEC

Any other supporting documents as prescribed by the Scholarship Committee

- **Benefits:**

Eligible students may receive tuition fee concession/reimbursement and other forms of financial assistance as approved by the institution, subject to applicable scholarship norms and regulations.

- **Continuation of Scholarship:**

The scholarship shall be continued subject to:

- Satisfactory academic performance in each semester/year
- Regular attendance as per institutional requirements
- Compliance with institutional rules and regulations
- Annual review and approval by the Scholarship Committee

6. Wards of Alumni

- **Eligibility:** Children of former SMVEC students, enrolled in regular, full-time courses at SMVEC.

- **Documents Required:**

1. Proof of parent's/alumni status (e.g., SMVEC degree certificate or ID).
2. Proof of admission to the course at SMVEC.
3. Any other documents requested by the Scholarship Committee for verification.

- **Benefit:** Special tuition fee scholarship or freeship to strengthen alumni-institution bonding.

- **Continuation:** Students must maintain satisfactory academic performance and regular attendance; continued eligibility is reviewed annually by the Scholarship Committee.

7. Wards of Essential Service Providers

- **Eligibility:** Children of sanitation workers, healthcare workers, police personnel, drivers, security staff, and other individuals serving in essential community service roles, enrolled in regular, full-time courses at SMVEC, with annual family income below ₹8,00,000.

- **Documents Required:**

1. Proof of parent's/guardian's employment in an essential service role (e.g., employment certificate, ID card, or service letter).
2. Proof of admission to the course at SMVEC.
3. Income certificate issued by a competent authority.
4. Any other documents requested by the Scholarship Committee for verification.

- **Benefit:** Tuition fee scholarship or freeship (full or partial) based on role, income, and student's academic performance.

- **Continuation:** Students must maintain satisfactory academic performance and regular attendance; continued eligibility is reviewed annually by the Scholarship Committee.

8. Wards of Teaching and Non-Teaching Staff

- **Eligibility:** Children of faculty and staff currently employed at SMVEC or in the Trust colleges, and enrolled in regular, full-time courses.

Documents Required:

1. Proof of parent's employment at SMVEC or in the Trust colleges (e.g., employment certificate or ID card).
2. Proof of admission to the course at SMVEC.
3. Any other documents requested by the Scholarship Committee for verification.

- **Benefit:** Tuition fee concession or freeship (full or partial) as per institutional norms.

- **Continuation:** Students must maintain satisfactory academic performance and regular attendance; continued eligibility is reviewed annually by the Scholarship Committee.

II. Institutional Scholarship & Freeship Committee

The committee is constituted to ensure **fair evaluation**, **timely processing**, and **transparent recommendation** of eligible candidates.

Role	Designation
Chairperson	Director cum Principal
Convenor	Dean Academics
Member 1	Administrative Officer
Member 2&3	Prof. K.Oudayakumar, Dr.Hemalatha - Admission Incharge
Member 4&5	Dr.P.Jamuna, Professor & Head / EEE Dr.A.Vijayalakshmi, Professor & Head / BME Dr.D.Jaichithra, Professor & Head/English
Member 6	Equal Opportunity Cell Representative

III. Review and Approval Process

To ensure **transparency**, **fairness**, and **timely support**, the Institutional Scholarship & Freeship Committee at SMVEC follows a structured, step-by-step approach:

A. Application Process

- **I Year Students:** Applications must be submitted within the notified timeline, typically during **September** every academic year, following admission.
- **II, III, and IV Year Students:** Applications must be submitted within the notified timeline, typically during **July** every academic year.
- **Mandatory Requirements:**
 - Formal application stating the reason for concession.
 - Supporting documents (e.g., mark sheets, income/disability certificates, sports records).
 - Concessions are granted based on:
 - Eligibility
 - Authentic documentation
 - Availability of institutional funds

B. Review and Evaluation Procedure

The **Institutional Scholarship & Concession Committee** conducts a thorough and impartial review process as follows:

1. Scrutiny of Applications:

All applications are checked for completeness, proper documentation, and adherence to deadlines.

2. Eligibility Verification:

Each applicant's eligibility is validated based on the specific category applied for (merit, financial need, sports, research, special categories, etc.).

3. Document Validation:

Relevant certificates and proofs (e.g., academic records, income certificate, sports achievements, disability documentation) are reviewed for accuracy and authenticity.

4. Shortlisting of Candidates:

Applicants meeting all criteria are shortlisted for final consideration.

5. Committee Recommendation:

The finalized list is forwarded to the College Management for approval.

6. Sanctioning of Concessions:

Based on committee recommendations and fund availability, scholarships/concessions are officially sanctioned.

7. Communication to Students:

Candidates are informed about the sanction of approval.

C. Continuation Criteria (for Multi-Year Scholarships)

For scholarships requiring annual renewal (especially merit and means-based), students must maintain:

- Consistent academic performance
- Satisfactory attendance
- Positive conduct and contribution to college life

Conclusion

The Institutional Scholarship and Freeship Policy of Sri Manakula Vinayagar Engineering College stands as a testimony to the institution's dedication to equity and opportunity in higher education. By adopting transparent procedures and well-defined criteria, the college ensures that genuine support reaches deserving learners. Through its sustained commitment, SMVEC transforms its vision into action, breaking financial barriers, empowering diverse talents, and shaping future leaders who carry forward the values of integrity, responsibility, and innovation.