



**VIGNAN's** INSTITUTE OF INFORMATION TECHNOLOGY  
(AUTONOMOUS)

(Approved by AICTE-New Delhi & Affiliated to JNTUGV, Vizianagaram)  
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

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## Means and Merit Scholarship Policy

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## 1. Introduction

VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (VIIT) promotes scholarship schemes to the students who are outstanding in the academics and also socially economically poor. The scholarship wing of the college guides the students to procure the benefit of scholarship schemes like merit scholarship and means scholarship in order to motivate the deserving people for their studies.

### 1.1 Objective: -

To provide financial assistance to meritorious students from low income families to meet a part of their day-to-day expenses and tuition fee while pursuing higher studies. This policy provides two types of scholarships namely, Merit scholarship and Means scholarship.

### 1.2 Type of Means and Merit scholarships

Institute provides three categories of scholarship for the students under this scheme such as Merit scholarship, Means Scholarship, and Freeship for eligible students as per the institute policy.

#### 1.2.1 Merit scholarship:

The institute provides Merit scholarship for the academic excellence. and it is provided annually to the meritorious students selected based upon their academic performance in the end examination results.

There are two categories in merit scholarship

**Category1: University Gold Medalist:** The students who secured Gold Medal from the JNTU Kakinada University are eligible to get this MERIT Scholarship with a cash prize of Rs. 50,000/-.

**Category2: Department Toppers:** Students who stood as a Topper at Department level in Academic year are eligible to get this MERIT Scholarship with 50% Tuition Fee Waiver.

#### 1.2.2 Means scholarship:

The institute provides Means scholarship for the needy students like, No parent/single parent child/ Economically Weaker section students. it is provided annually to the eligible students based on the recommendations of selection committee. To provide financial assistance to meritorious students from low income families to meet a part of their day-to-day expenses. MEANS Scholarship will be sanctioned to all the eligible students at institute level.

- Students ought to secure an aggregate of minimum 70%.
- Student's attendance should be more than 75%.
- Parents annual income will be less than Rs 2,00,000/-.
- Severity of the cause which influenced on family income.

### 1.2.3 Freeship Policy

**Policy:** VIGNAN INSTITUTE OF INFORMATION TECHNOLOGY promotes free ship schemes to meritorious students of outstanding performance in the education sector as well as to the socially and economically backward categories. The free ship wing of the college guides the students to procure the benefit of free ships schemes like transportation, hostel, incentives for placement students and deserving people for their studies.

**Objective:** - To provide financial assistance to meritorious students from low income families to meet a part of their day-to-day expenses while pursuing higher studies. The expenditure borne by the Institution for students in terms of bus fare, hostel fare, placement incentives, examination registration fees for participation in various Curricular, Co-curricular and Extra-Curricular activities are covered under this scheme to give their best to the institution.

- The students who cannot afford to pay their fees and are in dire need in concession of fees apply for the concession in fees. The applicant requests the concession in hostel, transportation and examination fees along with the reason for concession. The application is forwarded to the management of the College and the concession is granted to the applicant.
- The Management awards free ships to children/ relative of their staff members, who are admitted in our College. The ward receives concession in hostel, transportation and examination fees to the extent of 10% to 50% as sanctioned by the Management.
- Incentives in final examination fee are provided to encourage and motivate eligible students for achieving advanced placement with better packages in the end of course.
- Institute may be provided a Book and other Grants as decided by the Institute administration

- Students of Post-Graduation (PG) courses with (PGE CET) Score shall be eligible for receiving the Institute freeship to the extent of 10% to 25%.
- Various Executives of the institute are responsible to recommend / authorize / approve the above, as the case may be.

## **2. Process of awarding Scholarship and Freeship**

1. Releasing Notifications: Notification will be released in the month of DEC/ JAN in every academic year.
2. Formation of Committee: A committee is appointed immediately after releasing the notification. Following are the members of the committee for different kinds of scholarships and freeships.
  - a. Mean and merit scholarship
    - Dean administration
    - Dean academics
    - Dean student affairs
  - b. Hostel fee concession
    - Dean administration
    - Chief warden
    - Dean student affairs
  - c. Transport fee concession
    - Dean administration
    - Transport coordinator
    - Dean student affairs
  - d. Books
    - Dean administration
    - Chief librarian
    - Dean student affairs
3. Receiving applications: Inviting applications from the students who met the eligibility criteria.
4. Scrutinization of applications: Due to the limited number of scholarships available under each scheme, the committees responsible for each free ship or scholarship will carefully review each application. Students will be selected for one of the scholarships based on how well they fit the following criteria:
  - a. Preference will be given to students without parents, single parents, economically disadvantaged people based on their academic's background
  - b. Students using the college hostel facility will receive a concession on the hostel fee

- c. Students who use college transportation will get a transportation fee concession.
  - d. Merit/merit scholarships are awarded to students based on their academic performance and financial need.
5. Conducting interviews: After scrutinizing the applications the Committee will interview each eligible applicant after reviewing the applications, and submit the final selection list to the principal office.
  6. Sanctioned orders: The head of the institute will announce the final approved list and the sanctioned sum after taking the committee's recommendations into account.

### **2.1 Notification process:**

- Merit Scholarship: Notification shall be given in the Month of Dec/Jan of every academic year.
- Means Scholarship: Notification shall be given in the Month of Dec/Jan of every academic year.

### **2.2 Procedure to apply:**

- I. Applications can be downloaded from Institute Web sites
- II. All the filled application along with necessary documents attested by HoD and forwarded to Dean Admin office within a week from the date of notification. Application must be process through the proper channel

### **2.3 Necessary documents to be attached/enclosed along with application:**

- Academic Mark list till the date of Notification
- Attendance Report till the date of Notification
- Attested photocopy of the latest Income proof certificate,

### **2.4 Notifications of results:**

The income of the students' parent will be considered before preparing the list. The selection committee will select the eligible students from the top of the merit list and the results of scholarship scheme will be announced within one month from the date of notification.

## 2.5 Application format



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Format no.01	VIIT-ISO-AO-06	DATE	
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### APPLICATION FOR THE VIGNAN MERIT-CUM-MEANS SCHOLARSHIP

SCHOLARSHIP CATEGORY :  
(\*Merit/BPL/Sports/Others)

DATE:

STUDENT ID :

NAME OF THE APPLICANT :

BRANCH :

SEMESTER :

SECTION :

#### Family Background

Name of the father :

Occupation :

Annual Income :

Name of the mother :

Occupation :

Annual Income :

Whether the student belongs to BPL category : YES/NO

#### Students Academic Credentials

Year/Sem	I-I	I-II	II-I	II-II	III-I	III-II	IV-I	IV-II	Aggregate marks
Max.Marks									
Secured Marks									
% of Marks									

Merit Category (College/Department Level)	Overall Rank

I am here by declaring that the above furnished data is true with the best of my knowledge.

Date:

Signature of student

HOD remarks:

Signature of HOD

Verified by

Authorised by



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## APPLICATION FOR THE VIGNAN BOOKS FEE SCHOLARSHIP

SCHOLARSHIP CATEGORY :  
(\*Merit/BPL/Sports/Others)

DATE:

STUDENT ID :

NAME OF THE APPLICANT :

BRANCH :

SEMESTER :

SECTION :

### Family Background

Name of the father :

Occupation :

Annual Income :

Name of the mother :

Occupation :

Annual Income :

Whether the student belongs to BPL category : YES/NO

### Students Academic Credentials

Year/Sem	I-I	I-II	II-I	II-II	III-I	III-II	IV-I	IV-II	Aggregate marks
Max.Marks									
Secured Marks									
% of Marks									

Merit Category (College/Department Level)	Overall Rank

I am here by declaring that the above furnished data is true with the best of my knowledge.

Date:

Signature of student

HOD remarks:

Signature of HOD

Verified by

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**APPLICATION FOR THE VIGNAN TRANSPORT FEE SCHOLARSHIP**

SCHOLARSHIP CATEGORY :  
(\*Merit/BPL/Sports/Others)

DATE:

STUDENT ID :

NAME OF THE APPLICANT :

BRANCH :

SEMESTER :

SECTION :

**Family Background**

Name of the father :

Occupation :

Annual Income :

Name of the mother :

Occupation :

Annual Income :

Whether the student belongs to BPL category : YES/NO

**Students Academic Credentials**

Year/Sem	I-I	I-II	II-I	II-II	III-I	III-II	IV-I	IV-II	Aggregate marks
Max.Marks									
Secured Marks									
% of Marks									

Merit Category (College/Department Level)	Overall Rank

I am here by declaring that the above furnished data is true with the best of my knowledge.

Date:

Signature of student

HOD remarks:

Signature of HOD

Verified by

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## APPLICATION FOR THE VIGNAN HOSTEL FEE SCHOLARSHIP

SCHOLARSHIP CATEGORY\* :  
(\*Merit/BPL/Sports/Others)

DATE:

STUDENT ID :

NAME OF THE APPLICANT :

BRANCH :

SEMESTER :

SECTION :

### Family Background

Name of the father :

Occupation :

Annual Income :

Name of the mother :

Occupation :

Annual Income :

Whether the student belongs to BPL category : YES/NO

### Students Academic Credentials

Year/Sem	I-I	I-II	II-I	II-II	III-I	III-II	IV-I	IV-II	Aggregate marks
Max.Marks									
Secured Marks									
% of Marks									

Merit Category (College/Department Level)	Overall Rank

I am here by declaring that the above furnished data is true with the best of my knowledge.

Date:

Signature of student

HOD remarks:

Signature of HOD

Verified by

Authorised by