

ENDOWMENT POLICIES

Little Flower Achiever's Endowment

Policies and procedures of the endowment Grant

Introduction

Navajyothi College as a part of encouraging the students in their academics and co – academic activities, designed to provide an endowment named Little Flowers Achievers Endowment (LFAE) from the year 2016 onwards. The plan is derived from the general governing council meeting of the college management on 28th May 2016. The meeting has entrusted Fr. Sijoy Paul CST, the bursar and Vice Principal of the college to formulate the policies of the said project and submit the same for the approval. Thus the following policies are formulated.

Scope and Intent of the Policy

The management of the Navajyothi College, Cherupuzha, provides scholarship grant to the students of this college both undergraduate and postgraduate course to encourage them in achieving the best in the academic and co-academic activities during their studies. The management administrates this endowment from time to time and makes grants to individuals in recognition of achievement in the fields of academics, sports and arts. Such awards may not be intended to finance any specific activities of the recipients and may not impose conditions on the manner in which the prizes or awards may be expended by the recipient. Grants made from this endowment shall be referred to as “Little Flower Achiever's Endowment”. Every year, the committee may invite applicants and declare the meritorious applicants for the endowment.

Selection of the Grantees

Grantees are to be selected on an objective and nondiscriminatory basis upon their merit in achievement. The group from which grant recipients are selected must be sufficiently broad so that giving grants to one or more members of the group fulfills intent of the endowment. Grant recipients are selected on the basis of their exceptional qualifications to carry out the purposes of the grant.

In connection with Individual Achievement Navajyothi College management and staff and designated members of selection committees established for such awards shall contact relevant individuals to publicize the availability of the Little Flower Achiever's Endowment Awards and to solicit nominations for such awards. Candidates for such awards may take no part in the selection process.

Criteria for selection

In connection with Little Flower Achiever's Endowment, such criteria may include but are not limited to:

1. The applicant must be a student of Navajyothi college
2. The individual's current achievements in sports, and arts should be detailed in the application form.
3. Biographical information regarding an applicant's achievements, academic and other relevant experiences.
4. The management holds the right to provide the endowment upon the verification of the applications.

Grant selection committee

1. The Navajyothi College Management will appoint the selection committee as principal as the chairman.
2. The committee shall evaluate the application and verify the data provided along with the application.
3. The committee shall forward their recommendations to the management of the college on a time stipulated for the same.

Application and nomination process

Applicants for the Little Flower Achiever's Endowment shall be required to submit such application forms and supporting materials as it may deem appropriate on a schedule time. Individuals wishing to nominate others for Individual Achievement Awards shall also be required to submit such nomination forms and supporting materials as it may deem appropriate on a schedule time by the management of the college.

Grant Of Award

The achiever's endowment shall be given to the achievers as per the following policies

SL NO	AREA OF ACHIEVEMENT	CRITERIA	ENDOWMENT
1	Arts – At University Arts Competition	FIRST PRIZE	40% OF SEM FEE
		SECOND PRIZE	30% OF THE SEM FEE
		THIRD PRIZE	20 % OF THE SEM FEE
	SPORTS Achievements	First prize	40% OF THE SEM FEE
		Second prize	30% OF THE SEM FEE
		Third Prize	20% OF THE SEM FEE
	Note: Those who get more than one individual prize, the award will be consolidated up to 50% of the Sem fee.		

Record keeping

The office shall keep all the records of the Little Flower Achiever's Endowment for further references. They copy of the details shall be given to Principal and IQAC committee.

The records shall keep no less than 7 years from the time given to each grantee.

The endowment shall be given in a public meeting.

Conclusion

Navajyothi College designs this Endowment for the better performance of the students both in academic and co academic activities. The management, therefore, states that this endowment is in practice from the year 2016 onwards.