

## INSTITUTE OF HOME ECONOMICS

### FREESHIP AND SCHOLARSHIP COMMITTEE

#### **Standard Operating Procedures (SOPs)**

The Institute of Home Economics has established a Freeship and Scholarship Committee to provide financial assistance to deserving students, following a thorough verification process conducted by a duly appointed Staff Council Committee.

Each year, a substantial number of students benefit from these freeships, with careful consideration to ensure funds are allocated to those genuinely requiring financial support. The college awards freeships based on criteria such as academic performance, socio-economic status, and other pertinent factors.

**Composition:** The committee comprises members of the staff council, including a convenor, co-convenor, bursar, student advisors, EWS nodal officer, and several faculty members.

The responsibilities of Freeship and Scholarship Committee include:

- Announcing the call for applications at the start of each academic year through a notice issued by the college administration, with application forms available on the college website.
- Students submit their applications along with required documents (such as marks statements, income certificates, caste certificates, and proof of bank account) within the specified deadline.
- The committee meets regularly to review applications and conduct necessary assessments and organise brief interaction with the student.
- After thorough evaluation, the committee prepares a merit list/ranking of eligible candidates and final decisions are communicated to successful applicants accordingly.
- Records of all applications received, along with assessment notes and final decisions to be maintained.
- Transparency to be ensured for upholding fairness.
- The Freeship and Scholarship provides equitable opportunities to deserving students in need of financial assistance.