

ADHIYAMAAN COLLEGE OF ENGINEERING
(Autonomous Institution)

INSTITUTIONAL SCHOLARSHIP AND FEE CONCESSION POLICY

Policy No. : ACE/SS/2026-27/01
Effective From : Academic Year 2023–24
Approved By : Governing Body

1. Preamble

Adhiyamaan College of Engineering is committed to promoting academic excellence, encouraging students with outstanding achievements, supporting students facing financial or family-related difficulties, and ensuring equitable access to quality higher education.

The Institution shall provide scholarships and fee concessions to eligible students under various categories such as academic merit, sports achievement, higher cut-off marks, single-parent families, siblings studying simultaneously in the Institution, economically disadvantaged students, and other special categories approved by the competent authority.

2. Objectives

The objectives of the Institutional Scholarship Policy are to: Encourage academic excellence and merit, Promote participation and achievement in sports and games, Attract students with high academic potential Support students from economically and socially disadvantaged backgrounds, Provide assistance to students from single-parent families, Extend concessions to families having two or more children studying simultaneously in the Institution, Provide equitable opportunities to deserving students.

3. Scope

This Policy shall apply to eligible students admitted to UG and PG programmes offered by the Institution, subject to the specific eligibility conditions prescribed under each scholarship category. The scholarships/concessions under this Policy are institutional benefits and shall be subject to the availability of funds and approval of the competent authority.

4. Categories of Institutional Scholarships

The Institution may provide scholarships/fee concessions under the following categories:

4.1 Academic Merit / Higher Cut-off Scholarship

This scholarship is intended to encourage students who demonstrate outstanding academic performance at the qualifying examination/admission stage. Suggested concession are:

Category

very high cut-off (180 and above)	:100%
High merit (between 160to 180)	: 50 %

The exact percentage and cut-off shall be approved annually by the competent authority.

5. Sports Scholarship

The Sports Scholarship shall be awarded to students who have demonstrated significant achievement in recognized sports and games.

Eligibility

Students who have represented: National level, State level, Inter District competitions, Recognized State Sports Associations, School Games Federation of India or equivalent recognized bodies, other competitions approved by the Institution.

Suggested priority

1. National representation : 100 % in Tuition fee
2. State-level medal/representation : 75 % in Tuition Fee
3. District-level achievement : 50 % in Tuition fee
4. subject to institutional approval : 25 % in tuition fee

The student shall: maintain satisfactory academic progress, continue active participation in the sport, represent the Institution whenever selected, maintain discipline and good conduct, produce valid certificates issued by recognized authorities. The scholarship may be renewed annually based on academic performance and sports achievement.

6. Single-Parent Scholarship

The Single-Parent Scholarship is intended to support students whose educational expenses are primarily borne by one parent due to circumstances such as death of a parent, legal separation/divorce, or other circumstances recognized by the Institution.

The applicant shall submit appropriate supporting documents, which may include:

- Death certificate of the deceased parent, where applicable;
- Legal separation/divorce document, where applicable;
- Government-issued certificate or other valid documentary evidence;
- Parent/guardian income certificate;
- Self-declaration, wherever required.

The Scholarship Committee shall verify the documents and assess the student's need. A fee concession of **25% to 50% of applicable tuition fee** may be provided, subject to approval of the competent authority. In exceptional cases, higher assistance may be recommended based on financial need.

7. Sibling Scholarship

The Sibling Scholarship is intended to provide financial support to families having two or more children simultaneously studying at Adhiyamaan College of Engineering.

Eligibility

The scholarship may be considered when:

- Two or more siblings are simultaneously enrolled in the Institution.
- The relationship is established through appropriate documents.
- Both/all siblings continue their studies in the Institution.

10%–25% concession may be provided to the eligible student(s), as approved by the Institution. For three or more siblings, an enhanced concession may be considered by the competent authority. The scholarship shall cease when the eligibility condition is no longer satisfied.

8. Merit-cum-Means Scholarship

A student demonstrating both academic merit and financial need may be considered under this category.

Eligibility

- Good academic performance

- No major disciplinary record
- Demonstrable financial need
- Submission of valid income and supporting documents.

The Scholarship Committee may recommend appropriate financial assistance based on the combined assessment of merit and need.

9. Scholarship for Innovation, Entrepreneurship and Technical Excellence

Students who demonstrate exceptional achievement in: Innovation, Start-up activities, Patent development, Product development, Hackathons, National/international technical competitions, Research and project competitions etc

may be considered for merit-based financial assistance.

The scholarship shall be based on documented achievement and recommendation by the concerned department/committee.

10. Renewal of Scholarship

Institutional scholarships shall normally be granted for one academic year at a time. Renewal may be considered subject to: satisfactory academic performance, minimum prescribed attendance, good conduct, continued fulfilment of the eligibility criteria, availability of funds, recommendation of the Scholarship Committee. A scholarship may be withdrawn if the student:

- Submits false information;
- Produces forged documents;
- Violates institutional discipline;
- Discontinues the programme;
- Fails to satisfy the renewal conditions.

11. Scholarship Committee

The Institution shall constitute a **Scholarship Committee**.

Suggested composition

1. Principal – Chairperson
2. Deans - Members
3. Finance Officer / Accounts Officer – Member
4. One or more Heads of Departments – Members
5. Scholarship Coordinator – Member Secretary

The principal may nominate additional members whenever required.

12. Responsibilities of the Scholarship Committee

The Committee shall:

1. Invite applications.
2. Verify eligibility.
3. Prepare category-wise merit/priority lists.
4. Recommend the quantum of scholarship.
5. Maintain scholarship records.
6. Monitor renewal conditions.
7. Submit an annual report to the principal /competent authority.

13. Documents Required

Depending upon the scholarship category, students may be required to submit: scholarship application form, mark sheets, TC/ relevant admission record, Income certificate, Community certificate, wherever applicable, Sports achievement certificates, Disability certificate, wherever applicable, Death certificate of parent, wherever applicable, Documents establishing single-parent status, Proof of sibling relationship, Aadhaar or other approved identification ,Bank account details, Other documents prescribed by the Institution.

14. Transparency and non-discrimination

The scholarship process shall be transparent and based on clearly defined eligibility criteria. The Institution shall provide equitable opportunities to eligible students and shall not discriminate on the basis of irrelevant personal characteristics.

A student who is dissatisfied with the decision of the Scholarship Committee may submit a written appeal to the principal within **15 days** of publication/communication of the decision. The principal may constitute an appropriate review committee and the decision of the competent authority shall be final, subject to applicable institutional and statutory provisions.

Government/external scholarships shall be governed by the rules of the respective sponsoring agency.



Approved by : Head IQAC

Co-Ordinator-IQAC,
(Internal Quality Assurance Cell),
Adhiyamaan College of Engineering,
(Autonomous)
Dr.M.G.R.Nagar, Hosur-635 109.





Principal

Dr. R. RADHAKRISHNAN, M.E., Ph.D.

Principal

Adhiyamaan College of Engineering
(An Autonomous Institution)
Dr. M.G.R. Nagar, Hosur-635130