



Dnyandeep Mandal's

## ST. JOSEPH COLLEGE OF ARTS & COMMERCE, Satpala

B.Com (Banking & Insurance), B.M.S. (Bachelor in Management Studies),  
B.Com (Accounts and Finance), M. Com (Accountancy),  
M. Com (Management), M.A. (Economics), M.A. (Marathi)

- ★ Affiliated to University of Mumbai
- ★ Reaccredited by NAAC With 'B' Grade (CGPA 2.70)
- ★ Recognized under Clause 2 (F) & 12 (B) of UGC Act, 1956
- ★ Minority Institution

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Satpala Rajodi Road, Virar (W), Post-Agashi, Tal. Vasai, Dist - Palghar - 401 301  
Tel. : 0250-2589496 / 4499. E-mail : sjc.satpala@gmail.com Web Site - www.sjcollege.in

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### POLICY AND PROCEDURES FOR SCHOLARSHIP AWARDS

St Joseph College of Arts and commerce, Satpala follows rules and standard administrative procedures for awarding scholarships as outlined in the Scholarship Administrator's Resource Guide published Maha DBT and Join Director higher education Kokan department Panel. Consistent with these rules and procedures, the prospectus of college has written notice procedure, uses an administrative member of college to select scholarship recipients, has a formal application process, has mechanisms for reconciling scholarship accounts and balances, and complies with records retention requirements in accordance with the Maha DBT and University schedule.

#### College Scholarship Committee

The College Scholarship Committee (SC) is responsible for reviewing all scholarship applications and selecting recipients using the scholarship award procedure described. The SC consists one administrative member, office superintendent, Principal.

#### Award Procedure

The College follows schemes for several categories such as OPEN (Minority), OBC, SC and ST under Maha DBT scholarships in semesters to students enrolled. Students are intimated about the scholarship award procedure in the college Prospectus. all details regarding scholarships offered each year are displayed on the website [www.scholarships.gov.in](http://www.scholarships.gov.in)

#### 1. Student notification

At the appropriate time in the Odd and Even semester when date is declared by Maha DBT administration staff member notifies all students of available scholarships by



  
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the way of online and offline mode i.e. written notice which circulated in every class. And notice PDF is shared in WhatsApp group of each class. Information in this notice includes the name of the scholarship, website, category, and eligibility and application/documents requirements.

## **2. Scholarship accounts**

Students are guided by the college to open Bank account as per requirements of the rules and regulation provided under the circular of Maha DBT and join Director higher education Kokan department Panvel. In which student should select appropriate bank account by using drop down list. The bank selected should have proper IFSC CODE and the account should be on student's name with operative or active mode.

## **3. Number of awards and award amount**

The amount awarded for each scholarship is determined using the course and category of student belong in for SC, ST and OBC category award amount of scholarship more than Open (Minority). The award amount is displayed on the account of students on the basis of course selected by the same. Consist of maximum awards of tuition fee, examination fee and other

## **4. Scholarship eligibility requirements**

The eligibility requirements for each scholarship are established circular of Maha DBT and join Director higher education Kokan department Panvel. When each scholarship is announced, the requirements are communicated to students as described under oral and written notification.

## **5. Application requirements**

Scholarship notice are sent to the appropriate student class and WhatsApp group as the scholarships become available. Any additional materials, document required are communicated with application and due date for submission. These may include an website of application, documentation that the applicant is a member of a specific professional organization such as, one or more letters of recommendation, etc.

## **6. Applications**

All applications and supporting materials are compiled by the administrative staff member of college in which they do online and offline verification of form and all



  
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the document and ensures that the application is complete. Complete applications are forwarded to principal for further verification.

### **7. Application Approval**

After the completion of application verification process from clerk level to principal final evaluation and review is done at principals' desk and final approval is given. All the verified application of students then forwarded to department for the scholarship declaration.

### **8. Scholarship disbursement**

The department do final review and disburse the scholarship award amount in the bank account of the student after the completion of the academic year which is notify to student through SMS.



  
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