



**Explore • Experience • Excel**

S. P. MANDALI's

RAMNARAIN RUIA AUTONOMOUS COLLEGE

# FREE-SHIP AND SCHOLARSHIP POLICY

**Name of the organization: S P Mandali's Ramnarain Ruia Autonomous College**

**Policy Number: RRAC-Acad P-9**

---

**Title of the Policy: Free-ship and Scholarship Policy**

**Effective Date: 2017-18**

**Last Revision Date:**

**Responsible Party:**

**Principal, Management, IQAC, Vice Principal (Admin), Dean Academic Affairs**

**Scope and Audience: Students, Administrative staff and Faculty**

---

## **1. Policy Purpose and objectives:**

Ramnarain Ruia Autonomous College implements all rules and regulations with respect to the policy of Free ship and Scholarships available to the students in accordance with the policy of the Government and the University of Mumbai. It is important for the students who have enrolled in this Institute for various Programs to be aware of these rules so that if eligible the students can take benefit of these schemes for paying the cost of education. The Institute's endeavor is to make the students aware of all such schemes.

### **Objectives:**

- To give detailed information about the free ships available to the students.
- To give detailed information about the scholarships available to the students
- To define the eligibility and criteria of availing free ships and scholarship
- To define the procedure for availing free ship and Scholarship

### **Introduction:**

Ramnarain Ruia Autonomous College later referred to as Institute, is pleased to declare its policy of Free ship and Scholarship to be awarded to the eligible Students. Each eligible student of the college has a right to avail the available financial aid to help meet the cost of education. The Policy gives detailed information about the financial aid in the form of free ships and scholarships, the eligibility criteria and the procedure to be followed by the students.

### **PROCEDURE FOR APPLYING:**

An application for scholarship should comprise

- (1) One copy of the application for scholarship in the prescribed form (separate Application forms have been prescribed for fresh and renewal scholarship)
- (2) One copy of the passport size photograph with signature of the candidate thereon (for fresh scholarship)
- (3) One attested copy of certificates, Diploma, Degree etc. in respect of all examinations passed.

- (4) One photocopy of Caste certificate :- Original Caste certificate issued and duly signed by an authorized Revenue Officer not below the rank of Tahsildar.
- (5) An Income declaration by the parents/guardians/own stating definite income from all sources of last year i. e. 2007-2008. Income Certificate from Tahsildar or Form No.16 A (As per Circular number 1749 Dated 14-6-2008 By Spl. District Social Welfare Officer, Mumbai Suburban.
- (6) Non Creamy Layer Certificate for VJ/ NT/ OBC/SBC.
- (7) Gap Certificate if there is a gap in education.
- (8) Residential proof – Ration card (Compulsory)
- (9) District change Certificate in case any candidate changes his district.
- (10) Death certificate in case father/ Mother expired.
- (11) A receipt in acknowledgement of the scholarship in the previous year on the form attached to the application only duly countersigned by the Head of the Institution concerned, if the application was in receipt of a scholarship under this scheme in the preceding year.
- (12) Application complete in all respects shall be submitted to the Head of the Institution being attended or last attended by the candidates and shall be addressed to an officer specified for this purpose by the Government of State/Union Territory to which the student belongs in Accordance with the instructions issued by them from time to time.
- (13) Incomplete applications or applications received after the prescribed Date will not be considered.

Note: If Free-ship/ Scholarship not sanctioned from the Govt. of any reason then candidates will have to pay the entire Fees to the Institute.

The following table explains the available free ships and scholarships, the eligibility and criteria and the required documents

Free ship offered:

<b>Caste</b>	<b>Programme</b>	<b>Family income limit</b>	<b>Documents required</b>
S.C. S.T.	B.A. (Aided), B.Sc. (Aided), BMM,	No limit	1. Domicile Certificate 2. Aadhar Card link with Bank, NPCI and Mobile No.



	Biochemistry, Biotechnology, Computer Sc. MSc in Biochemistry, Biotechnology, Bioanalytical Sc.Botany, Computer Sc., Chemistry, I.T., Life Sc., Physics, Zoology		3. Caste Certificate 4. Income Certificate (from Collector Office or Form No. 16 for SC Category) 5. S.S.C. Marksheet 6. H.S.C. Marksheet 7. Previous years' all Semester Marksheet 8. College ID 9. College Fee Receipt 10. College Leaving Certificate/ TC
V.J. (D.T.) N.T. O.B.C. S.B.C	B.A. (Aided), B.Sc. (Aided), BMM, Biochemistry, Biotechnology, MSc in Biochemistry, Biotechnology, Botany, Chemistry, Life Sc., Physics, Zoology	1,50,000/- To 8,00,000/	1. Domicile Certificate 2. Aadhar Card link with Bank, NPCI and Mobile No. 3. Caste Certificate 4. Income Certificate (from Collector Office) 5. S.S.C. Marksheet 6. H.S.C. Marksheet 7. Previous year all Semester Marksheet 8. College ID 9. College Fee Receipt 10. College Leaving Certificate /TC 11. Ration Card
GENERAL CATEGORY (E.B.C., E.W.S., E.S.B.C.)	B.A. (Aided), B.Sc. (Aided), BMM, Biochemistry, Biotechnology,	1,00,000/- To 8,00,000/-	1. Domicile Certificate 2. Aadhar Card link with Bank, NPCI and Mobile No. 3. Income Certificate (from Collector Office)



	MSc in Biochemistry, Biotechnology, Bioanalytical Sc., Botany, Chemistry, Life Sc., Physics, Zoology		4. S.S.C. Marksheet 5. H.S.C. Marksheet 6. Previous year all Semester Marksheet 7. College ID or Bonafide Certificate 8. College Fee Receipt 9. College Leaving Certificate / TC 10. Ration Card
MINORITY	B.A. (Aided), B.Sc. (Aided), BMM, Biochemistry, Biotechnology, MSc in Biochemistry, Biotechnology, Bioanalytical Sc., Botany, Chemistry, Life Sc., Physics, Zoology	UPTO 2,00,000/-	1. Domicile Certificate 2. Aadhar Card link with Bank, NPCI and Mobile No. 3. Income Certificate (from Collector Office or Form No. 16) 4. S.S.C. Marksheet 5. H.S.C. Marksheet 6. Previous year all Semester Marksheet 7. College ID 8. College Fee Receipt 9. College Leaving Certificate / TC 10. Ration Card
SCHOOL TEACHER WARD CONCESSION	ALL CLASSES	NOT REQUIRED	1. Application Form 2. Ration Card 3. Date of Appointment and Retirement School Letter 4. College Fee Receipt
PRIMARY TEACHER WARD CONCESSION	ALL CLASSES	NOT REQUIRED	1. Application Form 2. Ration Card

			3. Date of Appointment and Retirement School Letter 4. College Fee Receipt
EX-SERVICEMEN FREESHIP	ALL CLASSES	NOT REQUIRED	1. Application Form 2. Previous year all Semester Marksheet 3. College Fee Receipt

**SCHOLARSHIPS OFFERED**

Caste	Programme	Family income limit	Documents required
S.C. S.T.	B.A. (Aided), B.Sc. (Aided), BMM, Biochemistry, Biotechnology, Computer Sc. MSc in Biochemistry, Biotechnology, Bioanalytical Sc.Botany, Computer Sc., Chemistry, I.T., Life Sc., Physics, Zoology	2,50,000/- below	1. Domicile Certificate 2. Aadhar Card link with Bank, NPCI and Mobile No. 3. Caste Certificate 4. Income Certificate (from Collector Office or Form No. 16 for SC Category) 5. S.S.C. Marksheet 6. H.S.C. Marksheet 7. Previous year all Semester Marksheet 8. College ID 9. College Fee Receipt 10. College Leaving Certificate / TC
V.J. (D.T.) N.T. O.B.C. S.B.C	B.A. (Aided), B.Sc. (Aided), BMM, Biochemistry, Biotechnology, MSc in Biochemistry,	1,50,000/- below	1. Domicile Certificate 2. Aadhar Card link with Bank, NPCI and Mobile No. 3. Caste Certificate 4. Income Certificate (from Collector Office) 5. S.S.C. Marksheet



	Biotechnology, Botany, Chemistry, Life Sc., Physics, Zoology		6. H.S.C. Marksheet 7. Previous year all Semester Marksheet 8. College ID 9. College Fee Receipt 10. College Leaving Certificate TC 11. Ration Card
GENERAL CATEGORY	B.A. (Aided), B.Sc. (Aided), BMM, Biochemistry, Biotechnology, MSc in Biochemistry, Biotechnology, Bioanalytical Sc., Botany, Computer Science, Chemistry, Life Sc., Physics, Zoology	SECURED IN 75% ABOVE HSC EXAM  GOVT OPEN MERIT SCHOLARSHIP PHYSICS/ MATHS SCHOLARSHIP	1. Domicile Certificate 2. Aadhar Card link with Bank, NPCI and Mobile No. 3. Income Certificate (from Collector Office) 4. S.S.C. Marksheet 5. H.S.C. Marksheet 6. Previous year all Semester Marksheet 7. College ID or Bonafide Certificate 8. College Fee Receipt 9. College Leaving Certificate / TC 10. Ration Card



## **SOP for awarding Scholarships in the College**

### **Name of the scheme: Each One Adopt One**

Ramnarain Ruia Autonomous College, Mumbai-19 provides financial support to economically disadvantaged students at the college through the Equal Opportunity Cell of the college. The name of the scheme is “Each One Adopt One”. This scheme is supported by alumni and a few among the existing staff of the college. The Standard Operating Procedure to implement this scheme is as follows:

1. Publicise the scheme on college notice boards and various social media platforms.
2. Invite applications from the students by asking them to submit requisite Google forms along with income details of their families.
3. The applications are sorted by the College on the basis of income details and the order of dates in which the forms are received.
4. Students so shortlisted are invited for the interview and to verify their documents of income details.
5. Final list of eligible students is prepared, and they are informed accordingly.
6. Bank details of the eligible students are sought from them and the amount of the scholarship is disbursed directly to their bank accounts.

### **SOP for awarding Smt. Geeta Israni Foundation Scholarship in the College**

Ramnarain Ruia Autonomous College, Mumbai-19 provides financial support to economically disadvantaged and meritorious students from the general category at the College. This scholarship is awarded through the Equal Opportunity Cell Of the College, and it is funded by the NGO Smt. Geeta Israni Foundation. The name of the scholarship is “Smt. Geeta Israni Foundation Scholarship”.The Standard Operating Procedure to implement this scheme is as follows:

1. Publicise the scheme on college notice boards and various social media platforms.
2. Invite applications from the students by asking them to submit income details of their families and their mark sheets of previous years through the requisite Google form.
3. The applications are sorted by the College on the basis of income details, academic performance and the order of dates in which the forms are received.



4. Students are invited for the interview and to verify their documents of income details and academic performance.
5. List of the eligible students so shortlisted is sent to the Smt.Geeta Israni Foundation to finalize the list of awardees.
6. The students in the list which is finalized by the Smt.Geeta Israni Foundation are informed accordingly.
7. Bank details of the eligible students are sought and the amount of the scholarship is disbursed directly to their bank accounts on receipts of the funds from the Foundation.

*Anushree Lokur*

Prof. (Dr.) Anushree Lokur  
Principal

Principal  
Ramnarain Ruia Autonomous College  
Matunga, Mumbai- 400 019

