



SREE SAKTHI ENGINEERING COLLEGE (AUTONOMOUS)

OOTY MAIN ROAD, KARAMADAI, | MOB : +91 92445 04444, 92445 02222
COIMBATORE - 641 104 | Web : www.sreesakthi.edu.in

Affiliated to Anna University & Approved by AICTE, Accredited by NAAC

CIRCULAR

Ref.No: SSEC/SC/ 2025-26/01

Date: 16.07.2025

Constitution of Scholarships Cell

To facilitate awareness, application, disbursement, and monitoring of scholarships, the Scholarships Cell is hereby constituted for a period of two years. The Cell will ensure transparency and efficiency in scholarship management.

Sl. No	Name	Designation / Department	Role
1	Dr.G.Jayaprakash	Principal	Patron
2	Mr.N.Prasannan	Chief Executive officer	Convenor
3	Mrs.P.Malarvizhi	Dean	Members
4	Mr.V.Nijanthan	Faculty Member	Members
5	Mr.D.R.Vignesh	Faculty Member	Members
6	Mrs.K.Habitha Banu	Administrative Staff	Member
7	Mr.S.Girija	Student Representative	Member

This circular is effective immediately.




Principal
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MEETING CIRCULAR

Ref.No: SSEC/SC/2025-26/02

Date: 11.09.2025

All members of the Scholarships Cell are requested to attend the meeting as per the details below:

- **Date:** 16.09.2025
- **Time:** 11.00.a.m.
- **Venue:** Board room

Agenda:

1. Review of previous MoM and ATR.
2. Update on current scholarship opportunities.
3. Planning awareness sessions for students.
4. Review of applications, verification, and disbursement.
5. Any other matter with permission of the Convenor.




Convenor – Scholarships Cell



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Scholarships Cell – Minutes of Meeting

- **Meeting No.:** 01
- **Date:** 16.09.2025
- **Time:** 11.00.a.m.
- **Venue:** Board room

Meeting Minutes:

- ❖ The Principal welcomed the members and emphasized ensuring timely disbursement of scholarships to eligible students.
- ❖ The Committee reviewed the status of various government and institutional scholarship schemes and the number of beneficiaries.
- ❖ Discussed measures to improve awareness among students regarding eligibility criteria, application procedures, and deadlines.
- ❖ It was resolved to streamline the verification and documentation process to avoid delays in submission and approval.
- ❖ The Committee stressed maintaining transparency and proper record-keeping of all scholarship applications and disbursements.
- ❖ The meeting concluded with a vote of thanks to the Chair.


Convenor – Scholarships Cell


Principal

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Members Present:

Sl. No	Name	Designation / Department	Role	Signature
1	Dr.G.Jayaprakash	Principal	Patron	
2	Mr.N.Prasannan	Chief Executive officer	Convenor	
3	Mrs.P.Malarvizhi	Dean	Members	
4	Mr.V.Nijanthan	Faculty Member	Members	
5	Mr.D.R.Vignesh	Faculty Member	Members	
6	Mrs.K.HabithaBanu	Administrative Staff	Member	
7	Mr.S.Girija	Student Representative	Member	

Convenor – Scholarships Cell

Principal

PRINCIPAL

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Scholarships Cell – Action Taken Report

- Meeting No.: 01
- Date: 16.09.2025
- Time: 11.00.a.m.
- Venue: Board room

Action Taken:

- Scholarship details, eligibility criteria, and application deadlines were circulated to students through notices, website updates, and class coordinators.
- A consolidated list of eligible students was prepared and verified to ensure timely submission of applications.
- The documentation and verification process was streamlined to minimize errors and avoid delays in forwarding applications to the concerned authorities.
- Regular follow-up was carried out with the respective departments and scholarship portals to monitor approval and disbursement status.
- Proper records of applications, sanctions, and disbursements were maintained for transparency and audit purposes.
- Continuous monitoring is being undertaken to ensure that all eligible students receive the benefits without delay.

Convenor – Scholarships Cell

Principal



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MEETING CIRCULAR

Ref.No: SSEC/SC/2025-26/03

Date: 24.12.2025

All members of the **Scholarships Cell** are requested to attend the meeting as per the details below:

- **Date:** 29.12.2025
- **Time:** 1.00.p.m.
- **Venue:** Board room

Agenda:

1. Review of previous MoM and ATR.
2. Update on current scholarship opportunities.
3. Planning awareness sessions for students.
4. Review of applications, verification, and disbursement.
5. Any other matter with permission of the Convenor.



Convenor – Scholarships Cell



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Scholarships Cell – Minutes of Meeting

- **Meeting No.:** 02
- **Date:** 29.12.2025
- **Time:** 1.00.p.m.
- **Venue:** Board room

Meeting Minutes:

- ❖ The Chairperson welcomed the members and emphasized the importance of providing financial support to deserving students without delay.
- ❖ The Committee reviewed the progress of on-going scholarship applications under various government and private schemes.
- ❖ Discussed challenges faced by students during online application submission and verification processes.
- ❖ It was resolved to conduct an awareness session to guide students on scholarship registration and documentation requirements.
- ❖ The need for coordination between departments and the accounts section for smooth processing of institutional scholarships was emphasized.
- ❖ The Committee decided to maintain a digital database of scholarship beneficiaries for effective monitoring and reporting.
- ❖ The meeting concluded with the Chairperson thanking all members for their cooperation and active participation.

Convenor – Scholarships Cell

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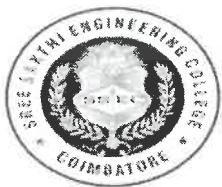
Members Present:

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Scholarships Cell – Action Taken Report

- **Meeting No.:** 02
- **Date:** 29.12.2025
- **Time:** 1.00.p.m.
- **Venue:** Board room

Action Taken:

- ❖ The meeting resolutions were communicated to all departments to ensure coordinated implementation of scholarship-related activities.
- ❖ The status of ongoing government and private scholarship applications was reviewed, and pending cases were followed up with the concerned authorities.
- ❖ Assistance was provided to students facing difficulties in online registration, document uploading, and application submission.
- ❖ An awareness session was organized to guide students on eligibility criteria, required documentation, and application procedures.
- ❖ Coordination between departments and the accounts section was strengthened to ensure timely processing of institutional scholarships.
- ❖ A digital database of scholarship applicants and beneficiaries was created and updated for monitoring and reporting purposes.
- ❖ Continuous follow-up is being maintained to ensure eligible students receive scholarship benefits without delay.

Convenor – Scholarships Cell

Principal