



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

Sponsored by Lavu Educational Society, Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad.
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301 Phone: +91 96529 10002/3



Ref: VMTW/SCHC/PROC/2022-23/(1)

Date: 03-08-2022

PROCEEDINGS OF THE OFFICE ORDER

A Committee consisting of the following members is hereby constituted as the "Scholarship Committee":

S.no	Name of the faculty	Designation	Department	Role	Phone no
1	Dr. G. Apparao Naidu	Principal	CSE	Chairman	9701330999
2	Dr. Vijay Kumar R. Urkude	Professor	ECE	Member	9896602447
3	Dr. B. Phijik	HoD	CSE	Member	9063630189
4	Mr. P. Hari Krishna	HoD	ECE	Member	7093246048
5	Dr. M. Vishnu Vardhana Rao	HoD	CSM	Member	7013369110
6	Dr. S. RangaSwamy	Associate Professor	CSM	Member	8639936639
7	Mr. K. Balreddy	Assistant Professor	BSH	Member	9550167375
8	Mr. M. Umesh	Office Assistant	Office	Member	9704135123
9	Dr. C. Srinivasa Kumar	Professor	CSE	Member Secretary	8949715531

Roles & Responsibilities:

1. Monitor and disseminate information on the various scholarship schemes available to students.
2. Verify the eligibility of applicants and scrutinise the supporting documents submitted.
3. Coordinate the timely submission of applications through the respective scholarship portals.
4. Maintain accurate and up-to-date records of all scholarship applications and disbursements.
5. Address and redress scholarship-related grievances of students in a fair and prompt manner.

Term: Two years, and shall continue to be in force until reconstitution.

Meetings: The meeting shall be scheduled as and when necessary.


PRINCIPAL

Copy to:

- All the Dean's
- All the HoD's
- Member Secretary
- AO



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Ref: VMTW/EST/AO/SCHC/CIR/2022-23/01

Date: 16-08-2022

CIRCULAR

This is to inform all the members of the Scholarship Committee members that a meeting has been scheduled as detailed below. The meeting is convened to review the scholarship schemes and to finalise the verification and submission procedures for the academic year 2022-23.

Date: 17th August 2022

Time: 11:30 AM

Venue: Conference Hall, A Block

All members are requested to make it convenient to attend the meeting without fail.

PRINCIPAL

Copy to:

All members of the Scholarship Committee.



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Scholarship Committee Meeting held on 17th August 2022

AGENDA

The following items are placed before the committee for discussion and deliberation:

1. Review and confirmation of the minutes of previous meeting held on 16-08-2021, during the academic year 2021-22.
2. Action Taken on decisions made by the Scholarship Committee in its previous meeting held on 16-08-2021.
3. Discussion on an overview of the Government and Institutional scholarship schemes.
4. Verification of guidelines, timelines, procedures and documentation requirements.
5. Review of pending and rejected scholarship cases.
6. Any other matter with the permission of the Chair.

Members present:

S.no	Name of the faculty	Role	Signature
1	Dr. G. Apparao Naidu	Chairman	
2	Dr. Vijay Kumar R. Urkude	Member	
3	Dr. B. Phijik	Member	
4	Mr. P. Hari Krishna	Member	
5	Dr. M. Vishnu Vardhana Rao	Member	
6	Dr. S. RangaSwamy	Member	
7	Mr. K. Balreddy	Member	
8	Mr. M. Umesh	Member	
9	Dr. C. Srinivasa Kumar	Member Secretary	



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Ref: VMTW/EST/CIR/2022-23/02

Date: 26-08-2022

CIRCULAR

This is to hereby inform that **M. Tech, B. Tech. I & II-year (Lateral Entry)** students, apply for Online Fresh Registration for Fee Reimbursement & Scholarship for the **A.Y. 2022-2023** at nearest Mee Seva Center / Internet Centers on or before the **27-08-2022**.

Website: <https://telanganaepass.cgg.gov.in/>

If they fail to apply their scholarship online, Tuition fee reimbursement will not be granted and they will be required to pay tuition fee to the college for the year – **2022-23**.

Note: Steps for registration of SC students.

STEP 1: The name in Aadhar and SSC certificate should be matched or else need to update name in meeseva (aadhar) Application ID will be generated for Matched Data.

STEP 2: Applicant need to give Biometric Authentication at Nearest Meeseva. After Biometric, Applicant need to complete application duly filling details.

Note: All ST Students OTR registration.

All ST students are required to complete OTR registration. For any queries, please contact the Administrative Office – Scholarship Section

Requirements:

1. **S.S.C Hall ticket number, year of pass, type of pass (Regular/Supple. /CBSE etc.)** to access the application
2. **Student Aadhaar Card Number**
3. **Caste Certificate** obtained from Meeseva Centre. (Not required for **EBC** students).
4. **Income Certificate** obtained from Meeseva Centre **after 01-04-2022**
5. **Bank account** Passbook Xerox Bank account (Not required for **EBC** students)
6. Students should have a **Mobile Number** for receiving **One Time Password**
7. **Study/Bonafide Certificate** for the last **Seven** consecutive years of Study
8. Furnish **CET (Common Entrance Test) allotment order or rank card** for CET courses
9. **Student B. Tech Roll Number (Enter your Roll Number in Admission number column)**
10. Gap certificate (if any)

Scanned copies for uploading:

1. **Latest Passport size photograph**
2. **Aadhaar Card of the Student (Colour)**
3. **Bank Pass Book first page (any Gov Bank)** (showing student name, Bank Account Number and IFSC code of the Bank Branch (Not required for **EBC** students).
4. **Study/Bonafide Certificates** for the last **Seven** consecutive years of Study (For the students as referred at point no.7 above).
5. Current Academic Year College Bonafide.
6. **CET (Common Entrance Test) allotment order or rank card** for CET courses


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VMTW/EST/SC/CRI/2022-23/03

Date: 28-08-2022

CIRCULAR

This is to inform that students of **B. Tech. II, III & IV years & M. Tech II year (BC, EBC, ST, SC & Minority)** apply for Online Registrations for Fee Reimbursement & Scholarship **Renewal** on or before the **29-08-2022**.

Website: <https://telanganaepass.cgg.gov.in/>

If they fail to apply their scholarship online, Tuition fee reimbursement will not be granted and they will be required to pay tuition fee to the college for the year – **2022-23**.

Scholarship Application Registration – Important Instructions

All eligible students are hereby instructed to complete the Scholarship Registration Process by following the steps below:

Step 1: Complete the Post-Matric Scholarship Renewal Pre-Registration.

Step 2: Students who are eligible for Renewal Fee Reimbursement & Scholarship after successful pre-registration must visit their nearest Mee Seva center to complete Aadhaar Authentication by uploading their thumb impression.

Step 3: After successful Aadhaar Authentication, students belonging to BC, EBC, SC, ST, and Minority categories must complete the Renewal Scholarship Registration to finalize their application.

Note: Students are advised to complete each step within the prescribed timeline to avoid any delay or rejection of their scholarship application.

Requirements:

1. Previous Year Application Number.
2. SSC Hall ticket Number, Year of Pass, Type of Pass.

Scanned Documents for uploading:

1. Previous Year (B. Tech and M. Tech) memo.

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Circulated to:

All II, III & IV B. Tech & M. Tech II year Class Rooms, Notice Boards.

Vignan's Institute of Management & Technology for Women
(An Accredited by NBA)

Minutes of the Scholarship Committee meeting held on 17th August 2022 at 11:30 AM in the Conference Hall, A Block, VMTW.

The quorum was satisfied.

The following members were present:

1. Dr. G. Apparao Naidu
2. Dr. Vijay Kumar R. Urkude
3. Dr. B. Phijik
4. Mr. P. Hari Krishna
5. Dr. S. RangaSwamy
6. Dr. M. Vishnu Vardhana Rao
7. Mr. K. Balreddy
8. Mr. M. Umesh
9. Dr. C. Srinivasa Kumar

The Chairman welcomed all the members to the meeting of the Scholarship Committee and briefed them on the agenda.

The proceedings of the meeting are recorded item-wise as follows:

1. Review and confirmation of the minutes of previous meeting held on 16-08-2021, during the academic year 2021–22.

The Scholarship Committee reviewed the minutes of the previous academic year (2021–22). The committee observed that the scholarship application process, verification, and submission procedures were carried out successfully in accordance with Government and institutional guidelines. The committee also reviewed the implementation of the recommendations made in the previous meeting and appreciated the effective coordination among the departments. Suggestions were made to further improve awareness among students, ensure timely verification of applications, and maintain accurate scholarship records.

2. Action Taken on decisions made by the Scholarship Committee in its previous meeting held on 16-08-2021.

The committee reviewed the action taken on the decisions made during the previous academic year (2021–22). Scholarship notifications were shared with all eligible students through the college notice board, departments, and student communication channels. Applications received from students were verified, processed, and submitted to the concerned authorities within the specified time. Necessary guidance was provided to students during the application process, and application status was monitored regularly.

During the review, it was noted that **844 students** received scholarships under various Government and non-Government schemes during the academic year **2021–22**.

The details are given below:

Name of the Scheme (2021-22)	TS e-PASS	AICTE – Pragati Scholarship Scheme for Girl Students	Lila Poonawalla Scholarships	VMTWSS	Total
No. of beneficiary	755	45	9	35	844

3. Discussion on an overview of Government and Institutional scholarship schemes.

Discussion: The committee discussed the existing procedures and the verification process for the current academic year, and reviewed the schemes available to the students.

Resolution: It was resolved that the necessary steps will be implemented for effective scholarship management.

The scheme-wise number of beneficiaries for the academic year 2022-23 is tabulated below:

Name of the Scheme (2022-23)	TS e-PASS	AICTE – Pragati Scholarship Scheme for Girl Students	VMTWSS	Total
No. of beneficiary	957	56	25	1038

4. Guidelines, timelines, verification procedures and documentation requirements.

A. Documents Required from Applicants

1. Duly filled-in scholarship application form.
2. Caste Certificate issued by the competent Revenue Authority.
3. Income Certificate of the parent/guardian for the current financial year.
4. Aadhaar Card copy.
5. Bank Passbook first page (account linked to Aadhaar, with IFSC code).
6. Bonafide / Study Certificate issued by the College.
7. Previous year's Marksheet / Provisional Certificate.
8. Current academic year's Admission / Fee Receipt.
9. Transfer Certificate and Migration Certificate (for first-year admissions).
10. Domicile / Residence Certificate (for State scholarship schemes).
11. Ration Card copy, where applicable.
12. Recent passport-size photograph.
13. Self-declaration / Affidavit, as prescribed by the scheme.

B. Verification Process within the College

1. The student submits the application along with the above documents to the Department Scholarship Coordinator.
2. Department-level scrutiny of documents for completeness, validity and authenticity.
3. Cross-verification of caste, income and residence details against original documents.
4. The Scholarship Committee reviews and countersigns the verified applications.
5. The verified list is forwarded to the Administrative Office / Scholarship Section.

6. Data entry and submission on the concerned Government Scholarship Portal (State / National Scholarship Portal) within the notified deadline.
7. An Acknowledgement / Application ID is generated and recorded against each student.
8. The committee periodically monitors the application status (pending / approved / rejected) on the portal.
9. Discrepancies, if any, are communicated to the student for rectification within a specified time.

C. Timeline

S.No	Name of the Scheme (2022-23)	Starting Date	Last Date	Purpose
1	TS e-PASS	July – August	December – March	Fee reimbursement / scholarship for SC/ST/BC/EBC/Minority students
2	AICTE – Pragati Scholarship Scheme for Girl Students	August – September	October – November	Financial assistance to girl students pursuing technical education
3	Lila Poonawalla Scholarships	June – July	August – September	Merit-cum-means scholarship for girl students in engineering
4	VMTWSS – Tuition / Admission / Book Club Fee Concession	At admission	Within semester start	Fee relief for eligible students
5	VMTWSS – Transportation Fee Concession	At admission	Within semester start	Concession on transport fee for eligible students
6	VMTWSS – Hostel Fee Concession	At admission	Within semester start	Concession on hostel fee for eligible students
7	Award for Outstanding Academic Performance (VMTW)	After results	End of academic year	Recognition / award for top academic performers

5. Review of pending and rejected scholarship cases.

Discussion: The committee reviewed the verification procedures adopted for pending and rejected scholarship cases.

Resolution: It was resolved that the necessary steps will be implemented for effective scholarship management.

It is placed on record that there are no pending or rejected applications for the academic year 2022-23.

6. Any other matter with the permission of the Chair.

No other matter was brought before the committee. The meeting concluded with a vote of thanks to the Chair, and the members reaffirmed their commitment to transparent and efficient scholarship administration.

Members present:

S.no	Name of the faculty	Role	Signature
1	Dr. G. Apparao Naidu	Chairman	
2	Dr. Vijay Kumar R. Urkude	Member	
3	Dr. B. Phijik	Member	
4	Mr. P. Hari Krishna	Member	
5	Dr. M. Vishnu Vardhana Rao	Member	
6	Dr. S. RangaSwamy	Member	
7	Mr. K. Balreddy	Member	
8	Mr. M. Umesh	Member	
9	Dr. C. Srinivasa Kumar	Member Secretary	