



# 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/EST/AO/SCHC/CIR/2023-24/01

Date: 21-08-2023

## CIRCULAR

This is to inform all the members of the Scholarship Committee 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 2023-24.

**Date:** 22<sup>nd</sup> August 2023

**Time:** 10:30 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 22nd August 2023

### 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 17-08-2022, during the academic year 2022-23.
2. Action Taken on decisions made by the Scholarship Committee in its previous meeting held on 17-08-2022, if any.
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/2023-24/02

Date: 28-08-2023

## 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. 2023-24 at nearest Mee Seva Center / Internet Centers on or before 29-08-2023.

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 – 2023-24.

### **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 needs to give Biometric Authentication at Nearest Meeseva. After Biometric, Applicant needs 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 01-04-2023
5. Bank account Passbook Xerox (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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### **Circulated to:**

All I & II-year Class Rooms, Notice Boards.



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Ref: VMTW/EST/SC/CRI/2023-24/03

Date: 28-08-2023

## 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 29-08-2023.

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 – 2023-24.

### **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.

  
PRINCIPAL

### **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 22nd August 2023 at 10:30 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. M. Vishnu Vardhana Rao
6. Dr. S. RangaSwamy
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 17-08-2022, during the academic year 2022-23.**

The committee observed that the scholarship application process, verification, and submission procedures were carried out successfully in accordance with Government and institutional guidelines.

**2. Action Taken on decisions made by the Scholarship Committee in its previous meeting held on 17-08-2022.**

The committee reviewed the action taken on the decisions made during the previous academic year (2022-23). Scholarship notifications were shared with all eligible students through the college notice board, departments, and student communication channels.

| Name of the Scheme<br>(2022-23) | TS e-PASS | AICTE-<br>Pragati | VMTWSS | Total |
|---------------------------------|-----------|-------------------|--------|-------|
| No. of beneficiary              | 957       | 56                | 25     | 1038  |

### 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 2023-24 is tabulated below:

| Name of the Scheme<br>(2023-24) | TS e-PASS | AICTE–<br>Pragati | VMTWSS | Total |
|---------------------------------|-----------|-------------------|--------|-------|
| No. of beneficiary              | 1140      | 61                | 10     | 1211  |

### 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 (2023-24)                            | 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.

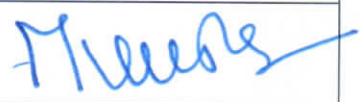
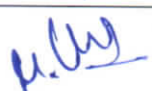
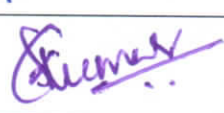
**Resolution:** It was resolved that the necessary steps will be implemented for effective scholarship management.

**It is placed on record that there are no pending or rejected applications for the academic year 2023-24.**

**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           |  |
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| 7    | Mr. K. Balreddy            | Member           |  |
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| 9    | Dr. C. Srinivasa Kumar     | Member Secretary |  |