



RAAK

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)

An ISO 9001:2015 Certified Institution

SCHOLARSHIP CELL [Academic Year 2025-26]

Objective:

- ❖ The objective of the **Scholarship Cell** is to facilitate financial assistance for meritorious and economically weaker students by ensuring access to various government, institutional, and private scholarship schemes.
- ❖ The Cell aims to promote equal educational opportunities for all students and to minimize financial barriers that may hinder their academic progress. It strives to create awareness, guide students through application procedures, and ensure that eligible students receive timely support under different scholarship and welfare programs.
- ❖ It also maintains comprehensive records of applications received, funds sanctioned, and benefits disbursed to ensure accountability and effective monitoring. Through its continuous efforts, the Scholarship Cell strives to foster equity, encourage academic excellence, and contribute to the institution's mission of providing quality education and equal opportunities for all sections of society.

Functions of the Cell:

- ❖ To identify and disseminate information about all available Central, State, and Private scholarships to the students.
- ❖ To assist students in the preparation, submission, and verification of scholarship applications.
- ❖ To maintain updated records of scholarships sanctioned, beneficiaries, and fund disbursement details.
- ❖ To liaise with government departments, agencies, and trust organizations for smooth processing of scholarship-related activities.
- ❖ To organize orientation and awareness programs to encourage eligible students to apply for scholarships.
- ❖ To monitor and review the impact of scholarships on student retention, performance, and progression.



Responsibilities:

- ❖ Ensure transparency and fairness in recommending and forwarding applications.
- ❖ Provide timely updates and reminders regarding opening and closing dates of scholarship portals.
- ❖ Verify the eligibility criteria and academic performance of applicants before submission.
- ❖ Maintain communication with students to resolve queries related to scholarship status or renewal.
- ❖ Prepare and submit periodic reports to the Principal regarding scholarships availed and pending.
- ❖ Support students from economically weaker sections, minority groups, and differently-abled categories in availing special scholarships.

Academic Issues:

- ❖ Addressing grievances related to evaluation and grading, including errors, unfair assessment, or bias in internal and external examinations.
- ❖ Handling complaints regarding attendance discrepancies, record maintenance, and unjust penalties for absences.
- ❖ Resolving issues connected to teaching quality, syllabus coverage, and course delivery methods to ensure effective learning.
- ❖ Dealing with grievances concerning exam scheduling, conduct, and publication of results in a timely and transparent manner.
- ❖ Taking necessary action on complaints related to project evaluation, laboratory facilities, and availability of academic resources for students.




Principal
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PUDUCHERRY - 605 110.



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Committee members

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