SCHOLARSHIP COMMITTEE MINUTES

Date: August 6, 2018
Time: 10:00 AM
Venue: Principal's Office, KFASC

Agenda:

1. Notification of Scholarships by the Committee
2. Publication of Eligibility Criteria
3. Declaration of Scholarship Amounts
4. Assistance with New Central/State Scholarships
5. Support for Scholarship Retention Programme
6. Any Other Business

Attendees:

- Principal (Prof.M Abdul Azeez (Chair Person)
- T Moideenkutty (Secretary, Farook Educational Society)
- Scholarship Support Advisor (Mohammed Faris. T (Sr. Assistant)
- PTA Representative (Abdul majeed K (PTA Vice President))
- Staff Club Representative (Mujeeb TP (Staff Secretary)
- Alumni Association Representative (Adhil K (Secretary, Alumni Association)
- Suhail K P (NSS Programme Officer)
- Sameera (Clerk)
- Febina (Clerk)

Minutes:

1. **Notification of Scholarships:**
   - The committee resolved to notify the scholarships available for the 2018-2019 academic year. The notification will be circulated through official channels, including the college website and notice boards.
2. **Publication of Eligibility Criteria:**
   - Eligibility criteria for all scholarships, both from the college and external agencies, were discussed and finalized. These criteria will be made available on the college website.
3. **Declaration of Scholarship Amounts:**
   - The committee agreed on the scholarship amounts for 2018-2019:
     - KFASC Merit Cum Means Scholarships: ₹2500 per student
     - PTA Scholarship Supports: ₹2500 per student (five students per discipline)
     - Staff Club Excellence Award: ₹1000 per student
     - KFASC Alumni Scholarships: ₹1000 per student
     - KFASC Endowment Scholarships: As per available endowments
     - KFASC Freeship Programme: Full fee waiver for certificate courses

4. **Assistance with New Central/State Scholarships:**
   o A help desk will be set up to assist students in applying for new central and state scholarships.
5. **Scholarship Retention Programme:**
   o Scholarship Support Advisors will be assigned to assist students in retaining their scholarships for subsequent years.
6. **Any Other Business:**
   o The committee discussed organizing a workshop for students on scholarship applications and retention.

Action Items:

- Issue scholarship notifications and publish eligibility criteria.
- Establish a help desk for new scholarships.
- Plan a student workshop on scholarship retention.

Adjournment: The meeting was adjourned at 11:30 AM. The next meeting is scheduled for November 7, 2018.

SCHOLARSHIP COMMITTEE MINUTES

Date: November 7, 2018
Time: 10:00 AM
Venue: Principal's Office, KFASC

Agenda:

1. Declaration of Scholarship Recipients
2. Request for Sanction of Funds
3. Opening of Help Desk for Scholarship Retention Programme
4. Any Other Business

Attendees:

- Principal (Prof.M Abdul Azeez (Chair Person)
- T Moideenkutty (Secretary, Farook Educational Society)
- Scholarship Support Advisor (Mohammed Faris. T (Sr. Assistant)
- PTA Representative (Jayadevan (PTA President))
- Staff Club Representative (Mujeeb TP (Staff Secretary)
- Alumni Association Representative (Adhil K (Secretary, Alumni Association)
- Suhail K P (NSS Programme Officer)
- Sameera (Clerk)
- Febina (Clerk)

Minutes:

1. **Declaration of Scholarship Recipients:**
   o The committee reviewed the applications and selected 75 students as scholarship recipients for the 2018-2019 academic year.
2. **Request for Sanction of Funds:**
   o A formal request for the sanction of funds will be submitted to the management for disbursing scholarships.
3. **Opening of Help Desk for Scholarship Retention Programme:**
   o The help desk will be operational from November 15, 2018.
4. **Any Other Business:**
   o The committee discussed the possibility of additional scholarships for the next academic year.

Action Items:

- Publish the list of scholarship recipients.
- Request management approval for funds.
- Open the help desk for scholarship retention.

Adjournment: The meeting was adjourned at 11:00 AM. The next meeting date will be decided later.