

COLLEGE OF ENGINEERING & MANAGEMENT, KOLAGHAT

No. CEM/107/D/1118/Scholarship / 01 /2025

11th July, 2025

MEMO

Subject: Student Scholarship cum Credit Card Support Cell

The following committee is hereby constituted as the Student Scholarship cum Credit Card Support Cell to assist students—especially newly admitted ones—with the Student Credit Card Scheme and other related education loan schemes.

Committee Members:

- Mr. Bikash Chandra Bag – *Coordinator*
- Mr. Joydeb Biswas, Deputy Registrar (F&A) – *Member*
- Mr. Bibhas Kumar De, Deputy Registrar (Academic) – *Member*
- Mr. Biswadip Bhattacharya – *Member*
- Ms. Shipra Bhattacharya – *Member*
- Mr. Dulal Maji – *Member*
- Mr. Kinkar Manik – *Member*

Role of the Student Credit Card Support Cell:

The Student Credit Card Support Cell, College of Engineering & Management, Kolaghat, plays a vital role in guiding and assisting students in availing themselves of educational loans under the Student Credit Card Scheme of the Government of West Bengal and other relevant schemes.

Key Responsibilities:

- Provide accurate information and guidance regarding the WBSCC scheme, including eligibility criteria and the application process.
- Assist students in completing the online registration and submitting the loan application thereafter.
- Coordinate the timely verification and approval of applications at the college level.
- Maintain updated records in the assigned Google Sheet, and share the same with the Director and the Nodal Officer of WBSCC.
- Provide timely information to students regarding various scholarships offered by Government and Non-Government organizations.

Submit a status report to the Director on the last Saturday of each month. If the last Saturday falls on a holiday, the report should be submitted on the next working day.


Prof. Dr. Dilip Kumar Gayen
Director

Copy to:

1) All HoDs, 2) Concerned Committee Members, 3) Nodal Officer, Student Credit Card, 4) All Students