

Bengal Engineering College Alumni Scholarship Committee
(a non-profit organization)



November 22, 1998

Dr. S. M. Chatterjee, Director

Bengal Engineering College (Deemed University)

P.O. Botanic Garedens, Howrah - 711 103

Dear Dr. Chatterjee,

On behalf of Bengal Engineering College Alumni Scholarship Committee, I am pleased to announce that starting 1999 the committee will award scholarships to qualified B.E. College students on a yearly basis. The number and amount of the scholarships will vary each year and for 1999, there will be approximately 10 scholarships each worth Rs. 8000. The purpose of the scholarship program is to attract and retain needy students by providing scholarships, without which, they will have financial difficulty in completing their degree programs. The scholarship program is funded by the generous donations from the alumni in the USA and Canada. The selection for qualified scholarship recipients will be done jointly by B.E. College Authority (Director and his team) and Alumni Scholarship committee.

I will be in India from Nov 28, 1998 through January 7, 1999. Would you please let me know if I can meet you and other departments heads in a joint meeting on December 7 to finalize the scholarship process. I want to discuss the following items specifically:

- Who at B.E. College will be responsible to receive applications from students and screen them
- How do we determine 'needy students'
- How to popularize the program so that 'needy students' can take advantage of it
- What will be the scholarship disbursement process

Also, I will take with me the application forms for 1999 and I would like to have a final list of scholarship recipients ready by January 5, 1999 so that the scholarship committee can disburse checks by February 1999.

I am faxing some related information about the scholarship program and its fund raising strategy for your review so that you are prepared for our meeting. Please fax me at 408-563-4795 or e-mail me at ghosh_subrata@amat.com indicating whether December 7, 10AM will be a good time for me to meet you at your office. Thank you very much and look forward to meeting you.

Sincerely,

Subrata Ghosh

Subrata Ghosh, Treasurer & Fund-raiser, 84 ME, 408-246-5088 (Ph)