

# NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

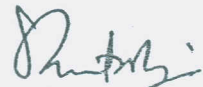
NITC/P1/428/Imple/BoG/Decision/2012

21-02-2013

## PROCEEDINGS

Sub: Student Welfare Fund – reg.  
Ref: BG21.16 of the 21<sup>st</sup> meeting of the BoG

The BoG, in its 21<sup>st</sup> meeting, has decided to accept the proposal for creation of a Student Welfare Fund (SWF) and the norms for operation of the SWF. A copy of the norms for operation of the Fund is enclosed herewith for your perusal and records. Competent Authority has permitted implementation of the above decision with immediate effect.



REGISTRAR

22-2-13



Copy to: All Deans, All Heads of Departments/ Schools/ Centre for T&P/ Sections,

## National Institute of Technology Calicut

### GUIDE-LINES FOR OPERATING STUDENTS' WELFARE FUND

A Students' Welfare Fund (SWF) is maintained in NIT Calicut through the contribution from the students registered to various programmes every semester. The fund is operated by the Director, NIT Calicut. However, a set of framed guide-lines shall help the Director to operate the fund without bias. An administrative committee consisting of senior officials will assist the Director in deciding whether a student needs financial assistance essentially.

#### GUIDE-LINES

##### OBJECTIVES

1. To grant refundable advance or loan from SWF to individual students in case of necessity arising due to delay in disbursement of scholarship, stipend, etc.
2. To grant non-refundable support to financially backward individual students for paying tuition fees, hostel fees, etc.
3. To grant refundable advance to individual students on emergency hospitalised medical treatment.
4. To grant non-refundable financial support to needy individual students on hospitalised medical treatment.
5. To grant refundable or non-refundable loan to students to meet the travelling expenses (bus/train/flight) to the native place in emergency situations.
6. To assist the family members of the students in unavoidable situations like meeting expense for transporting remains, meeting expense of funerals, functions after funerals, etc. in essential cases.
7. To grant loan for purchase of a books/vehicle for financially backward and physically challenged students.
8. To grant refundable or non-refundable advance to individual students for any other special purpose approved on merits by the administrative committee constituted for operating the fund.
9. To grant re-imburement to individual students in the event of distress/illness like accident, sudden illness, depression, etc. for treatment in the approved hospitals.
10. To grant refundable or non-refundable loan to any student activity deemed desirable by the administrative committee.

## ADMINISTRATIVE COMMITTEE

The Students' Welfare Fund shall be operated by the Director, NIT Calicut after taking advice from the administrative committee henceforth to be known as Students' Welfare Committee (SWC) and will comprise:

- Dean (Students' Welfare) - Chairman
- Dean (Planning and Development) - Member
- Registrar - Secretary
- Chief Warden, NITC Hostels - Member
- Staff Adviser - Member

## SOURCES

- Every student irrespective to the programme (B. Tech., B. Arch., M. Tech., M.C.A., M. Sc., M.B.A., Ph. D.) will pay a sum of Rs.300 towards this fund at the beginning of the semester along with the registration fee.
- Contribution from other sources (from alumni members especially benefited by the fund, distinguished individuals, organizations, etc.) acceptable to the Students' Welfare Committee.

## OPERATION OF THE FUND

### (a) Sanction of the Loan/Financial Support

1. Students desirous of availing this loan/financial support will have to submit their applications to the Chairman, Students' Welfare Committee through the Faculty Adviser/Head of the Department detailing the essentiality of the financial support.
2. The amount of the loan to meet the objectives 2, 5, 6 and 7 shall not exceed the actual expense for any individual student.
3. For objectives 3, 4, 7, 8, 9 and 10 the maximum amount of the aid / reimbursement will be determined by the Students' Welfare Committee and recommended by the Chairman of the Committee to the Director for payment on the basis of merit of the cases and subject to availability of funds.
4. In the case of tuition fee, hostel fee, purchase of books, travelling expenses, transporting expenses, etc. the amount shall be limited to the actual expense. However, the amount for emergency and other hospital treatment shall be limited to Rs. 2.00 Lakh that too once during the programme.
5. Only one application for loan/financial support shall be entertained from a student during a semester unless all the previous loans have been re-paid.



6. The Students' Welfare Committee shall meet in the beginning of every semester to consider the formal approval of the expenditure and loan given to the students during the previous semester.
7. The sanctioning authority of the financial support from SWF is stipulated on the Director, NIT Calicut and the amount will be given as cheque from the institute after providing due acknowledgement.
8. The Director, NIT Calicut has power to operate the fund in contingent situations in consultation with SWC and the final approval of the financial support shall be made on the regular process.

**(b) Deposits and withdrawals**

- All the contributions to the fund will be deposited in State Bank of India as Savings Bank Account.
- The Bank Account will be operated in the name of Director, NIT Calicut.
- All money transactions will be made by the Director, NIT Calicut.

**(c) Refund of the loan**

- The students will be required to refund the refundable loan granted to them within three months from the date of receipt of the loan.
- The students may refund the loan within six months from the date of receipt of the same, if they find difficulty to pay within three months time provided they are taking prior permission from the Director by the recommendation of the Students' Welfare Committee.
- No interest will be chargeable on the loan granted.

**GENERAL GUIDE-LINES**

Chairman of SWC may, at his discretion, grant the continuing students loans, subject to the maximum and the other restrictions provided in the guide-lines, to cover expenses on payment of tuition fees, mess dues and travelling expenses for undertaking a journey to home town on emergency situations.

- Abuse of the facilities granted from the Students' Welfare Fund will render the student liable to severe disciplinary action.
- Any item not covered by the above guide-lines will be decided by the Students' Welfare Committee whose decision shall be final and binding.