

## **INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**

### **MINUTES OF THE 15<sup>TH</sup> MEETING OF THE STUDENTS' AFFAIRS COUNCIL (SAC) HELD ON 10<sup>TH</sup> MARCH 2015 AND 31<sup>ST</sup> MARCH 2015**

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The 15<sup>th</sup> Meeting of the Students' Affairs Council (SAC) was held on 10/3/2015 and 31/3/2015 (for adjourned agenda) at the Board Room of Administrative Building. The following members were present:

• Prof. Gautam Biswas, Director	Chairman
• Prof. C. Mahanta, Dean, SA	Member
• Prof. M. Guru Prem Prasad, Dean, AA	Member
• Prof. S. K. Kakoty, Dean, IPM	Member
• Dr. A. Saikia, Assoc. Dean, AA	Member
• Dr. R. K. Bhattacharjee, Assoc. Dean, IPM	Member
• Dr. K. Pakshirajan, Assoc. Dean, SA (ADoSA – 1)	Member
• Prof. Latha Rangan, Assoc. Dean, SA (ADoSA – 2)	Member
• Mr. U. C. Das, Registrar	Member
• Dr. K. Mohanty, Chairman, Cultural Board	Member
• Dr. P. Poullose, Chairman, Hostel Affairs Board	Member
• Prof. A. Perumal, Chairman, Sports Board	Member
• Dr. H. B. Kaushik, Chairman, Technical Board	Member
• Dr. V. K. Dubey, Chairman, Welfare Board	Member
• Dr. C. Mallikarjuna, Incoming Chairman, Hostel Affairs Board	Invitee
• Dr. V. Prabhu, NCC Coordinator	Invitee
• Dr. D. Maity, NSS Coordinator	Invitee
• Dr. K. Srinivasan, NSS Coordinator	Invitee
• Mr. Om Prakash Reddy Thaduru, VP SGC	Member
• Mr. Kushagra Kushwaha, GS Cultural Board, SGC	Member
• Mr. Suraj Dev Yadav, GS, Sports Board, SGC	Member

• Mr. V. R. Narendra Babu Perumalla, GS, HAB, SGC	Member
• Mr. Pawan Kumar, GS, Technical Board, SGC	Member
• Mr. Parth Sabharwal, GS, Welfare Board, SGC	Member
• Mr. Bhavin Mandalaywala, Incoming VP, SGC	Invitee
• Mr. S. Chaitanya, Incoming GS, Cultural Board, SGC	Invitee
• Mr. A. Sai Sushanth, Incoming GS, Sports Board, SGC	Invitee
• Mr. Ajeet Singh, Incoming GS, HAB, SGC	Invitee
• Mr. P. Naresh Kumar, Incoming JS, HAB, SGC	Invitee
• Md. Zilani, Incoming GS, Welfare Board, SGC	Invitee
• Mrs. Monalisa Kakati, Asst. Registrar, SA	Non-member Secretary

The following members of SAC could not attend the meeting due to unavoidable reasons.

- Prof. S. Nandi, Dy. Director
- Prof. S. C. Mishra, Dean of Alumni Affairs and External Relations
- Prof. S. Natesan, Faculty In-Charge, Centre for Career Development

The agenda for the day was taken up as given below:

**Item No. 1: Confirmation of the Minutes of the 14<sup>th</sup> Meeting of the Students' Affairs Council (SAC) of the Institute held on 13/11/2014**

The minutes of the 14<sup>th</sup> meeting of the SAC were circulated amongst the members of the SAC for their comments / observations, if any. No comments were received from any of the members.

**R/15/1/2015:** The SAC **RESOLVED** that the minutes of the 13<sup>th</sup> meeting of the SAC held on 21/4/2014 be **CONFIRMED**.

**Item No. 2: Follow up action of the decisions of the 14<sup>th</sup> Meeting of the Students' Affairs Council (SAC), IIT Guwahati**

**R/15/2/2015:** The SAC resolved that the actions taken on the decisions of the 14<sup>th</sup> meeting of the SAC held on 13/11/2014 including those pending from the previous meeting be **NOTED** as reported.

**Item No. 3: Agenda related to Hostel Affairs Board (HAB)**

The SAC discussed the following matters related to the Hostel Affairs Board (HAB):

**(i) Advance Mess Amount**

**R/15/3(i)/2015:** The SAC **RESOLVED** the following regarding payment of advance mess bill:

**a) For Odd Semester**

	<b>1<sup>st</sup> Installment</b>	<b>2<sup>nd</sup> Installment</b>
<b>Payable amount in advance</b>	July-November mess bill	December mess bill
<b>Last date of payment</b>	At the time of semester registration	November 12 <sup>th</sup>
	To be payable at Finance & Accounts Section	To be collected in advance at hostel

**b) For Even Semester**

	<b>1<sup>st</sup> Installment</b>	<b>2<sup>nd</sup> Installment</b>
<b>Payable amount in advance</b>	January-April mess bill	May-July mess bill
<b>Last date of payment</b>	At the time of semester registration	April 12 <sup>th</sup>
	To be payable at Finance & Accounts Section	To be collected in advance at hostel

**(ii) Amendments to be made to the HAB Constitution**

**R/15/3(ii)/2015:** The SAC in-principle **APPROVED** following amendments proposed to be made in the Hostel Affairs Board Constitution. However, this may be incorporated along with the overall revision of the HAB constitution, as indicated by the Chairman, HAB.

- a) Elections for the various posts in the HMC to be held before 10<sup>th</sup> February instead of 7<sup>th</sup> April each year and the elected members shall assume their responsibilities not later than 9<sup>th</sup> April instead of 20<sup>th</sup> April every year.
- b) Selections for the post of Joint Secretary, HAB (member HAB & SGC) to be held before 12<sup>th</sup> March and shall assume his/her responsibilities not later than 18<sup>th</sup> March every year.

- c) Additional clauses to be added regarding the functions of the HMC in Section 3 and Responsibilities of the Chairman, HAB in Section 13 (enclosed as **Annexure – 1** (P.9-10).

**(iii) Separate Maintenance Cell for hostels**

**R/15/3(iii)/2015:** The SAC **ADVISED** to consult the Dean, IPM as the whole maintenance system is to be overhauled and miscellaneous minor and major maintenance works will be separated.

**(iv) Setting up of a Multipurpose Complex in spaces between Lohit-Kapili hostels and Dibang- Brahmaputra hostels**

**R/15/3(iv)/2015:** The SAC **AGREED** to facilitate following services in some designated places in between hostels and **ADVISED** to forward the proposal to the Committee constituted for establishing inter-hostel cafeteria for needful.

- a) Mechanized laundry shop with washing, dry-cleaning and pressing facilities
- b) Tailoring point for gents
- c) Cycle repairing and service point
- d) International and national courier point
- e) Hair cutting and styling saloons for gents
- f) Mobile phones, computer and computer accessories service and shopping point
- g) ATM
- h) Cobbler point
- i) Parking facility
- j) Security staff point with CC Camera units

**(v) Proposal related to medical emergencies**

**R/15/3(v)/2015:** The SAC **AGREED** to the following proposal submitted by the wardens of Subansiri and Dhansiri hostels and the Associate Dean of Students' Affairs (ADOSA-2) relating medical emergencies and **ADVISED** to forward the proposal to the committee constituted to look after matters pertaining to overall improvement of IITG Hospital and subcommittee constituted to deliberate and recommend on the matter of timely response at IITG Hospital in the event of

any medical and other emergencies of students.

1. To make available a dedicated ambulance 24 hours for the purpose of immediate transport of hostel boarders (men and women).
2. Official vehicle be provided for movement of wardens and HMC members of hostels to and from the referred hospital as and when required.
3. To appoint/assign dedicated medical staff to accompany emergency cases referred outside IITG hospital, since student volunteers may not be always readily available and practical.
4. This staff will also be in charge of all communications between doctors in the referred hospital and IITG and will manage complete attendance.
5. The assigned staff be given the charge of staying available in the hospital in anticipation of overnight emergencies.

**(vi) Transfer of educational loan amounts pertaining to the mess bills directly to the accounts of the students instead of hostel accounts**

**R/15/3(vi)/2015:** The SAC **ADVISED** to forward the proposal for transfer of the education loan amounts pertaining to the mess bills directly to the accounts of the students instead of transferring to the hostel accounts as currently in practice, to the Registrar for ascertaining possibility with discussion with the bank to make the proposal operational.

**(vii) Specially trained security cadre in the hostels**

**R/15/3(vii)/2015:** The SAC **APPROVED** to have a sensitized security force in the hostel area as well as sports area and **SUGGESTED** that a request be sent to Security Section from Students' Affairs Section.

**(viii) Timing of caretakers – possibility of separate cadre**

**R/15/3(viii)/2015:** The SAC **ADVISED** to forward a proposal to the Registrar for considering placement of new staff members (recently recruited Junior Assistants) in the hostels as caretakers, who will be facilitated with free of cost hostel accommodation and food (basic menu). The expenses will be borne by the Institute. However, the SAC ruled out the possibility for change of official timing of the office staff posted at hostels for now.

**(ix) Proposal to have a separate visitor's hostel**

**R/15/3(ix)/2015:** The SAC **APPROVED** to work out possibility for construction

of some rooms with attached bathrooms in each hostel to accommodate temporary visitors and forward the proposal to the Dean, IPM from the Students' Affairs Section.

**Item No. 4: Agenda related to the Sports Board (SB)**

The SAC discussed the following matters related to the Sports Board (SB):

**(i) Increase of allowance for tracksuit and shoes**

**R/15/4(i)/2015:** The SAC **APPROVED** the proposal to increase the tracksuit allowance from Rs. 1000/- to Rs. 2000/- and Shoe allowance from Rs. 1000/- to Rs. 1500/- per contingent for both students and staff team participants to Inter IIT.

**(ii) Proposal for new indoor volleyball and basketball courts**

**R/15/4(ii)/2015:** The SAC **ADVISED** the Chairman, Sports Board to work together with the Dean, IPM to come up with a useful solution.

**Item No. 5: Agenda related to the Students' Welfare Board (WB)**

The SAC discussed the following matters related to the Welfare Board (WB):

**(i) Norms for allocation of Students' Welfare Fund**

**R/15/5(i)/2015:** The SAC **APPROVED** the norms and **RECOMMENDED** to forward the proposal to the Board of Governors of the Institute for concurrence. A copy of the detailed proposal is enclosed as **Annexure – 2** (P.11-26).

**(ii) Change in structure of Students' Welfare Board**

**R/15/5(ii)/2015:** The SAC **APPROVED** following changes to be made in the structure of Students' Welfare Board. Detailed structure is enclosed as **Annexure – 3** (P.27-28).

1. (i) Merging Students' Advisory Council and Interaction Club as a new club 'Saathi – Counselling Service'
- (ii) Two representatives (Secretary and Joint Secretary) for the Club Saathi.

2. Merging of Benevolence Cell with Social Service Club and the name of the merged club will be Social Service Club.

**(iii) Proposal for Students' Brotherhood Fund (SBF)**

**R/15/5(iii)/2015**: The SAC **APPROVED** the proposal for having Students' Brotherhood Fund (SBF) to provide funds as "Loans of Honour" (interest free but to be refunded) to the deserving student applicants to meet their own educational/medical expenses. Detailed structure is placed at **Annexure - 4** (P.29-32).

**(iv) Yoga to be included under SA courses**

**R/15/5(iv)/2015**: The SAC **APPROVED** to include Yoga under SA course under Sports Board.

**Item No. 6: Agenda submitted by Students' Senate**

The SAC discussed the following matters related to the Students' Senate:

**(i) Improvement in Institute bus service**

**R/15/6(i)/2015**: The SAC **ADVISED** to forward the following proposals to Establishment Section as well as External Enablers Committee for follow up action.

1. The route of the bus plying to/from IITG-Beltola has been changed (running via Highway), as such the route map may be revised showing proper stoppages and uploaded on the institute website.
2. Bus numbers/routes, time of departure from the origin need to reflect prominently in the bus, otherwise it is quite difficult for the commuters to locate the specific bus. Radium stickers be used for ease at night.
3. There is a need to increase the frequency of internal bus service especially in the morning hours between 8:00 am to 9:00 am so as to cater to the needs of the students. For this purpose, low foot broad bus may be introduced so that same bus can also accommodate the differently abled students as well as students with medical problems.
4. Installation of GPS device in buses to track the buses should be done.
5. A bus to ferry ghat may be introduced on experimental basis. As the roads are narrow, a mini bus may be suitable. Timings need to coincide with

ferry timings. Initially few trips will suffice. Depending on the users, this service may be reviewed later.

6. Before semester breaks and after semester breaks for 3-4 days special bus services needs to be arranged and also regular bus services may be extended on route of the hostels as students need to carry baggage.
7. Some training (in association with the service provider) should be given to the bus drivers, conductors on conducts and other behavioural related issues.

**(ii) Change in non-credit course curriculum**

**R/15/6(ii)/2015**: The SAC **DISAGREED** with the proposal. However, SAC **ADVISED** the Chairman, Sports Board to restructure the non-credit course curriculum to make it more flexible for students.

**(iii) Waiver of tuition fee for differently abled Students**

**R/15/6(iii)/2015**: The SAC **AGREED** to consider for implementation of tuition fee waiver in respect of differently abled students at par SC/ST students and **RECOMMENDED** to forward the proposal to the Board of Governors of the Institute for concurrence. The SAC further **NOTED** that steps are already being taken by the Institute to have the Institute facilities suitable for differently abled students.

**(iv) Caution Deposit to be converted as Alumni Fund**

**R/15/6(iv)/2015**: The SAC **STATED** that Alumni Affairs and External Relations Section has already initiated some procedure in this regard and will be followed up.

**(v) Environmental Impact Assessment**

**R/15/6(v)/2015**: The SAC **NOTED** the proposal and **ADVISED** to forward the proposal to the Professor In-charge, Green Office and Dean, IPM as they are already working on this matter.

As there were no other matters, the meeting ended with a vote of thanks to the Chair.

**(C. Mahanta)**  
**Dean of Students' Affairs**  
**IIT Guwahati**



**ANNEXURE – 1**

**Functions of the HMC in Section 3**

The HMC shall submit

- the minutes of all the HMC and General Body Meetings held in the entire semester
- the detailed consolidated reports of budget proposals/estimates and budget spent on items/furniture with their corresponding prices spent in the entire semester

on or before November 15<sup>th</sup> in the odd semester and on or before April 6<sup>th</sup> in the even semester *with the approval/Signature of hostel Warden/Associate Warden* to the Chairman, HAB and shall also display the above mentioned in the hostel notice boards.

**Responsibilities of Chairman, HAB in section 13**

1. The Chairman, HAB shall sanction the hostel fund amount of a particular hostel in the even semester, only if that particular HMC had submitted
  - the minutes of all the HMC and General Body Meetings held in the entire odd semester
  - the detailed consolidated reports of budget proposals/estimates and budget spent on items/furniture with their corresponding prices spent in the entire odd semester

*with the approval/Signature of hostel Warden/Associate Warden* to the Chairman, HAB.
2. The Chairman, HAB shall certify the HMC of a particular hostel in the even semester, only if that particular HMC had submitted
  - the minutes of all the HMC and General Body Meetings held in the entire even semester
  - the detailed consolidated reports of budget proposals/estimates and budget spent on items/furniture with their corresponding prices spent in the entire even semester

on or before April 6<sup>th</sup> *with the approval/Signature of hostel Warden/Associate Warden* to the Chairman, HAB.



**ANNEXURE – 2**

**STUDENTS' WELFARE BOARD**  
**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**

**NORMS FOR THE ALLOCATION OF STUDENTS' WELFARE FUND**

The following schemes proposed to be funded largely from the Student Welfare fund collected from every student during their registration and also from a portion of the amount collected under the head Institute Overheads from already sanctioned sponsored and consultancy projects. However, all the schemes will be offered subject to availability of fund.

Whereas every student is expected to have budgeted appropriately and sufficiently before embarking on any course of study, IIT Guwahati recognizes that monetary problems can arise for a number of reasons. Many students (and their parents) find it difficult to make ends meet due to financial worries as a result of unforeseen events like a family bereavement, accident or illness. On the other hand, meritorious students may want to further their career by attending and making presentation in conferences, but low income and/or other financial commitments may not facilitate this

To allow for these circumstances, IIT Guwahati provides the following opportunities for students to apply for financial assistance:

- **Student Travel Assistance Fund (STAF)**: This fund is a means-tested and intended to help meritorious students attend and make presentations in national/international conferences, workshops, symposia, scientific meetings etc. ***Maximum 2.0 Lakhs per year may be utilized for the purpose from Welfare Fund and additional 2.0 Lakhs may be given from Institute (from IDF) for the purpose (total budget for STAF for one academic year is 4 Lakhs).***
- **Student Contingency Fund (SCF)**: The purpose of this discretionary fund is to offer financial assistance to students who encounter unexpected difficulties during their time of study in IIT Guwahati, such as a serious accident, illness, calamity in family etc. ***Maximum 1.0 Lakhs per year may be utilized for the purpose.***
- **Student Childcare Assistance Fund**: Student parents who find it difficult to finance their child/children for their education may apply for assistance under this scheme. ***Maximum 1.0 Lakhs per year may be utilized for the purpose.***

**All the above schemes will be reviewed after one year of commencement.**



## **STUDENT TRAVEL ASSISTANCE FUND (STAF)**

**Eligibility:** The Student Assistance Fund is open to students who are currently registered for an academic programme at IITG for at least one year's duration, and which leads to a BTech/BDes/MSc/MTech/MDes/PhD degree. At least 25% of travel assistance may be granted to BTech/BDes students. The applicant should be in 'good standing' with the Institute and should not have been awarded any major disciplinary action imposed by the Institute Disciplinary Committees. Student who has already received financial assistance under this scheme is not eligible to apply during the TWO academic years.

**Funding amount:** This amount is restricted to a maximum of Rs. 50,000 for attending an international conference and up to Rs. 10,000 for attending a national conference in a given academic year.

**How to apply:** Application in given format should be submitted at least **three months prior** to the event that the student plan to attend.



## Indian Institute of Technology Guwahati



### Students' Welfare Board

#### **APPLICATION FOR STUDENT TRAVEL ASSISTANCE FUND (STAF)**

#### **Support for National/International Conferences, Workshops, Symposia, Scientific Meetings etc.**

1	Name		
2	Roll Number		
3	Department		
4	Academic Programme	BTech/BDes/MSc/MTech/MDes/PhD	
5	Semester		
9	E-mail and Mobile number	e-mail:	
		Mobile:	
6	Academic performance in IIT Guwahati (please give current CPI)		
7	Academic performance before joining IIT Guwahati (provide details of grade 10+2 onward)		
8	Details of research publications from IIT Guwahati work, if any, with authorship position, Impact factor of publication etc. (enclose a copy of publications)		
10	For which meeting or conference are you requesting funds? (Enclose copy of brochure or provide website details)		
11	Organizer of the event		
12	Describe your participation	<div style="margin-left: 20px;"><div>i. Delivering a lecture</div><div>ii. Presenting poster a first author</div><div>iii. Presenting poster a first co-author</div></div>	

13	What is the title of your presentation/poster? (Enclose a copy of acceptance letter from organizer of the event as well as a copy of abstract/poster )		
14	Brief summary of your research (150 words)	Attach with this application	
15	What circumstances led you to make an application to the Fund? Please give full details including how you will benefit from receiving financial aid from IIT Guwahati STAF		
16	Do you receive a scholarship?		
17	Family income (Provide proof of income)		
15	Expected expenditure	<b>Items</b>	<b>Amount</b>
		Travel	
		Accommodation and food	
		Registration	
		Visa fee	
		Miscellaneous, please specify	
		Total	
16	Amounts budgeted and requested from <b>STAF</b>		
17	Other source of funding for participation in the event		
18	Recommendation from Project guide		
19	Recommendation from Head of Department/Centre		

**Completed applications are to be submitted to the Students Affairs Section, IIT Guwahati. Successful applicants will have to submit valid bills/receipts/invoices within one month from the date of travel.**

\_\_\_\_\_  
**Signature of the Applicant with date**



**Calculation of points based on which selection for Student Travel Assistance Fund (STAF) will be made:**

A maximum of 100 points may be awarded to the student based on research publication, academic performance, parents' income. The break-up is as follows:

***Publications (Total 30 points):***

First author (> 1 Impact factor) : 15 points each publications (with maximum 30 points)

Co- author (> 1 Impact factor) : 7.5 points each publications (with maximum 30 points)

**Note:** Publications only with affiliation published with a faculty guide may only be considered IIT Guwahati

***Parents Income (Total 30 points):***

Annual income below Rs.1,50,000.00 - 30 points

Rs. 1,50,000.00 - 2,50,000.00 - 20 points

Rs. 2,50,000.00 - 3,50,000.00 - 15 points

Rs. 3,50,000.00 - 4,50,000.00 - 10 points

Rs. 4,50,000.00 - 5,50,000.00 - 5 points

***Academic performance (Total 30 points):***

$$\text{Points} = \frac{\text{Current CPI}}{10} \times 30$$

***Type of participation (Total 10 points):***

Lecture : 10 Points

Poster as first author : 5 Points

Poster as co-authors : 2.5 Point

**Minimum 40 Points are required for Student Travel Assistance Fund (STAF)**

**Note:** (i) If poster is as co-author, no objection from first author should be enclosed (ii) Student who has already received financial assistance under this scheme is not eligible to apply during the TWO academic years (ii) All student supported by STAF must submit report of activities with financial support to student affairs after completion of travel.

**Committee for the screening of Student Assistance Fund (SAF)**

1. Dean, Students' Affairs
2. Associate Deans-1, Students' Affairs
3. Associate Deans-2, Students' Affairs
4. Chairman, Students' Welfare Board
5. Head of applicant's department

The committee will meet minimum four times during one academic year



### **STUDENT CONTINGENCY FUND (SCF)**

The purpose of this discretionary fund is to offer financial assistance to students who encounter unexpected difficulties, e.g., serious accident, illness, calamity in his/her family, during their time of study in IIT Guwahati. The scope of the fund also encompasses those students who cannot, for various reasons, be financially assisted through the normal channels of assistance.

**Eligibility:** The Student Welfare Fund is open to students who are currently registered for an academic programme at IITG which leads to a BTech/BDes/MSc/ MTech/MDes/PhD degree.

**Funding amount:** The funding amount is restricted to a maximum of Rs. 50,000 per student. A student may apply for the fund only once during the entire duration of an academic programme at IITG. *Maximum 1.0 Lakhs per year may be utilized for the purpose.*

**How to apply:** Application in given format should be submitted. The processing of the application may take least **two months**.



## Indian Institute of Technology Guwahati



## Students' Welfare Board

### APPLICATION FOR STUDENT CONTINGENCY FUND (SCF)

1	Name		
2	Roll Number		
3	Department		
4	Academic Programme	BTech/BDes/MSc/MTech/MDes/PhD	
5	Semester		
6	E-mail and Mobile number	e-mail:	
		Mobile:	
7	Academic performance in IIT Guwahati (please give current CPI)		
8	Academic performance before joining IIT Guwahati (provide details of grade 10+2 onward)		
9	What circumstances led you to make an application to the Fund? Please give full details including how you will benefit from receiving financial aid from IIT Guwahati SCF		
10	Do you receive a scholarship?		
11	Family income (Provide proof of income)		
12	Amounts budgeted and requested from SCF and purpose of the SCF		
13	Recommendation from Head of Department/Centre		

**Completed applications are to be submitted to the Students Affairs Section, IIT Guwahati.** Successful applicants will have to submit valid bills/receipts/invoices within one month from the date on which amount sanctioned/claimed was received.

\_\_\_\_\_  
Signature of the Applicant with date

**Calculation of points based on which selection for Student Contingency Fund (SCF) will be made:**

A maximum of 100 points may be awarded to the student based circumstances that led student to apply for the support, parents' income and academic performance. The break-up is as follows:

**What circumstances that led student to apply for the support (Total 40 points):**

Committee will evaluate the details and give points

**Parents income (Total 30 points):**

Annual income below Rs.1,50,000.00	- 30 points
Rs. 1,50,000.00 - 2,50,000.00	- 20 points
Rs. 2,50,000.00 - 3,50,000.00	- 15 points
Rs. 3,50,000.00 - 4,50,000.00	- 10 points
Rs. 4,50,000.00 - 5,50,000.00	- 5 points

**Academic performance (Total 30 points):**

$$\text{Points} = \frac{\text{Current CPI}}{10} \times 30$$

**Minimum 55 Points are required for Student Contingency Fund (SCF)**

**Committee for the screening of Student Assistance Fund (SCF):**

1. Dean, Students' Affairs
2. Associate Deans-1, Students' Affairs
3. Associate Deans-2, Students' Affairs
4. Chairman, Students' Welfare Board
5. Head of applicant's department

## **STUDENT CHILDCARE ASSISTANCE FUND (SCAF)**

IIT Guwahati recognizes that some students with family responsibilities may face difficulties with childcare costs. In response to this, it has put in place a childcare subsidy scheme to assist those parents most in need of financial assistance, those with children staying along with them inside the campus. The amount to be disbursed for this purpose is not fixed but will be decided on a case by case basis. All expenditure through this fund is subject to strict eligibility guidelines and there is no guarantee that any student will receive a subsidy.

**Eligibility:** In applying for childcare assistance all students must be registered on an IITG academic programme leading to MTech/MDes/PhD degree only. The applicant should be in 'good standing' with the Institute. The student parent must be the primary care provider to the relevant child. All applicants must provide a **birth certificate** for the relevant child highlighting that they are the parents. For the purposes of this fund the understanding of the word 'child' is a minor *i.e.* under 18 years of age.

**Funding amount:** The following are important under this scheme:

- Allocation of funds will be on the basis of financial need.
- There is a maximum payment, depending on the demand from available resources. Successful applicants receive half of their childcare costs or this maximum, whichever is lower. This may be subject to change from time to time and is strictly dependent on funding available.
- Assistance may be paid for one complete academic year, which is, however, subject to available resources. Approval is for a maximum of one academic year only *i.e.* please do not expect that you will be funded for the entire duration of your programme of study in IIT Guwahati.

**How to apply:** Application in given format should be submitted. The processing of the application may take least **two months**.





## Indian Institute of Technology Guwahati



### Students' Welfare Board

#### **STUDENT CHILDCARE ASSISTANCE FUND (SCAF)**

1	Name		
2	Roll Number		
3	Department		
4	Academic Programme	MSc/MTech/MDes/PhD	
5	Name of Child		
6	Date of Birth and gender (please submit Birth certificate)		
7	Semester		
8	E-mail and Mobile number	e-mail:	
		Mobile:	
9	What circumstances led you to make an application to the Fund? Please give full details including how you will benefit from receiving financial aid from IIT Guwahati SCF		
10	Do you receive a scholarship?		
11	Family income (Provide proof of income)		
12	Amounts budgeted and requested from <b>SCAF</b> and purpose of the SCAF		
13	Please detail all alternative funding options explored		
14	Recommendation from Head of Department/Centre		

**Completed applications are to be submitted to the Students Affairs Section, IIT Guwahati.** Successful applicants will have to submit valid bills/receipts/invoices within one month from the date on which amount sanctioned/claimed was received.

**Signature of the Applicant with date**

**Calculation of points based on which selection for Student Childcare Assistance Fund (SCAF) will be made:**

A maximum of 100 points may be awarded to the student based circumstances that led student to apply for the support, parent's income and academic performance. The break-up is as follows:

**What circumstances that led student to apply for the support (*Total 70 points*):**

Committee will evaluate the details and give points

***Parents income (Total 30 points):***

Annual income below Rs.1,50,000.00	- 30 points
Rs. 1,50,000.00 - 2,50,000.00	- 20 points
Rs. 2,50,000.00 - 3,50,000.00	- 15 points
Rs. 3,50,000.00 - 4,50,000.00	- 10 points
Rs. 4,50,000.00 - 5,50,000.00	- 5 points

**Minimum 75 Points are required for Student Childcare Assistance Fund (SCAF)**

**Committee for the screening of Student Assistance Fund (SCAF)**

1. Dean, Students' Affairs
2. Associate Deans-1, Students' Affairs
3. Associate Deans-2, Students' Affairs
4. Chairman, Students' Welfare Board
5. Head of applicant's department
- .

**ANNEXURE – 3**

**CHANGE IN STRUCTURE OF STUDENTS' WELFARE BOARD**

**1. (i) Merging Students' Advisory Council and Interaction Club as a new Club 'Saathi – Counselling Service'**

**(ii) Two representatives (Secretary and Joint Secretary) for the Club Saathi.**

**Justification for the change:** IITG is currently facing twin challenge - a growing student community and addressing the emotional well-being of students. While the student population grew by close to 5000 students, the number of students facing academic or non-academic challenged saw a rise too. Even after our best efforts to publicize counselling service, many needy students are not utilizing the service. Now we have 4 counsellors to help us students. As both Students' Advisory Council and Interaction Club will be working with counselling cell for welfare of students, we would propose to merge them into one single club named 'Saathi'. This will enable us to reach more students in the campus.

Few important activities for this club:

**Secretary**

- a. Organizing and monitoring the newly proposed Peer mentoring sessions in the hostels.
- b. Organizing Session with Counsellor for the students and parents of the incoming batch.
- c. Planning for organizing one-to-one counselling sessions for the incoming batch.
- d. Coordinating with online emotional support system group during the installation of their setup & upgrades required later on demand.
- e. Coordinating with web team to form a website and an android application for the fresher's.
- f. Planning for the feasibility of Alumni Mentorship.
- g. Interactive sessions for terminated/low CPI students with counsellors and faculty.

**Joint Secretary**

- a. Organizing Stress management, Time management workshops at the start and one week before the mid (or) end semesters respectively.
- b. Organizing Career Awareness Sessions and few other competitions.
- c. Coordinating with Hostel Welfare Secretaries to organizing Interactive Sessions with Counsellors and refer students who are hesitating to reach out to counsellor.
- d. Organize 'Udbhav' – Student Faculty Interaction'.

**2. Merging Benevolence Cell with Social Service Club and the name of merged club will be Social Service Club:**

**Justification:** As mandate of Benevolence Cell with Social Service Club is overlapping and interlinked, we propose merging these two. It is also proposed that social Service Club secretary and NSS coordinator should be different person for the most effective functioning of these units.

Few activities of this Club will be:

- Coordinating with Literary Secretaries of all hostels to inculcate values and provide moral education to the mess workers.
- Focus on providing education to the marginalized kids in and around IITG campus, at least up to the level where they too can dream big.
- To create awareness about Health and Social issues.
- To bring awareness on cleanliness and conduct campus cleanliness drives on every weekend.
- Fund collection for natural calamities and emergency medical situations.

Post: Secretary, Social Service Club

**Structure of Students' Welfare Board Clubs after change:**

1. Saathi – Secretary and Jt. Secretary
2. Academic Initiatives - Secretary
3. Youth Empowerment Club - Secretary
4. Social Service Club - Secretary
5. Red Ribbon Club - Secretary
6. Rights and Responsibility Club – Secretary

**ANNEXURE – 5**

**PROPOSAL FOR STUDENTS' BROTHERHOOD FUND (SBF)**

Students' Welfare Board, IIT Guwahati

**Source of funding**

- (i) Additional Rs. 50/- may be charged from every student during semester registration
- (ii) Donations from students, Alumni, teachers, staff of the Institute and well-wishers of IIT Guwahati to this fund.
- (iii) Any money collected by IIT Guwahati by way of fines imposed on the students as a part of disciplinary action. The amount may subsequently be credited into the SBF by an Office Order.

**Objectives of the Fund:**

- (i) To promote the feeling of oneness in the student fraternity of IIT Guwahati.
- (ii) To provide funds as "Loans of Honour" (interest free but to be refunded) to the deserving student applicants to meet their own educational/medical expenses.

**Management of the Fund:**

- (i) All money received by the Fund shall be deposited in a Savings Bank Account under the name "Students' Brotherhood Fund". The account will be managed by student affairs office.
- (ii) The Accounts of the Fund shall be audited annually.
- (iii) Any amendments in the document should be approved in SAC.

**Procedure for allocation of the fund:**

- (i) Students need to apply in a SBF Form for "Loan of Honour" to meet their own educational and/or medical expenses. Such applications accompanied with all relevant paper documents must be addressed to the Chairman of the Committee, SBF through the concerned Head of the Dept./Centre.
- (ii) "Loan of Honour" amount will not ordinarily exceed Rs. 50,000 at a time. Depending upon the merit of the case, the Committee may decide upward revision of the aforesaid upper limit to an applicant in an exceptional condition/ situation whatsoever. Subject to availability of funds and merit of the case, such assistance amount may be made available
- (iii) Student who has already received financial assistance under this scheme is not eligible to apply during the TWO academic years
- (iv) Student Members (who are sanctioned "Loans of Honour") are required to repay the loan of honour amount when their financial position improves usually before award of degree.



## Indian Institute of Technology Guwahati



### Students' Welfare Board

#### **APPLICATION FORM FOR 'LOAN OF HONOUR' FROM STUDENT BROTHERHOOD FUND (SBF)**

1	Name		
2	Roll Number		
3	Department		
4	Academic Programme	MSc/MTech/MDes/PhD	
5	Hostel		
6	E-mail and Mobile number	e-mail	
		Mobile	
7	Father's Name & Occupation		
8	Mother's Name & Occupation		
9	Nature of amount of scholarship/loan, if any		
10	(i) Current CPI( <i>Applicable for only 2<sup>nd</sup>, 3<sup>rd</sup> &amp; 4<sup>th</sup> year BTech and 2<sup>nd</sup> year MA/MSc students</i> )		
	(ii) Class XII % of Marks( <i>Applicable for 1<sup>st</sup> year BTech &amp; BDes only</i> )		
	(iii) % of University Qualifying Degree ( <i>Applicable for : 1<sup>st</sup> year MA/MSc students</i> )		
11	Whether the student has undergone any disciplinary actions in the institute. If yes, mention the year		
12	Parent's annual income (provide necessary proof)		
13	Reason for application of the loan (briefly)		
14	Loan amount required		

Completed applications along with declaration by the parents to be submitted to the Students Affairs Section, IIT Guwahati.

\_\_\_\_\_  
Signature of the Applicant with date

**Calculation of points on which selection for the 'Loan of Honour' will be made:**

A maximum of 100 points may be awarded to the student based circumstances that led student to apply for the support, parent's income and academic performance. The break-up is as follows:

**What circumstances that led student to apply for the support (Total 40 points):**

Committee will evaluate the details and give points

**Parent's income (Total 40 points):**

Annual income below Rs.1,50,000.00	- 30 points
Rs. 1,50,000.00 - 2,50,000.00	- 20 points
Rs. 2,50,000.00 - 3,50,000.00	- 15 points
Rs. 3,50,000.00 - 4,50,000.00	- 10 points
Rs. 4,50,000.00 - 5,50,000.00	- 5 points

**Academic Performance (Total 20 points):**

Points = (Current CPI/10)\*20

**Minimum 65 Points are required for 'Loan of Honour' under Student Brotherhood Fund (SCF)**

**Composition of the students' brotherhood fund (SBF) Committee**

- |  |                        |
|--|------------------------|
| 1. Chairman, Students' Welfare Board                 | - Chairman             |
| 2. Dean, Students' Affairs nominee                   | - Member               |
| 3. Dean, Alumni Affairs & External Relations nominee | - Member               |
| 4. Vice President (VP), SGC IIT Guwahati             | - Member               |
| 5. General Secretary, Students' Welfare Board        | - Member               |
| 6. Assistant/Deputy Registrar, Students' Affairs     | - Non-member Secretary |