

**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. From the July 2018, an additional amount of Rs. 50/- is being charged from every student during semester registration. Accordingly, total budget for STAF for one academic year may be 4 Lakhs and the additional amount collected from the students during registration.*
- **Student Contingency Fund (SCF)**: The purpose of this discretionary fund is to offer financial assistance to students who encounter unexpected difficulties (academic/personal) during their time of study in IIT Guwahati, such as a serious accident, illness of the student, calamity in family etc. *Maximum 1.0 Lakhs per year may be utilized for the purpose. This fund will be granted to the students who cannot be considered under SBF.*
- **Student Childcare Assistance Fund**: Student parents who find it difficult to finance their child/children for their school education may apply for assistance under this scheme. *Maximum 1.0 Lakh per year may be utilized for all cases together.*

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. STAF will cover expenses including conference registration, lodging and boarding or any valid expense connected to the conference during student's representation from the Institute.

**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.

**For application form visit:** <http://shiloi.iitg.ernet.in/~sa/forms.html>

### **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 (between 0 - 0.5 Impact factor)	: 5 point each publication (with maximum 30 points)
First author (>0.5 and <1 Impact factor)	: 10 point each publication (maximum 30points)
First author (>1 Impact factor)	: 15 point each publication (maximum 30 points)
Co-author (between 0 - 0.5 Impact factor)	: 2.5 point each publication (with maximum 30 points)
Co-author (>0.5 and <1 Impact factor)	: 5 point each publication (maximum 30 points)
Co-author (>1 Impact factor)	: 7.5 point each publication (maximum 30 points)

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

#### ***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 / Oral	: 10 Points
Poster as first author	: 5 Points
Poster as co-authors	: 2.5 Points
Any other participation (e.g., internship, summer school, any academic competition etc.)	: 2.5 points

**Minimum 40 Points are required for considering for Student Travel Assistance Fund (STAF) for PG and 35 Points for UG**

**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 Students' Affairs after completion of travel.

**Additional Criteria:**

To make the process more exhaustive in terms of the quality and relevance of the research in question, the following criteria will be used.

- i. An initial evaluation based on the initial criterion be done, and a shortlist be prepared.
- ii. Shortlisted applicants be invited to present a brief overview of their research work to be presented in the conference along with publication to the committee. Through the presentation, the committee would assess the quality and relevance of the research in question, and the preparedness of the applicant for the conference.
- iii. Based on the presentation, and considering the initial criterion as well, the committee make the final call on the awarding of the assistantship.

**Easing STAF Eligibility Norms for Undergraduates**

The current structure of norms for Students' Travel Assistance Fund impose a uniform eligibility cut-off (40 points out of 100) based on initial evaluation that considers authorship status, impact factor of the journal, family income and type of participation regardless of the current stage of study of the applicant.

The current norms earmark at least 25% of available funds for undergraduate applicants. It has been observed that a lack of previous publications in the case of undergraduate applicants has them solely relying on family income and type of participation, which are frequently not enough to take their score above the required minimum. In a number of cases, the difference was just 2-3 points.

To overcome this bottleneck, we propose that the minimum required score for eligibility for STAF be revised in the manner indicated,

- i. Undergraduates – 35 points out of 100
- ii. Postgraduates – 40 points out of 100 (unchanged)

With the changes to the review process proposed in (1), this will ensure that promising work can make it to the shortlist for assistance.

**Committee for the screening of Students' Travel Assistance Fund (STAF)**

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 of the student 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.

**For application form visit:** <http://shiloi.iitg.ernet.in/~sa/forms.html>

### **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**.

**For application form visit:** <http://shiloi.iitg.ernet.in/~sa/forms.html>

### **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

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

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

**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.

**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 50 points):**

Committee will evaluate the details and give points

**Parent's income (Total 30 points):**

Annual income below Rs.1,50,000.00	- 30 points
Rs. 1,50,000.00 - 2,50,000.00	- 25points
Rs. 2,50,000.00 - 3,50,000.00	- 20 points
Rs. 3,50,000.00 - 4,50,000.00	- 15 points
Rs. 4,50,000.00 - 5,50,000.00	- 10 points
Rs. 5,50,000.00 - 6,50,000.00	- 5 points

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

$$\text{Points} = (\text{Current CPI} / 10) * 20$$

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

**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 |

**For application form visit: <http://shilloi.iitg.ernet.in/~sa/forms.html>**