

No. IISER(T)/ Admn/001(12)/2013-14

Date: 24.07.2013

OFFICE MEMORANDUM

Subject: Students' Friendship Fund

For implementing an institutional arrangement to help the needy students of the institute towards meeting expenses on their education or medical needs, a welfare fund named "STUDENTS' FRIENDSHIP FUND OF IISER-TVM" is established with effect from Varsha Semester 2013.

The creation and operation of the said fund shall be administered and regulated in accordance with the "STUDENTS' FRIENDSHIP FUND OF IISER-TVM & STUDENTS FRIENDSHIP FUND COMMITTEE - RULES & GUIDELINES" enclosed herewith.

(Authority: Resolution 4 of Board of Governors in Agenda Item BoG 15.4 / FC 13.6 of 15th meeting held on 25.03.2013)


(BHARAT JYOTI)
REGISTRAR

Enclosure: RULES & GUIDELINES - SFF, IISER-TVM

Copy to:

1. Associate Dean, Students Affairs, Facilities & Outreach
2. Coordinator-BS-MS Programme / Coordinator, Ph.D Programmes
3. All Faculty (By email)
4. All students of BS-MS / Ph.D Programmes (By email)
5. Deputy Registrar (F&A)/ Deputy Registrar (A&A)/P.S. to Director
6. Scientific Officer (IT) for placing the O.M. with enclosure on Institute Website (Intranet)



Indian Institute of Science Education & Research Thiruvananthapuram

STUDENTS' FRIENDSHIP FUND OF IISER TVM & STUDENTS' FRIENDSHIP FUND COMMITTEE (SFFC)

RULES AND GUIDELINES

A. **Name:** The name of the Fund shall be STUDENTS' FRIENDSHIP FUND (abbreviated as SFF) of IISER-TVM and the name of the committee to administer the fund shall be "STUDENTS' FRIENDSHIP FUND COMMITTEE, IISER-TVM" (abbreviated as SFFC) under the aegis of Indian Institute of Science Education and Research (IISER-TVM), Thiruvananthapuram.

B. **Definitions:** In these rules framed hereunder

- (i) 'Rules' mean rules framed by the Committee.
- (ii) 'Committee' means Students' Friendship Fund Committee.
- (iii) 'Director' means Director of the Institute who shall remain as the Patron of the Committee.
- (iv) 'Chairperson' means Chairperson of the Committee.
- (v) 'Secretary' means Secretary of the Committee.
- (vi) 'Donor' means Donor for the Fund.
- (vii) 'Fund' means Students' Friendship Fund of IISER-TVM.
- (viii) 'Students' means the on-roll students **including students of Ph.D. programme** of IISER-TVM and who contribute to SFFC Fund through their semester fees.
- (ix) 'Member' means a Member of the Committee as contemplated in (E).
- (x) 'Session' means Academic Session **starting** from the month of July/August of every year and continuing till the end month of June/July in the next calendar year.
- (xi) 'Bank Account' means an account in a Bank as contemplated in paragraph H (i) below.
- (xii) 'Auditing' means auditing as contemplated in paragraph H (ii) below.
- (xiii) 'Loan of Honour' means the fund is being paid to meritorious students towards meeting the expenses of course study or research purposes or to meet the medical expenses in exceptional cases only.
- (xiv) 'Donation' means the fund is being paid to meritorious students who requires financial assistance to pursue the courses.

A handwritten signature in black ink, appearing to be the initials 'B' or 'B.' with a flourish.

C. Fund:

(i) The fund shall be created from Varsha semester 2013 in the Academic Year 2013-14.

(ii) To the fund shall be credited:

- (a) All subscriptions from the students received as contribution collected generally during every Varsha semester registration as well as the subscriptions received if any, by the students joining the institute newly in the Vasanth semester.
- (b) All donations receivable from students, ex-students (i.e., Alumni), teachers, staff of the Institute and experts approved for work in the Institute.
- (c) Any money collected by IISER-TVM by way of fines imposed on the students involved in disciplinary committee proceedings and subsequently credited in to the SFFC by an Office Order.

D. Objectives of the Fund:

- (i) To promote the feeling of oneness in the student fraternity of IISER-TVM within the Halls of Residence as well as outside.
- (ii) To provide funds as "Loans of Honour" (interest free but to be refunded)/ "Donations" (non-refundable) to the deserving student applicants to meet their own educational/medical expenses only.

E. Composition of the Committee:

1.	Dean / Associate Dean, Students Affairs or a Professor as decided by Director	Chairperson
2.	Coordinator, Hostels Administration Committee	Member
3.	Coordinator, BS-MS Programme	Member
4.	Coordinator, Ph.D. Programme	Member
5.	Assistant Registrar(Finance & Accounts)	Secretary
6.	One women faculty nominated by Director (in case none of the members is women)	Member

Tenure:

For Sl.No.1&6 = As would be deemed fit by the Director

For Sl.No.2 to 5 = Ex-officio

Frequency and quorum of Meetings: the committee shall meet least once in every semester and four members shall form a quorum.

F. Membership of the Fund:

- (i) The membership shall be mandatory to all the students' of the Institute.

- (ii) All student members shall contribute to the Fund an amount of **Rs.150/-per head per year for BS-MS students and Rs.200/- per head per year for Ph.D. students initially and it may be revised (enhanced or reduced) by the Committee with due approval of Director**, which shall be collected generally during every Varsha semester registration and subsequently transferred to the Bank Account of the **“STUDENTS’ FRIENDSHIP FUND COMMITTEE, IISER-TVM”**.
- (iii) As the fund is mainly to help the needy and deserving students, the contributions by the students shall not be refunded.
- (iv) Generally, the needy students are to apply in a SFFC Form for **“Loan of Honour”** and on a plain paper for the **“Donation”** to meet their own educational and/or medical expenses. Such applications accompanied with all relevant paper documents must be addressed to the Chairman, SFFC through (a) their Faculty Advisor and (b) concerned Coordinator, BS-MS Programme / Coordinator, Ph. D. Programme. The Committee may also invite applications from the needy students for such types of financial assistance through a circular to all concerned. Such circular must contain all the detailed procedure of applying for the purpose.
- (v) **“Loan of Honour”/ “Donation”** amount will not ordinarily exceed **Rs.15,000** at a time. Depending upon the merit of the case, SFFC 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 twice or maximum of **Rs.25000** to a student during the total span of his/her stay at the Institute to continue studies in the 5 year programme.
- (vi) **To avail the loan of honour/donation, the student has to complete one year from the date of enrolment.**
- (vii) Student Members (who are sanctioned **“Loans of Honour”**) are required to repay the loan of honour amount when their financial position improves either during their study period at the Institute or immediately on or before leaving the Institute either in discontinuation or completion of course. Reminders may be sent at periodical intervals after a period of 2 years (from the date of sanction of the loan amount).The Committee shall have the power to write-off, **only in very rare exceptional cases**, with the prior approval of the Director, any amount lying outstanding against student members.

G. Management of the Fund:

The fund shall be managed by the Committee, consisting of two members, viz., the Chairperson and the Secretary.

H. Accounts of the Fund:

- (i) All money received by the Fund shall be deposited in two separate Savings Bank Accounts known as “Students’ Friendship Fund Committee” and “SFFC Special Fund” the break-up of which will be decided by the committee. Both the accounts will be with the State Bank of India, Sreekaryam, Thiruvananthapuram (Transit campus)/State Bank of India, Vithura (when the institute shifts its operations to Vithura Campus).The “SFFC Special Fund” will be operated exclusively meant for ‘donations’ sanctioned to the students (which need not be refunded).Both the accounts shall be jointly operated by the Chairman and the Secretary. The Committee shall have the power to invest surplus money of the fund in a suitable manner duly ratified by the Committee.
- (ii) The Accounts of the Fund shall be audited annually on Academic Session basis (i.e., from August to July) by a member of the Institute with the approval from the Director. The audited statement of Accounts shall be considered by the Committee and submitted to the Director with their observations.

I. Mode of Operation of the Fund

- (i) To operate and maintain proper bank accounts and ledger registers, etc., for Students’ Friendship Fund Committee and also to arrange auditing the accounts of the same.
- (ii) To submit periodic reports on the activities on an academic year basis and statements of accounts on a financial year basis to the Director, IISER-TVM.

J. Winding up of the Scheme

In the following situations the scheme shall be wound up:

- (i) If the fund is being maintained in negative balances for more than six months continuously;
- (ii) If the committee decides to wind up with due permission of the Director;
- (iii) If Director feels that the winding up is necessary to avoid fund crunches in the near future.

4. Amendment to the Rules:

- (i) The Committee may amend or delete any of these rules or introduce any new rule or rules from time to time subject to approval of the Director.
- (ii) Any deviation/interpretation arises while on sanctioning the fund, the decision of the Director, IISER-TVM shall be final.

