

ASSAM
down town
UNIVERSITY

Student Welfare Grant Policy

Version: 1.0

w.e.f. 14-02-2024

Assam down town University
Sankar Madhab Path, Gandhi Nagar,

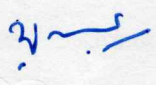


ASSAM
down town
UNIVERSITY

Internal Quality Assurance Cell (IQAC)

Gandhinagar, Panikhaiti, Guwahati-26

(Permission Granted via The ASSAM ACT, NO. VIII OF 2010, Gazette [No. LGLR/2010/11] An
ISO 9001:2015 certified & NAAC accredited University

S.No.	POLICY PARTICULARS:	
1.	Name of the Policy	Student Welfare Grant Policy
2.	Policy Issue/Notification Number/Memo Number	AdtU/IQAC/Pol-2024/03
3.	Date of Release	13-02-2024
4.	Effective From	14-02-2024
5.	Approval Date	14-02-2024
6.	Version	1.0
7.	Policy Title (Required)	Student Welfare Grant Policy
8.	Superseded by	N.A
	Approved by 	

Assam down town University Policy for Student Welfare Grant

Introduction:

The Assam down town University (AdtU) has instituted a comprehensive inclusion policy, emphasizing the diversity in its student coming from various social, geographical, linguistic, and economic backgrounds. The University always gives priority to giving students happy stay at the university and in solving the blockades that arise in learning. In alignment with this commitment, the university has established a “Student Welfare Grant Fund” as part of its Financial Aid Policy to ensure that all admitted students, irrespective of their financial circumstances, can benefit from a transformative education. The Student Welfare Grant Fund at Assam down town University is a dedicated initiative aimed at bolstering the overall well-being of our students. Established through the collection of late fees, this fund is designed to provide financial support in the form of grants to the students of the university belonging to financially unprivileged families. This Policy outlines the guidelines and procedures governing the utilization of the Student Welfare Grant Fund.

Aims and objectives

The aims and objectives of the fund are:-

- To help the needy and deserving students of the university to pursue their academic degrees.
- To provide all opportunities for the welfare of Students of the University this may be Financial, Medical or Personal.
- To provide enough opportunities for the holistic excellence of students through various activities.
- To provide facilities to carryout research and entrepreneurial activities.

Policy Statement :

Title, Commencement and Application –

- (a) This policy shall be called as “Assam down town University Policy for Student Welfare Grant”.
- (b) This policy shall come into force from the date of assent of the Honorable Vice Chancellor.
- (c) This policy shall apply to all the students of the University.

Definitions –

- “Student” means a student undergoing full time diploma, under graduation, postgraduation or doctorate programme of the University.

- “Students Welfare Grant Fund” means fund created as per the provision of this policy for the welfare of the students.
- “Students Welfare Grant Committee” means a Committee duly constituted as per the provision of this Statute.

Creation of Fund

The sources of the Student Welfare Grant Fund (SWGF) are:

- Late fee fines received from the students.
- Special fines paid by the students.
- Any Voluntary contribution from the students.
- Any Voluntary contribution/donation made by the government, any institution, organization, alumni or any other sources/ persons.
- All interests accrued to the fund.

Purpose of Utilization of Fund:

The SWGF primarily aims to offer financial assistance to students engaged in diverse academic endeavors. This encompasses:

- To engage in diverse academic and research activities.
- The fund can be utilized to assist students to participate in various academic, cultural, literary, sports, social and art activities, competitions and events at world stage or any other event which may bring fame to the university.
- To support Research and Innovation. (Innovation Support shall be governed under “AdtU Student Innovation Grant Policy” Policy Number:- AdtU/IQAC/Pol/2024/05)
- To provide medical assistance, in case the student meet with a serious accident or suffering from serious ailment on production of the relevant certificates from the concerned Hospital.
- To meet any extreme unforeseen financial hardship (eg. loss of life of earning family member or any similar circumstance),
- For any other cause as may be deemed appropriate by the Committee from time to time.

Prohibition:-

The fund accumulated under the Students Welfare Grant shall not be utilized or diverted even temporarily for regular activities of the University.

Accounts and Expenditure

- A separate Saving Bank account shall be opened by the University and all fines from students, contributions and donations received shall be credited to this account.

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- Expenditure from the Fund shall be incurred only for the purposes specified in the policy.
- The account shall be operated upon by the Finance Officer and the expenditure shall be incurred only after due authorization by the Director, Directorate of Student Affairs.

Eligibility criteria for availing grant:

- All currently enrolled students at Assam down town University are eligible to apply for support from the Student Welfare Grant Fund. Students belonging to unprivileged families are eligible to apply for financial grant. Other students with severe financial difficulties arising from sudden unforeseen circumstances are also considered.
- Should not have been involved in any unlawful activities.
- Students undertaking any academic or non-academic innovative project.

Documents required

- Income Tax Returns (ITR) (all pages of ITR Form) for the last three financial years of all earning family members. (In case the income of the family members is more than INR 2.5 lakhs).
- Salary statements for the last 3 months of all earning family members
- Valid income certificate from competent authority if family income is less than Rs. 2.5 lacs.
- Bank account statements for the last 1 year of all earning family members.
- Details including documentary support of main expenses eg. medical expenses in case of medical reimbursement.
- Supporting documents to justify the need of the grant.

MANAGEMENT OF FUND

1. Student Welfare Fund Committee:

A dedicated committee of students "Student Welfare Fund Committee" meticulously selected by the Director, Directorate of Student Affairs through a thorough interview process. The Committee is conceived as an all-encompassing body that draws representation from every Faculty of Studies within the university. This inclusive structure extends to encompass representatives from all categories of students, ensuring a diverse and equitable representation. The committee, consisting of 7 student members and the Director, Directorate of Student Affairs as the Chairperson is designed to address the varied requirements and concerns of the student body.

2. The committee consists of 8 members, including:

Chairperson – Director, Student Affairs

Member Secretary (Student)
Member (Student)
Member (Student)
Member (Student)
Member (Student)
Member from Entrepreneurship cell (Student)
Member from Entrepreneurship cell (Student)

3. Tenure of the committee

The tenure of the members of the student committee shall be as per the academic year i.e. from August to July. The Director, Directorate of Student Affairs may modify or change the composition of the committee as per need.

4. Frequency of meetings

- The Committee shall meet as often as it may be necessary but there shall be atleast two meetings of the committee in every month. (2nd and 4th Friday of every month at 3.30 p.m. at DoSA office)
- On a fortnightly basis, the Member Secretary shall call a meeting of the Committee for considering the requests received.
- Emergent cases can be considered on need basis.

5. Quorum for decision making

- The quorum of the meeting shall be 5 members for decision making.
- If the quorum is not complete, fifteen minutes after the notified time of the meeting then the Chairperson of the Committee can adjourn the meeting on the same day or to any other date and hours which will be specified by the Chairperson.
- No quorum shall be necessary for the adjourned meeting of the Committee.

6. Managing and Approving Committee:

The Managing Committee shall comprise:

- The Director, Directorate of Students Affairs
- The Finance and Accounts Officer

7. Application, Assessment and Evaluation:

- Students seeking assistance from the Student Welfare Grant Fund must submit application

through A-Connect app/ ERP.

- The Committee shall diligently assess, verify, and evaluate all incoming applications, ensuring a thorough and fair review process.
- Member Secretary of the Committee will present the balance available in the Welfare Fund in the beginning of the meeting.
- The Committee shall select applicants for financial aid solely based on their financial need i.e., income and wealth of the applicant and their family. The Committee will make a cumulative assessment of need for each applicant ensuring assessment does not rely on a single criterion.
- The Committee shall compile and submit a comprehensive report detailing the reasons behind the selection and non-selection of applicants to the Director, Directorate of Students Affairs.
- Applications deemed meritorious by the Committee are presented to the Director, Directorate of Students Affairs for approval. The Director, in consultation with the Finance & Accounts Officer, AdtU forwards the approved application to the Accounts Department for release of funds.
- Applicants may be invited for personal meeting with the Committee if further clarification is required.
- The competent authority retains the prerogative to approve or disapprove grants.

8. Maximum Amount and Frequency of Assistance

- Eligible students can avail themselves of one grant per specific semester and shall be granted only twice during the entire stay of the student in the campus.
- The maximum amount that can be disbursed to a student out of the Fund in a semester shall not exceed Rs. 25,000/- and the amount of total grant to an individual student shall not exceed Rs. 50,000/-.
- Any application for grant above Rs. 25,000/- grant will be referred to the Director, Directorate of Student Affairs.
- In any one meeting of the committee a maximum of 5 % of the available fund can be granted.
- A maximum of 50% of the fund in Student Welfare Grant Fund Account can be used for providing aid to the students in any one academic year.
- Grant of the amount is at the total discretion of the Committee depending upon the availability of the funds and the requests of the students.

9. Transparent Communication to Parents/Guardians:

- Details of sanctioned grants, including specifics of nature and quantum, are to be communicated to the concerned parents/guardians.

10. Transparent Reporting and Rigorous Audits:

- The Member Secretary will present the fund availability status in the beginning of the meeting and will regularly publish reports on the prudent utilization of the Student Welfare Grant Fund to ensure transparency.
- Regular audits will be conducted to uphold the highest standards of fund management, reinforcing the University's commitment to excellence in student support.

11. Process for Utilising the Fund

- The Finance Department shall furnish to the Director, Directorate of Student Affairs the opening balance in the fund, inflows during the year, and outflows during the year and balance available at the end of the academic year.
- The balance in the Fund at the beginning of every meeting of the committee shall be reported to the Director, Directorate of Student Affairs (DoSA) and SWFC monitors that the grant is utilized for the intended purpose

12. Monitoring and Reporting

The SWFC monitors that the grant is utilized for the intended purpose. Student availing grant submits utilization report and detailed report with necessary supporting documents on completion of the purpose for which the grant was taken.

13. General Misuse of the facilities granted from the Students' Welfare Fund

False claims or information furnished by the candidate would make the student liable for refund of the entire amount of assistance provided out of the SWGF. Any misuse 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 rules will be decided by the Director, Directorate of Student Affairs whose decision will be final and binding.

The policy is subject to be revised from time to time as and when required.
