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RESIDENT STUDENTS & STAFF BENEVOLENT FUND RULES

The Hostel Benevolent Fund has been set up to provide financial help to hostel residents, hostel staff and their children, facing a critical need (with regard to their academic requirements) that cannot otherwise be met. Typically, it provides essential help to ease the burden of low income group of both the categories and enable them to pursue their academics endeavors.

1. Fund shall be called “RESIDENT STUDENTS & STAFF BENEVOLENT FUND” (RSSBF).
2. Rules shall be called “RESIDENT STUDENTS & STAFF BENEVOLENT FUND RULES-2015.

In these rules:

- “Residents student” means a student who in on the rolls of NIT Jalandhar as a “regular student” and is “residing in one of the hostels of NIT” and has completed six months/ one semester stay in the Institute. “Hostel Staff” means a staff with minimum of two years service in the hostel (hostel staff constitutes “hostel office staff” and “Hostel mess staff”).
 - Applicants both students & hostel staff should be a contributor to the BENEVOLENT FUND.
 - BENEFICRIES of this BENEVOLENT FUND shall be “financially weak students” residing in NIT hostels for their own education and “Hostel Staff” for the purpose of their own education and education of their children.
 - Help from this fund shall be given in the form of “interest free” “refundable loan and non refundable.”
3. The fund shall be put in a separate account to be opened in the name “RESIDENT STUDENTS & STAFF BENEVOLENT FUND ACCOUNT” and shall be jointly operated by Dean Students Welfare, Chief Warden, and one student

nominee. The name of the student nominee shall be decided by the mess secretaries of the entire hostels. Signatures of minimum two persons out of three shall be required to operate this account. The amount presently lying in the chief warden account shall be transferred to the new account after audit.

4. The fund shall be audited every year by the same auditors who audit the hostel account.
5. All hostel residents and hostel staff shall make a uniform contribution of Rs. 10/- per month to this fund.
6. All cases/requests shall be finalized within one week of submission of application with all required documents.
7. The following benefit shall be provided by/ from the Fund:

INTEREST FREE LOANS BOTH REFUNDABLE AND NON REFUNDABLE SHALL BE GRANTED:

- A. Refundable Loan will be sanctioned to the under graduate students and will not generally exceed Rs.25000/- at one instance and will be recoverable in 25 monthly installments of Rs.1000/- each commencing from the month following the one in which the loan is drawn/ completion of four years in the institute whichever is earlier. To ensure recovery of loan within the stipulated period amount of installment can be increased depending upon balance period of stay of the student/ staff in the institute. Such loan will be granted for payment of tuition fee and purchase of books etc and shall be directly issued to the bank of the Institute from where the applicant like to get the DD of the institute fee after depositing the balance amount in the bank. Amount of installment can also be increased at the request of the applicant.
- B. Non- Refundable Loan: 40% of the amount available in this account as on 31st March every year shall be given as non-refundable loan/scholarship. Maximum limit of the same shall be Rs.25000/-each only.

- No second loan shall be granted till the complete refund/ recovery of the first loan drawn.
- Hostel staff shall be entitled to draw a loan of Rs.25000/- and will be recoverable in 25 monthly installments of Rs.1000/- each commencing from the month following the one in which the loan is drawn. The refund shall be deducted from their salary. Loan shall be given for their own admission (distance education) or admission of their children to some professional courses or higher education or after school education preferably to be spent on tuition fee and purchase of books etc.

8. Bifurcation of funds for utilization for various categories of eligible/ entitled persons shall be:

- 40 % of the amount shall be used for financially weak hostel residents not getting any financial assistance. Help shall be given in form of non refundable loan.
- 25 % of the amount shall be used for financially weak hostel residents not getting any financial assistance in form of refundable loan of not exceeding Rs.25000/-each
- 20 % of the amount shall be used for the education of hostel staff / children of hostel staff. Help shall be given in form of interest free refundable loan.
- 15 % of the amount shall be kept in reserve pool for use during any emergent situation.

9. Eligibility/Selection criteria for grant of financial help for different categories shall be:

- Hostel Residents requesting for loan from this fund should have cleared his/her all previous semester examination without any compartment at the time of submitting application for this loan

- Shall submit adequate proof of inadequacy of funds/ low income proof of his/ her parents and any other proof required by the committee constituted for considering such cases.
 - Each student applicant shall have to submit a notarized undertaking/affidavit on stamp paper (as per the format available) justifying his/her need for this loan and his or her commitment to refund of the loan as per the rules and within stipulated period. Undertaking/Affidavit should carry the verification by the parents of the students also.
 - Hostel staff: shall submit the proof of their own admission or of their children to some recognized professional course and shall also submit adequate proof of inadequacy of funds with him/her to bear the education expense of his/her son/daughter. All documents shall be verified by the concerned warden.
- 10. Application for assistance from RSSBF:** Application for assistance from the eligible person shall be received by the office of the concerned hostel and shall be forwarded by the Warden to the Chief Warden for consideration of the committee for further necessary action. The application shall be supported by documentary proof justifying the claim.
- 11. Constitution of committee to consider the applications received for claim under RSSBF:** Under mentioned committee shall be in position for this purpose:
- Dean Students Welfare/ Nominee
 - Chief Warden/Nominee
 - Warden Concerned Hostel (convener)
 - Hostel Secretary/ Mess Secretary of concerned Hostel
- 12. In case of Emergency,** the DSW shall have powers to sanction amounts to the extent of entitlement and for the purpose mentioned herein above, which shall be ratified by the committee at its next meeting.
- 13.** These rules do not confer any right to any hostel resident/hostel staff to claim the benefits. It is left to the committee and the decision of the committee shall be

final. With regard to the decision regarding categorizing the loan **as refundable or non refundable** the decision of the above (as para 11) committee shall be final.

14. Proper record of all transaction related to this fund shall be maintained centrally in the office of Chief Warden. Office of the Chief Warden shall issue a clearance certificate to the concerned person on complete refund of the loan taken.
15. The administration of the fund shall be vested in the DSW.
16. Any dispute as to the interpretation of these rules shall be referred to the DSW whose decision shall be final.

Above rules have been compiled after incorporating the suggestions received from hostel wardens from time to time. After that the compiled rules have been circulated to all warden vide e-mail dated 8.5.2015 (copy enclosed). No further observations/ suggestions have been received in response. So these need to be approved for circulation to all hostels for implementation at the earliest.

May be approved please.

Dr Sarbrinder Kaur
Warden GH-2 & Deputy Chief Warden

Chief Warden

Dean Students Welfare