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

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 the 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 Indian Institute of Science Education of Research, Thiruvananthapuram, 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 (SFF) of IISER TVM.
(viii) 'Students' means the on-roll students, including students of the MSc/iPhD/PhD programme of IISER TVM, and who contribute to the 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 of the 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 needy students to meet the expenses of course study or research purposes, or to meet the medical expenses in exceptional cases only.
(xiv) 'Benevolent grant' means the fund is being paid to needy students who require financial assistance to meet their educational/medical expenses.
(xv) ‘SFF Scholarships’ means scholarships instituted to extend assistance to financially disadvantaged students through merit-cum-means scholarships.

C. Fund:

(i) The fund was created in the academic year 2013-14.
(ii) To the fund shall be credited:
    (a) All subscriptions from the students received as contributions are collected generally during each semester registration
    (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 into the SFFC by an Office Order.

(d) Any money collected by IISER TVM as accommodation charges for guests/visitors in the hostels.

(e) Excess funds generated by the students through sponsorships/donations for students' events, celebrations, and activities

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 such as "Loans of Honour" (interest-free but to be refunded)/ "Benevolent grants" (non-refundable) to deserving student applicants to meet their own educational/medical expenses only.

(iii) To provide SSF scholarships to BS-MS/MSc students merit-cum-means basis.

E. Composition of the Committee:

1	Dean / Associate Dean, Student Affairs, or a Professor, as decided by the Director	Chairperson
2	Chief Warden	Member
3	Coordinator, BS-MS Programme	Member
4	Coordinator, MSc Programme	Member
5	Coordinator, iPhD/Ph.D. Programme	Member
6	Deputy Registrar (Finance & Accounts)	Secretary
7	One woman faculty member nominated by the Director (in case none of the members is a woman)	Member

Tenure:

For Sl. No. 1 & 7 = As would be deemed fit by the Director

For Sl. No.2 to 6 = Ex officio

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

F. Membership of the Fund:

(i) The membership shall be mandatory for all students of the Institute.

(ii) All student members shall contribute to the Fund, an amount as decided from time to time by the committee and approved by the director. This amount may be revised (enhanced or reduced) by the Committee with the due approval of the Director. It shall be collected generally during each 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, needy students are to apply in an SFFC Form for "Loan of Honour" and on plain paper for the "Benevolent grant" to meet their own educational and/or medical expenses. Such applications, accompanied by all relevant paper documents, must be addressed to the Chairman, SFFC through (a) their Faculty Advisor and (b) the concerned Coordinator, BS-MS/iPhD/MSc/PhD Programme Coordinator. The Committee may also invite applications from needy students for such types of financial assistance through a circular to all concerned. Such a circular must contain all the detailed procedures for applying for the purpose.

(i) "Benevolent grant" amount will not ordinarily exceed Rs 30,000 and can be availed only once during the total span of their stay at the Institute. "Loan of Honour" amount will not ordinarily exceed Rs 50,000 at a time and may be made available twice to a student during the total span of their stay at the Institute. However, the total outstanding amount in a "loan of honour" to a student cannot exceed Rs 50,000 at any point in time. The committee will evolve detailed procedures/criteria for scrutinizing the applications/requests received for the "Loan of Honour"/ "Benevolent grant", and "SFF scholarships". The expenditure in an academic session under "Benevolent grant" will not ordinarily exceed approximately 10% of the funds received in that academic session. Similarly, the total expenditure under "Loans of honour" and "Benevolent grant" together will not ordinarily exceed approximately 40% of the funds received in an academic session. Any deviations in these limits, in exceptional and rare cases, may be recommended by the committee and may be sanctioned with the approval of the Director.

(v) To avail of the "loan of honour"/"benevolent grant"/"SFF scholarship", the student has to complete one year from the date of enrollment.

(vi) The "Benevolent grant" is offered only to exceptionally needy students who have exhausted all other avenues to meet their urgent financial needs. The "Loan of Honour" is extended only to meet urgent/short-term financial requirements and hence cannot be availed to meet regular/recurrent academic/non-academic financial needs. 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 the course. Reminders may be sent at periodical intervals after a period of 2 years (from the date of sanction of the loan amount). While recommending "loans of Honor", the Committee will look at the repayment potential of the student and make recommendations accordingly. 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:

(i) 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 a separate Savings Bank Account known as "Students' Friendship Fund Committee". The " Students' Friendship Fund Committee" will be operated exclusively for 'benevolent grants' & “loans of honour” sanctioned to the students. The Committee shall have the power to invest surplus money of the fund in a suitable manner, duly ratified by the Committee, and the interest generated on a yearly basis from the investment shall be used for SFF scholarships. The Chairperson and the Secretary shall jointly operate all accounts.

(ii) The Accounts of the Fund shall be audited annually on an Academic Session basis (i.e., from August to July) by a member of the Institute with the approval of 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 the Students' Friendship Fund Committee, and also to arrange for 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 the due permission of the Director,

(iii) If the Director feels that the winding up is necessary to avoid fund crunches in the near future.

K. Amendment to the Rules:

(ii) The Committee may amend or delete any of these rules or introduce any new rule or rules from time to time, subject to the approval of the Director.

(iii) Any deviation/interpretation that arises while sanctioning the fund, the decision of the Director shall be final.