

**Lakshmibai National Institute of Physical Education, Gwalior  
(Deemed to be University)**

**GUIDELINES FOR STUDENT WELFARE FUND**

Whereas, it is expedient to make Guidelines for Student Welfare Fund as authorized by the competent authorities i.e. Academic Council (in its 35<sup>th</sup> meeting held on 23<sup>rd</sup> April, 2016) and Board of Management (in its 58<sup>th</sup> meeting held on 27<sup>th</sup> April, 2016), the vice chancellor is hereby pleased to make the following guidelines:

**1. Short title and commencement**

- i. These guidelines may be called as "Guidelines for Student Welfare Fund".
- ii. These guidelines shall come into force with effect from the date of its approval by the Vice-chancellor.

**2. Definitions**

In these guidelines, unless the context otherwise requires –

- i. "Auditor" means an auditor appointed by the Vice-chancellor.
- ii. "Board of Management" means Board of Management duly constituted as per Memorandum of Association of the LNIPE and in accordance with UGC Guidelines.
- iii. "Competent Authority" means the Academic Council and Board of Management of the LNIPE.
- iv. "Finance Officer" means the Finance Officer of the LNIPE.
- v. "Head of the Department" means the Head of any Department maintained by the Institute.
- vi. "Institute" means the Lakshmibai National Institute of Physical Education, Gwalior (M.P.) excluding off-campus.
- vii. "LNIPE" means the Lakshmibai National Institute of Physical Education, Gwalior (M.P.).

- viii. "Off-campus" means LNIPE, NERC, Guwahati.
- ix. "Registrar" means the Registrar of LNIPE.
- x. "Student" means a student undergoing full time course in the Institute.
- xi. "Student Welfare Fund" means fund created as per the provision of these guidelines for the welfare of students and hereinafter referred to as fund.
- xii. "Student Welfare Fund Committee" means a committee duly constituted as per the provision of these guidelines and hereinafter referred to as 'committee'.
- xiii. "Vice-chancellor" means the Vice-chancellor of the LNIPE.
- xiv. "Economically Weaker Section" means a person or his family holding BPL card.

### **3. Creation of Fund**

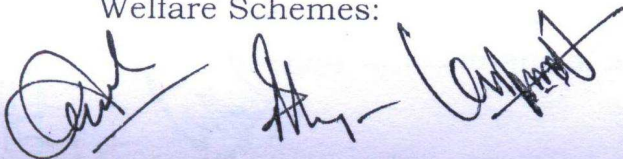
Institute shall create a fund called "STUDENT WELFARE FUND" consisting of the following receipts:-

- i. Fees prescribed by the Institute from time to time for Student Welfare Fund and recovered from the students.
- ii. Deduction of 5% of Net Amount payable by the Institute to paper setters, examiners, valuers, re-valuers, Guest Faculties and UGC-HRDC Resource Persons.
- iii. Donations received from the Government, Institute, Alumni's and from other sources for this fund.
- iv. Interest received on FDRs made out of Students Welfare Fund.

### **4. Utilization of Fund for Student Welfare Activities**

- (A) The fund shall be utilized for giving financial assistance to the students of the Institute as decided by the Students Welfare Fund Committee in accordance with these guidelines.

Financial assistance will be granted for the following Student Welfare Schemes:



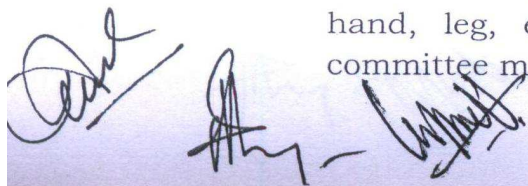
- a. Giving awards for outstanding performance in the fields of sports, cultural activities, N.S.S., N.C.C. etc.
- b. Full/partial financial support to students participating in National or International Conferences /Seminars/Workshops.
- c. Full/partial financial support to students selected for various Sports/NSS/NCC/Cultural activities at National or International level.
- d. Financial Assistance under Emergency Medical Assistance Scheme.
- e. Financial Aid in case of Death/Permanent total disablement due to loss of hand, leg and eye or any other vital organ.
- f. Financial Aid for supporting Education to students belonging to economically weaker section.
- g. For any such other cause as may be deemed appropriate by the Students Welfare Committee from time to time.

**(B) Emergency Medical Assistance Scheme**

Under this Scheme, immediate financial aid (in the shape of temporary advance) up to maximum of Rs.10000/- in each case can be provided to students in case of hospitalization due to injuries during sports so that the primary treatment may be started by the hospital. The temporary advance so granted shall be recovered from the concerned student within a period of 10 days after the settlement of his relevant insurance claim by the insurance company, irrespective of the amount sanctioned. However, in case of students belonging to economically weaker section, the committee may treat full or partial amount of temporary advance as financial assistance and order for recovery of balance temporary advance, if any. For this purpose, a sum of Rs.10000 will be provided to the Medical Officer of the health centre as Permanent Imprest.

**(C) Financial Aid in case of Death/Permanent total disablement due to loss of hand, leg, eye or any other vital organ**

In case of death or permanent total disablement due to loss of hand, leg, eye or any other vital organ of any student, the committee may grant financial aid up to Rs.1 lakh in each case.



**(D) Award for outstanding performance in the fields of sports, cultural activities, N.S.S., N.C.C. etc.**

The committee may grant certificate and cash award to the students for outstanding performance in the fields of sports, cultural activities, N.S.S., N.C.C. etc. The award shall be given to one male and one female student in each category. For this purpose the committee may obtain recommendations from the experts/heads of the concerned categories. The amount of cash award shall be Rs. 2500 in each case.

**(E) Financial Aid for supporting Education to students belonging to economically weaker section.**

The Committee may grant financial aid to students belonging to economically weaker section to support their education. The amount of such financial aid shall be Rs. 35,000/- or one semester fees, whichever is less.

This financial aid shall be granted on the following grounds:

- a. The applicant should possess BPL card.
- b. This assistance will not be granted to 1<sup>st</sup> year students of respective course.
- c. Fees will be paid directly to the Institute.
- d. No receipt of the paid fees shall be issued in favour of student so as to avoid dual reimbursement or any other use such as Income Tax exemption etc.
- e. Applicants who are getting any other aid or scholarship from their concerned states to aid their education or any other aid other than performance based scholarship such as sports scholarship or merit scholarship will not be entitled for this aid.
- f. Applications for this aid shall be invited prior to beginning of Academic Session.
- g. Preference shall be given to meritorious students.
- h. The maximum number of awardees shall not exceed five in an academic session.



## 5. Administration of the Fund:-

The fund shall be administered by a committee – “Students Welfare Fund Committee” consisting of the following officers:

Vice-Chancellor	-	Chairman
Dean Academics	-	Member
Registrar	-	Member
Dean Student Welfare	-	Member
Chief Proctor	-	Member
Finance Officer	-	Member
DDO	-	Non Member Treasurer
AR (Academics)	-	Member Secretary

One Faculty member each from the Board of Management and Academic Council to be nominated by the Vice Chancellor.

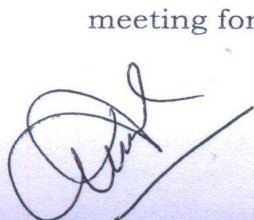
Four members amongst students (one boy and one girl from B.P.Ed. and M.P.Ed. course respectively) to be nominated by the Vice-chancellor.

In the absence of Vice-chancellor, Dean Academics will act as Chairman.

The term of appointment of committee members (excluding student members) shall be three years. However, the term of student members will cease on completion of their respective B.P.Ed. / M.P.Ed. course.

## 6. Procedure for conduct of business

- i. The committee shall meet as and when the Chairman desires but not more than six months shall intervene between any two meetings.
- ii. The committee shall meet at such time and place as the Chairman may deem fit.
- iii. The meeting of the committee shall be presided over by the Chairman.
- iv. Each meeting of the committee shall be called by giving notice in writing, to every member, of not less than 5 days from the date of issue of such notice. Every notice of the meeting of the committee shall specify the place and the day and hour of the meeting and shall contain statement of business to be transacted thereat.
- v. The quorum for the meeting will be one third of the total members. No proceeding of the committee shall be valid unless it is presided by Chairman.
- vi. In case of an emergent matter the Chairman will sanction required financial aid on the recommendation of AR (Academics), Member Secretary and the same shall be reported to the committee in its next meeting for ratification.



**7. Operation of the Fund:-**

- a. For every amount received, a printed receipt shall be issued by the Institute.
- b. Separate Saving Bank Account shall be opened in one of the Nationalized Banks in the name of "Student Welfare Fund" to which all amounts received shall be credited. The Bank account shall be operated jointly by any two signatories out of Chairman, Registrar, Member Secretary and Non-member Treasurer.
- c. Separate account books shall be maintained by the DDO in respect of transactions pertaining to Student Welfare Fund in such manner as being done for other accounts of the Institute.

**8. Power to Relax**

If operation of any of the provisions of these guidelines causes undue hardship in any particular case, the Vice-Chancellor may, by order, for reasons to be recorded in writing, dispense with or relax the requirement of any of the provisions of these guidelines

  
(Prof. S. Mukherjee)

  
(Prof. L.W. Vaz)

  
(Mr. Amit Yadav)

Approved  
Order  
19/11/2016