



OFFICE OF THE PRINCIPAL
GOVT. ZIRTIRI RESIDENTIAL SCIENCE COLLEGE
(NAAC ACCREDITED : 2.75 CPGA)

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INSTITUTIONAL POLICY FOR AWARDING ENDOWMENT FUND TO STUDENTS

The Institute has been providing endowment fund to its students since 2015. Contribution is collected at Rs 100 per month from permanent teachers and Rs 50 per month from temporary teachers. The Students Support Committee has been appointed to collect the monthly contribution from the faculty members who have accrued as endowment fund for poor students. The practice of awarding financial assistance to needy students has been introduced to help the economically backward students who are unable to pay their tuition fees. The following procedures have been laid down by the committee for award of endowment fund to students.

1. The Committee will give a notification to students and teachers as to when the financial aid will be provided.
2. It will normally be given once a year and whenever emergency case arises.
3. After announcement of dates the committee will give out a common application form to teachers.
4. Students in need of financial assistance will be identified through the mentoring system and the application form will be submitted to the committee.
5. Once the students are identified they will be interviewed personally by representatives of the committee to hear individual cases. The financial assistance will be given at this time.
6. Each student receiving the financial aid will give their signature in the register maintained by the committee.
7. During the pandemic, when offline classes have been suspended, students in need to financial aid will be identified and interviewed by their mentors.
8. During the suspension of offline classes the case history of each student will be recorded by the committee in a common format.
9. The students who have been identified will be credited through online banking.

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20/6/21

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Chairman

Students Support Committee