

**DR. B.K.B. COLLEGE**

P.O. : Puranigudam, Nagaon - 782141 (Assam)

From :

*Dr. Nripen Ch. Das*  
Principal & Secretary  
Dr. B.K.B. College, Puranigudam



Cont. No. +91-8638733591  
E-Mail: [bkb.college@hotmail.com](mailto:bkb.college@hotmail.com)  
Website: [www.bkbcollege.in](http://www.bkbcollege.in)

Ref. No. ....

POLICY DOCUMENT  
FOR

Date .....

**WOMENS' AID, DR. B.K.B. COLLEGE, PURANIGUDAM**

To provide financial assistance to the marginalized/economically weaker students of the college or to the staffs of the college in case of emergency, Women's Aid was constituted on 20/02/2007 in which assistance is paid from the monthly contribution of teaching and non-teaching staff of the college. A meeting was organized in the presence of the committee members of the women's aid on 14<sup>th</sup> November, 2015 in order to form a committee for designing a policy document for selection of beneficiaries and disbursement of fund for smooth functioning and management of the women's aid fund. In the meeting it was decided to form the working committee of the Women's aid by including the following members.

1. Akashee Bhuyan, Secretary.
2. Other faculties have joined as members.

The various policies related to the financial assistance are as follows:

- A. The collected and deposited amount of money will be expended among the financially weaker students of the college to address their academic matters, health related medical expenses and accident related medical expenses.
- B. During a specific period of time, only 80% of the total collected amount can be expended to address different issues. The remaining 20% of the fund can be disbursed only in emergency situation after getting approval from the Committee.
- C. In general, the maximum ceiling of financial assistance of the fund is Rs. 5,000/- and it will be flexible on the basis of the seriousness of the problem faced by a student. If sanction of financial assistance has to be increased in any case, then an emergency meeting (formal/informal) has to be organized by the secretary and amount will be fixed in the meeting.
- D. In any emergency situation, the committee can take decisions in presence of minimum of any three members of the committee.
- E. The secretary of the fund may initiate a preliminary investigation before disbursing financial assistance to the students with the help of Students' Union and make a discussion with the Mentor of the student's Mentor-Mentee Group (i.e., BKBIAN Group). (All the

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students are sub-divided into different groups for their supervision and one faculty is appointed as Mentor against each group, these groups are termed as Mentor-Mentee Groups or BKBIAN Groups).

F. If the students need financial assistance from the fund to address their academic matters, then they have to apply formally by submitting an application. On the basis of the matters mentioned in the applications, financial assistance will be disbursed.

G. If any member seeks reimbursement of a part of his/her total donation in the time of his/her retirement, then he/she has to apply through an application to the President/Secretary of the fund. The committee accordingly will discuss the matter and take decision on the basis of availability of fund and the seriousness of the problems faced by the students at that point of time.

H. It is resolved that if any financially weaker student of the college submit application for financial assistance to solve their academic matters, like admission, examination form fill-up, buying of books, etc., then one part of their total financial needs will be addressed and that will be provided to the student as financial assistance on the basis of the recommendations of the Mentor of the student, total deposits in the fund and attendance of the student in the classes.

I. It is also resolved that the fund will cover not only the students but also the adhoc/contractual employees of the college as beneficiaries and address mainly their medical issues.

J. It is also resolved that there is no need of organizing formal meetings for sanction of small amount (less than two thousand only) of financial assistance to the students and employees of the college. The secretary of the fund can make an informal discussion with the President, Mentor of the Mentor-Mentee group and few members of the fund and can take decision on the basis of the financial strength of the fund.

K. The committee resolves that the secretary has to prepare payment-receipt report and have it audited for every academic year and submit the same in a meeting of the committee.

L. The committee also resolves that financial assistance will be given to those students having extracurricular achievements in National and International level of competition.

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Present working committee:

1. Akashee Bhuyan, Secretary
2. Juli Thakuria, Auditor
3. Dr. Mallika Bora, Member
4. Biju Borah, Member
5. Anurupa Bora, Member
6. Debita Kempriai, Member
7. Lalpiengmawi Changsan, Member
8. Dr. Punyalata Gohain, Member
9. Dr. Ranjeeta Kakoty, Member
10. Dr. Chandana Deka, Member
11. Afsana Parvin, Member
12. Shraddhanjali Bhattchacharya, Member.
13. Khijumoni Saikia, Member
14. Tulumoni Devi, Member
15. Manju Kakoty, Member
16. Almin Benzir, Member
17. Jitu Boiragi, Collector

Date .....

*(Akashee Bhuyan)*

Secretary

Women's aid

Dr.B.K.B. College, Puranigudam