CORPUS FUND
DR. B.K.B. COLLEGE, PURANIGUDAM
NAGAON, ASSAM – 782141
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Reference No……, Date:……..

POLICY DOCUMENT, CORPUS FUND, DR. B.K.B. COLLEGE, PURANIGUDAM:

The establishment of a Corpus Fund was discussed in a General Meeting of the college in March, 2014. The necessity of formation of this fund was to provide financial assistance to the marginalized/economically weaker students of the college from the contribution of teaching and non-teaching staff of the college. Accordingly, a Working Committee was formed for the designing and development of policies of the Fund in that said meeting. The members of the working committee are as follows:

1. Mr. Abdul Hashem, Associate Professor
2. Mr. Bipul Chakraborty, Associate Professor
3. Mr. Kamal Ch. Saikia, Associate Professor
4. Mr. Somnath Bora, Assistant Professor
5. Mrs. Akashee Bhuyan, Assistant Professor
6. Dr. Abinash Bharali, Assistant Professor
7. Md. Kutubuddin Ahmed, UDA

A meeting of the Working Committee was held on 5th April, 2014 at the Teachers' Common Room of the college to discuss different issues related to formation of the fund and preparation of the policies for smooth functioning of the fund. The meeting resolved that

1. It resolved to formation of a permanent Committee for effective management and governance of the fund. The Committee was as follows:

President:	Principal, Dr. Bhupen Saikia
Secretary:	Dr. Abinash Bharali
Members:	Mr. Abdul Hashem, Associate Professor
	Mr. Bipul Chakraborty, Associate Professor
	Mr. Kamal Ch. Saikia, Associate Professor
	Mr. Somnath Bora, Assistant Professor

Mrs. Akashee Bhuyan, Assistant Professor

Md. Kutubuddin Ahmed, UDA

2. It also resolved that a Bank Account (saving) would be opened in the name of Corpus Fund, Dr. B.K.B. College at the Puranigudam Branch of UBI Bank and it would be a joint account and it would be operated by President and Secretary jointly.

3. The committee had positively stated that the faculties and librarian will be contribute Rs. 100/- per month to the fund and the Grade III employees and Grade IV employees will be contribute Rs. 50/- and Rs. 30/- per month respectively. And advised that the final decision would be taken in the Permanent Committee Meeting.

A meeting of the Permanent Committee of Corpus Fund was held on 2nd June, 2014 at the Teachers' Common Room of the college and this meeting was presided over by Dr. Bhupen Saikia, Principal of Dr. B.K.B. College.

Names of the members present in the meeting are as follows:

1. Dr. Bhupen Saikia
2. Bipul Chakrabarty
3. Abdul Hashem
4. Somnath Bora
5. Akashee Bhuyan
6. Dr. Abinash Bharali

The meeting resolved the following decisions:

1. The committee accepted the rate of monthly contribution for the teaching and non-teaching staff, which was suggested by the Working Committee of the fund in the earlier meeting.

2. The Committee also discussed different matters related to distribution of financial assistance among the students of the college and finally prepared a policy for this purpose:

A. The clauses of the policy are flexible in nature and can be changed after approval of the committee.

B. 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.

C. During a specific period of time, only 80% of the total collected amount can be expend to adress different issues. The remaining 20% of the fund can be disbursed only in emergency situation after getting approval from the Committee of the fund.

D. In general, the maximum sealing 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.

E. In any emergency situation, the committee can take decisions in presence of minimum of any three members of the committee.

F. 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 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). If the secretary feels necessary to visit the house of the student for inspection, then Rs. 200/- to Rs. 300/- will be disbursed to the secretary according to the distance between the house of the student and the college.

G. 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.

H. 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.

I. In the initial stage, the fund will provide financial assistance on academic maters of the H.S. 2nd Year, 3rd Semester, 4th Semester, 5th Semester and 6th Semester students. If financial assistance on the academic matters of the H.S. 1st Year, 1st Semester and 2nd Semester students have to be provided, then that type of issues will be discussed by the committee and take decision accordingly.

A meeting of the Permanent Committee of Corpus Fund was held on 9th August, 2014 at the Teachers' Common Room of the college and this meeting was presided over by Dr. Bhupen Saikia, Principal of Dr. B.K.B. College.

Names of the members present in the meeting are as follows:

1. Dr. Bhupen Saikia
2. Bipul Chakrabarty

3. Abdul Hashem
4. Kamal Ch. Saikia
5. Som Nath Bora
6. Dr. Abinash Bharali

The meeting resolved the following decisions:

1. The committee accepts the rules/policies, i.e., from Clause: A to Clause: G, designed for disbursement of financial assistance among the students and also comment that Clause: H will need more discussions.

2. It is resolved that Rs. 3000/- will be disbursed from the fund as financial assistance to Mohshina Hussain, Roll No. 56, 2nd Semester student against her application dated 4th August, 2014.

A meeting of the Permanent Committee of Corpus Fund was held on 18th August, 2014 at the Teachers' Common Room of the college and this meeting was presided over by Dr. Bhupen Saikia, Principal of Dr. B.K.B. College.

Names of the members present in the meeting are as follows:

1. Dr. Bhupen Saikia
2. Bipul Chakrabarty
3. Abdul Hashem
4. Kamal Ch. Saikia
5. Akashee Bhuyan
6. Dr. Abinash Bharali

The meeting resolved the following decisions:

1. The committee resolves that Rs. 500/- will be disbursed as financial assistance to Gakul Saikia, Roll No. 12, 5th Semester student in response to his application, dated 18th August, 2014.

2. 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.

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

4. It is also resolved that there is no need of organizing formal meetings for sanction of small amount 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.

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

A meeting of the Executive Committee of Corpus Fund was held on 6th February, 2019 at the Teachers' Common Room of the college in the presence of the following members.

Names of the members present in the meeting are as follows:

1. Dr. Nripen Ch. Das, Principal, Dr. B.K.B. College
2. Bipul Chakrabarty
3. Dr. Kamal Ch. Saikia
4. Dr. Somnath Bora
5. Dr. Abinash Bharali

The meeting resolved the following decisions:

1. The committee resolves that newly appointed Dr. Nripen Ch. Das, Principal, Dr. B.K.B. College will be chaired as the President of the fund from the said date and the secretary will do the needful to change the name of the President in the joint Bank account of the fund.

2. The secretary submits the details of payment-receipt of the fund of the previous years in front of the executive committee for discussion and approval. The committee accepts and approves the same.

(**Dr. Abinash Bharali**)
Secretary
Corpus Fund
Dr. B.K.B. College, Puranigudam
Nagaon, Assam - 782141