



K. L. E. Society's

K. L. E. Institute of Technology, Hubballi-27

(Affiliated to VTU, Approved by AICTE and ISO 9001:2015 certified institute)

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Student Benefit Fund

Academic Year 2021-22

The Student Benefit Fund (SBF) is initiated in KLEIT with notion of supporting the financially weaker and meritorious students in their stay at campus. The activities of committee are well supported by the college staff and the KLEIT Alumni Association. The needy fund is voluntarily collected with consent of regular faculty of KLEIT of all departments and KLEIT Alumni Association equally contributes very descent amount towards fund after taking the consent of their general body. To this noble cause successful the committee carries out its activities with following Objectives

1. Objectives

- i. To identify the meritorious and financially needy students in the campus
- ii. To Counselling and interact with identified students for their actual financial status with claimed one.
- iii. To distribute the fund in different slabs as per the assessed need of student
- iv. To encourage the donors to contribute generously towards the fund making
- v. To maintain the transparency in account.

2. Tentative execution of activities by SBF

Sl No	Month	Activity
1.	May 2022	Committee Formation
2.	May 2022	Call for applications
3.	June 2022	Scrutiny of received applications
4.	August/September 2022	Interaction with identified students
5.	October 2022	Faculty Consent for deduction of contribution
6.	November 2022	Tabulation of students information and meeting with Principal and Dean for final discernment
7.	December 2022	Distribution of scholarships

3. Roles and Responsibilities

The SBF involves the different stakeholders, eventually to make the process to meet the objectives. The different stake holders are Principal, Dean Academic, Committee Coordinator, Committee members, Head of Departments, Faculty, Students, Alumni association. The responsibilities of each one are as follows

3.1 Principal

As a head of the institute and responsible chair possess the responsibilities of

- i. Over all monitoring of the activities
- ii. Approvals for documents and endorsing scholarship dispersal activity

3.2 Dean Academic

As a guiding force to all the activities in the institution, Dean has following responsibilities in the SBF activities

- i. Guiding the activities of the SBF
- ii. Approval with directions at the time of final meeting before disperse of scholarships

3.3 Committee Coordinator

The coordinator is been appointed in the all faculty meeting at college level. The coordinator is to deliver the following responsibilities

- i. Appointing the committee member with Principal and Dean approval
- ii. Initiating the activities at appropriate time as mentioned in the section 2
- iii. Assigning the responsibility of identifying needy students of different departments to the committee members
- iv. Verify the recommended applications received and conduction of meeting with committee members
- v. One to one interaction with the identified students
- vi. Making a final tabulation of identified students and to be placed in the committee meeting
- vii. Conveyer of final meeting before the disposal of scholarships
- viii. Scholarship disperse activity initiation

3.4 Committee members

The committee members are selected by coordinator with consent of Principal and Dean academic. The members are identified on bases of accessibility of members to students for any sort of student queries. The members possess the responsibilities as listed below

- i. Conveying about the SBF and eligibility criteria to specific departments
- ii. Assisting students to apply after first round of counselling
- iii. Recommendations for the genuine candidature
- iv. Active participation in finalisation of eligible candidates after considering over all applications and recommendations Committee members.

3.5 Head of Department (HOD)

The role of HoD is very important as they act as bridge between the students and SBF committee. The responsibilities of HOD are

- i. As students of various departments are beneficiaries of SBF, the conveying the information to students regarding the communicated details of Student Benefit Fund by committee
- ii. Forwarding the circulars to all faculty to facilitate proper communication on SBF at appropriate time
- iii. Forwarding the student applications with recommendations for SBF scholarship

3.6 Faculty

The following are the responsibility of faculty.

- i. Communicating the information to students in formal and informal way.
- ii. Guiding the students on the queries

3.7 Students

The students are the major stakeholders directly acquire financial benefits from the SBF. The student is desired follow the responsibilities listed

- i. Applying to SBF only if all the eligibility criteria are matching
- ii. Revealing their financial state transparently
- iii. Coopering in counselling and interaction by any member/coordinator by providing the relevant information

3.8 Alumni Association

As Alma matter each alumnus morally and financially supports the organisation to see it in higher helm by excelling in all the areas that campus facilitates. The Alumni Association platform provides the opportunity in various ways. The moral responsibility are listed below

- i. Giving approval to the request made by the SBF in the Alumni Association
- ii. Any other best possible contribution in the process of SBF.

All the stakeholders shall shoulder the responsibilities mentioned to accomplish the noble cause that supports the students to perform in better way.

4. SBF Committee

The following are the members of the SBF committee

Sl No	Name	Designation	Role
1.	Dr. B S Anami	Principal,	Chairman
2.	Dr.Sharad Joshi	Dean Academic	Hon. Spl. Member
3.	Mr.Mallikarjun G Hudedmani	Associate Professor	Coordinator
4.	Mr.Sushrut S H	Assistant Professor	Member
5	Mr. Balachandra G Chikkoppa	Assistant Professor	Member

5. Creation of Awareness

The students will be notified and briefed with detail circular on SBF application call for through HOD and faculty members of the department.

The HoD are briefed on the procedure of recommendations of applications

The members are briefed on the edibility criteria to identify student to SBF scholarship

6. Process of Distribution of funds

The following steps briefs of distribution of funds from SBF from the inviting of application till the approval and distribution.

6.1 Formation of Committee

The committee will be set up comprising of coordinator and other two faculty will be nominated as members from department

6.2 Consolidation of Applications

The applications are sought from the eligible students with recommendation from the concerned Head of the Department.

6.3 Verification and Consolidation of Application

The Applications are scrutinised by the committee and verifies for the genuines of the applicant

6.4 Counselling

Each scrutinised applicant will be counselled through telephone /Video conference/ Third person enquiry (on need bases)

6.5 Tabulation and Recommendation activity

The committee tabulates the verified eligible students with priority in the meeting and recommends list for distribution.

6.6 Final distribution

With reference to the budget and the contribution from alumni association the final list of students will be approved in the meeting in presence of Principal and Dean (Academics)

6.7 Distribution

The shortlisted students will be intimated on their selection for the scholarship. The approved student list and the total amount cheque will be handed over to the Principal for the distribution through the office.

7. Budgetary Requirement

The discernment depends on the funds collected and varies year to year. The expected budget for scholarship disposal

Sl No.	Scholarship	No. of Students	Amount	Total
i	Honouring continuation scholarship	3	20000=00	0,60,000=00
ii	Tuition fee equivalent scholarship	3	55000=00	1,65,000=00
iii	Scholarship meeting basic academic needs	4	20000=00	0,80,000=00
	Total			3,05,000=00