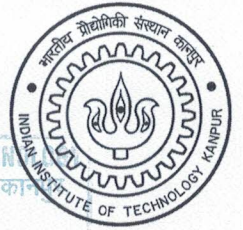




INDIAN INSTITUTE OF TECHNOLOGY, KANPUR  
COUNSELLING SERVICE



06 MAR 2024

निदेशाध्य DIRECTOR

4<sup>th</sup> March, 2024 /2029

To  
The Director,  
Indian Institute of Technology,  
Kanpur

Approved  
Secy  
12/3

Through: Dean, Students' Affairs.

Forwarded  
6/3/24

Subject: Approval for new Guideline and SOP for SBF Scholarship and Loan-Reg

Sir,

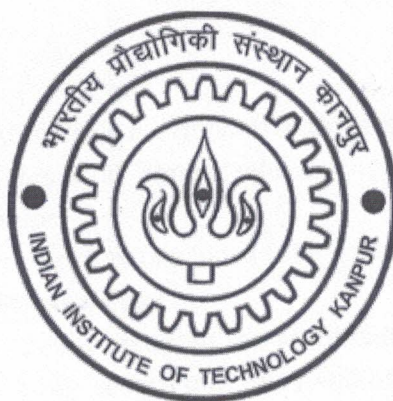
Kindly find enclosed the revised Guideline and SOP for Student Benefit Fund Scholarship and Loan for necessary approval at your end.

Santanu Mishra  
(Santanu Mishra)

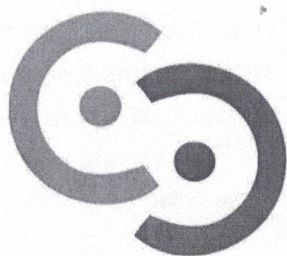
Head, Institute Counselling Service

# **Students Benevolent Fund (SBF)**

**Guideline and SOP for SBF Scholarship and SBF Loan**



**Institute Counselling Service**  
**Indian Institute of Technology Kanpur**





## **SBF Scholarship**

### **1.1. Overview of SBF Scholarship**

The Student Benevolence Fund (SBF) at IIT Kanpur offers SBF Scholarships to registered students who are undergoing financial hardship and are not recipients of any other financial assistance. These scholarships, amounting to approximately INR 2000/- are disbursed monthly over a period of nine months in an academic year. The SBF Scholarship can be used by a student for up to a maximum duration of three years. Eligible students have the opportunity to reapply for this financial aid in the subsequent academic year, should they continue to need support.

The SBF Scholarship is administrated by the Institute Counselling Service (ICS).

### **1.2. Eligibility Criteria**

- Eligibility for the SBF Scholarship is extended to Undergraduate, MSc, MSc Integrated, and Dual Degree students at IIT Kanpur who are not currently beneficiaries of any scholarships or fellowships.
- There is no Cumulative Performance Index (CPI) criterion that applicants must meet to qualify for the SBF Scholarship.
- If a student, who has already accepted the Merit-cum Means (MCM) scholarship of SSPC or received any other scholarship, they will be required to return the MCM scholarship amount.
- Dual Degree students who transition to an MTech or MS program will lose their eligibility for the SBF scholarship, even if they withdraw from the new program within the same academic year.

### **1.3. Application Procedure**

Each year, around August-September, the Institute Counselling Service at IIT Kanpur is expected to issue an email notification to invite applications for the SBF Scholarship. Interested students can apply for this scholarship through a straightforward online process via the Student Academic Portal. The Here's how to do it:

1. Navigate to the Student Academic Portal at <https://oag.iitk.ac.in/studiitk>.
2. Log in using your CC username and password.
3. Once logged in, select the option to 'Apply for Scholarship'.
4. From the list of scholarships, choose 'SBF' and then click 'Submit'.
5. Complete the application form by providing all the necessary details and submit it.

### **1.4. Selection Process**

- After the submission of applications, each one will undergo a thorough scrutiny and review process for shortlisting purposes. Candidates who make it to the shortlist may

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be invited for a personal interview. The allocation of scholarships will then be determined based on the individual financial needs of these students.

- Applications that are incomplete or misleading, such as those missing grade sheets or containing incorrect information about previous scholarships, will be subject to cancellation.

### 1.5. Announcement

The names of the successful candidates for the SBF Scholarship will be announced on the Institute Counselling Service website. Furthermore, an email notification from "sbf@iitk.ac.in" will be sent to those who have been selected.

## 2. SBF Loan

### 2.1. Overview of SBF Loan

IIT Kanpur offers a supportive financial program, SBF Loan, in the form of zero-interest loans, specifically designed to cater to the academic requirements of both UG and PG students. This includes expenses related to academic registration, participation in conferences, and other similar educational needs.

Through the SBF Loans program, students have the opportunity to avail themselves of financial assistance up to INR 50000. This initiative ensures that students can pursue their academic endeavors without the burden of financial constraints.

### 2.2. Eligibility Criteria

Every registered and regular student at IIT Kanpur is eligible to apply for the SBF Loan. Priority is given to those applying for the first time. However, students with an outstanding, unsettled loan from previous applications are not eligible for consideration.

### 2.3. Application Procedure

1. Access and download the SBF Loan application form, from the Institute Counselling Service's website. [<https://www.iitk.ac.in/dosa/>].
2. Carefully fill out the form, ensuring all required details are provided and attach all necessary documents (e.g., conference invitation letter, registration dues).
3. Obtain a recommendation signature(s):
  - UG students: Signatures DUGC Convenor and Head of the Department.
  - PG Students: Signatures of Thesis Supervisor (if allocated), DPGC Convenor and Head of the Department.
4. After completing and signing the form, send the form and documents in a single pdf file to the Head of the Institute Counselling Service at [head\\_cs@iitk.ac.in](mailto:head_cs@iitk.ac.in), keeping [sbf@iitk.ac.in](mailto:sbf@iitk.ac.in) in the CC field of the email.

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#### 2.4. Selection Process

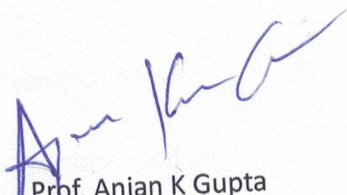
- The loan amount will be sanctioned by the Head of the Institute Counselling Service following a thorough review of the submitted documents and a face-to-face interview.
- Once the SBF loan is sanctioned, the student is required to submit a blank cheque from the account that is registered with their TSA account.

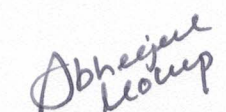
#### 2.5. Repayment


- The repayment of the loan amount is due within 3 months or before the start of the end-semester exams, whichever comes first.
- Failure to settle the loan will result in the student being ineligible for registration in the subsequent semester.
- The "no dues" clearance will not be granted until the loan is fully settled.


#### 2.6. Non-payment of SBF Loan


- Students who fail to repay their loan within the specified timeframe may face legal consequences.
- The institute reserves the authority to withhold the student's degree and to deduct the outstanding loan amount from their security deposit.
- Should the loan remain unpaid by the end of the semester exams, the student's grades may be withheld.
- Furthermore, if the loan is not repaid within the designated period, the student will be marked as a defaulter and will be ineligible for future loans from the SBF throughout their tenure at the institute.

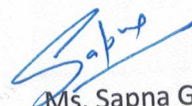
  
Prof. Anjan K Gupta  
(Chairperson, SUGC)

  
Prof. Abheejeet Mohapatra  
(Chairperson, SPGC)

  
Ms. Rita Shukla  
(Counsellor, ICS)

  
Ms. Aashi Shrivastava  
(UG representative)

  
Mr. Sahil Agrawal  
(PG representative)

  
Ms. Sapna Gupta  
(Sr. Asstt., DoSA office)

  
Prof. Santanu Misra  
(Chairperson; Head, ICS)





# INDIAN INSTITUTE OF TECHNOLOGY KANPUR

## Institute Counselling Service

### SBF Loan Application Form

Student's Name :

Department :

Hall of Residence :

E-mail :

Loan amount :

Purpose :

Roll No. :

Program :

Room no. :

Phone No. :

Parent's name and address :

Phone No. :

Signature of the Student :

Date :

Recommended by :

(Thesis Supervisor, if allocated)

Recommended by :

(DUGC Convenor, for UG)

Recommended by :

(DPGC Convenor, for PG)

Recommended by :

(Head of the Department)

#### FOR OFFICE USE

Comments from DoSA office

Recommendation by the Chairman, SBF

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