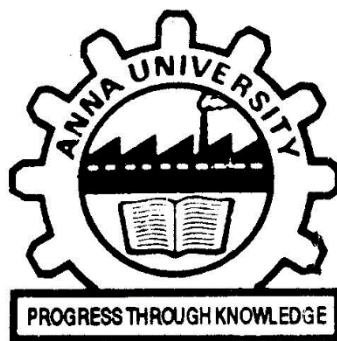


**CENTRE FOR ALUMNI RELATIONS  
AND CORPORATE AFFAIRS  
(CARCA)**

**POLICY AND OPERATIONAL GUIDELINES**



**ANNA UNIVERSITY  
CHENNAI – 25**

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# **INTRODUCTION**

Anna University is a leading technical University in the country formed in the year 1979 through a special act of the Government of Tamil Nadu by bringing together and integrating four well-known technical institutions in the city of Chennai namely,

- College of Engineering (CEG) (Established in 1794)
- Alagappa College of Technology (ACT) (Established in 1944)
- Madras Institute of Technology (MIT) (Established in 1949)
- School of Architecture & Planning (SAP) (Established in 1957)

The University is committed to its motto of progress through knowledge. The University enjoys a rich alumni base originating from four flagship institutions namely, College of Engineering (CEG), Alagappa College of Technology (ACT), Madras Institute of Technology (MIT) and School of Architecture and Planning (SAP). With Government of India enunciating policies to include support to education, research and entrepreneurship among Corporate Social Responsibility (CSR), there has arisen a need to establish a Centre for Alumni Relations and Corporate Affairs (CARCA)

## **1.0 OBJECTIVES OF ANNA UNIVERSITY IN FORMING CARCA**

Main objective of CARCA is to deepen relationships with the rich Alumni base of all four institutions in fostering excellence among students and faculty and facilitate the ease of operation for corporates to engage gainfully with Anna University in strengthening technical education, promoting relevant research and nourishing innovation ecosystem for mutual advantages. Such an objective is best served by clear enunciation of the policy of the University for governing the management of Centre for Alumni Relations and Corporate Affairs (CARCA).

## **2.0 STATED POLICY OF ANNA UNIVERSITY IN DEALING WITH ALUMNI AND CORPORATES**

Anna University as the leading technical University in the country plans to tap the un- and under tapped potentials of the rich linkage capital available in the form of Alumni relations and Corporates evincing interest for investment into academic institutions for delivering on their Social Responsibility.

- i. **Investing into Alumni Relations from the four flagship institutions:** Anna University recognizes that CEG, ACT, MIT and SAP derive enormous goodwill from Alumni holding degrees from the University and yet embrace Alma Mater ties with their colleges. Each of these institutions bear strong ties with Alumni Associations of the respective institutions. They are highly motivated to strengthen their respective Alma Maters. Stated policy of Anna University is to engage productively with all the Alumni Associations of the colleges with CARCA serving as the single window for liaisoning on behalf of the University. Anna University has empowered CARCA to negotiate with all the Alumni Associations and build strategic alliances and design partnerships to aid the flow of funds, intellectual inputs, linkage capitals for connecting to the corporate leaders and in creation of both physical and knowledge assets into their Alma Mater. The general focus of the Alumni relations would be fostering excellence, promoting a sustainable research ecosystem and interconnecting competencies of Anna University to the motto of progress through knowledge.
  
- ii. **Invigorating Alumni relations with Anna University graduates from post 1980 era:** Students graduating from Anna University in the post 1980 era may carry goodwill and institutional love for Anna University directly. In their case, CARCA could provide an integrated platform in both physical and cyber space. Hence, Anna University may consciously adopt a flexible policy framework for interactions of the Alumnus as individuals directly with CARCA through the Associations with the overall guiding principle being the welfare of students, development of the University and progress of society through knowledge. CARCA is empowered with adequate flexibility to remain agile to the needs of strengthening Alumni relations for the benefit of the four institutions, students, faculty and the departments.
  
- iii. **Attracting corporate investments into programs of Anna University:** It is estimated that funds to the tune of Rs 50,000 crores are made available annually for investments by the Corporate Sector as part of their Corporate Social Responsibility. Anna University with vast student base in technical education should vie to attract significant amounts of CSR funds into the programs of the various departments and the University with the sole aim of adding value to technical education and technology led development of India. Towards such an aim, Anna University plans to develop an innovative policy framework for establishing the following

- Professorships of Practice for industry professionals to partake in technical education
- Chair positions for attracting global icons to work with departments, faculty, and students.
- Centres of Relevance (CoR) and Centres of Excellence (CoEs) in Anna University
- Test beds for validating new technology elements for applications.
- Participate in research in the development of Intellectual Properties on mutually agreed terms for benefit sharing.
- Internships and studentships

To tap such linkage capital, the University has designed and developed an autonomous centre named Centre for Alumni Relations and Corporate Affairs.

- A nimbleness of CARCA is to remain agile for needed changes and responsive for quick actions.
- Stated policy of the University is to delegate authority to work on behalf of the University and empower it for quick actions.
- CARCA will focus on deepening relationships with the alumni base and facilitate the ease of interactions and represent as the arm of the University under its delegated authority.
- CARCA will enter into stable relationship models with alumni associations of CEG, ACT, MIT and SAP through appropriate instruments which are mutually agreed upon and approved by the University under the broad principle of the beneficiary from the support of alumni body, its faculty, students and staff of their Alma Mater.
- CARCA would function as single window body of Anna University in all matters of Corporate Funds related to social responsibility

## **2.1 VALORIZING THE INTANGIBLE ASSET OF RICH AND STRONG GOODWILL BASE OF ALUMNI OF FOUR INSTITUTIONS: ROLE OF CARCA**

The alumni base of the four institutions runs into several thousands. It is rich with many of them having emerged as leading Technologists, Scientists, Academicians, civil servants, corporate leaders, Administrators, Entrepreneurs, Social Entrepreneurs, Artists, Writers, Sports Personalities, Actors and Managers. The collective wealth of knowledge and experience is further enriched with an enormous good-will base. Alumni of the four institutions bring invaluable linkage

capital in the form of knowledge, stature, experience, wealth and social stations. Readiness and desire of thousands of Alumni to support and help their Alma Mater in climbing the ladder of success and peaks of excellence are visible, Goodwill of the rich alumni base is an intangible asset available to the institutions, but for want of suitable mechanisms and policy backed facilitation measures, such invaluable assets remain largely under-tapped.

CARCA aims to provide a single window and provide an enabling platform for the Alumni associations and their respective bodies to interact and work with their Alma Mater and enable the collective efforts pay rich dividends in the climb of Anna University in the ladder of success and summit of excellence. Valorizing the intangible asset potential of the goodwill of the rich alumni base and strengthening the relationships between Alma Mater and the Alumni bodies is the main goal of CARCA.

## **2.2 SINGLE WINDOW FOR CORPORATES FOR DOING BUSINESS WITH ANNA UNIVERSITY: ROLE OF CARCA**

Celebrated demographic dividend of India offers both an opportunity and challenge for the Indian corporates. Demography offers a vast talent and youth base for gainful deployment by the corporates. Anna University as the leading technical university in the country with the largest student base offers itself as a unique centre for corporates to engage in mutually gainful partnerships and alliances in delivering on their Corporate Social Responsibility goals. CARCA is an autonomous body with adequate levels of empowerment and delegation of authority.

## **3.0 CARCA**

CARCA has been authorized by the university to accept donations and sponsorships from alumni, corporates, institutions and philanthropists with an interest in supporting the vision and mission of the University.

In convergence with Anna University's vision, CARCA seeks to fulfil the aspirational requirements of the University through the development of infrastructure, creation of innovative technologies and initiation of Anna University as a leading technological and research institution with a key focus on sustainability. CARCA serves to fulfil its objectives through several actions listed hereunder:

### **3.1 NETWORKING**

- Support networking activities and events, such as reunions organized by the various Alumni Associations.
- Support alumni communications, including updating activities of the various alumni associations.
- Work closely with CEG, ACT, MIT & SAP Alumni Associations and Betterment Committees on alumni-related matters with respect to scholarships etc.,
- Work together with respect to alumni socialization (e.g., Club).
- Organize meetings when and where necessary.
- Work closely with alumni chapters in various parts of the country and abroad.
- To connect diversified capable partners for startup promotion and to develop successful entrepreneurs and promote interactions between faculty and local alumni.
- Promote Campus and College visits by alumni.
- Promote Research & Consultancy relationships between faculty & alumni.
- Provide e-ID Card for Alumni to facilitate access to campus facilities (library, sports, etc.,)
- Maintain and update the database of Alumni.

### **3.2 FUND-RAISING ACTIVITIES AMONG ALUMNI, CORPORATES AND PHILANTHROPISTS**

- Developing fundraising strategies, creating marketing materials and tracking donations and contributions from the alumni and corporate partners. A donor can be Alumni or family member of Alumni /Corporate contributing under CSR funds/Philanthropist.
- Raise resources for the students, faculty members and overall development of the university.
- Coordinate resource mobilization and timely deployment of funds.

### **3.3 EXECUTION AND MONITORING**

- Formation of committees for allocation of funds as per the project requirements.
- Monitoring resource usage to prevent overruns and making adjustments as needed.
- Identifying potential partners, negotiating agreements and monitoring the progress of partnership initiatives.



- Monitoring and controlling the quality of deliverables to ensure they meet the project's requirements and standards.
- Report to the University periodically and provide feedback to donors regarding status of projects.
- Ensuring that all project documentation is organized, accessible and compliant with university standards and regulations.

## **4.0 OPERATIONAL GUIDELINES**

For effective implementation of the various initiatives undertaken through CARCA and for smooth and transparent functioning, operational guidelines to be adopted are stated hereunder:

### **4.1 NETWORKING**

#### **4.1.1 Connecting with Alumni Associations/Club/Chapters with CARCA**

The alumni associations of CEG, ACT, MIT, SAP campuses and the regional/other chapters (trust, society, etc.) have well established network with alma mater and carry out various activities like providing scholarships, conducting career guidance programs, endowment lectures, seminars, workshops etc. The alumni club of Anna University provides facilities like restaurant, guest accommodation, sports complex, auditorium and library to the alumni. These associations and alumni club shall have MoU / MoA with CARCA for the smooth functioning and enhanced connectivity between the alumni and the alma mater. In addition to the above, there are also several department-wise, batch-wise and region-wise Alumni associations. To strengthen and augment collaborations, all the associations/societies/chapters/trusts shall execute MoU / MoA with CARCA. These MoU/MoA shall clearly prescribe the roles and responsibilities of the alumni associations/club/chapters and the university administration.

To represent Anna University and have a better connection with the alumni associations of CEG, MIT, ACT, SAP; the Dean of the respective institution and Director CARCA shall be included as executive committee members or as special invitees in the Executive committee meetings. In Anna University Alumni Club, in addition to the existing provision for representation from Anna University, Director, CARCA shall be included as Management Committee member / special invitee for all the Management Committee Meetings.

CARCA shall support the following activities organised by the associations

- Organizing Endowment lectures.
- Distribution of endowment prizes, scholarships and awards.
- Conduct of alumni day/sports day and alumni meet.
- Conduct of workshop /seminars /conferences.
- Conduct of any other connect programs for the benefit of students and faculty members.

Information regarding the conduct of placement, internship drives and start up promotion by the Alumni associations/ societies / chapters/trusts shall be shared with CARCA. A copy of the audited annual accounts shall be shared with CARCA.

#### **4.1.2 Alumni Social Media**

##### **a) Engagement through Social Media Platforms**

- CARCA shall initiate the creation of new social media profiles and communication channels to maintain an active connection with alumni. These platforms shall serve as primary channels for disseminating updates on events, initiatives and other relevant information. CARCA will also promote social media channels to enhance the perception of the University.
- CARCA shall regularly publish appreciation posts on social media platforms to recognize and acknowledge the contributions of donors. These posts should highlight the generosity of donors and emphasize the impact of their support.
- The official pages on social media platforms for CARCA shall be established under the profile of the Director of CARCA and the Director shall act as the main admin and manage access controls of the respective social media platforms.

##### **b) Webpage Management**

- All CARCA social media profiles shall be integrated into the CARCA webpage and shall be prominently displayed on the CARCA webpage.
- Regular updates of upcoming and completed events and projects shall be featured on the CARCA webpage.

### **c) E-News Letter**

- CARCA shall send E-News Letters to all its registered alumni to keep our esteemed alumni community informed and engaged. Highlighting the contributions of our alumni donors and their impact on CARCA's achievements and initiatives.

#### **4.1.3 Conducting Reunions/Alumni Meet**

The reunions/alumni meet conducted by the alumni associations/ club/ chapters /trust/ society etc., shall be communicated to CARCA. CARCA shall extend its support for the conduct of alumni meet/reunion programs. The CARCA shall facilitate event-planning and promote meet/reunion details on the CARCA website and social networking sites of Anna University.

#### **4.1.4 Conduct of Events (Festival Celebrations, Sports Meet, Alumni Day)**

The celebrations on account of various occasions such as festivals, sports meet, alumni day, etc. conducted by the alumni associations/club/chapters/trust/society,etc. shall be communicated to CARCA and support shall be extended by CARCA. The CARCA shall disseminate the information through the CARCA website and social media networking sites of Anna University.

#### **4.1.5 Network with Corporates**

CARCA shall network with corporates to receive CSR funding and establishing active participation towards research, Infrastructure development, building renovation, green initiatives, societal outreach activities and other initiatives in line with the vision and mission of the University.

CARCA shall act as a via media in supporting the activities carried out by the Centre for University Industry Collaboration (CUIC) and receive the funds and kind for the following activities:

- CSR Funds proposed for Conduct of Skill and Employability Enhancement Programs to be carried out through CUIC.
- Creation and Distribution of Merit Cum Means Student Scholarships and Faculty awards.
- Conduct of Hackathons, Workshops and Training Programs for Constituent and Affiliated Institutions.
- Conduct of Seminars /Conferences coordinated through CUIC.

- Conduct of any other connect programs for the benefit of students and faculty members related to CUIC activities.
- CSR funds to establish Centres of Excellence, Infrastructure and facilities to be gifted as kind to university.
- For the conduct of placement and internship drives, startup promotion by the Corporates and Student Connect initiatives.

#### **4.1.6 Organizing Endowment Lectures / Seminars / Conferences / Workshops**

Alumni are welcome to organize endowment lectures/seminars/conferences/ workshops for the students, Scholars and faculty members of the university departments to share their knowledge and insights on various technical/career guidance/personality development programs. These programs shall be executed with prior intimation to the Director CARCA through the respective HOD/Dean.

### **4.2 FUNDRAISING**

CARCA shall mobilize the resources needed to advance the University's vision and mission by adopting a strategic and proactive approach.

#### **4.2.1 Promoting and Accepting Endowment & Resource Contributions**

Endowments and resource contributions deliver greater value to attain higher levels of quality in teaching, research, and/or service activities than routine college programs. It also brings better visibility and perception of the University, a vital ingredient for ranking at the world and national levels. The following guidelines may be followed for the creation of an endowment fund towards organizing lectures, creation of Chairs, providing sponsorship/ fellowship for needy/deserving students, donating resources etc.

##### **I. Contribution Request and Acceptance**

- Faculty members who wish to approach potential funding sources shall get prior permission from CARCA through the proper channel to initiate any request for fund-raising. If the fund amount exceeds Rupees one crore for any requirement, approval shall be obtained from the Vice-Chancellor before making the request. This is to assess the appropriateness and timing of such a solicitation in light of the University's priorities.
- Once a formal fund-raising request has been approved by the University, CARCA shall facilitate the solicitation process.

- It is recognized that individuals, corporates (including CSR funds), foundations or other entities may themselves initiate contact with individual faculty members/ Departments/ Centres/ University regarding funding opportunities. These enquiries shall be promptly reported to CARCA. This information is critical to the overall coordination of fundraising and development activities.
- While contributing funds/ grants/ resources, the donor shall comply with all Government norms.
- The act of giving a donation to the University shall be irrevocable whilst the donation and the donation purpose shall be subject to the University's prevailing policies and procedures.
- CARCA shall not accept donations that violate any applicable law or University regulation and CARCA reserves the right to reject any donation.
- Certificate for claiming Tax exemption under 80G will be issued as per IT norms.
- Anna University being a State University is exempted under FCRA guidelines to receive foreign funds.
- The donor shall fill out the form given in Annexure -1 before making the donations.

## **II. Fund Utilization**

- All donations shall be used only as intended by the donor in compliance with the University norms.
- All taxes and other requirements under Indian laws shall be followed.
- Naming of scholarship fund/ endowment lecture fund/ research fellowship/ endowment chair shall be preferred by donor. Smaller contributions from multiple donors would be accumulated for the purpose such as scholarship fund, endowment lecture fund, research fellowship and endowment chair and would be initiated with a common name as decided by the University, as and when the total contribution reaches the targeted amount for the respective purposes.
- For the creation of Corpus for the purpose of “scholarship fund/ endowment lecture fund/ research fellowship/ endowment chair” a written agreement outlining the following shall be executed between the donor and CARCA
  - Purpose of Scholarship/ Endowment
  - Initial Contribution
  - Investment and Management
  - Terms of Agreement

This agreement shall be signed by the Registrar, Donor, Director CARCA, respective Dean/HOD/Director and two witness from donor side.

**a) Establishment of Scholarship/Endowment Lecture Fund/Grant**

- Corpus is to be collected for scholarship/endowment lectures if the scheme is to continue hereafter
- Whereas scholarship for payment of student fee for a particular semester / year can be received and disbursed to the needy students as per the recommendations of the sub-committee
- Travel grant including Registration and TA/DA for student to attend conference/ internship/ training in India and abroad can be received and disbursed to the needy students as per recommendations of sub-committee
- Travel grant including TA/DA for staff to attend training in India and abroad can be received and disbursed as per the recommendations of the sub-committee.
- Sponsorship of contingency amount to procure laptop, accessories, etc. for use of students/ scholars.
- A minimum corpus fund of Rs. 5 lakhs is to be deposited for supporting one student for college fees.
- A minimum corpus fund of Rs. 12 lakhs is to be deposited for supporting one student for college fees and hostel fees.
- A minimum corpus fund of Rs. 3 lakhs is to be deposited for conducting endowment lectures per year.

**b) Establishment of Research Fellowship**

- A minimum corpus fund of Rs. 85 lakhs is to be deposited for supporting one full - time PhD research scholar (to provide a stipend of approximately Rs. 40,000/pm)
- A minimum corpus fund of Rs. 1.2 crore is to be deposited for supporting one post - doctoral fellow (to provide a stipend of Rs. 55,000/pm)

**c) Establishment of Endowment Chair (Visiting / Institute)**

A donation of 2 crores is to be deposited as corpus towards the establishment of one "Endowment chair / Visiting professor". The faculty to be recruited for the endowment chair / foreign professor invited should have outstanding scholarly records, who shall provide erudite knowledge sessions and leadership that enriches the department, college and university.

**d) Establishment of Fund Raising for Infrastructure**

The donor can contribute to the identified infrastructure development projects. The list of proposed infrastructure such as Construction of New buildings, Procurement of new equipments, renovation of existing facilities/Lab, etc., would be listed in CARCA website and the donor can contribute in full/part towards development of the infrastructure.

**e) Establishment of Fund Raising for Research support**

The donor can contribute for a specific research problem or for an identified research proposal for the development of the university. The PI/Co-PI shall be identified by the donor / committee comprising of

- Director, CARCA – Convenor
- Director, CSRC
- Respective HOD(s) / Director(s)
- Respective Dean(s)

The PI/Co-PI shall be solely responsible for the completion of the project and shall submit an undertaking that no funding is received from any other sources for the same project.

**f) Establishment of Fund Raising for Social and Community Outreach Activities**

The donor can contribute for social and community outreach activities. The type of social and community outreach activities to be carried out has to be specified with time frame, area of service, etc.

**g) Establishment of Fund Raising for Events/Awards/Others**

Donations towards conduct of events, faculty incentives, awards and other charitable expenditures are to be routed through CARCA.

## **4.3 EXECUTION AND MONITORING**

### **4.3.1 Fund / Resource Management**

The donations / contributions shall be received from donors in CARCA account in the form of DD/ cheque/ e-payments. The donations in kind such as Equipment/Facility shall be routed through CARCA. The donations in kind will be entered in the accession register maintained by CARCA and will be transferred to the stock register of concerned Department/Centre/Unit.

The minimum corpus fund specified in clause 4.2.1 shall be revised if required based on the recommendations of the committee formed by the Vice-Chancellor.

CARCA shall retain 5% of all the donations/sponsorship/CSR funds as overhead charges. However, 100% of the donations/ sponsorship/CSR funds received by CARCA towards student scholarship shall be utilised for student scholarship.

#### **4.3.2 Accounting Procedure**

CARCA shall form committees and sub-committees to plan, execute and monitor the implementation. Based on the recommendation of the Committee/ sub-committee, CARCA shall disburse the funds for the execution of the project. The concerned PI/ Department/ Centre/ Dean shall strictly follow the University norms for the purchase of non-consumables/consumables, to meet travel expenses, Contingency, etc.

##### **I. Infrastructure Project Expenditure**

All infrastructure projects within the four campuses and the outreach programs funded by Alumni/ corporate CSR fund/ Philanthropist shall be taken up only through CARCA. The Planning, Execution and Monitoring Committee constituted vide Syndicate resolution 270.4 shall execute and monitor the projects to ensure transparency and timely completion. The Committee shall consist of the following members

- |   |   |
|---|---|
| 1. Vice-Chancellor  | Ex-Officio member   |
| 2. Registrar  | Ex-Officio member   |
| 3. Finance Officer  | Ex-Officio member   |
| 4. Director, DOTE   | Ex-Officio member   |
| 5. Presidents of CEG, MIT, ACTech, SAP & North America CEG Alumni Association | 5 Members   |
| 6. Presidents/Directors of Industries / Corporates                            | 3 members* (to be nominated by the Vice-Chancellor based on the highest contribution made by the Industry for the financial year) |
| 7. Senior Professors from CEG / MIT/ ACTech / SAP campuses                    | 4 Members (to be nominated by Vice-Chancellor)  |



(\*In case of Sl. No. 6, the Vice-Chancellor shall initially nominate 3 members from reputed organisations and subsequent nominations shall be based on highest contribution made by corporate / institution during the earlier financial year at the time of nomination and also considering their willingness).

The core functions of the PEMC are to recommend for allotment of funds and oversee the implementation of the project and also evaluate the performance of the activities in compliance with the vision and mission of the University. This Committee may also be empowered to formulate the policies and make major decisions for the timely execution of the Projects with World Class standards. Administrative sanction, financial sanction and release of the funds shall be carried out by the Director CARCA based on the recommendations of PEMC.

Sub-committees shall be formed for the smooth, effective and transparent utilization of the funds. The sub-committees shall oversee the allocation and utilization of funds in accordance with the designated purposes, proposed objective and University norms. Composition of sub-committees shall be as given below. However, PEMC is empowered to make modifications / alterations in the composition of the sub-committees if required.

**a) Building Infrastructure Projects**

- Estate Officer (EO) - (Convener)
- Respective Dean (s)
- Respective HoD/ Director/ Executive Warden (as applicable)
- HoD, Civil Engineering
- HoD, Architecture
- HOD, Electrical and Electronics Engineering
- Donor/ Representative of donor
- Director, CARCA

**b) Sports Infrastructure Projects**

- Chairperson, Sports Board - (Convener)
- Respective Dean (s)
- HoD, Civil Engineering
- HoD, Architecture
- Estate Officer
- Donor/ Representative of donor
- Director, CARCA

**c) Campus Infrastructure Projects**

**(i) *Networking and Smart Classroom Projects***

- Director, RCC - (Convener)
- Respective Dean(s)
- Professor In-charge, Computer Centre, MIT (if applicable)
- HOD, Computer Science and Engineering
- Respective HoD/ Director/ Executive Warden (as applicable)
- Donor/ Representative of donor
- Director, CARCA

**(ii) *Green Initiative Projects***

- AEE, Green Initiatives (EO office) - (Convener)
- Respective Dean (s)
- HoD, Architecture
- Director, Institute for Energy Studies
- Respective HoD/ Director/ Executive Warden (as applicable)
- Donor/ Representative of donor
- Director, CARCA

**(iii) *Laboratory Infrastructure Projects***

- Respective HOD/ Director - (Convener)
- Respective Dean(s)
- One faculty member nominated by HoD/ Director
- One Professor from another Department nominated by Dean
- Donor/ Representative of donor
- Director, CARCA

**d) Community Outreach Activities**

- Respective HoD/ Director/ faculty nominated by VC/ Registrar - (Convener)
- NSS/NCC/NSO/YRC/ Student club Coordinator(s) (if applicable)
- Director CUIC/ Director CHS /Director CES
- Donor/ Representative of donor
- Director, CARCA

## **II. Research/Events/Travel Grant Expenditure**

### **a) Research Innovation and Entrepreneurship Development Projects**

The expenditure and allocation of funds received for Research, Innovation and Entrepreneur Development shall be as per the recommendations of the sub-committee comprising the following members.

- Principal Investigator (Convener)
- Director, CSRC
- Director, P&D / Chairperson, EDIC
- Respective HOD/Director (as applicable)
- Director, CARCA

University norms shall be strictly followed for the purchase of non-consumables/consumables, to meet travel expenses, Contingency, etc.

The concerned PI/ Department/ Centre/ Dean shall submit the completion report and audited Utilization Certificate on the completion of the project to CARCA.

### **b) Conduct of Conferences/ Workshops/ Events**

The expenditure and allocation of funds received for the conduct of workshops/conferences/ events shall be as per the recommendations of the sub-committee comprising the following members.

- Faculty Coordinator (Convener)
- Respective Dean/ HoD/ Director
- Director, P&D
- Director, CARCA

## **III. Scholarship, Awards and Travel Grant Expenditure**

The expenditure of funds received for student scholarships / awards / travel grant expenditure shall be monitored by the sub-committee comprising the following members. For scholarships, based on the name list of deserving students provided by respective deans, the committee comprising of the following members shall identify the students eligible for scholarship.

- Director, CARCA (Convenor)
- Respective Dean (s)
- Respective HoD (as applicable)
- Two Professors nominated by Respective Dean
- Donor/ Representative of donor

Corpus towards Student research fellowship / endowment chair shall be maintained by CARCA. Execution and management of student research fellowship shall be by Director CFR. Execution and management of endowment chair shall be by Director, Recruitment Cell.

#### **4.3.3 Utilization of Overhead Charges**

The utilisation of overhead charges shall be as per the University approved budget heads. In addition, the PEMC may approve utilisation of overhead charges for the completion of projects.

## **5.0 ROLES AND RESPONSIBILITIES**

The Committees and sub-committees serve various functions addressing specific needs or concerns and contributing to the overall governance and operation of the institution. Following are the specific roles and responsibilities associated.

### **5.1 PLANNING, EXECUTION AND MONITORING COMMITTEE (PEMC)**

- Review project proposals and recommend approval.
- Ensure alignment with university goals and legal norms.
- Facilitate project initiation.
- Monitor project progress, budget utilization, and quality.
- Address bottlenecks and resolve issues.
- Approve any necessary changes to the project scope.
- Ensure compliance with state laws and university regulations.
- Any dispute will be brought to the notice of the PEMC for resolution.
- Formation of the Sub-committee of PEMC for monitoring and execution of projects.
- The PEMC meets as and when required.
- Quorum: At least one-third of the total members.

- Decisions are made by consensus. In case of a tie, the Vice-Chancellor has the casting vote.

## **5.2 SUB-COMMITTEE**

Sub-committees established for every Infrastructure Development, Campus Maintenance and Community Outreach projects initiated utilizing the funds received through CARCA will have a similar structure and responsibilities but focus on its designated area. Every sub-committee constituted

- Oversees ongoing projects, ensuring their alignment with project plans and legal requirements as per the set guidelines.
- Report deviations/ delays/ disputes.
- Grant approval and recommendations.

## **5.3 CONVENER**

- Communicate the progress of the project to the Donor through CARCA.
- Get approval from the Sub-Committee for the implementation of the project.
- Provide an Audited Utilization Certificate on completion of the project for CARCA records.
- Transfer of any balance amount and interest accrued to the CARCA account.

## **5.4 DIRECTOR, CARCA**

- Formation of Sub-Committee for each project.
- Administrative Sanction, Financial Statement and release of funds based on the recommendation and approval of the Sub-Committee.
- Maintain records and get the Audited Utilization Certificate on completion of the project from the convener of the project.

## **6.0 FUND UTILISATION AND FINANCIAL AUDIT**

All funds received by CARCA including donations and corporate CSR contributions will be utilized for the specific purpose for which they are donated. In the case of purpose not being specified by the donor, a sub-committee formed by the Vice-Chancellor shall determine the allocation. Any remaining funds after fulfilling the designated purposes shall be allocated to cover

the operational expenditures of CARCA. The surplus funds shall be transferred to CARCA's expenditure account to support the centre's operational needs.

Deans/Directors of the autonomous centres of Anna University are empowered to give administrative and financial sanctions. Hence in case donation is towards the project / developmental activities of a Campus / Autonomous Centre the total fund received deducting the overhead charges shall be transferred to account of the respective Dean / Centre. It is the responsibility of the respective Dean / Director to maintain the accounts and keep the bills and vouchers for submission to audit as and when required as per the norms of the University. A copy of bills, statement of expenditure and audited utilisation certificate shall be sent to CARCA for record purposes.

In the case of departments, the accounts shall be maintained at CARCA to issue necessary sanctions and admit bills for payment. The expenditures like the purchase of consumable items, contingency for administrative purposes and infrastructure development should be done as per the Finance and Accounts manual of the University.

The purchase procedure of Anna University is to be strictly followed for the purchase of items. Conducting a financial audit of alumni/ corporate funds is crucial to ensure transparency, accountability, and compliance with regulations. CARCA accounts shall be submitted to the University for audit.

# ANNEXURE I

## PROPOSAL FOR FUNDING

S. No.: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

(To be filled by CARCA)

**Sponsorship**

**Donation**

**CSR**

**Donor details:**

Name of the donor:	
Batch, Department & Campus details of Alumni (if applicable):	
Address:	
PAN No.	
Email id:	
Phone Number:	

**Amount:** .....

**Nature of the Project or Activity:**

- Infrastructure (Buildings/Classrooms/Labs / Equipment and Machinery /Library/Recreation Centres/Others.....)
- New Centres(Centres within Departments / Centres of Excellence (CoEs) / Schools)
- Programs (Workshops / Lecture Series / Conferences/Symposiums / Trainings / Others.....)
- Student and Alumni Entrepreneurship
- Research and Collaboration (Courses/Pedagogies / Multidisciplinary Collaborations / Industry – Academia Collaborations)
- Academic Positions (Chairs / Lectureships / Others.....)
- Student Support Schemes (Scholarships / Fellowships / Awards / Recognitions/Others.....)
- Faculty Support Schemes (Research / Travel / Others.....)
- Projects
- Others (Please Specify): .....

**Signature of the Donor**