

Policy for Donation, Gift & Contribution
to
SVNIT, Surat



Sardar Vallabhbhai National Institute of Technology,
Surat - 395007

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1. PREAMBLE

Sardar Vallabhbhai National Institute of Technology, Surat (SVNIT) an Institute of National Importance aims to encourage opportunities for significant philanthropy for creating major infrastructure facilities and programs at the Institute. This policy will encourage the donors that honor scholars and other distinguished individuals who are preeminent in their respective field and/or have contributed meaningfully to SVNIT. Any contribution must undergo a high level of consideration and due diligence to ensure that the donor/ contributor comports with the purpose and mission of the Institute. No donation/ contribution shall be permitted from any entity or individual whose public image, product, or services may conflict with such purpose and/or mission of the Institute.

2. PURPOSE

The purpose of this policy is to set the criteria and procedures for contribution/donation to enhance creating infrastructure facilities and programs at SVNIT for various physical or non-physical entities. It will provide guidelines and framework for gifts/donations from alumni and corporate donors presented to the Institute.

3. DEFINITIONS

- a. "SVNIT" for the purpose of this policy means the campus of Sardar Vallabhbhai National Institute of Technology, Surat.
- b. "Facilities" for the purpose of this policy means, existing, under construction/ development and prospective immovable, movable, tangible, operated or controlled by SVNIT and shall not include interior space within facilities such as laboratories, classrooms, practice rooms, lecture halls, and minor landscape features such as benches or sidewalk bricks etc.
- c. "Programs" for the purpose of this policy means existing and proposed academic and non-academic programs at SVNIT including but not limited to Scholarships, Fellowships, Chair Professorships, Endowments etc.
- d. "Entity" for the purpose of this policy means any society, company, firm, LLP (Limited Liability Partnership-Act 2008), family and any other legal entity registered under the laws of India or any other country.
- e. "Donor" includes an alumnus, a group of alumni and any corporate or legal entity closely associated with an alumni or group of alumni or otherwise.
- f. "Gift" refers to an outright donation to the institute in financial form or in-kind or in terms of infrastructure development from an individual, corporation, foundation, or other source, for either restricted or unrestricted use by the

institute. Gifts are made without expectation of tangible return or benefit to the donor.

- g. "Endowed Gifts" are donations made to the institute on the understanding that the principal amount of the donation will be invested for a minimum ten-year period, with the interest earnings to be used to advance specific education purposes of the institute, such as the establishment of a scholarship, or the funding of a particular program or activity.
- h. "Expendable Gifts" are gifts or grants given to the institute that the donor has directed to be used immediately in support of various programs, projects or infrastructural development. SVNIT, Surat welcomes and receives gifts from generous individuals, corporations, foundations and associations

4. CONTRIBUTION/ DONATION FOR CREATING INFRASTRUCTURE

4.1 General

The contribution/donation or development of infrastructure including immovable properties at the institute are classified in the following categories:

- a. New Immovable Properties;
- b. Existing Immovable Properties under Renovation or Redevelopment;
- c. Research Lab Equipment, creating testing facilities or establishing New Laboratory;
- d. Movable Property viz. Books, Computers & Accessories, Furniture, Equipments etc.

4.2 Desired minimum contribution for infrastructure

Sr. No.	Description	Desired Minimum Contribution condition
1.	New Immovable Property	Preferably 100% of the construction cost of a particular entity or development of a particular entity solely by donor, however, in case of partial contribution it should not be less than 80% of the total construction cost. Desired minimum contribution Amount INR 25 Crore and above.
2.	Immovable Property under renovation or redevelopment	100% cost of renovation or redevelopment with minimum five year maintenance Desired minimum contribution amount INR 5 Crore and above.

3.	Research Lab Equipment, creating testing facility or establishment of New Laboratory	Research/ testing equipment and other required facilities gifted by donor or 100% of the cost of the same donated to the institute. Desired Minimum amount INR 100 Lakh
4.	Movable Property	Monetary limits to be prescribed in a block of two year by SVNIT for various items

4.3 General Guidelines

- a. The SVNIT, Surat appreciates and recognizes the generous contribution and donation or development of infrastructure at the institute.
- b. The donations/ contribution etc. must be made in accordance with this policy and set procedures within the acceptable policies, terms and conditions of the institute.
- c. The donor has flexibility to select the entity and the name of the entity being funded, so long as the criteria set forth in this policy subject to approval of the Board of Governors of SVNIT Surat. The factors that may be considered by BOG in determining the appropriateness of a name include:
 - i. Consistency with the mission, vision, reputation, and values of SVNIT, Surat.
 - ii. Whether a name may imply endorsement of a political or ideological position or a specific product or service.
 - iii. Potential conflict of interest (primarily in cases of corporate or organizational naming gifts/donations) or conflict with existing named entities or spaces.
 - iv. Any other criteria as per discretion of the BoG.
- d. The gifts/donations/infrastructure development do not confer the right to the donor to determine the use of the fund (e.g., the specific activities within the named space or specific beneficiary of a student or faculty support fund or program curricula or research agenda and outcomes).

4.4 Common Benefits Associated with infrastructure development or Donation for the same:

- a. The name of the Donor/ Contributor shall be displayed at all times on the immovable or movable property during the life of property.
- b. The name shall be used in official communications and references related to the property in respect of which contribution/ donation is made.

- c. The period of Donor/ Contributor name shall be equivalent to the life of the immovable or movable property. Upon demolition, replacement, substantial renovation or similar modification, the naming shall be deemed as terminated.
- d. The degree of benefits differs for different levels and will be decided by the BoG.
- e. The details of donation /infrastructure development shall appear in the annual report of the respective year.
- f. The name of all the donors shall appear on the website.
- g. The donors shall be provided a letter of appreciation.
- h. Due recognition may be given to the alumni who provide voluntary service in architectural design of a new structure without payments.
- i. The following table provides information in regard to the manner of display of name and other information of the donor/donors (Batch), on the property or on the wall of donors. Names of the donors will be put on the Wall of Donors at the suitable place in the institute. This policy will be reviewed from time to time.

Common Benefits:

Type of Asset	Minimum donation Amount	Plaque Size
New/Renovation of Immovable Property (including research lab)	INR 10 Crore & Above	24" X 24"
	INR 5 Crore & Above	18"X 18"
	INR 1 to 5 Crore	12"X 12"
Movable Property	INR 5 Lac to 1 Crore	8"X 1.5"

Special Benefits:

Particulars	Special Benefits
Above INR 50 Crore	<ul style="list-style-type: none"> • The donor will be conferred with the title 'SVNIT Life Fellow' during annual function. • The title will be valid for lifetime of the donor. • Invites to Institute major events • Regular interaction with institute authorities for developmental activities of the institute. • Three-day Free stay for the Donor with spouse at the campus every year for lifetime.

INR 25 - 50 Crore	<ul style="list-style-type: none"> • The donor will be conferred with the title 'SVNIT Life Fellow' during annual function. • The title will be valid for 20 years or till the life of the property built from that donation. • Invites to Institute major events • Regular interaction with institute authorities for developmental activities of the institute. • Three day Free stay for the Donor with spouse at the campus every year till the naming exists.
INR 10 - 25 Crore	<ul style="list-style-type: none"> • The donor will be conferred with the title 'SVNIT Life Fellow' during annual function. • The title will be valid for 10 years • Invites to Institute major events • Regular interaction with institute authorities for developmental activities of the institute. • Three day Free stay for the Donor with spouse at the campus every year till the naming exists.
INR 1 - 10 Crore	<ul style="list-style-type: none"> • The donor will be conferred the title 'SVNIT Fellow' during annual function. The title will be valid for a period of 10 years.
INR 0.5 - 1 Crore	<ul style="list-style-type: none"> • The donor will be conferred the title 'SVNIT Patron' during annual function. The title will be valid for a period of 5 years.
INR 1 Lac every year over 10 years by an individual	<ul style="list-style-type: none"> • The donor will be conferred the title 'SVNIT Lifetime Contributor' for yearly contribution of Rs. 1 Lakh every year for a period of 10 years.
Graduating Class cumulatively contributing INR 20 Lacs or more	<ul style="list-style-type: none"> • Batch name will appear on the entity for which the donation is used.

5. CHAIR PROFESSORSHIP AND OTHER HONORARY POSITIONS

5.1 General

The SVNIT administration is committed for developing a flexible governance structure that empowers the faculty and students to a degree that is unprecedented in Indian academia. The Institute aims to supplement the

Government grants with substantial philanthropic contributions to recruit and support outstanding faculty and students, who has significantly contributed in a particular domain. The proposed programmes that shall utilize the donations for attracting, retaining and empowering the most outstanding faculty, students and staff, are: Faculty Chair Professorship, Research fellowship for outstanding young faculty and students, Travel support to faculty and Ph.D. students for overseas research experience, scholarships to UG students, etc.

The Chair Professorship/ Research Assistance shall be named as per the name proposed by the donor and their name shall be used in official communications. related to that Chair or rewards

The general eligibility criteria and minimum expected amount of donation or equivalent development of infrastructure from Alumni, Industry or corporate donor for the specific programs are listed in section 5.2. Further, the committed amount must be deposited with the Institute account within one/two month of the date of announcement.

5.2 Program Description

1.	Program	<p>Endowed fund for Chair Professor:</p> <p>Chair Professorship for existing Faculty (Minimum duration 5 years) funded through Endowed fund. Open for all disciplines of the institute which may be decided on the wish of Donor & Institute. The Donor may specify specific discipline/ specialization/ area of research for selection of such chair professor.</p>
	Eligibility	<p>The existing faculty having exceptional research/ industrial experience may be considered for this position, however the eligibility criteria/ conditions for selection of Chair Professor will be approved by the Director of the Institute. The selection for Endowed Chair Professor shall be through a committee comprises of following:</p> <ul style="list-style-type: none"> (i) Director - Chairman (ii) Dean (Faculty Welfare) (iii) Head of Concerned Department (iv) Board Nominee (v) External Subject Expert <p>The Chairman BOG may approve recommendation of</p>

		the committee for appointment of Chair Professor.
	Facility extended	The selected Faculty may be paid Honorarium of INR 40,000/- per month and reimbursement of contingent amount subject to a limit of INR 2.00 Lakh Per Annum from the interest of the Endowment Fund amount in addition to salary paid by the institute. The salary will be paid from the institute fund. The reimbursement for contingency will be as per objective of research field/ terms of chair professor.
	Minimum Endowment amount	INR 1.2 Crore or more. All the expenses related to honorarium to faculty and contingency expenditure will be made from interest of endowment fund. Any surplus/ deficit shall be added to the endowment fund.
2.	Program	<p>Endowment Fund for Research Assistance to Students, Research Scholars and Faculty:</p> <ul style="list-style-type: none"> • Seed Grant to faculty to promote new research area. • Travel grant to student, research scholar and faculty for visiting abroad for research purposes. • Scholarships/Assistance ships/ funding to students/ research scholars for participation in any technical activity/ event.
	Eligibility	<p>The income of the endowment fund shall be utilized as per recommendations of a committee constituted for the purpose. The rules/ procedure for getting the assistance ship from this endowment fund shall be decided by the Director, SVNIT Surat. The Donor may specify specific discipline/ specialization for extending such assistanceship.</p> <p>The existing faculty having exceptional research experience may be considered for seed grant/ travel grant. The students/ research scholars, may be considered for travel grant/ assistanceship to visit abroad to present their research paper in international renowned conference or participate in</p>

		international renowned competition. The eligibility criteria/ conditions for such seed grant/ assistanceship/ travel grant will be approved by the Director of the Institute recommended through a committee that comprises of following: Dean (R&C) - Chairman Dean (Student Welfare) Dean (Faculty Welfare) Dean (Alumni & Resource Generation)
	Minimum endowment amount	INR 75 lacs or more

6 Endowment Funding

Endowment fund can be setup to support any other activities other than those described in section 5.2 except for any construction/ purchase of property. An endowment fund for any other activities may be initiated with any minimum amount. The institute will invest the fund/amount in any suitable manner. The yearly expenditure shall not exceed of the earning from the principal amount. The surplus if any will be added to the principal amount on year to year basis. The donor may be provided audited statement of the endowment fund upon request.

7 Scrutiny and approval for accepting Donation/ Contribution

- a. The SVNIT Surat shall constitute a Standing Committee on accepting donation/ Contribution (SCAD) or approving infrastructure development directly by donor which shall evaluate every application for grant of naming rights.
- b. The SCAD shall comprise of Director, Registrar, Dean (P & D), Dean (ARG), Dean (Academic) and other members nominated by Director. If required, the donor may be the invitee member. All requests should be submitted through the committee for consideration.
- c. The SCAD, while assessing the proposal for donation/ contribution/infrastructure development, may request the Donor to provide a detailed request in letter or memo form that should provide the Donor's name and relationship to the SVNIT and the amount of donation/ gift and terms, including but not limited to any costs or tax associated with the donation, if applicable.
- d. In making request, if the donation represents partial or total funding of the construction, remodeling, or renovation or development of infrastructure, the

following information must be included:

- Detailed drawing and design of the proposed infrastructure development.
 - A timetable for project implementation;
 - Relationship of the project to the institution's long-range plans;
 - Source and status of capital budget funds needed in addition to the donation;
 - Operating budget implications, and sources of funds.
 - The proposed name of the facility or program and, if applicable, the current name of the facility or program
 - A copy of the contract with the donor and/or pledge agreement, if applicable.
 - A biographical profile of the prospective donor or recipient of an honorific naming.
- e. The Committee shall determine that recommend to grant permission for donation/ contribution/ infrastructure development in line with the policy & supporting the vision/ objective & the interests of SVNIT. The Committee shall either:
- (i) Recommend to approve the request; or
 - (ii) Recommend to decline the request; or
 - (iii) Request additional information or clarification;
- f. Based on the recommendation of the committee the proposal will be placed for consideration of Building & Works committee of the institute for approval. The decision of the institute shall be final and binding. The donor will not have any right to challenge the same before any forum/ court of law.
- g. The institute authorities may consider 100% gifts/ donation/ contribution for construction of new buildings for construction through other than Government Agencies/ CPWD if the entire task shall be carried out by the donor. However, institute shall have full authority on monitoring the quality and progress of such infrastructure development activity.
- h. The contribution for creating new infrastructure & construction of building will be subject to approval from Building & Works Committee and Board of Governors of the Institute.
- i. All the Donations/ Contribution shall be reported to the Board of Governors from time to time.

8 Rescinding of Naming

In case proposal for donation/ contribution /infrastructure development has been

accepted and later the Committee concludes that the award or continuation of such naming is likely to be detrimental to the interest or reputation of the institute, then after intimation to the donor or family members/legal heirs in case of deceased donor the naming shall be rescinded without refund of any sum donated or reimbursement towards the cost incurred for infrastructure development by the donor. The decision of the committee shall be final and binding and the donor shall not have any right to challenge the same before any forum.

9 Method of Payment

The SVNIT Surat shall accept all donations/contributions only through banking channels /digital modes. No payment shall be accepted in cash.

Further, in case the infrastructure development directly by donor, it is expected that the donor shall maintains all accounts of expenditure incurred for infrastructure development.

10 Public Announcement

Public announcement of a philanthropic or honorific naming shall not be made by the donor prior to Committee's formal approval. Public announcements must be scheduled in coordination with the Director, SVNIT Surat to ensure proper representation from the institute. In cases where a donation is funding for new construction or substantial renovation, the Committee encourages institutions to consider having transfer of donation amount before a public announcement is made. Further, in cases where the donor is developing any infrastructure on his/her own, the committee expects the donor to avoid naming the infrastructure till it is handed over to the institute and formally inaugurated.

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