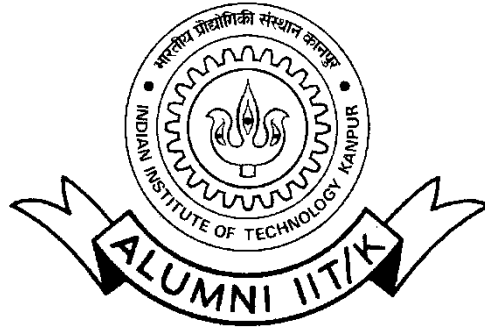


**Alumni Association
Indian Institute of Technology**



**GUIDELINES FOR ADMINISTRATION OF
Community & Alumni Relief in Emergency (CARE) Fund**

Approved by AA Board on February 17, 2015

PURPOSE

Purpose of the CARE Fund is to provide financial assistance to alumni, students, current and retired faculty and staff, and community members around IITK such as residents of Nankari, Barasirohi and other villages who are in distress due to loss of job, medical condition, accident, devastations caused by natural disasters, or other unfortunate circumstances.

BACKGROUND

1. In the November 22, 2013 meeting of the Alumni Association Board it was agreed to set up CARE Fund corpus with Rs. 25 Lakhs. Interest earned on the corpus will be used to provide assistance.
2. On February 25, 2014, AA created a fixed deposit for Rs 25 Lakh towards “CARE Fund” corpus with State Bank of India.
3. AA is encouraged to raise additional funds to further enhance the corpus amount so that greater amount of relief could be provided. Any un-spent funds will be transferred back to corpus. AA may also deposit part of the Excess of Income over Expense in this fund on annual basis.

GUIDELINES FOR DISBURSEMENT OF FUNDS

1. COMMITTEE:

Alumni Association Board will set up a committee consisting of alumni to decide on who should receive funds and how much? The committee will have tenure of two years in parallel with the tenure of the Board. The Committee will consist of a minimum of 3 and a maximum of 7 members.

The Committee will:

- (a) Operate within the guidelines set up by the AA Board for determining eligible expenses to be paid from this fund.
- (b) Evaluate requests for help.
- (c) Oversee that the funds are given to legitimate individuals for legitimate purposes. The committee is empowered to seek proof for such expenditures or may directly pay to the provider of services on behalf of the individuals who request funds.

Committee decision should be made as soon as possible and certainly in no more than 2-weeks of receipt of the request for relief. The Committee decision will be final.

2. ELIGIBILITY OF EXPENSES

The current list of eligible requests to receive aid from CARE Fund includes the following. AA Board at its discretion may change this list:

- Medical Needs,
- Accidental Emergencies including evacuation transportation expenses
- Loss of Job
- Devastations caused by Natural Disasters.

3. LIMIT ON AWARD

Maximum life time relief per applicant will be Rs. ONE Lakh.

4. WHO CAN APPLY TO RECEIVE FUNDS

Requests for help from the following will be entertained on first-cum-first serve basis till the amount available for funding is exhausted. The AA Board may change this list as per its discretion.

- Alumni
- Students
- Current and retired Faculty and Staff
- Community members around IITK such as residents of Nankari, Barasirohi and other villages

5. **WHEN TO APPLY**

Since the emergency can occur any time, there is no deadline. Every year by April 1, AA will announce the amount of funds available for the purpose.

6. **HOW TO APPLY**

Requests for relief from CARE Fund should include the following information with supporting documents:

1. Name
2. Affiliation with IITK: Indicate if you are an alumnus, student, current or retired Faculty or staff, or community members around IITK such as residents of Nankari, Barasirohi and other villages
3. Mailing Address
4. Phone Number
5. E-mail address
6. Explanation of the nature of your emergency for which you are seeking relief from CARE fund
7. Amount requested
8. Documentation of the nature of your emergency. For example, medical report, accident report, etc..
9. Documentation that you cannot meet the amount requested from your personal savings. For example, income certificate, income tax return, note from a prominent community member, etc..
10. Can the funds be directly transferred to the service provider on your behalf? If yes, please indicate to whom the cheque should be made out to and mailed.

7. **WHERE TO APPLY**

Requests for relief from CARE Fund along with supporting documents should be sent

(a) by e-mail to alumni@iitk.ac.in

(b) or by postal mail or in person at:

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Indian Institute of Technology Kanpur
Kanpur, India PIN - 208016
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