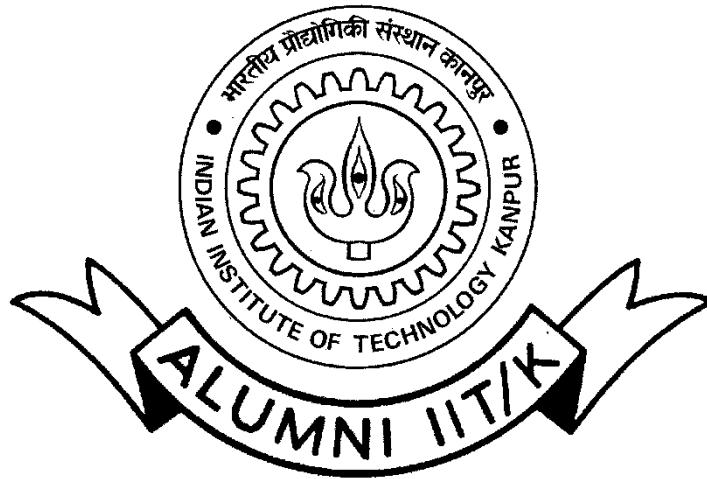


**Alumni Association
India Institute of Technology Kanpur**



**Board of Directors meeting
Agenda for the
2014-2016 1st Meeting**

Date: Monday, May 5, 2014

Time: 06:30 PM (IST)

Through: Conference Call

Alumni Association, IIT Kanpur
Agenda of the 1st Meeting of the Board of Directors
On May 5, 2014 at 6.30 PM
Venue: IIT Kanpur (through conference)

Sl No	Description
Agenda Item 1	Address by Director Welcome of the members and announcements, if any
Agenda Item 2	Appointment of Office Manager
Agenda Item 3	Budget and planned Calendar of Activities during 2014-15
Agenda Item 4	Assignment of Tasks and Constitution of Committees
Agenda Item 5	One DAA on AA Board
Agenda Item 6	Review and Planning a. Review of initiatives from last year
Agenda Item 7	Communication Related: a. Progress on Website b. Progress on use of LinkedIn to improve AA data
Agenda Item 8	Accreditation of Chapters

K S Venkatesh
Secretary, Alumni Association
IIT Kanpur

Alumni Association, IIT Kanpur
Minutes of the 1st Meeting of the Board of Directors held
On May 5, 2014 at 6.30 PM
Venue: IIT Kanpur (through conference)

Agenda Item 1	a. Welcome of the members b. Address by Director, IIT Kanpur
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Members Present:

1. Dr. Ashok Gupta
2. Mr. Dharam Vir
3. Mr. Manzil Kohli
4. Prof Venkatesh K Subramanian
5. Prof Rajeev Gupta
6. Mr Asim Prasad
7. Mr. Nikhil Padhye
8. Mr. Damnish Kumar
9. Mr. Saurabh Sharma
10. Mr. Vanita Srivastava
11. Dr. Ajay Kumar Shukla
12. Mr. Ishant Jain
13. Prof Prabhat Munshi

Invitees:

1. Prof. Indranil Manna
2. Mr. Mustan Tambawala, Nominee to PAN IIT

Regrets:

1. Prof Sudhir Misra

Prof K S Venkatesh extended a warm welcome to all the members. Prof. Indranil Manna, Patron of Alumni Association, IIT Kanpur addressed the first Board meeting. He extended a very warm and hearty congratulation to the newly elected Board. He said a vibrant Alumni Association is required to meet the aspirations of alumni and the Institute. A good database of alumni is essential for networking amongst the alumni. He wished all the best for successful tenure of the Board.

Agenda Item 2	Appointment of Office Manager
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Prof. Venkatesh and Prof. Munshi informed the Board that they will follow the rules and regulations of Dean, R & D for the appointment of Office Manager. The required

information is available on the IITK website. Mr. Dharam Vir was invited to be in the selection committee for the appointment. The Board approved hiring help on adhoc basis for 3 months. Job description, qualifications were to be developed and hiring to be done. It does not matter if the person lives on or off campus.

Agenda Item 3	Budget and planned Calendar of Activities during 2014-15
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Dr. Rajeev Gupta briefed the Board on the budget (attached) prepared for 2014-15. It was agreed to:

- strengthen activities already running,
- reduce amount allocated for Pan IIT and increase the travel budget or any other activity instead.

Prof. K S Venkatesh clarified the Budget allocated to Nostalgia includes amount given to Students Gymkhana and the gifts given to graduating students who become life members of Alumni Association.

The Budget was approved by the Board. An additional line item for New Initiatives was to be added. Rs. 2.5 Lakhs approved in 2012-14 for Photographic competition to be added in anticipated expenses. PanIIT + Travel to be a total of Rs. 3 Lakhs. FYI: in the April 15, 2013 minutes of the meeting it is noted that: "The Board took a note of the revision of the Life Membership fees from Rs 1300 to Rs 2000 as discussed in the BOD meeting earlier, and the decision has been implemented by the Institute for all those graduating from the year 2013 onwards." This is for the graduating students. After graduation, life membership fee is Rs. 2500.

Agenda Item 4	Assignment of Tasks and Constitution of Committees
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Mr. Dharm Vir requested the board to constitute committees for every activity and monitor its progress. Prof. Ashok Gupta requested that the agenda and minutes of Board meetings be put on the website. Tasks and Responsibilities (in Appendix 1) spread sheet approved. Choose your own leader. Additional members can be added from outside.

Agenda Item 5	One DAA on AA Board
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The Board unanimously nominated Shri Arvind Gupta, DAA to be on the Board. Ashok will inform Shri Arvind Gupta.

Agenda Item 6	Review and Planning: a. Review of initiatives from last year
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Guidelines for CARE FUND and funding of community service project to be developed by the team assigned for this task. Please see documents generated by AA Board 2012-14 in Appendix 2 and 3.

Agenda Item 7	Communication Related: a. Progress on Website
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Mr. Damnish Kumar informed the board about the progress he is making in the website related issues. He highlighting the advantages of using “GoToMeeting” for conference calls. He will set it up and try it for the next Board meeting using GoToMeeting. Prof. Ashok Gupta, Mr. Damnish and Prof. Venkatesh with AA Office to work with the website developer to finish the work in next 2 months.

Agenda Item 7	Communication Related: b. Progress on use of LinkedIn to improve AA data
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It was approved that Mr. Asim Prasad will take LinkedIn project and data clean up further. See attached proposal from Asim "LinkedIn for improvng AA database".

Agenda Item 8	Accreditation of Chapters
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Deferred to the next meeting

The meeting ended at about 08: 30 PM (IST).

(Ashok Gupta)
President, IITKAA

(K S Venkatesh)
Secretary, IITKAA

Appendix 2

PROPOSAL FOR

Community & Alumni Relief in Emergency (CARE) Fund

October 14, 2013

NEED

1. Several alumni have expressed a need to establish a permanent fund to help alumni who are in distress due to loss of job, medical condition, accident, or other unfortunate circumstances.
2. In the past alumni have raised funds for specific emergencies. For example alumni raised funds for (a) Haritash Gulashan's (BT/ME/00) an IAS officer of Uttaranchal died in the most tragic situation in a road accident in January 2010 at an age of 31, (b) for Mr. Puneet Agarwal (BT/EE/1996) who had met with tragic accident with his wife and two daughters in Orlando, FL, USA, (c) for Sanjay Kumar Thakur (BT/ME/1998) who passed away on 3rd February, 2011 after a two and half year fight against cancer, (d) for Dr Nachiketa Tripathi (1996 PhD) with acute case of liver cirrhosis with ascites, and more recently, (e) for Asish Dambla during accident in Tennessee in 2012.
3. Such individual fund raising activities are time consuming and the financial help to the victim or his/her family may not be available when most needed. Therefore, there is a need for a permanent relief fund.
4. Besides alumni, community members have also requested from AA funds for medical treatment.
5. IIT Bombay AA has Benevolent fund in place.

Action Requested

1. Alumni association, IITK Foundation and IITK Endowment Fund will be requested to add "Contribution to CARE (Community & Alumni Relief in Emergency) Fund" as line item in their annual fund raising hard-copy as well as online forms. Alumni and Institute will be approached to contribute.
2. As per the latest balance sheet of AA, there is an excess over expenses that needs to be spent on social/community welfare. It is requested that Rs. 25 lakh from this

“surplus” be used to transfer to Alumni Association corpus subaccount in the name of “CARE Fund Corpus”.

3. ALL yearly collections towards “CARE Fund” will be deposited in the “CARE Fund Corpus” and only interest on corpus will be used to distribute. Any un-spent funds will be transferred back to corpus. AA will also deposit a certain percentage (say 15% to be decided annually by AA Board) of Excess of Income over Expense in this fund on annual basis.
4. Alumni Association Board will set up a committee consisting of alumni to decide on who should receive funds and how much? It is suggested that the committee members be not associated with the institute so that it is perceived as alumni-run fund and alumni perceive it to be free from institute’s influence in awarding relief. The committee will have tenure of two years and 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.

The current list of eligible requests to receive aid from CARE Fund include:

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

Requests for help from Alumni, Students, current and retired Faculty and Staff, and community members around IITK such as residents of Nankari, Barasirohi and other villages will be entertained. The AA Board may change this list.

- (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.

The Committee decision will be final.

Historical Perspective: Past Actions by AA / Institute on the Issue

Example of IITBombay AA Benevolent Fund

1. In the June 29, 2008 AA BOD Meeting a topic of “Donations from alumni for medical support to alumni/staff/students” was discussed. The minutes of the meeting reflect that: donation by all should be to IITK Foundation/institute only and there should be

a contingency fund created for this purpose and a uniform policy made by the Institute for medical support, including consultation with the Institute DRPG office, IITK Foundation and IITKAA president/board. From this record it is clear that the need for a permanent fund that not only benefits alumni but also staff and students was recognized.

2. In the Nov 6, 2011 AA BOD Meeting the Secretary requested Prof. Manindra Agarwal (DRPG) to introduce the item on setting up of Benevolent/Welfare fund for the alumni. Prof Agarwal emphasized that a fund to help alumni or their families at the time of distress may be set up where funds from alumni are received and in turn transferred to alumni in need. Dr Jayant Singh informed the Board that two such short term funds have already been implemented at the request of the respective batches. It was unanimously agreed that a policy document be drafted before the fund is created.
3. In the Dec 11, 2011 AA BOD Meeting the Secretary requested Prof. Manindra Agarwal (DRPG) to initiate the item (policy document). A note on the Alumni Welfare fund was earlier circulated by Prof. Agarwal. He emphasized that a fund to help alumni or their families at the time of distress may be set up where funds from alumni are received and in turn transferred to alumnus in need.

Prof. Agarwal mentioned that there will be a set of alumni/batch mates, on the request of whom the fund will be setup, and they will manage the fund. All money will be received by the Alumni Association and then transferred to the beneficiary as agreed upon by the group who had initiated the fund. Dr. Sameer Khandekar pointed out that before such a fund is instituted, the willingness of the beneficiary may be taken. It was unanimously agreed that initially no tax benefit will be provided to the donor for this purpose. Mr. Anil Srivastava pointed out that a limit on the time frame and minimum amount to be generated must be set in advance. Mr. Rakesh Pandey brought out some of the operational problems which may be encountered concerning foreign fund transfer, tax benefits etc. The board members requested Dr. Agarwal to come up with operational details so that this action can be taken forward. After due deliberations it was agreed that once the operational details of money transfer are worked out such a fund can indeed be constitute.

4. Director's Office Orders dated October 13, 2007 and October 28, 2007 points to the establishment of a "Contract Workers Welfare and Relief Fund" with an initial amount of Rs. 10 Lakhs. DRPG was also requested to seek help from alumni and others to build this fund. Therefore, there is precedence that a "general" welfare fund, rather than for the benefit of a specific individual, from alumni contributions is possible.

5. Benevolent Fund at IITB AA provides financial assistance to help persons associated with the Indian Institute of Technology, Bombay, at present or in the past, and their families to tide over emergencies such as unexpected crisis or major downturns causing undue hardships in their lives. The Fund is in the 3rd year of its operations and has helped out 12 such cases so far. AA IITB in its annual report wrote: the last year your association was able to assist four individuals in their time of distress. Total money disbursed amounted to Rs. One Lakh. The fund now has a balance of Rs.5, 15,000/-. The Association is looking forward to supporting more and more people in their time of difficulty through supplementing their financial needs and needs your help and support to do so. To know more about this fund and donate please visit <http://www.iitbombay.org/initiatives/iitbaa-benevolent-fund/home>

Appendix 3

Process and Guidelines for Selection of Community Service Projects to be Supported by the AA IIT Kanpur

Process

1. Every year the AA IITK will decide and minute the funds to be budgeted for Community Service and Charitable Projects in that year.
2. AA IITK will then publish this on the AA IITK website and any other appropriate for a month and invite applications from Project Leaders/Managers for financial support. A time frame of one month will be given for applications in the prescribed format to be received.
3. The AA IITK Board or any committee appointed by the Board will evaluate the proposals using the guidelines given below. The Board will then finalise and sanction the support to be given to different projects. The evaluation and finalisation process should be completed within one month.
4. Six months after the disbursement of support, the Project Manager / Leader will be required to submit a progress report which should be circulated to the Board and discussed if necessary.

Format for Applying for Support for a Community Service Project

Applicants should submit requests for support in the following format:

1. Name of the organisation / individual requesting support.
2. Brief details about this individual / organisation
3. Name of the project
4. Brief details of the project, specifically mentioning the following:
 - a. Time frame for the project
 - b. Total cost of the project and the various sources of funding
 - c. Support expected from AA IITK
 - d. When will the financial support from AA IITK be required and can it be given in instalments tied to the progress of the project.
 - e. Is any IITK student or alumnus involved in this project? If so, is it on a part time or full time basis?
 - f. How many persons will benefit directly from this project. To which strata of society do they belong?
 - g. What are the indirect or long term advantages and benefits of the project?

- h. Are there any IITK specific skills that will be used in this project?
5. Will the applicant be going ahead with the project irrespective of funding support from the AA IITK?

Evaluation Criteria

In evaluating the project proposals, the following factors should be given sufficient weightage

1. Is any IITK student or alumnus involved? What is the level of his/her involvement?
2. Is this project in any way using skills or research learnt at IITK or available at IITK?
3. Are there a sufficient number of beneficiaries from sections of society which otherwise would not have access to such benefits?
4. Is the time frame of the project short enough for reasonable monitoring and evaluation to be possible?
5. Can the AA IITK support be given in instalments linked to progress?