



**CHANDIGARH
UNIVERSITY**

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**NAAC
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ACCREDITED UNIVERSITY

Policy for Sustainable Funding/Donation Chandigarh University

1. Background

- Chandigarh University recognizes corporate fundraising as a legitimate source of funding for the University. This policy applies to the University's applications and to the collection and acceptance of donations and bequests by or on behalf of the University. We must ensure that the availability and intended purpose of charitable aid is consistent with our vision, mission and values.
- As a related charitable organization, the University generally does not make monetary contributions or financial support to outside activities or organizations. Recommendations on this matter should be sought from the university administration.
- This policy applies to some or all members of the University that raise funds for the University, and in this context "member" primarily includes, but is not limited to, all employees of the University (including full-time and permanent staff), fixed-term and temporary employees), committee members, students, volunteers, institutional staff, interns, agents, sponsors, and anyone else involved in college activities.
- This policy does not apply to:
 - Personal/individual gifts subject to the University's Costs and Benefits Guidelines
 - or
 - Items donated to the University Archives subject to archives and special collection services policies.
- This policy should be considered in conjunction with the following university policy Equal Opportunity and Selection Policy, Cash Regulations; cost and rib manual; financial management policy; Anti-Corruption, Bribery and Fraud Policy. The University "will not invest directly in organizations whose values do not reflect the University's values with respect to the relevant social, environmental and humanitarian interests". As an Example these may include, but are not limited to: human rights violations; Discrimination on the basis of race, sex, disability, age or religion Serious and chronic environmental harm; arms trade", so it would not accept donations from such organizations.

2. Contributions

- "Contributions" required by this policy include, but are not limited to, cash contributions. gift of land or real estate; stock; art piece; book collection; inheritance or will; and equipment's.
- Donors should understand that charitable support will not affect the freedom of the University. The University will use traditional policies and procedures, as well as, but not limited to, action, admission, procurement, administration and

administration for all analysis, education and various activities, regardless of donations received.

- The University maintains a record of donations received, which may be submitted to the University Board for annual review.

3. Responsibilities for Accepting or Rejecting Contributions

- The University is a non-profit organization and may comply with at least some charitable laws and charter requirements regarding accepting donations. It is assumed that good governance sometimes makes the assumption that the most effective benefit of a charitable organization is to increase the resources at its disposal. Therefore, decisions about withholding donations should be made after careful consideration.
- The University Board has full control over the University's policies regarding acceptance and rejection of donations. It will be seen that the choice of square measure produced the most effective benefit of the University in each specific case in the time interval. Operational responsibility has been delegated to senior management, who can consult with the University Board if necessary.
- The University is thinking about expanding its knowledge and conducting a due diligence process, and at certain intervals it accepts donations that represent the University's most effective interests and if:
 - Suggested and Intended Purposes Donations without prejudice for strategic and charitable purposes, in particular vision, mission and values.
 - What is considered reasonable for the nature of the application in terms of the size of the application or its impact on the operation of the University any conditions related to the application;
 - All reasonable steps will be taken to ensure that the University is aware of the financing potential for each donation and is pleased that the funds are not illegal or derived from illegal activity.
 - All risks to the reputation of the University that may arise from accepting certain donations have been considered.
- All proposed contributions to the University must be communicated to Senior management and the Chief Financial Officer prior to solicitation. They go together to see if a donation agreement is needed and what due diligence is required. Proposals must be clearly stated: the purpose of the donation, whether the donation is possible, and the intent to limit or not to donate. The purpose of the due diligence is to evaluate the proposed gift in connection with the donation as an unbiased recommendation, taking into account all known facts. Due diligence should be approached clearly and not subject to due process.

- The achievement of due diligence is coordinated by the Chief Financial Officer (CFO) with the support of the University Administration if necessary and can be identified Donations. If a donation is rejected, the SLT may consider all available due diligence data and make a recommendation to the College Board.

4. Complaints and receipts of donations

- The University will not refuse to return any donations received in good faith pursuant to this policy. The circumstances under which donations are returned are very limited by law. However, in exceptional circumstances it may be necessary to reconsider accepting donations. Requests for donations should be considered by the University Board on the advice of the Vice-Chancellor.
- The University may attempt to respond promptly to complaints from donors or potential donors with respect to any matter raised pursuant to this policy. The Director of Public Relations and Communications may first resolve the complainant's complaint. If the applicant believes that his or her problem has not been resolved, the donor may apply the university's external complaint process.

Donation Policy

The Chandigarh University follows the below mentioned policy for giving donation:

- The entity shall be registered as trust/ society under the Trust Act, 2001
- Entity shall have Permanent Account Number (PAN) issued from Income Tax Department.
- The entity shall have 80G registration certificate with Income Tax Department.
- The entity shall have bank account in any bank in India.
- A proposal regarding donation shall be received from the Donee entity along with the proposed utilization of donation fund along with trust deed, 80 G certificate, bank account details, KYC of trust & trustees.
- Application shall be received by committee of 4 people, chaired by Vice Chancellor and 3 member nominated by the Governing body.
- In case application got approved, fund will be transferred to the Donee entity within 15 working days.
- A utilization report shall be submitted within 30 days from the date of receipt of fund by the Donee entity.

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