

## **IT-BHU Global Alumni Association** **Frequently Asked Questions about Alumni Funded Projects**

The alumni association of Institute of Technology, Banaras Hindu University, Varanasi, has planned for several projects on campus initiated and funded by alumni across the world. The projects will benefit students/faculty/staff on the campus. The projects will also improve infrastructure and facilities at campus, including: lecture halls, labs, buildings, hostels, workshop, library, etc, etc.

This document (FAQ about alumni projects) describes the projects, reason for selecting them, implementation, estimated cost, etc. Readers are also requested to view our other FAQ documents:

- \* FAQ about IBGAA
- \* FAQ about donating to IBGAA (under preparation)

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### **PART I-GENERAL INFORMATION**

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#### **Q-1: Provide overview of IBGAA.**

IT-BHU Global Alumni Association (IBGAA) was formally established in 2008. Its official website is [www.itbhuglobal.org](http://www.itbhuglobal.org). It publishes a monthly online newsmagazine called “IT-BHU Chronicle”, which is available is [www.itbhuglobal.org/chronicle](http://www.itbhuglobal.org/chronicle).

The association has over 10,000 registered members (as on Jan 2010), which includes alumni, students, faculty and staff. It is governed by a Board of Directors (BoD). BoD has 14 directors elected and 3 directors nominated (ex-officio) from the institute. The alumni association has registered global office at New Brunswick, New Jersey, USA. The association is registered with the state of New Jersey as charitable, non-profit organization. It is also registered with Internal Revenue Service (IRS) of USA to receive income-tax deduction under 501(c) 3 Act for donors.

To facilitate execution of projects at Varanasi campus and for proper channeling of funds from across the globe to India, an Indian arm of the association is also formed. It is known as IT-BHU Global Alumni Association or IBGAA (India). It is governed by a Board of Directors (BoD). The current Director of our institute is always the Chairman of BoD for Indian organization. The Indian association is registered with govt. of India as charitable society under Societies Registration Act, 1860. Donation to the organization is tax-free as per 12(A). The donors from India also get tax-deduction for the amount donated under 80(C).

Our association is rules by a set of bylaws adopted by the Board of Directors. The parent NJ based association is governed by the rules and regulations of US govt. and IRS for conduct and handling of funds as a non-profit organization. Similarly, IBGAA (India) is governed by the rules and regulations of India govt. and Registrar of Societies for conduct and handling of funds as a charitable society.

The association activity is also governed by Council of Representatives (CoR) consisting of branch/year wise representatives from alumni and branch-wise representatives from students side. The association holds election for BoD and CoR at regular intervals, usually every two years.

More about association can be read at [www.itbhuglobal.org/IBGAA](http://www.itbhuglobal.org/IBGAA). Please also read “FAQ about IBGAA” for more information.

### **Q-2: Describe about donating funds to IBGAA.**

We have a bank account with Wachovia Bank in New Jersey. A bank account also exists with Mahendra Kotak Bank at Gowdaulia, Varanasi. Donors from India are advised to send their donations to our bank account in Varanasi. Donors from rest of the world can send their donations to our bank in New Jersey, USA. As per rules by Reserve Bank of India for receiving funds by charitable society from abroad, the FCRA (Foreign Contributions Regulations Act) application is needed for first three years. After that period, our association can transfer funds to Indian bank account from abroad immediately, but needs to provide the details in annual report.

Apart from cash, check, bank transfer and wire transfer of funds, alumni can also donate using credit card, PayPal account (from outside India), etc. It is described on our website, [www.itbhuglobal.org/donate](http://www.itbhuglobal.org/donate).

Please also read “FAQ about donating to IBGAA” for more information.

### **Q-3: How are alumni funded projects planned and executed?**

The alumni funded projects are planned carefully by the board of directors. It is based on feedback received from alumni and needs for helping students/faculty/staff and improving campus infrastructure. Any project can also be suggested by any donor wishing to fund a reasonable amount. It can also be suggested by a class or group of alumni or from a chapter. It can even be suggested by any outsider/well-wisher. All projects are discussed with Director of our institute to get his informed opinion and to avoid duplication of projects (by alumni as well as by institute). The projects for students are designed to help student community in need as well to improve the image of our institute. Care is taken to verify that only those projects which can not (or will not) be funded by the institute/university will be included.

Once the project is planned by BoD, it is published on our website or in Chronicle. The execution of the project is handled by dedicated faculty, student volunteers and alumni who frequently visit the campus. All information account of money received and spent, progress of the project, names of the beneficiary, etc. is provided to the donor. For project execution, an alumni office is being opened in the Dept. of Electronics Engineering on campus.

### **Q-4: How does IBGAA ensure proper utilization of donor’s money?**

For any charity work, any donor will have genuine fear whether the money will be well spent for the intended cause and whether it will reach intact to the beneficiary.

Our association takes extra care to see that funding serves its purpose. First project mission is fully explained to the donor. All intended beneficiaries (such as students receiving scholarships) are selected based on discussion with faculty/institute. BoD is responsible for execution of the project and proper utilization of donor's money.

Thus the association project activities are controlled in 3 ways: by BoD; by US and Indian govt.; and by Institute administration. All donors receive receipts for the money remitted to association bank account. All donors are also connected directly with beneficiaries, whom they can contact and verify the facts. Donors also receive periodical (monthly/quarterly, etc.) account statements from the association regarding the status of their funds. The association also publishes quarterly account summary statement in Chronicle.

Finally, BoD/project team will be glad to answer all the questions raised by donors.

To contact BoD, write to [directors@itbhuglobal.org](mailto:directors@itbhuglobal.org)

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## **PART II: LIST OF PROJECTS**

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### **Introduction:**

Below is the list of projects prepared so far. More projects will be added in future. Each project has an assigned project code, group of beneficiaries, brief description, etc. A project can be initiated or defined by BoD of association or by an individual donor donating sufficient amount.

### **Project Code assignment:**

The project codes are assigned to projects primarily requirement financial handling. The code will help us to differentiate among similar sounding names of different projects and to ensure that money is sent and received for specific project related activities only. This is important as any fund going to the wrong project will create bad name and difficult to trace in future. Some of the non-financial alumni projects which do not require project codes are: alumni helping to place students for job and summer internship with their companies; providing publicity to campus festivals, etc.

Each project code is an alpha-numeric code designed to easily identify project and its beneficiaries. The code has 14 digits/letters.

Example: Publication Scholarship for students

PS-SCHP-PUBL-1001

(Beneficiary)= (Project main category)-(Project sub category)-(Sequential number)

P = Projects (to make sure it is a Project code)

S = Students (beneficiary); F = Faculty; T = staff; A = Alumni (or All-everyone);

I = Infrastructure; C = Campus/Institute/Festivals; O = Organization (association);

P = Publicity/Brand image/Miscellaneous.

SCHP = Scholarship (broad project category); HELP = Help (such as providing computers to students); HSTL = Hostel; LABS = Laboratories; CHNY = Chimney; HALL = Lecture Hall, etc.

(SCHP and HELP are loosely defined terms. Scholarship usually refers to something given for excellence in any field or for continuation of study, while HELP is for the directly helping the needy persons.)

PUBL = Publication (secondary project category); CL84 = project started by class of 1984; ABCD (or XXXX) = name of the alumnus (for large donations); JEER = IIT-JEE Rank holders; LEAD = Leadership awards; AVMT = Achievement awards; ACAD = Academic awards; CONF = Conference, CSTN = construction/repair, etc.

X001 (project serial number-given chronologically). It is a unique number and does not repeat for any other project. The first digit X depends upon broad project category. It is described as follows. The broad category is defined by BoD or the project team. For example, Scholarship for Publications benefits students, as well as faculty, but for far more students, hence under S category. Similarly, any hostel improvement project will certainly benefit students, but it is mainly infrastructure improvement project, hence under I category.

Value of first digit X for different project category

S = Students (beneficiary); X = 1

F = Faculty; X = 2

T = staff; X = 3

A = Alumni (or All-everyone); X = 4

I = Infrastructure; X = 5

C = Campus/Institute/Festivals; X = 6

O = Organization (association); X = 7

P = Publicity/Publications/Brand image/Miscellaneous; X = 8

Thus each category can have 1000 projects. Under each category, the remaining digits will be as per date the project is launched (there may be some gap in numbers so as to allow future insertion and all related projects have similar sequence).

Below please found some details about the proposed projects which are to be launched. Please note that initially, some projects may be launched on modest scale (with smaller amount of prize and less number of beneficiaries) but will be expanded later as per the funding available.

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**PA-GENL-ASSN-0001 = General Contribution to Association. Association can use it in any way, for any expenses and projects.**

**List of projects:**

<b>1000-Scholarships for Students</b>			
<b>Sr. #</b>	<b>Project Code</b>	<b>Project Description</b>	<b>Remarks</b>
1001	PS-SCHP-GEN-1001	<b>Providing funds for any kind of scholarships to students</b>	
1002	PS-SCHP-PUBL-1002	For 2010, total 20 prizes (12 of Rs. 10K each and remaining Rs. 5K each) for best publications in reputed journals/conferences by students/faculty. Decision based on point-based ranking system.	Awarded 2009 prizes. For 2010, total prize amount = 1.60 lakhs/yr.
1003	PS-SCHP-NCJN-1003	Free tuitions/ expenses (about Rs. 40K/yr) to each students; 4 students/yr x 4 yr = 16 students total on <b>Need based only</b> . Offered by a 1967 alumnus.	\$100K received from the donor and more is expected. Interest will fund the scholarship.
1004	PS-SCHP-CL84-1004	3 Scholarships to academically bright students of final year mechanical branch	By class of 1984. Details awaited
1005	PS-SCHP-CL84-1005	3 scholarships to academically bright students of final year from other branches	By class of 1984. Details awaited
1006	PS-SCHP-TUTN-1006	Memorial scholarships to Needy students (family earning < Rs. 10K/month) for tuition and other expenses, about Rs. 33K/yr	Sponsors needed
1007	PS-SCHP-JEER-1007	Scholarships to top 5 IIT-JEE Rank holders. Rs. 10K for first ranker and Rs. 5K for others. Additional to a girl topper if not found in top 5.	Will be awarded beginning from 2009 IIT-JEE rankers
1008	PS-SCHP-LEAD-1008	Scholarships to top (up to 5) students showing leadership qualities in different areas. Rs. 5k/student.	Will be provided for beginning with the year 2009
1009	PS-SCHP-ACMT-1009	Scholarships to top (up to 5) students showing achievement in different areas (competition, research, sports, etc.). Rs. 5k/student.	Will be provided for beginning with the year 2009
1010	PS-SCHP-ACAD-1010	Scholarships to top 6 students showing excellent academic achievement. Rank holders in each of the 4 years plus one for M. Tech. and one for PhD. Rs. 5K/student.	Will be provided for beginning with the year 2010.
1011	PS-SCHP-CONF-1011	Helping students to attend seminar/conference abroad. Need based, up to Rs. 50K/student; up to 5 students/yr, depending upon funding available	Will be provided for beginning with the year 2010.

<b>2000-Scholarships for Faculty</b>			
<b>Sr. #</b>	<b>Project Code</b>	<b>Project Description</b>	<b>Remarks</b>
<b>2001</b>	<b>PF-SCHP-GEN-2001</b>	<b>Providing funds for any kind of scholarships to faculty</b>	
<b>2002</b>	PF-SCHP-ACAD-2002	Academic Excellence Award to the top rated teacher Rs. 50K/yr. Excellence in teaching/research/publication, etc.	Will be provided for beginning with the year 2011.
<b>2003</b>	PF-SCHP-CONF-2003	Helping faculty to attend seminar/conference abroad. Need based, up to Rs. 50K/faculty; up to 5 faculty/yr, depending upon funding available	Will be provided for beginning with the year 2011.
<b>2004</b>	PF-SCHP-RSCH-2004	Helping faculty to carry out research in their field of interest, buying books, equipment. Need based, up to Rs. 50K/faculty; up to 5 faculty/yr, depending upon funding available	Will be provided for beginning with the year 2011.

<b>3000-Help for Staff</b>			
<b>Sr. #</b>	<b>Project Code</b>	<b>Project Description</b>	<b>Remarks</b>
<b>3001</b>	PT-SCHP-GEN-3001	<b>Providing funds for any kind of scholarships/help to staff</b>	
<b>3002</b>	PT-SCHP-ACAD-3002	10 scholarships of Rs. 3K each to 10 sons/daughters of staff based on marks obtained in 10 <sup>th</sup> and 12 <sup>th</sup> grade exam. Total cost: Rs. 30K/yr.	Will be provided for beginning with the year 2010.

<b>5000-Infrastructure improvement/Construction</b>			
<b>Sr. #</b>	<b>Project Code</b>	<b>Project Description</b>	<b>Remarks</b>
<b>5001</b>	<b>PI-CSTN-GEN-5001</b>	<b>For funding of general construction and infrastructure projects on the campus</b>	
<b>5002</b>	PI-CHNY-CSTN-5002	To restore BENCO chimney by propping up on now defunct BENCO boiler, paint on both the sides with BENCO and IIT-BHU, for show only.	To be finalized. Donors available.
<b>5003</b>	PI-WKSP-MCNY-5003	To purchase and install machineries (such as latest lathe machine, turning machine, etc.) for mechanical workshop, so that students can learn modern technology. Cost: Rs. 10-50 lakhs.	Donors needed.
<b>5004</b>	PI-LBRY-COMP-5004	To purchase and install few computers in IT main library so that students can use high speed internet of the university. Currently, computer facility is fully utilized. Cost: 5-10 lakhs for 10-20 computers.	Donors needed.
<b>5005</b>	PI-LBRY-COPY-5005	To purchase and install xerox machine in IT main library, so that students can copy few pages of book there itself. Can be vendor supplied, coin operated and on lease. This will also prevent book theft.	Donors needed.
<b>5101</b>	PI-HSTL-WASH-5101	To provide coin operated (by 3 <sup>rd</sup> party) washer/dryer to hostels	To be finalized
<b>5102</b>	PI-HSTL-POWR-5102	To provide emergency power supply to hostel	To be finalized.

<b>6000-Help for institute/Cultural festivals</b>			
<b>Sr. #</b>	<b>Project Code</b>	<b>Project Description</b>	<b>Remarks</b>
<b>6001</b>	<b>PC-HELP-FEST-6001 (common project code for all funding to festivals)</b>	<b>To help fund festivals on campus (such as Kashi Yatra, Magnum Opus, Spardha, etc.). Association may fund up to 20% of total cost on need based.</b>	<b>Under execution</b>
<b>6002</b>	PC-HELP-KYTR-6002	To help fund Kashi-Yatra festival on campus.	Under execution
<b>6003</b>	PC-HELP-MGOP-6003	To help fund Magnum-Opus festival on campus.	
<b>6004</b>	PC-HELP-MISC-6004	To help fund festivals (other than Kashi Yatra or Magnum Opus) on campus.	Please specify the festival name.
<b>6005</b>	PC-HELP-CONF-6005	To help fund seminars and conferences on the campus	Please specify seminar/conference name
<b>6011</b>	PC-HELP-CHTY-6011	To help fund different charities on the campus	
<b>6012</b>	PC-HELP-KUTK-6012	To help fund Kashi Utkarsh on the campus	

<b>7000-Funding for association basic/miscellaneous expenses</b>			
<b>Sr. #</b>	<b>Project Code</b>	<b>Project Description</b>	<b>Remarks</b>
<b>7001</b>	<b>PO-HELP-OFFC-7001</b> (common project code for all association general expenses in USA)	<b>Includes Maintenance/General and Emergency expenses by IBGAA in USA. It includes expense for hiring CPA/tax-attorney, govt. postage and legal fees, any office expenses. Plus provision for general and emergency expenses.</b>	<b>Fund to be allocated (say 5-10% of total collection in USA based organization)</b>
<b>7002</b>	PO-HELP-OFFC-7002	Miscellaneous expenses such as office space, phone, fax, lawyer fee, CPA/auditing fees, insurance coverage for BoD members (if any), etc.	Fund to be allocated
<b>7101</b>	<b>PO-HELP-OFFC-7101</b> (common project code for all association general expenses in USA)	<b>Includes Maintenance/General and Emergency expenses by IBGAA (India). It includes expense for hiring accountant/tax-attorney, govt. postage and legal fees, any office expenses. Plus provision for general and emergency expenses.</b>	<b>15% of the donations earmarked for org expenses as allowed by govt. of India.</b>
<b>7102</b>	PO-HELP-OFFC-7102	Miscellaneous expenses such as office staff, phone, fax, lawyer fee, chartered accountant fee, travel expenses (if any), etc.	15% of the donations earmarked for org expenses as allowed by govt. of India.
<b>7002</b>	PO-HELP-WEBS-7202	Our official website <a href="http://www.ithbulglobal.org">www.ithbulglobal.org</a> is already undergoing upgrade (version 2.0). Estimated cost: Rs. 2 lakhs.	Project under progress.
70xx = for IBGAA (USA parent); 71xx = for IBGAA (India); 72xx = Other common expenses (website development, etc.)			

<b>8000-Funding for brand-building/Publicity</b>			
<b>Sr. #</b>	<b>Project Code</b>	<b>Project Description</b>	<b>Remarks</b>
<b>8001</b>	<b>PP-HELP-BRBL-8001 (common project code for all brand-building activities)</b>	<b>To build up institute brand image, by creating posters, video, music CDs, calendars, etc; by placing newspaper ads/press releases, etc.</b>	<b>Already under progress, created posters, video, calendar, etc.</b>
<b>8002</b>	PP-HELP-PUBL-8002	To help fund printing and distribution of student publication on campus, such as Pulse and Goonjan. Pulse cost = Rs. 36K/yr, currently funded privately	Will be provided for beginning with the year 2010.
<b>8003</b>	PP-HELP-ADVT-8003	To help fund advertisement in leading national newspapers heralding govt. decision to convert IT-BHU to IIT-BHU.	Will be done after announcement of IIT expected in March 2010.
<b>8004</b>			