

ख़्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय,  
लखनऊ

**KHWAJA MOINUDDIN CHISHTI  
LANGUAGE UNIVERSITY,  
LUCKNOW**

**U.P. STATE GOVERNMENT UNIVERSITY**



**Endowment Fund Policy 2022**

This policy outlines the objectives and principles by which the University's Endowment Funds will be established, maintained and administered.

### **1. Introduction:**

Endowment fund represents contributions which are invested in perpetuity, with a portion of the investment earnings used to support specific university initiatives as set out in the purpose of the endowment. It is an important source of long-term permanent funding and play an integral role in helping the university achieve its goals. By accepting these funds the university must adhere to specific legal obligations and financial management and reporting responsibilities. Further, the thoughtful and careful management and administration of endowment funds helps to maintain and enhance the confidence and trust of the donor community of the university.

### **2. Vision:**

The vision of the Endowment Fund is to provide long term financial autonomy to the University.

### **3. Endowments:**

An Endowment Fund is a donation in the form of cash/ land/ property/ any other type of valuables or gifts, which is held on trust for the benefit of the University. Endowments frequently support student aid, faculty positions, innovative academic programs, medical research, and libraries.

A donor conveys the purpose and treatment of a donation in a trust deed or in a Memorandum of Understanding between the donor and the University.

Endowment funds represent contributions designated to support specific programs (e.g. scholarships, academic chairs) as well as capitalized investment income.

Endowment Fund helps alumni and stakeholders to give back to the society by smoothing the process of contribution and managing them.

It allows an institution to make commitments far into the future, knowing that resources to meet those commitments will continue to be available.

### **4. Scope:**

This policy is applicable to all University endowment funds and related donor agreements, unless specifically exempted by the Finance Committee of the University.

### **5. Endowments Funds/ Donations are welcomed from:**

- Alumni
  - Employees
  - Industrialists
  - NGOs
  - NRIs
  - Linguists
  - Stakeholders
  - Students
  - Faculty Members
  - Any other as decided by Endowment Fund Committee
- 5.1 The Endowment Fund of Khwaja Moinuddin Chishti Language University will be mainly utilized for development in the following areas or in others as specified by the donor(s).
- Amenities
  - Fellowships
  - Scholarships
  - Awards/ Medals
  - Infrastructure
  - Library
  - Hostel
  - Research & Development
  - Training & Professional Development
  - Visiting Chair
  - Any other as decided by Endowment Fund Committee
- 5.2 List of donors along with the details of expenditure (accounts & balance) with the report of funds utilized in above mentioned areas and progress/report of work fulfilled/finished will be displayed on the Endowment page of University website on a regular basis.

## **6. Endowment Fund Limit- For Medals:**

- 6.1 Endowment funds are established when a donor(s) makes a contribution of one Lakh or more, if he/she is a member of University. Under exceptional circumstances this limit may be revised on the recommendations of Endowment Fund Committee only after a specific time. The specific time period may vary from 3 to 5 year.

- 6.2 In the case where donor doesn't belong to the University, he/she will have to deposit a minimum amount of 3 Lakhs or more for establishing an Endowment Fund.
- 6.3 Normally, a written agreement with the donor(s) stipulates the purpose and terms of the donation(s). The donor shall offer to contribute the amount for specific purpose to university in the form of proposal, where the Endowment Fund Committee shall take the appropriate decision regarding the issue.

## **7. Endowment Fund Management:**

The University will:

1. Manage endowment funds to preserve and grow the real value endowment assets over time, while maintaining an appropriate and stable level of support to the current beneficiaries.
2. Create an endowment when there are sufficient endowment funds or a reasonable expectation thereof, to support the intended purpose(s) of the proposed endowment and ensure that there is an appropriate governing document in place.
3. Only accept endowment funds that can be managed within its policies, and ensure that endowments are managed in compliance with appropriate legal and regulatory requirements for charitable purpose trusts.
4. Have appropriate management practices and financial controls in place to ensure that the funds available for spending are used in accordance with the purpose of the endowment.
5. Provide periodic reporting to enable appropriate oversight of university.
6. Provide reports to donors in accordance with current stewardship/governance practices.

## **8. Investment of Endowment Fund:**

Endowments funds which are to be retained in the long term may be invested in the market to gain capital and cover their expenses associated with the University's requirements.

## **9. Change of purpose:**

Restrictions may be imposed by the donor with reference to donation in Endowment Fund. In order to change donor-imposed restrictions, the university must seek the donor's permission and if this is not possible, perhaps because the endowment is old and the donor deceased, then application may be made through Executive Council.

## **10. Donation/ Endowment Acceptance Committee:**

A Donation can only be accepted after the approval of Donation/Endowment Acceptance Committee. It is also required with respect to any donation in support of a fellowship/ scholarship or award etc. that seeks to designate criteria related to the award or scholarship.

After the recommendations of Committee the University shall be entitled to receive the donation or endowment amount. The committee shall comprise of:

Vice-Chancellor or Nominee	Chairperson
All Faculty Deans and Directors	Member
Dean of Students' Welfare	Member
Dean (Academics)	Member
Finance Officer	Member
Registrar	Member Secretary

### **11. Fund Spending Policy:**

From time to time, a spending level will be authorized by a resolution of the Endowment Fund Committee.

The spending level allows investment income to be used to support the endowment commitments. Spending will commence once the endowment has existed for at least one full year.

A donation made through a voluntary and irrevocable transfer of property by a donor, to the University, will be available for immediate expenditure by the University in return for which no valuable benefit flows to the donor.

The university will retain and utilize 20% of the total income/interest from the Endowment Fund as a maintenance charge.

### **12. Process of Contribution to Endowment Fund:**

The contribution may be made through offline and online mode. For offline contribution, a written proposal is required, whereas for online contributions; a link will be made available on the Endowment Fund page of University website.