

GAABESU Emergency Fund Programme

*Approved by GAABESU EC on 23rd September 2007 – Version 1.0
and further amended on 27th September, 2008*

1.0 OVERVIEW

Alumni of BEC/BECDU/BESU have long been active in raising funds to aid fellow alumni, students, faculty members and staff (BESU Community) in meeting the financial needs associated with emergency medical treatments, pursuing academic endeavors or other trying circumstances. Even before the Global Alumni Association was formed, alumni from all over the world have successfully raised and contributed in the tune of Rs. 40-45 lakhs (see Section 8.0, References) to help several students, staff, alumni and their family members. In all the cases, 100% of the fund raised for a particular case went to the individual or their family members. The common factor in all fund drives is that they were coordinated by alumni volunteers using <http://www.becollege.org> website and other electronic media. Although most of the cases have been posted on <http://www.becollege.org>, the list is not exhaustive.

Since the formation of the Global Alumni Association, there has been an ongoing effort to formalize and streamline the process of collecting aid from the alumni contributors and disbursing it to the intended recipients. In order to administer these efforts efficiently and transparently, the GAABESU has decided to create an “Emergency Fund Program” and adopt a set of rules and guidelines for its administration. The Emergency Fund Program has been planned to be implemented in two phases. The first phase would work in a “reactive” manner. Once a case is accepted, it would be pursued following the existing process, which involves solicitation for funds, collecting the funds from donors, and disbursing the funds to the recipients. Phase two will be planned as “reactive plus proactive” manner. In addition to the focused fund drive, a reserve shall be maintained for immediate disbursement for qualifying emergencies. Since we are yet to create and formalize that reserve, only phase one is addressed in this document.

2.0 SCOPE

This document is intended to describe the “process” to be followed in helping BESU community members in emergency through contributions from the BESU alumni worldwide. The provisions outlined in this document are to be used as administrative guidelines, and are subject to amendments by designated GAABESU executive committee or their designated representative(s).

This program shall not discriminate any person based on location, age, sex, race and political inclination. All cases will be treated equitably. The success in a particular case as well as the overall program is dependent on the participation and response from the alumni community.

2.1 What this fund will address:

- Partial support to a BESU community member in emergency (such as medical treatment and accidental death). Any other cause for financial emergency may be reviewed by the GAABESU Emergency Fund Committee but is not guaranteed to cover it.
- Normally 100% of the funds raised for a particular case will be disbursed to the intended recipient or the recipient's family if the amount is less than the stated requirement.
- However, if fund collected exceeds the stated requirement, only the amount stated in the requirement will be disbursed to the intended recipient or the recipient's family. The balance of the funds raised would be rolled over to a reserve intended for the Phase II of the Emergency Fund Program.

2.2. What this fund will not address:

- The Program will not support any scheduled or planned activity such as academic expenses (including tuition, room & board, books, etc.), travel and/or registration fees towards seminars/conferences. Members of the BESU community who are seeking such help should check www.becollege.org regarding available opportunities.
- The fund will not commit to any specified amount for a particular case. Once a stated requirement has been verified and determined, it will follow the standard procedure stated in Section 2.1 of this document.

3.0 TERMINOLOGY & ABBREVIATIONS

Unless otherwise indicated, the following general terminology and abbreviations will be used in this document.

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| BESU: | Bengal Engineering & Science University, Shibpur and its administration. |
| Chapter(s): | BESU alumni chapters (or batches or groups) in various states of India as well as countries abroad. These entities normally select/elect few alumni as their "representatives". |
| GAABESU: | Global Alumni Association of BESU, represented by the elected committee members (ad-hoc or otherwise, as applicable). It is also known as GAA. |
| GAABESU EC Member: | An elected member of GAABESU Executive Committee. |
| GAABESU Member: | Any active member of GAABESU who registered by paying membership fees and filling up necessary application forms. |
| BESU Student: | Any person enrolled on a full-time basis in any undergraduate or postgraduate programme at BESU. |

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| BESU Alumni: | Any person who received a degree from B E College/BECDU/BESU in any discipline. |
| BESU Employee: | Any person employed at BESU on full-time basis. Any ex-employee including ex-faculty can also be considered at the discretion of the ESC. |
| Eligible members: | Students, alumni and employees of BESU and immediate family members including spouse and minor children of BESU family member. |
| GAA Office: | Staff of the GAA office in BESU campus. |
| Emergency Fund: | Funded by BESU alumni worldwide for eligible members in need. The process is organized by GAA in co-ordination with alumni chapters and groups. |
| ESC: | Emergency Fund Sub-committee and its members as appointed by the GAA; this is the core team that runs the programme. |
| Emergency Coordination team: | For each case, a new team representing the friends of the eligible member in need (class-mates, batch-mates, hostel-mates, etc.) who are expected to be GAABESU members and local alumni, and selected representatives from ESC will be formed by the ESC. |
| Primary Contact: | A friend or a family member close to the eligible member in need will act as the primary contact throughout the process and till the case is closed. |

4.0 PROCESS SEQUENCE

- a) An individual contacts BESU faculty or GAABESU EC or any ESC member with a description of the situation and contact information for the member in need.
- b) ESC Chairperson and/or Convener forward the case to the other ESC members and request additional information as described in the section 7.0.
- c) ESC decides to accept or not to accept the case based on the merit of the case and the guidelines of the ESC and the Fund Committee of GAA.
- d) If the request is not accepted, ESC issues a letter promptly to the individual/contact initiating the request, explaining the reason for denial. Subsequently, ESC closes the case.
- e) If the request is accepted, ESC contacts local chapters and batch representatives to form the Co-ordination Team.
- f) The Coordination Team prepares a procedure to collect funds from local alumni. The procedures will have to comply with the laws and byelaws of the local chapters, if any.
- g) The Coordination Team compiles all the information and prepares an appeal which includes a case description, local contact(s), and information on how alumni from any part of the world can donate in cash, cheque, draft and credit card.

- h) The Coordination Team posts the appeal to the website and channels the information to all alumni via email with the help of GAA office and/or web team.
- i) The Coordination Team collects funds locally, keeps track of the donors, transfers funds to the member in need and receives acknowledgement of the funds transferred.
- j) The Coordination Team submits the list of donors to the GAA office along with the acknowledgments which are to be published in the GAA web site. All information published on the web will respect the Donor's choice to disclose personal information in the public domain including but not limited to name, batch, geographic location, and amount contributed)
- k) The Coordination Team wraps-up the case and hands it to the ESC.
- l) ESC prepares a wrap-up report and posts it on the web site and closes the case.
- m) After a case is closed all financial information related to the case such as details of the Bank accounts will be removed from the website.
- n) In order to respect privacy of the person in need medical records containing personal details will be removed after a year from the day the case is opened; any interested individual interested in that information should contact the *Primary Contact* and GAA, ESC or the Coordination Team will not have any role in that context.

5.0 EMERGENCY FUND FINANCING

- a) ESC will raise GAABESU Emergency Fund. The target amount of the fund will be determined by the ESC and will be published on the web site and indicated in introductory email to all alumni. Till GAABESU Emergency Fund receives Foreign Currency Regulation Act (FCRA) approval from the Indian Home Ministry, it will collect funds in USD using USA Chapter account(s).
- b) Funds raised in Indian Currency will be invested in a Fixed Deposit and funds raised in USD, will be invested in Certificate of Deposit (CD)
- c) Interests generated from the emergency fund will be available for disbursements for cases accepted by ESC, at the discretion of ESC.
- d) It is expected that interest will be paid every quarter and interest generated in each quarter will be available for disbursement. ESC will make every effort to use the fund generated from the quarterly interests to help members in need.
- e) The Emergency Coordination Team will raise funds from its local alumni for each case.
- f) 100% of the funds raised will be sent to the member in need. However, if the funds collected exceed the target determined by the ESC, the funds above and beyond the target fund will be rolled over to a Phase II fund for proactive use.
- g) The Coordination Team will arrange to collect funds in local currency through all possible instruments (cash, draft, cheque and credit card).
- h) All information on how to donate will be published in a page created for each case.

6.0 ROLES AND RESPONSIBILITIES

GAABESU

- a) It will form (or renew every year) a sub-committee (ESC) with at least one EC member as the Chairperson (Champion) of the program. The sub-committee will have another EC member/GAABESU member as its convener. ESC will have additional members representing chapters/groups to run the programme.
- b) GAABESU along with its office assistants and web team will post regular updates to all alumni via email notification and web site posting.

ESC

- a) It will run the overall programme, provide leadership and finalize the process.
- b) For each request, it will review the case and decide whether the case would be accepted based on the published guidelines.
- c) Once a case is accepted, it will form a co-ordination team to drive the fund raising effort.
- d) It will prepare all official messages for circulation within the BEC community via email and web site posting. Once the messages are prepared by the ESC, GAABESU office assistants will be responsible for circulating the messages via e-mail and website posting.

Chapters

- a) Each Chapter will nominate its representative(s) to the ESC.
- b) Each Chapter will raise funds in local currency and will transfer the amount to the member in need.
- c) Each Chapter will be responsible for keeping track of the funds collected and the list of donors.
- d) Each Chapter will send regular updates about its donors to the GAABESU office for public information (web site posting and/or email notification).
- e) Where applicable, each local Chapter will provide tax-exempt information to its donors and meet local laws.

Co-ordination team

- a) The Coordination team, along with the local Chapter representative(s) will be responsible for collecting and transferring the funds for each case.
- b) It will maintain the list of donors and periodically submit them to the GAABESU for publication.
- c) It will answer any questions from local alumni about the funds and provide updates about the member in need.
- d) The member in need is responsible for sending the tax related declaration statement for all the funds s/he will receive.

Primary Contact

- a) The person will acknowledge any funds received from Coordination Team member via email or regular mail.
- b) The person will provide regular updates or general status to the ESC, Coordination Team and the GAA office.

7.0 REQUIREMENTS

No formal application is needed to participate in the programme. All eligible members will need to provide adequate information on their case to any BESU faculty member or GAABESU EC Member or ESC Member either in person or in writing. Each case will need the following information.

- a) Name of the person
- b) Relationship with GAABESU (Student, Faculty, Alumni, Staff of BESU)
- c) Contact Information: Postal Address, Phone Number, email id
- d) Primary Contact person and address with phone number and email id
- e) A brief description of the situation
- f) Medical records, if applicable
- g) Bank Information including Bank Name, Address, Account Name and Account Number and Bank Transfer Information
- h) An estimate of funds required for the case and funds that are currently available from other sources
- i) A photo of the member in need.

8.0 HOW TO CONTRIBUTE

a) In India

An account with the following details has been created with the United Bank of India to receive funds in Indian Rupees:

A/C Name: GAABESU Emergency Fund
A/c Number: 0171010395335
Bank: United Bank of India
Branch: B E College Extension Counter
Address: B E College Campus, Sibpore; Howrah 711 103; INDIA

b) In USA

Make your checks payable to "BECAA" and mail it to:

BECAA,
c/o, Mr. Saroj Bhol,
54 Bosko Drive,
East Brunswick, NJ 08816

Please write the name of the Alumni or the intended recipient in the memo.

c) From anywhere using credit cards

Anyone with a valid credit card can donate online through the GAABESU website by clicking the credit card image.

9.0 REFERENCES

- Kripamoy Mondal, 1986ETC: http://www.becollege.org/news/news_item.asp?NewsID=387
- Late Kamal Kumar Das, 1984CE http://www.becollege.org/news/news_item.asp?NewsID=388
- Ayan Basu, 2001 CE http://www.becollege.org/news/news_item.asp?NewsID=386
- Late Raghubir Sen 1969 ME http://www.gaabesu.org/news/news_item.asp?NewsID=350
- Late Arup Ratan Ganguly, 1977 EE http://www.becollege.org/news/news_item.asp?NewsID=346#Arup
- Tania Pramanik, 2006 ARCH http://www.becollege.org/news/news_item.asp?NewsID=330
- Abhjit Das, 1985 ARCH http://www.becollege.org/news/news_item.asp?NewsID=321
- Late Pralay Lahiri, 1983ME http://www.becollege.org/news/news_item.asp?NewsID=269
- Sayan Dey, 2002 ETC http://www.becollege.org/news/news_item.asp?NewsID=229
- Late Ramjibon Chauhan, Oval Caretaker <http://www.becollege.org/members/Ramjibon.html>
- Biplab Roy, 1998 ETC <http://www.becollege.org/members/BiplabRoy.asp>
- Projesh Pal, (S/o of Pranab Pal 1968 CE) <http://www.becollege.org/members/ProjeshPal.asp>
- Sujit Ghosh 1988 CE <http://www.becollege.org/members/SujitGhosh.asp>
- Late Jayjeet Das (Late son of Subir Das, 1978 EE) <http://www.becollege.org/members/MemberHelped.asp>
- Sumata Dutta (then a student at BECDU in 2000-01)
<http://www.becollege.org/members/MemberHelped.asp>
- Dipak Mandal, 1992 EE <http://www.becollege.org/members/MemberHelped.asp>

10.0 APPENDIX

- All alumni who are not covered by their employee health care plan are encouraged to participate in some sort of health/medical plan.
- ESC will try to negotiate a bulk discount towards life/medical insurance for the BEC Alumni Community; preference will be given companies providing service in India and abroad.