

**Notification****Sub: Standardized Expenditure Guidelines for Alumni Connect Activities.**

In an effort to streamline and bring consistency to the planning and execution of alumni-related activities, the **Standardized Expenditure Guidelines for Alumni Connect Activities** have been prepared. These guidelines aim to ensure effective utilization of resources while maintaining transparency and accountability in expenditure. All stakeholders are requested to adhere to these guidelines while organizing alumni engagement initiatives.

1. In order to strengthen alumni relations through structured events and activities, a suggestive list of proposed activities has been drawn up. The following is the list of activities that Alumni cell of Schools may undertake while planning their alumni connect initiatives
 - Annual Alumni Meet – A flagship event to be organized once a year at University level
 - School-wise Alumni Gatherings – Small-scale meetups in campuses for enhanced networking
 - Alumni Interface: Inviting alumni for talks, panel discussions, guest lectures, webinars, skill-building workshops and placement drives across schools. These activities may be organized in the hybrid/online/offline modes
 - Formal Interactions with Alumni settled Abroad – organizing virtual networking events with alumni of foreign origin as well as Indian alumni living abroad
 - Mentorship Programs – Connecting alumni with current students for career guidance, mentorship in student start-ups and incubation centers
 - Social Media & Digital Outreach – Enhancing engagement and registrations on alumni portal and social media connectivity with alumni
 - Alumni Awards & Recognition – Instituting awards for distinguished alumnus/alumna and alumni volunteers with exceptional leadership towards alumni-connect
 - Fundraising & Endowment Contributions – Encouraging alumni to contribute towards university development and fundraising initiatives. Fundraising drives may be conducted during the alumni meets.

The list of activities is only suggestive and the Schools across University may propose other activities and the list may be reviewed and updated periodically.

2. Expenditure Guidelines

S. No.	Budget Head	Description	Expenditure Guidelines	Remarks
1	Venue	Booking of classrooms, halls, auditoriums for events within	NA	The events should preferably be organized within the University

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		University campuses and IGDTUW Auditorium		Campuses
2	Furniture, fixtures and lighting, Sound and media	Arrangements for seating, stage setup, decorations, lighting, sound systems, LCD displays, splitters, fans/coolers/ ACs as per requirements	As per AUD norms (Upto Rs. 50,000/-)	The expenses under this category should be proportionate to the scale of the event, venue, and specific requirements, ensuring optimal utilization of resources while maintaining quality and effectiveness
3	Remuneration and TA	Payments for invited speakers, panelists, and resource persons along with travel allowances.	As per AUD norms	For alumni events, preference should be given to inviting alumni as speakers. Only travel allowances may be provided to alumni invited for talks, panel discussions, guest lectures, skill-building workshops, and placement drives.
4	Souvenir	Memento for invited speakers, panelists, resource persons and alumni	In the range of Rs. 200 – 500, As per AUD norms	Subject to availability of funds
5	Refreshments, Lunch and Water & beverages	Providing tea/coffee, Light Refreshments, high tea and meals for attendees during alumni gatherings and networking events.	Refreshments (Tea and Cookies/Chips): Rs 50 per person High Tea: Rs. 200 per person Lunch/Dinner: Rs. 500 per person	- For short-duration events, to maintain resource efficiency, only one option - Refreshments, High Tea, or Lunch/Dinner - may be accommodated. - To ensure a delightful experience while maintaining budgetary prudence, events may include either High Tea or Lunch/Dinner

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6	Stationery and printing	Printing event materials, brochures, certificates and stationery	As per AUD norms (Upto Rs. 3000/-)	Wherever possible, in-house stationery and printing resources should be utilized. Additional printing and stationery expenses should align with the event's needs
7	Banner, standee and posters	Includes cost for exhibiting event branding and signage materials, including banners, standee, backdrops and posters	As per AUD norms (Upto Rs. 10,000/-)	For university events, it is preferable to use installed LCD displays and projectors for backdrops.
8	Local travel, accommodation and hospitality	Arranging transport, accommodation and hospitality for invited outstation resource persons and alumni	As per GNCTD and AUD norms	Outstation expert and alumni participation should preferably be accommodated via online mode
9	Publicity and outreach materials	Development of promotional content, social media campaigns for paid promotion and outreach materials to engage alumni	As per AUD norms (Upto Rs. 10,000/-)	Expenses on promotional content, social media campaigns, and outreach materials should be optimized to ensure maximum engagement within a reasonable budget. Costs should align with the scale of the event, leveraging cost-effective digital platforms and targeted strategies for alumni outreach
10	Photography and videography	-	As per AUD norms (Upto Rs. 10,000/-)	The photography and videography should preferably be done by the PRO/Student volunteers

11	Miscellaneous and Contingency	To cover unforeseen expenses and incidental costs that may arise during event	Max 10% of the overall budget	-
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- It may be noted that the majority of the alumni connect activities should be organized within the University campuses. Certain events may be held at external venues, subject to the approval of the Competent Authority on case to case basis, when specific requirements cannot be met within the University campus—such as infrastructure limitations, the scale of the event necessitating a larger or specialized venue, or the unique nature of the event.
 - **Source of Funds and Expenses:** The fund available under the budget head “Alumni & other allied activities” may be used for alumni connect activities. The budget for alumni connect activities may be supplemented from “Extra Mural Fund” as already mentioned in the guidelines of the Extra Mural Fund dated 23.10.24 F.No. AUD/4-92/2024-25/EMF/2685.
 - The concerned Schools, divisions and Alumni cell shall follow the codal formalities as per GFR 2029 and the procurement of goods and services shall be carried by the GA division following all codal formalities as per GFR 2019.
3. **Approval Mechanism and Reporting**
- All proposals must include an estimated number of expected attendees, including alumni, faculty, staff and current students
 - Proposals would require approval from the Competent Authority and financial vetting from the Finance Division
 - Any expenditure exceeding the predefined threshold should be clearly outlined with proper justification and will require approval from the Competent Authority
 - Subsequent to all alumni activities, organizers must submit a detailed report to the Alumni Cell, including a brief write-up, images, and videos of the events, along with a breakdown of the expenditures incurred, for record-keeping and efficient fund management.

This issues with the approval of Competent Authority.


Director Alumni

Copy for information to:

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2. Office of the Registrar
3. Office of the CoF
4. All Deans: SDS/SHE/SUS/SLS/SHS/SES/SCCE/SOM/SDes/SoL/SGA/SVS/SLPS/SHRM/SPPG
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