

**Guidelines for Shri Sudhir Krishnaraj Thackersey Endowment Fund Activities**  
**to be organized by Sir Vithaldas Thackersey College of Home Science (Autonomous),**  
**S.N.D.T. Women's University, Juhu, Mumbai- 400049**

**Background of Endowment Fund**

The College's Endowment Funds generate spendable income to support research, capacity building and academic enrichment through activities that complement the academic curriculum and foster promotion of research culture in the academic community. The formal terms have been established by the College representative from the institutional Research and Development Centre (R&D Centre) in consultation with the donors, approved by College Principal, and passed through the Governing bodies. The spendable income generated from the corpus funds designated for conducting endowment lectures may be restricted to a specific purpose, i.e. financial aid, faculty development, designated academic use, student research, endowment lectures, or research and excellence awards.

**About Shri Sudhir Krishnaraj Thackersey Endowment Fund**

An endowment fund has been established in the name of the donor, Shri Sudhir Krishnaraj Thackersey Endowment Fund in 2021 for the promotion of academic scholarship, entrepreneurship and capacity building of faculty and students of Sir Vithaldas Thackersey College of Home Science (Autonomous), SNTD Women's University, Juhu, Mumbai. The aim of the Fund is to support and foster research and development through capacity building, faculty fellowship for advanced learning, endowment lectures and research excellence recognition of faculty and students.

The thrust areas that will be considered for the provision of financial support to the college through the Shri Sudhir Krishnaraj Thackersey Endowment Fund include:

- 1) Endowment Lecture (s) in contemporary areas of research, skill development and entrepreneurship to be conducted on an annual basis for the benefit of students and faculty. The lecture(s) will be delivered by eminent speakers from India and abroad as per the guidelines laid down in this document.
- 2) Support to faculty and students to undertake fellowship programs, skill enhancing workshops and capacity building training programs.
- 3) Recognition of academic and research excellence among faculty through awards and honors. Each year, three faculty members will be recognized for research excellence, innovation in academic and exemplary contribution to society by developing novel ideas and insights through their research, and then translating them to practice.

## **Fund Management Procedures**

The endowed fund can be disbursed as per the recommendations of the Endowment Fund Committee (EFC), put forth to the Head of the Institution and the donor for approval. The college must ensure that the endowment fund income is used fiscally and in respect to the stewardship of those who established, contributed to or with an interest in the College's use of the fund. If in any particular year the allocated funds are not utilized, the amount of interest accrued out of the Endowment deposit will be credited and added to the Endowment Fund.

### **Guidelines for administering endowed lectureships:**

- Each endowed fund has a set of terms established by the donor to the fund and is formally accepted by the College. Administration and use of the fund must be done in accordance with these terms. Copies of the terms are uploaded on the college website and also available from the SVT Research and Development Centre Office.
- The amount of income available for use in each fiscal year will be the interest accrued per annum on the corpus amount of Rs 15 Lakhs. The availability of the funds for the year, the details of available money for conducting the endowment lecture or lectures must be confirmed from the Principal's Office before any plans for the lecture are made and/or any payments are committed.
- Expenses to consider in establishing a budget include the honorarium, travel and expenses, entertainment and hospitality, printing, mailing, publicity and technical support. It is advised that a complete budget be developed and approved by the EFC prior to committing any funds.
- These funds must be spent according to the terms and on the schedule specified by those terms unless due cause for not spending income is filed with the Principal's Office and Office of SVT R&D Centre.
- The Office of SVT R&D Centre must be notified of the event as far in advance as possible so that the donors can be informed. Ideally, advanced notice will allow the donors to attend the event and any related receptions or meals.

### **Guidelines for Nominating Speakers for the Endowment Fund Lecture**

- An Endowment Fund Committee appointed by the head of the institution will make the final selection on the award of orations / lectures / endowments and their decision will be final.
- The Committee may withhold the awards if, in their opinion, a certain standard is not reached.
- Consistent with the objectives of the Endowment, the Committee shall have the powers to make the changes in the conditions of the Award, as new circumstances may render desirable.
- The person to whom the award has been given once shall not ordinarily be eligible for the same award again. The speakers are not allowed to apply for more than one oration/lecture/endowment in any year.

## **Guidelines for Scheduling and Conducting Events through the Endowment Fund**

- Identify total funds available and develop a budget.
- Identify eminent speakers who can be invited for delivering the lecture.
- Check preferred dates with College host of event (Principal, IQAC, Department Head).
- Determine related events (i.e. reception, meals, class attendance of teachers and student attendees, etc.).
- Invite speaker; confirm date and program; notify College host with speaker curriculum vitae, program schedule and estimated budget for the event.
- Obtain from speaker for publicity, etc. - c.v. or bio, photography for use on poster, title of lecture, preference for podium or lapel microphone, AV needs, resource materials/ handouts that they may want to share with the delegates (arrange for printing required copies), home address and bank details (for honorarium).
- Venue/ Online Platform related arrangements- The event host/ coordinator to make necessary arrangements for the venue set-up, AV needs, internet/ network/ seating etc.
- Book accommodations for speaker (all travel and other approved expenses will be reimbursed afterwards - the speaker should issue receipts). Prior approval of the estimated budget is mandatory
- Special mailings to colleagues, etc. should be done by the sponsoring department.
- One to two weeks before - request honorarium check; finalize all details; put up posters on and off campus; provide host with briefing note and introductory materials; final confirmation with speaker.

### Tentative Budget for utilization of Endowment Fund in a fiscal year

Budget Category	Details	Allocation of Budget
Endowment Lectures	-Honorarium and token gifts to speakers	Rs 20,000/-
	- Travel and accommodation expenses	Rs 30, 000/-
	- Venue Arrangements including venue charges, decoration, banners,	Rs 5000/-
	- Hospitality and refreshments/ meals for speakers and coordinating committee members	Rs 10000/-
	-Miscellaneous	Rs 5,000/-
	Estimated Total Budget	Rs 75,000/-
Research Support to Faculty	- Registration for workshops, conferences, training programs	Rs 20,000/-
Recognition Awards	- Three awards on an annual basis through competitive selection process	Rs 5000/- each
	- Estimated Total Budget	Rs 15000/-
Tentative Budget for Utilization of Interest accrued in a fiscal year		Rs 1,10,000/-