



Centurion
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Shaping Lives...
Empowering Communities...

GIFT ACCEPTANCE 2025

GIFT ACCEPTANCE POLICY 2025



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CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT
ODISHA

FOREWORD



At Centurion University of Technology and Management, we believe that philanthropy and institutional partnerships play a vital role in advancing excellence in education, research, innovation, skill development and community development. The generosity of individuals, alumni, industries, philanthropic organizations, corporate partners and government agencies enables the University to strengthen its academic ecosystem, expand opportunities for students and faculty and create a lasting positive impact on society.

The Gift Acceptance Policy reflects the University's commitment to ensuring that every gift entrusted to us is accepted and administered with the highest standards of integrity, transparency, accountability and good governance. While we warmly welcome philanthropic contributions that support our Vision and Mission, we remain equally committed to safeguarding our academic freedom, institutional autonomy, ethical values and public trust. Every gift accepted by the University shall align with our institutional priorities and comply with applicable legal, regulatory and governance requirements.

This Policy establishes a clear framework for evaluating, accepting, managing and recognizing gifts in a fair, transparent and responsible manner. It ensures that donor generosity contributes meaningfully to the University's long-term development without compromising its academic independence, research integrity or decision-making processes. By promoting due diligence, ethical stewardship and accountability, the Policy strengthens confidence among our donors, stakeholders and the wider community.

I encourage all members of the University community, as well as our valued donors and partners, to uphold the principles embodied in this Policy. Together, let us continue to build a culture of responsible philanthropy that supports innovation, empowers future generations and advances Centurion University as a globally respected institution committed to excellence, integrity and sustainable societal impact.

Prof. (Dr.) Supriya Pattanayak
Vice Chancellor

Centurion University of Technology and Management

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GIFT ACCEPTANCE POLICY

1. PREAMBLE

Centurion University of Technology and Management welcomes philanthropic contributions from individuals, alumni, corporations, charitable foundations, trusts, government agencies, international organizations and other benefactors whose values align with the University's mission of advancing education, research, innovation, skill development, sustainability and community engagement.

The University recognizes that gifts play a significant role in strengthening its academic excellence, research ecosystem, student support, infrastructure, innovation, entrepreneurship and societal impact. At the same time, the University shall preserve its institutional autonomy, academic freedom, integrity, transparency and public trust in accepting gifts.

This Policy establishes the principles, procedures, governance mechanisms and ethical standards governing the acceptance, administration and recognition of gifts made to the University.

2. PURPOSE

The purpose of this Policy is to establish a transparent and accountable framework for the acceptance and management of gifts received by Centurion University of Technology and Management. The Policy seeks to encourage philanthropic support that advances the University's Vision, Mission, Strategic Plan and Institutional Development Plan while safeguarding its academic freedom, institutional autonomy, integrity and reputation. It further aims to ensure that all gifts are accepted and administered in accordance with applicable legal and regulatory requirements, promote transparency and accountability throughout the gift acceptance process, establish clear authority for the acceptance or rejection of gifts and effectively manage the financial, legal, operational and reputational risks associated with philanthropic contributions.

3. SCOPE

This Policy applies to all gifts, donations, endowments and philanthropic contributions received by or on behalf of Centurion University of Technology and Management. It covers gifts intended to support Schools, Departments, Research Centres, Centres of Excellence, Laboratories, student scholarships, faculty chairs, endowments, infrastructure development, equipment, libraries, museums, innovation and incubation centres, community outreach programmes, sports facilities, digital infrastructure, sustainability initiatives and any other institutional activities or assets.

The Policy shall apply to all University authorities, employees, faculty members, administrators and other individuals authorized to solicit, negotiate, receive, approve, administer or manage gifts on behalf of the University.

4. DEFINITIONS

For the purposes of this Policy, the following terms shall have the meanings assigned to them below:

4.1 Gift

A **Gift** means any voluntary transfer of money, property, securities, equipment, intellectual property, services or other tangible or intangible assets made to the University without expectation of commercial consideration or direct personal benefit in return.

4.2 Donor

A **Donor** refers to any individual, corporation, trust, foundation, government agency, non-governmental organization (NGO), international organization, alumni or philanthropic entity that voluntarily provides a gift to the University.

4.3 Restricted Gift

A **Restricted Gift** is a contribution designated by the donor for a specific purpose, programme, project or activity approved by the University and administered in accordance with the agreed terms and this Policy.

4.4 Unrestricted Gift

An **Unrestricted Gift** is a contribution that may be utilized at the University's discretion to support its strategic priorities, academic activities, research, infrastructure, student development or other institutional needs.

4.5 Gift-in-Kind

A **Gift-in-Kind** refers to a non-monetary contribution, including but not limited to equipment, books, software, artwork, laboratory instruments, vehicles, land, intellectual property, professional services or other tangible or intangible assets donated to the University.

4.6 Endowment

An **Endowment** is a gift invested for the long term, where the principal is generally preserved and the income generated is utilized to support approved academic, research, scholarship, infrastructure or other institutional purposes.

5. GUIDING PRINCIPLES

Centurion University of Technology and Management shall be guided by the following principles in the acceptance and administration of gifts to ensure that all philanthropic contributions strengthen the University's mission while preserving its integrity and independence.

5.1 Alignment with the University's Mission

The University shall accept gifts that advance its Vision, Mission, Institutional Development Plan and strategic priorities in education, research, innovation, skill development, sustainability and community engagement.

5.2 Academic Independence

The acceptance of any gift shall not compromise the University's academic freedom, institutional autonomy, curriculum, admissions processes, faculty appointments, examinations, research integrity, governance or independent decision-making.

5.3 Respect for Donor Intent

The University shall honour the lawful intentions of donors, provided such intentions are consistent with the University's values, institutional priorities, applicable laws and the provisions of this Policy.

5.4 Transparency and Accountability

All gift proposals, approvals, agreements, utilization of funds or assets and reporting mechanisms shall be managed through transparent, accountable and auditable processes in accordance with University procedures.

5.5 Ethical and Responsible Giving

The University shall accept gifts only from lawful, ethical and socially responsible sources, ensuring that every contribution upholds the University's values, protects its reputation and complies with all applicable legal and regulatory requirements.

6. GIFTS THAT MAY BE ACCEPTED

Subject to the provisions of this Policy, the University may accept gifts that support its academic, research, innovation, infrastructure, student development and community engagement objectives. Acceptable gifts may include, but are not limited to:

Financial Contributions, including cash, bank transfers, cheques, demand drafts and secure digital payments.

Endowments established for scholarships, fellowships, faculty chairs, research programmes, Centres of Excellence and other approved institutional purposes.

Gifts-in-Kind, such as laboratory equipment, scientific instruments, books, software, ICT infrastructure, medical equipment, furniture, vehicles, library collections and works of art.

Property, including land, buildings, real estate and leasehold interests.

Securities and Financial Assets, including listed shares, mutual fund units, bonds and debentures, subject to applicable legal and financial regulations.

Intellectual Property, including patents, copyrights, software licences, databases, trademarks and other proprietary rights.

Planned or Deferred Gifts, including bequests, charitable trusts, insurance proceeds, retirement assets and other planned giving arrangements.

All gifts shall be subject to appropriate due diligence, valuation, approval and acceptance procedures as prescribed by the University.

7. GIFTS THAT SHALL NOT BE ACCEPTED

The University shall decline any gift, donation, sponsorship or contribution that is inconsistent with its values, legal obligations, academic independence or institutional interests.

Without limitation, the University shall not accept gifts that:

- violate any applicable law, regulation or statutory requirement;
- originate from illegal, unethical, fraudulent or criminal activities;
- require or encourage discrimination on any prohibited ground;
- compromise academic freedom, research integrity or institutional autonomy;
- seek to influence admissions, examinations, faculty appointments, promotions, procurement decisions, governance or other academic and administrative processes;
- conflict with the University's Vision, Mission, values or damage its reputation;
- impose unreasonable financial, legal, operational, environmental, maintenance or reputational obligations on the University;
- require the endorsement or promotion of any political party, political candidate or ideological agenda; or
- contravene applicable sanctions, anti-money laundering, anti-corruption or other regulatory compliance requirements.

The acceptance of any gift shall not create or be construed to create, any obligation on the part of the University to provide preferential academic, administrative, commercial, employment, procurement or any other undue advantage to the donor or any associated individual or organization.

8. DUE DILIGENCE

To safeguard the University's integrity and ensure responsible stewardship of philanthropic contributions, appropriate due diligence shall be undertaken before the acceptance of any significant, complex or high-value gift. The extent of due diligence shall be proportionate to the nature, value and potential risks associated with the proposed gift.

The due diligence process shall include, as appropriate, verification of the donor's identity, assessment of the source of funds, confirmation of legal ownership of gifted assets, compliance

with applicable laws and regulations, evaluation of potential conflicts of interest, reputational considerations, environmental and social impacts, financial implications, lifecycle and maintenance costs, donor-imposed conditions, tax implications and compliance with anti-money laundering and other regulatory requirements.

9. GIFT ACCEPTANCE COMMITTEE (GAC)

The University shall constitute a Gift Acceptance Committee (GAC) to evaluate significant gifts and provide recommendations regarding their acceptance. The Committee shall ensure that all proposed gifts are consistent with the University's Vision, Mission, values, legal obligations and institutional priorities.

The Committee shall comprise:

- Vice-Chancellor (Chairperson)
- Registrar
- Chief Finance Officer
- Dean, IQAC
- Director, Development & External Relations
- Dean/Director of the beneficiary unit
- Legal Officer
- External Expert, where necessary

The Committee may invite additional subject matter experts whenever specialized technical, legal, financial or valuation advice is required.

10. AUTHORITY FOR ACCEPTANCE

To ensure appropriate governance and accountability, the authority for approving gifts shall be determined based on their nature and value.

- Gifts valued up to **₹25 lakh** may be approved by the **Registrar** based on recommendations from the beneficiary unit and the Finance Office.
- Gifts valued **above ₹25 lakh and up to ₹2 crore** shall require approval of the **Gift Acceptance Committee (GAC)**.

- Gifts exceeding **₹2 crore** shall require recommendation by the **Gift Acceptance Committee** and approval by the **Board of Management**.

The Board of Management may review and revise these financial thresholds from time to time in accordance with institutional requirements.

11. GIFT AGREEMENTS

To ensure clarity, transparency and mutual understanding, the University shall normally execute a written Gift Agreement for restricted gifts, endowed funds, naming opportunities, gifts involving phased payments, gifts creating continuing obligations, gifts of real property, intellectual property or any contribution requiring special governance arrangements.

The Gift Agreement shall clearly specify the donor's details, purpose and value of the gift, applicable restrictions, payment schedule, reporting obligations, intellectual property provisions (where applicable), dispute resolution mechanisms and circumstances under which the agreement may be modified or terminated.

12. RESTRICTIONS ON GIFTS

The University may consider donor preferences regarding the utilization of gifts, provided such preferences are consistent with its Vision, Mission, institutional priorities and this Policy.

Notwithstanding any donor preference, the University shall retain exclusive authority over all academic and institutional matters, including curriculum development, admissions, recruitment, examinations, academic regulations, research methodology, publication of research and governance decisions.

Any donor condition that compromises academic freedom, institutional autonomy or conflicts with University policies or applicable laws shall not be accepted.

13. GIFTS-IN-KIND

Before accepting any Gift-in-Kind, the beneficiary School, Department or Unit shall certify that the proposed gift aligns with institutional needs and that the University possesses the necessary capacity, infrastructure and resources for its effective utilization, maintenance, storage, insurance and eventual disposal.

The receiving unit shall also verify that ownership of the gifted asset is lawful, clear and capable of being transferred to the University.

14. NAMING RIGHTS

The University may recognize exceptional philanthropic contributions by naming approved facilities, academic units, programmes or institutional assets, including buildings, schools, centres, laboratories, classrooms, scholarships, professorships, endowed chairs, endowments and other approved initiatives.

All naming decisions shall be governed by the University's **Naming Policy** and shall require approval by the **Board of Management**.

The granting of naming rights shall not confer ownership, governance authority, management rights or influence over academic or administrative decisions.

15. DONOR RECOGNITION

The University values and acknowledges the generosity of its donors through appropriate recognition mechanisms that reflect the significance of their contributions while preserving institutional integrity.

Recognition may include acknowledgement through donor walls, annual reports, the University website, commemorative plaques, Convocation ceremonies, newsletters, institutional events, awards or other appropriate means approved by the University.

Where requested by the donor and permitted by law, the University shall respect requests for anonymity.

16. CONFLICT OF INTEREST

All individuals involved in the solicitation, evaluation, approval, administration or management of gifts shall disclose any actual, potential or perceived conflict of interest.

Any individual having such a conflict shall recuse themselves from all related discussions, evaluations, recommendations and decision-making processes to ensure impartiality and transparency.

17. ADMINISTRATION OF GIFTS

The University shall ensure that all accepted gifts are administered responsibly, transparently and in accordance with donor intentions and applicable policies.

All gifts shall be promptly acknowledged, accurately recorded in the University's financial and administrative systems, utilized solely for approved purposes, subjected to internal and external audit processes and monitored through periodic financial and utilization reports.

Restricted gifts shall be separately accounted for and administered in accordance with the specific terms of the applicable Gift Agreement.

18. RETURN OR DECLINE OF GIFTS

The University reserves the right to decline, suspend, return or terminate any gift where circumstances warrant such action.

A gift may be declined or returned where new information materially changes the original due diligence assessment, the donor breaches the terms of the Gift Agreement, acceptance or continued retention of the gift exposes the University to unacceptable legal, financial, operational, ethical or reputational risks or where continued acceptance is inconsistent with the University's Vision, Mission, policies or applicable laws and regulations.

19. RESPONSIBILITIES

The successful implementation of this Policy requires the coordinated efforts of the University's statutory authorities and administrative units. Responsibilities shall be assigned as follows:

Authority	Responsibility
Board of Management	Provide final approval for major gifts, oversee policy implementation and ensure alignment with the University's strategic objectives.
Gift Acceptance Committee	Conduct due diligence, evaluate gift proposals, assess associated risks and recommend acceptance or rejection of gifts.

Authority	Responsibility
Vice Chancellor	Provide strategic leadership and oversight for philanthropic engagement and major gift acceptance.
Registrar	Coordinate implementation of the Policy and ensure institutional compliance with approved procedures.
Finance Office	Maintain financial records, ensure accounting compliance, monitor fund utilization and prepare financial reports.
Office of Development & External Relations	Facilitate donor engagement, coordinate gift documentation, stewardship and donor recognition activities.
Beneficiary Unit	Ensure appropriate utilization of accepted gifts and submit periodic utilization and impact reports.
Internal Audit	Conduct periodic audits to verify compliance with this Policy and recommend corrective measures where necessary.

20. Approval and Review

This policy has been approved by the university administration and will be reviewed periodically to ensure its effectiveness and compliance with current laws and best practices. Any amendments to the policy will be communicated to the university community.

Dr. Anita Patra
Registrar
Centurion University of Technology and Management

Annexure I – Illustrative Due Diligence Checklist

Before accepting a significant gift, the following should be verified:

1. Donor identity and legal status.
2. Source of funds and compliance with anti-money laundering requirements.
3. Alignment with the University's mission, Vision and Strategic Plan.
4. Compatibility with the University's Institutional Autonomy Policy.
5. Potential legal or regulatory issues.
6. Reputational risks.
7. Conflicts of interest.
8. Maintenance and lifecycle costs (for gifts-in-kind).
9. Intellectual property implications.
10. Environmental and social considerations.
11. Required approvals.
12. Need for a formal Gift Agreement.
13. Financial reporting and stewardship requirements.



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CAMPUSES:

Paralakhemundi Campus

Village Alluri Nagar
P.O. – R Sitapur, Via- Uppalada
Paralakhemundi, Dist.- Gajapati
Odisha, India. PIN– 761211

Bhubaneswar Campus

Ramchandrapur
P.O. – Jatni, Bhubaneswar
Dist.- Khurda, Odisha,
India, PIN– 752050

Balangir Campus

Behind BSNL Office
IDCO land, Rajib Nagar
Dist.- Balangir, Odisha
India, PIN-767001

Rayagada Campus

IDCO Industrial Area
Pitamahal, Rayagada
Dist.-Rayagada, Odisha
India, PIN-765001

Balasore Campus

Gopalpur,
P.O.-Balasore
Dist.-Balasore, Odisha
India, PIN-756044

Chatrapur Campus

Ramchandrapur,
Kaliabali Chhak,
P.O-Chatrapur, Dist.-Ganjam
Odisha, India, PIN-761020