

## Guidelines for deposition of donation for specific projects in DJST

1. Faculty members of the institute (Associate Professors and above) can have their own sub-head for a project in DJST account. For others (including students) sub-head can be opened for a specific activity, however, while operating a signature of Associate Professor/ Professor/HOD associated with that activity is required. Name of such authorizing person should be communicated to DJST at the time of submitting request letter for opening the sub-head, along with consent of the said authority.
2. A. Prior to deposition of the donation for a specific project, approval of the DJST trustees is needed. For seeking the approval, following documents are needed (For donation in foreign currency, please refer to the Guideline No. 2 on “ deposition of Foreign donation”):

Sr. No.	Documents
1.	Covering letter ( to be forwarded by Head of the Department) which mentions a. Title of the study b. Objects of the study c. Duration d. Number of participants
2.	Utilization budget a. Total Amount to be received per patient and total amount for the project with installation b. Expenditure to be done as per individual expense subhead
3.	Original letter from the sponsor confirming the purpose of donation and release of funds along with a xerox copy of the PAN card
4.	Approval from MCGM (if needed)
5.	Administrative approval from the Dean of the institution
6.	Approval of the Ethics Committee
7.	Clinical trial agreement with all its annexures
8.	Approval of the DCGI for a clinical trial
9.	CTRI registration number for a clinical trial (wherever applicable)
10.	Investigator’s undertaking

2. B. Prior to deposition of the donation for a scientific/cultural event, approval of the DJST trustees is needed. For seeking the approval, following documents are needed. However, please refer to the Guideline No. 3 for faculty member/s who are serving as organizer/ host/ co-host/ co-sponsor for the CME/ workshops/ seminars/ conferences/ international conferences/ any other scientific or cultural events or who

are sharing knowledge and human resources or providing forum/platform for any event):

Sr. No.	Documents	Yes
1	Title of the event	
2	Dates of the event	
3	Name of the event Head and the faculty who will operate the sub-head under which the donations are deposited in the DJST	
4	Type of participants attending the event and the expected number	
5	Registration fee per participant and the total	
6	Donations expected	
7	Total income	
8	Expenditure to be done for individual expense subhead	
9	Administrative approval from the Dean of the institution	

3. The faculty member may also suggest name of any other colleague, who can be authorized to operate the grant/ donation. Name of the sub-head may also be suggested.
4. The request letter along with above-mentioned documents will be placed in the trustees meeting. The Board of Trustees meets on 1<sup>st</sup> Saturday of every month. The decision of the trustees will be communicated to the concerned faculty member.

5. Please note the following:

1. **Administrative charges** on the deposited amount will be deducted as per the slab structure given below:

Deposit amount (Rs)	Administrative charges to be deducted (Rs)
Upto 1,00,000/-	10 %
>1 lac to 5 lacs	= 10,000/-
>5 lacs to 10 lacs	= 25,000/-
>10 lacs to 25 lacs	= 50,000/-
>25 lacs to 50 lacs	=1,00,000/-
>50 lacs to 1 crore	=1,35,000/-

The deduction will be made from the donation deposited in the trust based on the slab into which this individual deposit falls, irrespective of the anticipated total deposit for the purpose.