

**Seth GS Medical College & KEM Hospital,  
Diamond Jubilee Society Trust**

**Guidelines for deposition of donation for Sponsor projects & Government projects in DJST**

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.

**Kindly submit the proposal 15 days in advance for administration purpose.**

1. 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 –

<b>Sr. No.</b>	<b>Documents</b>
1.	Covering letter ( <b>to be forwarded by Head of the Department</b> ) which mentions <ol style="list-style-type: none"><li>a. Title of the study</li><li>b. Objects of the study</li><li>c. Duration</li><li>d. Number of participants</li></ol>
2.	Utilization budget <ol style="list-style-type: none"><li>a. Total Amount to be received per patient and total amount for the project with installation</li><li>b. Expenditure to be done as per individual expense subhead</li></ol>
3.	Original letter from the sponsor confirming the purpose of donation and release of funds along with a Xerox copy of the PAN card
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
11.	The balance funds can be utilized for the development of department activities with signatures

## **2. For Government related Projects:**

As per Govt. notification, the PI for the Govt. related trial projects has to refund the unused grant /balance as well as interest accrued to Government of India through Bharatkosh.

## **3. Change of Signatory:**

In the event of retirement/resignation of the faculty in whose name the account/subaccount is there is DJST, the notification of change of signatory to DJST should be done one month prior to the retirement/resignation.

In event of transfer of faculty, the said change of signatory should be notified to DJST within 30 days of the transfer.

If the change of signatory does not happen in the stipulated time period, the Trustees of DJST will transfer the non-Government project and accounts to the concerned HOD.

## **4. DJST Administrative charges**

1. All Conferences/ workshops which are not sponsored by pharma, 7.5% Administrative Charges of DJST should be charged on all registration fees.
2. 10% Administrative Charges of DJST should be charged for all sponsored Workshops/Conferences/ Sponsored Projects
3. Administrative charges for all Govt. grants/ICMR projects etc. will be the amount sanctioned as overhead charges in the budget for that project.