

## **STANDING GUIDELINES**

### **Guidelines for institution of Scholarships at University of Delhi.**

1. The Institution of Scholarships in case of Govt./ Trusts/ Corporate Houses/ PSU/ NGO and other bodies, National or International shall be permitted on the name of Such organization and not in individual names. However, name of posthumous leader individuals of such organizations may be considered for naming their proposed scholarships.
2. The minimum amount for establishment of any Scholarship shall be with Rs. 10 Lacs Non-refundable Endowment Fund.
3. The Scholarships will be paid out of Annual Interest accrued from the fund. The 50% of the annual interest so accrued shall be utilized for disbursement of scholarship and remaining 50% may be ploughed back to the endowment in order to discount for the future inflation and maintain the real time value of the Scholarship amount.
4. The maximum number of scholarships for an amount of Rs. 10 Lacs shall be three and number shall proportionately increase by one with every additional endowment fund increased by Rs 5 Lacs over minimum of Rs. 10 Lacs.
5. 10% of the amount to be disbursed shall be utilized as administration charges. However, same shall be waived-off in case of the Donor or individual, on whose name scholarship is proposed, had rendered their service in any capacity as permanent staff University of Delhi. The waive-off shall also apply in case, the Scholarship is proposed .... Be instituted on the name of a student who dies while undergoing any course of study Delhi University or its colleges.
6. The donor shall have the liberty to institute the scholarship at a department of his/ her choice.
7. All the applications received along with Scholarship proposal form shall be accompanied by a Demand Draft of Rs. 500/- (Rupees Five Hundred only) in favor of "Registrar, University of Delhi" payable at Delhi as processing fee. The application received without Demand Draft will be summarily rejected.

The application shall be addressed to:

The Registrar,  
University of Delhi,  
Delhi-110007.  
Email: [registrar@du.ac.in](mailto:registrar@du.ac.in)

8. The application received shall be placed before Annual Standing Committee on Scholarships for approval. Post approval, the donor shall deposit the endowment fund within two months from the receipt of intimation of approval from University. However, this duration may be relaxed at the discretion of Competent Authority on case to case basis.
9. Post receipt of the endowment fund, a Standing Committee consisting of following shall lay down the Criteria for the proposed Scholarship at the concerned department within one month from the Notification to be issued by scholarship branch.
  - (i) Chairperson/ Dean Research Council
  - (ii) Dean of the Faculty
  - (iii) Head of the Department
  - (iv) Assistant/ Deputy Registrar (Scholarship)
10. The Committee shall take due cognizance of the purpose of the Scholarship and its intended target group, as submitted by the Donor on Proposal Form. However, the decision of the above Committee shall be final. The award shall be effective from the same academic year in which Committee makes the recommendation and same shall be reported to Academic Council (AC) and Executive Council (EC). A copy of the same along with details of scheme as approved will be sent to the Donor.

**Encl: Proposal Form**

**Enclosure to Standing Guidelines for Establishment of Scholarships at  
Delhi University**  
Proposal Form

1. Name of the Organisation/ Individual (Donor) : .....
2. Name of the Organisation/ Individual on : .....  
Whose name Scholarship is proposed  
To be instituted
3. Brief Life sketch of the individual/ Organization and achievements  
(200 words)

4. Whether Donor/ Individual on whose name Scholarship is to be  
established was/ is an employee of University of Delhi, If yes, Details thereof.  
(50 words)

5. Purpose of Scholarship and your intended target group of students (class semester, Stream, Merit, Economic Condition etc.) (100 word):

6. Amount of Endowment : 10 Lacs  
(Minimum 10 Lacs)

7. I certify that I have read the standing guidelines for institution of scholarship at Delhi University and undertake to abide by the same. I am enclosing a Demand Darft No. .... Dated..... issued from (Bank) \_..... Rs.....(Rupees.....  
.....) towards processing fee In favor of “.....  
.....”.

Signature of the Applicant