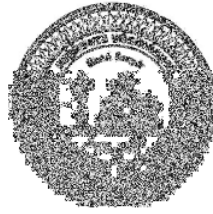


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දුරකථන : 011-2222294
දුරකථන මගින් : 021-2222483
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UNIVERSITY OF JAFFNA, SRI LANKA

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Tirunelveli,
Jaffna

Procedure for Submitting the Application

to Establish New Endowments, Scholarships, Gold Medals and Prizes

The purpose of this document is to provide the Endowment Management Policy of the University of Jaffna and the procedures including the template for submitting applications to establish new Endowments, Scholarships, Gold Medals and Prizes at the University of Jaffna to the Donor.

- Submitting the request to establish the Endowment to the related Department / Faculty with the complete details of the following to the Vice-Chancellor through the relevant Head of the Department and Dean of the Faculty.
 - The objective of constituting the Endowment
 - The title proposed for the Endowment
 - Criteria to select the awardees for Endowment
 - Profile of the donor (Individual/Organization)
- Obtaining approval of the relevant Faculty Board to establish the endowment (If the parties wish to enter into a MoU/MoA regarding the above endowment, a copy of the MoU/MoA should be annexed with the request)
- Obtaining the recommendation of the Legal Affairs Committee of the University of Jaffna, to the MoU/MoA to be entered.
- Submitting the relevant request to the recommendation of the Endowments, Scholarships, Gold Medals and Prizes Committee with the approval of the Faculty Board.
- Conveying the decision of the Endowments, Scholarships, Gold Medals and Prizes Committee to the relevant Faculty.
- Placing the Memorandum with a complete profile of the donor and criteria for the approval of the Senate.
- Conveying the Senate approval/decision to the Donor, Dean of the relevant Faculty, Deputy Registrar/Exam Branch and Bursar/Finance Branch.
- Providing the bank account detail to deposit the money in the fixed deposit by the Finance Branch to the relevant Faculty and the donor.
- Providing awarding detail annually to the donor by the University.