

## **Frequently Asked Questions (FAQs) for the Robert Sahib Memorial Fund Initiative**

**ISSUE: 1 Dec 2024**

Q1: Who was Robert Sahib?

*A1: Wellington Victor Robert - or "Robert Sahib" to generations of Stephanians - was the ever present College's Administrative officer from 1943–1983 who passed way in 2000.*

Q2: Why are we creating this memorial fund?

*A2: To honour the memory of Robert Sahib. He was always to be found sitting near the window of the Admin block, working incredibly long hours but always approachable to listen, advise, talk and reassure students, whether day scholars or in residence, some who were away from home for the first time. A real father figure.*

Q3: What is the purpose of this fund?

*A3: To honour the memory of Robert Sahib by creating a fund that will be used to benefit the non-teaching, non UGC staff of the college.*

Q4: What will the fund used for?

*A4: Initially to provide scholarships to the children of non-teaching/non UGC staff of the college, who wish to and are eligible to undertake undergraduate education in St.Stephen's College. If that is not possible or appropriate, then the scholarships will be available to these children for tertiary, professional or vocational courses elsewhere. The fund will also be used for an annual Robert Sahib Memorial Lecture and, depending on the amount available to be given for such purposes, may also be used for granting specific prizes, awards, one off contributions for plaques etc.*

Q5. How will the eligible staff members know about this fund and understand who could be eligible for these scholarships?

*A5: The college principal or his nominee will communicate this to the eligible staff members as part of their regular updates and consultation with staff*

Q6: How will the fund be managed?

*A6: St. Stephen's College will create, under the College Private Fund bank account, a separate heading for the "Robert Sahib Memorial Fund" in which all donations and disbursements will be itemised. As the entries for the Fund will be within the College account, the signatories for the Fund will be the College Bursar and Principal. There will be full transparency regarding the moneys credited into the Fund, and regarding how those are utilised, as the College will provide within 10 days of end of each calendar quarter, to the Alumni representatives as well as to the Fund Committee, itemised financial and activity statement of the Fund.*

Q7: Who will decide on how the fund is disbursed and who the beneficiaries are?

*A7: The Fund management and its disbursement will be under the overall supervision of the Robert Sahib Memorial Disbursement Working Group consisting of three Delhi-based Alumni representatives nominated by the Robert Sahib Memorial Fund Committee, and two College representatives (the Principal, and the Bursar, or any other faculty member nominated by the Principal).*

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Q8: How will we ensure that the fund will be disbursed fairly and impartially?

A8: *See 7 above. The Disbursement Group will have a majority of Alumni members for making the decisions to provide transparency and to ensure impartiality and fairness for all decisions taken on how the Fund is utilised.*

Q9: What would be the application process for those staff members wishing to apply for this scholarship?

A9: *This has yet to be agreed and discussed with the college. The Disbursement Group will be responsible to agree this with the college.*

Q10: Who will be the Alumni representatives on the Robert Sahib Memorial Disbursement Working Group and the Robert Sahib Memorial Fund Committee? What is the difference of their roles and how will they be selected?

A10: *The details of this have not been finalised. The Working Group will be senior Alumni nominated by the Memorial Fund Committee bearing in mind their skills, knowledge, commitment and location. Their role will be to vet and approve how the fund should be utilised, bearing in mind its stated purpose. The Memorial Fund Committee consists of Senior Alumni who have expressed an interest in being involved in this initiative (not just being donors) who will nominate and approve the appointments of the Working Groups for this Fund.*

Q11: How much money is this initiative planning to raise?

A11: *The current target is to raise Rs 1 crore by the end of March 2025*

Q12: Who can contribute to the fund?

A12: *As the college has not been able to renew its FCRA licence, only Indian passport holders (whether in India or abroad) can donate to this fund. Tax benefit under 80G will be available for these donations and a certificate will be provided accordingly.*

Q13: How much should I contribute?

A13: *There is no stipulated amount, and the donation is entirely on the basis of what the donors can afford. However, some donations, each of a lakh and more have already been pledged, and your donations from Rs. 10,000 upwards would allow the target to be achieved sooner than later.*

Q14: What do I need to do, in order to contribute to this fund?

A14: *The contribution to the fund may be made through any of the following methods :*

1) UPI

-First click on the following payment

link: [https://scaladm.ststephens.edu/alumni\\_donation](https://scaladm.ststephens.edu/alumni_donation)

- Scan the QR Code (**Appendix 1: below**) and complete details

This will direct the funds to the Alumni Bank account

Note maximum Rs 1 lakh per day can be remitted by a single person

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### 2.) Bank Transfer

- The bank details given below plus the Sections A-D in the **attached Appendix 2: (3 page) Donation Form**

- The Donation Form can be completed and signed digitally and emailed to Kevin Stephen, Alumni Office ( email : [alumni@ststephens.edu](mailto:alumni@ststephens.edu)) The alumni will be the point of contact for any queries or concern.

<b>Beneficiary Name</b>	St. Stephen's Alumni Fund
<b>Bank Name:</b>	State Bank of India
<b>Bank Address:</b>	St. Stephen's College, Delhi 110007
<b>Account Number:</b>	39564516457
<b>Account Type:</b>	Current
<b>IFS Code:</b>	SBIN0018949
<b>Branch Code:</b>	18949
<b>MICR Code:</b>	110002593

3) Cheques : To be drawn in favour of Principal ,St Stephen's College ( at the other side of the cheque " Robert Sahib Memorial Fund " may be written ) .The cheque **along with the three page donation form ( attached Appendix 2)** may be sent to The Principal , St Stephen's College ,Sudhir Bose Marg , University Enclave , Delhi -11007

Q15: How will we know how much has been donated, how it is being disbursed and who the beneficiaries are?

A15: *Regular communication regarding this initiative will be set up for donors and wider Alumni available on the College's Alumni website, included in the quarterly "Mince & Scrambled" Newsletter issued by the Alumni Office and through other social media channels used by the college.*

Q16: Who should we contact if we have any queries?

A16: *The College's Alumni office, Kevin Stephen by email: [alumni@ststephens.edu](mailto:alumni@ststephens.edu)*

### **Appendix 1:**

QR Code: Click and Open the PDF



SSC Alumni Account - QR Code.pdf

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### Appendix 2:



## **ST. STEPHEN'S COLLEGE, DELHI**

### **Alumni Donation Form (Page 1)**

Dear Alumnus,

Thank you for supporting your alma mater financially. Please note: St. Stephen's College, Delhi, at the moment, can only accept donations and monetary contributions in Indian Rupees (INR) only from Indian nationals and Non-Resident Indians (NRI).

It is advised that all donors must make their contribution through a Standard Indian Bank Account. Indians based abroad using an NRO account must specify the same at the time of making their contribution, and fulfil the documentary requirements as per the guidelines separately attached.

For online transfers, please find below the bank details:

<b>Beneficiary Name:</b>	St. Stephen's Alumni Fund
<b>Bank Name:</b>	State Bank of India
<b>Bank Address:</b>	St. Stephen's College, Delhi 110007
<b>Account Number:</b>	39564516457
<b>Account Type:</b>	Current
<b>IFS Code:</b>	SBIN0018949
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<b>MICR Code:</b>	110002593

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**Alumni Donation Form (Page 2)**

As you make your contribution, we humbly request you to please fill out the form below.

**SECTION A - PERSONAL INFORMATION**

1	Name of the Donor:	
2	Course + Years in College:	
3	Occupation + Company Name:	
4	Current/ Permanent Address:	
5	Email ID:	
6	PAN:	

**SECTION B - PURPOSE/ FOCUS OF YOUR CONTRIBUTION**

Please select the cause towards which you would like to make your contribution:

1. Corpus for Robert Sahib Memorial Fund

**SECTION C - FINANCIAL INFORMATION**

1	Amount of Donation:	
2	Mode of Payment:	
3	If Cheque, Cheque Number + Date:	
4	If NEFT/ RTGS/ IMPS, Date of Transfer:	
5	UTR/ RRN Number (For Online Transfers):	
6	Bank Name:	
7	Branch with Address:	
8	Account Type (SB/CA/NRO etc.):	

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**Alumni Donation Form (Page 3)**

**SECTION D - UNDERTAKING**

I hereby contribute a total amount of INR \_\_\_\_\_ only, towards the cause/  
purpose chosen in the Section B of this form. I also confirm that all the necessary documents – a  
copy of my PAN Card and an Address Proof, as requested by the College, have been provided for  
the upkeep of the records.

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**Signature of the Donor (e-signature also acceptable)**

**Date:**

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**Enclosed:**

**PAN Card**

**Address Proof (Aadhar/ Passport/ Driving Licence)**

**In case of NRO Bank A/c - Acknowledgment receipt of latest ITR Filed along with a copy of Bank Passbook  
or Account Statement showing the Bank Account Type and a Copy of Passport**