

डॉक्टर हरीसिंह गौर विश्वविद्यालय
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(केन्द्रीय विश्वविद्यालय / A Central University)
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No. DoAA/2017/372

20-10-2017

NOTIFICATION

The Guidelines on Externally Funded Research Projects made by the Executive Council in its 20th meeting held on 07-12-2016 under item No.EC-XX-(IV)-(vi), are hereby notified. These are effective from 07-12-2016.

M. C. S.
20/10/17
REGISTRAR

Encl: As above.

Copy to (through email):

1. All Faculty members through respective HoD
2. All Heads of the Departments
3. All Deans of Schools
4. Director Research & Development
5. Finance Officer : through email
6. Deputy Registrar (Committee Section)
7. PA to Registrar
8. Secretary to the Vice Chancellor
9. Guard File

S. K. Singh
Assistant Registrar
Academic Affairs

Guidelines on Externally Funded Research Projects

(Under Regulation 3 of Dr. Harisingh Gour Vishwavidyalaya)

(Approved in the 13th Meeting of Academic Council held on 07.11.2016 and in the 20th Meeting of Executive Council held on 07.12.2016)

Administrative and Financial rules

The office of Research and Development (R & D) shall be headed by a senior faculty, who is actively engaged in research and has the experience of handling the research projects. Such incumbent shall be designated as Director (R & D). The office of R&D will assist in smooth running of the institutional as well as individual research projects in regard to the store & purchases, finance and administrative matters.

- The office of the Director (R & D) will be assisted by Assistant Registrar, Section Officer, 2-3 Office Assistants, peons etc.
- The office will be equipped with all the facilities like computer (with e-mail / Internet) telephone, fax etc.
- Relevant records related to the projects would be maintained by the R & D office. The R & D would notify about the sponsored projects to various Sections such as the concerned Departments, Store and Purchase, Finance, etc. for necessary information.

Submission of Project Proposal:

- The necessary information / format concerning various sponsoring agencies would be available with the 'Research and Development Office' to the interested faculty members.
- The Principal Investigator (PI) would make adequate number of copies of the project proposal through the Department from the existing available facilities.
- the project proposal would be submitted to the funding agency by Principal Investigator duly forwarded by Head of Department and Dean of concerned school and signed by the Director (R & D). A copy of the proposal would be kept in the R & D office.
- The University would provide TA/DA (as per university rules) to the PI for presentation of the proposal (in case when the funding agency is not providing the same).

Execution of the Project after the Approval by the Funding Agency:

Action on the project may be initiated by PI in advance, if necessary, with the prior approval of the R & D Section soon after the receipt of the sanction letter while awaiting the release of funds and/or collection of outstation cheques/drafts. Funds received would be deposited in a separate Research Project Account of the University by Finance Section and a separate ledger would be maintained in the R & D Section in respect of each project. R & D section shall assign a specific code (e.g. R & D -1) to each project for proper management of funds.

(a) Advertisement:

Advertisement format (Appendix I) would be made by the Principal Investigator and shall be notified by PI / R & D section in Employment News, University website etc. as per the guidelines of the funding agency. The cost of the advertisement would be met from the overhead charges of the project. Where overhead is not available, it would be charged from the appropriate head of the project.

(b) Selection:

The Director (R&D) shall constitute a selection committee to recruit JRF/SRF/Technical, Laboratory, Field etc. staff on the Proposal of the Principal Investigator through proper channel, which will consist of the following:

(i) Dean, Concerned School	:	Chairperson
(ii) Head, Concerned Department	:	Member
(iii) External Expert (within the School / Nominated by Funding agency)	:	Member
(iv) Internal Expert co-opted by PI	:	Member
(v) Co-PI (if any)	:	Member
(vi) Principal Investigator	:	Convener

For the positions higher than those mentioned above (e.g. RA/Scientist). Director (R & D) shall constitute a selection committee on the request of PI which will consist of the following:

(i) Director (R & D) or nominee	:	Chairperson
(ii) Dean of concerned School	:	Member
(iii) Head of the Department	:	Member
(iv) External Expert (within the School/ Nominated by Funding agency)	:	Member
(v) Internal Expert co-opted by PI	:	Member
(vi) Co-PI (if any)	:	Member
(vii) Principal Investigator	:	Convener

Minutes of the selection committee in the given format (Appendix -IIA, B, C, D) shall be presented by R & D section for the approval of the Vice Chancellor before issuing the appointment letter to any position.

If the funding agency provides specific guidelines for selection of Research/Technical and other staff in the project, the same would be followed.

(c) Appointment:

The appointment letter shall be issued by the Director (R & D) in the format given in Appendix III.

The PI shall be empowered to engage contractual staff(s) for short term duration (not exceeding 89 days) with the approval of the Director (R & D).

(d) Salary/Fellowship:

The salary / fellowship would be regularly (last day of the month) disbursed by finance section by transfer to the bank account of the fellow/staff directly to SBI, University Branch. After the receipt of the sanction letter in the event of non-receipt of physical funds in time from the funding agency, the salary /fellowship shall be disbursed for maximum period of two months either from the other budget heads of the project or from the account of the composite research grant. Beyond two months, the Director (R & D) may take appropriate decision in the matter.

(e) Purchase:

All the purchase of equipments, consumables and non-consumables, books/ journals, etc. related with the project shall be procured out of the project grant in compliance to G.F.R. 2005. The Principal Investigator will initiate the purchase proposals. Such purchases would be routed through the purchase committee which will consist of the following:

- | | | |
|---|---|----------|
| (i) Head of the Department or his nominee | : | Chairman |
| (ii) Principal Investigator | : | Member |
| (iii) Co-PI/Co-opted member by PI | : | Member |
| (iv) DR/AR (R & D) | : | Member |
| (v) DR/AR (Store & Purchase) | : | Member |

PI may purchase the miscellaneous items costing less than Rs.15,000/- without going through the purchase committee as per the purchase rule 145.

All the purchases related to the project shall be entered in a separate stock register to be maintained by PI, which would be produced for audit as and when required.

In the event of PI leaving the University, the assets of the Project shall be handed over to the Department. The stock verification of assets of the Projects shall be done as per the procedure adopted (GFR, 2005) for stock verification in the Department of the University.

(f) Financial Powers:

PI shall have the sanctioning power in the matter of project funds up to Rs.15,000/- (Appendix IV).

Sanction above Rs.15,000/- and upto Rs. 1,00,000/- shall be accorded by the Director (R & D) on the recommendations of Head of Department and Dean of concerned School.

Sanctions above Rs.1,00,000/- shall be accorded by the Vice-Chancellor. However, in case the Director (R & D) is the Principal Investigator of the project, all the sanctions above Rs.15,000/- shall be accorded by the Vice-Chancellor.

(g) TA/DA:

TA and DA shall be governed by the funding agency. In case the funding agency has no clear-cut rules, the University rules shall be followed. The tour programme related to project works for the research student/staff duly forwarded by PI and HoD shall be approved by Director (R & D) and for PI by the Vice Chancellor. However, tour programme of PI shall be forwarded by Head of Department.

T.A./D.A. and necessary leave (duty leave) may be granted for Laboratory visits/visits for scientist interaction/sample collections/field work etc. for T.A./D.A. may be reimbursed to the external experts visiting the university for assessment/upgradation of the project fellow from grant of university general fund.

(h) Overhead:

Out of the sanctioned overhead amount, the University shall deduct 30% for facilities extended towards the project. The balance amount (70%) shall be utilized by the PI for specific requirements and smooth running of the project with the prior approval from the Director (R & D). The unspent part of the overhead charges shall automatically go to the University after completion of the project.

(i) Responsibilities:

PI shall ensure that the head-wise expenditure does not exceed the budgetary allocation. Re-appropriation, if needed, shall be done after taking prior permission from the funding agency.

PI shall be responsible for the achievements of the technical objectives of the project and has to submit periodically technical progress reports to the sponsoring agency according to their norms. A copy shall be kept in R & D office for record. The R & D office may monitor the timely submission of the progress reports.

When a project is sanctioned to more than one investigator drawn from different Department(s) and the project grant is sanctioned to each investigator individually, for the purpose of this Regulation the 'Department' means the Department of which the Investigator belongs.

Adherence is required bio-safety/ethical guidelines will be the primary responsibility of the Principal Investigator and to obtain necessary permission from the relevant Committee.

R & D section shall prepare the utilization certificate on the project expenditure with the help of PI and after due process the same shall be forwarded by R & D office to the funding agency within two weeks.

In the absence of PI and/or Co-PI for short durations such as leave, tour, training etc. the faculty member nominated by PI shall look after the matters related to the project. In case the PI leaves the University permanently and if there is no Co-PI, the Project shall be looked after by the Head of Department till alternate arrangements are made.

(j) Intellectual Property Right:

The technology developed and its transfer shall be the joint property of PI, the University and the funding agency as per the terms and conditions.

(k) Enrollment of Research Scholars/staff:

If a research scholar/staff fulfill the laid down requirement of the university, shall be enrolled as a bonafide student of the University.

The identity cards to Research staff would be issued by the University as per rules. However, for the technical and other staff the same would be issued by the 'R & D Office'.

(l) Infra-structural Facilities:

The reasonable space shall be allocated according by the concerned department according to the project requirements. All the available infra-structural facilities of the Department/University shall be extended for the smooth functioning of the project.

- (m) All the administrative, academic and financial matters in relation to the project shall be governed by the provisions of these rules and/or the terms and conditions of the concerned funding agency. Any other research scheme financed by the University from its own resources would also be operated under this rule.

Any difficulty arising in interpretation of any clauses herein before, the matter shall be referred to the Vice-Chancellor, whose decision thereon shall be final.

Doctor Harisingh Gour Vishwavidyalaya
(A Central University)
Sagar (M.P.)

F. No.

Dated:

ADVERTISEMENT

Applications on plain paper with bio-data are invited for a post of _____
under _____ project entitled "_____
sanctioned to Professor/ Dr. _____ Qualification: _____
stipend: Rs. _____ per month (consolidated) + HRA as per university rules.
No TA/DA will be paid for attending the interview. Applications may be sent to Professor/Dr.
_____ Department of _____, Dr. Harisingh Gour Vishwavidyalaya,
Sagar - 470003 (M.P.) within 15 days from the date of publication of the advertisement. The
Reservation Policy as per Central Govt. rules will be applicable.

(Professor/Dr. _____)
Principal Investigator

Guidelines on Externally Funded Research Projects - Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.)

Appendix – II A

DOCTOR HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)

Reports of Selection Committee for JRS/ SRF/RA

(To be filled in Duplicate)

Advt. No. _____ dated _____

Post: JRF/SRF/RA/

Project Title: _____ Project No. _____

Total No. of candidate who applied: Total = _____ (Gen _____ OBC _____ SC _____ ST _____ PH _____)

Candidates found qualified & called for interview. Total = _____ (Gen _____ OBC _____ SC _____ ST _____ PH _____)

Candidate appeared for interview: Total = _____ (Gen _____ OBC _____ SC _____ ST _____ PH _____)

List of Selected and waiting listed candidates.

S.N.	Name of Candidate	Category	Remarks (NET/GATE/GPAT/SLET/etc.) Amount/select/wait listed./etc.) Special recommendation etc.
1.			
2.			

Documents to be attached:

(1) Copy of Advertisement (Mention clearly reservation of SC/ST/OBC candidate as per Central Govt. norms) in advertisement. (2) Comparative Statement of all candidates. (3) Bio-data copy of selected/W.L. candidates (4) Approval of Selection Committee. (5) Minutes of Selection Committee. (6) Any other documents of required.

Signature of all members with designation.

(HOD, Member)

(Member)

(Member)

(Member)

(Member, Co-PI)

Member, PI)

Chairperson (Dean of concerned School)

Director (R&D)

Vice-Chancellor

Appendix – II B

Minutes of the Selection Committee meeting held on _____ in the Department of _____ to interview the candidates for _____ POST of JRF/SRF/RA in the _____ project titled " _____ " (No. _____) under Prof./Dr. _____, PI, and Prof./Dr. _____, Co-PI.

The selection committee approved by the Director (R & D) met on _____ at _____ am/pm in the Department of _____ (Office of the Head), Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) to interview and recommend suitable candidate(s) to be appointed as JRF/SRF/RA in _____ Project under Prof./Dr. _____ PI and Prof./Dr. _____, Co-PI, Department of _____.

_____ candidates attended for the JRF/SRF/RA position. Keeping in view of the eligibility qualifications and type of laboratory/field work involved in the project, and also the performance in the interview, the following panel has been recommended by the Committee, in order of merit, for appointment of JRF/SRF/RA in the project.

JRF/SRF/RA position

Sl. No.	Name of candidate		Position
1.		:	
2.		:	
3.		:	

The Committee recommends that the Vice Chancellor may kindly approve the above panel.

(HOD, Member)

(Member)

(Member)

(Member)

(Member, Co-PI)

(Member, PI)

Chairperson

Appendix -III

F. No.

Dated:

Sub: Project Based Appointment.

Dear Dr./Mr./Ms.....

Based on your performance in the interview held on _____ in the Department of _____ of the Vishwavidyalaya and subsequent approval of the Competent Authority, you are hereby offered the post of _____ @ Rs. _____ p.m. fixed in the _____ sponsored " _____ " under the supervision of Professor/Dr. _____ and Professor/Dr. _____ Department of _____ w.e.f. _____ initially for a period of 6 months, which may be extended from time to time based on performance, till expiry of the project.

1. You will draw fellowship and other benefits as per guidelines of the sponsoring agency and shall be governed by the rules and regulations of the Vishwavidyalaya.
2. The post is project based and shall not bestow any claim whatsoever, for regularization, etc. in the Vishwavidyalaya.
3. Your fellowship may be terminated at any time if your performance/progress/conduct, etc. is not found satisfactory.

You are requested to join on or before _____, failing which this offer will stand cancelled.

(_____)
Director (R & D)

To,

Email: _____

Mobile: _____

Copy to:-

1. Principal/Co-Principal Investigator
2. Director, Academic Affairs
3. Dean, School of _____
4. Head, Department of _____
5. Dy. Registrar (Finance)
6. Office copy.

Dr. Harisingh Gour Vishwavidyalay, Sagar (MP)

No. R & D/(Project Code _____)

Date: _____

SANCTION OFFER

In exercise of the Financial Powers confirmed on him/her by the Executive Council, the Principal Investigator Professor/Dr. _____ Department of _____ hereby accords sanction of an expenditure not exceeding Rs.15000 (Rupees Fifteen Thousand) only for the purpose of _____ head of the project items from _____ " (Project Code No. _____).

(_____)

Principal Investigator

(Project Code No. _____)

Copy forwarded for information to:

The Accounts & Finance Branch for information and disposal of Bill No. _____

Along with detailed break-up of the expenditure incurred/proposed to be incurred against sanction under reference:

(i) Total amount of sanction : Rs.

(ii) Expenditure already incurred : Rs.

(iii) Expenditure of Bill(s) under reference : Rs.

Total : Rs.

Balance : Rs.

(_____)

Principal Investigator

(Project Code No. _____)

Interview for one JRF/SRF/RA project position (purely temporary (in a _____ Project _____")
(No. _____) held on _____
at _____ am/pm (under Prof./Dr. _____
and Prof./Dr. _____).

Attendance Sheet

S.No.	Name of Candidate	Category	Position :	Signature
1.				
2.				
3.				
4.				
5.				
6.				

Appendix-II C

Interview for one JRF/SRF/RA position (purely temporary) in a CSIR Project

"_____"

(No. _____) to be held on _____ at _____ am/pm

(Under Prof./Dr. _____ and Prof./Dr. _____ Department of _____)

Summary sheet of the candidates for the position of JRF/SRF/RA etc.

S.No.	Name of the candidate	Date of Birth	Category	Class 10 Div (%)	Class 12 Div (%)	B.Sc. Div (%)	M.Sc. Div (%)	NET/ GATE	M.Phil./ Ph.D.	Other qual./ spec.	Publications/ Research /Post Doc. Experience	Remarks
1.												
2.												
3.												