

# INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

## PROJECT MANAGEMENT GUIDE



**Research & Development Cell**

## **MESSAGE OF HON'BLE VICE-CHANCELLOR**

### **Professor TV Kattimani**

Research and Development is one of the most important components of any university. University can easily achieve global recognition through quality research and development activities. R&D activities plays important role in generating well skilled, talented and internationally competent manpower. Extramural grants are essential to improve the research infrastructure for carrying out excellent research and development activities. Extramural funds are beyond those which are provided through the University's own research grants. Research Projects sponsored by various funding agencies are very competitive in nature and hence allow focused and cutting edge research by faculty members.

I am glad to see the potential of our talented and dedicated faculty members, who are capable to attract any kind of extramural research grant from different funding sources. Therefore, university is very keen to provide all kind of support to its all faculty members and facilitate them in all possible ways for the promotion of research and development in Indira Gandhi National Tribal University. Being an academician, I can personally feel the hardship of a University teacher to establish balance between teaching responsibilities and outstanding R&D activities. Hence, I am personally very much committed to provide all kind of support and conducive environment to perform excellent R&D activities.

I hope that the Project Management Guide designed by R&D Cell of IGNTU will certainly streamline the implementation of research projects. With these words, I strongly encourage all of our faculty members and researcher to carry out quality research and attract extramural grants to elevate the research environment of our University.

Sincerely,

Jai Hind

Prof TV Kattimani

Date: 19.05.2016

Place: IGNTU

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# PREAMBLE

Research and Development has strong potential to provide solutions to several societal challenges for the betterment of the society. Universities should play prominent role for the promotion of Research and Development leading to the generation of better employment opportunities and inclusive economic growth of the country. Considering its ample scope, Hon'ble Vice-Chancellor, Professor TV Kattimani has kindly constituted a Research and Development Cell to streamline and promote the Research and Development activities in the University.

The Research and Development Cell of IGNTU is dedicated to coordinate the activities of research and support the faculty members the submission new proposals and smooth execution of the sanctioned projects. The cell is also responsible for the sensitization of the faculty members for the submission of research proposals to various national and international funding agencies. The cell is also aimed to develop University-Industry interlinkage and facilitate consultancy projects. Research and Development Cell of Indira Gandhi National Tribal University is committed to assist all faculty members on issues related to submission and management of the Research Projects in all possible ways for realization of the vision of Hon'ble Vice-Chancellor to achieve new heights of excellence in academics through research and development.

Thanking You

Sincerely,

Bhumi Nath Tripathi, PhD

Coordinator,

Research and Development Cell, IGNTU

# 1. Submission of Project Proposal

1. Any faculty member (hereafter, Principal Investigator) of the university who is willing to apply for a research grant will prepare the project proposal based on his/her research expertise and innovative ideas.
2. The guideline and instructions of the concerned funding agency would be strictly followed for the preparation of the research project proposal by PI.
3. After the preparation of the project proposal, PI will submit it to the Research & Development Cell (hereafter, R&D Cell) of the University through concerned HOD/Dean.
4. Before forwarding the project proposal to R&D Cell, concerned HOD/Dean will ensure that minimum facilities are available to execute the project in the concerned department.
5. The Coordinator, R&D Cell will carefully check the suitability of the project proposal for the concerned scheme/agency and also evaluate the budget heads and suitability of the equipment/items proposed to be procured in the project.
6. After careful evaluation of the project proposal (maximum 03 days), The Coordinator, R&D Cell will forward the project proposal through Registrar for the kind approval of Hon'ble Vice-Chancellor.
7. After approval of Hon'ble Vice-Chancellor, Registrar will endorse the project proposal and hand over (maximum 02 days) the endorsed project proposal to concerned PI for final submission to the concerned funding agencies.
8. One copy of the submitted project proposal would be deposited to the R&D Cell of the university for the record.
9. R&D Cell of the University would be pleased to assist all the faculty members for the preparation and submission of the research project proposals.
10. Any queries related to above-mentioned matter would be answered by R&D Cell of the university.

## 2. Implementation of Research Project

1. After receiving the sanction letter of the project from concerned funding agency, PI will (i) intimate to R&D Cell through concerned HOD/Dean.
2. PI will be required to send acceptance of research grant to the concerned funding agency immediately after the receipt of sanction letter.
3. The acceptance letter may be send directly or through Coordinator, R&D Cell. If required, PI will submit the Memorandum of Agreement (MOA) between both parties (PI/Host institution and funding agency) to the concerned funding agency through R&D Cell and Registrar. The draft of the MOA will be prepared as per instructions or format given by funding agency.
4. Date of the receipt of the money (first installment) or as directed by the funding agency will be considered as the date of the start of the project.
5. After receipt of the money or financial sanction order by university, PI will submit a letter seeking permission of Hon'ble Vice-Chancellor to operate the research project in the university.
6. This letter would be processed through HOD/Dean to Coordinator, R&D Cell and Registrar to the office of Hon'ble Vice-Chancellor. Concerned authorities as stated in column 5 would be required to process and forward above-mentioned letter to the office of Hon'ble Vice-Chancellor for the permission of the Hon'ble Vice-Chancellor in maximum 02 days.
7. Along with the permission of Hon'ble Vice-Chancellor to operate the research project, PI should get the kind approval of Hon'ble Vice-Chancellor for the recruitment of the manpower, if any, and also the procurement of non-consumable and consumable assets in the same letter that is mentioned in column 5 & 6. In same letter, PI should also get the permission/approval of Hon'ble Vice-Chancellor for the utilization of grant sanctioned under contingency (if it is given under separate budget head) and travel heads and any other heads clearly described or

mentioned in the sanction letter of the research project. The format of the letter may be obtained from R&D Cell of the university.

8. After getting the kind permission/approval of Hon'ble Vice-Chancellor for the implementation of the research project, recruitment of manpower, procurement of assets and utilization of grant sanction under different heads, PI will forward the copy of above-mentioned permission/approval to the Coordinator, R&D Cell, Registrar, Finance Officer and concerned HOD/Dean for the record and further actions for the execution of the sanctioned research project.
9. After getting the approval of Hon'ble Vice-Chancellor, PI will immediately initiate the process of appointing manpower, if any in the project and procurement of the assets required for the execution of the research project, following the rules and regulations as elaborated below.
10. These rules and regulations are based on guideline of GOI for the implementation of the research projects. However, these guidelines of GOI are simplified to support the PIs for smooth operation of the research projects. But these guidelines are neither violating nor ignoring the rules and regulations prescribed by GOI for the implementation of research projects and other extramural grants.

## *2.1 Recruitment/Hiring of Staff/Manpower*

1. PI will invite applications for the required Manpower in the research project providing full requirements (educational qualifications, experiences, etc.) and monthly stipend and tenure of appointment by wide advertisement (National newspaper and/or wide circulation through email/post and/or social media and university website).
2. The deadline of the application submission against above-mentioned advertisement would be after three weeks from the date of the issue of the advertisement.
3. After deadline of the application submission, PI will short list the applicants based on eligibility requirements clearly specified in the advertisement. All short listed candidates will be called for the interview. Candidates called for the interview should be intimated well in advance so that they can get sufficient time for travelling and other arrangements.
4. PI may also conduct Walk-in-Interview after three weeks from the date of the issue of the advertisement. In this case, date and venue of Walk-in-Interview must be mentioned in the advertisement.
5. The interview would be conducted by a selection committee approved by Hon'ble Vice-Chancellor. The selection committee will be comprised of PI, HOD, Dean, Subject Expert and VC's nominee.
6. The subject expert would also be nominated by Hon'ble Vice-Chancellor from the list of the three names suggested by PI. PI may suggest the names of subject experts from other institutions (external subject experts).
7. In case of the nomination of external subject expert, expenditure incurred for TA/DA and sitting fee would be paid from the travel/contingency or any other suitable budget head of the research project.
8. The minutes of the selection committee would be approved by Hon'ble Vice-Chancellor before appointment. After approval of Hon'ble Vice-Chancellor, PI will immediately issue the appointment letter to the candidate. The appointment letter should explicitly explain all the terms and conditions of the appointment.

9. Initially, the project staff would be appointed temporarily for one year, which may be extended further for subsequent years based on the performance of the staff.
10. Extension or discontinuation of the service of the project staff would be decided by three-member's committee comprised of PI, concerned HOD and Dean. Extension or discontinuation of the service would be based on work performance of the staff and recommendation of PI.
11. The staff working in the research project will submit six-monthly progress report properly endorsed by PI to R&D Cell of the University. Based on the six-monthly progress, PI will submit a confidential report about the performance of the project staff to R&D Cell for record.
12. Format for the submission of confidential report may be obtained from R&D Cell of the university, however, six-monthly progress report would be submitted on the proforma recommended by the funding agency.
13. The service of the project staff will be governed by the rules and regulations of IGNTU prescribed for temporary employee.
14. Any kind of misconduct will lead to the immediate termination of the service of the staff without any prior notice or salary.
15. Ignorance of the assigned work or poor performance or undue absence from the work will also lead to the termination of service of the project staff. In these cases, PI will report the case to Hon'ble Vice-Chancellor through HOD/Dean and notify to the concerned project staff about reason(s) for the proposed action e. g. termination of service, deduction of salary.
16. In case of any dispute related to service issue of the staff, both parties (PI and Staff) may approach Hon'ble Vice-Chancellor. The decision of the Hon'ble Vice-Chancellor will be final on any issue related to service of the staff.

## *2.2 Procurement of Non-Consumable Items*

### **2.2.1 Purchase of item up to a value of Rs. 15000:**

1. As per Government finance rule, PI is authorized to raise the indent and place the order for the item costing up to Rs. 15000.
2. Items of value up to Rs. 15000 (Rs. Fifteen thousand only) on each occasion may be purchased without inviting quotations/bids on the basis of a certificate to be recorded in following format by the PI.

<i>Project No. ----- Funded by-----</i>	<i>Budget Head-----</i>
<i>Project title:-----</i>	
 <i>I,-----, am personally satisfied that the----- (item/items) purchased is/are of the requisite quality and specifications and have been purchased from a reliable supplier at reasonable price.</i>	
 <i>-----</i>	

### **2.2.2 Purchase of item in the value range of Rs. 15001-50000:**

1. PI is authorized to raise the indent and place the order based on the recommendation of a local purchase committee at department level for the purchase of item/items in the value range of Rs. 15001-50000.
2. The local purchase committee (LPC) will be constituted by concerned HOD and it will be comprised of, 1. PI, 2. A faculty member, 3. HOD. HOD may be considered as the representative of Registrar/FO. Otherwise a representative from finance section of the University will be included in the LPC.
3. LPC will survey the market to ascertain the quality, specifications and reasonableness of rate and identify an appropriate supplier.

- PI will place the purchase order to the selected supplier based on a joint certificate and recommendation of the LPC in following format.

<i>Project No. -----</i>	<i>Funded by-----</i>	<i>Budget Head-----</i>
<i>Project title:-----</i>		
 <i>Certified that all members of the local purchase committee are jointly and individually satisfied that the-----(Item/Items)----recommended for the purchase is/or of the requisite quality and specifications, priced at prevailing market rate and the supplier recommended is reliable and competent to supply the item/items.</i>		
-----	-----	-----
<i>Principal Investigator</i>	<i>Member</i>	<i>HOD</i>

### **2.2.3 Purchase of item in the value range of Rs. 50001-100000:**

- PI will raise the indent and submit to the Dean through concerned HOD.
- The purchase order will be placed by PI based on the recommendation of the faculty level purchase committee constituted by Dean.
- The purchase committee will be comprised of, 1. PI, 2. A faculty member 3. HOD. HOD may be considered as the representative of Registrar/FO. Otherwise a representative from finance section of the University will be included in the purchase committee.
- Based on a market survey to ascertain the quality, specifications and reasonableness of rate and identify an appropriate supplier, the purchase committee will jointly recommend the purchase of item/items in the format as given below, which will be approved by Dean.
- After the approval of the Dean, PI will place the purchase order to the selected supplier.

Project No. ----- Funded by-----

Budget Head-----

Project title:-----

*Certified that all members of the faculty level purchase committee are jointly and individually satisfied that the----(Item/Items)----recommended for the purchase is/or of the requisite quality and specifications, priced at prevailing market rate and the supplier recommended is reliable and competent to supply the item/items.*

-----

-----

-----

*Principal Investigator*

*Member*

*HOD*

-----

Approved by Dean

#### **2.2.4 Purchase of item(s) costing above Rs. 100000 to 2500000:**

1. PI will raise the indent and prepare the technical specifications of the item(s)/equipment to be procured in the project.
2. Based on the technical specifications of the item(s), Dean will invite limited tender enquiries from vendors.
3. Limited tender enquiry should be sent to as many vendors as possible to get response from maximum suppliers.
4. Quotations from at least 03 vendors are required to complete the process. In case of less number of quotes, PI may re-invite tenders.
5. All quotations (properly sealed) should be addressed to PI. There should be a pre-fixed last date for the submission of the quotations, which would be any date after three weeks from the date of the issue of enquiry.

6. Limited tender enquiry must be widely circulated among vendors through email/mail/web-based publicity. An expenditure incurred for this purpose will be paid from suitable budget head of the project.
7. After the deadline of the quotation submission, all quotations will be opened by a Purchase cum Technical Committee (Faculty level) of six members, involving 1. PI, 2. Two members from the subject area, 3. HOD, 4. Dean, and 5. A representative of FO.
8. The Purchase Cum Technical Committee will be proposed by PI and endorsed by HOD/Dean and must be approved by Hon'ble Vice-Chancellor.
9. The Purchase Cum Technical Committee will open all the quotations received and prepare a comparative chart (item-wise) in following format.

	<b>Vendor with address</b>	<b>Price (Rs)</b>	<b>Technical Details of Item</b>	<b>Warranty</b>	<b>Other terms &amp; conditions e. g. Tax, FOR, etc.</b>	<b>Suitability/Non-suitability of the item with reason</b>
<b>Item</b>	Ms. ----	---	1. 2. 3.	--	--	Suitable/Non-Suitable due to: 1. 2.
	Ms.-----	---	1. 2. 3.	--	--	
	Ms.-----	---	1. 2. 3.	--	--	
<p><i>All the quotations were carefully assessed for technical details of the item, its price, warranty and other conditions. Based on careful observations of all components of the quotations the comparative chart is being prepared for the further action.</i></p> <p style="text-align: center;">1. PI            2. Member    3. Member 4. Representative of FO    5. HOD    6. Dean</p>						

10. After careful screening of all the quotations, the Purchase Cum Selection Committee may invite vendors for further negotiation of price/service/term and conditions.

11. Vendors may submit the revised quotations (reduced price, discount, additional service, etc) within 03 days after negotiation meeting.
12. After receiving revised quotations, the Purchase Cum Technical Committee will again prepare a comparative chart for each item in the format as given above.
13. Based on negotiated/original price, discount, offer of additional service, post-installation service, and other terms and conditions, the Purchase Cum Technical Committee will recommend the purchase of item with lowest price. The recommendation of the Purchase Cum Technical Committee will be prepared in following format.

<i>Project No. ----- Funded by-----</i>		<i>Budget Head-----</i>
<i>Project title:-----</i>		
<i>Quotations were invited for the procurement of ----(item)---in above-mentioned research project from total ----No.---firms through limited tender enquiry. Total ----No.—firms have submitted their quotations for ----item. ---No.—firms were further negotiated for price, discount, additional services. Based on the negotiated/original price, the item----- make—model no. quoted by firm-----has lowest price. Therefore, all members of Purchase Cum Technical Committee jointly and individually recommend the purchase of -----item---make---model no.—from firm-----.</i>		
<i>-----</i>	<i>-----</i>	<i>-----</i>
<i>1. Principal Investigator</i>	<i>2. Member</i>	<i>3. Member</i>
<i>-----</i>	<i>-----</i>	<i>-----</i>
<i>4. Representative of FO</i>	<i>5. HOD</i>	<i>6. Dean</i>

14. The Purchase Cum Technical Committee may however recommend any suitable item other than lowest priced one, but committee will be required to state valid reasons for this purpose in following format.

<i>Project No. ----- Funded by-----</i>		<i>Budget Head-----</i>
<i>Project title:-----</i>		
<i>Quotations were invited for the procurement of ----(item)---in above-mentioned research project from total ----No.---firms through limited tender enquiry. Total ----No.—firms have submitted their quotations for ----item. ---No.—firms were further negotiated for price, discount, additional services. Based on the negotiated/original price, the item----- make—model no. quoted by firm-----has lowest price. But, all members of Purchase Cum Technical Committee jointly and individually recommend the purchase of ----- item---make---model no.—from firm----- due to following reasons:</i>		
<i>1.-----</i>		
<i>2.-----</i>		
<i>-----</i>	<i>-----</i>	<i>-----</i>
<i>2. Principal Investigator</i>	<i>2. Member</i>	<i>3. Member</i>
<i>-----</i>	<i>-----</i>	<i>-----</i>
<i>4. Representative of FO</i>	<i>5. HOD</i>	<i>6. Dean</i>

15. The recommendation of the Purchase Cum Technical Committee will be approved by Hon'ble Vice-Chancellor. PI will submit the recommendation of the Purchase Cum Technical Committee to the office of Hon'ble Vice-Chancellor through Coordinator, R&D Cell and Registrar.

16. After the approval of Hon'ble Vice-Chancellor, PI will place the purchase order to selected vender for the supply of the selected item. The format of the purchase may be obtained from R&D Cell of the university.

### **2.2.5 Purchase of item(s) costing above Rs. 2500000:**

1. PI will raise the indent and prepare the technical specifications of the item(s)/equipment to be procured in the project.
2. Based on the technical specifications of the item(s), Dean will invite an open advertised tender enquiry (preferably two-bid system e.g. Technical and financial bids). The open tender enquiry must be published in national newspapers/Indian trade journals and university website. The cost of publication, if any, would be paid by university from the overhead budget head of the concerned project. The deadline for the submission of bids should be pre-fixed, which is usually after three weeks from the date of the issue of the tender notice.
3. There may be a provision of Earnest Money Deposit (EMD), which is normally 2-5% of the value of goods and is obtained to safeguard against the withdrawal or alternation of a bid by the bidder during the validity period of the bid. However, it would be discretion of university to accept or exempt the bidders from furnishing EMD.
4. PI will propose a Technical Cum Purchase Committee through HOD and Dean. The Technical Cum Purchase Committee, comprising of 1. PI, 2. A member from the department of PI 3. A member from the faculty 4. Concerned HOD. 5. FO or his representative 6. Dean, would be approved by Hon'ble Vice-Chancellor. An additional member (A senior faculty member of the University) would be nominated by Hon'ble Vice-Chancellor as VC nominee.
5. After receipt of the bids, the Technical Cum Purchase Committee will first open the technical bids submitted by different bidders and prepare an item-wise technical summary sheet of all bids for the screening of the technical suitability of the item(s). The format of the technical summary sheet should be self-explanatory or it may be obtained from R&D Cell.
6. Based on technical screening, the Technical Cum Purchase Committee will open the financial bids of the technically qualified bidders.
7. Thereafter, the Technical Cum Purchase Committee will prepare a financial summary sheet of the technically qualified bids.

8. If required, the Technical Cum Purchase Committee may invite all qualified bidders for the negotiation of price and other term and conditions in the interest of the University. Based on negotiation, bidders may submit revised/discounted price and terms and conditions.
9. Based on revised/original price and/or additional service(s) offered to University, the Technical Cum Purchase Committee will submit its recommendations for the approval of Hon'ble Vice-Chancellor. The recommendations of the committee may be submitted in following format.

<i>Project No. ----- Funded by-----</i>		<i>Budget Head-----</i>
<i>Project title:-----</i>		
 <i>Open-tender enquiry was invited (dated: No.---) for the procurement of ----(items)---in above-mentioned research project. Total ----No.---bids (technical &amp; financial both) were received by due date (---). Total—no. of bids (list enclosed) were technically suitable and hence qualified for the opening of their financial bids. Technically qualified bidders were further negotiated for price, discount, additional services. Based on the negotiated/original price, the item-----make—model no. quoted by firm-----has lowest price. Therefore, all members of Purchase Cum Technical Committee jointly and individually recommend the purchase of -----item---make---model no.—from firm----- -- due to lowest price and technical suitability.</i>		
<i>-----</i>	<i>-----</i>	<i>-----</i>
<i>3. Principal Investigator</i>	<i>2. Member</i>	<i>3. Member</i>
<i>-----</i>	<i>-----</i>	<i>-----</i>
<i>4. Representative of FO</i>	<i>5. HOD</i>	<i>6. Dean</i>
 <i>7. VC Nominee</i>		

## *2.3 Procurement of Consumable Items*

1. Chemicals, reagents, kits, plastic wares, glassware, stationaries, and other items that can be used up in the experimentations, field work or any other work related to project will be considered as consumable items.
2. Based on the indent proposed by PI, HOD and/or Dean, after approval of Hon'ble Vice-Chancellor, will invite various suppliers, manufacturers, venders to establish annual rate contract with concerned department or faculty.
3. If required, R&D Cell with approval of Hon'ble Vice-Chancellor, may establish rate contract with different suppliers for whole university.
4. All such suppliers/vendors with proper rate contract with any department or faculty or university will be known as Registered Suppliers.
5. The supplier(s) will be registered for a fixed period, preferably for whole financial year. At the end of the registration period, the registered supplier(s) willing to continue with rate contract registration are to apply afresh for the renewal of the registration for the subsequent financial year. The process of registration/renewal of the registration should be completed in the beginning of the financial year.
6. All suppliers will submit the rate list of the consumable items with proper discount at the time of registration. This rate list and discount offer will be valid up to registration period.
7. PI (if already taken the approval of Hon'ble Vice-Chancellor, please see section 2, column 7) will directly place the purchase order through concerned HOD/Dean to the suitable registered suppliers.
8. The purchase order must be placed to the registered vender whose rate is the lowest or has offered highest discount that eventually lead to lowest rate.
9. The taxes, if any, would be as per rule of GOI/MP State government.

## *2.4 Procurement of Proprietary or Specific Items*

1. Proprietary item(s) may be procured with a single tender enquiry from a single source (Proprietor or a particular vender/manufacturer).
2. Procurement from a single source may be resorted in the following circumstances:
  - a. If only a particular firm is the manufacturer of the required item(s).
  - b. In a case of emergency, the required item(s) is/are necessarily to be purchased from a particular source and reason for such circumstances must be stated and approved by Hon'ble Vice-Chancellor.
  - c. For standardization of equipment or spare part to be compatible to the existing equipment. This circumstance would be based on the advice of a competent technical expert and must be approved by Hon'ble Vice-Chancellor.
3. A Proprietary Article Certificate in the following format is to be provided by PI before procuring the item from a single source with single tender enquiry.

<i>Project No. -----</i>	<i>Funded by-----</i>	<i>Budget Head-----</i>
<i>Project title:-----</i>		
<u><i>Proprietary Article Certificate</i></u>		
1. <i>The indented item(s) is/are solely manufactured by M/S-----.</i>		
2. <i>No other make or model is acceptable for following reasons:</i>		
-----		
-----		
3. <i>Concurrence of FO to the proposal wide:</i>		
4. <i>Approval of Hon'ble Vice-Chancellor wide:</i>		
-----		
<i>Principal Investigator (Procuring officer)</i>	<i>Endorsed by HOD/Dean</i>	
<i>With Seal</i>	<i>With Seal</i>	

4. PI will be authorized to purchase any specific item through online shopping portals, if online price is lesser than traditional marketing. In this condition, PI will submit a self-declaration certificate, format of which may be obtained from R&D Cell.

### *3. Contingency, Travel and Other Budget Head*

1. PI will be authorized to use the contingency budget to meet the emergent requirements for which specific budget is not provisioned. Any other expenses related to project for which separate budget is not sanctioned may be incurred under contingency head.
2. PI will submit the declaration that expenditure incurred under contingency head is only related to the project.
3. Similarly, PI or any other staff of the project may use the travel head to meet the expenses the travels, field visits, attending mid-term meetings of funding agency and seminar/symposium relevant to the project.
4. PI or any other staff will not be allowed to use travel head for international travel, unless it is specified.
5. Any expenses to be incurred against outsourcing, services, consultancy, analysis would be paid from Contingency or other specific head, if provisioned.
6. Expenses to be incurred as fee paid to facilitators, resource or information or sample providers during field visit or data collection or survey will be paid from travel head.
7. Other budget head may also be utilized following the terms and conditions of the funding agency and IGNTU.
8. Prior approval of Hon'ble Vice-chancellor must be required (if PI has not taken approval for the same as mentioned in Column 7 of Section 2) for expenditures related to contingency, travel, or any other head.
9. PI may request for the advance payment from contingency and travel heads.
10. Above guidelines for using contingency will be applicable for those projects where contingency head is separately (other than consumables) approved. Otherwise, all rules related to the purchase of consumable items would be applicable to contingency head.

## *4. Submission of Progress Reports/Final Report*

1. PI will be required to submit the progress reports to the funding agency following the instructions and format given by funding agency.
2. The progress reports must be based on the specific objective(s)/proposed work-plan during timeline as approved by funding agency.
3. Any deviation from the proposed methodology must be highlighted and justified.
4. The copy of the progress reports should also be submitted to R&D Cell of the University for record.
5. PI is supposed to publish the outcome of the project in form of research paper in journals of repute (for Science, Pharmacy, Computer Science, it must be SCI or SCIE Journals).
6. Funding agency and University must be properly acknowledged by PI in any publication from the research project.
7. At the end of the project, PI will submit the Final Technical Report to the funding agency and a copy of FTR must be deposited to the R&D Cell of the university.

## *5. Statement of Expenditure/Utilization Certificate*

1. It will be major responsibility of PI to submit the Statement of Expenditure (SE) and Utilization Certificate (UC) to the funding agency in time.
2. SE & UC must be prepared in the prescribed format of the funding agency and be submitted to the funding agency immediately after the completion of the financial year.
3. SE & UC must be supported by checks/exercise dully approved by a competent Chartered Accountant.
4. PI may hire the service of any competent CA and hiring cost will be paid from the suitable budget head of the project.
5. PI must maintain purchase registers for all non-consumable and consumable items, separately. All purchased items must be entered on these registers in following format:

### ***For Non-Consumable Items***

<i>Item: -----, Make: ----- Model No.:----- Serial No.-----</i> <i>Details of parts/accessories:-----</i>
<i>Purchase Order No.:----- Date:-----Date of Supply-----</i> <i>Vender Name &amp; Address:----- Date of Installation:-----</i> <i>Total Price to be paid inclusive of all taxes (Rs.):-----</i> <i>Above item is received, installed and satisfactorily demonstrated and entered in the stock register on page No.-----</i>
<i>Signature and Seal of PI</i>
<i>Actual amount paid: Rs.----- Mode and Date of payment:-----</i> <i>Details of payment: Cheque/DD No./LC/Bank transfer</i>
<i>Signature and Seal of Finance Section</i>

**For Consumable Items**

SN	Item	Make/Catalogue No.	Quantity	Rate	Price (Rs.)
Vender: Name & Address			Amount to be paid inclusive of taxes		Rs.
Purchase Order No & Date:					
Above items are received and entered in the stock register on Page No—					
Signature and Seal of PI					
Actual amount paid: Rs.----- Mode and Date of payment:-----					
Details of payment: Cheque/DD No./LC/Bank transfer, etc.					
Signature and Seal of Finance Section					

6. PI will maintain to record the expenditure under contingency, travel and other budget heads of the project. The format for other heads may be obtained from R&D Cell.
7. PI will also maintain the salary register to record the month-wise disbursement of the salary.
8. PI must submit the purchase registers along with proforma invoice/bills to release the payment to the venders against each purchase orders.
9. The purchase register will be verified and countersigned by Finance section of the university and be returned to PI for the record.
10. Based on updated purchase registers for consumable and non-consumable items, and expenditure registers for contingency, miscellaneous, travel and any other budget head and salary register will be very helpful to prepare the SE & UC by PI.
11. In case of any query, Coordinator, R&D Cell may be consulted.

## *6. Records to be Maintained by PI*

For each research project, PI will necessarily create and maintain following records.

1. Stock Register-Consumables
2. Stock Register-Non-Consumables
3. Purchase Register-Consumables
4. Purchase Register-Non-consumables
5. Expenditure Register-Contingency (if separately sanctioned).
6. Expenditure Register-Travel
7. Advance Register
8. Asset Control Register
9. Salary Register
10. Dispatch Register
11. Photocopies of all purchase orders/supply orders
12. Permission and Approval of competent authorities
13. Photocopies of submitted bills
14. All documents related to tender and appointment of the staff.
15. Minutes of all meetings related to purchase, appointment or any other matter related to project.
16. Progress reports, SE & UC. FTR.

### **Contact:**

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