

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

PROJECT MANAGEMENT GUIDE



Research & Development Cell

MESSAGE OF HON'BLE VICE-CHANCELLOR

Research and Development is one of the most essential components of any university. University can quickly achieve global recognition through quality research and development activities. R&D activities play a vital role in generating well-skilled, talented, and internationally competent human resource. Extramural grants are essential to improve the research infrastructure for carrying out excellent research and development activities in the university. Extramural funds are beyond those which are provided through the University's research grants. Research Projects sponsored by various funding agencies are highly competitive and hence allow focused and cutting-edge research by faculty members and thus reflect the academic strength of the university.

I am glad to see the potential of our talented and dedicated faculty members, who can attract extramural research grants from various 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 to promote research and development in Indira Gandhi National Tribal University. Being an academician, I can personally feel the hardship of a University teacher to establish a balance between teaching responsibilities and outstanding R&D activities. Hence, I am personally very much committed to providing all kinds of support and a 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 our faculty members and researcher to carry out quality research and attract extramural grants to elevate the research environment of our University.

Jai Hind

Prof Shri Prakash Mani Tripathi

Date: 27.07.2021

Place: IGNTU, Amarkantak

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PREAMBLE

Research and Development have strong potential to provide solutions to several societal challenges for the betterment of society. Universities should play a prominent role in promoting 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 Shri Prakash Mani Tripathi has kindly taken a commendable interest to streamline and promote the Research and Development activities in the University.

The Research and Development Cell of IGNTU is dedicated to coordinating research activities and supporting the faculty members to submit 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 aims to develop University-Industry interlinkage and facilitate consultancy projects. Research and Development Cell of Indira Gandhi National Tribal University is committed to assisting all faculty members on issues related to submission and management of the Research Projects in all possible ways to realize 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 regular faculty member (hereafter, Principal Investigator) of the university willing to apply for a research grant will prepare the project proposal based on their 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 preparing the project proposal, PI will submit it to the Research & Development Cell (hereafter, R&D Cell) of the University through the concerned PPC/HOD/Dean to form a file (master file). The concerned PI/department will initiate the file.
4. Before forwarding the project proposal to R&D Cell, the concerned PPC/HOD/Dean will ensure that minimum facilities are available to execute the project in the concerned department.
5. To maximize the usage of existing facilities/equipment, it will be the responsibility of PI and concerned HoD to avoid the unnecessary replication of the facility/equipment, if already available in the department.
6. The Coordinator, R&D Cell, will forward the project proposal through Registrar for the approval of the Hon'ble Vice-Chancellor.
7. After approval of Hon'ble Vice-Chancellor, Registrar will endorse the project proposal and hand over the endorsed project proposal to the 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. All PIs will be required to submit the file with a completely filled project proposal minimum of seven days before the deadline of submitting the project to the funding agency for the approval of the competent authority.
10. Any queries related to the matter mentioned above would be answered by the R&D Cell of the university.

2. Implementation of Research Project

1. After receiving the sanction letter of the project from the concerned funding agency, PI will intimate to R&D Cell through the concerned HOD/Dean.
2. PI will be required to send acceptance of the research grant to the concerned funding agency immediately after receiving the sanction letter.
3. The acceptance letter may be sent directly or through 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 the format given by the funding agency.
4. The 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, PI will initiate and submit the master file (as mentioned in point no. 03 of section 1) seeking permission of Hon'ble Vice-Chancellor to operate the research project in the university (Project Implementation Order). This file must include a copy of the endorsed project proposal submitted to the funding agency and the sanction order issued by the concerned funding agency.
6. This file would be processed through HOD/Dean to Coordinator, R&D Cell, and Registrar to the office of Hon'ble Vice-Chancellor. Concerned authorities will process and forward the file mentioned above to the office of Hon'ble Vice-Chancellor in maximum 03 working days for the permission/approval of the Hon'ble Vice-Chancellor.
7. With due approval of the Hon'ble Vice-Chancellor, the Project Implementation Order (PIO) will be issued by the Registrar to implement the project, e. g. recruitment, procurement, utilization of various budget heads as specified in the sanction order of the project by the funding agency. Hence, PIs are advised to specify all sanctioned budget heads along with allocated amounts clearly and proposed/approved purpose/activities for which amount is approved/sanctioned by the funding agency.

8. The Project Implementation Order of the project will remain valid for the entire tenure of the project. After the issue of the Project Implementation Order, no further approval will be required for the processing of any pre-approved budget/activity of the project for the entire duration of the project. In case of any exceptional circumstances (not covered in PIO), the approval of the Hon'ble Vice-Chancellor will be mandatory.
9. After issuance of the project implementation order, PI will immediately initiate appointing the manpower, if any, in the project and procurement of the assets required to execute the research project, following the rules and regulations as elaborated below.
10. To avoid delay in file processing, the PI will create head-wise part files for each approved budget head, e. g. Manpower, equipment, consumables, travels, contingency, etc., in addition to the Master file (see point 3 of the Submission of Project Proposal). A copy of the PIO and sanction order of the project must be enclosed in the master file and each part file. PI of the project will be the custodian of all files related to the concerned project.
11. These guidelines are based on rules and regulations of GOI for the implementation of the research projects and GFR. However, these guidelines of GOI are simplified to support the PIs for the smooth operation of the research projects. But these guidelines are neither violating nor ignoring the rules and regulations prescribed by GOI/GFR 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 details of the requirements (educational qualifications and experiences) 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 should be after three weeks from the date of the issue of the advertisement.
3. After the application submission deadline, PI will shortlist the applicants based on the eligibility requirements 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 to get sufficient time for traveling and other arrangements. Under exceptional circumstances, online interviews may also be conducted with due approval of the Competent Authority.
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 will be conducted by a selection committee constituted by Hon'ble Vice-Chancellor. The selection committee will be comprised of PI, HOD, Dean, Subject Expert, and VC's nominee.
6. Hon'ble Vice-Chancellor will nominate the subject expert and VC's nominee.
7. In case of the nomination of an outstation 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 Hon'ble Vice-Chancellor would approve the minutes of the selection committee before the appointment. After approval, PI will immediately issue the appointment letter to the candidate(s). 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, if not otherwise specified, which may be extended further for subsequent periods 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 the work performance of the staff and the recommendation of PI.
11. The research project staff will submit a six-monthly progress report/final report (in case of a six-monthly project) 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 the record.
12. Format for the submission of confidential report may be obtained from R&D Cell of the university. Whereas, 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 employees or as specified by the funding agency.
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 matter to Hon'ble Vice-Chancellor through HOD/Dean/Registrar and notify the concerned project staff about the reason(s) for the proposed action, e. g. termination of service, deduction of salary.
16. In case of any dispute related to service issues of the staff, both parties (PI and Staff) may approach the Hon'ble Vice-Chancellor through the proper channel. The decision of the Hon'ble Vice-Chancellor will be final on any issue related to the service of the staff.

2.2 Procurement of Non-Consumable Items

2.2.1 Purchase of item up to a value of Rs. 25000:

1. As per the Government finance rule, PI is authorized to raise the indent and place the order for the item costing up to Rs. 25000.
2. Items of value up to Rs. 25000 (Rs. Twenty Five thousand only) on each occasion may be purchased preferably from GeM or without inviting quotations/bids based on a certificate to be recorded in the following format by the PI (if item(s) is/or not available in the GeM).

Project No. -----

Funded by-----

Budget Head-----

Current Balance (Rs)--

Project Title:-----

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 a reasonable price.

Signature of Principal Investigator

2.2.2 Purchase of item in the value range of Rs. 25001-100000:

1. PI is authorized to raise the indent and place the order based on the recommendation of a local purchase committee at the department level to purchase item/items in the value range of Rs. 25001-100000, if the required item(s) is/are not available on the GeM.
2. Hon'ble Vice-Chancellor will constitute a department-level standing local purchase committee (LPC), and it will be comprised of, 1. PI, 2. Senior Most faculty member by rotation except HoD, 3. HOD.
3. LPC will survey the market to ascertain the quality, specifications, and reasonableness of the rate and identify an appropriate supplier.
4. PI will place the purchase order to the selected supplier based on a joint certificate and recommendation of the LPC in the following format.

Project No. -----

Funded by-----

Budget Head-----

Current Balance (Rs)---

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.

PI

Member

Chairman (HoD)

2.2.3 Purchase of item in the value range of Rs. 100001-250000:

1. PI will raise the indent and submit it to the Dean through the concerned HOD.
2. The purchase order will be placed by PI based on the recommendation of the faculty level standing local purchase committee constituted by Hon'ble Vice-Chancellor.
3. The purchase committee will be comprised of, 1. PI (Member Secretary), 2. HoD of the concerned department, and 3. Dean (Chairman).
4. Based on a market survey to ascertain the quality, specifications, and reasonableness of rate and identification of an appropriate supplier, the purchase committee will jointly recommend purchasing item/items in the following format.
5. PI will place the purchase order to the selected supplier. However, the above procedure will be followed only in the condition of unavailability of item(s) on the GeM.

Project No. -----

Funded by-----

Budget Head-----

Current Balance (Rs)---

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.

PI

Member (HoD)

Chairman (Dean)

2.2.4 Purchase of item(s) costing above Rs. 250001-2500000:

1. PI will raise the indent and prepare the technical specifications of the item(s)/equipment to be procured in the project. PI will submit the file containing the tender document (with details of the item(s) with specifications, quantity and estimated price to the Store & Purchase section of the University through the concerned HoD/Dean for the procurement of the proposed item(s) through the Central Purchase Committee (CPC) duly constituted by the Hon'ble Vice-Chancellor.
2. Subsequently, CPC will follow the standard procedure of the procurement of items, preferably through GeM. In case of unavailability of the required item(s) or item(s) with required technical specification on the GeM, a limited tender inquiry (two-bid system) may be floated as per GFR 2017.
3. Limited tender enquiry should be sent to all registered vendors to get a response from maximum suppliers.
4. Tenders from at least 03 vendors are required to complete the process.
5. All tenders (adequately sealed) should be addressed to the Registrar. There should be a pre-fixed last date for submitting the quotations, which would be any date after three weeks from the date of the issue of enquiry. However, in case of urgency, the last date may be fixed after 14 days from the date of the issue of limited tender enquiry; for this purpose valid justification must be recorded in the file.
6. Limited tender enquiry must be widely circulated among vendors through email/mail/web-based publicity. Expenditure incurred for this purpose will be paid from the suitable budget head of the project.
7. After the tender submission deadline, the technical bids of all quotations will be opened by CPC. The CPC will hand over all the opened technical bids to the user department (here PI) to prepare the technical comparison of in the format given below, which will be endorsed by all the members of the CPC.

	Vendor with address	Price (Rs)	Technical Details of Item	Warranty	Other terms & conditions e. g. Tax, FOR, etc.	Suitability/Non-suitability of the item with reason
Item	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. Member 5. Member 6. Chairman (CPC)</p>						

8. Based on the technical evaluation of the bids, the financial bids of all technically qualified bidders will be opened by the CPC.
9. Based on the financial comparison, the CPC will recommend purchasing the item from a bidder with the lowest quoted price. The recommendation of the CPC will be prepared in the following format.

Project No. ----- Budget Head----- Project Title:-----	Funded by----- Current Balance (Rs)---			
<p><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. The item-----make—model no. quoted by firm-----has lowest price. Therefore, all members of the Central Purchase Committee jointly and individually recommend the purchase of-----item---make---model no.—from firm.</i></p>				
Principal Investigator	Member	Member	Member	Chairman (CPC)

10. The recommendation of the CPC will be submitted for the approval of Hon'ble Vice-Chancellor.
11. After the approval of the Hon'ble Vice-Chancellor, Registrar will place the purchase order to the selected vendor for the supply of the selected item.

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

1. The item costing more than Rs. 2500000 will be procured through CPC following the procedure as mentioned in 2.2.4, preferably from the GeM. However, in case of unavailability of item(s) or item(s) with required specifications in the GeM, the procurement of the item(s) will be made through Open Tender Enquiry (Two-bid system).
2. The remaining procedure of the procurement will be same as mentioned in 2.2.4.

2.3 Procurement of Consumable Items

1. Chemicals, reagents, kits, plastic wares, glassware, stationaries, and other items e. g. CDs, Pen Drive, USB, that can be used up during experimentations, field work or any other work related to the project will be considered as consumable items.
2. The consumable item(s) will be procured from the vendors registered through an annual rate contract with the university.
3. CPC will establish annual rate contracts with various vendors following the due rules and regulations.
4. The supplier(s) will be registered for a fixed period, preferably for the whole financial year. At the end of the registration period, the registered supplier(s) willing to continue with rate contract registration is to apply afresh to renew their registration for the subsequent financial year. CPC will complete the registration/renewal of the registration at the beginning of the financial year.
5. 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 throughout the registration period.
6. PI will directly place the purchase order to the suitable registered vendor (s) through the Store & Purchase section of the university.

7. The purchase order must be placed to the registered vendor whose rate is the lowest or has offered the highest discount that eventually led to the lowest rate.
8. The taxes, if any, would be as per rules of GOI/MP State government.

2.4 Procurement of Proprietary or Specific Item(s)

1. The proprietary item(s) may be procured with a single tender enquiry from a single source (Proprietor or a particular vendor/manufacturer).
2. Procurement from a single source may resort to 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 necessary to be purchased from a particular source, and the user must state the reason for such circumstances. The Hon'ble Vice-Chancellor must approve the same.
 - c. For standardization of equipment or procurement of spare part (s) compatible with the existing equipment. This circumstance would be based on the advice of a competent technical expert. Approval of the Hon'ble Vice-Chancellor must be taken before procurement under this clause.
3. PI will provide a Proprietary Article Certificate in the following format before procuring the item from a single source with a single tender inquiry.

<i>Project No. ----- 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 the online price is lesser than traditional marketing and not available on GeM.
In this condition, PI will submit a self-declaration certificate in the format obtainable from the 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 of the project. 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 of the travels, field visits, attending mid-term meetings of the funding agency, and seminar/symposium relevant to the project.
4. If required, the expertise or services of any person may be outsourced for the fieldwork (collection of samples, data from various places) for the project. The travel head of the project will bear the expenses for the outsourcing with due approval of the competent authority.
5. PI or any other staff will not be allowed to use travel head for international travel, unless it is specified.
6. Any expenses to be incurred against outsourcing, services, consultancy, analysis would be paid from the Contingency or other specific head, if provisioned.
7. Expenses to be incurred as fee paid to facilitators, resource or information or sample providers during field visits or data collection or survey will be paid from travel head.
8. Other budget head may also be utilized following the terms and conditions of the funding agency and IGNTU.
9. Prior approval of Hon'ble Vice-chancellor must be required (if not covered in PIO) for expenditures related to contingency, travel, or any other head.
10. PI may request the advance payment from contingency and travel heads.
11. The above guidelines for using contingency will be applicable for those projects where the contingency head is separately (other than consumables) approved. Otherwise, all rules related to the purchase of consumable items would be applicable to the 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 the funding agency.
2. The progress reports must be based on the specific objective(s)/proposed work- plan during the timeline as approved by the funding agency.
3. Any deviation from the proposed methodology must be highlighted and justified.
4. A copy of the progress reports should also be submitted to the R&D Cell of the University for the record.
5. PI is supposed to publish the outcome of the project in the form of a research paper in journals of repute (for Science, Pharmacy, Computer Science, it must be SCI or SCIE Journals).
6. PI must appropriately acknowledge funding agency and University 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 the 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 completing the financial year.
3. SE & UC must be supported by checks/exercises 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 the 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 & 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> <div style="text-align: right; margin-top: 10px;"><i>Signature and Seal of PI</i></div>
<i>Actual amount paid: Rs.----- Mode and Date of payment:-----</i> <i>Details of payment: Cheque/DD No./LC/Bank transfer</i> <div style="text-align: right; margin-top: 10px;"><i>Signature and Seal of Finance Section</i></div>

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					

1. 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.
2. PI will also maintain the salary register to record the month-wise disbursement of the salary.
3. PI must submit the purchase registers and proforma invoice/bills along with the file to release the payment to the vendors against each purchase order.
4. The purchase register will be verified and countersigned by the Finance section of the university and be returned to PI for the record.
5. 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 helpful to prepare the SE & UC by PI.
6. In case of any query, the 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 are 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. Copies of Progress reports, SE & UC. FTR.

Contact:

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