

# **Research & Development (R & D) Cell**

## **Regulations, Guidelines & Formats**



**Central University of Jharkhand**  
**Established by an Act of Parliament of India, 2009**  
**Cheri-Manatu, Ranchi-835222, Jharkhand**

*ACB*

## Table of Contents

Sl. No.	Title	Page No.
1.	Scope	
2.	Terminology	
3.	Project Initiation	
4.	Type of Research Projects	
5.	Sanction of Projects	
6.	Consultancy projects	
7.	International project	
8.	Testing Projects	
9.	University supported project	
10.	Special Grant	
11.	Travel Grant	
12.	Fund For Improvement of S&T Infrastructure (FIST)	
13.	Filing And Management of Patents	
14.	Manpower	
15.	Finance and Accounts	
16.	Intellectual Property Rights	
17.	Technology Transfer	
18.	Retainership	
19.	Duties and Responsibilities of The Principal Investigators (PIs)	
20.	Financial Benefits to PIs/ Co-PIs and Project Staff	
21.	Admission of Research Worker to Academic Programme of The University	
22.	Exception Clause	
23.	Procurement Procedures	
	GFR-2017	
	The purchase procedure at a glance	
	<b>ANNEXURES</b>	
I	Project Submission Form	
II	Central University of Jharkhand Project Initiation Form	
III.	Format for Closure of Research Proposals	
IV.	Summary of the Sponsored Project Proposal to be submitted by PI to In-Charge (R & D) along with Project Proposal	
V.	(Model) Advertisement	
VI.	Proforma for Précis	

VII.	Proforma For Preparation of Merit Index of Candidates by Members of The Selection Committee	
VIII	Proceedings of The Selection Committee	
IX	Proforma For Provisional Appointment Letter for Research/Contractual Positions	
X.	Details Regarding Appointment Under the Project	
XI	Joining Letter	
XII.A	Checklist A: For Procurement of Goods and Services	
XII.B	Checklist B: For Registration of Various Purchase Orders for Procurement of Goods and Services	
XIII	Form no. R & D/03:Form for JRF/SRF Appointment	
XIV	Form No. R & D/04: Form for Award of Work on Contract	
XV	Composition of Selection Committee	
XVI	Annual Progress report of Project staff	
XVII	No Dues Certificate for Project Staff	
XVIII	Form For Organizing Events	
XIX	Attendance and Progress Report of Research Scholars who have applied for Non-NET fellowship	

*ACQ*

## **Introduction**

The Central university of Jharkhand (CUJ), Ranchi, has established the Research and Development Cell in September 2021 in conformity with the intents of National Education Policy 2020 (NEP), that considers outstanding research as the co-requisite for outstanding education and development. As NEP 2020 envisages the development of active research communities across disciplines to transform the teaching intensive universities in to Research intensive universities through systemic and structural changes, this the prerequisite of the university. The CUJ is in a evolving stage and striving to establish its credibility through delivering and complying to the national need. An Institutional Development Plan has been drafted that lays down a blueprint for the transformation of this university to a Multi-disciplinary Research-Intensive University.

To create a research ecosystem in the university a variety of initiatives and measures have been undertaken that include establishment of the R&D Cell, formulating research policy to provide an enabling environment, building capacity of researchers, creating research infrastructure, provision of seed funding to young researchers etc. The University is giving incentives for publishing high quality and globally cited research papers may be through partnership with other institutes.

### **Objectives of Research and Development Cell**

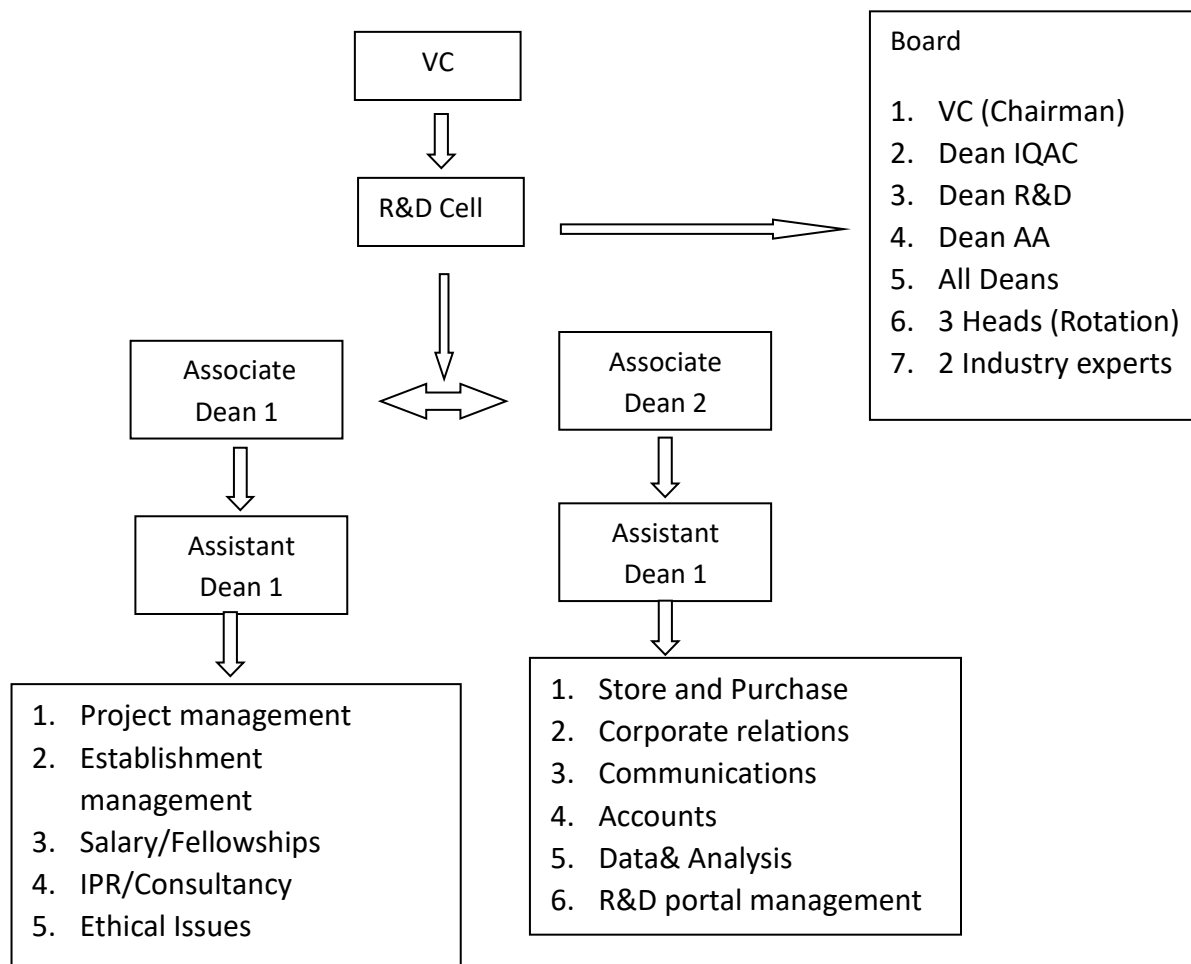
- To create an enabling environment through a structured way, establishing linkages and collaborations with academic institutions of repute and industries,
- To set the target for research output and outcome that will lead to owning Intellectual Property Rights (IPR) and to undertake cutting edge research to help in resolving societal challenges & comply to the national need
- To take initiatives for improving the research infrastructure both physical and digital and providing increasing access to resources.

## **PROJECT MANAGEMENT UNIT (PMU)**

This unit will facilitate and govern the sponsored research projects by coordinating between various sections of the university and sponsoring agency. The Unit's functions are:

- (i) provide information and guidance for getting projects
- (ii) Process the project proposals for approval
- (iii) facilitate MOU/ Agreements to be signed between university and sponsoring agencies
- (iv) communicate with the funding agencies
- (v) appoint Project Advisory Committee (PAC)
- (vi) Liaise with Administration for infrastructural support
- (vii) Facilitate recruitment of project staff, consultants, advisors , technical and administrative staff
- (viii) Monitor the projects periodically and
- (ix)** Get the settlement of accounts ready for closure of the project and transfer of assets to the university as per the agreement.

### Constitution and Functioning of R&D Cell of CUJ



## **2.1 Office of Research and Development (R & D)**

Office of Research & Development is set up to provide specialized administrative and managerial support for the operation of sponsored research, consultancy and other R & D related activities of the University. functions as the nodal agency for the Projects. It has an Academic Head, who is advised by various Project Advisory Committees and Finance Officer for specific purposes. The Head of the R&D Cell shall be the nodal officer for all Projects executed by the University for proper coordination and handling all references received from Ministries, UGC and other Statutory Bodies/Agencies connected with the Projects. For carrying out various tasks effectively, 'R&D Cell' is assisted by the staff transferred to it from the General Administration and Computer Division. Depending upon needs, there will be faculty and staff from Schools/Divisions who will be assigned the additional responsibility to work in project related committees.

## **2.2 Functions of Research & Development Cell**

The main mission of the R&D Cell is to create a conducive environment for enhanced research productivity in the university and also encourage collaboration with external agencies, both national and international level. It also promotes and manages University-Industry interactions and all externally funded research and development projects as well as patents. The Cell acts as a liaison between the University and funding agency to undertake sponsored projects.

The main function of the R&D Cell are:

- i. Encourage faculty members to prepare research proposals, interdisciplinary research and published their research in reputed journals.
- ii. Share the information regarding project advertisement under different funding agencies.
- iii. Provide information and guidance for getting Projects in various disciplines.
- iv. Encourage faculties to apply for patents or other Intellectual Property Rights.
- v. Process the Project proposals for approval.
- vi. Facilitate MOUS/agreements to be signed between the University and sponsoring agencies
- vii. Communicate with funding agencies
- viii. Appoint Project Advisory Committees (if required)
- ix. Liaise with the Administration Division for infrastructure to be provided Facilitate recruitment of project staff, consultants, administrative and technical staff
- x. Monitor progress of the project periodically.
- xi. Suggest peer reviewed national and international journals for subscription in the central library.

**2.2.1. Dean (R & D):** Dean (R & D) is appointed by the Vice Chancellor as the Head of the Research & Development Cell. The Dean (R & D) has full responsibility for project administration including (i) acceptance of Sponsored Research and Consultancy projects from the funding agencies on behalf of the University; (ii) the recruitment, extension, assessment, termination and invoking disciplinary procedure against project staff, and (iii) the full financial power related to all projects covered under the R & D Regulations.

**2.3 Research Board:** It is duly constituted by the Vice-Chancellor of the university to oversee the academic research activities of the university. The research board will be headed by the Vice-Chancellor (Chairman), Dean R&D (Convenor), Dean Academic Affairs, two deans on rotation, two industry/academic experts. The objective of the committee is to review various projects from time to time and to resolve issues related to the project execution.

**2.4 Research Ethical Board:** It is an independent research committee established by the Vice-Chancellor of the university and in partnership with its affiliated research institutes and hospitals to provide advice and assistance in regard to ethical principles. The ethical board will be headed by the Vice-Chancellor (Chairman) followed by Dean R& D (Convenor), Dean Academic Affairs, two deans on rotation and CoE of the university.

### **3.0 PROJECT INITIATION**

The information regarding projects is available with various funding agencies. The University academics and officials who strive to develop the Project proposal and who interact with the Ministries/Agencies sanctioning the Projects are given priority to undertake the Projects coming to the University. Any faculty member/ academic or a group of faculty members/ academics from one or more disciplines, based in one or more Schools/Departments/ Centres can also conceive, plan and write a Project proposal. University officials are also approached by outside Ministries/agencies for planning and implementing Projects directly or through the University. In either case, one has to follow the norms and procedures laid down by the University. The University officials who are approached by the outside Ministries/Agencies shall have to seek specific prior approval of the University, through *Research & Development Cell*, for acceptance of the Project. A general undertaking for submission of a new Project proposal is provided at Annexure I

#### **3.1 Forwarding of Projects Proposal**

In order to obtain the approval, the Principal Investigator shall submit the required number of copies of the Project proposal to *Research & Development Cell* through Head of Department followed by the Dean of the School. One copy will be retained in *Research & Development Cell* for office records. The Head of the Department forwards the project proposal to *Research & Development Cell* with a request to communicate to funding agency. It is important to ensure that Project is managed, as far as possible, with existing

infrastructure facilities and staff, and if there are additional requirements, the same should be incorporated in the proposal and funding is requested accordingly. Now, many funding agencies are seeking online submission of project proposals with short deadlines. In that case the PI may submit the proposal online to the funding agency along with a copy to **Research & Development Cell** by seeking prior concurrence from the **Research & Development Cell**.

### 3.3 Processing of Project Proposal

The **Research & Development Cell** will examine the following aspects of the Project proposal in consultation with the Finance Officer, if required.:

- academic
- administrative
- ethical
- financial

If need be, **Research & Development Cell** may arrange a Project Review Committee of 3 members and ask the Principal Investigator to make a presentation on the Project. The Project Coordinator/PI shall not make any commitment for the expenditure unless the concurrence on academic, ethical, administrative and financial is obtained from **Research & Development Cell** on the Project proposal. The approved Project will be sent to the funding agency.

### 3.4 Project Proposal Format

**Project proposal forms** for some funding agencies may contain following information below:

- **Proposal Description:** It is the summary of the proposed study. It shall be a good match to the proposed themes of the funding agency. Moreover, it should be easily remembered by the reader cum reviewer.
- **Summary of the Proposal:** One needs to highlight the aims and overview of the research plan. It should demonstrate the importance of the study and generate interest to the reviewer.
- o **Research Statement:** PI should incorporate the relevance of the proposed study, the focus of the study and a rational plan to achieve the study goal(s).
- o **Objectives:** The proposal should establish the overall direction of the proposed study. In the case of several objectives faculty should state the action, the behaviour and the standard against which it will be measured.
- o **Literature Review:** Faculty needs to incorporate important work in a concise manner in the proposed study. Relevant research done in the national and international level should mentioned in this section. In addition, faculty should try to advance the knowledge.



- o **Study Design:** Its covers the methodology part. It shall be simple and clear. Moreover, the design should be based on the objectives of the proposal. PI needs to discuss with the expert in research methods, if necessary, to obtain suggestions on sample design, data measurement, collection and analysis.

#### **4. Type of Research Projects**

Projects could be of different types depending upon their size, source of funding, nature of activities and the method of execution. In CUJ, the Projects are of different nature, for example research, academic, extension, evaluation, training, etc. (funded, fully or partially by external agencies).

The Projects sponsored by outside agencies are governed by the terms and conditions specified in the Memorandum of Understanding entered between the CUJ and the sponsoring agency or by the terms and conditions stipulated in the letter sanctioning the project/grant in aid. Broadly the terms and conditions include the project objectives, duration, implementation strategies, evaluation and funding arrangements. In keeping with the said broad contents, the MoU/ Agreements/ Contract will be prepared, if required by the Principal Investigator and the Funding Agency. Such MoU/Agreement/Contract shall be ratified by the Legal Cell and F & A Division before seeking approval of the competent authority (Hon'ble Vice Chancellor) to enter into an Understanding/Agreement and Contract.

Many times, funding agencies simply release the grant without any MoU. In such cases the proposals will be processed without MoU.

Once sanctioned, the implementation of a Project shall involve the following:

- i. Arrangement of equipment and other infrastructure needed to be acquired activities out of Project Fund;
- ii. Engagement of human resources, as envisaged in the proposal;
- iii. Purchase of books and journals and collection of data required for the Project;
- iv. Project work and reporting of progress;
- v. Financial aspects as per University norms / code;
- vi. Final Project Report.
- vii. Closing of the Project

#### **4.1 Sponsored Research Projects**

Sponsored project refers to one in which the PI does not charge honoraria/consultation fee. For a project sponsored by a government agency, no honorarium in any form can be claimed. Amount may be used by the PIs as approved in the respective budget head by the funding agency.

##### **4.1.1 Individual projects**

The University encourages investigation of basic and applied areas of science and technology, high end technology development in the form of sponsored projects. Research grants for such projects are given by government agencies and industries (both national and international). These projects are usually of 2-5 years duration with periodic appraisals, while research objectives and goals may be refined along the way.

#### ***4.1.2 Collaborative projects***

Faculty may also participate in collaborative projects with other domestic or foreign partners. In such projects, even though there may be an overall project, there must be a separate budget and scope of work statement to be done by the faculty and staff of the University. The summary statement provided to the University should be based primarily on the portion to be done by the University. The University will treat this like any other sponsored project.

The University soon after receiving the sanction letter from the Sponsoring Agency allows the Project Investigators to initiate the project work by duly hiring the personnel, spending on consumables, using the infrastructure and resources of the University, in anticipation of the release of the Funds.

The money received through Grants is parked in the Current Account held by the University and the **University does not earn any interest** on the Grants received. Neither the University charges **any interest from the Funding agencies** in case of delay in reimbursement of expenditure or transfer of the Funds pledged by the agency towards the execution of the Projects by the PIs of CUJ Ranchi.

#### ***Guiding notes:***

- **Project responsibility:** These projects are headed by a Principal Investigator (PI), and may have Co-Principal Investigators (co-PIs)/administrative PI (to operate the project, in case PI is out of station) and the deliverables are the responsibility of the PIs. For each sponsored project, the entire expenditure for the operation of the project is required to be met out of funds provided by the sponsoring agency. The responsibility for operation of the project lies with the PI.
- **Preparation and Submission of the Proposal:** The project proposal should be formulated according to the format prescribed by the concerned funding Agency. The format is available at the respective website of each Funding Agency.
  - All proposals for submission of research projects to the various funding agencies should be forwarded through the Head of the concerned Department, Dean Research and Registrar of the University, who will certify that it would be possible/not possible for the Department/Center/University to accommodate the Research Project work and staff within the existing Laboratory space. The PI of the proposed

project shall clearly state the extra space that would be needed and HOD/Registrar of the Institute shall certify the availability/non availability of the same.

- The project proposal containing the financial statement and summary of the Project along with the project submission form should be submitted to the Registrar through Head (Department), Dean (School) and Dean (R&D) for endorsement certificate and process should be cleared within seven working days.
- The project proposals to all agencies must ask for a minimum of 12-20% overhead charges (of the total grant of the project) to the University
- Teaching posts should not be asked for in the project proposals. However, posts of Research Scientists, A, B and C as per the UGC pay scales, may be included in the proposals. Other posts asked in the project proposal should carry scales of pay identical to those of the corresponding posts in the University. Post(s) on a consolidate salary, not exceeding the total emoluments at the minimum of the scale of the identical posts in the University, may also be included in the budget proposal.
- If the project is with a non-government agency, a statement on terms and conditions of the project including the right of patents and royalties must be spelt out clearly
- If an MOU is to be signed, the exact term and conditions of the MOU, including a summary of the project, progress of the project, should be submitted to the Finance Section and Registrar.

4.1.3 **Ethics/ IPRs:** Funding agencies are concerned with ethical issues of the scientific experimentation on humans, animals, etc. PIs are responsible for upholding academic integrity.

4.1.4 **Viable research budget and term:** It consists of direct and indirect costs of the proposed study. Moreover, provide rationale for each budget item within the lines of the objectives of the study. It is advisable to seek assistance from the concerned staff of the University. It is necessary to check head wise calculations before submit the proposal to the funding agency.

4.1.5. **Benefits to the academia and the society:** The proposed study should contribute to the knowledge base and find solutions to the societal problems. The relevant design and finding of the study should be disseminated to the targeted groups of the society. The information sharing strategy could be worked out in consultation with stakeholders. The funding agencies provide incentives to the PIs to share the findings of the study. Thus, the investigator could incorporate the cost of the dissemination in proposed budget of the study.

4.1.6 While making an estimate of the funds required for a project, the following budget heads should be taken into account:

- (a) Salary of Project Staff (Manpower)
- (b) Equipment
- (d) Lab. Consumables
- (e) Travel (domestic, international)
- (f) Contingency
- (g) Overheads (As per the guidelines of the funding agency or preferably @12-20% of project cost)

- Endorsement should be printed on the University letterhead and is signed by the PI.
- A proposal that satisfies all the conditions, particularly of the overheads, will be forwarded by the Dean/Prof.-in-Charge (R & D). Any deviation from the norms (e.g. reduction of overhead) will have to be discussed and explicitly approved. The approving authority for any relaxation is the Dean/Prof.-in-Charge (R & D).
- The R&D Cell will make a suitable record of the proposal, and then courier the project proposal to the concerned agency along with the University's cover letter (if online upload is not available). Alternatively, it may be given to the PI for forwarding it to the agency.
- The softcopy of the proposal will be sent to the Office of records.
- IPR issue: All IPR related issues are agreed between the University and the funding agency. Preferably, IPR will be jointly shared by CUJ Ranchi and the funding agency.
- PI should submit the Utilization certificate (both recurring and non-recurring) along with Expenditure of Statement at the end of every financial year.
- After completion of the project, final/closing report should be submitted to the funding agency along with the remaining balance (if any).
- A completion certificate should be obtained from the funding agency for successful completion of the project based on which project account will be closed.

## **5.0 Sanction of The Projects**

- a) The letter of sanction and details of the amount sanctioned under different budget heads, duration of the Project and other terms and conditions should be communicated to the R&D Cell and Finance Office along with a copy of sanctioned order. Before the start of Project PI must fill up the project initiation form. (Annexure II).
- b) The date of start of project will be the date of actual receipt of first instalment of the grant sanctioned or as specified by the funding agency.

## **5.1 Operation of The Projects**

- 1 All purchases shall be supervised and handled by a committee called the “Project Monitoring Committee (PMC)”for each project consisting the
  - i. Head of the Department - Chairperson
  - ii. Principal Investigator - Convener
  - iii. One member from R&D Cell - VC Nominee
  - iv. Co-Principal Investigator - Member
  - v. One member as FO or his nominee - Member

This committee, proposed by the PI and approved by the Vice Chancellor shall be constituted in the beginning of the Project and would serve the entire duration of the project.

- 2 The PMC is responsible for monitoring the progress of the project.
- 3 All purchases should be made strictly by following General Financial Rules 2017 unless and otherwise specified by the funding agency.
- 4 All bills in respect of project (including bills for advance) will be signed by the Project in-charge and sent to the Finance Office duly completed in all respects for payment. It will be the responsibility of the Project-in-charge to see that the bills are complete in all respects and that they are in order as prescribed in the Check List.
- 5 Payment of bills should be made through the PI by cheques/ digital transfer drawn in favour of the parties concerned.
- 6 In respect of salary of all part time, ad-hoc, regular, daily-wage based honorarium and consolidated salary based employees of project, it will be made by digital transfer in the name of the concerned employees only or by cheque to be credited to their respective bank accounts which must be mentioned on the fellowship or salary bills, duly countersigned by the concerned person and Project-in-charge.
- 7 The TA/DA in the project for field work and visits outside Jharkhand (in India or Abroad) or within Jharkhand can be paid as per rules of the University or as per guidelines of the funding agency to the PI, Co-PI and Project staff as well as Ph.D. students working on jobs related to the Project work upon approval and justification by the PI.

**Note: The Finance Office should make the University rules available to each PI in this respect.**

- 8 The period spent by the PI, Co-PI, and Project Staff on field work or collaborative work in another Laboratory relating to research work of the project (in India or Abroad) should be treated on duty (provided this does not affect the teaching obligation) and will need the approval by Registrar and on recommendation by the

concerned Head of the Department.

- h) In case the funding agency makes ad-hoc payments of the instalments, the PIs may provide the break-up under different heads of the project. However, re-appropriation within different Heads, which was provided by PI himself, can be affected by the PIs with the approval of the Dean (Research) within the total overall budget given by the funding agency.

## **5.2 Annual Statement of Expenditure and Utilization Certificate**

The PI should prepare the statement of expenditure and utilization certificate of every project as per the time schedule prescribed by the funding agency. The same may be sent to the Finance Office within 15 days of the said date for confirmation/reconciliation for onward transmission to the funding agency, or vice-versa.

## **5.3 Management of Overhead Charges**

In case of industry sponsored project/consultancy, the complete overhead grant will be given to University towards the development funds. While, in case of project funded by Government agencies, from the overall overhead charges, 40 % of it will be given to the University towards the development funds. Sixty percent of the overhead charges shall be at the disposal of the PI. The funds under this head could be utilized by the PI up to six months beyond the tenure of the project. Any unspent amount from the sixty percent share of PI after this period shall be transferred to the miscellaneous account maintained by the University. The following expenses can be made by the PI from her/his share of the overhead charges:

- a) ***Infrastructure:***  
All expenses related to Laboratory maintenance and renovation, purchase of furniture, repair of existing furniture, wooden work like partitions, shelves etc. flooring, making dust free rooms, water and electricity connections including labour charges, purchasing of air conditioners, invertors, voltage stabilizers, UPS and air curtains. This type of work could be assigned to the outside agencies to avoid delays. Proper procedure of inviting quotations should, however, be followed. No structural changes can be made without the consent of the Registrar and such changes can be made after certification by the University Engineering Dept.
- b) Repair and up gradation of scientific equipment, computers and peripherals, payment of annual maintenance/service contracts, purchase of minor accessories for equipment.
- c) Cost of advertisements in newspapers for project positions as well as other notices.

- d) Hiring manpower including secretarial assistance (typing/computer operator/accounting, etc.) subject to approval by the Registrar, as appropriate at University approved rates. Assistance on part time basis to Master's and Ph.D. students not getting any financial support can be provided on fixed honorarium basis not exceeding the 50% of CSIR/UGC fellowship amount after getting approval of the Registrar.
- e) Expenses to meet local, domestic or international travel, hotel expenses (actual up to 100 Euro/150 USD per day), DA/per diem (in addition to Hotel Expenses), registration fee towards participation of PI, Co-PI, and project staff in Conferences/Symposia and on visits to other laboratories (in India and abroad) for discussions in collaborative research-work subject to prior approval of University.
- f) Expenses to meet filing of Indian or USA or global patents or PCTs as per rules in consultation with Finance Office and after getting prior approval of Registrar.
- g) Provision of communication facilities, including installation and periodical bill payment of telephone, intercom, fax and E-mail in office/Laboratory of the PI/Co-PI. In addition to above, charges on calls made from the residential telephone of PI and Co-PI or public call office and E-mail charges including cell phone charges for project work may be paid from this head up to a ceiling of Rs. 12,000 per financial year.
- h) Life membership or annual membership of the academic societies directly related to the activities of the project may be claimed by PI / Co-PI.
- i) Expenditure towards entertainment/hospitality/snacks/lunch etc. be allowed from the fifty percent share of the PI from the overhead grant. Due financial prudence be exercised by the PI while incurring such expenditure and PI should certify that such bills pertain to the concerned project.
- j) Note: In view of the exigencies that may arise during the work in the project, which are not covered under the above provisions, the PI/Co-PI may with prior approval of Registrar and in consultation with Finance Office, meet such expenditure as may be necessary for the smooth functioning of the Project from the P. I. share of the overhead charges of the project.

#### **5.4 Provisions for Posts**

Prior approval for all the appointments against the sanctioned posts in respect of various projects shall be obtained from Registrar. The qualifications and scales of

pay/consolidated pay for all the posts will be the same as those prescribed for the corresponding posts in the University and according to the norms of funding agency.. Any relaxation will require the prior approval of Registrar. Creation of the posts of Professors, Associate Professors and Assistant Professors will not be accepted by the University.

#### **5.4.1 Appointments**

a) For appointments to the posts under the Project, applications should be invited after giving wide publicity/advertisement regarding the vacancies.

- The cases where the vacancies are for less than 6 months, such posts need not be advertised but should be circulated in the Departments of the University.
- In cases where the vacancies are for more than 6 months but less than one year, such posts need not be advertised in the newspaper but circulated in various institutions in India including Departments of the University.
- In case the posts are for more than one year, the posts should be advertised in at least one national newspaper. The post should be displayed on the website of the University for at least three weeks.
- The ad-hoc appointments against different posts shall normally not continue beyond 6 months.
- The applications will be processed by the Project-in-charge and persons will be called for interview before selection committee. Travelling allowance/ dearness allowance may be paid to the outside candidate for interview for employment in the project as per rules of the University from the contingency or travel head of the project if sufficient funds are available.
- There will be a Selection Committee for selection of the candidates. This committee, called the “Selection Committee”, for each project and shall consist of
  - i. Principal Investigator - Chairperson
  - ii. Dean/Prof. I/C (R & D) or his nominee - Observer & Member
  - iii. Head of the Department -
  - iv. Co-Principal Investigator (if any) - Member
  - v. Two members of the teaching faculty of the concerned department. - Member
  - vi. One external expert - Member



This committee shall be constituted in the beginning of the project by PI with the approval of Registrar and shall serve throughout the duration of the Project. The Selection Committee shall recommend the appointments to the posts of Junior/Senior Research Fellows, Project Fellows, Research Assistants and all other Technical and non-technical staff.

- The appointment letters shall be issued to the selected candidates by the **Principal- Investigator** except in the case of project in respect of which the appointment letters to the candidates are to be issued by the sponsoring bodies. A copy of the appointment letter should be sent to Registrar/Finance Office. All appointment letters should clearly indicate the terms and conditions of appointment. In case wherein approval of the funding agency is required, the appointment letters should be issued only when the clearance in writing is received from the funding agency.
- Appointment of the above staff will be purely on temporary basis and for the duration of the project only and the appointed staff will have no claim for regular appointment in the University on the termination of project.
- The staff employed in the projects will be governed by the same rules and conditions of service as applicable to temporary employees in the University from time to time except in those projects where the conditions have been laid down by sponsoring body.
- The leave to the members of the staff under projects will be admissible to the same extent as its admissible to the corresponding employees of the University unless the sponsors specify otherwise. The PI will be competent to sanction leave to the extent admissible.
- The joining report of the selected candidates should be countersigned by the PI and forwarded to the Registrar. A copy may be retained by the PI.
- Such Project Fellows/Assistants whose work has been judged meritorious by the Selection Committee may be allowed to draw fellowship amount that the NET qualified candidates are entitled, unless otherwise specified by the funding agency.

#### ***5.4.2 Fellowship/ Remuneration/ wages of the Project Staffs***

The fellowship/ ***remuneration/ wages*** of the project staffs will be fixed by the Project PI (s) as per the norms of the funding agency after the approval of the **Competent Authority**. Fellowship may be paid to Project staffs employed in R&D Projects as per the norms of the various sponsoring bodies/ as decided by the CUJ.

#### ***5.4.3 Settlement of bills***

- a) The payment of bills and clearance of accounts is one of the most important aspects of smooth running of Projects. If Finance Office has procedural objections to a bill, it should be returned to the PI in a week's time. Bills which are in order should be cleared and the whole process including the issue of cheques should be completed within three weeks of submission of the bills. If the bill is not settled within three weeks from the date of submission, PI should report to the Registrar.
- b) If any note-sheets/bills of purchase are sent to the Finance Office, concerned branch should acknowledge the receipt of note-sheets/bills.

#### ***5.4.4 Maintenance of Stock Registers***

- a) Each project should have separate stock register for assets, accession, consumable, and non-consumable articles.
- b) Separate account should be opened for each article purchase on separate page with full particulars unless the transactions in respect of articles are small in number, in which case a page may be utilized for recording receipts and issue for more than one article provided the accounts in respect of different articles are not mixed up on that page.
- c) All entries in the stock book should be initialled by the PI.
- d) Physical verification of stock should be conducted at least once in a year; the result thereof should be reported to the Finance Officer.
- e) Equipment purchased specifically for each project will be the property of the University on the termination of the project unless the sponsoring body desire otherwise.

### **5.5 Interim Progress And Accounts Reports of The Project**

The PI should prepare the Progress report along with the settlement of accounts which should be submitted to the concerned official in Finance Office looking after the project who would verify it within a week of submission of the accounts. On verification, the reports and accounts with a forwarding letter should be returned to the PI for onward transmission to the funding agency. Any minor discrepancy should be solved mutually. In case of any major discrepancy, the PI should approach the REGISTRAR to get the matter sorted out.

#### **5.5.1 Final Technical, Fiscal report of the Project**

Closure of the project should be done within six months of the completion of the project. The final technical and fiscal report should be prepared by the PI in accordance

with the requirements of the funding agency and submitted to the Finance Branch for verification of the financial aspects and any discrepancy should be immediately removed by mutual discussions. In case of any major problems, the PI should approach the REGISTRAR.

## **5.6 CLOSING OF THE PROJECTS**

- a) Statement of final accounts showing the year-wise receipts and expenditure and a list of articles (consumables and non-consumables) left over at the time of termination of the project and purchased out of the project funds should be sent in triplicate to the Finance Office in the prescribed Performa (Annexure-III) and verified by the Internal Audit Officer of the University. These articles may be transferred to the Department stock register except where the sponsoring bodies do not allow the Department to retain the articles without paying them the book value of the articles. In case the Department does not want these articles, the same will be auctioned through office of the Engineer'
- b) The list will be given to Head of the Department for entering the permanent assets in the stock register of the Department within four weeks of the submission of the list. After entry into the Stock Register of the Department, the list with proper entry of the pages of the stock register in the Performa to be supplied by the Finance Branch should be sent to Internal Audit Office for verification. It is mandatory for the Department to enter all items in stock register and to reissue them to the teacher concerned for his research and to take back into the stores the items the PI does not want to use. It is also mandatory for the Head of the Department to move the papers for writing off of any items which none of the teachers of the Department is willing to take and has been returned to the stores from the project.
- c) The PI and Head of the Department should ensure that all pieces of equipment which are obsolete/beyond repair are written off after following due process. The PIs/teachers should give this in writing as soon as situation arises. In case of any missing item/component of the items falling under this category, the cost to be recovered from the PI/Teachers (when he needs no dues certificate) will be decided by REGISTRAR in consultation with Head of the Department and Finance Officer.

## **6.0 CONSULTANCY PROJECTS**

The University has expertise in various research areas to provide knowledge and intellectual inputs which are of interest to the industry. It encourages its faculty to undertake consultancy work which is an important tool in industrial growth of the Country.

*Guiding notes:*

- A consultancy project/task/work is one, where faculty and research staff provides knowledge and intellectual knowledge to industry (within India/outside India), primarily for their purposes. This is effectively a contract work in which all outputs belong to the sponsor.
- It is desirable that payments for consultancy be routed through the University. This means, that whenever payments are done, they should come in the name of the University, which will then do the needful for complying with statutory laws and then give the honorarium to the faculty/staff as the case may be.  
The requirement originates from the industry concerned. The faculty is expected to estimate the time and cost required to accomplish the task.

### **Preparation and Submission of the proposal:**

In case of a consultancy project, normally based on the requirement, proposal is prepared by the PI. It should specifically mention breakage of funds, normally consultancy fee as the primary component. It may also have budget for supporting manpower, equipment, travel contingency and other such costs to execute the consultancy project.

At the stage of proposal submission, the budget will reflect total project costs, overheads and GST or applicable rate as per the consultancy policy of the CUJ.

GST is subject to periodic revision by the Government of India. GST is not deducted on projects, if the funds are received in foreign currency. GST on equipment is not chargeable, in case equipment is to be returned to the funding agency/organization after completion of the project. This should be clearly spelt out in the MoU/proposal itself.

### **7.0 INTERNATIONAL PROJECT:**

Funds are received in foreign currency; service tax/ GST is not applicable; the research collaboration of CUJ with the other party/funding agency should be in conformity with the laws of both the Countries and/or International laws as the case may be.

A MoU/ agreement that satisfies all the conditions, particularly of the overheads, GST will be approved by the University. Any deviation from the norms (e.g. reduction of overhead) will have to be discussed and explicitly approved. The approving authority for any relaxation is the Dean(R & D). The softcopy of the proposal will be sent to the Office for records.

**IPR issue:** All IPR related issues are agreed between the University and the funding agency. Preferably, IPR will be jointly shared by CUJ Ranchi and the funding agency.

**MoU/ agreement preparation:** University has Board approved guidelines for drafting MoU. When MoU is clear in all respects and acceptable to both the parties, it is sent to the Dean (R&D), CUJ for approval along with the Note File (summary of MoU). After approval, PI/HOD/Prof -in Charge, R & D/Registrar, as the case may be along with

witness sign the MoU.

- 7.1.1 **Project responsibility:** These projects are headed by a Principal Investigator (PI), and may have Co-Principal Investigators (Co-PIs)/administrative PI (to operate the project, in case PI is out of station) and the deliverables are the responsibility of the PIs. The University provides the PIs necessary support. After the project is sanctioned, for registration, operation of the Project, please refer functions of the Office of R & D. After completion of the project, final report should be submitted to the funding agency. A completion certificate should be obtained from the funding agency for successful completion of the project based on which project account will be closed.
- 7.1.2 **Function of the Office of R & D:** The Office acts as a liaison between the University and industry / government bodies to undertake consultancy projects with specific problem, which are generally of short duration.

## **8.0 TESTING PROJECTS:**

The word refers to examine a component or a product to be compared with a set standard. Examples could be testing the strength of concrete in a construction, compaction strength of soil, calibration of pressure gages, and chemical identification of unknown species. Testing is commonly accomplished in general-purpose laboratories and does not require elaborate preparation or data analysis. Testing is commonly accomplished in general purpose laboratories and does not require elaborate preparation or data analysis.

### **8.1 Guiding notes:**

- The procedure for overall operation of the project is similar like that of consultancy project.
- The MoU/agreement should be submitted to the Dean: Research & Development (after getting it forwarded by the HOD) for signature. Forwarding is required to ensure that sufficient resources are available and the project can be executed.
- A MoU/agreement that satisfies all the conditions, the GST will be approved immediately. Any deviation from the norms will have to be discussed and explicitly approved. The approving authority for any relaxation is the Dean.
- The Office will make a suitable record of the proposal and then courier the project proposal to the concerned agency along with the University's cover letter. Alternatively, it may be given to the PI for forwarding it to the agency.
- The softcopy of the proposal will be sent to the Office of records. The Dean R & D is the competent authority for approving all project proposals.
- Overheads and applicable tax: Overheads are not deducted on testing projects. Service tax/GST at applicable rates is deducted. Applicable tax is not deducted on projects funded by agencies outside India and funds are received in foreign currency.

- After deduction of GST/ applicable tax, the balance receipt of testing is distributed as: 34% University, 33% DPA, 33% distribution (among participating employees).

## **8.2 Certification:**

The University (through its faculty) is *not authorized to undertake certification* in any form. At the best, one can say that, on a given day with a given sample, a well-defined test yielded the following results.

## **9.0 UNIVERSITY SUPPORTED PROJECTS \*\*\***

It is anticipated that sustained long-term support to research and coherent research groups will deliver immense overall advantage. Against this background, The University has proposed for creation of a plan budget for research.

1. Based on the yearly approvals, a total annual budget of Rs 3 – 4 crores may be available with the budget and likely to grow (significantly) in the future.
2. A total of 4-5 projects would be approved every year, each project being proposed for a period of three to four years.
3. Projects would be selected from detailed proposals submitted to the University. The proposals would necessarily be in extremely important and attractive areas. They would be reviewed by a panel of experts including some from outside the University, if necessary. The quality of the proposal would be the primary factor guiding its selection for financial support.
4. Proposals would ideally be inter-disciplinary. They would be developed by a team of faculty and staff from within the University. However, we do not plan to restrict proposal development in any manner at this point of time.
5. The investigators would have considerable flexibility in using the money subject to initial approval by the expert committee.
6. Projects funded by the University would be carefully monitored. Publications, PhD students, and patents would be used as indicators of success.
7. It is hoped that stable financial support from within the University will enable our faculty to forge new directions, accept grand challenges and make a dent in the international scene.

In view of the University decision to financially support research of faculty and staff using internal resources, the following strategy for selection and monitoring of projects including implementation details and deadlines will be adopted.

### **9.1 Guiding notes:**

- Call for proposals: Office of Dean, R & D will announce the call for proposals from the

academic staff of the University. The call will include the University position on thrust areas though proposals would be welcomed from all domains of science and technology. Interesting proposals involving social sciences will also be considered. Proposals can be developed by individuals though it is likely that high quality proposals would be inter-disciplinary and hence originate from a group. Proposals will have to be in the DST/DBT/funding agencies format. Financial support will be provided for up to a period of three to four years. The quantum of funding is clearly substantial.

- Review process: Proposals will be reviewed by a Board-constituted standing committee. The committee may seek the opinion of international experts to evaluate the proposal. Such experts may be suggested by the investigator in the proposal itself. Quality, originality and the likelihood of high impact would be the guiding principles during the evaluation. Presentations may be arranged to gauge the originality and importance of the proposed research. The committee will make decisions with respect to the suitability of the proposal for financial support as well as other aspects such as time-frame requested, cost of equipment, consumables, staff, expenses towards travel, and workshops-conferences that the investigator may wish to organize. The recommendation of the committee forwarded by Dean: R & D will be submitted to Prof.-in-Charge (Acad)/Dean (Academics) for final approval.
- Administrative issues: The standing committee for evaluating sponsoring projects from University resources would be comprised of the faculty of the University. The committee will have a membership of six with Dean: R & D as the Chairman. In addition, each proposal will be independently reviewed by 2-3 subject experts. Members of the Departmental Advisory Committee may be drawn in for the review process as well as discussions. The standing committee will advise the Board of Governors on areas of research that the University should undertake and identify areas of collaboration with leading groups around the world.
- Timeline: Call for proposals would be launched in early January every year. Proposals will be due on 31st January. Review (internal and external) is expected to complete by 31st March. Presentations would be held in mid-April and all decisions would be announced by the last week of April. Reviews of ongoing projects would be arranged in October each year.
- Identifying areas of research: This step is understandably the most important. Science and technology evolve at galloping speeds – an aspect that requires flexibility in the choice of research disciplines, investment as well as faculty recruitment. Research directions could be driven by pure excitement and curiosity. More importantly, certain breakthroughs create new opportunities and avenues of research. The possibility of commercializing ideas, products, devices, and processes will call for sustained funding in specific areas. Ideas may flow from the industry or the Government. Research may be driven by crisis situations or concerns related to national security. The research community periodically announces grand challenges with suitable financial rewards. As

an University, we may propose to take on leadership positions in subjects that we have traditionally excelled in. The emphasis will vary from one year to the next and will require continuous discussion. Departments, Centres, and R&D Cell will have to provide continuous advice to the University on the choice of focus areas.

- Evaluation: Progress would be closely monitored using external experts, if necessary. High impact publications would be the first step in this evaluation. University support will also be viewed as an investment for bringing in major projects and awards. Contribution to national goals in missions such as health, communications, energy, environment, and water will be suitably recognized.

\*\*\*Later stage

## **10.0SPECIAL GRANTS**

Sometimes, there are special grants given to the University for purposes like grants for infrastructural improvement, lab improvement, conference (from DST/CSIR etc.), donations (e.g. alumni), etc., where no direct deliverables are envisaged.

### ***10.1 Guiding note:***

- Such grants may be treated as a project for operational reasons. For such projects, the University overheads may be reduced or waived. The decision will be taken on a case-to-case basis by the Dean.

## **11.0 TRAVEL GRANTS \*\*\***

Travel support is given by funding agency for specific travel support. All travel expenditures are paid out of this account.

Guiding note:

- For taking any travel advance and settlement or reimbursement of the travel expenses from such grant, GOI/UGC existing rules will prevail.

### **i. Fellowships**

Fellowships are of 3 kinds:

1. Student fellowships: Student applies to CSIR or UGC for fellowship.
2. Professional fellowships: Faculty applies for fellowships of various organizations e.g. BOYSCAST, Swarnajayanti, Ramanna fellowship, J.C. Bose. They need to submit the proposal along with the application. Funding agency declares award of



fellowships.

3. Emeritus fellowships: Retired faculty applies for fellowships to UGC, AICTE/or any other funding agencies.

**Guiding notes:**

- In case of student fellowship, letter is received by the University based on which appointment letter is given to the student and salary is released.
- In case of professional fellowships, faculty applies for fellowships of various organizations e.g. BOYSCAST, Swarnajayanti, Ramanna fellowship, J.C. Bose. They need to submit the proposal along with the application. Funding agency declares award of fellowships.

In this case, normal project account is opened in the Office for fellowship received. Operation of the project is just like any other project account.

**12.0 FUND FOR IMPROVEMENT OF S&T INFRASTRUCTURE (FIST)**

The Department of Science and Technology (DST) has a FIST scheme to build infrastructural facilities in universities and higher educational institutions. The grant under this scheme is provided for strengthening infrastructure of the identified department in teaching and research and is to be spent exclusively for the said purpose.

**Guiding note:**

- The Scheme will provide optimal infrastructure facilities for post-graduate and higher research, such as, renovation of existing laboratory space (no fresh constructions) and cold room, modernization of laboratories involved in PG and higher research, acquisition of essential equipment, up-gradation of existing facilities, networking & computational facilities including software & databases, scientific & technical books, maintenance & refurbishing of existing and new facilities etc.
- The facilities provided under the Program are intended to support the efforts of the Department as a whole or a number of faculty members in the Department.
- Proposal towards individual R&D support are not accepted under this Scheme. The synergy and focus of research may preferably be aligned to National Missions/priorities.
- The duration of support for each FIST Project is for a period not exceeding 5 years.
- For University / Degree awarding Academic Institutions, the support will be considered for the 'Department / School / Center' as a unit.

- All Science (including Medical & Agriculture) and Engineering Departments/ Centres having strong PG research programs which have existed for at least 3 years or more in universities and other higher educational institutions recognized or regulated by UGC/ AICTE and/or MHRD/ State Education Department based, are eligible seeking support for the 1st time.
- The FIST account is opened in the Office for grant received. Operation of the project is just like any other project account.

### **Students' Projects:**

Students are generally encouraged to collaborate and assist the faculty members and the designated research professionals to carry out any research project. Normally, students work on the idea developed by the faculty or academic staff funded by the external agency. The results of the project are documented in the form of publications, IPRs. Sometimes, external agencies fund the project where students are allowed to participate in terms of ideas; they get opportunity to gain guidance from experts to further work in the area.

## **13. 0 FILING AND MANAGEMENT OF PATENTS**

The University's scope and scale of pursuing research has substantially evolved to include collaborative projects, technology mission, technology transfer and IPR.

IPRs are generated by the faculty while working in the University on projects funded by either University or external agencies. The University should try to keep its rights intact as far as possible. Sharing of IPRs is decided by negotiations with the funding agency and on case to case basis.

These IPRs are generated by faculty/staff/students individually or in collaboration for the purposes of any revenues will be treated as property of the University. The University will, on a case-to-case basis, get into an agreement with the creator(s) of the IPR regarding the sharing of revenues that may accrue by selling/leasing/granting rights/etc. of such IPR. Details IPR policy of the CUJ is also available.

### **13.1Contract/Agreements**

The University's research philosophy has progressed from inter-departmental collaboration, to inter-institutional partnerships at national and international levels. The University needs to sign several Memoranda of Understanding/contracts/agreements with Indian as well as international academic/research institutions and industries to strengthen its collaborative research efforts either for carrying research, . The objectives of these MoUs are promoting, strengthening, maintaining scientific and academic co-operation, exchange of faculty, students, staff, technology transfer, sharing of intellectual property for the purposes of engineering research and educational programs sharing scientific instruments of common interest.

While getting into these research/academic agreements with agencies, laboratories, organizations, and companies, the document that is prepared needs.

**14. MANPOWER:**

- 5.1 All project appointments will be contractual and on the basis of consolidated monthly emoluments.
- 5.2 Automatic transfer from one project to another either on completion or midway shall not normally be permitted. However, in special cases such requests with justification by the PI may be approved by the Dean.
- 5.3 The tenure of contractual appointment of a project staff will be for the duration of the project and less than five years.
- 5.4 The total period of continuous contractual employment in the project(s) and must be less than five years.
- 5.5 A project employee shall execute a contract Agreement on non-judicial stamp paper of value at least Rs. 100/- at the time of joining with the explicit provision that contract may be terminated by either side (Staff or R & D Unit) by giving one month's notice or one month's consolidated emoluments in lieu of the notice.
- 5.6 Selection of JRF / SRF / RA shall normally be made as per the guidelines provided by the sponsoring agency and with the approval of the Dean/Prof.-in-Charge (R & D).
- 5.7 All appointment letters shall be issued under signature of Assistant Registrar (R & D).
- 5.8 The PIs shall consider prevailing emoluments package, general qualifications and experience for staff while preparing project proposal.
- 5.9 The Selection Committee for the recruitment of project staff for each project will be constituted as follows:
  - (a) The shortlisting of the applications of project staff is to be done by the PI and sent to Dean/Prof.-in-Charge (R & D) for approval.
  - (b) Selection Committee for Project staff recruitment:
    - i) Dean/Prof.in-Charge (R & D) or his nominee - Observer

- |  |   |          |
|--|---|----------|
| ii) Head of Department                             | - | Member   |
| iii) Principal Investigator (PI)/Co-PI             | - | Chairman |
| iv) An expert in the field nominated by Hon'ble VC | - | Member   |

The Committee is to be approved by the Dean/Prof.-in-Charge (R & D). The Dean/Prof.-in-Charge (R & D) shall fix, on the recommendations of the selection committee, the monthly consolidated emolument and the duration of the contractual appointment. The contract is to be renewed every year on recommendation of the PI.

- 5.10 On completion of each year of service during the contract period, extension in tenure and suitable enhancement of monthly emoluments, if applicable may be considered by the Dean/Prof.-in-Charge (R & D) on recommendations of the PI of the concerned School.
- 5.11 Application may be made in the prescribed format for approval of the Dean. In case of urgent requirement, on recommendation of the PI short term job contracts for 89 days may be considered by the Dean/Prof.-in-Charge (R & D).
- 5.12 The project employees shall be entitled to HRA, if accommodation on the campus not made available to them. Expenditure towards subsidised campus accommodation / HRA shall be charged to the salary head of the respective project.
- 5.13 All project staff shall work for the project only unless agreed to otherwise by the Dean(R & D).
- 5.14 PIs shall be the sanctioning and controlling authority for all types of leaves with respect to contractual project staff.
- 5.15 **Conduct Rules:** project employees shall
- a) Follow general code of conduct as approved by Dean/Prof.-in-Charge (R & D).
  - b) Maintain secrecy of the research findings / technical information and shall not get involved in unauthorized communication of any official document or information.
- 5.16 Dean/Prof.-in-Charge (R & D) may, at his discretion, constitute committee(s) to conduct disciplinary proceedings, if necessary against project employees. On the

basis of the report, suitable disciplinary action may be initiated and punishment will be imposed by the Dean/Prof.-in-Charge (R & D).

- 5.17 Project employees may be allowed to register for MS/Ph.D programme if he / she fulfills all the requirements prescribed by the University.

**15. FINANCE AND ACCOUNTS:**

A separate book of accounts shall be maintained for each project. R & D Unit shall be responsible for submission of statement of accounts as and when required by the sponsors. Govt. audited statement of accounts at the end of each financial year shall be provided, if required by the sponsor.

- 15.1 In general, for sponsored research projects, 20% of the total project cost shall be charged towards Institutional charges (overheads) for utilizing the infrastructural and other facilities of the University. However, depending on the norms of the funding agency and project budget, verification can be allowed by the Dean in consultation with the PI.

- 15.2 In the event, any project utilizes University's manpower and other supporting facilities beyond office hours, the expenses towards the same shall be charged to the respective project. For this purpose, on the recommendations of the PI, the Dean/Prof.-in-Charge (R & D) may approve suitable honorarium for the supporting staff of the University.

- 15.3 PIs shall arrange to maintain Procurement-cum-purchase Registers and Stock / Asset Register (i.e., in Form GFR ...). These shall be verified by Govt. Auditors and R & D Unit as and when required. All purchase proposals in line with the purchase procedures of the University, shall be processed by the R & D Unit.

- 15.4 Accounts for sponsored projects shall be maintained under five broad budget heads. They are: Salary, Equipment, Contingency & Consumables, Travel and Institutional Charges (Overhead). Minor adjustment in approved budget heads may be permitted by the Dean/Prof.-in-Charge (R & D) without violating the norms of funding agency significantly.

- 15.5 Cash advance shall be drawn in the name of PI/ Co-PI of the project.

- 15.6 All expenditures shall normally be made within the proposed date of completion (PDC) of the project. Exception may be permitted with the consent of the sponsor.

- 15.7 PIs shall normally be allowed to draw another advance only after adjusting the previous one taken by them unless otherwise agreed by the Dean/Prof.-in-Charge (R & D).

15.8 In the event of non-availability of fund in a project, excess expenditure (if any) due to unforeseen reasons, the Sponsoring Agency will be approached to sanction additional fund or to permit the expenditure from another project of the same sponsor.

15.9 **TA and DA Rules:** The Government of India TA & DA rules will be applicable to the PI and project employees for all sponsored research / consultancy projects. However, there could be some relaxation in the TA & DA rules for the PIs and project staff, subject to the availability of fund and with prior approval of the Dean/Prof.-in-Charge (R & D) as given in the detailed TA & DA rules for the R & D staff.

## **16. INTELLECTUAL PROPERTY RIGHTS (As per the CUJ IPR policy) :**

16.1 Unless otherwise agreed with the Sponsor in the project agreement, Intellectual property Rights for any discovery or invention originating from the Sponsored Research and Consultancy Project shall jointly rest with the University, Investigator(s) and the Sponsoring Agency unless the Sponsoring Agency authorizes the University in writing to have the exclusive right. Patent / copyright application must be placed before the Registrar / Controller of Patents shall be filed by the R & D Cell on the basis of the recommendations made by the patent / Copyright Committee.

16.2 For the effective protection of IPR, it is necessary that the PIs should maintain a register that gives the details of the work done and salient findings on daily / weekly basis. This register should be signed by the PI and by at least one other faculty / project employee as witness to the result.

16.3 For the copyright protection of software/technology, registration of the software at the School level shall be made and properly documented. The list shall be centrally made available to the R & D Unit.

16.4 For the detail information of IPR policy the CUJ regulation of IPR policy may be referred

## **17 TECHNOLOGY TRANSFER:**

The PIs shall not independently transfer technology either on exclusive or non-exclusive basis to any party without the consent of the IPR owners. The terms and conditions for each of such technology transfer shall be worked out on a case to case basis with approval of the Dean/Prof.-in-Charge (R & D)/ Prof.-in-Charge (Acad)/Dean (Academics).

## **18 RETAINERSHIP:**

With the permission of the Dean/Prof.-in-Charge (R & D) / Prof.-in-Charge (Acad)/Dean (Academics), the faculty members of the University can accept retainer ship of the reputed organizations. The fees thus earned shall be shared by the University and the Individual in the ratio of 3: 7 only after payment of applicable government tax, etc as applicable. For this purpose, the faculty concerned may utilize one day per week of four days in a month during an academic year with the specific approval of the Dean/Prof.-in-Charge (R & D) provided alternate arrangements for classes and other commitments are made by faculty member. This applies to research and consultancy projects too.

## **19. DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL INVESTIGATORS (PIs):**

- 19.1 Sponsored Research and Consultancy projects shall be undertaken only with the prior approval of the Dean/Prof.-in-Charge (R & D). All research project proposals, are to be submitted to the R & D Unit for endorsement of the Dean/Prof.-in-Charge (R & D) before onward transmission to the funding agency. In case of on-line submission, the PI needs to submit copy of the proposal to the R & D Unit for endorsement of the Dean before on-line submission.
- 19.2 It shall be the responsibility of the PI to get the project work completed satisfactorily within the sanctioned grant and duration.
- 19.3 The PI shall ensure that the head-wise expenditure does not exceed the budgetary allocation. For effective control, periodic (or as and when required) expenditure details shall be made available to PIs by R & D Unit.
- 19.4 The PI shall maintain the details of equipment purchase (in Form GFR 19) out of project funds separately for each project. He / She shall send a copy of it to Dean/Prof.-in-Charge (R & D) for placing the same before the Govt. Audit for verification.
- 19.5 The PIs shall be responsible for submission of periodical and / or final technical report(s) of the project work as may be required by the sponsoring agency. He / She shall also send a copy of the final technical report to Dean/Prof.-in-Charge (R & D).
- 19.6 The PI shall write to the sponsor for timely release of fund with a copy to the Dean(R & D) for follow up. R & D Unit will provide the un-audited /audited statement of accounts to PIs for forwarding the same to the sponsor.
- 19.7 The PIs shall sanction / control the leaves due to the contractual employees working in their projects under intimation to R & D Unit.

## **20. FINANCIAL BENEFITS TO PIs / CO-PIs AND PROJECT STAFF:**

20.1 Within the framework of a sponsored project, PIs shall be permitted to have consultancy fee / honorarium, if the sponsor so approves. The consultancy fee / honorarium thus received shall be shared between the PIs and the University in the ratio approved by the University.

20.2 Depending on availability of funds under Travel head and with the approval of the Dean(R & D), expenses (TA, DA, Registration Fee, etc.) for presenting papers in National Conferences in fields relevant to the project, shall be given to PIs/ Co-PIs from the project fund provided such visits are approved by the Dean.

20.3 On recommendations of PIs, contractual project staff and students working in projects may be permitted with approval of the Dean/Prof.-in-Charge (R & D) to present papers in national Conferences with TA, DA and Registration Fee support provided the funds are available under Travel head of the project.

20.4 The PIs shall prepare project proposals keeping (i) the prevailing scholarship/ consolidated salary, (ii) General qualifications and experience for staff required, (iii) rules of the R & D in mind. All such proposal requires approval by the Dean/Prof.-in-Charge (R & D).

## **21. ADMISSION OF RESEARCH WORKER TO ACADEMIC PROGRAMME OF THE UNIVERSITY:**

A research worker (JRF, SRF, JSO, SSO, PA, JPO, SPO, ETC.) working in a sponsored scheme /project of the University is eligible to register for the M.Phil. or Ph.D. programmes, as the case may be, of the University subject to his / her satisfying the admission qualification requirements of sponsored candidates.

- 21.1 Research workers from a scheme / project will be eligible for admission provided:
- a) The remaining tenure of the scheme / project at the time of admission is at least two years for PhD and one year for M.Phil. Programmes.
  - b) The admitted candidate gives an undertaking that he / she will not be automatically eligible for University Fellowship.
  - c) The minimum duration for completion of the total credit requirements for M.Phil./Ph.D. regulations.

## **22. EXCEPTION CLAUSE:**

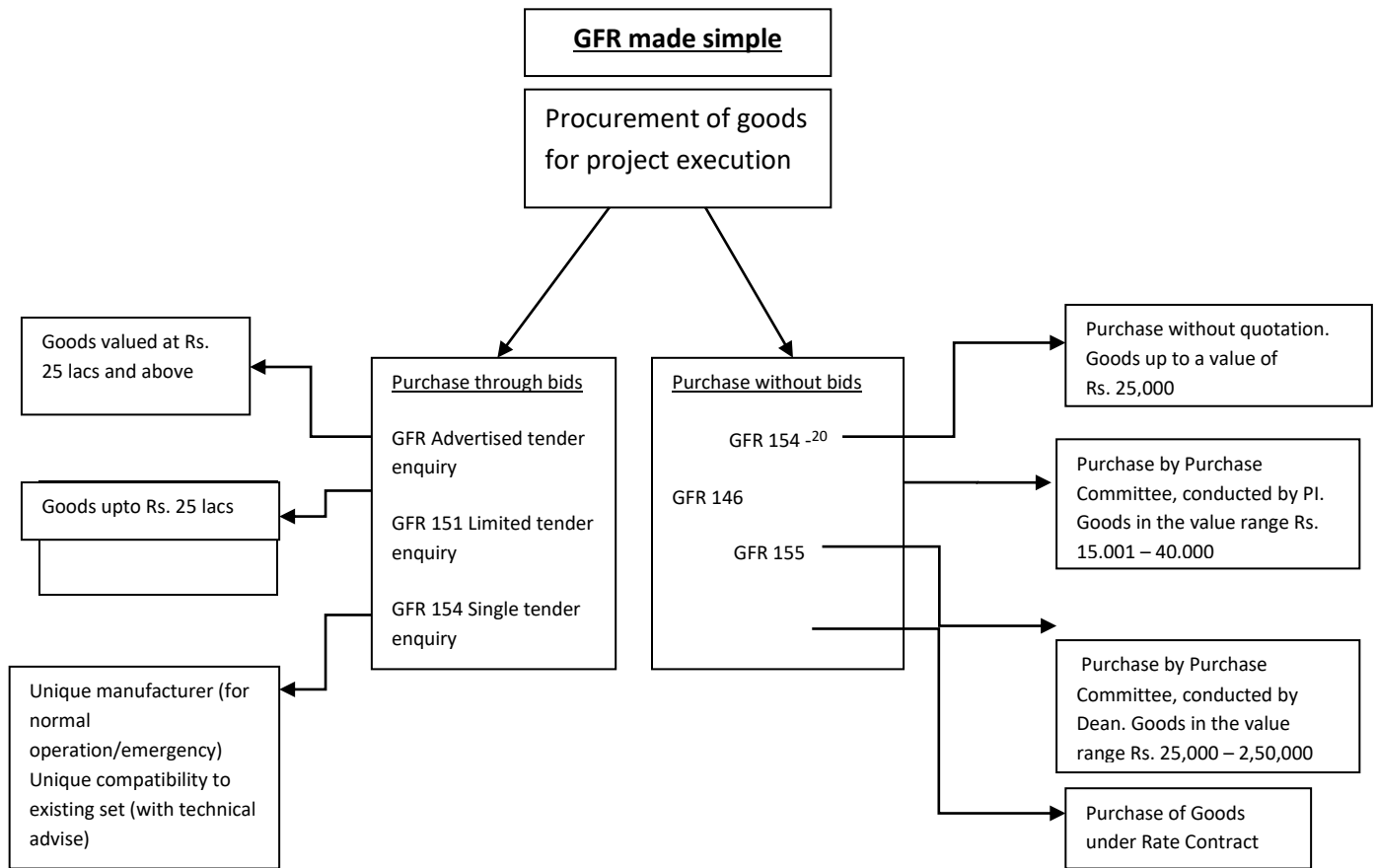
These R & D Regulations shall normally be applicable to all research projects, consultancies, testing services retainer ship, software marketing, technology



transfer, intellectual property rights. Any exception / deviation to these rules may be considered by the Hon'ble Vice Chancellor / Competent Authority for approval depending on the merits of the case.

**23. PROCUREMENT PROCEDURES:**

All the purchases related to sponsored projects should be made as per the approved purchase guidelines of the University. However, some deviation in the purchase rules of the University could be made, to make the R & D related purchases faster and flexible, with the approval of the competent authority. All purchase should be done from Government e-marketplace (GeM). For purchasing any item from GeM, PI can approach the Registrar for individual id through Head of the Department.



The purchase procedure at a glance					
Cost of Goods in rupees	Requirement of quotes or bids	Sanctioning authority	Local Purchase Committee	School Level Purchase Committee	Process Steps
Upto Rs. 25000	No	PI or PD	No	No	Obtain prices Individual writes a declaration as per GFR 2017
25000-2.5 Lakh	No	PI or PD	Yes	No	Obtain prices (survey market)
2.5 Lakh - 25Lakh	Yes	SLPC recommends, VC approves	No	Yes	Obtain quotes/bids, minimum four Quotes via post/fax/email and through CUJ website and CPP Portal. If One-bid system (technical and price bids in a single quote), 1.1 to be chosen. Alternatively, two system (as per GFR 152) to be used for purchasing items of complex nature with Technical Committee. In emergency, VC approves; to be recorded in subsequent SLPC.
Above 25,00,000 Tender Enquiry (Special) Advertised	Yes	Technical Committee +SLPC recommends, VC approves	No	Yes	Urgent basis to be justified Advertisement not in public interest Known sources, unlikely other suppliers Obtain quotes/bids, minimum four quotes via post/fax/email and through website CUJ and CPP) Two-bids system (technical and price bids in 2 separate parts to comprise quote)as per GFR 152 with Technical Committee.
Above	Yes	Technical	No	Yes	Request Dean/Chairperson to

25,00,000 Advertised Tender Enquiry		Committee +SLPC recommends, VC approves			form Technical Committee out of the standing Technical Committee approved by the VC; set specifications Tender Enquiry Indian Trade Journal +1 notional daily + CUJ Website + CPP Portal
Single Tender Enquiry	Yes (Single)	PI/Dean/ (SLPC& VC) Based on sanctioned financial Powers	No	Yes, Based on cost of goods	Obtain Technical committee consent (if above Rs. One lakh) obtain bid +CPP portal Write a declaration for proprietary nature of goods in emergency, VC approves to be recorded in subsequent SLPC.

## **ANNEXURE –I**

### **CENTRAL UNIVERSITY OF JHARKHAND**

#### **PROJECT SUBMISSION FORM**

(Enclose Two Copies of the Project Proposals with this form)

1. Name of the Investigator
2. Designation
3. Date of Birth
4. Department/Center/Institute
5. Name of the Co-Investigator
6. Designation
7. Date of Birth
8. Department/Center/Institute :
9. Title of the project :
10. Type of Project: Individual/Collaborative
11. If Collaborative define the division of work component
12. If collaborative is there any distribution of fund? If yes mention in detail.
13. Tentative Duration of the Project: From: To:
14. Funding Agency :
15. Details of Funding requested:
16. Salaries :
17. Consumables :
18. Equipment :

19. Contingency :
20. Overhead –(20 % of the total cost of the project) :
21. Total funds requested :
22. Requirement from the University
23. Space
24. Funding
25. Total no. of ongoing projects with the PI
26. Total no. of projects completed by the PI
27. Details of completed projects (In the last 5years)

Title of the project :

Funding agency :

Total grant of the Project:

Date of the commencement:

Date of Completion:

Project closure:        Yes / No

28. Details of ongoing projects (In the last 5years)

Title of the project:

Funding agency :

Total grant of the Project :

Date of the commencement :

Date of Completion:

We certify that no civil/electrical modifications shall be carried out without the express permission of the University Engineering Department and the PVC/DSC. We will follow the norms for the operation of the projects framed from time to time by the Research Project Advisory Committee:

Signature of the Investigator:

Date:

Signature of the Co –Investigator:

Date:

Name: Head of the Department

Signature:

Date:

Seal

**Notes:**

1. Faculty member should be allowed to work as a Project-in-charge (PI) only up to the age of Superannuation i.e. 65 years.
2. “The PI should stop signing the entire financial document on his/her superannuation in order to facilitate issuance.
3. “No Project proposal should be forwarded if two or more tenure expired projects are pending for closure by the concerned PI.

**CENTRAL UNIVERSITY OF JHARKHAND**  
**PROJECT INITIATION FORM**

(Enclose Two Copies of the Project Proposals with this form)

1. Name of the Investigator
2. Designation
3. Date of Birth
4. Department/Center/Institute
5. Name of the Co-Investigator
6. Designation
7. Date of Birth
8. Department/Center/Institute
9. Title of the project:
10. Type of Project: Individual/Collaborative
11. Details of the Collaboration:
12. Tentative Duration of the Project From:      To:
13. Funding Agency
14. Details of Funding Sanctioned:
  - a. Salaries
  - b. Consumables
  - c. Equipment
  - d. Contingency
  - e. Overhead—(20% of the total cost of the project)
  - f. Total funds requested
15. Requirement from the University

- a. Space
  - b. Funding
16. a. Total no. of ongoing projects with the PI
- b. Total no. of projects completed by the PI
17. Details of completed projects (In the last 5 years)
- a. Title of the project
  - b. Funding agency
  - c. Total grant of the Project
  - d. Date of the commencement
  - e. Date of Completion
  - f. Project closure Yes/No
18. Details of ongoing projects (In the last 5 years)
- a. Title of the project
  - b. Funding agency
  - c. Total grant of the Project
  - d. Date of the commencement
  - e. Date of Completion

We certify that no civil/electrical modifications shall be carried out without the permission of the University Engineering Department and the University. We will follow the norms for the operation of the projects framed from time to time by the Research Project Advisory Committee:

Signature of the Investigator: Date:

Signature of the Co-Investigator: Date:



**CENTRAL UNIVERSITY OF JHARKHAND**  
**FORMAT FOR CLOSURE OF RESEARCH PROPOSALS**

(Submit 5 copies)

**ANNEXURE-III**

Closure of the Terminated/Completed Project

---

The above noted project has terminated/completed on \_\_\_\_\_, the relevant details of the project are being given.

1. Name of Investigator
2. Designation
3. Department/center
4. Name of the Co-Investigator
5. Designation
6. Department/Center
7. Title of the Project
8. Duration of the Project Date of commencement Date of completion  
From To
9. Funding agency
10. Total funds received including salaries without overhead charges
11. Total overhead charges received
12. Whether the final accounts of the completed projects for all the years have been submit closed. If not, reasons thereof.
13. Amount of the unspent balance
14. Whether the unspent balance is to be returned to the sponsoring body.
15. Whether the certificate of “no liability” against the project to enable the University to refund the unspent balance, if any, to the sponsoring body is enclosed or not. If not, reasons thereof.

16. Whether the final Technical Report of the project for onward transmission to the sponsoring body, is enclosed or not. If not, reasons thereof:

17. List of non-consumable articles

S.No.	Item(s)	Date of Purchase	Cost at time of Purchase	Present Condition	Whether transferred to the Department Details thereof

18. Whether all the advances have been rendered and reconciled with the Finance Office. If not, reason thereof:

Signatures of the Investigator :

Signatures of the Co-Investigator(if any) :

Name: Head of the Department :

:

Signature

Seal

**ANNEXURE-IV**

झारखण्डकेन्द्रीयविश्वविद्यालय

**Central University of Jharkhand**

(A Central University established by an act of Parliament of India in 2009)

**Summary of the Sponsored Project Proposal to be submitted by PI to In-Charge (R & D)  
along with Project Proposal**

<b>Project Title:</b>	
<b>School:</b>	
<b>Principal Investigator : (With Employee Code)</b>	
<b>Co-Principal Investigator(s): (With Employee Code)</b>	1.  2.
<b>Details of Sponsoring Agency (With Complete Address) to which the faculty member is applying for project funding:</b>	
<b>Project Duration:</b>	
<b>Total Budget sought (Rs):</b>	

**Certificate by PI/ Co-PI**

It is certified that the above project proposal has not been submitted to any other funding agency.

**Co-Principal Investigator:**

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Recommended & Forwarded**

**Head of Dept.:** \_\_\_\_\_

**In-Charge R & D**

**Principal**

**Investigator:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Recommended & Forwarded**

**Dean of School:** \_\_\_\_\_

**ANNEXURE-V**

झारखण्डकेन्द्रीयविश्वविद्यालय

**Central University of Jharkhand**

(A Central University established by an act of Parliament of India in 2009)

Department of .....

School of .....

**(Model) Advertisement**

Applications are invited for the post of \_\_\_\_\_  
with a Salary/Stipend/Fellowship/Fixed amount of Rs. \_\_\_\_\_ in  
a \_\_\_\_\_ (Name of the Funding Agency) Sponsored Project entitled (Title of  
the Project) “\_\_\_\_\_” sanctioned  
up to (Duration/Tenure) \_\_\_\_\_. The post is temporary and co-  
terminus with the project. The candidates should be (Essential qualifications)

---

\_\_\_\_\_. The upper Age  
Limit is Years (relaxable for 5 years for SC/ST/Physically Handicapped/Female  
candidates; (in case of non-research positions, upper age limit may also be relaxed for  
a duration of earlier work in a project/scheme in CUJ subject to the University rules  
prevalent at that time). All things being equal, SC/ST candidates will be preferred as  
per GOI rules.

Desirable qualifications, if any .

Application on Plain paper giving Name, permanent and correspondence address,  
names of father and mother, telephone no. and e-mail address (if available), details of  
educational career (starting from High School or equivalent) along with attested copies  
of all mark-sheets & certificates and details of any research or other experience etc., if  
any, should reach within 21 days of the advertisement, \_\_\_\_\_, to the  
P.I., Department of \_\_\_\_\_, School \_\_\_\_\_, Central University of  
Jharkhand, Cheri Manatu, PO- Kamre, Kanke, Ranchi-835222 (Jharkhand).

No TA/DA will be paid if called for interview.

Signature of PI

Stamp

Contact Details (Phone/fax/e-mail)



**PROFORMA FOR PREPARATION OF MERIT INDEX OF CANDIDATES BY MEMBERS OF THE SELECTION COMMITTEE**

<b>S. NO.</b>		<b>Assessment of experts in respect of candidate</b>	<b>Marks obtained</b>	

**SIGNATURE OF MEMBERS:**

**(1)**

**(2)**

**(3)**

**(4)**

**(5)**

**PROCEEDINGS OF THE SELECTION COMMITTEE**

Minutes of the meeting of the Selection Committee held at \_\_\_\_\_ am/pm on \_\_\_\_\_  
in the chamber of \_\_\_\_\_, School \_\_\_\_\_, Central University of Jharkhand

to select (Post) \_\_\_\_\_ for the Research Project entitled “  
\_\_\_\_\_” (Project Code No.) P-

The following Members were Present (list as required):-

Prof. /Dr.	PI	:	Chairman
Prof. /Dr.	Dean's nominee*	:	Member
Prof. /Dr.	HOD	:	Member
Prof. /Dr.	Co-PI	:	Member
Prof. /Dr.	Expert***	:	Member
Prof. /Dr.	SC/ST nominee**	:	Member

(Notes:

- Expert Member nominated by the PI in case of Research Positions only.
- \* Dean's nominee only for non research personnel.
- \*\* Only for non research personnel.

For the post of \_\_\_\_\_, \_\_\_\_\_ candidates were called for the interview, out of which \_\_\_\_\_ turned up. The members of the Selection Committee thoroughly examined the candidates and after due consideration resolve to recommended that:

Dr./Shri/Ms./Km./ \_\_\_\_\_ is recommended for temporary appointment as \_\_\_\_\_. The appointment is co-terminus with the Project.

Signature of the members:



झारखण्डकेन्द्रीयविश्वविद्यालय  
**Central University of Jharkhand**

(A Central University established by an act of Parliament of India in 2009)

**PROFORMA FOR PROVISIONAL APPOINTMENT LETTER FOR RESEARCH/CONTRACTUAL POSITIONS**

Ref. No./

To: .....

.....

.....

Subject: **Engagement of \_\_\_\_\_ under the sponsored Project**  
“ \_\_\_\_\_ ”

Reference: Your application dated \_\_\_\_\_

Dear Sir/Madam,

On the recommendation of the Selection Committee which met on \_\_\_\_\_, you are **provisionally** engaged on a Job Contract basis, as \_\_\_\_\_ on a \_\_\_\_\_ emoluments of **Rs.** \_\_\_\_\_ (Rupees \_\_\_\_\_ only) per month, on the following terms and conditions: -

1. The engagement is for the above externally funded Project only, and is not transferable to any other Project.
2. The Contract is for the duration of the said project and co-terminus with it, or for a period not exceeding \_\_\_\_\_ months/years, whichever is earlier. However, the initial engagement will be for a period of six months, extendable from time to time depending upon your performance.
3. It is not an appointment in the Central University of Jharkhand, temporary or otherwise. It is purely a job contract for the period as stipulated in clause 2 above. It does not, therefore, confer any right, claim, implicit or explicit, for your continuation/regularization/absorption in CUJ against any post/position.
4. The Contract may be terminated at any time without assigning any reason therefore.
5. No traveling allowances will be paid to you either for undertaking the contract, or on termination of the same.
6. Your engagement on contract will be subject to the production of the following documents at your expense at the time of your reporting for duty:
  - i. Medical certificate of health and physical fitness for the contract issued by the Medical Officer; and
  - ii. Documentary evidence in support of your date of birth, qualification and caste.

7. In case it is detected at any stage that you have committed any fraud or forgery in seeking this contract, your contract shall be immediately dispensed with, without any notice.
8. Your contract shall be subject to the terms and conditions that may be framed from time to time as per the requirement of the research work
9. You are required to give an undertaking to the effect that the above-mentioned conditions are acceptable to you and you shall abide by them. Any violation shall attract termination of contract without any notice.
10. In the event of any dispute arising out of this contract, the decision of the Vice-Chancellor, CUJ shall be final and binding on you.

If you are willing to accept the above offer of contract on the terms and conditions stipulated, you may please commence the work immediately and in any case, within a fortnight from the date of receipt of this letter failing which the offer will automatically stand cancelled.

This provisional engagement is subject to approval by the competent authority.

Yours faithfully,

**(Principal Investigator/Coordinator)**

**Ref. No.**

**DATED:**

Copy to the following for information and necessary action

1. The Head of the Department (\_\_\_\_\_)
2. Professor Incharge (A&R)
3. The Dean (\_\_\_\_\_)
4. The Registrar, CUJ
5. The Finance Officer, CUJ
6. The Deputy Registrar (Academic), CUJ
7. Guard File

**(Principal Investigator/Coordinator)**

**CENTRAL UNIVERSITY OF JHARKHAND**

**DETAILS REGARDING APPOINTMENT UNDER THE PROJECT**

1. Name of Principal Investigator : \_\_\_\_\_
2. Name of the Funding Agency : \_\_\_\_\_  
Reference No. & Date of sanction : \_\_\_\_\_
3. Duration of the Project : \_\_\_\_\_
4. Sanctioned Posts : \_\_\_\_\_
5. Advertisement : Enclosure No. \_\_\_\_\_
6. Required Qualifications (as per Advt.) : \_\_\_\_\_
7. Precis of the candidates called for interview : Enclosure No. \_\_\_\_\_
8. (i) Qualification of the Selected Candidate : \_\_\_\_\_  
(ii) Experience : \_\_\_\_\_
9. Recommendation of the Selection Committee : Enclosure No. \_\_\_\_\_

PRINCIPAL INVESTIGATOR/CO-ORDINATOR

.....

**COMMENTS OF THE OFFICE (A&R)**

Checked the above information.

DEALING ASSISTANT

On the basis of the information provided above and scrutiny of the papers the recommendation of the Selection committee has been found in order/not found in order due to the following reasons:

The provisional appointment is confirmed/cancelled.

SECTION OFFICER

A.R. (A&R)

**JOINING LETTER**

Dated:

From:

-----  
-----  
-----

To

The Principal Investigator/Coordinator  
Title of the Project /Scheme \_\_\_\_\_  
Department of \_\_\_\_\_  
School of \_\_\_\_\_  
Central University of Jharkhand  
Cheri Manatu, Ranchi-835222

**Subject: Joining report for the post of \_\_\_\_\_ under the project P-**

Respected Sir,

Thank you very much for your letter No. \_\_\_\_\_ dated \_\_\_\_\_ regarding appointment as \_\_\_\_\_ under the Project entitled " \_\_\_\_\_ "(P- \_\_\_\_\_ ).

I accept all the terms and conditions mentioned in the appointment letter and hereby report on duty w.e.f. \_\_\_\_\_ (F.N./A.N.) and request you to do the needful as per University rules.

Thanking you,

Yours faithfully,

\_\_\_\_\_

### Check-list (A)

(Please ensure to carefully check the following before submission of the Bill to the Finance office)

S.N.	Particular	Yes
<b>FOR PROCUREMENT OF GOODS AND SERVICES</b>		
1	Purchase Book and Stock Book entry (as the case may be), GFR certificate, signature of store keeper / project personnel with date, signature of the DDO with seal and date have been provided on the supplier's bill [(GFR-2017 Rule 208 (ii)]	
2	The supplier's bill in GST invoice/ bill of supply (as the case may be) attached	
3	Purchase order with details of items required, rate, quantity and total amount along with proper terms and conditions.	
4	The supplier's bill is in accordance with the purchase order	
5	The Purchase Order is properly stamped and signed with date by the PI. It includes dispatch number, date, Major and Minor Budget Head details, Proper name of the recipient and the other columns on top-right of the form are filled in properly.	
6	In case of Advance Bill advance form with Sanction Order may be submitted with statement of expected expenditures is also enclosed. The advance is properly entered in advance register and the details of the same have been mentioned with seal and signature of the PI and DDO, together with date.	
7.	In case of GeM procurement, GeM generated comparative statement, copy of the Contract, Copy of the GST Invoice, CRAC (Consignee Receipt and Acceptance Certificate) are enclosed. Signatures of DPC/HOD/DDO (as the case may be) on each of above document have been obtained with stamp and date (GFR-2017 Rule 149 (vii)]	
8.	In case of LTC Procurement / E-procurement, e-publishing has been done and the signatures of LTC/OTC/HOD/DDO (as the case may be) have been obtained on each document with seal and signature, with date, of DDO.	
9.	In case of proprietary procurement, the specific proprietary certificate from the manufacturer alongwith Annexure-7 of the purchase procedure duly stamped and signed, with date, by the DDO with the approval of DPC/LTC/OTC (as the case may be) is enclosed [GFR -2017 (Rules 166)]	
10	In case of Equipment; the installation certificate is enclosed	
11.	Any cutting and overwriting should be strictly avoided; further, if any cutting/overwriting has occurred, due to unavoidable circumstances, it must be countersigned by the DDO	
12	Copy of sanction letter, if relevant, is enclosed	

**ANNEXURE -XII(B)**

### Check-list (B)

(Please ensure to check the following properly before submission of the Purchase Order in Trade Bill Section of R & D - Finance)

S.N.	Particular	Yes
<b>FOR REGISTRATION OF VARIOUS PURCHASE ORDERS FOR PROCUREMENT OF GOODS AND SERVICES</b>		
1	In case of Limited Tender : Tender has been invited from more than three or more prospective vendors of repute and all are GST registered.GFR-2017 (Rule 162(i))	
2	The Tender documents are dispatched properly as per directive of GFR-2017 [ GFR-2017 (Rule 162(i))	
3	Envelopes and all the bid documents are stamped & signed with date by IO(Indent Officer).	
4	The comparative statement is properly prepared with respect to the details of specification of items, terms and conditions of the bidders, specific recommendation of the DPC/LTC/OTC (as the case may be) along with their signature and date [GFR-2017 (Rule 203)]	
5	Purchase order is prepared (in triplicate) properly with specifications of the utems being ordered, Terms and Conditions, quantity, rate and total amount. If any cutting has occurred, it has been countersigned and sealed by IO	
6	Signatures of the DPC/LTC/OTC (as the case may be) have been obtained on first and second pages of the Purchase Order as required together with the name of the members.	
7	It includes dispatch number, date, Major and Minor Budget Head details, Proper name of the recipient and the other columns on top-right of the form are filled in properly.	
8	Requisite undertakings are enclosed	
9	Under two stage of bidding through either e-tendering or Limited Tender Enquiry : A copy of Technical Evaluation Report (Annexure 6 of the Purchase Procedure) duly signed by the Technical Evaluation Committee as per purchase procedure is enclosed [GFR-2017 (Rule 163)]	
10	Copy of sanction letter is enclosed	
11	In case of proprietary procurement, the specific proprietary certificate from the manufacturer along with Annexure-7 of the purchase procedure duly stamped and signed, with date, by the IO with the approval of DPC/LTC/OTC (as the case may be) is enclosed [GFR -2017 (Rules 166)].	
12	Tender Opening Format (Annexure 5 of the purchase procedure) is enclosed	

**झारखण्डकेन्द्रीयविश्वविद्यालय**  
**Central University of Jharkhand**

(A Central University established by an act of Parliament of India in 2009)

**(For PI/Co-PI of the Project)**

**Form no. R & D/03:Form for JRF/SRF Appointment (Maximum for a period of 36 months)**

1. Project Details: **Title** **Project ID**
- \_\_\_\_\_
- \_\_\_\_\_
2. Name of the P.I / C.I: \_\_\_\_\_
3. Department/School: \_\_\_\_\_
4. Faculty: \_\_\_\_\_
5. Duration of the Project: \_\_\_\_\_
6. Scheduled Date of Completion: \_\_\_\_\_
7. Status of position available  
Posts Vacant: \_\_\_\_\_
- \_\_\_\_\_
- No. of Post: \_\_\_\_\_
8. Post for which selection is proposed \_\_\_\_\_
9. Duration for which selection is proposed: \_\_\_\_\_
10. Qualification & Experience required: \_\_\_\_\_
11. Composition of selection Committee: (As applicable as per funding agencies guidelines) (please refer the guidelines on the reserve):

	Name	Department	Remarks
Chairperson			
Member			
Member			
Member			

	External Member (if any)			
12.	Interview Details: (proposed)	<b>Date</b>	<b>Time</b>	<b>Place</b>

Signature of PI/Co-PI

Head of Department

Dean of School

**Important:** JRF/SRF appointment through selection Committee is processed only to cater to the requirement of the project. Therefore, JRF/SRF selection is not to be proposed as a routine & it should confine to Project Research position only.

- 1) To be submitted with i) copy of a project award letter/ funding letter.
- 2) PI/Co-PI may put up the details with the application to the Head for the needful.



## झारखण्डकेन्द्रीयविश्वविद्यालय

**Central University of Jharkhand**

(A Central University established by an act of Parliament of India in 2009)

**FORM NO. R & D/04: FORM FOR AWARD OF WORK ON CONTRACT**

1.	Title & code of the Project:	
2.	Name of the P.I./C.I :	
3.	Name of the Department:	
4.	Duration of the Project & Date of Commencement:	
5.	Sanctioned position (in case of sponsored project):	
6.	Type of skill required for the proposed work contract:	
7.	Duration for the execution of the contract work & starting date: (normally 1 month, max. 3 months)	
8.	Identify the specific deliverables by the contract awardees:	
9.	Payment proposed:	Rs. _____ per month
10.	Name of the person proposed to be given the contract (attach Biodata & photocopies of Educational qualification):	
11.	Give details, if the above person has received previous contract of similar nature from the University:	

<b>12.</b>	Detail of other contract awarded in the same project in the past:			
	<b>S. No.</b>	<b>Name of the Person</b>	<b>Duration</b>	<b>Amount Paid</b>
<b>13.</b>	Details of other Members:			
	<b>Name of Faculty / other Member</b>	<b>Emp. Code</b>	<b>Department/ School:</b>	<b>PI/CI/HoD/ Internal Expert</b>
				P.I/C.I
<b>14.</b>	Details of Outside Experts(s), if any:			
	<b>Name of Expert</b>	<b>Address</b>	<b>Contact No./ Fax</b>	<b>E-mail Address</b>

Signature of Principal Investigator  
Date: \_\_\_\_\_

Signature of Head of Department

Date: \_\_\_\_\_

Signature of Dean of Concerned School

Date: \_\_\_\_\_

**झारखण्डकेन्द्रीयविश्वविद्यालय**  
**Central University of Jharkhand**

(A Central University established by an act of Parliament of India in 2009)

**Composition of Selection Committee:**

Project Consultant or equivalent	Sr. Project Scientist, Project Scientist or Equivalent	Project Associate, Sr. Project Assistant, Project Assistant, Jr. Project Assistant, Project Attendant
1. Dean of Concerned School 2. Principal Investigator/ Co-PI 3. Head of Department 4. One Expert Nominee from relevant school 5. One outside Expert	1. Dean of Concerned School 2. Principal Investigator / Co-PI 3. One Expert Nominees from relevant school 4. One outside Expert (For Sr. Project scientist) 5. Head of Department	1. Dean/Prof.in-Charge (R & D) or his nominee 2. Head of the Department 3. PI & Co-PI 4. An expert in the relevant field nominated By Hon'ble VC

**Date:**

**Signature of the P.I./C.I**

RECOMMENDATION OF THE STANDING COMMITTEE

<p>1. Total Contract Amount: Rs. _____            (Rupees _____)</p> <p>2. Time frame for executing the work:            _____</p> <p>3. Terms &amp; Conditions for release of payments against the contract amount            _____            _____            _____</p> <p>4. Any other: _____            _____            _____</p>			
<b>Name &amp; Signature of</b>	<b>Name &amp; Signature</b>	<b>Name &amp; Signature of</b>	<b>Name &amp; Signature</b>

PI/CI	of HOD	Expert	of Dean of School
-------	--------	--------	-------------------

**Forwarded to In-Charge (R & D)**

## झारखण्डकेन्द्रीयविश्वविद्यालय

**Central University of Jharkhand**

(A Central University established by an act of Parliament of India in 2009)

**Annual Progress report of Project staff****1. Details to be filled by the candidate:**

- a. Name of staff: \_\_\_\_\_
- b. Designation \_\_\_\_\_
- c. Entry No. : \_\_\_\_\_
- d. Department: \_\_\_\_\_
- e. Research Project No. \_\_\_\_\_
- f. Date of joining the project \_\_\_\_\_
- g. Period of extension of staff  
(if any) \_\_\_\_\_
- h. Salary for the month of \_\_\_\_\_
- i. Remuneration/ Fellowship Rs. \_\_\_\_\_

**2. Description of work done report:**

Activity Block	Brief description of work done performed	Other assignments

**3. Recommendation of Project Investigator (PI)/Project Director (PD)**

- Progress Report      Satisfactory       Unsatisfactory
- Monthly Attendance      No. of days attended

Annexure enclosed:

**4. Remarks****5. Recommendations of PI/ PD:**

It is recommended that on the basis of satisfactory work done report Mr. / Ms. \_\_\_\_\_ remuneration/ fellowship @ Rs. \_\_\_\_\_ for the month of \_\_\_\_\_ be released in his/her favour.

Signature of PI/ PD

6. Recommended & forwarded by Head of Department

Signature of Head

7. Signature of Dean of School

Forwarded to In-Charge ( IRDU)

8. Report from R & D

• Remuneration  Fellowship  • Permissible  Not Permissible

• Remarks (if not permissible)

<hr/> <b>SO (R &amp; D)</b>	<hr/> <b>In-Charge (R &amp;D)</b>
<b>9. Forwarded to AAO, Finance for comments:</b>	

10. Forwarded to In-Charge (R &D):

11. Forwarded to Dean (R & D):

12. Forwarded to Finance wing for processing :

• Report by Account Assistant                      Funds Available  Funds not Available

• Action by Finance Officer                      Salary released  Salary not released

• Remarks (if salary not released)

--

---

Signature of Finance Officer

**13. Copy to Registrar (if salary not released)**

**झारखण्डकेन्द्रीयविश्वविद्यालय**  
**Central University of Jharkhand**

(A Central University established by an act of Parliament of India in 2009)

**No Dues Certificate for Project Staff**

Date:.....

Name:.....

Designation:.....

Project: .....

Name of the PI: .....

Mobile No: .....

Land Line No. with STD Code: .....

Address: .....

Schools/Sections	Description/Remarks	Signature with Date
Department of Applied Chemistry		
Department of Applied Physics		
Department of Applied Mathematics		
Department of Business Administration		
Department of Education		
Department of Energy Engineering		
Department of Water Engineering and Management		
Department of English Studies		
Department of Environmental Sciences		
Department of Far East Languages		
Department of Human Rights and Conflict Management		
Department of Humanities & Social Sciences		
Department of Indigenous Studies		
Department of International Relations		
Department of Land Resource Management		
Department of Life Sciences		
Department of Mass Communications		
Department of Music & Performing Arts		
Department of Nanotechnology		
Department of Tribal & Customary Law		
Department of Tribal Folklore, Language and Culture		
Department of Hindi		
Library		
Hostel Warden		



Sports I/c		
Mess I/c		
Estates Section		
Finance Section		
I/c Transport		
R & D		
Engineering Section (for Electricity, etc.)		
PNB Bank		

**Signature of the Project Staff**

**Forwarded by:**

**Name & Signatures of the PI of the Project**

**झारखण्डकेन्द्रीयविश्वविद्यालय**  
**Central University of Jharkhand**

(A Central University established by an act of Parliament of India in 2009)

**FORM FOR ORGANIZING EVENTS**

15	School :					
16	Name of Department :					
17	Type : (Conference/ Workshop/Training Programme/ FDP/ eminar/ Refresher Course)					
18	International/National/Regional :					
19	Proposed dates of event :					
20	Coordinator/ Convenor :					
21	Minutes of DAC enclosed :					
22	No. of Participants Expected :	Out station	Local			
23	No. of Resource persons : (please attach list)	Out station	Local			
24	Budget :	Rs.				
	S.No.	Details			Amount (Rs.)	
	i.	Estimated expenditure for resource persons :				
		Heads	TEQIP-III	Other Sponsoring Agency	University Funds	Remarks
		Honorarium				
		TA/ DA				
		Boarding and Lodging				
	Transport					
ii.	Estimated expenditure for participants :					
	Boarding and Lodging					

	TA/ DA				
	<b>iii. Miscellaneous</b>				
	<b>iv. Transport</b>				
	<b>v. Any other</b>				
	<b>Total</b>				
<b>25</b>	<b>Details of Funds to be generated (approx.):</b> (Registration fee etc.)		<b>Rs.</b>		
<b>26</b>	<b>Funds Required</b>				
<b>27</b>	<b>Advance required</b>		<b>Rs.</b>		
<b>28</b>	<b>Any other information :</b>				

**Signature of Coordinator/ Convener**

Date:

\_\_\_\_\_

**Recommended and forwarded by HoD**

Date: \_\_\_\_\_

**Recommended and forwarded by Dean**

Date: \_\_\_\_\_

**Forwarded to Dean, Research & Development**

Date: \_\_\_\_\_

**Forwarded to Hon'ble Vice Chancellor**

Date: \_\_\_\_\_

**Forwarded to AR ( )**

झारखण्डकेन्द्रीयविश्वविद्यालय

**Central University of Jharkhand**

(A Central University established by an act of Parliament of India in 2009)

**Attendance and Progress Report of Research Scholars who have applied  
for Non-NET fellowship**

1. Name of the Research Scholar: \_\_\_\_\_
2. Name of the Department: \_\_\_\_\_
3. Date of Joining in the Department: \_\_\_\_\_
4. Topic of Research: \_\_\_\_\_
5. Date of commencement of Research: \_\_\_\_\_
6. Number of days Research Scholar remained on leave (with dates): From \_\_\_\_\_ to \_\_\_\_\_
7. Number of days Research Scholar remained out of the University for field work with dates and place visited:  
 Number of days \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
 Places visited: \_\_\_\_\_
8. Monthly attendance report of Research Scholar:

S.No	Month	Number of days Research Scholar remained present in the University/Department	Number of days Research Scholar remained Absent in the University	Total Percentage of Attendance
1	Jan			
2	Feb			
3	Mar			
4	Apr			
5	May			
6	Jun			
7	Jul			

8	Aug			
9	Sep			
10	Oct			
11	Nov			
12	Dec			
<b>Grand Total</b>				
Total Percentage of Attendance from __1 <sup>st</sup> __ to __30 <sup>th</sup> /31 <sup>st</sup> __ , YYYY				

9. Comments of the Supervisor on the progress of Research Scholar for the period under report.

---



---



---



---



---



---



---

**Certification:**

*It is certified that the details mentioned herein above are true to the best of my knowledge and belief and nothing has been concealed.*

**Supervisor  
(Seal and Signature)**

**Head of the Department  
(Seal and Signature)**

**Dean  
(Seal and Signature)**

Forwarded to In-charge (R & D) for further necessary action.



झारखण्डकेन्द्रीयविश्वविद्यालय

**Central University of Jharkhand**

(A Central University established by an act of Parliament of India in 2009)

**Undertaking by the PI**

I ..... hereby declare that I am the PI for the project entitled "...." Having project number ..... funded by ..... As I got the opportunity to move elsewhere, in my absence the co-PI will look after the project till its completion and s/he shall be responsible for the entire project related issues.

Signature of the PI

Signature of the Co-PI

Signature of Head

Signature of the Dean

Signature of Dean, R&D

