



|| अधिसूचना ||

विश्वविद्यालय विद्यापरिषद् की स्थायी समिति की बैठक दिनांक 17.04.2013 के कार्यवृत्त (विषय क्रमांक 13 में Standard Operating Procedure for running Research & Development (R&D) projects in UTD) कार्यपरिषद् की बैठक दिनांक 23.04.2013 के पूरक विषय सूची क्रमांक 1 में अनुमोदन हुआ है, जो निम्नांकित है –

Regulation No. 148

(E.C. Under 23-04-2013)

(Standard Operating Procedure for running Research & Development (R&D) projects in UTD)

1. The regulation is aimed at ensuring a proper execution, record keeping, monitoring, and smooth running of the research project(s) in the UTD.
2. The regulation will apply to all R&D projects sanctioned to individual or team or Department or University.
3. For the purpose of proper functioning of the research project, it is the responsibility of the PI/ Co PI/ Coordinator/ Director that:
 - a. They will prepare a research proposal/ project in the format prescribed by the concerned agency.
 - b. A clearance may be taken from the respective ethics committee, wherever needed.
 - c. The proposal prepared by the individual must be duly signed and forwarded by the Head/Director of the Department/Institute.
 - d. The team/ department level project (for example, SAP and FIST etc.) must be approved and forwarded by the Staff Council of the concerned Department.
 - e. Following the approval of the project by the SoS/ Institute and duly signed by the HoD/ Chairman, Staff Council the project will be sent to the Grants Cell for further approval of the Registrar/ Vice-Chancellor for institutional consent and signature of the Head of the institution.
 - f. A copy of the duly approved proposal must be provided to the office of the SoS and the Grants Cell, separately for record and future use, prior to its transmission to the funding agencies.
 - g. It will be the duty of the PI/ Co PI/ Coordinator/ Director to send a copy of the sanction letter with the budgetary provisions to the Grant Cell and the office of Head of the respective SoS/ Institute, after its approval by the funding agency.
 - h. The PI/ Co PI/ Coordinator/ Director has to ensure that the expenditure is made as per the provisions of the funding agency and recorded in a separate Register (Project Stock Register) for such purpose.
 - i. The record of the expenditure will include (1) the amount sanctioned/spent, (2) its purpose, (3) name of the item purchased, (4) date of the expenditure incurred duly signed by the PI/ Co PI/ Coordinator/ Director with seal. All vouchers should be maintained properly in a separate Guard file with paid and cancelled seal. All vouchers should reflect the page number of its entry in the Project Stock Register.
 - j. The equipments, books/ journals and other non-consumable items (which become the property of host institution) have to be entered in the SoS Stock register before the account is sent for adjustment.

- k. Annual statement of expenditure shall be made available at the end of each year regularly for utilization of the amount through the Head of the SoS/ Institute to the Grants Cell. The Grants Cell will forward the statement of accounts to the finance Controller for scrutiny and approval by the Registrar/ Vice-Chancellor. It will be then sent to the competent authority (CA/ Govt. agency) for external auditing and issuance of UC.
- l. The grant received must be kept in a separate saving bank account of the State Bank of India branch of the University operated by PI and Co-PI (if any) or Director/ Coordinator (in case of team project). The project amount will be transferred to this account as soon as the amount is received by the University. However, the University will deduct 20% amount from the Overhead budget of the project for maintenance of records and for paying audit fees. The interest earned in the said account should be reflected as income in the project.
- m. On completion of the project a closure report of the bank account should be procured from the bank and submitted to the Finance Section of the University.
- n. The HRA and MA will be reimbursed to the Project Fellow/JRF etc. as per the norms of the funding agency.
- o. The UC (Utilization Certificate), APR (Annual Progress Report) and FTR (Final Technical Report)/ PCR (Project Completion Report) of every project must be provided to the office of the Head of the SoS/Institute and the Grants Cell by the PI/ Co PI/ Coordinator/ Director before sending it to the concerned agency.
- p. All the expenditures in the project and purchase of equipments shall be strictly made following University rules. The appointment of research fellow/scholar/ staff in the project will be made as per the guidelines specified by the Funding Agency. The University norms will be followed, where no specific instructions are given by the Funding Agency.
- q. The PI/ Co PI/ Coordinator/ Director must ensure that the project reports and publications made out of the project work are regularly submitted in the office of the concerned SoS/ Institute in order to include those information in the annual report and other documents of the University.
- r. A professor of the University designated as Professor-in-Charge R&D Projects will look after all affairs of the project.

कार्यपरिषद् के आदेशानुसार,



कुलसचिव

पृ. क्रमांक : 10393 /अका./2013

रायपुर, दिनांक : 4/05/2013

प्रतिलिपि :

01. आयुक्त, उच्च शिक्षा संचालनालय, शास. विज्ञान महाविद्यालय परिसर, रायपुर
02. अध्यक्ष, समस्त अध्ययनशाला,
03. प्राचार्य, समस्त सम्बद्ध महाविद्यालय,
04. समस्त विभाग प्रमुख, विश्वविद्यालय प्रशासनिक भवन,
05. स.कु.स. परीक्षा/उ.कु.स. गोपनीय/वि.क.अ. विकास/प्रभारी अधिकारी सामान्य प्रशासन,
06. कुलपति के सचिव/कुलसचिव के निजी सहायक,
पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ.ग.) को सूचनार्थ एवं आवश्यक कार्यवाही हेतु अग्रेषित।

10393/2013
प्रभारी अधिकारी (अका.)