

**College Research Grant Scheme Regulations**

**Teacher's Research Seed Money Policy**

**General Rules of Expenditure**

1. The approved amount for the research project should be utilized in the respective financial year or within the specified timeframe.
2. Authorized bills (Tax invoices) should be obtained from suppliers/manufacturers.
3. Documents such as approval memos, quotations, and estimates (proforma invoices) will not be considered acceptable for accounting purposes.
4. As per the rules of the Indian Stamp Act, a stamped receipt must be obtained for each bill exceeding Rs. 5,000.
5. Bills under the Avishkar Scheme will not be considered valid for the amendment project.
6. Under the category of chemicals and consumables, procurement for educational institutions, specifically colleges, should be carried out by the procurement committee by soliciting at least three independent quotations and rate letters from suppliers and manufacturers.
7. After the purchase of any items under the modification project, their details should be recorded in the college's current record and registration in the Dead Stock Register and Consumable Register. The entry of such records (Stock Entry) should be made with a note on the bill. Additionally, it is necessary to obtain the principal's signature on each bill.
8. Expenditure for equipment and books, etc., whether chemical and consumable or under the contingency fund, should not be treated as recurring expenses of any kind. Similarly, any other type of recurring expenditure for equipment and books should not be categorized under these financial headings. If this is to be done, obtaining approval from the Research Committee and the Principal is mandatory.
9. The department should not purchase one instrument by combination of more than one researcher-professor of the department. If this is to be done, obtaining approval from the Research Committee and the Principal is mandatory.
10. The equipment required under the research project is expected to be procured preferably in the first quarter of the first year of the research project. Purchase of equipment made during the last period of the project will not be considered.
11. Research professors are expected to keep accounts of the research project at the department level following all the above rules. After the end of the financial year through the college, the accounts of the research project are required to be submitted by the concerned research faculty through the Research Coordinator (ARC) to the Accounts Department for audit of the research project.
12. All the original bills must be submitted in duplicate in the prescribed format attached while submitting by the research professor. Proforma Invoice Debit Credit Note Bill, Raw Bills should not be taken and duly attached with Tax Invoice Bills.
13. The 5% of the total grant sanctioned to you should be reserved as overhead charges.
14. The authority to finalize the final approval regarding research project expenditure shall remain with the Research Committee and the Principal.



## 1. Equipment

1. Equipment should be purchased as per the budget and proposal given under the research project.
2. The maximum limit under purchase of equipment for engineering, science and pharmaceutical branches will be 50% of the total sanctioned amount and for other branches the limit will be 25%. However, necessary changes should be made with the prior written permission of the Research Committee and the Principal.
3. Further items will not be purchased under equipment. Laptop, Computer, Mother Board, DVD Writer, Hard Disk, RAM, Antivirus System, Mobile Handset, DVD Players, ovens, home theaters, mixers, handycams, printers, scrapers, fidgets, bookshelves, furniture and any other items that are not related to the research project and are not generally acceptable. However, necessary changes should be made with the prior written permission of the Research Committee and the Principal.  
Expenditure should be furnished as per Annexure I attached herewith.

## 2. Books and Research Journals

1. Only the books and research papers required for the research project should be purchased.
2. Accession number of the college library should be recorded on all purchased books and research papers.
3. This registration number should be noted on the book bill and the signature of the college librarian should be obtained.
4. Subscription to research papers should be limited to the duration of the research project. Subscriptions to research papers for which lifetime membership is required will not be considered. Annual maximum limit for research paper subscription is Rs. 2,000/- will remain the same.
5. While buying books care should be taken to take discount in the bill and the same should be mentioned in the bill.
6. Cost of taking photocopies or printouts of the book will not be considered.
7. Library membership fees will also not be considered.

Expenditure should be furnished as per Annexure II attached herewith.

**\*Note:** All approvals in this regard should be done with the prior written permission of the Library Department as well as the Research Committee and the Principal.

## 3. Chemicals and Consumables

1. Chemicals and Consumables and other recurring expenses required for the research project are expected to be incurred.
2. Separate bills should be taken for each researcher for purchases made for chemicals and consumables under the research project. This should not include expenses incurred for department.
3. Expenditure should be furnished as per Annexure III attached herewith.



#### 4. Hiring Services

1. For students or servants working for field work, data collection for research projects, a maximum of Rs. 200/- per day should be paid as daily allowance.
2. Expenditure for Hiring Services should be commensurate with the total project grant and subject matter.
3. Such expenses shall not be considered if the work of Hiring Services is done entirely through professional or non-professional organizations.
4. No co-researcher's remuneration or any expert's remuneration will be payable under Hiring Services.
5. Fees for filing intellectual property rights and patents will not be payable under Hiring Services. Action should be taken to file a separate proposal through the Research Committee and the Principal.
6. The details of expenditure incurred under Hiring Services should be furnished as per Annexure IV. Also, brief information about the work done under this should be presented.

#### 5. Field work and travel

1. The maximum limit of 30% of the sanctioned amount for the field work and travel expenses of the Research Project Scheme for the subjects of Earth Sciences and Life Sciences will remain. For other subjects Prior written permission of the Research Committee and the Principal is necessary.
  2. Payments of traveling allowance and local conveyance allowance should be made as per the university rules for traveling for the purpose of research project. Grade pay of the concerned teacher should be mentioned on the said payments. Travel allowance and daily allowance will be paid as per university rules.
  3. Prior written permission of the Research Committee and the Principal should be obtained for use of hired or own vehicle for travel under the research project.
  4. A photocopy of the Vehicle Registration Certificate (RCTC) book of the vehicle should be attached as proof of owning the vehicle. Also for use of rental vehicle there will be maximum rate agreed as per university rules.
- \* Maximum distance limit is 50 km per day, prior written permission of the Research Committee and the Principal should be taken regarding the use of own two-wheeler for work under the research project in the area and the petrol bill should be submitted under the guidance of the Accounts Department.
5. Prior permission of the Research Committee and the Principal should be taken for field work and travel expenses of co-researchers accepted under the research project.
  6. Public transport bills will be sanctioned for visits to research institutes, archives, museums, libraries for research project work. For this it is necessary to submit the attendance certificate of the said institution or library.
- \*\*The research report has to be given as per daily schedule of research work. Expenditure should be furnished as per Annexure V attached herewith.



## 6. Contingency

1. Expenditure under this head should be made for the following items. Xerox, Stationery, Printing & Binding Expenses, CD, DVD, Storage, Toner Refilling, Pen Drive (No. 1) (Maximum Rs. 3000/- per annum).

2. Miscellaneous expenses will not include expenses like printer, hard disk, antivirus system, net connector, mobile recharge and any other expenses which are not related to the research project.

Expenditure should be furnished as per Annexure VI attached herewith.



Registrar



Co-ordinator  
ARC



Director  
CIAR



Co-ordinator  
IQAC



Vice Principal



Principal

