



**INDIRA GANDHI UNIVERSITY,
MEERPUR, REWARI**

(A State University Established under Haryana Act No. 29 of 2013)

**Draft for constitution of Directorate of Research Cell (DRC)
for inviting suggestions**

2020-2021

Directorate of Research Cell (DRC)

Draft (Constitution of Research Cell)

Directorate of Research Cell (DRC)

Directorate of Research Cell: The cell which will monitor all types research related activities of the University.

Director: Director will be an ex-officio member from University Department nominated by the Vice-Chancellor

Objectives

The objective of establishing Directorate Research Cell is to foster a research culture amongst the University stakeholders to promote new ideas, discoveries and innovations that can transform mankind, society or nation at large. The cell encourages and guides the University teachers and students to get the funding for research projects from various government and non-government institutions. It also monitors the progress of research work in the University at various levels. It persistently works for development of facilities for research in the University.

Role and functions of Directorate of Research Cell

1. Research related activities in the University

- a) To encourage research activities in the University Departments and encourage faculty members, research scholars and students for research related activities and for applying research projects/consultancy projects.
- b) To conduct seminars/workshops related to manuscript writing, research methodology, reference management, etc. for faculty members, research scholars and students.
- c) To increase internal and external research opportunities for faculty, doctoral students, and postgraduate students.
- d) To look for possibility to start post-doctoral programs in University.
- e) To establish Sophisticated Analytical Instrumentation Facility (SAIF) or Central Instrumentation Laboratory (CIL) in the University as common facilities for

various departments and outsource the facilities to generate revenue for the centre.

- f) To ensure timely update of research related information and notify advertisements of various funding agencies for projects or any grants related to conference/seminars on University website.
- g) To collaborate with various organizations, educational institutions in India and abroad for research work as joint research work, researcher exchange programme etc.
- h) To make provision and recommend for minor research project grant and contingency grant for the faculties of University Teaching Departments.
- i) To make provision and recommend grant for the faculties of University Teaching Departments for attending national and international conferences (within India) two times in a year and outside India one time in three years.

2. Research projects sponsored by various funding agencies

(Detailed guidelines for carrying out Research projects Annexure-A)

- a) To develop guidelines for carrying out research projects sponsored by various funding agencies.
- b) To recommend and forward research projects, sponsored by various funding agencies, to concerned funding agencies.
- c) To utilize overhead charges of projects for the purpose of research and infrastructure as per rules of sponsoring agency/ parent University.
- d) To monitor annual progress report of research projects.
- e) To develop mutually beneficial linkages with industry in order to develop partnerships and collaborative research, wherever applicable.
- f) To enhance infrastructure and research facilities by fetching grants from various agencies e.g. DST-FIST, UGC SAP, UGC BSR, ICMR, AICTE, TEQIP, Foreign collaboration, industrial collaboration.
- g) To provide Utilization certificate of research projects.
- h) Any other matter(s) related to research projects should be dealt by Directorate for Research Cell.

3. Ph.D. related matters in the University

- a) To frame rules for granting University Research Scholarship (URS)
- b) To recommend and decide University Research Scholarship (URS) to Ph.D. students time to time.
- c) To recommend Ph.D. extension to research scholars, if required.
- d) Notification of Ph.D. admissions and award of degree.
- e) Director Research cell/nominee should be a member during pre registration and pre submission of Ph.D. seminar and give his/her valuable suggestions.
- f) Any other issue related to Ph.D. students should be routed through Director, DRC.



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GUIDELINES FOR CARRYING OUT SPONSORED RESEARCH PROJECTS

2020-2021

Directorate of Research Cell (DRC)

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GUIDELINES FOR CARRYING OUT SPONSORED RESEARCH PROJECTS

Definitions:

Sponsored Research Project: A time and cost bound projects sponsored by Government, public, private, national/International agencies or autonomous bodies.

Sponsor: The organization that offers a Sponsored Projects to the Indira Gandhi University and provides necessary financial support for successful completion of the project in time.

Principal Investigator (PI): A member of the faculty who submits the project proposal

Co-Investigator or Co-Principal Investigator: A working/retired/contract faculty member co-opted by the PI to work jointly with him/her and approved by the funding agency. In the absence of PI or if PI goes abroad for long time or if PI retires or if the PI leaves the University, the Co-I or Co-PI will become in charge of Project as per norms of funding agency.

I(A). Submission of the Project Proposals

- i. All proposals for submission of 'Research projects to the various funding agencies should be submitted to the Director, DRC through the Chairperson of the concerned Department. Director, DRC shall recommend the research proposal to forward to funding agency through Registrar.
- ii. If the project is with a non-Government agency, terms and conditions of the Project including the rights of patents and royalties must be clarified through on MoU to be signed by the Registrar/Vice-Chancellor of the University and the competent authority of the funding agency.

I(B). Sanction of the Projects

- i. The sanction letter and details of the amount sanctioned under different Budget Heads, duration of the project and other terms and conditions should be communicated to the **Account Branch** for entering the grant in the grant Register through Director, DRC.
- ii. The date of start of the project will be taken as the date when the 1st installment of grant received and entered in grant register or as per rules of funding agency.

(II) Operation of the Projects

II (A) Procedure for purchase of equipments/instruments/Non-consumable

- i) All purchase shall be effected by a Committee called the Project Purchase Committee (PPC) for each project consisting of the Director, DRC nominee, F.O. Nominee, PI (Convener), Co-PI (if any) and one member of the Teaching Faculty as per Rules/guidelines of the Project. This committee proposed by the PI and approved by the Director shall be constituted in the beginning of the Project and would serve the entire duration of the Project.
- ii) Purchase of items(s) up to Rs. 10,000/- can be affected by the PI/Co-PI without inviting quotations.
- iii) Purchases above Rs. 10,000/- will be affected by inviting quotations or by spot quotations from the reputed firms (minimum three) by the PPC where inviting of quotations is not possible.
- iv) Proprietary item(s) can be purchased by inviting quotation/Performa invoices from authorized agents or directly from the sole manufacturer irrespective of its cost with approval from Vice-Chancellor through Director.
- v) Tenders will be invited by the PI for the purchase beyond Rs. 5.00 Lac.
- vi) In case the purchase is to be made from a firm which has quoted higher rate than the other, proper justification to that effect has to be given, keeping in mind the overall financial implications and making all efforts to negotiate with the firm to come down to the lowest offer in respect of the said item. The justification should be signed by all the members of PPC.
- vii) For purchase of any items from foreign companies, the cost of item should be on the basis of the exchange rate on the day on which the settlement of LC (letter of credit) DD was made by the banker. Any commission/currency exchange rate to the bank will be met from project grant.
- viii) The sealed envelopes where in quotations have been received are to be opened in the presence of PPC and signed by all the members of the PPC. These envelopes along with the comparative statement will have to be submitted to the Director, DRC for getting approval and further process.
- ix) Director, DRC can recommend to put the purchase case in Central Purchase committee as per University rule.

- x) The Director Research will make a summary list of all the equipment costing more than Rs. Two lacs excluding accessories that have been purchased in the University by different PIs in various Departments.

II (B) Procedure for purchase of consumables

- i) **In case of consumables for which rate contracts are available**, PI can put direct order of consumable under University rate contract/GEM portal/DGS &D rate contract upto Rs. 20,000/- without prior approval. However, he/she must get approval from Director, DRC upto cost of Rs. 2,00,000/- and beyond that approval from Vice-Chancellor is necessary.
- ii) **In case of consumables for which rate contracts are not available**, PI can purchase consumables upto Rs. 10,000/- without quotations in emergent situation with justification. The sealed quotations must be invited from all the known firms for purchase beyond Rs.10,000/- with procedures as outlined above.
- iii) Purchase order can be placed by PI/Co-PI after following the procedure outlined above.
- iv) Supply orders will be signed and issued by the PI after scrutiny of the tenders/quotations obtained from various suppliers. The orders will be normally placed with the supplier whose quotations are the lowest, unless for reasons to be recorded and recommended by the PPC, that as to why the lowest or other lower tenders/quotations are not acceptable. In case of any discrepancy, the matter shall be referred to the Director and his decision will be final.

II(C). Printing/photocopy/typing/sample analysis charges etc.

PI/Co-PI is allowed for availing printing/**photocopy/typing/ sample analysis charges related** project work out of project grant upto Rs. 1,0000/- without approval beyond that approval from Director, DRC is necessary.

II(D). The purchase of project related books and journals

The purchase of project related books and journals out of the contingency or any other budget head sanctioned by the sponsors for this purpose will be allowed and freedom

lies with the PI/Co-PI concerning the purchase: However, the discount fixed by the Book Purchase Rate Committee will be kept in view.

II(E). Temporary advance

Advances will be paid to the PI through cheques by name. The PI will be responsible for rendering the account of such advances. The accounts of advances taken should be settled within a period of a month from the date of drawing of advance. However, this shall not apply in cases of LCs etc. where the money is always with the bank. LCs and side drafts accounts should normally be cleared within three months.

III. TA/DA rules

The University TA/DA rules of the funding agency will normally be applicable to all sponsored research projects for field work and visits in Haryana or outside Haryana (in India or abroad). However, keeping in view the time bound nature of projects, the PI/Co-PI will be allowed to travel by taxi/own car irrespective of their designation and/or salary for which necessary approval of Director, DRC will be required. The maximum one way distance for the purpose of using car/taxi should not exceed **300 KMs**. Further the air travel to the PI may also be allowed irrespective of his/her designation and salary on proper justification. However, the sanction of all air journeys in connection with the research projects shall be obtained from the Vice-Chancellor through recommendation of Director, DRC.

IV. Appointments/hiring services

IV(A). Appoint of JRF/SRF/Research Associate

- i) For appointments under the project, the PI will send the draft advertisement to the Director, DRC for approval, who will return to the PI for notification/advertisement after giving approval. Applications should be invited after giving wide publicity regarding the vacancies.
- ii) The PI is competent to advertise such positions which are of less than 12 months duration of project and fill them up in consultation with the Chairperson of the Department concerned.

- iii) The PI is authorized for ad-hoc appointment for smooth running of project work, the ad-hoc appointments against such positions shall normally not continue beyond 6 months.
- iv) In case the positions are for more than one year, these may be advertised in the newspapers/University website or circulated in the adjoining Universities through notice.
- v) The applications will be received and processed by the PI. She/he will issue the interview letters to the eligible candidates. Persons will be called for interview before a selection Committee which will be approved by Director, DRC as per guidelines of funding agency. This committee shall be called the project appointment committee (PAC) and for each project Appointment Committee shall consist of Director, PI (Convener), Chairperson of the Department, Co-PI (if any) and two members of the faculties of same department.
- vi) The appointment letter shall be issued to the selected candidates by the PI except in cases of the 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 the Director and funding agency. All appointment letters should clearly indicate the terms and conditions of appointment.
- vii) Appointments of the above staff will be purely on a temporary basis for the duration of the project only and the staff appointed will have no claim for regular appointment in the University on the termination of the project.
- viii) The joining reports of the selected candidates should be countersigned by the PI and forwarded to the Director from where it will be forwarded to the funding agency. A copy may be retained by the PI.
- ix) The leave to the members of the staff under projects will be admissible to the same extent as is admissible according to the agency rules.
- x) Fellowships at the rates approved by the various sponsoring bodies shall be paid to the research fellows employed in the Research Projects.

IV(B). Secretarial assistance

To look after the processing of bills, preparation of account reports, utilization certificate and other project related secretarial work, the following procedure may be adopted:

- i. The PI will be allowed to appoint a University employee either from the department office or from other department of University provided that such employee will not be allowed to work for more than 6 hours a week. However, the retired University employees may be allowed to do such work without any time limit. Prior permission shall be required by PI from Director and the consent of the Chairperson of the Department concerned, where the employee is working will be required before making such appointments.
- ii. One employee shall be allowed to take up at the most two projects. In case of retired employees this limit can be raised up to four.
- iii. Depending upon the quantum of work, the PI will be competent to fix the honorarium (out of contingency head/overhead charges) of such part time employees. However, it should not exceed Rs. 500/- per month for a project whose sanctioned amount (excluding overhead charges) does not exceed Rs. 5 Lacs. The honorarium will be enhanced to Rs. 1000/- per month and Rs. 1500/- per month for those projects whose sanctioned amount is between 5 Lacs and above 10 Lacs respectively.
- iv. Assistance of students of Masters and Ph.D courses not getting any financial support can be provided at the rate of Rs.25/- hour with a maximum limit of 20 hours per week getting approval of the Director Research under "Earn while you learn" scheme

IV(C). Hiring service

In case of field oriented research project the PI/Co-PI/research staff etc. irrespective of their salary/fellowships in the field oriented project will be allowed to hire a local convenient transport facility as per local rates on the bases of the lowest of the three quotations collected on spot. The PI/Co-PI will be also authorized to hire field attendants/ guides whichever is required in the field. The PI/Co-PI will be authorized to modify the field program depending upon the prevailing local conditions and difficulties of the team members. The PI/Co-PI shall be required to submit the accounts immediately after return from field within fortnight.

IV(D). Appointment of clearing agent

The clearing of the imported equipment and other items at the air-port is very tedious and time consuming process. In order to save time and energy of the PI, the University shall appoint a clearing agent. The charges of the agent for each case shall be met out of the corresponding project budget head. Further, the University will provide a suitable vehicle if needed to bring the imported items from the airport.

V. Leaves

The Pi/Co-PI and the Project Staff shall be allowed the leave of kind due by the University to carry out the field work or collaborate work in another Laboratory relating to research work of the project (in India and abroad) providing the teaching work of the department does not suffer. All expenses for these purposes will be borne out of the Project funds as per the rules of the University/funding Agency. Prior sanction for such work must be obtained from Director and such request is always routed through the Chairperson concerned. Director can sanction Duty leaves for project work with recommendation of Chairperson of concerned department.

VI. Reappropriation/Carry forward of project grant

The PIs may provide the break up under different heads of the project. However, reappropriation within different heads, which was provided by the PI himself, can be affected by the PIs with the approval of Director within the total overall budget given by the funding agency. Approval of Director, DRC is required for carry forward of unspent balance for next financial year, however, it cannot exceed the project duration.

VII. Management of Overhead Charges

Out of total overhead charges in the project, 25% shares shall be transferred to the University Accounts, 25% will be credit to the Director, DRC fund and will be operated by Director. One of the purposes will be assist the newly appointed teachers or any teacher who will prepare his fresh research project so that they can be helped in establishing the labs, etc. Director can allow to utilize this amount by PI if his share is already spent with proper justification. Remaining 50% of the overhead charges shall be at the disposal of the PI. The funds under this head can be utilized by the PI during

the Project period on items of expenditure VII(A)i-vii as per prescribed procedure of the University. The unspent amount from the 50% share of the PI shall be transferred to the Director Research fund after three months of the final closing of the Project.

VII (A). Utilization of Overhead Charges

- i)** Infrastructure: All expenses related to Laboratory maintenance and renovation, purchase of furniture, Personal Computers, Laptops and printers to be used as office equipment; repair of existing furniture, wooden, aluminum or other work like partitions, shelves, etc., flooring, making dust free rooms, water and electricity connections including labour charges, purchase of air conditioners, invertors, voltage stabilizers, UPS, air curtains, etc. will be met out of project fund. This type of work can be assigned to the outside agencies as well to avoid delays. Proper procedure of inviting quotations should, however be followed in such cases.
- ii)** Repair and up gradation of scientific equipments, computers and peripherals, payment of annual maintenance/service contracts, purchase of minor accessories for equipment.
- iii)** Cost of advertisements in the newspapers for positions as well as other notices.
- iv)** Hiring of manpower including secretarial assistance
- v)** Expenses to meet local, domestic or international travel, hotel expenses, DA, registration fee for participation of PI, Co-PI and Project Staff in Conferences/Symposia and for visits to other Laboratories (in India and abroad) for discussions or for Collaborative research work subject to prior approval of the VC. Expenses to meet filling of Indian Patents will be as per rules.
- vi)** The expenses of membership fee of various professionals/Academic societies will also be meet out of PIs share.
- vii)** Annual Maintenance Contract (AMC) fee/charges for the equipment's, computers/printers, air conditioners etc.

VIII. Maintenance of Stock Registers

- i) Each project should have separate stock registers for consumable and non-consumable articles. Two registers for each type are to be maintained.
- ii) Separate accounts should be opened for each article purchased on separate page with full particulars unless the transactions in respect of an article 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.
- iii) Balance should be worked out up-to-date.
- iv) All entries in the stock registers should be or initiated by the PI.
- v) Physical verification of stock should be got conducted by the PI at least once a year, the result thereof should be reported to the Director Research.
- vi) Equipments purchased specifically for each project will be property of the University on the termination of the project unless the sponsoring bodies desire otherwise.

IX. Annual statement of expenditure and utilization certificate

The PI shall prepare the statement of expenditure and utilization certificate of every project by 15th April of the relevant year and audited UC, audited Statement of expenditure and annual progress report etc. should be sent to funding agency through Director after signature of Registrar.

X. Final Technical and Fiscal Report of the Project

- i) 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 Director Research for verification of the financial aspects and any discrepancy should be removed in consultation with Director Research.
- ii) The final financial report should be sent to the funding agency after getting the same verified and endorsed by the Director Research. The Director Research, after seeing the final report, would immediately instruct the PI to get the utilization certificate issued and to take steps for the closure of the project and the project should be closed by the transferring the assets to the Department/University within three months of sending the final report and

should be given top priority in issuing the equipment purchased out of project grant for continuing his research.

XI. Closing of the Projects

- i)** A statement of final accounts showing the year wise receipts and expenditure and a list of articles (consumable and non-consumable) left over at the time of termination of the project and purchased out of the project funds should be sent in the triplicate to the Director Research office in the prescribed Performa (Annexure-II) and verified by the office of the Director Research. These articles must 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 the already constituted committee for this purpose and the amount remitted to the University.
- ii)** The list will be given to the Chairperson of the Department for entering the permanent assets in the stock Register of the Department within two 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 office of the Director Research, should be sent to the Internal check/Internal Audit in the office of Director Research. It is mandatory for the Department to enter all the items in the stock register and to reissue them to the teacher concerned for his research and to take back into the stores from the teacher concerned.
- iii)** The PI's and Chairperson of the Department should ensure that all equipment which is 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/teacher (when he needs No Dues Certificate) will be decided by Director Research in consultation with Chairperson of the Department.

XI. Filling of Patents

In case of the PI finds novel products having commercial significance or develops a technique which may have industrial application, Director will recommend to send in University IPR Cell which will initiate process for filling a patent through a negotiated settlement involving the PI, the funding agency and the University. All costs related to filling as well as maintenance of patents (Indian and International) will be paid by the University with recommendation of Director, DRC.

XII. Generation of Income

Small amount of products which are discarded after the investigation is over may be sold to an interested party through Director, DRC. The sale income of these products will be credited to the account of the PI for the furtherance of his research work. He will spend this amount in the manner as already outlined for the amount obtained by the PI from the overhead charges.

ANNEXURE – II

FORMAT FOR CLOSING RESEARCH PROJECT

(Submit 5 copies)

Closure of the Terminated/Completed Project entitled:

.....
.....

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

1. Name of the Investigator:
2. Designation:
3. Department/Center:
4. Name of the Co-Investigator (if any):
5. Designation:
6. Department/Center:
7. Title of the Project:
8. Duration of the project:

Date of Commencement:

Date of Completion:
9. Non consumable items handed to department

Subject: Submission of Draft of Constitution of Directorate of Research Cell

Please find draft for constitution of Directorate of Research Cell as framed by committee constituted by Hon'ble Vice-Chancellor in its meetings held on 16.12.2020 (11:00 am) & 22.12.2020 (2:30 pm).

Submitted for