



OFFICE OF DEAN RESEARCH STUDIES
UNIVERSITY OF JAMMU
JAMMU

NOTIFICATION

Vice Chancellor, in anticipation of approval of University Council, is pleased to approve the revised / updated guidelines for University of Jammu Research Fund (UoJRF) for permanent faculty members and scientists of Departments/Centres/ Offsite Campuses (Research Promotion and Support Scheme) as per Annexure.

These guidelines shall be applicable prospectively.

The document is available on the University Website:
www.jammuuniversity.ac.in

Sd/-
Dean Research Studies

No: DRS/24/6069-6129
Dated 12/02/2024

Copy to:-

1. Special Secretary to Vice-Chancellor for the kind information of the Hon'ble Vice Chancellor please.
2. Sr.P.A. to Dean Academic Affairs/Dean Research Studies/Dean Planning & Development.
3. Sr. P.A. to Registrar/Controller of Examination/Director CDC/ Director DD & OE.
4. All Deans / HODs / Conveners / Rectors / Directors of the offsite Campuses.
5. Sr. P.A. to Joint Registrar (Finance) for information.
6. I/c Director, DIQA / I/c Librarian, Dhanvantri Library.
7. I/c Coordination Section alongwith copy of the document for necessary action.
8. I/c University Website for uploading on the University Website.
9. Guard file.

12/02/2024
Assistant Registrar (DRS)



**University of Jammu, Jammu
Jammu & Kashmir, India**

**University of Jammu Research Fund
(UoJRF) for Permanent Faculty
Members and Scientists of
Departments/ Centres/ Offsite
Campuses
(Research Promotion and Support Scheme)**

INTRODUCTION

The University Research Fund has been instituted by the University of Jammu vide University Council Notification No. 01 of 2019 dated 29.07.2019. It aims to strengthen the research activities of the departments/ centres/ offsite campuses. The quality of research and teaching serves as one of the major factors for prestigious accreditation to the University by NAAC. The said fund shall provide bedrock for the young and upcoming faculty members/ scientists/ researchers of the University to bank on assured financial support for continuous engagement in research that shall benefit academic pursuits of the University.

AIMS & OBJECTIVES

The University of Jammu Research Fund (UoJRF) aims to support the permanent teaching faculty and scientists working in the main campus and offsite campuses in developing ideas with disruptive innovation potential through concrete projects (Independent, Interdisciplinary, Multidisciplinary or Transdisciplinary). The UoJRF also intends to provide research support to faculty members and scientists to motivate them to undertake quality research projects. The University of Jammu, through this fund strives to develop research ecosystem in the University, where every researcher shall be given opportunity to translate novel ideas into reality and create a foundation for obtaining larger funding from extramural sources. Through this financial support, the office of Dean, Research Studies (DRS) seeks to promote close academic interaction with industry and society to develop innovative technologies and promote intellectual capital.

GUIDELINES

1. Categories

1.1 Research Projects

The office of Dean, Research Studies shall notify the invitation of research project proposals by issuing the notification and uploading the same on website of University of Jammu once a year at the beginning of each financial year depending upon the availability of funds. The last date for the receipt of project proposals shall be one month from the date of notification for call of projects. The applications for research projects shall be invited under the following categories:

Category	No. of Project Investigator/s	Amount of Grant	Duration of Project
I.1	Single Faculty Member/Scientist	<ul style="list-style-type: none"> • Upto Rs. 3,00,000 (Three Lakh Rupees) for Humanities, Social Sciences & Languages • Upto Rs. 4,50,000 (Four Lakh and Fifty Thousand Rupees) for Sciences/Experimental/Field Sciences (including grant of equipment upto Rs. 50,000 only) 	Two years (24 months)
I.2	Two Faculty Members/Scientists of a Department	<ul style="list-style-type: none"> • Upto Rs. 4,00,000 (Four Lakh Rupees) for Humanities, Social Sciences & Languages • Upto Rs. 6,00,000 (Six Lakh Rupees) for Sciences/Experimental/Field Sciences (including grant of equipment upto Rs. 75,000 only) 	Two years (24 months)
I.3	At least Three faculty Members/Scientists of different Departments/Faculties applying for an Inter/Transdisciplinary research proposal	Upto Rs. 10,00,000 (Ten Lakh Rupees) for Humanities, Social Sciences, Languages Sciences/Experimental/Field Sciences (including grant of equipment upto Rs. 2,00,000 only)	Two years (24 months)

In order to encourage newly recruited permanent faculty members/scientists to conduct a pilot study before submitting a full-fledged major research project proposal to the State/National funding agency, a one-time seed grant upto Rs. 1, 00,000 (One Lakh Rupees) will be provided to be spent within a period of one year subject to the availability of funds. Such support shall be available within four years of appointment only.

Note: Every research proposal shall be submitted after due plagiarism check from Dhanvantri Library.

1.2 Paper Presentation at National / International Conference / Seminar / Workshop

- a) The request for the partial funding to meet the expenditure to attend the conference/ seminar/ workshop/ seminar/ colloquium/ brain storming session, etc should be submitted (Form-IV) at least two months before the actual date of the event.
- b) Partial funding upto Rs 15,000/- (fifteen thousand) once a year (within India) and Rs. 60,000/- (sixty thousand) once in three years (outside India) shall be provided to meet partial expenses (registration/ travel/ local hospitality) of the faculty members/scientists to present their research papers/ lead session/ keynote address or chair the technical session in national/ international conference/ seminar/ workshop, etc. This financial help shall be provided only to those who have not availed financial assistance for the purpose from the “Social Infrastructure Fund and/ or any other Centralised Fund” of the University of Jammu.
- c) Partial funding shall be provided to meet travel expenses as per entitlement and norms of University of Jammu (as applicable) and local hospitality of subject expert invited by the Department/ Centre/ Campus to deliver specialized lecture in the interest of the development of research as per the norms of University of Jammu. The DAC shall recommend the name of subject expert along with their curriculum vitae and proper justification for the consideration of partial funding.
- d) Funding upto Rs 5,000/- shall be provided once a year to bonafide research scholars pursuing Ph.D. meet travel (AC-Tier III)/ registration fee to attend international/ national conference/ symposium/ workshop (within India) provided his/her abstract has been accepted for presentation.
- e) The TA/DA to faculty members/ scientists/ research scholars shall be paid as per the entitlement and financial norms of the University of Jammu.

- f) All such proposals/ requests received from faculty members/ scientists/ research scholars shall be examined by the Committee chaired by DRS and its members as Dean of concerned faculty and 3 nominees of the Vice- Chancellor from different disciplines. The committee shall be constituted on annual basis at the start of each financial year.

Note: University of Jammu reserves the right to approve/deny any proposal submitted under this clause without assigning any reason.

1.3 Financial support for publication of Research Paper:

Financial support of Rs. 30,000/- (maximum) as publication grant be given to faculty members to publish in journals of repute preferably indexed journals with following conditions:-

- a) The corresponding author and/ or first author shall be a permanent faculty member of the University of Jammu.
- b) The financial assistance shall be given to the corresponding author and/ or first author of the research paper.
- c) The financial support may be extended upto twice in a year subject to the availability of funds.
- d) Preference shall be given to those applicants who have not availed financial support during last 2 years.
- e) The amount to be provided as partial financial support for the processing/ editing/ publication fee shall be maximum of Rs.30,000/- or actual, whichever is less. However, the professional proofreading/ editing charges shall be reimbursed only if paper gets published.
- f) The amount of financial support shall be provided in Indian Rupees only.
- g) In exceptional cases, the competent authority shall be authorized to increase the said grant, on request of the author, on case to case basis.

1.4 Organisation of Conference/ Workshop/ Seminar by the Departments

- a) Partial assistance upto Rs. 50,000/- (maximum) per annum shall be provided for organizing programs like short-term (less than 15 days) workshops or training programs/ seminar/ symposia and international/ national/ regional/ state conference subject to the

availability of funds. All such proposals shall be scrutinised by committee duly constituted by DRS.

- b) This financial help shall be provided only to those who have not availed financial assistance for the purpose from the “Social Infrastructure Fund and/ or any other Centralised Fund” of the University of Jammu.

2. Financial Resources

- a) The University of Jammu shall earmark a substantial grant from various sources of funding that shall serve as seed money to institute the fund.
- b) The overhead grant deducted by the Grants Section of the University from out of the grants of various research projects sponsored by International/National/State funding agencies shall be credited to UoJRF.
- c) The University share of consultancy fee received by the faculty members/ scientists/ researchers shall be credited to UoJRF.
- d) Any other source/s such as donations from alumni, industry/ corporate, etc. identified by the University from time to time and approved by the Vice-Chancellor.
- e) Annual fee to be charged from every registered PhD scholar from time to time.
- f) The 20% of the tuition fee collected from the international research scholars shall be deposited in the UoJRF.

3. Submission of the Research Project Proposals

- a) The research project proposal shall be submitted by the Principal Investigator by submitting Project Submission Form (Form-I) to the office of Dean, Research Studies.
- b) The research proposals should be recommended and forwarded through the office of concerned HoD/ Director/ Rector and Dean of the Faculty concerned.
- c) The HoD shall certify that the concerned department/ centre/ campus will provide the basic minimum infrastructure facilities (including space, water, electricity, laboratory, library facility, etc.) to PI.

- d) The research proposal submitted by PI shall be processed by HoD of concerned Department/ Centre/ Campus within three working days from the date of submission of project proposal and transmitted further to the office of Dean, Research Studies.
- e) The PI shall not demand any teaching/ non-teaching post except one research assistant in the research proposal. If approved at the time of sanctioning of the research project, to be engaged at a rate of Rs. 10,000 per month out of the sanctioned project grant through the following process:
 - i. PI shall call applications for engagement of research assistant on temporary basis.
 - ii. The selection shall be made by Selection Committee consisting of Dean of Faculty concerned as Convener with one senior professor of the faculty and PI as members.
 - iii. PI shall forward the minutes along with the name of selected candidate to the office of DRS for further necessary action.
- f) If approved at the time of sanctioning, one person for secretarial assistance may be engaged at a rate of Rs. 1000 per month subject to the fulfillment of following conditions:
 - i. Notice inviting applications for engagement of temporary secretarial staff under project/s be displayed on the notice board of the department. However actual selection be made by the PI and forward the same to the DRS for further necessary action.
 - ii. The engaged temporary staff should have functional knowledge of at least six months about maintenance of books and accounts, banking transactions and routine work connected with project/s.
 - iii. The temporary secretarial staff be engaged on the recommendations of PI and duly forwarded by the respective Head of the Department/ Centre/ Campus.
 - iv. Preference be given to the regular non-teaching staff of the University. However, the engaged temporary secretarial staff shall work after office hours.
- g) The PI can engage upto 3 (three) field assistants (students/ research scholars) to conduct surveys as per sanction of the research project at a rate of Rs 5000 per month as stipend. These engaged students will work over and above the class work/ research work. Else the

engagement as field assistant may also be made at a rate of Rs 500 per day upto a maximum of Rs 5000 per month.

PI shall engage field assistants through the following process:

- i. PI shall notify the advertisement for engagement of field assistant on notice boards of departments of the University.
 - ii. PI shall scrutinise the applications and call shortlisted applicants for personal interaction/ interview.
 - iii. The selection shall be made by the committee approved by DRS.
 - iv. The committee will consist of a minimum of three members, of which one member shall mandatorily be nominee of DRS. The PI will be the convener of committee.
 - v. PI shall forward the minutes along with the name of selected candidate to the office of DRS for further necessary action.
- h) Only one research project shall be allotted to a PI at a time. The PI can submit a fresh research proposal only after completion of the already sanctioned project by submitting Utilization Certificate and Project Completion Report on time.
- i) So as to promote interdisciplinary/ multidisciplinary/ transdisciplinary research a PI shall be allowed to join as Co-PI in only one research project during the tenure of his/her sanctioned project. Whereas a Co-PI can participate in maximum of two research projects simultaneously.

4. Procedure for Sanction of the Research Projects

- a) Projects will be invited once a year at the beginning of each financial year depending upon the availability of funds.
- b) All projects submitted under call shall be scrutinized by Expert Committee constituted by the competent authority.
- c) The projects will be scrutinised based on innovation, societal impact, regional relevance, critical thinking, indigenous understanding, Indian knowledge system, etc.
- d) The projects will be allocated based on the recommendations/ decision of the Expert Committee and endorsement by DRS.

- e) The Vice- Chancellor will have the powers to approve the recommendations and/ or amend any clause of the recommendations of the Expert Committee.
- f) The number of research projects to be sanctioned will be subject to the availability of funds and quality of the project proposal/s submitted.
- g) The office of Dean, Research Studies shall issue the sanction letter giving details of the grant sanctioned with break-up under various budget heads to the PI with information to concerned HoD/ Director/ Rector and Finance Section within one month (30 days) of the recommendations of the Expert Committee.
- h) The sanction letter of the research project should clearly indicate the terms and conditions for the execution of the project. The PI should book the expenditure as per the conditions of the sanction. Advance grant if required for any purchase by the PI shall be allowed by the Grants Section.
- i) The PI/CO-PI shall submit the Project Initiation Form (Form-II) to the office of DRS and Grants Section after receiving the sanction letter of the project. The date mentioned in the Project Initiation Form shall be treated as actual date for the initiation of the said project and shall be treated final.

5. Procedure for the Monitoring of the Sanctioned Projects

- a) The research project sanctioned under UoJRF shall be monitored by the Departmental Research Project Monitoring Committee (DRPMC) every six months of the commencement of the research project and the PI shall submit Six Monthly Project Progress Report (Form-III) through concerned Dean of Faculty in the office of Dean, Research Studies.
- b) The DRPMC shall comprise of Dean of concerned faculty (Convener), Head of the concerned department, one senior professor of the concerned department, one senior professor of the faculty and one senior associate professor (by rotation).

Note: In case of departments where required number of faculty members is not available as per the proposed constitution of the committee, the concerned Dean of Faculty shall nominate faculty of same level from different departments under same faculty

- c) The Minutes of the meeting of DRPMC along with progress report shall be discussed in the office of Dean Research Studies.
- d) The Centralized Committee chaired by DRS and Deans of all Faculties as members and one nominee of the Vice- Chancellor will finally examine the progress reports for further necessary action.

6. Procedure for Operation of the Sanctioned Projects

- a) All purchases shall be supervised and handled by Departmental Purchase Committee (DPC) of the concerned Department/ Campus/ Centre. The PI/Co-PI shall be co-opted member of DPC for the purpose of purchase under the project. All purchases shall be in accordance to the financial code laid down by University of Jammu from time to time. The copy of same can be requested from the Finance Wing of the University.
- b) The period spent by the PI/Co-PI on field work or collaborative work in another Laboratory relating to research work of the project (in India) shall be treated on duty (provided this does not affect the teaching obligation) upto a maximum of 10 days in a calendar year on the analogy of Special Casual Leave and will need the approval of the competent authority and on recommendation of the concerned Head of Department and Dean, Research Studies.
- c) The PI shall submit the statement of expenditure and Utilization Certificate (copy of which can be obtained from the office of Finance) of the project at the close of each financial year to the Finance Branch without fail as per the deadlines prescribed by Finance Section from time to time. A copy of the same shall be sent to the office of Dean, Research Studies through HoD.
- d) Cost of advertisements in newspaper/s for procurement of minor equipments shall be met out of budget head "Contingency". The re-appropriation of grant under various budgetary heads in a sanctioned research project shall be allowed once during the duration of project subject to the approval of the competent authority.
- e) Expenses to meet local and domestic travel (other than field), registration fee towards participation of PI/Co-PI in Conferences/ Symposia are permissible out of the sanctioned

project grant. Visits to other laboratories (in India) for discussions in collaborative research work are subject to prior approval of the competent authority.

- f) 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 competent authority, meet such expenditure as may be necessary for the smooth functioning of the project out of this fund on the recommendations of office of DRS.
- g) For the fieldwork the PI/Co-PI or any project staff shall be allowed to hire vehicle from the government registered transporters. The cost for hiring vehicle shall be allowed as per the rates approved by the government transport department.
- h) The PI/Co-PI or any project staff shall be allowed to hire porter/ labour/ pony, wherever necessary. The charges to hire a labour/ porter/ pony shall be at the rate of upto Rs. 600/- per day in each case to be met out of the project grant allocated.

7. Maintenance of Stock Registers

- a) Each project shall have separate stock register for assets, accession, consumable and non-consumable articles, etc which shall be verified by the PI and the Co-PI/s concerned and any other unit of the University as shall be applicable. The stock entry shall be simultaneously maintained in the departmental stock register.
- b) Each article purchased shall be entered 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 receipt and issue for more than one article provided the accounts in respect of different articles are not mixed up on that page.
- c) Equipment purchased specifically for the research project will be the property of the University on the termination of the project.

8. Closure of the Research Project

- a) Closure of the project shall be done within four months of the completion of the project. The final technical (Form-V) and fiscal report shall be prepared by the PI in accordance and submitted to the office of Dean, Research Studies with a copy to Grants Section through the concerned HoD. The PI/Co-PI shall make power point presentation of the

research project, before the final submission of report, in the concerned DRPMC. The PI/Co-PI shall attempt that atleast one research paper from the research project work is published /accepted for publication in a reputed journal. The details of the publication emanating from research work shall constitute the part of the final progress report submitted.

- b) The PI shall be required to submit the Utilization Certificate at the end of each year as the case may be. The final Utilization Certificate duly audited by the Chartered Accountant of the University along with the final project report as per the prescribed format shall be submitted within two months of the completion of project duration. The report should clearly mention if the said project study has enabled the PI and the research team to consider for applying for further research for funding at national/international level. Further details of the activities under taken, if any, be recorded in particular.
- c) University of Jammu shall be acknowledged as the funding agency in publication/ outreach/ any other activities and/or related outcomes.

9. Maintenance of Scientific Equipments

- a) Any equipment purchased from this grant shall be purchased with the provision of Annual Maintenance Contracts (AMCs).
- b) University of Jammu will identify the instruments of central importance and work out the provision for maintenance of the same.
- c) A separate budget for maintenance and repair of such equipments shall be identified by the University of Jammu.

NOTES:

1. In case/s where norms of University of Jammu are not available, the norms of UT of Jammu and Kashmir will be applicable.
2. Faculty member/ scientist shall be allowed to work as a PI/Co-PI only upto the age of superannuation.

3. In case of any untoward eventuality or after the superannuation of PI, pending advances and subsequent transactions under the project shall be the responsibility of the Co-PI/s of the project.
4. The PIs should stop signing all the financial documents at least six months before the due date of their superannuation in order to facilitate issuance of No Dues Certificates to them by the University.
5. Expenses to meet filing of Indian or global patents and IPRs as per rules in consultation with Finance Office and after getting prior approval of Vice-Chancellor are allowed.
6. Life membership or annual membership of the academic bodies/societies is not allowed out of the fund.
7. No books or any research material shall be purchased out of the research project grant.
8. All matters of administrative nature shall be routed through HOD while executing the project.
9. The financial support under all categories shall be subject to availability of funds/ grants with UoJRF.