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UNIVERSITY OF JAMMU RESEARCH FUND

UNIVERSITY OF JAMMU

UNIVERSITY OF JAMMU RESEARCH FUND (UoJRF) FOR PERMANENT FACULTY MEMBERS OF DEPARTMENTS/CENTRES/ OFFSITE CAMPUSES

26/12
The University Research Fund instituted by the University of Jammu is to strengthen the research programmes of the departments/centres/ offsite campuses. The quality research and teaching at University of Jammu served as one of the major factors for A+ accreditation to the University of Jammu by NAAC. It is in order to continue with maintenance of the quality of research and , if possible, enhance the same that the University Research Fund is being instituted. The said fund shall provide a bedrock for the young and upcoming scientists / researchers of the university to bank on assured financial support for continuous engagement in research that shall benefit them immensely in their academic pursuits.

AIMS & OBJECTIVES

The University of Jammu Research Fund (UoJRF) is to provide financial assistance to permanent members of teaching faculty in project mode for pursuing an innovative research programme. The UoJRF aims at promoting research culture in the university and offsite campuses and develop a sense of collaborative research work among the young faculty members. The UoJRF also intends to provide guidance and mentorship, particularly to young faculty, so as to motivate them to get transformed into good researchers. The University of Jammu, through this programme shall strive to develop research ecosystem on the main and offsite campuses of the university, where every competent and willing researcher shall be given opportunity to prove him/herself. This programme, in due course of time, shall enable close interaction with industry and society to develop useful technologies and intellectual properties.

GUIDELINES

I. CATEGORIES

IA. 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 on every FIRST DAY OF DECEMBER

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8/12/2018

every year. The last date for the receipt of project proposals shall be one month (30 days). The applications for research projects shall be invited under the following categories:

CATEGORY	NO. OF PROJECT INVESTIGATOR	AMOUNT OF GRANT	DURATION OF PROJECT
I.1	Single faculty member	Upto Rs.3 Lakh for Humanities , Social Sciences & Theoretical Sciences Upto Rs. 4.5 Lakh for experimental/ field sciences (including grant of equipment upto Rs. 50,000 only)	Two years (24 months)
I.2	Two faculty members of a department	Upto Rs. 4 Lakh for Humanities , Social Sciences & Theoretical Sciences Upto Rs. 6 Lakh for experimental/ field sciences (including grant of equipment upto Rs. 75,000 only)	Two years (24 months)
I.3	Two or Three faculty members of different departments applying for an interdisciplinary research proposal	Upto Rs. 6 Lakh for Humanities , Social Sciences & Theoretical Sciences Upto Rs. 10 Lakh for experimental/ field sciences (including grant of equipment upto Re. 1,00,000 only)	Two years (24 months)

In order to encourage young permanent faculty members to conduct a pilot study before submitting a full-fledged major research project proposal to the state/national funding agency, a **start-up grant** will be provided to be spent within 6 to 12 months.

I.4	Assistant Professor (Single faculty member)	Upto Rs. 1 Lakh for Faculty of Sciences/ Life Sciences / Mathematical Sciences	6 to 12 months
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	Upto Rs. 50,000 for all faculties other than above	6 to 12 months
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Every research proposal shall be submitted after scanning it for plagiarism and obtaining certificate from Dhanvantri Library. The research proposals not complying shall not be considered for funding.

IB PAPER PRESENTATION AT NATIONAL/ INTERNATIONAL (WITHIN INDIA) CONFERENCE / SEMINAR / WORKSHOP

- IB.1 The request for the partial funding to meet the expenditure to attend the conference/workshop/seminar (within India) should be submitted (Form-I) at least ONE MONTH before the actual date of the event.
- IB.2 Partial funding shall be provided to meet travel and local hospitality of the teaching faculty member/s invited to national/international (within India) conference/seminar, workshop to present lead / session/ keynote paper or chair the technical session. The young faculty member/s (Assistant and Associate Professors) shall be given preference.
- IB.3 Partial funding shall be provided to meet travel (train only) and local hospitality of subject expert invited by the Department/Centre/Campus to deliver specialized lecture in the interest of the development of research. The DAC shall recommend the name of subject expert along with his/her curriculum vitae and proper justification for the consideration of partial funding.
- IB.4 Partial funding shall be provided to meet travel/ registration fee to attend international/ national conference/ symposium/ workshop (within India) by bonafide research scholars pursuing Ph.D. and whose abstract has been accepted for presentation and are not receiving fellowship/scholarship from any national/ state funding agency.
- IB.4 The TA/DA shall be paid as per the entitlement and financial norms of the University of Jammu.

II. FINANCIAL RESOURCES

- II.1 The University of Jammu shall earmark a substantial grant from out of the RUSA/State Grants that shall serve as seed money to institute the fund.
- II.2 The overhead grant deducted by the Grant Section of the University from out of the

grants of various research projects sponsored by national/state funding agencies shall be credited to fund to be utilized for the said purpose.

- II.3 The consultancy fee realized by the university towards the consultancy offered by the faculty members shall be credited to the fund to be utilized for the purpose.
- II.4 Any other source/s such as donations from alumni, donations from industries/ corporate, etc. identified by the University from time to time and approved by the Vice Chancellor.

II.5 Annual fee to be charged from every registered M.Phil and Ph.D Scholar.

III SUBMISSION OF THE RESEARCH PROJECT PROPOSALS

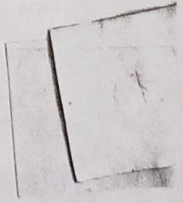
III.1 The research project proposal shall be submitted by the Principal Investigator by submitting Project Submission Form (Form-II) completed in all form to the office of Dean, Research Studies.

III.2 The research proposals should be recommended and forwarded through the office of concerned HoD / Director/ Rector along with the minutes of DRC. The DRC should hold an in house power point presentation of the research proposal to suggest improvements, if any, to the PI/Co-PI before forwarding the same.

III.3 The DRC shall certify that the concerned department/ centre/ campus would provide the basic minimum infrastructure facilities (including space, water, electricity, laboratory, library facility, etc.) to PI/Co-PI. In case of request for extra space by PI/Co-PI, the concerned HoD/Director/Rector must state if it is possible to provide or not.

III.4 The research proposal submitted by PI/Co-PI should be cleared by concerned DRC of the Department/Centre/Campus within FIVE WORKING DAYS (from the date of submission of project proposal) and transmitted further to the office of Dean, Research Studies.

III.5 The PI/Co-PI shall not demand for any teaching posts (Professor/Associate Professor/Assistant Professor), research/technical/~~menial~~ staff (Research Associates/ Research Assistants, JRF,SRF, Post-Doctoral, technical assistants, field assistants, laboratory assistants, laboratory bearers, helpers, etc.) in the research proposal.



IV SANCTION OF THE RESEARCH PROJECTS

IV.1 The office of Dean, Research Studies shall scrutinize all research project proposals within FIFTEEN WORKING DAYS of the last date of the receipt of proposals.

IV.2 The research proposals shall be scrutinized by Central Research Project Scrutiny Committee (CRPSC) that shall comprise Dean, Research Studies (Convenor), Dean of Concerned Faculty, Head / Convenor of concerned Department/ Centre/ Campus, One senior member of teaching faculty (preferably a Professor) of concerned department and One Associate Professor of the concerned department (by rotation). If necessary, the PI/Co-PI shall be co-opted (only for his/her particular research project proposal).

IV.3 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/Co-PI with information to concerned HoD/Director/Rector and Finance Section within ONE MONTH (30 days) of the recommendation by CRPSC.

IV.4 The office of Finance Wing shall release first installment of research fund to the tune of 50% of the total grant sanctioned to PI/Co-PI within TEN DAYS from the date of receipt of sanction letter from the office of Dean, Research Studies.

IV.5 The PI/Co-PI shall, on the release of the first installment of grant, immediately (within TWO DAYS of the release of grant) submit the Project Initiation Form (Form -III) to the office of Dean, Research Studies and Finance Section. 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.

IV.6 The CRPSC shall be the final authority to decide about the number of research projects to be sanctioned subject to the availability of funds and quality of the project proposal/s.

V PROJECT MONITORING

V.1 The research project shall be monitored by the Departmental Research Project Monitoring Committee (DRPMC) every six months of the commencement of the research project.

V.2 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).

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- V.3 The PI/Co-PI shall submit six monthly project progress report (Form-IV) to the office of concerned HoD, within ONE WEEK (07 days) of the completion of six month.
- V.4 The DRPMC shall hold the six monthly presentation (power point) in the concerned department within next SEVEN DAYS of the submission of the report. The PI/Co-PI shall make a PPT presentation of at least ONE HOUR (60 minutes) before the DPRMC.
- V.5 The presentation shall be open for all members of faculty, research scholars and students. The concerned HoD shall notify the date, time and venue of presentation beforehand to the office of Dean, Research Studies and send invitation to other departments of the concerned faculty in advance.
- V.6 Each member of DRPMC shall submit his/her remarks on the progress of the research project separately to the concerned Dean of the Faculty in a sealed cover. The suggestions , if any, for improvement of the research work shall be communicated to concerned HoD with a copy to PI/Co-PI by the concerned Dean within FOUR DAYS of the power point presentation.
- V.7 The concerned Dean shall submit his overall comments alongwith the comments of other members of DRPMC to the office of Dean, Research Studies within FOUR DAYS of the presentation.
- V.8 The office of Dean, Research Studies holds the right to withdraw grant-in-aid to PI/Co-PI at any stage of the research project, in case the PI/Co-PI research work is not found satisfactory and/or any unethical practices are noticed.

VI OPERATION OF PROJECTS

- VI.1 All purchases shall be supervised and handled by DPC of 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 JR(Finance).
- VI.2 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) should be treated on duty (provided this does not affect the teaching obligation) and will need the approval of the Vice Chancellor and on recommendation by the concerned Head of Department and Dean, Academic Affairs.

VI.3 The PI/Co-PI shall submit the statement of expenditure and utilization certificate (copy of which can be requested 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 should be sent to the office of Dean, Research Studies and concerned HoD.

VI.4 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 can be made in consultation with the Finance Section with intimation to Dean, Research Studies and concerned HoD.

VI.5 Expenses to meet local and domestic travel (other than field), registration fee towards participation of PI, Co-PI in Conferences/Symposia are permissible. Visits to other laboratories (in India) for discussions in collaborative research-work is subject to prior approval of DAA and VC.

VI.6 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 Vice Chancellor.

VI.7 Life membership or annual membership of the academic societies related to the activities of the project is not reimbursable.

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 in consultation with finance Officer and with prior approval of Vice Chancellor, meet such expenditure as may be necessary for the smooth functioning of the Project.

VII MAINTAINENCE OF STOCK REGISTERS

VII.1 Each project should have separate stock register for assets, accession, consumable and non-consumable articles.

VII.2 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 receipt and issue for more than one article provided the accounts in respect of different articles are not mixed up on that page.

VII.3 All entries in the stock book should be initiated by the Project-in-charge.

VII.4 Physical verification of stock should be conducted at least once in a year by the concerned HoD ; the result thereof should be reported to the Finance Officer.

VII.5 Equipments purchased specifically for each project will be the property of the University on the termination of the project.

VIII CLOSURE OF THE RESEARCH PROJECT

Closure of the project should be done within three months of the completion of the project. The final technical (Form-V) and fiscal report should be prepared by the PI in accordance and submitted to the office of Dean, Research Studies with a copy to Finance Branch and 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 must ensure that at least one research paper from out of the research project work is published/ accepted for publication in a peer reviewed journal with impact factor. Documentary evidence to this effect must accompany the final report.

Notes:

1. Faculty member shall be allowed to work as a PI/Co-PI only up to the age of superannuation.
2. In case of any pending advances and subsequent transactions under the project, the Co-PI /s will be responsible after the superannuation of PI.
3. The PI should stop signing all the financial documents at least six months before the due date of his/her superannuation in order to facilitate issuance of No Dues Certificates to him/her by the university.