PONDICHERRY UNIVERSITY

RESEARCH & DEVELOPMENT CELL

PROJECT MANAGEMENT GUIDELINES FOR EXTERNALLY FUNDED RESEARCH PROJECTS

1. INTRODUCTION

The University encourages extramural funding for research considering the complexity and changing environment. The sponsorship (external funding) may be by Government, private, or non-governmental entities, both national and international. Regular faculty members of the University are allowed to conduct sponsored research projects but must see necessary prior permissions form the University without impeding their responsibilities of teaching, supervising research scholars, and other institutional commitments. The University encourages involvement in all sponsored research projects as part of the duties of an employee of the University. Cost-sharing expenditures that are committed to be borne by the University, other than by the sponsor, must be shown explicitly. All publications and other outcomes of the projects including data generated must explicitly acknowledge and abide by the rules of the University.

Further, PU integrate and accommodates the ToRs of sponsors for the smooth conduct of the research which includes the appointments and salaries or fellowships of project staff and researchers, purchase of equipment, consumables, travel entitlement, etc.

2. SUBMISSION OF PROJECT PROPOSALS

Pondicherry University encourages the Faculty members and forwards the Research Project Proposals to the External Funding agencies.

The Research Project Proposals may preferably focus on the Multidisciplinary and Interdisciplinary research which have conceptual, theoretical, methodological and Policy Explications.

The Research Project Proposals must highlight the research questions or hypothesis, objectives and methodology.

The Research Project Proposal must identify the research gaps, major existing research work reviewed and its relevance for society.

The Project Principal Investigator (PI and Co-PI, if any) is a member of Faculty (including Emeritus, Distinguished , Visiting and Chair Professors, Post-Doc Fellows, or any other researchers working in the University) will submit the project proposals in the prescribed format of the respective funding agency along enclose the Notification and Guidelines.

The project proposals should submit through online at Samarth portal and Research Project Proposals should submit to the R&D cell, PU through Proper channel i.e. through the Head of the Department/Centre and through the Dean of the respective School.

Following documents are required to submit along with the Project Proposal.

(1) Project Proposal request form in the University format duly signed by the PI.

(2) Project Proposal

(3) Bio-data of PI and Co-PI (if any).

The maximum derivation of the proposed research project must be 12 to 24 months (or) as per Funding agency guidelines.

The PI may opt to Co-PI(s) and who are supposed to be faculty from the Pondicherry University are any recognized Indian University/ICSSR Research Institutions/ any other Research bodies of the Government of India and Deemed University under UGC.

In such collaboration with an external organization as to be clearly mentioned in the application along with the concerned respective faculty member and concern respective organization.

Faculty members (PIs) with less than two years' service may need to have, if Co-PI within the University with the service longer than two years.

Respective Project Proposals and other supporting documents must be in English. The budget estimates for research Project Proposals are to be prepared as mentioned below.

S. No.	Heads of Expenditure	Value
	Non-Recurring	
1.	Equipment	As per the requirement of the project (ideally not exceeding 15% of the budget of the project)
	Recurring	
2.	Research staff (JRF/SRF/RA etc.)	As per the Funding Agency norms (ideally not exceeding 45% of the budget of the project)
3.	Field work/Travel/Logistics/Boating/Survey preparation/Consultancy	As per the Funding Agency norms (ideally not exceeding 35% of the budget of the project)
4.	Study Material, Source Material, Books, Journals, Software, Datasets and like	As per the guidelines of Funding Agency (ideally not exceeding 15% of the budget of the project)
5.	Contingency	As per the guidelines of Funding Agency (ideally not exceeding 5% of the budget of the project)
6.	Overhead	As per University norms it should be 20% of the total Budget cost
7.	Consumables	As per the guidelines of Funding Agency (ideally not exceeding 15% of the budget of the project)

The Project proposal with complete details of the financial requirements for capital expenditure (mentioning the name of equipment and other infrastructure requirement along with the estimated cost) as well as details of the recurring expenditures, required manpower and also total duration of the Project.

The project proposals to the funding agency must ask for a minimum overhead charges as per Norms/ Guidelines of the Funding agency. If there is no prescribed guidelines of the respective Funding Agency regarding overhead charges, in that case a minimum of 20%

overhead charges should be considered while submitting the project proposal. (The PI should enclose the copy of the Funding Agency Guidelines related to Overhead).

In the Project proposal PI's should not be ask the teaching post, i.e Professor, Associate Professor and Assistant Professor, …..

If the project proposal signing through Non-Government agency the proposal should include the right of patents and royalties must be spell out clearly.

If MoU/ MoA/ Agreement if required by the Government Funding Agency like ICMR/DBT/CSIR/ICSSR etc. and the Non-Government agencies, the same will be finalized by the PI in consultation with the Research and Development Cell, Pondicherry University either before the submission of the project proposal or after the project is approved.

The MoU/ MoA/ Agreement or than the Government agencies, may be finalized by following due procedure of the University.

As per the Ministry of Education, Government of India, Guidelines, all the data of the sponsored research projects kept online Samarth's Portal, it is imperative that all PI's must register themselves on Samarth Portal, especially before sending the Project proposal to the R&D cell, the respective PI must contact with the R&D cell and Computer centre of the University regarding registration as a PI.

Login to Samarth portal: https://pondiuni.samarth.ac.in

1) Research project management dashboard is listed under *Finance* link.
2) Under application -> Research projects -> Add New Research Project
3) Project submission form -> Funding Details -> Preview

After filling all the required details about the project as well as the PI & Co-PI details in the Project submission form and *save & continue,* to switch over to the Funding Details form.

In the funding details form, create Budget breakups to add proposed budget heads under Project-Recurring & Non-Recurring heads then *save* funding details (As per the Sanction Order)

Preview the filled in project details and funding details, upload proposal and submit the new project proposal for endorsement / forwarding.

R&DC: Contact No.: 0413-2654336 / Email: purdc@pondiuni.ac.in

Computer Centre: Con

After approval of the R&D Cell the respective PI send the project proposals to the funding agencies.

3. AFTER PROJECT PROPOSAL SANCTION

On receipt of the sanction letter and first installment of the funds of the new project from the funding agency the respective PI should communicate to the R&D cell and the Finance Department of the University. PI must upload the sanction order and the first installment funds of the new project in the Samarth Portal.

PI should submit the Project initiation form (Annexure II) to the R&D cell before starting the project. The date of start of the project will be the date of the actual receipt of first installment of the grant sanctioned by the funding agency.

Any expenditure incurred prior to the release of first installment of funds and after the expiry of tenure of the project shall not be admissible unless permitted by the respective funding agency.

5. OPERATION OF THE PROJECTS

5(A).Opening of Bank Account

A separate bank account must be opened in the name of project title and copy of bank passbook first page should be submitted to R&D Cell. (Circular already issued)

5(B).Appointments:

Hiring of the Human Resources:

All position approved by the funding agency under the project will be filled with the prior approval from the R&D cell. After approval, the detailed advertisement under signed by the PI will sent to the computer center for placing it on the Pondicherry University website, with a copy to the R&D cell. (*) All advertisement must be displayed in all Schools/Department/Centre Notice board.

The period of **21 days** should be given for submission of application from the date of uploading in the University website. The dates from which 21 days will be counted should be indicated in the advertisement.

The screening of the applications at the Department Committee level. The selection committee consisting of Dean, HOD, PI, Vice-Chancellors nominee and External Expert from other Institution or as per the guidelines of the funding agency.

Short listing of applicants to be called for interview. The entire selection process will be coordinated by the PI (and Co-PI, if any). The selection committee Minutes will be recorded as per Performa's in the Annexure VI &VII(CUC).

The PI should submit the selection committee Minutes to the R&D cell for the approval along with the copies of full advertisement placed on the University website, attendance of the candidates appeared for the interview, Evaluation of Marks statement. R&D cell examine the documents and after approval appointment letters are issued to the applicants.

The tenure of the position sanctioned in the project will be mentioned in the offer letter. The tenure of the candidate will starts actual date of joining but not before implementation of project, till termination of project. The University will not be responsible for any liability of project staff beyond duration of the project.

In case, any ongoing research scholar of the University selected for project position, the respective candidate should inform the PI for termination/stop the fellowship and same may be inform to the R&D cell if the candidate is under JRF/CSIR etc. if incase, Non-Net fellowship inform to the academic section.

The emoluments /salary table to any of the appointees will be as per sanction given by the funding agency.

All appointees are entitled for leave for a maximum period of 30 days per year in addition to general holidays.

PI should submit the join report of the candidates to the R&D cell.
ID card

5(C).Maintenance of Registers by the PI:

Each project should have a separate stock register for assets, accession, consumables and non-consumables of articles.

A Separate page should be opened in the stock register mentioning the full particulars of each article.

The stock entry should clearly mention details of items, services, procure, its description, quantity, unit price, total price, GST details, vendor name and address with contact details with signature of the PI.

All entries in the stock should be certified by the Project PI.

Physical verification of stock register should be conducted by the PI at least once in the year.

Major and minor equipment purchased specially for each project will be the property of the University on the completion of the project. After completion of project equipment should be enter in the School/Department/Centre stock register clearly mentioning that it was purchased under the respective project.

Proper handing over / taking over should be done in the respective document duly signed by the PI and Head of the Department and same may be submitted to the purchase and stores for entering into the Central stock entry.

Records to be maintained by PI

For each Research Project, PI should merely create and maintain the following records:

1) Stock Register – Consumables
2) Stock Register – Non-Consumables
3) Purchase Register - Consumables
4) Purchase Register - Non-Consumables
5) Expenditure Register – Contingency
6) Expenditure Register – Travel
7) Advance Register
8) Asset control Register (Wherever Applicable)
9) Salary Register
10) Dispatch Register
11) Photocopies of all purchase order/supply order/ project sanction order/ project extension order/Fund release order.
12) Permission approvals of the competent authorities
13) Photocopies of Submitted Bills to the R&D cell.
14) All documents related to Tender/EOI (Wherever Applicable)

15) All documents relate to project employment notification, appointment of project staff and resignation of project staff. (Wherever Applicable)
16) Minutes of all meetings related to purchase/local purchase , respective orders or any other documents related to project.
17) Copies of progress report, Project Final report, Statement of Expenditure and Utilization Certificate.

5(D).Settlement of Bills

The payment of bills and clearance of accounts is one of the most important aspects of the smooth running of the projects. If R&D cell, Finance and Accounts as raised any procedural objections to a bill, it should be returned to the PI for clarification. Bills which are in order should be clear /admitted and the payment should be released through online/digital mode.

5(E).Custom Clearance:

As per the project sanction by the funding agency PI can initiate procurement of major equipment/ minor equipments/goods/equipment/ consumables/ services etc., for the project as per the GFR -2017 rules. In case any item supposed to procure from Foreign countries, PI should follow the due purchase procedure and PI should collect cargo arrival date information, airway bill number (AWB NO) of the shipment, airlines, flight number and date of arrival from the supplier of the company and local agent of the company.

With this information PI contacted to the **customs clearance agent** and he will clear the consignment on University and delivery to the PI.

The following documents are required for custom clearance:
a) Cargo arrival notice
b) Custom duty exemption certificate from Registrar CUG – Annexure 12
c) Letters of release of consignment – Annexure 13
d) Authorization letter – Annexure 14
e) Request for condonation of demurrage charges - Annexure 15
f) Payment Vouchers - Annexure 16
g) Temporary Advance Form – As per Format available at CUG website
h) Adjustment bill – As per Format available at CUG website
i) Invoice received along with cargo arrival notice

j) No objection certificate form BANK in case the payment is through the Bank (either a sight draft or a letter of credit)

If there is a delay more than a week in getting shipment cleared from the custom, Custom department levies demurrage charges. It is therefore crucial to get the shipment cleared as soon as possible. In spite of all efforts for a quick release of the shipment, if delays take place, demurrage charges will have to be paid from the University's share of Overhead charges. The rest of the charges in this regard will be met from the respective head of the project fund.

5(F).PROCUREMENTS OF GOODS / EQUIPMENTS/ CONSUMBALES/ SERVICES :

As per the project sanction by the funding agency PI can initiate procurement of major equipment/ minor equipments/goods/equipment/ consumables/ services etc., for the project as per the GFR -2017 rules .

PI can purchase chemicals, glass wares, plastics wares, stationery and minor equipment etc., from the certified rate contract vendors/firms not exceeding Rs. 25,000/- for each item.

The listed price of chemicals and glass wares, plastics wares, stationery etc., given in the catalogues by the firms under rate contract is updated periodically by the Purchase & Stores section, Pondicherry University. The PI takes adequate care to ensure the correctness of rate charge by the vendor.

On purchase of the consumables after supplying from vendor this items will be entered in the stock register of the respective project.

PI may directly purchase items with ceiling of Rs. 2 lakhs under the rate contract of the University. PI can send the proposal through Centre Head/ HOD/Dean to the R&D cell for approval. R&D cell examine the proposal and after verifying the availability of fund position R&D cell approve the purchase of the respective items.

For purchase of major equipment and purchase above Rs.2 lakhs PI should sent the proposal through proper channel to Purchase & Stores section of the University.

In case of purchase of major/ minor equipment, it should be enter into the separate stock register. This minor equipment will be the property of the University on the completion of the project. Proper handing over / taking over should be done in the respective document duly signed by the PI and Head of the Department and same may be submitted to the purchase and stores for entering into the Central stock entry.

5(G).TRAVELLING ALLOWANCE (TA)/ DEARNESS ALLOWANCE (DA)

TA/DA for field work and receipts outside of the Headquarters (HQ) or within the Headquarters (HQ) can be paid as per the entitlement under Government of India rules or as provided especially by the funding agency of the respective project. TA/DA bills should submit in the prescribed format (Annexure) with all supporting documents like boarding pass, train ticket, bus ticket etc.,

As per requirement of the project, in case the period spend by the PI and other project staff on field work or collaboration work with another organization relating to the research work of the project (in India or Abroad) should be treated as a on duty (provided this does not affect the teaching obligation of the respective PI and Co-PI) and will need the approval of the concerned authority and recommendation of the concerned HOD/Dean/Centre Head. However, financial approval can be sort form the R&D cell as per the rules.

TA/DA bill of the PI and the project staff sent to R&D cell through proper channel. PI have to ensure the budget and availability of funds for TA/DA under project.
As per the Government of India, directions PI and project staff shall be purchased air ticket only form the three authorized travel agents viz., (i) M/s Balmer & lawrie company ltd (BLCL), (ii) M/s Ashok travels & tour's (ATT), (iii) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

Train tickets shall be purchased only from Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)
Journey by road may travel by the entitle of the Government public transport only i.e., PRTC, TNSTC, APSRTC, KSRTC, ANTS, etc.

In case journey performed by own car/ taxi fare may be paid Rs.24/km. Travel by own car is permissible only for 350km (one side travel distance). Incase journey performed by auto rickshaw/ own scooter/ bike amount to be paid Rs.12/km.

Journeys can be done by sea/ river stream through ships operated by shipping corporation of India or run by any Government agency.

Engaging of taxies for official purpose from the University empanel travel agencies only. Time to Time Empanel travel agencies are notified by the Transport department, Pondicherry University.

DA on tours (as per guideline of Government of India):

Pay level in Pay Matrix	Entitlement(on submission of Bills)
14 and above	Reimbursement for hotel accommodation/ guest house of up to Rs. 7,500 per day. Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel with the city and Reimbursement of food bills not exceeding Rs. 1,200 per day.
12 and 13	Reimbursement for hotel accommodation/ guest house of up to Rs. 4,500 per day. Reimbursement of AC taxi charges of up to 50 km per day for travel within the city Reimbursement of food bills not exceeding Rs. 1,000 per day.
9 to 11	Reimbursement for hotel accommodation/ guest house of up to Rs. 2,250 per day. Reimbursement of non-AC taxi charges of up to Rs.338 per day for travel within the city Reimbursement of food bills not exceeding Rs. 900 per day.
6 to 8	Reimbursement for hotel accommodation/ guest house of up to Rs. 750 per day. Reimbursement of non-AC taxi charges of up to Rs.225 per day for travel within the city Reimbursement of food bills not exceeding Rs. 800 per day.
5 and below (Research Associate (RA), JRF,SRF, etc.)	Reimbursement for hotel accommodation/ guest house of up to Rs. 450 per day. Reimbursement of non-AC taxi charges of up to Rs.113 per day for travel within the city Reimbursement of food bills not exceeding Rs. 500 per day.

DA for local Journey:

For local journeys beyond 8 kilometers of the Headquarters the following may be admissible.
   (a) Hotel Accommodation: Not applicable.
   (b) Travel within the city/ mileage allowance as per eligibility.

(c) Food charges: as mentioned below in table.

Length of absence	Amount payable on Local journey (50% of amount payable on tour without submitting bills)
If absence from headquarters is < 6 hours	15% of Lump sum amount
If absence from headquarters is between 6-12 hours	35% of Lump sum amount
If absence from headquarters is >12 hours	50% of Lump sum amount

6. MANAGEMENT OF OVERHEAD CHARGES

7. PUBLICATING OF RESEARCH PROJECT FINDINGS

The PI and Co-PI(s) is expected to publish at least two or more articles in UGC care list/Scopus journals as an outcome of project.

The PI and Co-PI(s) should acknowledge the support of funding agency and Pondicherry University in all publication resulting from the project output (Research paper, Books, articles, reports and the like) and submit the copy of same to the R&D cell/ upload in the Samarth portal during its course or even after completion of the project.

8. PERIODIC VERIFICATION OF THE RECORDS

R&D Cell may, at any time ask for verification of records, registers and other relevant documents related to the project.

9. Annual statement of expenditure and Utilization Certificate

The PI should prepare the statement of expenditure and Utilization Certificate of every project as per the time schedule prescribed by the funding agency and by the respective format given by the funding agency. The same may be submitted to the R&D cell for the conformation/ reconciliation for onward transmission of the funding agency.

The PI should submit detailed project completion report and utilization certificate to the funding agency.

In case, any unspent balance available in the project PI may raise request to the R&D cell to return the same to the funding agency.

The PI and Head of the Department should ensure that all major/minor equipment which are obsolete / beyond repair are return of after following due process. The PI should give this in writing as soon as the situation arises. In this regard, PI and HOD may contact Engineering wing of the University. In case, of any missing items/components of items falling under this category, the cost be recovered form the respective PI (before issuing no due certificate/ utilization certificate) will be decided by the R&D cell to the in consultation with the Dean/HOD/Centre Head / Purchase & stores/ Finance & Accounts.

10. CLOSURE OF THE PROJECTS

Closure of the project should be done as per the funding agency guidelines and it should be completed within one month of the closing of the project. The final technical and physical report should be prepared by the PI in accordance to the project approvals and requirements of the funding agency. The same may be submit to the R&D cell for verification of the financial aspects.

The statement of final accounts show in the receipts and list of articles (consumables and non-consumables) left over at the time of completion of the project duly filed in the prescribed form of Annexure IV to the Head of the Department.

Major and minor equipment purchased specially for each project will be the property of the University on the completion of the project. After completion of project equipment should be enter in the School/Department/Centre stock register clearly mentioning that it was purchased under the respective project.

Proper handing over / taking over should be done in the respective document duly signed by the PI and Head of the Department and same may be submitted to the purchase and stores for entering into the Central stock entry.

11. ON COMPLETION OF THE STUDY THE FOLLOWING DOCUMENTS ARE SUBMIT TO THE R&D CELL

    I.   Project closure form duly signed by PI, Co-PI *(if any)*, HOD/Centre, Dean of the respective School.
   II.   Final report of the project.
 III.   Plagiarism report of the project report.
 IV.   Utilization Certificate and Statement of Expenditure.

V.   Handing over/Taking over report of the Equipment signed by the PI & Co-PI*(if any)*, and HOD, Centre Head.