

UNIVERSITY OF JAMMU

NOTIFICATION 01 OF 2019

DATE: 29/07/2019.

Subject: UNIVERSITY REGULATIONS

It is notified that the 85th meeting of the University Council held on 20th April, 2019 at Raj Bhavan, Jammu approved the following Regulations:-

- (i) **Adoption of the following revised Provision 3 of the updated regulations of Teachers Welfare Fund** shall be incorporated in **Chapter-III, Vol-I** of the University Calendar, 2010 (Resolution No. 85.11):

Existing	Revised
In case of retired teacher such assistance shall be applicable in the event of accident or serious illness to himself/herself and spouse only or infirmed children. However, an affidavit from the first class magistrate that he has not claim any financial assistance from any other agency.	In case of retired teachers such assistance shall be applicable in the event of accident or serious illness to himself/herself, spouse, infirm children and dependent parents only . However, an affidavit from the First Class Magistrate has to be furnished by such a teacher stating that he has not claimed any financial assistance from any other agency and the parents are residing with him/her and are dependent upon him/her in case of such a teacher applying for claim.

- (ii) **Adoption of the Regulations governing Green Campus Task Force, University of Jammu (GCTF-JU)** as given in **Annexure-I** shall be incorporated in as new Chapter of the University Calendar, 2010 (Resolution No. 85.15).

- (iii) **Adoption of following Bye-laws for starting Endowment in the name of Kunwar Viyogi Award in Dogri** shall be incorporated in **Chapter-XI, Vol-I** of the University Calendar, 2010 (Resolution No. 85.16):

Bye-Laws

1. There shall be a scholarship known as Kunwar Viyogi Merit Scholarship for Male topper & Prem Jamwal Kunwar Viyogi, Merit Scholarship for female topper of M.A Dogri of P.G Department of

Dogri @Rs. 10,000/- (each) once a year alongwith citation. The students will be recommended by the Department of Dogri on Merit as decided/finalized. Further, one Kunwar Viyogi Merit scholarship for meritorious student of M.A English of P.G Department of English will also be awarded @Rs. 10,000/ once a year alongwith citation. The student will be recommended by the Department of English.

2. Kunwar Viyogi Research Scholarship of Rs. 20,000/ will also be given to the scholars who initiates unique research work on Kunwar Viyogi or his writings or draws parallels between his work with that of works done by writers/poets etc. globally. This scholarship will be kept open for students of Dogri and English departments and applications be called, criteria of selection be clearly defined and a committee comprising of representative each from Dogri, English department including one Trust member be set up by the University. In case, the applications do not meet the prescribed criteria, the scholarship will not be awarded and it will be pooled for next year or for any other award against special achievement identified and validated by the said committee.
3. The department of Dogri will also organize a seminar annually in the honour of Late Sh. Kunwar Viyogi, as a tribute to him and recognition of his contribution in the field of Dogri writings.
4. For this purpose an endowment fund of Rs. 15 Lakhs already deposited by the Kunwar Viyogi Memorial Trust, here in after referred to as the Trust with the University/J&K Bank, will be created.
5. The amount of scholarship and expenditure on organizing the annual event shall be met out of the annual income accruing from the amount deposited with University.
6. The Organizing Committee constituted to organize the annual event shall include one member of Board of trustees and the Departmental Affairs Committee of Dogri Department.
7. It shall be within the ambit of the Department of Dogri to decide the nature of event and the topic of Lecture/Seminar etc. However, the resource person and the Chief Guest will be invited in the said programme with the prior approval of the Vice-Chancellor, University of Jammu.
8. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University body without the written consent of Kunwar Viyogi Memorial Trust.
9. Any other type of assistance to be provided by the Kunwar Viyogi Memorial Trust shall also be decided by the organizing committee.

- (iv) **Adoption of guidelines for utilization of University of Jammu Research Fund (UoJRF) as given in Annexure-II shall be incorporated in Chapter-XI (III), Vol-I of the University Calendar, 2010 (Resolution No. 85.31).**

No: Coord/85-UC/Reg/480-579
Baba Saheb Ambedkar Road,
Jammu (Tawi) - 180 006.
Date: 29/07/2019.


(Dr. Meenakshi Kilam)
REGISTRAR

Copy to:

1. Principal Secretary to Hon'ble Governor (Chancellor of the University), Raj Bhavan, Srinagar.
2. Deputy Secretary/Under Secretary/Private Secretary to Hon'ble Governor (Chancellor of the University), Raj Bhavan, Srinagar.
3. Private Secretary to the Hon'ble Chief Minister (Pro-Chancellor) Chief Minister's Secretariat, Srinagar.
4. Financial Commissioner to Planning and Development Dept., J&K Govt., Civil Secretariat, Srinagar.
5. The Private Secretary to the Hon'ble Education Minister, Higher Education Dept., Civil Secretariat, Srinagar.
6. Principal Secretary to Govt., Higher Education Department, J&K Govt., Civil Secretariat, Srinagar.
7. Principal Secretary to Govt., Finance Dept. (Financial Advisor Universities), Civil Secretariat, Srinagar.
8. All members of the University Council/Syndicate, University of Jammu.
9. Spl. Secretary to Vice-Chancellor, University of Jammu/ Kashmir.
10. Sr. P.A. to Dean Academic Affairs, University of Jammu.
11. Sr. P.A. to Dean Research Studies, University of Jammu.
12. Deans of the Faculties of the University of Jammu.
13. Dean Students Welfare/Placement Cell, University of Jammu.
14. Sr. P.A. Controller of Examinations, University of Jammu/Kashmir.
15. All Rectors/Directors Campuses, University of Jammu.
16. Coordinator Campuses, University of Jammu.
17. Sr. P.A. to Director, CDC/DLL/DDE/DIQA.
18. Sr. P.A. to Joint Registrar (Finance)
19. Principals of all affiliated Colleges of the University.
20. I/c Librarian, Dhanvantri Library, University of Jammu.
21. All Branch Officers of the Registry.
22. I/c Website to upload Notification on the University website.
23. Guard file.

GREEN CAMPUS TASK FORCE-JAMMU UNIVERSITY (GCTF-JU)

This GCTF-JU comes into existence vide order no. 4754 dated 20-01-2016 to protect and conserve the environment and create environmental consciousness/awareness on the campus of University of Jammu.

1. NAME : GREEN CAMPUS TASK FORCE-JAMMU UNIVERSITY
(hereinafter GCTF-JU) comprising of two sub-committees

- a. Advisory Committee-GCTF-JU (AC-GCTF-JU)
- b. Action Oriented Group-GCTF-JU (AOG-GCTF-JU)

2. ADDRESS: Department of Environmental Sciences University of Jammu,
Jammu.

3. AREA OF OPERATION:

The area of operation of GCTF-JU shall be the main campus/ off site Campuses/ affiliated and recognized institutes by University of Jammu

4. Logo: The official logo of the GCTF-JU shall be as under :



Head
P.G. Deptt. of Environmental Sciences
University of Jammu

JOSEPH
(And to name)

Masson
(By Arvind
JAS2014)

Seepika
(Sethi)

5. MISSION STATEMENT:

To develop an environmentally sustainable and ecologically sound campus by promoting green energy coupled with eco-technological interventions for meeting various environmental challenges being faced therein; by ensuring safe operational and sustainable practices and by encouraging student-led initiatives in order to stimulate environmental consciousness and stewardship.

6. GOAL:

To make University of Jammu a more sustainable organization by providing eco-friendly solutions to various environmental Problems and further developing strategies leading towards more sustainable future.

7. AIMS AND OBJECTIVES:

- 7.1 To identify and curb the major environmental issues pertaining to deteriorating environmental quality (air, water, land etc.) in Jammu University Campus and its environs.
- 7.2 To organize extension and outreach activities (mass awareness, cleanliness drives, debates, seminars, lectures, rallies, marches, human chains, popular talks and street theatres at public places) in order to generate, spread and instill awareness regarding the prevailing environmental issues.
- 7.3 To act as a resource centre for the neighbouring institutions / organizations, line departments, regulatory bodies, local government bodies and concerned stake holders.
- 7.4 To enhance the capacity of associated line departments by organizing training programmes / workshops / awareness drives / orientation programmes, conferences on the issues related to environmental management and sustainable development.
- 7.5 To design framework for environment and energy conservation within the campus.
- 7.6 To develop eco-technological solutions to the identified environmental problems.
- 7.7 To promote environmental sustainability of the campus through education, research and outreach activities.
- 7.8 To ensure action based activities like tree plantation, waste management (both solid and liquid), constructing water harvesting structures, practice waste

Head
P.G. Deptt. of Environmental Sciences
University of Jammu

recycling, combating traffic menace and noise pollution, maintenance of parks and gardens within the university etc.

- 7.9 To carry out studies on various environmental, ecological, socio-economical, legal and other important issues and to provide sound management solutions thereto.
- 7.10 To implement sustainable practices and actions in all the segments (administrative and academic) of the university and to enhance the capacity building of students and staff by encouraging environmental related activities on the campus.
- 7.11 To encourage and conduct environmental audits of various operations and practices in the departments and offices of the University.
- 7.12 To develop action plan for environment management to be incorporated as a priority area in decision making of University of Jammu.
- 7.13 To ensure that the University meets all the standards, regulations, guidelines and best practices related to various environmental components at national and international level.

8. FUNCTIONS AND POWERS OF GCTF-JU:

- 8.1 GCTF-JU shall organize mass awareness / training programmes/ workshops/conferences and all other events related to current environmental issues both within and outside the University.
- 8.2 GCTF-JU shall endeavour to ensure sustainability by encouraging energy conservation, waste management, water conservation and other green methods to tackle existing environmental challenges on campus.
- 8.3 GCTF-JU shall submit and accept various environmental related projects from different agencies, shall enter into negotiations, prepare and submit the project proposals related to matters mentioned in clause 8.2 for funding by various state/national agencies.
- 8.4 GCTF-JU shall also implement and enforce environmental related regulations in the campus.
- 8.5 GCTF-JU shall raise donations, form eco-clubs in institutes affiliated and recognized by University of Jammu on nominal fees @ Rs. 500/ institute and accept funding/ sponsorships from State and Central Government as well as from other funding agencies, individuals and voluntary organizations either from the state or outside to meet the aforesaid objectives.

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Masthwin (Signature)
Dattis (Signature)

9. FUNDS (GREEN FUND FACILITY):

GCTF-JU proposes the establishment of Green Fund Facility (hereinafter GFF) for meeting the aforesaid objectives and for the smooth functioning of task force.

The funds in the GFF shall be generated in the form of 'Green Cess' to be deducted from the admission fee of each student/ research scholar admitted in any Department of University/ University Campus at the time of admission and from the salary of Permanent Employees (Faculty and Staff) of University/Campus at the following rates:

Name of the fund	Amount as green Cess			
Green Cess to be deposited in Green fund Facility of Univ. of Jammu		Number of students/ teachers/staff (approx.)	Total Amount generated (per annum)	Justification for fund utilization
Students	@Rs.100/student as one time at the time of admission ➤ University Campus ➤ DDE	3,320 11,114	3,32,000 11,11,400	The amount shall be utilized for conducting mass awareness, cleaning, greening of buildings, putting environment related signage, installation of dustbins and other conservation measures in University Campus and other environmental related activities in the University
Faculty	Rs. 200 /Annum	256	51,200	
Permanent Staff(Officers-	Rs. 200/Annum	18	3,600	

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Makshika
Sachin
Dattis

administration)				
Non-teaching (excluding Class IV)	Rs.200/Annum	840	1,68,000	
		Grand Total	Rs. 16,66,200	

The amount generated from other sources such as selling of waste paper generated in various departments/offices to recycling units, compost generated from the bio-composter/composting and from all other such practices shall also be deposited in the Green Fund Facility for utilization to meet the objectives of task force.

Maxima

Aravind

Dattis

REGULATIONS GOVERNING GREEN FUND FACILITY OF THE UNIVERSITY

1. TITLE

These rules shall be called the "University of Jammu Green Fund Facility Regulations".

2. EFFECT

These shall come into force from the date these are notified by the University.

3. DEFINITIONS

(a) **Green Fund Facility** shall mean a fund which is maintained and administered by University of Jammu and to which such fees and charges realized from the students/ users of the University, as are not transferable to the University account, are credited.

(b) The following items shall constitute the 'Green Cess' to be deposited in **Green Fund Facility** of the University:-

- i. Charges to be deducted from the admission fee of each student/ research scholar admitted in any Department of University/ University Campus at the time of admission.
- ii. Charges to be deducted from the salary of Faculty members of the University.
- iii. Charges to be deducted from the salary of from Permanent staff members (Officers-administration) of the University
- iv. Charges to be deducted from the salary of Non-teaching employees (excluding Class IV employees)
- v. The amount generated from other sources such as selling of waste paper generated in various departments/offices to recycling units, compost generated from the bio-composter/composting and from all other such environment related practices.
- vi. Funds generated out of donations, sponsorships, funding by individuals, and voluntary organizations for environment related works either from the state or outside state with the approval of Competent Authority.
- vii. Environment related regional/national/ international projects taken up by GCTF-JU with the approval of Competent Authority.
- viii. Fee arising out of any penalty imposed on students/ staff and outsiders for violation of any environment related norms prescribed by the Competent Authority from time to time.
- ix. Cost of Identity Cards realized from the GCTF-JU volunteers', if any.
- x. Interest earned on fixed and saving bank account of Green Fund Facility Account.

4. AIMS & OBJECTIVES

The aim of the University **Green Fund Facility** shall be for meeting the objectives of GCTF-JU as mentioned in the constitution of GCTF-JU.

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Kamran
Secretary, GCTF-JU
10/11/2021

5. DEPOSITS

All receipts including cash, cheques, bank drafts and postal orders in respect of the **Green Fund Facility** shall be deposited in the Bank immediately. Provided that the Convener, AOG-GCTF-JU may authorize retention of cash-in-hand not exceeding Rs. 10,000/- at a time out of the **Green Fund Facility** to meet day to day requirements of the GCTF-JU.

6. UTILIZATION OF FUND

The **Green Fund Facility** of the University shall be utilized for the following purposes:-

- i. Expenditure required for conducting any environment related activity/awareness campaign/rally/seminar/workshop/training programme/any other(s) in/outside the University.
- ii. Any environment related work to be completed/environmental initiative to be taken in the University.
- iii. Expenditure required for the implementation of any environment related project for management of various environmental components in the University
- iv. Purchase/ repair of any material related to environment and to meet the urgent and immediate requirements for smooth functioning of GCTF-JU.
- v. Such other items of expenditure concerning for providing better environment facilities in the University not provided under any other budget head of the University Library.

7. EXPENDITURE

(1) The **Green Fund Facility** of the University shall be governed by the **Green Fund Facility Committee** consisting of the following members:-

- i. The Convener, AOG-GCTF-JU.
- ii. Member Secretary AC-GCTF-JU
- iii. Assistant Registrar, Budget and Finance, University of Jammu.
- iv. any one GCTF-JU volunteer to be nominated on yearly basis.

The Convener, AOG-GCTF-JU shall be competent to accord sanction to the utilization of fund upto Rs. 25,000/- at one time with the concurrence of the **Green Fund Facility Committee**, after observing financial norms.

(2) The expenditure out of the fund exceeding Rs.25,000/- at one time shall require approval of the Vice-Chancellor.

(3) Financial Rules

All expenditure out of the Local fund shall be regulated in accordance with the financial rules, as applicable to the expenditure incurred out of the General Funds of the University.
Chapter XIV-A 263

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[Signature]
Prof. Dept. of Environmental Sciences
University of Jammu
Jammu

8. MAINTENANCE OF ACCOUNTS AND ITS RECONCILIATION

(i) The Green Fund Facility of the University shall be operated under the signatures of the Convener-AOG-GCTF-JU and accounts shall be maintained by any official/s or officer/s who may be assigned this job by the Convener-AOG-GCTF-JU for which an honorarium shall be paid to the concerned official as may be sanctioned by the Vice-Chancellor.

(ii) The reconciliation of the Green Fund Facility Account operated with the J & K Bank Ltd. Shall be made half yearly.

(iii) Surplus money in the fund which may not be required immediately for expenditure shall be placed in short/long term fixed deposit account or invested in any other scheme which may attract higher returns.

9. AUDIT

The accounts of Green Fund Facility would be subject to regular audit procedures of the University.

10. RELAXATION OF RULES

Any expenditure in the interest of the Green Fund Facility over and above the provisions of these Regulations will require prior sanction of the Vice-Chancellor.

[Handwritten signature]
Vice-Chancellor

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

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

UNIVERSITY OF JAMMU RESEARCH FUND

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).

- 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.

UNIVERSITY OF JAMMU
UNIVERSITY OF JAMMU RESEARCH FUND

PARTIAL FUNDING TO ATTEND/PARTICIPATE NATIONAL/INTERNATIONAL (WITHIN INDIA) CONFERENCE/SEMINAR/ WORKSHOP/ BRAIN STORMING SESSION, ETC.

1. Name with designation
2. Department/ Institute/Centre/ Campus
3. Title of the Conference/Workshop/Seminar/Colloquium/ Brain Storming Session
4. Name of Institute/University/Organization holding the Conference/Workshop/ Seminar/ Colloquium/ Brain Storming Session
5. Presenting key note address/ Plenary session address/ Inaugural session address/ Presidential address/ research paper (strike off whichever is not applicable) and attach documentary proof to this effect
6. Invited to chair the technical session/ chair the inaugural or valedictory session (strike off whichever is not applicable) and attach documentary proof to this effect
7. Are organizers meeting part of the expenditure? Yes/ No
8. If yes, give details with documentary proof to this effect.
9. Request for partial fund
 - Travel (train only) :
 - Registration fee :
 - DA :
 - Total :
10. Has application for Duty Leave been submitted? Yes or No
11. Has Duty Leave been sanctioned? Yes or No
12. If yes, attach copy of the sanction letter.

Date:

Signature

In case applicant is a bonafide Research Scholar, the following is mandatory

Recommendation of concerned Research Supervisor

Name & Signature of concerned Research Supervisor

Recommendations of the concerned HoD

Seal and Signature of concerned HoD

UNIVERSITY OF JAMMU
UNIVERSITY OF JAMMU RESEARCH FUND**PROJECT SUBMISSION FORM**

(Submit in Triplicate)

(office use) Project File Reference No. UoJRF/ year / deptt/centre/institute/ number (three digit)

1. Name of the Principal Investigator:
2. Designation:
3. Date of Birth

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4. Department/Center/Institute
5. Name of the Co-Principal Investigator
6. Designation
7. Date of Birth

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8. Department/Center/Institute
9. Name of the Co-Principal Investigator
10. Designation
11. Date of Birth

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12. Department/Center/Institute
13. Title of the project (in bold)
14. Duration of the Project (24 months) From to
15. Category under which applied I.1 / I.2 / I.3 (strike off whichever is not applicable)
16. Details of Funding requested
 - a) Consumables:

Justification:

b) Equipment

Justification:

c) Travel (domestic & field)

Justification:

d) Contingency

Justification:

e) Total funds requested

17. Requirement of any additional space from the department/ centre/university Yes / No
If yes, give justification:

18. a. Total no. of ongoing projects with the PI
Give details of on-going project/s such as title, funding agency, total grant sanctioned date of initiation of the project and quantum of work (in terms of percentage) completed till date
- b. Total no. of projects completed by the PI
Give details of completed project/s such as title, funding agency, total grant sanctioned, date of initiation, closure of the project and brief summary of completed project/s

19. Project Proposal

• Title (in bold)

Summary (at least in 2500 words)

Objectives (not more than three)

Methodology (in bullets)

Schedule of work for 24 months (0-6 months, 7-12 months, 13-18 months and 19-24 months)

20. I/ We certify that no civil/electrical modifications shall be carried out without the express permission of the University Engineering Department and the Registrar. We will follow the norms for the operation of the projects framed, from time to time, by the University.

UNIVERSITY OF JAMMU RESEARCH FUND

Name & Signature of the Principal Investigator

Date:

Name & Signature of the Principal Co-Investigator

Date:

Recommendations of the concerned DRC in case applied under Category I.1/I.2

Head of the department/Director of Center/Institute

Name & Signature of the Principal Co-Investigator

Date:

Recommendations of the concerned DRC in case applied under Category I.3

Head of the department/Director of Center/Institute

Name & Signature of the Principal Co-Investigator:

Date:

Recommendations of the concerned DRC in case applied under Category I.3

Head of the department/Director of Center/Institute

For Office Use Only

Project File Reference No. UoJRF/ year / deptt/centre/institute/ number (three digit)

Received on _____

Dealing clerk

S.O.

Meeting held on _____

Dealing Clerk

S.O.

Approved / Not Approved (strike off whichever is not applicable)

Total Grant sanctioned (both in figures and words) , if approved

Assistant/Deputy Registrar

UNIVERSITY OF JAMMU
UNIVERSITY OF JAMMU RESEARCH FUND

SANCTION LETTER

Project File Reference No. UoJRF/ year / deptt/centre/institute/ number (three digit)

To,

Dear Prof./Dr.

The Research & Award Section of the University of Jammu is pleased to inform that the research project entitled _____

has been approved by the Central Research Project Scrutiny Committee (CRPSC) and sanctioned a research grant of Rs. _____ (Rupees _____)

_____ towards the utilization for the above referred research project for a period of _____ year (_____ months).

The detailed break-up of the sanctioned grant is as under:

- a) Consumables: _____
- b) Equipment: _____
- c) Travel (domestic & field): _____
- d) Contingency: _____

You are requested to submit **PROJECT INITIATION FORM** to this office with intimation to the Finance Section.

The University of Jammu wishes all the best in your academic and research pursuit.

Yours faithfully,

Assistant/Deputy Registrar

Note: Quote Project File Reference No. in all future correspondence.

Copy to: 1. SSVC for information to Hon'ble Vice Chancellor
2. Sr. PA to Registrar for information to Registrar
3. Head/Convenor, BoS of the concerned department/s
4. Concerned PI
5. Concerned Co-PIs
6. Office of Director, DIQA for information
7. AR/DR, Academic Affairs for information

UNIVERSITY OF JAMMU

UNIVERSITY OF JAMMU RESEARCH FUND

PROJECT INITIATION FORM

(Submit in duplicate)

Project File Reference No. _____

1. Name of the Principal Investigator with designation
2. Department/Center/Institute
3. Name of the Principal Co- Investigator with designation
4. Department/Center/Institute
5. Name of the Principal Co- Investigator with designation
6. Department/Center/Institute
7. Title of the project (as approved in sanction letter)
8. Tentative Duration of the Project From to
9. Details of grant sanctioned
 - a) Consumables: _____
 - b) Equipment: _____
 - c) Travel (domestic & field): _____
 - d) Contingency: _____
10. Date of Initiation of current Project

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I/We certify that no civil/electrical modifications shall be carried out without the express permission of the University Engineering Department and the Registrar. We will follow the norms for the operation of the projects framed from, time to time, by the University.

Name & Signature of the Principal Investigator

Date:

Name & Signature of the Principal Co-Investigator

Date:

Name & Signature of the Principal Co-Investigator

Date:

(Submit a copy of duly filled in form to Finance Section & concerned HoD)

UNIVERSITY OF JAMMU
UNIVERSITY OF JAMMU RESEARCH FUND

SIX MONTHLY PROGRESS REPORT

(Submit in duplicate)

Project File Reference No. _____

1. Title of the project:
2. Name & Designation of Principal Investigator
3. Name & Designation of Principal Co-Investigator
4. Name & Designation of Principal Co-Investigator
5. Duration of the project
6. Sanctioned grant
7. Date of Initiation of the project
8. Objective/s achieved
9. The amount of research work completed in the current project (in at least 1500 words)
10. The ~~amount of research work~~ to be completed, in next six month schedule, in the current project (in at least 1000 words)
11. Deliverables, if any

Comments of the concerned DRC

Members

Head of the concerned Department

UNIVERSITY OF JAMMU
UNIVERSITY OF JAMMU RESEARCH FUND

PROJECT COMPLETION REPORT

(Submit in duplicate)

Project File Reference No. _____

1. Title of the project:
2. Name & Designation of Principal Investigator
3. Name & Designation of Principal Co-Investigator
4. Name & Designation of Principal Co-Investigator
5. Duration of the project
6. Sanctioned grant
7. Date of Initiation of the project
8. Date of Closure of the project
9. Whether the final utilization certificate and statement of expenditure has been submitted
Yes/ No
10. If yes, mention the date and append the photocopy of the same.
11. If no, the reasons thereof.
12. Summary of the project proposal (at least 1000 words)
13. Approved Objectives
14. Title of the Research paper published from out of the current project work (attach reprint)

15. Title of the Research paper accepted for publication from out of the current research work
(attach copy of acceptance letter)
16. Report of the completed research project highlighting the deliverables (at least 3000 words)
17. Details of the consumable and non-consumable (including equipment) material procured from
out of the current research project grant
18. Has the non-consumable material (including equipment) been handed over to the concerned
department? Yes or No
19. If yes, attach a certificate issued by concerned HoD in this regard.
20. If no, the reasons thereof.
21. Has the stock register carrying entries of consumable /non-consumable (including equipment)
handed over to the concerned department? Yes or No
22. If yes, attach a certificate issued by concerned HoD in this regard.
23. If no, reasons thereof
24. Was power point presentation of the current research work made in the concerned department
by PI/Co-PI? Yes or No
25. If yes, attach a certificate issued by concerned HoD in this regard.
26. If no, the reasons thereof.

Comments of the concerned DRC

Members of DRC

Head of the Department