

ವಿದ್ಯಾಸಂಗಮ, ರಾಷ್ಟ್ರೀಯ ಹೆದ್ದಾರಿ - 04, ಬೆಲಗಾವಿ - 591158

**RANI CHANNAMMA UNIVERSITY**

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ದಿನಾಂಕ: 17 NOV 2020

**ಕಛೇರಿ ಪತ್ರ**

ವಿಷಯ: ದಿನಾಂಕ 10-11-2020 ರಂದು ನಡೆದ ಸಿಂಡಿಕೇಟ್ ಸಾಮಾನ್ಯ ಸಭೆಯಲ್ಲಿ ತೆಗೆದುಕೊಂಡ  
ತೀರ್ಮಾನದ ಬಗ್ಗೆ ಮುಂದಿನ ಕ್ರಮಕೈಗೊಳ್ಳುವ ಕುರಿತು.

ಉಲ್ಲೇಖ: ಸಿಂಡಿಕೇಟ್ ಸಭೆ ದಿನಾಂಕ: 10-11-2020

ಮೇಲ್ಕಾಣಿಸಿದ ವಿಷಯ ಹಾಗೂ ಉಲ್ಲೇಖಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ದಿನಾಂಕ 10-11-2020 ರಂದು ನಡೆದ ಸಿಂಡಿಕೇಟ್ ಸಾಮಾನ್ಯ ಸಭೆಯಲ್ಲಿ ತಮ್ಮ ವಿಭಾಗಕ್ಕೆ ಸಂಬಂಧಿಸಿದ ವಿಷಯಕ್ಕೆ ಈ ಕೆಳಕಾಣಿಸಿದಂತೆ ತೀರ್ಮಾನವನ್ನು ತೆಗೆದುಕೊಳ್ಳಲಾಗಿದೆ.

ಕ್ರಮ ಸಂಖ್ಯೆ	ಸಂಖ್ಯೆ	ಕಾರ್ಯ ಸೂಚಿ ವಿವರ ಹಾಗೂ ಕೈಗೊಂಡ ತೀರ್ಮಾನಗಳು
1	2020/11/02	ವಿಶ್ವವಿದ್ಯಾಲಯಕ್ಕೆ ನ್ಯಾಕ್ ಮಾನ್ಯತೆ ಪಡೆಯುವುದಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, IQAC ನಿರ್ದೇಶಕರು, ನೀಡಿರುವ ವಿವಿಧ ನೀತಿ ದಾಖಲೆಗಳನ್ನು (Policy Documents) ಅನುಮೋದನೆ ನೀಡುವ ಕುರಿತು.
	ತೀರ್ಮಾನ	<p>ವಿಶ್ವವಿದ್ಯಾಲಯಕ್ಕೆ ನ್ಯಾಕ್ ಮಾನ್ಯತೆ ಪಡೆಯುವುದಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ಸಿಂಡಿಕೇಟ್ ಸಭೆಯು ವಿವಿಧ ನೀತಿ ದಾಖಲೆಗಳನ್ನು (Policy Documents) ಸರ್ವಾನುಮತದಿಂದ ಅನುಮೋದನೆ ನೀಡಿತು.</p> <ol style="list-style-type: none"> <li>1. Policy document on Promotion of Research (3.1.1)</li> <li>2. Code of ethics for Research Document (3.4.1)</li> <li>3. Policy document detailing scheme of incentives (3.4.2)</li> <li>4. Consultancy Policy (3.5.1)</li> <li>5. IT Policy (4.3.2)</li> <li>6. Policy document for award of scholarship and freeship (5.1.1)</li> <li>7. Policy document on e-governance (6.2.3)</li> <li>8. Policy document on providing financial support to teachers (6.3.2)</li> <li>9. Policy document on green campus (7.1.5)</li> <li>10. Policy document on environment and energy usage (7.1.6)</li> <li>11. Policy document for disabled friendly, barrier free environment (7.1.7)</li> <li>12. Policy document on code of ethics (7.1.10)</li> </ol>

ಮೇಲ್ಕಾಣಿಸಿದ ತೀರ್ಮಾನದನ್ವಯ, ತಮ್ಮ ವಿಭಾಗವು ನಿಯಮಾನುಸಾರವಾಗಿ ಮುಂದಿನ ಕ್ರಮಕೈಗೊಳ್ಳಬೇಕೆಂದು ಸೂಚಿಸಲಾಗಿದೆ.

ಕುಲಸಚಿವರು

ರಾಣಿ ಚನ್ನಮ್ಮ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ

ಇವರಿಗೆ,

ನಿರ್ದೇಶಕರು,

IQAC ವಿಭಾಗ,

ರಾಣಿ ಚನ್ನಮ್ಮ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ.



# **RANI CHANNAMMA UNIVERSITY**

VIDYASANGAMA, NATIONAL HIGHWAY-04,  
BELAGAVI-591156

## **POLICY DOCUMENT ON PROVIDING FINANCIAL SUPPORT OF TEACHERS**





# **RANI CHANNAMMA UNIVERSITY**

VIDYASANGAMA, BELAGAVI - 591156

## **PLANNING, MONITORING AND EVALUATION BOARD**

### **GUIDELINES FOR PROVIDING FINANCIAL SUPPORT TO TEACHERS OF RANI CHANNAMMA UNIVERSITY, BELAGAVI**

**SEPTEMBER - 2020**

# **RANI CHANNAMMA UNIVERSITY, BELAGAVI**

## **PLANNING, MONITORING AND EVALUATION BOARD (PMEB)**



### **GUIDELINES FOR PROVIDING FINANCIAL SUPPORT TO TEACHERS OF RANI CHANNAMMA UNIVERSITY, BELAGAVI**

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#### **PRELUDE**

Rani Channamma University, Belagavi has been providing top priority to research and faculty development initiatives right from its inception. In order to motivate and incentivize research and development related activities by its teachers, the University has taken up several direct and indirect measures costing huge financial resources. For example, on two occasions the young and interested teachers in the University have been provided with financial support to meet their requirements for conducting research in their fields of interest. There is also a practice of encouraging them to participate in academic activities such as Conferences/Seminars/Symposiums/Workshops by providing them with financial support to cover the expenses pertaining to registration fees, travel and other related expenses. In the year 2013-14 all the teachers of the University were provided with laptops as an indirect measure to help them carry out their academic and research activities in a convenient manner. It is in this backdrop that these Guidelines have been prepared to formalize some of these practices along with providing clear and transparent information and instructions to the teachers who may be interested in utilizing financial assistance/support provided by the University.

#### **THE GUIDELINES**

##### **A. SEED MONEY FOR RESEARCH PROJECTS**

1. **The Objective:** The goal or purpose of this scheme is to encourage young teachers/faculty in the and to motivate them to carry out research work with seed money so that a culture of research is fostered within the University.
2. **Eligibility/Target Group:**
  - i. Assistant/Associate Professors working in various Post Graduate Departments of the University are eligible to avail grants under this scheme.

- ii. A teacher can avail only one project/scheme of the University at any given time. The one which is offered and accepted first irrespective of Principal Investigator must be completed before the other offer is accepted.



3. **Nature of Assistance:** The maximum assistance for each of the Minor Research Projects in all disciplines shall be Rs. 1.00 lakh (Rupees One Lakh only). This amount is subject to revision from time to time as per the approval of the Hon'ble Vice-Chancellor with the concurrence of the Syndicate.

Type of Grants:

i. **Non-Recurring Grants**

- a) Books and Journals
- b) Equipment (Minor equipments only)

The books and journals and minor equipments' grants may be utilized to procure the essential items, with applicable discounts, needed for the proposed research work.

The equipments and books and journals acquired by the Principal Investigator under Minor Research Project must be deposited to the Departmental Library or the Central Library after the completion of the Project which will be the University property.

ii. **Recurring Grant:**

- a) **Contingency:** The admissible contingency grant may be utilized on spares for apparatus, photo-stat copies and microfilms, typing, stationary, postage, telephone calls, internet, fax, computation and printing needed for the project. Expenditure towards the audit fee may also be claimed under contingency head.
- b) **Chemicals and Consumables:** To meet expenditure on chemicals, glassware and other consumable items.
- c) **Travel and Field Work:** The amount allocated under the head travel/field work is to be utilized for data collection and collection of other information such as documents and visit to libraries within the general scope and sphere of the ongoing project. This should not be used for attending conferences, seminars, workshops and training courses etc. To the extent possible, fieldwork should be conducted on days and in a manner that does not hamper the teaching and administrative responsibilities assigned to the faculty.

4. **Re-Appropriation:** The Principal Investigator may re-appropriate maximum 20 percent of the recurring grant allocated under each head with the permission of the Registrar, on the recommendation of the PMEB, with the proper justifications.

5. **Tenure and Implementation:** The tenure of the Minor Research Project shall be one year from the date of sanction of the Project. The effective date of implementation of the project will be mentioned in approval-cum-sanction letter.

**Procedure for Applying:** All eligible teachers in the P G Departments may submit their Minor Research Proposal applications in the prescribed proforma to the University through the proper channel against the call for proposal in the University website.

7. **Procedure for Approval:** The received proposals duly forwarded by the Chairpersons of the Department and the Director – Planning, Monitoring and Evaluation Board (PMEB) will be assessed with the help of an expert committee constituted by the University. The final decision will be taken by the Hon'ble Vice-Chancellor on the basis of recommendations made by the Committee and the availability of funds under the scheme.

8. **Procedure for Release of Grants:**

- i. The first instalment of the grant shall comprise of 100% of the Non-Recurring and 50% of the total Recurring grant approved by the University for the total duration of the project.
- ii. On receipt of Half Yearly Progress Report, Statement of Expenditure, Utilization Certificate of the First Instalment of the grant and the recommendation by the Committee nominated by the Hon'ble Vice-Chancellor for assessing the Mid-term Progress of the Project, the 40% of the total recurring grant will be released as second instalment.
- iii. Remaining 10% will be released on receipt of following completion documents as final reimbursement:
  - a) A copy of the Final Report of the Project along with soft copy and a certificate provided by the person in-charge of checking the plagiarism as per the guidelines provided by the University Grants Commission (UGC).
  - b) A consolidated item-wise detailed Statement of Expenditure incurred during the complete project period in the prescribed proforma duly signed with seal by the Principal Investigator.
  - c) A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by Govt. Internal Auditor/ Chartered Accountant as well as the Principal Investigator in the prescribed proforma.

9. **Utilization of the Grants:** The grants sanctioned for Research may be utilized as per the "Guidelines for the Utilization of Research and Development Grants" of the University as amended from time to time.



#### **10. Publications and Submission of Reports and Settling of Bills**

- i. The Principal Investigator should publish at least two papers in reputed, peer-reviewed journals within one year and six months from the date of sanction of the Project, out of which at least one paper should have been published or accepted for publication before the last date of completion of the Project.
- ii. Along with Final Report of the Project along with soft copy, the Executive Summary of the Report, Research documents, monograph, academic papers published under Minor Research Project should be made available to the person in-charge so that it may be posted on the website of the University.

#### **11. Settling of Accounts**

- i. The Principal Investigator is expected to settle the accounts immediately (within four weeks) on completion of the Project through the Director - PMEB.
- ii. In case the balance grant, if any, is not claimed within a month from the date of completion of the Project, the same will lapse and no representation will be entertained on this behalf.
- iii. The unutilized grant, if any, may be refunded immediately through challan or demand draft drawn in favour of the Finance Officer, Rani Channamma University, Belagavi.

#### **12. Action on Non-Compliance and Related Matters:**

- i. The sanctioned Project is not transferable in any case.
- ii. If a Principal Investigator fails to complete the project, he/she has to refund the entire amount released with interest.
- iii. No extension of tenure is permissible in any circumstances.
- iv. If a teacher desires to undertake another project, a gap of six months will be necessary.

#### **B. FINANCIAL SUPPORT FOR ATTENDING CONFERENCES/SEMINARS**

##### **13. Coverage:**

- i. All the Professors/Associate Professors/Assistant Professors of Rani Channamma University, Belagavi are covered under this scheme.
- ii. The scheme applies to the academic events organized within India only.

##### **14. Eligibility:**

- i. The Professor/Associate Professor/Assistant Professor who applies for financial support under this scheme has to be selected as a paper presenter by the Organizers of the Conference/Seminar in which he/she wishes to participate.

- ii. The applicant has to be the first author of the paper selected for presentation at the academic event.
- iii. The applicant has to obtain prior permission from the University by forwarding the application, along with the supporting documents, through the Director – PMEB.
- iv. One applicant is eligible to apply and receive financial support only once during the calendar year.
- v. In addition to the applicants who apply for financial support, Hon'ble Vice-Chancellor may depute any of the teaching staff for any academic event that he/she feels is important from the perspective of the development of the University.
- vi. The applicants who receive financial support for attending the Conference/Seminar from the Organizers or any other funding agency are not eligible to apply under this scheme.

**15. Financial Support:**


- i. Travel Allowance (TA) and Daily Allowance (DA), as per the prevailing University norms, for attending the Conference/Seminar will be provided to the applicants whose request is approved by the University.
- ii. In case a teaching staff was deputed by the Hon'ble Vice-Chancellor even registration fees will be reimbursed.

**16. Conditions for Claiming the Financial Support:**

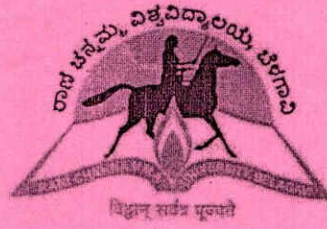
- i. The applicant has to submit the Bills in specified formats through the Director – PMEB along with a hard copy of the full-text of his/her Paper presented at the Conference/Seminar and the self-attested Certificate of Participation provided by the Organizers.
- ii. In the case of the teaching staff deputed by the Hon'ble Vice-Chancellor, only the self-attested copy of the Certificate of Participation or Attendance Certificate, along with a brief report of the academic event, needs to be submitted for claiming the financial support.

  
**Registrar**  
**Rani Channamma University**  
**Belagavi**

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**VICE-CHANCELLOR**  
**Rani Channamma University**  
**Yasangama' Belagavi-591156**





# **RANI CHANNAMMA UNIVERSITY**

VIDYASANGAMA, BELAGAVI - 591156

## **PLANNING, MONITORING AND EVALUATION BOARD**

### **GUIDELINES FOR UTILIZATION OF RESEARCH AND DEVELOPMENT GRANTS**

SEPTEMBER - 2020

# **RANI CHANNAMMA UNIVERSITY, BELAGAVI**

**PLANNING, MONITORING AND EVALUATION BOARD (PMEB)**

## **GUIDELINES FOR UTILIZATION OF RESEARCH AND DEVELOPMENT GRANTS**

### **PRELUDE**

Research and development are vital components of institutions of higher learning. The amount of grant received for the conduct of research/development projects reflects the dynamism of the faculty. In certain cases, the end-results may be an important source of revenue to the University. In a situation of financial constraints, such research funding will strengthen the library, equipment and other facilities in the Post-Graduate Departments. Moreover, in the accreditation process, the extent of research funds garnered contributes towards earning of higher points and, hence, better grade. Therefore, there should be an enabling environment that fosters research activity, provides reasonable autonomy to the research investigators and an unambiguous framework of rules and norms for a quicker movement/approval of papers, resulting in the execution of the research project within the scheduled time.

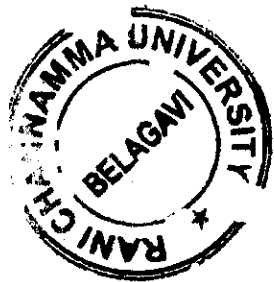
Most of the funding agencies too expect and encourage Universities to grant autonomy to the Director/Principal Investigator (PI)/Coordinator of their projects. The limited time at the disposal of the Director/PI/Coordinator, make it imperative to formalize guidelines/rules/norms for orderly and successful implementation of the research projects.

It is in this backdrop that Rani Channamma University, Belagavi has recognized the need and significance of formulating guidelines/rules/norms for the smooth and effective implementation of Research and Development (R&D) projects sanctioned by State/National/International Institutions/Organization/agencies to its Faculty. Hence, this 'Guidelines for Implementation of Research and Development (R&D) Grants' has been framed and issued after obtaining due approval from the appropriate authorities. However, it should be noted that the guidelines/rules/norms specified here are not final and are subject to change/revision as may be demanded by the new/amended laws/statutes/regulations/rules which may be formulated and notified by the Government or other related bodies/agencies from time to time.

## THE GUIDELINES



1. The Director/PI/Coordinator, through the Office of the Planning, Monitoring and Evaluation Board (PMEB), should obtain a **formal one-time administrative sanction** from the Hon'ble Vice-Chancellor for the Head-wise Expenditure of the grants (as awarded by the funding agency) for the entire duration of the Project from the date of implementation to the termination of the project.
2. The Director/PI/Coordinator may draw advances directly from the Finance Officer (F.O), through the Office of the PMEB, without seeking further administrative sanctions. The Finance Officer is authorized to release advance to the Director/PI/Coordinator as and when requested in keeping with the norms of the University. The Director/PI/Coordinator should submit the proposed 'Head-wise Expenditure' and 'Plan of Action' while applying for advance. The *Format-I* Appended to these Guidelines should be used for the said purpose. Further, the advance taken should be settled by submitting bills directly to the Finance Officer for processing within six months.
3. The Director/PI/Coordinator may spend up to Rs. 10,000/- (Rupees Ten Thousand only) at a time on any item without calling quotations.
4. Care should be taken to keep the expenditure within the head-wise budget approved by the funding institute/agency.
5. Care should also be taken to complete the Project within the stipulated time.
6. **Purchase of Equipments and Consumables**
  - i) For purchase of individual item (s) costing above Rs. 10,000/- (Rupees Ten Thousand only) comparative quotations shall be called from at least three suppliers/dealers. This will not apply for purchases that are covered under the Rate Contract.
  - ii) For items costing up to Rs. 50,000/- (Rupees Fifty Thousand only) the Director/PI/Coordinator is given autonomy to place orders after inviting comparative quotations from three to four suppliers. The quotations need not be referred to the Purchase Committee.
  - iii) For purchase of items costing more than Rs.50,000/- (Rupees Fifty Thousand only), a 'Purchase Committee' consisting of: a) Dean/Director of the Faculty/School concerned, b) Finance Officer, and c) Chairman of the Department concerned should be constituted. The Director/PI/Coordinator shall be the Member Secretary of this Purchase Committee.
  - iv) For purchase of items of more than Rs. 1,00,000/- (Rupees One Lakh only) the provisions of the Karnataka Transparency in Public Procurements Act, 1999 as amended from time to time should be followed and e-tender procedures have to be adhered to. The procedures for the same may be obtained from the Office of the Finance Officer.
  - v) Items whose prices are approved by the Government of Karnataka and GEM, Government of India, can also be directly purchased without calling for quotations. Formats in Appendix II, III, IV, as applicable, should be submitted along with the bills.



7. **Equipment Maintenance:** The equipment/furniture/books procured under the various grants shall be first entered in to stock Register Book of the Department and then issued for use by the concerned Director/PI/Coordinator. In addition, the Director/PI/Coordinator shall maintain a separate stock book of equipment/furniture/books for the purpose of operationalization of the individual grants. The Director/PI/Coordinator shall also maintain a logbook, documenting the use of the equipment. In case the funding agency requires the Director/PI/Coordinator to return the equipment/furniture/books to the funding agency on completion of the Project the documentation for having returned the items shall be maintained in the Department as well as by the Director/PI/Coordinator. On retirement/leaving the Department the Director/PI/Coordinator shall return all the equipment/furniture/books procured under the various grants to the Chairman of the Department who, in turn, shall place the matter before the Departmental Council and make these items available for the utilization in the Department as per the resolution/s of the Departmental Council.
8. **Purchase of Books:** The books may be purchased directly from the suppliers/dealers or through the Librarian without calling for quotations with applicable discount, except in the case of publications Government /Scientific organizations. In case of foreign books, the bills should accompany the price proof and GOC conversion rate applicable at the time of supply. In any case, the bill of the purchase of books should be countersigned by the Librarian/Deputy Librarian of the University.
9. **Fieldwork and Collaborative Work:** In projects where fieldwork / collaborative work with the personnel of the collaborating institute/agency is a component, the Director/PI/Coordinator is encouraged to take up field work as far as possible on holidays and weekends. Where it is not feasible for the Director/PI/Coordinator to carry out field work or collaborative work on holidays and weekends, he/she may, through proper channel, request the Registrar in writing with proper justification for the same and can avail On-Official Duty (OOD) facility with prior approval from the competent authority. Where the fieldwork or collaborative work are carried out for less than five days, the Director/PI/Coordinator may undertake the fieldwork with prior intimation to the concerned Chairman of the Department. For fieldwork or collaborative work of six days and above, the permission of the competent authority, through proper channel, should be obtained. The Director/PI/Coordinator is authorized to sanction duty leave and TA/DA to the personnel (e.g. JRF, SRF, project assistance, postdoctoral fellows, research associates, etc) working under the Project. Care should be taken by the Director/PI/Coordinator to plan their field work without affecting the Departmental and other works such as examination related duties.





10. **Library Reference Work/Laboratory outside the University/Attending Conferences/Workshops/Seminars:** The Director/PI/Coordinator and all the personnel working under the sanctioned Project are permitted to visit the required institutions for the above purposes under prior consent of the concerned Chairman of the Department. Care should be taken not to affect examination, University and Department works/functions. Registration Fees as well as Travelling and Incidental Expenditure for attending the Seminar/symposium/Conference/Workshop related to the Project may be claimed out of the project grant.
11. **TA/DA to the Project Personnel:** The Director/PI/Coordinator will be eligible to avail II AC rail or Air fare by Economy Class and the D.A of Rs.1,000/- (Rupees One Thousand only) per day for metropolitan cities and Rs. 800/- (Rupees Eight Hundred only) for other cities. The other Project Personnel are eligible to avail TA as per University norms and DA as per the norms of the funding agency. The Director/PI/Coordinator is authorized to sanction TA/DA to the respective project personnel (e.g. Co-investigators JRF, SRF, Project Assistance, Postdoctoral Fellows, Research Associates, etc.) for travels (listed under the serial numbers 9 above) related to the Project out of the project funds.
12. **Attendance Certificates:** The faculty members are exempted from compulsorily submitting the attendance certificates in respect of the travels undertaken by them for attending meetings, reference work, research works, conferences, symposia, etc. However, the concerned faculty member shall certify himself/herself regarding the work undertaken.
13. **Vehicle Hiring:** The Director/PI/Coordinator may hire taxi whenever needed for conduct of fieldwork or other project related. In case of car, the current rate admissible by the University (per km) and payment for minimum of 300 K.M. per day is allowed. In special cases involving fieldwork in interior areas, forests hills, etc. higher taxi fare may be permitted by the Registrar on request made by the Director/PI/Coordinator. Hiring jeep/tempo is permitted as per the rates and terms/conditions specified in the prevailing agreement, if any, by the University with any vendor/agency. In case the University has not entered into agreement with any vender/agency for the supply of vehicles, jeep/tempo may be hired as per the existing market rates. However, a formal approval from the Vice-Chancellor is necessary in such cases where hiring charges exceed the rates approved by the University. In case of short distance field works (less than 100 KM each way) the investigators may also use cars and claim Rs. 8.00 per KM Format given in Appendix V may be submitted along with the bills.
14. **Photocopying and Typing Charges:** In order to obtain quality in photocopying and typing works, the prevailing market rates as certified by the Principal Investigator/Coordinator are allowed.



15. **Appointment of Secretarial Assistant/ Lab-cum Field Attendant:** In case there is a provision to appoint Secretarial Assistant/ Lab-cum Field Attendant may be paid out of the working expenses/contingency/overhead charges. The said personnel may be appointed after following the usual procedures of the University and in case of part time Secretarial Assistant (those who can type, operate computer, process papers for placing orders, passing the bills, maintaining the files and stock books, etc.) depending upon the experience Rs. 600-800 (Rupees Six Hundred to Eight Hundred) be paid. In case of full-time Secretarial Assistance, they may be paid Rs. 1500-1800 (Rupees One Thousand Five Hundred to One Thousand Eight Hundred only). In case of full-time Secretarial Assistant/Lab-cum-field attendant, etc., the daily allowance shall be paid as prescribed by the University from time to time. Prior approval of the competent authority should be obtained for such appointments as well as payments.
16. **Overhead Charges:** Some R and D agencies provide overhead grants for providing the necessary infrastructure for the project work. This includes maintenance of equipment and benefits to the personnel employed in the project without reference to the funding agencies for clarification. The funds may be used to procure the equipment and accessories, air conditioner, stabilizer, UPS, exhaust fan, fan, animal cages, aquarium, dust free cabins, computer and its peripherals, printer, scanner, photocopier (Xerox machine), Fax Machine, phone, electrodes, optical/electronic components, photographic equipment, spares, consumables (chemicals, glassware, insecticides, fungicides, farm yard manure, pots for growing plants, thin sections of rocks), books, scientific journals and payment of reprint charges, block and page charges for publication and postage. The overhead funds may also be utilized for alteration of laboratory facilities, purchase of furniture, and any other expenditure related to the project including travel.

However, the University will utilize 10% of overhead charges as handling charges as soon as the funds are received.

**17. SETTLEMENT OF BILLS AND ADVANCES**

- a) All bills for Rs. 500/- (Rupees Five Hundred only) and above should be inclusive of GST.
- b) All bills should be certified by The Director/PI/Coordinator. The concerned Chairman of the Department need not countersign each individual bill. However, all bills should be forwarded through the Chairman.
- b) All bills submitted to the Finance Officer should be settled within 4-6 weeks and the Director/PI/Coordinator be intimated regarding the same Finance Officer need not seek approval of Registrar /Vice-Chancellor for passing the bills once administrative sanction is accorded by the Registrar /Vice-Chancellor.
- c) After submission of bills and settlement of advance the Finance Officer will inform the same to the concerned the Director/PI/Coordinator.
- d) The accounts shall be audited by Government Auditor or a Chartered Accountant (if permitted by the funding agency).

## APPENDIX - I

### Format for Obtaining Sanction of Advance Amount

Date of formal one-time administrative sanction obtained from the Hon'ble Vice-Chancellor: \_\_\_\_\_  
(Please enclose the self-attested copy of the Administrative Sanction)



I request you to sanction an amount of Rs. \_\_\_\_\_ as advance to be spent on the following items:

- i) Purchase of Books : \_\_\_\_\_
- ii) Purchase of Equipment/Spares, (Please Specify) : \_\_\_\_\_
- iii) Fieldwork and Travel : \_\_\_\_\_
- iv) Consumables : \_\_\_\_\_
- v) Contingency : \_\_\_\_\_
- vi) Others (Specify) : \_\_\_\_\_

2. The proposed Expenditure may be met out from \_\_\_\_\_ research project sanctioned to me under letter No \_\_\_\_\_ dated \_\_\_\_\_. There is a provision for Rs. \_\_\_\_\_ for spending and the current balance is Rs. \_\_\_\_\_.
3. I am to state that no advance is pending against me for settlement; I have submitted all accounts to the Finance Officer in respect of previous advances drawn.
4. The amount is required for emergent payments. The same will be spent within 180 days from the date of drawal, balance which remains unspent will be deposited to the University within 8 days of completion of the activity.
5. I will submit the detailed accounts in respect of the above amount with one month from the date of completion of the activity or six months whichever is earlier.
6. If detailed accounts are not settled by me within six months from the date of drawal of the amount, the amount may be recovered from my salary:
7. I may please be sanctioned Rs. \_\_\_\_\_ as advance \_\_\_\_\_

**Director/PI/Coordinator**

Respectfully forwarded through the Director - PMEB, Rani Channamma University, Belagavi:

**Seal and Signature of the Director - PMEB**

## APPENDIX - II


### RANI CHANNAMMA UNIVERSITY, BELAGAVI

Date of formal one-time administrative sanction obtained from the Hon'ble Vice-Chancellor: \_\_\_\_\_  
(Please enclose the self-attested copy of the Administrative Sanction)

DEPARTMENT OF \_\_\_\_\_

PROJECT No. : \_\_\_\_\_

#### 1. PURCHASE OF MATERIALS/EQUIPMENT:

- 
1. Certified that the materials mentioned in the invoice/ bill No. \_\_\_\_\_  
Dated \_\_\_\_\_ are received in good working condition.
  2. The same has been entered in the concerned stock register book on page No. \_\_\_\_\_
  3. The rate charged in the bill is reasonable with respect to the quality of the goods.
  4. The rate charged in the bill was accepted by the University as per our office order  
No. \_\_\_\_\_ dated \_\_\_\_\_. Order copy is enclosed.
  5. The materials mentioned in the bill and in the order are one and the same.
  6. This expenditure is in furtherance with the research work of the project.
  7. This expenditure may be debited from the budget Head \_\_\_\_\_ of the Project.
  8. The amount of Rs. \_\_\_\_\_ only may be reimbursed to \_\_\_\_\_  
As payment is already made by him/her.
  9. The amount of Rs. \_\_\_\_\_ only may be reimbursed to \_\_\_\_\_  
Research fellow as payment is already made by him/her.
  10. The amount mentioned in the bill has not been claimed previously.

Director/PI/Coordinator



### APPENDIX - III

#### PURCHASE OF SPARES TO VEHICLES/SPARES TO MACHINERY

Date of formal one-time administrative sanction obtained from the Hon'ble Vice-Chancellor: \_\_\_\_\_  
(Please enclose the self-attested copy of the Administrative Sanction)



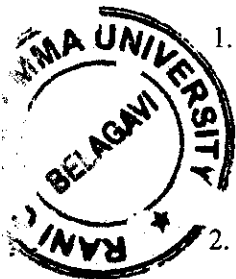
1. I/We certify that the spares purchased have been accounted for in the logbook of the concerned vehicle/Machinery vide page no \_\_\_\_\_ and the released spares have been accounted for in the "Register of Released spare parts" vide page No. \_\_\_\_\_.
2. I/We certify that the vehicle has covered the prescribed distance of \_\_\_\_\_ km since the date of purchase/last renewal of Tyres/Tubes.
3. Purchase of spares to vehicles/machinery is recorded in the Register book on Page No. \_\_\_\_\_.

**Director/PI/Coordinator**

## APPENDIX - IV

### BILL FOR HAVING HIRED SERVICES

Date of formal one-time administrative sanction obtained from the Hon'ble Vice-Chancellor: \_\_\_\_\_  
(Please enclose the self-attested copy of the Administrative Sanction)



1. I/We certify that the Equipment/ Machinery ( \_\_\_\_\_ ) has been got repaired from Authorized Firm/Professionally Trained personnel \_\_\_\_\_ and that the service rendered is satisfactory.
2. I/We certify that the charges are as per the prevailing market rates.

Director/PI/Coordinator

## APPENDIX - V

### TAXI HIRING BILL

Date of formal one-time administrative sanction obtained from the Hon'ble Vice-Chancellor: \_\_\_\_\_  
(Please enclose the self-attested copy of the Administrative Sanction)

Received Rs. \_\_\_\_\_ (in words \_\_\_\_\_)

from \_\_\_\_\_

Towards taxi charges for transport from Belagavi on \_\_\_\_\_

to \_\_\_\_\_ and back on \_\_\_\_\_

The charges are made at the rate of Rs. \_\_\_\_\_ per kilometer and for a minimum of 300 km per day

i.e. Rs. \_\_\_\_\_ per day.

Signature of taxi driver

Vehicle/Car Number: \_\_\_\_\_

Certified that I/project personnel have/has availed the above taxi services for carrying out fieldwork/other travel related to the project work. The payment is made by me/project personnel

Date: \_\_\_\_\_

## II. DECLARATION OF USING OWN CAR BY THE CO-ORDINATOR/PRINCIPAL INVESTIGATOR.

This is to certify that I have used my own car (No. \_\_\_\_\_)

for the fieldwork carried out at \_\_\_\_\_ and return to Belagavi on

\_\_\_\_\_. The total distance travel is \_\_\_\_\_ K.M.

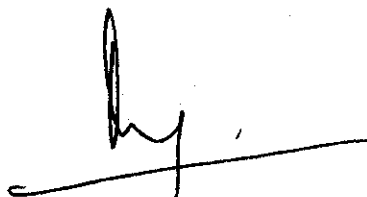
and therefore Rs. \_\_\_\_\_ is claimed [ @ of Rs. 8.00 per K.M.]

Date: \_\_\_\_\_

(Strike out which is not applicable)

Signature

Director/PI/Coordinator



**VICE-CHANCELLOR**

Rani Channamma University  
'Vidyasangama' Belagavi-591156