

VIJAYANAGARA SRI KRISHNADEVARAYA UNIVERSITY

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Research and Consultancy Policy

RESEARCH, INNOVATION AND EXTENSION COMMITTEE
Vijayanagara Sri Krishnadevaraya University

Research and Development Policy

RESEARCH, INNOVATION AND EXTENSION COMMITTEE

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Research and Development Policy

1 Preamble

The influence of higher educational capital on society is predominant and the availability of this capital is prerequisite for development. Over the years, globally there is an increased focus on this capital, which spurs innovation, invention, critical thinking and a source of knowledge base for the society. The universities are the nurturers of this capital, the fame and recognition of these learning centers rests on its high quality research, experiments, and other academic endeavors. For overall advancement, teaching and research should go hand in hand and there should be considerable emphasis on professional research. On this path the Vijayanagara Sri Krishnadevaraya University striving to develop itself into an institute of excellence in education and research, endeavors to have its own Research and Development Policy which not-only facilitate but also influence innovative research which augment the contribution to the society. These activities, in the long-run will put the university to its distinction.

2 Research, Innovation and Extension Center

The university should establish an independent Research & Development Center in the campus which will provide research and administrative support for the operation of sponsored research, consultancy and other R&D related activities in the University.

3 Objectives of the Center

The primary objective of the center is to encourages faculty to obtain external funding - the department promotion as well as professional development. Meanwhile, to establish external linkages, the center boosts for inter-departmental collaboration, to inter-university/institutional partnerships at national and international levels. The secondary objective of the center is to strengthen the overall research profile of the university which is primary for rankings.

4 Responsibilities

The center is responsible for establishment and promotion of excellence in research and development and training activities. It should enhance the quality of research programmes, projects and the research infrastructure in the university.

The center should collect the information relating to research and development activities- such as call for proposals of individual/collaborative research projects from funding agencies, international/national conference/seminars and the same to be circulated to the concerned departments and to be posted in university website. The center actively encourages its faculty and other academic staff to undertake sponsored research and consultancy projects in order to strengthen the research profile of the University.

5 Quorum and Meeting Schedule

The R&D center should comprise the following members

a) Vice-Chancellor	Chairman
b) Registrar	Member
c) Deans	Member
d) Faculty-wise Research Project Principal Investigators (PIs) [Completed & Ongoing]	Member
e) Director R&D Center	Member Secretary

The R&D center should meet at least thrice in an academic calendar and the director is responsible for conducting and maintaining the proceedings of the meeting.

6 Promotion of Research

6.1 Research Promotion for Faculty

6.1.1 Conference funding within the country

The University will provide funding for paper presentation within the country in two conferences/seminars or for attending capacity building programmes/workshop in a calendar year. The funding is in terms of registration fee, Travelling and dearness allowances.

6.1.2 Conference funding outside country

The University to encourage faculties to get international exposure and to share their research provides funding for paper presentation outside the country once in two calendar years. The funding is provided for registration fee, travelling and dearness expenses.

6.1.3 Start-up grant for young faculty

To encourage research activities among young teachers the university will provide start-up grant across the faculty. The start-up grants are provided for all the faculties who possess Ph.D degree with a minimum of three research publications in reputed journals.

6.1.4 Faculty wise annual award for Best Research publication

The University recognizes and rewards high quality and outcome based research publications of teachers. The faculty wise “best research paper award” is provided annually, wherein the research paper is declared best by a board of subject experts. Further, the university rewards teachers receiving state/national/international fellowships/awards.

6.1.5 Encouragement for Post-Doctoral fellowship for young faculty

The University aim to identify motivated young researchers and provide them support to carry Post-doctoral research work within/outside the country. The support in terms of salary protection and study leave is provided for a period of maximum two years. It is the responsibility of the funding agency to provide rest of the support.

6.1.6 Faculty exchange programme

The university provides faculty exchange programs to teach or to conduct research for one semester or an academic year at an overseas university. The university will provide support in terms of salary protection and study leave for a period maximum of one year. The faculty members will benefit from exposure to a culturally diverse and competitive faculty make-up in overseas universities. The faculty exchange programs present a unique opportunity for interaction between foreign and Indian universities.

6.2 RESEARCH PROMOTION FOR STUDENTS

6.2.1 Encouragement for student internship programme

The internship programmes will equip students with practical experience. The departments can offer internships to students for academic credit. The Students can earn work experience by participating in an internship.

6.2.2 Encouragement for post-graduate students to publish their projects

The University to develop research among post-graduate students made research projects as mandatory academic credit. The university encourages the post-graduate students to publish their research projects in journals/books.

7 CODE OF RESEARCH ETHICS

7.1 Objectives

To create academic awareness about responsible conduct of research, promotion of academic integrity and prevention of misconduct including plagiarism among students, researchers and faculty members of university. To establish institutional mechanism through education and training to facilitate responsible conduct of research and deterrence from plagiarism. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism.

7.2 Ethical principles followed by University

Integrity: Researchers are expected to maintain the highest standards of honesty and integrity at all times.

Respect: Researchers must operate according to acceptable standards and must have respect for themselves, their colleagues, professional and academic community, human research subjects, the environment and the society.

Beneficence and non-maleficence: Researchers have an obligation first towards non-maleficence and then to ensure that their research aims at some overall good, more in particular to the industry, knowledge body and lastly to the Society.

Justice: Researchers ensures the fair distribution of both the burdens and benefits of research and is of particular relevance when research involves human participants.

7.3 Academic freedom and dissemination of research results

- 7.3.1 **Plagiarism Policy:** Teaching & research is a noble profession based on extremely high moral values. Ethics and honesty are the two most important components of the academic activities be it teaching or research. There cannot be any room for claiming the credit for the work he/she has not undertaken. Many times it is observed that some of the “academicians” knowingly or unknowingly publish or present other’s work as their own. Ideas too are borrowed without acknowledging the persons who have first conceived the idea. Such acts affect healthy academic atmosphere in the institute which will also harm the reputation of the institute as well as the individual. For the purpose of creating awareness about plagiarism, the faculties/researchers of our university are being informed to take notice of.
- 7.3.2 **Definition of Plagiarism:** Plagiarism is the “wrongful appropriation” and “stealing and publication” of another author’s “language, thoughts, ideas, or expressions” and the representation of them as one’s own original work. Plagiarism is considered academic dishonesty and a breach of journalistic ethics. It is subject to sanctions like penalties, suspension, and even expulsion. Plagiarism is not in itself a crime, but can constitute copyright infringement. In academia and industry, it is a serious ethical offense. Plagiarism and copyright infringement overlap to a considerable extent, but they are not equivalent concepts, and many types of plagiarism do not constitute copyright infringement, which is defined by copyright law and may be adjudicated by courts. Plagiarism is not defined or punished by law, but rather by institutions (including professional associations, educational institutions, and commercial entities, such as publishing companies). Plagiarism could be intentional (dishonest plagiarism) or non-intentional (negligent plagiarism).
- 7.3.3 **Negligent Plagiarism:** Negligent plagiarism means innocently or carelessly presenting another person’s work as one’s own without acknowledging the Source. It arises from one’s inadequate knowledge and competency in writing. It is also due to careless attitude resulting into non-compliance of standard verification procedures. In this type of plagiarism, the degree of copying is not substantial.

7.3.4 **Dishonest Plagiarism:** Dishonest plagiarism means knowingly and deliberately presenting another person's work as one's own work without acknowledging the Source. It involves intentional copying of substantial proportions of the other's work without written or unwritten permission and also without acknowledging the source.

7.3.5 **Detecting Plagiarism:** The detection of plagiarism is a judgment to be made by a person who understands the subject and who is also aware of the definition of plagiarism. Such person should also be aware of the tools available to detect the plagiarism. Therefore, it is important for an academic institute to have in place a policy on plagiarism to avoid such type of acts. All researchers are required to submit a signed statement that they are aware of the plagiarism policy of the Institute and no part of their research work is not copied in any form and it is their own creation. The author has given due credit to the earlier authors whose work has been referred to.

7.3.5.1 *For establishing the originality of the submitted manuscripts, the plagiarism software is used to know the originality of the manuscript / article / research report etc.*

7.3.5.2 *In case of plagiarism or un-originality is detected or suspected, an action on account of misconduct will be taken against the plagiarizing authors. This may include approaching the third parties including their affiliating institutions and other research organizations for verification and authenticity, of the matter presented.*

7.3.5.3 *The submitted plagiarized documents may also be shared with the original authors or third parties for high-lighting the misconduct by the plagiarizing authors.*

7.3.5.4 *In sever / repeated incidences the author / faculty member / student will be black listed or may ever be subject to explosion if deemed fit.*

7.3.6 Curbing Plagiarism

- 7.3.6.1 *The Examination section shall declare and implement appropriate online software so as to ensure that documents such as thesis, dissertation, term papers, reports, publications or any other such documents are free of plagiarism at the time of their submission.*
- 7.3.6.2 *Every student submitting a thesis, dissertation, technical papers or any other such documents to the supervisor/guide shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.*
- 7.3.6.3 *Every faculty- researcher submitting a thesis, dissertation, technical papers or any other such documents to the Board of Anti-Plagiarism shall submit an undertaking indicating that the document has been prepared by him or her.*
- 7.3.6.4 *The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the institution.*
- 7.3.6.5 *Each supervisor/guide shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free.*
- 7.3.6.6 *Zero Tolerance Policy in core area: The core work carried out by the student, faculty, staff and researcher shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism. In case Plagiarism is established in the core work claimed then "Research Development Council" of the institution shall suggest for revision of work until it gets plagiarism free. The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations.*

7.3.7 Levels of Plagiarism in non-core areas: As per UGC Norms

- 8 **Consultancy Policy:** The University has strong focus on meaningful research activities which should benefit society. It believes that expertise gained by the university should not only be used in improving teaching - learning and research system within the university but also should be used to benefit larger part of the society. In order to motivate university staff to share their knowledge and expertise for betterment of society, University shall permit consultancy and project/work in industry, corporate sectors and other organizations by the university staff. The staff may use material resources of the University for such Consultancy Work. The university shall share the monitoring benefits occurring out of such work/association/assignments with the concerned staff.

8.1 Consultation Activities: Following activities will fall under the consultancy-

- 8.1.1.1 *For development of a product/part of product or services for any individual industry or organization external to the university shall fall under consultancy where one or more university staff works for such development for a pre agreed cost and period.*
- 8.1.1.2 *For modification, augmentation or alteration of any product or process or services where one or more university staff extend their active participation for such job.*
- 8.1.1.3 *Any kind of professional advice given by one or more staff of the university to external organization/firm/individual for a pre decided cost and time.*
- 8.1.1.4 *Any research work undertaken by one or more staff of the university for any external individual or organization to develop product or process or services.*
- 8.1.1.5 *Conduct of any special courses, chairing/participation in organized activities, delivery expert advice/discourse for a fee to any outside organization/individual.*
- 8.1.1.6 *Any royalty of fees received for any Intellectual Property by a staff and any fees received from outside.*
- 8.1.1.7 *Case study or data survey for any organization, trust or NGOs.*

8.2 Consultancy Process: Research & Development Council (RDC) in the university will be the nodal agency for any consultancy activity in the university. It will be the custodian of all documents for consultancy. Any staff, department or faculty may initiate the ground work and explore such possibilities. After the basic ground work, it should be reported to RDC who will put it on their record. RDC will do the initial survey/preliminary inquiry and put up the matter to the VC who may form a team for further discussion with the client or he may himself discuss it with the client. After the negotiation and on arrival of agreement, an Agreement Form will be initiated as per the format given at Appendix A by the RDC. The format gives just the guidelines. It may be changed at the description of the Vice Chancellor. It will be signed by the client and Registrar on behalf of the university. The payment received for consultancy will be deposited by the client/RDC in university bank account as per terms of the agreement. In case of faculty and/or university staff going for chairing an expert session, expert discourse on behalf of the university agreement form will not be raised.

- 8.3 **Contingency and Incidental Expenses:** Any contingency expenses incurred in respect of consultancy project will be met from the funds received from the same consultancy project. The fund left after deducting such expenses will be considered as net gain from the consultancy work.
- 8.4 **Sharing Policy:** The net gain as worked out (Money Received from the client minus all incidental charges incurred for the consultation work) will be divided in ratio of 60:40 i.e. 60% of the gain will be paid to the faculty/staff who worked for the project and 40% will be retained by the university. University will plough back the share received by it in developing facilities to improve consultancy infrastructure.
- 8.5 **Appraisal Report:** Consultancy work done by the staff will be entered in the Appraisal Report of the staff and will be given extra weightage in arriving Performance Index.
- 8.6 **Closing Report:** After completion of the consultancy work a detailed report will be submitted by concerning staff in writing to RDC in which he should mention complete details of work, resources of university used resources from outside, results and feedback of the second party for whom the task was undertaken.

PART-II

Guidelines for Operation of R and D Projects

1. Administrative Approval/Sanction:

- i) The Co-ordinator/Principal Investigator (PI) should obtain a formal administrative sanction, for the item (head) wise expenditure of the grants (as awarded by the funding agency) for the entire duration of the project, i.e., from the date of implementation to the termination of the project from the Vice-Chancellor. There is no need to seek further administrative approval except for purchase of equipment wherein, the PI/Co-ordinator shall get the approval for the specifications and subsequent purchase.
- ii) The Co-ordinator/Principal Investigator may draw advances directly from the Finance Officer (F.O), without seeking further administrative sanction. The Finance Officer is authorized to release advances to the Co-ordinator/Principal Investigator as and when requested. The Co-ordinator/Principal Investigator should submit the proposed item wise expenditure and plan of action while applying for advance. The Format-I appended to the guidelines should be used for the purpose. Further, the advance taken should be settled by submitting bills directly to the Finance Officer.

2. Selection of Project Fellows/JRF/SRF/Project Assistants:

For appointment of any research staff sanctioned in the research project a 'Selection Committee' be constituted which shall consist of a) Co-ordinator/Principal Investigator, b) Deputy Co-ordinator/ Co-Investigator, if any c) Chairperson of the Department, d) Subject Expert from outside the University and e) Director, R and D Council should be constituted and the selection shall be approval by the Committee. The Co-ordinator/Principal Investigator will convene the meeting. Wherever the Chairman himself is the PI/ Co-ordinator, the Dean of the Concerned Faculty shall be in the Committee as the Chairman. Attendance of the external as subject expert is mandatory.

3. Purchase of Equipment and Consumables(if any)/ Carrying out and Minor Civil Works:

- i) The Co-ordinator/Principal Investigator may spend upto Rs.20,000/- (Rupees Twenty Thousand only) at a time on any item without calling for comparative quotations. This includes minor civil works related to renovation/ alternation/ electric work/ civil works pertaining to laboratory/ animal house, directly or through Resident Engineer.
- ii) For purchase of individual item (s) costing above Rs.20,000/- and less than Rs.50,000/- comparative quotation shall be called from at least 4-6 suppliers/ dealers. However, there should be a minimum of 3 quotations while finalizing the purchase order. This will not apply for purchases that are covered under the Rate Contract. Approval of the Purchase Committee is not required for item costing less than or equal to Rs.50,000/-.
- iii) For purchase of items costing more than Rs.50,000/- and less than One lakh a Purchase Committee consisting of a) Co-ordinator/Principal Investigator, b) Deputy Co-ordinator/ Co-Investigator, if any c) Chairman of the Department,

d) Finance Officer, and e) Director, R and D Council should be constituted and the purchases shall be approved by the Committee. The Co-ordinator/Principal Investigator will convene the meeting.

A technical expert or a person using similar equipment need to be additionally included in the Purchase Committee if Principal Investigator desires. Further, wherever the Chairman himself if is the PI/ Co-ordinator, the Dean of the concerned Faculty shall be in the Committee as the Chairman.

- iv) For Purchase of items of more than or equal to Rs. 1,00,000(1 lakh) the provisions of the Karnataka (Transparency in Public Procurement) Act, 2001 should be followed.
- v) Items whose prices are approved by the Government of Karnataka and or DGS and D, Government of India can also be directly purchased without calling for quotations.
- vi) For purchase of items directly from the sole manufacturers, suppliers or distributors, of Indian/Foreign materials in India and from standard company show rooms it is not necessary to obtain comparative quotations. The relevant provisions of the KATTP Act. 2000 may be followed. The single quotation obtained from any of the above suppliers may be used to place orders with the approval of the Vice-Chancellor.
- vii) The equipment or(and) furniture, consumables procured under the research grants shall be first entered into Stock Register Book of the concerned project maintained by Principal Investigator/Coordinator for individual grants. The PI/Co-ordinator shall also maintain a logbook documenting the use of the equipment. After retirement/ leaving the University, the Principal Investigator shall return all the equipment/ furniture to the COD who will in turn distribute the same among the faculty members of the department in consultation with the Departmental Council. All the equipment shall remain in the department to which the Principal Investigator belongs, irrespective of the Department to which a Co-Principal Investigator may belong.

Formats in Appendix II/III/IV, as applicable, should be submitted along with the bills.

4. Purchase of Books:

The books may be purchased directly from the suppliers/ dealers without calling for quotations with at least 10% discount except in case of publication of 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.

5. Field Work:

- i) In projects where fieldwork is a component, the Co-ordinator/Principal Investigator is encouraged to take up field works as far as possible on holidays and weekends. Where fieldworks are carried out for less than 5 days, the Co-ordinator/Principal Investigator may undertake the fieldwork under prior intimation to the concerned Chairman of the Department. The Principal Investigator is authorized to sanction duty leave and TA/DA to the personnel

(e. g. JRF, SRF, project assistant, postdoctoral fellows, research associates, etc.) Working under the project, with intimation to the Chairman of the concerned department. The teachers working in the coordinated projects may undertake field trips under intimation to the concerned COD for field works not exceeding 5 days. For field work of 6 days and above prior permission of the Register should be obtained. However, the investigators should plan their field works without affecting the departmental works i.e., teaching, conduct of examination works etc.

The field investigators/local field investigators may be appointed by the PI/co-ordinator and they may be paid the actual TA, admissible DA and remuneration equivalent to the daily remuneration given to the Class –C employees to the university. However, the local field investigators are eligible only for remuneration wherever there is provision for payment of remuneration to the informants, a separate approval need to be taken for the same, from the Vice-Chancellor. Further, these items need to be specifically asked for in the proposals itself.

6. *Library reference work/laboratory outside the university/ attending conferences / workshops / seminars*

- i) The co-ordinate/ Principal investigator and all the personal working under the sectioned project are permitted visit institutions for the above purposes under prior consent of the concerned COD without affecting Examination University and Department works/ functions etc. The registration fee for seminar/ Symposium/ Conference/ Workshop may be claimed out of the project grant, if permitted by the funding agencies.
- ii) The Principal Investigator is authorized to ***sanction TA/DA to the respective project personnel*** (e.g. Co-Investigators, JRF, SRF Project Assistant, Postdoctoral Fellows, Research Associates, etc.) for travels (listed under the serial numbers 4 and 5 (i) above) related to the project, out of the project funds. In case of the project personnel, the Principal Investigator is authorized to sanction duty leave beyond 5 days also. For leave beyond 5 days, teachers should obtain permission from the Registrar.
- iii) ***Attendance Certificates:*** The faculty members are exempted from compulsorily submitting the attendance certificates in respect of travels undertaken by them for attending meetings, reference works, research works, conferences and symposia

etc. However, the concerned faculty member shall certify himself/ herself regarding the work undertaken.

7. **TA/DA to Project Personnel:** TA/DA to Project Personnel will be as per rules of the University. However, those drawing a salary (fellowship) of Rs.10,000/- or more per month are eligible for II AC rail/ Air fare. The PI/ Coordinator is authorized to sanction TA/DA for undertaking Activities related to item 5 and 6 above, to research personnel (e.g. JRF, SRF, Project Assistant, Postdoctoral Fellows, Research Associates, Co-Investigator etc) and teacher participating in the Project.

The Principal Investigator/ Co-ordinators are authorized to sanction TA/DA to teachers participating in the Project. The Principal Investigator/ Co-ordinators are eligible to claim actual expenses on boarding and lodging provided they have to produce valid receipts.

8. **Vehicle Hiring:** The Co-ordinators/ Principal Investigator may hire taxi whenever needed for conduct of fieldwork or other project related work. In case of car, the current rate admissible by the University (per km) and payment for minimum of 300 km per day is allowed. In cases involving field works in interior areas like forests, hills etc. a higher taxi fare may be allowed by the Registrar on special request. Hiring of Jeep/ tempo is permitted 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 or other project related work (*less than 150 km each way*) *the investigator may also use own cars and claim Rs.7.00 per km. However, for the use of own cars, the maximum permissible travel shall be 300 km per day at a time.*

9. Photocopying and Typing Charges:

In order to obtain quality service in Photocopying and typing works, the prevailing market rates as certified by the Co-ordinator/ Principal Investigator are allowed.

10. Appointment of Secretarial Assistant/ Lab cum Field Attendant:

In case there is a provision to appoint Secretarial Assistant/ Lab cum Field Attendant they may be paid out of Hiring charges. The said personnel may be appointed after obtaining *approval from the Registrar*.

The remuneration for the various personnel shall be as follows:

Secretarial Assistance: Maximum Rs.1000/- p.m subject to availability of funds.

Peon/ Attender: Rs.300/- p.m

The payment shall be made only to personnel working in Departments and only in case of departmental projects.

In case of full time secretarial assistance, the *wages as paid to the Class-C employees working on contract basis in the University (Rs.164 as on 18.07.2011) shall be paid.* Prior approval of the Registrar should be obtained for such appointments as well as payments.

11. 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, batteries, exhaust 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, Glasswares, insecticides, fungicides, farm yard manure, pots for growing plants, thin sections of rocks), books, scientific journals and for 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, a valid justification need to be furnished for the above said expenditure. The University will utilize 10% of overhead charges as handling charges as soon as the funds are received. 20% of sanctioned overhead charges shall be paid to the PI/Co-ordinator as an incentive, from the year 2017-18 onwards.

PART-III

Appendix - I

FORMAT FOR OBTAINING SANCTION OF ADVANCE

1. I request you to sanction me an advance of Rs. _____ towards the expenditure of items needed for the furtherance of project work out of _____ research grant sanctioned to me under letter No: _____ dated _____.
2. I am to state that no advance is pending against me for settlement.
3. I will submit the detailed accounts in respect of the above amount within one month from the date of Completion of the activity. The unspent balance amount, if any, will be deposited to the University within 8 days of completion of the activity.
4. If the accounts are not settled within the stipulated time, the University may recover the same from my salary without information.
5. I may please be sanctioned an advance of Rs. _____ from _____ grant.

Director/ PI/ Co-ordinator

Appendix - II

VIJAYANAGARA SRIKRISHNADEVARAYA UNIVERSITY, BALLARI

DEPARTMENT OF _____

PROJECT No. _____

I. 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 responsible with respect 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 enclosed.
5. The materials mentioned in the bill and in the order are one and the same.
6. This expenditure is furtherance with the research work of the project.
7. The 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 him/her.
9. The amount of Rs. _____ only may be reimbursed to _____ as research fellow as payment is already made him/her.
10. The amount mentioned in the bill has not been claimed previously.

Director/PI/Co-ordinator.

Appendix - III

PURCHASE OF SPARES TO VEHICLES/ SPARES TO MACHINERY

1. I/ we certify that the spares purchased have been accounted for in the logbook of the concerned vehicle/Machinery vide page no._____ and released spares have been accounted for in the Register Released spare parts vide Page No._____.
2. I/ we certify that the vehicle has covered the prescribed distance of _____K.M 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/ Co-ordinator

Appendix – IV

SERVICES

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/ Co-ordinator

Appendix – V
TAXI HIRING BILL

Received Rs. _____ (inwards _____)
from _____
towards taxi charges for transport from Ballari on _____ to
_____ and back on _____.
The charges are made at the rate of Rs. _____ per K.M. and
for minimum of 300 k.m. per day i.e. Rs. _____ per day.

Date:

Signature of Taxi Driver

Vehicle/ Car Number: _____

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

Date:

**1. 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 Ballari on _____. The total distance travelled is _____ k.m. and therefore Rs. _____ is claimed at of Rs.6.00 per k.m.

Date:

Signature

(Strike out which is not applicable)

Director/ PI/ Co-ordinator