



Guidelines for implementation of the
SPONSORED PROJECTS
@ Central University of Tamil Nadu





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I. General Guidelines

- a. **The Project Cell (PC)** is the coordinating section for all activities related to the sponsored projects – from submission of the proposal to completion report.
- b. All communications to PC should be routed through proper channel – HoD/Dean/Registrar.
- c. It is the responsibility of PC to get details of the receipt of the project funds from the **Account Section (AS)**, CUTN and intimate to the respective **Principal Investigators (PI)**.
- d. The **AS** shall review the bank account for the receipt of funds on 1st and 4th working day of every week and the details of the funds received shall be intimated to PC on the same day which shall be intimated to the respective PI before the end of next working day.
- e. It is the responsibility of PC to prepare all orders/letters related to the sponsored projects that are issued by the **Registrar's Office**.
- f. PI is responsible for genuineness of the document(s) submitted to PC



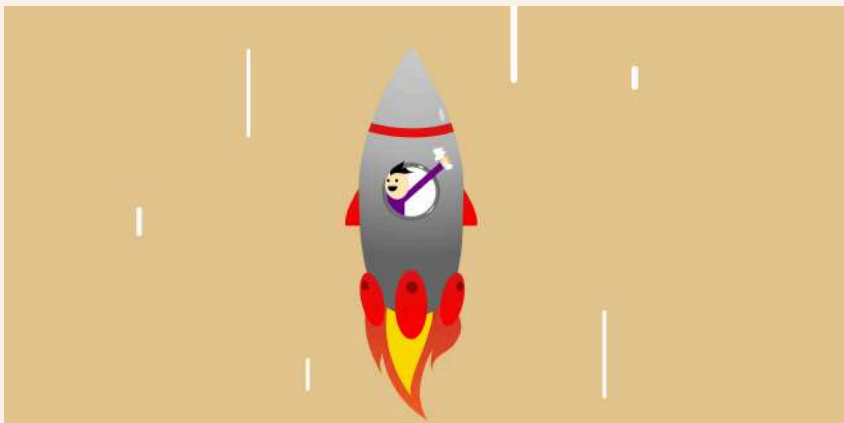
II. Submission of the Proposal

- a. The **PI** should submit a copy of the Pre-Proposal submission form (**Annexure-I**) containing the details on title of the proposal, funding agency and scheme, PI, CoPI, intra/inter-institutional collaboration (if any), total funding requested from the funding agency, funding requested from CUTN (if any) and details on any special requirements requested from CUTN along with a summary (~500 words) of the project to PC through proper channel.
- b. The day of receipt of the document by PC is considered as the 1st day.
- c. The **Dean Research** is authorized to issue the Endorsement/forwarding of the proposal before the end of next working day.
- d. Request for funds and/or special requirements from CUTN shall be made with prior approval from the competent authority. In such cases, a copy of the approval letter issued by the **Registrar** should be submitted along with the pre-proposal.



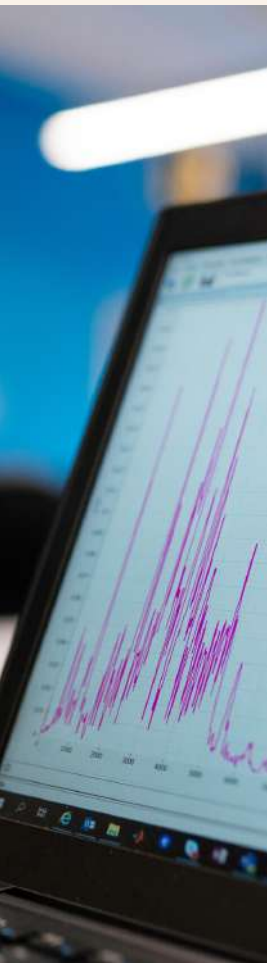
III. Sanction of the Project

- a. Once the project is sanctioned, the **PI** shall submit a copy of the sanction letter/order along with a copy of the full proposal to PC.
- b. Request for the mandate form/codal formalities/bank account details, if any, as requested by the funding agency shall be submitted to PC which shall be returned within 2 working days.
- c. The **Dean Research** is authorized to issue the mandate form/codal formalities/bank account details, if any, as requested by the funding agency before the end of next working day.
- d. The date of start of the project is as specified by the funding agency or the date of receipt of the 1st installment of the project grant, whichever is earlier.



IV. Operation of the Project

- a. It is the responsibility of the **PI** for on-time utilization of the sanctioned grant.
- b. On receipt of the funds, the **PI** shall request for initiation of the project giving the details of the total grant sanctioned and the grant received under various heads of the project, selection and appointment of the project staff, names and numbers of the equipment sanctioned, and any other details as specified in the project.
- c. If the sponsoring agency has not appropriated the grant into various heads, the **PI** can ask for appropriation of the grant as per the requirement of the project or as per the norms prescribed by the sponsoring agency. A separate prior approval shall be obtained for any change in approved appropriation of the grant.
- d. The PC shall request for permission from the competent authority by forwarding it through **Finance Section (FS)** and the Registrar's Office.
- e. The Registrar's Office shall issue a **year-wise umbrella permission** letter within 5 working days to utilize the grant to carry out the activities related to the project for which permission has been sought.



- f. **This umbrella permission allows to carry out all project-related activities for the current financial year.**
- g. For ongoing project, a fresh permission shall be obtained to utilize the available grant in the next financial year.
- h. For every project a **Project Technical Committee (PTC)** with the following composition shall be constituted.
1. PI – Coordinator
 2. Dean of the School - Member
 3. Head of the Department - Member
 4. One Faculty member from the Department - Member
 5. One Faculty member from another School - Member (Nominated by Hon'ble VC)
 6. One Expert from another institution (suggested by the **PI** or as suggested by the sponsoring agency, if any, and nominated by Hon'ble VC)
 7. All other Co-PIs, if any
 8. At least 5 members from 1-6 including the **External Expert (EE)** must be physically present to conduct the meeting unless EE is excluded specifically.
- i. PTC meeting shall be conducted in physical mode only (not on circulation)
- j. PTC is authorized for recruitment of the project staff, and purchase of the project-related equipment.
- k. The External Expert member may be paid honorarium, TA and DA as per CUTN norms or of funding agency from the project contingency or travel grant.

V. Overhead Charges

- a. The **PI** may be permitted to utilize the entire Overhead amount of the first two projects for developing the laboratory with prior approval of the competent authority.
- b. Thereafter, the overhead amount may be shared as follows:
 - i. University Account – 50%
 - ii. PC Account – 20%
 - iii. PI's Department Account – 10%
 - iv. PI Account – 20% (This must be shared among all PIs and Co-PIs)
- c. The pooled PC share may be used to provide salary to the project staff upon recommendation of the **PI**, in case of delay in receipt of the grant from the funding agency. However, it is the responsibility of the PI to reimburse the amount paid to the project staff from the PC's account. The pooled PC share can also be used to hire temporary staff to carry out the PC-related work.
- d. The pooled Department share may be used for maintenance of the instruments that are available in the Department.
- e. The pooled **PI** share may be utilized for research-related activities including development of the lab., purchase of research-related consumables/ instruments, registration fees/travel for attending conferences (both national and international), publication charges, etc.
- f. The entire overhead amount will be maintained in the CUTN account.
- g. The grant may be released upon request from **PC/HoD/PI** after obtaining permission from the competent authority.
- h. The bills/vouchers for the overhead amount utilized for the permitted expenses shall be submitted to **PC** within 2 working days.



VI. Recruitment of the Project Staff

- a. **PI** is responsible for releasing the advertisement, receiving and scrutinizing the applications for the selection of the project staff.
- b. Interview of the eligible (short-listed) candidates may be conducted by PTC following the *Evaluation Guidelines for the Selection of the Project Staff of CUTN (Annexure-II)*. MoM of the meeting and all relevant documents shall be submitted to PC before the end of next working day.
- c. Based on PTC recommendations, the Registrar's Office shall issue the orders for appointing the approved project staff within 3 working days with a copy marked to **PC, FS** and **PI**.
- d. Evaluation and promotion of the project staff also is the responsibility of PTC.
- e. Sponsoring agency's norms / CUTN norms shall be followed for dispersal of the salary to the project staff.
- f. The claim for salary for the project staff shall be submitted to PC following CUTN norms.
- g. If sufficient funds are available under the said head, the salary shall be dispersed within first 5 working days of the next month.



VII. Purchase of Project Related Items

All project-related purchases should be made as per GFR/Purchase Manual 2016 CUTN.

Purchase of the equipment

- a. PI shall submit the technical specification of the approved project-related equipment(s) and details of the funds allotted for the same to PC.
- b. PC, after verifying the availability of the funds, shall forward the same to **Purchase Section (PS)** with its remarks within 2 working days.
- c. The PS shall prepare the draft of the tender document, endorsed by PI and HoD and release the tender within 10 working days.
- d. The tender documents (Technical and Commercial) can be opened by PTC (excluding External Experts) with representatives from PS and FS.
- e. The opened tender documents after verification shall be handed over to **PI** within 3 working days.
- f. PI will prepare the comparison tables and return to PS through PC with her/his recommendation(s).
- g. The Commercial bid of the technically qualified bidders can be opened within 2 working days.



- h. The opened tender documents after verification shall be handed over to PI within 3 working days.
- i. **PI** will prepare the comparison tables and return to PS through PC with her/his recommendation(s).
- j. Upon receiving the **PI's** recommendation, the PS shall prepare a draft of the PO, verified and endorsed by PI and HoD and the same can be issued within 5 working days with a copy marked to **PI, PC and FS**.
- k. To purchase the items costing less than Rs. 2,50,000/-, the PTC (excluding the External Expert member) shall conduct the market survey, receive the required number of quotations, open the quotations, prepare the comparison table and submit it's recommendations to PS through PC.
- l. Upon receiving the PTC's recommendation, the PS shall prepare a draft of the PO, verified and endorsed by **PI** and HoD and the same can be issued within 5 working days with a copy marked to **PI, PC and FS**.

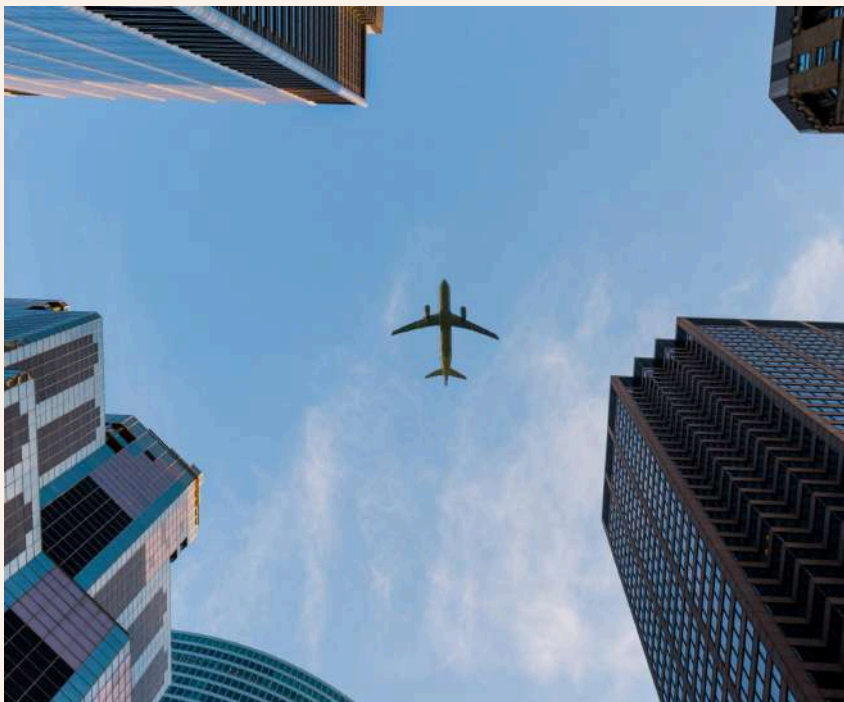
Purchase of the consumables

Purchase of the items covered under rate contract

- m. **PI** shall submit the list of items to be purchased with recent quotation to PC
- n. PC, after verifying the availability of the funds, shall forward the same to PS with its remarks
- o. PS shall issue the PO within in 5 working days with a copy marked to **PI, PC and FS**.

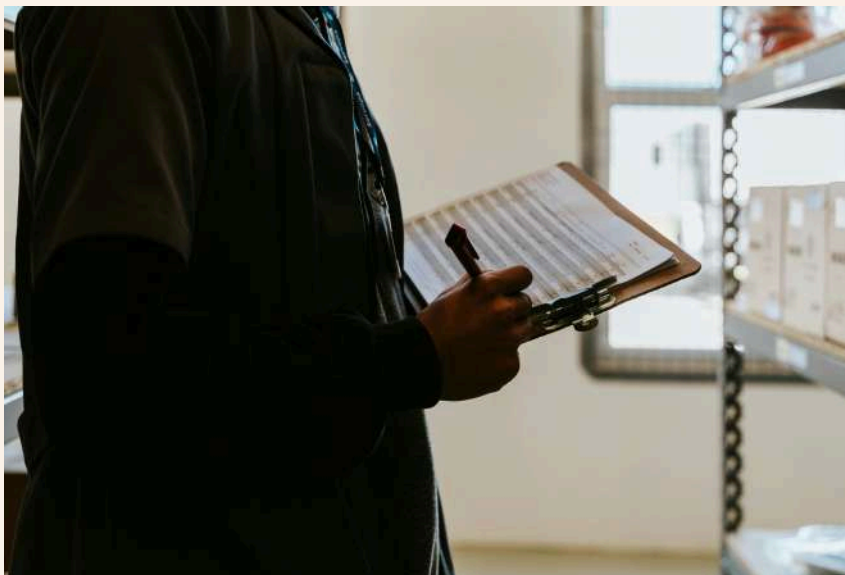
Purchase of the items not covered under rate contract

- p. The same procedure as mentioned in Section VII Subsection **k-l** shall be followed.
- q. PC, after verifying the documents, shall forward the same to FS with its remarks within 2 working days.
- r. **PI** is responsible for genuineness of the document submitted to PC/PS.



VIII. Project-related Travel

- a. Project-related travel shall be made with prior approval of the competent authority.
- b. All expenses of the project-related travel shall be met from the project travel grant following the norms of the sponsoring agency or CUTN.
- c. The bills/vouchers of the project-related travel expenses shall be submitted to PC within 2 working days after the travel.
- d. PC, after verifying the documents, shall forward the same to FS with its remarks within 2 working days.



IX. Maintenance of Stock Registers

- a. Each project should have a separate stock register maintained by **PI** for assets, consumables, non-consumables articles, project staff salary, etc.
- b. All items purchased using the project grant should be recorded on a separate page with full particulars, unless transactions with respect to items are small in number, in this case a page may be utilized for recording more than one item.
- c. **PI** should endorse all entries in the stock register.
- d. Upon termination of the project, all equipment(s)/assets purchased with a project grant will be the property of the University unless the sponsoring agency desires otherwise.
- e. **PI** can retain the equipment(s)/assets under his/her custody and it should be accessible to the University.



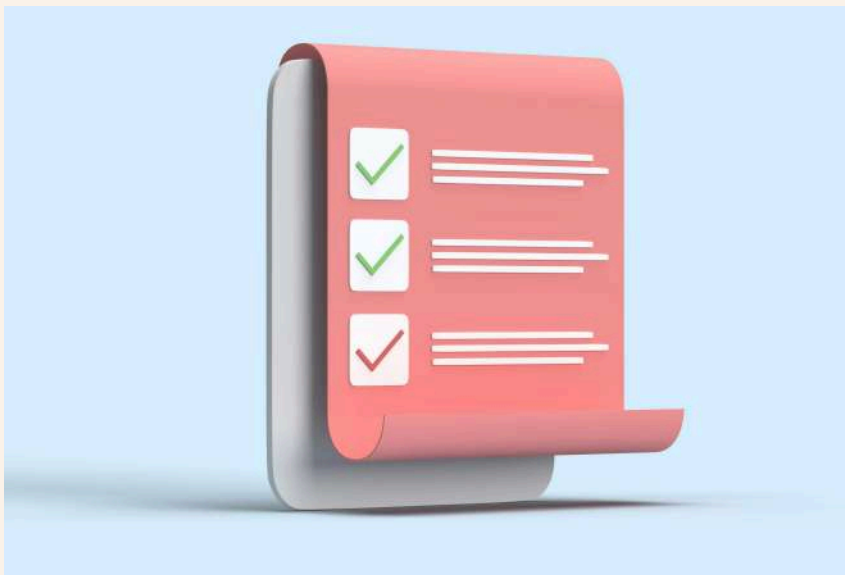
X. Settlement of the Bills

- a. All bills/vouchers/invoice in order shall be submitted to PC within 2 working days of receipt of the items.
- b. PC, after verifying the bills, shall forward the same to FS with its remarks within 2 working days.
- c. Upon receiving the bills, FS shall clear the bills within 10 working days.
- d. If FS has any procedural objections, the bill should be returned to **PI** within 5 working days with its remarks.
- e. It is the responsibility of **PI** to resolve the issue on consultation with FS within 5 working days.



XI. Interim/Final Statement of Expenditure

- a. The **Utilization Certificate (UC)** will be issued for only those bills that are settled on or before the end of February (except the project staff salary) for the current financial year.
- b. **PI** should prepare the statement of expenditure (Interim / Final) and UC as per the format and time schedule prescribed by the sponsoring agency and submit to PC.
- c. PC, after verifying the documents, shall forward the same to FS with its remarks within 2 working days.
- d. Within 10 working days, FS shall process the documents for confirmation/ reconciliation for onward transmission to the sponsoring agency or vice-versa.
- e. Unspent grant in the completed project, if any, upon request by **PI**, shall be returned to the sponsoring agency within 10 working days after acceptance of the final UC by the sponsoring agency.



XII. Project Completion Report

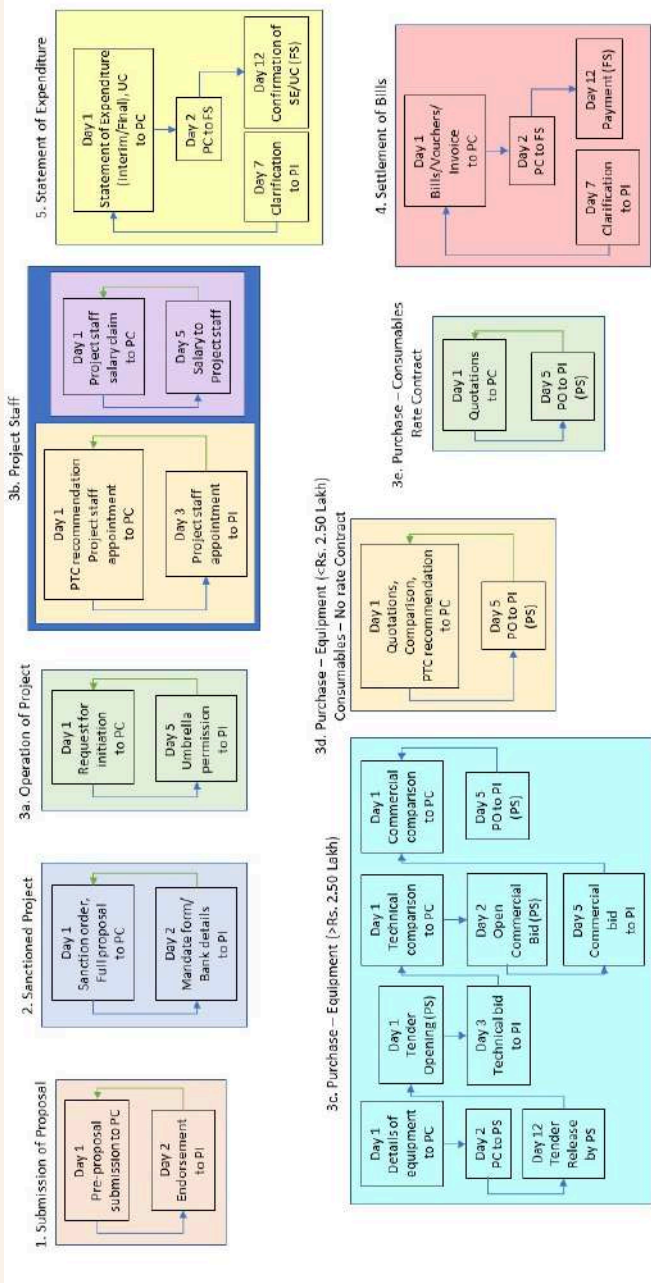
- a. A copy of the project completion report that is submitted to the sponsoring agency should be submitted to PC.
- b. If **PI** fails to submit the project completion report to PC, the fresh project proposal(s) submitted by **PI** shall be forwarded only after submission of a copy of the project completion report of the completed project.



Amendments, if any, in the guidelines shall be made with prior approval of the competent authority.



Timeline for Sponsored Project





ANNEXURE-I

Project Pre-Proposal Submission Form Project Cell, CUTN

(Please enclose summary (~500 word) of the project with this form)

Title of the project	
Name, Designation and Address of the Principal Investigator:	
Name, Designation and Address of co-Investigators (if any)	
Duration of the Project (months)	
Funding Agency & Program	
Details of Funding requested	

Amount in Rupees
(Please mention currency if other than INR)

Excluding Overhead	
Overhead	
Total funds requested	

If overhead amount is not known, mention against the column

7. Requirement of the University*

a. Space	
b. Funding	
c. Others (if any)	

*Attach copy of the approval letter

**Project Pre-Proposal Submission Form
Project Cell, CUTN**

Summery of the proposal is enclosed	Yes / No
Total no. of ongoing projects with the PI	
Total no. of projects completed by the PI	
Number of projects completed in the last 5 years	
Copy of the completion report of the earlier project(s), if any, was submitted to Project Cell	Yes / No
If no, state the reason for not submitting the completion report	

NOTES:

Faculty members should be allowed to work as a Project-in-charge (PI) only up to the age of Superannuation i.e. 65 years. "when a PI attains the age of 63 years or if the PI is on contract or of any other capacity other than regular faculty position; then all documents/bill/utilization certificates etc. retaining to his/her project should be signed by both i.e. PI as well as the Co-PI (a regular faculty of the Department). In such cases, the Co-PI will be responsible for all the assets, pending advances and subsequent transactions under the project".

"No Project proposal should be forwarded by the University to the funding agency if two or more tenure expired projects are pending for closure by the concerned PI".

We certify that no civil/electrical modifications shall be carried out without the prior permission of the University.

Date:**Signature of the Principal Investigator****Endorsement by the Head of the Department**

The department will provide the necessary facilities requested by the PI, available in the department for the implementation of the project.

Signature**Date****Seal**

PROFORMA FOR THE SELECTION OF JRF/PA/PF

CENTRAL UNIVERSITY OF TAMIL NADU, THIRUVARUR								
PROFORMA FOR THE SELECTION OF JRF/PA/PF								
CANDIDATE EVALUATION SHEET								
Sl. No	Name of the Candidate	Academic Performance		JRF (20 Marks) Non-Fellowship - 10 Marks (NET/GATE/SLET)	Research Experience (20 Marks)	Publication (10 Marks)	Interview (20Marks)	Total (100 Marks)
		U.G. (10 Marks)	P.G. (20 Marks)					
1								
2								
3								
Academic Performance								
% Marks / CGPA		U. G (Marks)	P. G (Marks)					
Above 80%		10	20					
71 to 80		8	15					
61 to 70		6	10					
50 to 60		4	5					
Research Experience (Working on related research - thesis/project/intern/training in Govt. Institute)								
Upto 6 Months			10 Marks					
6 - 12 Months			15 Marks					
More Than 12 Months			20 Marks					
Publication								
			Maximum Marks					
Journal with impact factor (1 paper - 2 Marks)			10 Marks					
Journal without impact factor (1 paper - 1 Marks)			5 Marks					
Best Paper / Oral / Poster			3 Marks					
Book Chapter / Conference Presentation - Oral / Poster/Proceedings			2 Marks					

**PROJECT CELL AND
INTERNAL QUALITY ASSURANCE CELL (IQAC)
CENTRAL UNIVERSITY OF TAMIL NADU
THIRUVARUR - 610 005**