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**Policy Document on Sponsored
Research Project**

Cotton University

Panbazar, Guwahati 781001

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22.06.2022
Registrar i/c
Cotton University
Panbazar, Guwahati-781001, Assam

**GUIDELINES FOR IMPLEMENTATION OF SPONSORED RESEARCH PROJECTS AT
COTTON UNIVERSITY**

- 1.1 Sponsored research projects are proposed to funding agencies through the University. The Principal Investigator prepares the proposal and submits it to the funding agency through the Registrar with a copy to Dean, Research and Development. Once the Project is approved and the sanction letter is received from the funding agency, the PI shall send a copy of the sanction letter and a copy of the approved project proposal to the Head of the concerned department and Dean, Research and Development, for information and record.
- 1.2 Each Sponsored Project will have a Principal Investigator who will be responsible for formulating the project proposal, implementation and execution of the sanctioned project. The PI will handle all communications with the sponsoring agency after the project has been accepted. She/ He will write and submit intermediate and final reports and submit a statement of account and/or utilization certificate through the Finance Section according to the guidelines of the funding agency.
- 1.3 The Principal Investigator shall submit the hard of the final technical/project report submitted to the funding agency to the Dean, R & D for record, after completion of the project. The file will be closed but will be retained in the Office of the Dean, Research and Development for 1 year at least, after completion.

Time devoted for sponsored research project shall be accounted in addition to the normal/assigned duties of the department/University. No relaxation will be entertained for normal/assigned duties.

1.4 OPERATION OF PROJECT FUNDS:

- 1.4.1 The University shall facilitate the opening of PFMS bank Account(s) for the transaction of project funds and computation of interest accrued thereof or as directed by the concerned funding agency. A separate section of the Finance Office with an Officer will assist the Dean, R&D in administering project funds. This section will ensure computerization of the project account including online tracking facility for the PIs.

1.4.2 Overhead charges and University Development Fund:

The cost of a project will consist of Overheads, Actual Expenses and payment to employees, external consultants and students. Usually, ten percent (10%) of the recurring cost of the

project will be charged as overhead payable to the University and paid to the University development fund (UDF). The amount received on account of overhead charges will be administered by the University as follows:

- a. 25% of the fund will go to the University
- b. 25% of the fund will go to the respective Department.
- c. The remaining 50% may be utilized by the PI for his/her professional development i.e. partial support for conference, article publishing fee, membership of learned societies including enhancement of existing research facilities with proper justification about the needs and with the assurance that all financial regulations shall be observed.

1.4.3 Actual Expenses:

The Actual Expenses will cover the following costs related to a project:

- A. Major permanent equipment to be procured as per usual sanction procedure laid down by the University.
- B. Consumable Materials to be used.
- C. Computational charges (at commercial rates).
- D. Charges to be paid for the use of specific equipment in the departments or central facilities.
- E. Contingency Expenses. These will normally cover –
 - a. Cost of supplies, stationery, reproduction.
 - b. Cost of books, journals, membership fees of professional societies, registration fee for conferences etc.
 - c. Payment for typing and other office work to outside agencies.
 - d. Postage and telephone (including phone deposit charges rentals and call charges of phones at the office or residences).
 - e. Costs charged by a department for facilities provided to the project (such as large amounts of photo copying, use of computational and printing facilities, etc.
 - f. Hiring charges that are appropriate for the project.

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F. Travelling expenses:

- a. Travel may be undertaken for site visits, field work, experimental works in other institutes, meetings outside the University, participation in Conferences/Workshops/Seminars in India. Travel abroad may be allowed if the guidelines of the funding agency have the provisions for this.
- b. TA/DA will be provided to the PI, Co-PI and other person(s) associated with the project as per University rules.
- c. Regular TA/DA rules of the University may be relaxed based on the merit of the case, if need arises, which may be decided upon by the Dean, R&D with approval from the Vice-chancellor if deemed necessary.

G. Salaries of project employees shall be paid as per project rules.

1.5 Selection:

- 1.5.1 Open selection will be held for all project posts of duration more than one and a half (1.5) years. Otherwise there will be an internal circular within the University. If suitable candidates are not available, then open selection will be made. In special situations, on the recommendation of the Principal Investigator, short term job contracts for a period not exceeding six months may be given with the approval of the Dean, R&D.
- 1.5.2 All project appointments will be contractual and on the basis of consolidated monthly compensation.
- 1.5.3 Automatic transfer from one project to another either on completion or midway shall not be permitted.
- 1.5.4 The tenure of contractual appointment of a project staff will be for the duration of the project or three years whichever is less.
- 1.5.6 Selection of JRF/SRF/RA shall normally be made as per the guidelines provided by the sponsoring agency, and as per University rules.
- 1.5.7 Appointment letters shall be issued under signature of Registrar with intimation to the Dean, R&D.

1.6 General guidelines for recurring project expenditure:

- 1.6.1 If a project has clear sanction for a specified period of time, the fellowship/honorarium may be paid in advance by the University even if the grant has not been received. Advance for any other expenses in the name of PI may be decided upon by Dean, R&D with approval of Vice-chancellor. Any advance received by PI will be adjusted immediately on receipt of the grant of the project.

- 1.6.2 No prior sanction/approval is necessary for the purchase of chemical/consumables/books up to Rupees forty thousand (Rs. 40,000/-) provided sanction from the Funding agency was received for such purposes. The PI may act as self-sanctioning authority and can place order, with information to the Finance Section of the University and Dean, R&D, directly to the vendors for supplying chemical etc. observing all financial rules. Further, for purchase of consumables up to Rs. 40,000/-, no quotation will be required provided the company from which the chemical/consumables are procured happens to be the sole distributor/manufacturer.
- 1.6.3 On emergency requirement, the PI can make spot purchase of necessary items to the tune of Rs. 20,000/- observing the financial rules.
- 1.6.4 Advance drawn for paying a supplier of chemicals/equipment, etc. should be in the name of the supplier.
- 1.6.5 Where fieldwork happens to be an integral component of research some relaxation in disbursing T.A. and D.A. as mentioned in 1.4.3 F (c) above may be allowed.
- 1.6.6 Utilization of facilities/equipments purchased/generated through extramural funding in general is shall be governed by rules and regulations charted by the concerned funding agency. However, to promote an environment of intra and inter-departmental collaborative research, the PI/ concerned departments shall be guided by a body headed by Dean R & D to formulate and adopt policies/guidelines to extend the access to minor equipments (under due supervision of the PI for maintenance and ensuring longevity) to users within the University. The guidelines to have access to major/sophisticated instruments may be extended on a collaborative proposal, also ensuring due acknowledgement credit to the sponsoring agency and concerned PI/Department.
- 1.6.7 For buying books from the sanctioned project grant a PI can place order for books with a vendor directly, informing the Librarian about this and under intimation to Dean, R&D. When the books arrive they are to be catalogued in the Library as early as possible and then given to the PI. After the project is over the books will be kept in the departmental library with intimation to the Central Library.
- 1.6.8 Prior approval from the Dean, R & D to be taken for any tour undertaken by utilizing the travel grant under the project.

1.7 Institutional Animal Ethical Committee, Institutional Ethical Committee for Human Research and Biosafety Committee shall be under the purview of the O/o the Dean, R & D. The periodic reports/minutes of these committees are to be submitted to the O/o the Dean, R & D, for record.

1.8 Guidelines for selection of JRFs/SRFs and other research personnel (Technical Assistants and Research Associates) for Research Projects.

Note: These rules shall be applicable in the cases where the Funding agencies do not lay down any guidelines about selecting JRFs/SRFs, Research Associates, Project Fellows, etc.

1.8.1 Junior Research Fellowship (JRF) Project Fellow:

1. ELIGIBILITY:

Educational Qualifications: A candidate seeking selection as JRF/Project Fellow must possess an M.Sc./MA or any other postgraduate degree in the concerned discipline from a recognized University with a minimum of 55% marks in aggregate, provided the minimum cut-off mark is not specified by the funding agency. In case an applicant has some research experience the due concession may be given. Project employees may be allowed to register for the Ph.D. programme of the University if they fulfil all the requirements prescribed by the University. If the candidate desires to be registered for Ph.D. at Cotton University, the rules set by Cotton University will be applicable.

Desirable Qualifications: The desirable qualifications will be specifically determined by the PI as per the needs of the project.

Age: The candidate shall not be more than 28 years of age for the award of Fellowship on the stipulated last date of receiving applications in response to advertisement. The upper age limit may be relaxed up to 5 years in the case of candidates belonging to SC/ST/OBC/Women and physically challenged applicants.

2. SELECTION PROCEDURE:

- a) Positions will be advertised in any of the national / regional newspapers and through other channels (such as by means of circulation of notices to various Universities and displaying in the Cotton University Website Homepage) at least three weeks prior to the dates on which the candidates are to appear for the personal interview.

Applicants who have already cleared the National Eligibility Test (NET) for JRFs conducted by UGC/CSIR/ICAR/DBT/ICMR or GATE and/or have experience in research appropriate for the project will be given due weightage.

b) The screening of applications for calling candidates for interview will be done by a 'Screening Committee' consisting of the Principal Investigator (PI) and/or the Co-investigator of the project and one member of the faculty of the concerned department to be nominated by the Head of the Department.

c) The PI will suggest a selection committee to the Dean, R&D comprising of:

- (i) Dean, Research and Development/ or his/her nominee: Chairperson
- (ii) Head of the Department* : Member
- (iii) Subject Expert : External Member #
- (iv) Principal Investigator : Member Secretary / Convenor

* If the HoD is the PI, one senior Faculty Member of the concerned or related department to be nominated by Dean, R&D.

External Member can be also from other Department within the University unless specified by the funding agency.

The Selection Committee has to be approved by the Dean, R&D. Subsequently the PI shall inform the Dean, R&D and Selection Committee Members about the date and time of the interview.

d) During the interview the committee shall test the candidates' knowledge of the subject, aptitude for research, creative thinking and sincerity.

e) Following the interview, a report on the selected and wait listed candidates will be submitted for the consideration and approval of the Dean, R&D.

f) After the approval of Dean, R&D, the office of the Registrar will issue appointment letter(s) to the selected candidate(s).

g) In general, the travel and accommodation expenses to the candidates called for interview shall not be paid and this information would be provided in the advertisement.

- h) The candidate is expected to join within 30 days from the date of issue of the letter of fellowship award, failing which the award shall be cancelled. However, in exceptional circumstances, the Dean (R&D) may grant extension provided the letter requesting extension is routed through the PI.

3. FELLOWSHIP AND TENURE OF JRF:

The tenure and fellowship amount for the project staff per month shall be determined as per the rules and regulations of the funding agency. If nothing is mentioned, the fellowship amount shall be decided by the PI and approval for this shall be taken from the Selection Committee, with necessary intimation to the funding agency.

4. Upgradation of Junior Research Fellow (JRF) to Senior Research Fellow (SRF):

If nothing is mentioned in the funding agency rule book, then on completion of two years of the tenure, a Project Staff can apply for upgradation of the fellowship if the funding agency approves the same. For upgradation an Evaluation Committee may be constituted consisting as follows:

- (1) Dean, R&D or Nominee : Chairperson
- (2) Head of the Department : Member
- (3) External Expert : Member
- (4) PI : Convenor

The project fellow needs to present a progress seminar on the work done before the Evaluation Committee. If the External Expert does not belong to the University, an assessment report on the progress of the work may be acquired from an expert outside the University.

1.8.2 SENIOR RESEARCH FELLOWSHIP (SRF):

1. ELIGIBILITY:

Educational Qualifications: In case of direct recruitment, a candidate seeking selection as SRF must possess a Master's degree in concerned / related discipline from a recognized University with a minimum of 55% marks in aggregate and at least 2 years' research experience after Post-Graduation (to be supported by certificate of experience). Candidates with an M. Tech degree can directly be selected as SRF. The condition relating to the period of research experience may be relaxed in the case of exceptional research work or research publications by the candidate.

Desirable Qualifications: The desirable qualifications will be specifically determined by the individual project needs.

Age: The candidate shall not be more than 32 years of age on the stipulated last date of receiving applications in response to the advertisement. Upper age limit may be relaxed up to 5 years in the case of candidates belonging to SC/ST/OBC/Women and physically challenged categories.

2. SELECTION PROCEDURE:

The selection procedure will be similar to the one laid down for the selection of JRF/Project Fellow. The candidate is expected to join within 30 days from the date of issue of the letter of fellowship award, failing which the award shall be cancelled. However, in exceptional circumstances, the Dean (R&D) may grant extension provided the letter requesting extension is routed through the PI.

3. FELLOWSHIP AND TENURE OF SRF:

The tenure and fellowship amount for the SRF shall be determined as per the rules and regulations of the funding agency. If nothing is mentioned, the fellowship amount shall be decided by the PI and approval for this shall be obtained from the Selection Committee and necessary intimation regarding this shall be made to funding agency.

1.8.3 Technical Assistants (TAs):

1. ELIGIBILITY:

Educational Qualifications: A candidate seeking selection as a TA must be a graduate from a recognized University with one year's relevant experience / B.Tech. degree or other equivalent degree with a minimum of 50% aggregate marks.

Desirable Qualifications: The desirable qualifications shall be specifically determined by the individual project needs.

Age: The candidate shall not be more than 28 years of age for the award of TA on the stipulated last date of receiving applications in response to the advertisement. The upper age limit may be relaxed up to 5 years in the case of candidates belonging to SC/ST/OBC/Women and physically challenged applicants.

2. SELECTION PROCEDURE:

The selection procedure shall be similar to those for the selection of the Project Fellow. The candidate is expected to join within 30 days from the date of issue of the letter of the fellowship award, failing which the award shall be cancelled. However, in exceptional circumstances, the Dean, R&D may grant extension provided the letter requesting extension is routed through the PI.

3. FELLOWSHIP AND TENURE OF TA:

The tenure and fellowship amount for the project staff shall be determined by the rules and regulations of the funding agency. If nothing is mentioned, the fellowship amount shall be decided by the PI and approval shall be taken from the Selection Committee and necessary intimation regarding this shall be made to the funding agency.

1.8.4 Research Associate (RSs):

i SCOPE AND OBJECTIVE:

Opportunities and support should be provided to outstanding research workers to do research work independently at post-doctoral level. The main objective is to utilize the skills and competence of post-doctoral fellows for research at higher level of scholarship.

ii ELIGIBILITY:

Research Associateships are intended for research workers preferably below the age of 40 years who have obtained a doctorate (Ph.D.) degree from a recognized University, have published research work to their credit and have already shown evidence of independent research work.

Age relaxation up to a maximum of 5 years would be allowed to the candidates belonging to SC/ST/OBC/Women candidates.

iii SELECTION:

The procedure for advertising the position of Research Associates shall be the same as that of the JRF/ SRF. The formation of a screening committee for short listing the candidate shall also be the same as that of JRF and SRF.

The 'Selection Committee' approved by the Dean, R&D for interviewing the candidates shall be formed exactly in the same manner as that of for JRF and SRF.

For reimbursement of TA/DA to the candidate, the rule applied for JRF / SRF shall be followed.

iv FELLOWSHIP AND TENURE OF RESEARCH ASSOCIATES (RAS):

The Research Associateship shall be awarded as per the rules/ guidelines/ approval of the funding agency.

1.9 CONDITIONS OF AWARD:

- a) If nothing is mentioned in the rule book, the JRF/SRF and other Research Associates shall devote himself/herself to whole time research work and shall not accept any other part time employment during the tenure of the Associateship. However, his/her services could be utilized by the authority for teaching purposes provided it does not affect the research programme and he/she shall not accept any extra remuneration for this purpose.
- b) The JRF/SRF and other Research Associateship will be tenable initially for the period as mentioned in the project.
- c) The JRF/SRF and other Research Associates shall work under the supervision of a faculty member of the Institute. They will submit, through the Supervisor/Faculty with whom he/she is associated, half yearly progress report of his/her research work.
- d) If a JRF/SRF and other Research Associate wishes to leave the Associateship before the end of tenure, it should be done with the prior notice to the Vice-chancellor/ Dean, R&D through the PI.
- e) If the PI/ concerned faculty is not satisfied either with the progress of the research work or the conduct of the Fellow, the Institute may terminate the Associateship at any time without any notice and assigning any reason.
- f) The award of any fellowship (JRF/SRF/RA) does not imply any assistance or guarantee for subsequent appointment in CU to the beneficiary.
- g) The JRF/SRF and other Research Associates may, in special cases, be allowed by the University leave without Associateship for a period not exceeding three months during the tenure of award on the recommendations of the supervisor/concerned faculty. The period of leave without Associateship shall count towards the tenure of Associateship.

1.10 HOUSE RENT ALLOWANCE:

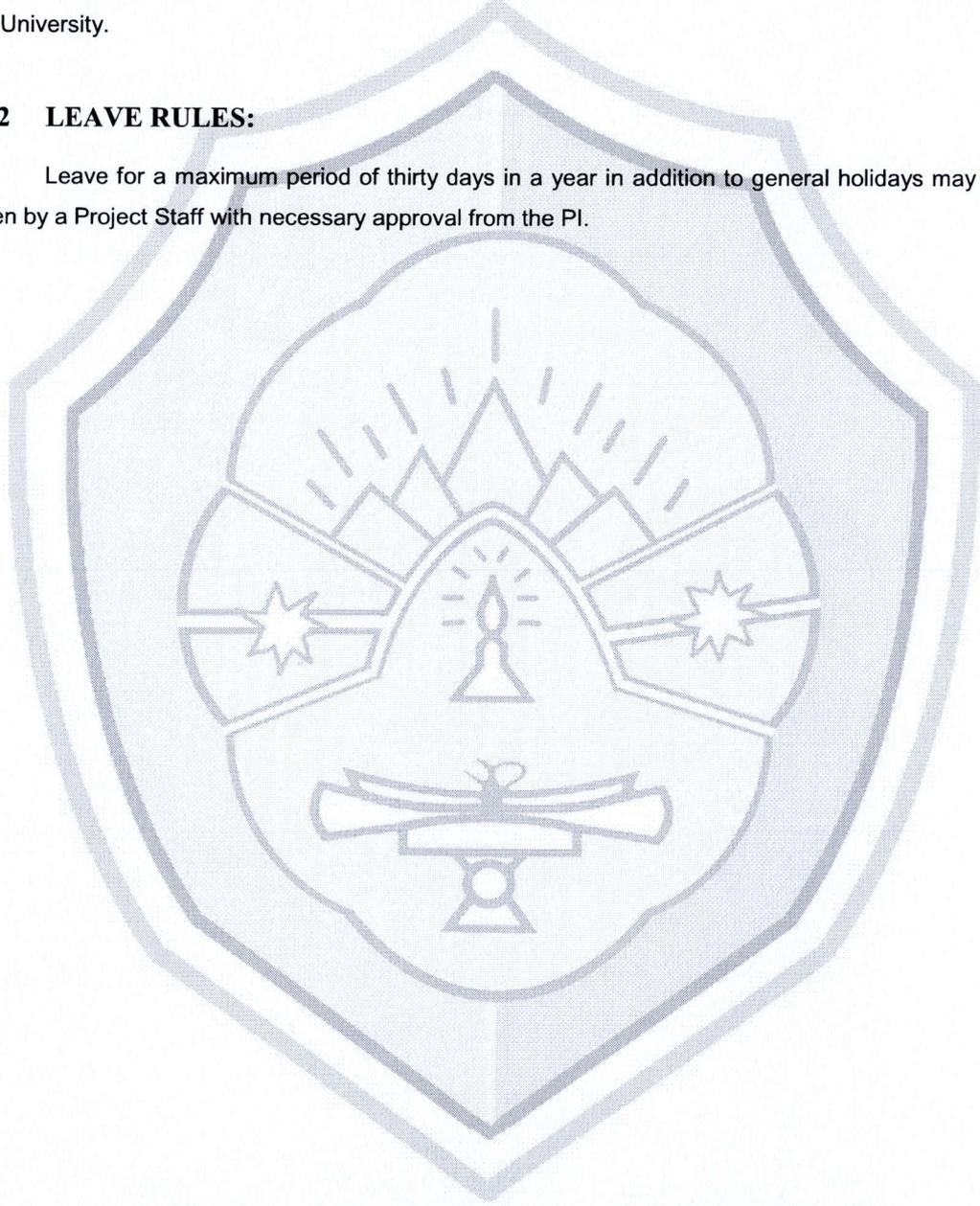
University will try to provide single / double seated hostel accommodation to all Project Staff. In case, the accommodation cannot be provided by the University, they shall be entitled to House Rent Allowance (HRA) as per the guidelines of the University.

1.11 MEDICAL FACILITIES:

Medical facilities shall be available to the Project staff at par with the bonafide students of the University.

1.12 LEAVE RULES:

Leave for a maximum period of thirty days in a year in addition to general holidays may be taken by a Project Staff with necessary approval from the PI.



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APPLICATION FORMAT FOR THE RESEARCH POSITION
(JRF/SRF/RA/TA)

1. Name of the applicant: _____

2. Father's / Husband's Name: _____

3. Mother's Name: _____

4. Present Postal Address (Pin Code, Phone no, e-mail)

5. Permanent Address

6. Nearest Railway Station for undertaking the Journey _____

7. (i) Date of birth: _____

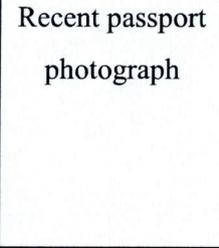
(ii) Age in years (On the date of application): _____

8. Sex: Male / Female

9. Nationality: _____

10. If belonging to SC/ST/OBC, state name of the Caste/Tribe: _____
If OBC, state whether belongs to Creamy layer/ Non-creamy layer.

(A photo copy of the original caste certificate issued by competent authorities may be attached.)



11. Academic Qualifications:

Examination Passed	Board/University	Year	Subjects	% of Marks / Grade & Division	Rank (if any)

12. Whether qualified JRF/NET/GATE (Attach the photocopy of the certificate):
13. Awards/ Honours Received: (Attach a separate sheet as Annexure)
14. Participation in Seminar/Conferences/Workshop: (Attach a separate sheet as Annexure)
15. Research Publications (Copy of the important publication to be enclosed): (Attach a separate sheet as Annexure)
16. Have you had any scholarship/fellowship before applying for this award? (If so, please give details of the scholarship/fellowship)
17. Details of Ph.D. thesis (for RA position) and an abstract of Ph.D. thesis in about 500 words (in a separate sheet as annexure) may be submitted.
18. Any other information:

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19. Name and address of two referees not related to the candidate but is aware of the candidate's work

1.	2.
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Place:

Date:

(Signature of the Applicant)

For Office Use Only

Application for: _____

Serial No.: _____

Category: _____

Date of Receipt of application: _____

Signature

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