



नागालैण्ड विश्वविद्यालय NAGALAND UNIVERSITY

(संसद द्वारा पारित अधिनियम 1989, क्रमांक 35 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)
(A Central University established by an Act of Parliament No.35 of 1989)

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No. NUL/RDC-1/Project/2013 -

Dated: 21.09.2023

NOTIFICATION

This is to notify that “Regulations on External Research Project (RERP) 2023” will be in force with immediate effect.

This is issued with approval of the competent authority, subject to ratification by the Academic Council.

Sd/-

TEMJENSOSANG

Director

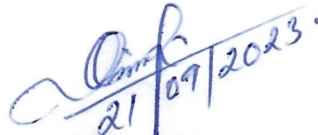
Research and Development Cell

No. NUL/RDC-1/Project/2013 - 3035

Dated: 21.09.2023

Copy to:-

1. The Secretary to VC, Nagaland University for kind information of the Vice Chancellor
2. The Pro-Vice Chancellor, Nagaland University, Medziphema/Kohima Campus for information
3. The Registrar, Nagaland University, Lumami for information
4. The Finance Officer, Nagaland University, Lumami for information
5. The Dean, School of Sciences/Social Sciences/Humanities & Education/SAS/SET/Legal Studies/Management Studies for information
6. The Head, Department of _____, Nagaland University, _____ Campus for information and circulation
7. The Sr. Scientist & Head, KVK, Nagaland University, Lumami for kind information and circulation
8. The Deputy Registrar, Academics and Conference Section, Nagaland University, Lumami with a request to place in the forth coming Academic Council Meetings for ratification.
9. The System Administrator, Nagaland University, Lumami with a request to upload on the RDC Webpage of University website
10. Office file


21/09/2023

(IMLIMEREN)

Assistant Registrar (RDC)

REGULATIONS ON EXTERNAL RESEARCH PROJECTS (RERP) 2023

Nagaland University encourages the submission of research/extension project proposals by faculty to various funding agencies. Externally funded projects are time-bound programmes where proper implementation is essential for success. These regulations here may be called the Regulations on External Research Projects (RERP) 2023 and the procedures laid down hereunder shall apply to all externally funded research/extension projects in Nagaland University.

The Research & Development Cell (RDC) headed by a Director and assisted by adequate Officers and staff shall be the Nodal Cell to manage and regulate the activities of the Externally Funded Projects.

The following matters need attention in the implementation of these guidelines:

1. A separate Savings Bank account for each project shall be maintained by the University. The RDC shall maintain up-to-date accounts of all projects. Interest earned out of project grants shall be reflected in the SE/UC and refunded as per instruction of the Funding Agencies. On receipt of remittance from the Funding Agencies the same will be deposited into the respective project bank accounts.
2. General Financial rules (GFR) 2017 or as amended/revised from time to time by the Govt are to be adhered to, taking also into consideration the guidelines, if any, of the Funding Agencies.
3. Utilisation Certificates of projects will be prepared in the format prescribed by the funding agencies.
4. All necessary documents including bills/vouchers shall be verified and Utilisation Certificates signed by the Finance Officer and countersigned by the Registrar of the Nagaland University.

A. Submission of Project Proposal

Sponsored research projects are proposed to Funding Agencies. A project proposal by the prospective Principal Investigator (PI) shall be routed through respective HoD to the RDC. However, routing authorities shall refrain from commenting on the proposals as Funding Agencies have their own mechanism for affecting changes, if necessary. One soft copy of the proposal is retained by the RDC for its record. On approval of the project and receipt of sanction letter from the Funding Agency, the PI shall submit Softcopies of the approved project and sanction letter to the Director (RDC), and the concerned HoD and Dean of School for information and record.

B. Appointment of Project Staff

1. The PI shall notify all projects posts in the University website and newspapers. A copy of the same shall also be displayed in the Notice Board of the concerned department.

2. The PI should also initiate, well in advance, for constitution of the Selection Committee for JRF, Project Fellow, Project Associate – I, etc., which shall consist of the following Members:

- a. Dean of the School : Chairperson
- b. Vice Chancellor's nominee : Member
- c. HoD : Member
- d. PI : Convenor

Evaluation for up-gradation from JRF to SRF shall be undertaken by the said Selection Committee.

3. The selection Committee for RA, Scientist, Pool Officer, etc. shall consist of the following Members:

- a. Dean of the school : Chairperson
- b. Vice Chancellor's nominee : Member
- c. Funding Agency's nominee (if any) : Member
- d. Head of the Department : Member
- e. PI : Convenor

Note: When guidelines for appointment for Project Staff are provided by the Funding Agency, the same shall be strictly followed.

4. Constitution of the Committee for the selection of the Project Staff shall be notified by the Office of the Director (RDC). The Committee constituted shall remain valid for the project tenure. The recommendations of the Selection Committee shall be put up by the Office of the Director (RDC) for approval of the Vice Chancellor. Appointment orders shall be issued by the office of the Registrar. The staff appointed shall submit a Joining Report to the Office of the Director (RDC) duly forwarded by PI and HoD.
5. A Departmental Selection Committee for other staff such as Driver, Project Assistant, Project Attendant, etc. shall consist of the following Members:
 - a. HoD : Chairperson
 - b. Director(RDC) or his/her nominee : Member
 - c. PI : ConvenorNote: If the HoD is the PI then another faculty member of the department shall be the Chairperson of the committee.
6. The constitution of the Departmental Selection Committee shall be intimated to the Director (RDC). The recommendations of the committee shall be submitted to the Director (RDC). The staff appointed shall submit a Joining Report to the Office of the Director (RDC) duly forwarded by the PI and HoD.
7. Daily wage employees may be engaged by the PI for smooth functioning of the project with information to the Director (RDC). Attendance sheet of such employees shall be maintained by the PI. On payment of wages, proper receipts should be obtained.

C. Release of Funds

1. On receipt of Sanction order from the funding agency and fund receipt confirmation, the PI/Coordinator shall apply to the Director (RDC) for one time mobilization advance under Recurring Head up to ₹1.0 Lakh. If the advance required is above ₹1.0 Lakh, the PI shall apply to the Vice Chancellor through proper channel.
2. In case of emergency, the PI may incur expenditure as per provision under Clause F (2).

3. The PI, RDC and Finance Section shall independently keep an up-to-date record of the fund position of the project to ensure that no expenditure above the sanction is incurred. In the event funds beyond the sanction budget is claimed by the PI and erroneously released by the University, the same shall be refunded within two months failing which the amount shall be recovered from the salary of the PI without any further notice.
4. All project grants shall be sanctioned in favour of Nagaland University.

D. Salary/Fellowship Claims

1. Project staff shall submit the monthly salary/fellowship Claim Form duly filled, through the PI and HoD to the office of the Director (RDC).
2. Fellowship claims should reach the Office of the Director (RDC) latest by the last day of month. Fellowship claims should be accompanied by attendance up to 26th of that particular month and signed on or after 26th by the PI and concerned HoD.
3. Attendance for Project Staff shall be monitored from 27th of a particular month to 26th of the next month.
4. On approval of the Director (RDC)/PVC as the case may be, salary shall be credited to the individual bank account of the Project Staff.

E. Purchases

Comparative statements shall be recommended by the Departmental Purchase Committee (DPC), which will be convened by the PI and chaired by the HoD. On completion of the project all equipment and other assets including vehicles, etc. shall be dealt with as stipulated by the Funding Agency. If the Funding Agency is silent on the matter, the assets shall remain in the custody of the concerned Department.

The following procedures shall be followed:

1. As per GFR 2017 or as amended from time to time by the Govt, all procurements shall be made through GEM and Tender Enquiry shall be made through Central Public Procurement Portal (CPPP).

2. Purchase of Goods without quotation by the PI shall be allowed upto the value of Rs. 25,000 on each occasion. However, such purchases shall be allowed only once in a month and the same shall be immediately communicated to the Director (RDC) with justification. The PI shall submit Certificate for such purchases in GFR 2017 format.
3. Purchase of Goods costing above Rs. 25,000 and upto Rs. 2,50,000 on each occasion shall be made on the recommendation of the DPC. For such purchases, PI shall invite atleast three quotations and DPC shall recommend based on best price, quality, brand etc
4. Tender Enquiry shall be adopted when the estimated value of the Goods to be procured is more than Rs. 2,50,000. Tender Enquiry shall be advertised in National/Local newspapers/CPPP as well as in the University website giving a minimum time limit of 21 days. After the closing date, the sealed bids shall be opened and examined by a duly constituted Purchase Committee. The recommendations of the Tender Committee shall be submitted to the Vice Chancellor for approval.
5. Single Tender Enquiry shall be adopted for procurement from a single source in the circumstance that;
 - a. It is in the knowledge of the University/Department that only a particular firm is the manufacturer of the required goods. The goods may be allowed to be supplied by its Sole Distributor at manufacturer's price if authorised by the said manufacturer. DPC shall recommend based on the single quotation.
 - b. If the particular item and manufacturer is approved by the Funding Agency. Quotation from the manufacturer (hard copy or email copy) shall be presented to the DPC for recommendation.
 - c. Certificate as per GFR 2017 format shall be submitted.
6. On approval, the PI shall place necessary purchase order.

7. A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid the necessity of obtaining approval of University Authority with reference to the estimated value of the purchase.
8. The items supplied shall be entered in a separate Stock Register maintained for the particular project which shall be in the custody of the PI.
9. The original bills/vouchers, in duplicate, shall mandatorily bear the name of the firm and purchaser with necessary stock entry and shall be forwarded by the PI through proper channel to the office of the Director (RDC) for onward transmission to authority for approval.
10. Purchase of services like Lab Sample Testing/Outsourcing of Services shall be as per the provisions of GFR 2017. The PI shall submit the proposal to the office of the Director (RDC) for obtaining due approval. Certificate as per GFR 2017 shall be submitted.
11. All equipments/Books/and any other purchases made under the project fund shall be surrendered to concerned department after the completion of the project. The HoD has to give certificate to the effect before forwarding for UC.

F. Project Period

1. Project funds are granted for a specific period on an annual basis, for one Project Year at a time which may not necessarily be on Financial Year basis.
2. The date of commencement of the project shall be as notified by the funding agency.
3. In some cases, funds are received by the University in the middle of the financial year. In such cases, the PI shall show utilisation of funds at the end of each Financial Year for the amount spent till then.

4. The rest of the funds shall be carried over and spent within the Project Period for which it is granted. Permission from the funding agency to carry forward funds within the same Project Year may not be required. However, if required as per Guidelines of the funding agency, the PI shall initiate and obtain permission from the Funding Agency to carry forward the unspent balance to the next Financial Year
5. Any unspent balance including interest earned after completion of the project shall be refunded to the Funding Agency.
6. The PI shall ensure that expenditure is incurred within budgetary allocation under the various heads of the Funding Agency. Prior approval shall be obtained from the Funding Agency for adjustment of expenditure amongst the various heads.
7. Certified vouchers of Expenditure within budgetary allocations shall be submitted for processing Utilization Certificates.

G. Utilization Certificate

1. The PI shall submit all vouchers/bills duly certified along with Statement of Expenditure/Utilization Certificate and all relevant documents to the Office of the Director (RDC).
2. The Director (RDC) shall forward the same to the FO for due process of verification, which will then be signed by the appropriate authority as per format.
3. For those projects in the various campuses other than headquarters, the project audited accounts at the end of the Financial Year/Project Period shall be transferred along with all original certified vouchers and relevant documents to the Office of the Director (RDC) for verification and issuing Utilization Certificates.

H. Constructions

If provisions exist for construction of buildings, the following guidelines shall be followed:

1. If the work value is below ₹ 1 Lakh, the PI may apply to the Director (RDC) for approval with an estimated cost duly certified by the University Engineer. The works shall be supervised and certified by the University Engineer.
2. If the amount is above ₹ 1 Lakh but less than ₹ 5 Lakh, limited tender enquiry shall be floated.
3. Open Tender shall be floated in the CPPP for works costing ₹ 5 Lakh and above.
4. For Sl. No. 2 and 3 above, the PI shall submit proposal to the office of the Director (RDC) with design details, estimated cost etc. duly certified by the University Engineer for Authority's approval.
5. No work shall be undertaken before execution of contract agreement or award of work order.
6. Final payment for work shall be made only on submission of completion certificate by the Campus Construction Monitoring Committee. Further, the PI shall submit certificate in the format below:
"I, _____ PI of the (project name), am personally satisfied that the work has been executed as per the specifications laid down in the contract agreement and the workmanship is upto the standards followed in the Industry"

I. Other Matters

1. The PI shall be the controlling officer for all administrative and research matters related to the project. In the absence of the PI/Co-PI, a faculty member nominated by the PI shall look after all project-related matters.

2. In case of collaborative projects the funds are assigned to the PI unless there are specific instructions from the Funding Agency. However, if the PI is of the opinion that funds are required by other investigators of the project from other department(s), prior approval of the Vice Chancellor should be obtained. In such cases funds will be released to the PI who will make necessary payments for purchase/expenditure of the Co-PI. It shall be the responsibility of the PI for the submission of details for final adjustment.
3. In case of hiring unskilled labour in field villages, the PI has to maintain a notebook/excel sheet containing the name, adhaar no. Bank account number with the signature of the person concerned. This notebook/excel sheet shall be submitted with certification by the PI. The payment can also be made by UPI and the message voucher may be printed for authentication.
4. Such programmes as UGC-SAP, DST-FIST, etc. have specific guidelines of operation and hence, the guidelines of the funding Agencies shall be followed.

J. Communication Channel

1. The PIs at Lumami Headquarters shall communicate with the Director (RDC) through the concerned HoD.
2. In the case of Medziphema and Kohima campuses, all communications shall be through the concerned HoD and PVC.
3. For PIs at SET, all communication shall be made through the concerned HoD and Dean.

K. Miscellaneous

Medical Facilities

Only Nagaland University Medical facilities shall be extended to the Project Staff.

Holidays and Leave Rules

1. Project staff shall normally follow the Nagaland University holiday list. This will however, depend on the nature of the project.
2. Project Staff are not entitled to semester break and vacations.
3. The PI should ensure that all Project Staff obtain prior permission before leaving station even during holidays.
4. Leave shall be approved by the concerned PI as per the UGC guideline issued from time to time.

Fieldwork/Laboratory visit by Project Staff

1. Fieldwork and visits to outside laboratories shall be considered as Duty.
2. In such cases leave will not be deducted from leave of Project Staff.

Contingency Expenses

Contingency expenses will normally cover the following wherever not specified by the Funding Agency:

1. Purchase of books and journals, membership fees of professional societies, registration fees for conferences, etc.
2. Typing and photocopying charges and office work to outside agencies shall be duly justified by the PI.
3. Mobile/Telephone/Internet bills subject to a maximum of ₹ 750/- per month. This should not be a part of mobile/telephone bills of Deans, Heads, etc.
4. Postage.
5. Hiring charges related to the project.
6. Daily wages (need based).
7. Computer and printer repairs, etc.
8. Unforeseen miscellaneous items.

Consumables

1. Stationary, printer cartridges, etc.
2. Glassware, chemicals, etc.

Travel by PI and Project Staff

1. TA/DA of the PI and Project Staff including field visits shall be governed by the Nagaland University rules. JRF/SRF, Project Fellows and others of the similar grade may be treated as equivalent to Section Officer for the purpose of TA/DA entitlement. Research Associates, Scientists, Pool Officers, etc. may be treated as equivalent to Assistant Registrar/Assistant Professor for the purpose of TA/DA entitlement.
2. Travel may be undertaken for site visits, fieldwork, and experiment in the other institutes, meetings within and outside the University. Participation in conferences, workshops, seminars, etc. in India shall be undertaken with prior permission from the Director (RDC). Travel abroad may be permitted if guidelines of funding agencies permit.
3. Project Staff shall use public transport for undertaking fieldwork etc. and shall not be permitted the use of personal car. In areas where public transport is unavailable, PI may be allowed to hire private vehicle in consultation with University Transport Section for fixing hiring rate.
4. The PI may use personal car while undertaking fieldwork in person with prior permission from the Director (RDC).
5. All memos/vouchers shall be certified by the PI.


21/9/2023

(TEMJENSOSANG)

Director, RDC

Director
Research and Development Cell
Nagaland University: Lumami

