

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A central University established by an Act of Parliament in the year 1998)

Accredited 'A' Grade by NAAC



No. MANUU/Acad/F.404/2016-17/263

17th January, 2017

**GUIDELINES FOR THE PRINCIPAL INVESTIGATORS' OF
MINOR RESEARCH PROJECTS**

1. **Opening of Savings Account:-** All the Principal Investigators are advised to open savings account with the intimation to Finance Officer, MANUU in the name of "Principal Investigator - (Project Title)"
2. **Operation of Recurring Grants:-** The recurring grant will be released in three installments i.e. 50%, 40% and 10%.
 - a. The first installment will be released on receipt of acceptance, undertaking and claim for advance with details of new account number as per para 1;
 - b. The second installment will be released on receipt of interim progress report together with statement of expenditure and utilisation certificate of earlier advance or first installment;
 - c. The final installment of recurring grant will be released on receipt of:
 - i. The Final Project Report along with soft copy;
 - ii. The Consolidated statement of expenditure duly signed by the PI, HoD and Dean of the School concerned for final settlement;
 - iii. The unspent utilisation grant, if any, should be deposited in university account immediately on completion of tenure of the project.
3. **Operation of Non-Recurring Grants:-** The non-recurring grant is to be utilized for the purchase of equipment and books as per approval.
 - a. Initially, the Principal Investigator shall submit the list of equipment to be purchased along with constitution of Purchase Committee consisting of (i) the HoD – Chairman (ii) The Assistant Registrar, Academics – Member (iii) Assistant Registrar, Finance and Accounts – Member (iv) Assistant Registrar, Purchase – Member, and (v) The Principal Investigator – Member Convenor.
 - b. The Purchase Committee shall finalise the purchase procedure as per GFR 2005 and recommend the supplier for supply of equipment.
 - c. The Purchase Section will issue the Purchase Order to the supplier as per recommendation of the Purchase Committee.
 - d. After receipt of material and due certification by the PI, the Purchase Section will process the bill for payment.
 - e. The Finance and Accounts will release the payment in the name of the supplier.
 - f. Accordingly, the PI shall submit the list of books along with name of the book supplier identified by the PI for release of payment for the value less than Rs.15000.00 along with certificate of GFR 145;
 - g. The Finance and Accounts will release the payment in the name of the book supplier.
 - h. If the purchase of books is more than the value of Rs.15000.00, same procedure as indicated at point (a) above shall be followed.
 - i. All the stock entries of equipment/books procured shall be made in the Stock Register of the respective Departments.
4. All the Principal Investigators are advised to adhere to the tenure of the project strictly, and should complete the project within the stipulated time.
5. At the end of the Project, all the equipment/books procured for MiRP will be transferred to the Department.

Assistant Registrar
(Academic)