



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament of India, No 25 of 2009)

F.No.15-2/2014-Admn/ 547

16.05.2018

Circular No.07/2018-19

The university has notified (1) Guidelines for Start-up Grant for Newly-Recruited Faculty of University and (2) Handbook for Externally-Funded Research Projects. The university has also constituted and notified a Project Cell which will actively mediate between the faculty conducting sponsored research and competent authority of the university administration. In this regard, all faculty members of the university are required to adhere to the following Standard Operating Procedures (SOPs) for carrying out formalities in respect of funded research in the university.

Regarding Start-up Grant

1. All applications for Start-up Grant should be submitted to the Project Cell in prescribed pro forma which in turn will place them before the Empowered Committee of the university for scrutiny and recommendations.
2. Upon the grant of the project under the scheme, the university administration will give one-time blanket approval to the PI for commencing project work and related procurements. The PI shall address all further communications for all purposes to Project Cell which in turn will get approval of competent authority of the university directly, wherever required, through channel of Registrar/Finance Officer, as applicable.

Regarding Externally-Funded Project

1. At the time of applying for research projects to any external funding agencies, all applicants (Principle Investigators (PIs) /Co-investigators) shall submit the copy of Endorsement Certificate (Endorsement from Head of Institute) to Project Cell for record.
2. Upon the grant of the project under the scheme, the university administration will give one-time blanket approval to the PI for commencing project work and related procurements. The PI shall address all further communications for all purposes to Project Cell which in turn will get approval of competent authority of the university directly, wherever required, through channel of Registrar/Finance Officer, as applicable.
3. After a research project is granted, the PI concerned shall mark a copy of all communications with the funding agency to Project Cell. These communications include acceptance of project, sanction order, extension order, progress report, utilization certificate, statement of expenditure, final submission of project manuscript and other associated paperwork.
4. Following procedures should be followed by all PIs for procurement under the project.

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a. Procedure for procurement of consumables

ii. Items under ARC

1. PIs shall initiate all purchase procedures only after obtaining the one-time blanket approval from university administration.
2. PI shall place the order for consumable items like chemicals, glass/plasticwares etc. related to project from the ARC of the university.

iii. Non-ARC Items

1. PIs shall initiate all purchase procedures only after obtaining the once-time blanket approval from university administration.
2. PIs shall place the order for any equipment and other consumable items related to project by following the GFR-2017 which provide for mechanisms like direct purchase, LPC, online bid and tendering for different brackets of purchase orders depending upon cost and availability. PIs shall make use of GoI procurement portals like CPP and GeM, wherever possible.

b. Procedure procurement and extension of human resources

- i. PIs shall submit a formal application for constitution of Committee for recruitment of Project Fellow/ RA/ JRF/Project Assistant etc. to Project Cell.
- ii. Once the above Committee is constituted, the PI shall initiate all formalities related to recruitment at his own level and submit relevant documents like the minutes of meeting of selection committee, CV of the selected candidate, appointment order etc. to the Project Cell for record.
- iii. The PI shall keep the Project Cell informed through proper documents about the reappointment/extension of Project Fellow/ RA/ JRF/Project Assistant undertaken through proper procedures from time to time.

c. Procedure for Salary of Project employee/fellow

- i. PI must submit the salary slip (provided by Project Cell) on or before month end to Project Cell.
- ii. PI shall maintain proper attendance record of Project Fellow/ RA/ JRF/Project Assistant at his level and shall produce it to Project Cell/ Administration on demand.

d. Procedure for tender/e-procurement of non-consumables items/instruments etc.

PI shall follow university's Procurement Policy to be issued by Procurement Cell in this regard.

This is issued with the approval of competent authority for information and strict compliance.

Alok Gupta
Registrar (Offg.)

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Copy to:

1. All Deans
2. Director, Sector-30 campus
3. FO (Offg.)
4. CoE (Offg.)
5. All Chairpersons/Coordinators of Centre (By Email)
6. All Teaching and Non-Teaching Staff (By Email)
7. ICT Chairperson – with a request to post this Circular on University Website
8. VC Secretariat
9. Finance & Accounts Department
10. Admission & Evaluation Department
11. Deans office (Sector-29 & 30 Campus)
12. All Notice Board, Sec-29 & 30 Campus
13. Circular file
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