



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sec-16–C, Dwarka Campus, Delhi–110 078

Website: www.ipu.ac.in

OFFICE OF THE DIRECTOR (RESEARCH & CONSULTANCY)

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GUIDELINES FOR FACULTY RESEARCH GRANT SCHEME (FRGS)

1. OBJECTIVES

The scheme has been formulated to provide financial support to faculty members of University School of Studies to facilitate their research activities to augment the research output of the University.

2. ELIGIBILITY

The University will provide financial assistance to permanent/regular teachers working in the University School of Studies in the University Campus.

3. CATEGORIES OF GRANT

3.1 One time Seed Money Grant

Any faculty joining University School of Studies on regular basis will be provided one time seed money to facilitate take off research by the faculty. A faculty joining in the University School of Information & Communication Technology, University School of Chemical Technology, University School of Biotechnology, University School of Environmental Management and University School of Basic & Applied Sciences will be provided a grant of Rs. 5.00 lakh. The faculty joining in the University School of Management Studies, University School of Architecture & Planning, University School of Humanities & Social Sciences, University School of Law & Legal Studies, University School of Education, and University School of Mass Communication will be provided a grant of Rs. 3.00 lakh.

The grant may be utilized for the purchase of equipments, softwares, printer, printer cartridges, USB and external hardisk, pen drives, purchase of stationary items, purchase of books & reference materials, consumables and chemicals related to laboratory research. The grant has to be utilized within a period of 2 years from the date of award. The tenure of the utilization of grant may be extended by one year with the approval of the Competent Authority. Faculty has to submit work report and utilization report after utilization of the grant. After the expiry of two years any unutilized funds will lapse. All the codal formalities and purchase rules as per GFRs as applicable from time to time have to be followed for the utilization of the grant. The funds cannot be utilized for travel, salary of any type of

manpower and purchase of laptop. Faculty will maintain stock register of the items purchased out of the grant.

Eligible faculty will apply for this grant to the O/o. Director (R&C) through the Dean of the concerned School in the given format (Annexure – I). Nodal agency for implementing of the scheme will be the O/o. Director (R&C). The concerned faculty will be informed after approval of the grant by the Competent Authority.

3.2 Annual Research Grant

To assist the regular faculty of University Schools of Studies in carrying out their research activities, an Annual Top-up Research Grant will be provided excluding the first year of the new appointee if he/she has availed the seed money grant. An grant of Rs. 2.00 lakh per year will be provided for the faculty working in the University School of Information and Communication Technology, University School of Chemical Technology, University School of Biotechnology, University School of Environment Management, and University School of Basic and Applied Sciences and a grant of Rs. 1.00 lakh per year will be provided for faculty working in the University School of Management Studies, University School of Architecture and Planning, University School of Humanities and Social Sciences, University School of Education, University of Law and Legal Studies, and University School of Mass Communication.

A faculty seeking the annual research grant as above will have to submit a research proposal indicating objectives of their research, methodology and tentative budget estimate. A template format of the proposal will be prepared and circulated by the O/o. Director (R&C). The grant can be utilized for various research related activities like purchase of consumables, lab supplies and services, printer, printer cartridges, USB and external hardisk, pen drives, stationary items, purchase of books & reference materials, softwares and contingency expenses. The grant cannot be utilized for the purchase of equipments/laptop, travel and appointment of manpower. However, payment of manpower services related to data collection and data analysis will be admissible after proper justification. The faculty will be allowed to utilize the allotted during a Financial Year. Any unutilized funds in a given year may be utilized in the next year for the ongoing research. The faculty will have to submit the progress report and utilization report at the end of the financial year. No further grant will be given till utilization of the previous grant is submitted by the faculty.

The research proposals duly forwarded from the O/o. the Dean of the respective School of Studies will be invited by the O/o. Director (Research & Consultancy) in the stipulated time window only once in a year in the given format (Annexure – I). The O/o. Director (R&C) will obtain approval of Hon'be Vice Chancellor after scrutinizing the proposal. All the financial rules and regulations and codal formalities will be followed as stipulated in the GFRs and regulations as issued by O/o. Director (Research & Consultancy). Faculty will maintain stock register of the items purchased out of the grant and will submit statement of

expenditure (Annexure – III). After the completion of project, faculty will submit a progress report (Annexure – IV).

Faculty availing the aforementioned top up research grant, will not be eligible for existing development grant of Rs. 10,000/- for purchasing of miscellaneous. However, a faculty not availing annual grant will be eligible for this development grant in a given year.

4. NATURE OF ASSISTANCE:

(a) Equipments

Minor equipments required for the implementation of the project may be processed only out of the Seed Money grant.

(b) Chemicals and Consumables

To meet expenditure on chemicals, glassware/plasticaware and other consumable items.

(c) Books and Journals

The books & journals grant may be utilized to procure the essential books & journals needed for the proposed research work.

The books & journals acquired by the Faculty under FRGS must be deposited to Central library or in the departmental library at the time of superannuation / left from the University.

(d) Hiring Services

This is meant for specialized technical work, such as sample analysis, for which the University/Institution either has no infrastructure or such services are available on payment basis.

(e) Contingency

The admissible contingency grant may be utilized on spares for apparatus, photo-stat copies and microfilms, typing, stationary, postage, telephone calls, internet, fax, computation and printing needed for the project.

(f) Special Needs

Assistance may be provided for any other special requirement in connection with the project which is not covered under any other 'Head' of assistance under the scheme.

(g) Field Work

The amount allocated under the head field work is to be utilized for data collection and collection of other information such as documents and visit to libraries within the general

scope and sphere of the ongoing project. This should not be used for attending conferences, seminars, workshops and training courses etc.

(h) Re-Appropriation

The Principal Investigator may re-appropriate maximum 20 per cent of the grant allocated under each head with proper justification and approval of the Competent Authority.

4. GENERAL

a) After finalisation of the allotment of FRGS grants, the names of awardees will be posted on the university website. The Faculty should check their names and send their acceptance certificate (Annexure – II) duly forwarded by the Dean of the concerned School immediately to the Director (R & C) so that the sanction letters are released in time.

(b) The grant is not transferable in any case.

(c) If the Faculty is likely to be left / superannuated from the GGSIP University or he/she should settle the accounts of the grants before final relieving from the University.

(d) If a Principal Investigator fails to complete the project, he/she has to refund the entire amount released with interest.

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
FORMAT FOR SUBMISSION OF PROPOSAL FOR GRANT UNDER
FRGS (Seed Money/Annual Grant)**

PART – A

1. Name of the Faculty:
2. Name of the School of Study:
3. Designation:
4. Sex: M/F
5. Date of Birth:
6. Category: (GEN/SC/ST/OBC)
7. Qualifications:
8. Address: Office:
 Mobile No.:
- Residence:
 Mobile No./Phone No.:
- Email:
9. Teaching and Research Experience of the Faculty :
10. Publication (During last 5 years):
(Please enclose the list of papers and books published and/or accepted during last five years; Enclose the reprints of five best papers)

PART – B

Proposed Research Work

11. Project Title

(i) Introduction

(ii) Objectives

(iii) Methodology

(iv) Projected outcome

12. Financial Assistance required

Item	Estimated Expenditure
i. Chemical/consumables, glassware/plasticware	
ii. Books and Journals	
iii. Field Work	
iv. Hiring Services	
v. Contingency (including special needs)	
vi. Equipment (only for Seed Money Grant)	
Total	

13. Whether the Utilization of last grant submitted (give details)

14. Details of ongoing projects from other granting agencies (Please give Title of the project, Name of the investigators, Granting agency, Amount, and Time period)

15. Any other information which the faculty may like to give in support of this proposal

CERTIFICATE

- a. The information given in the project proposal are true to the best of my knowledge and belief. .
- b. I shall abide by the rules/regulations governing the scheme stipulated by the university from time to time.
- c. The above research project is not funded by any other granting agency.

Name & Signature of the Faculty

Signature and Seal of Dean of the School

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

ACCEPTANCE CERTIFICATE FOR FRGS GRANT

Name of the Faculty _____

No.F. _____ dated _____

Title of the Project _____

1. The research project is not being supported by any other funding agency.
2. The terms and conditions related to the grant are acceptable to me.
3. I have settled the accounts of earlier FRGS grant received.
4. The tentative date of start of the project is _____

Name and Signature of Faculty

Signature of the Dean of the School

Annexure - III

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

STATEMENT OF EXPENDITURE IN RESPECT OF FRGS GRANT

1. Name of Investigator _____
2. School _____
3. Approval Letter No. and Date _____
4. Title of the Research Project _____
5. Effective date of starting the project _____
6. a. Period of Expenditure: From _____ to _____
b. Details of Expenditure _____

S.No.	Item	Amount Approved (Rs.)	Expenditure Incurred (Rs.)
i.	Books & Journals		
ii.	Contingency including special needs		
iii.	Field Work (Give details in the Proforma)		
iv.	Hiring Services		
v.	Chemicals, Glassware & Plasticware		
vi.	Equipments		

7. If as a result of check or audit objection some irregularly is noticed at later date, action will be taken to refund, adjust or regularize the objected amounts.

8. It is certified that the grant of Rs. _____ (Rupees _____ only) received from the Guru Gobind Singh Indraprastha University under FRGS Grant has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the University Grants Commission.

NAME AND SIGNATURE OF FACULTY

SIGNATURE & SEAL OF DEAN OF THE SCHOOL

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Report of the work done under FRGS Project

(Report to be submitted within 2 weeks after completion of project each year)

1. FRGS Reference No.F. _____
2. Period of report: from _____ to _____
3. Title of research project _____
4. (a) Name of the faculty _____
(b) School _____
5. Effective date of starting of the project _____
6. Grant approved and expenditure incurred during the period of the report:
 - a. Total amount approved Rs. _____
 - b. Total expenditure Rs. _____
 - c. Report of the work done: (Please attach a separate sheet)
 - i. Work done so far and results achieved and publications, if any, resulting from the work
 - ii. Has the progress been according to original plan of work and towards achieving the objective. if not, state reasons.

Signature of the Faculty

Signature of Dean of the School



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka, New Delhi-110078, www.ipu.ac.in
(Accounts Branch)

F.No. IPU/FRGS/Accounts/2016-17/316

Dated: 26.12.2016

CORRIGENDUM

Subject: Guidelines for issue and utilization of Faculty Research Grant Scheme (FRGS)

With reference to University Circular No. F.No. IPU/FRGS/Accounts/2016-17/247 dated 06.10.2016 on the subject cited above. In addition to earlier guidelines issued, the following amendments have also been approved by the Hon'ble Vice Chancellor for implementation of FRG Scheme:

1. Purchase of minor equipments necessary to execute the FRGS project of the amount upto 25% of the total grant sanctioned has been allowed.
2. Any unutilized research grant shall lapse at the end of each financial year.
3. Entire process for submission of evaluation of grant proposals should be completed by 15th March of every year, so that the grants may be released in the next financial year by 1st April, of the year. O/o. Director (R&C) will co-ordinate the FRGS in different activities of FRGS like call for proposals, evaluation and approval of the proposals after the recommendation by the Evaluation Committee and subsequent approval by the Competent Authority.
4. The faculty of USS shall submit the proposal to the O/o. Dean of the concerned school, who shall forward all the received proposals to the O/o. Director (R&C). The proposals shall be evaluated by the Evaluation Committee, comprising of the DRC, Dean of the concerned School and one subject expert from outside the university to be nominated by the Hon'ble Vice Chancellor

In view of the above, all concerned faculties under FRGS are hereby directed to comply instructions strictly as mentioned above.


(MUNISH GAMBHIR)
Finance Officer -III

Copy to:

1. Director, Resource & Consultancy, GGSIP University.
2. All Deans USS, GGSIP University.
3. Chairman, UCITIM with a request to upload on University website, please.
4. A.R. to Hon'ble Vice Chancellor for information.
5. A.R. to Worthy Registrar for information.
6. P.S. to Controller of Finance for information
7. Guard file


(Veena Upadhayay)
Assistant Account Officer



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka, New Delhi-110078, www.ipu.ac.in

(Accounts Branch)

F.No. IPU/FRGS/Accounts/2016-17/247

Dated: 06.10.2016

CIRCULAR

Subject: Guidelines for issue and utilization of Facility Research Grant Scheme (FRGS).

It is has been observed that faculties, who have been sanctioned FRGS are not clear about the applicability of the scheme. The following guidelines are hereby issued to facilitate the implementation of FRG Scheme.

ONE TIME SEED MONEY GRANT

Any faculty joining University School of Studies on regular basis will be provided one time seed money to facilitate take off research by the faculty. The one time seed money amount is Rs. 5 lakh and Rs. 3 lakh as per the course.

- **Use of Grant:** The grant may be utilized for the purchase of equipments, software, printer, cartridges, USB and external hard disk, pen drive, stationery, books & reference materials, consumables and chemicals, but cannot be used for travel, salary of any type of manpower and purchase of Laptop.
- **Advance Drawl:** Advance can be drawn/ sanctioned only in case of emergent purchase for specific item under specific/concerned head; the concerned faculty should apply in prescribed form.
- **Period of utilization:** Within two years from the date of award, and may be extended by one year with the approval of competent authority. After the expiry of the time limit any unutilized fund will be lapsed.
- **Purchase Procedure*:** Principal Investigator/Faculty will follow all the codal formalities & Purchase procedure rules as required as per GFR's.
- **Expenditure Control Register:** Record to be maintained Principal investigator/Faculty will maintain Expenditure Control Register and keep a record of all receipts and payment. Further, stock register will also be maintained of the items purchased out of the grant sanctioned.
- **Expenditure Sanction:** Principal investigator /Faculty will issue/convey expenditure sanction order, as the case may be, along with duly verified necessary document/bills to Account Branch under the specific head as approved in the Grant along with Expenditure Control Register.
- **Submission of report:** Principal investigator /Faculty has to submit work report and utilization report after utilization of the grant.

- **General:** The Grant is not transferable. If the principal investigator/faculty is likely to be left/superannuated from the university then he/she should settle the accounts of grants before final relieving from the university, and if PI/faculty fails to complete the project, he/she has to refund the entire amount released with interest

ANNUAL RESEARCH GRANT

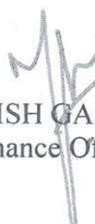
To assist the regular faculty in carrying out their research activities, an annual top-up research grant will be provided excluding the first year of the new appointee who availed the seed money grant. The annual research grant (ARG) is Rs. 2.00 lakh and Rs. 1.00 lakh as per the course.

- **Use of Grant:** The grant can be utilized for various research related activities like purchase of consumables, lab supplies and services, software, printer, cartridges, USB and external hard disk, pen drive, stationery, books & reference materials and contingency expenses, but cannot be used for purchase of equipments, travel, salary of any type of manpower and purchase of Laptop.
- **Advance Drawl:** Advance can be drawn/ sanctioned only in case of emergent purchase for specific item under specific/concerned head; the concerned faculty should apply in prescribed form.
- **Period of utilization:** During a financial year, any unutilized funds in a given year may be utilized in the next year for the ongoing research.
- **Purchase Procedure*:** Principal Investigator /Faculty will follow all the codal formalities & Purchase procedure rules as required as per GFR's (Annexure)
- **Field Work /Travel Expenses:** The amount allocated under the head field work is to be utilized for data collection and collection of other information such as documents and visit to libraries within the general scope and sphere of the ongoing project. This should not be used for attending conferences, seminars, workshops and training courses etc. Further, bills of vehicle hired for the field work should have following details:
 - Total Kilometers traveled date wise.
 - Rate of per Kilometer charged.
 - Details of night/waiting charges, if any.
 - The rate should not be exceeded as approved by the State Transport Authority. and Air Tickets must be purchased from authorized agent i.e. Balmer Lawrie and Company Ltd., Ashok Travels and Tours and IRCTC/Direct from the air lines counter/ Air Lines website. Accommodation & fooding to be restricted as per entitlement.
- **Hiring Services:** This is meant for specialized technical work, such as sample analysis, for which the University/Institution either has no infrastructure or such services are available on payment basis.
- **Expenditure Control Register:** Record to be maintained Principal investigator/Faculty will maintain Expenditure Control Register and keep a record of

all receipts and payment. Further, stock register will also be maintained of the items purchased out of the grant sanctioned

- **Submission of report:** Faculty has to submit progress report and utilization report at the end of the financial year i.e. March, 31st.
- **General:** The Grant is not transferable. If the principal investigator/faculty is likely to be left /superannuated from the university then he/she should settle the accounts of grants before final relieving from the university, and if PI/faculty fails to complete the project, he/she has to refund the entire amount released with interest

In view of the above, all concerned faculties who have been allotted funds under FRGS (2016-17) are hereby directed to comply instructions strictly as mentioned above. Procurement rules as per GFR also annexed for its compliance.


(MUNISH GAMBHIR)
Finance Officer -III

Copy to:

1. Director, Resource & Consultancy, GGSIP University.
2. All Deans USS, GGSIP University.
3. Chairman, UCITIM with a request to upload on University website, please.
4. A.R. to Hon'ble Vice Chancellor for information.
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6. P.S. to Controller of Finance for information
7. Guard file


(ASHOK KUMAR MEHAN)
Assistant Account Officer

***Some Procurement Rules as per GFR 2005**

For ensuring that the procurement of goods is carried out in a fair, transparent and equitable manner procedure as laid down in GFR Rules 145, 146, 150 and 151 is required to be followed depending upon the value/ nature of the goods to be purchased and the circumstances under which procurement is being made. Some mandatory rules of GFR 2005 are given below

1. **Rule 141 A GFR - Rate Contract** : The DGS&D will host an online Government e-Marketplace (GeM) for common use Goods and Services. The GeM would be dynamic, self-sustaining and user friendly. DGS&D will ensure adequate publicity including periodic advertisements in newspapers of the GeM and the items to be procured through GeM for the prospective suppliers. The procuring authorities will satisfy themselves that the price of the selected offer is reasonable. GeM may be utilized by Government buyers (at their option) for direct on-line purchases as under:
Upto Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period; Above Rs.50,000/- through the supplier having lowest price amongst the available suppliers on the GeM, meeting the requisite quality, specification and delivery period. GeM will also provide tools for online bidding and online reverse auction which can be used by the Purchaser. The above monetary ceiling is applicable only for purchases made through GeM. For all other purchases, GFR Rule 145, 146, 150 and 151 will apply.
2. **Rule 145 of GFR – Purchase of goods without quotation** – “Purchase of goods up to the value of Rs. 15000/- only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format
“ I....., am personally satisfied that these goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at a reasonable price.”
3. **Rule 147 of GFR- Purchase of goods directly under rate contract:** In case a Ministry or Department directly procures Central Purchase Organisation (e.g. DGS&D) rate contracted goods from suppliers, the prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. The Ministry or Department shall make its own arrangement for inspection and testing of such goods where required.
4. **Rule 146 of GFR -Purchase of Goods by purchase committee**–Purchase of goods costing above Rs. 15000/- up to Rs. 100000/- only on each occasion may be made on the recommendations of duly constituted local purchase committee consisting of three members of an appropriate level as decided by the HOD. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of purchase order, the member of the committee will jointly record a certificate as under :-
“ Certified that we -----, member of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.”
5. **Rule 150 of GFR – Advertised tender Enquiry** – Procurement of goods above the estimated value of Rs. 25 lakh. The goods may be purchased BY publication of open tender enquiry in print media and through e-procurement.

6. **Rule 151 of GFR – limited Tender Enquiry** – Procurement of goods upto the estimate value of Rs. 25 lakh. Goods may be purchased by observing limited tender enquiry; NIT may be sent/ circulated to the venders/ suppliers registered in accordance with the procedure laid down in GFR 142. Further if the purchases are above Rs. 1 lakh and below Rs. 2 lakh a copy of the tender/quotations shall have to be placed on GGSIPU website.
7. **Rule 154 of GFR – Single Tender Enquiry** – obtaining quotations by issuing single tender enquiry to a selected source amounts to purchase without generating competition. Therefore this mode of purchase should be resorted to only in unavoidable situation/circumstances. Purchase through Single Tender Enquiry may be adopted when
- It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods. The reason for arriving to this conclusion is to be recorded and the approval from the competent authority obtained.
 - In a case of emergency the required goods are necessarily to be purchased from a particular source subject to the reason for such decision being recorded and approval from the competent authority obtained.
 - For standardization of machinery or components or spare parts to be compatible to the existing sets of machinery/equipment (on the advice of a competent technical expert and approved by the competent authority) the required goods are to be purchased only from the selected firms.

Note : Proprietary Article Certificate in the following form is to be provided by the Ministry/Department before procuring the goods from a single source under the provision of sub Rule 154 (i) and 154 (iii) as applicable.

(i) The indented goods are manufactured by M/s.....

(ii) No other make or model is acceptable for the following reasons :

.....

.....

(iii) Concurrence of finance wing to the proposal vide :

(iv) Approval of the competent authority vide :

 (Signature with date and designation
 of the procuring officer)'

8. A proprietary article certificate form is to be provided by the department before procuring the goods from a single source under the provision of point a & c above as applicable, and a suitable tender / quotation document containing required terms and conditions are to be issued to the selected firm.
9. As per circular issued by the IT department, Govt. of NCT of Delhi, on 02.07.09 vide item no. 04 all the departments were directed that "e-procurement system should be compulsorily implemented for all tenders over Rs. 2 lakhs".
10. Further the items (Consumable/Non Consumable or Equipments) whose rate contract are already approved by the university, should have been purchased from the approved suppliers/venders/firms.

Above list of rules is illustrative only and not exhaustive - PI/ faculty shall ensure that all relevant financial rules & regulations, other directions, instructions, guidelines etc. issued by the GGSIPU/ GNCTD/GOI/CVC etc. on the subject from time to time are strictly adhered/observed.