

Office of Advisor (Research)  
**JAMIA HAMDARD, NEW DELHI -110062**

No: JH/A(R)/137  
Dated: 23/11/2021

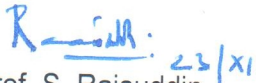
Subject: Research project management – reg.

In order to encourage submission of research projects for extramural funding and also to facilitate effective management of research projects the Vice Chancellor called a meeting of Principal Investigators (PIs) on September 08, 2021 where the Registrar, Finance Officer, Advisor (Research) and other officials were also invited. Based on the deliberation in the meeting the Vice Chancellor has directed to communicate to all stakeholders the following.

1. Principal Investigators should follow GFR2017 for purchase of minor equipment/chemicals/glassware etc. PIs should procure these items up to Rs. 25,000 by themselves, items above Rs. 25,000 and upto 2,50,000 through Local Purchase Committee and those above Rs. 2,50,000 through Central Purchase Committee. PI should take administrative approval from the Registrar and also get fund booked through the Finance Section.
2. Regarding proprietary items, PIs should approach the Registrar Office with proper documentation as per GFR2017 for obtaining the administrative and financial approvals.
3. PIs should ensure that the funds for equipment should not be more than what is sanctioned.
4. Funds received from Government agencies are subject to scrutiny by various agencies including CAG. Therefore, funds should be properly utilized and Utilization Certificate (UC) should be furnished properly in a timely manner.
5. PIs will be allowed to utilize overhead charges to the tune of 50% for scientific use, if the sanctioned amount is above Rs. 50 lakh. This will be subject to approval of the Finance Committee and Board of Management.
6. The Finance Officer and Registrar assured the PIs that files for payments will not be held back for more than 2 days. However, if there is problem in bills, the PIs will be held responsible.
7. The Vice Chancellor approved request of PIs to allow project staff (JRF/SRF) to register in Ph.D. programme under supernumerary quota, subject to the condition that the project is for a duration of at least 2 years and positions have been sanctioned. All such request will be routed through the Office of Advisor (Research).
8. PIs should submit project proposals well in time complete in all respects to the Office of the Advisor (Research) for processing without any delay.
9. It has been decided to reward the PIs who bring large number of sponsored projects.
10. All records of research and consultancy projects (sanction letter, yearly release of grant, appointment letter, utilization certificate etc.) should be submitted to Office of Advisor (Research)/IQAC for documentation for NIRF and accreditation.

The Vice Chancellor and all officials assured the PIs to provide them a facilitative environment and urged them to bring mega grants in collaboration with researchers within Jamia Hamdard, and outside of Jamia Hamdard in Indian and abroad.

Issued with the approval of the Vice Chancellor.

  
Prof. S. Raisuddin  
Advisor (Research)

Copy to:

1. All Deans
2. Finance Officer
3. All teachers – through intranet
4. Director IQAC
5. AR (Academic)
6. Secretary/AR to Vice Chancellor
7. PA to Registrar
8. Mr. Mirza Rahil Beg – for uploading on the Advisor (Research) web link.

**OFFICE OF THE REGISTRAR  
JAMIA HAMDARD  
NEW DELHI - 110062**

No.: JH/RO/05/12  
Dated: 14/11/2012

**OFFICE ORDER**

Subject: Advertisement of project vacancies and appointment thereof

In continuation of Office Order No. AS/PR-MP/JH-5/2012 dated 20/09/2012 on the above subject the following procedure has been approved by the Vice Chancellor.

1. PIs will submit a copy of sanction letter of project to IQAC along with detail of manpower and essential qualification and experience etc. for each sanctioned position.
2. A copy of guidelines of the funding agency with respect to engagement of manpower will also be required to be submitted.
3. If it is not absolute necessary to be published in newspaper, advertisement will be made through web site and notice boards. Advertisement for more than one projects may be clubbed. All the advertisements will be made in the name of Registrar. However, name of Principal Investigator will be mentioned. PIs will be encouraged to send copies of advertisement to various departments of other universities/institutes.
4. A time of 15 days will be given to applicants to apply. Applications received will be compiled by the PI and he along with Head of the Department or Dean may short-list candidates based on the advertised requirement of qualification/experience. PI will record the short-listing proceedings and submit it to IQAC for needful action along with proposed members of the interview committee. In all cases Head of the Department or Dean of the Faculty will be the Chairman unless otherwise the Vice Chancellor nominates another person as the Chairman. IQAC will submit the file for approval of the Vice Chancellor and his approval will be sent to the PI.
5. Interview proceedings shall be recorded and score sheets will be sent along with file to IQAC. IQAC shall present the file to the Registrar which will be approved by the Vice Chancellor.
6. Appointment letter will be issued by the Academic Section using standard language. Appointment letter shall specifically mention the following:
  - a. Title of project
  - b. Name of PI and his/her Department/Faculty
  - c. Tenure of appointment
  - d. Emoluments
  - e. Leave rules and termination clause
  - f. Temporariness of appointment
  - g. Provision of PhD registration, if applicable or not applicable for research positions.

7. Research scholars may be involved in teaching as per UGC norms.
8. Copies of appointment letter will be sent to PI, concerned HoD and Dean, Finance Officer, Librarian, Director, IQAC and Security In-charge.

This is for information of all concerned.



**REGISTRAR**

Copy to:

1. All Deans/Principals
2. All Heads of the Department for information of all teachers
3. Finance Officer
4. Controller of Examinations & Admissions
5. Director, IQAC
6. Advisor (Research)
7. AR (Academic)
8. Secretary to Vice Chancellor
9. PA to Registrar