

Guidelines for Annual Projects (January, 2020-December 2020)

1. The total amount of Rs. 10,000/- has been sanctioned to research proposals that include experimental work.
2. The said amount can be spent on the purchase of chemicals, microtips, centrifuge tubes or any other consumables required for experimentation to achieve the objectives of the project. Also, xeroxing, printing etc., is to be included in this amount.
3. For the purchase of the chemicals or other consumables, the requirement is to be submitted to the Centre for Research, which would then procure the item from GEM portal if available. Consumables that are not available on GEM portal can be purchased from the vendors having rate contract with University and proper bills with GST would be forwarded to the Centre for Research by the mentor/s for reimbursement. Bills of online purchases would not be reimbursed.
4. Mentors are advised to use the sanctioned amount of Rs 10,000 for purchasing the chemicals and consumables for their projects. In case, their budget exceeds this amount, they may use regular chemicals from laboratories. For this, they will submit the list of their requirements to Centre for Research. The list would then be forwarded to the teacher-in-charges of the respective Departments for the smooth conduct of the projects.
5. The payment for services in other laboratories is to be included in the above mentioned Rs. 10, 000/- and proper bills with GST are to be submitted to the Centre for Research. No additional amount would be sanctioned for services procured.
6. In case of projects of social sciences which require photocopying, printing etc. an amount of Rs. 4000/- or the actual bills, whichever is lesser has been sanctioned
7. Proper bills with GST etc. need to be submitted to the Centre for Research for processing it. However, bills of the photocopier facility in Maitreyi College and the book shop in Maitreyi College will be admissible.
8. Travelling for the purpose of Research work would be reimbursed subject to the following conditions:
 - a. Travel should be by metro, autorickshaw, buses, or shared cabs.
 - b. The bills of the students are to be verified by the mentors.
9. A mid-term report is to be submitted along with bills on the dates that would be notified. The report would be reviewed by experts.

Gop D. Turpathy

LDY

Bisali Ray
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Kanish
Dr. Ramesh Kumar

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Heena
12/20