

# ***Research Cell***

Arya Vidyapeeth College  
(Autonomous)  
Guwahati 781 016

## **TERMS AND CONDITIONS FOR RELEASE OF GRANTS**

The first installment of the grant shall comprise of 75% of the total cost of the project approved by the authority for the duration of the project. The Principal Investigator is expected to settle the account immediately on completion of the project. The remaining 25% will be released on receipt of following completion documents as final reimbursement:

- 1. Copy of the Project Completion Report along with softcopy.**
- 2. A consolidated item wise detailed statement of expenditure incurred during the complete project period in the prescribed proforma duly signed by the Principal Investigator**
- 3. A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by Govt. Internal Auditor/ Chartered Accountant and the Principal Investigator in the prescribed proforma.**
- 4. Publication out of the project work in a Scopus indexed/UGC care list Journal.**
- 5. The unutilized grant if any may be refunded immediately through demand draft drawn in favour of the principal of the college.**
- 6. The project is not transferable in any case.**
- 7. If a Principal Investigator fails to complete the project, he/she has to refund the entire amount released with 5% interest per annum.**

### ***Non-Recurring Grants***

#### **a. Equipment (Minor equipments only)**

#### **b. Books and Journals**

The equipment as well as books & journals grants may be utilized to procure the essential equipments and books & journals needed for the proposed research work. The equipments and books & journals acquired by the Principal Investigator under the Project must be deposited to the departmental library or the central library of the college after the completion of the project which will be the institutional property.

### ***Recurring Grant***

#### **(a) Hiring Services**

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

#### **(b) 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. Expenditure towards the audit fee may also be claimed under contingency head.

**(c) Chemicals and Consumables** To meet expenditure on chemicals, glassware and other consumable items.

**(d) Travel and Field Work**

The amount allocated under the head travel/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.

**(e) Re-Appropriation**

The Principal Investigator may re-appropriate maximum 20 per cent of the recurring grant allocated under each head with the permission of the Principal under special circumstances.

**(f) Tenure and Implementation**

The project must be completed within one year from the date of implementation. The effective date of implementation of the project is mentioned in Approval-cum Sanction Letter. No extension in tenure is permissible in any circumstances.

**(g) Project Completion Report (PCR)**

The project completion Report must be submitted within two months from the date of completion of the project.

**(h)** It is mandatory to publish at least one research paper under the project in Scopus indexed/UGC care list Journal.

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**ACCEPTANCE LETTER FOR RESEARCH PROJECT**

Name \_\_\_\_\_

REF. No. \_\_\_\_\_ 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 the Principal Investigator and Co-  
Investigator.
3. At present, I have no research project approved by IRG and the accounts for  
the previous project, if any have been settled.
4. The date of implementation of the project is 1<sup>st</sup> April 2023

**Principal Investigator**

**Co-Investigator**

**Dated: \_\_\_\_\_**

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**Guwahati 781 016**

**STATEMENT OF EXPENDITURE IN RESPECT OF INSTITUTIONAL RESEARCH GRANT**

1. Name of Principal Investigator\_\_\_\_\_

2. Deptt. Of Principal Investigator\_\_\_\_\_

3. IRG approval Letter No. and Date\_\_\_\_\_

4. Title of the Research Project\_\_\_\_\_

5. Effective date of starting the project: 1<sup>st</sup> April 2023

6. a. Period of Expenditure: From 1<sup>st</sup> April 2023 to 30<sup>th</sup> September 2024

b. Details of Expenditure

S.No.	Item	Amount Approved(Rs.)	Expenditure Incurred(Rs.)
i.	Books & Journals		
ii.	Equipment		
iii.	Contingency		
iv.	Field Work/Travel(Give details in the Proforma).		
v.	Hiring Services		
vi.	Chemicals & Glassware		
vii.	Overhead		
viii.	Any other items (Please specify)		

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**STATEMENT OF EXPENDITURE INCURRED ON FIELD WORK**

**Name of the Principal Investigator:**

<b>Name of the Place visited</b>	<b>Duration of the Visit</b>		<b>Mode of Journey</b>	<b>Expenditure Incurred(Rs.)</b>
	<b>From</b>	<b>To</b>		

**SIGNATURE OF PRINCIPAL INVESTIGATOR**

**SIGNATURE OF THE CO-INVESTIGATOR**

**Institution Research Grant**  
**Research Cell**  
**Arya Vidyapeeth College (Autonomous)**  
**Guwahati 781 016**

**Utilization certificate**

Certified that the grant of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_  
only) received from the Principal, Arya Vidyapeeth College under the scheme Institutional Research  
Grant for support of Research Project entitled \_\_\_\_\_  
\_\_\_\_\_ vide Letter No.. \_\_\_\_\_ dated \_\_\_\_\_ has been  
fully utilized for the purpose for which it was sanctioned and in accordance with the  
terms and conditions laid down by the Principal, Arya Vidyapeeth College.

**SIGNATURE OF THE  
PRINCIPAL INVESTIGATOR**

**STATUTORY AUDITOR**

(Seal)

**SIGNATURE OF THE CO-INVESTIGATOR**

**Institution Research Grant**  
**Research Cell**  
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**Final Report of the work done on the Research Project under  
IRG.(Report to be submitted within 2 months after completion of the  
project)**

1. Title of the Project.....
2. Name and Address of the Principal Investigator.....
3. Approval Letter No. and Date.....
4. Date of Implementation.....
5. Tenure of the Project.....
6. Total Grant Allocated.....
7. Total Grant Received.....
8. Final Expenditure.....
9. Objectives of the Project .....
10. Whether Objectives were Achieved.....  
(Give Details)
11. Achievements from the Project.....
12. Summary of the Findings.....  
(In approximately 500 words)
13. Contribution to the Society.....  
(Give Details)
14. Whether any Ph.D. Enrollment out of the Project.....
15. No .of Publications out of the Project.....  
(Please attach)
16. One Bound Copy of the Final Report of Work done may be sent to Research Cell, Arya Vidyapeeth College.

**(PRINCIPAL INVESTIGATOR)**

**(CO-INVESTIGATOR)**