



॥ अंतरी पेटवू ज्ञानज्योत ॥
कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव
Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

विकास विभाग

कबचौउमवि/११ए/अर्थसंकल्प-२०२४-२५/VCRMS/ २१३ /२०२४

दिनांक- १६/०७/२०२४

प्रति,

१. मा.संचालक /विभाग प्रमुख,
विद्यापीठ प्रशाळा आणि प्रशासकीय विभाग,कबचौउमवि,जळगाव
२. मा.प्राचार्य / मा.संचालक,
कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठाशी संलग्नीत सर्व महाविद्यालये व परिसंस्था

विषय :- आर्थिक वर्ष २०२४-२५ मध्ये संशोधन प्रोत्साहन योजनेअंतर्गत (VCRMS) नविन सुधारीत
नियमावली प्रसिध्द करणे बाबत

महोदय/महोदया,

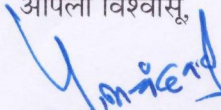
विद्यापीठाअंतर्गत संशोधन वाढीस लागावे, समाजापयोगी दर्जेदार संशोधन व्हावे याकरीता मा.कुलगुरु संशोधन प्रोत्साहन योजना सुरु करण्यात आली आहे. सदर योजना विद्यापीठ प्रशाळा व संलग्नीत महाविद्यालयातील नियमित शिक्षक व शिक्षकेतर कर्मचारी यांचे करिता लागू आहे. या योजनेची नियमावली वेळोवेळी सुधारित करण्यात येत असते.

तदअनुषंगाने मा. कुलगुरु संशोधन प्रोत्साहन योजना (VC Research Motivation Scheme) ची वर्ष २०२४-२५ पासुन नविन सुधारीत नियमावली तयार करण्यात आली आहे. सदर सुधारीत नियमावलीस मा. अधिष्ठाता मंडळाने ठराव क्र. ०९/२०२४ दि. २१/०५/२०२४ नुसार दुस्स्तीसह मान्यता दिलेली आहे. तसेच मा. व्यवस्थापन परिषदेने ठराव क्र. A-७९/२०२४ दि.१९/०६/२०२४ नुसार मान्यता दिलेली आहे. त्याच प्रमाणे मा.विद्यापरिषदेने ठराव क्र.वि.प/ए-८९/२०२४ दि.११/०६/२०२४ नुसार मान्यता दिलेली आहे.

त्या नुसार आपणास कळविण्यात येते की, मा.कुलगुरु संशोधन प्रोत्साहन योजना (VC Research Motivation Scheme) ची वर्ष २०२४-२५ पासुन नविन सुधारीत नियमावली लागू करण्यात येत आहे. सदर नियमावली या सोबत आपल्या माहितीस्तव जोडण्यात आली आहे.

कळावे.

सोबत:- वरील प्रमाणे

आपला विश्वासू,

(प्रविण चंदनकर)
कक्ष अधिकारी
विकास विभाग

प्रत सविनय सादर :-

१. मा.कुलगुरु महोदयांचे कार्यालय, कबचौउमवि, जळगाव.
२. मा.प्र-कुलगुरु महोदयांचे कार्यालय, कबचौउमवि, जळगाव.
३. मा. वित्त व लेखा अधिकारी, कबचौउमवि, जळगाव

VICE CHANCELLOR RESEARCH MOTIVATION SCHEME
Teaching Staff of University & Affiliated Colleges
(VCRMS)

Guidelines



'A' Grade
NAAC Re-Accredited
(4th Cycle)

Kavayitri Bahinabai Chaudhari
North Maharashtra University,
Jalgaon

(with effect from June 2024)

Vice Chancellor Research Motivation Scheme (VCRMS)

(With effect from June 2024)

1. INTRODUCTION

The university has been funding to faculty members from schools/institutes on campus and colleges affiliated to the university for innovative research projects in various disciplines under the Vice Chancellor Research Motivation Scheme (VCRMS). The guidelines for its implementation as one of the components of 'Policy Document on Research Promotion' in the University are given below.

2. OBJECTIVES

The primary objective of the scheme is to strengthen the research activities and promote the faculties to carry research useful to industries and the society. It also aims to provide platform to faculty members to motivate and to prepare projects for getting research grants from the other funding agencies.

3. ELIGIBILITY

- The regular faculty members (415(1) approved) from campus and affiliated colleges shall be eligible for funding under this scheme.
- The faculty member from affiliated colleges can apply for the VCRMS grants only once while the faculty members from university campus can re-apply for the scheme after completion of 5 years of the previous VCRMS Project.
- The VCRMS project is to be exclusively handled by Principal investigator (PI) and no Co-investigator is permitted in this scheme.
- It is expected that PI will remain in service of the parent organization throughout the project duration.

4. DURATION

- The duration of the project shall be TWO years from the date of award letter.
- Extension of one more year (if required) may be granted to extra-ordinary research after recommendation of the Review Committee and approval of Hon'ble Vice Chancellor.
- Women faculties and physically disabled (more than 40%) faculties may be granted extension of six months, if required, upon submission of required documents.

5. NATURE OF FINANCIAL ASSISTANCE AND GUIDELINES FOR UTILIZATION

- The maximum grant to be sanctioned under this scheme for Science and Technology stream, per project shall be ₹ 5.00 lacs for faculties on campus and ₹ 3.00 lacs for faculties from affiliated colleges. While for all other branches maximum grant will be ₹ 2.00 lacs.
- The grants will be sanctioned under Non-recurring (Books /Journals, Equipment/ Software) and Recurring (contingency, travel/field work, Hiring services, Consumables) heads. Expenses under these heads are not exchangeable in any case.
- The appointment of staff (Project Assistant/JRF etc.) shall not be permissible. However, the hiring of analytical services for completion of a specific task of the project shall be allowed.
- Purchase of equipment/software / books /consumables should be made as per the Government and University rules.
- A separate register shall be maintained by PI to record all expenses under the respective heads.
- The items purchased under the Non-recurring grant shall be deposited to the College/School. The books purchased through the project grant shall be deposited to the library by allocating library accession number. The equipment purchased under this scheme shall be assigned location number and recorded in stock register.
- The expenditure of the grants allocated in the project shall be strictly as per the sanction and shall follow the general guidelines of finance section of the university issued from time to time for such purpose.
- Expenditure towards the purchase of air-conditioners, renovation of laboratories or the purchase of Mother Board, RAM, desktop Computer, Laptop, Mobile, Steam Oven, Home Theatre, Handy cam, Scanner, Fridge, Cupboard, Books rack, Furniture shall not be allowed through this grant. However, purchase of external storage device and antivirus below ₹ 5000/- may be permitted through contingency.
- For Science and Technology beneficiaries, purchase of equipment costing less than ₹ 75,000/- may be permitted.
- The PI has to invite three quotations from different suppliers for the purchase of items costing more than Rs. 5000/- (As per Account Code of the University).
- In case of online purchase of items, it is mandatory to present a comparative statement of prices certified by PI and Principal/Director.
- Travel grant should not be utilized for air travel and shall be utilized as per university norms.

6. RELEASE OF GRANTS

- It is mandatory to open a joint bank account of PI and Principal/ Director in the Nationalised Bank. The joint account bank details and photocopy of the passbook is to be submitted with the acceptance letter (**Annexure IV**). Installments of the project grants will be transferred to this account.
- First installment of the grants approved by the committee (100% of equipment and 50% of all other heads) will be released upon acceptance of the VCRMS project.
- For approval of second installment Review Committee will evaluate two six monthly progress reports and statement of expenditure for the first year furnished by PI. Approval of the second

installment will depend on the quality as well as the performance of work done, and milestones achieved. Second installment **will be released only after submission of project completion reports.**

7. PROCEDURE FOR APPLICATION AND SELECTION OF PROJECT PROPOSALS

- The university may invite proposal under the scheme by publishing a notice on the university website.
- Eligible faculty members can apply for the project in the prescribed proforma (**Annexure I**) indicating objectives, current national and international status, methodology, plan of the research work with tangible monitorable milestones every six months, expected results and outcomes of the project along with the budget estimate for two years in the prescribed format.
- The applicant shall have to submit **three hard copies** of detailed proposal forwarded through Principal / Director along with Undertaking (**Annexure II**), Endorsement by Principal/ Director (**Annexure III**) and its soft copy to the university.
- The project proposal/idea having element of innovativeness, a part of applied research or where proof of concept has been partly or fully established will be given preference.
- The proposals will be scrutinized and shortlisted faculties shall be invited for a presentation before the Expert Committee constituted for this purpose. The expert committee will have sole authority to approve/reject the proposal considering an innovativeness of the proposal.
- The tentative schedule for processing VCRMS project will be as follows.

Notice inviting Research Proposal (on KBCNMU web site)	April/ May
Scrutinizing the projects and displaying the list	May/June
Presentation of shortlisted proposals before the Expert Committee	June
Issuing Award letter and Acceptance by PI	
Release of first instalment of grants	July

8. PROJECT MONITORING

- On receipt of approval letter, the PI shall inform his/her consent by submitting Acceptance Letter (**Annexure IV**) to the Development Section within 15 days, failing which it shall be assumed that the PI is not willing to implement the project and the project will be withdrawn.
- The PI shall submit six monthly progress reports (**Annexure V**) regularly with clear status of milestones achieved to the Development Section of the university.
- The PI shall submit Annual Progress Report (**Annexure VI**), statement of accounts and utilization certificate (UC) (**Annexure VII**) for the first year. While, after completion of the research project PI shall submit project completion report along with audited UC.
- The PI and Principal/ Director shall have the responsibility for auditing the accounts after completion of the project.
- The participation of PI in minimum two conferences/ workshops for presentation of research work shall be mandatory.
- The research project outcomes are expected by publishing at least one research article in the reputed journal with due acknowledgement of the financial support received for VCRMS project.

- The PI shall acknowledge the financial support received under this scheme in all research outputs (Seminar/ conference/ Workshop presentations, research paper, book chapter, technical note, thesis etc.).
- Before completion of project duration, if PI wishes to transfer/ leave the parent Institute/College/School, he/she shall have to surrender the research project and refund the unutilized grant along with an audited UC to the Development Section of the University. It is the sole responsibility of the Principal / Director to settle the accounts before reliving the PI.

9. PROJECT COMPLETION REPORT

- A hard bonded copy of the final detail report of work done on the project along with soft copy shall be submitted to Development section of the university within two months after completion of the research project. Failing to submit the completion report, PI shall have to pay the penalty (**Section 10**).
- The final report of research project should include the following.
 - a) Hard bounded copy of detail technical report should cover:
Introduction, Objectives, Scope of the study, Methodology adopted, Research outcomes, Conclusions and Recommendations, etc.
 - b) The certificates of paper presentations in minimum two conferences/ workshops.
 - c) At least one publication in reputed journal.
 - d) Audited Statement of Expenditure and Utilization Certificate.

10. PENALTIES

- In case, PI is unable to complete the research project, he /she has to refund the received grant along with an interest at the rate of 15% per annum on the total amount received.
- In case, PI is unable to submit project completion report along with audited UC within two months after completion of the project duration, he /she has to pay penalty of 20 % on the grant received.

Vice Chancellor
Kavayitri Bahinabai Chaudhari
North Maharashtra University, Jalgaon

Approved by-

- **Board of Deans Resolution No.09/2024. Dt.21/05/2024**
- **Management Council Resolution No. A-79/2024. Dt.19/06/2024**
- **Academic Council Resolution No. A-89 Dt.11/06/2024**

Proforma for VCRMS Research Project Proposal

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

1. Faculty:
2. Broad Subject:
3. Area of Specialization:
4. Principal Investigator Details:

Name	
Date of Birth	
Qualification	
Name of the Organization:	
Designation:	
Address and contact details	
Office Phone No. :	
Mobile No. :	
Email Id. :	

5. Teaching and Research Experience of Principal Investigator:

- a) Teaching Experience: UG _____ Years PG _____ Years
- b) Research Experience of Principal Investigator: _____ Years
- c) Detail of Doctoral degree: _____
 - (i) Title of the Thesis: _____
 - (ii) Date of the Ph. D. Degree Award: _____
 - (iii) Name of the University: _____

6. Publications:(Please enclose the list of papers/books/book chapters along with Impact Factor, Citation Index, ISSR No. etc. Attach front pages of at least 2 papers published in journals)

(a) Research Papers:

- (i) Published: _____ (ii) Accepted: _____ (iii) Communicated: _____

(b) Books/ Book Chapter:

- (i) Published : _____ (ii) Accepted: _____ (iii) Communicated: _____

7. Are you beneficiary of the VCRMS/ RGSTC scheme? Yes/ No

8. Details of the research projects ongoing/completed by the PI:

Sr. No.	Name of the Agency	Duration	Title of project	Grant received (in Lakhs)	Completed /Ongoing

9. Details of organization where the project will be undertaken:

Name of the Organization:	
Whether approved under Section 2 (f) and 12(B) of the UGC Act 1956?	
Whether the Organization is NAAC Accredited:	
If Yes, Grade and Date of NAAC Accreditation validity:	
Whether the College is Aided or Non-aided:	
Whether the Organization is autonomous :	

10. Enlist the facilities to be extended by the organization for this project:

11. List of available equipment and accessories with the organization to be utilized for the project:

12. (A) Title of Proposed Research Project:

- (i) Introduction:
- (ii) National and International status:
- (iii) Objectives:
- (iv) Methodology:
- (v) Plan of work with milestones for every six months:
- (vi) Expected results and outcomes:
- (vii) Social Relevance:

(B) Financial Assistance Required (Budget):

Head	Item	Estimated Expenditure (Rs.)
Non-Recurring	Books/Journals	
	Equipment/Software	
Recurring	Contingency	
	Travel /Field work	
	Hiring Services	
	Consumables	
	Total	

Justification for estimated expenses:

- **Books/ Journals:**

- **Equipment/ Software:**

- **Contingency:**

- **Travel/ Fieldwork:**

- **Hiring services:**

- **Consumables:**

13. Any other information which PI wish to share:

Name and Signature of Principal Investigator

Place:

Date:

Name and Signature of Director/Principal

Seal of the Organization

UNDERTAKING BY PRINCIPAL INVESTIGATOR

Title of the Project: _____

Name of Principal Investigator: _____

I, _____ of _____ (Name of College/School/ institute)
shall abide for the following:

- (a) If the financial assistance is provided to me from the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon, for the above project, I shall follow all the rules governing the VCRMS scheme.
- (b) I shall complete the project within the stipulated period and submit six monthly/final progress reports (for respective periods), audited utilization certificate etc. If I fail to do so and if the University is not satisfied with the progress of the research project, the University may terminate the project immediately and ask for the refund of the released amount with interest as per VCRMS guidelines.
- (c) I shall utilize the projects grant exclusively under the respective heads as per the sanction letter.
- (d) The above research project is neither submitted nor sanctioned by any other funding agency.

Name of Principal Investigator

Signature of Principal Investigator

Place:

Date:

Seal

ENDORSEMENT

This is to certify that Dr. _____ is full-time University-approved teacher working in _____ (Name of college/ Institute/School) since _____ (Date).

Here with I am forwarding the VCRMS project entitled _____.

If this project is sanctioned, the School /Colleges/Institute assumes to undertake the following,:

1. The College/Institute/School will extend all the basic and administrative facilities along with all the available equipment/ laboratories throughout the duration of the project.
2. Financial management of the project will be through PI and Principal/Director joint bank account.
3. The Principal/Director will monitor to utilize the project grant exclusively under the respective heads as per the sanction letter.
4. School /Colleges/Institute assumes to undertake the financial and other management responsibilities viz. submission of six monthly/final progress reports, audited Grant Utilization Certificate for the respective periods.

Name and Signature of Director/Principal:

Name of the College/Institute/School:

Place:

Date:

Seal:

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

Acceptance letter for VCRMS Research Project

Name of the Principal Investigator : _____

Name of the Organization: _____

Faculty and Subject: _____

Title of the Project: _____

Sanction letter No: _____ dated _____

I undertake the following:

1. The research project is not being supported by any other funding agency.
2. At present, PI has no research project approved by the University and the previous project accounts has been settled (if any).
3. The terms and conditions for utilization of the sanctioned grant are acceptable to the PI and School/College /Institutions for proper utilization.
4. I am aware about the penalties in case of incompatibility to complete the research project.
5. I shall abide to all the terms and conditions as mentioned in the 'Undertaking' submitted with the project proposal.

Bank details of the joint account:

Name of the Account Holders: _____

Name of the Bank and Branch: _____

Account Number: _____

IFSC Code: _____

Name and Signature of the Principal Investigator

Place:

Date:

**Name and Signature of the Director/Principal
Seal**

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

Proforma for Submission of Six-Monthly Report of the Work done on the project

Report No.:

Period of report: _____ to _____

To,

The Section Officer,
Development Section
K.B.C. North Maharashtra University, Jalgaon

Sub: Submission of Six-Month Progress Report

Faculty :

Subject :

- 1. Name of the Principal Investigator :**
- 2. Name of the College/Institution :**
- 3. Title of the Project :**
- 4. Project Sanction Number . & Date :**
- 5. Total Amount Sanctioned :**
- 6. First Installment Relearned Amount :**

Sign of Principal Investigator

Date :

Sign of Principal/ Director

Date:

Seal

Progress Report of the Research Work

- 1. Introduction:**
- 2. Objectives set**
- 3. Previous Research Work (if any)**
- 4. Brief Summary of the Research Work During last Six Months**
- 5. Details of research work in during the period:**
- 6. Research Conclusions:**
- 7. Plan a Work for next six Months:**
- 8. Research Paper under preparation/Submitted/Accepted/ Published:**
- 9. Conference/ Workshop Attended:**

Date :

Name & Sign of Principal Investigator

Date :

Sign of Principal/ Director

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

Proforma for Submission of Annual/ Final Report

1. Title of the Project: _____
2. Name and designation of the PI: _____
3. Name of address of the School/College/Institute: _____
4. University Sanction letter number with date: _____
5. Date of implementation of the Project: _____
6. Date of completion of the Project: _____
7. Summary of grant approved and utilized:

Head	Item	Grant approved	1 st installment received	2 nd installment received	Grant utilized
Non-Recurring	Books/Journals				
	Equipment/Software				
Recurring	Contingency				
	Travel /Field work				
	Hiring Services				
	Consumables				
	Total				
	Interest earned				
	Unutilized grant				
	Amount refundable				

8. Objectives of the project:
9. Summary of the findings (in around 500 words):
10. Details of research outcomes:
 - Research publications:
 - Conference/workshop/seminar presentations
 - Book-chapters
 - Patent(s):
11. Future Scope of the Project:

Name of Principal Investigator

Signature of Principal Investigator

Place:

Date:

Name and Signature of Director/Principal Seal

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

Utilization Certificate

Title of the Project : _____

Name of Principal Investigator: _____

It is certified that the grant of Rs:_____ (Rupees:_____ only)
out of the total grant of Rs. _____ (Rupees:_____ only) sanctioned
to _____ (Name of PI) by the KBC North Maharashtra University, under VCRMS
Research Project entitled _____ vide University letter No.F. _____
dated _____ has been utilized for the purpose for which it was sanctioned and in
accordance with the terms and conditions laid down by the Kavayitri Bahinabai Chaudhari North
Maharashtra University, Jalgaon.

Name and Signature of Principal Investigator

Place:

Date:

Name and Signature of Director/Principal

Seal

Name and Signature of Chartered Accountant/Auditor

Seal

**VICE CHANCELLOR RESEARCH MOTIVATION SCHEME
Non-Teaching Staff of University & Affiliated Colleges
(VCRMS)**

Guidelines



**'A' Grade
NAAC Re-Accredited
(4th Cycle)**

**Kavayitri Bahinabai Chaudhari
North Maharashtra University,
Jalgaon**

(with effect from June 2024)

Vice Chancellor Research Motivation Scheme (VCRMS)

(With effect from June 2024)

1. INTRODUCTION

The university has been funding to **Non-Teaching Staff** from schools/institutes on campus and colleges affiliated to the university for innovative research projects in various disciplines under the Vice Chancellor Research Motivation Scheme (VCRMS). The guidelines for its implementation as one of the components of 'Policy Document on Research Promotion' in the University are given below.

2. OBJECTIVES

The primary objective of the scheme is to strengthen the research activities and promote the **Non-Teaching Staff** to carry research useful to industries and the society. It also aims to provide platform to **Non-Teaching Staff** to motivate and to prepare projects for getting research grants from the other funding agencies.

3. ELIGIBILITY

- The Permanent/regular **Non-Teaching** employees of Kavayitri Bahinabai Chaudhari North Maharashtra University or its affiliated college/recognized institutes with post-graduation the recognized University are eligible to apply under this scheme.
- The VCRMS project is to be exclusively handled by Principal investigator (PI) and no Co-investigator is permitted in this scheme.
- It is expected that PI will remain in service of the parent organization throughout the project duration.

4. DURATION

- The duration of the project shall be TWO years from the date of award letter.
- Extension of one more year (if required) may be granted to extra-ordinary research after recommendation of the Review Committee and approval of Hon'ble Vice Chancellor.
- Women faculties and physically disabled (more than 40%) faculties may be granted extension of six months, if required, upon submission of required documents.

5. NATURE OF FINANCIAL ASSISTANCE AND GUIDELINES FOR UTILIZATION

- The maximum grants to be sanctioned under this scheme will be ₹ 70,000/-.
- The grants will be sanctioned under Non-recurring (Books /Journals, Equipment/ Software) and Recurring (contingency, travel/field work, Hiring services, Consumables) heads. Expenses under these heads are not exchangeable in any case.
- The appointment of staff (Project Assistant/JRF etc.) shall not be permissible. However, the hiring of analytical services for completion of a specific task of the project shall be allowed.

- Purchase of equipment/software / books /consumables should be made as per the Government and University rules.
- A separate register shall be maintained by PI to record all expenses under the respective heads.
- The items purchased under the Non-recurring grant shall be deposited to the College/University. The books purchased through the project grant shall be deposited to the library by allocating library accession number. The equipment purchased under this scheme shall be assigned location number and recorded in stock register.
- The expenditure of the grants allocated in the project shall be strictly as per the sanction and shall follow the general guidelines of Finance Section of the university issued from time to time for such purpose.
- Expenditure towards the purchase of air-conditioners, renovation of laboratories or the purchase of Mother Board, RAM, desktop Computer, Laptop, Mobile, Steam Oven, Home Theatre, Handy cam, Scanner, Fridge, Cupboard, Books rack, Furniture shall not be allowed through this grant. However, purchase of external storage device and antivirus below ₹ 5000/- may be permitted through contingency.
- For Science and Technology beneficiaries, purchase of equipment costing less than ₹ 15,000/- may be permitted.
- The PI has to invite three quotations from different suppliers for the purchase of items costing more than Rs. 5000/- (As per Account Code of the University).
- In case of online purchase of items, it is mandatory to present a comparative statement of prices certified by PI and Principal/Registrar
- Travel grant should not be utilized for air travel and shall be utilized as per university norms.

6. RELEASE OF GRANTS

- First installment of the grants approved by the committee (100% of equipment and 50% of all other heads) will be released upon acceptance of the VCRMS project.
- For approval of second installment Review Committee will evaluate two six monthly progress reports and statement of expenditure for the first year furnished by PI. Approval of the second installment will depend on the quality as well as the performance of work done, and milestones achieved. Second installment **will be released only after submission of project completion reports.**

7. PROCEDURE FOR APPLICATION AND SELECTION OF PROJECT PROPOSALS

- The university may invite proposal under the scheme by publishing a notice on the university website.
- Eligible Non-teaching staff can apply for the project in the prescribed proforma (**Annexure I**) indicating objectives, current national and international status, methodology, plan of the research work with tangible monitorable milestones every six months, expected results and outcomes of the project along with the budget estimate for two years in the prescribed format.
- The applicant shall have to submit **three hard copies** of detailed proposal forwarded through Principal /Registrar, along with Undertaking (**Annexure II**), Endorsement by Principal/ Registrar (**Annexure III**) and its soft copy to the university.

- The project proposal/idea having element of innovativeness, a part of applied research or where proof of concept has been partly or fully established will be given preference.
- The proposals will be scrutinized and shortlisted employee shall be invited for a presentation before the Expert Committee constituted for this purpose. The Expert Committee will have sole authority to approve/reject the proposal considering an innovativeness of the proposal.
- The tentative schedule for processing VCRMS project will be as follows.

Notice inviting Research Proposal (on KBCNMU web site)	April/ May
Scrutinizing the projects and displaying the list	May/June
Presentation of shortlisted proposals before the Expert Committee	June
Issuing Award letter and Acceptance by PI	
Release of first instalment of grants	July

8. PROJECT MONITORING

- On receipt of approval letter, the PI shall inform his/her consent by submitting Acceptance Letter (**Annexure IV**) to the Development Section within 15 days, failing which it shall be assumed that the PI is not willing to implement the project and the project will be withdrawn.
- The PI shall submit six monthly progress reports (**Annexure V**) regularly with clear status of milestones achieved to the Development Section of the university.
- The PI shall submit Annual Progress Report (**Annexure VI**), statement of accounts and utilization certificate (UC) (**Annexure VII**) for the first year. While, after completion of the research project PI shall submit project completion report along with audited UC.
- The PI and Principal/ Registrar shall have the responsibility for auditing the accounts after completion of the project.
- The participation of PI in Research Convection entitled “Avishkar”, organized by KBCNMU, Jalgaon is mandatory.
- The research project outcomes are expected by publishing at least one research article in the reputed journal with due acknowledgement of the financial support received for VCRMS project.
- The PI shall acknowledge the financial support received under this scheme in all research outputs (Seminar/ conference/ Workshop presentations, research paper, book chapter, technical note, thesis etc.).
- Before completion of project duration, if PI wishes to transfer/ leave the parent Institute/College/School, he/she shall have to surrender the research project and refund the unutilized grant along with an audited UC to the Development Section of the University. It is the sole responsibility of the Principal / Registrar to settle the accounts before reliving the PI.

9. PROJECT COMPLETION REPORT

- A hard bonded copy of the final detail report of work done on the project along with soft copy shall be submitted to Development section of the university within two months after completion of the research project. Failing to submit the completion report, PI shall have to pay the penalty (**Section 10**).

- The final report of research project should include the following.
 - a) Hard bounded copy of detail technical report should cover:
Introduction, Objectives, Scope of the study, Methodology adopted, Research outcomes, Conclusions and Recommendations, etc.
 - b) The certificates of Participation in Research Conversion 'Avishkar'.
 - c) Audited Statement of Expenditure and Utilization Certificate.

10. PENALTIES

- In case, PI is unable to complete the research project, he /she has to refund the received grant along with an interest at the rate of 15% per annum on the total amount received.
- In case, PI is unable to submit project completion report along with audited UC within two months after completion of the project duration, he /she has to pay penalty of 20 % on the grant received.

Vice Chancellor
Kavayitri Bahinabai Chaudhari
North Maharashtra University, Jalgaon

Approved by-

- **Board of Deans Resolution No.09/2024. Dt.21/05/2024**
- **Management Council Resolution No. A-79/2024. Dt.19/06/2024**
- **Academic Council Resolution No. A-89 Dt.11/06/2024**

Proforma for VCRMS Research Project Proposal

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

1. Faculty:
2. Broad Subject:
3. Area of Specialization:
4. Principal Investigator Details:

Name	
Date of Birth	
Qualification	
Name of the Organization:	
Designation:	
Address and contact details	
Office Phone No. :	
Mobile No. :	
Email Id. :	

5. Academic details of Principal Investigator:

6. Are you beneficiary of the VCRMS/ RGSTC scheme? Yes/ No

7. Details of organization where the project will be undertaken:

Name of the Organization:	
Whether approved under Section 2 (f) and 12(B) of the UGC Act 1956?	
Whether the Organization is NAAC Accredited:	
If Yes, Grade and Date of NAAC Accreditation validity:	
Whether the College is Aided or Non-aided:	
Whether the Organization is autonomous :	

8. Enlist the facilities to be extended by the organization for this project:

9. List of available equipment and accessories with the organization to be utilized for the project:

10. (A) Title of Proposed Research Project:

- (i) Introduction:
- (ii) National and International status:
- (iii) Objectives:
- (iv) Methodology:
- (v) Plan of work with milestones for every six months:
- (vi) Expected results and outcomes:
- (vii) Social Relevance:

(B) Financial Assistance Required (Budget):

Head	Item	Estimated Expenditure (Rs.)
Non-Recurring	Books/Journals	
	Equipment/Software	
Recurring	Contingency	
	Travel /Field work	
	Hiring Services	
	Consumables	
	Total	

Justification for estimated expenses:

• **Books/ Journals:**

• **Equipment/ Software:**

• **Contingency:**

• **Travel/ Fieldwork:**

• **Hiring services:**

• **Consumables:**

11. Any other information which PI wish to share:

Name and Signature of Principal Investigator

Place:

Date:

Name and Signature of Registrar/Principal

Seal of the Organization

UNDERTAKING BY PRINCIPAL INVESTIGATOR

Title of the Project: _____

Name of Principal Investigator: _____

I, _____ of _____ (Name of College/School/ institute)
shall be abide for the following:

- (a) If the financial assistance is provided to me from the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon, for the above project, I shall follow all the rules governing the VCRMS scheme.
- (b) I shall complete the project within the stipulated period and submit six monthly/final progress reports (for respective periods), audited utilization certificate etc. If I fail to do so and if the University is not satisfied with the progress of the research project, the University may terminate the project immediately and ask for the refund of the released amount with interest as per VCRMS guidelines.
- (c) I shall utilize the projects grant exclusively under the respective heads as per the sanction letter.

Name of Principal Investigator

Signature of Principal Investigator

Place:

Date:

Seal

ENDORSEMENT

This is to certify that Mr/Ms. _____ is full-time Regular employee working in _____ (Name of college/ Institute/School) since _____ (Date).

Here with I am forwarding the VCRMS project entitled _____.

If this project is sanctioned, the University /Colleges/Institute assumes to undertake the following.:

1. The College/Institute/ University will extend all the basic and administrative facilities along with all the available equipment/ laboratories throughout the duration of the project.
2. The Principal/Registrar will monitor to utilize the project grant exclusively under the respective heads as per the sanction letter.
3. School /Colleges/Institute/University assumes to undertake the financial and other management responsibilities viz. submission of six monthly/final progress reports, audited Grant Utilization Certificate for the respective periods.

Name and Signature of Registrar/Principal:

Name of the College/Institute/School:

Place:

Date:

Seal:

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

Acceptance letter for VCRMS Research Project

Name of the Principal Investigator : _____

Name of the Organization: _____

Faculty and Subject: _____

Title of the Project: _____

Sanction letter No: _____ dated _____

I undertake the following:

1. The terms and conditions for utilization of the sanctioned grant are acceptable to the PI and School/College /University for proper utilization.
2. I am aware about the penalties in case of incompatibility to complete the research project.
3. I shall abide to all the terms and conditions as mentioned in the 'Undertaking' submitted with the project proposal.

Name and Signature of the Principal Investigator

Place:

Date:

Name and Signature of the Registrar/Principal

Seal

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

Proforma for Submission of Six-Monthly Report of the Work done on the project

Report No.:

Period of report: _____ to _____

To,

The Section Officer,
Development Section
K.B.C. North Maharashtra University, Jalgaon

Sub: Submission of Six-Month Progress Report

Faculty :

Subject :

- 1. Name of the Principal Investigator :**
- 2. Name of the College/Institution :**
- 3. Title of the Project :**
- 4. Project Sanction Number & Date :**
- 5. Total Amount Sanctioned :**
- 6. First Installment Relearned Amount :**

Sign of Principal Investigator

Date :

Sign of Principal/ Registrar

Date:

Seal

Progress Report of the Research Work

- 1. Introduction:**
- 2. Objectives set**
- 3. Previous Research Work (if any)**
- 4. Brief Summary of the Research Work During last Six Months:**
- 5. Details of research work in during the period:**
- 6. Research Conclusions:**
- 7. Plan a Work for next six Months:**
- 8. Porter Presentation:**

Date :

Name & Sign of Principal Investigator

Date :

Sign of Principal/ Registrar

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

Proforma for Submission of Annual/ Final Report

1. Title of the Project: _____
2. Name and designation of the PI: _____
3. Name of address of the School/College/Institute: _____
4. University Sanction letter number with date: _____
5. Date of implementation of the Project: _____
6. Date of completion of the Project: _____
7. Summary of grant approved and utilized:

Head	Item	Grant approved	1 st installment received	2 nd installment received	Grant utilized
Non-Recurring	Books/Journals				
	Equipment/Software				
Recurring	Contingency				
	Travel /Field work				
	Hiring Services				
	Consumables				
	Total				
	Interest earned				
	Unutilized grant				
	Amount refundable				

8. Objectives of the project:
9. Summary of the findings (in around 500 words):
10. Details of research outcomes:
 - Research publications:
 - Conference/workshop/seminar presentations
 - Book-chapters
 - Patent(s):
11. Future Scope of the Project:

Name of Principal Investigator

Signature of Principal Investigator

Place:

Date:

Name and Signature of Registrar/Principal Seal

ANNEXURE VII

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

Utilization Certificate

Title of the Project : _____

Name of Principal Investigator: _____

It is certified that the grant of Rs: _____ (Rupees: _____ only)
out of the total grant of Rs. _____ (Rupees: _____ only) sanctioned
to _____ (Name of PI) by the KBC North Maharashtra University, under VCRMS
Research Project entitled _____ vide University letter No.F. _____
dated _____ has been utilized for the purpose for which it was sanctioned and in
accordance with the terms and conditions laid down by the Kavayitri Bahinabai Chaudhari North
Maharashtra University, Jalgaon.

Name and Signature of Principal Investigator

Place:

Date:

Name and Signature of Registrar/Principal

Seal

Name and Signature of Chartered Accountant/Auditor

Seal