

विकास विभाग

जा.क्र.: कबचौउमवि/११ए/अर्थसंकल्प-२०२६-२७/VCRMS/१९८/२०२६

दिनांक- ०९/०७/२०२६

अत्यंत महत्वाचे

प्रति,

१. मा.संचालक/विभाग प्रमुख,

विद्यापीठ प्रशाळा आणि प्रशासकीय विभाग, कबचौउमवि, जळगाव

२. कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठाशी संलग्नीत

असलेल्या सर्व महाविद्यालयांचे मा.प्राचार्य तसेच मान्यताप्राप्त परिसंस्थांचे मा.संचालक

विषय :- आर्थिक वर्ष २०२६-२७ मध्ये कुलगुरु संशोधन प्रोत्साहन योजनेअंतर्गत (VCRMS) शिक्षक व शिक्षकेतर संशोधकांचे प्रस्ताव पाठविण्याबाबत..

महोदय/महोदया,

आर्थिक वर्ष २०२६-२७ साठी अर्थसंकल्पातील अर्थशिर्ष क्र.०३.१८ नुसार कुलगुरु संशोधन प्रोत्साहन योजना (शिक्षकेतर कर्मचारी) (विद्यापीठ व महाविद्यालये) (VC Research Scheme) (for Non Teaching staff) आणि अर्थशिर्ष क्र. ०३.०२ नुसार कुलगुरु संशोधन प्रोत्साहन योजना (VC Research Motivation Scheme) (for Teachers) या योजनेतर्गत आर्थिक तरतुद करण्यात आलेली आहे. त्यानुसार शिक्षक व शिक्षकेतर यांच्या संशोधन कार्यास चालना मिळण्याकरता प्रशाळा/महाविद्यालयातील शिक्षक/शिक्षकेतर यांना आर्थिक सहाय्य उपलब्ध करून देऊन सद्यस्थितीतील विज्ञान व तंत्रज्ञान, वाणिज्य व व्यवस्थापन, मानवविज्ञान व आंतरविद्याशाखीय अभ्यास विद्याशाखा या शाखांमध्ये होणाऱ्या संशोधनास पाठबळ देऊन, ते समाजपयोगी व्हावे या उदात्त विचारातून या योजनेची प्रभावी अंमलबजावणी करावयाची आहे.

यासंदर्भात प्राप्त आदेशान्वये आपणास कळविण्यात येते की, आपल्या महाविद्यालयातील/मान्यताप्राप्त परिसंस्थेत आणि विद्यापीठ प्रशाळा/शैक्षणिक विभागातील इच्छुक शिक्षक आणि शिक्षकेतर कर्मचारी यांनी वरील योजनेअंतर्गत अनुदान प्राप्त करावयाचे असल्यास कृपया <https://forms.gle/d94sc2AkSWwuRasVA> या Link वर Online द्वारे दिनांक ३०/०७/२०२६ पर्यंत विहीत नमुन्यात माहिती भरावी आणि सदर प्रस्तावाच्या सोबत Format मध्ये Hard Copy विद्यापीठातील विकास विभागाकडे दिनांक ०५/०८/२०२६ पर्यंत पाठविण्यात यावी, हि विनंती.

या पत्रासोबत संदर्भासाठी/कार्यवाहीसाठी मार्गदर्शक तत्वांची नियमावली जोडलेली आहे. तरी, वरील प्रस्ताव Online पाठवितांना शिक्षक/शिक्षकेतर यांचे नियुक्ती पत्र, विद्यापीठ मान्यता पत्र व सेवेत कायम असल्याचे आदेशाची प्रत इ. दस्तऐवज जोडणे आवश्यक राहिल. तेव्हा, कृपया हे पत्र संबंधित शिक्षक/शिक्षकेतर कर्मचाऱ्यांच्या निदर्शनास आणून देऊन विद्यापीठास सहकार्य करावे हि विनंती.

टिप :- (१) ज्या संशोधकांनी Online Form Submit केला असेल त्यांचेच Offline Form ग्राह्य धरले जातील. तसेच ज्या संशोधकांनी Online Form Submit केला असेल परंतु Offline Form विकास विभागात सादर न केल्यास प्रस्ताव रद्द करण्यात येईल याची नोंद घ्यावी.

(२) ज्या महाविद्यालयाकडील शिक्षक/शिक्षकेतर कर्मचारी यांचे पूर्वीचे VCRMS प्रकल्प सादरीकरणाची मुदत संपल्यानंतर ज्यांनी Project सादर केलेले नाहीत. त्या महाविद्यालयांचे VCRMS प्रस्ताव विचारात घेतले जाणार नाही.

सोबत:- वरील प्रमाणे.

आपला विश्वासू,



(राजेंद्र डी. पाटील)

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**  
**(4<sup>th</sup> 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**

## 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:**

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

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**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:**

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- **Equipment/ Software:**

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- **Contingency:**

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- **Travel/ Fieldwork:**

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- **Hiring services:**

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- **Consumables:**

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**13. Any other information which PI wish to share:**

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**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 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.
- (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**

|                                                               |
|---------------------------------------------------------------|
| <b>Report No.:</b><br><b>Period of report: _____ to _____</b> |
|---------------------------------------------------------------|

**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 <sup>st</sup> installment received | 2 <sup>nd</sup> 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  
(4<sup>th</sup> 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**

## 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<br>Office Phone No. :<br>Mobile No. :<br>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:

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

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**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:**

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• **Equipment/ Software:**

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• **Contingency:**

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• **Travel/ Fieldwork:**

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• **Hiring services:**

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• **Consumables:**

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**11. Any other information which PI wish to share:**

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**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**

|                                                                      |
|----------------------------------------------------------------------|
| <b>Report No.:</b><br><b>Period of report:</b> _____ <b>to</b> _____ |
|----------------------------------------------------------------------|

**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 <sup>st</sup> installment received | 2 <sup>nd</sup> 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**

**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**

**Secretary**

**Member**

**Chairman**