



Re-Accredited 'B' 2.82 CGPA by NAAC

VEER NARMAD SOUTH GUJARAT UNIVERSITY

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કંપસ, ઉદ્ધના-મગદલા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

Telegram : VNSGU, Telephone : +91 - 261 - 2227141 to 2227146, Fax : +91 - 261 - 2227312


E-mail : info@vnsgu.ac.in, Website : www.vnsgu.ac.in

: પરીપત્ર :

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટીના તમામ અનુસ્નાતક વિભાગોના/સ્વનિર્ભર અભ્યાસક્રમના શૈક્ષણિક કર્મચારીઓને આથી જણાવવાનું કે, યુનિવર્સિટીના વિવિધ અનુસ્નાતક વિભાગોના શિક્ષકોને વિવિધ સંસ્થા તરફથી મળતા પ્રોજેક્ટ અંગે સર્વગ્રાહીનીતી તૈયાર કરવા સિન્ડિકેટ તા.૭-૧૦-૨૦૧૩ની સભાના ઠરાવ ક્રમાંક:(૫૪) અને સિન્ડિકેટ તા.૫-૧૨-૨૦૧૪ની સભાના ઠરાવ ક્રમાંક:(૧૦)થી ઠરાવ્યાનુસાર આ સાથે સામેલ Guidelines and Rules for undertaking Project નો અમલ કરવાનો રહેશે, જેની તમામે નોંધ લેવી.

ક્રમાંક : જન/ટી/પ્રોજેક્ટ/પરિપત્ર/૬૬૩૬/૨૦૧૫

તા.: ૦૧-૦૬-૨૦૧૫


કુલસચિવ

પ્રતિ,

- (૧) યુનિવર્સિટીના તમામ અનુસ્નાતક વિભાગોના વડાશ્રીઓ / સ્વનિર્ભર અભ્યાસક્રમોના કોઓર્ડિનેટરશ્રીઓ તરફ, ... આપના વિભાગ હેઠળના તમામ શૈક્ષણિક અને વહીવટી કર્મચારીઓને જાણ કરવી.
- (૨) યુનિવર્સિટીના તમામ વહીવટી ભવનોના વડાશ્રીઓ તરફ
....વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી, સુરત.... જાણ તથા ધટીત થવા સારૂ.



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યુનિવર્સિટી કેમ્પસ, ઉદ્ધના-મગદલા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

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GUIDELINES AND RULES FOR UNDERTAKING PROJECT AT VEER NARMAD SOUTH GUJARAT UNIVERSITY

Veer Narmad South Gujarat University provides an excellent environment for research and development activity.

- Faculty members are encouraged to engage in sponsored and consultancy projects. An account will be maintained with the Account Office of the University. Various aspects of the project management i.e. initiation of the proposal, purchases and hiring, travel, submission of report, etc. will be routed through the R & D committee. The University will create R & D cell consisting of 3 heads of the Department to be nominated by the Vice Chancellor.
- Faculty members are also encouraged to collaborate with other faculty members of the university and other researchers of various institutes for carrying out research in area of his / her expertise and other multidisciplinary areas.

SPONSORED PROJECTS

- A faculty may like to approach various national and international funding agencies and industries for sponsored projects in the areas of the desired research interests. Generally, the research proposals are submitted as per the format of the respective agency. All proposals are required rooted through R & D committee.

CONSULTANCY PROJECTS

- The university encourage faculty to undertake consultancy work. The consultancy work should be of such nature that enriches the professional experience and the knowledge as a faculty member of this university and, thus, makes him / her better educator and researcher.
- Each consultancy project will have a Principal Investigator (PI) or Principal Coordinator (PC).
- PI or PC will be responsible for formulating project proposal which may include (i) planning of the work to be done (ii) estimating costs according to the guidelines of the university / funding agency.
- Cost of a consultancy project will consist of two parts (i) actual expenses and (ii) consultancy fee / honoraria.
- The actual expenses should cover the following cost related to project:
 - Permanent equipment or software to be procured or any other assests
 - Consumables to be used (Chemicals, stationery, cartridge, photocopying, etc)
 - Computational charges (at commercial rates)
 - Translation charges
 - Charges to be paid for the use of specific equipments in central facility or hiring charges
- Contingency expenses to cover cost of supplies, preparation of report, typing, drafting, stationery, reproduction, literature (books, journals, membership fee of professional bodies, postage charges, telephone charges (including landline and mobile), internet usage, and other miscellaneous charges.

- Faculty members going out of town on project work will be treated on duty subject to a maximum of 30 days in a year. Faculty should plan their field / site visit in vacation or during public holidays as far as possible.
- Despite the fact that consultancy projects are encouraged by the university, it is expected that only those consultancy projects will be accepted by the university, which provide challenge befitting professional competence of the faculty members. Sufficient caution also needs to be exercised to ensure that consultancy projects do not interfere with the normal duties of the faculty members.
- University policy on overheads and service tax for R & D project
 - (i) Project cost refers to the expenses incurred by the PI / PC for the duration of the project of the project. It includes equipment, salaries, travel, consumables and contingency.
 - (ii) Overheads refer to the payment due to the university from the grant approved by the funding agency / organization / industry
 - (iii) Sponsored project refers to one in which the PI / PC carries out original research. Such projects generally do not have a provision for payment of honorarium (though one may find exceptions)
 - (iv) Consultancy projects utilize prior skill and competence of the PI / PC. They allow the PI / PC to charge honorarium / consultancy fees.
 - (v) Service tax is required to be paid for all consultancy and testing projects.
- Calculation of overheads:
 1. Sponsored Research Project: Proposal submitted for sponsored research must show overheads of 20% on the project cost. [Example: If the project requirement is X units, overheads would be 0.2X units and the total budget would be for 1.2X units.]. In case of funding received from the Government agencies or institutes like ICSSR, UGC, CSIR etc., the rate determined or offered by those institute will be applicable.
 2. Consultancy: At the stage of proposal submission, the budget will reflect project costs (X), overheads at 25% ($X_1 = 0.25X$) and service tax at 10.3% ($X_2 = 10.3\%$ of $(X+X_1)$). Service tax is subject to periodic revision by the Government of India.
- Faculty members can also undertake consultancy of short duration. Consultancy related to project, statistical analysis or any other kind of consultation that may be required for any kind of project or research, faculty may charge consultancy fees. Faculty shall pay 30% of consultancy fees to the University and 20% fees to the Department. The remaining amount can be retained as an income from consultancy fees. Income from consultancy fees will have to be shown as income from other sources.

Admissible TA / DA for project work

- TA on actual basis to cover field / site visits, meeting outside the university and the participation in conferences / seminars / training programmes / workshops etc. within or outside India be paid to the team members of the project as per the norms of funding / sponsoring agencies. There will be no restriction, from the university, on travel by air or taxi on grounds of entitlement. University rules will be applicable, if norms are not specified by the funding agencies.
- Actual lodging / boarding expenditure and food expenses are admissible. When professional fees are charged or honorarium is claimed, separate DA will not be paid.
- Maximum DA of Rs.2500 will be admissible to Principal Co-ordinator / investigator, if no lodging or boarding expenditure is claimed while doing project outside the city during working days. For other team members maximum Rs.1000 will be admissible.
- In case project work is carried out during vacation/s, maximum DA of Rs.5000 will be admissible to Principal Co-ordinator / investigator. The other members will get maximum Rs.1500. The amount will be inclusive of lodging and boarding expenditure.

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