

# ODISHA STATE HIGHER EDUCATION COUNCIL

A-11, PUSTAK BHAWAN (2<sup>nd</sup> FLOOR) SUKAVIHAR, BHUBANESWAR-751022

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## OURIIP SEED FUND

### TERMS AND CONDITIONS FOR THE FINANCIAL ASSISTANCE OF OURIIP SEED FUND

#### 1. GENERAL:

- 1.1 Funds shall be released to the SB Account authorized by the concerned Registrar of the University for University Faculty members and the Principal in case of the College faculty members . All the funds released shall be spent for the purpose of carrying out the sanctioned project only and no fund shall be utilised or diverted for any other project or activity.
- 1.2 No part of the grant shall be diverted to any other institution or utilised for purpose other than those for which the grant is sanctioned.
- 1.3 Separate account shall be maintained in respect of this grant by the universities /colleges. The portion of the unutilised amount of the grant during the financial year towards first year shall be intimated to the OSHEC immediately for adjustment of the same in next year.
- 1.4 The amount claimed under non-recurring and recurring head by the applicant in his/her proposal shall not be considered as the approved one. Only after presentation before the Research Committee and Domain Experts, the amount fixed by them (may be increased or decreased, depending on the project) shall be considered at the final approved one.
- 1.5 The expenditure shall be restricted to the amount specified under each sub-head under recurring and non-recurring head.
- 1.6 The Institution /Project Investigator (PI) shall refund the unutilized fund of the sanctioned amount under the specific item and he/she shall not utilise this amount to meet the expenditure in any other items.
- 1.7 The bank interest earned against this grant shall be considered as a part of the Seed Fund released in favour of the faculty concerned and it shall be reflected in the statement of accounts.
- 1.8 The PI shall submit the Statement of Accounts and Utilisation Certificate for the Financial year (i.e., from 1<sup>st</sup> April of the year to 31<sup>st</sup> March of the subsequent year) duly countersigned by the Head of the Institution/Registrar irrespective of the date of sanction by 30th May of subsequent year towards the first year before release of the second year grant .

1.9 In case of Universities, purchase related matters such as inviting tenders/placing orders etc. shall be made at the Department level, following financial rules and regulations and in case of colleges, this can be done at the college level as per the existing practice of the institution. Purchase of equipment and other consumables shall be completed within 03 months requisition submitted by the OURIIP Fellows.

## **2. EQUIPMENT ( Non-Recurring )**

2.1 The expenditure towards the equipments mentioned in the proposal submitted by the faculty concerned to the Council mentioned in the sanction letter shall be strictly limited to the amount sanctioned.

2.2 The Institution shall not purchase items like air-conditioner, refrigerators, exhaust fans, furniture and other office automation equipments out of the sanctioned amount of the project cost except Computer (Desktop and printer) needed to carry out the work as mentioned in the sanction letter.

2.3 All the Project related activities, such as purchase of equipments/consumables, hiring of Project Assistant, floating tender in the newspapers etc. shall be carried out by the PI himself/herself, following the Govt. of Odisha Guidelines/Guidelines followed by the Institution itself.

2.4 Procurement of equipment and hiring of Project Assistant must be made immediately after the project is sanctioned. The advertisement cost for hiring Project Assistant or floating tender for Equipment/Chemicals etc., shall be borne out of the contingency fund of the Project.

2.5 The PI shall maintain a separate stock register of all items of equipments including contingency and consumables, purchased out of the Seed Funds.

2.6 The equipment purchased shall be marked either with a metal disc or written boldly under the heading "OURIIP SEED FUND 20 \_\_\_\_". All equipment shall be serially numbered. An inventory of equipment purchased out of SEED FUND grant shall be sent to the OSHEC immediately after end of the financial year.

2.7 After completion of the project, all equipments and non-consumable items, if any, purchased by the institution/ University from the project grant shall remain the property of the institution/ University where project execution is undertaken.

2.8 In case, the PI is transferred by the Government before the completion of the project to another college/institution, he / she shall apply to the Council for transferring the project to the new institution in a plain paper, mentioning the reason of transfer (whether joining in a University on transfer by the Govt.) with relevant documents, progress made in the previous station, list of the equipment/non-consumable items

purchased, utilization certificate of the amounts what the concerned PI has utilised as on date of his relieve from the institution in which the grant is sanctioned/ released, "No Objection Certificate" from the concerned institution from where the PI is transferred or joined afresh (In case of College, NOC from the Principal and in Universities, NOC from the Head of the Department as well as the Registrar).

### **3. Recurring Expenditure**

#### **3.1. Man-Power Grant:**

- i. The member of the staff engaged on the research project shall, for all practical purposes, be under the administrative control of the Universities/Colleges/any institution concerned where the project is being carried out.
- ii. The staff engaged shall have a designation of Project Assistant (P.A.) for the period as sanctioned under manpower unit. She/He should have minimum Master Degree or B.Tech (BE) in the relevant subject. The PI must facilitate that, the P.A. qualifies NET in subsequent years.
- iii. The minimum eligibility criteria for P.A. in Engineering Discipline can be Master in Science or Bachelor in relevant engineering subject.

#### **3.2. How to Select the Project Assitant :**

The advertisement for selection of Project Assistant shall be made in one or two widely circulated daily news papers by concerned P.I.

A committee for selection of the P.A shall be constituted with following members.

- 1) Head of the Department of concerned subject
- 2) A representative of the Registrar in case of the University/Principal in the case of college.
- 3) P.I. Member Convenor

#### **3.3. Travel Grant:**

The staffs engaged for the research project may be allowed to utilise the amount under 'Travels' unit to meet the travel expenses in connection with the project work subject to the following conditions

- i. The Travel should have the approval of the P.I. concerned .
- ii. The amount earmarked for travel unit shall be utilised for payment of TA/DA to the staff travels for the research project as admissible.
- iii. The expenditure incurred shall not result in any excess amount on and above the fund provided in the travel unit.

- iv. TA/DA shall be applicable as per the Finance Department Notification /Guidelines issued from time to time / prevailing financial guidelines of their Institutions, where they are working.

**3.4. Contingency Grant: This Grant can be used: -**

- i. To buy any urgently required laboratory items for the project
- ii. Towards the expenditure on work related to the project like advertisement, auditing, incidental expenditure etc. not covered otherwise
- iii. Towards payment of honorarium or any other expenditure related to visiting scientists/academiciances with direct bearing on project.
- iv. Towards payment of expenditure incurred in outsourcing activities related to project like minor fabrication, sample characterisation/data collection etc.
- v. The PI may utilise the fund under contingency head released in his favour year wise as per his/her requirement for the project without prior approval of the Council subject to the condition that a consolidated account is submitted at the end of the financial year.

**3.5. Consumable Grant:**

The amount released on consumable head for incurring expenditure towards chemicals, reagents, Printer cartridges, paper etc. and other substances shall be utilised towards smooth execution of the project.

**3.6. Organizing of one day Expert Review Committee**

- i. In case of Language or Social Science based research projects where a book or a critical edition is part of the targeted deliverable, the amount released for the purpose would strictly be used to organise a review meeting of the work by inviting 3 to 4 domain experts to review the work during the last quarter of the project. The review would be focussed on the draft manuscript that PI would present. The meeting reports would be used to further fine tune the work. The grant would be used on TA for experts, announcements, hospitality and other contingent expenditure.
  - ii. In Science research projects, the amount shall be utilised to organise a Theme meeting on the specific work area and related expenditure for the meeting.
4. In addition, the P.I. must acknowledge the Odisha State Higher Education Council for providing support to carry out the OURIIP research project in all publications, patents and any other output emanating out of the project.

5. The PI shall submit the Statement of Accounts and utilization certificate at the end of each financial year, audited by any CAG empanelled Chartered Accountant of the PI's choice or Govt. Auditors.
6. Financial Assistance shall be provided to carry out the research activities for the second year after evaluation of first year work.
7. During 1<sup>st</sup> Year i.e. at the time of sanction of the project, 100% non-recurring grant and 50% of the recurring grant in each component shall be released. In the 2<sup>nd</sup> Year, on the basis of UC submitted, the amount under recurring head leaving a balance of 5% of the sanctioned amount for the project shall be released. This 5% amount shall be released after the submission of the final project report and the Utilization certificate.

The parent institution shall be responsible to facilitate the researcher (PI) to achieve the objectives of the Research Project.

#### 8. Monitoring and Evaluation:

- i. The Seed Funding Scheme will expect the concerned faculty to produce 2 research publications (atleast one in Scopus Indexed Journals) / reviewed books per year. They shall also be expected to write and secure funded research projects from national agencies towards the end of the two-year period of seed funding.
- ii. Annual Review of work shall be done through a poster presentation and assessment at the Odisha Research Conclave.

9. Wherever not clearly mentioned, the host institute shall follow its own financial practices.

10. The PI shall open an SB account in any nationalized bank in the name of the "Principal - Investigator, OURIIP" with his/her Index No. and to operate the account.

Example: If someone is from Anthropology and index No. is 01, then he/she shall open the Account in the name of: "Principal Investigator, OURIIP (21SF/AN/01).

**Savings Account can not be opened in personal name of the faculty for the purpose of seed funding .**

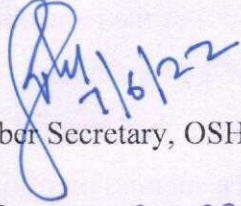
11. Each Seed Fund awardee must provide the Bank details such as name of the bank with branch address, account number, IFSC code/MICR code of the affiliated institution (University/College) to the Council for transfer of fund.

12. A seal in the following format shall be used by the PI for the purpose of correspondence with the Council in this regard.

"Principal Investigator  
OURIIP (21SF/AN/01)  
Institution Name, Place

13. If any addition/ alternation is required by the faculty for the sanctioned amount under any component, he/she shall submit the application with proper justification along with supported documents for consideration of the Council.

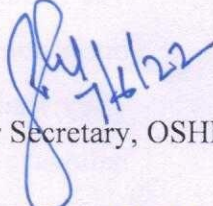
All the decisions of Odisha State Higher Education Council shall be binding and final.

  
Member Secretary, OSHEC

Memo No 585 /147/OSHEC-2022

Dt. 07.06.2022

Copy forwarded to the V.C, OSHEC /Executive Members / Finance officer / Academic Consultants / Guard File for information and necessary action

  
Member Secretary, OSHEC

Memo No 586 /

Dt. 07.06.2022

Copy forwarded to the all Registrars, State Public Universities/ Concerned Educational Institutes/ all Faculties under OURIP -2021 for information and necessary action .

  
Member Secretary, OSHEC