

**PANJAB UNIVERSITY CHANDIGARH**  
**OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER**

To

All the Chairpersons/  
Coordinators of All Centres/  
Heads of the Departments/Branches  
Directors of Regional Centres/  
Panjab University, Chandigarh.

No. 14137-14337/A

Dated: 7.2.2022

**Subject: Financial Assistance to the students for Innovative work/project.**

Dear Sir/Madam,

This is to apprise you that the Vice Chancellor on the recommendation of the committee dated 07.12.2021 has approved the following guidelines for streamlining & proper utilization of funds under the Budget Head "**Impetus to Research**" sub head "**Financial Assistance to the students for Innovative work/project**":-

1. A Central Committee for each faculty under the chairmanship of Dean Research shall be constituted which should include 3 experts of the respective domain. The Dean Research shall constitute the Committee. This committee shall be authorised to evaluate the proposals and sanction the funds from this budget provision.
2. Maximum sealing of funds which can be sanctioned for one individual project shall be Rs.1 lakh. The internal breakup of funds to be sanctioned to specific proposal shall depend upon the assessment of the central committee and final disbursement shall be made only as per the approval of said committee.
3. **Procedure for submission of proposal :-**

Any student of Panjab University who wishes to avail financial help for any innovative work/project may write a proposal and submit it to the concerned Chairperson through a mentor who will be a teacher of the concerned department. The research scholar(s) who is/are not availing any fellowship shall be eligible to apply for this fund. The HOD shall forward the same to the office of Dean Research. The office of Dean Research shall arrange to convene a meeting of the Central Committee and all the proposals received in the office shall be put up before that committee. The committee shall notify the concerned student for a brief presentation/interaction and on the basis of the assessment/evaluation by the committee, the financial recommendation shall be made for disbursement of funds from this budget provision. On the approval of the recommendation of the said committee by

the Vice Chancellor, sanction order to that effect shall be issued by the office of Dean Research and on the basis of that office order necessary disbursement as per the stipulation of sanction order shall be made by the office of Accounts Branch, Panjab University.

**4. Post Sanction Review :-**

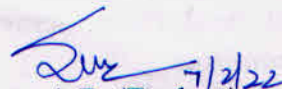
The Office of Dean Research shall convene the meeting of Central Committee, in which the students who had already been sanctioned funds from this provision shall be invited to give a presentation regarding progress of their work. A timeline for submission of progress report(s) by concerned student shall depend upon the terms of the sanction order issued by the o/o Dean, (Research).

5. The time duration for a given innovative project/work should not exceed one year except in exceptional cases which should be considered by the Central Committee at the merit of individual case. Maximum one project member, individual or team may be allowed to submit the proposal.
6. Final report of the project will be submitted by the Candidate(s) immediately after completion of time period of sanction letter. The outcome of the project (paper/patent/project) will be the asset of the Panjab University and the financial support should be acknowledged in the outcome of the project. If the performance of the project which has decided by the Central Committee will not be satisfactory then the funds will be discontinued and the project will be cancelled at any stage.
7. Any item if purchased under non-recurring fund will be asset of the concerned department after completion of the project.

This is for the information and necessary compliance by all concerned.

With regards,

Yours sincerely,

  
A.R. (Budget)

Copy to :

1. SVC for kind information of the Vice Chancellor
2. D.U.I.
3. Director, Research Promotion Cell
4. Registrar
5. Director Computer Centre, to circulate the above through the official e-mail addresses as above.