

**UNIVERSITY OF JAMMU**  
**UNIVERSITY OF JAMMU RESEARCH FUND**

**PARTIAL FUNDING TO ATTEND/PARTICIPATE NATIONAL/INTERNATIONAL (WITHIN INDIA) CONFERENCE/SEMINAR/ WORKSHOP/ BRAIN STORMING SESSION, ETC.**

1. Name with designation
2. Department/ Institute/Centre/ Campus
3. Title of the Conference/Workshop/Seminar/Colloquium/ Brain Storming Session
4. Name of Institute/University/Organization holding the Conference/Workshop/ Seminar/ Colloquium/ Brain Storming Session
5. Presenting key note address/ Plenary session address/ Inaugural session address/ Presidential address/ research paper (strike off whichever is not applicable) and attach documentary proof to this effect
6. Invited to chair the technical session/ chair the inaugural or valedictory session (strike off whichever is not applicable) and attach documentary proof to this effect
7. Are organizers meeting part of the expenditure?      Yes/ No
8. If yes, give details with documentary proof to this effect.
9. Request for partial fund
 

Travel (train only) :	
Registration fee :	
DA :	
Total :	
10. Has application for Duty Leave been submitted?      Yes or No
11. Has Duty Leave been sanctioned?      Yes or No
12. If yes, attach copy of the sanction letter.

Date:

Signature

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In case applicant is a bonafide Research Scholar, the following is mandatory

Recommendation of concerned Research Supervisor

Name & Signature of concerned Research Supervisor

Recommendations of the concerned HoD

Seal and Signature of concerned HoD

# UNIVERSITY OF JAMMU UNIVERSITY OF JAMMU RESEARCH FUND

## PROJECT SUBMISSION FORM

(Submit in Triplicate)

(office use) Project File Reference No. UoJRF/ year / deptt/centre/institute/ number (three digit)

1. Name of the Principal Investigator:

2. Designation:

3. Date of Birth

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4. Department/Center/Institute

5. Name of the Co-Principal Investigator

6. Designation

7. Date of Birth

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8. Department/Center/Institute

9. Name of the Co-Principal Investigator

10. Designation

11. Date of Birth

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12. Department/Center/Institute

13. Title of the project (in bold)

14. Duration of the Project (24 months)

From

to

15. Category under which applied

I.1 / I.2 / I.3 (strike off whichever is not applicable)

16. Details of Funding requested

a) Consumables:

Justification:

b) Equipment

Justification:

c) Travel (domestic & field)

Justification:

d) Contingency

Justification:

e) Total funds requested

17. Requirement of any additional space from the department/ centre/university Yes / No

If yes, give justification:

18. a. Total no. of ongoing projects with the PI

Give details of on-going project/s such as title, funding agency, total grant sanctioned date of initiation of the project and quantum of work (in terms of percentage) completed till date

b. Total no. of projects completed by the PI

Give details of completed project/s such as title, funding agency, total grant sanctioned, date of initiation, closure of the project and brief summary of completed project/s

19. Project Proposal

Title (in bold)

Summary (at least in 2500 words)

Objectives (not more than three)

Methodology (in bullets)

Schedule of work for 24 months (0-6 months, 7-12 months, 13-18 months and 19-24 months)

20. I/ We certify that no civil/electrical modifications shall be carried out without the express permission of the University Engineering Department and the Registrar. We will follow the norms for the operation of the projects framed, from time to time, by the University.

Name & Signature of the Principal Investigator

Date:

Name & Signature of the Principal Co-Investigator

Date:

Recommendations of the concerned DRC in case applied under Category I.1/ I.2

Head of the department/Director of Center/Institute

Name & Signature of the Principal Co-Investigator

Date:

Recommendations of the concerned DRC in case applied under Category I.3

Head of the department/Director of Center/Institute

Name & Signature of the Principal Co-Investigator:

Date:

Recommendations of the concerned DRC in case applied under Category I.3

Head of the department/Director of Center/Institute

**For Office Use Only**

Project File Reference No. UoJRF/ year / deptt/centre/institute/ number (three digit)

Received on \_\_\_\_\_

Dealing clerk

S.O.

Meeting held on \_\_\_\_\_

Dealing Clerk

S.O.

Approved / Not Approved (strike off whichever is not applicable)

Total Grant sanctioned (both in figures and words) , if approved

\_\_\_\_\_  
\_\_\_\_\_

Assistant/Deputy Registrar

**UNIVERSITY OF JAMMU**  
**UNIVERSITY OF JAMMU RESEARCH FUND**

SANCTION LETTER

Project File Reference No. UoJRF/ year / deptt/centre/institute/ number (three digit)

To,

Dear Prof./ Dr.

The Research & Award Section of the University of Jammu is pleased to inform that the research project entitled \_\_\_\_\_

has been approved by the Central Research Project Scrutiny Committee (CRPSC) and sanctioned a research grant of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

\_\_\_\_\_ ) towards the utilization for the above referred research project for a period of \_\_\_\_\_ year ( \_\_\_\_\_ months).

The detailed break-up of the sanctioned grant is as under

- a) Consumables: \_\_\_\_\_
- b) Equipment: \_\_\_\_\_
- c) Travel (domestic & field): \_\_\_\_\_
- d) Contingency: \_\_\_\_\_

You are requested to submit **PROJECT INITIATION FORM** to this office with intimation to the Finance Section.

The University of Jammu wishes all the best in your academic and research pursuit.

Yours faithfully,

Assistant/Deputy Registrar

Note: Quote Project File Reference No. in all future correspondence.

- Copy to:
1. SSVC for information to Hon'ble Vice Chancellor
  2. Sr. PA to Registrar for information to Registrar
  3. Head/Convenor, BoS of the concerned department/s
  4. Concerned PI
  5. Concerned Co-PIs
  6. Office of Director, DIQA for information
  7. AR/DR, Academic Affairs for information



**UNIVERSITY OF JAMMU**  
**UNIVERSITY OF JAMMU RESEARCH FUND**

**PROJECT INITIATION FORM**

(Submit in duplicate)

Project File Reference No. \_\_\_\_\_

1. Name of the Principal Investigator with designation \_\_\_\_\_
2. Department/Center/Institute \_\_\_\_\_
3. Name of the Principal Co- Investigator with designation \_\_\_\_\_
4. Department/Center/Institute \_\_\_\_\_
5. Name of the Principal Co- Investigator with designation \_\_\_\_\_
6. Department/Center/Institute \_\_\_\_\_
7. Title of the project (as approved in sanction letter) \_\_\_\_\_
8. Tentative Duration of the Project      From      to
9. Details of grant sanctioned
  - a) Consumables: \_\_\_\_\_
  - b) Equipment: \_\_\_\_\_
  - c) Travel (domestic & field): \_\_\_\_\_
  - d) Contingency: \_\_\_\_\_
10. Date of Initiation of current Project 

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I/We certify that no civil/electrical modifications shall be carried out without the express permission of the University Engineering Department and the Registrar. We will follow the norms for the operation of the projects framed from, time to time, by the University.

Name & Signature of the Principal Investigator \_\_\_\_\_

Date: \_\_\_\_\_

Name & Signature of the Principal Co-Investigator \_\_\_\_\_

Date: \_\_\_\_\_

Name & Signature of the Principal Co-Investigator \_\_\_\_\_

Date: \_\_\_\_\_

**(Submit a copy of duly filled in form to Finance Section & concerned HoD)**

**UNIVERSITY OF JAMMU**  
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**SIX MONTHLY PROGRESS REPORT**

(Submit in duplicate)

Project File Reference No. \_\_\_\_\_

1. Title of the project:
2. Name & Designation of Principal Investigator
3. Name & Designation of Principal Co-Investigator
4. Name & Designation of Principal Co-Investigator
5. Duration of the project
6. Sanctioned grant
7. Date of Initiation of the project
8. Objective/s achieved
9. The amount of research work completed in the current project (in at least 1500 words)
10. The amount of research work to be completed, in next six month schedule, in the current project (in at least 1000 words)
11. Deliverables, if any

Comments of the concerned DRC

Members

Head of the concerned Department

**UNIVERSITY OF JAMMU**  
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**PROJECT COMPLETION REPORT**  
(Submit in duplicate)

Project File Reference No. \_\_\_\_\_

1. Title of the project:
2. Name & Designation of Principal Investigator
3. Name & Designation of Principal Co-Investigator
4. Name & Designation of Principal Co-Investigator
5. Duration of the project
6. Sanctioned grant
7. Date of Initiation of the project
8. Date of Closure of the project
9. Whether the final utilization certificate and statement of expenditure has been submitted  
Yes/ No
10. If yes, mention the date and append the photocopy of the same.
11. If no, the reasons thereof.
12. Summary of the project proposal (at least 1000 words)
13. Approved Objectives
14. Title of the Research paper published from out of the current project work (attach reprint)

15. Title of the Research paper accepted for publication from out of the current research work  
(attach copy of acceptance letter)
16. Report of the completed research project highlighting the deliverables (at least 3000 words)
17. Details of the consumable and non-consumable (including equipment) material procured from  
out of the current research project grant
18. Has the non-consumable material (including equipment) been handed over to the concerned  
department? Yes or No
19. If yes, attach a certificate issued by concerned HoD in this regard.
20. If no, the reasons thereof.
21. Has the stock register carrying entries of consumable /non-consumable (including equipment)  
handed over to the concerned department? Yes or No
22. If yes, attach a certificate issued by concerned HoD in this regard.
23. If no, reasons thereof.
24. Was power point presentation of the current research work made in the concerned department  
by PI/Co-PI? Yes or No
25. If yes, attach a certificate issued by concerned HoD in this regard.
26. If no, the reasons thereof.

Comments of the concerned DRC

Members of DRC

Head of the Department