

BHAKTA KAVI NARSINH MEHTA UNIVERSITY

RESEARCH AND DEVELOPMENT CELL

Guidelines



1. SPONSORED RESEARCH PROJECTS

1.1 Submission of New Project Proposal

The principal investigator (PI) shall fill out the application form in the prescribed format of funding agency along with the required supporting documents.

- 1.1.1 PI shall submit a copy of the research proposal along with **Annexure 1** forwarded by the respective head of the department to the Research Cell.
- 1.1.2 Duly filled Research Cell **Annexure 1** along with the research proposal shall be signed by the registrar (if required by the funding agency).
- 1.1.3 One copy of **Annexure 1** along with the research proposal signed by the registrar shall be kept in the Research Cell and other copy shall be returned to the PI.
- 1.1.4 In the case of the online submission form required undertaking or other required documents can also be processed as described in steps 1 to 4
- 1.1.5 The Research Cell shall maintain the record of all research proposals submitted by various faculty members centrally.

1.2 Acceptance of Sanctioned Project

- 1.2.1 On receipt of a sanction letter from the funding agency and the first installment of funds for a new project, the Office Research Cell will allot a project code no. and shall immediately communicate the same to the PI and other concerned offices. This number must be referred to in all correspondence relating to the project/scheme.
- 1.2.2 Once the PI or the funding agency informs the Office of the Registrar that the funds have been sanctioned and are likely to arrive soon, a proactive effort from the *PI / Finance Office is required to track the arrival of funds in the bank and inform the PI and Research Cell so that work can start immediately.
- 1.2.3 The effective date of implementation of the project shall be the date of the first expenditure in the project or as defined by the funding agency.

1.3 Opening the joint savings account for the project

- 1.3.1 There is a repeated demand by project sponsoring agencies for opening a separate savings bank account or interest earning account for each project. It has now become essential to show interest earned on the project fund and return the interest earned to the Funding Agency. The next installment of grant is not released unless the said conditions are fulfilled. Also, project fund transfers are now being mostly done by PFMS or RTGS and not through cheques. A dedicated savings account is a must for easy execution of the project.
- 1.3.2 Once the grant is received the dedicated savings account jointly operated by the signature of any of two of the following shall be opened in the bank:
 - 1.3.2.1 PI
 - 1.3.2.2 Registrar
 - 1.3.2.3 Chief Account Officer
- 1.3.3 Account shall not be operated in online mode. Only online access to view bank transactions can be used for monitoring the transaction.

1.4 Process of staff recruitment in the project

- 1.4.1 Appointments of the project staff in the project should be made strictly for the position mentioned in the budget or in the sanction order of the funding agency.
- 1.4.2 The emoluments payable to the project staff should be as per the rules and instructions of the funding agency. The HRA is payable only where the candidate is not availing of any hostel/govt. accommodation facility and there is a provision of payment of HRA in the sanction order.
- 1.4.3 While making the appointments, it may be ensured that Ad-hoc appointments are valid for three months and thereafter all appointments are made through the approved Selection Committee. Before the expiry of the appointment period, PI should advertise the post, and further appointments is made through the selection committee.
- 1.4.4 All positions approved by the funding agency under the project will be filled in after due advertisement at the BKNMU website and through notifications about the vacancy/vacancies sent to different institutions in the relevant discipline of the state/country (a proposed Performa in **Annexure 2**). All advertisements must also be displayed on department/faculty notice boards.
- 1.4.5 Recruitment can be done by inviting applications or by walk-in interview mode. Recruitment shall not be made on a permanent basis without the consultation of the University.
- 1.4.6 Preferably minimum 10 days duration shall be given for applying or for conducting walk-in interview from the date of advertisement.

1.5 Selection of staff

- 1.5 All appointments on the approved research staff positions under a project/scheme will be made through interview by a Selection Committee constituted for the purpose as given in the **Annexure 3**.
 - 1.5.1 In case of invited application a shortlist of applicants to be called for interview will be made by the PI (and Co-PI, if applicable) and a précis of candidates called for interview will be prepared as given in **Annexure 4**. For walk-in Interviews also précis of candidates shall be prepared as per **Annexure 4**.
 - 1.5.2 No TA/DA will be payable to candidates appearing for interviews unless specifically provided for under the project/scheme by the funding agencies.
 - 1.5.3 PI has to coordinate with the selection committee for Interview dates and an interview letter should be mailed to the applicant well in time in case of invited application mode..
 - 1.5.4 After the interview, minutes and recommendations of the Selection Committee meeting shall be recorded as per **Annexures 5 and 6**.
 - 1.5.5 PI shall send the minutes and recommendation of the Selection Committee along with the following document for approval by the registrar:
 - 1.5.5.1 Grant sanction letter
 - 1.5.5.2 Full advertisement placed on BKNMU website.
 - 1.5.6 Copies of the précis showing the bio-data of the candidates who had applied for the position/s.
 - 1.5.7.1 Selection Committee Proceedings
 - 1.5.7.2 Mark sheets and other relevant documents of the selected candidates
 - 1.5.8 After getting approval from the Registrar select the letter of appointment as per **Annexure 7** shall be communicated to the selected candidate by the PI/Co-PI.
 - 1.5.9 When the selected candidate accepts the appointment and joins his/her duty the joining letter as per **Annexure 8** shall be taken and a copy of the joining letter shall be

forwarded to the Research Cell and finance department.

1.6 Monthly release of fellowship/ salary of research personal

- 1.6.1 At the end of every month, the attendance report (**Annexure- 9**) and salary bill (**Annexure-10**) of the research personal shall be submitted to the finance office for release of salary.

1.7 Terms and conditions of Appointment for research personal

- 1.7.1 All appointments on projects are contractual and can be made only if the position is explicitly sanctioned by the funding agency. The emoluments payable to any of the appointees will be as per the sanction given by the funding agency.
- 1.7.2 All appointments will be co-terminus with the project.
- 1.7.3 Other Terms & Conditions of appointment should be as per funding agency / University guidelines. The applicable terms and conditions shall be mentioned by the PI /Co-PI in the appointment letter and while joining undertakings for shall be taken from candidates.
- 1.7.4 In case the positions are not explicitly mentioned, the PI will make a specific proposal about positions and emoluments, keeping in view the original proposal and sanction of the grant.

1.8 Leave

- 1.8.1 The leave rules will be as per funding agency guidelines. If no norms are specified the following leaverules will be applicable:
 - 1.8.1.1 Fellows are entitled to a maximum period of 30 days of leave in a year in addition to public holidays.
 - 1.8.1.2 They are not entitled to any other vacations.
 - 1.8.1.3 The leave due can be carried over to the next year however, not more than 90 days' leave can be accumulated at any time during the tenure. Of this, not more than 30 days can be availed of at the end before the completion of the tenure of the Project.
 - 1.8.1.4 Candidates are eligible for maternity/ Paternity leave as per Govt. of India norms issued from time to time at full rates of fellowship once during the tenure of their award. For the field work/ sample collection/ visit to library/ visit to another institution or any other visit for project work and participation in scientific events/ workshop in India and abroad will be treated as on duty with prior permission from PI/ Co-PI.

1.9 TA, DA by Research personal, PI and other experts

- 1.9.1 TA, DA shall be paid according to funding agency guidelines, if norms are not specified by the funding agencies university rules will be applicable.
- 1.9.2 The research personnel / PI are eligible for TA / DA as per BKNMU/Gujarat government rules.
- 1.9.3 Travel under the Research Projects is allowed for the following:

- 1.9.3.1 For data collection related to projects to PI/Co-PI/ Project Fellow/JRF/SRF/ Research personal
- 1.9.3.2 For visiting Libraries, and institutes within the country to collect information
- 1.9.3.3 For attending Conferences / seminars / Workshop / Training Programme etc., if Permissible by the funding agency for presenting a paper.
- 1.9.3.4 For inviting subject experts to the selection committee
- 1.9.3.5 For inviting other experts to discuss the project work
- 1.9.3.6 For attending midterm reviews of the project
- 1.9.4 No International Travel is allowed unless specified by the Funding Agency.
- 1.9.5 TA on the actual basis to cover field/site visits, meeting outside the university and participation in conferences /seminars/training programmes/ workshops, etc. within India can be paid to the team members of the project.
- 1.9.6 There will be no restriction based on the designation of PI as Assistant Professor, Associate Professor, and Professor from the university, on travel by air or taxi on grounds of entitlement. Prior permission of the registrar is required for Car/ taxi travel by Research personnel / JRF / SRF for project work in special circumstances.
- 1.9.7 TA and sitting fees payable to official and non-official members/experts will be as per UGC/BKNMU/Funding agencies guidelines.
- 1.9.8 TA and other allowances are to be borne from the allotted head of the project fund. PI / Co-PI shall not claim the reimbursement from the BKNMU funds.

1.10 Purchase Procedure

- 1.10.1 Immediately after getting the grant, PI shall approve the detailed budget through the registrar and submit a copy of the approved budget to the account sanction.
- 1.10.2 PI have to follow the purchasing rules of the Govt. of Gujarat and BKNMU time to time.

1.11 Contingency grant

- 1.11.1 Contingency grants shall be utilized as per the guidelines given by the funding agency. If no guideline is given contingency grant can be used for following purpose as:
 - 1.11.1.1 Books, journals, cost of photocopying of documents
 - 1.11.1.2 Chemicals/consumable items required for the research work
 - 1.11.1.3 Stationery and Postal Charges
 - 1.11.1.4 Purchase of printer, computer accessories and software required for project
 - 1.11.1.5 Charges for hiring service analysis of out sourced work (testing, sequencing etc.)
 - 1.11.1.6 For remuneration, travel expense (by bus/train/car) and DA of selection committee/Interview committee/invited expert (Charges will be as per UGC rules for invited expert in selection/Interview Committee)
 - 1.11.1.7 Expenditure towards advertisement for the appointment if any
 - 1.11.1.7.1 Spares of apparatus
 - 1.11.1.7.2 Repairing and maintenance of equipment
 - 1.11.1.7.3 Payment of bills of chartered account for utilization certificate
- Any other special expense needed for the project besides those described above can be done with prior approval of the Registrar and the Vice Chancellor.

1.12 Overhead charges

1.12.1 Overhead charges shall be utilized as per the guidelines given by funding agency. If no guideline is given overhead charges shall be distributed and utilized as mentioned below:

1.12.1.1 **20%** shall be transferred to Research Development Fund which can be utilized at university level for conducting various activities to promote research

1.12.1.2 **15%** shall be given to university for paying university utility bills

1.12.1.3 **15%** shall be given to various administrative staff at department level and university involved in the project administration in consultation of university account department

1.12.1.4 **50%** shall be at the disposal of the PI. Funds under this head could be utilized by the PI up to six months beyond the tenure of the project. The following expenses can be made by the PI from her/his share of the overhead charges:

1.12.1.4.1 All expenses related to laboratory maintenance and renovation, purchase of furniture, personal computers including laptops, minor equipment and printers to be used as office equipment; repair of existing furniture, wooden work like partitions, shelves etc. flooring, making dust free rooms, water and electricity connections including labour charges, purchasing of air conditioners, invertors, voltage stabilizers, UPS and air curtains. This type of work could be done in consultation of estate section.

1.12.1.4.2 Repair and up gradation of scientific equipment, computers and peripherals, payment of annual maintenance/service contracts, purchase of minor accessories for equipment.

1.12.1.4.3 Cost of advertisements in newspapers for project positions as well as other notices.

1.12.1.4.4 To meet full or partial expenses for local, domestic or international travel, hotel expenses, DA, registration fee towards participation of PI, Co-PI and project staff in Conferences/Symposia and on visits to other laboratories (in India and abroad) for discussions in collaborative research-work subject to prior approval of Registrar & VC

1.12.1.4.5 To meet full or partial expenses of Indian or USA or global patents or PCTs as per rules in consultation with Finance Office and after getting prior approval of Registrar & VC

1.12.1.4.6 To meet fully or partially expense for publication charges for publication of research paper in either UGC care listed journal or journal listed in web of science/ SCOPUS

1.12.1.4.7 Membership in professional bodies

1.12.1.4.8 Any other special expense with prior approval of Registrar & Vice chancellor

1.12.1.5 Actual lodging/ boarding expenditure and food expenses are admissible. In case of consultancy services when professional fees are charged or honorarium is claimed, separate DA will not be paid.

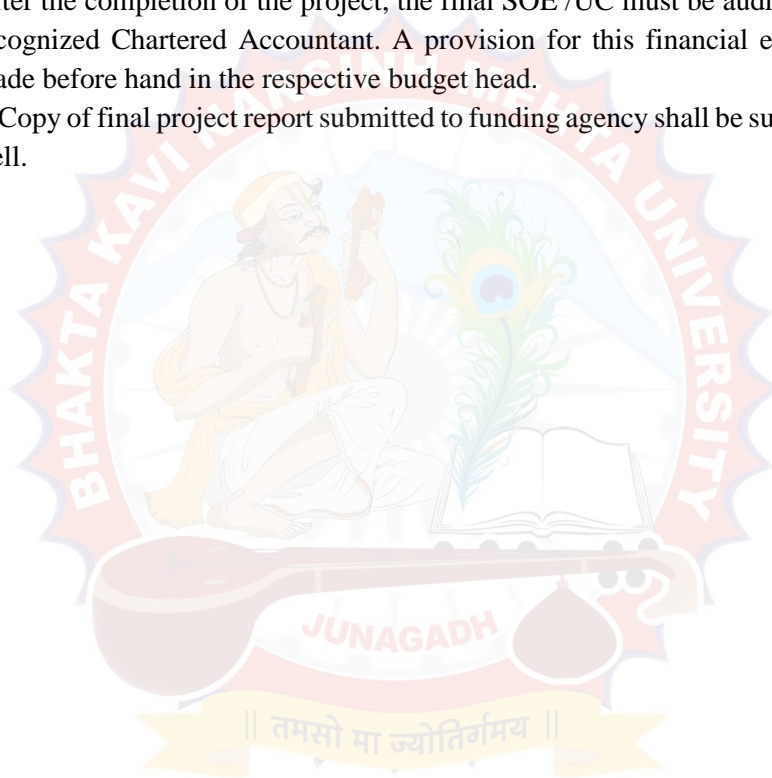
1.12.1.6 Maximum DA of Rs.2500 will be admissible to Principal Co-Ordinator/ investigator, if no lodging or boarding expenditure is claimed while doing project outside the city during working days. For other team members maximum Rs.1000 will be admissible.

1.12.1.7 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.

1.13 Preparation of the Statement of Expenditure and Utilization Certificate (SOE/UC)

- 1.13.1 Statement of Expenditure and Utilization Certificate (SOE/UC) duly Audited by Chartered Accountant or certified by Chief Accounts Officer must be submitted at the end of every year of the project in the prescribed format of the Funding Agency in at least two original copies. (One for sending to the Funding Agency and one for office records). It is advisable to prepare the SOE /UC in three original copies. One original copy must be kept in the file of PI.
- 1.13.2 After the completion of the project, the final SOE /UC must be audited from University recognized Chartered Accountant. A provision for this financial expenditure must be made before hand in the respective budget head.
- 1.13.3 A Copy of final project report submitted to funding agency shall be submitted to Research Cell.



2. ROUTINE TESTING PROJECTS

- 2.1 Faculty members may undertake routine testing tasks, which are required by the industries or utility companies for the performance evaluation of their specific products or projects.
- 2.2 The routine testing projects involve utilization of the Institute laboratory facilities. The institute does not allowed to undertake any certification work unless certain facilities of the Institute are recognized by appropriate authority of the country for this purpose. The following points should be adhered to:
- 2.3 Only non-specialized equipment can be used in routine testing projects;
- 2.3.1 The testing may be done at standard fee estimated by the Faculty Member, who will supervise the testing work.
- 2.3.2 Service tax at the applicable rates should be received on this source and paid to the Government of India.
- 2.4 After deducting Service Tax, the balance amount shall be distributed as per the following

Total Fee received after deducting Service Tax	Share of payments		
	To department to meet the consumable and maintenance expenses	University overhead	Participating Employees
X	0.5X	0.2X	0.3X

3. CONSULTANCY PROJECTS

- 3.1 The university shall 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.
- 3.2 Each consultancy project will have a Principal Investigator (PI) or Principal Coordinator (PC).
- 3.3 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.
- 3.4 Cost of a consultancy project will consist of two parts (i) actual expenses and (ii) consultancy fee / honoraria.
- 3.5 The actual expenses should cover the following cost related to project:
 - 3.5.1 Permanent equipment or software to be procured or any other assets
 - 3.5.2 Consumables to be used (Chemicals, stationery, cartridge, photocopying, etc.)
 - 3.5.3 Computational charges (at commercial rates)
 - 3.5.4 Translation charges
 - 3.5.5 Charges to be paid for the use of specific equipments in central facility or hiring charges
- 3.6 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.
- 3.7 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.
- 3.8 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 provides a challenge befitting the 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.

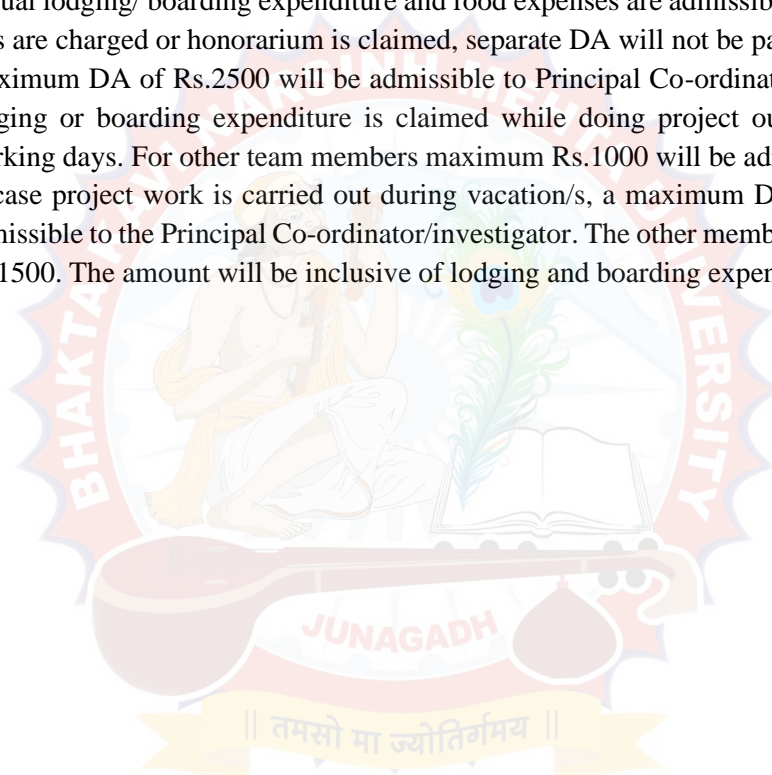
3.9 University policy on overheads and service tax for Consultancy project

- 3.9.1 Project cost refers to the expenses incurred by the PI / PC for the duration of the project. It includes equipment, salaries, travel, consumables, and contingency.
- 3.9.2 Overheads refer to the payment due to the university from the grant approved by the funding agency/organization/industry for Consultancy project
Calculation of overheads:
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.
- 3.9.3 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.

- 3.9.4 Consultancy projects utilize prior skill and competence of the PI / PC. They allow the PI /PC to charge honorarium/consultancy fees.
- 3.9.5 Service tax is required to be paid for all consultancy and testing projects.

3.10 Admissible TA / DA for Consultancy project

- 3.10.1 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 taxation grounds of entitlement. University rules will be applicable, if norms are not specified by the funding agencies.
- 3.10.2 Actual lodging/ boarding expenditure and food expenses are admissible. When professional fees are charged or honorarium is claimed, separate DA will not be paid.
- 3.10.3 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.
- 3.10.4 In case project work is carried out during vacation/s, a maximum DA of Rs.5000 will be admissible to the Principal Co-ordinator/investigator. The other members will get maximum Rs.1500. The amount will be inclusive of lodging and boarding expenditure.



4. UTILIZATION OF RESEARCH AND DEVELOPMENT FUND

- 4.1 Research and development funds obtained from the overhead of the sponsored research projects or acquired from the University fund or any other source can be utilized for following purposes:
- 4.1.1 Organizing the workshop for preparation of the research proposal
 - 4.1.2 Organizing events for training and promoting research
 - 4.1.3 For providing research awards to faculties and students
 - 4.1.4 For the creation of a common research facility like on the campus



Date:**To,****Registrar**

Bhakta Kavi Narsinh Mehta University
Junagadh.

Sub: Submission of research Project proposal**Respected Sir,**

Please find a copy of a research project proposal and the following details for your approval and forwarding signature.

1	Name of PI	
2	Name of Department	
3	Title of the Research proposal	
4	Name of the funding agency	

I will abide for all the rules and regulations of the university and the funding agency for implementing the project.

Attachment: Three Copies of the research proposal

Submitted by	Forwarded by	Forwarded by	Permitted/ Not Permitted for submission
Sign & Date	Sign & Date	Sign & Date	Sign & Date
Project investigator	Head of the Department	Dy. Registrar General	Registrar

ANNEXURE – 2

Date:

ADVERTISEMENT FOR THE _____

Applications are invited for the post ofwith a Salary/Stipend/Fellowship/Fixed amount of Rs.in a - (Name of the Funding Agency) Sponsored Project entitled (Title of the Project) “.....” sanctioned up to (Duration/Tenure) The post is temporary and co-terminus with the project. The candidates should be (Essential qualifications) The upper Age Limit is years (relaxation of 5 years for SC/ST/Physically Handicapped/Female candidates; (in case of non-research positions, upper age limit may also be relaxed for a duration of earlier work in a project/scheme subject to the University rules prevalent at that time).

Desirable qualifications, if any.

Application on plain paper giving name, permanent and correspondence address, names of father and mother, telephone no. and e-mail address (if available), details of educational career (starting from High School or equivalent) along with attested copies of all mark sheets & certificates and details of any research or other experience etc., if any, should reach within 21 days of the advertisement,.....to the P.I., Department of....., Bhakta Kavi Narsinh Mehta University, Khadiya, Junagadh- 362263.

OR

Candidates are requested to fill in the Online application form is available on the website of the BKNMU and submit the hard copy of filled application form to the P.I., Department of....., Bhakta Kavi Narsinh Mehta University, Khadiya, Junagadh- 362263.

No TA/DA will be paid if called for interview.

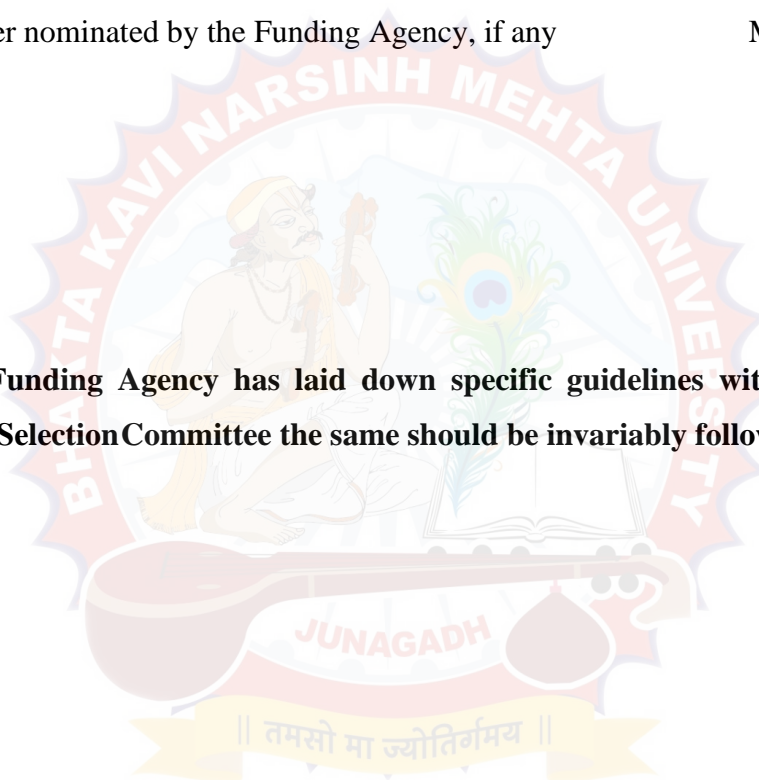
Signature of PI
Stamp

Contact Details (Phone/fax/e-mail)

**CONSTITUTION OF SELECTION COMMITTEE RESEARCH
PERSONAL APPOINTMENT**

1. Principal Investigator	Chairman
2. Head of the Department	Member
3. Co-Principal investigator/s, if any	Member
4. Expert Member nominated by Vice chancellor	Member
5. Expert Member nominated by the Funding Agency, if any	Member

Note : If the Funding Agency has laid down specific guidelines with regard to the composition of Selection Committee the same should be invariably followed.



Proforma for Précis

Summary of candidates called for interview for the post of _____ under project/Scheme P- _____,

Department of _____, Institute/Faculty _____,
BKNMU vide Advertisement No. _____ dated _____ in
_____.

1. Number of Applications received: _____

2. Minimum Qualification prescribed for calling for interview:

Number of Candidates called for Interview:

S. No.	Name & Address	Whether SC/ST/PH	Sex	Date of Birth	% marks, year of passing and name of Board/university		Research Experience	Remarks
					UG	PG		

ANNEXURE – 5

**PROFORMA FOR PREPARATION OF MERIT INDEX OF CANDIDATES BY
MEMBERS OF THE SELECTION COMMITTEE**

Sr. no.	Name of the candidate	Assessment of experts in respect of candidate	Marks obtained	Remarks

SIGNATURE OF MEMBERS:

- (1)
- (2)
- (3)
- (4)
- (5)

PROCEEDINGS OF THE SELECTION COMMITTEE

Minutes of the meeting of the Selection Committee held at _____ am/pm on _____ in the chamber of _____, Institute / Faculty _____, BKNMU to select (Post) _____ for the Research Project entitled “ _____ ” (Project Code No.)

P-

The following Members were Present (list as required):-

Prof. /Dr.	PI	:	Chairman
Prof. /Dr.	HOD	:	Member
Prof. /Dr.	Co-PI	:	Member
Prof. /Dr.	Expert Nominated by VC	:	Member
Prof. /Dr.	Expert Nominated by funding agency if any	:	Member

For the post of _____, _____ candidates were called for the interview, out of which _____ turned up. The members of the Selection Committee thoroughly examined the candidates and after due consideration resolve to recommended that:

Dr./Shri/Ms./Km./ _____ is recommended for appointment as. The appointment is co-terminus with the Project.

Signature of the members:

PROFORMA FOR APPOINTMENT LETTER FOR RESEARCH PERSONAL

Ref. No./

To:
.....
.....

Subject: Appointment as _____ under the sponsored Project
“ _____ ”.

Reference:

1. Advertisement dated
2. Your application dated
3. Selection committee minutes dated.....
4. Office note dated.....

Dear Sir/Madam,

With reference to the above-mentioned subject, you are appointed as _____ in
the _____ Sponsored project entitled “ _____ ” for duration
of _____ years in the _____ department of hakta
Kavi Narsinh Mehta University on the following terms and conditions.

1. The appointment is for the above externally funded Project only, and is not transferable to any other Project/Post
2. The Contract is for the duration of the said project and co-terminus with it, or for a period not exceeding _____ months/years, whichever is earlier.
3. It is not an appointment in BKNMU, temporary or otherwise. It is purely a job contract for the period as stipulated in clause 2 above. It does not, therefore, confer any right, claim, implicit or explicit, for your continuation/regularization/absorption in BKNMU against any post/position.
4. The appointment may be terminated at any time without assigning any reason therefore.
5. Your appointment will be subject to the production of the original Documentary evidence in support of your date of birth, qualification and caste at your expense at the time of your reporting for duty:
6. In case it is detected at any stage that you have committed any fraud or forgery in seeking this contract, your appointment shall be immediately dispensed with, without any notice.

7. Your appointment shall be subject to the terms and conditions that may be framed from time to time as per the requirement of the research work
8. You shall keep and maintained strict confidentiality and privacy of research work undertaken in project
9. You will abide by the condition of service and disciplinary rules as have been laid down by university time to time.
10. You are expected to perform academic, administrative and any other related work assigned by the PI and Head of the Department
11. In the event of any dispute arising out this contract, the decision of the Vice-Chancellor, BKNMU shall be final and binding on you.
12. You are required to give an undertaking to the affect that the above-mentioned conditions are acceptable to you and you shall abide by them. Any violation shall attract termination of appointment without any notice.

If you are willing to accept the above appointment, terms, and conditions you are required to join your duties at earliest. However, if you require any joining time, you have to make request to undersigned indicating the date by which you will be able to join your duties with proper justification

Yours faithfully,

(Principal Investigator/Coordinator)

Copy to the following for information and necessary action

1. The Head of the Department (_____)
2. The Registrar, BKNMU
3. The Finance Officer, BKNMU
4. The Deputy Registrar (General), BKNMU

JOINING LETTER

Dated:

From:

To

The Principal Investigator/Coordinator

Title of the Project /Scheme _____

Department of _____

BKNMU, Junagadh.

Subject: Joining report for the post of _____ under the _____ sponsored project entitled _____

Respected Sir,

Thank you very much for your letter No. _____ dated _____ regarding appointment as _____ under the _____ sponsored Project entitled “ _____ ”(PI - _____).

I accept all the terms and conditions mentioned in the appointment letter and hereby report on duty w.e.f. _____ and request you to do the needful as per University rules.

Thanking you,

Yours faithfully,

ATTENDANCE REPORT

Statement showing the attendance of _____ Project Fellow for the month of _____
_____Salary Details _____

Office Note for approval of appointment:

Date of appointment: Date of Joining:

Dates of the month										Total Absent	Amount Rs.	HRA (%)	Total Net Amt. Payable	Signature of the - Project Fellow
	1	2	3	4	5	6	7	8	9	10				
	11	12	13	14	15	16	17	18	19	20				
21	22	23	24	25	26	27	28	29	30	31				

Date: __/__/____

Place: BKNMU-Junagadh

Project Investigator

Head

SALARY BILL

Date: __/__/____

Total amount payable to Project Fellow for the month of _____

Amount Sanctioned for Project Fellow		
Name of the Project Fellow	Per Month Project Fellow Rs.	HRA (20%)

Month	Amount payable to Project Fellow(joining dt._____)	Total
	Pay :	
	HRA :	
	Total Rs.	

Project Fellow

Principle Investigator

Head of the Department

Sanction / Not Sanction

Registrar

