

Revised Guidelines on “Faculty Research and Professional Development Fund” utilisation

1. The Scheme

Government of West Bengal has agreed to provide a special grant for the faculty of Presidency University towards Faculty Research and Professional Development. Revised Guidelines for availing of the fund and the related issues are given below. We will refer to this scheme as “**FRPDF Scheme**” (“**1-2-3-4 Scheme**” previously) henceforth.

2. Entitlement

2.1 Annual amount

The amount of funding available each year for a faculty member is as follows –

- a) Rs 4 lakh every year for Distinguished Professors
- b) Rs 3 lakh every year for Professors
- c) Rs 2 lakh every year for Associate Professors
- d) Rs 1 lakh every year for Assistant Professors

2.2. Amounts for part of the year

For a faculty member who has been employed for part of a year, funding available for that year will be in proportion to the number of months employed, rounded off to the nearest whole number. When the number of months employed is 9 months or more in a year, the full amount for the year will be applicable.

Examples for clarification

- a) An Assistant Professor has joined the University on 10th of July. He will therefore complete 8 months and 22 days during the financial year (April to March). His eligibility will be for 9 months/12 of Rs 1 lakh, which is Rs 75,000/- in that year.*
- b) An Assistant Professor joining between 1st April and 1st July will complete 9 months or more during the financial year and will therefore be eligible for the full amount of Rs 1 lakh in that year.*
- c) An Assistant Professor has joined on 20th September. He will complete 6 months and 11 days during the financial year. His eligibility will be 6 months/12 of Rs 1 lakh, which is, Rs 50,000/- in that year.*

3. Allowable items of expenditure

The grant will be available for the purposes of research and professional development of faculty members. The items on which the amounts are spent must be related to the abovementioned objective. For example, the following items will be eligible under this grant.

- i) Research and related items, like equipment, books, fieldwork, laboratory consumables etc.
- ii) Books and journals
- iii) IT hardware and software, laptop, tablet, PC, printer, UPS and other IT accessories
- iv) Audio-visual equipment like projectors and related accessories

v) Travel to academic conferences, seminars and workshops, including overseas ones, covering airfare, boarding and lodging, registration fees, local conveyance and related expenses. All faculty members will be eligible to economy class airfare. Reimbursement of boarding, lodging and other travel related expenses will be made in accordance with the rules set up by the University.

vi) Any other item which can be demonstrated to be for purposes of research and/or professional development of the faculty member – in case of doubt in any particular item, clarification may please be sought in advance from the Vice Chancellor's Office.

4. Requisition of funds

4.1 Request for purchase

Faculty members should decide on the items of expenditure, as above, that they consider necessary under the scheme and submit the list, *as per Format 1*, for approval of the Vice-Chancellor. On approval, necessary action will be taken for purchase as per Para 5 below.

Once the goods/services have been procured and payments completed, Accounts section will complete a report, *as per Format 2*, file one copy in the personal file of the member, and mark a copy to the member concerned for information.

4.2 Request for advance

In those circumstances, where it is not practical to make direct payments from the University, e.g., payment of outstation hotel bills, the faculty member can draw a reasonable amount as advance towards such expenses. Request for such advances, specifying the items of expenditure, should be made, *as per format 1*, for approval of the Vice-Chancellor. On approval, advance would be released from Finance Office.

Immediately on completion of the expense, within 3 working days thereof, a statement of expenditure / account along with related bills / vouchers is to be furnished by the faculty member to the VC for approval and the approved expenditure details will be sent to Accounts section in Finance Department for updating the records relating to the member concerned.

4.3 Reimbursement of expense

In the exceptional circumstance where the faculty member had to spend money out of pocket, a reimbursement request can be made for approval of the Vice-Chancellor, *in format 1*. On approval the payment will be made from Finance department and the expenditure details will be updated in the records relating to the member concerned as above.

5. Procurement process

5.1. Central procurement

As far as practical, procurement of goods and services as required under this scheme should be carried out centrally by the University. The purposes of central procurement are (a) to obtain better deals from suppliers and (b) to relieve the pressure of the additional workload of procurement on the faculty members.

However any procurement which is centrally done by the University must not suffer from procedural delays and bottlenecks. Secondly, goods and services to be procured under this

scheme must cater to the specific needs of the individual faculty members, as determined by each member for himself. For example, if a member requires a laptop, the specifications of the laptop to be purchased will be determined by the member himself.

5.2. Circumstances when competitive quotations are not necessary

For goods valued upto Rs 25,000/-, purchase can be made without inviting quotations or bids on the basis of a certificate by the faculty member in the following format –

“I,(name)....., am personally satisfied that these goods purchased are of requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”

Procurement of goods direct from the manufacturer or sole authorised distributor / dealer (to be certified by the manufacturer) can be made without competitive quotations. A certificate as above will be required in this case as well.

For purchase of items of value above Rs.25,000/-, University purchase guidelines may be followed.

5.3. Procurement of services

Procurement of services, e.g., air tickets, hotel boarding and lodging, etc., will be made on the basis of selection made by the faculty member concerned.

5.4 Joint usage by two or more members

Two or more faculty members may, if they so desire, combine the funds, or parts thereof, available with them individually under this scheme, and jointly use such consolidated amount either for purchase of equipment or for research projects or any other approved usage under this scheme.

For this purpose the concerned faculty members should send in a joint requisition stating the requirements as specified in *format I*, along with a covering note specifying

- a) Names of faculty members who are jointly using the funds
- b) Sharing ratio of the funds jointly utilised among the individual faculty members.
- c) and certifying that each of the faculty members will be participating in the proposed research project and/or utilising the assets purchased for his/her own research and professional development.
- d) Specific location of the asset to be kept.

6. Ownership of assets

6.1. Assets belong to University

All items of the nature of fixed assets, e.g, laboratory equipment, I.T. and Audio-visual equipment and accessories, books, etc will be property of the University and will be recorded in the Fixed Asset register of the University along with appropriate asset-number-tagging. Since these assets will physically remain with the concerned faculty member, the member should issue a certificate at financial year-end, or when required by the Finance Department, confirming that these assets are in existence in his/her possession and also certifying that the

assets were utilised during the year by the member (s) for his/her research and professional development purposes.

6.2. Transfer of assets on retirement or resignation

When on account of a faculty member leaving the services of the University, either by resignation or by retirement, the assets concerned will be transferred to the member at depreciated book values, as determined under the prevailing Income tax Rules for valuation of perquisites. Any income tax implications arising from such transfer will be to the account of the faculty member.

The faculty members who joined the University from WBES with lien from the West Bengal Government will have either to return the assets purchased by the University for them out of the Faculty Research and Professional Development Fund or to buy the same from the University at the depreciated book values of the assets at the time of their leaving the University by way of transfer or otherwise.

6.3 Compensation for the loss of assets

When a faculty member loses any asset procured for him /her under the FRPDF Scheme by theft or otherwise, he / she should have to compensate the University by making payment of the depreciated book value of the assets.

7. Reporting

Accounts section will maintain records and files relating to the above scheme and shall provide information to each faculty member, at the end of each quarter, *in format 2*, within 15 days from the end of the quarter, through email, providing details of entitlement, amount drawn and amount pending for the year. A summary report will be given to the Vice Chancellor.

Admission to the Undergraduate and Postgraduate programmes through Joint Entrance Examination

Presidency University conducts a country-wide entrance test known as PUBDET and PUMDET through the West Bengal Joint Entrance Examinations Board every year to offer admission of the meritorious students into various Undergraduate (UG) and Postgraduate (PG) courses. Admission is offered into BA / B.Sc (Hons) through PUBDET Score and into MA / M.Sc. through PUMDET. It is must to appear in the entrance test for getting admission in the university. Only entrance exam qualified candidates will be considered for the admission.