Jamia Hamdard
(Academic Section)
Hamdard Nagar-New Delhi - 110062

UNIVERSITY ORDER

In order to streamline the submission of the project proposal/research fellowship to the funding agencies, the Vice-Chancellor has approved the following procedure:

Submission of Project proposal:

- All the project proposals to be submitted to national and international agencies will be processed by the Office of the Advisor (Research).
- Formats and guidelines of different funding agencies will be available from his office in soft copies as well hard copies and will also be uploaded on the web site. He will also time to time notify schemes introduced by funding agencies and may facilitate formulation of interdisciplinary research groups for major findings. In this regard he will provide a platform of collaboration (especially within Jamia Hamdard faculty) and at the same time ensure that there are no conflicts of interest. His advice will be available in case so desired by any faculty member who intends to submit a proposal independently or jointly. However, it will not be his responsibility to edit/check language of proposal.
- A draft copy of the project proposal along with budgetary proposal will have to be submitted to the Advisor (Research). If it is desired that project is to be internally reviewed, he will formulate a review committee with approval of the Hon'ble Vice Chancellor. The committee may either approve project for submission by a written report or PI/Co-PI may be asked to make a presentation. In the presentation presence of all the investigators will be mandatory. Suggestions and comments of the committee will be incorporated in proposal.
- After approval by the Vice Chancellor, final draft will be signed by the Registrar. A copy of final project proposal will be submitted to the Office of the Advisor (Research) for record.
- On the approval by the funding agency, a copy of sanction letter will be required to be submitted to the Advisor (Research). Project initiation and completion dates will also be required to be communicated for record.
- A proper database of research projects will be developed by the advisor (Research) which may be used for all purposes. This database may also be available in public domain.

Submission of Application for research fellowships

- Applications for research fellowships and post-doctoral fellowships such as JRF SRF, RA etc. form government funding agencies including CSIR-UGC NET will be processed by the Office of the Advisor (Research). After preliminary scrutiny he will forward such applications to the Registrar for his signature.

- In case of applications form SRF, RA or any other senior level post-doctoral fellowships, applicants may also be asked to make presentation before an application review committee constituted with the approval of the Vice Chancellor. Suggestions and comments of the committee will be incorporated in proposals for fellowships.

- On successful result of the application, a copy of award letter will be required to be submitted to Office of the Advisor (Research) without which fellowship will not be deemed implemented.

- Database of candidates applying for fellowships and those being successful will be maintained by the Office of the Advisor (Research). This database may also be available in public domain.

(Naushad Alam)
Registrar

<u>Copy to:</u>

- All Deans of the Faculties
- Dean, Students' Welfare
- All Heads of the Departments/Centres
- Prof. S.K. Jain, Director, IQAC
- Finance Officer
- Controller of Admission & Examinations
- Prof. S. Raisuddin, Advisor (Research)
- University Librarian
- Head, Computer Centre
- Secretary to the Vice Chancellor