



OFFICE OF DEAN RESEARCH STUDIES
UNIVERSITY OF JAMMU

NOTIFICATION

Based on the approval of Competent Authority and in compliance to the observations of CAG Report, the 'Research Project Monitoring Guidelines' (**Annexed as 'A'**) are notified in the interest of effective monitoring of projects funded by University of Jammu and those supported by external funding agencies, respectively.

No.DRS/26/1722-1772
Dated 09.06.2026

P. M. Singh
09/06/2026
Assistant Registrar (R&A)
Res: 19/6

Copy to:-

1. Special Secretary to Vice Chancellor for kind information of Hon'ble Vice Chancellor please.
2. Sr. P.A. to Dean Research Studies for kind information of DRS please.
3. All Faculty Deans
4. All Heads/ Rectors/ Directors of the Teaching Departments/ Offsite Campuses for information and circulation among faculty members.
5. Sr. P.A. to Registrar / Finance Officer/ Director (DIQA) for information
6. Joint Registrar (Grants) for records.
7. Assistant Registrar (Internal Audit) for records.
8. Guard file / Website.



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PROJECT MONITORING GUIDELINES

The projects funded by University of Jammu and those funded by the external agencies shall be governed by the monitoring guidelines given below in the interest of smooth execution and desirable research outcomes.

A. Monitoring of projects funded by University of Jammu:

1. All Principal Investigators (along with Co-Principal Investigators, if any) shall present and submit six monthly progress report in the Departmental Research Progress Monitoring Committee (DRPMC), comprising of following members as provided in University of Jammu Research Fund (UoJRF) guidelines under Clause 5(b) :
 - i. Dean of concerned Faculty – Convener
 - ii. Head of the concerned Department- Co-ordinator
 - iii. One Senior Professor of the concerned Department (by rotation)
 - iv. One Senior Professor of the concerned Faculty (by rotation)
 - v. One Senior Associate Professor (by rotation)

Each department/Head of the department shall constitute this committee with the approval of the Competent Authority, to be routed through the office of Dean Research Studies. The term of such committee will be two (02) years.

The meeting shall be convened by the concerned Dean of the Faculty and coordinated by the HoD of the concerned department. DRPMC shall record its observations and submit the same to the office of Dean Research Studies and Finance wing for records. Respective DRPMC shall meet to review six monthly progress reports of all projects and this activity shall become part of the Research Calendar, issued by the office of Dean Research Studies annually.

2. The observations of DRPMC as per '1' above shall be reported in the Centralised Project Monitoring Committee, which may suggest and/or further advise wherever

required. Constitution of Centralised Project Monitoring Committee shall be as follows:

- i. Dean Research Studies- Convener
 - ii. All Campus Deans
 - iii. Head of the Department concerned
 - iv. Principal Investigators/ Co-Principal Investigators (if required)
 - v. Finance Officer (or Joint Registrar (Finance) as the nominee of Finance Officer)
 - vi. Assistant Registrar (R&A) - Member Secretary
3. The decisions, observations and recommendations of the Centralised Project Monitoring Committee as per '2' above shall be presented to the Research Advisory Council consisting of following members:
- i. Vice-Chancellor- Chairperson
 - ii. Dean Research Studies- Convener
 - iii. Four Professors from various Departments from within University
 - iv. Three External Members (to be nominated by Vice-Chancellor)
 - v. Assistant Registrar (R&A)- Member Secretary

The decision of the committee shall be communicated to the concerned PIs by the office of Dean Research Studies for necessary compliance.

4. All interim/annual/final reports of projects along with copy of Utilisation Certificate shall be submitted to the office of Dean Research Studies through proper channel. All Principal Investigators shall mandatorily submit the soft copy of summary of findings and outcomes of final reports to the office of Dean Research Studies for uploading the same on University Website within two weeks of the submission of reports. The non-compliance in the matter shall be viewed seriously.
5. In the event of PIs superannuation/ deputation / lien / long leave / and / or any other reasons, the PI may propose the name of the Co-PI from the existing Research team to act as PI with the prior approval of the Vice Chancellor. Further for all the purposes, University of Jammu Research Fund (UoJRF) guidelines / Research Policy shall be applicable to all the projects funded by University of Jammu.

B. Monitoring of projects funded by External Agencies:

1. Monitoring and review shall be done by respective funding agencies as per their laid down guidelines. All the external grants shall be received by Registry and utilized by Principal Investigators as per guidelines of funding agency following the TA/DA, and /or other norms of the University of Jammu w.r.t. utilization of

grants/expenditure. If any matter is communicated by Registry/Finance wing to the office of Dean Research Studies it shall be appropriately addressed. As a centralized office, if required, the matter shall be taken up with the Principal Investigator/s directly as well, depending upon the subject forwarded.

2. All interim /annual / final progress reports for all kinds of projects along with Utilisation Certificate (UC) and Statement of Expenditure shall be submitted to the Finance wing before onward submission to the funding agency. However, all Principal Investigators (PIs) shall mandatorily submit the soft copy of summary of findings and outcomes of final reports alongwith Utilisation Certificate to the office of Dean Research Studies for uploading the same on the University Website within two weeks of the submission of such reports to the funding agency. The non-compliance in the matter shall be viewed seriously.

6. Any proposal for transfer of the project by PI to the Co-PI in the event of Principal Investigator's superannuation/deputation/lien/long leave/ and /or any other reasons, shall be submitted to the office of Dean Research Studies, routed through Head of the Department concerned, for further consideration of the funding agency.

Handwritten initials