



अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज – 211004 (भारत)

OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY
Allahabad – 211 004 (India)
Website: <http://www.mnnit.ac.in>

Letter No. /R&C/2024-25

Date : -08-2024

MINUTES

In context to the letter No. 346A/R&C/2024-25 dated 03-07-2024 a meeting of the following members was held on July 03, 2024 (Wednesday) at 4:00 p.m. in Office of the Dean(R&C). Following members were present in this meeting.

1. Dean (R&C)	: Chairperson
2. Prof. Rajesh Gupta, EED	: Member
3. Dr. Manisha Sachan, Biotechnology Dept.	: Member
4. Dr. Ramji Dwivedi, GIS Cell	: Member
5. Assistant Registrar (R&C)	: Convener
6. Assistant Registrar (Admin-III)	: Special Invitee
7. Internal Auditor	: Special Invitee
8. Prof. Y.K. Prajapati, ECED (FIP)	: Special Invitee

Following are the Minutes of the above meeting.

Proposal Submission:

- PIs can collaborate with various Government Institutions such as Central/State Technical Institutes, R&D labs, Industries on research proposals submission without a mandatory MoU.
- If MNNIT Allahabad receives no funding in a joint proposal, the PI from the Institute must submit a declaration stating that institute resources (beyond intellectual/scientific expertise) will not be used.
- For the submission of high-value proposals requiring in-kind institute support, the PIs can mention in the proposal the utilization of institute resources like CPDA, departmental recurring expenses of individual faculty, institute infrastructure support etc towards this. However, the institute guidelines of respective funds will be strictly applicable in case of utilization of these resources.
- All project PIs should submit their project proposal, Endorsement Letter, Letter of NOC to the Dean (R&C) office at least 5 days before to the last date of funding agency.
- For the proposals to be submitted to the government funding agencies the institute overhead can be in accordance to the guidelines of the funding agency, otherwise, the R&C overhead rates may be applicable.

Account Opening and Manpower Recruitment:

- The R&C office will initiate and try to complete the account opening formalities upon receiving the project sanction letter to meet funding agency requirements within 15-30 days.
- PIs can begin recruitment of project staff after receiving the sanction letter. However, letters for conducting interview can only be issued to shortlisted candidates after receiving the project grant.
- For the recruitment of the project staff, the PI can make first time extension to the advertised application submission deadline in case of lack of receipt of required minimum number of applicants and non-suitable candidates. However, in this case PIs should submit a signed email/letter to the R&C office explaining the reason, summarizing eligible/ineligible candidates, and ensuring no changes to eligibility criteria in the advertisement.

Procurement Guidelines:

- The committee discussed the procurement process for the items below Rs 25000/- for which the Institute guidelines were issued on April/May, 2024. In order to ease out the procurement of low value items, as raised by the project PIs in the meeting with the Director, it was recommended by the members to constitute a separate committee for the procurement of low value items of the externally funded projects.


Travel:


- PIs are allowed domestic travel based on their entitlements and project grant availability. They can also send project staff to collaborating institutes for project-related work. For urgent travel, PIs can inform the Dean R&C office via email with travel details and estimated expenses for approval, subject to fund availability in the project.


Utilization Certificate (UC):

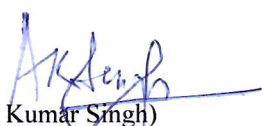
- The UC issuance process will be expedited to minimize delays and require fewer signatures. Maximum 3-weeks timeframe is set for issuing UCs.
- If project funds are unavailable, institute CA UC charges may be paid using R&C funds.

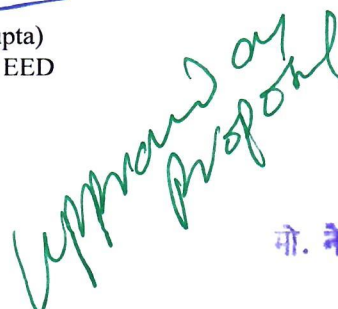

(Viveka Nand)
AR(R&C)


(Rajesh Gupta)
Professor, EED


(Manisha Sachan)
Associate Professor, Biotechnology


(Ramji Dwivedi)
Associate Professor, GIS Cell


(Ajai Kumar Singh)
Dean (R&C)


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डॉ. ने. स. प्री. सं. इलाहाबाद
प्रयागराज
25/1/24