

GUIDELINES FOR UTILIZATION OF THE RESEARCH GRANT AMOUNT GRANTED AS PART OF RAMANUJAN FELLOWSHIP

1. The "Contingencies" head should be renamed as "Research Grant" head;
2. Funds under this "Research Grant" head (Rs.5.0 Lakh p.a.) can be utilized for hiring of manpower, consumables, national travel for self, students and other research staff and visiting scientists and one international travel and per diem every year for self for research purposes, chemicals, equipment items, other unforeseen contingencies, repair of equipments, books and journals, etc. and any other research and academic activity, subject to the ceiling of sanctioned Research Grant budget head.
3. The Ramanujan Fellows, while exercising complete flexibility in spending the "Research Grant" within limits specified in (ii) above, shall indicate in the Statement of Expenditure every year the amount of "Research Grant" spent under the following sub-heads: Manpower, Equipment, National Travel, only one International Travel and per diem, Consumables, Contingencies, Maintenance and Repair of Equipments, Books and Journals, Any Other Research and Academic Expenses.
4. The Ramanujan and JC Bose Fellows would submit financial-yearwise Utilization Certificates (UCs) and (calendar-yearwise) Statements of Expenditure (SEs) in the DST formats. For example, if a fellowship grant starts on August 15, 2006, the scientist will submit UC for financial-year 2006-2007 i.e. for the period August 15, 2006 to March 31, 2007 and SE till August 14, 2007 immediately after August 15, 2007. The SE will separately show expenditure from August 15, 2006 till March 31, 2007 and April 1, 2007 till August 14, 2007. The SE shall show the total annual expenditure including committed expenditure under the two different heads, viz. Fellowship and Research Grant. The amount spent under the head "Research Grant" should indicate the expenditure under the following sub-heads: Manpower, Equipment, National Travel, International Travel and per diem, Consumables, Contingencies, Maintenance and Repair of Equipments, Books and Journals, Any Other Research and Academic Expenses. The same accounting procedure should be repeated in subsequent years.

Format for Submission of Ramanujan Fellowship Progress Report

Important Points:

Project review report should not be more than 5 pages.

- 1 Name of the Candidate:
- 2 Official Address (must indicate Telephone and Email):

- 3 Date of commencement of Project:
- 4 Status of Grant :
 - Sanctioned fellowship amount :
 - Amount released :
 - Status of Expenditure :

- 5 Status of the Proposed work : (not more than 3 pages)
 - i. Progress with reference to experimental work giving details of experimental set up, methods adopted, data collected duly supported by necessary tables, charts, diagrams and photographs:
 - ii. Progress with reference to International status/ new international developments in the proposed work area :
 - iii. Work remaining to be undertaken.

- 6 S & T Benefits accrued:
 - a. List of research publications (in peer reviewed journals) during the period:
(including names of authors, Title of paper, name of the journal, vol., year, page no.)
 - b. Manpower trained on the project, Research Scientists or Research Associates, Ph.D. .
 - c. No. of Patents taken, if any:
 - d. New Facilities created, Lectures delivered for dissemination of research work, Social Benefits etc.

7. Summary of achievements (New findings/ significant developments/ new research area started/ how the work has strengthen basic research in the country- **not more than 10 lines**):

8. Procurement/Usage of Equipment:
List of Equipment, Make/Model, Cost , Date of Installation Utilization rate %, Remarks regarding maintenance/Breakdown. (provide this information in a tabular form)

9. Visits made out side the country (clearly indicating place, date, duration, purpose and source of funding).

Name and Signature of Fellow

Progress of the Ramanujan Fellows will be reviewed annually by the Head of the Institute. By constituting a **committee under his Chairmanship including one or two external experts** and submit report to DST.

For release of subsequent annual Installments of Ramanujan Fellowship, following documents are required:

- i. Progress Report.
- ii. Minutes of review committee (constituted to review all the Ramanujan fellows at the Institute) under the Chairmanship of Head of the Institute.
- iii. Financial Year wise financial Papers (Statement of Expenditure and Utilisation Certificate).