

As approved by Vice Chancellor necessary suggestions in relation to the formation of Project Cell may please be submitted to the Project Cell Committee Chairman: drskpanda@gmail.com within 30 days.

Minutes of the Meeting

The first meeting of Project Cell (Structure & Function) Committee was held on 05/05/2017 at 3.30pm at the office of Prof. S.K. Panda, HoD, Life Science & Bioinformatics and Chairman & Convenor, Project Cell. The following members participated in the discussion:


Prof. Sanjib Kumar Panda (Chairman & Convenor)	
Prof. Asoke Kumar Sen	(Member)
Prof. Sudeshna Purkyasthya	(Member)
Dr. Sib Sankar Majumder	(Member)
Dr. Debashish Sengupta	(Member)
Dr. Himanshu Prasad	(Member)
Dr. Abul H. Chaudhury	(Registrar's nominee)

1. At the outset, Prof. Panda welcomed all the members and explained that this committee has been authorized to formulate a series of guidelines and principles for facilitating and smoothening the process of project related issues in Assam University, Silchar.
2. After a threadbare discussion on different bottlenecks regarding acquisition of projects, project maintenance, formalities regarding submission of Utilization Certificate and Statement of Expenditure and Assets at the end of a project, the committee proposed the formation of a comprehensive Project Cell (empowered by resolution of Executive Council of Assam University) under the supervision of a Dean R & D, who would monitor the entire process of projects proposal right from the time of its initiation to completion. Such a Project Cell would concentrate on creating a research friendly atmosphere in the university and ease the procedural formalities so that a research project may ensue with minimum administrative intervention and can be completed in a time bound manner. The Project cell will be functioning with the Dean R & D and an advisory Body with members .Dean R & D should be nominated as a member in Executive Council of the University
3. At the time of initiation of a project proposal/s through proper channel, an advance copy should be submitted to the office of the Dean R & D, Project Cell for information and consideration so that he can monitor its progress at each subsequent stage.
4. Regarding the expenditure of project related grants, it has been resolved that Project Investigator/s (PI) should be allocated 50 (fifty) percent of the overhead for a project; the concerned department or centre of Assam University with which either the PI or the project or both are affiliated should receive 30 (thirty) percent of the total grant to generate, maintain and facilitate a project;

the rest of the allocation i.e. 20 (twenty) percent should remain with the university to meet the expenses of the Dean R & D's office.

5. After the completion of a project Utilization Certificate, Statement of Expenditure and other relevant details of the project would have to be uploaded in PFMS portal by Project Investigator/s in consultation with the Dean R & D, Project Cell.
6. After the sanctioning of a project, a concerned PI would sign a Memorandum of Agreement on an appropriate format with university authority.
7. A certain sum of financial assistance should be given to the Project Cell to hire one or more contractual staff/s for maintenance of data (in soft and hard format), and other office works.

The meeting ended with thanks from and to the chair.



Prof. Sanjib K. Panda

Chairman & Convenor,