

Check List for Research Project Grant through Seed Money

Name of the Faculty Members & Dept. :

Title of the Project :

Project Sanctioned Date :

Project Duration :

S. No	Requisite	Available / Not Available	Verified & Approved
1	Proposal Copy.		
2	Acknowledgement for Project Submission.		
3	Committee Report for Acceptance		
4	Sanction Order		
5	Proof of Transactions		
6	Audit Statement		
7	Six months Progress Report (For every 6 months)	Multiple Files	
8	Expenditure statement in tabular form		
9	Utilization Certificate		
10	Non-Recurring Expenditure - Equipment purchase (Quotation, Purchase order, Tax invoice, Delivery Challan)		
11	Recurring Expenditure (Invoice for consumables, Travelling Allowances, Others)		
12	Outcome of the project (Publication, Patent, Commercialization of the project, Others)		

Faculty In-charge

ERP In-charge

Dept. Research

Asso. Dean-CFRD

Dean-CFRD

Verified by

IQAC Team

Dean-IQAC