

RAIGANJ UNIVERSITY

Dr. Durlav Sarkar
Registrar



ESTD. 2015

OFFICE OF THE REGISTRAR

P.O. RAIGANJ
DIST. UTTAR DINAJPUR
WEST BENGAL
PIN-733134
INDIA
Tel No. : 03523-244039
Fax No. : 03523-242580
Website-raiganjuniversity.ac.in

Ref. No.
Office order No- R-208/2026

Date.....
Date-06.08.2026

Office Order

As resolved in IQAC meeting held on 18.06.2026 it is to be intimated to all faculty members (substantive) that they need to follow the approved modalities for Institutional Project for any future Institutional Project Proposal to the University.
The modalities are attached herewith this office order.

sd/-
(Dr. Durlav Sarkar)
Registrar
Raiganj University

Copy forwarded for information to :

1. The Hon'ble Vice Chancellor, Raiganj University.
2. The Dean, Faculty of Science & Management, Raiganj University.
3. The Dean, Faculty of Arts, Commerce & Law, Raiganj University.
4. The Finance Officer, Raiganj University.
5. The Director, IQAC, Raiganj University.
6. Coordinator, R&D cell.

[Signature]
(Dr. Durlav Sarkar)
Registrar
Raiganj University

DR. DURLAV SARKAR
Registrar
Raiganj University
Raiganj, Uttar Dinajpur
West Bengal, Pin-733134

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Tel. No. : 03523 - 244039
Fax No. : 03523 - 242580
E-mail : registrar@raiganjuniversity.ac.in

Ref. No. R-1060/2026

Date 19/06/2026

Notification

Raiganj University Minor Research Project

Applications are invited from eligible faculty members of Raiganj University for financial assistance under the University Research Fund for the financial year 2026-2027. The scheme aims to promote innovative research and facilitate the generation of preliminary data for securing external research funding from National and International organizations. Maximum financial assistance for Science Project is ₹50,000/- and for Arts, Commerce, Law and Management faculties is ₹40,000/- only.

Eligibility Criteria

1. The applicant must be a regular teacher holding a substantive post in Raiganj University.
2. Only one proposal per applicant shall be considered during the current cycle.
3. Preference may be given to applicants who have not received Seed Money previously.
4. The proposed research work should be original, feasible, and aligned with the thrust areas of the respective discipline.

Application Procedure

1. Interested faculty members must submit a detailed research proposal containing:
 - o Title of the project;
 - o Background and objectives;
 - o Methodology;
 - o Expected outcomes;
 - o Budget breakup under different heads;
 - o Timeline for completion (within one year).
 - o A very short note on the research expertise of the PI.
2. The application must first be placed before the Departmental Committee concerned. Only one proposal recommended by the Departmental Committee shall be forwarded to the Registrar, Raiganj University for further consideration.
3. The proposals received through the Departmental Committee will be scrutinized and evaluated by the University Selection Committee, whose decision shall be final and binding.

Permissible Heads of Expenditure

The sanctioned amount may be utilized under the following heads:

- Chemicals, reagents, glassware and laboratory consumables;
- Minor equipment/instruments and accessories;
- Field work and sample/data collection expenses;
- Software, databases and computational resources;
- Contingency expenses directly related to the project;
- Charges for analysis, characterization and testing facilities;
- Printing, photocopying and documentation expenses;
- Travel expenses for project-related work within permissible limits.

Please note that at any circumstances any one above mentioned expenditure head should not be exceed more than 30% of the total sanctioned amount. In the first phase 50% of the sanction amount will be dispatched and rest 50% after submission of UC, SE and Project Report.

Non-Permissible Expenditure

The fund shall not be utilized for:

- Purchase of furniture, mobile or tab, computer or laptop;
- Payment of salary, honorarium or fellowship;
- Construction or civil works;
- Personal expenses of the investigator;
- Any expenditure not directly related to the approved objectives of the research project.

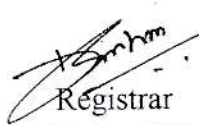
Project Completion and Submission of Report

1. The project should normally be completed within one year from the date of sanction.
2. The Principal Investigator shall submit:
 - Audited Utilization Certificate;
 - Statement of expenditure;
 - Final technical report highlighting outcomes and publications, if any.

Important Dates

- Last date for submission to the Department: 7 days from the date of notification.
- Forwarding by Departmental Committee: within 3 working days.
- Scrutiny by Selection Committee: 1st July, 2026.

The University reserves the right to accept or reject any application without assigning any reason thereof.

 18/6/26
Registrar
Raiganj University
DR. DURLAV SARKAR
Registrar
Raiganj University
Raiganj, Uttar Dinajpur
West Bengal, Pin-733134

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3. The Dean, Faculty of Arts, Commerce and Law, Raiganj University.
4. The Finance Officer, Raiganj University.
5. The Director, IQAC, Raiganj University.
6. The Coordinator, Research & Development Cell, Raiganj University.
7. All HoDs/Coordinators, Raiganj University with a request to circulate to all teachers.
8. All concerned, Raiganj University.
9. Guard File.