

CENTRE FOR RESEARCH

**Maitreyi College (Accredited with Grade A++ by NAAC),
University of Delhi**

Guidelines for Vocal for Local (VFL)

1. Mentors (Faculty members of the college) are to maintain a record of the number of hours the students associated with the projects are devoting to the Project work. At any stage, if a student is not particularly involved, she may be removed from the project after informing the Centre for Research via email.
2. The mentors should ensure that the expenditure is within the approved amount.
3. Consumables/ chemicals should be procured only from the GEM portal. If not available on the GEM portal they can be purchased from the vendors having rate contracts with the University and proper bills with GST would be submitted to the Centre for Research by the mentors for reimbursement. Bills of online purchases would not be reimbursed.
4. In case their budget exceeds the approved amount, they may use regular chemicals from laboratories. For this, they will submit the list of their requirements to the Centre for Research. The list would then be forwarded to the teacher-in-charges of the respective Departments for the smooth conduct of the projects.
5. The Centre for Research would reimburse proper bills with GST. The approved amount or the amount of bills whichever is less would be reimbursed.
6. All instruments procured/fabricated/designed/manufactured from the project grant would be the property of CFR and upon completion of the project, they have to be returned/submitted to CFR. A proper asset register is to be maintained, mentioning the equipment/products procured/made/designed/fabricated. For items purchased, make of equipment, price, and date of purchase have to be mentioned. The asset register will be submitted to CFR along with a complete project report for the completion certificate. The items can be reissued from CFR for use in the Department.
7. Bills of the photocopier facility in Maitreyi College and the book shop in Maitreyi College will be admissible.
8. Traveling for Research work would be reimbursed subject to the following conditions:
 - a. Only travel by students would be reimbursed
 - b. Travel should be by metro, autorickshaw, buses, or shared cabs, or travel by sleeper class in train.
 - c. The bills of the students are to be verified by the mentors.
9. A mid-term report is to be submitted along with bills on the dates that would be notified. The report would be reviewed by experts.

10. Mentors have to ensure the safety of students involved in projects in the laboratories and fieldwork, whichever is applicable.
11. For interdisciplinary projects, or projects involving two or more mentors the contribution of each has to be mentioned while submitting the Project report.

s/d

Coordinator CFR

(Prof. Haritma Chopra)

