VIDYASAGAR UNIVERSITY
OFFICE OF THE FINANCE OFFICER
MIDNAPUR – 721 102, WEST BENGAL

Ref. No.:- VU/FO/69 /2026 **Dated- 01/07/2026**

NOTIFICATION

Sub: *- Guidelines for Personal Research Grant (PRG) for the Teachers of the University effective from* **2026-2027.**

1. The Scheme of ***Personal Research Grant (PRG)***, a kind of contingency grant out of the own fund of the University, for assisting the ***whole time permanent and contractual teachers*** of the university for achieving excellence in teaching and research in the greater academic interest of the University. Additionally, the objective is to support the teachers financially to attain the benchmark in quality improvement programmes in conformity with the vision and goals of the University.
2. The grant sanctioned under this scheme shall not be spent for purposes other than academic one related to teaching and research. All payments under PRG shall be made under re-imbursement by the finance department of the university on submission of claims in the prescribed proforma of the university, once in a year, along with original vouchers numbered and duly countersigned by the individual teacher concerned, under the following head-wise expenditure:

Sl. No.	Head of Expenditure
1.	Books/ Journals
2.	Travelling / Field work
3.	Photocopies/ Typing/ Printing
4.	Stationaries / Postage
5.	Data charges
6.	Membership of Professional bodies, Journals and Registration fee for attending conference
7.	Any other consumable

3. **The maximum grant under this scheme (PRG) shall be Rs. 25,000/- (Rupees Twenty Five thousand) only in a financial year.** The reimbursement under this scheme shall only be related to the expenses incurred during the period mentioned above under the current financial year.
Provided that a teacher has to publish at least one paper in any Journal/ Edited volume/ Book/ conference volume (full length) or authored/ co-authored one book or has obtained acceptance / communication for publication during the concerned period.
Provided that if a teacher is sanctioned leave on lien or leaves the university for reasons whatsoever, the reimbursement of the grant will be made on prorata basis in terms of month and that the payment shall be made on or before the 15th of the month in which the teacher concerned leaves the University.
Provided also that if a teacher fails to submit the claims in due time, he/she may be permitted to submit his/her claim afterwards only by the Hon'ble Vice-Chancellor if there are sufficient reasons for such failure.
4. All ambiguities including the admissibility of any claim pointed out by the Finance Section shall be decided by the Board of Research Studies (BRS) formed under regulations relating to the Ph. D. Programme of the University since the grant relates to quality improvements in teaching and researches.
Provided that the teacher concerned shall be paid an advance equal to the amount claimed under PRG subject to adjustment/recovery in the following period if, a dispute as above arises and referred to the BRS for disposal.
5. All PRG claim to be submitted to the Finance Office before the end of Financial Year (i.e. 31.03.2027).
6. Original Bill, Cash Memos, Tax invoice and relevant documents should be produced for reimbursement.

This is issued with the approval of the competent authority.

01/07/26

Finance Officer

Finance Officer
VIDYASAGAR UNIVERSITY
Midnapore

01/7/2026

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VIDYASAGAR UNIVERSITY
OFFICE OF THE FINANCE OFFICER
MIDNAPUR – 721 102, WEST BENGAL

PROFORMA FOR SUBMISSION OF CLAIMS UNDER THE SCHEME OF PERSONAL RESEARCH GRANT 2026-2027

1. Name of the Teacher :.....
2. Employee Code :....VU/0.....
3. Designation :.....
4. Department :.....
5. Financial Year : ...2026-2027.....
6. Total amount claimed :.....

Sl. No.	Heads of Expenditure	Voucher nos.	Amount claimed	Remarks

NB: Fraction of a rupee is to be ignored while claiming net amount in the box.

Declaration: I do hereby declare that the amount claimed here above has been paid by me and is admissible as per rule and that the expenses noted above have not been sanctioned by any authority.

.....

Date: **Full Signature of the Claimant**

SANCTIONING ORDER

Checked and verified. The claim is in order.

The claim is permissible for Rs..... payment may be made.

Dealing Assistant **Accountant**

Passed for payment

Accounts Officer/ Audit Officer ***Finance Officer***

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