



**3.1.2. The institution provides seed money to its teachers for research (average per year; INR in Lakhs).**

## **RANI DURGAVATI VISHWAVIDYALAYA, JABALPUR (M.P.)**



### **Policy for Seed Money**

Rani Durgavati Vishwavidyalaya, Jabalpur has adopted the Guidelines of the University Grants Commission –“SCHEME OF “UNASSIGNED GRANT” INCLUDING VISITING PROFESSORS/ FELLOW IN UNIVERSITIES DURING XTH PLAN PERIOD” for providing “Seed Money” to Faculty members and Research Scholars for participating in conferences, holding seminars & symposia, publication of research work and for other academic supporting activities of the University.

  
Registrar  
Rani Durgavati Vishwavidyalaya  
Jabalpur



ज्ञान-विज्ञान विमुक्तये

## UNIVERSITY GRANTS COMMISSION

### SCHEME OF “UNASSIGNED GRANT” INCLUDING VISITING PROFESSORS/ FELLOW IN UNIVERSITIES DURING XTH PLAN PERIOD

#### 1. INTRODUCTION

University Grants Commission has been providing assistance under Unassigned Grant Scheme for participating in conferences, holding seminars & symposia, publication of research work in the Universities. The Commission has rationalized the guidelines of the scheme and updated provisions relating to the size of unassigned grant, ceiling on expenses, rates and procedure. In this process the Commission has decided to merge the scheme of appointment of Visiting Professor/ Fellows with the scheme of Unassigned Grant. The Minor Research projects earlier part of unassigned grant is merged with major research project scheme and is not a part of unassigned grant during Xth Plan. Revised scheme of unassigned grant is as under:-

#### 2. OBJECTIVES

To improve the quality and standard of education, to promote research potential amongst the teaching fraternity and to give them wider exposure in academic and research fields.

#### 3. ELIGIBILITY/ TARGET

All universities declared fit under Section 2(f) and Section 12 (B) of the UGC Act of 1956, are eligible to receive grant under the scheme and our target is the teaching fraternity of these universities, who are expected to give their best to the students.

#### 4. NATURE OF ASSISTANCE

The various components of the scheme for availing grants are as under:-

1. The various components of the scheme for availing grants are as under:-
  - a. Travel Grant
  - b. Seminars/ symposia/ Workshops etc
  - c. Publication Grants to Universities
  - d. Appointment of Visiting Professor/ Visiting Fellows

2. The Quantum of financial assistance payable to the Universities will be on the basis of following criteria:

Faculty Strength as on 14th August of the Previous Year	UGC support per year (Rs. in lakh)
Upto 50	4.00
51 -100	7.00
101 - 300	10.00
Above 300	14.00

The scheme will be operative only for plan period i.e. from April 01,2002 to March 31, 2007. (Procedure for applying and approval are clarified under respective components of the scheme.)

#### 5. PROCEDURE FOR RELEASE OF GRANT BY UGC

Grant for the first year of the Plan would be sanctioned on receipt of \_\_\_\_\_.

- i. Utilisation Certificate/ Statement of Expenditure of the grant sanctioned for Unassigned Grant scheme to the Univ. during the 9 th Plan period.
- ii. Details of faculty strength clearly indicating the approved/ sanctioned strength and working strength( Deptt. Wise)as on 14 th August of the preceding year and
- iii. The request of the University for allocation and sanction of the grant for the current year.

Grants for the subsequent year will be released on receipt of the Utilisation Certificate/ Statement of Expenditure for the preceding year in the prescribed performa with other required information as at (ii) & (iii) above.

#### 6. PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME.

In general these schemes are ministered at the university level only. The monitoring by UGC is limited to the submission of progress report of the research work done and sending of utilization certificate together with the statement of actual expenditure incurred by the university against the allocated/ released grant. However, on the spot checking and monitoring of these schemes by UGC is an open option and can be done at any point of time by way of sending review Committees.

#### 7. PROFORMAS FOR APPLYING UNDER THE SCHEMES APPENDED AT ANNEXURES

The eligibility conditions, procedures, pattern of assistance and formats for the submission of accounts of expenditure in respect of various components under the scheme are given below separately for each component of the scheme to be operated under the title of Unassigned Grant

##### Group A - TRAVEL GRANT

Under this group the expenditure should not exceed 40% of the allocation under the scheme.

- **Objective**

- a. To Support teachers/ scientific/ technical officers/ administrative staff, viz., Registrars, Librarians, and Director physical Education, for participating in international conferences/ seminars/ symposia/ workshops held abroad.

- b. International travel fare and maintenance to teachers selected under international collaboration exchange programmes of CSIR/ INSA and other agencies.
- c. International travel grant to teachers and officers for attending training programmes.
- d. Support to teachers/ scientific/ technical officers and administrative staff, viz., Registrars/ Librarians/ Director/ Physical Education for visiting centers of research or to attend academic conferences/ seminars/ symposia/ workshops held in India
- e. Academic Exchange Programme between Universities within India.

- **Eligibility for Travel Grant**

- a. Those invited to attend international academic Conferences/ Seminars/ Symposia. The level of the programme, and the standing of the institution organising the event should also be truly international /national/professional and capable of enhancing skill or add to the professional accomplishment of the beneficiary.
- b. Financial assistance may be provided in the following order of preference:-
  - i. Teachers delivering key-note addresses/ plenary lectures.
  - ii. Those contributing a paper.
  - iii. Those invited to Chair a session.
  - iv. Those invited under International collaboration Exchange Programmes.
  - v. Those invited to give Symposia/ talks/ invited lectures or invited to discuss arts.
  - vi. Those not covered under any of the above categories but the participation of person would enhance the academic development of the teacher or result in enhancing the image of India's institutions abroad.
- c. Under this scheme financial Assistance to a person for international travel will be available as under:-
  - i. Once in 6 years- 100%
  - ii. Once in 4 years- 75%
  - iii. Once in 3 yeas- 50%
- d. The claim of SC/ ST candidates may be kept in view while considering applications under the scheme.
- e. The Unassigned Grant is not to be utilized for teachers of affiliated colleges

- **Procedure of applying for Travel Grant**

An application for grant be sent by teachers/ officers concerned to the appropriate University authority through the head of the department at least 60 days before the date of the programme along with the following documents.

- a. Three copies of the full text of documents/ papers prepared by the teachers/ officers for presentation at the international conferences/ seminars/ symposia/ workshops. The details of a training programme even if of short duration, be supplied.
- b. Brief details of the organizers, title of the programme, place and duration of the conference etc. in which the paper is proposed to be presented or participation is desired.
- c. A copy of the letter of invitation from the organizers of the conference accepting the paper for presentation, immediately after it is received, or a copy of the letter from the organizers of the conference inviting the teachers/officers to chair a session/ section of the conference and mentioning details of the financial support offered, etc. be enclosed.
- d. In case of Seminars/ Symposia/ Workshops/ Training programmes of Short duration, invitation or other relevant documents should be attached with.

- **Pattern of Assistance**

- a. The University may meet a percentage of the admissible expenditure mentioned for travel, airport tax, maintenance and registration charges for assistance out of Unassigned Grant, provided remaining expenses are met by the University from its own funds, or other sources acceptable to the University. Teachers may also be allowed to bear the balance of expenses from their own resources.
- b. The University may meet a percentage of the admissible expenditure mentioned for travel, airport tax, maintenance and registration charges for assistance out of Unassigned Grant, provided remaining expenses are met by the University from its own funds, or other sources acceptable to the University. Teachers may also be allowed to bear the balance of expenses from their own resources.
- c. Persons selected for participation should travel by excursion category tickets in sectors by the  
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- d. Daily Allowance may be paid at the rates admissible in Government of India In addition, the charges for accommodation shall be reimbursed on actual basis as per Govt. of India orders. The daily allowance rates, the expense of teachers etc. on board, incidental expenses and internal travel within the country concerned.
- e. Such of the Teachers/ Officers who are selected for assistance may spend at least 2 weeks in the country where the programme is held and they should utilize the period, outside the programme days, for visiting institutions of their subject field. The work, and the detailed plan of such visits, should be submitted along with the proposal to the University.

**A.2. International Travel fare and maintenance to teachers selected under international collaboration exchange programmes of CSIR, INSA and other Governmental agencies.**

Teachers going under the International Collaboration Exchange Programme with INSA, CSIR, DST, ICSSR, ICAR, ICHR, MCI and other agencies, may be provided assistance to the extent of 50% of their travel expenses under this scheme. (The universities are advised not to provide remaining 50% of the travel expenses from their maintenance grant, as the same will not be reimbursed by the UGC). Other rules and conditions are the same as those governing the travel of teachers for attending programmes abroad as detailed under Group A heading.

**A.3. International travel grant to teachers and officers for attending training programmes and seminars. Workshops.**

The rules and conditions are the same as those governing the travel abroad of teachers under this Travel Grant Scheme the University/ its Selection Committee may consider the standing/ international reputation of the organizer and decide each case on its separate merit basis.

**A.4 Travel grant to teachers/ research scholars/ technicians/ Registrars and equivalent position, Librarians, physical Education Directors for visiting centres of research or to attend academic conferences seminars/ symposia/ workshops/ training programmes within India.**

The teachers, scholars, technicians and officers mentioned above be permitted to avail this facility once in a six months, so as the benefit can be extended to more and more people. TA/ DA as per University rules and Registration fee, subject to a maximum of Rs. 5000/- may be paid on 100% basis, to the teachers, scholars, technicians and officers mentioned above selected by the University for assistance under this item. The request for assistance for international and the national programmes may be treated separately and the person need not be denied attendance at the one or the other.

**A.5 Travel Grant for Academic Exchange of Teachers within India**

For visits of teachers/ experts/ scientists within the country following norms be followed :

- i. Free accommodation and board to be provided by the host university from its own sources.
- ii. Travelling expenses of the visiting teachers/ experts may be met out the grant under this scheme according to the rates prescribed by the host institution including air-fare (wherever necessary), with the approval of the Vice-Chancellor.
- iii. The visiting teacher/ expert may be paid an honorarium upto Rs.500/- per lecture/ seminar. A maximum amount of Rs.2000/- would be admissible for an assignment of not less than two weeks duration.

**Group B**

**CONFERENCES/ SEMINARS/ WORKSHOPS/ SHORT-TERM TRAINING PROGRAMMES  
ETC.**

**UPTO 20% OF THE TOTAL ALLOCATION.**

Expenditure towards this component should not exceed more than 20% of the allocation under the scheme.

- a. The long-term programmes like summer institutes, refresher courses are organized by the Academic Staff Colleges ( ASC) and recognized Departments of Universities, therefore, support under 'Unassigned Grant' will be available only for organization of programmes like short-term ( less than 15 days) workshops or training programmes/ seminars/ symposia and International/ National/ Regional /State level conferences. Such programmes may be organized by the university without referring them to the UGC. The following criteria may be followed for the organisation.
- i. Schools or departments, which organized none or fewer programmes, should be given preference.
  - ii. Academic programmes which are likely to give new awareness and break new grounds may be encouraged.
  - iii. Programmes in areas of research in which there is considerable activity or thrust/ emerging areas be given preferences.

Programmes in areas of research in which there is considerable activity or thrust/ emerging areas be given preferences.

- Travelling allowance and incidental expenses for outstation participants, including the resource persons, may be paid as per the rules of the university concerned.
- Secretarial/ Clerical, including Class IV, transport, office supplies, postage, cyclostyling, Xeroxing and other items as per rules of the concerned university.
- Honorarium to the Director of the Programme and the resource persons should not exceed Rs.1200/- each.

#### - **International National, Regional and State Level Conferences**

Assistance for International National /Regional/State Level Conferences may be provided as under:

- International Level Conference upto Rs.1,50,000/-
- National Level Conference up to Rs.80,000/-
- Regional/State Level Conference up to Rs.65,000/-

The quantum of support may be determined depending on the number of participants and the status of the Conference.

#### **C. PUBLICATION GRANT**

The universities may incur expenditure upto 20% of the allocation under the scheme



i. The UGC's, support, to Universities under publication grants is for publication of:

- Doctoral theses
- Learned research work, including research papers
- Lectures delivered such as National Lectures of UGC or lectures instituted in the name of leading personalities
- Scholarly contributions of the faculty ( not text-book)
- Seminar or conference papers.

This support should be given mainly by way of supplementing the work of private publishers. In case of publication of articles in referred journals, full support may be extended by the Universities. However, for publications other than doctoral theses, the quantum of assistance to be provided for publication may be considered with the help of an Expert Committee to be constituted by universities for this purpose.

- ii. Proposals from the college teachers who wish to get their Ph.D. theses/ Learned Research work published may also be considered by the respective universities, as for other scholars who have been awarded Ph..D. degree and desire to have their thesis/ research work published, this facility may be extended. The University may get such work/ thesis evaluated by two experts, other than the examiners. The University may pay honorarium up to Rs.400/- to each of the experts, for evaluating a thesis/ research work out of the allocation made by the UGC.
- iii. Universities participating in book exhibitions, organized by the Association of Indian Universities, may incur expenditure for participating in each exhibition from the grant made available under this scheme.
- iv. The expenditure on publication of proceedings of international or national conferences or seminars, hosted by a University, could also be considered by the university under the scheme.
- v. The university may provide a maximum of Rs.15000/- per annum for continuing the publication of quality journals identified by the UGC, on the advice of various panels, initially for a period of 3 years, under the scheme. Quantum of assistance to a particular journal may be determined on the merit of each case, such as the circulation of the journal, the number of printed pages each year, the number of copies printed and sold during the past 3 years , the rate of subscription and income including subsidy from various sources and expenditure.
- vi. Repetitive publication of books should not be considered under this scheme. Assistance would be available only once for the first publication. The publication should be printed in India only.
- vii. The university may either publish the work under its supervision and control or get it published through reputed publishers. Payments towards the cost of a publication should not be made to the author, but directly to the publisher by the university. The author could be consulted regarding the publisher, if it is not done through the university press.
- viii. The authors should not be permitted to make any financial contribution towards publication of their work under this scheme.
- ix. The university may follow the Indian Copyrights Act for deciding the question of Copyright of the work approved for the publication under this scheme.

- x. With a view to ensuring high academic standards, the universities should take utmost care in making proper selection of the research work and thesis for publication. The manuscripts should be assessed normally by two experts (other than the examiner) of the concerned area.
- xi. The university may avail the services of professional people for editing, referencing, spacing of the manuscripts from the point of view of quality and presentation, and may meet expenditure from the grant, allocated for the purpose.
- xii. Besides seeking the advice of commercial publishers/ distributors while selecting a manuscript for publication, the universities may consider the desirability of appointing State and/ or regional selling agents/ distributors for the published work.
- xiii. The amount of subsidy for publication of a thesis should not exceed Rs.15,000/- unless the university is publishing the thesis at its own, in such case it may meet actual expenses on publication.
- xiv. Where assistance to a publication is substantial, the university should undertake it as its own publication and a major part of the money realized through the sale (after making provision of royalty to the author, Commission to retailers, etc.) should be credited to the fund for publication so that it can support publication of other books. The money obtained through sales of books, published with UGC support, should not be used by the universities as revenue.
- xv. There should be proper coordination among the agencies providing financial assistance for similar purposes, i.e. ICHR, ICSSR, NBT, Indian Institute of Advanced Study, Simla. To avoid duplication of assistance, the universities should add a column in the application form for inviting such proposals, whether any other organization has been approached for the same publication and if so, with what result.

#### **D. Appointment of Visiting Professors/Fellows**

Under this component of the scheme the expenditure should not exceed 20% of the allocation.

##### **a. Visiting Professor:**

1. A Visiting Professor should be an eminent scholar in his/ her field. Generally a person who has held or is holding the post of Professor or a person who has achieved distinction outside the university sector, should be considered for appointment as Visiting Professor.
2. The maximum tenure of appointment of Visiting Professor is two years and the minimum not less than three months. The university may appoint a person up to the age of 70 years as a Visiting Professor.
3. A Professor should not be appointed as a Visiting Professor in the same university in which he/ she holds a post immediately before or after superannuation.
4. If a superannuated person is appointed as a visiting professor, the honorarium payable should not exceed Rs.10,000/- p.m. excluding any superannuation benefits.
5. A person appointed as Visiting Professor from outside the country may be paid an honorarium of up to Rs.12,000/- p.m.

6. In case a person, already serving in an Indian University is appointed as visiting professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, & other allowances, if any admissible ( except conveyance allowance if any) as per the rates of the parent university. The receiving university would also contribute towards pensionary benefits or CPF/GPF as per usual rules.
7. It is expected that when a serving person is appointed as Visiting Professor the parent university would give him/ her duty leave without pay.
8. If a person working abroad on a permanent basis is invited as a Visiting Professor, the university may meet the cost of international air travel from its own resources. Visiting Professors appointed may be paid travel expenses within India in accordance with the rules of the university.
9. Guest House accommodation is expected to be provided free of charge by the host university but food charges would be paid for by the Visiting Professor.

**b. Visiting Fellow:**

1. A Visiting Fellow should be a scholar of eminence in his/ her subject. Superannuated persons up to the age of 70 years may also be considered for appointment as Visiting Fellow. The minimum tenure of a Visiting Fellow should not be less than a week and maximum up to three months.
2. The Visiting Fellow may be paid daily allowance not exceeding Rs.400/- per day for visits up to one month. For visits beyond one month, the rate may be as in the case of Visiting Professor.
3. Travel expense be met in accordance with the rules of the university.
4. It is expected that the parent institution will grant academic leave with pay and usual allowance for the duration of the appointment as Visiting Fellow.
5. The host University would provide accommodation to the Visiting Fellow in the University Guest House free of charge but the food would be paid by the Visiting Fellow.
6. The same person may not be invited as Visiting Fellow more than once in a year in the same University, but the period of 3 months can be spilt up as desired by the University within the period of one year.



**ANNEXURE- I**

**UNIVERSITY GRANTS COMMISSION**

**UTILISATION CERTIFICATE**

IT IS CERTIFIED THAT THE FOLLOWING EXPENDITURE BEEN INCURRED BY THE UNIVERSITY FOR THE UNASSIGNED GRANT SCHEME DURING THE YEAR \_\_\_\_\_

Items	Allocation	Actual Expenditure
A- Travel Grant	Rs.	Rs.
B- Seminar/ Symposia etc	Rs.	Rs.
C- Publication grant	Rs.	Rs.
D- Visiting Professor/ Fellow	Rs.	Rs.
<b>Total :</b>	Rs.	Rs.

The details of above expenditure has been given in the enclosures.

If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund or adjust the objected amount.

It is further certified that all conditions laid down by the UGC vide its letter No. F. \_\_\_\_\_ dated \_\_\_\_\_ have been strictly enforced.

**Signature of Finance Officer**  
**Dated:**

**Signature of the Registrar**  
**Seal of the University**

**GROUP- A**

**STATEMENT OF EXPENDITURE AGAINST THE ITEMS GROUPED UNDER GROUP 'A' UNDER THE SCHEME OF 'UNASSIGNED GRANT' DURING THE YEAR \_\_\_\_\_**

**1. Travel grant to teachers/scientific and technical officers for participation in international conferences/ seminars/ symposia held abroad.**

<b>Name &amp; Designation</b>	<b>Department</b>	<b>Name of conference etc. attended with dates/duration</b>	<b>Exp. Incurred</b>	<b>Amount paid out unassigned grant</b>	<b>Source for the balance, if, any</b>

**2. Travel grant to teachers selected under**

<b>Name &amp; Desig.</b>	<b>Department</b>	<b>Name of programme attended with dates/ duration</b>	<b>Exp. Incurred</b>	<b>Amount paid out unassigned grant</b>	<b>Source for the balance, if, any</b>	<b>Date of conference last attended under the scheme</b>

**3. Travel grant to teachers/administrative officer/scientific/technical officers for visiting centers of research or to attend academic conferences/seminars within India.**

Name & Designation	Department	Name of conference etc. attended with dates/ duration	Exp. Incurred	Amount paid out unassigned grant	Source for the balance, if, any

**4. Academic Exchange of teachers within India.**

Name & Designation of the expert invited	Department	Expenditure incurred

It is certified that an expenditure of Rs. \_\_\_\_\_ under the scheme of Unassigned grant' under Head-A has been incurred during the year as per details given above in accordance with the guidelines laid down by the UGC and that all the terms and conditions of the grant have been fulfilled. If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund or adjust the objected amount.

**Dated:**

**Signature of the Registrar or Finance Officer  
Seal of the University**

**GROUP- B**

**STATEMENT OF EXPENDITURE FOR ORGANISATION OF SEMINARS/ SYMPOSIA WORKSHOPS  
/ TRAINED PROGRAMMES/ CONFERENCES (INTERNATIONAL/ NATIONAL/ STATE LEVEL).  
(Strike out items not applicable/Add what is relevant)**

1. Name of the Programme:
2. Duration:

Opening Date:

Closing Date:

3. Number of participations
  - a) Outstation
  - b) Local
  - c) Total

4. Name of the Director:

5. Items of expenditure incurred:

- |      |   |            |
|------|---|------------|
| i    | Board and lodging charges for _____Outstation participants/resource persons.                  | <b>Rs.</b> |
| ii.  | Hospitality to _____local participants/ resource persons.                                     | <b>Rs.</b> |
| iii. | TA & Incidental charges to outstation participants _____ including resource person _____ etc. | <b>Rs.</b> |
| iv.  | DA to foreign participants (if any)   | <b>Rs.</b> |
| v.   | Internal Travel to foreign participants (if any)  | <b>Rs.</b> |
| vi.  | Honorarium to Director and resource persons   | <b>Rs.</b> |
| vii. | Misc. & Contingencies   | <b>Rs.</b> |
|      | Total expenditure incurred  | <b>Rs.</b> |
|      | Grant received from the UGC   | <b>Rs.</b> |
|      | Income from any other source<br>(please indicate the source and amount)                       | <b>Rs.</b> |

**Total:Rs.**

**Income      Rs.**

**Expenditure      Rs.**

**Balance          Rs.**

Certified that an amount of Rs. \_\_\_\_\_ against the grant of Rs. \_\_\_\_\_ has been spent for organization of \_\_\_\_\_ as per UGC guidelines. If as a result of check or audit some irregularity is brought to the attention of the University, action will be taken to regularize the same as per rules of the audit.

**Signature of the  
Director of Programme**

**Signature of the  
Registrar**

**Signature of  
Finance Officer**

**GROUP -C**

**STATEMENT OF DETAILS OF EXPENDITURE ON PUBLICATION OF RESEARCH/ LEARNED WORK INCLUDING DOCTORAL THESIS FOR THE YEAR\_\_\_\_\_.**

<b>S. No</b>	<b>a) Title of thesis/work and (b) Name and designation of the author</b>	<b>a) Name and designation of the 2 experts on whose recommendations the publication was approved and (b) date of approval</b>	<b>a) Total estimated cost on publication (b) Assistance subsidy approved (c) cost of the book and (d) Number of copies printed</b>	<b>Total exp. Incurred including honorarium if any, paid to experts.</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5</b>

In case where no assistance was approved, indicate number of such cases.....

**Total:Rs.....**

Certified that an expenditure of Rs. \_\_\_\_\_ as per details given above was incurred by the University on publication of research/learned work including doctoral thesis in accordance with the guidelines. It is also certified that the grant was utilized for the purpose for which it was sanctioned. If as a result of check or audit objection some irregularity is noticed at a later stage action will be taken to refund or adjust the objected amount.

**Signature of the Registrar Or Finance Officer  
Seal of the University**



YEAR-WISE STATEMENT OF ACCOUNTS FOR THE GRANT SANCTIONED TO THE UNIVERSITY  
UNDER GROUP 'D' OF UNASSIGNED GRANT FOR THE YEAR.....

S. No.	Name & Design. Of the Visiting Fellow/ Visiting Professor	Date of Birth	Duration of the visit with dates	Amount paid as honorarium	Amount paid for travel & DA	Total

2. Brief report of the benefits accrued to the University in respect of each Visiting Professor(s)/Fellows(s) is enclosed.

3. Certified that expenditure of Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_ under the Scheme of Visiting Professors/ Visiting Fellows had been incurred against the allocation for the X Plan Period as per details given above which is in accordance with the guidelines limit laid down by the Commission. All the terms and condition(s) of the grant have been fulfilled.

4. If as a result of check or audit objection some irregularity is noticed at a later stage, action will be taken to refund or adjust or regularise the objected amount.

**Signature of  
Finance Officer**

**Signature of Registrar  
Seal of the University**

**Dated :**