



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
MAULANA AZAD MEDICAL COLLEGE  
BAHADUR SHAH ZAFAR MARG: NEW DELHI  
(PLANNING BRANCH) PHONE: 23215324  
Email: [plgofficer.mamc@gmail.com](mailto:plgofficer.mamc@gmail.com)

No. F. 1(360)/ MC/Plg./ 2023-24 / 5807

Dated: 23 April, 2025

To,  
All HOD'S  
MAM COLLEGE

**Subject: Inviting Proposals for Research Project to be undertaken by the faculty members for the year 2025-26 under Annual Budget**

Sir/Madam,

As you are aware that Research Projects have been undertaken by the faculty members of different departments of the college from the Revenue of Annual Budget for previous financial year under the Scheme "Stg. of Medical Research in MAMC," after obtaining the necessary sanction from Planning/Finance Department, GNCTD.

In this regard, it is requested that if any proposal for Research Projects proposed to be undertaken by the faculty members during the Financial Year 2025-26 the same may be submitted to planning Branch latest by 05.05.2025, along with **consolidated report of the deliberation/findings in r/o research projects for which sanction were released during previous financial year, if any**, so that a consolidated proposal of the college could be sent in time for obtaining the necessary Administrative Approval and Expenditure Sanction of Planning /Finance Department. Further, the proposal should be according to Guidelines issued vide office order dated 31.10.2018 and complete in all respect as per checklist Annexure-I (copy enclosed). (The detailed information is also available on the official website. e<MAMC><Administration><Planning Branch><Circular/Notices>).

Encl:

1. Guidelines office order dated 31.10.2018
2. Checklist (Annexure-I)

Yours faithfully,

(RAM KRISHNA)  
Assistant Director (Plg)

Copy to:-

1. PS to Dean, MAMC
2. Incharge, LAN & Server, with the request to upload on the website of MAM College & email to all HOD's.

(RAM KRISHNA)  
Assistant Director (Plg)

GOVT. OF NCT OF DELHI  
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No F 1(360)/MC/Plg /2019-20/

19975

Dated

31/10/18

OFFICE ORDER

In supersession of all previous orders, the following Time Bound Guidelines are framed henceforth for completion of Research Projects to be undertaken by faculty members of various departments of MAMC from the State Revenue Funds

- 1 Planning Branch will issue a circular to all HODs in the month of October inviting proposals of Research Project to be undertaken by the faculty members of their department and to submit the same upto 15<sup>th</sup> January
- 2 All faculty members of the college (except those on contractual basis) are eligible to submit their proposal through their respective HODs after obtaining the approval of the departmental technical/scientific committee. In case of any proposal received from Veterinary Officer which is a Non-faculty position, the proposal is to be forwarded by HOD of concerned department and to be approved by Dean(MAMC) as a special case
- 3 The duration of the project should not exceed 02 years
- 4 All research project proposals should have the Ethical Clearance from the Institutional Ethical Committee (IEC) of MAMC either at the time of submission or before commencing the project. At the time of submission, PI should have at least applied to IEC and copy of the same should be attached with the proposal
- 5 The HOD should ensure that one faculty member submits only one research project proposal in a year and they will be eligible to apply for the next project only after submission of final report of their previous Research Projects
- 6 Maximum amount limit of each research project is Rs 3 00 000/- inclusive of all taxes
- 7 The funds provided for undertaking of the research projects, can not be utilised for non consumables and equipments or for hiring/employing man power. Only cost of stationary is allowed for preparing the report and it should not be exceed 5% of the total cost of the project
- 8 In case of Field Based Research Projects, PI may be allowed stationary and transport charges not exceeding Rs 1 00 000/- for each project. However in case of Field Based Research Projects involving consumables, the total project amount should not exceed Rs 3 00 000/- inclusive all taxes
- 9 HOD should ensure that each faculty members will give details of kits & chemicals (with complete specification & pack size) to be used for projects at the time of submission of proposal of the project to Planning Branch
- 10 One Co- investigator from the same department should be co-opted with each Principal Investigator of Research Project
- 11 The meeting of Screening Committee will be held in the month of February to discuss and grant technical approval of Research Projects submitted by the faculty members of different departments of the college

- 12 After approval of the Screening Committee of the research projects to be undertaken by the faculty members, the final proposal shall be moved by the Planning Branch for obtaining the Administrative Approval & Expenditure Sanction from H&FW/Planning/Finance Department of Govt of NCT of Delhi in the last week of March / First week of April
- 13 After approval of Research Projects from Delhi Govt, the necessary sanction order shall be issued to the concerned faculty/ branch for taking further action
- 14 Planning Branch will send the details of each kits & chemicals, as submitted by the faculty members for their projects to Central Store (MAMC) for compilation along with sanction order issued for the projects. The Central Store (MAMC) will send the requisition to Purchase Branch immediately for procurement
- 15 The Purchase Branch will start the procurement process immediately, as per codal formalities laid down from time to time, after receiving the requisition from Central Store(MAMC) and after procurement, Purchase Branch will inform the same to Central Store(MAMC) for further distribution to the concerned faculty/Principal Investigator immediately
- 16 Once the items for Research Project have been received by the concerned Principal Investigator then they should ensure that Indent has been submitted for entry in the DiB(Departmental Indent Book) duly signed by the HOD. Thereafter, the indent of the items alongwith the duly verified delivery challan must be submitted to the Central Store(MAMC) immediately for stock entry and further clearance of the bills by Purchase Branch before 15<sup>th</sup> March of that Financial Year
- 17 If required extension for maximum one year may be given to complete the Research Project by the faculty member only with the prior approval of Dean(MAMC). However the sanctioned amount will remain the same
- 18 Two copies of the report indicating the Results/Publications/Outcome of the Research Project will be submitted by the concerned faculty member after completion of the research project by 31<sup>st</sup> March to the Planning Branch
- 19 Non completion of research project by the faculty members in time will be viewed seriously

This issue with the prior approval of Dean (MAMC)

G/-

(Kamal Gatuam)  
Planning Officer

Copy forwarded for information & necessary action to:-

All HODs/Concerned Branch In-charge/Committee Members, MAMC  
PA to Dean(MAMC)

In-charge Lan & Server to upload on MAMC website

**ANNEXURE-I**

**CHECK LIST FOR SUBMITTING FRESH PROPOSAL FOR UNDERTAKING  
RESEARCH PROJECT DURING THE YEAR 2025-26**

**NAME OF THE DEPARTMENT:**

<b><u>S.NO.</u></b>	<b><u>PARTICULARS</u></b>	
1.	TITLE OF RESEARCH PROJECT MENTIONED IN THE FORWARDING LETTER	YES/NO
2.	NAME OF PRINCIPAL INVESTIGATOR MENTIONED IN PROPOSAL (WITH SIGNATURE)	YES/NO
3.	NAME OF CO- INVESTIGATOR MENTIONED IN PROPOSAL(WITH SIGNATURE)	YES/NO
4.	FORWARDED BY THE HOD	YES/NO
5.	WHETHER APPROVED BY TECHNICAL REVIEW COMMITTEE OF THE DEPARTMENT (ATTACH COPY)	YES/NO
6.	SCHEDULE & DURATION OF THE RESEARCH PROJECT	YES/NO
7.	OBJECTIVE/PURPOSE OF THE RESEARCH PROJECT MENTIONED	YES/NO
8.	METHODOLOGY OF RESEARCH PROJECT MENTIONED	YES/NO
9.	DETAILED COPY OF PROJECT ENCLOSED	YES/NO
10.	ETHICAL CLEARANCE FROM INSTITUTIONAL ETHICAL COMMITTEE, MAMCOBTAINED / IF APPLIED, THEN COPY OF LETTER SUBMITTED TO INSTITUTIONAL ETHICAL COMMITTEE ENCLOSED	YES/NO
11.	IS THE BUDGETARY PROVISION OF KITS & CHEMICALS TO BE USED FOR RESEARCH PROJECT WITHIN THE MAXIMUM LIMIT OF RS.3,00,000/- INCLUSIVE OF TAXES	YES/NO
12.	WHETHER THE RESEARCH PROJECT IS FIELD BASE ONLY	YES/NO
13.	WHETHER ANY RESEARCH PROJECT SANCTIONED IN THE PREVIOUS FINANCIAL YEAR	YES/NO
14.	WHETHER CONSOLIDATED REPORT OF THE DELIBERATION/FINDINGS FROM THE RESEARCH PROJECT OF THE PREVIOUS FINANCIAL YEAR SUBMITTED OR NOT, IF APPLICABLE	YES/NO

**NAME & SIGNATURE OF PRINCIPAL INVESTIGATOR**

**Mobile Number:-**

**E-mail:-**