

International Institute for Population Sciences (IIPS), Mumbai

GUIDELINES FOR THE WORKING OF PROJECT SUPPORT CELL (PSC)

Background

The Standing Finance Committee in its 78th meeting held on September 28, 2011 and the Executive Council Meeting in its meeting held on December 14, 2011 approved the establishment of Project Support Cell. Based on these, the Institute has established a Project Support Cell. Taking into consideration, the quantum of work and based on the number of projects that are undertaken by the institute, the following guidelines are proposed for the Project Support Cell.

The objective of these guidelines is to maintain proper intact records of the research projects that are undertaken from various funding agencies including internal funding and to manage the funds in one centralized account in order to have proper tracking of all the Statement of Expenditure (SOE) and Utilization Certificate (UC) and Face-Form.

I. General Guidelines:

1. The Project Support Cell (PSC) examines and process all the administrative and finance related files of the research projects in the Institute awarded through internal and external funds.
2. For the Institute Funded projects, the Academic Council approves the projects funded by the Institute and the copy of the minutes of the Academic Council along with the detailed budget (having line items for a particular financial year) in prescribed format has to be submitted to the Accounts Section for placing the same as a agenda item in the Standing Finance Committee and later on to be placed in the Executive Council meeting. After getting approval of SFC and EC a Sanction Letter for that particular project will be issued by the Head of the Institute or any nominated officials appointed by the Head of the Institute.
3. The Principle Investigator/Project Co-ordinator of all the externally funded projects have to first take administrative approval of the Head of Institute by submitting detail proposal/MoU/agreement/sanction order of the funding agency. A detailed budget duly approved by the Funding Agency should also be submitted for records. The Project Support Cell will be the custodian of all the original proposal/MoU/agreement/sanction order and original detailed budget.

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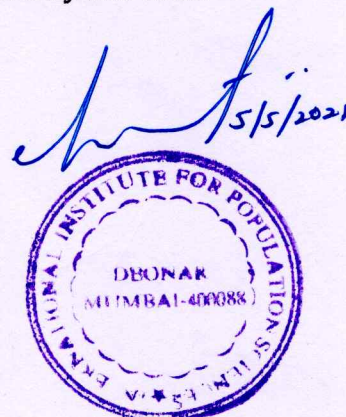


4. All the administrative and account positions that are specified in the budget of the externally funded projects will be filled by the Project Support Cell of the institute. The staff thus appointed will work within the PSC on all the work assigned to them.
5. However, for large projects which by its very nature requiring a separate administrative or accountant personnel, Director may provide special permission for the appointment of staff exclusively for the project.
6. All the appointment of technical staff of the project will be under the purview of the PIs of the project which will be processed by the PSC.
7. In order to carry out the work of the PSC various projects, contract positions of administrative and account will be created based on the need. The salary for these positions will be paid from a Project Pool Account by combining the amount of money available for administrative and accounts personnel in different projects.
8. All the records of the projects will be kept with the PSC and the Cell will facilitate the audit of the records anytime.

II. Specific Responsibilities

(a) Administrative

- (i) Co-ordinate with all the Project Coordinators/Principle Investigators (PI) and maintain records for individual projects (records include MoU, Budgets, Correspondence with the funding agency on administrative and account relating to projects and other important documents related to the projects).
- (ii) Process the appointment of technical support staff in the individual project by
 - (a) Reviewing of budget for the appointment of new staff
 - (b) Advertisement of the Post on website after the approval
 - (c) Issuing Appointment order to the staff appointed and collecting Joining Letter and PAN and Bank Details
 - (d) A Leave Register has to be maintained to record the leaves of temporarily staff and to credit 2 ½ leave in their leave account for every completed month.
 - (e) Reviewing of budget for the extension of the staff and Issuing Extension order.
 - (f) Facilitating relieving of the project staff with proper non-due clearance
 - (g) On request of the staff, issue Experience Certificate on resignation or completion of the term of their respective projects only one time.

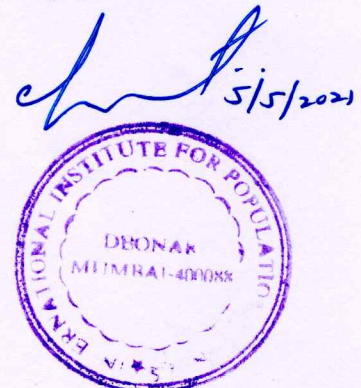


- (iii) Maintaining the following register
 - (a) Leave register - Leave records for Temporary Staff
 - (b) Inward Register – Records of Posts/ couriers relating to the Projects
 - (c) Outward Register – Letter issued by Project Support Cell
 - (d) Bank Transfer letters relating to PSC
 - (e) Stock register – Any Stationery or other items purchased by PSC.
 - (f) General Register- Any bills put up from PSC other than those in stock register.
 - (g) Bank Guarantee Register
- (iv) Processing the purchasing stationery and other items for the projects through quotations from Local vendor for other Projects, Short Term Training Programme Cell and Publication cell.
- (v) Vehicle arrangement, Accommodation and Lunch Arrangements, Special Dinner arrangements for Projects, Short Term Training Programme Cell and Publication cell. Request for Quotation, BID, Tender for the same. Putting up bills for approval for payment.

(a) Accounts Unit

The roles and responsibilities of the unit will be:

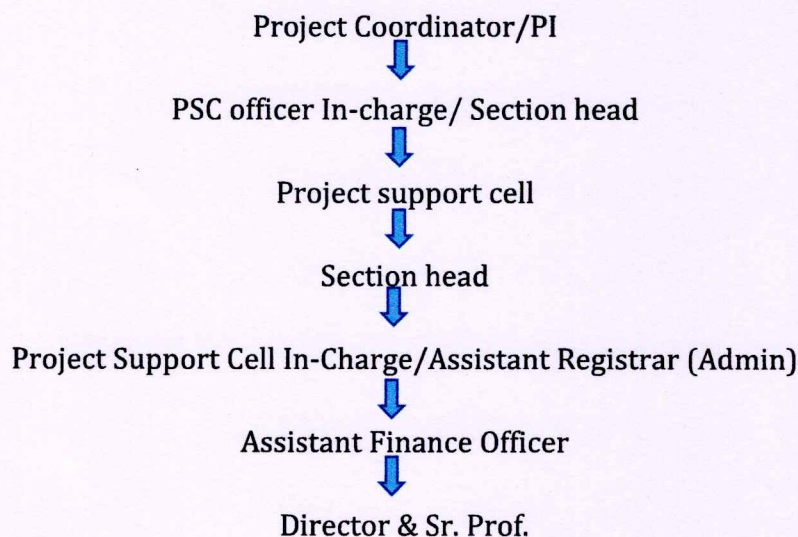
- (i) Maintaining of the centralized bank accounts of all the projects
- (ii) To Prepare bank transfer letters, details to be provided to the Accounts section for TDS on GST and TDS on Income Tax u/s 194 and 192. To maintain accounts in Tally upto finalization with the help of AFO
- (iii) Preparing SoE, UC and Face-form.
- (iv) Documentation for the spot check and micro assessment conducted by any external funding agencies.
- (v) Maintaining of Original Bank Guarantee/ Performance Security of the field agencies with proper maintenance of BG Register.
- (vi) Monitoring of the expenditure of each and every head as compared with the budget amount of the Projects.
- (vii) All Internally funded project must follow mercantile of accounting approval basic system as well as an externally funded project should follow cash basis (payment after purchase) of accounting system.
- (viii) If in case, any staff member and external experts refuses to accept any faculty time or honorarium it will go to Institute Development Fund. If any discrepancy arise in any line item, the fund will be transferred to Project Pool Account.
- (ix) Entry in the tally system must be made when the actual payment release on the particular date.



- (x) Before making any expenses, pre-approval should be taken from the Director or PI who appoint for the work.
- (xi) Once the Final budget is approved by the funding agency and by the Competent Authority, then the budget must not be internally change. Incase PI, needs any change in the budget the PI, has to resubmit the budget to Account Section.
- (xii) TA/ DA Bill may be submitted within 60 days as per GOI rule.

III. Processing of Files

Processing all the e-files related to both administrative and accounts matter. The channel of submission will be



1. The Project Support Cell will be the custodian of all the e-office files approved by the Director & Sr. Professor. If the PI receives approval directly to their e-office account, the copy of the e-office files must be submitted in hard copy to Project Support Cell.
2. As per the Office Memorandum dated 10th November, 2020, issued by Director & Sr. Prof. only subject wise e-office file in continuation has to be followed for all the correspondence.

International Relations Cell (IRC)

The Project Support Cell will also look after the work of the International Relations Cell (IRC).

The main objective of the International Relations Cell (IRC) is to facilitate academic exchange and collaboration between IIPS and foreign Universities, Research Institutions.



This Cell facilitates the foreign students to come to IIPS for various courses including courses offered through distance mode.

This Cell also will look after the academic exchange, collaboration and MoUs with the universities/research institutions within India.

International Relations Cell will not have a separate administrative set up but will work under the PSC. In addition, a member of faculty will be in charge of the Cell for overall supervision and conduct of various activities.

IRC will have the following specific functions

1. To review and facilitate all the agreements signed between IIPS and other foreign universities/institutions/agencies.
2. To keep all the records of agreements with foreign universities/institutions/agencies and take initiative to renew them time to time.
3. Facilitate admission of foreign students to full time programmes into IIPS.
4. Facilitate international students seeking admission over distance mode.
5. Prepare brochure for international students to facilitate admission and to pass on necessary information to students seeking admission.
6. Provide information and facilitate international students through the other administrative division of IIPS on extending various facilities during their stay.

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15/5/2021

