



No.MANUU/DR&C/F.15/2026-27/347

4th August 2026

CIRCULAR

Sub: Compliance regarding minor research project reports, audited bills, and mandatory publication of research output

All Principal Investigators who have been awarded research projects are hereby informed that compliance with project requirements shall be strictly monitored by the institution.

The Principal Investigators of the 2023-24 batch are directed to ensure that all project reports have been submitted, all audited bills have been settled, and the publication requirement attached to the project has been completed in full.

The Principal Investigators of the 2024-25 batch are directed to expedite submission of pending minor research project reports and to clear all audit observations raised in respect of project bills without delay. Mandatory publication requirements shall also be complied with in accordance with the terms of the sanctioned project.

The Principal Investigators of the 2025-26 batch are informed that processing of the second installment shall be released only after satisfactory compliance with the prescribed billing and submission of midterm reports.

It is hereby reiterated that publication of research articles arising out of sanctioned projects is mandatory and shall not be treated as optional. All Principal Investigators shall ensure timely publication in reputed journals or approved book/book chapter formats. In cases where the required article is not published within six months from the completion of the project, the Principal Investigator shall at least give a letter of acceptance of the journal/book publisher where the article based on the MiRP is going to be published. The requirement of publication is non-negotiable as it comprises the very purpose of awarding the project.

Non-compliance with financial settlement or publication obligations shall render the institution to take such action as deemed fit. All concerned are therefore instructed to treat the above requirements as mandatory and comply within the stipulated time.

Registrar

Copy to:

1. O/o the Vice Chancellor
2. Academic Section
3. All the School of Deans / Directors and Head of the Departments
4. Principals (Head Quarter and Offsite Campuses)
5. Centre for Information Technology (*for uploading on university website*)
6. Concerned File