

**NATIONAL INSTITUTE OF AYURVEDA**  
**Deemed to be University**  
**Dean (Ph.D.) Office**

Sr.No.F1/2022/NIADU/1496 - 1504

Date: 01/11/25

**OFFICE ORDER**

It is notified as per the directions in pursuance of the recommendations made by the 11<sup>th</sup> meeting of the Academic Council vide Agenda Item No. AC 11.8 dated 30.09.2025.

The academic council reviewed and approved the finalized Guidelines recommended by the committee constituted to frame the Policy for utilization of Research Grant. The Chairperson emphasized on prioritizing the implementation of this policy to ensure accountability and effective use of funds in accordance with the financial provisions of institution.

This will be applicable from the Ph.D. Batch 2025-26 onwards.

Attached herewith: Policy for utilization of Research Grant

  
**Dean (Ph.D.)**

Copy to :-

1. Vice Chancellor
2. Registrar I/C
3. All HOD
4. All Deans
5. Controller of Exams
6. Joint Director
7. Deputy Director
8. Academic Section
9. Notice Board

  
**Dean (Ph.D.)**

## Policy for Utilization of PhD Research Grant

### **1. OBJECTIVE**

1.1 This policy aims to ensure transparent, need-based, and effective utilization of the research grant provided by NIA Jaipur to PhD scholars for conducting high-quality research in Ayurveda.

### **2. GENERAL PRINCIPLES**

2.2.1 All expenses must be directly linked to the research project formally approved by the institute.

2.2.2 Prior approval must be secured for all major expenditures

2.2.3 Any unutilized portion of the grant must be returned in accordance with institutional norms.

2.2.4 Expenditure beyond the approved research grant provided to PhD scholars will be borne by scholar itself.

2.2.5 The proposal to purchase anything should be in detail with proper justification, specifications, need and approximate cost as applicable.

### **3. PERMISSIBLE HEADS OF EXPENDITURE**

#### **3.1. Drugs, Consumables and Instruments/ Equipment**

3.1.1. Procurement of raw drugs, classical Ayurvedic formulations, or modern medicines if specified in the approved research protocol.

3.1.2. Purchase of glassware, laboratory consumables, and other research-related materials like instruments if any (with proper justification and approval by DRC).

3.1.3. Preference must be given to institute pharmacy or vendors approved by the institute.

3.1.4. Purchase of research-related instruments / equipment if any will be allowed for specialised study (with proper justification and approval by DRC and Vice Chancellor, through Dean PhD).

3.1.5. All packaging and labeling of research medicines shall be carried out in the NIA Pharmacy. In case such services are not available at the NIA Pharmacy, the research scholar may avail services from an external source. This shall be permitted only upon written verification and certification of non-availability by the Pharmacy Manager or Pharmacy Incharge.

3.1.6. Research scholars shall submit a detailed statement of required drug-related expenses in the approved proforma. The proposal must be duly recommended by the Research Guide, Head of the Department, and the Pharmacy In-charge. Final approval shall be granted by the Dean, Post doctoral Studies.

3.1.7. For the procurement of instruments or equipment necessary for post-doctoral research, the scholar must submit a request in the approved proforma along with a detailed justification and a certificate of non-availability. The application must be forwarded by the

Head of the Department. Based on the cost, the approval shall be granted by the Dean, PhD Studies or the Vice-Chancellor.

### **3.2. Investigations and Laboratory Tests**

3.2.1. Investigations should be conducted in NIA laboratories, where available.

3.2.2. In cases where the investigation is unavailable in-house, NABL/NABH-accredited laboratories may be used, subject to prior approval.

3.2.3. Research scholars shall submit a detailed statement of required investigations related expenses in the approved proforma. The proposal must be duly recommended by the Research Guide, Head of the Department, and the Laboratory In-charge. Final approval shall be granted by the Dean, Post-doctoral Studies.

### **3.3. Printing and Binding**

3.3.1 No reimbursement shall be provided by NIA Jaipur for expenses incurred on printing proformas, questionnaires, patient information sheets, or consent form

3.3.3 The printing and binding cost of thesis will not be reimbursed

### **3.4 Travel and Field Work**

3.4.1 Permitted for data collection and field surveys with prior approval and proper justification (with the permission of Vice Chancellor)

3.4.2 For survey-based research studies, post-doctoral scholars shall be eligible for reimbursement of up to 3-tier AC train fare upon submission of original travel tickets. Prior approval must be obtained through approved proforma, and the application should be routed through the PG Guide and Head of the Department, with final approval from the Dean, PhD Studies.

### **3.5 Data Entry and Analysis**

3.5.1 Utilization of the Institute's biostatistics support is mandatory.

### **3.6 Software Purchase**

3.6.1 Preference must be given to free and open-source software such as R, PSPP, JASP, and Epi Info.

## **4. NON-PERMISSIBLE EXPENDITURES**

4.1 Purchase of personal assets such as laptops, mobile phones, and tablets is not permitted.

4.2 Payment of honorarium to guides, co-guides, or the scholar is not permitted.

4.3 Expenses for refreshments and hospitality are not permitted.

4.4 Purchase of books is not permitted unless exceptionally justified by DRC and unavailable in the NIA Central Library or departmental library.

4.5 In cases, where books have been purchased from research grant, the purchased books must be deposited in the respective Departmental or Institute Library, for which an official receipt will be issued. A No Objection Certificate (NOC) will be granted only after the submission of the books and acknowledgment of the receipt.

4.6 Subscription of Journal will not be permitted or reimbursed.

## **5. USE OF INSTITUTE RESOURCES FIRST**

5.1 All scholars must first attempt to utilize in-house institutional facilities including the

## **6. PROCUREMENT FROM EXTERNAL SOURCES**

6.1 Procurement from external vendors is allowed only if the item or service is not available at NIA.

6.2 A certificate of non-availability from the concerned department must accompany such requests.

6.3 All purchases must be properly documented with original bills and relevant supporting documents and should be verified by Guide of student and head of the department.

6.4 All procured items must be duly entered in the stock register of the respective department and verified by the Competent Authority. This process shall be completed within one month from the date of purchase.

## **7. BIostatISTICS SUPPORT POLICY**

7.1 Consultation with the institute's biostatistician is mandatory for study design, sample size calculation, and selection of statistical methods.

7.2 Engagement of external biostatistical support is allowed only if the institute biostatistician certifies the requirement as beyond in-house capacity and proper justification with prior approval is submitted.

## **8. DOCUMENTATION AND REPORTING**

8.1 Original bills must support all expenditure claims.

8.2 A final utilization certificate along with a summary of expenditures must be submitted upon research completion.

## **9. MONITORING AND AUDIT**

9.1 A monitoring committee including at least one accountant shall periodically review expenditure and audit sample transactions.

9.2 Any misuse of the research grant will invite disciplinary action and recovery of funds.

## **10. AMENDMENTS AND RELAXATIONS**

10.1 In exceptional cases, deviations from this policy may be permitted by the Vice Chancellor, NIA, on submission of proper justification.