



INSTITUTE FOR SOCIAL AND ECONOMIC CHANGE

ಸಾಮಾಜಿಕ ಮತ್ತು ಆರ್ಥಿಕ ಬದಲಾವಣೆಯ ಅಧ್ಯಯನ ಸಂಸ್ಥೆ

(An all India Institute for inter-disciplinary research and training in the Social Sciences)

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No. Regr./Admin./2025-26/ 93

30th September 2025

Reference: Chairman, BoG approval dated 29th September 2025

Office Order

Sub: Protocol for Sponsored / Externally Funded Projects-reg

1. Project Approval

- All externally funded projects must have prior approval of the Director, ISEC before initiation.
- Sanction letters, budgets, and terms and conditions received from the funding agency shall be deposited with Administration and Accounts sections.

2. Role of Responsibilities of Project Director (PD)

The faculty member submitting and receiving sanction of an externally funded project shall function as the Project Director (PD). Further, he/she shall be responsible for following aspects.

- Academic and technical execution of the project
- Recruitment requisitions for staff, staff supervision, task allocation, and monitoring
- Day-to-day discipline of project staff, including issuing of warnings, instructions, and reporting misconduct in writing to the Administration section
- Certification of attendance, work output, and expenditure
- Preparation of progress and draft financial reports
- As the powers of the Project Director are operational and supervisory, all final administrative actions shall necessarily be carried out only with the approval of the Director

3. Recruitment of Project Staff

- The Appointments a required and approved for the project shall be purely temporary and co-terminus with the project.
- The Project Director (PD) shall propose the requirement of staff along with appropriate qualifications and terms and condition of appointment.
- The Administration Section shall issue notification and appointment orders with approval of the Director, ISEC.

4. Salary and Service Conditions

- Salary will be processed by Accounts Section, only on submission of monthly certification by the Project Director and released with Director's sanction.



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- The Staff appointed as such shall not be entitled to regularization, continuation, or institutional benefits (PF, gratuity, pension, etc.).

5. Discipline and Leave

- Discipline of project staff is the sole responsibility of the Project Director, who shall ensure punctuality, performance, and adherence to instructions/discipline.
- The Project Director may issue verbal/written warnings for indiscipline and maintain records of staff conduct to the effect, whenever the warnings are in written.
- Serious misconduct or repeated indiscipline shall be reported by the Project Director to Administration Section, which then shall proceed for necessary action and execute it with the approval of the Director.
- Leave will be admissible as per project norms and shall require prior approval of the Project Director.

6. Termination

- The appointment shall lapse automatically on project completion.
- Early termination may be recommended in writing by the Project Director with reasons (poor performance, misconduct, absence, etc. to the Administration Section whenever there is need for it.
- Termination orders shall be issued by Administration Section only with the Director's prior approval.

7. Honorarium

- Faculty members (Project Director /Co- Project Director) and project staff may be paid honorarium as per ISEC Rules and funding agency provisions.
- The admissibility, quantum, and mode of honorarium shall strictly be in accordance with the prevailing ISEC norms.
- Payment of Honorarium shall be processed by the Accounts Section and released only with the prior approval of the Director.

8. Financial Management

- The Project funds shall be maintained under a separate account head by the Accounts section.
- Expenditure shall adhere strictly to sanctioned budget and funding agency norms.
- Bills/vouchers must carry Project Director's certification, verified by Accounts, and approved by the Director.



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- Utilization Certificates (UCs) and Statements of Expenditure (SoE) shall be prepared by the Accounts Section and submitted to the funding agency through the Director.

9. Monitoring and Reporting

- The Project Director shall maintain a project file (staff records, data, expenditure, reports).
- Periodic reports, prescribed if any, must be routed through the Director to the funding agency.
- The Director/Research Committee may review projects at any stage as per terms and conditions of the Project.

10. Project Closure

- On completion, the Project Director shall submit:
 - Final technical report
 - Audited UC/SoE
 - Asset statement (assets remain as the property of ISEC unless otherwise directed by funding agency).
- Closure of accounts and staff contracts shall be processed by the Administration and Accounts section with the Director's approval.

11. Final Authority

- The Project Director (PD) shall function as the controlling and supervising authority for all project staff recruited on a temporary and project-linked basis. The Project Director shall be responsible for day-to-day discipline, supervision, workload assignment and certification of performance.
- The Director, ISEC, shall be the final authority in all matters relating to approval of appointment, continuation, salary disbursement, and termination of project staff.
- All necessary decisions as per this protocol shall be taken by the Director only on the basis of written recommendation from the Project Director addressed to the Administration Section.

Vidyashree Chandaragi, K.A.S
Registrar

Registrar

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