



User Manual Document (Research Management Module)

User Manual of Research Management Module

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Page 1



User Manual Document (Research Management Module)

1. General Information

1.1 Acronyms and Abbreviations:

S. No.	Word / Acronyms	Definition / Abbreviation
1	ERP	Enterprise resource planning
2	CAU	Central Agricultural University
3	PI	Principal Investigator
4	Co-PI	Co-Principal Investigator
5	DDO	Drawing & Disbursing Officer
6	HQ	Head Quarter
7	CRAC	College Research Advisory Committee
8	DDR	Deputy Director of Research
9	DO	Director of Research



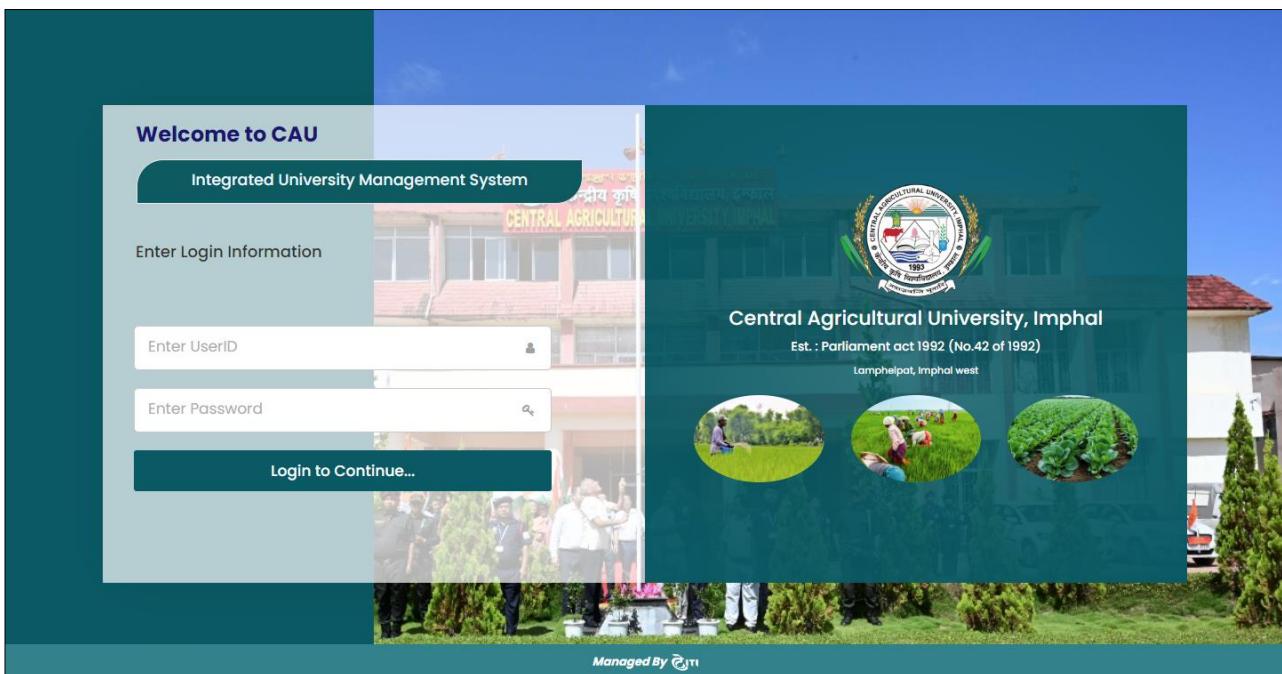
User Manual Document (Research Management Module)

Click (with 'ctrl' button) on below link or copy and paste it in any browser (It is advised to use Google Chrome) to open the **CAU ERP** Login Page.

<http://120.138.8.151:8080/cau-iums/>

Note: If user clicks on the above-mentioned link then application will be launched in default browser.

User will be navigated to CAU Login Page, as shown below. From Login Page; user will be able to enter 'User ID' & 'Password':

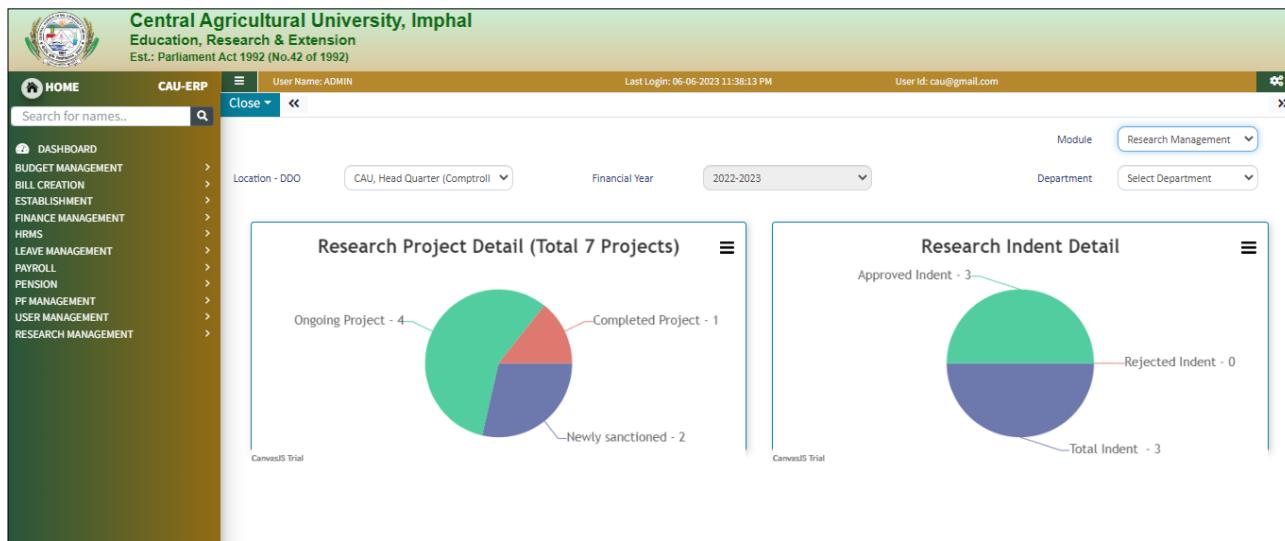


Enter the valid '**User ID**' and '**Password**',

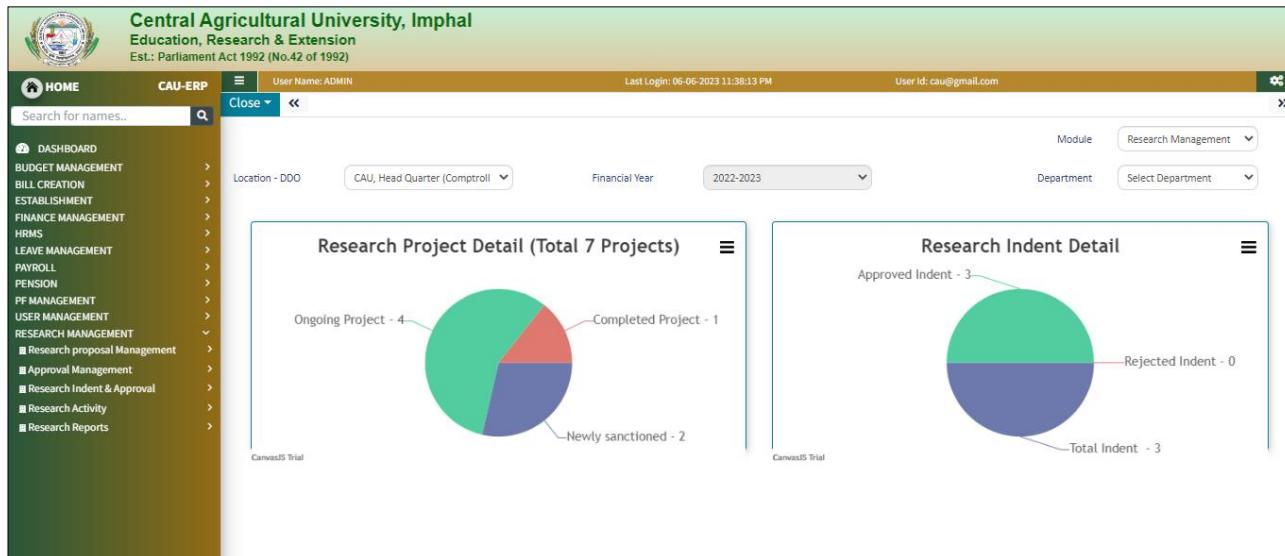
For Example: User ID- cau@gmail.com and Password-**cau@123** then click on '**Login to Continue...**' button to navigate to 'Module Home Page' as shown below:



User Manual Document (Research Management Module)



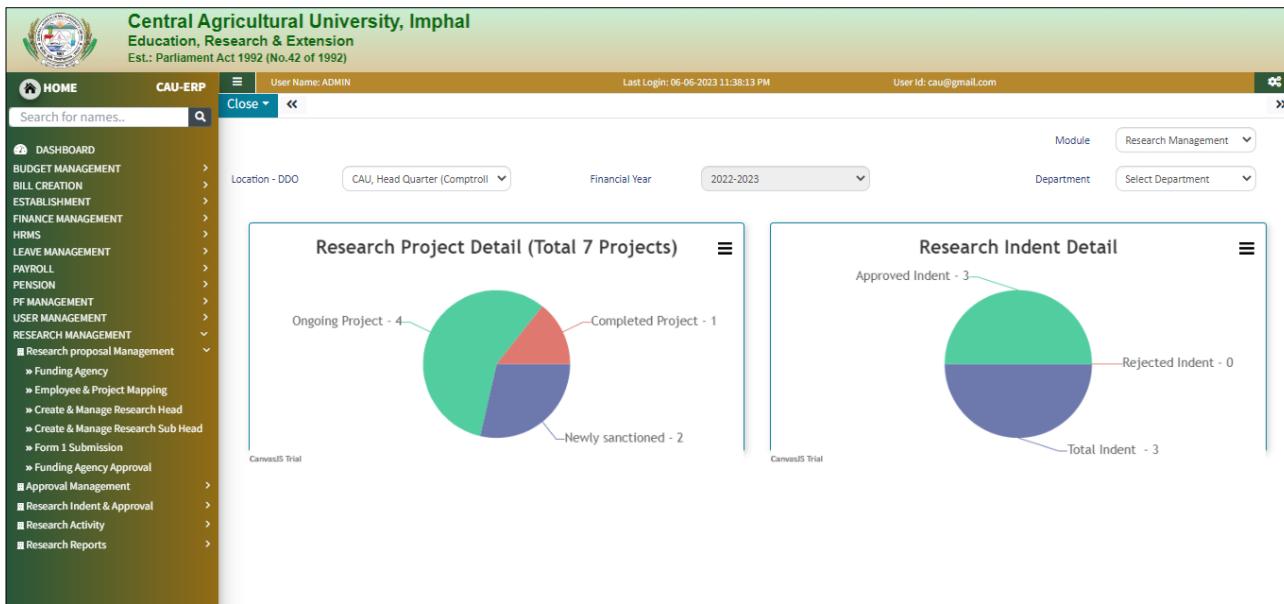
- Click on 'Research Management' menu from left side, then sub menu list will be displayed as 'Research Proposal Management', 'Approval Management', 'Research Indent & Approval', 'Research Activity' & 'Research Report' as shown below:





User Manual Document (Research Management Module)

- Click on 'Research Proposal Management' menu, then sub menu list will be displayed as shown below:





User Manual Document (Research Management Module)

• Research Proposal Management

1. Funding Agency:

Using this page, Admin user can create & manage various funding agency details; Created funding agency will be used for fund approval, approved fund will be used by finance/research section to execute research proposal.

- Click on 'Funding Agency' menu link, under 'Research Proposal Management' sub menu, then page will be opened as shown below:

Funding Agency

[Advance Search](#) [Q](#) [New Record](#)

Funding Agency Name *	Enter Funding Agency Name	Funding Agency Type *	<input checked="" type="radio"/> Govt. <input type="radio"/> Semi Govt. <input type="radio"/> Non Govt.
Contact No. *	Enter Contact No.	Funded by *	Select Funded by
Funding Agency Address	Enter Funding Agency Address	Funding Agency Details	Enter Funding Agency Details
Website URL	Enter Website URL	Save Reset	

List of Funding Agency(s) Run Date : 29-12-2022 17:47:49 [Download](#)

Show All entries

S.No.	Funding Agency Name	Funding Agency Type	Contact No.	Funded by	Edit	Delete
1	TATA Power	Govt	4587459666	CAU	Edit	Delete

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on 'Save' button, then system will display message as 'Record Saved Successfully!' and record will get add in 'List of Funding Agency(s)' table.
- On page load, it will display all the saved funding agencies in 'List of Funding Agency(s)' table.
- Click on 'Advance Search' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created funding agency by clicking on 'Edit' button from saved funding agencies in 'List of Funding Agency (s)' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



User Manual Document (Research Management Module)

2. Employee & Project Mapping:

Using this page, Admin user/PI can map employee with approved project/proposal name to work on that, employee & project mapping will be happened location, DDO & Project wise.

Note: One Employee can be mapped with multiple project.

- Click on '**Employee & Project Mapping**' menu link, under '**Research Proposal Management**' sub menu, then page will be opened as shown below:

Employee & Project Mapping

Advance Search Q

New Record

Location *	Select Location	DDO *	Select DDO
Project *	Select Project	Nature Type *	Select Nature Type
Employee *	List Of Employee(s) <input type="checkbox"/> (CPGAS/COPG-0089) <input type="checkbox"/> A. Anuradha Devi (CAEPT/ID-T/187)		
Save Reset			

List of Employee & Project Mapping (s) Run Date : 29-12-2022 17:59:47 **Download**

Show All entries

S.No.	Location	DDO	Project	Employee	Edit	Delete
1	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Systems	A. Chandramani Singh (HQ-227)		

Showing 1 to 1 of 1 entries **Previous** **1** **Next**

⇒ Steps to Create New Record:

- Select data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**Employee & Project Mapping Saved Successfully!**' and record will get add in '**List of Employee & Project Mapping (s)**' table.
- On page load, it will display all the saved mappings in '**List of Employee & Project Mapping (s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created mapping by clicking on '**Edit**' button from saved mapping in '**List of Employee & Project Mapping (s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



User Manual Document (Research Management Module)

3. Create & Manage Research Head:

Using this page, Admin user/PI can create and manage all the heads (Like Consumables, Contingency, Travel etc.), which will be used for fund allocation (for any financial year) and expenses (date wise); Created heads will be displayed on '**Create & Manage Research Sub Head**' to create & manage sub head (if any).

- Click on '**Employee & Project Mapping**' menu link, under '**Research Proposal Management**' sub menu, then page will be opened as shown below:

Create & Manage Research Head					Advance Search
					New Record
Head Name *	Enter Head Name		Active	<input checked="" type="checkbox"/>	
<input type="button" value="Save"/> <input type="button" value="Reset"/>					
List of Head(s)					Run Date : 20-01-2023 14:35:31
Show All entries					<input type="button" value="Download"/>
S.No.	Head Name	Status	Edit	Delete	
1	Other	Active	<input checked="" type="checkbox"/> Edit		<input checked="" type="checkbox"/> Delete
2	Consumables	Active	<input checked="" type="checkbox"/> Edit		<input checked="" type="checkbox"/> Delete
3	Contingency	Active	<input checked="" type="checkbox"/> Edit		<input checked="" type="checkbox"/> Delete
4	Manpower	Active	<input checked="" type="checkbox"/> Edit		<input checked="" type="checkbox"/> Delete
5	Non-Recurring Equipment	Active	<input checked="" type="checkbox"/> Edit		<input checked="" type="checkbox"/> Delete
6	Recurring Equipment	Active	<input checked="" type="checkbox"/> Edit		<input checked="" type="checkbox"/> Delete
7	Travel	Active	<input checked="" type="checkbox"/> Edit		<input checked="" type="checkbox"/> Delete

Showing 1 to 7 of 7 entries

Previous 1 Next

⇒ Steps to Create New Record:

- Enter data in mandatory field.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get add in '**List of Head(s)**' table.
- On page load, it will display all the saved heads in '**List of Head(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created head by clicking on '**Edit**' button from saved heads in '**List of Head(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



User Manual Document (Research Management Module)

4. Create & Manage Research Sub Head:

Using this page, Admin user/PI can create and manage various sub heads (Under any head like consumable Heads, Contingency Heads, etc.), which will be used for expenses only.

Note: Approval & allocation will be at 'Head' level but expenses can be at '**Head**' & '**Sub-Head**' both level.

- Click on '**Create & Manage Research Sub Head**' menu link, under '**Research Proposal Management**' sub menu, then page will be opened as shown below:

Create & Manage Research Sub Head

[Advance Search](#) [New Record](#)

Head Name *	Select Head Name	Sub Head Name *	Enter Sub Head Name		
Active *	<input checked="" type="checkbox"/>	Save Reset			
List of Sub Head(s) Run Date : 20-01-2023 15:05:30 Download					
Show All entries					
S.No.	Head Name	Sub Head Name	Status	Edit	Delete
1	Travel	Local	Active	Edit	Delete
2	Travel	Others	Active	Edit	Delete

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get add in '**List of Sub Head(s)**' table.
- On page load, it will display all the saved sub heads in '**List of Sub Head(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created sub head by clicking on '**Edit**' button saved sub heads in '**List of Sub Head(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



User Manual Document (Research Management Module)

5. Form 1 Submission:

Using this page, Department user can fill '**Form 1**' for any project proposal on the behalf of candidate/researcher/applicant; submitted '**Form 1**' will be sent to respective department for approval i.e. CRAC level (if approval is required).

Note: Duration of Project Proposal can be extended only for Submitted & Ongoing proposal.

- Click on '**Form 1 Submission**' menu link, under '**Research Proposal Management**' sub menu, then page will be opened as shown below:

Form 1 (Proposal Submission)

New Record		
Project Type *	<input type="button" value="Select Project Type"/>	
Project Term *	<input checked="" type="radio"/> Long Term Project <input type="radio"/> Short Term Project	
Is Approval required? *	<input checked="" type="radio"/> Yes <input type="radio"/> No (Skip)	
Location *	<input type="button" value="Select Location"/>	
DDO *	<input type="button" value="Select DDO"/>	
Name of the Principal Investigator *	<input type="button" value="Select Principal Investigator"/>	
Department *	<input type="button" value="Select Department"/>	
Designation *	<input type="button" value="Select Designation"/>	
Title Of the project proposal (Please attach One page Project Summary) *	<input type="text" value="Enter Title Of the project proposal"/>	
Project Proposal Id *	<input type="text" value="PP/0108"/>	
Manual Project Proposal Id <small>(Select if one Project is running simultaneously in multiple location/college.)</small>	<input type="text"/> <small>Available</small>	
Duration Of the proposed Project	<input type="text"/> <small>Enter Duration Year (Year) Enter Duration Month (Month)</small>	
Total Budget Proposed (Including overhead charges)	<input type="text"/> <small>Enter Total Budget Proposed</small>	
Name and address of Co-PI's(if any)	<input type="text"/> <small>Enter Name and address of Co-PI's</small>	
Is there project Proposal submitted in response of the call for proposal by the agency?	<input type="checkbox"/>	
Deadline For the submission of the project proposal	<input type="text"/> <small>DD/MM/YYYY</small>	
Do the project Proposal requires clearance form IBSC/Animal Ethics Committee/Human Ethics Committee/Stem cell Committee or any other regulatory agency,at the time of submission of the proposal?. please specify	<input type="checkbox"/>	
If yes, has the necessary Clearance been obtained?	<input type="checkbox"/>	
If there any financial Commitment in the part of university, if the project its implemented? If yes, please provide the details	<input type="checkbox"/>	
Attach copy of declaration/Endorsement certificate	<input type="checkbox"/>	
Note: *Duration can be extended only for Created/Submitted Project proposal.		
Document Upload (Attachment)		
Document Title	Upload Document <small>i</small>	Delete
<input type="text" value="Enter Document Title"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Delete"/>
<input type="button" value="Search"/> <input type="button" value="Save"/> <input type="button" value="Save & Submit"/> <input type="button" value="Reset"/>		

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Page 10



User Manual Document (Research Management Module)

⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**Form 1 Submitted Successfully!**' and record will get add in '**List of Proposal(s)**'.
- On page load, click on '**Search**' button, below mentioned search screen will be displayed; User can search any specific record(s).

Form 1 (Proposal Submission)

Searching Criteria	
Project Type *	<input type="button" value="Select Project Type"/>
Project Term *	<input checked="" type="radio"/> Long Term Project <input type="radio"/> Short Term Project
Is Approval required? *	<input checked="" type="radio"/> Yes <input type="radio"/> No (Skip)
Location	<input type="button" value="Select Location"/>
DDO	<input type="button" value="Select DDO"/>
Name of the Principal Investigator	<input type="button" value="Select Principal Investigator"/>
Department	<input type="button" value="Select Department"/>
Designation	<input type="button" value="Select Designation"/>
<input type="button" value="Search"/> <input type="button" value="New"/> <input type="button" value="Reset"/>	

List of Form 1 (Proposal Submission) (s) Run Date : 23-03-2023 11:12:17

S.No.	Project Type	Location Name	DDO Name	Title Of the Project Proposal	Name of the Principal Investigator	Department	Designation	Edit	Delete
1	IRP	Directorate of instruction, CAU HQ, Imphal	Directorate of instruction, CAU HQ, Imphal	test 1	A. Chandramani Singh (HQ-227)	Registrar Office	Head Assistant	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries

- User can Edit/Update any created proposal by clicking on '**Edit**' button from saved proposals in '**List of Proposal(s)**' table.
- If created records are submitted for approval, then it cannot be deleted ('**Delete**' button will be disabled).



User Manual Document (Research Management Module)

6. Funding Agency Approval:

Using this page, Admin user can create & manage details of received fund from any funding agency (Financial Year wise), accordingly finance department will generate receive voucher internally.

- Click on '**Funding Agency Approval**' menu link, under '**Research Proposal Management**' sub menu, then page will be opened as shown below:

Funding Agency Approval							Advance Search		
Location *	Select Location	DDO *	Select DDO	Financial Year	2023~2024	Project Tenure			
Project *	Select Project								
Funding Agency *	Select Funding Agency								
Total Approved Amount(Rs.) *	Total Approved Amount		Allocation Amount for Active Financial Year	Allotted Amount	Balance	0			
Upload Details (If Any)	Choose File	No file chosen	Remarks	Enter Details					
<small>(*Note: Only .pdf, .jpg, .png, & doc files will be allowed. Max Size Can't Exceed 20MB.)</small>							Save	Reset	
<small>List of Funding Agency(s)</small>							Run Date : 15-05-2023 12:35:26		
<small>Show All entries</small>									
S.No.	Location	DDO	Approved Proposal	Funding Agency	Remaining Amount	Edit			
1	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Research For Plant Science	Gas Agency	50000.00				
<small>Showing 1 to 1 of 1 entries</small>							<small>Previous</small>	<small>1</small>	<small>Next</small>

⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**Funding Agency Saved Successfully!**' and record will get add in '**List of Funding Agency(s)**' table.
- On page load, it will display all the saved details in '**List of Funding Agency(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created details by clicking on '**View/Edit**' button from saved records in '**List of Funding Agency(s)**' table and page will be opened as shown below:
- Click on '**View/Edit**' button in table, below mentioned screen will be displayed to user.



User Manual Document (Research Management Module)

Approval History (Only latest entry will be delete once.)							
S.No.	Approved Proposal	Approved Amount	Allotted Amount	Allotted Date	Remarks	Uploaded Attachment	Delete
1	Systems	50000.00	22998.00	2023-01-18		PaymentReceipt_(7).pdf	
2	Systems	50000.00	800.00	2023-01-10		PaymentReceipt_(7).pdf	
3	Systems	50000.00	1200.00	2023-01-10		PaymentReceipt_(7).pdf	
4	Systems	50000.00	25000.00	2022-12-30		PaymentReceipt_(7).pdf	

- Only latest record/approval can be deleted, as there can be multiple approval against any approved project proposal.
- Click on 'Approval Management' menu, then sub menu list will be displayed as shown below:

The screenshot shows the CAU-ERP interface. On the left, a sidebar lists various modules: HOME, CAU-ERP, DASHBOARD, BUDGET MANAGEMENT, BILL CREATION, ESTABLISHMENT, FINANCE MANAGEMENT, HRMS, LEAVE MANAGEMENT, PAYROLL, PENSION, PF MANAGEMENT, USER MANAGEMENT, and RESEARCH MANAGEMENT. Under RESEARCH MANAGEMENT, 'Research proposal Management' and 'Approval Management' are listed, with several sub-options under Approval Management. The main content area displays two charts. The first chart, titled 'Research Project Detail (Total 7 Projects)', shows a pie chart with three segments: Ongoing Project - 4 (green), Completed Project - 1 (red), and Newly sanctioned - 2 (blue). The second chart, titled 'Research Indent Detail', shows a pie chart with three segments: Approved Indent - 3 (green), Rejected Indent - 0 (red), and Total Indent - 3 (blue).



User Manual Document (Research Management Module)

• Approval Management

1. Research Proposal Approval @CRAC:

Using this page, Authorized user/department(CRAC) will approve/reject the submitted research proposal (Form 1); Once proposal will be approved, it will be moved to next level i.e. Dean Level.

- Click on ‘Research Proposal Approval @CRAC’ menu link, under ‘Approval Management’ sub menu, then page will be opened as shown below:

Research Proposal Approval CRAC								
Searching Criteria								
Location *	CAU, Head Quarter		DDO *	Comptroller Office, CAU HQ, Imphal				
From Date	DD/MM/YYYY		To Date	DD/MM/YYYY				
Status	Approved							
		Search		Reset				
List of Research Proposal(s) Run Date : 30-12-2022 12:50:32								
Show All entries Download								
S.No.	All	Project Proposal Id	Title of Project Proposal	Proposal Submission Date	View Form	Status	Approve/ Reject Date	Reason
1	<input type="checkbox"/>	PP/0041	Machine	14/12/2022	View Form	Approved	14/12/2022	
2	<input type="checkbox"/>	PP/0044	Processors	19/12/2022	View Form	Approved	19/12/2022	
3	<input type="checkbox"/>	PP/0045	Watch	23/12/2022	View Form	Approved	23/12/2022	
4	<input type="checkbox"/>	PP/0046	Systems	26/12/2022	View Form	Approved	26/12/2022	
Showing 1 to 4 of 4 entries								
Submit								

⇒ Steps to Approve/Reject Submitted Proposal:

- On page load, ‘Location’ and ‘DDO’ fields will be displayed as auto filled for logged in user.
- Enter all the required credentials and click on ‘Search’ button, record will be displayed under ‘List of Research Proposal(s)’ table.
- CRAC will select the proposal (by click on check box) and select ‘Approve/Reject’ status.
- Click on ‘Submit’ button, then system will display a message for the user as ‘Research Proposal Approved Successfully!’.



User Manual Document (Research Management Module)

- CRAC can check the submitted form by clicking on 'View Form' link as shown below:

Form 1 (Proposal Submission)		Edit Record
Project Type *	Extramural Research Project(ERP) <input type="button" value="▼"/>	
ERP Type *	All India Co-ordinated Research Projects (AICRP) <input type="button" value="▼"/>	
Project Term *	<input checked="" type="radio"/> Long Term Project	<input type="radio"/> Short Term Project
Is Approval required? *	<input checked="" type="radio"/> Yes	<input type="radio"/> No (Skip)
Location *	CAU, Head Quarter <input type="button" value="▼"/>	
DDO *	Comptroller Office, CAU HQ, Imphal <input type="button" value="▼"/>	
Name of the Principal Investigator *	A. Anuradha Devi (CAEPT/ID-T/187) <input type="button" value="▼"/>	
Department *	BEAS <input type="button" value="▼"/>	
Designation *	Assistant Professor <input type="button" value="▼"/>	
Title Of the project proposal (Please attach One page Project Summary) *	Test 1	
Project Proposal Id *	PP/0106	
Manual Project Proposal Id (Select if one Project is running simultaneously in multiple location/college.)	PP/0062 <input style="float: right;" type="button" value="Available"/>	
Duration Of the proposed Project	Enter Duration Year <input type="text" value="Year"/>	Enter Duration Month <input type="text" value="Month"/>
Total Budget Proposed (Including overhead charges)	Enter Total Budget Proposed	
Name and address of Co-PI's(if any)	Enter Name and address of Co-PI's	
Is there project Proposal submitted in response of the call for proposal by the agency?	<input type="checkbox"/>	
Deadline For the submission of the project proposal	<input type="button" value="Calendar"/> DD/MM/YYYY	
Do the project Proposal requires clearance from IBSC/Animal Ethics Committee/Human Ethics Committee/Stem cell Committee or any other regulatory agency,at the time of submission of the proposal?. please specify	<input type="checkbox"/>	
If yes, has the necessary Clearance been obtained?	<input type="checkbox"/>	
If there any financial Commitment in the part of university, if the project its implemented? if yes, please provide the details	<input type="checkbox"/>	
Attach copy of declaration/Endorsement certificate	<input type="checkbox"/>	
Note: *Duration can be extended only for Created/Submitted Project proposal.		
Document Upload (Attachment)		
Document Title	Upload Document <input type="button" value="i"/>	Delete

- Only Approved form by CRAC will be forwarded to next level i.e. 'Dean' level.
- If status is selected as 'Pending' & 'Rejected' then only 'Reason' text box will be enabled.



User Manual Document (Research Management Module)

2. Research Proposal Approval Dean:

Using this page, Dean will approve/reject the approved proposal (Form 1) by CRAC, once proposal will be approved at Dean Level, it will be moved to next level i.e. Deputy Director (DDR) Level.

- Click on ‘Research Proposal Approval @Dean’ menu link, under ‘Approval Management’ sub menu, then page will be opened as shown below:

Research Proposal Approval Dean

Searching Criteria								
Location *	Select Location	DDO *	Select DDO					
From Date	DD/MM/YYYY	To Date	DD/MM/YYYY					
Status	Approved							
Search Reset								
List of Research Proposal(s) Run Date : 30-12-2022 13:03:22 Download								
Show All entries								
S.No.	All	Project Proposal Id	Title of Project Proposal	Proposal Submission Date	View Form	Status	Approve/ Reject Date	Reason
1	<input type="checkbox"/>	PP/0041	Machine	14/12/2022	View Form	Approved	14/12/2022	
2	<input type="checkbox"/>	PP/0044	Processors	19/12/2022	View Form	Approved	20/12/2022	
3	<input type="checkbox"/>	PP/0045	Watch	23/12/2022	View Form	Approved	23/12/2022	
4	<input type="checkbox"/>	PP/0046	Systems	26/12/2022	View Form	Approved	26/12/2022	

Showing 1 to 4 of 4 entries **Previous** **1** **Next**

Submit

⇒ Steps to Approve/Reject Proposal:

- On page load, ‘Location’ and ‘DDO’ fields will be displayed as auto filled for logged in user.
- On page load all the approved projects (from CRAC level) will be displayed.
- Enter all the required credentials and click on ‘Search’ button, record will be displayed under ‘List of Research Proposal(s)’ table.
- Dean will select the proposal (by click on check box) and select ‘Approve/Reject’ status.
- Click on ‘Submit’ button, then system will display a message for the user as ‘Research Proposal Approved Successfully!’



User Manual Document (Research Management Module)

- Dean can check the submitted form by clicking on 'View Form' link as shown below:

Form 1 (Proposal Submission)

[Edit Record](#)

Project Type *	Extramural Research Project(ERP)	
ERP Type *	All India Co-ordinated Research Projects (AICRP)	
Project Term *	<input checked="" type="radio"/> Long Term Project <input type="radio"/> Short Term Project	
Is Approval required? *	<input checked="" type="radio"/> Yes <input type="radio"/> No (Skip)	
Location *	CAU, Head Quarter	
DDO *	Comptroller Office, CAU HQ, Imphal	
Name of the Principal Investigator *	A. Anuradha Devi (CAEPHT/ID-T/187)	
Department *	BEAS	
Designation *	Assistant Professor	
Title Of the project proposal (Please attach One page Project Summary) *	Test 1	
Project Proposal Id *	PP/0106	
Manual Project Proposal Id (Select if one Project is runing simultaneously in multiple location/college.)	PP/0062 Available	
Duration Of the proposed Project	<input type="text"/> Enter Duration Year <input type="text"/> Enter Duration Month <small>(Year) (Month)</small>	
Total Budget Proposed (Including overhead charges)	Enter Total Budget Proposed	
Name and address of Co-PI's(if any)	Enter Name and address of Co-PI's	
Is there project Proposal submitted in response of the call for proposal by the agency?.	<input type="checkbox"/>	
Deadline For the submission of the project proposal	<input type="text"/> DD/MM/YYYY	
Do the project Proposal requires clearance form IBSC/Animal Ethics Committee/Human Ethics Committee/Stem sell Committee or any other regulatory agency,at the time of submission of the proposal?. please specify	<input type="checkbox"/>	
If yes, has the necessary Clearance been obtained?	<input type="checkbox"/>	
If there any financial Commitment in the part of university, if the project its implemented? if yes, please provide the details	<input type="checkbox"/>	
Attach copy of declaration/Endorsement certificate	<input type="checkbox"/>	
Note: *Duration can be extended only for Created/Submitted Project proposal.		
Document Upload (Attachment)		
Document Title	Upload Document	Delete

- Only Approved form by Dean will be forwarded to next level i.e. '**Deputy Director (DDR)**' Level.
- If status is selected as '**Pending**' & '**Rejected**' then only '**Reason**' text box will be enabled.



User Manual Document (Research Management Module)

3. Research Proposal Approval Deputy Director (DDR):

Using this page, Deputy Director (DDR) will approve/reject the approved proposal (Form 1) by Dean; once proposal will be approved, it will be moved to next level i.e. Director of Research (DOR) Level.

- Click on '**Research Proposal Approval @Deputy Director (DDR)**' menu link, under '**Approval Management**' sub menu, then page will be opened as shown below:

Research Proposal Approval Deputy Director(DDR)								
Searching Criteria								
Location *	Select Location		DDO *	Select DDO				
From Date	<input type="button" value="Calendar"/> DD/MM/YYYY		To Date	<input type="button" value="Calendar"/> DD/MM/YYYY				
Status	Approved							
<input type="button" value="Search"/> <input type="button" value="Reset"/>								
List of Research Proposal(s) Run Date : 30-12-2022 14:28:04 <input type="button" value="Download"/>								
Show All entries								
S.No.	<input type="checkbox"/> All	Project Proposal Id	Title of Project Proposal	Proposal Submission Date	View Form	Status	Approve/ Reject Date	Reason
1	<input type="checkbox"/>	PP/0041	Machine	14/12/2022	View Form	<input type="button" value="Select Status"/>		
2		PP/0044	Processors	19/12/2022	View Form	<input type="button" value="Approved"/>	20/12/2022	
3		PP/0045	Watch	23/12/2022	View Form	<input type="button" value="Approved"/>	23/12/2022	
4		PP/0046	Systems	26/12/2022	View Form	<input type="button" value="Approved"/>	26/12/2022	
Showing 1 to 4 of 4 entries								
<input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/>								
<input type="button" value="Submit"/>								

- On page load, '**Location**' and '**DDO**' fields will be displayed as auto filled for logged in user.
- On page load, all the approved projects (from Dean Level) will be displayed.
- Enter all the required credentials and click on '**Search**' button, record will be displayed under '**List of Research Proposal(s)**' table.
- Deputy Director will select the proposal (by click on check box) and select '**Approve/Reject**' status.
- Click on '**Submit**' button, then system will display a message for the user as '**Research Proposal Approved Successfully!**'



User Manual Document (Research Management Module)

- Deputy Director can check the submitted form by clicking on 'View Form' link as shown below:

Form 1 (Proposal Submission)

[Edit Record](#)

Project Type *	Extramural Research Project(ERP)	
ERP Type *	All India Co-ordinated Research Projects (AICRP)	
Project Term *	<input checked="" type="radio"/> Long Term Project <input type="radio"/> Short Term Project	
Is Approval required? *	<input checked="" type="radio"/> Yes <input type="radio"/> No (Skip)	
Location *	CAU, Head Quarter	
DDO *	Comptroller Office, CAU HQ, Imphal	
Name of the Principal Investigator *	A. Anuradha Devi (CAEPHT/ID-T/187)	
Department *	BEAS	
Designation *	Assistant Professor	
Title Of the project proposal (Please attach One page Project Summary) *	Test 1	
Project Proposal Id *	PP/0106	
Manual Project Proposal Id	PP/0062 Available	
(Select if one Project is running simultaneously in multiple location/college.)		
Duration Of the proposed Project	<input type="text"/> Enter Duration Year <input type="text"/> Enter Duration Month <small>(Year) (Month)</small>	
Total Budget Proposed (Including overhead charges)	Enter Total Budget Proposed	
Name and address of Co-PI's(if any)	Enter Name and address of Co-PI's	
Is there project Proposal submitted in response of the call for proposal by the agency?	<input type="checkbox"/>	
Deadline For the submission of the project proposal	<input type="text"/> DD/MM/YYYY	
Do the project Proposal requires clearance from IBSC/Animal Ethics Committee/Human Ethics Committee/Stem cell Committee or any other regulatory agency,at the time of submission of the proposal?. please specify	<input type="checkbox"/>	
If yes, has the necessary Clearance been obtained?	<input type="checkbox"/>	
If there any financial Commitment in the part of university, if the project its implemented? If yes, please provide the details	<input type="checkbox"/>	
Attach copy of declaration/Endorsement certificate	<input type="checkbox"/>	
Note: *Duration can be extended only for Created/Submitted Project proposal.		
Document Upload (Attachment)		
Document Title	Upload Document	Delete

- Only Approved form by Deputy Director will be forwarded to next level i.e. 'Director of Research (DOR)' Level.
- If status is selected as 'Pending' & 'Rejected' then only 'Reason' text box will be enabled.



User Manual Document (Research Management Module)

4. Research Proposal Approval Director of Research (DOR):

Using this page, Director of Research (DOR) will approve/reject the approved proposal (Form 1) by Deputy Director; once proposal will be approved, it will be moved to next level i.e. Vice Chancellor (VC) Level (If required).

- Click on '**Research Proposal Approval @Director of Research (DOR)**' menu link, under '**Approval Management**' sub menu, then page will be opened as shown below:

Research Proposal Approval Director of Research(DOR)

Searching Criteria									
Location *	Select Location			DDO *	Select DDO				
From Date	<input type="button" value="Calendar"/> DD/MM/YYYY			To Date	<input type="button" value="Calendar"/> DD/MM/YYYY				
Status	Approved								
<input type="button" value="Search"/> <input type="button" value="Reset"/>									

List of Research Proposal Approval(s) Run Date : 18-01-2023 14:09:25

S.No.	<input type="checkbox"/> All	Project Proposal Id	Title of Project Proposal	Proposal Submission Date	View Form	Status	Approve/ Reject Date	Reason	Is VC Approval Required
1	<input type="checkbox"/>	PP/0041	Machine	14/12/2022	View Form	Approved	11/01/2023	<input type="text"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	PP/0044	Processors	19/12/2022	View Form	Approved	20/12/2022	<input type="text"/>	<input checked="" type="checkbox"/>
3	<input type="checkbox"/>	PP/0045	Watch	23/12/2022	View Form	Approved	23/12/2022	<input type="text"/>	<input checked="" type="checkbox"/>

Showing 1 to 14 of 14 entries

- On page load, '**Location**' and '**DDO**' fields will be displayed as auto filled for logged in user.
- On page load all the approved projects (from Deputy Director level) will be displayed.
- Enter all the required credentials and click on '**View**' button, record will be displayed under '**List of Research Proposal(s)**' table.
- Director of Research will select the proposal (by click on check box) and select 'Approve/Reject' status.
- Click on '**Submit**' button, then system will display a message for the user as '**Research Proposal Approved Successfully!**'.
- Director of Research can check the submitted form by clicking on '**View Form**' link as shown below:



User Manual Document (Research Management Module)

Form 1 (Proposal Submission)

[Edit Record](#)

Project Type *	Extramural Research Project(ERP)	
ERP Type *	All India Co-ordinated Research Projects (AICRP)	
Project Term *	<input checked="" type="radio"/> Long Term Project <input type="radio"/> Short Term Project	
Is Approval required? *	<input checked="" type="radio"/> Yes <input type="radio"/> No (Skip)	
Location *	CAU, Head Quarter	
DDO *	Comptroller Office, CAU HQ, Imphal	
Name of the Principal Investigator *	A. Anuradha Devi (CAEPHT/D-T/187)	
Department *	BEAS	
Designation *	Assistant Professor	
Title Of the project proposal (Please attach One page Project Summary) *	Test 1	
Project Proposal Id *	PP/0106	
Manual Project Proposal Id (Select if one Project is running simultaneously in multiple location/college.)	PP/0062	
Duration Of the proposed Project	<input type="text"/> Enter Duration Year <input type="text"/> Enter Duration Month (Year) (Month)	
Total Budget Proposed (Including overhead charges)	Enter Total Budget Proposed	
Name and address of Co-PI's(if any)	Enter Name and address of Co-PI's	
Is there project Proposal submitted in response of the call for proposal by the agency?	<input type="checkbox"/>	
Deadline For the submission of the project proposal	<input type="text"/> DD/MM/YYYY	
Do the project Proposal requires clearance from IBSC/Animal Ethics Committee/Human Ethics Committee/Stem cell Committee or any other regulatory agency, at the time of submission of the proposal?. please specify	<input type="checkbox"/>	
If yes, has the necessary Clearance been obtained?	<input type="checkbox"/>	
If there any financial Commitment in the part of university, if the project its implemented? if yes, please provide the details	<input type="checkbox"/>	
Attach copy of declaration/Endorsement certificate	<input type="checkbox"/>	
Note: *Duration can be extended only for Created/Submitted Project proposal.		
Document Upload (Attachment)		
Document Title	Upload Document	Delete

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Page 21



User Manual Document (Research Management Module)

5. Research Approval @VC:

Using this page, Vice Chancellor will approve/reject the approved research proposal (if required).

Note: If 'Is VC Approval Required' check box is marked during 'Director of Research' approval, then only VC will receive the proposal for taking action.

- Click on 'Research Approval @VC' menu link, under 'Approval Management' sub menu, then page will be opened as shown below:

Research Proposal Approval VC								
Searching Criteria								
Location *	Select Location		DDO *	Select DDO				
From Date	<input type="date"/> DD/MM/YYYY		To Date	<input type="date"/> DD/MM/YYYY				
Status	Approved							
<input type="button" value="Search"/> <input type="button" value="Reset"/>								
List of Research Proposal Approval (s) Run Date : 18-01-2023 14:19:58 <input type="button" value="Download"/>								
Show <input type="button" value="All"/> entries								
S.No.	<input type="checkbox"/> All	Project Proposal Id	Title of Project Proposal	Proposal Submission Date	View Form	Status	Approve/ Reject Date	Reason
1	<input type="checkbox"/>	PP/0044	Processors	19/12/2022	View Form	Approved	22/12/2022	<input type="text"/>
2	<input type="checkbox"/>	PP/0045	Watch	23/12/2022	View Form	Approved	23/12/2022	<input type="text"/>
3	<input type="checkbox"/>	PP/0046	Systems	26/12/2022	View Form	Approved	26/12/2022	<input type="text"/>
4	<input type="checkbox"/>	PP/0064	Test 3	17/01/2023	View Form	Select Status		<input type="text"/>
Showing 1 to 9 of 9 entries								
<input type="button" value="Submit"/>								

- On page load, all the approved projects (from Director of Research level) will be displayed.
- Vice Chancellor will select the proposal (by click on check box) and select 'Approve/Reject' status.
- Click on 'Submit' button, then system will display a message for the user as '**Research Proposal Approved Successfully!**'
- Vice Chancellor can check the submitted form by clicking on 'View Form' link as shown below:



User Manual Document (Research Management Module)

Form 1 (Proposal Submission)

[Edit Record](#)

Project Type *	Extramural Research Project(ERP)	
ERP Type *	All India Co-ordinated Research Projects (AICRP)	
Project Term *	<input checked="" type="radio"/> Long Term Project <input type="radio"/> Short Term Project	
Is Approval required? *	<input checked="" type="radio"/> Yes <input type="radio"/> No (Skip)	
Location *	CAU, Head Quarter	
DDO *	Comptroller Office, CAU HQ, Imphal	
Name of the Principal Investigator *	A. Anuradha Devi (CAEPHT/D-T/187)	
Department *	BEAS	
Designation *	Assistant Professor	
Title Of the project proposal (Please attach One page Project Summary) *	Test 1	
Project Proposal Id *	PP/0106	
Manual Project Proposal Id (Select if one Project is running simultaneously in multiple location/college.)	PP/0062	
Duration Of the proposed Project	<input type="text"/> Enter Duration Year <input type="text"/> Enter Duration Month (Year) (Month)	
Total Budget Proposed (Including overhead charges)	Enter Total Budget Proposed	
Name and address of Co-PI's(if any)	Enter Name and address of Co-PI's	
Is there project Proposal submitted in response of the call for proposal by the agency?	<input type="checkbox"/>	
Deadline For the submission of the project proposal	<input type="text"/> DD/MM/YYYY	
Do the project Proposal requires clearance from IBSC/Animal Ethics Committee/Human Ethics Committee/Stem cell Committee or any other regulatory agency, at the time of submission of the proposal?. please specify	<input type="checkbox"/>	
If yes, has the necessary Clearance been obtained?	<input type="checkbox"/>	
If there any financial Commitment in the part of university, if the project its implemented? if yes, please provide the details	<input type="checkbox"/>	
Attach copy of declaration/Endorsement certificate	<input type="checkbox"/>	
Note: *Duration can be extended only for Created/Submitted Project proposal.		
Document Upload (Attachment)		
Document Title	Upload Document	Delete

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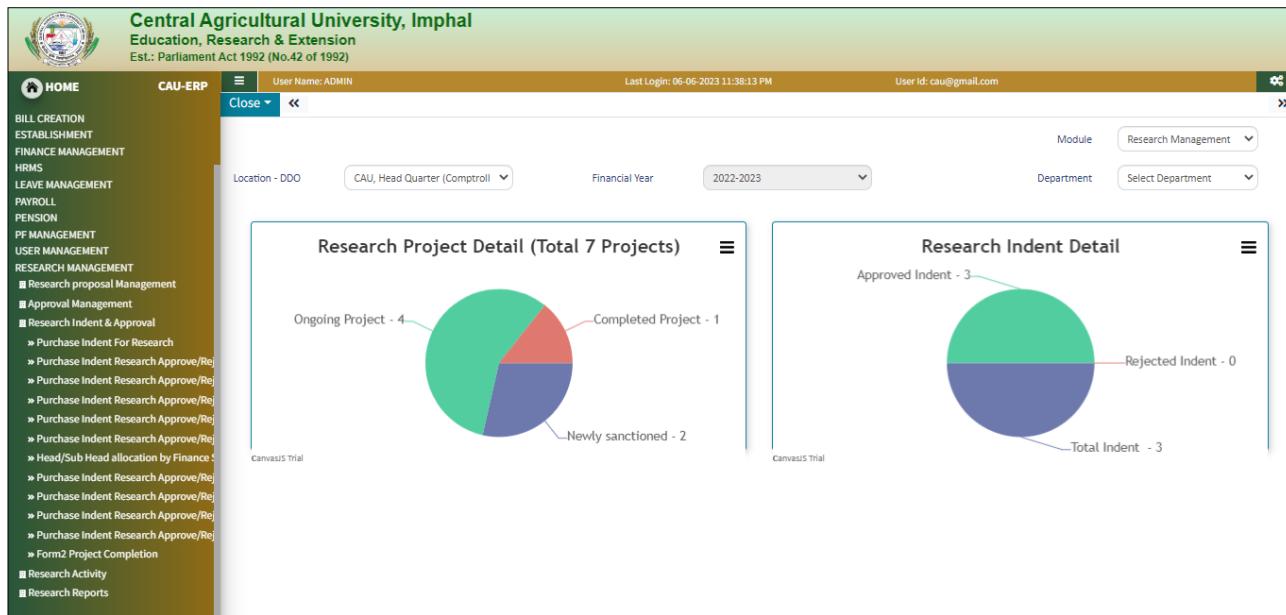
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Page 23



User Manual Document (Research Management Module)

- Click on 'Research Indent & Approval' menu, then sub menu list will be displayed as shown below:





User Manual Document (Research Management Module)

• Research Indent & Approval

1. Purchase Indent for Research:

Using this page, User will create indent for research requirement, accordingly after approval, research work will be initiated. Created indent will be displayed on Level 1 for approval.

Note: 1) User can select approval level or Skip all levels (from 'Level 1' to 'Level 5').

2) If 'Is Approval Required' is selected as 'No' then all the approval level including finance section will be skipped.

- Click on 'Purchase Indent for Research' menu link, under 'Research Indent & Approval' sub menu, then page will be opened as shown below:

Purchase Indent Research Advance Search

New Record

Location *	Select Location	DDO *	Select DDO
Department Name *	Select Type Name	Financial Year	2023~2024
Indent No.	IN/2023/0000078	Manual Indent No. *	Enter Manual Indent No.
Indent Date *	Select Indent Date	Research Proposal *	Select Research Proposal
Recommend By *	Recommend by	Reason (If Direct Purchase)	Reason here
Purchase Specification	Enter Purchase Specification	Remarks	Enter Remarks
Is Approval Required (No for Skip all Indent approval)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Approval Level	<input type="checkbox"/> Select All <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2

List of Item Detail(s)

S.No.	Head Type	Sub-head Type	Estimated Cost(Rs.)	Delete
1	Select Head Name	Select Sub Head	Enter Estimated Cost	

Add More Items +

Save Reset

List of Purchase Indent No.(s) Run Date : 17/07/2023 16:52

Show All entries

S.No.	Location	DDO	Research Proposal	Manual Indent No.	Indent Date	Edit	Delete
1	Collage of PG Studies in Agricultural Sciences, Umiam, Meghalaya	College of Post-Graduate Studies in Agricultural Science, CAU(I), Umiam, RI Bhoi District, Meghalaya	Integration and Application of UAV for Crop Health Assessment and Monitoring with IIDS in Providing	IN/2023/0000037	28/08/2020		

Showing 1 to 1 of 1 entries Previous 1 Next



User Manual Document (Research Management Module)

⇒ **Steps to Create New Indent:**

- Enter data in all mandatory fields.
- Click on 'Save' button, then system will display a message for the user as '**Record Saved Successfully!**' and record will get added in '**List of Purchase Indent (s)**' table.
- On page load, it will display all the saved indents in '**List of Purchase Indent (s)**' table.
- User can Edit/Update any created indent by clicking on 'Edit' button from saved indents in '**List of Purchase Indent (s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



User Manual Document (Research Management Module)

2. Purchase Indent Research Approve/Reject Level 1:

Using this page, Authorized user will Approve/Reject the created/submitted indent for research requirement, once Indent is approved, it will be moved to next level.

- Click on ‘Purchase Indent Research Approve/Reject Level 1’ menu link, under ‘Research Indent & Approval’ sub menu, then page will be opened as shown below:

Purchase Indent Research Approve/Reject Level 1 Advance Search

New Record

Location *	CAU, Head Quarter	DDO *	Comptroller Office, CAU HQ, Imphal
Department Name *	BEAS	Financial Year	2023~ 2024
Indent No. *	IN/2022/000001	From Date	From Date
To Date	To Date	 <input type="button" value="View"/> <input type="button" value="Reset"/>	

List of Research Indent(s)

Select	S.No.	Indent No.	Indent Date	View Type Details	Approve/Reject Date	Status	Remarks
	1	IN/2022/000001	02/05/2023	Show Details	03/05/2023	Approve	<input type="text" value="Enter Remarks"/>

List of Approved/Rejected Indent(s) Download

Run Date :23/05/2023 17:04

Show All entries

S.No.	Indent No.	Approve/Reject Date	Status	View Type Details
1	IN/2022/000001	03/05/2023	Approved	Show Details
2	IN/2022/000002	03/05/2023	Reject	Show Details
3	IN/2022/000003	03/05/2023	Approved	Show Details

Showing 1 to 3 of 3 entries

⇒ Steps to Approve/Reject Indent:

- Enter all the required credentials and click on ‘View’ button, record will be displayed under ‘List of Research Indent(s)’ table.
- Level 1 Approver will select the indent (by click on check box) and select ‘Approve/Reject’ status with date.
- Click on ‘Save’ button, then system will display a message for the user as ‘Purchase Indent Approved/Rejected Successfully!’.



User Manual Document (Research Management Module)

- On page load, it will display all the approved/rejected records in '**List of Approved/Rejected Indent(s)**' table.
- User can see the details of any indent by clicking on '**Show Details**' link from searched record.



User Manual Document (Research Management Module)

3. Purchase Indent Research Approve/Reject Level 2:

Using this page, User will Approve/Reject the approved indent from Level 1 for research requirement, once Indent is approved, it will be moved to next level.

- Click on ‘Purchase Indent Research Approve/Reject Level 2’ menu link, under ‘Research Indent & Approval’ sub menu, then search page will be opened as shown below:

Purchase Indent Research Approve/Reject Level 2

Advance Search Q New Record

Location *	CAU, Head Quarter	DDO *	Comptroller Office, CAU HQ, Imphal
Department Name *	BEAS	Financial Year	2023~ 2024
Indent No.*	IN/2022/0000001	From Date	From Date
To Date	To Date		

View **Reset**

List of Research Indent(s)

Select	S.No.	Indent No.	Indent Date	Approved Date Level 1	View Type Details	Approve/Reject Date	Status	Remarks
	1	IN/2022/0000001	02/05/2023	03/05/2023	show Details	03/05/2023	Approve	Enter Remarks

Save **Reset**

List of Approved/Rejected Indent(s) Run Date :23/05/2023 17:07 Download

Show All entries

S.No.	Indent No	Approve/Reject Date	Status	View Type Details
1	IN/2022/0000001	03/05/2023	Approved	show Details
2	IN/2022/0000003	03/05/2023	Approved	show Details

Showing 1 to 2 of 2 entries Previous 1 Next

⇒ Steps to Approve/Reject Indent:

- Enter all the required credentials and click on ‘View’ button, record will be displayed under ‘List of Research Indent(s)’ table.
- Level 2 Approver will select the indent (by click on check box) and select ‘Approve/Reject’ status with date.
- Click on ‘Save’ button, then system will display a message for the user as ‘Purchase Indent Approved/Rejected Successfully!’.
- On page load, it will display all the approved/rejected records in ‘List of Approved/Rejected Indent(s)’ table.
- User can see the details of any indent by clicking on ‘Show Details’ link from searched record.



User Manual Document (Research Management Module)

4. Purchase Indent Research Approve/Reject Level 3:

Using this page, User will Approve/Reject the approved indent from Level 2 for research requirement, once Indent is approved, it will be moved to next level.

- Click on ‘Purchase Indent Research Approve/Reject Level 3’ menu link, under ‘Research Indent & Approval’ sub menu, then search page will be opened as shown below:

Purchase Indent Research Approve/Reject Level 3

Advance Search

New Record

Location *	CAU, Head Quarter	DDO *	Comptroller Office, CAU HQ, Imphal
Department Name *	BEAS	Financial Year	2023~2024
Indent No. *	IN/2022/0000001	From Date	From Date
To Date	To Date	<input type="button" value="View"/> <input type="button" value="Reset"/>	

List of Research Indent(s)

Select	S.No.	Indent No.	Indent Date	Approved Date Level 2	View Type Details	Approve/Reject Date	Status	Remarks
	1	IN/2022/0000001	02/05/2023	03/05/2023	show Details	03/05/2023	Approve	Enter Remarks

Run Date :23/05/2023 17:08

List of Approved/Rejected Indent(s)

Show All entries

S.No.	Indent No.	Approve/Reject Date	Status	View Type Details
1	IN/2022/0000001	03/05/2023	Approved	show Details
2	IN/2022/0000003	03/05/2023	Approved	show Details
3	IN/2022/0000004	16/05/2023	Approved	show Details

Showing 1 to 3 of 3 entries

⇒ Steps to Approve/Reject Indent:

- Enter all the required credentials and click on ‘View’ button, record will be displayed under ‘List of Research Indent(s)’ table.
- Level 3 Approver will select the indent (by click on check box) and select ‘Approve/Reject’ status with date.
- Click on ‘Save’ button, then system will display a message for the user as ‘Purchase Indent Approved/Rejected Successfully!’.
- On page load, it will display all the approved/rejected records in ‘List of Approved/Rejected Indent(s)’ table.
- User can see the details of any indent by clicking on ‘Show Details’ link from searched record.



User Manual Document (Research Management Module)

5. Purchase Indent Research Approve/Reject Level 4:

Using this page, User will Approve/Reject the approved indent from Level 3 for research requirement, once Indent is approved, it will be moved to next level.

- Click on ‘Purchase Indent Research Approve/Reject Level 4’ menu link, under ‘Research Indent & Approval’ sub menu, then search page will be opened as shown below:

Purchase Indent Research Approve/Reject Level 4

Advance Search

New Record

Location *	CAU, Head Quarter	DDO *	Comptroller Office, CAU HQ, Imphal
Department Name *	BEAS	Financial Year	2023~2024
Indent No. *	IN/2022/0000001	From Date	From Date
To Date	To Date	 <input type="button" value="View"/> <input type="button" value="Reset"/>	

List of Research Indent(s)

Select	S.No.	Indent No.	Indent Date	Approved Date Level 3	View Type Details	Approve/Reject Date	Status	Remarks
	1	IN/2022/0000001	02/05/2023	03/05/2023	show Details	03/05/2023	Approve	<input type="text" value="Enter Remarks"/>

Run Date :23/05/2023 17:08

[Download](#)

List of Approved/Rejected Indent(s)

Show All entries

S.No.	Indent No.	Approve/Reject Date	Status	View Type Details
1	IN/2022/0000001	03/05/2023	Approved	show Details
2	IN/2022/0000003	03/05/2023	Approved	show Details

Showing 1 to 2 of 2 entries

[Previous](#) [1](#) [Next](#)

⇒ Steps to Approve/Reject Indent:

- Enter all the required credentials and click on ‘View’ button, record will be displayed under ‘List of Research Indent(s)’ table.
- Level 4 Approver will select the indent (by click on check box) and select ‘Approve/Reject’ status with date.
- Click on ‘Save’ button, then system will display a message for the user as ‘Purchase Indent Approved/Rejected Successfully!’.
- On page load, it will display all the approved/rejected records in ‘List of Approved/Rejected Indent(s)’ table.
- User can see the details of any indent by clicking on ‘Show Details’ link from searched record.



User Manual Document (Research Management Module)

6. Purchase Indent Research Approve/Reject Level 5:

Using this page, User will Approve/Reject the approved indent from Level 4 for research requirement, once Indent is approved, it will be moved to next level.

- Click on ‘Purchase Indent Research Approve/Reject Level 5’ menu link, under ‘Research Indent & Approval’ sub menu, then search page will be opened as shown below:

Purchase Indent Research Approve/Reject Level 5

Advance Search Q New Record

Location *	CAU, Head Quarter	DDO *	Comptroller Office, CAU HQ, Imphal					
Department Name *	BEAS	Financial Year	2023~ 2024					
Indent No. *	IN/2022/0000001	From Date	From Date					
To Date	To Date	<input type="button" value="View"/>	<input type="button" value="Reset"/>					
List of Research Indent(s)								
Select	S.No.	Indent No.	Indent Date	Approved Date Level 4	View Type Details	Approve/Reject Date	Status	Remarks
<input checked="" type="checkbox"/>	1	IN/2022/0000001	02/05/2023	03/05/2023	show Details	<input type="button" value="03/05/2023"/>	Approve	Enter Remarks
				<input type="button" value="Save"/>	<input type="button" value="Reset"/>			
List of Approved/Rejected Indent(s)				Run Date :23/05/2023 17:08			<input type="button" value="Download"/>	
Show All entries								
S.No.	Indent No.	Approve/Reject Date	Status	View Type Details				
1	IN/2022/0000001	03/05/2023	Approved	show Details				
2	IN/2022/0000003	03/05/2023	Approved	show Details				
3	IN/2022/0000004	16/05/2023	Approved	show Details				
4	IN/2022/0000005	15/05/2023	Approved	show Details				
Showing 1 to 4 of 4 entries				<input type="button" value="Previous"/>	1	<input type="button" value="Next"/>		

⇒ Steps to Approve/Reject Indent:

- Enter all the required credentials and click on ‘View’ button, record will be displayed under ‘List of Research Indent(s)’ table.
- Level 5 Approver will select the indent (by click on check box) and select ‘Approve/Reject’ status with date.
- Click on ‘Save’ button, then system will display a message for the user as ‘Purchase Indent Approved/Rejected Successfully!’.
- On page load, it will display all the approved/rejected records in ‘List of Approved/Rejected Indent(s)’ table.
- User can see the details of any indent by clicking on ‘Show Details’ link from searched record.



User Manual Document (Research Management Module)

7. Purchase Indent Finance Approve/Reject:

Using this page, Finance Section will Approve/Reject the created/submitted indent for research requirement, once Indent is approved, it will be moved to next level.

Note: 1) If submitted proposal is for head quarter user, then 'VC Approval' or 'Comptroller Approval' or both can be required.

2) If submitted proposal is for college user, then 'Dean Approval' or 'Comptroller/DDO Approval' or both can be required.

- Click on '**Purchase Indent Finance Approve/Reject**' menu link, under '**Research Indent & Approval**' sub menu, then page will be opened as shown below:

Purchase Indent Finance Approve/reject

Search Criteria					New Record
Location *	CAU, Head Quarter	DDO *	Comptroller Office, CAU HQ, Imphal		
Department Name *	BEAS	Indent No. *	IN/2022/0000001		
From Date	From Date	To Date	To Date		
Status	Select Status				
View Reset					
List of Research Indent(s)					
S.No.	Indent No.	Indent Date	Status	View Details	
1	IN/2022/0000001	02/05/2023	Approved	Show Details	

⇒ Steps to Approve/Reject Indent:

- Enter all the required credentials and click on '**View**' button, record will be displayed under '**List of Research Indent(s)**' table.
- Click on '**Show Details**' link, then approval page will open as shown below:



User Manual Document (Research Management Module)

List of Head Detail(s)								New Record
S.No.	Head Name							Estimate Cost(Rs.)
1	Consumables							700.00
2	Contingency							300.00
3	General							500.00
4	Non-Recurring Equipment							500.00
						Total		2000.00

List of Ledger Detail(s)

S.No.	Head Name	Estimated Cost(Rs.)	Ledger Code	Ledger Name	Balance(Rs.)	Approved Amount(Rs.)	Remove
1	Select Item Type Name			Select Ledger Name			

Add More

Indent No. IN/2022/0000005 Financial Year 2022~2023

Approve/Reject Date * Status *

Approved Amount(Rs.) Remarks

Is Dean Approval Required Is Comptroller/DDO Approval Required

Submit **Back** **Reset**

- Select data in all mandatory fields.
- Click on '**Submit**' button, then system will display a message for the user as '**Record Submitted Successfully!**'.
- After submit the fund allocation '**Generate Voucher**' button will be displayed (if next levels are not required) for generate voucher page will be displayed shown below:



User Manual Document (Research Management Module)

List of Head Detail(s)						New Record	
S.No.	Head Name					Estimate Cost(Rs.)	
1	Consumables					5200.00	
2	Contingency					800.00	
3	General					1000.00	
4	Manpower					10000.00	
				Total			17000.00

List of Ledger Detail(s)						
S.No.	Head Name	Estimated Cost(Rs.)	Ledger Code	Ledger Name	Balance(Rs.)	Approved Amount(Rs.)
1	Consumables	5200	Exp01	Expense Ledger	14700.00	14700.00
2	Contingency	800	Exp01	Expense Ledger	14700.00	14700.00

Indent No.	IN/2022/000004	Financial Year	2022~2023
Approve/Reject Date *	<input type="date"/> 16/05/2023	Status *	<input type="button" value="Approve"/>
Approved Amount(Rs.)	29400.0	Remarks	<input type="text" value="Enter Remarks"/>
Voucher Status	Select Status		
Is Comptroller Approval Required	<input type="checkbox"/>	Is VC Approval Required	<input type="checkbox"/>
<input type="button" value="Generate Voucher"/> <input type="button" value="Back"/> <input type="button" value="Reset"/>			

- User can see the details of any proposal by clicking on '**Show Details**' link from searched record.



User Manual Document (Research Management Module)

8. Purchase Indent Finance Approve/Reject @Comptroller:

Using this page, Comptroller/Finance Officer will approve/Reject the status of created/submitted Indent, which has been approved by Finance Section.

- Click on 'Purchase Indent Finance Approve/Reject @Comptroller' menu link, under 'Research Indent & Approval' sub menu, then page will be opened as shown below:

Purchase Indent Finance Approve/reject@Comptroller

New Record					
Location *	CAU, Head Quarter	DDO *	Comptroller Office, CAU HQ, Imphal		
Department Name *	BEAS	Indent No. *	IN/2022/0000001		
From Date	From Date	To Date	To Date		
Status	Select Status				
View Reset					
List of Finance Research Approved/Rejected List					
S.No.	Indent No.	Indent Date	Status	Is Project Extended	View Item
1	IN/2022/0000001	02/05/2023	Approved	Not Extended	show Details

⇒ Steps to Save Record:

- Select data in all mandatory fields.
- Click on 'View' button, then system will display table for Approve/Reject.
- Click on 'Show Details' link, then approval page will open as below:

List of Approved Ledger Detail(s)

S.No.	Item Type	Estimated Cost(Rs.)	Amount(Rs.)
1	Consumables	1500.0	1500.0
2	Contingency	500.0	500.0
3	General	1000.0	1000.0

Indent No. IN/2022/0000001 Financial Year 2022~2023

Approve/Reject Date * 03/05/2023 Status * Approve

Save **Reset**

- Select 'Approve/Reject Date' and 'Status'.
- Click on 'Save' button, then system will display a message for the user as 'Record Saved Successfully!'.
- User can see the details of any proposal by clicking on 'Show Details' link from searched record.



User Manual Document (Research Management Module)

9. Purchase Indent Finance Approve/Reject @VC:

Using this page, Vice Chancellor will approve/Reject the status of created/submitted Indent, which has been approved by Finance Section.

- Click on ‘Purchase Indent Finance Approve/Reject @VC’ menu link, under ‘Research Indent & Approval’ sub menu, then page will be opened as shown below:

Purchase Indent Finance Approve/reject@VC

Purchase Indent Finance Approve/reject@VC					
New Record					
Location *	CAU, Head Quarter	DDO *	Comptroller Office, CAU HQ, Imphal		
Department Name *	BEAS	Indent No. *	IN/2022/0000001		
From Date	From Date	To Date	To Date		
Status	Select Status				
View Reset					
List of Finance Research Approved/Rejected List					
S.No.	Indent No.	Indent Date	Status	Is Project Extended	View Item
1	IN/2022/0000001	02/05/2023	Approved	Not Extended	show Details

⇒ Steps to Save Record:

- Select the data in all mandatory fields.
- Click on ‘View’ button, then system will display table for Approve/Reject.
- Click on ‘Show Details’ link, then approval page will open as below:



User Manual Document (Research Management Module)

List of Approved Ledger Detail(s)					New Record
S.No.	Item Type	Estimated Cost(Rs.)	Amount(Rs.)		
1	Consumables	1500.0	1500.0		
2	Contingency	500.0	500.0		
3	General	1000.0	1000.0		

Indent No. IN/2022/0000001 Financial Year 2022~2023

Approve/Reject Date * 03/05/2023 Status * Approve

Save **Reset**

- Select '**Approve/Reject Date**' and '**Status**'.
- Click on '**Save**' button, then system will display a message for the user as '**Record Saved Successfully!**'.
- User can see the details of any record by clicking on '**Show Details**' link from searched record.



User Manual Document (Research Management Module)

10. Purchase Indent Finance Approve/Reject @Dean (For College):

Using this page, Dean will approve/Reject the status of created/submitted Indent, which has been approved by Finance Section.

- Click on ‘Purchase Indent Finance Approve/Reject @Dean’ menu link, under ‘Research Indent & Approval’ sub menu, then page will be opened as shown below:

Purchase Indent Finance Approve/Reject@Dean

New Record					
Location *	CAU, Head Quarter	DDO *	Comptroller Office, CAU HQ, Imphal		
Department Name *	COFT	Indent No. *	IN/2022/0000020		
From Date	From Date	To Date	To Date		
Status	Select Status				
List of Finance Research Approved/Rejected List					
S.No.	Indent No.	Indent Date	Status	View Item	
1	IN/2022/0000020	13/01/2023	Approved	show Details	

⇒ Steps to Save Record:

- Select data in all mandatory fields.
- Click on ‘View’ button, then system will display table for Approve/Reject.
- Click on ‘Show Details’ link, then approval page will open as below:



User Manual Document (Research Management Module)

List of Approved Ledger Detail(s)					New Record
S.No.	Item Type	Estimated Cost(Rs.)	Amount(Rs.)		
1	Consumables	200.0	200.0		
2	Contingency	500.0	500.0		
3	Manpower	1000.0	1000.0		
4	Non-Recurring Equipment	5000.0	5000.0		
5	Travel	1500.0	1500.0		

Indent No. IN/2022/0000020 Financial Year 2022~2023

Approve/Reject Date * 16/01/2023 Status * Approve

Save **Reset**

- Select 'Approve/Reject Date' and 'Status'.
- Click on 'Save' button, then system will display a message for the user as 'Purchase Indent Research Approved/Rejected Saved Successfully!'.
- User can see the details of any record by clicking on 'Show Details' link from searched record.



User Manual Document (Research Management Module)

11. Purchase Indent Finance Approve/Reject @Comptroller/DDO (For College):

Using this page, Comptroller/DDO will approve/Reject the status of created/submitted Indent, which has been approved by Finance Section.

- Click on 'Purchase Indent Finance Approve/Reject @Comptroller/DDO' menu link, under 'Research Indent & Approval' sub menu, then search page will be opened as shown below:

Purchase Indent Finance Approve/Reject@Comptroller/DDO (For College)

Search Criteria					New Record
Location *	CAU, Head Quarter	DDO *	Comptroller Office, CAU HQ, Imphal		
Department Name *	COFT	Indent No. *	IN/2022/0000020		
From Date	From Date	To Date	To Date		
Status	Select Status				
View Reset					
List of Finance Research Approved/Rejected List					
S.No.	Indent No.	Indent Date	Status	View Item	
1	IN/2022/0000020	13/01/2023	Approved	show Details	

⇒ Steps to Save Record:

- Select data in all mandatory fields.
- Click on 'View' button, then system will display table for Approve/Reject.
- Click on 'Show Details' link, then approval page will open as below:



User Manual Document (Research Management Module)

List of Approved Ledger Detail(s)					New Record
S.No.	Item Type	Estimated Cost(Rs.)	Amount(Rs.)		
1	Consumables	200.0	200.0		
2	Contingency	500.0	500.0		
3	Manpower	1000.0	1000.0		
4	Non-Recurring Equipment	5000.0	5000.0		
5	Travel	1500.0	1500.0		

Indent No. IN/2022/0000020 Financial Year 2022~2023

Approve/Reject Date * 16/01/2023 Status * Approve

Save **Reset**

- Select ‘Approve/Reject Date’ and ‘Status’.
- Click on ‘Save’ button, then system will display a message for the user as ‘Purchase Indent Research Approved/Rejected Saved Successfully!’.
- User can see the details of any record by clicking on ‘Show Details’ link from searched record.



User Manual Document (Research Management Module)

12. Form 2 Project Completion:

Using this page, Authorized user can submit the form after complete the project/proposal.

- Click on '**Form 2 Project Completion**' menu link, under '**Research Indent & Approval**' sub menu, then page will be opened as shown below:

Form 2 Project Completion

		New Record
Location *	Select Location	
DDO *	Select DDO	
Name of the Principal Investigator *	Select Principal Investigator	
Department *	Select Department	
Designation *	Select Designation	
Date of Commencement *	<input type="button" value="Calendar"/>	DD/MM/YYYY
Whether PI Account Is Closed	<input type="checkbox"/>	
Whether balance amount refund to funding agency	<input type="checkbox"/>	
Whether Consolidated SE & UC has been Submitted to funding agency	<input type="checkbox"/>	
Whether list of equipment purchased along with stock entry details duly endorsed by HOD is submitted to project cell	<input type="checkbox"/>	
Whether final technical report to the project work submitted to the funding agency	<input type="checkbox"/>	
Any other relevant information *	Enter Details	
Document Upload (Attachment)		
Document Title	Upload Document <small>(1)</small>	Delete
<input type="text" value="Enter Document Title"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Delete"/>
<input type="button" value="Search"/> <input type="button" value="Save"/> <input type="button" value="Reset"/>		

⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on 'Save' button, then system will display a message for the user as '**Form 2 Saved Successfully!**'.
- On Search page, it will display all the saved records in '**List of Form 2 Project Completion(s)**' table.



User Manual Document (Research Management Module)

Form 2 Project Completion

Searching Criteria	
Location	Select Location
DDO	Select DDO
Name of the Principal Investigator	Select Principal Investigator
Department	Select Department
Designation	Select Designation

List of Form 2 Project Completion (s) Run Date : 23-03-2023 17:52:04 [Download](#)

Show All entries

S.No.	Location Name	DDO Name	Title Of the Project Proposal	Name of the Principal Investigator	Department	Designation	Project Status	Edit	Delete
1	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Poverty And Agricultural Productivity In Oyo	A. Anuradha Devi (CAEPTH/ID-T/187)	BEAS	Assistant professor	Ongoing	<input checked="" type="checkbox"/> Edit	Delete

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

- Click on 'Research Activity' menu, then sub menu list will be displayed as shown below:

The screenshot shows the CAU-ERP interface with the 'RESEARCH MANAGEMENT' menu selected. The main dashboard displays two pie charts: 'Research Project Detail (Total 7 Projects)' and 'Research Indent Detail'. The project chart shows: Ongoing Project - 4, Completed Project - 1, and Newly sanctioned - 2. The indent chart shows: Approved Indent - 3, Rejected Indent - 0, and Total Indent - 3.



User Manual Document (Research Management Module)

• Research Activity

1. Financial Year Wise Fund Allocation:

Using this page, User will be able to allocate the fund in required Head(s) after final approval of Indent; accordingly, authorized user can make any date wise transaction/expense.

- Click on ‘Financial Year Wise Fund Allocation’ menu link, under ‘Research Activity’ sub menu, then page will be opened as shown below:

Financial Year Wise Fund Allocation			
New Record			
Location *	Select Location	DDO *	Select DDO
Financial Year *	01/04/2022~31/03/2023	Research Proposal *	Select Research Proposal
Purchase Indent *	Select Purchase Indent	<input type="button" value="View"/> <input type="button" value="Reset"/>	

- From above page, enter all the required credentials and click on ‘View’ button, then it will display all the head(s) details, as shown below:

Financial Year Wise Fund Allocation			
New Record			
Location *	CAU, Head Quarter	DDO *	Comptroller Office, CAU HQ, Imphal
Financial Year *	01/04/2022~31/03/2023	Research Proposal *	Ace
Purchase Indent *	IN/2022/0000037	<input type="button" value="Save"/> <input type="button" value="Reset"/>	
S.No.	Head Name	Amount (Rs.)	
1	Consumables	500.00	
Head Total		500.00	

From above page, user will be able to enter fund in ‘Amount(Rs.)’ text box and click on ‘Save’ button, saved fund will be displayed in next page for making date wise expense.



User Manual Document (Research Management Module)

2. Create and Manage Expense Head Wise:

Using this page, Authorized user will be able to manage date wise expenses as per allocated fund. Accordingly, utilization report will be generated.

- Click on '**Create and Manage Expense Head Wise**' menu link, under '**Research Activity**' sub menu, then page will be opened as shown below:

New Record			
Location *	Select Location	DDO *	Select DDO
Financial Year *	01/04/2022~31/03/2023	Research Proposal *	Select Research Proposal
Purchase Indent *	Select Purchase Indent	Expense Date *	DD/MM/YYYY
<button>View</button> <button>Reset</button>			

- From above page, enter all the required credentials and click on 'View' button, then page will be displayed as shown below:

New Record							
Location *	CAU, Head Quarter	DDO *	Comptroller Office, CAU HQ, Imphal				
Financial Year *	01/04/2022~31/03/2023	Research Proposal *	pfm				
Purchase Indent *	IN/2022/0000020	Expense Date *	01/01/2023				
<button>Reset</button>							
View Head Detail							
S.No.	Head Name	Total Amount (Rs.)	Balance Amount (Rs.)	Approval Date	Sub Head Name	Amount (Rs.)	Attachment
1	RH0003	200	100	13/01/2023	All Consumables Item for Research	100	
2	RH0008	1500	400	13/01/2023	Local Traveler	500	
					Other Traveler	600	
<button>Save</button> <button>Click here to manage closing balance</button> <button>Reset</button>							

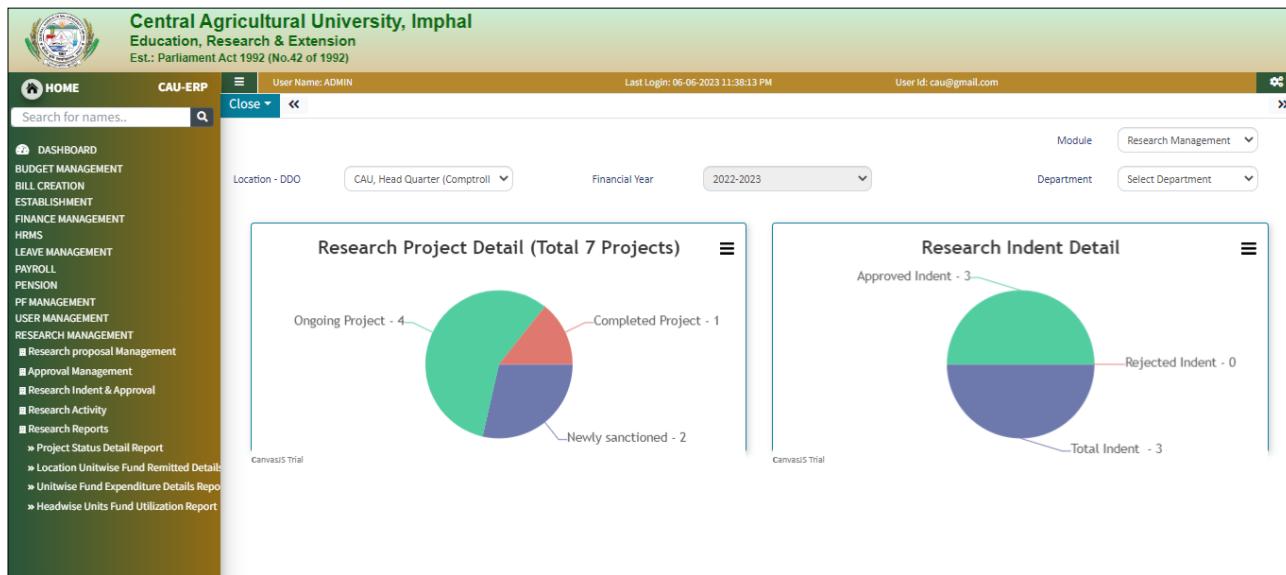
⇒ Steps to Save Record:

- Enter data in all mandatory fields.
- Click on 'Save' button, then system will display a message for the user as '**Record Saved Successfully!**'.



User Manual Document (Research Management Module)

- Click on 'Click here to manage closing balance' button to close the project, accordingly Form 2 will be generated.
- Click on 'Research Reports' menu, then sub menu list will be displayed as shown below:





User Manual Document (Research Management Module)

• Research Reports

1. Project Status Report:

Using this page, Authorized user can generate Research Proposal Details Report for research, based on the selected ‘Location’, ‘DDO’ and ‘Financial Year’.

Note: User will be able to download two types of reports from this page i.e. ‘Project Status Details Report’ and ‘Project Status Count Report’.

- Click on ‘Project Status Report’ menu link, under ‘Research Reports’ sub menu, then search page will be opened as shown below:

Project Status Report

New Report

Location	All	DDO	All
Financial Year	2023-2024	Download type	PDF
Project Status	All	Report Type	Project Status Detail Report
Project Type	All		

Generate Report Reset

- From above page, click on ‘Generate Report’ button, then report will be displayed as shown below and user will be able to see project status in ‘PDF’ and ‘Excel’ format.

⇒ Project Status Details Report:

S No.	Project Title	Name of PI	Location	Funding Agency	Sanction Date	Duration	Starting Year	Budget Allocation	Status
1	Climate Change and Its Potential Impact on Agriculture and Food Supply	Abujam Anuradha Devi (CAEPTH/ID-T/187)	College of Horticulture, Bermiok, Sikkim		09/06/2023		2023	0.00	Ongoing
2	Impacts of Genetic Engineering of Agricultural Crops	A. Bhabananda Singh (COFT-0013)	College of Horticulture, Bermiok, Sikkim		13/06/2023		2023	0.00	Ongoing
3	Globalization Impact on Sustainable Agriculture	A. Bhabananda Singh (COFT-0013)	College of Horticulture, Bermiok, Sikkim		22/06/2023	3 Year 0 Month	2023	50500.00	Ongoing
4	Agriculture the Backbone of Ancient Egypt's Economy	A. Herojit Singh (COAI-0002)	College of Horticulture, Bermiok, Sikkim		23/06/2023		2023	50000.00	Ongoing



User Manual Document (Research Management Module)

⇒ Project Status Count Report:

Central Agricultural University, Imphal Lamphelpat, Imphal west- Manipur Project Status Count Report					
University Funded Intramural Research Projects - IRP & ERP - Year 2023					
Sr No.	Directorate/College	Completed	Newly Sanctioned	Ongoing	Total
1	CAU, Head Quarter	-	3	4	7
2	Collage of PG Studies in Agricultural Sciences, Umiam, Meghalaya	-	5	22	27
3	College Of Agriculture, Imphal, Manipur	-	-	4	4
4	College of Agricultural Engineering and Post-Harvest Technology, Ranipool, Gangtok, Sikkim	1	-	7	8
5	College of Agriculture, Pasighat, Arunachal Pradesh	-	1	1	2
6	College of Community Science, Tura, Meghalaya	-	-	2	2
7	College of Horticulture and Forestry, Pasighat, Arunachal Pradesh	-	3	23	26
8	College of Horticulture, Bermiok, Sikkim	-	-	4	4
9	College of Veterinary and Animal Husbandry, Jalukie, Nagaland	2	2	-	4
10	Directorate of Extension Education, CAU HQ, Imphal	-	2	-	2
11	Directorate of Research, CAU HQ, Imphal	-	1	-	1
Total		3	17	67	87



User Manual Document (Research Management Module)

2. Location Unit Wise Fund Remitted Details Report:

Using this page, Authorized user can generate '**Location Unit Wise Fund Remitted Details Report**' for research, as per selected '**Location**', '**DDO**', and '**Funding Agency**'.

- Click on '**Location Unit Wise Fund Remitted Details Report**' menu link, under '**Research Reports**' sub menu, then page will be opened as shown below:

Location Unitwise Fund Remitted Details Report

New Report

Location	All	DDO	All
Funding Agency *	All	Download type	PDF
Financial Year	2023~2024		

Generate Report **Reset**

- From above page, select the required credentials and click on '**Generate Report**' button then report will be generated as shown below and user will be able to see report in '**PDF**' and '**Excel**' format.



User Manual Document (Research Management Module)

Central Agricultural University, Imphal Lamphelpat, Imphal west- Manipur							
Details of fund remitted by CAU HQ & received by the units during year 2023							
Location	Unit Name	Projects	Projects budget	Total Funds Approved	*Funds Details in Sequence of Approved,Allotted & Remaining Amount		
					Allotted	Remaining	Approved
CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Agricultural Role in African Development	45000.00	0.00	0.00	0.00	0.00
		Research On Fishes	500000.00	0.00	0.00	0.00	0.00
College of PG Studies in Agricultural Sciences, Umiam, Meghalaya	College of Post-Graduate Studies in Agricultural Science, CAU(I), Umiam, Ri Bhoi		0.00	0.00	0.00	0.00	0.00
College Of Agriculture, Imphal, Manipur	College of Agriculture, CAU, Iroisemba, Imphal		0.00	0.00	0.00	0.00	0.00
College of Agricultural Engineering and Post-Harvest Technology,	College of Agricultural Engineering & Post Harvest Technology,		0.00	0.00	0.00	0.00	0.00
College of Agriculture, Kyrdemkulai, Meghalaya	College of Agriculture, Kyrdemkulai, Meghalaya		0.00	0.00	0.00	0.00	0.00
College of Agriculture, Pasighat, Arunachal Pradesh	College of Agriculture, Pasighat, Arunachal Pradesh		0.00	0.00	0.00	0.00	0.00
College of Community Science, Tura, Meghalaya	College of Community Science, Tura, Meghalaya	Linkage between agriculture, socio-economic status and nutritional status of farm families in West	280500.00	0.00	0.00	0.00	0.00

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User Manual Document (Research Management Module)

3. Location Unit Wise Fund Expenditure Details Report:

Using this page, Authorized user can generate a statement of expenditure report as per selected Location/DDO.

- Click on ‘Location Unit Wise Fund Expenditure Details Report’ menu link, under ‘Research Reports’ sub menu, then page will be opened as shown below:

Location Unitwise Fund Expenditure Details Report

New Report			
Location	College of Agricultural Engineering and Post-Harvest Technology, Gangtok, Sikkim	DDO	College of Agricultural Engineering & Post Harvest Technology, Gangtok, Sikkim
Financial Year	2023~2024	Download type	PDF
<button>Generate Report</button> <button>Reset</button>			

- From above page, select all the credentials and click on ‘Generate Report’ button then report will be generated as shown below and user will be able to see project details in ‘PDF’ and ‘Excel’ format.

**Central Agricultural University, Imphal
Lamphelpat, Imphal west- Manipur
Details of fund CAU HQ and units during year 2023**

S No.	Location	Name of the Unit	Projects	Opening Balance	Fund Receipt	Interest	Expenditure	Total Receipt	Closing Balance
1	College of Agricultural Engineering and Post-Harvest Technology, Ranipool, Gangtok, Sikkim	College of Agricultural Engineering & Post Harvest Technology, Gangtok, Sikkim	Ergonomics and Safety in Agriculture		500.00	0.00	500.00	0.00	0.00
2	College of Agricultural Engineering and Post-Harvest Technology, Ranipool, Gangtok, Sikkim	College of Agricultural Engineering & Post Harvest Technology, Gangtok, Sikkim	Development of a Laboratory Model of Fog Harvesting Mechanism		0.00	0.00	0.00	0.00	0.00
3	College of Agricultural Engineering and Post-Harvest Technology, Ranipool, Gangtok, Sikkim	College of Agricultural Engineering & Post Harvest Technology, Gangtok, Sikkim	Enhancing livelihood of farmers in Sikkim Darjeeling Himalayan belt thorough possible Interventions		0.00	0.00	0.00	0.00	0.00
4	College of Agricultural Engineering and Post-Harvest Technology, Ranipool, Gangtok, Sikkim	College of Agricultural Engineering & Post Harvest Technology, Gangtok, Sikkim	Development of low alcoholic probiotic beverage from millets of Sikkim Himalayan region.	500000.00	0.00	0.00	0.00	0.00	0.00
5	College of Agricultural Engineering and Post-Harvest Technology, Ranipool, Gangtok, Sikkim	College of Agricultural Engineering & Post Harvest Technology, Gangtok, Sikkim	Performance Analysis of Solar Photovoltaic Module with changing Solar Insolation, Temperature	200000.00	0.00	0.00	0.00	0.00	0.00
6	College of Agricultural Engineering and Post-Harvest Technology, Ranipool, Gangtok, Sikkim	College of Agricultural Engineering & Post Harvest Technology, Gangtok, Sikkim	Enhancing Livelihood of Farmers in Sikkim through Process Standardization and Machanization	1892000.00	0.00	0.00	0.00	0.00	0.00
7	College of Agricultural Engineering and Post-Harvest Technology, Ranipool, Gangtok, Sikkim	College of Agricultural Engineering & Post Harvest Technology, Gangtok, Sikkim	Enhancing livelihood of farmers in Sikkim Darjeeling Himalayan belt thorough possible interventions in processing and value addition of underated horticultural and spice crops	1427700.00	1427700.00	0.00	0.00	1427700.00	0.00
8	College of Agricultural Engineering and Post-Harvest Technology, Ranipool, Gangtok, Sikkim	College of Agricultural Engineering & Post Harvest Technology, Gangtok, Sikkim	Genotypic variations in growth and yield parameters and nutrient uptake of rice genotypes under	500000.00	0.00	0.00	0.00	0.00	0.00
TOTAL				4519700.00	1428200.00	0.00	500.00	1427700.00	0.00



User Manual Document (Research Management Module)

4. Statement of Fund Utilization of IRP/AICRP/EFRP/NEH/TSP/SC/SP:

Using this page, Authorized user can generate statement of expenditure report according to the selected criteria.

- Click on '**Statement of Fund Utilization of IRP/AICRP/EFRP/NEH/TSP/SC/SP**' menu link, under '**Research Reports**' sub menu, then page will be opened as shown below:

Statement of Fund Utilization of IRP/AICRP/EFRP/NEH/TSP/SC/SP

				New Report
Location	All	DDO	All	
Financial Year	2023~2024	Download type	PDF	
Project Type	All			
Generate Report Reset				

- From above page, select required credentials and click on '**Generate Report**' button, then report will be generated as shown below and user will be able to see details in '**PDF**' and '**Excel**' format.

Central Agricultural University, Imphal Lamphepat, Imphal west- Manipur Statement of Fund Utilization of IRP & ERP									7/17/23 5:05 PM	
Name of the Project	Name of PI	Funding Agency	Fund Received			Total Fund Available	Date of Expenditure	Expenditure	Balance	Utilization % rate
Agricultural Role in African Development	A. Chandramani Singh (HQ-227)		Head wise	Opening	Received					
			Capital	5000.00	0.00	5000.00		0.00	0.00	0.00
			Total	5000.00	0.00	5000.00		0.00	0.00	0.00
Linkage between agriculture, socio-economic status and nutritional status of farm families	Pavana Kumar (COCS-0014)		Head wise	Opening	Received					
			Capital	0.00	0.00	0.00		0.00	0.00	0.00
			Total	0.00	0.00	0.00		0.00	0.00	0.00