

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR
Requisition Form for Utilization of Department Development Fund (DDF)

Name of the Department		
DDF Ledger Number		Balance:
Name & Designation of the Coordinator for this expenditure		
All Previous DDF Approvals Settled	☐ Yes ☐ No	If No, give details:

Refer Appendix-2 of the Sponsored Research Projects and Consultancy Practice – Rules and Norms (Modified-2025) for the list of admissible items under DDF

S. No.	Description of the Proposed Expenditure (If more items are to be listed, attach a separate sheet)	S. No. as per Appendix-2	Approximate Cost (In Rupees)
1			
2			
3			
4			
-			
Total Cost (Approximate)			

Note: Proposed expenditure under DDF may be consolidated on a quarterly basis or as and when required. Each proposal shall be discussed in the Department meeting and duly recorded in the minutes.

If any of the proposed items is not included in Appendix-2 of the DDF policy, please provide a rationale: _____

Enclosures: (i) Department meeting minutes, (ii) Quotations and/or supporting documents, if applicable & (iii) Ledger Copy

Coordinator/ Indenter

Head of the Department

Through	Recommendation/Remarks	Signature
Associate Dean (Research)		
Dean(R&C)		
Director, VNIT Nagpur	Approved / Not-Approved	

Appendix – 2 of the Sponsored Research Projects and Consultancy Practice - Rules and Norms (Modified-2025)

1. Department Development Fund (DDF): This fund is meant for concerned department to cater the demand of ever evolving niche areas. DDF fund, in consultation with all the faculty members, can be utilized for the following purposes:

- (i) Development of departmental Infra structure facilities like equipment for laboratories, classrooms, committee conference rooms etc.
- (ii) Repair, maintenance, calibration and A.M.C. of the equipment of laboratories.
- (iii) Repair and maintenance of office and laboratories.
- (iv) Seed money for holding conferences/ workshops and seminars etc. in the department

For any special requirement not covered above, a proposal after discussion amongst faculty members, may be sent by the department for considerations of competent authority.

Note: Departments shall maintain a separate DSR for recording all expenditures under DDF.