

Maharaja Ganga Singh University



Guidelines for Minor Research Project for University Teachers

**Maharaja Ganga Singh University
Bikaner-334004 (Rajasthan)
Website: www.mgsubikaner.ac.in**

MAHARAJA GANGA SINGH UNIVERSITY, BIKANER

GUIDELINES FOR PROVIDING FINANCIAL GRANT TO UNIVERSITY TEACHERS FOR MINOR RESEARCH PROJECT

1. INTRODUCTION

The Maharaja Ganga Singh University strives to promote teaching and research in emerging areas in Humanities, Social Sciences, Languages, Literature, Pure sciences, Law, Commerce & Management Education etc. The emphasis would be supporting such areas that cut across disciplines and subjects

2. OBJECTIVES

- The Universities have been the centers of research. Although, the Government has a network of science and technology laboratories for research and development, the minor base of researchers in science and technology remains with the Universities and colleges. Hence, University teachers need to be supported to meet their requirements for individual research in specialized areas.
- To promote excellence in research in higher education by supporting research program of University teachers in various disciplines.
- To encourage innovative ideas which help towards the solution of the problems related to the society/local areas.

3. ELIGIBILITY/TARGET GROUP:

The Maharaja Ganga Singh University will provide support to the regular University teachers as per the rules under MGS University Act, 2003 only. **In addition to the regular University teachers only the regular teaching faculty of Library Science and Physical Education, and Vice-Chancellor will also be eligible to participate in the scheme.**

4. NATURE OF ASSISTANCE:

The quantum of assistance for a research project will be as under:

Minor Research Project in Sciences—Up to Rs. 2.00 lakhs.

Minor Research Project in Humanities, Social Science, Languages, Literature, Arts, Law and allied disciplines - Up to Rs. 2.00 lakhs.

The University will provide financial support for the items like Equipment, Books and Journals, (Project Fellow/Field Assistant), Hiring Services, Contingency, Chemicals and Consumables, Travel and Field work.

Non-Recurring Grants

a. Equipment

b. Books and Journals

The equipment as well as books & journals grants may be utilized to procure the essential equipment and books & journals needed for the proposed research work of repute. The escalation, if any, in the cost of approved equipment may be met out of savings/re-appropriation from Non-recurring head only with the approval of Registrar of the University.

Recurring Grants

a. Honorarium to Retired Teachers

Honorarium to retired teachers is admissible at the rate of **Rs.10,000/- p.m.** upto the age of 70 years. If the Principal Investigator attains the age of 70 years during middle of the tenure of the project and some more work needs to be done, the Principal Investigator should complete the work without any honorarium for the rest of the period. If a teacher retires during the tenure of the project, he/she will also be eligible for honorarium on receipt of an affidavit indicating his/her date of birth, date of superannuation and that he/she is not employed anywhere or is not drawing honorarium from any other Government/Non-Government organization, duly oath commissioned and witnessed by the Registrar of the University.

b Project Fellow/Field Assistant

Project Fellow may be appointed with a consolidated fellowship of:

- i) **NET/GATE qualified**-Rs. 10,000/- p.m.
- ii) **Non-GATE/Non-NET**- Rs. 8,000/- p.m.

The person to be considered for appointment as Project Fellow/Field Assistant must have second class master degree with a minimum of 55% marks for general category (50% in case of SC/ST/PH) or M.Phil in the subject concerned or a related subject. The candidate to be appointed as Project Fellow/Field Assistant should be below the age of 40 years at the time of appointment. **The Project Fellow should do work full time in the project and get the fellowship from one source only.**

MODE OF SELECTION

The selection of the Project Fellow/Field Assistant may be made by an open selection through a duly constituted Selection Committee. The constitution of the Selection Committee will be as under:

- 1 Head of the Department will act as Chairperson (Professor/Sr. associate Professor level only). In case of the non-availability of Professor/Sr. associate Professor or if he or she is an applicant, the Dean of the Faculty or the Vice-Chancellor nominated member will preside.
- 2 One Subject Expert (External) (from the institute other than the Institute where the project is undertaken)
- 3 One nominee of the Vice-Chancellor
- 4 Principal Investigator

(c) Hiring Services

This is meant for specialized technical work, such as sample analysis, for which the University/Institution either has no infrastructure or such services are available on payment basis. Stenographic/ Data Entry Operator services may be hired for the purpose of preparation of questionnaire/ schedule or report writing and not for routine correspondence. The Principal Investigators who have not been given Project Fellow on a regular basis, may hire a person for technical assistance and the person so engaged must fulfil the qualifications prescribed for Project Fellow. He/she may be paid remuneration at par with the Project Fellow, limited to a maximum of 6 months in the total tenure of the project.

(d) Contingency

The admissible contingency grant may be utilized on spares for apparatus, photo-stat copies and microfilms, typing, stationary, postage, telephone calls, internet, fax, computation, printing needed or other contingencies in the project. Expenditure towards advertisement for post of Project Fellow and the audit fee may also be claimed under contingency head.

(e) Special Needs: Assistance may be provided for any other special requirement in connection with the project which is not covered under any other 'Head' of assistance under the scheme.

(f) Chemicals and Consumables

To meet expenditure on chemicals, glassware and other consumable items.

(g) Travel and Field Work

The amount allocated under the head travel/field work is to be utilized for data collection and collection of other information such as documents and visit to libraries within the general scope and sphere of the ongoing project. This can be used for attending conferences, seminars, workshops and training courses etc. However, the PI's may travel by air or any other mode of transport if they are entitled for the same. They may also avail special casual leave/duty leave for field work/collection of data as per University rules.

(h) Re-Appropriation

The Principal Investigator may re-appropriate maximum 20 per cent of the **recurring** grant allocated under each head with the permission of Registrar under intimation. **The Fellowship/Honorarium cannot be re-appropriated.**

(i) Tenure and Implementation

Two years. The effective date of implementation of the project will be given by the University in approval-cum-sanction letter.

5. PROCEDURE FOR APPLYING

All eligible teachers may submit their Research Project applications in the prescribed proforma available on as **Annexure 1** below. The three (3) copies of the same should be brought at the time of interface meeting.

6. PROCEDURE FOR APPROVAL

The proposals received will be assessed with the help of a subject expert committee constituted by the University. This Expert committee shall consist of one-two experts from outside the University from there two experts, one shall compulsorily be from outside the state besides, the Head of the Dept (if he/she is a professor and has not applied for research Project) and the Dean of the concerned Faculty (if he/she is a University Professor and has not applied for research Project) shall also be a part of the Research Project Award committee the Panel for the same shall be approved in the Departmental council and be submitted to the Vice Chancellor The Principal Investigator whose proposals found complete in all respect will be invited for making presentations before the Committee. No TA/DA would be paid to the participants. The final decision will be taken by the University on the basis of recommendations made by the Committee and the availability of funds under the scheme.

7. PROCEDURE FOR RELEASE OF GRANTS

- The first installment of the grant shall comprise 100% of the Non – Recurring and 50% of the total Recurring grant approved by the University for the total duration of the project. The grant will be released to the Principal Investigator.
- The amount released may be spent according to the approved heads/items within the approved allocation mentioned in sanction letter.

- After one year from the date of implementation of the project the University will organize Mid-term evaluation interface meeting wherein PI will present the progress of the project before the subject experts. On the basis of recommendations of the experts, progress report, expenditure statement and utilization certificate, the University will release the 50% of the total recurring grant as the second installment. If the **Non-Recurring** grant is not utilized before Mid-term Evaluation meeting, prior permission may be obtained from the Vice-Chancellor of the University.
- A copy of the final report of project along with soft copy need to be submitted after completion of the research project.
- It is mandatory to post the Executive summary of the report, Research documents, monograph, academic papers provided under Minor Research Project on the website of the University.
- Detailed statement of expenditure towards salary of staff appointed under the project.
- A consolidated item – wise detailed statement of expenditure incurred during the complete project period in the prescribed Performa duly signed and sealed by Registrar/Principal and the Principal Investigator.
- A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by Chartered Accountant in the prescribed Performa.
- The unutilized grant if any, may be refunded immediately through demand draft drawn in favour of the Registrar, Maharaja Ganga Singh University, Bikaner.
- The Principal Investigators are expected to settle the accounts immediately on completion of the project. In case the balance grant, if any, is not claimed within **six months from the date of completion of the project, the same will lapse and no representation will be entertained on this behalf.**

8. MONITORING AND EVALUATION

- The University will invite the fresh proposals every year and final selection committee meetings will be organized subsequently.
- Mid-term evaluation meetings for ongoing projects will be organized by the University after completion of minimum one year.
- **The University would decide the continuance of the project on the recommendations of the University Mid-Term Evaluation Committee. If Principal Investigator fails to attend mid-term review meetings, the University may discontinue/ cancel the project in normal circumstances and entire amount to be refunded by the Principal Investigator to the University.**
- After the completion of project tenure i.e. 2 years the University would arrange to make the final assessment/evaluation of the project minimum by two expert members not belonging to the University.

9. GENERAL

- After finalization of the selection procedure of the Research projects the names of the selected PI will be posted on the University website. The PI should check their names and send their acceptance certificate duly forwarded by the Head of the Department immediately, to enable the University to send the approval/sanction letters.
- (b) Project is not transferable in any case.
- Any Principal Investigator, who wants to go on any assignment outside the country not exceeding three months, in the absence of Principal Investigator Co-Investigator may act as Principal Investigator.
- PI may publish the results of the study on the project acknowledging the contribution made by the staff appointed for the project and the support received from the University.

- Project Fellow engaged in the project may enroll for Ph.D. The data generated and the results obtained out of the Project may be incorporated by the Project Fellow in his/her thesis with the concurrence of the Principal Investigator.
- No extension in tenure is permissible in any circumstances.



Annexure-I

**FORMAT FOR SUBMISSION OF PROPOSAL FOR
MINOR RESEARCH PROJECT**

PART – A

1. Broad Subject
2. Area of Specialization
3. Duration
4. Principal Investigator

i. Name:

ii. Sex: M/F

iii. Date of Birth:

iv. Qualifications:

v. Designation:

vi.

Address:

Office:

Residence:

5. Co – Investigator(s)(if any):

(i) Name:

(ii) Sex: M/F

(iii) Date of Birth:

vii. Qualifications:

viii. Designation:

ix. Address:

Office:

Residence:

5. Name of the Institution and Department where the project will be undertaken:

(a) Institution and Department:

6. Teaching and Research Experience of Principal Investigator:

(a) Teaching experience: UG _____ Years

PG _____ Years

(b) Research experience:

(c) Whether the project has been approved by the University for the doctoral degree? If so, please indicate:

i. Date of Registration:

ii. Name and designation of the supervisor approved by the University:

iii. Name of the University where registered:

7. In case the teacher holds a doctoral degree:

i. Title of the thesis:

ii. Year of the award of degree:

iii. Name of the University:

8. Publication:

Papers Published:

Accepted:

Communicated:

Books Published:

Accepted:

Communicated:

(Please enclose the list of papers and books published and/or accepted during last five years)

PART – B

Proposed Research Work

(i) Project Title

(ii) Introduction

- Origin of the research problem

- Interdisciplinary relevance
- Review of Research and Development in the Subject:
 - International status
 - National Status
 - Significance of the study

(iii) Objectives

(iv) Methodology

(v) Year-wise Plan of work and targets to be achieve.

(vi) Details of collaboration, if any intended

(vii) Financial Assistance required

Item

Estimated Expenditure

- Books and Journals
- Equipment, if needed
(please specify name & approx. cost)
- Field Work and Travel
- Chemicals and glassware
- Contingency (including special needs)

Total:

(viii) Details of the project/scheme completed or ongoing with the P.I

Name of the agency	Year		Total Amount Sanctioned	Equipment/Infrastructural facilities obtained
	Started	Completed		

(ix) Any other information which the investigator may like to give in support of this proposal which may be helpful in evaluating.

To certify that:

- General physical facilities, such as furniture/space etc., are available in the Department
- I/we shall abide by the rules governing the scheme in case assistance is provided to me/us from the University for the above project.
- I/we shall complete the project within the stipulated period. If I/We fail to do so and if the University is not satisfied with the progress of the research project, the University may terminate the project immediately and ask for the refund of the amount received by me/us.
- The above research Project is not funded by any other agency.

Name &Signature

(a) Principal Investigator

(b) Co- Investigator (if any)

(c) Head of the Department

(Signature with Seal)

**Maharaja Ganga Singh University
Jaisalmer Road, Bikaner (Raj)**

ACCEPTANCE CERTIFICATE FOR MINOR RESEARCH PROJECT

Name _____

No.F. _____ dated _____ Title of the

Project _____

1. The research project is not being supported by any other funding agency.
2. The terms and conditions related to the grant are acceptable to the Principal Investigator.
3. At present, I have no research project approved by University and the accounts for the previous project, if any have been settled.
4. The Department is fit to receive financial assistance from University.
5. The Principal Investigator is a retired teacher and eligible to receive honorarium as he/she is neither getting any honorarium from any agency nor is he/she gainfully employed anywhere.
6. (i) His/her date of birth is _____
(ii) Age _____
7. The date of implementation of the project is _____

Principal Investigator

(Seal)

Head of the Dept.

Co-Investigator if any

Dated: _____

**Maharaja Ganga Singh University
Jaisalmer Road, Bikaner (Raj)**

STATEMENT OF EXPENDITURE IN RESPECT OF MINOR RESEARCH PROJECT

1. Name of Principal Investigator _____
2. Dept. of Principal Investigator _____
University/College _____
3. University approval Letter No. and Date _____
4. Title of the Research Project _____
5. Effective date of starting the project _____
6. a. Period of Expenditure: From _____ to _____
b. Details of Expenditure _____

S.No.	Item	Amount Approved (Rs.)	Expenditure Incurred (Rs.)
i.	Books & Journals		
ii.	Equipment		
iii.	Contingency		
iv.	Field Work/Travel		
v.	Hiring Services		
vi.	Chemicals & Glassware		
vii.	Overhead		
viii.	Any other items (Please specify)		

c. Staff

Date of Appointment _____

S.No	Items	From	To	Amount Approved (Rs.)	Expenditure incurred (Rs.)
1.	Honorarium to PI (Retired Teachers) @ Rs. 10,000/-p.m.				
2.	<p><u>Project fellow:</u></p> <p>i) NET/GATE qualified-Rs. 10,000/- p.m.</p> <p>ii) Non-GATE/Non-NET- Rs. 8,000/-</p>				

1. It is certified that the appointment(s) have been made in accordance with the terms and conditions laid down by the University.
2. If as a result of check or audit objection some irregularly is noticed at later date, action will be taken to adjust or regularize the objected amounts.
3. It is certified that the grant of Rs. _____ (Rupees _____ only) received from the University under the scheme of support for Research Project entitled _____ vide University letter No. F. _____ dated _____ has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the University.

SIGNATURE OF PRINCIPAL INVESTIGATOR

SIGNATURE OF THE CO-INVESTIGATOR (if any)

**Maharaja Ganga Singh University
Jaisalmer Road, Bikaner (Raj)**

Utilization certificate

Certified that the grant of Rs.
(Rupees_____ only) received
from the University under the scheme of support for Research Project entitled_____
vide University letter No. F._____ dated_____ has been fully utilized
for the purpose for which it was sanctioned and in accordance with the terms and conditions
laid down by the University.

**SIGNATURE OF THE
PRINCIPAL INVESTIGATOR**
(Seal)

Head of the dept.
(Seal)

SIGNATURE OF THE CO-INVESTIGATOR (if any)

PROFORMA FOR SUPPLYING THE INFORMATION IN
RESPECT OF THE STAFF APPOINTED UNDER THE
SCHEME OF MINOR RESEARCH PROJECT

UNIVERSITY FILE No.F. _____ (HRP)
YEAR OF

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COMMENCEMENT

TITLE OF THE PROJECT:

1.	Name Of the Principal Investigator:	Prof/Dr.				
2.	Name of the Department/College					
3.	Name of the Research Personnel appointed					
4.	Academic qualification	S.No.	Qualifications	Year	Marks	% age
		1.	M.A./M.Sc./M.Tech.			
		2.	M.Phil			
		3.	Ph.D.			
5.	Date of joining					
6.	Date of Birth of Research Personnel					
7.	Amount of HRA, if drawn					
8.	Number of Candidate applied for the post					

CERTIFICATE

This is to certify that all the rules and regulations of University Research Project outlined in the guidelines have been followed. Any lapse on the part of the Department will liable to terminate the said University project.

Principal Investigator

Registrar

**Maharaja Ganga Singh University
Jaisalmer Road, Bikaner (Raj)**

Annual/Final Report of the work done on the Minor Research Project. (Report to be submitted within 6 weeks after completion of each year)

1. Project report No. 1st/2nd/3rd/Final _____
2. University Reference No.F. _____
3. Period of report: from _____ to _____
4. Title of research project _____
5. (a) Name of the Principal Investigator _____
(b) Dept. where work has programmed _____
6. Effective date of starting of the project _____
7. Grant approved and expenditure incurred during the period of the report:
 - a. Total amount approved Rs. _____
 - b. Total expenditure Rs. _____
 - c. Report of the work done: (Please attach a separate sheet)
- i. Brief objective of the project _____
- ii. Work done so far and results achieved and publications, if any, resulting from the work (Give details of the papers and names of the journals inwhich it has been published or accepted for publication _____)
- iii. Has the progress been according to original plan of work and towards achieving the objective. if not, state reasons
- iv. Please indicate the difficulties, if any, experienced in implementing the project__
- v. If project has not been completed, please indicate the approximate time by which it is likely to be completed. A summary of the work done for the period (Annual basis) may please be sent to the University on a separate sheet.
- vi. If the project has been completed, please enclose a summary of the findings of the study. One bound copy of the final report of work done may also be sent to University.

vii. Any other information which would help in evaluation of work done on the project. At the completion of the project, the first report should indicate the output, such as (a) Manpower trained (b) Ph. D. awarded (c) Publication of results (d) other impact, if any

SIGNATURE OF THE PRINCIPAL INVESTIGATOR

SIGNATURE OF THE CO-INVESTIGATOR (if any)

**Maharaja Ganga Singh University
Jaisalmer Road, Bikaner (Raj)**

**PROFORMA FOR SUBMISSION OF INFORMATION AT THE TIME OF SENDING THE
FINAL REPORT OF THE WORK DONE ON THE MINOR RESEARCH PROJECT**

1. Title of the Project.....
2. NAME AND ADDRESS OF THE PRINCIPAL INVESTIGATOR
3. NAME AND ADDRESS OF THE DEPARTMENT.....
4. UNIVERSITY APPROVAL LETTER NO. AND DATE
5. DATE OF IMPLEMENTATION
6. TENURE OF THE PROJECT
7. TOTAL GRANT ALLOCATED
8. TOTAL GRANT RECEIVED
9. FINAL EXPENDITURE
10. TITLE OF THE PROJECT
11. OBJECTIVES OF THE PROJECT
12. WHETHER OBJECTIVES WERE ACHIEVED
- (GIVE DETAILS)
13. ACHIEVEMENTS FROM THE PROJECT
14. SUMMARY OF THE FINDINGS
- (IN 500 WORDS)
15. CONTRIBUTION TO THE SOCIETY
- (GIVE DETAILS)
16. WHETHER ANY PH.D. ENROLLED/PRODUCED OUT OF THE PROJECT.....
17. NO. OF PUBLICATIONS OUT OF THE PROJECT
- (PLEASE ATTACH)

(PRINCIPAL INVESTIGATOR)

(CO-INVESTIGATOR) (if any)

**Maharaja Ganga Singh University
Jaisalmer Road, Bikaner (Raj)**

ASSESSMENT CERTIFICATE

It is certified that the proposal entitled “_____”by
(Dr./Prof./Mr./Mrs.)_____Deptt. of _____
has been assessed by the committee consisting the following members for submission to the
Maharaja Ganga Singh University, Bikaner for financial support under the scheme of Research Projects:

Details of Expert Committee:

Recommendations and suggestions (if any):

(The proposal is as per the guidelines.)

* The Meeting for the said purpose be convened by the Head of the Department on the request of the Principal Investigator. The Experts invited for the purpose should not be below the rank of Professor/Sr. Associate Professor the Meeting charges, travelling, etc. to the Experts be paid from the Project Fund.