

AhmednagarJilha Maratha VidyaPrasarak Samaj's

New Arts, Commerce and Science College, Shevgaon



Criterion III: - Research, Innovations and Extension

INTERNAL QUALITY ASSURANCE CELL



Minor Research Project Scheme (College Level)



Ahmednagar Jilha Maratha Vidya Prasarak Samaj's,
New Arts, Commerce & Science College, Shevgaon
Dist- Ahmednagar 414 502

- NAAC Re accredited A Grade College * Best Rural College Award 2012 By SPPU
- E-Mail: principal@nacscs.ac.in * Website: www.nacscs.ac.in

ID No: PU/AN/ASC/20/(1978)
U.G.C. New Delhi 2(F) Inclusion
Letter No: F-8-87/81(CPP) 21 Aug. 1991
U.G.C. New Delhi 12 (B) Inclusion
Letter No: F-8-17/95(CPP-1) 17 Oct. 1997
Phone No 02429-222593 (F) 221267

Senior College Code No. 123
HTESevaarth Code No. 06220100151
A.I.S.H.E Code No. C- 41346
Junior College Code No. J.12.12.004
Shalarth Code No. 05540100168
U Dise Code No. 27261109041

Dr. P.R. Kunde
I/C Principal
M.A Ph,D, M.Phil
Mobile No 9552554284

Internal Quality Assurance Cell

Minor Research Project Scheme (College Level) (2022-23)

1. Introduction and Objectives of the Scheme:

Promotion of research culture among the faculty member of the college is one of the major objectives of the present minor research project scheme. Hence, the administration of the college has decided to provide financial support to faculty members to undertake research projects in specialized areas.

2. Eligibility:

The college will provide financial assistance to the approved NET/ SET qualified teachers in the college for last three academic years. It would be sole responsibility of the Principal Investigator for total accountability of the project. The Principal Investigator requires publishing **two research papers** in **UGC CARE** listed journals during the tenure of research grant. Once awarded, the teacher will not be eligible to receive funding from the scheme for next three academic years.

The Principal Investigator should appoint departmental faculty member, preferably working on non-grant basis as co-investigator.

3. Nature of Assistance:

The quantum of assistance for the research project will be as follows:

- Minor Research Project in Humanities and Social Sciences and Commerce: **Up to Rs. 25, 000/-**
- Minor Research Projects in Science/ Computer Science and BBA/ CA: **Up to Rs. 40, 000/-**

Non- Recurring Grant:

Humanities Social Sciences and Commerce: Maximum up to 50% of the total Grant should be allocated to the purchase of books and journals relevant to the area of study (Purchase of electronic gadgets is not permissible)

Sciences/ Computer Science and BBA/ CA:

Maximum up to 50% of the total grant should be allocated to the purchase of books, journals chemicals and samples as per requirement another.

(The books and journals acquired by the Principal Investigator under the Minor Research Project must be deposited to the college library after completion of the project.)

Recurring Expenditure:

a. Hiring Services: (20% of total grant)

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.

b. Contingency (30% of total grant)

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

4. Tenure of the Project:

The Principal Investigator will have to complete the project within one year from the date of commencement.

(Both Principal Investigator and Co-investigator need to give an undertaking on Rs 100 stamp stating that they will complete the project within stipulated time duration, and if fails to do so will refund the entire grant with interest to the college.)

5. How to Apply:

All eligible teachers may submit their Minor Research Project applications to the Head of Research committee of the college. (Dates will be specified with a separate notification)

6. Procedure for Approval:

The received proposals duly forwarded by the Head of the concerned department will be assessed with the help of a subject expert committee constituted by the head of the research committee of the college. The final decision will be taken by the college administration on the recommendations made by the committee and the availability of funds under the scheme.

7. Release of the Grant:

The first installment of the grant shall comprise of 100% of the Non – Recurring and 50% of the total Recurring grant approved by the Commission for the total duration of the project. The grant will be released to the Principal of the College.

On receipt of six monthly progress report, statement of expenditure of the 1st Installment of grant, the 40% of the total recurring grant will be released as second installment. Remaining 10% will be released on receipt of the following documents

1. Final project report in prescribed format both hard and soft copy
2. A consolidated item wise detailed statement of expenditure incurred during the complete project period in the prescribed proforma duly signed and sealed by the Principal and the Principal Investigator
3. A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by Govt. Internal Auditor/ Chartered Accountant, Principal as well as the Principal Investigator in the prescribed proforma.
4. The unutilized grant if any, may be refunded immediately through demand draft drawn in favour of the Principal, New Arts, Commerce and Science College, Shevgaon

Note:

- 1. No extension in tenure is permissible in any circumstances.**
- 2. In case of transfer of Principal Investigator to other institutes, he/ she will have to produce an undertaking duly signed by the Head of the Institution where he/ she is being transferred stating that he/she will complete the project and submit final project report to the host institution within two months of transfer.**
- 3. Project is not transferrable in any circumstances .**

**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. Category: (GEN/SC/ST/OBC)
 - iv. Qualification:
 - v. Designation:
 - vi. Address: Office:

Residence:
Email/Phone:

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

- (a) Department :
- (b) College :

6. Teaching and Research Experience of Principal Investigator :

(a) Teaching experience: UG _____ Years
PG _____ Years

(b) Research experience:

(c) 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

8 (i) Project Title

(ii) Introduction

(iii) Objectives

(iv) Methodology

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

9. Financial Assistance required

Item

Estimated Expenditure

i. Books and Journals

ii. Equipment, if needed

iii. Field Work and Travel

iv. Chemicals and glassware

v. Contingency (including special needs)

vi. Hiring Services

Total:

10. Whether the teacher has received support for the research project from the UGC under Major, Minor or from any other agency? If so, please indicate:

i. Name of the agency from which the assistance was approved

ii. Sanction letter No. and date under which the assistance was approved

iii. Amount approved and utilized

iv. Title of the project for which assistance was approved

v. In case the project was completed, whether the work on the project has been published

vi. If the candidate was working for the doctoral degree, whether the thesis was submitted and accepted by the University for the award of degree.

(A summary of the report/thesis in about 1,000 words may please be attached with the application)

vii. If the project has not been completed, please state the reasons

11. (a) Details of the any project/scheme completed or ongoing.

12. Any other information which the teacher may like to give in support of this proposal

To certify that:

- a. General physical facilities, such as furniture/space etc., are available in the Department/College.
- b. I shall abide by the rules governing the scheme in case assistance is provided to me from the college for the above project.
- c. I shall complete the project within the stipulated period. If I fail to do so and if the college is not satisfied with the progress of the research project, the Commission may terminate the project immediately and ask for the refund of the entire amount (with interest) released by the college.
- d. The above research Project is not funded by any other agency.

Signature of Principal Investigator

Principal

(Seal)

ACCEPTANCE CERTIFICATE FOR 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 and University/College/Institution.
3. At present, I have no research project approved by UGC/ BCUD etc. and the accounts for the previous project, if any have been settled.
4. 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.
5. (i) His/her date of birth is _____
(ii) Age _____
6. The date of implementation of the project is _____

Principal Investigator

**Principal
College: _____**

(Seal)

Date: _____

Annexure - III

STATEMENT OF EXPENDITURE IN RESPECT OF MINOR RESEARCH PROJECT

1. Name of Principal Investigator _____
2. Deptt. of PI _____
Name of College _____
3. 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 including special needs		
iv.	Field Work/Travel (Give details in the proforma).		
v.	Hiring Services		
vi.	Chemicals & Glassware		

7. if as a result of check or audit objection some irregularly is noticed at later date, action will be taken to refund, adjust or regularize the objected amounts.

8. It is certified that the grant of Rs. _____ (Rupees _____ only) received from the University Grants Commission under the scheme of support for Minor Research Project entitled _____ vide 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 Grants Commission.

SIGNATURE OF PRINCIPAL INVESTIGATOR

PRINCIPAL

(Seal)

STATEMENT OF EXPENDITURE INCURRED ON FIELD WORK

Name of the Principal Investigator:

Name of the Place visited	Duration of the Visit		Mode of Journey	Expenditure Incurred (Rs.)
	From	To		

Certified that the above expenditure is in accordance with the college and sanstha norms for Major Research Projects.

SIGNATURE OF PRINCIPAL INVESTIGATOR

PRINCIPAL

(Seal)

Utilization certificate

Certified that the grant of Rs. _____
(Rupees _____
_____ only) received from the University Grants Commission under the
scheme of support for Minor Research Project entitled _____

vide 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 Grants Commission.

**SIGNATURE OF THE
PRINCIPAL INVESTIGATOR**

PRINCIPAL
(Seal)

STATUTORY AUDITOR
(Seal)

**Annual/Final Report of the work done on the Minor Research Project.
(Report to be submitted within 4 weeks after completion of each year)**

1. Project report No. 1st/Final _____
2. College Reference No.F. _____
3. Period of report: from _____ to _____
4. Title of research project _____
5. (a) Name of the Principal Investigator _____
(b) Deptt. _____
(c) College where work has progressed _____
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 in which 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 enclose a summary of the findings of the study. One bound copy of the final report of work done may also be sent to the IQAC.
 - v. Any other information

SIGNATURE OF THE PRINCIPAL INVESTIGATOR

PRINCIPAL

(Seal)

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

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

(PRINCIPAL INVESTIGATOR)

(PRINCIPAL)

(Seal)

ASSESSMENT CERTIFICATE
(to be submitted with the proposal)

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 IQAC
_____ for financial support under
the scheme of Minor Research Projects:

Details of Expert Committee:

The proposal is as per the guidelines.

(PRINCIPAL)

(Seal)