Regulation No. 02 of 2023

No. 02/2023 Date : 16/03/2023

Criteria, Procedure and Guidelines for undertaking Minor Research Project and extending financial assistance to the teacher in the University Teaching Departments and Colleges/Institutions affiliated to the University-- Regulation 2023.

Whereas, Section-59 of M.P.U.Act, 2016 prescribes the Board of Research, an authority to promote, cultivate and strengthen research activities, and also to plan, coordinate, supervise and to raise financial support for research activities. Prior to enforcement of present Act, the University has enforced the Rule No.5/2002 for financial assistance for Research from Teacher Welfare Fund, but the present Act does not provide for making Rules, hence the Rules are to be converted into Regulations,

AND

Whereas, the Senate vide Item No.14 in the meeting held on 28/3/2018, accepting the proposal, resolved to prepare scheme/guidelines for Research & Training, for University teachers from Universityôs Funds and referred to the same to the Board of Research u/s 59 of M.P.U. Act, 2016 . In furtherence, the Senate in its meeting held on 7.12.2018 vide item No.28, accepted the proposal to include the teachers of the affiliated colleges to undertake and complete Minor Research Project within 3 years for which financial assistance of Rs.3.00 lacs be given from Universityôs Fund, to each eligible teacher

AND

Whereas, the subject has been placed before the Board of Research in its meeting held on 21.9.2019 and the Board has appointed a Committee to draft scheme/guidelines etc., and directed to submit its report

AND

Whereas, Draft Regulation has been submitted to the Board of Research in its meeting held on 10.8.2022, Board has accepted the Draft Regulation and submitted the same to the Board of Deans,

AND

The Board of Deans and Academic Council is pleased to approve the following Regulation:

1. This Regulation may be called ñCriteria, Procedure and Guidelines for undertaking Minor Research Project and extending financial assistance to the Assistant Professor in the University Teaching Departments and Colleges/Institutions affiliated to the University- Regulation 2023ò

2. This Regulation shall come into force from the date of its approval by the Management Council.

3. In this Regulation, unless the context otherwise requires --
   - (i) ñActò means ñThe Maharashtra Public University Act, 2016ò
   - (ii) ñUniversityò means ñSant Gadge Baba Amravati Universityò
   - (iii) ñTeacherò means ñfull-time approved Asstt.Professor under the provisions of Act/Statute in the University Teaching Departments, conducted, affiliated or autonomous Colleges/Institutions or department or recognized institution of the university ò
   - (iv) ñFinancial Assistanceò means ñFinancial Assistance to be extended to teacher from University Level Research Funding Schemeò.

(v) ñPrincipal Investigatorò means a teacher under(iii) above and ñCo-Principal Investigatorò means, a teacher under (iii) above and give undertaking to have the responsibility in case Principal Investigator left the Project due to reasons in forth coming para-9(i)

4. Quantum of Financial Assistance

The financial assistance from University General Fund from the budget head University Level Research Funding Scheme may be granted for Minor Research Project to University and College teachers. The maximum quantum of financial assistance for research under this scheme shall be provided up to Rs.3,00,000/- (Rs. Three Lacs Only) per project. Further, the selection of projects shall be such that projects from all the faculties get appropriate allocation.

5. <u>(i) Non-Recurring Grants</u>

a. Equipment(Minor Equipments only)

The equipment grants may be utilised to procure the essential minor equipments needed for the proposed research work. The equipment acquired by the principal Investigator under a Minor Research Project must be deposited to University/Department/ College/Institution/Library & Laboratory after the completion of the project which will be the institutional property.

b. Books and Journals

The books & journals grants may be utilised to procure the requirement for the proposed research work. The books & journals acquired by the principal Investigator under a Minor Research Project must be deposited to University/Department/ College/Institution/Library & Laboratory after the completion of the project which will be the institutional property.

<u>(ii) Recurring Grant</u>

a) Hiring Services

This is meant for specialized technical work, such as sample analysis, for which the University/College either has no infrastructure or such services are available on payment basis.

b) Contingency

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

c) Special Needs

Any other special requirement(s)/expenditure not covered under the specified heads may be requested with proper justification.

d) Chemical and consumable

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

e)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 should not be used for attending conferences, seminars, workshops and training courses etc. They may also avail special casual leave/duty leave for field work/collection of data as per University rules.

f)Tenure and implementation : 2 years

The effective date of implementation of the project will be mentioned in approval-cum-sanction letter.

6. Procedure for Applying

All eligible Assistant Professors of the University/ Colleges/ Institutes may submit their Minor Research Project proposals upto 30th April every year in the prescribed format to the Development Section of the University duly certified by the Head of the University Department/Principal of the College mentioning that the proposal conforms to the guidelines of the University for financial assistance to the Minor Research Project.

7. Procedure for Approval

The received proposals duly forwarded by the Head of Department/Principal of College will be assessed by the Minor Research Advisory Committee(MRAC) constituted by Hon'ble Vice-Chancellor for the purpose.

The Constitution of MRAC will be as follows :

1. Pro-Vice-Chancellor	--	Chairman
2. Deans of respective faculty	--	Member
3. Expert of concerned subject nominated by Hon'ble Vice-Chancellor	--	Member
4. Dy.Registar(Devp)	--	Member Secretary

Final selection will be done by the Hon'ble Vice-Chancellor based on the recommendation of the MRAC.

8. Procedure for Release of Grants

The first instalment of the grant shall comprise 60% of the total recurring grant approved by the University for the total duration of the project. The grant will be released to the Principal/Head of the Department of the College/University Department.

On receipt of Annual Progress Report, Statement of Expenditure and Utilisation certificate, remaining 40% of total recurring grant will be released as second instalment.

i) Copy of the final report of project along with soft copy

ii) A consolidated itemwise detailed statement of expenditure incurred during the complete project period in the prescribed proforma duly signed and sealed by the Principal/Head and the Principal Investigator.

iii) A consolidated Audited Utilisation Certificate for the amount actually utilized towards the project duly signed and sealed.

iv) The unutilized grant if any, after completion of project, shall be refunded immediately through demand draft drawn in favour of the Finance and Account Officer, Sant Gadge Baba Amravati University.

It is mandatory to upload the Executive Summary of the report, research documents, monograph, academic papers published under Minor Research Project on the website of the University/College.

The Principal Investigator/College/Department 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.

9. GENERAL

a) After finalisation of the selection procedure of the Minor Research Projects the names of the selected PI will be communicated by E-mail. The PIôs should check their names and send their acceptance certificate duly forwarded by the Principal/Head of the Department immediately to the Development Section, SGB Amravati University to enable the University to send the approval/sanction letters.

b) Project is not transferable in any case.

c) The approved project is not transferable to any other individual teacher. Under special circumstances, the transfer of project to the Co-Investigator (if mentioned in the original proposal) will be considered by the University.

d) If the PI is transferred from his/her original place of work to another institution, No Objection Certificate should be furnished for the transfer of the project from both the Institutions stating that necessary facilities will be provided by the Institution in which the grantee is transferred for the smooth functioning of the project.

e) If a Principal Investigator fails to complete the projects, he/she has to refund the entire amount released with interest accrued as applicable.

f) No extension in tenure is permissible in any circumstances.

g)The teacher should have at least four years of service period in balance before superannuation as on the date of submission of the proposal.

h)Purchase of equipments/items should be made as per Govt. and the university rules.

i) If the Principal Investigator leaves the services due to any reasons including resignation, transfer, demise, termination or compulsory retirement or an disciplinary measures, the said project shall be transferred to the Co-Principal Investigator.

j) If the Co-Principal Investigator also fails, then the Principal/Head of Department shall take necessary steps so as to refund the amount to the University.

k) In case of any Intellectual Property Rights from the said research proposal, which includes Research papers the first applicant will always be Sant Gadge Baba Amravati University and the Principal Investigator will be Co-applicant in the patent application/Research paper published by the applicant.

10. **Criteria for selection of research project**

Regional and Social relevance of the Project

Local problems of the society should be essentially addressed by the Minor Research Project For solving the local problems of the society basic and/or applied type of the research shall be encouraged.

- Possibility of developing a Major Research Project from the proposed Minor Research Project.
- Possibility of converting minor research into productive or society useful technology, methods, techniques, processes and products, local industries etc
- Development of product, process, teaching techniques, resources material in a particular branch of science or subject.
- Possibility of Publishing Monographs/Books etc with established publisher.
- Possible outcomes of the Minor Research Project.
- Research Proposals in Collaborations inter/intra disciplinary (or inter faculty) will be appreciated.
- Proposals are liable to be rejected in any case if any item/column is left blank or in-correct or information is not properly provided.

11. The Annexures are annexed to this Regulations having following purpose : Annexure-I to Annexure-VIII

12. The Rule No.5/2002 is hereby repealed.

Annexure-I

SANT GADGE BABA AMRAVATI UNIVERSITY AMRAVATI

FORMAT FOR SUBMISION OF PROPOSAL FOR

MINOR RESEARCH PROJECT

PART- A

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

   i. Name:

   ii. Sex: M/F

   iii. Date of Birth:

   iv. Category: (GEN/SC/ST/OBC)

   v. Qualification:

   vi. Designation:

   vii. Address: Office:

   Residence:

   Email/ Phone:

4(B) CO- Principal Investigator

   i. Name:

   ii. Sex: M/F

   iii. Date of Birth:

   iv. Category: (GEN/SC/ST/OBC)

   v. Qualification:

   vi. Designation:

   vii. Address: Office:

   Residence:

   Email/ Phone:

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

   a) Department

   b) College

   c) Whether the college locate in rural/ backward area:

6. Whether the University/College is approved under Section 2(f) and 12 B of the UGC Act?

   Yes/ No

7. 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 yearõs)

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**
Recurring	
i) Field Work and Travel	
ii) Chemicals and glassware	
iii) Hiring Service	
Non Recurring	
i) Books and Journals	
ii) Equipment, if needed	
iii) Contingency (including special needs)	
Total:	

10. Whether the teacher has received support for the research project from the University 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 University project/ scheme completed or ongoing.
12. Any other information which the teacher may like to give in support of this proposal

<u>To Certify That:</u>

a. The college is approved under section 2(f) and 12 (B) of the UGC Act and is fit to receive grants from the University.

b. General physical facilities, such as furniture/ space etc., are available in the Department/ college.

c. I shall abide by the rules governing the scheme in case assistance is provided to me from the University for the Above Project.

d. I shall complete the project within the stipulated period. If I fail to do so and if the University 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 University.

e. The above research Project is not founded by any other agency.

Signature of Principal Investigator **Principal/ Head of Department**
(Seal) **(Seal)**

Signature of Co-Principal Investigator

Annexure- II

SANT GADGE BABA AMRAVATI UNIVERSITY

AMRAVATI

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 and University/ College/Institution.

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 University/College is fit to receive financial assistance from University and is included in the list of Section 2(f) & 12 (B) prepared by the UGC.

5. (i) his/her date of birth is_____

(ii) Age_____

6. The date of implementation of the project is_____

Principal Investigator

Principal / Head

College/ Deptt of: _____

(Seal)

Date: _____

Annexure – III

SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI

STATEMENT OF EXPENDITURE IN RESPECT OF MINOR RESEARCH PROJECT

1. Name of Principal Investigator_____

2. Deptt. Of PI _____

Name of University/ College Deptt _____

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 _____

Sr. 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 under the scheme of support for minor 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 by the University.

SIGNATURE OF PRINCIPAL INVESTIGATOR

PRINCIPAL/ Head of Deptt.

(Seal)

Annexure – IV

SANT GADGE BABA AMRAVATI UNIVERSITY

AMRAVATI

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 University norms for Minor Research Projects.

SIGNATURE OF PRINCIPAL INVESTIGATOR

PRINCIPAL/ Head of Deptt

(Seal)

Annexure – V

SANT GADGE BABA AMRAVATI UNIVERSITY

AMRAVATI

Utilization certificate

Certified that the grant of Rs. _____

(Rupees_____

_____only) received from the University under the scheme of support for Minor 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 continuous laid down by the University.

SIGNATURE OF THE
STATUTORY AUDITOR

PRINCIPAL/ Head of Deptt

(Seal)

PRINCIPAL INVESTIGATOR
(Seal)

Annexure – VI

SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI

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/ 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) 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. _____

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 concerned Regional Office of the University.

v. Any other information

SIGNATURE OF PRINCIPAL INVESTIGATOR

PRINCIPAL/ Head of Deptt .

(Seal)

Annexure – VII

SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI

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 OF THE PRINCIPAL INVESTIGATOR _____

3. NAME AND ADDRESS OF THE INSTITUTION _____

4. UNIVERSITY APPROVAL LETTER NO. AND DATE _____

5. DATE OF IMPLEMENTATION _____

6. TENTURE OF THE PROJECT _____

7. TOTAL GRANT ALLOCATED _____

8. TOTAL GRANT RECEIVED _____

9. FINAL EXPENDITURE _____

10. OBJECTIVES OF THE PROJECT _____

11. WHETHER OBJECTIVES WERE ACHIEVED _____

(GIVE DETAILS)

12. ACHIEVEMENTS FROM THE POROJECT _____

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 / Head of Deptt)

(Seal)

Annexure – VIII

SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI

ASSESSMENT CERTIFICATE

(to be submitted with the proposal)

It is certified that the proposal entitledò _____õby

(Dr./Prof./Mr /Mrs.) _____

Deptt. Of _____ has been assessed by the _____committee for submission to the University Office for financial support under the scheme of Minor Research Projects:

Details of Expert Committee:

The proposal is as per the guidelines.

(PRINCIPAL/ Head of Deptt)

(Seal)