

CENTRAL UNIVERSITY OF KASHMIR

GUIDELINES FOR PROVIDING GRANT TO TEACHERS FOR MINOR RESEARCH PROJECTS

1 INTRODUCTION & OBJECTIVES:

Since all teachers in the University are primarily researchers in their respective streams, there is a need to promote excellence in research and hone further their research skills by providing opportunities to them for carrying out research, for their academic and professional development. Although the UGC and other agencies support major research projects, this University will also provide financial support to its own teachers for minor research projects in specialized areas. In the sciences, projects may involve lab work while in social sciences, including business and educational studies, the project may be data and fieldwork oriented. In languages, the projects may be analytical, fieldwork and data oriented (translation from one language to another and biographical studies shall not be considered as research projects). The projects should not be part of the investigator's MPhil/PhD work.

2 ELIGIBILITY/TARGET GROUP:

The University will provide financial assistance to only permanent/regular teachers who have put in a minimum of two years continuous service in this University and who wish to undertake a minor research project along with teaching work. At the time of submitting the proposal, the investigator may co-opt a contractual teacher also as a co-investigator. A working teacher can avail the project only once. If after the minor project is accepted, the investigator receives a major research project on the same topic from the UGC, or any other organisation, he/she may accept that provided he/she returns the minor project offered by this University. In that case, any money received from the University shall have to be refunded.

3 NATURE OF ASSISTANCE:

The maximum financial assistance under this scheme is ` 50,000/- per project. The actual amount to be sanctioned will be decided by the Screening Committee depending on the nature of the study, volume of the research work to be carried out and the expected outcome. The grant may be utilized on the following heads:

- a) Books and Journals: Essential Books and journals (not available in the library) may be procured for the proposed research project. However, on completion of the project, the books and journals must be deposited in the University library.
- b) Equipment: Equipment needed for the project, which is not available in the Department, may be procured from the grant. However, after the completion of the project, the equipment shall become part of the Department's inventory with proper stock taking.
- c) Chemicals and consumables required for the project.
- d) Travel and Field Work: The grant can be utilized for data collection and visiting libraries. However, this amount should not be used for attending conferences, seminars, workshops and training courses.
- e) CONTINGENCY: The grant may be utilized on photocopying, typing, stationary, binding, computation, data analysis, printing etc.

4 TENURE AND IMPLEMENTATION:

The research project shall be completed within a period of eight months. However, if the need arises, the investigator may seek an extension of further two months in writing, duly signed and recommended by the Head of the Department and Dean of the School concerned. The effective date of the project will be mentioned in the sanction letter.

5 PROCEDURE FOR RELEASE OF GRANTS:

50% of the grant shall be released immediately after the project is sanctioned. The investigator shall submit the progress report after four months and the final report after 8 or 10 months, as the case may be. The remaining installment shall be released only after fulfilling the following conditions:

- a) Before submitting the final Project Report to the University, the project holder shall make a presentation of the results in the School concerned and obtain a certificate from the Dean to this effect.
- b) Two copies of the final Project Report along with a soft copy shall be deposited in the office of Director, Research & Development.
- c) A consolidated item-wise detailed statement of expenditure incurred during the project, supported with self attested vouchers.

- d) The project holder shall make a presentation based on the results of the project before an expert committee and obtain a certificate from the Committee to be constituted for this purpose. The committee shall comprise the following:
- i. Director, Research & Development (DRD)
 - ii. Dean of the School concerned
 - iii. Head of the Department concerned
 - iv. One subject expert from outside the University.

The external expert shall be appointed by the DRD in consultation with the Dean of the School concerned. The committee shall certify that the project is an original piece of research and a valuable addition to scholarship in the field. In case the Committee feels that the project needs to be revised, the investigator will have to submit the revised project-report within one month from the date the decision of the Committee is communicated to him/her.

6 PROCEDURE FOR APPLYING:

A teacher with two years continuous teaching experience at this University should submit five copies of his/her Minor Research Proposal to the Director, Research & Development (DRD) every year from 1-15 March, on the prescribed pro forma (See, **Appendix**) through the Head of the Department and Dean concerned. A committee comprising the following shall screen and recommend the project for approval:

- i. Director, Research & Development (Chairman)
- ii. Dean concerned
- iii. Head of the Department concerned
- iv. One subject Expert from outside the University (to be appointed in consultation with the Dean of the School concerned)

The Committee shall invite the investigator for presentation and interaction. After satisfying itself with (a) the feasibility of the project, (b) justification for funding and (c) contribution to existing research, the committee shall recommend the case for approval of the Vice Chancellor through the DRD. The DRD shall notify the approved projects and also issue letters of approval.

Appendix

FORMAT FOR THE SUBMISSION OF PROPOSAL FOR MINOR RESEARCH PROJECT

Note: Five copies of the proposal comprising Part A and Part B to be submitted to the office of the Director, Research & Development, Central University of Kashmir.

PART-A

- 1 Name of the Investigator _____
- 2 Department _____
- 3 /School _____
- 4 Date of Birth _____
- 5 Qualification _____
- 6 Date of first appointment _____
- 7 Date of confirmation _____

PART-B

- 8 Project synopsis
 - i. Title
 - ii. Introduction
 - iii. Objectives
 - iv. Methodology
 - v. Expected outcome
 - vi. Justification for funding
 - vii. Tentative Chapterisation
 - viii. Select Bibliography
- 9 ESTIMATED EXPENDITURE
 - i. Books and journals
 - ii. Equipment (minor only) if required
 - iii. Field work and travel
 - iv. Chemicals and glassware (wherever applicable)
 - v. ContingencyTOTAL
- 10 Whether the teacher is in receipt of financial support from the UGC or any other organisation under Major/Minor Project scheme? If so, please give details:
- 11 Any other information which the teacher may like to give in support of the proposal.

Certified that:

- A. General physical facilities for carrying out the research project are available in the Department**
- B. I shall abide by the rules governing the scheme.**
- C. I shall complete the project within the stipulated time.**
- D. The above research project is not funded by the UGC or any other agency.**

- E. The above project is not part of my MPhil/PhD dissertation/thesis**
- F. Financial Support of the University shall be duly acknowledged in any publication arising out of this project**

Signature of the Investigator

Countersigned by:

Head of the Department

Dean of the School concerned