

Central University of Kashmir

GUIDELINES FOR MINOR RESEARCH PROJECTS (EFFECTIVE FROM 2017)

1 INTRODUCTION:

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, the University also provides financial support to its own teachers for minor research projects in their specialized areas that have theoretical, conceptual, methodological and policy implications. In the sciences, projects may involve lab work while in social sciences, 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 teacher's M. Phil / PhD work.

2 ELIGIBILITY/TARGET GROUP:

The University will provide financial assistance to only permanent/regular teachers of the University with Ph D having completed their probation and who wish to undertake a minor research project along with teaching work. However, the preference would be given to fresh teachers while sanctioning the projects. At the time of submitting the proposal, the investigator may co-opt a contractual teacher as a co-investigator, if he/she so wishes. A working teacher can avail only one project from the University at any given time and would be eligible to apply for another University project after the gap of one year and successful completion of the earlier project. If after the minor project is accepted by the University, the investigator receives a research project on the same topic from the UGC, or any other organization, 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 AND AMOUNT OF FINANCIAL ASSISTANCE:

The maximum financial assistance under this scheme is Rs 1, 25, 000/- per project, inclusive of Rs 45000 for engagement of Junior Research Assistant. 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 is to be utilized on the following heads:

- a) Junior Research Assistant (if required) at the consolidated salary of Rs 5000 PM for a maximum period of 9 months.
- b) 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.
- c) 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.

- d) Chemicals and Consumables: Expenditure on account of chemicals, glassware and other consumable items required for the project are to be met out of the grant amount.
- e) Travel and Field Work: The grant can be utilized for data collection and visiting libraries but not for attending conferences, seminars, workshops and training courses.
- f) Contingency: The grant may be utilized on project related photocopying, typing, data entry, stationary, binding, computation, data analysis, printing, postage etc.

4 TENURE AND IMPLEMENTATION:

The research project shall be completed within a period of 9 months. However, if the need arises, the investigator may seek an extension of further three 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 APPLYING:

Eligible teachers desirous of applying for the grant shall submit four copies of their Minor Research Proposal to the Director, Research & Development (DRD) every year from 1-15 March, on the prescribed pro forma (Appendix) through the Head of the Department and Dean concerned. The DRD would forward the proposals to the Dean concerned for processing. A Steering committee comprising the following shall screen and recommend the project for approval:

- I. Dean concerned
- II. Head of the Department/Coordinator concerned
- III. One external subject expert to be appointed by the Vice Chancellor out of a panel to be recommended by the Head of the Department and endorsed by the Dean concerned

The above committee shall invite the teacher concerned for presentation and recommend the case for approval of the Vice Chancellor through DRD after satisfying itself with:

- I. The feasibility of the project,
- II. Justification for funding, and
- III. Contribution to existing research

The DRD shall notify the approved projects and issue letters of approval.

6 EVALUATION OF THE PROJECT:

The investigator shall submit the progress report after six months and the final report by or before 9 months (12 months if extension granted). Before submitting the final Project Report, the project holder shall make a presentation of the results in the School concerned and based on the inputs incorporate changes in the report, if required. The project holder shall make a presentation based on the final results of the project before the steering committee comprising the following:

- I. Dean concerned
- II. Head of the Department/Coordinator concerned
- III. One external subject expert to be appointed by the Vice Chancellor out of the panel to be recommended by the Head of the Department and endorsed by Dean 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 two months from the date the decision of the Committee is communicated to him/her for re-consideration of the steering committee.

7. PROCEDURE FOR RELEASE OF GRANTS:

- I. The 1st installment of the grant comprising of 50% of the sanctioned amount shall be released immediately after the project is sanctioned.
- II. The 2nd installment of 25% shall be released after submission of the following in the office of Director, Research & Development:
 - a) Two copies of the final Project Report along with its soft copy and an executive summary (including its policy implications) of about 1000 words.
 - b) Certificate to be issued by the Dean regarding the presentation in the School
 - c) Clearance certificate from the steering Committee.
 - d) Consolidated item-wise statement of expenditure incurred during the project, supported with valid self-attested vouchers.
- III. The 3rd and final installment of 25% shall be released after submission of the copy of one research paper based on the research project accepted for publication in UGC approved journal, along with the copy of acceptance.

