

Minor/Major/Trans-disciplinary Research Project

Guidelines



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GUIDELINES FOR PROVIDING GRANTS **FOR MINOR / MAJOR / TRANS-DISCIPLINARY RESEARCH PROJECT**

1. INTRODUCTION & OBJECTIVES

The Adichunchanagiri University (ACU) strives to promote research in emerging areas in Humanities, Pure sciences, Engineering & Technology, Pharmacy, Medical, Agricultural Sciences etc. These and allied disciplines need to be studied and researched in a more organized manner. Institutionalization of such activities is a need of the present times.

The ACU and its affiliated colleges 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 programmes of University and College teachers in various disciplines.

2. ELIGIBILITY / TARGET GROUP:

The ACU will provide financial assistance to Colleges permanent/regular faculties who wish to undertake, a Minor/Major/Trans-disciplinary Research Project or working for doctorate degree under an approved supervisor.

A faculty can avail only one project at any given time. The one, which is offered and accepted first irrespective of Principal Investigator must be completed before the other offer is accepted. It would be the responsibility of the Principal Investigator and the host Institution for total accountability of the project. After completion of one project (date of finalization of accounts of the project). **If a researcher desires to undertake another project, a gap of one year will be necessary.** The Principal Investigator should publish atleast two research papers in a reputed journal in the form of Books/Article/Presentation in seminar etc. from the said project completed.

3. NATURE OF ASSISTANCE:

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

A Category –I: MINOR projects

For Assistant Professors as a seed money to start research in their respective specialization.

The maximum grant amount is up to Rupees **Two** lakhs

B Category –II: MAJOR projects

For Professors /Associate Professors to carry out collaborative research within the institute /department.

The maximum grant amount is up to Rupees **Five** lakhs

C Category –III: TRANS-DISCIPLINARY projects

For Professors /Associate Professors for collaborative research on trans-disciplinary fields institutes with in ACU.

The maximum grant amount is up to Rupees **Ten** lakhs

Non-Recurring Grants

a. Equipment

b. Books and Journals

The equipment as well as books & journals grants may be utilized to procure the essential equipments and books & journals needed for the proposed research work.

The equipment and books & journals acquired by the Principal Investigator under a Minor / Major / Trans-disciplinary Research Project must be deposited to University/ College/Institution or in the departmental library or the central library after the completion of the project which will be the institutional / college property.

Recurring Grant

(a) Hiring Services

This is meant for specialized technical work, such as sample analysis, for which the University/affiliated Institution 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, stationary, postage, computation and printing needed for the project. Expenditure towards the audit fee may also be claimed under contingency head.

(c) **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.

(d) Chemicals and Consumables

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 ACU rules.

(f) 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/Principal under intimation to the ACU with the justifications.

(g) Tenure and

Implementation Two years.

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

4. PROCEDURE FOR APPLYING

All eligible faculties of affiliated colleges may submit their **Minor/Major/Trans-disciplinary** Research Proposal applications in the prescribed *proforma* to the concerned **Dean of Research, ACU** on or before **March 25th 2019**. Before submission, the concerned institute should get the proposal assessed by their Head of the institute with a certificate that the proposed research work is in conformity with the Minor/Major/ Trans-disciplinary Research Project guidelines.

5. PROCEDURE FOR APPROVAL

The received proposals duly forwarded by the Colleges will be assessed with the help of a subject expert committee constituted by the ACU. The final decision will be taken by the ACU on the basis of recommendations made by the Committee and the availability of funds under the scheme. Also the committee may call the Investigators for interaction meeting to discuss about the proposal.

6. PROCEDURE FOR RELEASE OF GRANTS

The first instalment 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 months Progress Report, statement of expenditure and utilization certificate of 1st instalment of grant, the 40% of the total recurring grant will be released as second instalment.

Remaining 10% will be released on receipt of following completion documents as final reimbursement:

1. copy of the final report of project along with 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 auditor. Principal as well as the Principal Investigator in the prescribed proforma.
4. The un-utilized grant if any, may be refunded immediately to ACU.

It is mandatory to post the Executive summary of the report, Research documents, monograph, academic papers published under Minor/Major/Trans-disciplinary Research Project on the website of the University/College.

The Principal Investigators/Institutions 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.**

7. GENERAL

a) After finalisation of the selection procedure of the Minor/Major/Trans-disciplinary Research projects the names of the selected PIs will be intimated to the respective institutes. The PIs should send his/her acceptance certificate duly forwarded by the Principal of the institutions immediately to the concerned ACU section to send the approval/sanction letters.

(b) **Project is not transferable in any case.**

c) If the PI is transferred from his/her original place of work to another sister 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 awardee is transferred for the smooth functioning of the project.

d) **If a Principal Investigator fails to complete the project, he/she has to refund the entire amount released with interest.**

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



**ACU FORMAT FOR SUBMISSION OF PROPOSAL FOR MINOR
/ MAJOR / TRANS-DISCIPLINARY RESEARCH PROJECT**

PART – A

1. **Broad subject:**
2. **Area of specialization:**
3. **Duration:**
4. **(a). Principal Investigator:**

Name:

Sex:

Date of birth:

Category:

Qualification:

Designation

Address:

Office

Residence:

Email

Phone:

(b). Co-Investigator:

Name:

Sex:

Date of birth:

Category:

Qualification:

Designation

Address:

Office

Residence:

Email

Phone:

(Add if there are more P.I. or Co-investigators and give their complete details)

5. **Name of the institution where the project will be undertaken**

(a) Department

(b) College

6. **(a). Teaching and Research Experience of Principal Investigator**

UG _____years PG _____years

(b). Research Experience:

(c). Number of publications (in the last five years)

(d). Books published (if any)

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

7. (a). Teaching and Research Experience of Co-Investigator

UG _____years PG _____years

(b). Research Experience:

(c). Number of publications (in the last five years)

(d). Books published (if any)

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

PART – B

Proposed Research Work

8

- a) Project Title
- b) Introduction
- c) Objectives
- d) Methodology
- e) Year-wise Plan of work and targets to be achieved

9. Financial Assistance required

Item	Estimated Expenditure
a) Books and Journals	
b) Equipment, if needed	
c) Field Work and Travel	
d) Chemicals and glassware	
e) Contingency (including special needs)	
f) Hiring Services	
g) Total:	

10. Whether the researcher has received support for the research project from any other funding agency? If so, please indicate:

Name of the agency from which the assistance was approved

- a) Sanction letter No. and date under which the assistance was approved
- b) Amount approved and utilized
- c) Title of the project for which assistance was approved
- d) In case the project was completed, whether the work on the project has been published
- e) If the candidate was working for the doctoral degree, whether the thesis was submitted and accepted by the University for the award of degree.
- f) (A summary of the report/thesis in about 1,000 words may please be attached with the application)
- g) If the project has not been completed, please state the reasons

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

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

To certify that:

- a. The affiliation letter of institute
- 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 ACU for the above project.
- d. **I shall complete the project within the stipulated period. If I fail to do so and if the ACU is not satisfied with the progress of the research project, the Committee may terminate the project immediately and ask for the refund of the entire amount (with interest) released by the ACU.**
- e. 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 College/Institution.
3. At present, I have no research project approved by ACU and the accounts for the previous project, if any have been settled.
4. The College/institute is fit to receive financial assistance from ACU
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

**Principal
College:** _____

(Seal)

Date: _____

Annexure - III



**STATEMENT OF EXPENDITURE IN RESPECT OF MINOR / MAJOR /
TRANS-DISCIPLINARY RESEARCH PROJECT**

1. Name of Principal Investigator _____
2. Dept. of PI _____
Name of College _____
3. ACU 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 Adichunchanagiri University under the scheme of support for Minor/Major/Trans-disciplinary Research Project entitled _____ vide ACU letter No. _____ 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 ACU.

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 ACU norms for Minor/Major/Trans-disciplinary Research Projects.

SIGNATURE OF PRINCIPAL INVESTIGATOR

PRINCIPAL

(Seal)



Utilization certificate

Certified that the grant of Rs. _____
(Rupees _____ only)
received from the Adichunchanagiri University under
the scheme of support for Minor/Major/Trans-disciplinary Research Project
entitled _____

vide ACU letter No. _____ 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 ACU.

**SIGNATURE OF THE
PRINCIPAL INVESTIGATOR**

PRINCIPAL
(Seal)

STATUTORY AUDITOR
(Seal)



**Six months /Final Report of the work done on the Minor /Major /
Trans-disciplinary Research Project. (Report to be submitted within 4
weeks after completion of each session)**

1. Project report No. 1st /Final _____
2. ACU 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 report of work done may also be sent to the concerned wing of ACU.

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
4. ACU 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)

(PRINCIPAL)

(Seal)



ASSESSMENT CERTIFICATE
(to be submitted with the proposal)

It is certified that the proposal entitled” _____”by
(Dr./Prof./Mr./Mrs.) _____ Dept. of
_____ has been assessed by the
_____ committee consisting the following members
for submission to the UGC Regional Office _____
_____ for financial support under the scheme of
Minor/Major/Trans-disciplinary Research Projects:

Details of Expert Committee:

The proposal is as per the guidelines.

(PRINCIPAL)

(Seal)