

### **Guidelines/Rules & Regulations for College Minor Project:**

The Research proposals are invited for College Minor Projects from the teachers of different departments.

The Guidelines for the College Minor Projects are:

1. Format of application on second page.
2. The duration of the project is 3 years from the date of implementation of the project.
3. All research projects submitted to be properly scrutinized by a screening committee before funds are released.
4. Funds will be sanctioned after the recommendation of the screening committee. The decision of the committee will be final & binding.
5. Project proposals that are approved will be forwarded to the principal for final approval and sanctioning of funds.
6. Research Projects that are completed will be assessed by the committee and if necessary, may also include external experts.
7. On completion of the project the researcher is required to give a presentation of the study conducted; its analysis & findings. The researcher has to submit the final report with statement of accounts to screening committee.
8. Two hard copies and one soft copy of the completed project report to be submitted to the Research committee.
9. The Researcher should submit a progress report at the end of each year stating the outcomes like publications, papers presented in conferences, etc.
10. The outcome of every research project funded should be published in UGC referred International/National Journals.
11. Any assets/equipments acquired out of the grant may not be disposed off, and the same may be retained with the department.
12. The grantee shall ensure the utilization of the grant for the purpose for which it has been sanctioned. In case of non-utilization or part-utilization, the grantee shall refund the unutilized amount retained with him/her.
13. The project must be completed within the period for which it has been sanctioned. In case of any extension, prior approval must be obtained from the Research committee with justification for such extension.
14. The proper statement of accounts along with original copy of vouchers/receipts and Utilization Certificate duly signed by the grantee with detailed report of the outcome of the project to be submitted within 45 days of completion of the project.
15. Recommendations from the Fund Allocation Committee/Research Committee for the College Research Projects is as follows:
  - i) **Science Project:** Rs 20,000/- per year up to maximum three year (Rs 60,000/ for 3 years)
  - ii) **Arts, Humanities & Commerce Project:** Rs 5,000/- per year up to maximum three year (Rs 15,000/- for 3 years).

**Principal**

**M.C.E. Society's**  
**Abeda Inamdar Senior College of Arts, Science and Commerce**  
**(Autonomous), Pune 1**

**FORMAT FOR SUBMISSION OF PROPOSAL FOR**  
**COLLEGE FUNDED MINOR RESEARCH PROJECT**

**PART – A [General Information]**

- 1. Duration of Project:** **3 Years**
- 2. Name of Investigator:**
- 3. Faculty:**
- 4. Subject:**
- 5. Gender:**
- 6. Date of Birth:**
- 7. Qualification:**
- 8. Designation:**
- 9. Email and Phone no:**
- 10. Teaching and Research Experience of Investigator:**
  - (a) Teaching experience:**
  - (b) Research experience:**
  - (c) Papers Published:**
  - (d) Books Published:**

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

**(Annexure-I)**

**PART – B**  
**Proposed Research Work**

**Project Title:**

**(a) Introduction:**

**(b) Origin of the  
research  
problem:**

**(c) National and  
International  
status:**

**(d) Significance  
of the study:**

**(e) Objectives:**

**(f) Methodology:**

**(g) Plan of work  
and targets to  
be achieved:**

**(h) Financial Assistance required \***

<u>Item</u>	<u>Estimated Expenditure</u>
<b>i.</b> Chemicals and glassware	
<b>ii.</b> Books/Equipment, if needed	
<b>iii.</b> Field Work and Travel	
<b>iv.</b> Contingency (including special needs)	
<b>v.</b> Any other	
Total	

**\*Arts and Commerce may fill in the expenditure as applicable**

To certify that:

- a. I shall abide by the rules governing the scheme in case assistance is provided to me from the College for the above project.
- b. 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 College authority may terminate the project and ask for the refund of the entire amount released by the College.
- c. The above research project is not funded by any other agency.

**Signature of Investigator**

**HoD**