

*University Grants Commission
Research Project for Teachers
Major and Minor
XI Plan guidelines
(2007-2012)*

*University Grants Commission
BAHADUR SHAH ZAFAR MARG
NEW DELHI - 110 002
E-Mail : **ugc.@bol.net.in**
website: **www.ugc.ac.in***

UNIVERSITY GRANTS COMMISSION XI PLAN GUIDELINES

RESEARCH PROJECTS FOR TEACHERS: MAJOR AND MINOR

1. INTRODUCTION

The University Grants Commission strives to promote teaching and research in emerging areas in Humanities, Social Sciences, Languages, Literature, Pure sciences, Engineering & Technology, Pharmacy, Medical, Agricultural Sciences etc. The emphasis would be supporting such areas that cut across disciplines and subjects such as health, gerontology, environment, biotechnology, nanotechnology, stress management, WTO and its impact on economy, history of science, Asian philosophy and many other areas as would be identified by subject experts.

There are disciplines such as defence and strategic studies which include national security affairs, insurance and banking, economics and world trade which in a true sense are multidisciplinary in nature, cutting across disciplines of sciences, humanities and social science, and are of importance in a rapidly changing global scenario. 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.

2. OBJECTIVES

To promote excellence in research in higher education by supporting research programmes of University and College teachers in various disciplines.

Traditionally, universities have been the centres of research. Although, the Government has a network of science and technology laboratories for research and development, the major base of researchers in science and technology remains with the universities. Therefore, university and college teachers need to be supported to meet this requirement.

3. ELIGIBILITY/TARGET GROUP:

3.1 The University Grants Commission will provide support to permanent/regular, working/retired teachers in the Universities and Colleges (Under Section 2(f) & 12 B of UGC Act, 1956) only. Colleges and Universities sponsoring the proposal should have adequate research facilities. Research project may be undertaken by an individual teacher or

a group of teachers. The financial support would be decided by the UGC depending on the project/study. **Vice-Chancellor, Principal, Librarian and Physical Education Teacher will also be eligible to participate in the scheme.**

In case a project is undertaken jointly, one of the teachers will function as a Principal Investigator and he/she will be responsible for all matters pertaining to the project.

A teacher, working or retired can have only one project/ scheme of the UGC at any given time. **The one, which is offered and accepted first irrespective of Principal Investigator/Co-Investigator, must be completed before the other offer is accepted. Failure to abide by this rule shall make the Principal Investigator/Co-Investigator and the Institution liable to refund the entire amount paid by the UGC in all such schemes. They may be also debarred from participation in future UGC programmes. It would be the responsibility of the Principal Investigator/Co-Investigator and the host Institution for total accountability of the project. After completion of one project, if a teacher desires to undertake another UGC project, a gap of one year will be necessary. The Principal Investigator should publish two papers in a reputed journal in the form of Books/Article/Presentation in seminar etc. from the said project completed.**

Retired teachers, up to the age of 70 years can also participate under the scheme. In case of retired teachers, there has to be a Co-Investigator (Permanent Teacher) from the Department, where the project is likely to be undertaken.

The Commission will also provide financial assistance to the college and **University teachers preferably Lecturers** who wish to undertake, along with teaching work, a Minor Research Project or working for doctorate degree under an approved supervisor. Retired teacher is not eligible for Minor Research Project.

4. NATURE OF ASSISTANCE:

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

- Major Research Project in Sciences including Engineering & Technology, Medical, Pharmacy Agriculture etc. - Rs. 12 lacs.
- Major Research Project in Humanities, Social Science, Languages, Literature, Arts, Law and allied disciplines - Rs. 10 lacs.

- Minor Research Project – **Sciences** - **Rs. 2 lac.**
Humanities & Social Sciences - **Rs.1.5lacs**

The Commission will provide financial support for the items like Equipment, Books and Journals, Research Personnel (Post-Doctoral Fellow, Project Associate or Project Fellow), Hiring Services, Contingency, Chemicals and Consumables, Travel and Field work and any special requirements. However, assistance towards research personnel will not be provided in Minor Research Project.

a. Equipment

The equipment grant may be used to procure essential equipments needed for the proposed research work.

- The escalation, if any, in the cost of approved equipment may be met out of savings/re-appropriation from other heads by the Registrar/ Vice-Chancellor of the University under intimation to the Commission.
- The equipments acquired by the Principal Investigator under a Major or Minor Research Project must be deposited to University/ College/Institution at the end of the project. They should become institutional property.
- The Commission will have the right of transfer any equipment of the value of Rs. One lac or more purchased by the University/Institution out of the funds approved by the Commission to any other institution.
- The University/Institution should make every effort to put all the equipment available in the laboratories in effective use. A maximum of 5% of the allocation made for equipment could be utilized for maintenance repair/purchase of spares/service contracts etc.

b. Books and Journals

The Books and Journals acquired by the Principal Investigator under a Major or Minor Research Project must be deposited to either the departmental library or the central library at the end of the project. They should become institutional property.

c. Honorarium to Retired Teachers

Honorarium to retired teachers is admissible at the rate of Rs.12,000/- p.m. upto the age of 70 years. If the Principal Investigator attains the age of 70 years during middle of the tenure of the project and some more work needs to be done, the Principal Investigator should complete the work without any honorarium for the rest of the period. If a teacher retires during the tenure of the project, he/she will also be eligible for honorarium on receipt of an affidavit

indicating his/her date of birth, date of superannuation and that he/she is not employed anywhere or is not drawing honorarium from any other Government/Non-Government organization, duly oath commissioned and witnessed by the Heads of the department/Dean and the Head of the Institution.

(d) Research Personnel

The UGC may approve and provide assistance to engage following research staff during the tenure of the project. The Research Personnel shall not accept or hold any other appointment paid or otherwise or receive any emoluments, salary, stipend etc. from any other source during the tenure. They shall do whole time work with the Principal Investigator on the research project.

(i) Post Doctoral Fellow

A candidate below the age of 45 years, who has doctorate degree and published research work to his/her credit in the related field, may be engaged as Post Doctoral Fellow. The emoluments for Post Doctoral Fellow will be Rs. 12,000/- p.m. (fixed) + HRA.

(ii) Project Associate

NET-JRF / Lecturership and SLET qualified candidate may be appointed as Project Associate. Ph.D/M.Phil Degree holders, M.E., M.Tech. and M.Pharm qualified candidates may also be appointed as Project Associate. The candidate should be below the age of 40 years at the time of appointment.

The emoluments would be Rs. 10,000/- p.m. + HRA.

(iii) Project Fellow

Project Fellow may be appointed with a consolidated salary of Rs. 8000/- p.m. + HRA. The person to be considered for appointment as Project Fellow must have second class master degree with a minimum of 55% marks (50% in case of SC/ST/PH) or M.Phil in the subject concerned or a related subject. The candidates possessing B.E./B.Tech. Degree and M.B.B.S. degree are also eligible to be appointed as Project Fellow in Engineering & Technology and Medical subject respectively. The candidate to be appointed as Project Fellows should be below the age of 40 years at the time of appointment.

HRA

Suitable hostel type accommodation may be provided for Post-Doctoral Fellow/Project Associate/Project Fellow failing which they are eligible for HRA as per rules of the University/Institution. Post-Doctoral Fellow/Project Associate/Project Fellow who has been provided accommodation in a hostel recognized/maintained by the Institution may be reimbursed the hostel fee.

Leave

Post-Doctoral Fellow/ Project Associate will be entitled to leave as per rules of the University/Institution. The women awardees would be eligible for maternity leave at full rates for a period not exceeding four months, once during the tenure of their award.

Research Personnel, however, will not be entitled to vacations, e.g., summer, winter and pooja.

MEDICAL FACILITIES

Research Personnel may be provided medical facilities as per rules of the University/Institution. However, the UGC will not provide any financial assistance on this account.

MODE OF SELECTION

The selection of a candidate as Post-Doctoral Fellow/Project Associate/Project Fellow may be made by an open selection and by a duly constituted Selection Committee. The constitution of the Selection Committee will be as under:

- 1 Head of the Department will act as Chairperson
- 2 One Subject Expert (External) (from the institute other than the Institute where the project is undertaken)
- 3 One nominee of the Vice-Chancellor/Head of Institution/Principal (in case of college)
- 4 Principal Investigator

View of P.I. may be given weightage in appointment.

(a) Three Members, including one subject Expert (External) will constitute the quorum.

(b) The University/College(s) may themselves appoint the Post Doctoral Fellow/ Project Associate/Project Fellow or any other assistant to

the Project at their own level keeping in view the UGC norms. The same may be informed to the UGC on the Proforma (Annexure-IX).

(c) The University/College will have to certify that the all norms have been followed while selecting the Post Doctoral Fellow/ Project Associate/Project Fellow.

(d) The University/College(s) will disburse fellowship amount to the Post Doctoral Fellow/ Project Associate/Project Fellow from the date of joining, out of first instalment released to the Principal Investigator which also includes 50% of the salary of the Project Fellow.

(e) Hiring Services

Other technical staff required for the implementation of the project may be hired on a fixed amount for a fixed period on contract basis. Modalities for the utilization of research funds under the head of hiring services are as under :-

- This is meant for having institutional services for specialized technical work, such as sample analysis, for which the University/Institution either has no infrastructure or such services are available on payment basis.
- Stenographic services may be hired for the purpose of preparation of questionnaire/schedule or report writing and not for routine correspondence.
- Skilled/unskilled workers may be engaged on daily wages for expedition, field work only and not as peon, attendant, lab attendant, clerk, accountant etc.
- Such of the Principal Investigators who have not been given any research personnel on a regular basis, may hire a person for technical assistance and the person so engaged must fulfill the qualifications prescribed for Project Fellow. He/she may be paid remuneration at par with the Project Fellow, limited to a maximum of 6 months in the total tenure of the project.
- Expenditure on payment of consultancy fees etc. shall be admissible under this head, if the payment is made to a person outside the Institution of the Principal Investigator and Co – Investigator(s). As far as possible, consultancy fee should be paid to some organized agencies only.

(f) Contingency

- The admissible contingency grant may be utilized on spares for apparatus, photo-stat copies and microfilms, typing, stationary, postage, telephone calls, internet, fax, computation and printing needed in connection with the project.
- **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.
- The contingency grant is not intended for meeting expenditure on furniture etc., items normally provided by the University/College and payment of examination fees of the research personnel.
- Expenditure towards advertisement for post of research personnel, and the audit fee may also be claimed under contingency head.

(g) Chemicals and Consumable

The meeting expenditure on chemicals, glassware and other consumable items.

(h) Travel and Field Work

Modalities for the utilization of research funds under the head of Travel/Field work are as under:-

- The amount allocated under the head travel/field work is to be utilized for the implementation of the ongoing project only. This should not be used for attending conference, seminar, workshop for which there is separate provision under unassigned grant scheme for the University teachers and under development grant scheme for the College teachers. This amount should also not be used for attending any training course either. The travel/field work is to be undertaken only for data collection and collection of other information such as consultancy, documents and libraries within the general scope and sphere of the project. No foreign travel is permissible within this scheme.
- Principal Investigator is permitted to travel for field work related to UGC sanctioned project by own car/taxi outside the city as per University rules within the amount allocated under travel head.

(i) Institutional Overheads

The host institute will be provided additional grant to the tune of 10% (ten percent) of the approved recurring grant (except travel & fieldwork) as

overhead cost, to provide infrastructural facilities including office support, administrative and accounting services and also the honorarium to the project official evaluators (appointed by UGC) on completion of the project. The project evaluator will be paid Rs.2500/- to each expert for evaluation the final report. (However, in case of re-appropriation of funds, the allocation towards overhead will remain unchanged and cannot be re-appropriated).

(j) Re-Appropriation

The University Grants Commission, on case to case basis, may consider the re-appropriation of funds initially allocated for the project. Re-appropriation from non-recurring to recurring is not permissible. The Principal Investigator can re-appropriate upto 20 per cent of the grant allocated under each head (Recurring). The Principal Investigator will report the matter to the UGC along with the justification for re-appropriation through the Registrar/Principal. The grant towards fellowships cannot be re-appropriated.

(k) Tenure

The duration of Major Research Project in Humanities, Social Sciences and Languages will be 24 months and for Sciences and Engineering/Technology it will be 36 months with 6 months extension. Extension would be permissible only in special circumstances and will be without any financial assistance. Honorarium to retired teachers and Fellowship to Research Personnel will also not be provided during extended period. The tenure for Minor Research Projects will be 18 months with 3 months extension.

(l) Date of Implementation

The effective date of implementation of the project will be the date of receipt of fund by the Institution/Specified by the Commission.

5. PROCEDURE FOR APPLYING

All eligible teachers, working or retired, Vice-Chancellor, Principal, Librarian, Director of Physical Education who wish to avail financial assistance for Major Research Project from University/College should submit their proposal in the prescribed proforma (Annexure – I) to the UGC, Head Office, New Delhi through the concerned University/Institution.

The University teacher who wish to avail financial assistance for Minor Research Projects may submit their research proposal in the proforma as per Annexure – II to the UGC, Head Office, New Delhi through the concerned University.

The College teacher who wish to avail financial assistance for Minor Research Project should submit their research proposal in the proforma as per Annexure - II to the UGC Concerned Regional Office located at Bhopal, Kolkata, Guwahati, Hyderabad, Bangalore and Pune. (list of Regional office is attached Annexure-XI). The teachers from the colleges in the Northern Region including Delhi may apply to the UGC Northern Region Colleges Bureau at 35, Feroze Shah Road, New Delhi – 110 001.

The proposal may be sent any time during the year however, the proposal will be evaluated by the Commission twice in a year.

6. PROCEDURE FOR APPROVAL

Major Research Project

The proposals received from Universities/ Colleges under Major Research Projects as per prescribed format will be screened with the help of a screening committee constituted by the Chairman, UGC for the purpose in UGC Head office, New Delhi. Principal Investigators whose proposals will be short listed by the screening committee will be invited to make presentations before the Expert Committee constituted by the Chairman, UGC. No TA/DA would be paid to the Principal Investigator Proposals will not be considered in absentia. The absentees will be required to submit the proposal afresh for consideration. The final decision will be taken by the UGC keeping in view the recommendations made by the Expert Committee and the availability of funds for the scheme.

Minor Research Project

The proposals received for Minor Research Projects from Universities will be considered by the Expert Committee at UGC, head office New Delhi and the proposals for Minor Research Projects received from the Colleges will be considered by the Expert Committee at the UGC concerned Regional Office. The final decision will be taken by the Commission keeping in view the recommendations made by the Expert Committee and the availability of funds for the scheme.

7. PROCEDURE FOR RELEASE OF GRANTS

Universities:

The first instalment of the grant shall comprise of 100% of the Non – Recurring including Over Head Charges, 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 Registrar of University concerned in different disciplines as a block grant by UGC Head Office, New Delhi. Principal

Investigators are required to submit their Annual/Progress/Final reports, Statement of expenditure and Utilization Certificate to the University. Henceforth, the University will be responsible to submit the Utilization Certificate to UGC. The amount released may be spent according to the approved heads/items within the approved allocation mentioned in sanction letter. If the non-recurring grant is not utilized within one year from the release of grant, prior permission may be obtained from the Vice-Chancellor of the University.

Colleges:

In case of the Major Research Projects pertaining to Colleges, the selection will be done at Head Office, UGC, New Delhi. After approval, Major Research Projects will be transferred to the concerned UGC Regional Office(s) for further action and release of the grant as per guidelines.

The first instalment of the grant shall comprise of 100% of the Non – Recurring including Over Head Charges, 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(s) by the concerned Regional Offices. The Principal of the College will be responsible to submit the Utilization Certificate to UGC, Regional Office. The amount released may be spent according to the approved heads/items within the approved allocation mentioned in sanction letter. If the non-recurring grant is not utilized within one year from the release of grant, prior permission may be obtained from the UGC concerned Office.

The second instalment in respect of Universities and Colleges comprising of 40% of the total recurring allocation would be released on utilization of at least 80% of the earlier grant and on receipt of progress Report, Utilization Certificate and item – wise statement of expenditure in the prescribed proforma (as per Annexure III to VI) duly certified by the Registrar/Principal/Head of the Institute.

Submission of Report and Release of Final Grant :

The UGC will nominate two subject experts at the time of approval of project for evaluation of final report. The Principal Investigator on completion of the project may submit the final report in the e-form to the two subject Experts appointed by the UGC at the time of approval of the project through Registrar. The Principal Investigator on getting back evaluated report may sent to the UGC in e-form/CD for hoisting on the website.

The amount further required towards completion of the project (up to 10% of the approved recurring allocation) may be advanced by the

University/College/Institute to the Principal Investigator, which would be reimbursed, on receipt of final report evaluated by two Experts, to the University/College/Institute. The final 10% grant will be reimbursed by UGC on getting the following documents.

- i. A copy of the final report of work done of the project in CD/floppy. Executive summary of the report may be posted on the website of the University/College. This is mandatory condition.
- ii. Detailed information about the project in the prescribed proforma (Annexure –VIII).
- iii. Month – wise and year – wise detailed statement of expenditure towards salary of staff appointed under the project.
- iv. A consolidated item – wise detailed statement of expenditure incurred during the complete project period in the prescribed proforma duly signed by Registrar/Principal.
- v. A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by Govt. Internal Auditor/Chartered Accountant in the prescribed proforma.
- vi. The unutilized grant if any, may be refunded immediately through demand draft in favour of the Secretary, University Grants Commission, payable at New Delhi. In case the grant is released by UGC regional office, the refund may be sent in the name of the In charge of that particular regional office.

Any expenditure incurred prior to the issue of the approval letter and after the expiry of tenure of the project will not be admissible.

The Principal Investigator/Institution are expected to settle the accounts immediately on completion of the project. In case the grant 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. In case, utilization certificate from statutory auditor is delayed; utilization certificate from Chartered Accountant be submitted within six months.**

8. MONITORING AND EVALUATION

Annual Progress Report of work done must be submitted as per Annexure-IV with a summary to the Commission within eight weeks after completion of each year.

UGC shall organize mid-term group review meetings of all the ongoing Major Research Projects of Universities at Head Office and all the ongoing projects of Colleges at their respective Regional Offices which have **completed one and a half year to two years duration** where the Principal Investigators would be invited for presentation of work being done by them before an Expert Committee constituted by the Commission. The expenditure incurred on mid-term may be met out of the project funds.

The recommendations of the UGC Mid-Term Evaluation Committee would decide the continuance of the project. If Principal Investigator fails to attend mid-term review meetings, the Committee may discontinue/ cancel the project in normal circumstances and entire amount to be refunded by the Principal Investigator to the UGC.

9. GENERAL

- (a) On receipt of approval letters, the Principal Investigator/University or College should inform the Commission of their acceptance to implement the project and send the Acceptance Certificate (Annexure - VII). Acceptance Certificate may be sent within three months from the date of issue of approval letter, otherwise it will be presumed that the Principal Investigator is not willing to implement the project and the approval will be withdrawn.
- (b) The interest earned by the University/College by the investment of funds sanctioned and paid by the University Grants Commission will be treated as an additional grant and should be shown as such in the accounts of the University. Also, the amount of such interest earned should be reported once a year to the University Grants commission for approval, which is to be treated as an additional grant for the purpose. The same may be spent by Principal Investigator as per his/her additional requirement. If not spent, the same may be refunded to the UGC.
- (c) Project not transferable if Principal Investigator desires in any case.

If need be, a co – investigator may be inducted into the project later with prior approval of the UGC. However, he/she will not be entitled to take over as Principal Investigator except in the event of death or disability. Any Principal Investigator, who wants to go any assignment outside the country,

may inform UGC. In the absence of Principal Investigator, Co-Investigator may act as Principal Investigator.

If the awardee is transferred from his/her original place of work to another Institution (Approved under Section 2 (f) and 12 (B) of the UGC Act, 1956), a 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 running of the project.

- (d) All assets generated out of the fund for the project including equipment, books and journals will become the property of the host institution on completion of the project. However, in case of transfer of the project, assets (or a part of it) generated out of the funds of concerned project, may be transferred to the concerned Institution on request, with prior approval of the UGC.
- (e) Prior approval of the UGC will not be necessary for publishing the results of the study on the project supported by the Commission. In all such cases, however, the investigator should acknowledge the contribution made by the staff appointed for the project and the support received from the UGC.
- (f) Project Associate/Project Fellow engaged in the project may enroll for Ph.D. The data generated and the results obtained out of the Project may be incorporated by the Project Associate/Project Fellow in his/her thesis.
- (g) A copy of the "Final Report" of the work done may be kept in the Library of the respective department and /or the University/College/Institute. A certificate from the Head of the Institutions to the UGC is mandatory.
- (h) Books and Journals and Equipment will come under 'Non-Recurring Items' and Contingency, Research Personnel, Hiring Services, Chemicals and Consumables, Travel and Field work, Special Needs etc. under 'Recurring Items'.
- (i) The proposal is liable to be rejected in case any item or column of proforma is left blank or incorrect or the required information is not properly provided.
- (j) The executive summary of the evaluated final report of work done on the project should be placed on the website of the Institute.
- (k) If a Principal Investigator fails to complete the project, the UGC has got right to ask them to refund the entire amount sanctioned with interest.

UNIVERSITY GRANTS COMMISSION

**FORMAT FOR SUBMISSION OF PROPOSAL FOR
MAJOR RESEARCH PROJECT**

PART – A

1. Broad Subject
2. Area of Specialization
3. Duration
4. 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:
5. Co – Investigator(s):
 - i. Name:
 - ii. Sex: M/F
 - iii. Date of Birth:
 - iv. Category: (GEN/SC/ST/OBC)

iv. Qualification:

v. Designation:

vi. Address:

Office :

Residence :

6. In case of a retired teacher, please give the following information:

i. Date of Superannuation:

ii. Age at the time of Superannuation:

iii. Whether employed or not

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

a. Department:

b. University/College:

c. Whether the institute is located in rural/backward area:

(Please mention the name of affiliating University in case of college)

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

Yes/No

9. Teaching and Research Experience of Principal Investigator

a. Teaching experience:

b. Research experience:

c. Year of award of Doctoral degree :

d. Title of thesis for doctoral degree:

e. Publication:

- i. Papers Published : Accepted :
Communicated :
- ii. Books Published : Accepted :
Communicated :

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

PART – B

Proposed Research Work

10. (i) Project Title

(ii) Introduction

- Origin of the research problem
- Interdisciplinary relevance
- Review of Research and Development in the Subject:
 - International status
 - National Status
 - Significance of the study
 - Its potential contribution to knowledge in the field of social relevance or national importance.

(iii) Objectives

(iv) Methodology

(v) Year wise Plan of work and targets to be achieve.

(vi) Details of collaboration, if any intended

11. Financial Assistance required

Item

Estimated Expenditure

- i. Research Personnel (Anyone of the following)
 - a. Post-Doctoral Fellow @ Rs.12,000/- p.m. + HRA
 - b. Project Associate @10,000/- p.m. + HRA
 - c. Project Fellow @ Rs. 8000/- p.m. + HRA
- ii. Hiring Services
- iii. Field Work and Travel
- iv. Chemicals and glassware
- v. Contingency (including special needs)
- vi. Honorarium to retired teacher @ Rs. 12,000/- p.m.
- vii. Books and Journals

- viii. Equipment, if needed
(please specify name and approx. cost along with the quotation)

Total:

12. Whether the teacher has received support for the research project from the UGC under Major, Minor, scheme of support for research or from any agency? If so, please indicate:
- Name of the agency from which the assistance was approved
 - Sanction letter No. and date under which the assistance was approved
 - Amount approved and utilized
 - Title of the project for which assistance was approved
 - In case the project was completed, whether the work on the project has been published
 - 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)
 - If the project has not been completed, please state the reasons
13. (a) Details of the project/scheme completed or ongoing with the P.I

Name of the agency	Year	Total	Equipment/Infrastructural facilities obtained
	Started	Completed	

- (b) Institutional and Departmental facilities available for the proposed work:

Equipment:

Other Infrastructural facilities :

16. Any other information which the investigator may like to give in support of this proposal which may be helpful in evaluating.

To certify that:

- The University/College/Instititute is approved under Section 2(f) and 12(b) of the UGC Act and is fit to receive grants from the UGC.

- b. General physical facilities, such as furniture/space etc., are available in the Department/College.
- c. I/we shall abide by the rules governing the scheme in case assistance is provided to me/us from the UGC for the above project.
- d. I/we shall complete the project within the stipulated period. If I/we fail to do so and if the UGC is not satisfied with the progress of the research project, the Commission may terminate the project immediately and ask for the refund of the amount received by me/us.
- e. The above Research Project is not funded by any other agency.

Name and Signature

(a) Principal Investigator

(b) Co- Investigator

(i)

(ii)

(c) Registrar/Principal (Signature with Seal)

UNIVERSITY GRANTS COMMISSION

**FORMAT FOR SUBMISSION OF PROPOSAL FOR
MINOR RESEARCH PROJECT
PART – A**

1. Broad Subject
2. Area of Specialization
3. Duration
4. Principal Investigator
 - i. Name:
 - ii. Sex: M/F
 - iii. Date of Birth:
 - iv. Category: (GEN/SC/ST/OBC)
 - iv. Qualification:
 - v. Designation:
 - vi. Address:

Office:	Residence:
Email:	
5. Co – Investigator(s):
 - (i) Name:
 - (ii) Sex: M/F
 - (iii) Date of Birth:
 - iv. Category: (GEN/SC/ST/OBC)
 - (iv) Qualification:
 - (vi) Designation:

PART – B
Proposed Research Work

9 (i) Project Title

(ii) Introduction

- Origin of the research problem
- Interdisciplinary relevance
- Review of Research and Development in the Subject:

International status

National Status

Significance of the study

(iii) Objectives

(iv) Methodology

(v) Year-wise Plan of work and targets to be achieve.

(vi) Details of collaboration, if any intended

10. Financial Assistance required

Item

Estimated Expenditure

- i. Books and Journals
- ii. Equipment, if needed
(please enclose quotations)
- iii. Field Work and Travel
- iv. Chemicals and glassware
- v. Contingency (including special needs)

Total:

11. Whether the teacher has received support for the research project from the UGC under Major, Minor, scheme of support for research or from any 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

12. (a) Details of the project/scheme completed or ongoing with the P.I

Name of the agency	Year Started	Total Completed	Equipment/Infrastructural facilities obtained

(b) Institutional and Departmental facilities available for the proposed work:

Equipment:

Other Infrastructural facilities :

13. Any other information which the investigator may like to give in support of this proposal which may be helpful in evaluating.

To certify that:

- a. The University/ College is approved under Section 2(f) and 12(B) of the UGC Act and is fit to receive grants from the UGC.
- b. General physical facilities, such as furniture/space etc., are available in the Department/College.
- c. I/we shall abide by the rules governing the scheme in case assistance is provided to me/us from the UGC for the above project.
- d. I/we shall complete the project within the stipulated period. If I/We fail to do so and if the UGC is not satisfied with the progress of the research project, the Commission may terminate the project immediately and ask for the refund of the amount received by me/us.
- e. The above research Project is not funded by any other agency.

Name & Signature

- (a) **Principal Investigator**
- (b) **Co- Investigator**
 - (i)
 - (ii)
- (c) **Registrar/Principal**
(Signature with Seal)

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002.**

**Annual/Final Report of the work done on the Major/Minor Research Project.
(Report to be submitted within 6 weeks after completion of each year)**

1. Project report No. 1st /2nd /3rd /Final _____
2. UGC Reference No. _____
3. Period of report: from _____ to _____
4. Title of research project _____
5. (a) Name of the Principal Investigator _____
(b) Deptt. and University/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 indicate the difficulties, if any, experienced in implementing the project _____

- v. If project has not been completed, please indicate the approximate time by which it is likely to be completed. A summary of the work done for the period (Annual basis) may please be sent to the Commission on a separate sheet _____
- vi. If the project has been completed, please enclose a summary of the findings of the study. Two bound copies of the final report of work done may also be sent to the Commission

- vii. Any other information which would help in evaluation of work done on the project. At the completion of the project, the first report should indicate the output, such as (a) Manpower trained (b) Ph. D. awarded (c) Publication of results (d) other impact, if any

**SIGNATURE OF THE PRINCIPAL
INVESTIGATOR**

REGISTRAR/PRINCIPAL

**SIGNATURE OF THE CO-
INVESTIGATOR**

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002**

Utilization certificate

Certified that the grant of Rs. _____ (Rupees

only) received from the University Grants Commission under the scheme of support for Major Research Project entitled _____ vide UGC 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 down by the University Grants Commission.

**SIGNATURE OF THE
PRINCIPAL
INVESTIGATOR**

REGISTRAR/PRINCIPAL

**STAUTORY
AUDITOR**

**SIGNATURE OF THE CO-
INVESTIGATOR**

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002**

**STATEMENT OF EXPENDITURE IN RESPECT OF MAJOR/MINOR
RESEARCH PROJECT**

1. Name of Principal Investigator _____
2. Deptt. of University/College _____
3. UGC approval 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 <i>(please enclose the quotation)</i>		
iii.	Contingency		
iv.	Field Work/Travel (Give details in the proforma at Annexure- VI).		
v.	Hiring Services		
vi.	Chemicals & Glassware		
vii.	Overhead		
viii.	Any other items (Please specify)		

c . Staff

Date of Appointment _____

S.No.	Expenditure Incurred	From to	Amount Approved (Rs.)	Expenditure Incurred(Rs.)
1.	Honorarium to PI (Retired Teachers) Rs.12,000/- p.m.			
2.	Post-Doctoral Fellow Fellowship @ Rs. 12,000/- p.m.			
3.	Project Associate salary @ Rs.10,000/- p.m.			
4.	Project Fellow salary @ Rs.8000/- p.m.			

1. It is certified that the appointment(s) have been made in accordance with the terms and conditions laid down by the Commission.
2. It as a result of check or audit objective, some irregularly is noticed, later date, action will be taken to refund, adjust or regularize the objected amounts.
3. Payment @ revised rates shall be made with arrears on the availability of additional funds.
4. It is certified that the grant of Rs. _____ (Rupees _____ only) received from the University Grants Commission under the scheme of support for Major Research Project entitled _____ vide UGC 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 down by the University Grants Commission.

**SIGNATURE OF PRINCIPAL
INVESTIGATOR**

REGISTRAR/PRINCIPAL

**SIGNATURE OF THE CO-
INVESTIGATOR**

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002

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 UGC norms for Major Research Projects

SIGNATURE OF PRINCIPAL INVESTIGATOR

REGISTRAR/PRINCIPAL

SIGNATURE OF THE CO-INVESTIGATOR

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002**

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 University/College/Institution.
3. At present, I have no research project approved by UGC and the accounts for the previous project, if any have been settled.
4. The College/University is fit to receive financial assistance from UGC and is included in the list prepared by the UGC.
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. His/her date of birth is _____
7. The date of implementation of the project is _____

Principal Investigator

Co-Investigator

Registrar/Principal

University/College

Dated:

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002**

**PROFORMA FOR SUBMISSION OF INFORMATION AT THE TIME OF SENDING THE
FINAL REPORT OF THE WORK DONE ON THE PROJECT**

1. NAME AND ADDRESS OF THE PRINCIPAL INVESTIGATOR
2. NAME AND ADDRESS OF THE INSTITUTION
3. UGC APPROVAL NO. AND DATE
4. DATE OF IMPLEMENTATION
5. TENURE OF THE PROJECT
6. TOTAL GRANT ALLOCATED
7. TOTAL GRANT RECEIVED
8. FINAL EXPENDITURE
9. TITLE OF THE PROJECT
10. OBJECTIVES OF THE PROJECT
11. WHETHER OBJECTIVES WERE ACHIEVED
(GIVE DETAILS)
12. ACHIEVEMENTS FROM THE PROJECT
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 RE-PRINTS)

(PRINCIPAL INVESTIGATOR)

(REGISTRAR/PRINCIPAL)

(CO-INVESTIGATOR)



**PROFORMA FOR SUPPLYING THE INFORMATION IN
RESPECT OF THE STAFF APPOINTED UNDER THE
SCHEME OF MAJOR RESEARCH PROJECT**

UGC FILE NO. F. _____ (HRP)

YEAR OF
COMMENCEMENT

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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TITLE OF THE PROJECT :

1.	Name Of the Principal Investigator :	Prof./Dr.				
2.	Name of the University/College					
3.	Name of the Research Personnel appointed					
4.	Academic qualification	S.No.	Qualifications	Year	Marks	%age
		1.	M.A./M.Sc./M.Tech.			
		2.	M.Phil			
		3.	Ph.D.			
5.	Date of joining					
6.	Date of Birth of Research Personnel					
7.	Amount of HRA, if drawn					
8.	Number of Candidate applied for the post					

CERTIFICATE

This is to certify that all the rules and regulations of UGC Major Research Project outlined in the guidelines have been followed. Any lapse on the part of the University will liable to terminate of said UGC project.

Principal Investigator

Head of the Deptt.

Registrar/Principal

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002**

**MAJOR RESEARCH PROJECT COPY OF THE SPECIMEN OF HOUSE RENT
FOR POST-DOCTORAL FELLOW / PROJECT ASSOCIATE / PROJECT
FELLOW**

Certified that Shri/Dr. _____ is paying House Rent of
Rs. _____ and is eligible to draw House Rent Allowances @
_____ as per University Rules.

**Registrar/Principal
(Signature with Seal)**

Certified that Shri/Dr. _____ is not staying independently
and therefore is eligible to draw House Rent @ of Rs. _____ p.m.
minimum admissible to a Lecturer as per University Rules.

**Registrar/Principal
(Signature with Seal)**

Certified that Shri/Dr. _____ has been provided
accommodation in the Hostel. But he/she could not be provided with single
seated flat type accommodation as recommended by the Commission, Hostel fee
@ Rs. _____ per month w.e.f. _____ is being
charged from him/her.

**Registrar/Principal
(Signature with Seal)**



**PROFORMA FOR SUPPLYING THE INFORMATION IN
RESPECT OF THE STAFF APPOINTED UNDER THE
SCHEME OF MAJOR RESEARCH PROJECT**

List of UGC Regional Offices
UGC : South-Eastern Regional Office

DR. G.S. Chauhan

Education Officer
PB No.152, A.P.S.F.C.Building-IVth Floor -5-9-194
Chirag Ali Lane,
Hyderabad - 500001 (A.P.)

UGC : Western Regional Office
Dr. G. Srinivas
Deputy Secretary
Ganeshkind, Poona University Campus
Poona - 411 007 (MAHARASHTRA)

UGC : Central Regional Office

Dr. (Mrs.) Alka Vyas

Education Officer
Tawa Complex, Bittan Market
E-5, Arera Colony,
Bhopal - 462016 (M.P)

UGC : Northern Regional Office

Dr. (Mrs.) H.K. Chauhan

Joint Director
35-Feroze Shah Road New Delhi -110001

UGC : North - Eastern Regional Office

S.C Ray

Deputy Secretary
3rd Floor, House Fed, Rental Block - 5
Beltola-Basistha Road,
Dispur Guwahati - 781 006 (Assam)

UGC : Eastern Regional Office

Dr. Miss Ratnabali Banerjee

Joint Secretary

LB- 8, Sector-III, Salt Lake,

Kolkata- 700 098 (West Bengal)

UGC : South Western Regional Office

Dr. (Mrs) Manju Singh

Deputy Secretary

Prasanna Kumar Block, Palace Road

Bangalore - 560 009 (Karnataka)