

***University Grants Commission***

***Minor Research Project for Teachers***

***XII Plan guidelines  
(2012-2017)***

***University Grants Commission***

***BAHADUR SHAH ZAFAR MARG***

***NEW DELHI - 110 002***

***E-Mail : [ugc.@bol.net.in](mailto:ugc.@bol.net.in)***

***website: [www.ugc.ac.in](http://www.ugc.ac.in)***

## UNIVERSITY GRANTS COMMISSION

### 12<sup>th</sup> PLAN GUIDELINES FOR PROVIDING GRANTS TO UNIVERSITY/COLLEGE TEACHERS FOR MINOR RESEARCH PROJECT

#### 1. INTRODUCTION & OBJECTIVES

The major number of researchers in all streams work as teachers in the universities and colleges. Hence, UGC provides financial support to meet their requirements for individual and excellent research in specialized areas.

#### 2. ELIGIBILITY/TARGET GROUP:

The University Grants Commission will provide financial assistance to Universities and Colleges (Under Section 2(f) and 12 B of UGC Act, 1956 only) permanent/regular, working teachers preferably Assistant Professors (Lecturers) who wish to undertake, along with teaching work, a Minor Research Project or working for doctorate degree under an approved supervisor.

The permanent teachers working in self financing Institutions [Self financing colleges subject to fulfilment of conditions stipulated in the UGC (Fitness of Institution for grant Rules, 1975) and subject to the condition that fees charged by such colleges are in accordance with the State/University fee regulations or as laid down by any law in force also eligible to apply under the scheme.

A working teacher can avail only one project/ scheme of the UGC 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. **Failure to abide by this rule shall make the Principal 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 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 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.

**Only the teaching faculty of Library Science, Physical Education will also be eligible to participate in the scheme.**

**Colleges/Universities/ Institutions forwarding the proposal should have adequate research facilities.**

### **3. NATURE OF ASSISTANCE:**

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

**Minor Research Project in Sciences including Engineering & Technology, Medical, Pharmacy Agriculture etc. - Rs. 5.00 lacs.**

**Minor Research Project in Humanities, Social Science, Languages, Literature, Arts, Law and allied disciplines - Rs. 3.00 lacs.**

#### **Non-Recurring Grants**

##### **a. Equipment (Minor equipments only)**

##### **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 equipments and books & journals acquired by the Principal Investigator under a Minor 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 property.

#### **Recurring Grant**

##### **(a) Hiring Services**

This is meant 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.

##### **(b) 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 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 University 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 UGC 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 teachers in colleges may submit their Minor Research Proposal applications from 1<sup>st</sup> April to 31<sup>st</sup> July in the prescribed proforma to the concerned **Regional Offices of UGC** located at **Bhopal, Kolkata, Guwahati, Hyderabad, Bangalore and Pune**. The teachers from the colleges in the Northern Region including Delhi may apply to the **UGC Northern Region Colleges Bureau (NRCB) at 35, Feroze Shah Road, New Delhi – 110 001**. . Before submission, the concerned institute should get the proposal assessed by their Research bodies with a certificate that the proposed research work is in conformity with the Minor Research Project guidelines.

**The Minor Projects of the University teachers will be dealt by the concerned University out of the development grants.**

#### **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 UGC at concerned Regional Offices. The final decision will be taken by the UGC on the basis of recommendations made by the Committee and the availability of funds under the scheme.

**The Universities should also comply with these guidelines in case of Minor Research Projects.**

#### **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 Annual Progress Report, statement of expenditure and utilization certificate of 1<sup>st</sup> 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 itemwise 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 Govt. Internal Auditor/ Chartered Accountant, Principal as well as the Principal Investigator in the prescribed proforma.
4. The unutilized grant if any, may be refunded immediately through demand draft drawn in favour of the Joint Secretary of the concerned Regional Offices of UGC.

**It is mandatory to post the Executive summary of the report, Research documents, monograph, academic papers published under Minor 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 and no representation will be entertained on this behalf.**

## **7. GENERAL**

a) After finalisation of the selection procedure of the Minor Research projects the names of the selected PIs will be posted on the UGC website. The PIs should check their names and send their acceptance certificate duly forwarded by the Principal of the institutions immediately to the concerned Regional Offices to enable the UGC 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 Institution (under Section 2 (f) and 12 (B) of the UGC Act, 1956 ) 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.

**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/Phone:

5. Name of the Institution where the project will be undertaken:
  - (a) Department :
  - (b) College :
  - (c) Affiliating University:
  - (d) Whether the institute is located in rural/backward area:
6. Whether the College is approved under Section 2 (f) and 12 B of the UGC Act?  
Yes/No
7. Teaching and Research Experience of Principal Investigator :
  - (a) Teaching experience: UG \_\_\_\_\_ Years  
PG \_\_\_\_\_ Years
  - (b) Research experience:
    - (c) Publication:  
Papers Published :  
Accepted :  
Communicated :
    - 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**

8 (i) Project Title

(ii) Introduction

(iii) Objectives

(iv) Methodology

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

9. Financial Assistance required

**Item**

**Estimated Expenditure**

i. Books and Journals

ii. Equipment, if needed

iii. Field Work and Travel

iv. Chemicals and glassware

v. Contingency ( including special needs)

vi. Hiring Services

Total:

10. Whether the teacher has received support for the research project from the UGC under Major, Minor or from any other 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

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

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

**To certify that:**

- a. The 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 shall abide by the rules governing the scheme in case assistance is provided to me from the UGC for the above project.
- d. I shall complete the project within the stipulated period. If I 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 entire amount (with interest) released by the UGC.
- e. The above research Project is not funded by any other agency.

**Signature of Principal Investigator**

**Principal**

**( Seal)**

**UNIVERSITY GRANTS COMMISSION  
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**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 of Section 2(f) & 12 (B) 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. (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**

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

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

1. Name of Principal Investigator \_\_\_\_\_
2. Deptt. of PI \_\_\_\_\_  
Name of College \_\_\_\_\_
3. UGC 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 \_\_\_\_\_

<b>S.No.</b>	<b>Item</b>	<b>Amount Approved (Rs.)</b>	<b>Expenditure Incurred (Rs.)</b>
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 University Grants Commission under the scheme of support for Minor 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**

**PRINCIPAL**

**(Seal)**

UNIVERSITY GRANTS COMMISSION  
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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

PRINCIPAL

(Seal)

**UNIVERSITY GRANTS COMMISSION  
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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 Minor 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**

**PRINCIPAL**

**(Seal)**

**STATUTORY AUDITOR**

**(Seal)**

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

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

1. Project report No. 1<sup>st</sup>/Final \_\_\_\_\_
2. UGC 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 final report of work done may also be sent to the concerned Regional Office of the UGC.

v. Any other information

**SIGNATURE OF THE PRINCIPAL INVESTIGATOR**

**PRINCIPAL**

**(Seal)**

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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. UGC 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)

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**ASSESSMENT CERTIFICATE**  
(to be submitted with the proposal)

It is certified that the proposal entitled" \_\_\_\_\_"by  
(Dr./Prof./Mr./Mrs.) \_\_\_\_\_  
Deptt. 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 Research Projects:

**Details of Expert Committee:**

The proposal is as per the guidelines.

**(PRINCIPAL)**

**(Seal)**