



Sub: The proposals for Minor Research Grant are invited from the Permanent Teachers working in the University Departments/Affiliated Colleges and Institutions for the financial Year 2012-13

Circular :-

All the Heads/ of University Departments / Directors of Institution and the Principals of all affiliated Colleges are hereby informed that the University has made a provision for Research Grant in its budget for the financial year 2012-2013 **to encourage research.**

They are, therefore , requested to give wide publicity to this circular among the **permanent teachers**, in their Colleges/ Institutions who have obtained University approval from the CONCOL Section and who wish to avail financial assistance for their research work (Project) can forward (Submit) their detailed proposal for Minor Research Grant in the prescribed format(part A and part B displayed on our website) to the Assistant Registrar, Academic Planning & Development Section, Room No. 132, First floor, University Main Building, University of Mumbai, Fort Campus , Mumbai-400 032 through the Head/Principal of concerned College / Institute **on or before 10th July 2012 (up to 5.00 p. m.)**

Also note that the proposals of the teachers who have already received the Research Grants during the financial year 2010-2011 and 2011-2012 will not be considered for the year 2012-2013. The Principal of the Colleges are requested to not to forward such proposals.

Teachers who have not obtained approval from the University or who are on probation, should not apply.

A copy of the approval letter of the Principal investigator & Co- investigator (if any) should be submitted alongwith the proposal.

The Grant sanctioned will be disbursed with a view to utilize the same during the Financial year 2012-2013, therefore, long term projects should not be submitted.

The proposals will be evaluated and reviewed by the expert committee once in a year, preferably in the month of July/August 2012.

The final decision will be taken by University Authority keeping in view the recommendations made by the Expert Committee and the availability of funds / grants. (No Further correspondence will be entertained in this regard).

Grant utilization certificate along with the completion report of the project should be submitted to the Finance & Accounts Officer , University of Mumbai , Fort Campus, Mumbai-400 032 for verification through the Head/ Principal of the Institution/College before completion of financial year 2012- 2013. (i.e. before 25th March 2013 positively)

The proposals received after due date as mentioned will not be considered under any circumstances.

The relevant prescribed format/informations/ instructions /guidelines etc in this respect is displayed on our web-site www.mu.ac.in to be downloaded, to be filled in all respect and forwarded (hard copies) through the Head/Principal of the Institution/College to University.

June 2012.

Sd/-

Prin. (Dr.) Rajpal S. Hande
(Director, B.C.U.D.)

To:-

All the Heads of University Departments /Directors of Institutions and the Principals of the affiliated Colleges.

No. APD/237/07 of 2012

5th June 2012

Copy for information to:-

Finance and Accounts Officer,

The Co-ordinator, University Computerization Section Dr. Shankar Dayal Sharma Bhavan , University of Mumbai, Santacruz (E), Mumbai-400 098 , for information and She is requested to upload this circular and its annexure on University Website

The Deputy Registrar /Chif Accountant/ Assisstant Registrar (F&A)

The Executive Secretary to the Hon'ble Vice- Chancellor,

The Personal Assistant to Pro-Vice Chancellor and Registrar.

Sd/-

Prin. (Dr.) Rajpal S. Hande
(Director, B.C.U.D.)

ANNEXURE – I

University of Mumbai

FORMAT FOR SUBMISSION OF PROPOSAL FOR MINOR RESEARCH PROJECT

Part – A

1. Subject and Faculty

(Arts/Science/Commerce/Tech)

2. Area of Specialization

3. Principal Investigator

- (i) Name :
- (ii) Sex (M/F):
- (iii) Date of Birth:
- (iv) Qualification:
- (v) Designation:
- (vi) Address & with Phone and Mobile No.

Office:

Residence:

4. Co- Investigator (s)

- (i) Name:
- (ii) Sex:
- (iii) Date of Birth:
- (iv) Qualification:
- (v) Designation:
- (vi) Address:

Office:

Residence:

5. Name of the Institution where the project will be undertaken

(a) Department

(b) College / University

6. Whether the College / University 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) Whether the project has been approved by the University for the Doctoral Degree? If so, Please indicate

- i. Date of Registration
- ii. Name and designation of the supervisor (Guide) approved by the University.
- iii. Name of the University where registered.

d) In case the teacher holds a Doctoral degree:

- i. Title of the thesis
- ii. Year of the award of degree
- iii. Name of the University

(e) 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)

8. Whether participated in University Assessment/Cluster Centres (CAP) for assessing answerbooks of regular University Examinations held in year 2011 and 2012 (Provide details):

Part – B

Proposed Research Work

8. (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 & Plan of Work:

(v) Conclusion

(vi) Details of collaboration, If any intended

9. Financial Assistance required (Budget)

Item	Estimated Expenditure
(i)	Consumable & Chemicals:
(ii)	Equipment , if needed (please specify name & approx cost)
(iii)	Contingency & local travel:

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

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

(b) List of facilities that will be extended to the investigator (s) by implementing institution

(c) Available equipment & accessories to be utilized for the project.

Any other information which the investigator may like to give in support of this proposal which

Name of the agency	Year Started	Total Completed	Equipment/ Infrastructural facilities obtained
1			
2			
3			

may be helpful in evaluating.

To certify that

- (a) General physical facilities, such as furniture/ space etc. are available in the Department/ College/Institute
- (b) I/we shall abide by the rules governing the scheme in case assistance is provided to me/us from the for the above project.
- (c) I/we shall complete the project within the stipulated period. If I/we fail to do so and if the University is not satisfied with the progress of the research project, the Committee may terminate the project immediately and ask for the refund of the amount received by me/us

(d) The above research project is not funded by any other agency

Name & Signature

(a) Principal Investigator

(b) Co- Investigator

(i)

(ii)

(c) Principal

(Signature with Seal)

ANNEXURE – II

ENDORSEMENT:

Project title: -----

Certified that the institute welcomes participation of Shri./Smt. ----- as the investigator for the project.

Certified that the equipment and other basic facilities in the application and such other administrative facilities as per terms and conditions of the grant will be extended to the investigator (s) throughout the duration of the project.

Institute assumes to undertake the financial and other management responsibilities of the project.

Institute assumes the responsibilities of submitting Grant Utilization Certificate on or before 25th March 2013 and the Project completion report to the University not later than 31st May 2013.

Name & Signature of the

Head of the Institution.

Place & Date:

Recommended

Principal of the College

GUIDELINES FOR RESEARCH PROPOSAL FOR MINOR RESEARCH PROJECT

Objectives:

To promote and encourage research culture among teachers so as to make them to take up challenging research activities in future carrier.

Part A:

No specific Guidelines are required for this part (i.e. point 1 to 7)

Part B:

This part is related to the proposed research work. For this guidelines are as follows:

8 (i) The proposal project should have brief title not exceeding one and half- lines to clearly indicate its subject & aim.

8(ii) The introduction of the proposed research work must cover in the three topics given as: Origin of Research Problem, Interdisciplinary Relevance, and Review of Research & Development of the subject.

Provide background information on the project. Review the published work in the area with appropriate references from national or international journals. Total number of references should not exceed 25. Site the major references or reviews most pertinent to the subject and justification to carry out the work in light of this background information.

The introduction should be written approximately of one page.

8 (iii) Objective: The rationale behind carrying out the project should be clearly written as a justification for carrying out the research project. It should logically explain the reason for carrying out the research work and explain how it will further add to our knowledge in the respective field or result in further applications. **This should be written in half to three fourth page.** Research work should not be repetitive of similar work done earlier either by the investigator or any other person.

8 (iv) Methodology & Plan of Work: Briefly describe the proposed plan of work. Describe in general the techniques to be used.

Do not write details of the methodology in a stepwise manner, Describe the facilities available in the laboratory to carry out the research work.

If facilities from some other laboratories are to be used, mention the type of facilities and the name of the Institution where these will be available.

Please confine your project so as a study & complete in-depth in a definite period i.e. **31st March of the financial Year.**

8 (v) Conclusions: The investigator should write a brief conclusion of the project which should state how completion of the project will enhance our understanding of the concerned subject and whether it will lead to any applications in the future. **These should not exceed half a page.**

8(vi) Mention about collaborations, if intended.

9. Budget: The Budget should be prepared for different heads of expenditure such as

1. Consumables and Chemicals with information on their approximate costs.
2. Equipments: Request of small pieces of equipments may be considered. Purchase of equipments of high prices through this project shall not be considered.
3. Other expenditure such as contingency and local travel if needed may be considered.

10 Write the details point wise.

11. Infrastructure facilities:

Workshop

Water & Electricity

Laboratory space and furniture

AC room for equipment

Telecommunication

Transportation

Administrative and secretarial support

Library

Computation/ Documentation

Animal house/ glass house

Any other (please specify)

List the facilities that will be extended to the investigator (S) by the implementing Institution.

11 (C) Available equipment and accessories to be utilized for the project.

Name of Equipment	Model and make
Available with investigator	1.
	2.
	3.
Available in the Department	1.
	2.
Available elsewhere in the Institution or in the region	1.
	2.
	3.

General Instructions:

The Minor Research Project proposal should be prepared and submitted strictly according to the format given in **ANNEXURE – I**

The documents / enclosed required with the proposals.

1. Photocopy of University approval obtained from the CONCOL Section by investigators in their Colleges/ Institutions.
2. Endorsement (**Annexure-II** from the Head/ Principal / Director of the College / Institute on letter head)
3. If facilities from some other laboratories/ Organizations are to be used, then a letter of consent from the Head of that Institution / Organization allowing the use of such facilities,
4. List of papers & books published /or accepted during last five years.

The Four copies of the research proposal (**ANNEXURE – I**) along with the above documents enclosed must be sent in one lot through proper channel (i.e. through Head/Director / Principal of the College / Institute) to concerned section.

5. THE RESEARCHER IS EXPECTED TO USE ALL EQUIPMENTS AVAILABLE IN HIS/HER INSTITUTE FOR THE RESEARCH PURPOSE. EXPENDITURE ON ANY EQUIPMENT OR EQUIPMENTS LIKE REFRIGERATOR, COMPUTER, PRINTER, CAMERA, TAPE RECORDER ETC. WILL NOT BE APPROVED.
- 6) EXPENDITURE ON RESEARCH ASSISTANT WILL NOT BE CONSIDERED.

Note :- The proposal received up to 10th July 2012 (up to 5.00 p.m.) will be evaluated & reviewed.

While submitting proposal Principal Investigator should write following information on COVER PAGE.

Sr No.	Particulars	Information
1	Principal Investigator	Name – E- mail ID.- Office Ph. No. – Mobile No.-
2	Name of college	
3	Program	Arts/Science/Commerce/ Engineering/Law etc.
4	Title of the Project	

Important Note:-

- 1) After completion of the research project, Principal Investigator should submit the report of the same in two copies (hard copies) to APD Section of the University of Mumbai within stipulated time.**
- 2) Principal Investigator should give presentation of completed project before the Expert Committee and Authority of University of Mumbai.**
- 3) It will be appreciated if paper is published in National/ International journal of high reputation.**
- 4) Quality projects recommended by committee will be put on Website of University of Mumbai**
- 5) Best project Award of Rs. 5000/- (Rs. Five thousand only) will be given to the project recommended by Expert Committee and Authority of University of Mumbai.**
