

## **Guidelines for Minor Research Project**

### **Objective**

This scheme aims to provide research support to faculty members and students of the college for undertaking multidisciplinary research in various fields. Each project must involve up to ten undergraduate students from the College, who may come from either a single discipline or multiple disciplines.

### **Eligibility**

- Applicants [Principal Investigator(s)] should be a permanent faculty member of Shivaji College.
- A faculty member, who once received a project grant under this scheme, will be eligible to apply again after a gap of one year from the date of completion of earlier project.
- Maximum two faculty members can apply in one project involving up to ten undergraduate bonafide students of the college. If two faculty members are involved in one project, then both will be designated as Principal Investigator. However, one will be the convener among the two and they will decide this among themselves and mention it in research proposal.

### **Nature and Duration of Support**

- The scheme will provide research support to an individual teacher or a group of teachers along with up to ten undergraduate students of the college. Student from various departments may be opted in the project.
- The funding will be for a period of one year.
- The maximum number of projects that will be sanctioned and funded will not exceed five (05) across all the disciplines.
- Out of the five approved projects, the distribution will ordinarily be from all streams and disciplines offered at the college, including Science, Social Sciences, Commerce, Languages, and others.
- The maximum research grant for one project will amount to ₹ 100,000/-
- The research grant should be used for small equipment's (not available in college), consumables, field visits, outsourcing of laboratory facilities and contingences.
- Contingency and travel heads should not exceed 30% of the total sanctioned amount of the project.
- Teachers working Ad-hoc/Guest capacity in the College will not be eligible to apply for the said scheme.

## **Selection and Mode of Application**

- An applicant is eligible to apply only one proposal during a call.
- Any proposal rejected should not be resubmitted without any substantial revision.
- The call for applications will be notified through the college website and email.
- The application form along with a proper research proposal highlighting the research work to be undertaken should be submitted to college before the last date.
- Blind peer reviews of the submitted proposals will be carried out by the relevant subject experts not associated with the college.
- Final selection will be based on the recommendations of the reviewers followed by the approval from competent authority of the college.

## **Plagiarism**

Proposals submitted must be original in ideation and content. Plagiarism in any form will not be acceptable. Proposals are liable to be rejected if found plagiarized.

## **Complete Guidelines for Principal Investigator(s)**

### **A. Documents Required:**

- (i) Bio data of Principal Investigator(s) (Prescribed Template)
- (ii) Certificate from Principal Investigator(s) (Prescribed Template)
- (iii) Certificate from Students Associated with the project (Prescribed Template)
- (iv) Research Proposal (One Copy Blind and one copy detailed) (Prescribed Templates)

## **Points to be noted**

- The research proposal may be discipline specific or Interdisciplinary or Trans disciplinary.
- In order to maintain research ethics, it is must to publish at least one research publication from the sanctioned project in journals listed in UGC CARE list/ Scopus/ Peer Reviewed/reputed journal.
- The research proposal should have relevance to under graduate students study.
- Principal Investigator(s) may request to replace the students involved in the sanctioned minor research project upto 3 months from the start of the project, in case of any need. After that no change of students involved in the project will be allowed.
- For safety reasons no student should be sent out of station for any project related work unless accompanied by teacher or other students.
- It will be mandatory to make all associated students co-authors while publishing the research outcomes of Minor Research Project.
- A midterm evaluation of the project will be done by the college and the Principal Investigator(s) will have to submit the midterm progress report.
- An extension for completion/ publication of research project outcome, without financial assistance may be given to Principal Investigator(s) on written request subject to a maximum of six months.
- Final report and research outcomes related to project may be presented before the committee in group monitoring workshop conducted by the College Research and Innovation Cell in the College.
- Proper Utilization Certificate should be submitted to the college after completion of the project within a maximum of one month from the date of completion.

## **Research Proposal (Blind)**

### **1. Origin of the Proposal: (Maximum 1page)**

*(Rationale for doing this work should be elaborated)*

### **2. Importance of the proposed project in the context of current status (Maximum 1 page)**

*(Highlight what is the new area or gap which will be solved in the project in relating to what is already known. This is a very important section to project the novelty content of the proposal)*

### **3. Work Plan:**

#### **3.1 Methodology:**

*(It should contain all the details of how each of the objectives will be addressed. This section must be detailed and have clear plans, not generalized statements. It should explain and justify how and why the project research plan will work)*

#### **3.2 Time Schedule of activities giving milestones (Maximum 1/2 page)**

### **4. Bibliography (Maximum 1 page)**

*(Some selected bibliography)*

### **5. Proposed Budget**

*(Elaborate the fund requirement under each required heads)*

**BIO-DATA**

1. Name

2. Email

3. Contact Number(s)

4. Department

5. Gender

6. Academic Qualification (Undergraduate Onwards):

	Degree	Year	Subject	University/Institution	% of marks

7. Work experience (in chronological order)

S.No.	Positions held	Name of the Institute	From	To	Pay Scale

8. Professional Recognition/ Award/ Prize/ Certificate, Fellowship received by the applicant.

S. No.	Name of Award	Awarding Agency	Year

**9. Publications** (*List of papers published in last 5 years, in year wise descending order*).

<b>S.No.</b>	<b>Author(s)</b>	<b>Title</b>	<b>Name of Journal</b>	<b>Volume</b>	<b>Page</b>	<b>Year</b>

**10. Books/Reports/Chapters/General articles etc in last 5 years:**

**11. Details of Projects completed/ongoing by Principal Investigator**

<b>S. No.</b>	<b>Title</b>	<b>Fund Received</b>	<b>Duration</b>	<b>Role as PI</b>	<b>Funding Agency</b>

**12. Any other Information** (maximum 500 words)

## **Certificate from the Investigator(s)**

### **Project Title:**

It is certified that

1. The same project proposal has not been submitted elsewhere for financial support.
2. We/I undertake that spare time on equipment procured in the project will be made available to other users.
3. We/I agree to submit a certificate from Institutional Biosafety Committee, if the project involves the utilization of genetically engineered organisms. We/I also declare that while conducting experiments, the Biosafety Guidelines of Department of Biotechnology, Department of Health Research, GOI would be followed in toto.
4. We/ I agree to submit ethical clearance certificate from the concerned ethical committee, if the project involves field trails/experiments/exchange of specimens, human & animal materials etc.
5. The research work proposed in the project does not in any way duplicate the work already done or being carried out elsewhere on the subject.
6. We/I agree to abide by the terms and conditions Minor Research Project Scheme of Shivaji College.

Name and signature of Principal Investigator(s):

Date:

Place:

## **Certificate from Student(s)**

### **Project Title:**

It is certified that

1. We are well aware that we have to work in this project in addition to the course work at Shivaji College and we will be able to manage the project work without hampering our own studies.
2. We are aware that we will not be given any stipend for working in the project.
3. We are not forced to work in the project and we have taken consent from our parents to work in the project in addition to our own course work.
4. We agree to abide by the terms and conditions of Minor Research Project Scheme of Shivaji College.

Name and signature of Student(s):

Date:

Place:



## Research Proposal (Detailed)

### **1. Origin of the Proposal: (Maximum 1page)**

*(Rationale for doing this work should be elaborated)*

### **2. Importance of the proposed project in the context of current status**

**(Maximum 1 page)**

*(Highlight what is the new area or gap which will be solved in the project in relating to what is already known. This is a very important section to project the novelty content of the proposal)*

### **3. Work Plan:**

#### **3.1 Methodology:**

*(It should contain all the details of how each of the objectives will be addressed. This section must be detailed and have clear plans, not generalized statements. It should explain and justify how and why the project research plan will work)*

#### **3.2 Time Schedule of activities giving milestones (Maximum 1/2 page)**

### **4. Bibliography (Maximum 1 page)**

*(Some selected bibliography)*

### **5. Proposed Budget**

*(Elaborate the fund requirement under each required heads)*

### **6. Summary of roles/responsibilities for all Investigator(s):**

*(If the proposal contains more than one Investigator, it is important to clearly mention the role of each Investigator in implementing the objectives of the proposal)*

S.No.	Name of Investigation	Roles/Responsibilities

### **7. Summary of roles/responsibilities for all associated student(s):**

*(Clearly mention the role of each student in implementing the objectives of the proposal)*

S.No.	Name of Student	Course & Department	Contact No. & Email Address	Roles/Responsibilities

**8. Name, designation, institutional affiliation, email id and contact number of three persons who are aware with this area of study**