**TUMKUR UNIVERSITY**

**Internal Quality Assurance Cell**

**Guidelines for providing Seed money to Teachers for Minor Research Project**

**INTRODUCTION & OBJECTIVES**

Teaching, research and extension activities are the important pillars for Universities. Hence, Tumkur University provides financial support to meet teacher’s requirements for individual and excellent research in their specialized areas. Objective of the program is to promote excellence in research in higher education by supporting research programmes of University teachers in various disciplines

**ELIGIBILITY/TARGET GROUP**

Tumkur University will provide financial assistance to Assistant Professors and Associate Professors working in various Post graduating departments in Tumkur University who wish to undertake, along with teaching work, a Minor research project.

**NATURE OF ASSISTANCE:**

The quantum of assistance for a research project will be maximum of Rs.1 Lakh and/or the availability of funds under the scheme. Rs.30.000 in this shall be reserved for publication of the report in the form of book from the Prasaranga.

**Non-Recurring Grants**

*Books and Journals*

The books & journals grants may be utilized to procure the essential books & journals needed for the proposed research work. The books & journals acquired by the Investigator under the research project must be deposited in the department after the completion of the project which will be the institutional property.

**Recurring Grants**

**Hiring Services**

This is meant for specialized technical work, such as sample analysis, for which the University either has no infrastructure or such services are available on payment basis.

**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.

**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.

**Chemicals and Consumables**

To meet expenditure on chemicals, glassware and other consumable items.

**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.

**Re-Appropriation**

The Principal Investigator may re-appropriate maximum 20 per cent of the **recurring** grant Allocated under each head with the permission of the University with the justifications.

**Tenure and Implementation**

Maximum Six Months

The effective date of implementation of the project will be mentioned in approval-cum sanction letter.

**PROCEDURE FOR APPROVAL**

The received proposals duly forwarded by the Chairpersons will be assessed with the help of a subject expert committee constituted by the University. The final decision will be taken by the University on the basis of recommendations made by the Committee and the availability of funds under the scheme.

**PROCEDURE FOR RELEASE OF GRANTS**

The Rs.30.000 will be released to prasaranga directly to publish the report of the project in the form of book. The first installment of the remaining grant will be released in the beginning of the project and the second installment will be released on receipt of Progress Report, statement of expenditure and utilization certificate of 1st installment after completion of the project period.

* Copy of the final report of project along with soft copy.
* A consolidated item wise detailed statement of expenditure incurred during the complete project period in the prescribed proforma duly signed and sealed by the chairman and the Principal Investigator
* A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by Govt. Internal Auditor/ Chartered Accountant, Chairman as well as the Principal Investigator in the prescribed proforma.
* The unutilized grant if any, may be refunded immediately to the Finance officer

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.

The Principal Investigators are expected to settle the accounts immediately on completion of the project. In case the balance grant, if any, is not claimed within two months from the date of completion of the project, the same will lapse and no representation will be entertained on this behalf.

**TUMKUR UNIVERSITY**

**Internal Quality Assurance Cell**

**FORMAT FOR SUBMISSION OF PROPOSAL FOR**

**MINOR RESEARCH PROJECT**

**PART – A**

1. Broad Subject
2. Area of Specialization
3. Duration
4. Principal Investigator

Name:

Sex: M/F

Date of Birth:

Qualification:

Designation:

Department:

5. Teaching and Research Experience of Principal Investigator:

Teaching experience:

Research experience:

Publication details:

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| --- | --- | --- | --- |
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**PART – B**

**Proposed Research Work**

6. Project Title

7. Introduction

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

International status

National Status

Significance of the study

1. Objectives
2. Methodology
3. Month-wise Plan of work and targets to be achieved.
4. Details of collaboration, if any intended

8. Financial Assistance required

**Item** **Estimated Expenditure**

Books and Journals

Field Work and Travel

Chemicals and glassware

Contingency (including special needs)

Total:

9. 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. I shall abide by the rules governing the scheme in case assistance is provided to me/us from the University for the Above Project.

1. I shall complete the project within the stipulated period. If I fail to do so and if the University is not satisfied with the progress of the research project, the University may terminate the project immediately and ask for the refund of the amount received by me.
2. The above research Project is not funded by any other agency.

 Name & Signature of the Principal Investigator