

***SREE CHAITANYA MAHAVIDYALAYA***

**GUIDELINES FOR RESEARCH PROJECT OF FACULTY  
MEMBERS FOR THE PERIOD 2023-2024**

*Sree Chaitanya Mahavidyalaya*

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# **SREE CHAITANYA MAHAVIDYALAYA**

## **GUIDELINES FOR PROVIDING RESEARCH GRANTS TO COLLEGE TEACHERS**

### **1. INTRODUCTION & OBJECTIVES**

Research and Development Cell of Sree Chaitanya Mahavidyalaya invites application from faculty members for College funded research grants to meet their requirements for individual and excellent research in specialized areas. The said research project helps the teachers develop ability to apply multi- disciplinary concepts, tools and techniques to solve organizational problems.

In accordance with the NEP-2020, the UGC framed a new student-centric “Curriculum and Credit Framework for Undergraduate Programmes” (CCFUP) incorporating a flexible choice-based credit system, multiple entry and exit options, and a multidisciplinary approach. In an internship course, students require to participate in a work experience or professional activity, or cooperative education activity with an entity external to the educational institution, under the supervision of an expert from the given external entity. A prime aspect of the internship/research internship is induction into actual work situations. Internship includes working with government or private organizations, higher education institutions, universities, research and development labs/research organisations/ non-government organisations, enterprises, centres involved in research, innovativeness and entrepreneurship, business organizations, local industry, artists, craftspeople, and similar other entities for providing opportunities to students for active engagement in on-site experiential learning.

### **2. TYPE OF PROJECT**

The project may be from any one of the following types, however, it should preferably be from the area of specialization: i) Comprehensive case study (covering single organization /multifunctional area problem formulation, analysis and recommendations). ii) Inter-organizational study aimed at inter-organizational comparison/validation of theory/survey of management practices. iii) Field study (empirical study).

### **3. ELIGIBILITY/TARGETGROUP**

The Research and Development Cell of the college will provide financial assistance to all faculty members of the college subject to appropriate terms and conditions.

#### **4. NATURE OF ASSISTANCE**

The nature of assistance for research project will be as under:

Research Project in Humanities, Social Science, Languages, Science and Commerce.- Rs 20000.

This amount includes,

- a.** Books and Journals
- b.** Contingency
- c.** Chemicals and Consumables (as applicable)
- d.** Travel and Field Work

Tenure and Implementation: Tenure of the project is 1 year from the date of sanction of the said project.

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

#### **5. PROCEDURE FOR APPLYING**

All faculty members including SACT in colleges may submit their Research Proposal applications from 1<sup>st</sup> June to 30<sup>th</sup> June every year in the prescribed proforma to the concerned Research and Development Cell of the college (R&D Cell)

#### **6. PROCEDURE FOR APPROVAL**

The received proposals duly forwarded by the HOD of the concerned department will be assessed with the help of a subject expert committee constituted by the Research and Development Cell of the college.

The final decision will be taken by the Research and Development Cell of the college on the basis of recommendations made by the Committee and the availability of funds under the scheme.

#### **7. PROCEDURE FOR RELEASE OF GRANTS**

The first installment of the grant shall comprise of 50% of the total grant approved by the College for the total duration of the project. The grant will be released by the Principal.

On receipt of Half-Yearly Progress Report, statement of expenditure of 1<sup>st</sup> installment of grant, another 40% of the total grant will be released as second installment. 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 item wise 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 to the college through cheque.
  5. All installments will be released through issuing cheque in favour of Principal Investigator.

It is mandatory to post the Executive summary of the report, Research documents, monograph, academic papers published under the Research Project on the website of the College.

## **8. GENERAL**

- a.** If a Principal Investigator fails to complete the project, he/she has to refund the entire amount released with interest.
- b.** No extension in tenure is permissible under any circumstances.

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FORMAT FOR SUBMISSION OF  
PROPOSAL FOR RESEARCH PROJECT

Annexure-I

**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:

Residence:  
Email/Phone:

5. Department:
6. Teaching and Research Experience of Principal Investigator :
  - (a)Teaching experience: UG \_\_\_\_\_  
PG \_\_\_\_\_ Years
  - (b)Research experience:

- (c)Publication:
  - Papers Published: (specify UGC Care List publication)
  - 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**

7(i) Project Title

(ii) Introduction

(iii) Objectives

(iv) Methodology

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

8. Financial Assistance required

9. Whether the teacher has received support for the research project from the College earlier?

i. Sanction letter No. and date under which the assistance was approved

ii. Amount approved and utilized

iii. Title of the project for which assistance was approved

iv. In case the project was completed, whether the work on the project has been published

v. If the project has not been completed, please state the reasons

10. (a) Details of the project/completed or ongoing.

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

#### **To certify that:**

- a. I shall abide by the rules governing the scheme in case assistance is provided to me from the College for the above project.
- b. I shall complete the project within the stipulated period. If I fail to do so and if the College is not satisfied with the progress of the research project, the College may terminate the project immediately and ask for the refund of the entire amount (with interest) released by the College.
- c. The above research Project is not funded by any other agency.

**Signature of Principal Investigator**

**HOD**

**(Seal)**

**SREE CHAITANYA MAHAVIDYALAYA  
Prafullanagar Habra North 24 Parganas Pin- 743268**

**ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT**

Name \_\_\_\_\_

No. \_\_\_\_\_ 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 College.
3. (i) His/ her date of birth is \_\_\_\_\_  
(ii) Age \_\_\_\_\_
4. The date of implementation of the project is \_\_\_\_\_

**Principal Investigator**

