

## 3. Minor Research Project

### 3.1 Introduction & Objectives

- St Pauls College to promote research activities in all streams provides financial support to meet their requirements for individual and excellent research in specialized areas. A teacher can avail only one project 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. Only the teaching faculty of St Pauls College is eligible to participate in the scheme.

### 3.2 Nature of Assistance:

- The quantum of assistance for a research project will be as under:
- Minor Research Project in Arts, Sciences, Commerce & Management, Humanities, Social Science, Languages, Literature, Arts, Law and allied disciplines - Rs. 30.000/-.

### 3.3 Grants Utilization Guidelines

- a. Equipment ( may be used from college resources, subject to availability)**
- b. Books and Journals:** The equipment as well as books & journals may be utilized from available resources or may be procured the essential equipment's and books & journals needed for the proposed research work. The equipment's and books & journals acquired by the Principal Investigator under a Minor Research Project must be deposited to Institution or in the library after the completion of the project which will be the institutional property.
- c. 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.
- d. Re-Appropriation:** The Principal Investigator may re-appropriate maximum 20 per cent of the recurring grant allocated under each head with the permission of Principal with the justifications.
- e. Tenure and Implementation:** One year. The effective date of implementation of the project will be mentioned in approval-cum- sanction letter.

### **3.4 Procedure for Applying**

- All eligible teachers in colleges may submit their Minor Research Proposal applications from 1st April 2022 in the prescribed proforma.

### **3.5 Procedure for Approval**

- The received proposals duly forwarded by the departments will be assessed with the help of a subject expert committee constituted by the IQAC. The final decision will be taken by the Research Cell & IQAC on the basis of recommendations made by the Committee and the availability of funds under the scheme.
- The Departments should comply with these guidelines in case of Minor Research Projects.

### **Annexure – I**

#### **Performa**

#### **Detailed Project Proposal for Minor Research Projects**

**Apply under: Research Programme\*** (*MRP – 2022-23*)

#### **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. Co - Principal Investigator**

- i. Name:
- ii. Sex: M/F
- iii. Date of Birth:
- iv. Category: (GEN/SC/ST/OBC)
- vii. Qualification:
- viii. Designation:

**Project Proposal**

**(i) Title of the Research Proposal** \_\_\_\_\_

**(ii) Abstract (approx. 200 words)**

**(iii) Introduction of the proposed study (approx. 200 words)**

**(iv) Objectives of the study (approx. 50 words)**

**(v) Methodology of the study (approx. 300 words)**

**(vi) Sampling & Study Area (approx. 300 words)**

**(vii)Expected Outputs such as papers, report, book, document, dataset etc. (100 words)**

**(viii)Relevance of the proposed study for society (approx. 200 words)**

**(ix)Budget Break-up (approx. 200 words)**

**Justification of different heads of budget (write in 30 words each)**

1. Research Staff

2. Field work

3. Equipment and study material

4. ....

5. ....

## Declaration

I hereby declare that:

1. The Research Proposal and its contents are entirely original and as per the standard practice.
2. I have not concealed any information in my application. If ST PAULS College finds any contrary information at any stage, it may cancel my study out rightly.

Place:

Date:

**Signature of the Candidate**

## Annexure – II



### ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT

Name \_\_\_\_\_

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 Co-Principal Investigator.
3. The date of implementation of the project is \_\_\_\_\_

**Principal Investigator**

**Co- Principal Investigator**

Annexure - III



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

1. Name of Principal Investigator \_\_\_\_\_
2. Dept. of PI \_\_\_\_\_
3. 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 \_\_\_\_\_
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 Minor Research Project entitled \_\_\_\_\_ vide 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 Institution.

S.No.	Item	Amount Approved (Rs.)	Expenditure Incurred
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			(Rs.)
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		

INVESTIGATOR

SIGNATURE OF PRINCIPAL

(Seal)

**Annexure - IV**



**ST PAULS COLLEGE**

Affiliated to Bangalore University **BENGALURU**  
 Reg. by Gov. of Karnataka | Managed by Society of St Paul

**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 norms for Minor Research Projects.

SIGNATURE OF PRINCIPAL INVESTIGATOR

PRINCIPAL

(Seal)

Annexure - V



**Utilization certificate**

Certified that the grant of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_

\_\_\_\_\_ Only) received from the Grant of Minor Research Project entitled \_\_\_\_\_

vide 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 Institution.

SIGNATURE OF THE  
PRINCIPAL INVESTIGATOR

PRINCIPAL

(Seal)

STATUTORY AUDITOR

(Seal)



## Annexure -VI



### **Annual/Final Report of the work done on the Minor Research Project. (Report to be submitted within 4 weeks after completion of the Project)**

1. Project report No. 1<sup>st</sup>/Final \_\_\_\_\_
2. Reference No.F. \_\_\_\_\_
3. Period of report: from \_\_\_\_\_ to \_\_\_\_\_
4. Title of research project \_\_\_\_\_
5. (a) Name of the Principal Investigator \_\_\_\_\_  
(b) Deptt. \_\_\_\_\_
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)**