



NAAC ACCREDITED

Sub: Guidelines for Scheme for Minor Research Project.

To strengthen and to bring the Research activities of different kind in the university, the university has already framed a Research Policy under notification No. 01, Dt. 30/06/2022. Under this policy out of the many research activities one is to encourage young faculty to go for research systematically and for that, they should be provided seed money for the minor research project on which they want to work subject to certain conditions and also the procedure to be followed.

Accordingly a scheme for minor research project along with guidelines is prepared and is now circulated herewith Appendix-1. Basically it is for Assistant Professors working in different faculties and institutions and hence this scheme may be brought to the notice of such faculties.

All Deans/Heads of the Department are here by informed to encourage young faculties (Assistant Professor) to prepare a minor research project and submit the same in Performa attached as Appendix-2 subject to eligibility, norms and procedure to be followed. Depending upon the financial resources available the grant for such research project will be released in phase manner based of the progress of the project.

No. DDU/MRS/02/2022

Date: 30/06/2022


(Dr. H. M. Desai)
Vice Chancellor

To,

- 1) Campus Director**
- 2) All Deans / Principals**
- ✓ 3) Coordinator IQAC**
- 4) Research Cell**
- 5) Registrar**
- 6) Controller of Examination**
- 7) Account Section**

Encl.:- (1) Copy of the scheme for Minor Research Project.

(2) Performa under which the proposal to be submitted.

Dharmsinh Desai University

Guidelines for the DD University Funded Minor Research Project

Introduction

DD University has its own history of more than fifty years journey in providing services to the society in higher education in professional education from affiliated college to autonomous college to the deemed to be university and now since 2005, It firmly believes that being a University it is required to contribute in quality interdisciplinary and multi disciplinary research through nurturing and promoting the research skills of its faculty members and the students. To have a road map of strengthening research it has a research policy which describes many measures of strengthening research activities. Under this research policy the University has also strengthened the scheme of minor research projects. The minor research project funding is to be offered to the faculty members who are new to research and willing to take the structured steps forward in this direction. The research could be discipline specific or an interdisciplinary or multi disciplinary in nature. In order to encourage such faculty members, the University shall fund the minor research project up to `Rs. 1,00,000/- for justifiable research proposals. The duration of the minor research project is up to one financial year in most cases but can be extended for two years..

Eligibility and Other Norms

1. All permanent Assistant Professors of the University are eligible to apply for the financial assistance under the scheme of Minor Research Project.
2. A faculty member can avail financial assistance from the University as Principal Investigator (PI) for only one minor research project at any given time.
3. Based on the quantum and nature of the work, a Principal Investigator (PI) can include only one Co-Investigator (Co-PI).
4. Wherever necessary, the senior faculty members (Professor / Associate Professor) can guide the PI/Co-PI as mentor to project. The role of a mentor is to facilitate/advice the PI/Co-PI. However, the mentor will not execute the project on behalf of the PI/Co-PI.

Nature of the Minor Research Project

The minor research projects can be of any of the following nature:

- proposes to test new ideas, innovations or promotes scientific temperament
- has academic value and serves the purpose of enhancing the skills of the faculty member(s)
- helps leveraging the laboratory facilities and enhances student learning
- create prototypes / experimental setup relevant for doctoral degree of the concerned faculty
- promotes new case development, realization of design ideas or basis for new work leading to intellectual property
- leads to interdisciplinary research work

- leads to innovation and patent filing
- leads to product development/process development for societal benefit
- leads to enhancement of scientific knowledge and/or data generation leading to technology development in future
- leverages livelihood/economic opportunities and solves societal challenges in a sustainable way
- contributes to knowledge generation and/or advancement of knowledge in the subject/topic

The priority for funding will be given to those projects, which are (i) socially relevant, and/or (ii) interdisciplinary in nature, and/or (iii) leads to innovation and filing patent.

Nature of the Financial Assistance

- The financial assistance is to be granted up to 1,00,000/- per minor research proposal as seed money..
- The usual tenure for the grant is one financial year. It may be two financial year for justifiable cases.

The applicant faculty member will have to follow the process as mentioned below for availing the financial assistance:

- For assessing the potentiality of the minor research project seeking financial assistance up to Rs. 1,00,000/- a Committee of the experts available in the department / institute should be formed. The Committee shall be comprised of two Professor / Associate Professor (at least one being the expert in the field in which the research is being proposed) and the HoD (where department structure exist) and the Dean concerned. The Committee shall be appointed by the concerned VC. However, if the senior level expert equivalent to Professor or Associate Professor is not available, then outside experts should be inducted.
- The Committee shall give clear recommendations/rejections. In its recommendation, the Committee should also mention the financial assistance to be given, the tenure of the project to be granted, whether the project Achievable or not, etc.

Non-Recurring Grants puc

1. Equipment and related accessories
2. Books and Journals
3. Procurement of the software

- The grant for the equipment / software / books & journals may be purchased only when such facility is not available and the same will be utilized solely under the said head and shall be relevant to the proposed research work. Unless it is mandatory for the research work, the faculty members shall choose the open source software.
- The equipment, software, books and journals acquired by the Principal Investigator under a Minor Research Project must be deposited to the concerned department after completion of the project.
- The Dead Stock Register, Log Book Register, Issue Register, Maintenance Register/Record are to be maintained as per the rules of the University for all the equipment purchased under the minor research project.

Recurring Grant:

1. Hiring Services

This is meant for specialized work such as analysis of samples, charges for data collection, fabrication work, layout design, specialized skill related services, travelling for field work, etc. for which the University / Faculty / Departments has no infrastructure and / or such services are available only on payment basis.

2. Contingency

10 of total grant amount may be utilized on spare-parts for apparatus (existing apparatus to be used in the minor research project), photo-stat copies and stationary, computation and printing needed for the project Chemicals, Glassware and other Consumables

Procedure for Applying for the Fund under the Scheme of Minor Research Project

- All permanent Assistant Professors designated as Principal Investigator for the proposed minor research project shall submit their proposal (in prescribed format) to the Dean of the Faculty through Head of the Department.
- The proposal must be forwarded along with the Minutes of the Committee recommending the Minor Research Project taking in to points which are narrated above. The Committee shall endorse the work plan and the equipment / software / books and journals relevant to the project and the assessment. The department / faculty should ensure that sufficient budget is available for the said project.
- After preliminary scrutiny, the project along with recommendations will be forwarded . to the Vice Chasncellor. After the approval of the Vice Chancellor a letter to the PI/Co-PI, with copies to the concerned HoD / Dean.

Purchase of Equipment

- The total provision for the purchase of equipment, software, tools and accessories etc. shall not exceed 50% of the total sanctioned budget. Also, at the same time, it should not support for any equipment / software individually costing 50% of the total sanctioned budget.
- The Principal Investigator shall also seek the budgetary quotation of the needed equipment / software / related accessories before preparing the proposal and also attach the same in the proposal. This ensures arriving at the exact cost of the equipment.
- The equipment put under the proposal must be useful in the department after the completion of the project. The proposed usage of the same in the department after the project must also be indicated in the proposal in terms of hours/week. This is to ensure that the equipment is not left idle after completion of the project.

Travel for Field Work

- The total provision for the travel for field work shall not exceed 30% of the total sanctioned budget in case of projects related to the Engineering /Technology // Pharmac/Dental and 50% of the total sanctioned budget in case of projects related to the Management /.
- In case if the higher (higher than mentioned in above point) percentage of allocation is required for travel / field work, the details may be accordingly justified before the evaluating Committee. The evaluating Committee may record the justification and forward recommendations / reservations to the competent authority for the sanctioning of the amount under this head. The VC can give a special approval in special cases.
- The decision of the VC the budget sanctioned shall abide by the PI and Co – PI.
- The details of travel and purpose of travel should be predetermined in the project and clearly depicted in the project proposal.
- The amount allocated under the travel/field work head is to be utilized for the implementation of the sanctioned project only.
- The concerned PI / Co-PI will be permitted to travel for field work related to sanctioned project as per University Traveling Allowance rules within the amount allocated under travel head.
- The budget under this head should not be used for attending conference, seminar, workshops, etc. This amount should also not be used for attending any training programme either.
- No foreign travel is permissible within this scheme.

Procedure for Release of the Fund:

The payment against the invoice / voucher will be made by the Account Section of the University as per the University norms and as envisaged in the project proposal. After six months, the subsequent release of the fund will be based on submission of six monthly satisfactory progress report and the recommendations by the Committee (preferably the same Committee, which examined the initial project proposal). However, in case where advance payment is required for the progress of the project, the same will be granted after approval of the VC.

Final Report and Research Outcome (s)

- After satisfactorily completing the research work (meeting with all the project objectives), the PI will prepare a Final Project Report with a consolidated item wise detailed statement of expenditure incurred during the complete project period in the prescribed proforma duly signed by the Committee. The Head and the PI are expected to settle the accounts immediately on completion of the Project (maximum within two weeks from the project completion).
- The PI should also submit all relevant documents (operation manual if product is developed, reports, patent application details (if applied for patent), experimentation details in case of experiment, details of scientific knowledge and/or data generation leading to technology development in future, experimental set-up, case prepared, software designed and implemented, research papers published (if any) under Minor Research Project.
- Research outcomes by the Principal Investigator in the form of at least one research publication in peer reviewed journal or in the proceedings of a reputed conference, or a set-up useful for students learning will be highly appreciated. All the PIs / Co-PIs should put sincere effort in the said reference.
- In all forms of the research outcomes (described above), the University must be acknowledged for the funding.

General Terms & Conditions

- The Principal Investigator will be responsible for the completion of the project and effective utilization of the allocated budget.
- In case if the PI has left / resigned / relieved from the Institute, the Co-PI will act as the Principal Investigator and is responsible for completing the project.
- In case any leave is required for the project, the PI / Co-PI can get the same after approval of the competent authority. When the leaves of the PI / Co-PI has exceeds the permissible limit, the VC may approve the additional leave in specific conditions after proper justifications.
- In any case, the overall expenditure for the project should not exceed the allocated amount.
- The fund will be given for meeting the recurring and non-recurring cost for conducting the research and must not be used for any other purpose.

Dharmsinh Desai University

APPLICATION FOR FINANCIAL SUPPORT FOR MINOR RESEARCH PROJECT

(Under the Major Research Project Guide lines.)

PART I

Research Topic:

Proposed Duration: (months):

Proposed Start Date:

1. Personal Details: Researcher Investigator

Name: Mr./Ms:

Designation:

Department:

Email:

Age:

Date of Confirmation:

Date of Joining:

Current Qualifications: (Starting from Bachelors Degree; attach addl.sheet if reqd.)
Degree Year of passing Class /Grade Name of the Institution. /University

Specialization at PG / NET-JRF/ Doctoral level:

Title of the PhD Topic:

Teaching Experience:

- At PG:.....
- At Post PG:.....
- At Doctoral level:.....

Research Experience:

Total number of years of Experience (Teaching/research/ Industry)

Number of research paper published along with date of publication and the name of the journals and the citations if an

Details of research Projects

a. Number of minor/ major projects completed as PI:

b. Give details of completed projects

1. Title of the Project
2. Funding Agency
3. Amount sanctioned
4. Outcome

c. Give details of Ongoing research Projects

1. Title of the Project
2. Funding Agency
3. Amount sanctioned
4. Outcome

Publications:

I Papers Published -----	Accepted-----	-Communicated-----
ii Books Published -----	Accepted-----	-Communicated-----
iii Other Publications-----	Accepted-----	Communicated -----

PART II Proposal

1. Research Topic:
2. Proposed Duration: (months): Proposed Start Date:
3. Origin of the research problem
4. Interdisciplinary relevance
5. Review of research and development in the subject: (500 words)
6. Industrial Relevance (500 words)
7. What are the practical applications of this research?
8. Would you be engaging Project Fellow for the Project?
9. Duration from.....to.....
10. Any other information which the investigator/s may like to give in support of this proposal which may be helpful in evaluating the proposal.
11. Whether the investigator(s) has received any support for the major/minor research project from Dharamsinh Desai University in past? If yes, give following details:
 - Sanction letter No. and date, and amount sanctioned:
 - Title of the project for which assistance was availed:
 - In case the project was completed, whether the work on the project has been published:

Undertaking:

I/we confirm that all details furnished in this application are true and I undertake to abide by the terms and condition in case assistance is provided,

I/we shall complete the project within the stipulated period.

The above research project is not funded by any other agency. If so I shall bring it to the notice of the University. .

Date:

Investigator

(NB: This application must be made in duplicate and must attach synopsis of the research project including budgets in the prescribed format.)

Forwarded by the Dean / HOD with Comments

Dean / Principal / HOD