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**ANNEXURE – I**

**University of Mumbai**

**FORMAT FOR SUBMISSION OF PROPOSAL FOR MINOR RESEARCH PROJECT**

**Part – A**

**1. Broad Subject:**

**2. Area of Specialization**

**3. Principal Investigator**

- (i) Name :
- (ii) Sex (M/F):
- (iii) Date of Birth:
- (iv) Qualification:
- (v) Designation:
- (vi) Address:

Office:

Residence:

**4. Co- Investigator (s)**

- (i) Name:
- (ii) Sex:
- (iii) Date of Birth:
- (iv) Qualification:
- (v) Designation:
- (vi) Address:

Office:

Residence:

**5. Name of the Institution where the project will be undertaken**

(a) Department

(b) College / University

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**6. Whether the College / University is approved under Section 2 (f) and 12 B of the UGC Act?**

Yes/ No

**7. Teaching and Research Experience of Principal Investigator**

(a) Teaching Experience UG ----- Years

PG ----- Years

**(b) Research experience**

(c) Whether the project has been approved by the University for the Doctoral Degree?

If so, Please indicate

- i. Date of Registration
- ii. Name and designation of the supervisor (Guide) approved by the University.
- iii. Name of the University where registered.

**d) In case the teacher holds a Doctoral degree:**

- i. Title of the thesis
- ii. Year of the award of degree
- iii. Name of the University

**(e) Publication**

**Papers**

Published  
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**

**8. (i) Project Title:**

**(ii) Introduction**

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

International status

National Status

Significance of the study

(iii) Objectives

(iv) Methodology & Plan of Work:

(v) Conclusion

(vi) Details of collaboration, If any intended

**9. Financial Assistance required ( Budget)**

<b>Item</b>	<b>Estimated Expenditure</b>
(i)	Consumable & Chemicals:
(ii)	Equipment , if needed ( please specify name & approx cost)
(iii)	Contingency & local travel:

**10. Whether the teacher has received support for the research project from the UGC under Major, Minor, and scheme of support for research or from any agency? If so, please indicate**

- (i) Name of the agency from which the assistance was approved
- (ii) Sanction letter No and date under which the assistance was approved
- (iii) Amount approved and utilized

- (iv) Title of the project for which assistance was approved
- (v) In case the project was completed, whether the work on the project has been published
- (vi) If the candidate was working for the doctoral degree, whether the thesis was submitted and accepted by the University for the Award of degree.

(A summary of the report/ thesis in about 1,000 words may please be attached with the application)

- (vii) If the project has not been completed , please state the reasons

**11. (a) Details of the project/ scheme completed or ongoing with the PI**

- (b) List of facilities that will be extended to the investigator (s) by implementing

<b>Name of the agency</b>	<b>Year Started</b>	<b>Total Completed</b>	<b>Equipment/ Infrastructural facilities obtained</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			

institution

- (c) Available equipment & accessories to be utilized for the project.

**12.** 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) The University / College is approved under Section 2 (f) and 12- B of the UGC Act and is fit to receive grants from the UGC
- (b) General physical facilities, such as furniture/ space etc. are available in the Department/ college

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- (c) I/we shall abide by the rules governing the scheme in case assistance is provided to me/us from the UGC for the above project.
- (d) I/we shall complete the project within the stipulated period. If I/we fail to do so and if the UGC is not satisfied with the progress of the research project, the Commission may terminate the project immediately and ask for the refund of the amount received by me/us
- (e) The above research project is not funded by any other agency

**Name & Signature**

- (a) Principal Investigator
- (b) Co- Investigator
- (i)
- (ii)
- (c) Principal  
(Signature with Seal)

..8/-

## **GUIDELINES FOR RESEARCH PROPOSAL FOR MINOR RESEARCH PROJECT**

### **Objectives:**

**To promote and encourage research culture among teachers so as to make them to take up challenging research activities in future carrier.**

### **Part A:**

**No specific Guidelines are required for this part (i.e. point 1 to 7)**

### **Part B:**

**This part is related to the proposed research work. For this guidelines are as follows:**

**8 (i)** The proposal project should have brief title not exceeding one and half- lines to clearly indicate its subject & aim.

**8(ii)** The introduction of the proposed research work must cover in the three topics given as: Origin of Research Problem, Interdisciplinary Relevance, and Review of Research & Development of the subject.

Provide background information on the project. Review the published work in the area with appropriate references from national or international journals. Total number of references should not exceed 25. Site the major references or reviews most pertinent to the subject and justification to carry out the work in light of this background information.

The introduction should be written approximately of one page.

**8 (iii) Objective:** The rationale behind carrying out the project should be clearly written as a justification for carrying out the research project. It should logically explain the reason for carrying out the research work and explain how it will further add to our knowledge in the respective field or result in further applications. This should be written in half to three fourth

page. Research work should not be repetitive of similar work done earlier either by the investigator or any other person.

**8 (iv) Methodology & Plan of Work:** Briefly describe the proposed plan of work. Describe in general the techniques to be used. Do not write details of the methodology in a stepwise manner, Describe the facilities available in the laboratory to carry out the research work.

If facilities from some other laboratories are to be used, mention the type of facilities and the name of the institution where these will be available.

Please confine your project so as a study & complete in-depth in a definite period i.e. 31<sup>st</sup> March of the financial Year.

**8 (v) Conclusions:** The investigator should write a brief conclusion of the project which should state how completion of the project will enhance our understanding of the concerned subject and whether it will lead to any applications in the future. These should not exceed half a page.

**8(vi)** Mention about collaborations, if intended.

**9. Budget:** The Budget should be prepared for different heads of expenditure such as

1. Consumables and Chemicals with information on their approximate costs.
2. Equipments: Request of small pieces of equipments may be considered. Purchase of equipments of high prices through this project shall not be considered.
3. Other expenditure such as contingency and local travel if needed may be considered.

**10** Write the details point wise.

**11. Infrastructure facilities:**

Workshop

Water & Electricity

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Laboratory space and furniture

AC room for equipment

Telecommunication

Transportation

Administrative and secretarial support

Library

Computation/ Documentation

Animal house/ glass house

Any other (please specify)

List the facilities that will be extended to the investigator (S) by the implementing institution.

**11 (C) Available equipment and accessories to be utilized for the project.**

<b>Name of Equipment</b>	<b>Model and make</b>
Available with investigator	1.
	2.
	3.
Available in the Department	1.
	2.
Available elsewhere in the Institution or in the region	1.
	2.
	3.

..11/-



**General Instructions:**

The Minor Research proposal should be prepared & submitted strictly according to the format given in **ANNEXURE – I**

The documents/ enclosed required with the proposals.

1. Photocopy of university approval from the CONCOL section obtained by investigator in their colleges/ Institutions.
2. Endorsement (**Annexure-II** from the Head/ Principal / Director of the college / institute on letter head)
3. If facilities from some other laboratories/ organizations are to be used, then a letter of consent from the Head of that institution / organization allowing the use of such facilities,
4. List of papers & books published /or accepted during last five years.

The Four copies of the research proposal (**ANNEXURE – I**) and soft copy in the form of CD along with the above documents enclosed must be sent in one lot through proper channel (i.e. through Director / Principal of the college / institute) to:

The Assistant Registrar,  
Academic Planning & Development Unit,  
Room No. 132, First Floor,  
University of Mumbai,  
Mumbai- 400 032.

Note that the proposal received up to 31th July 2011 will be evaluated & reviewed in the month of August 2011. The proposals received after the 31th July 2011 will be considered for the next Year i.e. 2012-13.

**While submitting proposal Principal Investigator should write following information on COVER PAGE.**

Sr No.	Particulars	Information
1	Principal Investigator	Name – E- mail ID.- Office Ph. No. – Mobile No.-
2	Name of college	
3	Program	Arts/Science/Commerce/ Engineering/Law etc.
4	Title of the Project	

**Important Note:-**

- 1) **After completion of the research project, Principal Investigator should submit the report of the same in two copies (hard copies) and one soft copy in the form of CD to APD unit of the University of Mumbai within stipulated time.**
- 2) **Principal Investigator should give presentation of completed project before the Expert Committee and Authority of University of Mumbai.**
- 3) **It will be highly appreciated if paper is written in National/ International journal of high reputation.**
- 4) **Quality projects recommended by committee will be put on Website of University of Mumbai**
- 5) **Best project Award of Rs. 5000/- (Rs. Five thousand only) will be given to the project recommended by Expert Committee and Authority of University of University of Mumbai.**

**ANNEXURE – II**

**ENDORSEMENT:**

Project title: -----

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Certified that the institute welcomes participation of Shri./Smt. -----  
----- as the investigator for the  
project.

Certified that the equipment and other basic facilities in the application and such other administrative facilities as per terms and conditions of the grant will be extended to the investigator (s) throughout the duration of the project.

Institute assumes to undertake the financial and other management responsibilities of the project.

Institute assumes the responsibilities of submitting Grant Utilization Certificate Project report and project completion report to the university not later than 30<sup>th</sup> May of the next financial year.

Name & Signature of the  
Head of the Institution.

Place & Date:

Recommended

Principal of the College

**For favour of display on notice board**

The Director  
Board of College and  
University Development,  
University of Mumbai,  
Mumbai-400 032.

**CALL FOR GRANT OF RESEARCH PROPOSALS.**

**Objectives:**

To promote and encourage research culture among teachers so as to make them to take up challenging research activities in future carrier.

**THE PROPOSALS SHOULD REACH THE UNIVERSITY UPTO 31<sup>st</sup> JULY 2011 ONLY, THROUGH / PRINCIPAL.**

(For further details contact. -----)

The name of Authority in the College / Institution.