

NOTIFICATION

Sub: Guidelines for providing grants to University/constituent college teachers for minor research project – reg.

Ref: Decision of the Syndicate Meeting held on 20.11.2015
vide agenda No. ಡಿಇವಿ:ಸಾ.ಸ.7.22(2015).

Pursuant to the decision of the Syndicate, the Guidelines for providing grants to University/Constituent College teachers for Minor Research Project is hereby notified.

By Order,


REGISTRAR.

To:

1. The Librarian, Mangalore University Library, Mangalagangothri.
2. The Finance Officer, Mangalore University, Mangalagangothri.
3. The Director, Planning, Monitoring and Evaluation Board, Mangalore University.
4. The Chairmen of all P. G. Departments and Coordinators of all P. G. Courses, Mangalore University.
5. The Coordinator, Mangalore University P. G. Centre, Chikka Aluvara, Thorenoor Post-571232 Kushalanagar Hobali, Somwarpet TQ. Kodagu.
6. Chairman, P. G. Department of Microbiology/Coordinator, M.Sc. Course in Biochemistry, Mangalore University P. G. Centre, Chikka Aluvara, Thorenoor Post-571232 Kushalanagar Hobali, Somwarpet TQ. Kodagu.
7. The Head, USIC/ Microtron Centre, Mangalore University, Mangalagangothri.
8. The Co-ordinator, OAST Cell, Mangalore University, Mangalagangothri.
9. The Centre-in-charge, CARRT Project, Mangalore University, Mangalagangothri.
10. The Coordinator, DST-PURSE Programme, (Department of Materials Science), Mangalore University.
11. The ~~Coordinator, University~~ ^{web Portals} Mangalore University, Mangalagangothri.
12. The Director, CSEIP Centre, Mangalore University, Mangalagangothri.
13. Principal, University College, Mangalore / University Evening College, Mangalore/Field Marshal K. M. Cariappa College, Madikeri.

Copy to:

1. The Superintendents of all Sections of Registrar's Office, Mangalore University.
2. P.S. to Vice-Chancellor/ P. A. to Registrar, Mangalore University.

MANGALORE UNIVERSITY

GUIDELINES FOR PROVIDING GRANTS TO UNIVERSITY/CONSTITUENT COLLEGE TEACHERS FOR MINOR RESEARCH PROJECT

1. INTRODUCTION & OBJECTIVES

The proposal is to encourage young researchers in the university and to motivate them to carry out research work with seed money. The university provides financial support to meet their requirements for individual and excellent research in their fields of interest.

2. ELIGIBILITY/TARGET GROUP:

Permanent/Regular Assistant Professors(Lecturers) working in various Post Graduate Departments and Guest faculty having Ph. D. or higher Degree, who are serving in Mangalore University Post Graduate Departments/Constituent Colleges/P.G. Centre continuously for the past ten years are eligible to avail grant under the Minor Research Project.

A working teacher can avail only one project/ scheme of the University 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. **Failure to abide by this rule shall make the Principal Investigator liable to refund the entire amount paid by the University in all such schemes.** It would be the responsibility of the Principal Investigator and the Chairman for total accountability of the project. After completion of one project (date of finalization of accounts of the project). **If a teacher desires to undertake another project, a gap of six months will be necessary.** The Principal Investigator should publish two papers in a reputed journal in the form of Books/Article/Presentation in seminar etc. from the said project completed.

3. NATURE OF ASSISTANCE:

The quantum of assistance for a research project will be as under:

Minor Research Project in all disciplines: - Rs. 1.00 lakh.

Non-Recurring Grants

a. Equipment (Minor equipments only)

b. Books and Journals: The equipment as well as books & journals grants may be utilized to procure the essential equipments and books & journals needed for the proposed research work.

The equipments and books & journals acquired by the Principal Investigator under a Minor Research Project must be deposited to the departmental library or the central library after the completion of the project which will be the University property.

Recurring Grant

- i. **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.
- ii. **Chemicals and Consumables:** To meet expenditure on chemicals, glassware and other consumable items.
- iii. **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.
- iv. **Re-Appropriation:** The Principal Investigator may re-appropriate maximum 20 per cent of the **recurring** grant allocated under each head with the permission of Registrar/Principal with the justifications.
- v. **Tenure and Implementation:** Two years. The effective date of implementation of the project will be mentioned in approval-cum-sanction letter.

4. PROCEDURE FOR APPLYING

All eligible teachers in the University departments/colleges may submit their Minor Research Proposal applications in the prescribed proforma to the University through the proper channel against the call for proposal in the University website.


5. PROCEDURE FOR APPROVAL

The received proposals duly forwarded by the Heads will be assessed with the help of an 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.

6. PROCEDURE FOR RELEASE OF GRANTS

The first installment of the grant shall comprise of 100% of the Non - Recurring and 50% of the total Recurring grant approved by the University for the total duration of the project.

On receipt of Annual Progress Report, statement of expenditure and utilization certificate of 1st installment of grant, the 40% of the total recurring grant will be released as second installment. Remaining 10% will be released on receipt of following completion documents as final reimbursement:

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- i. A copy of the final report of project along with soft copy.
- ii. 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/Principal and the Principal Investigator
- iii. A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by Govt. Internal Auditor/Chartered Accountant, Chairman/Principal as well as the Principal Investigator in the prescribed proforma.
- iv. The unutilized grant if any may be refunded immediately through demand draft drawn in favor of the Finance Officer, Mangalore University.
- v. 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.
- vi. The Principal Investigators/Institutions are expected to settle the accounts immediately on completion of the project. In case the balance grant, if any, is not claimed within **three** months from the date of completion of the project, the same will lapse and no representation will be entertained on this behalf.

7. GENERAL

- i. After finalization of the selection procedure of the Minor Research projects the names of the selected PIs will be posted on the University website. The PIs should check their names and send their acceptance certificate duly forwarded by the Chairman/Principal of the College immediately to the Registrar to enable the University to send the approval/sanction letters.
- ii. Project is not transferable in any case.
- iii. **If a Principal Investigator fails to complete the project, he/she has to refund the entire amount released with interest.**
- iv. No extension in tenure is permissible in any circumstances.


REGISTRAR