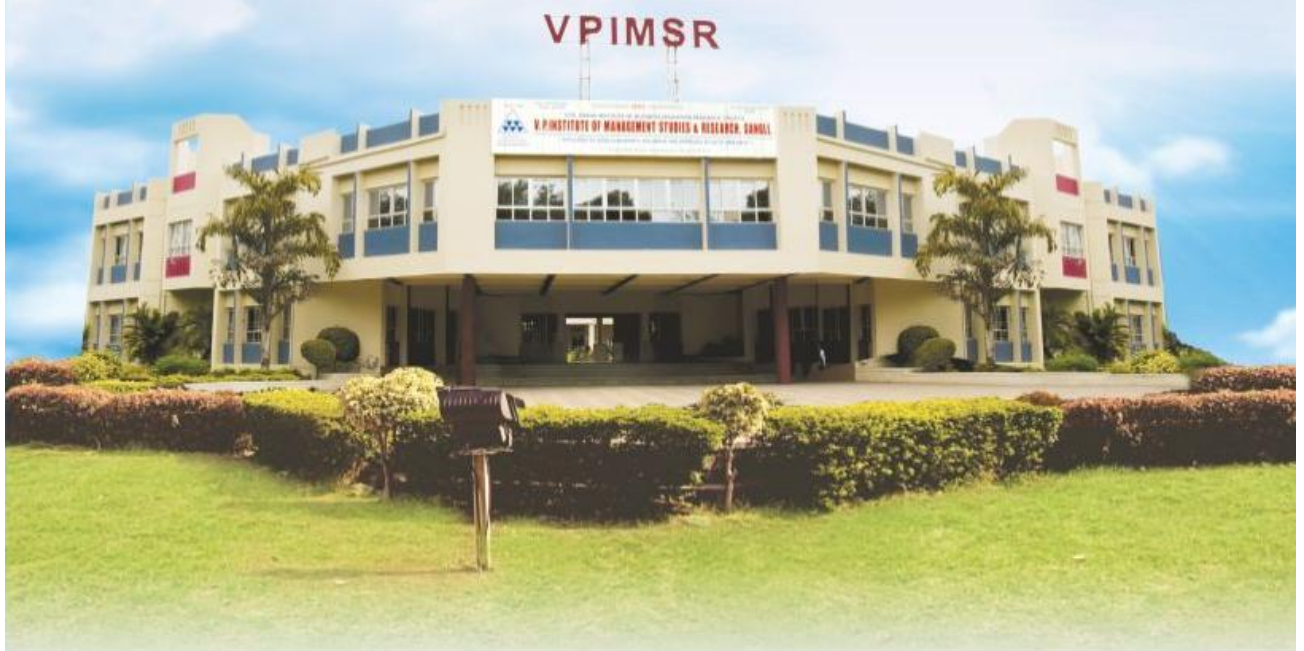




Chh. Shahu Institute of Business Education & Research Trust Kolhapur's

**V.P. INSTITUTE OF MANAGEMENT
STUDIES & RESEARCH, SANGLI
(M. S.)**



**Research and Consultancy
Project**

PREFACE

As we all are aware that NAAC has pointed out that the promotion of research is a significant responsibility of the HEIs which have to be actively engaged in this through evolving appropriate policies and practices, making adequate resources available, encouraging active research involvement of teachers and scholars in research as well as recognizing any achievement of teachers through research. Criterion III Research, Innovations and Extension speaks about the policies, practices and outcomes of the institution, with reference to research, innovations and extension. It deals with the facilities provided and efforts made by the institution to promote a “research culture” by enabling faculty to undertake research projects useful to the society.

In an effort to enhance the accountability of the institution’s financial and academic support to enable faculty members to submit project proposals, we are very happy to present the scheme of Minor Research Project through research committee. On behalf of the research committee we would like to appeal the faculties to take up research activities utilizing the existing facilities.

Special thanks to all committee members, Dr. R. M. Yallatti, Dr. A. A. Sattikar, Dr. Ms. V. S. Jadhav and Dr. Ms. S. V. Chavan for their great contribution in developing the Manual

The guidance and support of Dr. R. A. Shinde, President and Managing Trustee is gratefully acknowledged.

Lastly, we express our deep appreciation to the financial supports by Managing council of our Institute.

Dr. Ms. N. U. Deshpande
Chairman, Research Committee

Preamble

To inculcate problem solving temper amongst faculty members so as to enable local society to leapfrog in to the next phase of development as a predominantly knowledge based society; VPIMSR intends to encourage faculty members to take up research projects by providing required funds and facilities.

Vision

To foster ideas which have potential to contribute in socio-economic upliftment of the industries/people in the local society to a socially, economically and technologically developed one.

Mission

To evolve and support research projects focussing on the problems faced by industries/people which are not in position to invest individuals for research to solve their problems.

Objectives

- Enhancement of the research culture in the faculty members.
- Introduction of incentives to promote research endeavours.
- Evaluation of research proposal and their quality.
- Monitoring of progress with research programmes.
- Keeping liaison with support/funding organisations.
- Coordination of submissions to external organisations.
- Organising of research conferences/workshops/seminars.

Nature of Project Support

This includes support for carrying out studies/surveys by providing financial assistant for location specific research including socio-economic and technology development.

Quantum of Assistance

Assistance for research work will be in the form of grant for necessary expenditure incurred towards such activities subject to maximum of Rs. 25 thousand per project for maximum of two years.

Selection Procedure

- (i) Recommendation by Research Committee.
- (ii) Approval of Management Council/Governing Council of CSIBER Trust.

Guidelines for the Minor Research Proposals

- Research committee will give notification for inviting Minor Research Projects once in the academic year.
- The proposals should be based on innovative technologies/ideas.
- The proposals should have specific, concrete, quantifiable objective.
- Maximum project cost should not be more than Rs. 25 thousand and two years duration.
- All proposals shall be in a prescribed Performa.
- As Research committee shall be monitoring the progress of the project, Principal investigator shall provide a six monthly progress report to the committee.
- The Principal Investigator will be required to publish the Paper in the National or International Journal or conference before the release of Second /Third Instalment of the Grant.

General Terms and Conditions

- The grant-in-aid will be utilized strictly for the specific research project and should be exclusively spent on the same and within the time frame as specified in the sanction letter.
- If the University/ Institution is unable to start the programme within three months of the receipt of the grant-in-aid, the approval shall ipso facto lapse.
- The grant-in-aid released under these programmes cannot be spent on creating infrastructural facilities
- Research committee reserves the right to terminate the project at any stage if it is convinced that the grant-in-aid has not been properly utilized and/or sufficient progress is not achieved towards the purpose for which the grant -in-aid was sanctioned.
- The assets acquired out of the grant-in-aid shall be the property of the Institute. No assets acquired out of the grant-in-aid shall be disposed-off without the permission of the Research committee.
- The Principal Investigator must take steps to ensure that the audited Utilization Certificate and statement of accounts for the grant-in-aid are submitted by the concerned department.

- If the Principal Investigator leaves the institution, retires, or goes on long leave, the Research committee will appoint another Principal Investigator to the project immediately.
- Principal Investigator should intimate research committee before any patenting or commercialisation of Research project.

Instruction for Filling Up the Proforma.

- Use papers of A-4 size (21 cms x 29 cms).
- Type as per the layout given in the format on both sides.
- Project title should be precise and should not exceed normally 20 words within two lines.
- Use telegraphic language to the maximum extent possible for objectives, work plan, methodology, expected outcome etc.

FORMAT FOR SUBMISSION OF PROPOSAL FOR MINOR RESEARCH PROJECT

Note: Six copies of the proposal comprising Part A and Part B to be submitted to the Research Committee, V.P. Institute of Management Studies and Research, Sangli.

PART-A

Name of the Principal Investigator :

Designation:

Department:

Qualification:

Total Teaching/ Research Experience :

Presentations of Principal Investigator at National & International conferences:

Awards/ Prizes/ Certificates etc. won by the Principal Investigator:

No. of Projects

Sr. No	Name of funding agency	Name of Scheme	Programme Title	Year of Funding	Duration	Amount Sanctioned	Status: Completed/ Ongoing

No. of Publications:

Sr. No.	Title of Paper/Report/Book	Author(s) Name	Vol. of Journal & Year	Page No. From To

Name of the Co-investigator :

Designation:

Department:

Qualification:

Total Teaching/ Research Experience :

Presentations of Principal Investigator at National & International conferences:

Awards/ Prizes/ Certificates etc. won by the Principal Investigator:

No. of Projects

Sr. No	Name of funding agency	Name of Scheme	Programme Title	Year of Funding	Duration	Amount Sanctioned	Status: Completed/ Ongoing

No. of Publications:

Sr. No.	Title of Paper/Report/Book	Author(s) Name	Vol. of Journal & Year	Page No. From To

PART-B

Project Proposal

(Project Title, Introduction, Review of Existing Literature, Objectives, Methodology, Expected outcome, Tentative Chapter scheme, Bibliography to be attached separately)

Estimated Expenditure

Items of Expenditure	Estimated Amount (in Rs.)
Books and journals	
Equipment, if required	
Field work and travel	
Contingency	
Total	

Whether the teacher is in receipt of financial support from the UGC or any other organization under Major/Minor Project scheme? If so, please give details:

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

Signature of Co-investigator

Signature of Principal investigator

Signature of Head of the Department

Signature of Head of the Institute

Date:

Place:

CERTIFICATE FROM THE INVESTIGATOR

Project Title:

I/We agree to abide by terms and conditions of the GUJCOST grant.

I/We did not submit this or a similar project proposal elsewhere for financial support.

I/We have explored and ensured that equipment and basic facilities will actually be available as and when required for the purpose of the project.

Signature of Co-investigator

Signature of Principal investigator

Date:

Place:

Format for Annual Progress Report

Date of Sanction :

Principal Investigator :

Co-investigator :

Project Title :

Date of commencement of the Programme:

Duration of Project :

Amount sanctioned :

Amount released :

Details of Expenditure :

ITEM	BUDGET (IN RUPEES)	
	1 ST YEAR	2 ND YEAR
A. Recurring		
B. Non-Recurring		
GRAND TOTAL (A + B)		

Give details of the activities carried out during the year:

Signature of Co-investigator

Signature of Principal investigator

Signature of Head of the Department

Date:

Place:

PROFORMA FOR EVALUATION

Title of the project:

Broad Subject Area:

Points for evaluation:

Criteria	Remarks
Work proposed is original.	Yes / No
Useful to the state.	Yes / No
Possibility of patenting/commercialization.	Yes / No
Possibility of further research	Yes / No
Financial assistance asked is justified.	Yes / No
Are you proposing proposal to be assisted as it is presented?	Yes / No
Are you proposing proposal to be assisted for fund asked?	Yes / No
Any modification suggested.	Yes / No
Any other Comments	

Signature and Name of Evaluator

Date:

Place:

Proforma for Evaluation of Progress Report

Title of the project:

Broad Subject Area:

Points for evaluation:

Criteria	Remarks
Work carried out is satisfactory & up to the mark	Yes / No
Work carried out is in the line of set objectives of the proposal	Yes / No
Assistance for the subsequent phase shall be released?	Yes / No
Project shall be continued	Yes / No
Any other Comments	

Signature and Name of Evaluator

Date:

Place:

UTILIZATION CERTIFICATE

Certified that out of Rs. grants-in-aid sanctioned during the year in favour of under the letter No. dated has been utilized for the purpose of for which it was sanctioned and that the balance of Rs..... remaining unutilized at the end of the year has been surrendered to V. P. Institute of management Studies and Research, Sangli (vide D.D/Cheque No..... dated)

Signature of Co-investigator

Signature of Principal investigator

Signature of Head of the Department

Signature of Account Officer with Seal

Date:

Place: