

# **UNION CHRISTIAN COLLEGE FACULTY MINOR RESEARCH PROJECT GRANT**

## **UCC FACULTY/STUDENTS RESEARCH GRANT**

Sponsoring Body: **PRINCIPAL UNION CHRISTIAN COLLEGE**

### **OBJECTIVE**

With an Aim to encourage and provide opportunities for Research to the members of the teaching faculty and to introduce the concept of Research to the students in order to promote the spirit of research and innovation. The College has initiated a funding for Research and Publication of Research materials for all the Teaching Faculty and for the students of the College.

### **NAME**

The Research Grants will be instituted in the name of former Teachers and Principals of the college, whose contributions in their field of research have been acknowledge in the National and International level in the field of Social Science, Literature, and Sciences.

### **NATURE OF ASSISTANCE:**

The quantum of assistance for Minor Research Project will be for a Maximum **Rs.60000.00** (Sixty Thousand Only) and for Research Material Publication will be **Rs.30000.00** (Thirty Thousand). One time Grant for the teaching staff and a **Rs.10000.00** (Ten Thousand) financial award and certificate of Merit award for the Students.

### **A. MINOR RESEARCH PROJECTS (For The Staff)**

#### **PROCEDURE FOR APPLYING:**

1. All eligible teachers of the college who have served in the college as full time teachers (Sanctioned/ College Post) for more than 4 Years can submit their Minor Research Proposal Applications from **1<sup>st</sup> April to the 31<sup>st</sup> April** of the year to the Office of the Coordinator of IQAC UCC.
2. The Research grant can be conducted by the Department by mentioning the name of one Principal Investigator (PI) while other faculty of the Department can be designated as Assistant Investigator (AI).

### **TENURE FOR MINOR RESEARCH PROJECTS**

The eligible teacher(s) who avail the Research Grant has to complete the Minor Research Report within 12 Months from the date of Sanctioning of the Research Grant.

## **PROCEDURE FOR APPROVAL**

- (i) The received proposals duly forwarded by the HOD will be assessed by the **Research Screening Committee** of the IQAC. The Screening Committee shall recommend to the Office of the Principal for approval for the grant subject to availability of funds under the scheme.
- (ii) Equipment and books & journals acquired by the Principal Investigator under a Minor Research Project must be deposited to College or in the Central library of the college after the completion of the project which will be the institutional property.
- (iii) Faculty/ Only One in case it is a Joint Project of the Department may also avail special casual leave/duty leave for a Maximum period of 14 Days for field work/collection of data as per the Research Rules of the College.

## **PROCEDURE FOR RELEASE OF GRANTS**

The grant will be released in 3 instalments to the Teacher or Principal Investigator (PI).

- (i) After finalisation of the selection procedure of the Minor Research projects the names of the selected Principal Investigator will be posted on the college website.
- (ii) The Research grant will be sanctioned once the Teacher is selected for the Research project.
- (iii) Initially, 50% of the grant will be released on receipt of the joining report (Annexure-IV). The next instalment of 25% of the research grant shall be paid on submission of the utilization certificate (Annexure-V) of first instalment. The final instalment of 25% of the research grant shall be released on reimbursement basis on submitting the claims and utilization certificate of second instalment. However, the tenure to utilize the whole grant shall be 2 years from the release of first instalment of research grant.
- (iv) The Project is not transferable in any case from the name of the selected Principal Investigator.

**NOTE:** In the case that the Principal Investigator failed to complete to submit the Report in the stipulated time, the PI should notify the IQAC seeking extension of time for another 3 months or failure of which the PI should reimbursed the Amount received within 10 Days after the expiry of extended due date.

## **QUALITY PERFORMNCE REPORT OUTCOME:**

The outcome of the Minor Research Project Report should be published in UGC Care List Journal or Scopus Index Journal within 2 Years from the date of the submission of the Project Report to the College, failing which, the Principal Investigator should refund back the Project Grant to the office of the Principal.

## **B. FOR BOOK PUBLICATION (For faculty only)**

### **PROCEDURE FOR APPLYING**

Only teachers who have obtained Ph.D and have served the college for minimum 4 Years are eligible to apply for this grant.

#### **Report Publication:**

The Book should not be the Ph.D thesis of the Staff but an independent work done after PhD. It should be published in reputed Publishers with ISBN Number within 6 Months from the date of approval of the grant.

## **C. RESEARCH PROJECT AWARDS (For the Students)**

### **Eligibility**

- (i) The top Five Students from every department of the previous semesters who have no backlog from previous semesters are eligible to compete and conduct Independent and Creative Research for the **Best Students Research Project**.
- (ii) Three Awards, one each from Arts, Commerce and Science Stream will be selected from among the best research projects for the Cash Award.
- (iii) The selected Research project of the student should be published as a Report in Newspaper, Magazines, and Journals etc. during their 6<sup>th</sup> semester session.

### **Research Thrust:**

The Research topics should be multi-disciplinary and the thrust area should be on issues which are of global concern. The research Performa can be in the form of Articles or Posters.

### **Guidance:**

A student who intends to take up the Research topic should submit their short proposal to their respective Department and the faculty of the department will choose from among themselves as to who should take up guidance to the Research work. The department will act as the screening body for proposals sent by the students before they are allowed to pursue for their project.

### **Screening Committee**

The Screening committee to judge the best Research Project shall consist of the Principal, HOD's and Members of Research Cell of the IQAC.

### **Tenure:**

The students should submit their proposal before the 5<sup>th</sup> Semester examination (As with the current Semester Pattern) and their proposal will be cleared by the department before the semester break. The Report should be submitted at the start of their 6<sup>th</sup> Semester admission. The Award shall be announced in the mid of the 6<sup>th</sup> Semester.

**D. Feedback:**

- a. For every Research Grant scheme of the College the beneficiary will have to submit a feedback in form of the report on the research work done.
- b. After completion of the research work the Department concerned shall submit the summary of the awardee's research work in the along with the research papers published to the IQAC.

**E. Termination of Award**

The Grant is liable to be terminated in case of:

- a) Misconduct.
- b) The awardee is found ineligible later.
- c) Any false/misleading information furnished by the awardee or any fraudulent activity by the Awardees shall lead to Penal action against him/her.
- d) Plagiarism or unethical practices.
- e) Any corrupt practices by the awardee.
- f) Violation of terms and conditions of the fellowship.

Before terminating/cancelling the Grant, the faculty member shall be given reasonable opportunity to defend himself/herself.

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## **Annexure-I (For Faculty)**

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

#### **PART –A.**

1. Broad Subject:

2. Area of Specialization

3. Duration

4. Principal Investigator

i. Name:

ii. Sex: M/F.

Date of Birth:

Qualification:

Designation:

Home Address

No. of Teaching Years in the College

Research Experience:

Papers/ Books Published:

#### **PART -B**

Proposed Research Work

(i) Project Title:

(ii) Introduction :

(iii) Objectives :

(iv) Methodology

(v) Financial Assistance required:

i. Books and Journals:

ii. Equipment:

iii. Field Work and Travel:

iv. Chemicals and Glassware:

v. Contingency:

vi. Hiring Services:

**Annexure-II (For Faculty)**

**FORMAT FOR SUBMISSION OF PROPOSAL FOR BOOK PUBLICATION**

**PART.**

Book Reference: School of Social Science or Humanities/ Arts/ Languages and Literature /  
Life Sciences/ Physical Sciences/

Subject:

Area of Specialization

Duration- 6 Months

Name of Author:

ii. Sex: M/F.

Date of Birth:

Qualification:

Designation:

Home Address:

No. of Teaching Years in the College

Research Experience:

The Book is an Outcome: PhD Program/ Other Research Activities

Relevance of the Book to Students/Staff:

Proposed Publishing House-

Status- National/International

### **Annexure-III (For Students)**

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

Name:

ii. Sex: M/F.

Date of Birth:

Department:

Brief Proposal Signed by HOD

#### **PART -B**

Proposed Research Work

- (i) Thrust Area:
- (ii) Project Title:
- (iii) Introduction :
- (iv) Aim and Objectives :
- (v) Report Type : Article/Poster

**Annexure - IV**

UNION CHRISTIAN COLLEGE Umiam-Khwan - 793122

**JOINING REPORT**

Name of scholar:

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Name of the Scheme:

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This is to certify that Mr./Ms \_\_\_\_\_ of

\_\_\_\_\_ Department, has joined

under the above mentioned scheme of Union Christian College with effect from

\_\_\_\_\_.

He/She will be provided with all necessary facilities for research during the tenure of award. The terms and conditions of the offer are acceptable to scholar. Also certified that he/she is not a recipient of emoluments from any other source after joining the above Fellowship.

Signature of scholar

Date:

Name:

Signature of Head of Department

Date:

Signature of Head of Institution:

Date:

Seal:



**ANNEXURE – V**

UNION CHRISTIAN COLLEGE Umiam-Khwan -793122

UTILISATION CERTIFICATE

Certified that an amount of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_) has been utilized out of the  
sanctioned grant of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) for the  
purpose for which it was sanctioned in accordance with the terms and conditions laid  
down by the College in respect of Dr/Mr/Ms.  
\_\_\_\_\_ under the scheme  
of \_\_\_\_\_, sanctioned vide letter  
number \_\_\_\_\_, dated \_\_\_\_\_ to the department  
\_\_\_\_\_.

The unspent amount of Rs. \_\_\_\_\_ has been carried forward.

If, as a result of check or audit objection, some irregularity is noticed at a later stage,  
action will be taken to refund/adjust or regularize the objected amount.

Signature of candidate/PI

Date:

Name:

Signature of Head of Department:

Date:

Seal: