

**Notification for Minor Research Projects for Regular Faculty**  
**2023-2024**

**1. Eligibility:**

Regular teachers of the Maulana Azad National Urdu University based at the Headquarters and Off Campuses are eligible to apply for Minor Research Projects as per the following guidelines:

**2. Procedure to Apply for Minor Research Project:**

The teachers who wish to avail financial assistance will have to fill the prescribed proforma available on the official website of MANUU.

An in-service teacher can avail only one project at a time in this scheme.

The proposal will have to be forwarded through the concerned Head of Department/Principal and Dean/Director of the concerned School/Centre to the following email address: [researchprojects2023.24@gmail.com](mailto:researchprojects2023.24@gmail.com) on or before 29th September 2023.

The proposals of the Principal Investigators found to be complete in all respects, will be invited for making presentations before a committee.

Two copies of the same duly forwarded by the Head of the Department/Principal and Dean/Director of the concerned School/Centre need to be brought at the time of the interface meeting that will be held for selection of the research projects.

The applicants of off campuses will not be paid any TA/DA for appearing before the project selection interface meeting.

The selection will be done by the project selection committee and will be duly approved by the Competent Authority based on the availability of funds under the scheme.

**3. Nature Of Assistance:**

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

- a. Minor Research Project in Schools of Sciences and Technology:  
**Rs. 2.00 lacs.**
- b. Minor Research Project in Humanities, Social Sciences, Languages, Management and Journalism:  
**Rs. 1.50 lacs**

The Project Selection Committee will be authorised to decide the amount of estimated expenditure to be allocated under the different items/heads.

### **Non-Recurring Grants**

- a. Equipment (Minor equipments only)
- b. Books and Journals

The grants for equipment as well as books and journals may be utilized to procure the essential equipment and books and journals needed for the proposed research work.

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

### **Recurring Grant**

- a) Hiring Services: This is meant only for specialized technical work, such as sample analysis, for which the University/Institution either has no infrastructure or such services are available on payment basis.
- b) Contingency: The admissible contingency grant may be utilized on spares for apparatus, photostat 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 the contingency head.
- c) Special Needs: Assistance may be provided for any other special requirement in connection with the project which is not covered under any other 'Head' of assistance. This requirement should be mentioned clearly in the research proposal.
- d) Chemicals and Consumables: To meet expenditure on chemicals, glassware and other consumable items.
- e) 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. The PI should also avail special casual leave/duty leave for field work/collection of data as per University rules.
- f) Re-Appropriation: The Principal Investigator may re-appropriate maximum 20 per cent of the grant allocated under each head with the permission of Principal/Head of Department under intimation to the respective Dean of School and Registrar MANUU with proper justification.

### **4. Tenure and Implementation:**

The project will be sanctioned for a period of 12 months and will be further extendable by 3 months through a request in writing.

The effective date of implementation of the project will be mentioned in the approval-cum-sanction letter issued by the competent authority.

### **5. Procedure for Applying**

All eligible teachers may submit their Minor Research Proposal applications from 28th August 2023 to 29th September 2023 in the prescribed proforma to the following email address: [researchprojects2023.24@gmail.com](mailto:researchprojects2023.24@gmail.com).

### **6. Procedure for Approval**

The proposals received duly forwarded through proper channel will be assessed with the help of a Project Selection Committee constituted by the Competent Authority of the University. The final decision will be taken by the Competent Authority on the basis of the recommendations made by the Committee and the availability of funds under the scheme.

### **7. Procedure for Release of Grants**

The first instalment of the grant shall comprise 100% of the Non-Recurring and 50% of the total Recurring grant approved by the Committee for the total duration of the project. The grant will be released to the Principal Investigator of the project.

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

1. Copy of the final report of project along with soft copy.
2. A consolidated item wise detailed statement of expenditure incurred during the complete project period in the prescribed proforma duly signed and sealed by the Head/Principal/Dean and the Principal Investigator.
3. A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by a Govt. Internal Auditor/ Chartered Accountant, Head/Principal/Dean as well as the Principal Investigator in the prescribed proforma.
4. The unutilized grant if any, may be refunded immediately through NEFT/RTGS/demand draft drawn in favour of the Finance Officer of the university.

It is mandatory to send the Executive summary of the report, research documents, monograph, academic papers published under Minor Research Project to the IQAC of the University.

The Principal Investigators are expected to settle the accounts immediately on completion of the project. In case the balance grant, if any, is not claimed within six months from the date of completion of the project, the same will lapse and no representation will be entertained on this behalf.

### **8. General:**

- a) After finalisation of the selection procedure of the Minor Research projects the names of the selected PIs will be posted on the university website.
- b) The PIs should check their names and send their acceptance certificate duly forwarded by the Head/Principal/Dean immediately to the Registrar to enable the Academic Section to prepare the approval/sanction letters signed by the competent authority.
- c) If a Principal Investigator fails to complete the project, he/she has to refund the entire amount released with interest.
- d) No further extension other than 3 months is permissible in any circumstances.
- e) Bills/expenditure receipts/Utilization Certificate will be submitted by the PIs to the Finance Section through their concerned Heads/Deans of Schools/Directors of Centre and Registrar.