

Notification for Minor Research Projects for Regular Faculty
2024-2025

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: researchprojects2024.25@gmail.com **on or before 15th July 2024.**

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 Schools of 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 up till 15th July 2024 in the prescribed proforma to the following email address: researchprojects2024.25@gmail.com.

6. Procedure for Approval

The proposals received duly forwarded through proper channel will be assessed by subject wise Project Selection Committees 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 65% 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.

A midterm review will be held after 6 months to ascertain the progress of the project before the release of the second instalment of 35% of the total recurring grant. At the time of the final settlement, the following will have to be submitted:

1. Copy of the final report of the 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, if required by the University.
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 publish at least one article/research paper on the topic of the sanctioned Minor Research Project in a reputed/peer reviewed/ UGC Care Listed journals after the project is completed.

The PI should also send the Executive summary of the report, research documents, monograph, academic papers published under Minor Research Project to the IQAC of the University.

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 to the University.
- 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 Office of the Dean Research and Consultancy for onward transmission to the Finance Section through their concerned Heads/Deans of Schools/Directors of Centre and Registrar.

P.S.

1. Kindly note that the research proposal should be sent to the correct email address i.e., researchprojects2024.25@gmail.com. Those proposals sent to an incorrect email address will not be entertained.
2. Those faculty members who have been awarded research projects in 2023-24 are not eligible to apply again.