

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A central University established by an Act of Parliament in the year 1998)

Accredited 'A' Grade by NAAC



**ACADEMIC SECTION**

MANUU/Acad./F.613/2016-17/139

30<sup>th</sup> Sept., 2016

**C I R C U L A R**


**Sub: Application for Minor Research Project proposal under XII Plan Grants provision - Reg.**

**Ref: MANUU/Acad./F.613/2016-17/130, dated 21<sup>st</sup> Sept. 2016.**

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In continuation to Academic Section circular cited above regarding submission of duly filled in prescribed application form for **Minor Research Project under XII Plan Grants provision** please find enclosed herewith the guidelines devised as per the UGC norms. All the faculty members of Teaching & Research Departments of the University are once again requested to submit their Minor Research Proposal applications through proper channel on or before the following dates in the office of the Dean, Academics:

- (i) for Campus Depts. / Research Centres - **15<sup>th</sup> October, 2016** and
- (ii) for Off-campus colleges - **31<sup>st</sup> October, 2016.**
- (iii) The Quantum of Assistance for a Minor Research Project - **Rs. 1.00 Lakh**
- (iv) Tenure of the project - 6 months ( upto 31<sup>st</sup> March, 2017)

  
Dean  
(Academics)

To

All the Deans and HoDs

Copy to:

- 1 Secretary to Vice-Chancellor
2. Office of the Registrar
3. Director, CIT - to upload on University website
4. Concerned file

## **GUIDELINES FOR MINOR RESEARCH PROJECT UNDER XII PLAN GRANTS OF MANUU**

### **1. Objective:**

Provision of Grants for Promotion of Research Activities Planned but not covered under Major Research Projects and Special Assistance Program (SAP), which the University proposes to encourage the individual faculty members for initiating the innovative research and the research proposals that do not fall under any other scheme of XII Plan.

### **2. Eligibility:**

Only Permanent Faculty Members of MANUU working in the Departments/ Colleges/ Research Centers of the MANUU, who are not having any Ongoing Research Projects.

### **3. Nature of Assistance:**

The Quantum of Assistance for a Minor Research Project: - **Rs. 1.00 Lac.**

#### **I. Non-Recurring Grants**

- a. **Equipment (Minor Equipment's Only)** – 50% of Sanctioned Amount
- b. **Books and Journals** – 10% Sanctioned Amount
- c. **Furniture (Support Equipment Needs Only)** – 10% of Equipment Amount

The equipment and furniture as well as books & journals grants may be utilized to procure the essential needs of the proposed research work. The Capital Assets acquired will be the institutional property and must be deposited to University/College/Center/ Dept. or in the departmental or the central library, at the end of the MRP by the PI.

#### **II. Recurring Grant**

- a) **Travel and Field Work:** The amount due under the head travel/field work is to be utilized for information collection such as data, documents and visit to libraries within the general scope and sphere of the ongoing project. This should not be used for attending conferences / seminars / symposia / workshops and training courses etc. The PI has to avail special casual leave/duty leave as per University rules.
- b) **Contingencies and Hiring/Testing Services:** 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. The Hiring or Testing Services is meant 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.
- c) **Consumables:** Expenditure on chemicals, glassware and other consumable items.
- d) **Re-Appropriation:** The Principal Investigator may re-appropriate maximum 20% of the **recurring** grant allocated under each head with the permission of Registrar / Dean under intimation to the this Office with the justifications.
- e) **Tenure and Implementation** – 31<sup>st</sup> March, 2017 - 6 Months - The effective date of the project will be mentioned in approval-cum-sanction letter.

### **4. Procedure for Applying:**

All eligible faculty members of the University may submit their Minor Research Proposal applications from **1<sup>st</sup> October, 2016 to 15<sup>th</sup> October, 2016 for Campus Departments / Research Centers** and **31<sup>st</sup> October, 2016 for Off-campus Colleges** in the prescribed proforma to the **Office of the Dean, Academics, MANUU, Hyderabad – 500032.**

### **5. Procedure for Approval:**

The received proposals duly forwarded by the Departments/Colleges/Centers will be assessed with the help of a subject expert committee constituted by the School concerned. The final decision will be taken by the University on the basis of recommendations made by the Committee within the available funds.

### **6. Procedure for Release and Operation of Grants:**

The Amount will be released only after the receipt of the consent/acceptance letter in the following manner.

- a) Non-Recurring Grants will be paid to Supplier of Equipment or Books & Journals after following the due procedure of procurement and receipt of goods in satisfactory conditions certified by the Principal Investigator.
- b) In respect of Recurring Grants the amount will be transferred to the specifically opened account under the title of the project in the name of Principal Investigator. Only 50% of the provision will be advanced at any given time under recurring grant and the remaining will be released on the basis utilization of certificate for the advance drawn.
- c) Settlement of Accounts
  - 1) Copy of the final report of project along with soft copy.
  - 2) A consolidated item wise detailed statement of expenditure incurred during the project period in the prescribed proforma duly signed and sealed by the Head / Principal and the Principal Investigator
  - 3) A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by Internal Auditor and Principal as well as the Principal Investigator in the prescribed proforma.
  - 4) The unutilized grant if any may be refunded immediately through RTGS to the University Prescribed Account held by the Registrar, MANUU, Hyderabad.

**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 Department / School / Center / University / College.**

The Principal Investigators are expected to settle the accounts immediately on completion of the project. In case the balance grant, if any amount due, 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.**

### **7. General:**

- a) After finalization of the Selection Procedure of the Minor Research Projects the Names of the selected Principal Investigators will be posted on the University website.
- b) The Principal Investigators should check their names and send their acceptance certificate duly forwarded by the Head of the Department and Dean of the School concerned in case of the College/ Research Center the Principal of the Institution or Director of the Research Center immediately to the Office of the Dean, Academics to enable the University to send the approval/sanction letters.
- c) Project is not transferable in any case.
- d) **If a Principal Investigator fails to complete the project, he/she has to refund the entire amount advanced with interest.**
- e) No extension in tenure is permissible in any circumstances.

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**APPLICATION FOR MINOR RESEARCH PROJECT UNDER RESEARCH & INNOVATION PROPOSAL SCHEME OF XII PLAN GRANTS**

<b>A. APPLICANT DETAILS</b>						
1.	Principal Investigator Name	:				
2.	Employee ID	:				
3.	Date of Birth and Age	:				
4.	Date of Superannuation	:				
5.	Gender	:				
6.	Category	:	SC/ST/OBC (excluding creamy layer)/PwD/General			
7.	Designation	:				
8.	Department	:				
9.	School/Institute	:				
10.	Contact No's with e-Mail ID	:				
<b>B. RESEACH DETAILS</b>						
11.	Teaching and Research Experience of Principal Investigator	:				
12.	Research Publications (Attach Separate Sheet with Details of ISSN/ISBN)	:	Publications	Published	Accepted	Communicated
			Papers			
			Books			
13.	List of Facilities being available with PI / in the Department	:				
14.	Whether PI has received any Research Support from either UGC or any Other Funding Agency during last 3 years?	:	If Yes, Furnish the Details			
			Funding Agency	Sanction Order & Year	Amount in Rs.	
15.	Any other Information	:				

<b>C. RESEARCH PROJECT DETAILS</b>				
16.	Broad Subject Area	:		
17.	Thrust Area	:		
18.	Sub Area	:		
19.	Type of Project	:	Discipline Specific / Inter-Disciplinary	
20.	Project Title	:		
21.	Executive Summary (250 Words)	:		
22.	Introduction	:	a. <i>Origin of the Problem</i> b. <i>Definition of the Problem</i>	
23.	Objective of the Project	:		
24.	Review of Status of Research and Development in the Proposed Area	:	<ul style="list-style-type: none"> <li>• <i>International status</i></li> <li>• <i>National Status</i></li> <li>• <i>Importance in the context of current status</i></li> <li>• <i>Bibliography</i></li> </ul>	
25.	Methodology	:	<ul style="list-style-type: none"> <li>• <i>Expertise available with the investigator</i></li> <li>• <i>Organization of work elements</i></li> <li>• <i>Time schedule of activities giving milestones</i></li> <li>• <i>Research outcome expected from the project</i></li> </ul>	
<b>D. BUDGET ESTIMATES</b>				
26.	Item wise Details	Non-Recurring	a. Equipment	
			b. Books & Journals	
			c. Furniture	
		Recurring	a. Travel/Field Work	
			b. Contingencies/Hiring Services	
			c. Consumables	
			Total in Rs.	
<p>Certify that the above research Project is not funded by any other agency. The general physical facilities, such as furniture/space etc., are available in the Department and I shall abide by the rules governing the scheme and also complete the project within the stipulated period. Submit the progress of the research project and Utilization Certificate in time.</p>				
			<b>Signature of Principal Investigator</b>	
<b>Head of the Department</b>		<b>Dean of the School</b>		