

MULUND COLLEGE OF COMMERCE (AUTONOMOUS)

RESEARCH PROMOTION AND ASSESSMENT COMMITTEE

Policy For Institutional Financial Support to Encourage Research Activities

Higher Education Institutions that balance high academic engagement with students and good quality academic research on a sustainable basis. Faculty and Students are encouraged and motivated to engage in research, participate in conferences / seminars to present their research findings and publish quality research papers in journals of high repute. The College supports the research activities of faculty by providing them financial assistance by sanctioning funds for Major / Minor Research Projects (MRP).

This policy of Institutional Financial support to faculty and students is proposed with the intention of encouraging the faculty's quest for research and inculcating research aptitude among students.

Institutional Financial support to Faculty and Students to engage in research activities:

Institutional financial support may be given to faculty:

- A. To present their research papers at international and national conferences
- B. To pursue doctoral studies
- C. To engage in research projects
- D. To file for patents

A. Institutional Financial support for Faculty and Students to participate / present / publish research activities:

- 1. Reimbursement of registration fees to participate in conferences, seminars and workshops.
- 2. Travel allowance as permissible in case of outstation conferences / seminars and workshops
- 3. Reimbursement of publication fees in reputed journals (UGC Care Listed, SCOPUS, ABDC etc)
- 4. Reimbursement of registration fees for enrolment in Faculty Development Programs / Short Term courses

B. Institutional financial support may be given to faculty pursuing doctoral studies from the Institution's Research Centre by reimbursing 50% of their college fee

C. Institutional financial support in the form of seed money for faculty and students engaging in research projects:

- 1. A one-time amount of **maximum Rupees Fifty Thousand may be given to each teacher and Rupees Twenty Thousand to each student** as seed money for research projects for one academic year after following the due procedure laid down for the purpose.
- 2. A maximum of 04 faculty and 10 students may be given the institutional financial support in one academic year.

Terms and conditions to avail of seed money:

- a) The teacher / student must apply in the given format (Appendix I) and within the given time period.
- b) The teacher must be an approved or contractual staff of the college (aided and unaided section) for a period of at least 3 years.

- c) A teacher can avail of the institutional financial support for research projects once in 3 years.
- d) A student can avail of the institutional financial support up to a maximum of two times during the student life cycle at UG level and once during the student life cycle at PG level.
- e) The institutional financial support in the form of seed money for research will be given to faculty / students for one academic year only.
- f) The institutional financial support will be available to such faculty who have not applied / not been sanctioned / not received financial support from any other funding agency for the same research project.
- g) The institutional financial support will be available to students for engaging in research activities beyond the curriculum or course.
- h) The teacher / student must complete the project in the same academic year (by 31st March) that it is granted
- i) The teacher must complete all duties allotted during the duration of the project. No concession will be granted regarding lecture engagement, examination duties or any other duty assigned to the teacher.

Scrutiny and Selection Procedure:

- a) The duly completed proposals for Research Projects (Appendix I) should be forwarded through the Head of Department / Coordinator. The duly completed proposals will be scrutinized by an Expert Committee / Research Promotion and Assessment Committee constituted by the college which will recommend the short-listed proposals to the Principal. The final decision will be taken by the Principal on the basis of the recommendations made by the Committee and the availability of funds for the grant of seed money.
- b) Only fully completed proposals submitted through the proper channel will be considered. Two or more faculty can submit one proposal, however, only one teacher shall be the Principal Investigator and will avail of the grant.
- c) After following due process as defined in this policy, the names of the selected Principal Investigators will be communicated. The Principal Investigators should send their Acceptance Certificate (Appendix II) immediately on receipt of communication.
- d) The Research Grant is not transferable in any case. If the faculty leaves the institution during the tenure of the grant, the entire amount will be refunded.
- e) The Research Project Work submitted will be evaluated by an Expert Committee comprising of External Expert Members constituted by the college
- f) If a Principal Investigator fails to complete the project, he/she has to refund the entire amount released with interest. No extension in tenure is permissible in any circumstances.

The amount of grant is bifurcated under two Heads-

1. Non-Recurring Grant

- a) Equipment (Minor equipment only)
- b) Books and Journals

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

The equipment and books & journals acquired by the Principal Investigator under Research Grant must be deposited with College or in the departmental library or the central library after the completion of the project which will be the institutional property.

2. Recurring Grant

- a) Hiring Services: This is meant for specialized technical work, such as sample analysis, for which the College 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, photo-stat 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 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 under the scheme.
- d) 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.
- e) Re-Appropriation: The Principal Investigator may re-appropriate maximum 20 per cent of the recurring grant allocated under each head with the permission of the Principal.

Sr	Heads	Value
A	Non Recurring Grant	
1.	Equipment (Minor) and Study material: Computer, Printer, Source Material, Books, Journals, Software, Data Sets etc.	Not exceeding 20% of the total grant
B	Recurring Grant	
2.	Research Staff: Full time/Part-time/Hired Services	Not exceeding 30% of the total grant
3.	Fieldwork: Travel/Logistics/Boarding, Survey Preparation or Consultancy etc.	Not exceeding 35% of the total grant
4.	Contingency	Not exceeding 5% of the total grant
5.	Printing/Publication of Report (UGC Care / SCOPUS/ ABDC Listed Journals)	Not exceeding 10 % of the total grant

Procedure for Release of Grants

- a) The first instalment of the grant shall comprise of 100% of the Non – Recurring and 50% of the total Recurring grant approved by the College for the entire project. The grant will be released by the Principal of the College.
- b) On receipt of Bi-Annual Progress Report (Appendix III), Statement of Expenditure (Appendix IV) and Utilization Certificate (Appendix V) of first instalment of grant, the 40% of the total recurring grant will be released as second instalment.
- c) 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 (Appendix VI).
 2. A consolidated item-wise detailed Statement of Expenditure (Appendix IV) incurred during the complete project period in the prescribed proforma duly signed and sealed by the Principal Investigator.

3. A consolidated Audited Utilization Certificate (Appendix V) for the amount actually utilized towards the project duly signed and sealed by an Auditor/ Chartered Accountant as well as the Principal Investigator in the prescribed proforma.
 4. Assessment Certificate / Report by External Experts Committee.
 5. The unutilized grant if any, must be refunded immediately.
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- d) It is mandatory to post the Executive Summary of the report, Research Documents, Monograph, Academic Papers published under Research grant on the website of the College.
 - e) 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.

APPENDIX I

FORMAT FOR SUBMISSION OF PROPOSAL FOR RESEARCH GRANT

I. PERSONAL INFORMATION

1. Broad Subject –
2. Area of Specialisation –
3. Duration –
4. Principal Investigator Details –
 - a) Name –
 - b) Date of Appointment –
 - c) Educational Qualification –
 - d) Designation –
 - e) Address – Residential –
 - f) Contact No –
 - g) Email Id -
5. Co- Investigator/s Details
 - a) Name –
 - b) Date of Appointment –
 - c) Educational Qualification –
 - d) Designation –
 - e) Address – Residential –
 - f) Contact No –
 - g) Email Id -

II. RESEARCH EXPERIENCE OF PRINCIPAL INVESTIGATOR

(Projects with / without financial assistance from UGC, ICSR, CSIR, ICPR, ICHR, etc)

Sr	Brief Detail (Title & Institution)

- a) Ongoing Projects, if any:
- b) Fellowships
- c) Ph.D. Guidance

III. PAPERS IN JOURNALS, EDITED BOOKS/REPORTS PUBLISHED

(Details of up to best 5)

Title of the Article / Paper	Journal Details	Month, Year & Volume with Pg no	Is it UGC Care / SCOPUS/ ABDC Listed Journal?

IV. ANY OTHER IMPORTANT ACADEMIC ACHIEVEMENT (approx 100 words)

V. PROJECT PROPOSAL

- a) Title of the Project Proposal:
- b) Abstract (approx. 200 words)
- c) Introduction of the Proposed Study (approx. 400 words)
- d) Major Research Works Reviewed: 1) International and 2) National. Not less than 15 to 20 important works (approx. 400 words)
- e) Identification of Research Gap (approx. 300 words)
- f) Objectives of the proposed study (approx. 100-150 words)
- g) Major Research Question/Hypotheses (approx. 150-200 words)
- h) Proposed Methodology for the research work (approx. 400 words)
- i) Innovation/Path-breaking aspects of the Proposed Research
- j) Proposed outcome such as papers in journals, edited books, book, privacy papers, document, etc. with proposed timeline and place of publications (300 words)
- k) Any new data to be generated where data deficiency is felt (100 – 150 words)
- l) Relevance the proposed study for policy making
- m) Relevance the proposed study for society (approx. 200 words)
- n) Proposed Budget

Sr	Heads	Value (Rs.)
A	Non Recurring Grant	
1.	Equipment (Minor) and Study material: Computer, Printer, Source Material, Books, Journals, Software, Data Sets etc.	
B	Recurring Grant	
2.	Research Staff: Full time/Part-time/Hired Services	
3.	Fieldwork: Travel/Logistics/Boarding, Survey Preparation or Consultancy etc.	
4.	Contingency	
5.	Printing/Publication of Report (UGC Care / SCOPUS/ ABDC Listed Journals)	
	Total	

APPENDIX II

ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT

Name of the Principal Investigator _____

Title of the Project _____

1. The research project is not being supported by any other funding agency and has not been submitted elsewhere.
2. We/I undertake that equipment/ materials procured in the project will be submitted to the institute on completion of the project.
3. The research work proposed in the project does not in any way duplicate the work already done or being carried out elsewhere on the subject.
4. We/I agree to submit a Plagiarism Report / Certificate while submitting the Final Project Report
5. At present, I have no research project approved by UGC or other agencies / Institutes and the accounts for the previous project, if any have been settled.
6. The terms and conditions related to the grant are acceptable to the Principal Investigator and University/College/Institution.
7. The date of implementation of the project is _____

Principal Investigator –

Signature

Head of the Department –

Signature

Date:

APPENDIX III

PROGRESS REPORT OF THE WORK DONE ON THE MINOR RESEARCH PROJECT

(Report to be submitted within 4 weeks after completion of 6 months or final completion of project)

1. Project report No. 1st /Final _____
2. Reference Letter No. _____
3. Period of report: from _____ to _____
4. Title of research project _____
5. (a) Name of the Principal Investigator _____
(b) Dept. _____
(c) College where work has progressed _____
6. Effective date of starting of the project _____
7. Grant approved and expenditure incurred during the period of the report:
 - a. Total amount approved Rs. _____
 - b. Total expenditure Rs. _____
 - c. Report of the work done: (Please attach a separate sheet)
 - i. Brief objective of the project _____
 - ii. Work done so far and results achieved and publications, if any, resulting from the work (Give details of the papers and names of the journals in which it has been published or accepted for publication _____)
 - iii. Has the progress been according to original plan of work and towards achieving the objective? If not, state reasons
 - iv. Please enclose a summary of the findings of the study.
 - v. Any other information

Principal Investigator –

Signature

Head of the Department –

Signature

Date:

APPENDIX IV

STATEMENT OF EXPENDITURE - MINOR RESEARCH PROJECT

1. Name of Principal Investigator _____
2. Dept. of PI _____
3. Approval Letter No. and Date _____
4. Title of the Research Project _____
5. Effective date of starting the project _____
6. a. Period of Expenditure: From _____ to _____
b. Details of Expenditure _____

S.No.	Item	Amount Approved (Rs.)	Expenditure Incurred (Rs.)
A	Non-Recurring Grant		
1.	Equipment (Minor) and Study material: Computer, Printer, Source Material, Books, Journals, Software, Data Sets etc.		
B	Recurring Grant		
2.	Research Staff: Full time/Part-time/Hired Services		
3.	Fieldwork: Travel/Logistics/Boarding, Survey Preparation or Consultancy etc.		
4.	Contingency		
5.	Printing/Publication of Report (UGC Care / SCOPUS/ ABDC Listed Journals)		
	TOTAL		

- a) If as a result of check or audit objection or some irregularity is noticed at a later date, action will be taken to refund, adjust or regularize the objected amounts.
- b) It is certified that the grant of Rs. _____ (Rupees _____ only) received from the College under the scheme of support for Minor Research Project entitled _____ vide letter No. _____ dated _____ has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by Mulund College of Commerce

Principal Investigator –

Signature

Head of the Department –

Signature

Date:

APPENDIX V

UTILIZATION CERTIFICATE

Certified that the grant of Rs. _____ (Rupees _____ only) received from the Mulund College of Commerce under the scheme of support for Minor Research Project entitled _____ vide letter no. _____ dated _____ has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the College.

Head of the Department
Signature

Statutory Auditor

(Seal)

Principal Investigator
Signature

APPENDIX VI

PROFORMA FOR SUBMISSION OF THE FINAL REPORT OF THE WORK DONE ON THE PROJECT

1. Title of The Project.....
2. Name and Address of Principal Investigator.....
3. Name and Address of Institution
4. Approval Letter No. and Date
5. Date of Implementation
6. Tenure of The Project
7. Total Grant Allocated
8. Total Grant Received
9. Final Expenditure
10. Title of the Project
11. Objectives of the Project
12. Whether Objectives were achieved
13. Achievements from Project (Give Details)
14. Summary of Findings (In 500 Words)
15. Contribution to Society (Give Details).....
16. Whether Any Ph.D. Enrolled/Produced out of Project.....
17. No. Of Publications out of Project (Please Attach)

Principal Investigator –

Signature

Head of the Department –

Signature

Date: