

**MINOR RESEARCH PROJECT SCHEME**  
**For Faculty Members of University Teaching Departments**

**KANNUR UNIVERSITY**

**Thavakkara, Civil Station P.O.**  
**Kannur - 670 002, Kerala**

## KANNUR UNIVERSITY

### SCHEME & GUIDELINES FOR PROVIDING GRANTS TO KANNUR UNIVERSITY TEACHERS FOR MINOR RESEARCH PROJECTS

#### 1. INTRODUCTION & OBJECTIVES:

In order to strengthen the quality research in Kannur University Teaching Departments, University will strive to provide financial support to meet its faculty members' requirements for individual and excellent research in specialized areas.

#### 2. ELIGIBILITY/TARGET GROUP:

Permanent/Regular, faculty members of Kannur University Teaching Departments who wish to undertake, along with teaching work, a Minor Research Project are eligible for applying the Research Project grant under this scheme.

The Principal Investigator of the project shall be from a Kannur University Teaching Department. In case of research topics which are of inter-disciplinary nature and where the expertise in the Department has to be supplemented from outside, a Co-Investigator may be allowed from an affiliated college.

#### 3. NATURE OF ASSISTANCE:

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

1. Science subjects including Engineering & Technology - up to Rs. 8.00 L
2. Humanities, Social Science, Languages, Arts, Law & allied disciplines-up to Rs. 6.00 L

#### **Project Assistant**

A Project Assistant can be appointed for the smooth running of the project. Minimum qualification for the Project Assistant shall be Post graduate Degree in a relevant subject and they may be recruited through an Interview/Written examination or both. Remuneration for the NET qualified Project Assistant shall be Rs.15000/-p.m. and Project Assistant without NET shall be paid Rs.10000/-p.m.

#### **Non-Recurring Grants**

- I. Equipment (Minor equipment only, purchase of laptops/PCs not permitted)
- II. Books and Journals;

Grants may be utilized to procure the essential minor equipment (up to Rs. 1.00 lakh) needed for the proposed research projects in science subjects. The equipment / books & journals acquired by the Principal Investigator under a Minor Research Project must be deposited to the Department/ Departmental library or the Central library after the completion of the project which will be the institutional property.

### **(c) Recurring Grant**

#### **(a) Hiring Services**

This is meant for specialized technical work, such as sample analysis, for which the University 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, stationery, postage, telephone calls, internet, computation and printing needed for the project.

**(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) Chemicals and Consumables**

Assistance may be provided to meet expenditure on chemicals, glassware and other consumable items for research projects in science.

#### **(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. Travel grant may also be used for presenting papers in International /National level conferences/ seminars once in the project period.

#### **(f) Re-Appropriation**

The Principal Investigator may re-appropriate maximum 20 per cent of the **recurring** grant allocated under each head with the permission under intimation to the University with sufficient justifications.

#### **(g) Tenure and Implementation**

Duration for the research project shall be two years. The effective date of implementation of the project will be mentioned in approval-cum- sanction letter.

### **4. PROCEDURE FOR APPLYING**

All eligible faculty members shall submit their Research Proposal for grant in the prescribed proforma to the Director, Research Directorate, Kannur University, Thavakkara, Civil Station PO, Kannur 670002 on or before **5<sup>th</sup> June 2018**.

## **5. PROCEDURE FOR APPROVAL**

The received proposals duly forwarded by the Department will be assessed by an Expert Committee constituted by the University. The final decision will be taken by the University on the basis of recommendations made by the Committee and the availability of funds under the scheme.

## **6. PROCEDURE FOR RELEASE OF GRANTS**

The first installment of the grant shall comprise of 100% of the Non - Recurring and 50% of the total Recurring grant approved by the University for the total duration of the project. The grant will be released to the Principal Investigator. On receipt of Annual Progress Report, statement of expenditure and utilization certificate of 1<sup>st</sup> installment of grant, the 40% of the total recurring grant will be released as second installment. 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 of the Department and the Principal Investigator
3. A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed by Head of the Department as well as the Principal Investigator in the prescribed proforma.
4. The unutilized grant if any may be refunded within sixty days to the University Account.
5. The Principal Investigators should have at least two research papers of International standard on completion of the research project.

## **7. GENERAL**

a) After finalization of the selection procedure of the Minor Research projects the names of the selected Principal Investigators will be intimated by the University. The Principal Investigators shall send their acceptance certificate duly forwarded by the Head of the Department immediately to enable the University to send the approval/sanction letters.

b) If a Principal Investigator fails to complete the project, he/she has to refund the entire amount released with interest.

c) No extension in tenure is permissible in any circumstances.

d) The Principal Investigators are expected to settle the accounts within two months 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.

**KANNUR UNIVERSITY**  
**RESEARCH DIRECTORATE**  
Thavakkara, Civil station PO, Kannur -2

**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
- III. Date of Birth:
- IV. Category: (GEN/SC/ST/OBC)
- V. Qualification:
- VI. Designation:
- VII. Address: Office:  
Residence:  
Email/Phone :

5. Name of the Department where the project will be undertaken:
6. Teaching and Research Experience of Principal Investigator:
  - (a) Teaching experience: PG ----Years
  - (b) Research experience: .....Years
  - (c) Publication: a. Papers published:  
b. Accepted:

(Please enclose the list of papers and books published and/or accepted during last five years)

**PART - B**

**7. Proposed Research Work**

- I. Project Title
- II. Introduction
- III. Objectives
- IV. Methodology
- V. Year-wise Plan of work and targets to be achieved.
- VI. Expected outcome

**PART - C**

8. Financial Assistance required

	Particulars	Estimated Expenditure		
		First Year	Second Year	Total
1	Man power (Project Assistant, @15000p.m.)			
2	Minor Equipment *			
3	Chemicals and glassware *			
4	Field Work and Travel			
5	Contingency (including special needs)			
6	Hiring Services			
	Total			

\* (for projects in science subjects)

9. Any other information which the teacher may like to give in support of this proposal

To certify that:

- a. General physical facilities, such as furniture/space etc., are available in the Department
- b. I shall abide by the rules governing the scheme in case assistance is provided to me from the University for the above Project.
- c. I shall complete the project within the stipulated period. If I fail to do so and if the University is not satisfied with the progress of the research project, the Commission may terminate the project immediately and ask for the refund of the entire amount (with interest) released by the University.
- d. The above research Project is not funded by any other agency.

**Signature**  
**Principal Investigator**

**Signature**  
**Head of the Department**

(Seal)

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Thavakkara, Civil station PO, Kannur -2

**ACCEPTANCE CERTIFICATE FOR  
MINOR RESEARCH PROJECT**

Name.....Designation ... ..  
No.F.....dated .....Title of the Project.....  
.....

1. The research project is not being supported by any other funding agency.
2. The terms & conditions related to the grant are acceptable to the Principal Investigator
3. My date of birth is.....
4. Age is .. ..
5. Date of implementation of the project is .....

I accept the above mentioned research project.

Signature  
**Principal Investigator**

Signature  
**Head of the Department**

Date:

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**RESEARCH DIRECTORATE**  
 Thavakkara, Civil station PO, Kannur -2

**STATEMENT OF EXPENDITURE IN RESPECT OF MINOR RESEARCH PROJECT**

1. Name of Principal Investigator .....
2. Department .....
3. University 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 .....

	Particulars	Amount Approved (Rs.)	Expenditure Incurred (Rs.)
1	Man power (Project Assistant, @15000p.m.)		
2	Minor Equipment *		
3	Chemicals and glassware *		
4	Field Work and Travel		
5	Contingency (including special needs)		
6	Hiring Services		
	Total		

\* (for projects in science subjects)

7. if as a result of check or audit objection some irregularly is noticed at later date, action will be taken to refund, adjust or regularize the objected amounts.

8. It is certified that the grant of Rs.....(Rupees ..... ..  
 ..... .. only) received from the Kannur University under the scheme of support for  
 Minor Research Project entitled .....  
 ..... ;..... vide University letter No. F. ....  
 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 Kannur University.

Signature  
**Principal Investigator**

Signature  
**Head of the Department**  
 Date:



**Annexure - IV**

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**STATEMENT OF EXPENDITURE INCURRED ON FIELD WORK**

**Name of the Principal Investigator:**

Name of the Place visited	Duration of the Visit		Mode of Journey	Expenditure Incurred (Rs.)
	From	To		

Certified that the above expenditure is in accordance with the Kannur University norms for Minor Research Projects.

Signature  
**Principal Investigator**

Signature  
**Head of the Department**

**Date:**

**KANNUR UNIVERSITY**  
**RESEARCH DIRECTORATE**  
Thavakkara, Civil station PO, Kannur -2

**Utilization certificate**

Certified that the grant of Rs.....  
(Rupees ..... only) received  
from the Kannur University under the scheme of support for Minor Research  
Project Entitled .....  
.....  
vide University letter No. F. .... 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 Kannur University.

Signature  
**Principal Investigator**

Signature  
**Head of the Department**

**Date:**

Seal

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**Annual/Final Report of the work done on the Minor Research Project.  
(Report to be submitted within 6 weeks after completion of each year)**

1. Project report No.....
2. University Reference No.. ..
3. Period of report: from .....to .....
4. Title of research project .....
5. (a) Name of the Principal Investigator .....
- (b) Department.....
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. Enclose a summary of the findings of the study
    - V. Any other information

Signature  
**Principal Investigator**

Signature  
**Head of the Department**  
Date:

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**PROFORMA FOR SUBMISSION OF INFORMATION AT THE TIME OF  
SENDING THE FINAL REPORT OF THE WORK DONE ON THE PROJECT**

1. Title of the project.....
2. Name and address of the principal investigator .....
3. Name and address of the institution .....
4. University 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 ... (give details)
13. Achievements from the project ...(give details)
14. Summary of the finding( in 500 words )
15. Contribution to the society ( give details )
16. Whether any Ph.D. Enrolled/produced out of the project.....
17. No. of publications out of the project (please attach)

Signature  
**Principal Investigator**

Signature  
**Head of the Department**

**Date:**

**KANNUR UNIVERSITY**  
**RESEARCH DIRECTORATE**  
Thavakkara, Civil station PO, Kannur -2

**ASSESSMENT CERTIFICATE**

It is certified that the proposal entitled" .....  
..... "by.....  
(Dr./Prof./Mr./Mrs.) . .....  
Department of .....  
has been assessed by the committee consisting the following members for submission to  
the Kannur University for financial support under the scheme of Minor Research Projects.

Resolution of the committee:

Signature, Name & Adders of experts

- 1.
- 2.