**Annexure-I**

**Research Project (Seed Grant) Application Form (PART – A)**

1. **Broad Subject**
2. **Area of Specialization**
3. **Duration**
4. **Principal Investigator**
	1. Name:
	2. Sex: M/F
	3. Date of Birth:
	4. Category: (GEN/SC/ST/OBC/OTHERS)
5. Qualification:
6. Designation:
7. Address:

Office:

Residence:

Email/Phone:

1. **Name of the Department where the project will be undertaken:**
2. Department:
3. University:
4. **Teaching and Research Experience of Principal Investigator:**
5. Teaching experience:

UG Years PG Years

1. Research experience:
2. Publication:

**Papers Published:**

**Accepted:**

**Communicated:**

**Books Published:**

**Accepted:**

**Communicated:**

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

**Annexure-I**

**Research Project (Seed Grant) Application Form (PART – B)**

1. **Proposed Research Work**
2. Project Title
3. Introduction
4. Objectives
5. Methodology
6. Year-wise Plan of work and targets to be achieved.
7. **Financial Assistance required**

**Item Estimated Expenditure**

* 1. Books and Journals
	2. Equipment, if needed
	3. Field Work and Travel
	4. Chemicals and glassware
	5. Contingency (including special needs)
	6. Hiring

**Services Total:**

1. **Whether the PI has received support for the research project from the UGC, AICTE, CSU, ICCR, ICHR, ICPR under Major, Minor or from any other funding agency? If so, please indicate (Last five projects):**
2. Name of the agency from which the assistance was approved
3. Sanction letter No. and date under which the assistance was approved
4. Amount approved and utilized
5. Title of the project for which assistance was approved
6. In case the project was completed, whether the work on the project has been published
7. If the candidate was working for the doctoral degree, whether the thesis was submitted and accepted by the University for the Award of Degree. (A summary of the report/thesis in about 1,000 words may please be attached)
8. If the project has not been completed, please state the reasons
9. **Details of the UGC project/scheme completed or ongoing.**
10. **Any other information which the PI may like to give in support of this proposal.**
11. **To certify that:**
	1. General physical facilities, such as furniture/space etc., are available in the Department.
	2. I shall abide by the rules governing the scheme in case assistance is provided to me from the University for the above project.
	3. 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 University may terminate the project immediately and ask for the refund of the entire amount.
	4. The above Research Project is not funded by any other agency.

**Principal Investigator Head, P.G. Section/Principal, Constituent College**

**Date: (Seal)**

**Annexure – II**

**ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT**

Name of PI \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated

Title of the Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The research project is not being supported by any other funding agency.
2. The terms and conditions related to the grant are acceptable to the Principal Investigator.
3. At present, I have no research project approved by the University and the accounts for the previous project, if any have been settled.
4. His/her date of birth is\_\_\_\_\_\_\_
5. Age is \_\_\_\_\_\_\_\_\_\_\_\_ years completed.
6. Category (GEN / OBC / SC / ST / OTHERS) \_\_\_\_\_\_
7. The date of implementation of the project is\_\_\_\_\_

**Principal Investigator Head, P.G. Section/Principal, Constituent College**

**Date: (Seal)**

**Annexure - III**

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

1. Name of Principal Investigator
2. Department of PI

**Name of the Institution**

1. Sanction Letter No. and Date
2. Title of the Research Project
3. Effective date of starting the project
4. a. Period of Expenditure: From to

b. Details of Expenditure

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item** | **Amount Approved (Rs.)** | **Expenditure Incurred (Rs.)** |
| i. | Books & Journals |  |  |
| ii. | Equipment |  |  |
| iii. | Contingency including special needs |  |  |
| iv. | Field Work/Travel(Give details in the pro forma) |  |  |
| v. | Hiring Services |  |  |

1. If as a result of check or audit objection, some irregularly is noticed a later date, action will be taken to refund, adjust or regularize the objected amounts.
2. It is certified that the grant of Rs. (Rupees only) received from the University under the support for Research Project entitled 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 University.

**Principal Investigator Head, P.G. Section/Principal, Constituent College**

**Date: (Seal)**

**Annexure - IV**

**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 University norms for Research Projects.

**Principal Investigator Head, P.G. Section/Principal, Constituent College**

**Date: (Seal)**

**Annexure – V**

**ASSESSMENT CERTIFICATE**

*(To be submitted with the proposal)*

It is certified that the proposal entitled “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

of (Dr./Prof./Mr./Mrs.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

serving in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been assessed by the Research Committee consisting of the following members for submission to the University for financial support of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) under the support for Research Project (Seed Grant).

**Details of Research Committee:**

The proposal is as per the guidelines.

**Research Section**

**Date: (Seal)**

**Annexure -VI**

**Six Monthly/Final Report of the works done on the Research Project**

*(Report to be submitted within 6 weeks after the completion of the project)*

1. Project report No. 1st/Final
2. Period of report: from to
3. Title of research project
4. (a) Name of the PrincipalInvestigator
	1. Dept.
	2. Institution where work has progressed
5. Effective date of starting of the project
6. Grant approved and expenditure incurred during the period of the report:
7. Total amount approved Rs. \_\_\_\_\_\_
8. Total expenditure Rs. \_\_\_\_\_\_\_\_\_\_
9. Report of the work done: (Please attach a separate sheet)
10. Brief objective of the project
11. 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)
12. Has the progress been according to original plan of work and towards achieving the objective if not, state reasons
13. Please enclose a summary of the findings with one bound copy of the study.
14. Any other information

**Principal Investigator Head, P.G. Section/Principal, Constituent College**

**Date: (Seal)**

**Annexure – VII**

**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……………………………………………………………………………

1. NAME AND ADDRESS OF THE PRINCIPAL INVESTIGATOR …………………………
2. NAME AND ADDRESS OF THE INSTITUTION ……………………….
3. DATE OF IMPLEMENTATION ………………………………………
4. TENURE OF THE PROJECT ………………………………………
5. TOTAL GRANT ALLOCATED ………………………………………
6. TOTAL GRANT RECEIVED ………………………………………
7. FINAL EXPENDITURE ………………………………………
8. TITLE OF THE PROJECT ………………………………………
9. OBJECTIVES OF THE PROJECT ………………………………
10. WHETHER OBJECTIVES WERE ACHIEVED ………………………

**(GIVE DETAILS)**

1. ACHIEVEMENTS FROM THE PROJECT ………………………..
2. SUMMARY OF THE FINDINGS ……………………………………..

**(IN 500 WORDS)**

1. CONTRIBUTION TO THE SOCIETY ……………………………….

**(GIVE DETAILS)**

1. NO. OF PUBLICATIONS OUT OF THE PROJECT ……………….

**(PLEASE ATTACH)**

**Principal Investigator Head, P.G. Section/Principal, Constituent College**

**Date: (Seal)**