



*Children's*  
U·N·I·V·E·R·S·I·T·Y

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# RESEARCH PROJECT ON TOOL CONSTRUCTION GUIDELINE

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## **1. INTRODUCTION:-**

The core function of Children's University is to achieve the holistic development of children. The Children's University Act, 2009 lays down systematic guidelines for accomplishing this goal. Section 6 (12) of the Children's University Act categorically indicates the measurement of various dimensions of child development to direct it properly and justly. The Act also prescribes areas for various dimensions of child development. In this regards Testing and Evaluation department applied for the financial assistance from GoG. Testing and evaluation department received grant of 1 Cr. for construction of tools. The guideline of the research is as under.

## **2. OBJECTIVE**

- The objectives of the research project are
  - To conduct research on the tool construction for the measurement of different aspects of child development
  - To conduct research on the tool construction for the identification of disabilities in the various aspects of child development
  - To conduct research on the tool construction for the measurement of surrounding aspects of child regarding holistic development of child.

## **3. ELIGIBILITY CRITERIA AND SELECTION PROCEDURE:**

1. The Children's University will provide financial assistance to permanent/regular faculties of University/ Colleges, who wish to undertake such project.
2. A teacher can avail only one project/ scheme of the University at any given time.
3. The one, which is offered and accepted as Principal Investigator, must be completed before the other offer is accepted.
4. If s/he wishes to accept another project the RDC will review the progress of first project and may sanction new assignment of project.
5. Further the RDC shall assign research work as per need of the time.
6. The teacher may apply and accept research project funded by any other agency simultaneously, provided that the teacher should bring forth the matter in the notice of the University.
7. The Principal Investigator should publish two papers in a reputed journal (preferably in University Journal) or in the form of Books/Article/Presentation in seminar etc. from the said project completed.
8. The decision of Children's University pertaining to sanctioning the financial assistance shall be final and no appeal could be filed against it.
9. Priority will be given to the faculty of Children's University

## **4. THE FINANCIAL ASSISTANCE AVAILABLE UNDER THE SCHEME IS AS FOLLOWS:**

- Total 1 Crore will be allotted for approximately 75 projects during the year for tool construction.

➤ **NATURE OF ASSISTANCE:**

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

**Research Project will be up to Rs. 2.00 lacs.**

The RDC shall have power to determine the quantum of assistance for a research project in accordance with the nature of the project CU research guideline prevailing from time to time.

- The Institute/group of scholars will propose the budget subject to the following broad expenditure sub-heads.

S. No.	Heads of Expenditure	Value
1	<b>Research Staff :</b> Full time (Contract Base)/Part-time/Hired Services	Not exceeding 30% of the total budget.
2	<b>Fieldwork:</b> Travel/Logistics/Boarding, Survey Preparation or Consultancy etc.	Not exceeding 20%
3	<b>Equipment and Study material:</b> Computer, Printer, Source Material, Books, Journals, Software, Data Sets etc.	Not exceeding 40%
4	<b>Contingency:</b>	Not exceeding 5%
	<b>TOTAL</b>	CU will finally make it 100%
5.	<b>Institutional Overheads</b> (over and above the total cost of the project)	Affiliating Institutional overheads @ 5% of the approved budget, subject to a maximum limit of Rs.1,00,000/- if the case may be

➤ **Remuneration and Emoluments of Project Staff**

- a. Project staff could be engaged by the PI on a Full time/Part-time/Hired Service basis during the research work and the duration/consolidated monthly emoluments of their employment may be decided by the PI within the limits of the sanctioned financial allocation and as per the CU rules.
- b. **Research Associate** @ Approx. Rs.15, 000/- p.m.  
(Qualification – Post graduate in social science discipline (55% minimum) preferably with NET /M.Phil. / Ph.D.)
- c. **Research Assistant** @ Approx. Rs.12, 000/- p.m.  
(Qualification- Post graduate in social science discipline with minimum 55%)
- d. **Field Investigator** @ Approx. Rs.10, 000/-p.m. (not exceeding 6 months)  
(Qualification- graduate in social science discipline with minimum 55%).
- e. Retrospective payment for work already done is not permissible.

- f. In case the help of research personal is not required, the amount sanctioned/allotted to the head can be utilised in other head
- g. PI and research Personal shall also avail special casual leave (SPL)/on duty (OD) for field work/collection of data.
  - Selection of Research Staff should be done through an advertisement and a selection committee consisting of (1) PI; (2) one subject Expert.
  - All equipment and books purchased out of the project fund shall be the property of the CU.
  - Expenditure towards travel within or outside the country in connection with research work has to be met out of the research grant only. No additional funds will be provided for this purpose.
  - The expenditure towards engagement of any project assistant will have to be met out of this grant only.
  - **Re-Appropriation**

The Principal Investigator may re-appropriate maximum 25 % of the recurring grant allocated under each head. The faculty shall have to intimate the RDC with the justifications.

## 5. PROCEDURE FOR RELEASE OF GRANTS

- The first instalment of the grant shall comprise of 60% of the grant approved by RDC for the total duration of the project. The grant will be released to the Principal Investigator.
- On receipt of six month Progress Report, statement of expenditure and utilization certificate of 1<sup>st</sup> instalment of grant, the 30% of the total grant will be released as second instalment. Remaining 10% will be released on receipt of following completion documents as final reimbursement:
  1. Five hard bound copies 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 by the principal investigator.
  3. A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by Govt. Internal Auditor /Chartered Accountant and the Principal Investigator in the prescribed proforma.
  4. The unutilized grant if any may be refunded immediately through NEFT/ RTGS or demand draft drawn in favour of the Registrar of University.

**It is mandatory to submit the Executive summary of the report, Research documents, monograph, academic papers published under Research Project for the posting on the website of the University.**

The Principal Investigator is 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.**

## 6. TENURE

- The tenure of the project is one year and will not be extended in any case except the special permission from competent authority.
- The project may be withdrawn if the work is not considered satisfactory at any stage.
- The effective date of implementation of the project will be mentioned in approval-cum- sanction letter.

## 7. PROCEDURE FOR APPLYING

- All eligible teachers in University/College may submit their Research Proposal applications in the prescribed proforma to Children's University, Gandhinagar as and when invited by the University.

## 8. PROCEDURE FOR APPROVAL

- The proposals submitted by the faculties to the University will be first scrutinised by the committee. Following will be the member of the committee 1. Director Center of Research 2. HoD Testing and Evaluation Dept. 3. Two members nominated by Hon. Vice chancellor, 4. Subject expert as case may be.
- In the second phase proposal will be assessed by RDC. The RDC review the proposal and sanction or may suggest modifications if needed. If the RDC find the proposal not fit to be sanctioned the RDC shall have to take opinion from minimum two external subject experts. On the basis of comments of external subject experts the RDC will take appropriate decision for such proposal.

## **9. PROCEDURE FOR MONITORING PROGRESS:**

- The awardee shall submit a mid-term progress report of the research work every 3 months from the commencement of the project. If the RDC find the progress not proper the RDC shall have to take opinion from minimum two external subject experts. On the basis of comments of external subject experts the RDC will take appropriate decision for such case. Final Progress report should also be submitted at the end of the project before the final submission of research report. On completion of the project, five copies of the final report of the project should be submitted by the awardees to the university along with an abstract. The awardee may also mention in the research publication that the research has been sponsored by the Children's University.

## **10. RESIGNATION AND TRANSFER:**

- A. If any PI resigns or transfers from his/her present post of the university to the other university/ institution before the end of the tenure, the principal investigator has to apply about his/her willingness to continue or discontinue work of project assigned.
- B. Project can be transferable on the request of the principal investigator. The RDC may take appropriate decision.
- C. The RDC review his/her work completed, grant utilised and pending work and consider his/her application. If RDC permits him/her to continue the project he/she has to give undertaking regarding completion of work and other financial obligations related to project.
- D. No Objection Certificate should be furnished for the transfer of the project from both the Institutions stating that necessary facilities will be provided by the Institution in which the awardees is transferred for the smooth functioning of the project.
- E. Further the principal investigator has to submit all items purchased under the project to the university. Moreover research work output and intellectual rights associated with the project will remain with the University.

## **11. CANCELLATION OF AWARD:**

The grant is liable for cancellation, in case of:





**FORMAT FOR SUBMISSION OF PROPOSAL FOR RESEARCH PROJECTS BY  
THE FACULTY OF CHILDREN'S UNIVERSITY**

1. Broad Subject
2. Area of Specialization
3. Duration
4. Principal Investigator
  - i. Name:
  - ii. Gender: M/F/ Other
  - iii. Date of Birth:
  - iv. Category: (GEN/SC/ST/OBC)
  - iv. Qualification:
  - v. Designation:
  - vi. Address: Office:  
  
Residence:  
Email/Phone:
5. Name of the Institution where the project will be undertaken:
  - (a) Department:
  - (b) Centre:
6. Teaching and Research Experience of Principal Investigator:
  - (a) Teaching experience: UG \_\_\_\_\_ Years, PG \_\_\_\_\_ Years
  - (b) Research experience:
  - (c) Publication:  
Papers Published:  
Accepted:  
Communicated:  
Books Published:  
Accepted:  
Communicated:  
(Please enclose the list of papers and books published and/or accepted during last five years)



**PART – B**  
**Proposed Research Work**

8. Proposed Research Work:

- I. Title of the Research Proposal
- II. Abstract (approx. 300 words)
- III. Introduction of the Proposed Study (approx. 400 words)
- IV. Major Research Works Reviewed: 1) International and 2) National. Not less than 15 to 20 important works (approx. 600 words)
- V. Identification of Research Gap (approx. 300 words)
- VI. Objectives of the Proposed Study (approx. 200 words)
- VII. Major Research Question/Hypotheses (approx. 200 words)
- VIII. Proposed methodology for the research work (approx. 400 words)
- IX. Innovation/Path-breaking aspects of the Proposed Research (150 -200 words)
- X. Expected Output such as papers in journals, edited book/(s), book, policy papers, document, dataset etc. with proposed timeline and place of publications (300 words)
- XI. Relevance of the proposed study for policy making (approx. 150 words)
- XII. Relevance of the proposed study for society (approx. 200 words)
- XIII. Duration Proposed (months): -  
Milestones set for each successive quarter of the study (100 words):  
  - Quarter 1/ Term (6 Months)
  - Quarter 2/ Term (6 Months)
  - Quarter 3/ Term (6 Months)

9. Total Grant expected under the scheme (In Rs.): -

Financial Assistance required

Item	Estimated Expenditure
<b>Research Staff :</b>	
Full time (Contract Base)/Part-time/Hired Services	
<b>Fieldwork:</b> Travel/Logistics/Boarding, Survey Preparation or Consultancy etc.	
<b>Equipment and Study material:</b> Computer, Printer, Source Material, Books, Journals, Software, Data Sets etc.	
<b>Contingency:</b>	
<b>TOTAL</b>	
<b>Institutional Overheads</b> (over and above the total cost of the project)	

10. Whether the teacher has received support for the research project from the UGC under Major, MINOR or from any other agency? If so, please indicate:

- i. Name of the agency from which the assistance was approved
- ii. Sanction letter No. and date under which the assistance was approved
- iii. Amount approved and utilized
- iv. Title of the project for which assistance was approved
  
- v. In case the project was completed, whether the work on the project has been published
- vi. If the candidate was working for the doctoral degree, whether the thesis was submitted and accepted by the University for Award of degree. (A summary of the report/thesis in about 1,000 words may please be attached with the application)
- vii. If the project has not been completed, please state the reasons

11. Details of the any Other project/scheme completed or ongoing.

12. 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/College.
- 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 University may terminate the project immediately and ask for the refund of the entire amount (with minimum 4% interest) released by the University.
- D. The above research Project is not funded by any other agency.

**Signature of Principal Investigator**

**Head of Institution**

**(Seal)**



**ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT**

Name \_\_\_\_\_

No.F. 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 and University/College/Institution.
3. At present, I have no research project approved by University and the accounts for the previous project, if any have been settled or permission for other project has been taken.
4. Details of PI
  - (i) His/her date of birth is \_\_\_\_\_
  - (ii) Age \_\_\_\_\_
5. The date of implementation of the project is \_\_\_\_\_

**Principal Investigator**



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

1. Name of Principal Investigator \_\_\_\_\_
2. Dept. of PI \_\_\_\_\_  
Name of College/Uni./Dept. \_\_\_\_\_
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 \_\_\_\_\_

Sr.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 proforma ).		
v.	Hiring Services		

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 Children's University, Gandhinagar-382021 under the scheme of support for 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 Children's University, Gandhinagar-382021.

**SIGNATURE OF PRINCIPAL INVESTIGATOR**



**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.

**SIGNATURE OF PRINCIPAL INVESTIGATOR**



**UTILIZATION CERTIFICATE**

Certified that the grant of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) received from the Children's University, Gandhinagar under the scheme of support for ResearchProject entitled \_\_\_\_\_ vide University 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 Children's University, Gandhinagar-382021.

**SIGNATURE OF THE  
PRINCIPAL  
INVESTIGATOR**

**STATUTORY AUDITOR**

**(Seal)**



**REPORT OF THE WORK DONE ON THE RESEARCH PROJECT**

**(Report to be submitted every 3/6 months)**

1. Project report No. \_\_\_\_\_
2. University Reference No.F. \_\_\_\_\_
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. Five bound copy of the final report of work done may also be sent to the concerned Regional Office of the Centre of Research, Children's University.
    - V. Any other information

**SIGNATURE OF THE PRINCIPAL INVESTIGATOR**



**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 .....
14. SUMMARY OF THE FINDINGS .....(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 OF THE PRINCIPAL INVESTIGATOR**





**ASSESSMENT CERTIFICATE**  
**(To be submitted with the proposal)**

It is certified that the proposal entitled “\_\_\_\_\_” by (Dr./Prof./Mr./Mrs.) \_\_\_\_\_ Dept/Collage/Institutes \_\_\_\_\_ of has been assessed by the committee consisting the following members for submission to the University Office \_\_\_\_\_ for financial support under the scheme of Research Projects:

**Details of Expert Committee:**

**The proposal is as per the guidelines. Yes/No**