



*Children's*  
U·N·I·V·E·R·S·I·T·Y

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## RESEARCH PROJECT GUIDELINES

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## **1. INTRODUCTION:**

Centre of Research is established to undertake researches for holistic development of a child so that every child can be understood in endowed spirit and supported to become the best to his or her inherent potential. It incorporates the department of Testing and Evaluation, toy innovation and SSIP.

The centre has to facilitate the eco-system to promote researches for holistic development of a child. Centre also aims to develop a nurturing environment to enhance students' creativity and innovative culture. The Act prescribes the areas for various dimensions of child development. In this regards, Centre of Research applied for the financial assistance to Government of Gujarat. A grant of Rs. one Crore is sanctioned by the government of Gujarat to issue 25 research projects. These research projects are to be allowed to carryout by regularly appointed teachers of universities and colleges to pursue research in the area of 'Holistic Development of Child'.

Centre has laid down systematic guidelines to issue these research projects as to accomplish this goal of child development.

## **2. 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, who is not working in the children's university can get only one project of the University at any given point of time.
3. Children's University may allow its teachers to take more projects at the same time as research is one of the core functions of the university.
4. Children's University 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.
5. The Principal Investigator should publish atleast two research papers in a reputed journal or in the form of Books/Article/Presentation in seminar etc. from the said project.
6. The decision of Children's University pertaining to sanctioning the financial assistance shall be final and no appeal could be filed against it.
7. Priority will be given to the teachers of Children's University.

## **3. THE FINANCIAL ASSISTANCE FOR THIS SCHEME:**

- 1) Not more than one crore will be allotted for these total 25 projects during the year.
- 2) Minimum and Maximum amount of the project would be one lakh to six lakhs per project.
- 3) Committee formed for this purpose shall have power to determine the quantum of assistance for a research project in accordance with the nature of the project.
- 4) The Institute/ researcher has to propose the budget subject to the following broad expenditure sub-heads.

#### 4. HEADS FOR ALLOCATION OF EXPENDITURE/ BUDGET AND GUIDELINES:

##### 1) Heads of expenditure

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% of the total budget.
3	<b>Equipment and Study material:</b> Computer, Printer, Source Material, Books, Journals, Software, Data Sets etc.	Not exceeding 30% of the total budget.
4	<b>Contingency:</b>	Not exceeding 5% of the total budget.
5	<b>Research Report:</b> Writing, Printing, Publication etc.	Not exceeding 10% of the total budget.
	<b>TOTAL</b>	CU will finally make it 100% of the total budget.
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/- as the case may be.

- 2) Project staff could be engaged by the Principal Investigator 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 Principal Investigator within the limits of the sanctioned financial allocation and as per the Children's University rules.
- 3) **Research Associate** @ Approx. Rs.15, 000/- p.m.  
(Qualification – Post graduate in social science discipline (55% minimum) preferably with NET /M.Phil. / Ph.D.)
- 4) **Research Assistant** @ Approx. Rs.12, 000/- p.m.  
(Qualification- Post graduate in social science discipline with minimum 55%)
- 5) **Field Investigator** @ Approx. Rs.10, 000/-p.m. (not exceeding 6 months)  
(Qualification- graduate in social science discipline with minimum 55%).
- 6) Retrospective payment for work already done is not permissible.

- 7) In case the help of research personal is not required, the amount sanctioned/ allotted to the head can be utilized in other head.
- 8) Principal Investigator and research Personal shall also avail special casual leave (SPL)/on duty (OD) for field work/collection of data.
- 9) The Principal Investigator may re-appropriate maximum 25 % of the recurring grant allocated under each head.
- 10) Selection of Research Staff should be done through an advertisement and a selection committee consisting of (1) PI; (2) one subject Expert.
- 11) All equipment and books purchased out of the project fund shall be the property of the University / Institute where researcher is working.
- 12) Expenditure towards travel has to be met out of the research grant only. No additional funds will be provided for this purpose.
- 13) The expenditure towards engagement of any project assistant will have to be met out of this grant only.
- 14) Principal Investigator has to submit Utilization certificate audited by Chartered Accountant every six months. Next installment of grant would be released after receiving this certificate.
- 15) Principal investigator would be solely responsible for any Finance related aspects at any and every stage of the project.

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

- 1) The first instalment of the grant shall comprise of 40% of the grant approved by concerned committee. The grant will be released to institutional head/registrar and head / registrar will pass on to the Principal Investigator.
- 2) 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 30% will be released on receipt of following documents after completion of the project as a final instalment:
  - a) Five hard bound copies of the final report of project along with soft copy.
  - b) A consolidated item wise detailed statement of expenditure incurred during the complete project period in the prescribed proforma duly signed by the principal investigator.
  - c) 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.
  - d) The unutilized grant if any may be refunded immediately through NEFT/ RTGS or demand draft drawn in favour of the Registrar of Children's University.
  - e) 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.
  - f) The Principal Investigator is expected to settle the accounts immediately on completion of the project.

## **6. TENURE**

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

## **7. PROCEDURE FOR APPROVAL**

- 1) The proposals submitted by the Principal Investigator to the University will be first scrutinised by the committee. Following will be the member of the committee  
1. Director, Centre of Research 2. Two University members nominated by Hon. Vice Chancellor and two external experts.
- 2) In the second phase proposal will be assessed by Committee. The committee can review the proposal and take appropriate decision of sanctioning, rejecting or suggesting modifications if needed.

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

- 1) The awardee shall submit a mid-term progress report of the research work every 6 months-from the commencement of the project.
- 2) The presentation of the progress would be done in presence of the committee formed for this person including two external experts.
- 3) The decision of the committee would be final with regards to the progress of the research work.
- 4) Final Progress report should also be submitted at the end of the project before the final submission of research report.
- 5) On completion of the project, five copies of the final report of the project should be submitted by the awardee to the university along with an abstract.
- 6) The awardee may also mention in the research publication that the research has been sponsored by the Children's University.

## **9. RESIGNATION AND TRANSFER:**

- 1) If any Principal Investigator resigns or transfers from his/her present post of the university to the other university/ institution before completion of the project, the project can be continued with previous employer. If the previous employer doesn't want to continue this project, it can be shifted to the new employer if competent authority/ committee of children's university allows.
- 2) Project can be transferred on the request of the principal investigator.
- 3) No Objection Certificate should be furnished for the transfer of the project from new Institution stating that necessary facilities will be provided by the Institution in which the awardees is transferred for the smooth functioning of the project.
- 4) Further the principal investigator has to submit all items purchased under the project to the university.
- 5) Research work output and intellectual rights associated with the project will remain with Children's University.

## **10. CANCELLATION OF THE AWARD:**

The grant is liable for cancellation, in case of:

- 1) If the awardee is found to be ineligible to receive the grant, at any point of time during the entire duration of the project.
- 2) If it is found that the project has been availed/is claimed by furnishing false/wrong/misleading information.
- 3) Unsatisfactory progress of research work.
- 4) Violation of terms and conditions of these guidelines.
- 5) Plagiarism or unethical practices, in any form.
- 6) If a Principal Investigator fails to complete the project, he/she has to give proper justifications for incomplete work. The competent authority may extend more time to complete the research work considering the justification of Principal Investigator.
- 7) Failing to complete the project, Principal investigator has to refund the project funds with 4 % simple interest.
- 8) University competent authority may assign incomplete project to someone else.



**FORMAT FOR SUBMISSION OF PROPOSAL FOR RESEARCH PROJECTS**

1. Title of Research: \_\_\_\_\_
2. Impact/ thrust area of Research \_\_\_\_\_
3. Duration (months): \_\_\_\_\_
4. Detail of 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:
  - (c) College
  - (d) Institution
6. Teaching and Research Experience of Principal Investigator:
  - (a) Teaching experience: UG \_\_\_\_\_ Years, PG \_\_\_\_\_ Years
  - (b) Research experience:
  - (c) **Publication:**  
Papers Published:  
Books Published:  
(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 Work 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 Questions/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, Children’s University and society (approx. 300 words)
- XII. Duration Proposed (months): -  
Milestones set (Detail of the work) for each successive quarter of the study (100 words):  
  - Quarter 1/ Term (3 Months)
  - Quarter 2/ Term (3 Months)
  - Quarter 3/ Term (3 Months)
  - Quarter 4/ Term (3 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>Research Report:</b> Writing, Printing, Publication etc.	
<b>TOTAL</b>	
<b>Institutional Overheads</b> (over and above the total cost of the project)	

10. Whether the teacher has previously 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 project has not been completed, please state the reasons
- vii. Brief of your Ph.D. work (Approximately 200 words)

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)**