

MINOR RESEARCH PROJECT FINANCIAL ASSISTANCE GUIDELINES OF C.S.J.M. UNIVERSITY, KANPUR.

(1) SHORT TITLE AND APPLICATION

- 1.1. These Guidelines may be called "Minor Research Project Financial Assistance Guidelines of C.S.J.M. University, Kanpur."
- 1.2 These Guidelines shall come into force on the date of approval by the Executive Council of C.S.J.M. University, Kanpur. Additions/Amendments approved by the Executive Council from time to time shall take effect from the date these are approved.
- 1.3 The objective of Guidelines is to motivate faculty members for research in the University and its affiliated colleges through encouragement for submitting and completing minor research projects allotted by the University and providing financial assistance thereof.
- 1.4 The Faculty Members submitting a Minor Research Project in C.S.J.M. University, Kanpur should be a full time faculty member in any academic department/Institute in C.S.J.M. University, Kanpur or its affiliated colleges.
- 1.5 A Minor Research Project Financial Assistance upto a maximum of Rs.50,000 for one research project shall be sanctioned by the University depending upon the need and merit of the minor research project submitted.

- 1.6 The Minor Research Project Financial Assistance shall be tenable for a maximum period of one year which may be extended by six months in exceptional cases.
- 1.7 The final selection of Minor Research Project shall depend on the infrastructure facilities available in the Host Institution/ Departments and positive recommendations of the Expert Committee for its acceptance constituted by the University.

(2) MODE OF APPLICATION

The complete application for grant of Minor Research Project Financial Assistance should be submitted in the Director, College Development Council office of C.S.J.M. University, Kanpur five sets of Minor Research Project Proposal giving complete details of proposed research work, its likely outcome and its financials requirements. The investigator shall have to submit a certificate from his Principal/Director/Head regarding availability of required infrastructural facilities.

(3) SELECTION PROCESS

- 3.1 Two tier selection process shall be adopted i.e. screening of eligible applications by an Internal Committee nominated by the Vice Chancellor followed by final selection through an Expert Committee comprising of Dean of the concerned Faculty, Director, College Development Council and one subject expert member nominated by Vice Chancellor.
- 3.2 The result of the selection process shall be communicated to the individual selected candidate whose minor research project has been accepted by the University and result shall also be

displayed on the website of the University (www.kanpuruniversity.org).

(4) RELEASE OF MINOR RESEARCH PROJECT FINANCIAL ASSISTANCE AMOUNT

- 4.1 The sanctioned fund with respect to Minor Research Project shall be made available to the concerned faculty member 40% after sanction of Minor Research Project, 40% after six months and 20% after completion of research project, submission and acceptance of Minor Research Project Thesis by the University.
- 4.2 To continue release of research project financial assistance the faculty member shall submit a progress report, the statement of expenditure before release of the next instalment of financial assistance.
- 4.3 The assessment of the progress of the research project work shall be done by a Review Committee nominated by Vice Chancellor after completion of six months from the date of sanction of Minor Research Project and after publication/acceptance of at least one research paper in any peer reviewed/indexed journal out of the research work done by the faculty member.

(5) COMPLETION OF THE MINOR RESEARCH PROJECT

TENURE AND ACCEPTANCE OF REPORT

- 5.1 On completion of the Minor Research Project (One year after the date of sanction of Minor Research Project) the faculty member shall be required to submit three copies of the complete project report alongwith its soft copy and the complete financial documents regarding utilization of Minor Research Project Financial Assistance granted by the University upon which the last instalment of 20% will be released. However the unspent balance if any, shall be deposited by the faculty member in the University by means of demand draft in favour of "Finance Officer, C.S.J.M. University, Kanpur" payable at Kanpur.
- 5.2 Minor Research Project faculty member must settle all his claims within six months after completion of the Minor Research Project. No claim will be admitted by the University after six months of completion of the Minor Research Project.

(6) TERMINATION OR DISCONTINUATION OF MINOR RESEARCH PROJECT

- 6.1 Upon unsatisfactory progress report as per evaluation of Expert Committee.
- 6.2 Upon resignation of candidate from the Minor Research Project and acceptance of his resignation by the University.