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**FORMAT FOR SUBMISSION OF PROPOSAL FOR**

**RESEARCH PROJECT**

**PART – A ANNEXURE – I**

1. **Broad Subject:**
2. **Area of Specialization:**
3. **Faculty:**
4. **Duration:**
5. **Principal Investigator:**
   1. Name:
   2. Sex: M/F
   3. Date of Birth:
   4. Category: (GEN/SC/ST/OBC)
   5. Qualification:
   6. Designation:
   7. Address:
   8. Office:
   9. Residence:
   10. Email/Phone:
6. **Name of the Department/College where the project will be undertaken:**
7. Department :
8. College :
9. College Address:
10. Whether the institute is located in rural/backward area:
11. **Teaching and Research Experience of Principal Investigator :**
12. 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 last five years)*

**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. Any other

(NOTE: Use Separate sheet if required)

1. **Financial Assistance required**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Details** | **I Year** | **II Year** | **III Year** |
| **1** | Non recurring expense for equipment (All the amount shall be included in first year only) |  |  |  |
| **2** | Recurring expense (Include Chemicals & Glassware, consumable etc.) |  |  |  |
| **3** | Hiring service |  |  |  |
| **4** | Field work and travel |  |  |  |
| **5** | Books and Journal |  |  |  |
|  | **Total of Recurring and non-recurring** |  |  |  |
| **6** | **Contingency including special needs (15% of the above total)** |  |  |  |
|  | **Total Project cost** |  |  |  |
|  | | | | |
| **Total Project Cost** | | | |  |
| **Instructions:** | |  |  |  |
|  | \* No overhead Charges given |  |  |  |
|  | \* Don’t add any new head in above template |  |  |  |

1. **Whether the teacher has received support for the research project from the University under** **Major, Minor or from any other agency during last five year? If so, please indicate:**
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 with the application)
8. If the project has not been completed, please state the reasons
9. **Any other information which the teacher may like to give in support of this proposal**

**To certify that:**

* The College is approved under Section 2(f) and 12(B) of the UGC Act and is fit to receive grants from the UGC.
* General physical facilities, such as furniture/space etc., are available in the Department/College.
* I shall abide by the rules governing the scheme in case assistance is provided to me from the University for the above project.
* 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 authorities may terminate the project immediately and ask for the refund of the entire amount (with interest) released by the University.
* The above research Project is not funded by any other agency.

**Signature of Principal Investigator**

**Date:**

**Place:**

**Forwarded through:**

**Head of the Department/ Principal of College:**

**Date:**

**Place:**

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**ANNEXURE – II**

**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.
4. The date of implementation of the project is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Principal Investigator**

**Head of the Department / Principal of College: \_\_\_\_\_\_\_\_\_\_\_\_**

**(Seal)**

**Date: \_\_\_\_\_\_\_\_\_**

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**ANNEXURE – III**

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

1. Name of Principal Investigator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Department. of PI \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. University approval 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No** | **Details** | **Amount Approved (Rs.)** | **Expenditure Incurred (Rs.)** |
| **1** | Non recurring expense for equipment (All the amount shall be included in first year only) |  |  |
| **2** | Recurring expense (Include Chemicals & Glassware, consumable etc.) |  |  |
| **3** | Hiring service |  |  |
| **4** | Field work and travel |  |  |
| **5** | Books and Journal |  |  |
| **6** | Contingency (including special needs) |  |  |

1. 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.
2. It is certified that the grant of Rs. \_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) received from the University under the scheme of support for Research Project entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 University.

**SIGNATURE OF**

**PRINCIPAL INVESTIGATOR**

**Head of the Department / Principal of College**

**(Seal)**

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**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.

**SIGNATURE OF PRINCIPAL INVESTIGATOR**

**Head of the Department / Principal of College**

**(Seal)**

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**ANNEXURE – V**

**UTILIZATION CERTIFICATE**

Certified that the grant of Rs. \_\_\_\_\_\_\_\_ (Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) received from the Veer Narmad South Gujarat University under the scheme of support for Research Project 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 Veer Narmad South Gujarat University, Surat.

**SIGNATURE OF HEAD OF PRINCIPAL INVESTIGATOR STATUTORY AUDITOR**

**THE DEPARTMENT / (Seal) (Seal)**

**PRINCIPAL OF COLLEGE**

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**ANNEXURE – VI**

**ANNUAL/FINAL REPORT OF THE WORK DONE ON THE RESEARCH PROJECT.**

(Report to be submitted within 6 weeks after completion of each year)

1. Project report No. 1st /Final \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. University Reference No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Period of report: from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Title of research project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. (a) Name of the Principal Investigator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) Deptt. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(c) College where work has progressed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Effective date of starting of the project\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. 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. One bound copy of the final report of work done may also be sent to the concerned Office of the University (UGC SECTION).

v. Any other information

**SIGNATURE OF THE PRINCIPAL**

**INVESTIGATOR**

**Head of the Department / Principal of college**

**(Seal)**

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**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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)

1. Achievements from the Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. 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 along with copies)

**(PRINCIPAL INVESTIGATOR) (HEAD OF THE DEPARTMENT /**

**PRINCIPAL OF COLLEGE)**

**(Seal)**