

# University of Mumbai



Academic Planning &  
Development Section  
No.APD/ICC/2019-20/15.  
13<sup>th</sup> September, 2019.

## CIRCULAR:-

**Sub: - The Proposals for Minor Research Grant are invited from the Unapproved Teachers Working in the University Departments/Affiliated Colleges and Institutions for the Financial Year 2019-20.**

All the Heads of University Departments/Directors of Institutions and the Principals of all affiliated Colleges are hereby informed that the University has made a provision for Research Grant in its budget for the financial year 2019-2020 to encourage research to the teachers who are working in the colleges for long time but their services are not approved.

This additional special drive has been introduced to promote and increase a research culture among the teachers who are working in the colleges for long time but their services are not approved. The teachers who are working continuously for minimum 5 years are eligible for this scheme. The proposal should reach University on or before 30<sup>th</sup> September, 2019.

They are, therefore, requested to give wide publicity to this circular among the Unapproved teachers, in their Departments/Colleges/Institutions who are in service for minimum five years and wish to avail financial assistance for their research work (Project) can forward (Submit) their Research Proposal (Annexure I, II & III) and soft copy in the form of CD along with all documents mentioned in the guidelines should be sent in ONE LOT THROUGH PROPER CHANNEL to the Assistant Registrar, APD Section, Room No. 132, First Floor, University Main Building, University of Mumbai, Fort Campus, Mumbai-400 032, on or before 30<sup>th</sup> September, 2019 (up to 5.30 p. m.).

The teachers should submit the certificate from the Principal/Director that he is working in the Colleges/Institute for continuous five years.

The final decision will be taken by the university administration keeping in view the recommendations made by the Expert Committee and the availability of funds/grants. (No Further Correspondence will be entertained in this regard.)


Audited Grant utilization certificate along with the statement of expenditure should be submitted to the Assistant Registrar, A. P. D. Section, 1<sup>st</sup> Floor, Room No. 132, University of Mumbai, Fort Campus, Mumbai - 400 032 after Verification through the Accounts Section, Ground Floor Room no. 13, Fort, University before completion of financial year 2019-2020 (i. e. before 31<sup>st</sup> March, 2020 positively)

The proposals received after due date as mentioned, will not be considered under any circumstances.

The proposal of a Principal of the College should be forwarded through the Secretary/Chairman of the Management.

The relevant prescribed format/informations/instructions/guidelines etc in this respect is displayed on web site [www.mu.ac.in](http://www.mu.ac.in)

Mumbai - 400 032  
13<sup>th</sup> September, 2019

  
Dr. Ajay Deshmukh  
Registrar

**RESEARCH PROPOSAL**  
**for the grant of**  
**MINOR RESEARCH PROJECTS**

University of Mumbai is pleased to invite Research Proposals for the grant of Minor Research Projects during the current academic year i.e. 2019-20. The present scheme is introduced to promote and encourage Research Culture among teachers so as to equip them to take up challenging research activities in future career

**THE PROPOSAL SHOULD REACH THE UNIVERSITY**  
**ON OR BEFORE 30th September, 2019**

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**GUIDLINES FOR RESEARCH PROPOSALS**  
**FOR**  
**MINOR RESEARCH PROJECTS**

**General Instructions:**

The Minor Research Proposal should be prepared strictly according to the format given in

Application Format for submission of proposal:

The following documents should be enclosed with the proposal.

(ANNEXURE – I) - *Brief Bio-Data*

(ANNEXURE – II) - Statement of Employer/from the Head of the Dept. / College/  
Institute on the official letter head.

If facilities from Collaborating Laboratories/ Organisations are to be used, then a Letter of Consent from the Head of that institution/ organisation allowing the use of such facilities

List of Publications (Papers & Books published / accepted) during last five years)

### Guidelines for Writing Project Proposal:

- 1) The Project Proposal should have a *Brief Title* not exceeding one and half-lines to clearly indicate its subject & aim. The introduction of the proposed research work must cover the Origin of Research Problem, Interdisciplinary Relevance, and Review of Research & Development in the subject.
- 2) Provide comprehensive background information about the project.
- 3) Review the published work in the area with appropriate references from National or international journals. site the major references most pertinent to the subject and justification to carry out the work in the light of the background information.
- 4) The rationale behind carrying out the project should be clearly written as the justification for carrying out the proposed research. It should logically explain the reasons for carrying out the research work and explain how it will further add to our knowledge in the respective field or result in further application.
- 5) Research work should not be repetitive of similar work done earlier either by the investigator or by any other person.
- 6) Briefly describe the proposed Plan of Work. Describe in general the Techniques to be used.
- 7) Give Details of Infrastructural Facilities like Water & Electricity, Laboratory Space, Equipments, Library, Administrative and Secretarial support, ICT Facilities, Computation and Documentation Facilities etc.
- 8) Give details of the facilities available in the laboratory/ organization to carry out the research work. Give details of Special Laboratory Facilities and any other such facility (please specify)
- 9) List the facilities that will be extended to the investigator by implementing institution with details of available equipments and accessories to be utilized for the projects with Name of Equipment, Model and Make, Mention whether it is available with investigator or available in the Department or available elsewhere in the Institution or in the region with Collaborating Institutions.
- 10) If facilities from some other laboratories are to be used, mention the type of facilities and the name of the Collaborating institution where these will be available.
- 11) The investigator should write a brief conclusion of the project stating how completion of the project will enhance the understanding of the concerned subject and whether it will lead to any applications in the future.
- 12) Mention about collaborations (Research institution/Industry), if intended.

### **Guidelines for Preparing Budgets:**

The Budget should be prepared for different heads of expenditure such as:

1. Consumables and Chemicals with information about their approximate costs.
2. Equipments: Request for small equipments may be considered.  
(Purchased of major equipments will not be considered).
3. Other expenditure such as Contingency and Local Travel, if needed, may be considered.

The date of commencement of the Project will start from the date on which the University approves the Projects.

The Investigator/s will be governed by the rules and regulations of the University/ College/ Institute and will be under administrative control of the University/ College/ Institute for the duration of the Project.

The Investigator shall complete the project within the stipulated period. Head of the Institution will monitor the project and in case of failure to complete the Research Project, University may ask for the refund of the amount received as project grant.

**Confine your project so as the study gets completed within the academic and financial Year.**

**GRANT UTILIZATION CERTIFICATE MUST BE SUBMITTED TO THE UNIVERSITY BEFORE 31<sup>st</sup> MARCH AND FINAL PROJECT REPORT MUST BE SUBMITTED BEFORE 30<sup>th</sup> SEPTEMBER OF THE ACADEMIC YEAR.**

**Important Points:**

- 1) After completion of the Research Project, Principal Investigator should submit report with a **soft copy** in the form of CD to

*The Assistant Registrar,*  
Academic Planning & Development Section,  
Room No.132, First floor,  
University Main Building,  
University of Mumbai, Fort Campus,  
Mumbai- 400 032.

- 2) Principal Investigators will be invited to give presentation of the completed projects before the Expert Committee.
- 3) Quality Research Projects recommended by the Expert Committee will be put on the Website of the University
- 4) Best Research Projects will be Awarded Rs. 5000/- on recommendation of Expert Committee.
- 5) Researchers will be encouraged to publish their work in reputed National/ International Journals.
- 6) It is mandatory to put one page synopsis of the sanctioned Research Project on Institution's Web site.
- 7) The Quality MRPs preferably incorporating Applied Research encouraging young researchers should be forwarded.
- 8) The MRPs should be forwarded through 'Research Committee' constituted in the respected Institutions, which should include Industry Representatives.
- 9) Upper Limit of the Project Proposal outlay should be upto Rs 1 Lakh.
- 10) No Infrastructural Facilities or Instruments will be granted in the MRPs, however in case of Special Considerations permission should be taken from Board of Deans.
- 11) Projects will be scrutinized in University by Expert Committee.
- 12) Final Decision to Grant MRPs will be taken by APEX COMMITTEE comprising representatives from Industry and Academia.

**Project Submission:**

**One Copy** of the Research Proposal (**Application Format and ANNEXURE – I & II**) along with the above documents and printout of the information filled in the link provided should be sent through **PROPER CHANNEL** (through Head of the Department/ Director / Principal of the college / Institute) marking on the file with the following format.

1	Title of the Proposal Project	
2	Area of Research	
3	Approval Status of Applicant	
4	Name of the faculty (Faculty of Humanities/ Faculty of Science & Technology/ Faculty of Commerce & Management/ Faculty of Interdisciplinary)	
5	Subject	
6	Name of Principal Investigator & Designation <b><u>Full Address</u></b>	
7	Email.ID	
8	Mobile No.	
9	Name of College /Institute/University Department <b><u>Full Address</u></b>	
10	Email.ID	
11	Mobile No.	
12	Grant Requested (Total Amount )	

**(Submit the proposal Inward Section, Room No. 25, Ground Floor, University of Mumbai, Fort, Mumbai – 400 032)**

The Proposal be Addressed to: -

**The Assistant Registrar**  
Academic Planning & Development Section  
Room No.132, First Floor  
University of Mumbai  
Fort  
Mumbai – 400 032.

**APPLICATION FORMAT  
FOR SUBMISSION OF PROPOSAL FOR MINOR RESEARCH PROJECT  
MINOR RESEARCH PROJECT PROPOSAL**

In order to provide research support to faculty from University and affiliated colleges,  
this scheme of Minor Research Project is introduced.  
Researchers will be encouraged, under the scheme, to pursue research of high standard  
in frontier areas of Science.

**PART – A : GENERAL INFORMATION**

1	Basic Subject area of Research	
2	Title of the Proposed Project	
3	Unapproved Teacher (in details)	
4	Name of Faculty <input type="radio"/> Humanities <input type="radio"/> Science and Technology <input type="radio"/> Commerce and Management <input type="radio"/> Interdisciplinary	
5	Name of Subject	
6	Name of the Principal Investigator	
7	Qualification of the Principal Investigator	
8	Designation of the Principal Investigator	
9	Total no. of Years of Service as a Temporary Teacher	
10	Total no. of Years of Service as a Permanent Teacher	



11	Teaching and Research Experience of Principal Investigator	
12	Name of the Co-Investigator	
13	Designation of the Co-Investigator	
14	Qualification of the Co-Investigator	
15	Name of the College/Institute/Department where the proposal will be executed	
16	Full Address of the College/Institute/Department	
16 a.	Email-id of the College/Institute/Department	
16 b.	Contact Number of the College/Institute/Department	
17	Whether the College /University approved by UGC  <input type="radio"/> Yes <input type="radio"/> No	
18	Details of Facilities provided / to be made available at the College/University	
19	Have you Ever applied before for, Minor Research Project of the University <input type="radio"/> Yes <input type="radio"/> No	
20	If Yes, Give details of Minor Project	
	Year when applied	
	Year of the sanctioned	
	Title of the Project	

21	Whether the project or part of the project is approved by the University for the Doctoral Degrees ? <input type="radio"/> Yes <input type="radio"/> No	
22	If Yes, Give details of Project approved for Doctoral Degrees Give Details	
23	Details of the Research project and Research Funding received (Major/Minor) in the past/on going projects	
23.1	Major UGC	
23.2	Minor University/UGC	
24	Address of the Principal Investigator	
25	Email Id of the Principal Investigator	
26	Mobile Number of the Principal Investigator	
27	Grant Requested (Total Amount in Rupees)	

<b>PART – B : PROJECT DETAILS:</b>																						
1.	Details of the proposed project to be undertaken: (Attach additional Pages if required)																					
	Origin, Need and Objective of the Research Proposal  Rationale for taking up the proposed project and its interdisciplinary relevance  Review of Research and Development in the field  Relevance to social benefit by this R&D in the proposed area  Work plan (including Detailed Methodology and Time Schedule)  Expected Results, Conclusion and Future plans																					
2.	Collaboration for the proposed project (if any)																					
3.	Details of financial requirements with justification																					
	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Head</th> <th></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Consumables and Chemicals</td> <td></td> </tr> <tr> <td>2.</td> <td>Equipments (minor)</td> <td></td> </tr> <tr> <td>3.</td> <td>Travel</td> <td></td> </tr> <tr> <td>4.</td> <td>Books &amp; peripheral</td> <td>-</td> </tr> <tr> <td>5.</td> <td>Contingency</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">Total</td> <td></td> </tr> </tbody> </table>	Sr. No.	Head		1.	Consumables and Chemicals		2.	Equipments (minor)		3.	Travel		4.	Books & peripheral	-	5.	Contingency			Total	
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5.	Contingency																					
	Total																					
4.	Any other information in support of the proposed project																					

<b>PART C : Bio- Data and Endorsement</b>	
1.	Detailed Bio-data of the Principal Investigator as per Annexure - I
2.	Statement from the Present Employer as per Annexure - II

## ANNEXURE- I

## Detailed Bio data

1	Name of the Applicant	
2	Mailing Address (Indicate Telephone, Fax E-mail, etc)	
3	Date of Birth	
4	Educational Qualification (Starting from Graduation onwards) Degree, University, Year, Subjects, Percentage	
5	A. Details of Professional Training and Research Experience, specifying period B. Details of Employment (past & present) C. List of significant publications (Research Papers and Books) during last five Years (with details)	
6	Professional recognition, awards, fellowships received.	
7	Any other information.	
8	Email.ID	
9	Mobile No.	
10	Grant Requested (Total Amount )	

Place &amp; date:

Signature of the applicant

ANNEXURE- II

(Statement from the Employer)  
(on official letterhead)

Certified that

- I. The University / College is approved under Section 2 (f) and 12- B of the UGC Act
- II. The institute welcomes participation of Prof. / Dr. / Mr. / Ms. \_\_\_\_\_, as the Principal Investigator in the Proposed Minor Research Project entitled \_\_\_\_\_ . And he / she will assume full responsibility for implementing the project.
- III. The above research project / part of project is not funded by any other funding agency.
- IV. The grant-in-aid received for the Research Project will be used to meet the expenditure of the project and the period for which the project has been sanctioned.
- V. Institute undertakes the financial and other management responsibilities of the Project and undertake to submit Grant Utilization Certificate and Project Report to the University.
- VI. The Institution will provide in-house equipments and basic infrastructure and other required facilities like administrative facilities to the investigator.

Seal of Institute

Signature  
Head of Institute

