



NIRMA
UNIVERSITY

NU/AC/24415/Res. Policy/ 15- 72
Date: 11.05.2015

NOTIFICATION

- Read: 1. Resolution No. 8- Faculty of Doctoral Studies and Research Meeting – 10.04.2015
2. Resolution No. 9(E) - Academic Council Meeting – 24.04.2015

Sub: **Norms for Granting Major Research Project**

It is hereby notified for information of all concerned that the Academic Council in its meeting held on 24.04.2015 under resolution No. 9(E); and taking into consideration the recommendations of the Faculty of Doctoral Studies and Research, has resolved to approve the **Norms for granting Major Research Project**, as per *Appendix-A*.

[Signature]
I/c Executive Registrar

[Signature]
Encl. - Appendix - A (Pages - 1 to 18)

To,

1. All Hols
2. All HoDs / Area Chairperson
3. All Dy. Registrars
4. Administrative Officer - IP / IS
5. Chief Accounts Officer

Copy to: Assistant Registrar - IL / Est., Programme Officer – IM, PA to E.R.

- c.f.w.cs. for information to:
1. Vice President, NU
 2. Director General, NU
 3. Chief Operating Officer, NU
 4. Director (A&GA), NU

NIRMA UNIVERSITY
Guidelines for Major Research Project

1. INTRODUCTION

The success of a University depends on the knowledge generation through research initiatives. It is also important for the University to motivate and encourage faculty members for research. Integrating research with teaching also helps to disseminate knowledge to society. Nirma University has realized the importance of research culture among faculty members and prepared the research policy document.

Nirma University is already providing the seed money grant in the form of minor research projects for junior faculty members up to one lakh rupees to encourage them towards research. The proposed document is for the faculty members who are exceptionally good with published papers/patents and grants etc and will be provided major research project up to Rs.30lacs.

2. OBJECTIVES

- To promote and facilitate advanced research among faculty members of Nirma University.
- To carry out research of significance topics of academic and professional interest. This will also be helpful to the society at large.
- To promote excellence in research in higher education by supporting research programmes of University in various disciplines.
- Developing a creative and entrepreneurial culture throughout the University.
- Maximizing the impact of our research.

3. ELIGIBILITY/TARGET GROUP

1. Permanent faculty members of the University with a Ph.D degree.
2. Five years of teaching and research experience or equivalent R&D experiences desirable.
3. Minimum two publications in reputed (referred) National or International Journals out of which at least one publication should be as first author.
4. At least one minor/major research project should be successfully completed by the faculty member.

4. NATURE OF ASSISTANCE

Major Research Project in Engineering & Technology, Sciences, Pharmacy, etc. -
Rs. 30.00 lacs.

Major Research Project in Management, Law and allied disciplines –
Rs. 20.00 lacs.

The University will provide financial support for the items like Equipment, Books and Journals, Project Fellow, Hiring Services, Contingency, Chemicals and Consumables, Travel and Field work.

Non-Recurring Grants

a. Equipment

b. Books

The equipment as well as books grants may be utilized to procure the essential equipments and books needed for the proposed research work. The re-appropriation from Non-recurring head can be done only with the approval of Director General/ Vice-President of the University upon request with proper justification and recommendation of monitoring committee.

Recurring Grants

a. Project Fellow

Project Fellow may be appointed with a consolidated fellowship of:

- (i) JRF-NET/NET/GATE qualified- Rs. 14,000/-* p.m. for initial 2 years and Rs. 15,000/-* p.m. for the third year.
- (ii) Non-GATE/Non-NET- Rs. 12,000/-* p.m. for initial 2 years and Rs. 14,000/-* p.m. for the third year.

* Revision takes place from time to time at University level.

The person to be considered for appointment as Project Fellow should have minimum second class with 55% marks. The candidate to be appointed as Project Fellow should be below the age of 35 years at the time of appointment.

Leave

A project fellow shall be eligible to avail a leave of 30 days in an academic year. He shall not be entitled for any inter semester breaks, winter and summer vacations. However, he is entitled for an additional leave of up to 10 days on medical grounds in an academic year.

5. MODE OF SELECTION

The position of JRF/SRF to be advertised on website and the same should be placed on the notice board of the concerned Institute. Once the applications are received the same should be scrutinized by the Institution concerned to decide the candidates to be called for interview. The short listed candidates should be invited before the selection committee comprising of the following:

1. Head of the Institute / Head of the Department
2. Principal Investigator
3. One Subject Expert (External) (from the institute other than the Institute where the project is undertaken) to be nominated by HOI
4. Dy. Registrar/ Assistant Registrar/ Administrative officer of concerned Institution as secretary

The above committee will make the recommendations to the HOI and on approval of HOI, appointment will be made limited to the period of project.

The University will release the fellowship amount to the Project Fellow from the date of joining.

(b) Hiring Services

This is meant for specialized technical work, such as sample analysis, for which the University/Institution either has no infrastructure or such services are available on payment basis.

Data Entry Operator services may be hired for the purpose of preparation of questionnaire/ schedule or report writing and not for routine correspondence. The Principal Investigators who have not been given Project Fellow on a regular basis, may hire a person for technical assistance. The person so engaged must fulfil the qualifications prescribed for Project Fellow may be paid remuneration at par with the Project Fellow, limited to a maximum of 6 months in the total tenure of the project.

(c) Contingency

The admissible contingency grant may be utilized on spares for apparatus, photo-stat copies and microfilms, typing, stationary, postage, telephone calls, internet, fax, computation and printing needed for the project. Expenditure towards advertisement for post of Project Fellow may be utilized.

(d) Special Needs

Assistance may be provided for any other special requirement in connection with the project which is not covered under any other 'Head' of assistance under the scheme. Maximum 5% of project cost will be given.

(e) Chemicals and Consumables

To meet expenditure on chemicals, glassware and other consumable items.

(f) Travel and Field Work

The amount allocated under the head travel/field work is to be utilized for data collection and collection of other information such as documents and visit to libraries within the general scope and sphere of the ongoing project. This should not be used for attending conferences, seminars, workshops and training courses etc. They may also avail special casual leave/duty leave for field work/collection of data as per University rules. Foreign travel is not allowed in this scheme.

(g) Re-Appropriation

The Principal Investigator may re-appropriate maximum 10% of the **recurring** grant allocated under each head with the permission of Director General with the justifications and on the recommendations of the monitoring committee. **The fellowship/Honorarium grants cannot be re-appropriated.**

(h) Tenure and Implementation

Total tenure of the project is three years. The effective date of implementation of the project will be given by the Approving authority as approval cum-sanction letter.

6. PROCEDURE FOR APPLYING

All eligible faculty member may submit three copies of their Major Research Applications in the prescribed proforma through proper channel to Director, ADR Cell, Nirma University. The proposals should be submitted once in a year ie. before 15th November of every year.

7. PROCEDURE FOR APPROVAL:

The application and the proposal submitted by the faculty with the prescribed format for initial scrutiny. There are two stages for the approval.

Stage 1

Initial scrutiny will be done at the department / institute level. HOI should constitute a three member committee for scrutinizing the application. The Principal Investigator should make the presentation of project which should include Objective, hypothesis, Social relevance, methodology, Budget, Time schedules etc. The constitution of the committee is as follows

1. Head of the Institution- Chairman
2. Head of the Department
3. One senior faculty member

The Institute level research committee will make specific recommendations and should be forwarded to next stage.

Stage II (Monitoring Committee)

In the stage II the proposal will be scrutinized by University level committee. The Principal Investigator should make the presentation of project which should include Objective, hypothesis, Social relevance, methodology, Budget, Time schedules etc. The University level committee will comprise of following members:

- Director General - Chairman
- Dean Faculty of Doctoral studies
- Head of the concerned Institution
- Head of the concerned department.
- Two experts nominated from outside University by Director General out of which one should be from Industry.
- Director, ADR Cell – Member Secretary

8. PROCEDURE FOR SANCTIONING OF GRANTS

- Every year Rs. 10 Lac will be sanctioned for the project, however depending on the financial plan of the project more than Rs. 10 Lac will be sanctioned. Only in exceptional cases the amount will be carried forward on the recommendation of monitoring committee with proper justification and approval of Director General.
- The utilization of the grant amount should be done by following the purchase policy of the university. The amount sanctioned should be spent according to the approved heads/items within the approved allocation mentioned in sanction letter.

After one and a half year from the date of implementation of the project, the monitoring

committee will organize Mid-term evaluation interface meeting wherein PI will present the progress of the project before monitoring committee. On the basis of recommendations of the experts, progress report, expenditure statement, the Director General will sanction the second remaining amount.

If the Non-Recurring grant is not utilized before Mid-term Evaluation meeting, prior permission may be obtained with proper justification and recommendation of the expert committee from the Director General. The committee will also monitor the progress of expenditure. The Principal Investigator should make the presentation about progress of the project. Following details should be furnished by principal investigator during mid term evaluation.

- Month – wise and year – wise detailed statement of expenditure towards salary of staff appointed under the project should be provided towards the end of the project.
- A consolidated item – wise detailed statement of expenditure incurred during the complete project.
- The unutilized grant if any, will be forfeited.
- If the non recurring expenditure is not utilized during the first year, and the PI wishes to utilize in the second year, it can be done by taking approval of Director General with the justifications and on the recommendations of the monitoring committee.

9. MONITORING AND EVALUATION

The Principle Investigator should submit the report every six months scrutinized by institute level research committee through proper channel to the Director General. The mid-term evaluation meetings after one and half year will be organised by the monitoring committee. The committee would decide the continuation of the project on the recommendations of the Mid-Term Evaluation Committee.

After the completion of project tenure i.e. 3 years the PI should make final presentation before the monitoring committee where Director General is the chairman.

The final report along with the recommendation of the monitoring committee and outcome of the project in terms of paper published or patents should be submitted to the university.

10. GENERAL TERMS AND CONDITIONS

1. Project proposal should be submitted jointly with other faculty members as co-investigator.
2. The Principal Investigator will be responsible for the project and in the absence of PI, Co-IP will act as Principal Investigator and is responsible for completing the project.
3. Only one project will be approved at any given time. After completion of one project if a faculty desired to undertake another project a gap of one year will be necessary.
4. No special leave or sabbatical would be generally permissible. However, Director General may approve the leave in specific conditions after proper justifications. Subject to provision of leave.
5. The research expenses are given for meeting the recurring and non-recurring cost for conducting the research which includes purchase of equipment's, consumables, research assistant, travel, stationary collection of data etc.

11. EVALUATION AND SELECTION CRITERIA:

Research proposals will be considered on the following criteria:

- Scope to contribute to the existing body of knowledge.
- Value addition to knowledge creation and/or application.
- The preference will be given in the following order
 1. Interdisciplinary solving problems
 2. Solving societal problems
- Current and future relevance.
- Conceptual and theoretical soundness.
- Sound methodology.
- Practical significance for application.
- Feasibility of the study in terms of time, scope, finance etc.

Check LIST

1. Application for financial support for Major Research Project (Annexure –I)
2. Format of Quarterly/Bi-Annual/Final Report (Annexure – II)
3. Final report submission format (Annexure – III)

Annexure - I

Nirma University

APPLICATION FOR FINANCIAL SUPPORT FOR MAJOR RESEARCH PROJECT

(Under the Major Research Project Regulations.)

PART I

Research Topic:

Proposed Duration: (months):

Proposed Start Date:

1. Personal Details: Principal Investigator

Name: Mr./Ms:

Designation:

Department:

Permanent Address:

Date of Birth :

Sex M/F:

Telephone: Office:

Res:

Mob:

Email:

Date of Joining:

Age:

Date of Confirmation:

Current Qualifications: (Starting from Bachelors Degree; attach addl.sheet if reqd.)

Degree Year of passing Class /Grade Name of the Institution. /University

Specialization at PG / NET-JRF/ Doctoral level:

Title of the PhD Topic:

Teaching Experience:

- At PG:.....
- At Post PG:.....
- At Doctoral level:.....

Research Experience:

Total number of years of Experience (Teaching/research/ Industry)

Publications:

7

- i. Papers Published ----- Accepted-----Communicated-----
 ii. Books Published -----Accepted-----Communicated-----
 iii. Other Publications-----Accepted-----Communicated -----

Number of publication as first author:

Details of research Projects

- a. Number of minor/ major projects completed as PI:
- b. Give details of completed projects
1. Title of the Project
 2. Funding Agency
 3. Amount sanctioned
 4. Outcome
- c. Give details of Ongoing research Projects
1. Title of the Project
 2. Funding Agency
 3. Amount sanctioned
 4. Outcome

2. Personal Details: Co- Investigator

Name: Mr. /Ms:

Designation:

Department:

Permanent Address:

Date of Birth:

Sex M/F:

Telephone: Office:

Res:

Mob:

Email:

Date of Joining:

Age:

Current Qualifications: (Starting from Bachelors Degree; attach addl.sheet if reqd.)
 Degree Year of passing Class /Grade Name of the Institution. /University

Specialization at PG / Doctoral level:

Teaching Experience:

1. At PG:.....
2. At Post PG.....
3. At Doctoral level.....

Research Experience:

Publications:

I Papers Published -----	Accepted-----	-Communicated-----
ii Books Published -----	Accepted-----	-Communicated-----
iii Other Publications-----	Accepted-----	Communicated -----

PART II Proposal

1. Research Topic:
2. Proposed Duration: (months): Proposed Start Date:
3. Origin of the research problem
4. Interdisciplinary relevance
5. Review of research and development in the subject: (5000 words)
6. Importance at International level (Minimum 1000 words)
7. Importance at National level (Minimum 1000 words)
8. Social Relevance (Minimum one page)
9. Industrial Relevance (5000 words)
10. What are the practical applications of this research?
11. Would you be engaging Project Fellow for the Project?
12. Duration from.....to.....
13. Any other information which the investigator/s may like to give in support of this proposal which may be helpful in evaluating the proposal..
14. Whether the investigator(s) has received any support for the major/minor research project from Nirma University in past? If yes, give following details:
 - a. Sanction letter No. and date, and amount sanctioned:
 - b. Title of the project for which assistance was availed:
 - c. In case the project was completed, whether the work on the project has been published:
15. Research project from the University/ UGC/ any other funding agency in the past, if so, please indicate:
 - a. Name of the agency:
 - b. Sanction letter No. and date, and amount sanctioned:
 - c. Title of the project for which assistance was availed:
 - d. In case the project was completed, whether the work on the project has been published:

Undertaking:

I/we confirm that all details furnished in this application are true and I undertake to abide by the terms and conditions of the scheme in case assistance is provided to me/us.

I/we shall complete the project within the stipulated period. If I/we 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 amount received by me/us.

The above research project is not funded by any other agency. If so I shall bring it to the notice of the Centre for research immediately.

Date:

Principal Investigator

Co- Investigator

(NB: This application must be made in duplicate and must attach synopsis of the research project including time & cost budgets in the prescribed format.)

PART III

Research Synopsis

1. Title of the Proposal

(The title should be short and precise indicating the main focus and scope of the study.)

2. Abstract:

(A brief summary of the research topic and the background leading to the research hypothesis or study in not more than 500 words)

3. Introduction to the study:

(An introduction elaborating the relevance and significance of the research issue and placing it in the wider academic / applied context must be provided.)

4. Literature survey:

(It implies an exhaustive review of earlier works on the research issue in order to understand the theoretical and academic advancements in the area of the study. Literature survey is expected to be an engagement with the findings and arguments of the scholars to identify the research gap on the area to be investigated in the present study.)

5. Statement of the problem:

(The problem to be investigated should be derived from the literature survey and should be clearly contextualized in the theoretical framework of the discipline.)

6. Definition of concepts:

(The concepts to be used to address the research problem and their operationalization within the theoretical context of the discipline should be clearly defined)

7. Specific objectives:

(A set of specific objectives derived from the research question must be enlisted)

8. Hypotheses:

(if any. What the research is supposing or assuming to be concluded)

9. Research methodology

(in case of science projects, details regarding the experiments / laboratory work / data collection need to be incorporated, if any.

In case of social sciences and Management; Law- Scope; the proposal should clearly indicate the universe of the study, sampling Frame, sampling methods, sampling size, units of observation etc.

Data collection; the proposal should indicate elaborately the sources and types. Of data, tools and techniques of data collection explaining why such tools and techniques are chosen.

Data analysis; the nature of data analysis including the statistical techniques, If any, proposed to be used in data processing, specific packages of data analysis, Indices/scaling techniques etc should be clearly mentioned.)

10. Bibliography:

(a detailed bibliography of all literature used in the study must be provided at the end of the proposal in any of the standard formats.)

11. Year wise plan of work and targets to be achieved;

12. Details of collaboration, if any intended:

Signature of
Principal Investigator

Signature of
Co-Investigator

PART IV Estimated Financial Assistance for the Project

PROJECT TITLE:

Principal Investigator:

Co-Investigator:

Sl.No	Items	Particulars	Amount	Remarks (official Uses)
1	Project Fellow			
2	Travel			
3	Data Processing/ Analysis			
4	Stationary			
5	Books / Journals and other academic materials			
6	Equipment's			
7	Consumables			
8	Contingency			
	Total			

PART V Year wise breakup of Financial Grant Sought

Project title:

Principle Investigator:

Sl.No	Items	Year-I	Year-II	Year-III	Remarks (official Uses)
1	Project Fellow				
2	Travel				
3	Data Processing/ Analysis				
4	Stationary				
5	Books / Journals and other academic materials				
6	Equipment's				
7	Consumables				
8	Contingency				
	Total				

Principle Investigator

Co-Investigator

Nirma University

B-Annual/Final Report on the Major Research Project

1. Project report No. 1st /2nd /3rd /Final _____
2. Research Reference No. _____
3. Period of report: from _____ to _____
4. Title of research project _____
5. (a) Name of the Principal Investigator _____
a. (b) Dept. 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)**
8. Brief objective of the project _____
9. 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)
 - a. _____
 - b. _____
10. Has the progress been according to original plan of work and towards

achieving the objective. if not, state reasons

11. (iv) Please indicate the difficulties, if any, experienced in implementing the project _____

12. (v) If project has not been completed, please indicate the approximate time by which it is likely to be completed. A summary of the work done for the period (Annual basis) may please be sent to the Centre for Research on a separate sheet _____

13. If the project has been completed, please enclose a summary of the findings of the study. Two bound copies of the final report of work done may also be sent to the Centre for Research along with the soft copy.

14. Any other information which would help in evaluation of work done on the project. At the completion of the project, the first report should indicate the output, such as (a) Manpower trained (b) Ph. D. awarded (c) Publication of results (d) other impact, if any

Date:

Principle Investigator

Nirma University

**PROFORMA FOR SUBMISSION OF INFORMATION AT THE TIME OF SENDING
THE FINAL REPORT OF THE WORK DONE ON THE PROJECT**

1. Name and address of the principal investigator
2. Name of the department/institution
3. Centre for research approval no. And date
4. Date of implementation
5. Tenure of the project
6. Total grant allocated
7. Total grant received
8. Final expenditure
9. Title of the project
10. Objectives of the project
11. Whether objectives were achieved
(Give details)
12. Achievements from the project
13. Summary of the findings
(In 500 words)
14. Contribution to the society
(Give details)
15. Whether any Ph.D. enrolled/produced
16. Out of the project
17. No. Of publications out of the project
(please attach re-prints)

Nirma University

**PROFORMA FOR SUBMISSION OF INFORMATION AT THE TIME OF SENDING
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(Give details)
15. Whether any Ph.D. enrolled/produced
16. Out of the project
17. No. Of publications out of the project
(please attach re-prints)

(PRINCIPAL INVESTIGATOR)

Co Investigator

Guidelines for Major Research Project