



NU/AC/Cir/FA/ResProj/06-984  
Date: 30.8.2006

## CIRCULAR

### Sub: Guidelines for Financial Assistance for Minor Research Projects

After establishment of the University, it naturally has to focus equally on research in the different areas in addition to other activities of the University. The University has initiated many measures to encourage the research activities. Further in its efforts in this direction, it has been decided that the faculties working in different areas of the University are also encouraged to prepare project and submit to the University for consideration. In addition to that, the same can be submitted to different agencies also, which provide financial assistance for such research. However, to recommend the streamlined procedure and the system for entertaining such research projects, a Committee was constituted by the Vice Chancellor (Director, NU) and on the basis of the recommendation of the Committee, the Vice Chancellor (Director, NU) has prescribed guidelines for entertaining such research projects as under:

The research projects can be categorized as under:

- A. The research projects initiated by the scientists/ faculty of the respective institutions which has academic value as well as for enhancing the academic skill of the faculty, and
- B. The research project initiated by the commercial organization/ industry and which come forward to the institutions to take such research project by the institution.

#### **I. For research project to be conducted for the purpose of academic upliftment and enhancement of academic skills, following criteria will have to be observed:**

1. Such projects should be encouraged.
2. For assessing the potentiality of the research project, a committee of the senior experts available in the institutes should be formed and only after the report of the committee and the approval of the Vice Chancellor (Director, NU)/ Vice President, it should be processed. However, if the senior level experts equivalent to Professors or Senior Associate Professors are not available, then outside experts should be inducted.
3. On approval of Vice Chancellor (Director, NU)/ Vice President, the financial sources will be identified and the financial arrangements will be made in the following manner:
  - a) If it is a minor research project (upto Rs. 25,000/-), then the institute should provide the financial assistance from within the budget approved for the institute.



- b) If the research proposal is **beyond Rs. 25,000/-**, the institute/ department may explore possibilities to get financial assistance from the agencies like DST, CSIR, etc. or State Government or the Nirma University itself. Possibilities should also be explored for getting financial assistance from the Government of India or state government undertakings or even industries, which have provisions for giving financial assistance without having any commercial aspect and only for encouragement of research in the concerned field.
- c) While framing the research proposal to be submitted to any of the agencies referred to above in 3(b), the following points are to be observed:
- i. The equipments acquired from such fund in such research project will be retained by the institute/ university after completion of the project.
  - ii. Once the financial assistance is provided; the institution, through the university, will maintain separate account for such research project and it will be dully audited by the Chartered Accountant appointed by the University. Under no circumstances the outside auditor or accountant of the financing institution will be allowed to audit the accounts, nor it will be shared with such institutions.
  - iii. While preparing financial outlay for the research project, the following components will also be considered:
    1. 20% of the total cost of project will be earmarked for overhead expenditure that is likely to be incurred directly or indirectly by the institute.
    2. 10% of the total cost of project will be earmarked for management charges to take care of the administrative exercise to be undertaken.
    3. Once the project is over, no liability will be passed on to the university or to the institution for incomplete work, but it will be from within the finance obtained from the sponsoring agency.
- d) All correspondence and the progress report of such research project will be sent to the sponsoring institution/ organization through the university.

## II. Research project undertaken for the purpose of commercial aspects:

In addition to the above guidelines prescribed for obtaining the financial assistance for research project initiated by the institutions or its faculty, the following additional criteria will also be observed for such projects.



- i. Sufficient provision will be made while working out the project for the actual cost involved in the chemicals, glassware, raw materials etc. plus the share to be given to the institutions/ university and the faculty/ other supporting staff as per the rules of the university for consultancy.
- ii. A specific provision will be made while entering into the Memorandum of Understanding (MoU) with the concerned agency for such project that; if any new pattern is emerged and if it is to be marketed, then the financial benefit gained out of this pattern will be shared equally by the sponsoring industry and the institution/ university. The formula for such calculations will be decided by mutual agreement on 'case-to-case' basis.
- iii. Such project also should be processed through the committee as envisaged earlier. The Committee, while assessing the project, will ensure that the original work of the institutions or the faculty is not adversely affected or compromised.
- iv. While undertaking such project in hand, it will be ensured that in addition to the commercial aspects, the academic upliftment of the institute as well as the enhancement of skills of the faculty is clubbed.

Sd/-  
Executive Registrar

- To,
1. Director, Institute of Pharmacy and Officer in-charge, Institute of Science
  2. I/c Director, Institute of Technology
  3. I/c Director, Institute of Management
  4. Principal, Institute of Diploma Studies
  5. I/c Principal, Institute of Pharmacy
  6. All Heads of Department - IT/ IDS
  7. Area Committee Chairman - IM/ IP
  8. Dy. Registrar (IT/ IDS), Dy. Registrar (IM/ IP)
  9. Shri R. D. Shah, Chartered Accountant, Nirma House
  10. I/c Accounts Officer, Nirma University

Copy to: Internal Auditor (A/c Sec.), OS - IT/ IDS/ IM/ IP

- c.f.w.cs. to:
1. Vice President
  2. Vice Chancellor (Director, NU)
  3. Chief Operating Officer







Nirma University PhD Section <phd.section@nirmauni.ac.in>

## Revised Guidelines for the NU Funded Minor Research Project

Director RI <director.ri@nirmauni.ac.in>

Tue, Jul 10, 2018 at 3:33 PM

To: hoi <hoi@nirmauni.ac.in>, "Prof. Sangita Shroff" <hod\_design@nirmauni.ac.in>, Dean ICNU <dean\_icnu@nirmauni.ac.in>, it\_faculty <it\_faculty@nirmauni.ac.in>, im\_faculty <im\_faculty@nirmauni.ac.in>, ip\_faculty <ip\_faculty@nirmauni.ac.in>, is\_faculty <is\_faculty@nirmauni.ac.in>, IC\_FACULTY <IC\_FACULTY@nirmauni.ac.in>, il\_faculty <il\_faculty@nirmauni.ac.in>, ia\_faculty <ia\_faculty@nirmauni.ac.in>, dd\_faculty <dd\_faculty@nirmauni.ac.in>, "Dy. Director ADR - NU" <dy.director.adr@nirmauni.ac.in>, Prof Santosh Vora <santosh.vora@nirmauni.ac.in>, "Dr. Sachin Gajjar" <sachin.gajjar@nirmauni.ac.in>, Heena Dave <heena.dave@nirmauni.ac.in>, Director CCE <director.cce@nirmauni.ac.in>, B J Patel <dyr.it@nirmauni.ac.in>, Dr A S Patel <dy\_registrar.exam@nirmauni.ac.in>, Nirma University PhD Section <phd.section@nirmauni.ac.in>, Biju Thomas <bthomas@nirmauni.ac.in>, "Assistant Registrar [ Academic ]" <asst\_registrar@nirmauni.ac.in>, Asst Registrar Est\_NU <asst\_registrar.estnu@nirmauni.ac.in>, palak shah <account\_officer@nirmauni.ac.in>, "Internal Auditor , NU" <internalauditor@nirmauni.ac.in>, OS IA <os.ia@nirmauni.ac.in>, OS IP <os.ip@nirmauni.ac.in>, Office Superintendent ILNU <os.il@nirmauni.ac.in>, OS IS <os.is@nirmauni.ac.in>, Nadeem Ahmad <nadeem\_ahmad@nirmauni.ac.in>, Assistant Registrar-ILNU <ar.il@nirmauni.ac.in>, Nisha Dave <nisha.dave@nirmauni.ac.in>, Ramesh Nambishan <ramesh@nirmauni.ac.in>, Praful Saini <prafulsaini@nirmauni.ac.in>, Dr R N Patel <addldirector.oeit@nirmauni.ac.in>  
Cc: Shri K K Patel <vp@nirmauni.ac.in>, Dr Anup Singh <dg@nirmauni.ac.in>, "Shri D. P. Chhaya" <director.gaa@nirmauni.ac.in>, exe\_registrar Nirma University <exe\_registrar@nirmauni.ac.in>

### Directorate of Research & Innovation (DRI), Nirma University

July 10, 2018

#### Circular

Ref.1 – Circular No. NU-984 dated 30/08/2006 – Guidelines for Financial Assistance for Research Projects

Ref.2 – Item No. 3 - Minutes of the Core Committee Meeting of the DRI, held on July 04, 2018

Nirma University has implemented a scheme of funding for minor research projects to encourage the junior faculty members to conduct research. The guidelines for the same were prepared and circulated wide Circular dated 30/08/2006 (Ref. 1). Subsequently, it was felt to revise the guidelines considering effective implementation and monitoring of the scheme. In the said reference, the DRI has proposed a draft of revised guidelines during the Core Committee Meeting of the DRI, held on July 04, 2018. After discussion, the revised guidelines were approved (Ref. 2) by the Committee. The revised guidelines and the necessary formats are attached herewith. All faculty members under Nirma University are informed to take note of this. The new guidelines are in effect from the date of this Circular.

Dr. Dhaval Pujara,  
Director (I/C) – Research and Innovation,  
Nirma University

July 10, 2018  
NU/DRI/CIR - 5



Copy To:

1. All Heads of Institutions and Heads of the Departments,
2. All Faculty Members,
3. All Deputy Registrars, Assistant Registrars, Office Superintendents of the constituent Institutes
4. Ph.D. Section, Account Section, Internal Auditor, Establishment Section, Academic Section
5. Dy. Director, Centre for Quality Assurance and Academic Development
6. Dy. Director, Directorate of Research and Innovation
7. Head, Centre for Continuing Education


Copy f.w.cs. to:

1. Vice President
2. Director General
3. Hon. Adv. (A&GA)
4. Executive Registrar


**Dr.Dhaval Pujara**


I/C Director,  
Directorate of Research & Innovation,  
Nirma University,  
Ahmedabad - 382 481  
Contact - 079-30642670  
Cell - 09925965718


**9 attachments**


 **MRP\_Revised\_Guidelines\_V5\_Final.pdf**  
125K


 **MRP\_New\_Proforma\_I.docx**  
27K


 **MRP\_New\_Proforma\_II.docx**  
26K


 **MRP\_New\_Proforma\_III.docx**  
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 **MRP\_New\_Proforma\_VIII.docx**  
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## **Directorate of Research & Innovation (DRI), Nirma University**

### **Revised Guidelines for the Nirma University Funded Minor Research Project**

#### **Introduction**

Nirma University firmly believes in nurturing and promoting the research skills of its faculty members. Under the research policy of Nirma University, schemes of minor and major research projects are envisaged and are now in operation. The minor research project funding is to be offered to the faculty members who are new to research and willing to take the structured steps forward in this direction. The research could be discipline specific or an interdisciplinary in nature. In order to encourage such faculty members, the University shall fund the minor research project up to ₹ 1,00,000/- in most cases; and above ₹ 1,00,000/- but up to maximum ₹ 2,00,000/- for justifiable research proposals. The duration of the minor research project is up to one financial year in most cases but can be extended for two financial year terms, as the case and grant may be.

#### **Eligibility and Other Norms**

1. All permanent Assistant Professors of Nirma University are eligible to apply for the financial assistance under the scheme of Minor Research Project.
2. A faculty member can avail financial assistance from Nirma University as Principal Investigator (PI) for only one minor or one major research project at any given time.
3. Based on the quantum and nature of the work, a Principal Investigator (PI) can include only one Co-Investigator (Co-PI).
4. Wherever necessary, the senior faculty members (Professor / Associate Professor) can guide the PI/Co-PI as mentor to project. The role of a mentor is to facilitate/advice the PI/Co-PI. However, the mentor will not execute the project on behalf of the PI/Co-PI.

#### **Nature of the Minor Research Project**

The minor research projects can be of any of the following nature:

- proposes to test new ideas, innovations or promotes scientific temperament
- has academic value and serves the purpose of enhancing the skills of the faculty member(s)
- helps leveraging the laboratory facilities and enhances student learning
- create prototypes / experimental setup relevant for doctoral degree of the concerned faculty
- promotes new case development, studio design, realization of design ideas or basis for new work leading to intellectual property
- may lead to law related research work
- leads to interdisciplinary research work





- leads to innovation and patent filing
- leads to product development/process development for societal benefit
- leads to enhancement of scientific knowledge and/or data generation leading to technology development in future
- leverages livelihood/economic opportunities and solves societal challenges in a sustainable way
- contributes to knowledge generation and/or advancement of knowledge in the subject/topic

The priority for funding will be given to those projects, which are (i) socially relevant, and/or (ii) interdisciplinary in nature, and/or (iii) leads to innovation and filing patent.

#### **Nature of the Financial Assistance**

- Normally, the financial assistance is to be granted up to ₹1,00,000/- per minor research proposal in most cases. However, in case of justifiable research proposal, it can go up to maximum ₹ 2,00,000/-.
- The usual tenure for the grant is one financial year. It may be two financial year for justifiable cases, especially where the financial assistance is more than ₹1,00,000/-.

The applicant faculty member will have to follow the process as mentioned below for availing the financial assistance:

- For assessing the potentiality of the minor research project seeking financial assistance up to ₹1,00,000/-, a Committee of the experts available in the department / institute should be formed. The Committee shall be comprised of two Professor / Associate Professor (at least one being the expert in the field in which the research is being proposed) and the HoD (where department structure exist) / HoI (where there is no department structure). The Committee shall be appointed by the concerned HoI. However, if the senior level expert equivalent to Professor or Associate Professor is not available, then outside experts should be inducted.
- For assessing the potentiality of the minor research project seeking financial assistance above ₹1,00,000/- and maximum of ₹ 2,00,000/-, a Committee comprising of the Director – Research and Innovation, domain expert (preferably one external expert in the field in which the research is being proposed), Additional Director (School of Engineering or Technology – as the case may be), the concerned HoI, and the HoD / Area Head should be formed.
- In both the cases, the Committee shall give clear recommendations / rejections. In its recommendation, the Committee should also mention the financial assistance to be given, the tenure of the project to be granted, whether the projected goals are



achievable or not, etc. In case of the two year tenure grant with financial assistance of ₹ 2,00,000/-, the Committee shall clearly indicate the amount of grant to be released per year.

### **Non-Recurring Grants**

1. Equipment and related accessories
  2. Books and Journals
  3. Procurement of the software
- The grant for the equipment / software / books & journals may be utilized solely under the said head and shall be relevant to the proposed research work. Unless it is mandatory for the research work, the faculty members shall choose the open source software.
  - The equipment, software, books and journals acquired by the Principal Investigator under a Minor Research Project must be deposited to the concerned department after completion of the project.
  - The Dead Stock Register, Log Book Register, Issue Register, Maintenance Register/Record are to be maintained as per the rules of Nirma University for all the equipment purchased under the minor research project.

### **Recurring Grant:**

1. Hiring Services  
This is meant for specialized work such as analysis of samples, charges for data collection, fabrication work, layout design, specialized skill related services, travelling for field work, etc., for which the University / Institute / Departments has no infrastructure and / or such services are available only on payment basis.
2. Contingency  
10 % of total grant amount may be utilized on spare-parts for apparatus (existing apparatus to be used in the minor research project), photo-stat copies and stationary, computation and printing needed for the project.
3. Chemicals, Glassware and other Consumables

### **Procedure for Applying for the Fund under the Scheme of Minor Research Project**

- All permanent Assistant Professors designated as Principal Investigator for the proposed minor research project shall submit their proposal (in prescribed format) to the Directorate of Research & Innovation (DRI), Nirma University through the HoD /





Area Chair (if applicable), Additional Director (School of Engineering or Technology – as the case may be), and the concerned Head of Institution (HoI).

- The proposal must be forwarded along with the Minutes of the Committee recommending the Minor Research Project as detailed in Section - Nature of Assistance. The Committee shall endorse the work plan and the equipment / software / books and journals relevant to the project and the assessment. The department / institute should ensure that sufficient budget is available for the said project.
- After preliminary scrutineer, the DRI will forward the application to the Director General through proper channel. After the approval of the Director General, the DRI will issue a letter to the PI/Co-PI, with copies to the concerned HoD / Area Chair (if applicable) Additional Director (School of Engineering or Technology – as the case may be) and the concerned Head of Institution (HoI).
- The minor research project proposals will be accepted till December 01, every year. Accordingly, the necessary provisions shall be made by the department / institute while preparing the budget. The necessary formalities must be completed before March 31, every year. The projects once approved by the Director General, Nirma University shall be in force for one financial year beginning from April 01, unless specified. The minor research proposals received after December will be considered for the subsequent financial year.

#### **Purchase of Equipment**

- The total provision for the purchase of equipment, software, tools and accessories etc. shall not exceed 70% of the total sanctioned budget. Also, at the same time, it should not support for any equipment / software individually costing 50% of the total sanctioned budget.
- The Principal Investigator shall also seek the budgetary quotation of the needed equipment / software / related accessories before preparing the proposal and also attach the same in the proposal. This ensures arriving at the exact cost of the equipment.
- The Additional Director (School of Engineering or Technology – as the case may be) or HoI shall permit for the purchase as per the delegation of powers and the approval of VP / DG can directly be availed, if required.
- The equipment put under the proposal must be useful in the department after the completion of the project. The proposed usage of the same in the department after the project must also be indicated in the proposal in terms of hours/week. This is to ensure that the equipment is not left idle after completion of the project.



*[Handwritten signature]*



### **Travel for Field Work**

- The total provision for the travel for field work shall not exceed 30% of the total sanctioned budget in case of projects related to the Engineering /Technology /Science/ Pharmacy and 50% of the total sanctioned budget in case of projects related to the Management / Commerce / Law / Architecture / Design.
- In case if the higher (higher than mentioned in above point) percentage of allocation is required for travel / field work, the details may be accordingly justified before the evaluating Committee. The evaluating Committee may record the justification and forward recommendations / reservations to the competent authority for the sanctioning of the amount under this head. The DG, NU can give a special approval for special cases.
- The decision of competent authority and the budget sanctioned shall abide by the PI and Co – PI.
- The details of travel and purpose of travel should be predetermined in the project and clearly depicted in the project proposal.
- The amount allocated under the travel/field work head is to be utilized for the implementation of the sanctioned project only.
- The concerned PI / Co-PI will be permitted to travel for field work related to sanctioned project as per University Traveling Allowance rules within the amount allocated under travel head.
- The budget under this head should not be used for attending conference, seminar, workshops, etc. This amount should also not be used for attending any training programme either.
- No foreign travel is permissible within this scheme.

### **Procedure for Release of the Fund:**

The payment against the invoice / voucher will be made by the Account Section of the University as per the NU norms and as envisaged in the project proposal. After six months, the subsequent release of the fund will be based on submission of six monthly satisfactory progress report and the recommendations by the Committee (preferably the same Committee, which examined the initial project proposal). However, in case where advance payment is required for the progress of the project, the same will be granted after approval as per the delegation of power.

### **Final Report and Research Outcome (s)**

- After satisfactorily completing the research work (meeting with all the project objectives), the PI will prepare a Final Project Report with a consolidated item wise detailed statement of expenditure incurred during the complete project period in the



prescribed proforma duly signed by the Committee, the HoD / Area Chair, Additional Director (School of Engineering or Technology – as the case may be), concerned Head of Institution (HoI) and The PI is expected to settle the accounts immediately on completion of the Project (maximum within one month from the project completion).

- The PI should also submit all relevant documents (operation manual if product is developed, reports, patent application details (if applied for patent), experimentation details in case of experiment, details of scientific knowledge and/or data generation leading to technology development in future, experimental set-up, case prepared, software designed and implemented, research papers published (if any) under Minor Research Project.
- Research outcomes by the Principal Investigator in the form of at least one research publication in peer reviewed journal or in the proceedings of a reputed conference, or a set-up useful for students learning will be highly appreciated. All the PIs / Co-PIs should put sincere effort in the said reference.
- In all forms of the research outcomes (described above), Nirma University must be acknowledged for the funding.

#### **General Terms & Conditions**

- The Principal Investigator will be responsible for the completion of the project and effective utilization of the allocated budget.
- In case if the PI has left / resigned / relieved from the Institute, the Co-PI will act as the Principal Investigator and is responsible for completing the project.
- In case any leave is required for the project, the PI / Co-PI can get the same after approval of the competent authority. When the leaves of the PI / Co-PI has exceeds the permissible limit, the Director General may approve the additional leave in specific conditions after proper justifications.
- In any case, the overall expenditure for the project should not exceed the allocated amount.
- The fund will be given for meeting the recurring and non-recurring cost for conducting the research and must not be used for any other purpose.





## Annexure I

### Proforma for Applying for Nirma University Funded Minor Research Project

1.	<b>Project Title:</b>	
2.	<b>Project Duration:</b>	
3.	<b>Project Objectives:</b>	
4.	<b>Project Deliverables:</b>	
5.	<b>Details of the Principal Investigator:</b>	
	Full Name:	
	Designation:	
	Department / Area, Institute:	
	E-mail:	
	Intercom Extension Number:	
	Cell Phone Number	
	No. of Other Projects Completed, Ongoing and Submitted:	
6.	<b>Details of the Co- Principal Investigator (if Applicable):</b>	
	Full Name:	
	Designation:	
	Department / Area, Institute:	
	E-mail:	
	Intercom Extension Number:	
	Cell Phone Number	
	No. of Other Projects Completed, Ongoing and Submitted:	
7.	<b>Details of the Mentor: (if Applicable)</b>	
	Full Name:	
	Designation:	
	Department / Area, Institute:	
	E-mail:	
	Intercom Extension Number:	
	Cell Phone Number	
8.	<b>Detailed Project Proposal:</b>	
9.	<b>Project Plan (Pert Chart):</b>	
10.	<b>Budget Requirements (in Rs.):</b>	
	Equipment and Accessories:	
	Books and Journals:	
	Software:	
	Hiring Services:	
	Contingencies:	
	Chemicals, Glassware and Consumables:	
	Travel for Field Work:	
11.	<b>Budget Bifurcation (in Rs.):</b>	
	<b>1st Quarter Budget Requirements (in Rs.):</b>	



	<b>2<sup>nd</sup> Quarter Budget Requirements (in Rs.):</b>	
	<b>3<sup>rd</sup> Quarter Budget Requirements (in Rs.):</b>	
	<b>4<sup>th</sup> Quarter Budget Requirements (in Rs.):</b>	
12.	<b>Total Allocated Budget for the Minor Research Project to the Institute</b>	
13.	<b>Amount Sanctioned till date from the Allocated Institute Budget</b>	

Signature of Applicant(s)

Through:

HoD / Area Chair Concerned

HoI Concerned



### Annexure III

#### Approval Letter for Nirma University Funded Minor Research Project

NU / DRI / MinResPrj / 2018 – 19/

Date:

To,  
Name of the PI / Co-PI  
Dept.  
Institute

Dear Prof. \_\_\_\_\_,

With pleasure, I would like to inform you that the Director General, NU has approved your Minor Research Project titled “Title of Project,”. The financial assistance of Rs. \_\_\_\_\_/- is sanctioned for same. You will be governed by the NU prescribed Minor Research Project guidelines and the conditions as below:

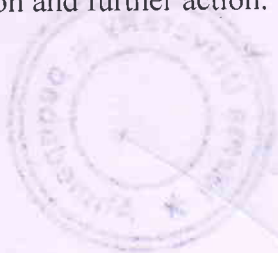
1. You will complete the Project by \_\_\_\_\_. No case extension will be granted.
2. Adhere to the financial assistance is as below mentioned budget head:

Budget Head	Amount Sanctioned (in Rs)

3. For monitoring the progress of the Minor Research Project, it is also required to have progress report by the end of every six months. The further release of reimbursement / grant will be subject to submission of the progress report. The report is to be submitted to the Director General, NU (through proper channel) after examination of the same by the Committee (constituted at the time of submitting the proposal).

This is for your information and further action.

Director (DR&I)



C.C: HoI concerned, HoD concerned, Mentor concerned (if applicable), Dy. Registrar and O.S. Concerned, Internal Auditor, Chief Accounts Officer, NU



## Annexure IV

### Six Monthly Progress Report for Nirma University Funded Minor Research Project

1.	Project Title:	
2.	Name of the Principal Investigator:	
3.	Project Approval Letter No. and Date:	
4.	Date of the Project Commencement:	
5.	Progress Report No.	
6.	Period of Report:	
	From (dd/mm/yyyy):	
	Up to (dd/mm/yyyy):	
7.	Details of the Committee Members (Name, Designation)	
	Member -1	
	Member -2	
	Member -3	
	Member -4	
8.	Details of Fund Utilization:	
	Total Budget Sanctioned (in Rs.)	
	Total Expenditure Incurred (in Rs.)	
9.	Please enclose a summary of the work done so far and results achieved.	
10.	Attach copy of the papers published / presented, etc., if any.	
11.	Is the work progress as per the original plan of work and towards achieving the objectives? If not, state reasons.	
12.	Any other Information:	

Submitted by: \_\_\_\_\_ (PI) \_\_\_\_\_ (Co-PI) \_\_\_\_\_ (Mentor)

Endorsed by:

Committee Members:

Remarks by the Committee Members:

HoD / Area Chair Concerned:

HoI/Dean Concerned:



## Annexure V

### Proforma for Statement of Expenditure for Nirma University Funded Minor Research Project

1.	<b>Project Title:</b>																																	
2.	<b>Name of the Project Investigator:</b>																																	
3.	<b>Project Approval Letter No. and Date:</b>																																	
4.	<b>Period of Expenditure:</b>																																	
	From:																																	
	Up To:																																	
5.	<b>Details of Expenditure:</b>																																	
	<table border="1"><thead><tr><th>Sr. No.</th><th>Item</th><th>Amount Approved (in Rs.)</th><th>Expenses Incurred (in Rs.)</th></tr></thead><tbody><tr><td>i.</td><td>Equipment and Accessories</td><td></td><td></td></tr><tr><td>ii.</td><td>Books and Journals</td><td></td><td></td></tr><tr><td>iii.</td><td>Software</td><td></td><td></td></tr><tr><td>iv.</td><td>Hiring Services</td><td></td><td></td></tr><tr><td>v.</td><td>Contingencies</td><td></td><td></td></tr><tr><td>vi.</td><td>Chemicals, Glassware and Consumables</td><td></td><td></td></tr><tr><td>vii.</td><td>Travel and Field Work</td><td></td><td></td></tr></tbody></table>	Sr. No.	Item	Amount Approved (in Rs.)	Expenses Incurred (in Rs.)	i.	Equipment and Accessories			ii.	Books and Journals			iii.	Software			iv.	Hiring Services			v.	Contingencies			vi.	Chemicals, Glassware and Consumables			vii.	Travel and Field Work			
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v.	Contingencies																																	
vi.	Chemicals, Glassware and Consumables																																	
vii.	Travel and Field Work																																	

As a result of check or audit objection, if some irregularity is noticed at later stage, action will be taken to refund, adjust or regularize the objected amounts.

It is certified that the grant of Rs. \_\_\_\_\_ (in words) received from the University under the Minor Research Project titled, " \_\_\_\_\_ " vide approval 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 University.

Submitted by: \_\_\_\_\_ (PI) \_\_\_\_\_ (Co-PI) \_\_\_\_\_ (Mentor)

Verified by:

HoD / Area Chair Concerned

HoI/Dean Concerned

## Annexure VI

### Proforma for Statement of Expenditure on Field Work for Nirma University Funded Minor Research Project

1.	<b>Project Title:</b>															
2.	<b>Name of the Project Investigator:</b>															
3.	<b>Project Approval Letter No. and Date:</b>															
4.	<b>Period of Expenditure:</b>															
	From:															
	Up To:															
5.	<b>Purpose of the Field Visit:</b>															
6.	<b>Details of Expenditure on Field Work:</b>															
	<table border="1"><thead><tr><th rowspan="2">Sr. No.</th><th rowspan="2">Name of the Place Visited</th><th colspan="2">Duration of Visit</th><th rowspan="2">Mode of Journey</th><th rowspan="2">Expenses Incurred (in Rs.)</th></tr><tr><th>From</th><th>To</th></tr></thead><tbody><tr><td>i.</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	Sr. No.	Name of the Place Visited	Duration of Visit		Mode of Journey	Expenses Incurred (in Rs.)	From	To	i.						
Sr. No.	Name of the Place Visited			Duration of Visit				Mode of Journey	Expenses Incurred (in Rs.)							
		From	To													
i.																

Certified that above expenditure is in accordance with the norms of Nirma University.

Signed by:

PI / Co-PI

HoD / Area Chair Concerned

Hol/Dean Concerned





## Annexure VII

### Proforma for the Final Report for Nirma University Funded Minor Research Project

1.	<b>Project Title:</b>	
2.	<b>Name of the Principal Investigator:</b>	
3.	<b>Name of the Co- Principal Investigator: (if Applicable)</b>	
4.	<b>Name of the Mentor (if Applicable):</b>	
5.	<b>Project Approval Letter No. and Date:</b>	
6.	<b>Project Duration:</b>	
	<b>Date of the Project Commencement</b>	
	<b>Date of the Project Completion</b>	
7.	<b>Project Objectives:</b>	
8.	<b>Total Fund Sanctioned:</b>	
9.	<b>Total Fund Utilized:</b>	
10.	<b>Whether the objectives are achieved or not? (give details)</b>	
11.	<b>Summary of Findings / Results:</b>	
12.	<b>Contribution to the Society (give details):</b>	
13.	<b>No. of Publications out of the Project:</b>	
14.	<b>No. of Patents applied for:</b>	
15.	<b>Experimental Set-up / Skills developed:</b>	
16.	<b>Human Resource Developed:</b>	
17.	<b>Any Noteworthy Achievements</b>	

Signed by: \_\_\_\_\_ (PI) \_\_\_\_\_ (Co – PI) \_\_\_\_\_ (Mentor)

Signed by:

Committee Members:

HoD / Area Chair Concerned:

HoI/Dean Concerned:



## Annexure VIII

### Utilization Certificate

Certified that the grant of Rs. \_\_\_\_\_ (in words) received from the University under the Minor Research Project entitled \_\_\_\_\_ vide Approval 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 University.

Certified that the experimental set-up developed / equipment and accessories purchased are handed over to the department \_\_\_\_\_ / Institute.

Certified that the Nirma University is acknowledged / will be acknowledged in all the outcomes / publication / patent, etc.

Signed by: \_\_\_\_\_ (PI) \_\_\_\_\_ (Co-PI) \_\_\_\_\_ (Mentor)

Endorsed by:

HoD / Area Chair Concerned:

HoI/Dean Concerned:





**Nirma University**  
**(Ph.D. Section)**

NU/Ph.D/Minor Res. Ammend/20-21/3522

Date: 20/11/2021


**Circular**

This has reference to the clause 1 of guidelines of Nirma Funded Minor Research Project wherein it is stated that "All permanent Assistant Professors of Nirma University are eligible to apply for the financial assistance under the scheme of Minor Research Project".

It may be noted that as resolved in the recently concluded meeting of the DRI Core Committee (dated 30-12-2020), the above clause is amended as under:

*It is decided to allow a faculty member who is on probation to work as PI of NU Funded Minor Research Project with a condition that there should be one more regular and eligible faculty member in the team as CO-PI. This is to facilitate the newly joined faculty members for conducting research.*

The above amendment will be applicable with immediate effect, hence in the ongoing call for Minor Research Project for which the last date is 31/01/2021, the above amendment will be applicable.

  
Deputy Registrar (Ph. D. Section)

To:

Copy To:

1. All Heads of Institutions and Heads of the Departments,
2. Additional Directors
3. All Deputy Registrars Assistant Registrars, Office Superintendent of the constituent Institutes

Copy f.w.cs.to:

Vice President, Director General, Executive Registrar

