

Jain VishvaBharati Institute(Deemed University)
Ladnun-341306 (Rajasthan)

GUIDELINES FOR RESEARCH PROJECTS

Introduction:

The Institute allocates funds for providing financial support to teachers for conducting individual and excellent research in specialized areas.

Objectives:

1. Providing financial support to teachers of Institute for conducting individual researches.
2. Introducing the culture of research among faculty members.
3. Enhancing visibility of Institute in area of research.

Eligibility/ Target Group:

1. A working teacher or Emeritus Professor or a renowned scholar or a young research fellow is eligible to avail this facility.
2. Renowned scholar (not working with Institute) should submit his/her research proposal through any recognized/registered institution.
3. At a given time a working teacher can take only one research project.
4. Every teacher will submit the report of sanctioned research project.
5. After completion of previously under taken project, another project can be taken.

Nature of Assistance:

The quantum of assistance for research project will be upto 10 lakhs only, having following ceiling of funds according to type of project:

Pilot Project	:	50,000/-
Minor Project	:	2,00,000/-
Major Project	:	10,00,000/-

The financial assistance in case of sanctioned research project submitted by renowned scholar (not working with Institute) will be released to institution through which project was sanctioned.

Release of Funds

Funds will be released in three installments:

- I. 40 percent at the time of sanction.
- II. 40 percent after development of tools and readiness for field work.
- III. 20 percent on the submission of draft report.

Procedure for Sanction:

1. Every Year Institute will invite research proposals up to fixed date and the institute will also publish a list of desired research topics.

2. The submitted research proposals will be scrutinized by a committee constituted by Vice-Chancellor for deciding about worthiness of proposal to be sent to expert.
3. Such proposals cleared by committee will be sent to experts for his/her/their comments and clear-cut recommendation.
4. The suggested revisions or comments of expert will be incorporated in the project and re-submitted.
5. Finally, the committee will recommend the proposal for sanction to Vice-Chancellor after seeing that expert's Comments/ suggestions have been incorporated or not.

Submission of Progress Report

Researcher is supposed to submit progress report as per following nature of project.

Pilot	Every Three Months
Minor	Every Three Months
Major	Every Six Months

In case of major research project, conducting of seminar is essential for discussing findings of project in which at least one representative of the Vice-chancellor should be invited.

Time Limit:

Research Project may have the time limit as per following nature of project.

Pilot	SixMonths
Minor	One Year
Major	Two Years

Budget Allocation:

The budget allocation should be done under following heads.

Non-Recurring Assistance

- a. Equipment (Minor only)
- b. Books and Journals

After the completion of the project the equipment and books and journals acquired by researchers must be deposited in central store (Equipment) and Library (Books and Journals)

Recurring Assistance

- a. **Personnel** including remuneration to Principal Investigator if any.
Personnel required for reviewing literature, developing tools, conducting field work is to be utilized for analysis of data and report writing.
- b. **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, but not for attending seminars, conferences, workshops, training courses etc.
There should be provision of special leave to teachers for conducting supervision of field work.

- c. **Stationary and Printing**—Finance needed for preparation of tools for conducting proposed research work and stationary needed should be mentioned.
- d. **Hiring Services**—This is meant for stabilized technical work such as sample analysis.
- e. **Contingency**—The contingency grant may be utilized on spares of apparatus, photo-state copies, microfilms, typing, postage, telephone calls, audit fee etc. This is limited to ten percent of the total expenditure proposed (maximum 10% of the sanctioned amount).
- f. **Misc.** – Any type of expenditure not envisaged in above heads (maximum 10% of the sanctioned amount).
- g. **Re-Appropriation** – The ProjectIncharge / Principal Investigating may re-appropriate maximum 20 percent of the recurring grant allocated under each head with the permission of Vice-Chancellor.

General Rules

- a. Research Project is not transferable in any case.
- b. If Project Incharge/Principal Investigator fails to complete the project, he/she has to refund the entire amount released.

Format of Research Proposal for Submission

Part-A

- 1. Name of Department
- 2. Broad Subject
- 3. Area of Specialization
- 4. Duration
- 5. Project Incharge / Principal Investigator
 - I. Name:
 - II. Sex: M/F
 - III. Date of Birth:
 - IV. Justification: About Project (Separate sheet may be used)
 - V. Designation
 - VI. Address:
 - VII. E-mail & Phone Number:

Part-B

Proposed Research Work should be developed on following line:

- 1. Project Title
- 2. Introduction
- 3. Statement of Problem
- 4. Review of Literature
- 5. Research Gaps
- 6. Objectives

7. Hypothesis / Research Questions
8. Nature and Scope
9. Methodology
 - a. Sources of Data
 - b. Tools and Techniques of Data
 - c. Universe / Sample
10. Processing Data
11. Analysis and Interpretation
12. Report Writing
13. Ethical Considerations
14. Limitations of Study

Part-C

Time Allocation of Study.

Part-D

Financial Assistance Required:

Recurring:

- a. Equipments
- b. Books and Journals

Non-recurring:

- a. Personnel
- b. Travel and Field Work
- c. Stationary and Printing
- d. Hiring Services
- e. Contingency
- f. Misc.

Submission of Project Report

Report should be submitted as per following:

- | | | |
|--------------------------|---|---------------|
| • Pilot Research Project | : | 25-50 pages |
| • Minor Research Project | : | 50-100 pages |
| • Major Research Project | : | 100-250 pages |