

Rabindra Bharati University

Kolkata

Guidelines of University Research Projects

Approved by the Executive Council dt.08/11/2021

- 1. Duration of the project:** 1(one) year
- 2. Maximum amount that can be sanctioned for a single project –**
Rs.200000 (Rs. 2 Lakh)
- 3. Maximum number of Projects that can be sanctioned in a financial year: 10 Projects**
- 4. Process of Application:** An internal notification will be issued by the Development Office requesting the faculties to apply for University Research Project (URP) as per the approved University guidelines.
- 5. Eligibility for Application:** All full-time permanent teachers who have completed the year of probation.
 - (i) Full-time permanent teachers of this university with Ph.D. degree are eligible to apply for the projects immediately after the completion of the year of probation.
 - (ii) Full-time permanent teachers without Ph.D. degree can apply for projects after the completion of three years of teaching at the PG level in this university.
- 6. Process of Submission of Research Proposal:** Five copies of the Research Proposal along with soft copy have to be submitted to the Office of the Development Officer of the University.
- 7. Research Proposal Guidelines:**
 - 7.1:**Interested candidates are required to submit a proposal within 2500-3000 words comprising:
 - a. Focus of the topic of research;

- b. Objectives and scope of research, its contemporary relevance and how it may contribute to higher learning;
- c. A detailed review of literature;
- d. Methodology to be adopted along with a tentative schedule for primary research along with a specimen of sampling parameters/interviews/survey questionnaire (if applicable).
- e. Bibliography (not inclusive of the word limit).
- f. Detailed outlay of the budget to be incurred in undertaking the particular project.

7.2:The research proposal shall be considered and accepted by the University through screening by a panel of experts. The investigator may be required to interact with the panel of experts in order to justify her/his proposal.

7.2:The sanctioned URP shall be kept with the office of the Development Officer and be duly reported to the respective Faculty Council/Executive Council.

8. Process of Review:

8.1:The investigator will be required to submit a detailed draft progress report after the completion of the first six months from the date of sanctioning of the project. The investigator shall then have to interact with the panel of experts. The panel will offer opinion on the draft progress, if required. The investigator shall make the final presentation before the submission of the manuscript in the final month of the project before the panel of experts.

8.2:The final presentation and interaction shall take place at least a month before the date of final submission so that the investigator can make final modifications, if required, before the submission of the manuscript.

9.Completion of the Project:

9.1:The final manuscript shall be submitted in a printed bound form along with a soft copy in a disc to the University at the office of the Development Officer. The University shall have the sole authority to publish the manuscript and have the sole copyright of it.

9.2: It is mandatory to post the Executive summary of the report, research documents, monograph, academic papers published under University Research Project on the website of the University.

9.3:In case, any investigator chooses to leave this University, he / she will have to refund the entire money sanctioned against his/her project till date and acquire financial clearance from the University authorities. An undertaking to this effect shall be obtained from the concerned investigator of the project at the time of award of the project.

10.Financial Issues for settlement of the Project:

10.1:The University shall provide the entire fund for the University Research Project as per the approved Guidelines.

10.2: The detailed budgetary estimate will have to be prepared under two heads- (i) Non-Recurring and (ii) Recurring. Under no circumstances, the budgetary estimate of Non-Recurring grant will exceed 10%/15%/20% of the total sanctioned grant.

10.3:The Finance Department shall release the sanctioned amount in two equal instalments after the sanction of the project. The first instalment will be released on submission of the requisition by the Investigator along with detailed budget provisions and approval letter of the project.

10.4:The Second instalment will be released after clearance of the Review meeting held immediately after six months from the date of approval of the project. The PI will have to submit the utilization certificate of the fund received in first instalment. The utilization certificate will have to be duly endorsed by any one of the University Audit & Accounts Officer and the Registrar of the University.

10.5:For final settlement of the URP, the PI will have to submit the utilization certificate duly audited by the Chartered Accountant.

10.6:Investigators are expected to provide the documentary evidences of the expenses incurred by her/him in course of her/his research for the purpose of Audit. The investigator is expected to provide the documents of the expenses for each instalment separately.

10.7:Travel grants, if claimed, shall be included in the sanctioned amount. After the completion of the project, books, equipments, bought by the investigator in course of the research shall be deposited with the office of the Departments to which he / she belongs. It will be considered as the property of the concerned department after the completion of the project. Under no circumstances, travel to foreign country shall be permitted under this project.

11.Composition of the Panel of Experts:

- i. Ex-officio :** Vice-Chancellor (Chairperson)
 - ii. Ex-Officio:** Dean of the respective Faculties (Vice Chairperson)
 - iii. Two external members** nominated by the Vice-Chancellor
- Each Department will have such a panel of experts.

Presence of three members will form the quorum.

The Development Officer will convene the meeting and will maintain the necessary records.

12.Provision of Research Assistants :

The requirement for appointment of Research Assistant is left to the investigator. In case a research assistant is appointed in any project, he/she will receive a consolidated amount of Rs.8000.00 (Eight Thousand only) per month for a maximum period of six months and the payment will be made through the finance department.

The candidates having Master's degree in the concerned subject are eligible to be appointed as Research Assistant through a duly constituted Selection Committee. The applications of the Research Assistants may be invited through the University website.

13.Separate library/section for URPs :

The final research project acquired through the URPs shall be submitted in a printed bound form along with a soft copy in a disc to the office of the Development Officer. The office shall then send the same to the Central Library of the University. The Central Library shall also maintain a separate section to accommodate the research projects.

14. Refund of Grant: If a Principal Investigator fails to complete the project, he / she has to refund the entire amount released.

15.Extension:No extension in tenure is permissible in any circumstances.

16.Process of Allotment of Approved Projects: If the number of approved projects in a financial year exceeds the maximum number of Projects that can be sanctioned in that financial year, following modalities shall be followed:

- (i) If the number of participating departments having approved projects is less than the maximum number of Projects that can be sanctioned in that financial year then the following steps will be considered:

- a. Maximum one project against each department will be considered on the basis of the seniority based on the joining of the PIs respective departments in this University.
 - b. The remaining permissible projects will be allotted from the rest of the approved projects on the basis of the seniority based on the joining of the PIs in this University.
- (ii) If the number of participating departments having approved projects is less than the maximum number of Projects that can be sanctioned in that financial year then the following steps will be considered:
- a. Maximum one project against each department will be considered on the basis of the seniority based on the joining of the PIs respective departments in this University.
 - b. If the number of total approved projects exceeds the maximum permissible number of projects for that financial year even after the allotment of only one project against each department then the allotment of approved projects will be made on the basis of the seniority based on the joining of the PIs in this University.

Note: In case the joining date at this University of any two or more PIs happens to be same, then the seniority will be considered based on the age (date of birth) of the PIs.

The Executive Council in its meeting held on 30/11/2022 amended the Clause number (16) as follows:

16.Process of Allotment of Approved Projects: *If the number of approved projects in a financial year exceeds the maximum number of Projects that can be sanctioned in that financial year, following modalities shall be followed:*

- a. Maximum one project against each department will be considered on the basis of the seniority based on the joining of the PIs in the respective departments in this University.*
- b. If the number of total approved projects exceeds the maximum permissible number of projects for that financial year even after the allotment of only one project against each department as mentioned above in sub-clause (a), then the allotment of approved projects will be made on the basis of the seniority based on the joining of all the PIs in this University, irrespective of departments.*

Note: *In case the joining date at this University of any two or more PIs happens to be same, then the seniority will be considered based on the age (date of birth) of the PIs.*

17.Allocation of Grant for Approved Projects:

A. Non-Recurring

Books and Journals Rs.20,000/-

B. Recurring

(i) Hiring Services Rs.90,000/-

(ii) Fieldwork / Travel Rs.30,000/-

(iii) Contingency (including printing, binding, etc.) Rs.55,000/-

C. Audit Fees: Rs. 5000/- (maximum)