



Jharkhand State Higher Education Council

Guidelines for State Research Project for Teachers of State Universities

Jharkhand State Higher Education Council

Department of Higher & Technical Education

3rd Floor, Yojna Bhawan, Nepal House Campus, Doranda,
Ranchi (Jharkhand), PIN-834002

website: <http://jshec.jharkhand.gov.in>

☎0651-2960454 ✉rusajharkhand@gmail.com

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GUIDELINES FOR PROVIDING GRANTS TO TEACHERS OF STATE UNIVERSITIES FOR STATE RESEARCH PROJECT

1. INTRODUCTION

For effective implementation of National Education Policy-2020, The Department of Higher and Technical Education (DHTE), the Government of Jharkhand is keen to provide financial support to the major number of researchers in all streams who work as teachers in the universities and colleges. So that, their requirements for individual and excellent research in specialized areas will be met.

2. OBJECTIVES

The major number of researchers in all streams work as teachers in universities and colleges. As of now, the researchers are not getting any financial aid from UGC for their research projects for the last few years. It has been noticed that after the discontinuation of UGC scheme of research projects, the number of research work in the State Universities and Colleges has been significantly turned down. As a result, the grading of colleges in NAAC Assessment and ranking by NIRF has lowered. Hence, University and College teachers need to be supported to meet their requirements for individual research in specialized areas and upgrade the overall quality of education being imparted in the HEIs of Jharkhand.

3. ELIGIBILITY/TARGET GROUP:

The DHTE will provide financial assistance to teachers of State Universities and Constituent Colleges who wish to undertake a research project.

A working teacher can avail only one project of DHTE at any given time. The one, which is offered and accepted first irrespective of Principal Investigator must be completed before the other offer is accepted. Failure to abide by this rule shall make the Principal Investigator and the Institution liable to refund the entire amount paid by the DHTE in all such schemes. They may be also debarred from participation in future DHTE research programmes. It would be the responsibility of the Principal Investigator and the host Institution for total accountability of the project. After completion of one project (date of finalization of accounts of the project, if a teacher desires to undertake another project, a gap of one year will be necessary. The Principal Investigator should publish two papers in a reputed journal in the form of Books/Article/Presentation in seminar etc. from the said project completed.

4. NATURE OF ASSISTANCE:

The quantum of assistance for a research project will be as under:

Research Project in Sciences - Rs. 5.00 lacs.

Research Project in Humanities, Social Science, Languages, Literature, Arts, Law and allied disciplines - Rs. 3.00 lacs.

Non-Recurring Grants

(a) Equipment (Minor equipments only)

(b) Books and Journals

The equipment, as well as books & journals grants, may be utilized to procure the essential types of equipment and books & journals needed for the proposed research work.

The equipments and books & journals acquired by the Principal Investigator under the Research Project must be deposited to College/Institution or in the departmental library or the central library after the completion of the project which will be the institutional property.

Recurring Grants

(a) Hiring Services

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

(b) 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 the audit fee may also be claimed under the contingency head.

(c) 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.

(d) Chemicals and Consumables

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

(e) 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 duty leave for field work/collection of data as per University rules.

(f) Re-Appropriation

The Principal Investigator may re-appropriate a maximum of 20 percent of the recurring grant allocated under each head with the permission of the Registrar under intimation to the DHTE with the justifications.

(g) Tenure and Implementation

The tenure will be two years. The effective date of implementation of the project will be mentioned in approval-cum-sanction letter (The date of issuance of sanction letter shall be the effective date of implementation of the project).

5. PROCEDURE FOR APPLYING:

All eligible teachers in colleges may submit their Research Proposal applications in the prescribed proforma in three (3) copies duly forwarded by the Principal of the College forwarded to the Registrar of the concerned University.

6. PROCEDURE FOR APPROVAL:

The proposals received duly forwarded by the concerned Colleges will be assessed by the University through a committee consisting of Dean & Heads of Department. The final decision will be taken by the University on the basis of recommendations made by the Committee and the availability of funds under the scheme.

7. PROCEDURE FOR RELEASE OF GRANTS:

The first instalment of the grant shall comprise of 100% of the Non – Recurring and 50% of the total Recurring grant approved by the University for the total duration of the project. The grant will be released to the Principal of the College/ or Head of the PG Department.

On receipt of Annual Progress Report, statement of expenditure and utilization certificate of 1st instalment of grant, the 40% of the total recurring grant will be released as 2nd instalment. Remaining 10% will be released on receipt of following completion documents as final reimbursement:

- Copy of the final report of the project along with a soft copy.
- A consolidated item-wise detailed statement of expenditure incurred during the complete project period in the prescribed proforma duly signed and sealed by the Principal and the Principal Investigator
- A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by Govt. Internal Auditor/ Chartered Accountant, Principal as well as the Principal Investigator in the prescribed proforma.
- The unutilized grant if any may be refunded immediately.

It is mandatory to post the Executive summary of the report, Research documents, monograph, and academic papers published under the DHTE Research Project on the website of the College.

The Principal Investigators/Institutions are expected to settle the accounts immediately upon completion of the project. In case the balance grant, if any, is not claimed within six months from the date of completion of the project, the same will lapse and no representation will be entertained on this behalf.

8. MONITORING AND EVALUATION:

The University will monitor and evaluate the ongoing projects and shall ensure the completion of projects by conducting quarterly meetings of the committee with the principal investigator of the project.

After the completion of project tenure, the University should arrange to make the final assessment/evaluation of the project by its committee. Then the University should forward the completed documents along with the expert committee report to DHTE.

9. GENERAL:

- (a) After the finalisation of the selection procedure for the DHTE State Research projects, the names of the selected PIs will be posted on the website of Universities.
- (b) If the PI is transferred from his/her original place of work to another Institution No Objection Certificate should be furnished for the transfer of the project from both the Institutions stating that necessary facilities will be provided by the Institution in which the awardee is transferred for the smooth functioning of the project.
- (c) If a Principal Investigator fails to complete the project, he/she has to refund the entire amount released with interest.
- (d) No extension in tenure is permissible in any circumstances.

ANNEXURES

Application form for State Research Project For the Year

The applicant will be required to fill the form in BLOCK LETTERS and attached copies of the requisite forms/certificate documents while applying: (see guidelines)

***Mandatory field**

A. Subject Applied

Research Project:	
Broad Subject:	
Areas of Specialization:	
Duration:	
Declaration Certificate:	To be enclosed as per requisite proforma of the Guidelines

B. Details of Principal Investigator

Name:	
Sex:	
Date of Birth:	
Passport Size Photo:	To be attached with this form
Education Qualification (like M.Sc, M.A., Ph.D, etc...)	
Whether Principal Investigator is appointed on regular basis?:	(Yes/No)
Designation:	
Correspondence Address:	
Is Principal Investigator superannuated?:	(Yes/No)
Date of Superannuation:	

Age at the time of Superannuation:	
Is Principal Investigator re-employed after superannuation?:	(Yes/No)
Is Principal Investigator Involved as Co-Investigator in any MRP at present?:	(Yes/No)
Please provide details (Including title of project, funding agency, file no and year of completion) of the Major/ Minor Research Project completed or ongoing with the Principle Investigator funded from UGC or other agency: Note: All the fields are compulsory.	

C. Experience Detail

Teaching Experience in years:	
Research Experience in years:	
Ph.D:	(Awarded/Submitted/Not Submitted)
Year of Award of Doctoral degree:	
Title of Thesis of Doctoral degree:	

D. Publication Details with impact Factor (only for Science Subjects):

Papers Published	Accepted	
	Communicated	
Books Published:	Accepted	
	Communicated	

1. Research Papers/Review Articles/Conference Proceedings (during last 5 years/Best of 5 papers): *

Title with page nos	Publication Type	Journal ISSN/ISBN No.	Refereed or Not	Sole/Co-Author

2. Research Publications-Books, Chapters, Edited work, Articles etc. (during last 5 years): *

Title of the Books(s)	Publication Type	Journal ISSN/ISBN No.	Refereed or Not	Sole/Co-Author	Publisher (city/country) & year of Publication

Please enclose a list of papers and books published and/ or accepted during the last five years:

E. Project Applied

Name of the Institute where the project will be undertaken: (Name of Institute as mention in the list of 2(f) & 12B of UGC Act 1956:

Institute Address:

A. Department:

B. College:

Name of Affiliating University:

Whether the college is located in rural/backward area:

F. Proposed Research Work (Max. 2500 words)

Project Title:
Introduction: (Including Origin of the research problem, Interdisciplinary relevance, Review of Research and Development in the Subject: 1. International Status 2. National Status 3. Significance of the study 4. Its potential contribution to knowledge in the field of social relevance or national importance.)
Objectives:
Methodology:
Year-wise plan of work and targets to be achieved: Year-wise plan of work and targets to be enclosed separately
Details of Collaboration, if needed:

G. Financial Assistance Required

Item Estimated Expenditure (Rupees)

Hiring Services:	
Field Work and Travel:	
Chemicals and Glassware:	
Contingency (Including special needs):	
Books and Journals:	

Equipment if needed: Please specify name and approx. cost along with the quotation (Mentioned quotation into the given box): *	
Amount of Equipment :	
Total:	
Whether the teacher has received support for the research project from the UGC under Major/Minor Scheme of support for research or from any other agency? If so, please indicate:	Yes/No
a. Name of the agency from which to assistance was approved:	
b. Sanction letter No. and date under which the assistance was approved:	
c. Amount approved and utilized:	
d. Title of the project for which the assistance was approved:	
Is the project was completed:	Yes/No
If not, Please state the reason/If Yes, whether work on the project has been published:	
If the candidate was working for the doctoral degree, whether the thesis was submitted and accepted by the University for the award of the degree (A summary of the report/thesis in about 1,000 words may please be attached with the application:) *	Yes/No
Received Recommendation Letter from Principal	Yes/No (If yes, enclose the original copy of the letter)
Details of the Project/scheme completed or ongoing with the P.I: *	
Institutional and Departmental facilities available for the proposed work: *	



Other Infrastructural facilities: *
Any other Information which the Investigator may like to given in support of the proposal which may be helpful in valuating:

H. Declaration

I hereby declare that I have read the guidelines of DHTE State Research Project Scheme of the Department of Higher and Technical Education. In the event of a Project being awarded, I undertake to engage myself for research work on the subject. I further declare that to the best of my knowledge and behalf, the particulars given in the form are correct.

Applicant

Principal Investigator

Principal/HoD

(Seal)



ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT

Name _____

Reference No. _____ dated _____

Title of the Project _____

1. The research project is not being supported by any other funding agency.
2. The terms and conditions related to the grant are acceptable to the Principal Investigator and University/College/Institution.
3. At present, I have no research project approved and the accounts for the previous project, if any have been settled.
4. The College is fit to receive financial assistance and is included in the list of Section 2(f) & 12 (B) prepared by the UGC.
5. The Principal Investigator is a retired teacher and eligible to receive honorarium as he/she is neither getting any honorarium from any agency nor is he/she gainfully employed anywhere.
6. (i) His/her date of birth is _____
(ii) Age _____
7. The date of implementation of the project is _____

Principal Investigator**Principal/HoD****Name of College/Dept** _____**(Seal)****Dated:** _____

STATEMENT OF EXPENDITURE IN RESPECT OF DHTE STATE RESEARCH PROJECT

1. Name of Principal Investigator _____
2. Deptt. of Principal Investigator _____
Deptt. of University/College _____
3. Approval Letter No. and Date _____
4. Title of the Research Project _____
5. Effective date of starting the project _____
6. a. Period of Expenditure: From _____ to _____
b. Details of Expenditure _____

S.No.	Item	Amount Approved (Rs.)	Expenditure Incurred (Rs.)
i.	Books & Journals		
ii.	Equipment		
iii.	Contingency including special needs		
iv.	Field Work/Travel (Give details in the proforma)		
v.	Hiring Services		
vi.	Chemicals & Glassware		

7. If as a result of check or audit objection some irregularly is noticed at later date, action will be taken to refund, adjust or regularize the objected amounts.
8. It is certified that the grant of Rs. _____ (Rupees _____ only) received under the scheme of support for DHTE State Research Project entitled _____ vide 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 DHTE.

SIGNATURE OF PRINCIPAL INVESTIGATOR

Principal/HoD

(Seal)

STATEMENT OF EXPENDITURE INCURRED ON FIELD WORK**Name of the Principal Investigator:**

Name of the Place visited	Duration of the Visit		Mode of Journey	Expenditure Incurred (Rs.)
	From	To		

Certified that the above expenditure is in accordance with the guidelines for State Research Projects.

SIGNATURE OF PRINCIPAL INVESTIGATOR**Principal/HoD****(Seal)**

UTILIZATION CERTIFICATE

Certified that the grant of Rs. _____
(Rupees _____ only) received under the scheme of support
for DHTE State Research Project entitled _____ vide
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 DHTE.

**SIGNATURE OF THE
PRINCIPAL INVESTIGATOR**

PRINCIPAL/HoD

STATUTORY AUDITOR

(Seal)

(Seal)

ANNUAL/FINAL REPORT OF THE WORK DONE ON THE STATE RESEARCH PROJECT

(Report to be submitted within 6 weeks after completion of each year)

1. Project report No. 1st /Final _____
2. Reference No. _____
3. Period of report: from _____ to _____
4. Title of research project _____
5. (a) Name of the Principal Investigator _____
 (b) Deptt. _____
 (c) College 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)
 - i. Brief objective of the project _____
 - ii. 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 _____)
 - iii. Has the progress been according to original plan of work and towards achieving the objective. if not, state reasons.
 - iv. Please enclose a summary of the findings of the study. One bound copy of the final report of work done may also be submitted.
 - v. Any other information

SIGNATURE OF THE PRINCIPAL INVESTIGATOR**(PRINCIPAL/HoD)****(Seal)**

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

1. TITLE OF THE PROJECT.....
2. NAME AND ADDRESS OF THE PRINCIPAL INVESTIGATOR
3. NAME AND ADDRESS OF THE INSTITUTION
4. APPROVAL LETTER NO. AND DATE
5. DATE OF IMPLEMENTATION
6. TENURE OF THE PROJECT
7. TOTAL GRANT ALLOCATED
8. TOTAL GRANT RECEIVED
9. FINAL EXPENDITURE
10. TITLE OF THE PROJECT
11. OBJECTIVES OF THE PROJECT
12. WHETHER OBJECTIVES WERE ACHIEVED
- (GIVE DETAILS)
13. ACHIEVEMENTS FROM THE PROJECT
14. SUMMARY OF THE FINDINGS
- (IN 500 WORDS)
15. CONTRIBUTION TO THE SOCIETY
- (GIVE DETAILS)
16. WHETHER ANY PH.D. ENROLLED/PRODUCED OUT OF THE PROJECT.....
17. NO. OF PUBLICATIONS OUT OF THE PROJECT
- (PLEASE ATTACH)

(PRINCIPAL INVESTIGATOR)

(PRINCIPAL/HoD)

(Seal)

ASSESSMENT CERTIFICATE

(to be submitted with the proposal)

It is certified that the proposal entitled "_____ "by
(Dr./Prof./Mr./Mrs.) _____ Deptt
of _____ has been assessed by the _____ committee consisting the
following members for submission to DHTE for financial support under the scheme of Major
Research Projects:

Details of Expert Committee:

The proposal is as per the guidelines.

Principal/HoD of PG Department

Registrar

(Seal)

DECLARATION PROFORMA

This is to certify that:

- a. General physical facilities, such as furniture/space etc., are available in the Department/College.
- b. I/we shall abide by the rules governing the scheme in case assistance is provided to me/us from the DHTE for the above project.
- c. I/we shall complete the project within the stipulated period. If I/we fail to do so and if the DHTE is not satisfied with the progress of the research project, the DHTE may terminate the project immediately and ask for the refund of the amount received by me/us.
- d. The above Research Project is not funded by any other agency.

Name and Signature of Principal Investigator

Signature of Co- Investigator

**Principal/HoD
(Signature with Seal)**