



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A++' Grade | Awarded Category - I by UGC

Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

Notification No. 1412

SIU/U-28/2024/695

Dated 9th February, 2024

Sub.: Guidelines for Major Research Project/ Minor Research Project/ Student Research Project of the Symbiosis International (Deemed University)

It is hereby notified for information of all concerned that, as per the decision taken by the University authorities, **Guidelines for Major Research Project/ Minor Research Project/ Student Research Project** of the Symbiosis International (Deemed University) is attached as Annexure 'A'.

The Guidelines will be effective from the date of publication of this notification.

Authority: BoM Resolution No. A7: BoM: 31.01.2024




Dr. M. S. Shejul
Registrar

Date: 9th February, 2024

Copy for information to: The Hon'ble Chancellor, Pro Chancellor, Vice Chancellor, Principal Director, Symbiosis, Dean-Academics and Administration, Symbiosis, Deans of Faculties of Symbiosis International (Deemed University), Director, Deputy Director, Administrative Officer/ Assistant Administrative Officer/ Office Superintendent of Constituents / Departments of SIU, Officers of Symbiosis Society and Symbiosis International (Deemed University)

Key Information	
Title	Guidelines for Major Research Project/ Minor Research Project/ Student Research Project
Policy Owner	Director, SCRI
Responsible Department	SCRI
Approved by	Board of Management
Date of Approval	31.01.2024 (Resolution No. A7: BoM: 31.01.2024)
Effective date	09.02.2024
Version number	Version 2
Frequency of review	Three (3) years

GUIDELINES FOR MAJOR RESEARCH PROJECTS

A. INTRODUCTION

The Symbiosis International (Deemed University) strives to promote teaching and research in emerging and identified thrust areas. The University invites research proposals for major research projects under Symbiosis Institute of Research & Innovation from existing Faculties. Its main aim is to institutionalize research activities and promote excellence in research by providing seed money support to individual researchers.

B. ELIGIBILITY/ TARGET GROUP:

The University will provide support to full time teaching faculty member. Empirical and Experimental Research project may be undertaken by an individual teaching staff member or a cluster group of teaching faculty members. In case a project is undertaken jointly, one of the teaching faculty members will function as a Principal Investigator and he/she will be responsible for all matters pertaining to the project.

1.MJRP will be given to the faculty members only from FOE and FOMHS with the following exception: Faculty from another discipline (FOM, FOL, FOCS, FOAD, FOMC & FOHSS) who want to apply for MJRP, can do so by collaborating with faculty from FOE and FOMHS. This will foster collaborations and will thrive multidisciplinary/interdisciplinary research.

2.Project Investigator (PI) applying for the MJRP Project funds shall have completed at least one MRP project and should have at least one Q1/Q2 Scopus/WOS indexed paper (no conference paper/book chapter/book) generated from that MRP.

Or

In the case of new employees, PI shall have at least one external funded project completed/ongoing above Rs. 3.00 Lakhs sponsored by Government or Non-Government agencies.

3.The Principal Investigator shall have required number of publications in the Q1/Q2 journals indexed/listed in Scopus/WOS (no conference paper/book chapter/book) as per their cadre, over the last three years.

4.If Project Investigator (PI) has an ongoing MJRP/MRP, he/she will be considered for the next round only if PI has a proven track record of completion of previous MJRP/MRP. So, the capping limit will be up to 2 projects at a time for such PI.

5.Those who have completed MJRP, they have to submit proposals to the external funding agencies as an extension to their undertaken project. PI who has completed one MJRP and wants to apply for another MJRP, the latter should not be related to the previously sanctioned MJRP and should be based on novel work.

6.Faculty at Research Centers (RC) are not eligible to apply for MJRP, however, if FoMHS/FoE faculty has a collaborative proposal with RC, in that case the RC faculty can be a Co-PI.

C. NATURE OF ASSISTANCE:

The quantum of assistance for a major research project will be up to Rs 10 Lakhs. It will be provided for the items like equipment, books and journals, hiring services including research assistants, contingency, consumables, travel and field work and any special requirements (as per the approval of the Vice Chancellor). Knowledge resources and mentoring related to the Design Thinking, Computational Thinking, and '21st Century Learning Design (CLD) evaluation rubrics' will be provided as and when, such requirements arises (case to case basis). The equipment, books, and journals acquired by the Principal Investigator under a Research Project must be deposited to the University at the end of the project.

Specific Equipment such as Desktop, Laptop, Tablet, Camera, Printer, Scanner, and Computer hardware that are not available within the Department may be sanctioned. Duplication of resources at same place will not be permitted.

If the equipment is of prime use and can be used for other purposes after completion of the project, then only it will be sanctioned. Otherwise, outside services can be hired for such equipment.

For proposals that will require more budget, based upon their merit and interdisciplinary nature, Hon'ble VC can decide of enhancing the ceiling for MJRP.

The admissible contingency grant may be utilized on spares for apparatus, photo-stat copies, typing, stationary, postage, telephone calls, internet, fax, computation and printing needed in connection with the project. The travel/field work is to be undertaken only for data collection and collection of other information from the sources such as consultancy, reports, documents and libraries within the general scope and sphere of the project. Foreign travel is not permissible within this scheme. Collaborative Research with Indian and foreign Institutions / Universities will be encouraged in activities of major research project. It may be in various terms including data sharing, contribution from multiple disciplines, lab and equipment sharing, joint research paper publications, filing joint patents, referring to specific case studies etc.

The University, on case to case basis, may consider the re-appropriation of funds initially allocated for the project. Re-appropriation from non-recurring to recurring is not permissible. The Principal

Investigator can re-appropriate up to 20 per cent of the grant allocated under each head (Recurring) with prior approval from SCRI.

D. TENURE

The maximum duration of Major Research Projects will be 24 months with 6 months extension period, under special circumstances.

E. DATE OF IMPLEMENTATION

The effective date of implementation of the project will be the date of receipt of fund from the University.

F. PROCEDURE FOR APPLYING AND APPROVAL

Teachers, Directors and Librarians of the constituent institutes/departments from different Faculties of SIU (FOM, FOL, FOCS, FOAD, FOMC & FOHSS), who wish to avail financial assistance for Major Research Project from SIU can apply in collaboration with the Faculty members from FOE & FOMHS.

- a. Eligible candidates may send their proposal in the prescribed proforma to SCRI once/twice in a year generally in June and July months of every year.
- b. Presentation of PI or Co-PI to the expert committee (Dean of faculty, SCRI representative, two external Subject Experts as approved by Hon. V. C.)
- c. Approval from Independent Ethics Committee.
- d. Recommendation to Hon. V. C. for final approval.

The Committee may recommend whether

- a. The proposed research project is empirical in nature and involves lab/field work or experimentation,
- b. The project is translational in nature for the benefit of the society,
- c. The project is relevant to the discipline,
- d. The Project has good potential for publication in journals of high impact factor Q1/Q2 journals indexed/listed in Scopus/WOS or creation of intellectual property through patents and
- e. The funding requirement projected by the PI is appropriate.

G. PROCEDURE FOR RELEASE OF GRANTS

The first instalment of the grant shall comprise 100% of the Non- Recurring and 50% of the total Recurring grant approved by the University for the total duration of the project. The remaining 50% of total recurring amount will be released after receiving utilization certificate for the first instalment and due deliverables as mentioned in the next section. The grant will be released to the Head of the respective institute.

H. MONITORING, EVALUATION & OUTPUT DELIVERABLE

Six monthly Progress Report of work completed must be submitted to SCRI. Final report will be evaluated by a committee of external experts based on the SIU approved rubrics. The rubrics is based upon the 21st CLO (Century Learning Design) International standards.

Requisite outcome:

- a) At least one research paper within one and half years of the commencement of the project accepted, which is indexed in Q1/Q2 Scopus/WOS (no conference paper/book chapter/book) and/or patent filed with Indian or International patent authority. Communication on this deliverable to SCRI is must for releasing the second instalment of fund for the project.
- b) Model for Resolution of social problem and potential for its replication and/or.
- c) Product development and potential its commercialization (Patents and Licenses).
- d) Total three publications within three years of commencement of the project.

Based on the recommendation of the expert committee on the final report, their satisfaction with the project outcome and submission of Audited Utilization of Funds certificate, SCRI will issue the closure certificate to the PI and Co-PI.

I. DISCONTINUATION OF THE PROJECT

The Project may be discontinued in following two situations:

If PI and Co-PI (if any) or both are unable to continue working on it, and after due approval from the Vice Chancellor, SIU.

If the six-monthly progress reports of the project are not submitted on time, the progress is not satisfactory over a period of time or desired deliverables are not received in stipulated time, then the Vice Chancellor can decide on the discontinuation of the project and recovery of amount sanctioned up to the point of discontinuation.

Discontinuation will involve the formal settlement of accounts, submission of report and assessment of output deliverables at that stage by the committee of two experts (one internal and one external expert).

J. TRANSFER OF THE PROJECT

The project may be transferred to the Co-PI or other faculty member willing to continue the project only if PI leaves the job and the Vice Chancellor approves the transfer. In case, the project is transferred to some other Faculty member in the absence of the Co-PI, its status will be assessed by the expert committee and recommendations will be submitted to the Vice Chancellor for final approval.

FORMAT FOR SUBMISSION OF PROPOSAL FOR MAJOR RESEARCH PROJECT

PART – A

1. **Broad Subject** :
2. **Area of Specialization** :
3. **Title of the Project:** :
4. **Duration** :
5. **Principal Investigator** :
 - i) Name :
 - ii) Sex : M/ F
 - iii) Date of Birth :
 - iv) Category (GEN/ SC/ ST/ OBC) :
 - v) Qualification :
 - vi) Designation :
 - Address :
 - Office :
 - Residence :
 - Email :
6. **Co – Investigator(s)** :
 - i) Name :
 - ii) Sex : M/ F
 - iii) Date of Birth :
 - iv) Category (GEN/ SC/ ST/ OBC) :
 - v) Qualification :
 - vi) Designation :
 - Address :
 - Office :
 - Residence :
 - Email :
7. **Name of the institute where the project will be undertaken** :
 - a) Department :
8. **Teaching and Research Experience of Principal Investigator** :
 - a) Teaching experience UG Years :
 - b) Research experience PG Years :
 - c) In case the teacher holds a doctoral degree :
 - i) Title of the thesis :
 - ii) Year of the award of degree :
 - iii) Name of the University :
 - d) **Publication** :

Papers	Published	:
	Accepted	:
	Communicated	:
Books	Published	:
	Accepted	:
	Communicated	:

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

PART – B

1. Proposed Research Work :
 - (i) Project Title
 - (ii) Introduction
 - Origin of the research problem Interdisciplinary relevance
 - Review of Research and Development in the Subject
 - International status National Status
 - Significance of the study
 - (iii) Objectives
 - (iv) Methodology
 - (v) Month-wise Plan of work and targets to be achieved
 - (vi) Details of collaboration, if any intended

2. Financial Assistance required Item Estimated Expenditure

Non-Recurring Expenditure:

- (i) Books and Journals
- (ii) Equipment, if needed

Recurring Expenditure:

- (i) Field Work and Travel
- (ii) Chemicals and glassware
- (iii) Contingency (including special needs)

Total Amount:

3. Whether the teacher has received support for the research project from any agency? If so, please indicate:

- (i) Name of the agency from which the assistance was approved
- (ii) Sanction letter No. and date under which the assistance was approved
- (iii) Amount approved and utilized
- (iv) Title of the project for which assistance was approved
- (v) In case the project was completed, whether the work on the project has been published.
- (vi) If the candidate was working for the doctoral degree, whether the thesis was submitted and accepted by the University for the Award of degree.

(Write here a summary of the report/thesis in about 1,000 words)

- (vii) If the project has not been completed, please state the reasons

4. (a) Details of the project/scheme completed or ongoing with the P.I.

Name of the agency Year

Started Total

Completed Equipment/ Infrastructural facilities obtained

- (b) Institutional and Departmental facilities available for the proposed work:

Equipment:

Other Infrastructural facilities:

CERTIFICATE

To certify that:

- a) General physical facilities, such as furniture/space etc., are available in the institution.
- b) I/we shall abide by the rules governing the scheme in case assistance is provided to me/us from the SIU 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 SIU is not satisfied with the progress of the research project, SIU may terminate the project immediately and ask for the refund of the amount received by me/us.
- d) This research project is not funded by any other agency.

Name & Signature of Principal Investigator

**Director / Head of the Institute
(Signature with Seal)**

Name & Signature of Co-Investigator

Annual/ Final Report of the work done on the Major Research Project

1. Project report No. 1st /2nd / Final
2. University Reference No.
3. Period of report: From _____ To _____
4. Title of research project
 - (a) Name of the Principal Investigator
 - (b) Department, and
 - (c) Institute where work has progressed
5. Effective date of starting of the project
6. 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 indicate the difficulties, if any, experienced in implementing the project.
 - 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 SIRI on a separate sheet
 - vi) 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 SIRI.
 - vii) 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.

**SIGNATURE OF THE
PRINCIPAL INVESTIGATOR**

**HEAD OF THE INSTITUTE
(Signature with Seal)**

SIGNATURE OF THE CO-INVESTIGATOR

UTILIZATION CERTIFICATE

Certified that the grant of Rs. _____ (Rupees _____ only) received from the SCRI-SIU under the scheme of support for Major Research Project entitled:

Vide University 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

**SIGNATURE OF THE PRINCIPAL
INVESTIGATOR**

**HEAD OF THE INSTITUTE
(Signature with Seal)**

**SIGNATURE OF THE
CO-INVESTIGATOR**

AUDITOR

Annexure-IV

1. Name of Principal Investigator _____
2. Name of the Institute _____
3. University approval 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

Sr. No.	Item	Amount Approved Rs.	Expenditure Incurred Rs.
i.	Books & Journals		
ii.	Equipment		
iii.	Contingency		
iv.	Field Work/Travel (Give details in the proforma at Annexure- V).		
v.	Hiring Services		
vi.	Miscellaneous		
vii.	Any other items (Please specify)		

(Give details in the proforma at Annexure- V).

7. It is certified that as a result of check or audit objective, some irregularly is noticed, 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 from the SIU under the scheme of support for MAJOR Project entitled, “ _____ ” vide University 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.

SIGNATURE OF THE PRINCIPAL INVESTIGATOR

**HEAD OF THE INSTITUTE
(Signature with seal)**

SIGNATURE OF THE CO-INVESTIGATOR

STATEMENT OF EXPENDITURE INCURRED ON FIELD WORK

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 University norms for MAJOR Research Projects

SIGNATURE OF PRINCIPAL INVESTIGATOR

HEAD OF THE INSTITUTE
(Signature with Seal)

SIGNATURE OF THE CO-INVESTIGATOR

ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT

Name of Faculty:

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 Institution.
3. At present, Principal Investigator has no research project approved by University and the accounts for the previous project, if any have been settled.
4. The date of implementation of the project is

**SIGNATURE OF PRINCIPAL
INVESTIGATOR**

**HEAD OF THE INSTITUTE
(Signature with Seal)**

SIGNATURE OF THE CO-INVESTIGATOR

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

1. NAME AND DESIGNATION OF THE PRINCIPAL INVESTIGATOR
NAME AND DESIGNATION OF CO INVESTIGATOR
2. NAME AND ADDRESS OF THE INSTITUTION
3. SIU 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. NO. OF PUBLICATIONS OUT OF THE PROJECT (PLEASE ATTACH RE-PRINTS)

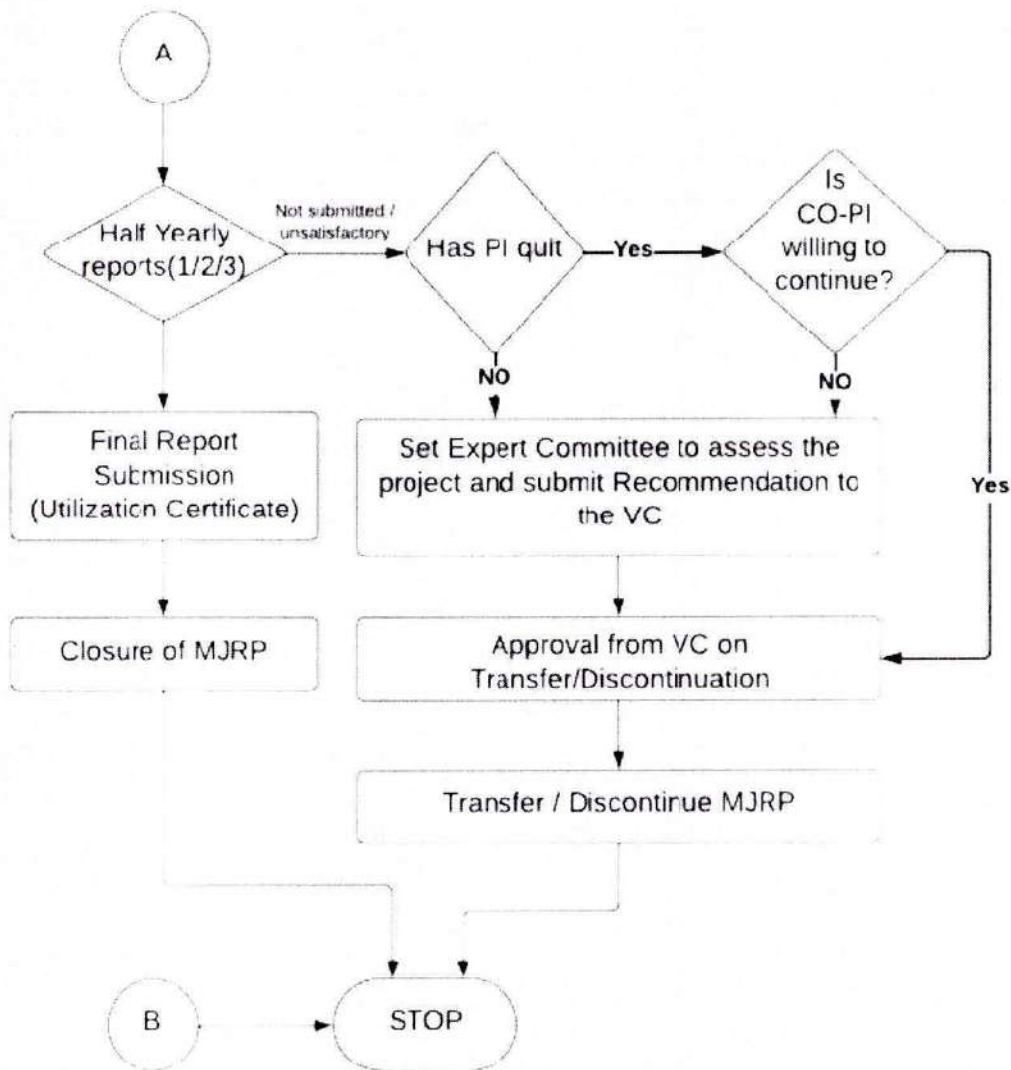
**SIGNATURE OF PRINCIPAL
INVESTIGATOR**

**HEAD OF THE INSTITUTE
(Signature with Seal)**

SIGNATURE OF THE CO INVESTIGATOR

STANDARD OPERATING PROCESS FLOW





GUIDELINES FOR MINOR RESEARCH PROJECT

1. INTRODUCTION

The Symbiosis International University strives to promote teaching and research in emerging areas. The University invites research proposals for minor research projects under Symbiosis Institute of Research & Innovation from existing faculty members. Its main aim is to institutionalize research activities and promote excellence in research by providing the seed money for the research to individual researchers.

2. ELIGIBILITY/ TARGET GROUP:

- i. The University will provide support to full time teaching faculty or a group of teaching faculty members.
- ii. In case a project is undertaken jointly, one of the teaching faculty members will function as a Principal Investigator and he/she will be responsible for all matters pertaining to the project.
- iii. A teacher can have only one project at any given time.
- iv. If Project Investigator (PI) has an ongoing MJRP/MRP, he/she will not be considered.
- v. After completion of one project, if a teaching faculty member desires to undertake another project, a gap of one year will be necessary. PI can apply for MRP with a new topic, provided he/she has generated at least one publication from previous MRP)
- vi. The Principal Investigator should have published at least one paper in Q1/Q2/Q3 journals indexed/listed in Scopus/WOS (no conference paper/book chapter/book) over the last two years. They should also mention their MAVS score.
- vii. Faculty at Research Centres are not eligible to apply for MJRP, however, if FoMHS/FoE faculty has a collaborative proposal with RC, in that case the RC faculty can be a Co-PI.

3. NATURE OF ASSISTANCE:

The quantum of assistance for a minor research project will be maximum up to Rs 1.5 Lacs. It will be provided for the items like Equipment, Books and Journals, Hiring Services, Contingency, Consumables, Travel and Field work and any special requirements.

A. Equipment

- To procure essential equipment needed for the proposed research work.
- The escalation, if any, in the cost of approved equipment may be met out of savings/re-appropriation from other heads with prior approval.
- The equipment acquired by the Principal Investigator under a Research Project must be deposited to the University at the end of the project.
- Specific Equipment such as Desktop, Laptop, Tablet, Camera, Printer, Scanner, and Computer hardware that are not available within the Department may be sanctioned. Duplication of resources at same place will not be permitted.
- If the equipment is of prime use and can be used for other purposes after completion of the project, then only it will be sanctioned. Otherwise, outside services can be hired for such equipment.

- For proposals that will require more budget, based upon their merit and interdisciplinary nature, Hon'ble VC can decide of enhancing the ceiling for MRP.

B. Books and Journals

The Books and Journals acquired by the Principal Investigator must be deposited to the Central library at the end of the project.

C. Contingency

The admissible contingency grant may be utilized on spares for apparatus, photo- stat copies, typing, stationary, postage, telephone calls, internet, fax, computation and printing needed in connection with the project.

The contingency grant is not intended for meeting expenditure on furniture etc.

D. Travel and Field Work

Modalities for the utilization of research funds under the head of Travel/ Field work are as under: -

The amount allocated under the head travel/field work is to be utilized for the implementation of the ongoing project and not be used for attending conference, seminar, workshop, training programme. The travel/field work is to be undertaken only for data collection and collection of other information such as consultancy, documents and libraries within the general scope and sphere of the project. Foreign travel is not permissible within this scheme.

Principal Investigator is permitted to travel for field work related to sanctioned project by own car/taxi outside the city as per University rules within the amount allocated under travel head.

E. Miscellaneous

Assistance may be provided for any other special requirement which is not covered under any other „Head” of assistance under the scheme.

F. Re – Appropriation

The University, on case to case basis, may consider the re-appropriation of funds initially allocated for the project. Re- appropriation from nonrecurring to recurring is not permissible. The Principal Investigator can re-appropriate upto 20 per cent of the grant allocated under each head (Recurring). The Principal Investigator will report the matter to the University with the justification for re-appropriation through the Head of the institute.

4. TENURE

The maximum duration of Minor Research Projects will be 15 months with 3 months extension period, under special circumstances.

5. DATE OF IMPLEMENTATION

The effective date of implementation of the project will be the date of receipt of fund from the University.

6. PROCEDURE FOR APPLYING

All eligible teachers, directors, Librarian, who wish to avail financial assistance for Minor Research Project from institutes, may send their proposal in the prescribed proforma only through **online submission** to The Director, SCRI, Lavale, Dist: Pune and Head Research Projects, SCRI through the Director of the respective institute.

(Principal Investigator needs to upload three separate files of Certificate on page No. 8, Part-A and Part-B.)

7. PROCEDURE FOR APPROVAL OF RESEARCH PROJECT

The proposals received for Minor Research Projects will be evaluated and then considered by the Expert Committee at University. The final decision will be taken by the University, keeping in view the recommendations made by the Expert Committee and the availability of funds for the scheme. Research proposals having lab work or experimentation or empirical work in nature will be considered.

8. 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 Head of the institute.

Principal Investigators are required to submit their Annual/Progress/Final reports, Statement of expenditure and Utilization Certificate to the head of the institute, the institute will be responsible to submit the Utilization Certificate to the University. The amount released may be spent according to the approved heads/items within the approved allocation mentioned in sanction letter.

The second instalment comprising of 40% of the total recurring allocation would be released on utilization of at least 80% of the earlier grant and on receipt of progress Report, Utilization Certificate and item – wise statement of expenditure in the prescribed proforma (as per Annexure II to V duly certified by the Head of the Institute.

9. SUBMISSION OF REPORT AND RELEASE OF FINAL GRANT:

The University will nominate two subject experts for evaluation of final report. The Principal Investigator on completion of the project should submit the final report in the e-form to the SCRI. The Principal Investigator also submit approved report to the University in e-form /CD and hardcopy

The amount further required towards completion of the project (up to 10% of the approved recurring allocation) may be advanced by the Institute to the Principal Investigator, which would be reimbursed, on receipt of final report evaluated by two Experts. The final 10% grant will be reimbursed by SIU on getting the following documents.

- i) A copy of the final project report to be submitted to the University
- ii) Detailed information about the project in the prescribed proforma (Annexure –VII).
- iii) A consolidated item – wise detailed statement of expenditure incurred during the complete project period in the prescribed proforma duly signed by Head of the institute
- iv) A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed by the Finance Officer of the University. the prescribed proforma.
- v) The unutilized grant if any, may be refunded immediately through demand draft in favour of the Head, Symbiosis Institute of Research and Innovation, payable at Pune.
- vi) Any expenditure incurred prior to the issue of the approval letter and after the expiry of tenure of the project will not be admissible.

The Principal Investigator/ institute are expected to settle the accounts immediately on completion of the project. In case the grant 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.

10. MONITORING AND EVALUATION

Six monthly Progress Report of work completed must be submitted as per Annexure-IV with a summary to the Head, Research Projects, Symbiosis Centre Research and Innovation within four weeks.

The University shall organize mid-term group review meetings of all the ongoing Projects of the University, where the Principal Investigators would be invited for presentation of progress of work being completed by them before an Expert Committee constituted by the SCRI. The expenditure incurred on mid-term may be met out of the project funds.

The recommendations of the University Mid-Term Evaluation Committee would decide the continuance of the project. If Principal Investigator fails to attend mid- term review meetings, the Committee may discontinue/ cancel the project in normal circumstances and entire amount to be refunded by the Principal Investigator.

11. GENERAL

- a) On receipt of approval letter, the Principal Investigator/ institute should inform the University of their acceptance to implement the project and send the Acceptance (Annexure-VI). Acceptance may be sent within the period mention from the date of issue of approval letter, otherwise it will be presumed that the Principal Investigator is not willing to implement the project and the approval will be withdrawn.

- b) Project is not transferable if Principal Investigator desires in any case. If need be, a co-investigator may be inducted into the project later with prior approval of the University. However, he/she will not be entitled to take over as Principal Investigator. Any Principal Investigator, who avails assignment outside the country, may inform the University. In the absence of Principal Investigator, Co - Investigator may act as Principal Investigator.
- c) If the awardee is transferred from his/her original place of work to another Institute a "No Objection Certificate" should be furnished for the transfer of the project between both the Institutes stating that necessary facilities will be provided by the Institute in which the awardee is transferred for the smooth running of the project.
- d) All assets generated out of the fund for the project including equipment, books and journals will become the property of the host institution on completion of the project. However, in case of transfer of the project, assets (or a part of it) generated out of the funds of concerned project, may be transferred to the concerned institute on request, with prior approval of the University.
- e) A copy of the "Final Report" of the work completed may be kept in the institute Library.
- f) Books and Journals and Equipment will come under „Non-Recurring Items" and Contingency, Research Personnel, Hiring Services, Chemicals and Consumables, Travel and Field work, Miscellaneous etc. under „Recurring Items".
- g) The proposal is liable to be rejected in case any item or column of proforma is left blank or incorrect or the required information is not properly provided.
- h) The executive summary of the evaluated final report of work completed on the project should be placed on the website of the Institute.
- i) If a Principal Investigator fails to complete the project, the entire grant should be recovered from the salary and refunded to the University.

Requisite outcome:

- a) At least one research paper within one years of the commencement of the project accepted or presented in conference paper/equivalent, which is Q1/Q2/Q3 journals indexed/listed and/or patent filed with Indian or International patent authority. Communication on this deliverable to SCRI is must for releasing the second instalment of fund for the project.
- b) Model for Resolution of social problem and potential for its replication and/or.
- c) Product development and potential its commercialization (Patents and Licenses).

Based on the recommendation of the expert committee on the final report, their satisfaction with the project outcome and submission of Audited Utilization of Funds certificate, SCRI will issue the closure certificate to the PI and Co-PI.

FORMAT FOR SUBMISSION OF PROPOSAL FOR MINOR RESEARCH PROJECT

PART – A

1.	Broad Subject	:	
2.	Area of Specialization	:	
3.	Title of the Project:	:	
4.	Duration	:	
5.	Principal Investigator	:	
	vii) Name	:	
	viii) Sex	:	M/ F
	ix) Date of Birth	:	
	x) Category (GEN/ SC/ ST/ OBC)	:	
	xi) Qualification	:	
	xii) Designation	:	
	Address	:	
	Office	:	
	Residence	:	
	Email	:	
6.	Co – Investigator(s)	:	
	vii) Name	:	
	viii) Sex	:	M/ F
	ix) Date of Birth	:	
	x) Category (GEN/ SC/ ST/ OBC)	:	
	xi) Qualification	:	
	xii) Designation	:	
	Address	:	
	Office	:	
	Residence	:	
	Email	:	
7.	Name of the institute where the project will be undertaken	:	
	a) Department	:	
8.	Teaching and Research Experience of Principal Investigator	:	
	a) Teaching experience UG Years	:	
	b) Research experience PG Years	:	
	c) In case the teacher holds a doctoral degree	:	
	i) Title of the thesis	:	
	ii) Year of the award of degree	:	
	iii) Name of the University	:	
	d) Publication	:	
	Papers	Published	:
		Accepted	:
		Communicated	:
	Books	Published	:
		Accepted	:
		Communicated	:

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

PART – B

1. Proposed Research Work :

- (i) Project Title
- (ii) Introduction
 - Origin of the research problem Interdisciplinary relevance
 - Review of Research and Development in the Subject
 - International status National Status
 - Significance of the study
- (iii) Objectives
- (iv) Methodology
- (v) Month-wise Plan of work and targets to be achieved
- (vi) Details of collaboration, if any intended

2. Financial Assistance required Item Estimated Expenditure

Non-Recurring Expenditure:

- (i) Books and Journals
- (ii) Equipment, if needed

Recurring Expenditure:

- (i) Field Work and Travel
 - (ii) Chemicals and glassware
 - (iii) Contingency (including special needs)
- Total Amount:

3. Whether the teacher has received support for the research project from any agency? If so, please indicate:

- (i) Name of the agency from which the assistance was approved
- (ii) Sanction letter No. and date under which the assistance was approved
- (iii) Amount approved and utilized
- (iv) Title of the project for which assistance was approved
- (v) In case the project was completed, whether the work on the project has been published.
- (vi) If the candidate was working for the doctoral degree, whether the thesis was submitted and accepted by the University for the Award of degree.
(Write here a summary of the report/thesis in about 1,000 words)
- (vii) If the project has not been completed, please state the reasons

4. (a) Details of the project/scheme completed or ongoing with the P.I.

Name of the agency	Year Started	Total Completed	Equipment/ Infrastructural facilities obtained

(b) Institutional and Departmental facilities available for the proposed work:

Equipment:

Other Infrastructural facilities:

CERTIFICATE

To certify that:

- a) General physical facilities, such as furniture/space etc., are available in the institution.
- b) I/we shall abide by the rules governing the scheme in case assistance is provided to me/us from the SIU 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 SIU is not satisfied with the progress of the research project, SIU may terminate the project immediately and ask for the refund of the amount received by me/us.
- d) This research project is not funded by any other agency.

Name & Signature of Principal Investigator

**Director / Head of the Institute
(Signature with Seal)**

Name & Signature of Co-Investigator



Annual/Final Report of the work done on the Minor Research Project

1. Project report No.1st /2nd / Final
2. University Reference No.
3. Period of report: From _____ To _____
4. Title of research project
- (a) Name of the Principal Investigator (b) Department, and (c) Institute where work has progressed
5. Effective date of starting of the project
6. 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 indicate the difficulties, if any, experienced in implementing the project.
 - 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 SIRI on a separate sheet
 - vi) 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 SIRI.
 - vii) 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.

**SIGNATURE OF THE
PRINCIPAL INVESTIGATOR**

**HEAD OF THE INSTITUTE
(Signature with Seal)**

SIGNATURE OF THE CO-INVESTIGATOR

UTILIZATION CERTIFICATE

Certified that the grant of Rs. _____ (Rupees _____ only) received from the SCRI-SIU under the scheme of support for Minor Research Project entitled:

_____ Vide University 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

SIGNATURE OF THE PRINCIPAL INVESTIGATOR

**HEAD OF THE INSTITUTE
(Signature with Seal)**

SIGNATURE OF THE CO-INVESTIGATOR

AUDITOR



STATEMENT OF EXPENDITURE IN RESPECT OF MINOR RESEARCH PROJECT

1. Name of Principal Investigator _____
2. Name of the Institute _____
3. University approval 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

Sr. No.	Item	Amount Approved Rs.	Expenditure Incurred Rs.
i.	Books & Journals		
ii.	Equipment		
iii.	Contingency		
iv.	Field Work/Travel (Give details in the proforma at Annexure- V).		
v.	Hiring Services		
vi.	Miscellaneous		
vii.	Any other items (Please specify)		

(Give details in the proforma at Annexure- V).

7. It is certified that as a result of check or audit objective, some irregularly is noticed, 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 from the SIU under the scheme of support for Minor Project entitled, " _____ " vide University 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.

SIGNATURE OF THE PRINCIPAL INVESTIGATOR

HEAD OF THE INSTITUTE
(Signature with seal)

SIGNATURE OF THE CO-INVESTIGATOR

STATEMENT OF EXPENDITURE INCURRED ON FIELD WORK

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 University norms for Minor Research Projects

SIGNATURE OF PRINCIPAL
INVESTIGATOR

HEAD OF THE INSTITUTE
(Signature with Seal)

SIGNATURE OF THE CO-INVESTIGATOR



ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT

Name of Faculty:

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 Institution.
3. At present, Principal Investigator has no research project approved by University and the accounts for the previous project, if any have been settled.
4. The date of implementation of the project is

**SIGNATURE OF PRINCIPAL
INVESTIGATOR**

**HEAD OF THE INSTITUTE
(Signature with Seal)**

SIGNATURE OF THE CO-INVESTIGATOR

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

1. NAME AND DESIGNATION OF THE PRINCIPAL INVESTIGATOR
NAME AND DESIGNATION OF CO INVESTIGATOR
2. NAME AND ADDRESS OF THE INSTITUTION
3. SIU 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. NO. OF PUBLICATIONS OUT OF THE PROJECT (PLEASE ATTACH RE-PRINTS)

**SIGNATURE OF PRINCIPAL
INVESTIGATOR**

**HEAD OF THE INSTITUTE
(Signature with Seal)**

SIGNATURE OF THE CO INVESTIGATOR

GUIDELINES FOR STUDENT RESEARCH PROJECT

1. INTRODUCTION

The Symbiosis International University strives to promote teaching and research in emerging areas. The University invites research proposals for student research projects under Symbiosis Institute of Research & Innovation from existing faculties. Its main aim is to institutionalize research activities and promote excellence in research by providing seed money for the research to individual researchers.

2. ELIGIBILITY/ TARGETGROUP

- Only Full-time faculty members are eligible.
- Applications can be made by one faculty member with a group of UG/PG students.
- Faculty member will be the PI of the Student Research Project. (SRP)
- Faculty can have only one project at any point of time.
- Applicant re-applying for the SRP should ensure one-year gap after completion of the last project.
- SRP will be given to the faculty members only from FOE and FOMHS with the following exception:
- If the student's faculty member from another discipline (FOM, FOL, FOAD, FOMC, FOCS, FOHSS) wants to apply for SRP, they can do so by collaborating with students/faculty members from Engineering/Medicine. This will help collaboration to happen in a better manner. This will also thrive multidisciplinary research.
- Faculty at Research Centers are not eligible for applying.

3. NATURE OF ASSISTANCE:

The quantum of assistance for a student research project will be maximum up to Rs 1.5 Lakhs. It will be provided for the items like Equipment, Books and Journals, Hiring Services, Contingency, Consumables, Travel and Field work and any special requirements.

A. Equipment

The equipment grant may be used to procure essential equipment needed for the proposed research work.

- The escalation, if any, in the cost of approved equipment may be met out of savings/re-appropriation from other heads with prior approval.
- The equipment's acquired by the Principal Investigator under a Research Project must be deposited to the University at the end of the project.
- Specific Equipment such as Desktop, Laptop, Tablet, Camera, Printer, Scanner, and Computer hardware that are not available within the Department may be sanctioned. Duplication of resources at same place will not be permitted.

- If the equipment is of prime use and can be used for other purposes after completion of the project, then only it will be sanctioned. Otherwise, outside services can be hired for such equipment.

B. Books and Journals

The Books and Journals acquired by the Principal Investigator must be deposited to the Central library at the end of the project.

C. Contingency

The admissible contingency grant may be utilized on spares for apparatus, photo- stat copies, typing, stationary, postage, telephone calls, internet, fax, computation and printing needed in connection with the project.

The contingency grant is not intended for meeting expenditure on furniture etc.

D. Travel and Field Work

Modalities for the utilization of research funds under the head of Travel/Field work are as under: -

The amount allocated under the head travel/field work is to be utilized for the implementation of the ongoing project and not be used for attending conference, seminar, workshop, training programme. The travel/field work is to be undertaken only for data collection and collection of other information such as consultancy, documents and libraries within the general scope and sphere of the project. Foreign travel is not permissible within this scheme.

Principal Investigator is permitted to travel for field work related to sanctioned project by own car/taxi outside the city as per University rules within the amount allocated under travel head.

E. Miscellaneous

Assistance may be provided for any other special requirement which is not covered under any other „Head“ of assistance under the scheme.

F. Re – Appropriation

The University, on case to case basis, may consider the re-appropriation of funds initially allocated for the project. Re- appropriation from nonrecurring to recurring is not permissible. The Principal Investigator can re-appropriate up to 20 per cent of the grant allocated under each head (Recurring). The Principal Investigator will report the matter to the University with the justification for re-appropriation through the Head of the institute.

4. TENURE

The maximum duration of Student Research Projects will be 15 months with 3 months extension period, under special circumstances.

5. DATE OF IMPLEMENTATION

The effective date of implementation of the project will be the date of receipt of fund from the University.

6. PROCEDURE FOR APPLYING

All eligible teachers, directors, Librarian, who wish to avail financial assistance for Student Research Project from institutes, may send their proposal in the prescribed proforma only through **online submission** to The Director, SCRI, Lavale, and Dist: Pune and Head Research Projects, SCRI through the Director of the respective institute

(Principal Investigator needs to upload five separate files of Certificate as on page no. 8, Part-A and Part-B, Plagiarism report and Academic Integrity report)

7. PROCEDURE FOR APPROVAL OF RESEARCH PROJECT

The proposals received for Student Research Projects will be evaluated and then considered by the Expert Committee at University. The final decision will be taken by the University, keeping in view the recommendations made by the Expert Committee and the availability of funds for the scheme. **Research proposals having lab work or experimentation or empirical in nature will be considered.**

8. 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 Head of the institute.

Principal Investigators are required to submit their Annual/Progress/Final reports, Statement of expenditure and Utilization Certificate to the head of the institute, the institute will be responsible to submit the Utilization Certificate to the University. The amount released may be spent according to the approved heads/items within the approved allocation mentioned in sanction letter.

The second instalment comprising of 40% of the total recurring allocation would be released on utilization of at least 80% of the earlier grant and on receipt of progress Report, Utilization Certificate and item – wise statement of expenditure in the prescribed proforma (as per Annexure II to V duly certified by the Head of the Institute.

9. SUBMISSION OF REPORT AND RELEASE OF FINAL GRANT:

The University will nominate two subject experts for evaluation of final report. The Principal Investigator on completion of the project should submit the final report in the e-form to SCRI. The

Principal Investigator should also submit approved report to the University in e-form/CD and hardcopy.

The amount further required towards completion of the project (up to 10% of the approved recurring allocation) may be advanced by the Institute to the Principal Investigator, which would be reimbursed, on receipt of final report evaluated by two Experts. The final 10% grant will be reimbursed by SIU on getting the following documents.

- i) A copy of the final project report to be submitted to the University
- ii) Detailed information about the project in the prescribed proforma (Annexure –VII).
- iii) A consolidated item – wise detailed statement of expenditure incurred during the complete project period in the prescribed proforma duly signed by Head of the institute
- iv) A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed by the Finance Officer of the University in the prescribed proforma.
- v) The unutilized grant if any, may be refunded immediately through demand draft in favour of the Head, Symbiosis Institute of Research and Innovation, payable at Pune.
- vi) Any expenditure incurred prior to the issue of the approval letter and after the expiry of tenure of the project will not be admissible.
- vii) Copy of the paper published in Q1/Q2 journals indexed/listed in Scopus/WOS (no conference paper/book chapter/book) on the said project

The Principal Investigator/ institute are expected to settle the accounts immediately on completion of the project. In case the grant 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.

10. MONITORING AND EVALUATION

Six monthly Progress Report of work completed must be submitted as per Annexure-IV with a summary to the Head, Research Projects, Symbiosis Centre Research and Innovation within four weeks.

The University shall organize mid-term group review meetings of all the ongoing Projects of the University, where the Principal Investigators would be invited for presentation of progress of work being completed by them before an Expert Committee constituted by the SCRI. The expenditure incurred on mid-term may be met out of the project funds.

The recommendations of the University Mid-Term Evaluation Committee would decide the continuance of the project. If Principal Investigator fails to attend mid- term review meetings, the Committee may discontinue/ cancel the project in normal circumstances and entire amount to be refunded by the Principal Investigator.

The PI must publish at least one paper in Q1/Q2 journals indexed/listed in Scopus/WOS (no conference paper/book chapter/book with SIU affiliation from the said project. Students may be the co-authors. Final grant (10%) may be released on publication.

11. GENERAL

- a) On receipt of approval letter, the Principal Investigator/ institute should inform the University of their acceptance to implement the project and send the Acceptance (Annexure-VI). Acceptance may be sent within the period mention from the date of issue of approval letter, otherwise it will be presumed that the Principal Investigator is not willing to implement the project and the approval will be withdrawn.
- b) Project is not transferable if Principal Investigator desires in any case. If need be, a co-investigator may be inducted into the project later with prior approval of the University. However, he/she will not be entitled to take over as Principal Investigator. Any Principal Investigator, who avails assignment outside the country, may inform the University. In the absence of Principal Investigator, Co - Investigator may act as Principal Investigator.
- c) If the awardee is transferred from his/her original place of work to another Institute a "No Objection Certificate" should be furnished for the transfer of the project between both the Institutes stating that necessary facilities will be provided by the Institute in which the awardee is transferred for the smooth running of the project.
- d) All assets generated out of the fund for the project including equipment, books and journals will become the property of the host institution on completion of the project. However, in case of transfer of the project, assets (or a part of it) generated out of the funds of concerned project, may be transferred to the concerned institute on request, with prior approval of the University.
- e) A copy of the "Final Report" of the work completed may be kept in the institute Library.
- f) Books and Journals and Equipment will come under „Non-Recurring Items" and Contingency, Research Personnel, Hiring Services, Chemicals and Consumables, Travel and Field work, Miscellaneous etc. under „Recurring Items".
- g) The proposal is liable to be rejected in case any item or column of proforma is left blank or incorrect or the required information is not properly provided.
- h) The executive summary of the evaluated final report of work completed on the project should be placed on the website of the Institute.
- i) If a Principal Investigator fails to complete the project, the entire grant should be recovered from the salary and refunded to the University.

FORMAT FOR SUBMISSION OF PROPOSAL FOR STUDENT RESEARCH PROJECT

PART – A

1.	Broad Subject		:	
2.	Area of Specialization		:	
3.	Title of the Project:		:	
4.	Duration		:	
5.	Principal Investigator		:	
	i)	Name	:	
	ii)	Sex	:	M/ F
	iii)	Date of Birth	:	
	iv)	Category (GEN/ SC/ ST/ OBC)	:	
	v)	Qualification	:	
	vi)	Designation	:	
		Address	:	
		Office	:	
		Residence	:	
		Email	:	
6.	Co – Investigator(s)		:	
	i)	Name	:	
	ii)	Sex	:	M/ F
	iii)	Date of Birth	:	
	iv)	Category (GEN/ SC/ ST/ OBC)	:	
	v)	Qualification	:	
	vi)	Designation	:	
		Address	:	
		Office	:	
		Residence	:	
		Email	:	
7.	Name of the institute where the project will be undertaken		:	
	a)	Department	:	
8.	Teaching and Research Experience of Principal Investigator		:	
	a)	Teaching experience UG Years	:	
	b)	Research experience PG Years	:	
	c)	In case the teacher holds a doctoral degree	:	
	i)	Title of the thesis	:	
	ii)	Year of the award of degree	:	
	iii)	Name of the University	:	
	d)	Publication	:	
		Papers		
		Published	:	
		Accepted	:	
		Communicated	:	
		Books		
		Published	:	
		Accepted	:	
		Communicated	:	

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

PART – B

1. Proposed Research Work :

- (i) Project Title
- (ii) Introduction
 - Origin of the research problem Interdisciplinary relevance
 - Review of Research and Development in the Subject
 - International status National Status
 - Significance of the study
- (iii) Objectives
- (iv) Methodology
- (v) Month-wise Plan of work and targets to be achieved
- (vi) Details of collaboration, if any intended

2. Financial Assistance required Item Estimated Expenditure

Non-Recurring Expenditure:

- (i) Books and Journals
- (ii) Equipment, if needed

Recurring Expenditure:

- (i) Field Work and Travel
 - (ii) Chemicals and glassware
 - (iii) Contingency (including special needs)
- Total Amount:

3. Whether the teacher has received support for the research project from any agency? If so, please indicate:

- (i) Name of the agency from which the assistance was approved
- (ii) Sanction letter No. and date under which the assistance was approved
- (iii) Amount approved and utilized
- (iv) Title of the project for which assistance was approved
- (v) In case the project was completed, whether the work on the project has been published.
- (vi) If the candidate was working for the doctoral degree, whether the thesis was submitted and accepted by the University for the Award of degree.
(Write here a summary of the report/thesis in about 1,000 words)
- (vii) If the project has not been completed, please state the reasons

4. (a) Details of the project/scheme completed or ongoing with the P.I.

Name of the agency	Year Started	Total Completed	Equipment/ Infrastructural facilities obtained

(b) Institutional and Departmental facilities available for the proposed work:

Equipment:

Other Infrastructural facilities:

Certificate

To certify that:

- a) General physical facilities, such as furniture/space etc., are available in the institution.
- b) I/we shall abide by the rules governing the scheme in case assistance is provided to me/us from the SIU 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 SIU is not satisfied with the progress of the research project, SIU may terminate the project immediately and ask for the refund of the amount received by me/us.
- d) This research project is not funded by any other agency.

Name & Signature of Principal Investigator

**Director / Head of the Institute
(Signature with Seal)**

Name & Signature of Co-Investigator

Annual/Final Report of the work done on the Student Research Project

1. Project report No. 1st / 2nd / Final
2. University Reference No.
3. Period of report: From _____ To _____
4. Title of research project
- (a) Name of the Principal Investigator (b) Department, and (c) Institute where work has progressed
5. Effective date of starting of the project
6. 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 indicate the difficulties, if any, experienced in implementing the project.
 - 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 SIRI on a separate sheet
 - vi) 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 SIRI.
 - vii) 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.

**SIGNATURE OF THE
PRINCIPAL INVESTIGATOR**

**HEAD OF THE INSTITUTE
(Signature with Seal)**

SIGNATURE OF THE CO-INVESTIGATOR

UTILIZATION CERTIFICATE

Certified that the grant of Rs. _____ (Rupees _____ only) received from the SCRI-SIU under the scheme of support for Student Research Project entitled:

_____ Vide University 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

SIGNATURE OF THE PRINCIPAL INVESTIGATOR

**HEAD OF THE INSTITUTE
(Signature with Seal)**

SIGNATURE OF THE CO-INVESTIGATOR

AUDITOR

STATEMENT OF EXPENDITURE IN RESPECT OF STUDENT RESEARCH PROJECT

1. Name of Principal Investigator _____
2. Name of the Institute _____
3. University approval 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

Sr. No.	Item	Amount Approved Rs.	Expenditure Incurred Rs.
i.	Books & Journals		
ii.	Equipment		
iii.	Contingency		
iv.	Field Work/Travel (Give details in the proforma at Annexure- V).		
v.	Hiring Services		
vi.	Miscellaneous		
vii.	Any other items (Please specify)		

(Give details in the proforma at Annexure- V).

7. It is certified that as a result of check or audit objective, some irregularly is noticed, 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 from the SIU under the scheme of support for Minor Project entitled, " _____ " vide University 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.

SIGNATURE OF THE PRINCIPAL INVESTIGATOR

**HEAD OF THE INSTITUTE
(Signature with seal)**

SIGNATURE OF THE CO-INVESTIGATOR

STATEMENT OF EXPENDITURE INCURRED ON FIELD WORK

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 University norms for Student Research Projects

SIGNATURE OF PRINCIPAL
INVESTIGATOR

HEAD OF THE INSTITUTE
(Signature with Seal)

SIGNATURE OF THE CO-INVESTIGATOR

ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT

Name of Faculty:

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 Institution.
3. At present, Principal Investigator has no research project approved by University and the accounts for the previous project, if any have been settled.
4. The date of implementation of the project is

**SIGNATURE OF PRINCIPAL
INVESTIGATOR**

**HEAD OF THE INSTITUTE
(Signature with Seal)**

SIGNATURE OF THE CO-INVESTIGATOR

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

1. NAME AND DESIGNATION OF THE PRINCIPAL INVESTIGATOR
NAME AND DESIGNATION OF CO INVESTIGATOR
2. NAME AND ADDRESS OF THE INSTITUTION
3. SIU 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. NO. OF PUBLICATIONS OUT OF THE PROJECT (PLEASE ATTACH RE-PRINTS)

**SIGNATURE OF PRINCIPAL
INVESTIGATOR**

**HEAD OF THE INSTITUTE
(Signature with Seal)**

SIGNATURE OF THE CO INVESTIGATOR