

**DIRECTORATE OF UNIVERSITY AND HIGHER EDUCATION
GOVERNMENT OF MANIPUR**

Call for Proposals
Imphal, the 19th October, 2023

Proposals in the prescribed formats as set out in the annexures of this notification are invited from the intending permanent/regular faculty members of all Government /Government Aided Colleges under the Directorate of University and Higher Education (DUHE), Government of Manipur for grant of financial assistance under the Minor Research Project (MRP) as per the DUHE Guidelines attached herewith (also see annexures).

The duly filled in proposals (both in MS Word and Pdf) should reach the undersigned via email: mrsheikhshamu@gmail.com with Cc marked to principal@manipurcollege.ac.in on or before 6 P.M. of the **30th October 2023**.



(Dr. Rahejuddin Sheikh)
Principal,
Moirang College, Moirang
&
Convener,
Committee on FDP & COSMI

GUIDELINES FOR GRANT OF MINOR RESEARCH PROJECTS(MRP) TO THE COLLEGE TEACHERS UNDER DUHE-MRP SCHEME

1. Genesis

Manipur with its rich cultural heritage, stands at the corridor of the proposed Trans Asian Superhighways with the two longest Asian Highways: AH-1 & AH-2 crisscrossing over the international border town at Moreh and India's Act East Policy gives a flavour to its tremendous opportunity in growing its economy through knowledge creation and research which are critical in growing and sustaining a large and vibrant economy, uplifting society, and continuously inspiring a nation to achieve even greater heights. A robust ecosystem of research is perhaps more important than ever with the rapid changes occurring in the world today, e.g., in the realm of climate change, population dynamics and management, biotechnology, an expanding digital marketplace, and the rise of machine learning and artificial intelligence.

India has a long historical tradition of research and knowledge creation, in disciplines ranging from science and mathematics to art and literature to phonetics and languages to medicine and agriculture. This needs to be further strengthened to make India lead research and innovation in the 21st century, as a strong and enlightened knowledge society and one of the three largest economies in the world. A New National Research Foundation (NRF) proposed in the National Education Policy 2020, has a goal to build and pervade the "Research Culture" throughout our HEIs/universities is catalysing outstanding academic research in all subjects. The purpose of this body will be to encourage and grow research and innovation in universities and colleges across the country, as well as to support and seed research.

Even though the recommendations of NEP 2020 clearly states that Institutions that currently fund research at some level, such as the Department of Science and Technology (DST), Department of Atomic Energy (DAE), Department of Bio-Technology (DBT), Indian Council of Agriculture Research (ICAR), Indian Council of Medical Research (ICMR), Indian Council of Historical Research (ICHR), and University Grants Commission (UGC), as well as various private and philanthropic organizations, will continue to independently fund research according to their priorities and needs, the faculty members of HEIs in Manipur are primarily facing difficulties to keep abreast with the new developments in the fields of research and development activities at the cutting edge level.

The Directorate of University & Higher Education, Government of Manipur strongly feels that the faculty members who are working in teaching learning activities in various Government and Government Aided Colleges may also be encouraged in the field of research and development activities in line with the recommendation of the NEP 2020 by way of extending financial support, though of nominal amount, which would add a new flavour in strengthening the faculties to enhance quality, competency and reliability in a holistic approach.

2. Objective

To promote excellence in multidisciplinary, transdisciplinary and interdisciplinary research in higher education in Manipur as envisaged under NEP 2020 by supporting minor research programmes of faculty members in various disciplines.

3. Eligibility, Target Group and Duration

Faculty members, preferably young faculties/ Assistant Professors (or Lecturers) who wish to undertake, along with teaching work, a Minor Research Project or working for doctorate degree under an approved supervisor, who are serving in Govt./Govt. Aided Colleges under the Directorate of University & Higher Education, Government of Manipur are eligible for the Minor Research Project (MRP).

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 DUHE project, a gap of one year will be necessary. The Principal Investigator should publish at least one paper in a reputed / UGC listed journal/equivalent journals in the form of Books/Article/Presentation in seminar etc. from the said project completed.

Duration of the MRP would be at the maximum of 18 months.

4. Nature of Assistance:

The lump sum amount of assistance for a Minor Research Project (MRP) irrespective of subject disciplines is Rs. 1.00 lac.

5. Submission of Proposals, Approval and Release of grants

a) A faculty member intending to avail the financial assistance under this DUHE-MRP Scheme should submit proposals to the Directorate of University & Higher Education (DUHE) in the prescribed Proforma set out in Annexure-I.

b) The received proposals from the Principal Investigators duly forwarded by the principals of the colleges will be assessed with the help of a subject expert committee constituted by the DUHE. The final decision will be taken by the DUHE on the basis of recommendations made by the Expert Committee.

c) After finalisation of the selection procedure of the Minor Research projects the names of the selected PIs will be posted on the DUHE website. The PIs should check their names and send their acceptance certificate duly forwarded by the principal of the institutions immediately to DUHE to send the approval/sanction letters.

d) Project is not transferable in any case. 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.

e) If a Principal Investigator fails to complete the project, he/she has to refund the entire amount released with interest.

f) No extension in tenure is permissible in any circumstances.

g) The grant will be released to the Principal of the College.

After approval, a sanction letter will be intimated to the Principal of the College and, accordingly the first instalment of 80% of the total grant approved by DUHE will be disbursed/released through the account submitted by the grantee institution. The amount released can be spent under the approved heads/items within the allocation. On receipt of the following documents along with the Completion Report, statement of expenditure and utilization certificate of the total grants, the next 20% of the total grant will be released on reimbursement basis:

- I. Copy of the final report of project along with soft copy
- II. 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
- III. 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.
- IV. The unutilized grant if any, may be refunded immediately through RTGS to DUHE

6. Financial Assistance from DUHE for undertaking MRP

Financial assistance for an amount not exceeding ₹ 1,00,000 may be provided to the faculty undertaking the MRP which may be utilised in the following items/heads: **i) Equipment (Minor equipment only)**

ii) Books and Journals

iii) Contingency

(iv) 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.

(v) Chemicals and Consumables

(vi) Travel and Field Work

(vii) Misc

8. Monitoring

A Monitoring Committee shall evaluate, assess and monitor the progress of all MRPs and submit reports to DUHE along with ATR and UCs & SoEs for the individual colleges separately.

Annexure-I

DIRECTORATE OF UNIVERSITY & HIGHER EDUCATION

FORMAT FOR SUBMISSION OF PROPOSAL FOR MINOR RESEARCH PROJECT

PART – A

1. Broad Subject:
2. Area of Specialization:
3. Duration:
4. Principal Investigator:
 - i. Name:
 - ii. Sex: M/F
 - iii. Date of Birth:
 - iv. Qualification:
 - v. Designation:
 - vi. Address:
 - Office:
 - Residence:
 - Email/Phone:
5. Name of the Institution where the project will be undertaken:
 - (a) Department:
 - (b) College:
 - (c) Affiliating University:
 - (d) Whether the institute is located in rural/backward area:
6. Teaching and Research Experience of Principal Investigator:
 - (a) Teaching experience: UG _____ Years, PG _____ Years

(b) Research experience:

(c) Publication:

Papers Published:

Accepted:

Communicated:

Books Published:

Accepted:

Communicated:

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

PART – B

Proposed Research Work

7. (i) Project Title:

(ii) Introduction

(iii) Objectives

(iv) Methodology

(v) Year-wise Plan of work and targets to be achieved.

8. Financial Assistance required

Item	Estimated Expenditure
i. Books and Journals	
ii. Equipment, if needed	
iii. Field Work and Travel	
iv. Chemicals and glassware	
v. Contingency (including special needs)	

vi. Hiring Services

Total:

9. Any other information which the teacher may like to give in support of this Proposal

To certify that:

a) General physical facilities, such as furniture/space etc., are available in the Department/College.

b) I shall abide by the rules governing the scheme in case assistance is provided to me from DUHE for the above project.

c) I shall complete the project within the stipulated period. If I fail to do so and if the DUHE is not satisfied with the progress of the research project, DUHE may terminate the project immediately and ask for the refund of the entire amount (with interest) released by DUHE.

d) The above research Project is not funded by any other agency.

Name of and signature of Coordinator

Name and Signature of the Principal

Place

Date

Annexure – II

DIRECTORATE OF UNIVERSITY AND HIGHER EDUCATION

--

ACCEPTANCE CERTIFICATE FOR MINOR RESEARCH PROJECT

Name _____

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 by DUHE and the accounts for the previous project, if any have been settled.
4. 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.
5. (i) His/her date of birth is _____
(ii) Age _____
6. The date of implementation of the project is _____

Principal Investigator

Principal of the College

(Seal) Date:

DIRECTORATE OF UNIVERSITY AND HIGHER EDUCATION

STATEMENT OF EXPENDITURE IN RESPECT OF MINOR RESEARCH PROJECT

1. Name of Principal Investigator _____
2. Dept. of PI _____
3. Name of College _____
4. DUHE approval Letter No. and Date _____
5. Title of the Research Project _____
6. Effective date of starting the project _____
7. 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 from the University Grants Commission under the scheme of support for Minor Research Project entitled _____ vide DUHE letter No. F. _____

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 Grants Commission.

Name of and signature of Coordinator

Name and Signature of the Principal with Seal

Place

Date

**DIRECTORATE OF UNIVERSITY & HIGHER
EDUCATION**

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 DUHE -MRP

Name of and signature of Coordinator

Name and Signature of the Principal with Seal

Place

Date

DIRECTORATE OF UNIVERSITY & HIGHER EDUCATION

UTILISATION CERTIFICATE

Certified that the grant of Rs. _____ (Rupees _____ only) received from the University Grants Commission under the scheme of support for Minor Research Project entitled _____ vide DUHE 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 Grants Commission.

SIGNATURE OF THE
PRINCIPAL INVESTIGATOR

PRINCIPAL
(Signature with Seal)

AUDIT
(Signature with Seal)

**DIRECTORATE OF UNIVERSITY AND HIGHER
EDUCATION, MANIPUR**

Annual/Final Report of the work done on the Minor Research Project. (Report to be submitted within 6 weeks after completion of each year)

1. Project report No. Final _____
2. DUHE Reference No. _____
3. Period of report: from _____ to _____
4. Title of research project _____
5. (a) Name of the Principal Investigator _____
(b) Dept. _____
(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.

please enclose a summary of the findings of the study. One hard bound copy of the final report of work done may also be submitted to the Office of DUHE, Government of Manipur.

iv. Any other information

Name of and signature of Coordinator

Name and Signature of the Principal with Seal

Place

Date

Annexure – VII

**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. DUHE 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)

Name of and signature of Coordinator

Name and Signature of the Principal with Seal

Place

Date

DIRECTORATE OF UNIVERSITY AND HIGHER EDUCATION

ASSESSMENT CERTIFICATE
(to be submitted with the proposal)

It is certified that the proposal entitled” _____”by
(Dr./Prof./Mr./Mrs.) _____
Dept. of _____ has been assessed by the
_____committee consisting the following members for submission to DUHE for financial
support under the scheme of Minor Research Projects:

Details of Expert Committee: