



# SIR C R REDDY COLLEGE ELURU, W.G.District, A.P.

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## SEED MONEY RESEARCH GRANT POLICY

### 1. Eligibility to Act as Investigator

Eligibility to act as a principal investigator (PI) or co-principal investigator (Co-PI) on internally funded projects is a privilege limited to the faculty members of the St. Joseph's College of Commerce (Autonomous). This policy limitation is in place because PIs are responsible for determining the intellectual direction of the research and scholarship.

### 2. Pending Appointments for New Faculty

Faculty whose appointment start date is in the future may apply for proposals, provided the appointment has been approved by the Governing Council of the BJES. In addition, an award cannot be accepted until the member's appointment has begun.

### 3. Faculty Members Appointed under Short Term leave Vacancy

Faculty members appointed on short term leave vacancy of a permanent faculty member will not normally be eligible for applying for any research grant in the capacity of PI. However, they can work as co-investigator after obtaining prior approval of the Principal.

### 4. Faculty Members Appointed under long Term leave Vacancy

Faculty members working under long term leave vacancy of a permanent faculty member are eligible to apply for minor research projects, provided they have a minimum six months service period left after sanctioning of the grant.

### 5. New Investigator Confirmation

Applicants who wish to apply as a New Investigator must seek confirmation of their eligibility to apply in this category by 30th June of every academic year. The early application and notification process is intended to allow the applicant(s) time to adjust the investigation team if they do not meet the eligibility criteria.

### 6. Conditions for PI Requests

PI requests from faculty members are subject to the following conditions:

- i. Any member of the teaching faculty who is desirous of applying for BJES

Grant for research project (Minor/Major) should submit an application for grant in the format given under Annexure-I of Guidelines for BJES Grant.

- ii. The proposed research must be judged by the St. Joseph's College of Commerce (Autonomous) Research Centre (SJCCRC) Director to be programmatically relevant to SJCCRC's mission. Proposals that are not deemed to be consistent with SJCCRC's mission will not be approved.
- iii. The proposed research must be carried out on the SJCCRC site and not require utilization of space on the SJCC campus.
- iv. SJCC RC reserves the right to verify the progress and timeliness of the research project undertaken by the faculty member.
- v. The research must be conducted in accordance with the Institution's policies concerning the conduct of research.

## **7. Criteria for Granting Rare Exceptions**

- i. The proposed research must meet a programmatic need of St. Joseph's College of Commerce (Autonomous). Meeting a programmatic need means addressing an area of investigation that is not currently covered at SJCC RC and is endorsed by a sponsoring member of the SJCC RC as directly relevant to and supportive of the research or teaching programs of the faculty. Research that may be important in its own right and for which outside funding is available will not be judged as meeting the programmatic need criterion unless it facilitates the ongoing objectives of the Institution in an identifiable and direct way.
- ii. The proposed research cannot be funded and/or conducted effectively at SJCC RC unless the proposed individual is the PI. Among other things, this generally will mean that there is no member of the Governing Council available to take responsibility for the scientific direction of the project.
- iii. The proposed PI's qualifications to direct the project provide assurance that the work will be conducted in accord with the standards of excellence of the Institution.
- iv. No incremental space will be required for the project.
- v. The research must be designed and conducted in such a way that work can be discontinued when programmatic need ends or if the sponsoring agency ceases to allot funds.

Exceptions to the PI eligibility policy will be rare in situations other than those described in Sections mentioned above.

A written copy of any such requests in the application format given under Annexure-I of Guidelines for BJES Grant, along with the justification and approvals of the expert committee constituted by the BJES at the SJCC Research Center, the Director SJCC RC, the Principal of SJCC should accompany the project proposal submitted to the SJCC RC.

**8. Appeals:**

In case of any dispute regarding the allotment of the BJES Grant, the Principal retains the right to make an appropriate decision after due verification of the entire grant allotment process so far done, after being heard from each party. Decision of the principal will be final.

**9. Review the PI Eligibility and Criteria**

The PI Eligibility and Criteria for Exceptions policy, including all modifications, should be reviewed by the expert committee constituted by the BJES at the SJCC Research Centre in a period not more than five years from January 2016, and thereafter periodically at intervals not to exceed ten years.

**SEEd MONEY RESEARCh GuIdeIINES**

**PIAN GuIdeIINES FOR PROVIDING GRANTS TO COLIEGE  
TEACHERS FOR MINOR RESEARCh PROJECT**

**1. INTROduCTION & OBJECTIVES**

BJES is offering financial support to faculty members of SJCC who are interested in undertaking minor research projects on contemporary / Socio / Economic / issues, to meet their requirements for individual and excellent research in specialized areas.

**OBJECTIVES**

- To foster a research culture among the faculty members.
- To promote excellence in research in higher education.
- To support multidisciplinary research
- To develop research oriented attitude among young faculty members.

## 2. ELIGIBILITY/TARGET GROUP

The Bangalore Jesuit Education Society will provide financial assistance to Teachers who wish to undertake, along with teaching work, a Minor Research Project.

A working teacher can avail only one project/ scheme of the BJES at any given time. The one which is offered and accepted first irrespective of Principal Investigator, must be completed before the next offer is accepted. Failure to abide by this rule shall make the Principal Investigator liable to refund the entire amount paid by the BJES in all such schemes. They may also be debarred from participation in future BJES programmes. It would be the responsibility of the Principal Investigator 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 BJES project, a gap of one year will be necessary.

**Only the teaching faculty of SJCC will be eligible to participate in the scheme.**

**PUBLICATION OF RESEARCH OUTCOME: 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.**

## 3. NATURE OF ASSISTANCE

The quantum of assistance for a research project is approximately Rs. 50,000.

### Non-Recurring Grants

- a. **Books and Journals :** The books & journals grants may be utilized to procure the essential books & journals needed for the proposed research work.

The books & journals acquired by the Principal Investigator under a Minor Research Project must be deposited to the library of the institution after the completion of the project, which will be the institutional property.

### Recurring Grant

(a) **hiring Services :** This is meant for specialized technical work, such as sample analysis, for which the University/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 contingency head.

(c) **Special Needs** : Assistance may be provided for any other special requirements in connection with the project which is not covered under any other 'Head' of assistance under the scheme.

(d) **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 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 special casual leave/duty leave for field work/collection of data as per University rules.

(e) **Re-Appropriation** : The Principal Investigator may re-appropriate maximum 20 percent of the recurring grant allocated under each head with the permission of Principal under intimation to the BJES with the justifications.

(f) **Tenure and Implementation** : The tenure of the research project will be a period of six months from the sanctioning of the grant.

(g) **Extension of time limit for submission** : **In cases of delay in submission of the report within the time limit prescribed, the PI is required to submit an application to the SJCC RC requesting for extension of time with proper reasons which will be forwarded to the Principal for final approval.** However, the maximum period of extension of submission time will be limited to one year.

The effective date of implementation of the project will be mentioned in approval-cum sanction letter.

#### **4. PROCEDURE FOR APPLYING**

All eligible teachers may submit their Minor Research Proposal applications from 01st December to 30th January 2017 in the prescribed proforma to "The Principal SJCC". The proposed research work should be in conformity with the Minor Research Project guidelines.

#### **5. PROCEDURE FOR APPROVAL**

The received proposals will be assessed with the help of a subject expert committee constituted by the BJES at the SJCC Research Center. The final decision will be taken by the BJES on the basis of recommendations made by the Committee and the availability of funds under the scheme.

The teaching faculty should comply with these guidelines in case of Minor Research Projects.

## **6. 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 Committee for the total duration of the project. The grant will be released to the Principal of the College. 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 second instalment. Remaining 10% will be released on receipt of following completion documents as final reimbursement:

(1) Copy of the final report of project along with soft copy. (2) 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 Investigator (3) A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by Chartered Accountant, Principal as well as the Principal Investigator in the prescribed pro forma. (4) The unutilized grant if any may be refunded

immediately through cash to the Principal, SJCC. It is mandatory to post the Executive summary of the report, Research documents, monographs, academic papers published under Minor Research Project on the website of the College.

The Principal Investigators 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.

## **7. GENERAL**

- After finalization of the selection procedure of the Minor Research projects, the names of the selected Principal Investigator will be posted on the SJCC website. The Principal Investigators so selected have to send their acceptance certificate duly forwarded by the Principal to the BJES for further action.
- Project is not transferable in any case.
- If a Principal Investigator fails to complete the project, he/she has to refund the entire amount released with interest.
- No extension in tenure is permissible under normal conditions.

**BANGAIORE JESuIT EduCATION SOCIETy**  
**No. 35, JESuIT NIVAS, MuSEuM ROAd, BENGAluRu – 560 025.**

**FORMAT FOR SuBMISSION OF PROPOSAl FORMINOR RESEARCh PROJECT**

**PART – A**

1. Broad Subject:
2. Area of Specialization:
3. Duration:
4. Principal Investigator/Co - Investigator:

i. Name:

ii. Sex:  M  F

iii. Date of Birth:

DD		MM		YYYY			

iv. Qualification:

v. Designation:

vi. Address: Office:

Residence:

Email/Phone:

5. Name of the Institution where the project will be undertaken: Department:

College:

6. Teaching and Research Experience of Principal Investigator: Teaching

experience: UG \_\_\_\_\_ Years PG \_\_\_\_\_ Years Research

experience:

Publication:

Papers Published:

Accepted:

Communicated:

Books Published:

Accepted:

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

**PART – B**

7. Proposed Research Work

i. Project Title:

ii. Introduction:

iii. Objectives:

iv. Methodology:

v. Month-wise Plan of work and targets to be achieved.

8. Financial Assistance required (Provide item wise breakup) Estimated Expenditure

i. Books and Journals Equipment, if needed

ii. iii. iv. Field Work and Travel Data Collection: Contingency (including special

v. Total: needs) Hiring Services



9. Whether the teacher has received support for the research project from the UGC / ICSSR under Major, Minor or from any other 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. (A summary of the report/thesis in about 1,000 words may please be attached with the application)
  - vii. If the project has not been completed, please state the reasons
10. Details of the project/scheme: Completed:  
Ongoing:
11. Any other information which the teacher may like to give in support of this proposal:

**To certify that:**

- I) shall abide by the rules governing the scheme in case assistance is provided to me from the BJES for the above project. d. I shall complete the project within the stipulated period. If I fail to do so and if the BJES is not satisfied with the progress of the research project, the Committee may terminate the project immediately and ask for a refund of the entire amount (with interest) released by the BJES. I declare that the above research Project is not funded by any other agency.

**Name(s) & Signature**

**(i) Principal Investigator**

**(ii) Co - Investigator**

**Place: Bengaluru date:**

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**No. 35, JESuIT NIVAS, MuSEuM ROAd, BENGAluRu – 560 025.**

**ACCEPTANCE CERTIFICATE FOR RESEARCh PROJECT**

Name \_\_\_\_\_

Approval Letter 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/ Co- Investigator.
3. At present, I have no research project approved by BJES and the accounts for the previous project, if any have been settled.
4. The date of implementation of the project is \_\_\_\_\_

**Principal Investigator:**

**Co - Investigator**

**Principal:**

**Place: Bengaluru.**

**date:**

**BANGALORE JESUIT EDUCATION SOCIETY**

No. 35, JESUIT NIVAS, MUSEUM ROAD, BANGALURU – 560 025.

**STATEMENT OF EXPENDITURE WITH RESPECT TO MINOR RESEARCH PROJECT**

1. Name of Principal Investigator \_\_\_\_\_
2. Name of College \_\_\_\_\_
3. Project 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 \_\_\_\_\_

Sl.No	Item Amount Approved	Expenditure Incurred (Rs)
1	Books & Journals	
2	Equipment If any	
3	Contingency including special needs	
4	Field Work/Travel	
5	Hiring Services	
<b>Total</b>		

7. If as a result of check or audit objection some irregularity is noticed at a 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 Bangalore Jesuit Education Society under the scheme of support for Minor Research Project entitled \_\_\_\_\_ vide BJES 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 BJES.

**Principal Investigator:****Co - Investigator:****Place: Bengaluru. date:**

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**No. 35, JESuIT NIVAS, MuSEuM ROAd, BENGAluRu – 560 025.**

**STATEMENT OF ExPENDITuRE INCuRREd ON FIELD wORk**

Name of the Principal Investigator:

<b>Name of the Place visited</b>	<b>duration of the Visit</b>	<b>From to</b>	<b>Mode of Journey</b>	<b>Expenditure Incurred (Rs)</b>

Certified that the above expenditure is in accordance with the BJES norms for Major Research Projects.

**Principal Investigator:**

**Co - Investigator:**

**Place: Bengaluru. date:**

**BANGAIORE JESuIT EduCATION SOCIETy**  
**No. 35, JESuIT NIVAS, MuSEuM ROAd, BENGAluRu – 560 025.**

**Utilization Certificate**

Certified that the grant of Rs. (Rupees \_\_\_\_\_only)  
received from the Bangalore Jesuit Education Society under the scheme of support for  
Minor Research Project entitled vide BJES 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 Bangalore Jesuit Education  
Society.

**Signature of the Statutory Auditor**

**Principal with Seal**

**Principal Investigator:**

**Co - Investigator:**

**BANGAIORE JESuIT EduCATION SOCIETy**

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**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. 1st /2nd / 3rd / 4th /Final \_\_\_\_\_
2. BJES Reference No & Date \_\_\_\_\_
3. Period of report: from \_\_\_\_\_ to \_\_\_\_\_
4. a) Name of the Principal Investigator \_\_\_\_\_  
b) Deptt. \_\_\_\_\_  
c) College where work has 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 the original plan of work and towards achieving the objective? if not, state reasons
    - iv. Please enclose a summary of the findings of the study.
    - v. One bound copy of the final report of work done may also be sent to the Principal
    - vi. Any other information:

**Principal Investigator:**

**Co - Investigator:**

**Principal:**

**Place: Bengaluru.**

**date:**

**BANGAIORE JESuIT EduCATION SOCIETy**

**No. 35, JESuIT NIVAS, MuSEuM ROAd, BENGAluRu – 560 025.**

**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. BJES 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. Objectives of the project .....
11. Whether objectives were achieved .....
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)

**Principal Investigator:**

**Co - Investigator:**

**Principal**

**Place: Bengaluru. date:**



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**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 of the  
following members for submission to the BJES office \_\_\_\_\_ for financial support  
under the scheme of Minor Research Projects.

Details of Expert Committee:

The proposal is as per the guidelines.

**Expert Committee Members Name & Signature**

- 1.
- 2.
- 3.

**Principal**

**Place: Bengaluru. date:**