

**CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY
KANPUR**



**CV RAMAN MINOR RESEARCH
PROJECTS
2021**

To
The Registrar/Finance Officer
CSJM University, Kanpur
Dear Sir/Madam,

Research & Development committee proposes budget for CV Raman minor research project.

Sir/Madam

For augmenting research and development, the research & Development Cell of the University is proposing major research driven initiative of CV Raman Minor research project scheme. The approximate annual budget for this activity is Rs. 45,00,000/-.

The detailed budget component and justifications along with proforma of CV Raman minor research projects is appended below. Please like to approve the proposed budget for conducting research activities.

Submitted for approval.

Research & Development Cell

1) Budget proposal for initiation of CV Raman minor research projects in various faculties of the University are proposed.

The budget for CV Raman minor research projects is proposed for Faculty of Arts, Agriculture, Business management, Commerce, Education & training, Engineering & Technology, Medicine, Life Sciences and Sciences.

Research proposal from faculty members will be called and would be reviewed by the expert committee constituted by the Vice Chancellor for the purpose after initial screening.

The principal investigator would be called for presentation for the projects that are screened. The proposals of high quality only would be considered for funding.

The University reserves the rights for granting/rejecting proposals on the grounds of research merit. The University also reserves the rights to terminate the scheme or individual project when no satisfactory progress would be observed.

S.No.	Budget head	Number	Unit rate in rupees	Total (in Rupees)
1.	CV Raman minor research projects (Faculty of Arts, Agriculture, Business management, Commerce, Education & training, Engineering & Technology, Medicine, Life Sciences and Sciences)	45	1,00,000/-	45,00,000/-
	Total			45,00,000/-

**GENERAL TERMS & CONDITIONS FOR CV RAMAN MINOR PROJECT
SCHEMES**

GRANT AMOUNT: The CSJM University will pay the total grant amount specified in the Reporting & Payment Schedule below. No change in budget cost category is permitted.

REPORTING & PAYMENT SCHEDULE: Payments are subject to compliance of Principal investigator with this agreement, including his/her achievements, and the CSJM University's approval, of any applicable targets, milestones, and reporting deliverables required under this Agreement. The CSJM University may, in its reasonable discretion, modify payment dates or amounts and will notify the principal investigator of any such changes in writing.

REPORTING: The Principal investigator will submit reports according to the Reporting Schedule using the CSJM University's templates or forms, which the CSJM University will make available to the principal investigator and which may be modified from time to time. For a progress or final report to be considered satisfactory, it must demonstrate meaningful progress against the targets or milestones for that investment period. If meaningful progress has not been made, the report should explain why not and what adjustments the principal investigator are making to get back on track. Please notify the CSJM University if the principal investigator needs to add or modify any targets or milestones. The CSJM University must approve any such changes in writing. The principal investigator agrees to submit other reports the CSJM University may reasonably request.

PROJECT DESCRIPTION: The CSJM University is awarding this CV Raman grant to carry out the project. The principal investigator may not use funds provided under this grant for any purpose other than the Project. The principal investigator may not use Grant Funds to reimburse any expenses he/she incurred, prior to the Start Date. At the CSJM University's request, the principal investigator will repay any portion of Grant Funds and/or Income used or committed in material breach of this Agreement, as determined by the CSJM University in its discretion.

“Funded Developments” means the products, services, processes, technologies, materials, software, data, other innovations, and intellectual property resulting from the Project (including modifications, improvements, and further developments to Background Technology). “Background Technology” means any and all products, services, processes, technologies, materials, software, data, other innovations, and intellectual property created by the principal investigator or a third party prior to or outside of the Project used as part of the Project.

PUBLICATION: If the Project description specifies Publication or Publication is otherwise requested by the CSJM University, the principal investigator will seek prompt Publication of any Funded Developments consisting of data and results. “Publication” means publication in a peer-reviewed journal or other method of public dissemination specified in the Project description or otherwise approved by the CSJM University in writing. Publication may be delayed for a reasonable period for the sole purpose of seeking patent protection, provided the patent application is drafted, filed, and managed.

INTELLECTUAL PROPERTY REPORTING: The principal investigator will submit annual intellectual property reports relating to the Funded Developments, Background Technology, and any related agreements using the CSJM University's templates or forms, which the CSJM University may modify from time to time.

RESPONSIBILITY: The principal investigator is responsible for all activities related to the project.

ANTI-TERRORISM: The principal investigator will not use funds provided under this Agreement, directly or indirectly, in support of activities (a) prohibited by laws related to combating terrorism

ANTI-CORRUPTION AND ANTI-BRIBERY: The principal investigator will not offer or provide money, gifts, or any other things of value directly or indirectly to anyone in order to improperly influence any act or decision relating to the CSJM University or the Project, including by assisting any party to secure an improper advantage.

LOBBYING AND ELECTIONEERING PROHIBITION: The principal investigator may not use Grant Funds to influence the outcome of any election for public office or to carry on any voter registration drive. The principal investigator should acknowledge that the CSJM University has not earmarked Grant Funds to support lobbying activities or to otherwise support attempts to influence legislation.

COMPLIANCE WITH LAWS: In carrying out the Project, the principal investigator will comply with all applicable laws, regulations, and rules and will not infringe, misappropriate, or violate the intellectual property, privacy, or publicity rights of any third party.

RELIANCE: The principal investigator should acknowledge that the CSJM University is relying on the information, the principal investigator provides in reports and during the course of any due diligence conducted prior to the Start Date and during the term of this Agreement. The principal investigator should represent that the CSJM University may continue to rely on this information and on any additional information the principal investigator provides, regarding activities, progress, and funded developments.

TERM: This Agreement commences on the start date and continues until the end date, unless terminated earlier as notified. The CSJM University, in its discretion, may approve in writing any request by the principal investigator for a no-cost extension, including amending the End Date and adjusting any affected reporting requirements.

TERMINATION: The CSJM University may modify, suspend, or discontinue any payment of Grant Funds or terminate this Agreement if:

- (a) the CSJM University is not reasonably satisfied with Your progress on the Project;
- (b) there are significant changes to Your leadership or other factors that the CSJM University reasonably believes may threaten the Project's success;
- (c) there is a change in Your control;
- (d) You fail to comply with this Agreement.

RETURN OF FUNDS: Any Grant Funds that have not been used for, or committed to, the Project upon expiration or termination of this Agreement must be returned promptly to the CSJM University.

RECORD KEEPING: The principal investigator will maintain complete and accurate accounting records and copies of any reports submitted to the CSJM University relating to the

Project. The principal investigator will retain such records and reports for 4 years after Grant Funds have been fully spent. At the CSJM University's request, the principal investigator will make such records and reports available to enable the CSJM University to monitor and evaluate how Grant Funds have been used or committed.

RESEARCH PROPOSAL
for the grant of
CV RAMAN MINOR RESEARCH
PROJECTS

Chhatrapati Shahu Ji Maharaj University, Kanpur has aimed to accelerate the Research and Development through igniting cutting edge Researches in various disciplines and inviting *Research Proposals* on themes available on the website (main.csjmu-research.in/) for the grant of *Minor Research Projects* during the current academic year i.e., 2021-22. The present scheme is introduced to promote and encourage Research Culture among teachers so as to equip them to take up challenging research activities in future career

THE PROPOSAL SHOULD REACH THE
UNIVERSITY ON OR BEFORE 21st AUGUST, 2021

GUIDLINES FOR RESEARCH PROPOSALS
FOR
CV RAMAN MINOR RESEARCH
PROJECTS

General Instruction:

The Minor Research Proposal should be prepared strictly according to the format given in

ANNEXURE – I

The following documents should be enclosed with the proposal.

-*Brief Bio-Data* (**ANNEXURE – II**) along with the appointment letter

-*Endorsement* (**ANNEXURE – III**) from the Head of the Dept. / College/ Institute on the official letter head.

-If facilities from *Collaborating Laboratories/ Organizations* are to be used, then a *Letter of Consent* from the Head of that institution/ organization allowing the use of such facilities

-*List of Publications* (Papers & Books published / accepted) during last five years)

Guidelines for Writing Project Proposal:

- 1) The Project Proposal should have a *Brief Title* not exceeding two-lines to clearly indicate its subject & aim. The introduction of the proposed research work must cover the Origin of Research Problem, Interdisciplinary Relevance, and Review of Research & Development in the subject.
- 2) Provide comprehensive background information about the project.
- 3) Review the published work in the area with appropriate references from National or International journals. site the major references most pertinent to the subject and justification to carry out the work in the light of the background information.
- 4) The rationale behind carrying out the project should be clearly written as the justification for carrying out the proposed research. It should logically explain the reasons for carrying out the research work and explain how it will further add to our knowledge in the respective field or result in further application.
- 5) Research work should not be repetitive of similar work done earlier either by the investigator or by any other person.
- 6) Briefly describe the proposed Plan of Work. Describe in general the Techniques to be used.
- 7) Give Details of Infrastructural Facilities like Water & Electricity, Laboratory Space, Equipments, Library, Administrative and Secretarial support, ICT Facilities, Computation and Documentation Facilities etc.
- 8) Give details of the facilities available in the laboratory/ organization to carry out the research work. Give details of Special Laboratory Facilities and any other such facility (please specify)
- 9) List the facilities that will be extended to the investigator by the implementing institution with details of available equipments and accessories to be utilized for the projects with Name of Equipment, Model and Make, Mention whether it is available with investigator or available in the Department or available elsewhere in the Institution or in the region with Collaborating Institutions.
- 10) If facilities from some other laboratories are to be used, mention the type of facilities and the name of the Collaborating institution where these will be available.

11)The investigator should write a brief conclusion of the project stating how completion of the project will enhance the understanding of the concerned subject and whether it will lead to any applications in the future.

12) Mention about collaborations (Research institution/Industry), if intended.

Guidelines for Preparing Budgets:

The Budget should be prepared for different heads of expenditure such as:

1.Consumables and Chemicals with information about their approximate costs.

2.Equipment's: Request for small equipment's may be considered depending on its necessity and non-availability in the department/institute. (Purchased of major equipment's will not be considered).

3.Other expenditure such as Contingency and Local Travel, if needed, may be considered.

The date of commencement of the Project will start from the date on which the University approves the Projects.

The Investigator/s will be governed by the rules and regulations of the CSJM University/ College and will be under administrative control of the University/ College for the duration of the Project.

The Investigator shall complete the project within the stipulated period of one year. Head of the Departments/Institutions/Principal of the college will monitor the project and in case of failure to complaint the Research Project, University may issue the closure notice for the project. If any scientific misconduct is observed, University may ask for the refund of the amount utilized as project grant.

Project must be confined to specific research areas so as the study gets completed within the Granted Time Period.

FINAL PROGRESS REPORT, GRANT UTILIZATION CERTIFICATE, STATEMENT OF EXPENDITURE MUST BE SUBMITTED TO THE UNIVERSITY BEFORE 31ST MARCH AND FINAL PROJECT REPORT MUST BE SUBMITTED BEFORE 31ST MAY OF THE ACADEMIC YEAR. IN CASE ACCOUNT OFFICER IS VERIFYING THE UC/SE, AN UNDERTAKING FOR THE SAME SHOULD BE SUBMITTED THROUGH THE PRINCIPAL.

Important Note:

The scheme welcomes proposals with innovations & new technologies which can be patented or the technology can be transferred. The thematic areas such as development on cross-sectoral areas such as health, communicable and emerging infectious diseases, environmental management, climate change adaptation and mitigation measures, agricultural technologies, alternative energy, biodiversity, food processing, advanced materials for development of value-added products, various societal upliftment aspects, social issues are invited (for details please visit main.csjmu-research.in)

After completion of the Research Project, Principal Investigator should submit **TWO COPIES** of the report with a **soft copy** to research@csjmu.ac.in

And in hard copy to

The Dean,

Research & Development

Chhatrapati Shahu Ji Maharaj University

Kalyanpur, Kanpur

Principal Investigators will be invited to give presentation of the completed projects before the Expert Committee.

Quality Research Projects recommended by the Expert Committee may be further promoted by the University.

Researchers will be encouraged to publish their work in reputed indexed National/ International Journals.

It is mandatory to put one page synopsis of the sanctioned Research Project on Institution's Web site.

The Quality MRPs preferably incorporating Applied Research encouraging young researchers should be forwarded

Upper Limit of the Project Proposal outlay should be up to Rs 1.0 Lakh for a period of one year, however University reserves the rights for increasing/decreasing budgets based on project proposals.

No Infrastructural Facilities or Instruments will be granted in the MRPs, however in case of Special Considerations prior permission from the University would be required.

Projects will be scrutinized in University by the Expert Committee

Final Decision to Grant MRPs will be taken by APEX COMMITTEE constituted by the Vice Chancellor with representatives from Industry and Academia

Project Submission:

The **Four Copies** of the Research Proposal (**ANNEXURE – I, II and III**) and soft copy (research@csjmu.ac.in) along with the above documents should be sent through **PROPER CHANNEL** (through Head of the Department/ Director / Principal of the college / Institute) marking the Envelop with Title of the Project, Subject, Name of PI, Name of the College, Mail ID and Mobile No of PI (Through Inward Section of the University) to:

The Dean,
Research & Development
Chhatrapati Shahu Ji Maharaj
University
Kalyanpur, Kanpur
208024

Note: Incomplete projects submissions may be summarily rejected. The University reserves the right to close the minor research project scheme without any prior information.

**FORMAT FOR SUBMISSION OF PROPOSAL FOR MINOR RESEARCH PROJECT
CV RAMAN MINOR RESEARCH PROJECT PROPOSAL**

In order to provide research support to faculty from CSJM University and affiliated colleges, this scheme of CV Raman Minor Research Project is introduced. Researchers will be encouraged, under the scheme, to pursue research of high standard in different frontier areas.

Application Format

PART – A : GENERAL INFORMATION			
1.	Basic Subject area of Research	:	
2.	Title of the Proposed Project	:	
3.	Name, Qualification and Designation of the Principal Investigator/Co-Investigator	:	
4.	Teaching and Research Experience of Principal Investigator	:	
5.	Name and address of the institution where the proposal will be executed	:	
6.	Whether the College / University is approved by the UGC	:	
7.	Details of Facilities provided/to be made available at the College / University	:	
8.	Have you ever applied before for Minor Research Project? If yes, give details	:	
9.	Whether the Project or part of Project is approved by the University for the Doctoral Degrees If Yes, give details	:	
10.	Details of the Research Project and research funding (Major/Minor) received in the past and/ongoing projects.	:	

PART – B : PROJECT DETAILS:															
1.	Details of the proposed project to be undertaken: (Attach additional Pages if required)														
	<p>Origin, Need and Objective of the Research Proposal</p> <p>Rationale for taking up the proposed project and its interdisciplinary relevance</p> <p>Review of Research and Development in the field</p> <p>Relevance to social benefit by this R&D in the proposed area</p> <p>Work plan (including Detailed Methodology and Time Schedule)</p> <p>Expected Results, Conclusion and Future plans</p>														
2.	Collaboration for the proposed project (if any)														
3.	Details of financial requirements with justification														
	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Head</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Consumables and Chemicals</td> </tr> <tr> <td>2.</td> <td>Equipments (minor)</td> </tr> <tr> <td>3.</td> <td>Travel</td> </tr> <tr> <td>4.</td> <td>Books</td> </tr> <tr> <td>5.</td> <td>Contingency</td> </tr> <tr> <td></td> <td style="text-align: right;">Total</td> </tr> </tbody> </table>	Sr. No.	Head	1.	Consumables and Chemicals	2.	Equipments (minor)	3.	Travel	4.	Books	5.	Contingency		Total
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1.	Consumables and Chemicals														
2.	Equipments (minor)														
3.	Travel														
4.	Books														
5.	Contingency														
	Total														
4.	Any other information in support of the proposed project														

PART C : Bio- Data and Endorsement	
	Detailed Bio-data of the Principal Investigator as per Annexure-II
	Statement from the Present Employer as per Annexure-III

Detailed Biodata

1. Name of the Applicant:

2. Mailing Address (Indicate Telephone, Fax E-mail, etc.)

3. Date of Birth:

4. Educational Qualification (Starting from Graduation onwards):

Sr.No.	Degree	University	Year	Subjects	Percentage
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5. A. Details of Professional Training and Research Experience, specifying period.

B. Details of Employment (past & present)

C. List of significant publications (Research Papers and Books) during last five Years (with details)

6. Professional recognition, awards, fellowships received:

7. Any other information.

Place & date:

Signature of the applicant

(Statement from the Employer)
(on official letterhead)

Certified that

- I. The University / College is approved under Section 2 (f) and 12- B of the UGC Act
- II. The institute welcomes participation of Prof. / Dr. / Mr. / Ms. _____, as the Principal Investigator in the Proposed Minor Research Project entitled _____.
And he / she will assume full responsibility for implementing the project.
- III. The above research project / part of project is not funded by any other funding agency.
- IV. The grant-in-aid received for the Research Project will be used to meet the expenditure of the project and the period for which the project has been sanctioned.
- V. Institute undertakes the financial and other management responsibilities of the Project and undertake to submit Grant Utilization Certificate and Project Report to the University.
- VI. The Institution will provide in-house equipments and basic infrastructure and other required facilities like administrative facilities to the investigator.

Seal of Institute

Signature
Head of Institute

**CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY
KANPUR**

**PROFORMA FOR SUBMISSION OF ANNUAL PROGRESS REPORTS OF
MINOR RESEARCH PROJECTS**

INSTRUCTIONS FOR SUBMISSION OF PROGRESS REPORT:

1. Project report should be neatly typed in single spacing with all details as per the enclosed format in not more than 10 pages (A4 size), Colored photographs (not more than 5) tables and graphs should be accommodated within the manuscript or should be enclosed with captions. Sketches and diagrammatic illustrations may also be given indicating stepwise details about the methodology followed in technology development/modulation, transfer and training. Documents/ manuals if any developed should also be enclosed with all technical details and techniques involved.

2. Three copies of the annual progress report should be submitted along with up-to-date statement of expenditure and utilization certificate in the prescribed format.

SUMMARY SHEET

1. TITLE OF THE PROJECT:
2. REFERENCE NO. OF SANCTION LETTER WITH DATE:
3. PI NAME & ORGANISATION:
(COMPLETE ADDRESS WITH TELEPHONE NO. FAX & EMAIL
DETAILS)
4. DATE OF START:
5. DATE OF COMPLETION:
6. TOTAL COST OF THE PROJECT:
7. TOTAL EXPENDITURE:
8. ASSETS DEVELOPED OR EQUIPMENTS ACQUIRED, IF ANY:
9. SUMMARY OF PROGRESS AGAINST APPROVED WORK-PLAN/TIME
SCHEDULE OF ACTIVITIES IN THE PROJECT:
10. ISSUES NEEDING ATTENTION:

B. DETAILED REPORT

(For the period from to)

1. INTRODUCTION:
2. APPROVED OBJECTIVES OF THE PROEJCT:
3. PROJECT AREA:
4. METHODOLOGY & SYSTEMS APPROACH:
5. TECHNOLOGY PACKAGE DEVELOPMENT/ NEW INNOVATIONS/ OBSERVATIONS:
8. OBJECTIVES ACHIEVED SO FAR:
9. WORK REMAINING TO BE DONE UNDER THE PROJECT:
10. AGENCIES/ INSTITUTIONS/ DEPT.'S LIKELY TO BE INTERESTED IN THE PROBLEM, METHODOLOGY, RESULTS, ETC.
11. CONSTRAINTS, IF ANY:

DATE:

SIGNATURE OF PI

FORM OF UTILIZATION CERTIFICATE

UTILIZATION CERTIFICATE FOR THE YEAR.....in respect of recurring/non-recurring

GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. CSJMU Minor Research Scheme
2. Whether recurring or non-recurring grants
 - i) Grant Received:
 - ii) Unadjusted advances:
 - iii) Total:

Component wise utilization of grants :

Grant-in-aid-General	Grant-in-aid-salary	Grant-in-aid-creation of capital assets	Total
<ol style="list-style-type: none">1. Consumables -2. Travel -3. Field testing, demo/training expenses (if applicable) -4. Contingencies/other costs -5. Institutional overheads -6. Any other item -		<ol style="list-style-type: none">1. Permanent equipment2. Construction of work shed /structures3. Fabrication of prototype equipment	

Details of grants position at the end of the year

- (i) Grant received
- (ii) Unadjusted Advances
- (iii) Total

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose which it was sanctioned :

- i. The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- ii. There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- iii. To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- iv. The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- v. The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- vi. The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- vii. It has been ensured that the physical and financial performance under.....(name of the scheme) has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure-I duly enclosed.
- viii. The utilization of the fund resulted in outcomes given at Annexure-II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications)
- ix. Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure-II(to be formulated by the Ministry/Department concerned as per their requirements/specifications)

Date:

Place:

Signature

Name.....

Chief Finance Officer
(Head of the Finance)

Signature

Name.....

Head of the Organization

Signature

Name.....

Principal Investigator

(Strike out inapplicable terms)

REQUEST FOR ANNUAL INSTALMENT WITH UP-TO-DATE STATEMENT OF EXPENDITURE

(Year Means Financial Year i.e. 1st April to 31st March of next year)

- | | |
|--|--|
| 1. Sanction Letter No. _

2. Total Project Cost Rs. _
3. Sanctioned/ Revised project cost Rs. _

4. Date of Commencement of of Project _

5. Statement of Expenditure | 6. Grant Received in each year:

a. 1 st year Rs. _

b. Interest, Rs. _
if any

c. Total Rs. _ |
|--|--|

Sl. NO.	HEADS OF EXPENDITURE AS PER SANCTION ORDER	AMOUNT ALLOCATED/ SANCTIONED	Expenditure YEAR FROM DATE OF START () TO MARCH 31_	TOTAL EXPEN DIURE
(i)	(ii)	(iii)	(iv)	(v)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
	Total			

Funds released so far: _____
 Date of start of project: _____
 Date of Completion: _____

Signature of PI	Signature and Seal of Head of organization	Signature & Seal of Chartered Accountant
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* or till date of completion

Note:

1. Expenditure under the sanctioned heads, at any point of time, should not exceed funds allocated under that head, without prior approval of CSJMU, i.e. Figures in Column (v) should not exceed corresponding figures in Column (iii)
2. Utilisation Certificate for each financial year ending 31st March has to be enclosed, unutilized amount should be refunded to the University.