

SYNOD COLLEGE

GUIDELINES FOR PROVIDING GRANTS TO TEACHERS FOR IN-HOUSE RESEARCH PROJECTS

1. Introduction and Objectives

The college seeks to encourage and enable teachers from various streams to engage in research activities in order to make contributions to the existing body of research by providing them with financial assistance. This will contribute to the growth of knowledge domain of the teachers thereby contributing to the overall interest of the society in general and the students' community in particular.

2. Eligibility and Target Group

Synod College provides financial assistance to regular/permanent teachers (government sanctioned and college sanctioned) employed in the college who wish to undertake, along with teaching work, any research project(s) subject to the following eligibility criteria.

- I. A teacher whose service has been confirmed by the Management/state government or has served the college for at least two years can avail financial assistance under this grant.
- II. A teacher who is less than 59 years of age.
- III. A teacher can avail financial grant for only one project at any given time.
- IV. Two or more teachers may collaborate together for a project. One teacher can serve as the Principal Investigator and the others may assist the principal investigator as Co-investigator(s).

3. Nature of Assistance

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

In-house project in Arts, Sciences, Commerce and Computer Applications - ₹ 30,000 (Rupees thirty thousand) only (this amount is subject to revision as and when required).

Whenever, there is/are Co-investigator(s) in the project besides the Principal Investigator, the project will be sanctioned in the name of the Principal Investigator. However, the copy of the sanction should be given to the co-investigator(s) as well.

4. Procedure for applying and approval

The proposals in the prescribed format completed in all aspects will have to be submitted to the Coordinator along with a certification by the Chairperson of the Departmental Research Committee (DRC). Before making such recommendation, the project proposal has to be considered and passed by the DRC to be constituted by the Head of Department. Ordinarily the HOD shall be the chairperson the DRC with the rest of the faculty as members. However, in case the HOD is the applicant, the next senior most faculty in the Department shall be the

Chairperson of the DRC. The Chairperson of the DRC has to complete the entire process of considering and certification the research proposal within one month from the date of submission of a request by the teacher concerned.

The DRC in the Department of the Principal Investigator shall ordinarily be authorised to consider the project proposal and certify the same for the consideration of the IQAC in case the co-investigator(s) belonging to a department which is different from the department of the Principal investigator. The co-investigator(s) if belonging to a department different from the department of the Principal Investigator shall have to attend the DRC meeting when the joint proposal is taken for consideration.

The received proposals will then be assessed with the help of an expert committee constituted by the IQAC of the college. The final decision will be taken by the IQAC on the basis of recommendations made by the expert committee and the availability of funds under the scheme.

5. Procedure for Release of Grants

The first instalment of the grant shall comprise of 80 % of the total grant approved by the IQAC for the total duration of the project. The grant will be released to the concerned teacher. On receipt of Final Report, statement of expenditure and utilization certificate of 1st instalment of grant and the satisfactory report from the expert to be decided by the IQAC, the remaining 20% of the total grant will be released as second instalment. In the case of project proposal meant for the development of applications (in the case of the Department of Computer Applications), the second instalment shall be released on satisfactory development of the applications and submission of the statement of expenditure and utilization certificate.

A copy of the sanction orders for the release of both the first and second instalment shall be made by the Coordinator, IQAC to the Head of the Department(s) concerned for information.

6. Procedure for submission of the Research Report

The completed project report shall be submitted to the IQAC. The Coordinator, IQAC shall send the report for examination by an expert to be identified for the purpose.

7. Duration of the project

The duration for completion of the research project shall be one year from the date of its sanction. Extension in tenure is permissible only in special circumstances with due approval from the IQAC. Application for extension may be done one month prior to the end of the project period. Ordinarily, extension of 6 months will be allowed and a further extension can be granted only if necessitated by extra-ordinary situation to the satisfaction for approval by the IQAC.

A copy of the extension order shall also be served to the Head of the Department concerned for information.

8. Other general conditions

- I. It would be the responsibility of the Principal Investigator to ensure that there is total accountability of the project.
- II. If a teacher desires to avail another in-house project, the ongoing project would have to be completed first.
- III. Teachers availing financial grant for their research projects are encouraged to make paper presentation(s) in national/international seminar(s)/conference(s) based on their research project.
- IV. It is desirable that the Principal Investigator/and Co-investigator(s) should publish at least one paper in a reputed journal (UGC care-list) or publish in the form of a book/article in a book from the project completed.
- V. In cases where the Principal Investigator/Co-investigator discontinues his/her service in college and migrates to another institution, continuation of the project is permitted but acknowledgment should be given to the college whereby the current project has been done under the support and funding of the IQAC of Synod College.
- VI. If a Principal Investigator/and the Co-investigator(s) fails/fail to complete the project, the Principal investigator has to refund the entire amount released.
- VII. Whenever, there is/are Co-investigator(s) in the project besides the Principal Investigator, the papers to be presented in seminar(s)/conference(s) and publications arising out of the project shall be in the names of the Principal Investigator as the main author and the Co-investigator(s) as the joint author(s).

**GUIDELINES FOR THE PREPARATION OF THE IN -HOUSE
PROJECT PROPOSAL**

I. General

1. A4 paper should be used
2. Pages should be numbered consecutively and clearly
3. Font –
 - i. Times New Roman (12pt) with an exception of the sections titles (*Refer Part III. C*) which are to be typed in Times New Roman (13pt and in bold)
4. Margins:
 - i. Left-3cm Right-2.5cm Top-2.5cm Bottom-2.5cm
5. Line spacing – 1.5
6. Spacing between two sections – 3cm

II. Brief Details of the Project and the Details of the Principal Investigator

1. Broad Subject:
2. Duration (in months):
3. Principal Investigator details/and co-investigator(s) details
 - a. Name:
 - b. Date of Birth:
 - c. Contact information
 - i. Email id:
 - ii. Phone no.:
 - d. Department:
 - e. Highest Qualification:
 - f. Area of specialization:
 - g. Designation:
 - h. Research Experience:
 - i. Publications (Five more important publications):

III. Organization of the proposal

- A. Cover Page/Title Page
- B. Summary (within 500 words)
- C. Description of the proposal is to be prepared according to the following sections
 1. Project Title
 2. Broad subject area and sub area (if any):
 3. Introduction
 4. Literature Review
 5. Statement of the problem
 6. Objectives

7. Significance
8. Methodology
9. Time Frame
10. Budget estimates
11. References
12. Appendices (if any)

N.B. The above sections of the proposals as outlined in III (C) are indicative in nature. Changes may be made according to the need of the discipline.

IV. Submission of Proposal

1. Two hard copies of the proposal will have to be submitted to the IQAC.
2. The proposal will have to be duly certified by the Chairperson of the DRC.
3. A copy of the approved/ sanction order will be given to the Head of Department for record keeping. The sanction order shall also be maintained by the Principal Investigator as well as the IQAC.

Format of the Title Page

<p><i>“Title of the project”</i></p> <p>An In-house project proposal</p> <p><i>submitted by</i></p> <p><Principal Investigator’s name along with the co-investigator(s)’ name(s) if there is/are any ></p> <p><i>of the</i></p> <p>Department of <Fill in></p> <p><i>to the</i></p> <p>IQAC, Synod College</p> <p><SYNOD COLLEGE LOGO></p> <p>Shillong</p> <p><Month and Year></p>
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**GUIDELINES FOR THE PREPARATION OF THE IN -HOUSE
PROJECT REPORT**

I. General

1. A4 paper should be used
2. Pages should be numbered consecutively and clearly
3. Font –
 - i. Times New Roman (12pt) with an exception of the sections titles which are to be typed in Times New Roman (13pt and in bold)
4. Margins:
 - i. Left-3cm Right-2.5cm Top-2.5cm Bottom-2.5cm
5. Line spacing – 1.5
6. Spacing between two sections – 3cm
7. Two copies of the soft bound project report will have to be submitted to the IQAC.
8. The colour of the cover of the Report shall be in white colour.
9. The soft copy of the project report is to be submitted in a single PDF file for uploading in the College Website.
10. After the title page of the project report, there should be a declaration to be made by the principal Investigator and the co-investigator as provided in Annexure VIII
11. The Project Report shall be submitted along with information as provided in Annexure VI.

Format of the Cover page and Title Page

<p><i>“Title of the project”</i></p> <p>An In-house Project Report</p> <p><i>submitted by</i></p> <p><Principal Investigator’s name along with the co-investigator(s)’s name(s) if there is/are any></p> <p><i>of the</i></p> <p>Department of <Fill in></p> <p><i>to the</i></p> <p>IQAC, Synod College</p> <p><SYNOD COLLEGE LOGO></p> <p>Shillong</p> <p><Month and Year></p>
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SYNOD COLLEGE

Annexure III

ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT

Name _____

No.F. _____ 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
3. The date of implementation of the project is _____

Principal Investigator

Research Cell, Synod College

Annexure IV

**STATEMENT OF EXPENDITURE IN RESPECT OF MINOR
RESEARCH PROJECT**

1. Name of Principal Investigator _____
2. Department of PI _____
3. IQAC approval Letter No. and Date _____
4. Title of the Research Project _____
5. Effective date of starting the project _____
6. a. Period of Expenditure: From _____ to _____
b. Details of Expenditure _____

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

7. If as a result of check or audit objection some irregularly is noticed at later date, adjustments will have to be made to regularize the objected amounts.

8. It is certified that the grant of Rs. _____ (Rupees _____ only) received from the College under the scheme of support for In-House Project entitled _____ vide letter No. _____ dated _____ has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the College.

Principal Investigator

Annexure - V

SYNOD COLLEGE

UTILIZATION CERTIFICATE

Certified that the grant of Rs. _____

(Rupees _____

_____ only) received from IQAC, Synod College under the scheme of support _____ for _____ In-House Project entitled _____

vide letter No. _____ dated _____ has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the College.

**Signature of the
Principal Investigator**

Research Cell, Synod College

SYNOD COLLEGE

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(s) and Department(s) of the Principal Investigator and Co-investigator(s).....
.....
3. IQAC Approval Letter and Date.....
4. Date of Implementation.....
5. Tenure of the Project.....
6. Total Grant Allocated.....
7. Total Grant Received.....
8. Final Expenditure.....
9. Objectives of the Project.....
10. Whether Objectives were Achieved (Give Details).....
.....
11. Summary of the Findings (in 500 words)
.....
12. Contribution to the Society (give details)
.....
13. No. of Publications or other contributions out of the Project (Please attach copy)
14. Plagiarism Report (Please attach).....

Signature of the
Principal Investigator

SYNOD COLLEGE

ASSESSMENT CERTIFICATE
(To be submitted with the proposal)

It is certified that the proposal entitled
“ _____ ”

submitted by _____ (Dr./ Mr./Mrs.)
_____ Dept. of

_____ has been assessed by the Departmental Research
Committee (DRC) on the _____ consisting of the following
members for submission to the IQAC, Synod College for financial support
under the scheme of In-House Projects:

Members of the DRC:

- Names
- 1.
 - 2.
 - 3.
 - 4.

Chairperson of DRC
(Seal)

<Logo of the College>

Synod College, Shillong

Internal Quality Assurance Cell

DECLARATION

I/We....., hereby declare that the subject matter of this research project is the record of the work done by me/us, and that the contents of this research project are original and are not part of any other project/work done by me/us or any other researcher to the best of my/our knowledge, and that the research project has not been submitted by me/us for any research grants in any other organisation/institute.

I/We also declare that in case that I/we am/are liable for disciplinary and legal action if this declaration is found false and incorrect.

Place: Shillong
Date:

**Name and Signature of
the Principal
Investigator/ co-investigator (s)**