

GUIDELINES FOR RESEARCH PROJECTS

under

SCHOOL OF EDUCATION

**Pandit Madan Mohan Malavia National Mission on Teachers and Teaching,
MHRD, GoI**

at

Department of Education



**GURU NANAK DEV UNIVERSITY
AMRITSAR**

1. INTRODUCTION & OBJECTIVES

The Pandit Madan Mohan Malavia National Mission on Teachers and Teaching (PMMMNM TTT) School of Education (SoE) was established in 2016 as a project funded by the Ministry of Human Resource Development, Govt. of India. As the research in teacher education becomes increasingly interdisciplinary and collaborative, the SoE is essential for providing a platform for cross-disciplinary collaborations. SoE will be focusing on educational research for the resurgence of quality education as a whole through high quality training and research practices. The research project is an initiative of Centre for Curriculum research, policy and educational development established as part of the PMMMNM TTT, SoE. The research project proposed corresponds to its basic goal “to attract a wide range of research scholars and students to take up research related to Curriculum research, policy and educational development”.

2. ELIGIBILITY/TARGET GROUP:

The SOE at GNDU under the PMMMNM TTT, MHRD will provide financial assistance to Universities and Colleges permanent/regular, working teachers preferably who wish to undertake research projects along with teaching work.

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), the Principal Investigator should publish two papers in a reputed journal in the form of Books/Article from the said project completed and proper acknowledgment shall be made in the paper/publication about the financial assistance provided by School of Education, under PMMMNM TTT at Department of Education, Guru Nanak Dev University.

Colleges/Universities/ Institutions forwarding the proposal should have adequate research facilities. The Project should be on subjects related to teaching and training of teachers and its various dimensions.

Priority areas of research

- Development and effectiveness of E- Content
- Effectiveness of Reflective/innovative instructional strategies
- Professional development strategies and their effectiveness
- Any other area concerning Teacher Education with specific emphasis on students with different abilities, innovative practices of Educational Technology at various levels of Education.

3. NATURE OF ASSISTANCE:

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

- a. Research Project in Education - Rs. 3- 5 lac.

b. Books and Journals

The equipment as well as books & journals grants may be utilized to procure the essential equipments and books & journals needed for the proposed research work.

The equipments and books & journals acquired by the Principal Investigator under a Research Project must be deposited to School of Education at GNDU, Amritsar after the completion of the project which will be the institutional property of SOE at GNDU.

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) 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 to 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/College rules.

(d) Tenure and Implementation: 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 in Universities/colleges may submit their Research Proposal applications form in the prescribed Performa to the Project Coordinator, School of Education, PMMMNMTT at Department of Education, Guru Nanak Dev University, Amritsar, Punjab, India-143001 and also may send advance copy on e-mail PMMMNMTTgndu@gmail.com.

5. PROCEDURE FOR APPROVAL

The received proposals duly forwarded by the Universities/Colleges will be assessed with the help of a subject expert committee constituted by the VC. The final decision will be taken by the department of education, GNDU on the basis of recommendations made by the Committee constituted for the purpose and the availability of funds under the scheme.

6. PROCEDURE FOR RELEASE OF GRANTS

The first installment of the grant shall comprise of 100% of the Non – Recurring and 50% of the total Recurring grant approved by the SOE, PMMMNMTT at Department of Education, GNDU for the total duration of the project. The grant will be released to the PI through Principal of the College/ Registrar of the University/Head of the Institution. On receipt of Annual Progress Report, statement of expenditure and utilization certificate of 1st installment of grant, Review of the Report by a committee constituted by Project Director, the 40% of the total recurring grant will be released as second installment. 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 and the Principal Investigator
3. A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by Govt. Internal Auditor/ Chartered Accountant/Registrar/Principal/ Head of the Institution as well as the Principal Investigator in the prescribed proforma.
4. The unutilized grant if any, may be refunded immediately through demand draft drawn in favour of Registrar,GNDU, Amritsar.

The Principal Investigators/Institutions are expected to settle the accounts immediately on 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 Research projects the names of the selected PIs will be posted on GNDU website under SOE. The PIs should check their names and send their acceptance certificate duly forwarded by the Registrars/ Principal of the institutions immediately to SOE, Under PMMMNMTT at Department of Education, GNDU to send the approval/sanction letters.

- Project is not transferable in any case.
- If a Principal Investigator fails to complete the project, he/she shall refund the entire amount released with penal interest.
- No extension in tenure is permissible in any circumstances.

For further queries contact:

Project coordinator,

Prof. Amit Kauts,

e-mail: kautsamit@gmail.com

Mob. No.: 9815222084

SCHOOL OF EDUCATION, PMMMNMTT (MHRD)
at
GURU NANAK DEV UNIVERSITY, AMRITSAR
FORMAT FOR SUBMISSION OF PROPOSAL FOR
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. Category:(GEN/SC/ST/OBC)
 - v. Qualification:
 - vi. Designation:
 - vii. 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. Whether the College is permanent affiliated to the university and approved under Section 2 (f) and 12 B of the UGC Act? Yes/No
7. 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 and books published and/or accepted during last five years)

PART – B

Proposed Research Work

- (i) Project Title
- (ii) Introduction
- (iii) Objectives
- (iv) Financial Assistance required
- (v) Methodology
- (vi) Half yearly Plan of work and targets to be achieved.

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
vii.	Total:

(Format: A4 sheet, 12 font, spacing 1.5, times new roman, heading bold, name of the principal/investigator as right aligned header, maximum number of pages 10 to 15.)

10. Whether the teacher has received support for the research project from any agency 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
11. Details of the project completed or ongoing.
12. Any other information which the teacher may like to give in support of this proposal

To certify that:

- a. The College is permanently affiliated and approved under Section 2(f) and 12(B) of the UGC Act and is fit to receive grants from the UGC.
- b. General physical facilities, such as furniture/space etc., are available in the Department/College.
- c. I shall abide by the rules governing the scheme in case assistance is provided to me from the GNDU for the above project.
- d. I shall complete the project within the stipulated period. If I fail to do so and if the GNDU is not satisfied with the progress of the research project, the University may terminate the project immediately and ask for the refund of the entire amount (with interest) released by the GNDU.
- e. The above research Project is not funded by any other agency.

Signature of Principal Investigator Registrar/ Principal/

Head of the Institution
(Seal)

SCHOOL OF EDUCATION, PMMMNMTT (MHRD)
at
DEPARTMENT OF EDUCATION, GNDU, AMRITSAR
RESEARCH PROJECT 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 and University/College/Institution.
3. At present, I have no research project approved by GNDU and the accounts for the previous project, if any have been settled.
4. The College/University is fit to receive financial assistance from GNDU and is included in the list of Section 2(f) & 12 (B) prepared by the UGC.
5. 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.
6. (i) His/her date of birth is _____
(ii) Age _____
7. The date of implementation of the project is _____

Principal Investigator

Registrar/ Principal
University/ College: _____

Date: _____

(Seal)

SCHOOL OF EDUCATION, PMMMNMTT (MHRD)
at
DEPARTMENT OF EDUCATION, GNDU, AMRITSAR
STATEMENT OF EXPENDITURE IN RESPECT OF RESEARCH PROJECT

1. Name of Principal Investigator _____
2. Deptt. of PI _____
Name of College _____
3. GNDU 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)
1	Books & Journals		
2	Equipment		
3	Contingency including special needs		
4	Field work/travel (give details in the proforma)		
5	Hiring services		

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 GNDU under the scheme of PMMMNMTT, Research Project entitled _____ vide GNDU 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 GNDU.

SIGNATURE OF PI

REGISTRAR/PRINCIPAL
(SEAL)

SCHOOL OF EDUCATION, PMMMNMTT (MHRD)
at
DEPARTMENT OF EDUCATION, GNDU, AMRITSAR
STATEMENT OF EXPENDITURE INCURRED ON FIELD WORK

Name of the Principal Investigator:

Name of the place visitor	Duration of the visit		Mode of journey	Expenditure incurred(Rs)
	From	To		

Certified that the above expenditure is in accordance with the norms for Major Research Projects of SOE, PMMMNMTT, Department of Education, GNDU

SIGNATURE OF PRINCIPAL INVESTIGATOR

REGISTRAR/PRINCIPAL
(Seal)

**SCHOOL OF EDUCATION, PMMMNMTT (MHRD)
at
DEPARTMENT OF EDUCATION, GNDU, AMRITSAR**

(AS PER GFR 2017)

Utilization certificate

Certified that an amount of Rs _____ has been utilized from the grant of
Rs _____ (Rupees _____ only)
received from the GNDU under the SOE, PMMMNMTT, MHRD against
support for Research Project
entitled _____

vide SOE, PMMMNMTT, Department Of Education, GNDU letter No.F-----dated-----
----- for the purpose for which it was sanctioned and in accordance with the terms and conditions laid
down by the Department Of Education, GNDU.

The unspent balance amount of Rs _____ has been remitted back to the University Bank account
vide chalan No _____ dated _____

**SIGNATURE OF THE
PRINCIPAL INVESTIGATOR**

PRINCIPAL

**STATUTORY
AUDITOR**

(Seal)

(Seal)

(Seal)

**SCHOOL OF EDUCATION, PMMMNMTT (MHRD)
at
DEPARTMENT OF EDUCATION, GNDU, AMRITSAR**

Annual/Final Report of the work done on the Minor Research Project. (Report to be submitted within 6 weeks after completion of 7 months)

1. Project report No. 1st/Final _____
2. Reference No.F. _____
3. Period of report: from _____ to _____
4. Title of research project _____
5. (a) Name of the Principal Investigator _____
(b) Deptt. _____
(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
 - iv. Please enclose a summary of the findings of the study. One bound copy of the final report of work done may also be sent to the SOE at Department Of Education, GNDU
 - v. Any other information

**SIGNATURE OF
THE PI REGISTRAR/
PRINCIPAL (Seal)**

SCHOOL OF EDUCATION, PMMMNMTT (MHRD)
at
DEPARTMENT OF EDUCATION, GNDU, AMRITSAR

**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. DEPARTMENT OF EDUCATION (GNDU) 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)

(PRINCIPAL INVESTIGATOR) (REGISTRAR/ PRINCIPAL)

(Seal)