

Guidelines for Minor Research Projects

1. Introduction

The vision of the Centre of Research, IITE is to Inculcate and sustain zeal and passion among research scholars and faculty members to engage into community centred research with significant social, psychological and philosophical importance. Centre of Research, IITE provides funding to Indian Scholars to conduct research in the given thrust areas.

2. Theme of the research projects

- New roles of Contemporary teachers
- Art and Science of nurturing gifted children
- Art and science of care of the weak and of those who are psychologically and physically challenged
- Special problems of childhood, adolescence and youth
- Philosophy and psychology of education in the light of Indian pedagogy and contemporary development

3. Duration

The Centre of Research, IITE will award minor research projects up to the budget of 5 lakh rupees and duration of the project is 12 months.

4. Eligibility

4.1 Professional social scientists who are employed or retired as faculty in a UGC (University Grants Commission) recognized Indian university/deemed university/colleges and possessing a Ph.D. and demonstrable research experience through publications of books/research papers/reports are eligible to apply. Both the Project Investigator and Co- Investigator must possess a Ph.D. degree and a proven track record of high quality research as evidenced by past studies, publications and their academic background. The condition of Ph.D. for a Co-Investigator can be relaxed if he/she has cleared UGC-NET examination in Education.

OR

4.2 Institutes of national importance as defined by the Ministry of Education (MoE) / UGC recognized Indian universities / deemed universities under 12 B etc. are eligible to apply. However, other registered organisations with established research and academic standing may collaborate with any of the above mentioned institutions for implementation of the study and may form a joint team consisting of Project

Investigator, Co-Project Investigator/s etc. Such collaborations have to be clearly stated in application itself.

4.3 Individual scholars can apply for two projects at a time. However, in case both projects are selected, the applicant will be required to choose only one project. Institutes having good research infrastructure and resources may affiliate a number of Project Investigators.

5. How to Apply

5.1 The applicants shall submit an application which includes the Research Proposal as per the given format with all necessary annexures duly forwarded by the competent authorities of the university/college/institute.

5.2 Research proposals and final reports should either be in English or Gujarati.

6. Procedure for Awards

Applications are scrutinised by the Screening Committee in respect of eligibility. Eligible applications are then examined by the Expert Committee. Shortlisted applicants will be called for interaction/presentation at Indian Institute of Teacher Education. After the presentation and interaction the committee will declare the final list of selected candidates.

7. Budget Estimates

7.1 The budget estimates for these proposals are to be prepared on the basis of the format given in the guidelines. The Institute/group of scholars will propose the budget subject to the following broad expenditure sub-heads. Those Project Investigator would like to work without Research Personnel, especially under Minor Research Project would apply separately. For that, the limits of expenditure, duly approved by the Expert Committee will be separately indicated in the sanction letter.

S.No.	Heads of Expenditure	Value
1	Research Staff : Full time/Part-time/Hired Services Research Associate, Research Assistant, Field Surveyor	Not exceeding 45% of the total budget.
2	Fieldwork: Travel/Logistics/Boarding, Survey Preparation or Consultancy etc.	Not exceeding 35%
3	Equipment and Study material: Computer, Printer, Source Material, Books, Journals, Software, Data Sets etc.	Not exceeding 10%

4	Contingency:	Not exceeding 5%
5	Publication of Report	App. 5%*
	TOTAL	IITE will finally make it 100%
6.	Institutional Overheads (over and above the total cost of the project)	Affiliating Institutional overheads @ 5% of the approved budget.

**The allocation for publication amount will be retained by the IITE*

7.2 Project staff could be engaged by the Project Investigator on a full/ Part-time basis during the research work and the duration/consolidated monthly emoluments of their employment may be decided by the Project Investigator within the limits of the sanctioned financial allocation.

7.3 The Institution may re-appropriate expenditure from one head to another (except publication of report) subject to a maximum of 5 to 7 % with the prior approval of IITE. Beyond that, detailed budget will have to be submitted with sufficient reasons for the approval of the IITE.

7.4 Selection of Research Staff should be done through an advertisement and a selection committee consisting of (1) Project Investigator; (2) One outside Expert (other than the institute where the project is located); (3) a nominee of the Vice Chancellor/Head of the Institution and (4) Dean of the faculty or Head of the Department of the Project Investigator duly approved by the competent authority.

7.5. For all field work related expenses of Project Investigator, Co-Project Investigators and project personnel, rules of affiliating institutes/universities shall be followed.

7.6 All equipment and books purchased out of the project fund shall be the property of the affiliating institution. However, IITE may ask for books or/and equipment if it so requires.

7.7 The scholar should acknowledge the support of IITE in all publications in English, Hindi or Gujarati only resulting from the programme output (Research Paper, Articles in edited Books, Articles, Reports, etc.) and should submit a copy of the same to the IITE during the course or even after completion. Papers published in Conference/Seminar proceedings will not be considered as they are not peer reviewed. However, proceedings published by Scopus indexed publishers like Springer/Routledge/Elsevier or UGC care listed journals and peer reviewed journals can be considered.

8. Joining and Release of Grants

8.1 The Project Investigator has to join the project within one week of the award letter. For this the scholar has to submit an 'undertaking' on an Rs.100 stamp paper, declaration on an Rs.100 stamp paper, date of commencement of the study and grant-in-aid bill towards the first instalment. This period can be extended only in exceptional circumstances up to a maximum of three weeks by the IITE.

8.2 The grant for research project will be released in instalments as indicated in the Sanction Letter.

a) The first instalment (25%) is released after completing necessary formalities of joining by the Project Investigator.

b) The second instalment (25%) is released after receiving a satisfactory three months Progress Report, simple statement of account of first instalment along with grant-in-aid bill towards the second instalment.

c) The third instalment (20%) will be released after receiving second Progress Report (depending on the duration of the project), simple statement of accounts of the second instalment along with grant-in-aid bill towards the third instalment.

d) The fourth instalment (15%) will be released after receiving book length Final Report in soft copy (both word and PDF format), Executive Summary of Final Report in soft copy (both word and PDF format), 500 words abstract of the Final Report in soft copy, research papers published in peer reviewed journals duly acknowledging IITE, similarity index score sheet, simple statement of accounts of third instalment along with grant-in-aid bill towards the fourth instalment. Project Investigator is required to submit hard copies of the Final Report only after the confirmation from the IITE after incorporating the suggested changes.

e) The publication grant (5-6 %) will be retained by the IITE & will be spent by the IITE Publication Department.

f) Final instalment (10%) will be issued after receipt of recommendation of the expert for acceptance of the Final Report, Audited statement of accounts (AC) in prescribed format with utilization certificate (UC) for the entire approved project amount duly signed by the Finance Officer/Registrar/Director of the affiliating Institution, verification of all documents and decision on retaining of equipment and books etc. The institutions of which the accounts are not audited by CAG/AG, their utilisation certificate will be signed by the Finance Officer and a chartered accountant.

8.3 The Overhead Charges to the affiliating institution will be released after the Final Report has been accepted and documents verified by the IITE. The IITE reserves the right to change the affiliation if it is found that the affiliating institute is not co-operating with the scholar and it is not facilitating timely completion of the study.

8.4 The Project Investigator will ensure that the expenditure incurred by him conforms to the approved budget heads and relevant rules. Audited Statement of accounts with Utilization Certificate is for the entire project amount approved for the project.

8.5 The date of commencement of project will be the date of issue of the sanction order.

9. Monitoring of Research Projects

9.1 Research undertaken by a Project Investigator will be reviewed through the submission of periodic progress reports in the prescribed format and the project may be discontinued/terminated if research progress is found unsatisfactory or any IITE rules are violated.

9.2 During the course of the project, the scholars are required to publish at least one research papers in peer reviewed high quality journals (such as Scopus, UGC Care list etc.) related to the theme of the research project while duly acknowledging IITE's support for the research and publication. IITE expects the Project Investigator to submit a final report of very high quality which is worth publishing by a reputed publisher. Depending upon the recommendation for publication of Final Report as a book/monograph, with suggested modifications or improvements, the IITE will have first right to publish under its rules and policy.

9.3 Acknowledgement – The scholars should acknowledge IITE while getting their research paper published. The acknowledgement should mention “The scholar namely _____ is the awardee of Research Project funded by Centre of Research, Indian Institute of Teacher Education under the Namo Matrubhumi Mission Shardam Projects. This book/paper is largely an outcome of the Research Project sponsored by the Indian Institute of Teacher Education (IITE). However, the responsibility for the facts stated, opinions expressed, and the conclusions drawn is entirely that of the author”. If there is a different policy at the end of the publishers, pre-publication acknowledgement may be sent to IITE for approval.

9.4 All project related queries will be addressed to the Project Investigator/ Affiliating Institution for their timely reply.

9.5 The IITE may, at any time ask for verification of accounts and other relevant documents related to the Project.

9.6 Mid Term Appraisal of Research Programme: The IITE may hold a mid-term review of a research project through a team of experts.

9.7 Final report submitted by the Project Investigator is mandatorily evaluated by an Expert appointed by the IITE before considering the release of the final instalment.

9.8 As per the directions of the Government of Gujarat the amount of grant sanctioned is to be utilized within the duration of the project. Any amount of the grant remaining unspent shall be refunded to the IITE immediately after the expiry of the duration of the project. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned/or fails to submit the audited statement of expenditure within the stipulated period, the grantee will be required to refund the amount of the grant with interest thereon @ 10% per annum.

10. Completion of the Study

10.1 On completion of the study, the scholar should submit the following:

- a. Soft copy (s) of the final report in a publishable form (in both PDF and word format), abstract in 500 words (in both PDF and word format), Executive Summary of the final report in 5000 words (in both PDF and word format) along with plagiarism report check carried out by the Project Investigator.
- b. Project Investigator is required to submit hard copies of the Final Report only after the confirmation from the IITE post incorporating the suggested changes.
- c. After acceptance of the report by the IITE, the Project Investigator would be required to submit:
 - a) two hard copies of modified final report free from plagiarism;
 - b) ten copies of executive summary,
 - c) soft copy of final report (in both PDF and word format) in pen drive,
 - d) published research papers on the approved theme of research duly acknowledging IITE and
 - e) softcopies of (if any) Data Sets, along with well-defined definition of data and other important information for documentation.

10.2 IITE gets every report checked for plagiarism and the similarity report is also generated. As a policy IITE does not accept contents beyond 15 per cent on similarity index. Scholars are required to get their final report checked on their own for similarity index and attach a report of the same at the time of submission.

10.3 The scholar should acknowledge support of IITE that the project has been sponsored by the IITE, in all publications resulting from the project output (Research Paper, Books, Articles, Reports, etc.) and should submit a copy of the same to the IITE during the course of the study or even after its completion.

10.4 The final report submitted by the scholar will be considered as satisfactory only after final recommendation of acceptance by the expert appointed by the IITE.

11. Obligations of the Affiliating Institution

11.1 The affiliating institution is required to give an undertaking in the prescribed format contained in the Application Form to administer and manage the IITE grant.

11.2 It is also required to provide the requisite research infrastructure to the scholar and maintain proper accounts.

11.3 The affiliating institution will be under obligation to ensure submission of the final report and an Audited Statement of Accounts and Utilization Certificate duly certified by the Competent authority of the institution including the refund of any unspent balance.

11.4 The affiliating institution shall make suitable arrangements for preservation of data such as filled in schedules, tabulation sheets, manuscripts, reports, etc. relating to the study. The IITE reserves the right to demand raw data, or such parts of the study as it deems fit.

11.5 In case a scholar leaves /discontinues/dies during project before completion tenure, the affiliating institution shall immediately inform IITE, settle the accounts including the refund of any unspent balance within a year of submission.

11.6. The overhead charges shall be paid only after the completion of the project and on receipt of the final audited Statement of Accounts and Utilisation Certificate in prescribed formats.

12. Other Conditions

12.1 The duration of the project shall be a maximum period of one year including final report writing. In case of exceptional circumstances, an extension of six months can be granted by the IITE without any additional financial burden on being satisfied about the progress of the work including quality publication. Project Investigator is required to send a request at least three months prior to the completion for no-cost extension with a copy of the progress made, reason for the delay by justifying the extension. Retrospective extension will not be permitted.

12.2 The contingency grant may be utilized for stationery, computer typing related costs, specialised assistance such as data analysis, consultation for field trip etc. related to the research work.

12.3 No request for additional grant in excess of the sanctioned budget will be considered.

12.4 The Project Investigator shall be personally responsible for timely completion of the Project.

12.5 The Project proposal/final report cannot be submitted for the award of any University degree/diploma or funding by any Institution by any member of the project staff, including the Project Investigator.

12.6 Purchase of equipment/ assets for the research Project is permissible only if it is originally proposed and approved by the IITE and does not exceed the permissible amount and follows the rules of the affiliating institution.

12.7 The Project Investigator shall report to the IITE in case he /she makes any changes in the research design at any stage. No major change can be made therein without the prior approval of the IITE.

12.8 Regarding Transfer of a Project/Appointment of substitute Project Investigator:

a) On the request from a university/institute, the IITE may permit the appointment of a Substitute Project Investigator in exceptional circumstances.

b) The IITE may also appoint a Substitute Project Investigator if it is convinced that the original awardee of the Project will not be in a position to carry out the study successfully.

c) The IITE may transfer the place of the Project from one affiliating institution to another subject to submission of the following:

1. Satisfactory progress report (s);
2. No objection certificate from both previous and the new university/institute;
3. Audited statement of account and utilization certificate along with unspent balance, if any.

However, no transfer of programme/ Project Investigator should be requested in the last six months of the study.

d) Overhead charges will be apportioned proportionally among the institutes as per the grant released or as may be finally decided by the IITE.

e) In case of superannuation of Project Investigator and if the rules of the institution so require the transfer of the project to a serving faculty member may be done with prior approval of the IITE. The credit of Project shall belong to the original submitting Project Investigator.

12.9 The IITE reserves the right to reject any application without assigning any reason. It will not be responsible for any postal delays/loss.

12.10 Incomplete applications in any respect will not be considered.

12.11 The final authority related to the interpretation of the guidelines or any issue left is vested with the IITE.

12.12 While accepting Research Project from the IITE, an awardee should not accept any other fellowship or research project or regular financial benefit/assignment from any other institution.

12.13 Organising seminars/workshops from the project grant approved is not permissible.

12.14 The IITE reserves the right to change the affiliation if it is found that the affiliating institute is not co-operating with the scholar and it is not facilitating timely completion of the study.