

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

Copy of the Resolution No. 4 from the minutes of the meeting of the Executive Council of this University held on 23.05.2017.

4. Considered the recommendations of the Committee constituted by the Vice-Chancellor made in its meeting held on 02.01.2017 as per annexure 4(1-2) to examine the request of President, Kurukshetra University Teacher's Association for the reimbursement of amount of Rs.4500/- to be made on account of purchase of stationery out of University funds.

**RESOLVED THAT THE RECOMMENDATIONS OF
THE COMMITTEE AS ABOVE BE APPROVED.**

(Ref. Internal Audit)

Endst.No.AcM-4/EC-239th/17/ 7916 - 7925 Dated: 31.05.2017

Copy of the above is forwarded to the **A.R. (Internal Audit)** for information and necessary action with the request that the action taken on this Resolution may please be intimated to the undersigned within 10 days of the receipt of this extract.


Superintendent (Academic) 8/11/17

Kurukshetra University Kurukshetra

(Established by the State Legislature Act XII of 1956)

(A⁺ Grade, NAAC Accredited)

NOTIFICATION

It is hereby notified for all concerned that in terms of Executive Council Res. No. 4 dated 23.05.2017 a sum of ₹ 4,500/- (₹ four thousand five hundred only) per Regular Teacher in the University Teaching Departments/Institutes/Colleges (maintained on the campus) is required to be reimbursed for the expenses incurred by them out of their own pocket during the current financial year 2021-22 for the purchase of stationery & contingencies.

The amount of ₹ 4,500/- towards Teachers' contingency is to be paid on the basis of submission of an undertaking (Proforma at over-leaf) by the Teacher concerned, certifying therein that the said amount has been incurred for his/her own research work, out of his/her own pocket, during the financial year 2021-22.

Hence, all the regular eligible teachers are required to submit an undertaking for doing the needful.

The last date for submission of the undertaking in the Bills Section is 25.02.2022.

No request for payment after the last date will be entertained.


FINANCE OFFICER

Endst. No. Bills/BT-1/22/ 258-317

Dated: 08.02.2022

Copy of the above is forwarded to the following for information and necessary action:-

1. All the Deans/Directors/Chairpersons of the University Teaching Departments/Institutes, Kurukshetra University, Kurukshetra(for kind information of regular teachers working in the Department/Institute).
2. Principal, ITTR, Kurukshetra University, Kurukshetra.
3. Principal, IIHS, Kurukshetra University, Kurukshetra.
4. O.S.D. to Vice-Chancellor, Kurukshetra University, Kurukshetra(for kind perusal of the Vice-Chancellor).
5. P.A. to Registrar, Kurukshetra University, Kurukshetra(for kind perusal of the Registrar).
6. P.S. to Finance Officer, Kurukshetra University, Kurukshetra(for kind information of the Finance Officer).


Assistant Registrar
Accounts Branch-II

Kurukshetra University, Kurukshetra

(Established by State Legislature Act XII of 1956)
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No.DRD/2021/_____

Dated:_____

Minutes of Meeting

Meetings of the Committee constituted by the Vice-Chancellor were held on 22nd July 2021 and 2nd September, 2021 in the office of Dean, Academic Affairs, Kurukshetra University, Kurukshetra.

The following Members were Present:

1. Dean, Academic Affairs
2. Dean, Research and Development
3. Dean, Life Science
4. Dean, Social Sciences

After detailed discussions, the following decisions were taken:

Seed Money Grant and Minor Research Projects: The Committee considered it necessary to provide Seed Money Grant and/or Minor Research Projects to the newly appointed regular (Budgeted/SFS Positions) Assistant Professors or to other teachers up to the level of Associate Professor (Budgeted/SFS Positions) for desk research for the purpose of formulating projects for funding from various State/Central/National/International Funding Agencies. Seed Money Grant or Minor Research Projects of up to Rs. 2 lakhs shall be provided to the regular teachers in science subjects, whereas up to Rs. 1 lakh may be provided to teachers in non-science subjects. Detailed guidelines for funding Minor Research Projects and Seed Money Grant are appended herewith.


Filing Research Patents: The Committee recommends that the regular teachers of the University shall be financially supported for filing research patents in the name of Kurukshetra University, Kurukshetra mentioned in the application as applicant.

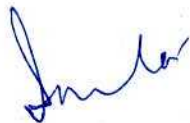
The Committee unanimously recommended that the funds required for all the above activities may initially be provided from the Quality Assurance Fund available with the University. The Committee further recommended that the Accounts Branch shall submit an upto date account of the funds which are accumulated as 25% part of the overhead charges of the projects in the form of DRD Fund since the guidelines for research projects came into force in 2006. Depending upon the total funds under DRD Fund, the above activities may be supported from the accumulated DRD Fund. Third possibility is that the Accounts Branch may provide a detailed proposal to fund these activities out of an appropriate Budget Head.

The Committee recommended that a separate budget head be created to fund the above activities for SFS teachers.


Dean
Academic Affairs


Dean
Research & Development


Dean
Social Sciences


Dean
Life Sciences

KURUKSHETRA UNIVERSITY KURUKSHETRA
(‘A+’ GRADE NAAC accredited)

Guidelines for Funding for Minor Research Projects (MRPs) and Seed Money Grant (SMG) to Faculty members.

1. INTRODUCTION

The Kurukshetra University Kurukshetra strives to promote the culture of research and innovation in emerging areas in Humanities, Social Sciences, Languages, Literature, Pure Sciences, Engineering & Technology, Pharmacy etc. by the active engagement of its faculty members. As a unique initiative in this regard, the University allocates funds out of its own resources for research and innovation initiatives of the faculty members.

2. OBJECTIVES

- To promote excellence in research in higher education by supporting research, development and innovation activities in the University Teaching Departments/Institutes in various disciplines.
- To motivate the newly appointed faculty members up to the stage of Associate Professor to remain involved in research from the beginning of their career.

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- To provide Seed Money or Minor Research Project for desk research for the purpose of formulating the projects for Major Research funding from various funding agencies.

3. ELIGIBILITY

Permanent/regular teachers upto the level of Associate Professor (Budgeted/SFS Positions) in the University Teaching Departments/Institutes are eligible to apply. The duration of the project will be one year extendable maximum by one year on valid justification without any additional funding. In case MRP or SMG is allowed to be extended, the unspent amount should automatically be considered as carried forward. Preference will be given to teachers:

- (iv) at relatively early stage of their University career.
- (v) with strong publication record in SCI/SSCI/Scopus/web of science indexed journals.
- (vi) with proven track record of external research funding.

Strength of the project would be an important criteria for the MRP/SMG to be successful in securing funding.

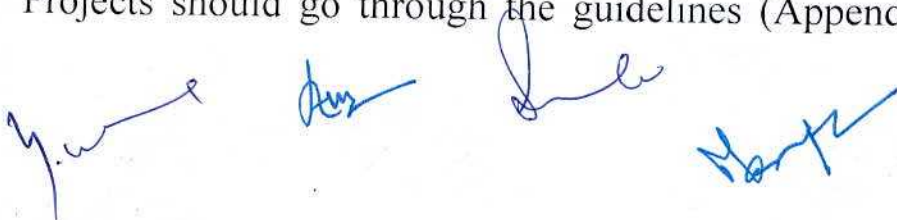


4. NATURE OF ASSISTANCE

The quantum of assistance under this scheme will be limited up to Rs. 2.0 lakh for the Faculties of Science, Life Sciences, Pharmacy and Engineering & Technology, and upto Rs. 1.0 lakh for all other Faculties. The grant can be utilized for books, equipment, contingency, chemicals etc. Considering the short tenure of the project it is expected that the faculty members will utilize the funds for augmenting their research and its potential. Accordingly, the grant received as part of MRP/SMG should not be used for travel or registration for conferences/seminars/symposia or for paying membership fees of professional bodies. However, for projects involving field work as part of the research study, limited travel may be considered. The items purchased in the project will be the property of the concerned Department/Institute after the completion of the project. A separate budget head be created for the purpose of funding Minor Research Projects or Seed Money Grant for SFS teachers.

5. PROCEDURE FOR APPLYING

The accounts branch of the University will issue a notification inviting applications for the award of Minor Research Projects and Seed Money Grant twice a year preferably in the month of January and July. The applicants who wish to avail financial assistance for such Research Projects should go through the guidelines (Appended as Annexure-A)



circulated for MRPs/SMGs and may submit their research proposal in the prescribed proforma to the Planning Section of the University through the Chairperson/Director of the concerned Department/Institute.

6. PROCEDURE FOR APPROVAL

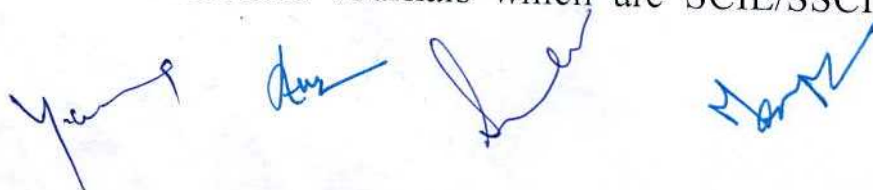
The proposals for Minor Research Projects will be considered by a Standing Committee comprising of the Dean, Academic Affairs, Dean, Research and Development and Dean of the concerned Faculty. The recommendations of the Standing Committee will be submitted for kind consideration and approval of the Vice-Chancellor. Accordingly, the final decision will be conveyed to the concerned faculty members by the accounts branch of the University.

7. PROCEDURE FOR RELEASE OF GRANTS

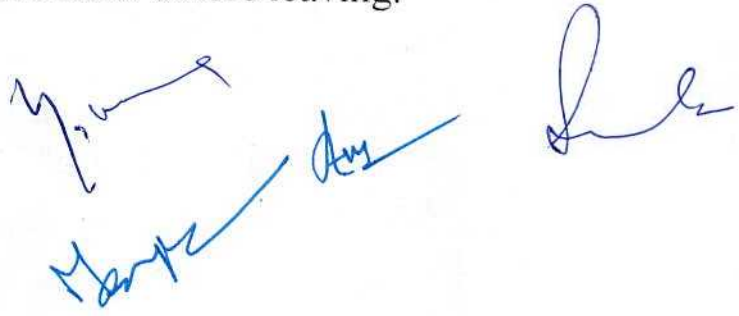
Sanction letter of the MRP or SMG will be released by the Accounts Branch within a week of the approval of the Vice-Chancellor. The sanction letter will also contain the budget head allocated to the faculty member. The letter should also clearly mention the date of start and date of completion of the project. Full sanctioned grant for MRP as well as SMG shall be released in a single installment upon sanction of the project. The Standing Committee may monitor the progress of the project. In case the progress is not satisfactory, or in case of failure to complete the Research Project, the project may be terminated on the recommendation of the Standing Committee and University may ask for the refund of the amount received as project grant.

8. SUBMISSION OF FINAL PROJECT REPORT.

Researchers applying for MRP/Seed Money Grant will be required to publish their work in at least two research papers in reputed National/International Journals which are SCIE/SSCI/Scopus Web of



Science indexed for the Faculties of Science, Life Sciences, Pharmacy and Engineering & Technology; and SCIE/SSCI/AHCI/Scopus/Web of Science/UGC CARE list journals for all other Faculties. However, publication in SCIE/SSCI/Scopus/Web of Science indexed journals would be must for any future research funding from Kurukshetra University for all faculty members from any of the Faculties of the University. On completion of the Research Project, the Principal Investigator shall submit the Final Project Report alongwith Utilization Certificate (as per format given in Annexure-A) to the Accounts Branch within one month of the date of completion of the project. The Principal Investigator should also submit two hard copies of the Final Project Report along with published research papers or the status of research papers, as the case may be, and also a soft copy through email to dean.rd@kuk.ac.in In case the concerned Faculty leaves the University, the project will stand automatically terminated and the Principal Investigator will have to submit progress report and obtain No Objection Certificate before leaving.



(25)

RESEARCH PROPOSAL for the grant of MINOR RESEARCH PROJECTS AND SEED MONEY

Kurukshetra University Kurukshetra is pleased to invite *Research Proposals* for the grant of *Minor Research Projects and Seed Money*. The present scheme is introduced to promote and encourage Research Culture among the faculty members so as to equip them to take up challenging research activities in future career.

THE PROPOSAL SHOULD REACH THE UNIVERSITY
ON OR BEFORE _____

GUIDELINES FOR RESEARCH PROPOSALS FOR MINOR RESEARCH PROJECTS AND SEED MONEY GRANT

General Instruction:

The 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 of the Principal Investigator* (Part C of **ANNEXURE –I**)
- If facilities from *Collaborating Laboratories/ Organisations* are to be used, then a *Letter of Consent* from the Head of that institution/ organisation allowing the use of such facilities.
- *List of Publications* (Papers & Books published / accepted during last five years)

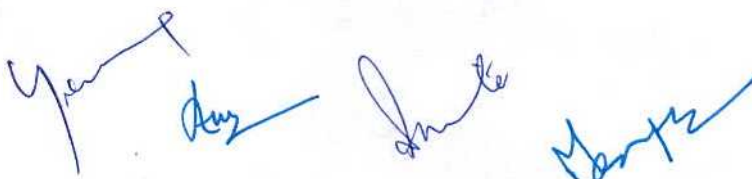
Guidelines for Writing Project Proposal:

- 1) **Title:** The Project Proposal should have a *Brief Title* not exceeding one and half-lines to clearly indicate its subject & aim.
- 2) **Introduction:** The introduction of the proposed research work must cover the



Origin of Research Problem, Interdisciplinary Relevance and Review of Research & Development in the subject.

- 3) **Background:** Provide comprehensive background information about the project.
- 4) **National & International Status:** Review the published work in the area with appropriate references from National and International journals. Cite the major references most pertinent to the subject and justification to carry out the work in the light of the background information.
- 5) **Rationale to carry out the Project:** 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.
Research work should not be repetitive of similar work done earlier either by the investigator or by any other person.
- 6) **Proposed Plan of Work:** Briefly describe the proposed Plan of Work. Describe in general the Techniques to be used.
- 7) **Facilities available in the Department/University:** Give details of the facilities available in the laboratory/ department or available elsewhere in the University or in the collaborating Institution to carry out the research work. Give details of Special Laboratory Facilities and any other such facilities available with the teacher concerned/department.(please specify)
- 8) **Collaborating Department/Institution, if any:** If facilities from some other laboratories are to be used, mention the type of facilities and the name of the Collaborating department/institution where these will be available. Mention about collaborations (Research institution/industry), if intended.
- 9) **Conclusion:** 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.

Four handwritten signatures in blue ink are located at the bottom of the page. From left to right, they appear to be: 'Yew', 'Duz', 'Shukla', and 'Marty'.

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. Equipments: Request for small equipments may be considered. (Purchase of major equipments will not be considered).
3. Other expenditure such as Contingency, may be considered.

The date of commencement of the Project will start from the date on which the University releases the sanction letter after approval of the Project.

The Investigator/s will be governed by the Rules and Regulations guidelines for carrying out sponsored Research Projects of the Kurukshetra University as amended from time to time.

The Investigator shall complete the project within the stipulated period. A Standing Committee will monitor the progress of the project and in case of failure to complete the Research Project, University may ask for the refund of the amount received as project grant. It is advisable that investigators frame their project so as the study gets completed within the stipulated period.

GRANT UTILIZATION CERTIFICATE ALONG WITH FINAL PROJECT REPORT AS PER ANNEXURE-II MUST BE SUBMITTED TO THE ACCOUNTS BRANCH OF THE UNIVERSITY WITHIN ONE MONTH OF THE DATE OF COMPLETION OF THE PROJECT. IN CASE THE CONCERNED FACULTY LEAVES THE UNIVERSITY, PROJECT WILL STAND AUTOMATICALLY TERMINATED AND THE PRINCIPAL INVESTIGATOR WILL HAVE TO SUBMIT THE PROGRESS REPORT AND OBTAIN NO OBJECTION CERTIFICATE BEFORE LEAVING.

The Principal Investigator should also submit **TWO HARD COPIES** of the project report alongwith published research papers or the status of research papers, as the case may be and also a **soft copy** through email to Dean, Research & Development (Email: dean.rd@kuk.ac.in)

One copy of the project report would be provided to the Standing Committee for the purpose of Evaluation. Standing Committee may involve internal or external experts for evaluating the Final Project Reports which will be graded on a scale of 'A' to 'E' with 'A' being the highest and 'E' being the poorest. Second copy of the Project Report would be kept in the concerned Department's Library after evaluation for future reference. Soft copy of the Project Report would be forwarded to IQAC for record.

The block contains four handwritten signatures in blue ink, arranged horizontally from left to right. The signatures are stylized and appear to be of different individuals.

Principal Investigators may be invited to give presentation of the completed projects before the Standing Committee or any Committee approved by the Vice-Chancellor for this purpose.

Quality Research Projects recommended by the Standing Committee will be put on the Website of the University

Researchers will be required to publish their work in at least two research papers in reputed National/ International Journals which are SCIE/SSCI/Scopus/Web of Science indexed for the Faculties of Science, Life Sciences, Pharmacy and Engineering and Technology; and SCIE/SSCI/AHCI/Scopus/Web of Science/UGC CARE list journals for all other Faculties. However, publication in SCI/SSCI/Scopus/Web of Science indexed journals would be must for any future research funding from Kurukshetra University for all faculty members from any of the faculties of the University.

It is mandatory to put one page synopsis of the sanctioned Research Project on University Website within two weeks of grant of Minor Research Project/Seed Money Grant.

Upper Limit of the Project Proposal outlay should be upto Rs 2 Lakh for Sciences & Engineering & Rs. 1 lakh for other subjects. Approval of the Projects as well as evaluation of the Final Project Reports would be as outlined in Guidelines for Funding for Minor Research Projects and Seed Money Grant.

Project Submission:

The **Four Copies** of the Research Proposal (**ANNEXURE – I**) along with the relevant documents should be sent in ONE LOT through **PROPER CHANNEL** (through Head of the Department/ Director / Principal of the Department / Institute) marking the Envelop with Title of the Project, Name of PI, Name of the Department/Institute, Mail ID and Mobile No of PI to Planning Section, Accounts Branch Kurukshetra University, Kurukshetra.

A soft copy of the complete Research Proposal along with the required documents as a single file must also be sent at the email id: _____ with subject as Name of the Faculty;
Minor Research Project/Seed Money Grant.



**FORMAT FOR SUBMISSION OF PROPOSAL FOR MINOR RESEARCH
PROJECT OR SEED MONEY GRANT**

Researchers will be encouraged, under the scheme, to pursue research of high
standard in frontier areas of respective disciplines.





Application Format

PART – A : GENERAL INFORMATION			
1.	Title of the Proposed Project	:	
2.	Basic Subject area of Research	:	
3.	Principal Investigator i) Name: ii) Department: iii) Sex M/F: iv) Date of Birth: v) Qualification: vi) Designation: vii) Date of joining in the University	:	
4.	Teaching and Research Experience of Principal Investigator i) Research experience: ii) UG Teaching iii) PG Teaching	:	
5.	Details of Facilities provided/to be made available at the Department/ University	:	
6.	Have you ever applied before for Minor Research Project from the University? If yes, give details	:	YES/NO



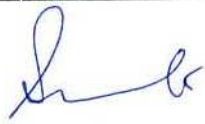

Yours




7.	Whether the Project or part of Project is approved by the University for the Doctoral Degree. If Yes, give details	:		
8.	Details of the Research Projects and research funding (Major/ Minor) received in the past and/ongoing projects from external agencies.	:		
9.	Research papers/books published: i) in Scopus/Web of science indexed journals. ii) in UGC-CARE listed journals iii) Books	:		

PART – B : PROJECT DETAILS:		
1.	Details of the proposed project to be undertaken: (Attach the research proposal)	
	<p>Origin, Need and Objective of the Research Proposal 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	
	Sr. No.	Head*
	1.	Consumables and Chemicals
	2.	Equipments (minor)
	3.	Books & peripheral
	4.	Contingency
		Total
	*only for projects involving field work, travel head may be added.	
4.	Any other information in support of the propose project	

- A. (i) The above research project/part of project is neither funded by any other funding Agency nor it has been submitted for funding.
- (ii) The grant-in-aid received for the Research Project will be used to meet the expenditure of the project for the period for which the project has been sanctioned.
- (iii) The financial and other management responsibilities of the Project would be handled by me and I further undertake to submit Grant Utilization Certificate and Project Report to the University within the stipulated period.

Date:

Signature of the applicant

B.(i) The Department/institute welcomes participation of Dr/Mr./Ms. _____ as the Principal Investigator in the Proposed Minor Research Project/Seed Money Grant entitled _____ and he/she will assume full responsibility for implementing the project.

(ii) The department/institute will provide in-house equipments and basic infrastructure and other required facilities like administrative facilities to the investigator.

Date:

Signature
Chairperson/Director of
the Department/Institute

Y. S. Srinivas

PART C : Biodata of the Principal Investigator.

1. Name of the Principal Investigator:

2. Address

Department/Institute : _____

Designation : _____

Mobile No : _____

E-Mail : _____

3. Date of Birth : _____

4. Educational Qualifications (Starting from Graduation onwards):

Sr. No.	Degree	University	Year	Subjects	Percentage

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 including Impact factors [Provided by Clarivate Analytics (earlier Thomson Reuter)] in the following format.

Sr No	Authors Names	Title of the paper	Journal	Year, Vol., Page No.	Indexed in Scopus/ Web of Science/ UGC-CARE. Please specify.	Impact factor

D. h-index.

E. Total citations (Scopus /Web of Science/Google scholar)

6. Professional recognition, awards, fellowships received:

7. Any other information.

Date

Signature of the applicant






KURUKSHETRA UNIVERSITY KURUKSHETRA
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Final/Project Report of the work done on the Minor Research Project/Seed Money Grant. (Report to be submitted within one month of the Date of completion of the project.

1. Title of research project _____
Reference No. (Sanction letter No. & Date) _____
2. (a) Name of the Principal Investigator _____
(b) Deptt. where work has progressed _____
3. Effective date of start of the project _____
4. Grant released and expenditure incurred during the period of the report:
 - (a) Total amount released Rs. _____
 - (b) Total expenditure Rs. _____

Report of the work done: (Please attach a detailed printed report separately)

- (i) Brief objective of the project _____
- (ii) Work done so far and results achieved and publications:
- (iii) Has the progress been according to original plan of work and towards achieving the objective. If not, state reasons.

SIGNATURE OF THE PRINCIPAL INVESTIGATOR

COUNTER SIGNATURE OF THE CHAIRPERSON/DIRECTOR

