



(BHARATIYA VIDYA BHAVAN'S)

SHETH R. A. COLLEGE OF ARTS AND COMMERCE

POLICY OF SUPPORT FACULTY DEVELOPMENT PROGRAM

WEBSITE: bhavancollege.org

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1.

Faculty Development Program for Seminar, Conference, Publishing, Workshop

1. Objectives: To provide an opportunity to the teachers to present papers in academic conferences/ seminars or participate in workshops and exchange knowledge and ideas or to publish monograph, articles or book.
2. The Faculty Development Programme (FDP) intends to provide financial assistance to facilitate up-gradation of knowledge, skill and intends to provide opportunities for induction training to teachers employed in disciplines.
3. A award Faculty Development Programme (FDP) to cover areas such as technical education policy, new concepts, methods and techniques, theory and skills development and up gradation of pedagogy educational technology, motivation, communication skills, management and other relevant issues to keep pace with the changing scenario in Education and Discipline.
4. The scheme is designed to enhance the teaching and other skills of the faculty. And to make them aware about modern teaching tools and methodologies. It provide an opportunity to acquire knowledge about current technological developments in relevant fields. It will not only promote the professional practices relevant to technical education but also motivates the faculty to achieve competitive teaching and learning environment, thus channelizing development with respect to academic qualifications and personal matters.
5. Limit of Funding: Up to Rs. 50,000/- per faculty applicable one time in a year.
6. Processing Methodology: The proposal shall be assessed by an Expert Committee.
7. Funds once released/sanctioned for attending the particular topic/ area of FDP cannot be utilized for any other programme.

2.
Faculty Development Program with Minor Research Project

Annual Guidelines

GUIDELINES FOR PROVIDING GRANTS TO COLLEGE TEACHERS FOR MINOR RESEARCH

PROJECT 1. INTRODUCTION & OBJECTIVES

There are a major number of researchers in both the streams who work as teachers in our college. Hence, **Bhavans College of Arts And Commerce** will provide **partial financial support** to meet their requirements for individual and excellent research in specialized areas.

2. ELIGIBILITY/TARGET GROUP:

The college will provide partial financial assistance to our College teachers. Those teachers who are working as Assistant Professors and Associate professors, should have completed their doctorate degree and who wish to undertake, along with teaching work, a Minor Research Project are eligible.

A working teacher can avail only one project/ scheme at any given time. The one, which is offered and accepted first irrespective of Principal Investigator must be completed before the other offer is accepted. Failure to abide by this rule shall make the Principal Investigator to refund the entire amount paid by the college. He/She may be also debarred from participation in future for such programmes. It would be the responsibility of the Principal Investigator for total accountability of the project. After completion of one project (date of finalization of accounts of the project). If a teacher desires to undertake another such project, a gap of three years will be necessary. The Principal Investigator should publish two papers in a reputed journal in the form of Books/Article/Presentation in seminar etc. from the said project completed.

In the first phase only the teaching faculty of English, Gujarati and Sport will be eligible to participate in the scheme.

The faculty member forwarding the proposal should have adequate research experience.

3. NATURE OF ASSISTANCE:

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

Minor Research Project in Humanities, Social Science, Languages, Commerce and other disciplines will be—Rs. 36000/- to be spent under head mentioned as under:

Non-Recurring Grants

- a. Books and Journals 75 %

Recurring Grants

- b. Travelling and Field work 25 %

The books & journals grants may be utilized to procure the essential books & journals needed for the proposed research work.

The equipments and books & journals acquired by the Principal Investigator under a Minor Research Project must be deposited to College or in the departmental library or the college library after the completion of the project which will be the college property.

Recurring Grant

(a) 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 duty leave (not more than 3 days in one stance) for field work/collection of data.

(b) Tenure and Implementation

Three years.

The effective date of implementation of the project will be mentioned in approval-cum-sanction letter.

4. PROCEDURE FOR APPLYING

All eligible teachers in colleges may submit their Minor Research Proposal applications from 1st April to 30th April in the prescribed proforma to the Principal of the college.

The proposal must be supplemented with a certificate that the proposed research work is in conformity with the Minor Research Project guidelines defined by the college.

The Minor Research Projects will be dealt by the college out of the Management grants.

5. PROCEDURE FOR APPROVAL

The received proposals duly forwarded by the teaching faculty will be assessed with the help of a subject expert committee constituted by the Management, Principal and subject experts. The final decision will be taken by the Committee on the basis of recommendations made by the Committee and the availability of funds under the faculty development scheme.

6. PROCEDURE FOR RELEASE OF GRANTS

The Grants in one instalment shall comprise of 90% of the amount mentioned for the total duration of the project. The grant will be released to the Faculty in the salary Account of the Faculty.

On receipt of Annual Progress Report, statement of expenditure and utilization certificate of 1st instalment of grant, the 10% of the total grant will be released as second instalment 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 Internal Auditor/ Chartered Accountant, Principal as well as the Principal Investigator in the prescribed proforma.

4. The unutilized grant if any, may be refunded back to the college.

It is mandatory to post the Executive summary of the report, Research documents, monograph, academic papers published under Minor Research Project on the website of the College.

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

a) After finalisation of the selection procedure of the Minor Research projects the names of the selected PIs will be posted on the college website. The PIs should check their names and send their acceptance certificate duly forwarded by the Principal of the college.

(b) Project is not transferable in any case.

(c) If a Principal Investigator fails to complete the project, he/she has to refund the entire amount released with interest.

(d) No extension in tenure is permissible in any circumstances.

(e) A progress report has to be submitted annually.

Annexure-I

FORMAT FOR SUBMISSION OF PROPOSAL FOR MINOR 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)

iv. Qualification:

v. Designation:

vi. Address:

Office:

Residence:

Email/Phone:

5. Name of the

(a) Department :

(b): 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

6 (i) Project Title

(ii) Introduction

(iii) Objectives

(iv) Methodology

(v) Year-wise Plan of work and targets to be achieved.

7. Financial Assistance required

Item Estimated Expenditure

- i. Books and Journals
- ii. Field Work and Travel
- iii. **Total:**

10. Whether the teacher has received support for the research project from the UGC 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

12. Any other information which the teacher may like to give in support of this proposal

To certify that:

- a. General physical facilities, such as furniture/space etc., are available in the Department/College.
- b. I shall abide by the rules governing the scheme in case assistance is provided to me from the college for the above project.
- c. I shall complete the project within the stipulated period. If I fail to do so and if the College Principal is not satisfied with the progress of the research project, the Committee may terminate the project immediately and ask for the refund of the entire amount (with interest) released by the College.
- d. The above research Project is not funded by any other agency.

Signature of Principal Investigator

Principal
(Seal)

Annexure – II

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. At present, I have no research project approved by UGC and the accounts
for the previous project, if any have been settled.

4. His/her date of birth is _____

(ii) Age _____

5. The date of implementation of the project is _____

Principal Investigator

Principal College: _____

(Seal)

Date: _____

Annexure - III

STATEMENT OF EXPENDITURE IN RESPECT OF MINOR RESEARCH PROJECT

1. Name of Principal Investigator _____
2. Dept. of PI _____
3. College 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. Field Work/Travel (Give details in the proforma).

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 **BHAVAN'S SHETH R. A. COLLEGE OF ARTS AND COMMERCE** under the **FACULTY DEVELOPMENT SCHEME** for Minor Research Project entitled _____ vide 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 college Principal and its Advisory Board.

SIGNATURE OF PRINCIPAL INVESTIGATOR

PRINCIPAL

(Seal)

Annexure - IV

STATEMENT OF EXPENDITURE INCURRED ON FIELD WORK

Name of the Principal Investigator:

Name of the Place/s visited :

Duration of the Visit : From _____ To

Mode of Journey :

Expenditure Incurred (Rs) :

Certified that the above expenditure is in accordance with the College norms for Major Research Projects.

SIGNATURE OF PRINCIPAL INVESTIGATOR

PRINCIPAL

(Seal)

Annexure - V

Utilization certificate

Certified that the grant of Rs. _____
(Rupees _____ only)

received **BHAVAN'S SHETH R. A. COLLEGE OF ARTS AND COMMERCE** under the **FACULTY
DEVELOPMENT SCHEME** for support of **Minor Research Project** entitled _____

_____.

vide 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
COLLEGE PRINCIPAL and its ADVISORY BOARD.

SIGNATURE OF THE PRINCIPAL INVESTIGATOR PRINCIPAL

STATUTORY AUDITOR

ANNEXURE VI

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

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) Dept. _____
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 maybe sent to the concerned College Principal .
 - v. Any other information

SIGNATURE OF THE PRINCIPAL INVESTIGATOR

PRINCIPAL

(Seal)

Annexure – VII

**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. ADDRESS OF THE COLLEGE
4. 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. NO. OF PUBLICATIONS OUT OF THE PROJECT
(PLEASE ATTACH)

(PRINCIPAL INVESTIGATOR)

(PRINCIPAL)

(Seal)

Annexure – VIII

ASSESSMENT CERTIFICATE (to be submitted with the proposal)

It is certified that the proposal entitled _____ by
(Dr./Prof) _____ Dept. of _____
has been assessed by the _____ committee consisting the
following members for submission to the **BHAVAN'S SHETH R. A. COLLEGE OF ARTS AND
COMMERCE** _____ for financial support under the scheme
of Minor Research Projects:

Details of Expert Committee:

The proposal is as per the guidelines.

(PRINCIPAL)

(Seal)