



# Netaji Subhas Open University

## Centre for Internal Quality Assurance

### Research / Project Proposal for Financial Assistance

**To**

The Director  
Centre for Internal Quality Assurance  
Netaji Subhas Open University

1. Topic of the Research / Project Study: \_\_\_\_\_
2. Name of the School: \_\_\_\_\_
3. Name of the Faculty members with their Contact details (E- mail & Mobile) : \_\_\_\_\_
4. Previous Research/project Grant received from NSOU (if yes, provide details):  
Amount mobilised: \_\_\_\_\_, Financial Year: \_\_\_\_\_, Status: Completed/ Not completed,  
Report Submitted/Project Publication: Yes /No
5. Any research grants received from external agencies (if yes, provide details):  
Amount mobilised: \_\_\_\_\_, Financial Year \_\_\_\_\_, Status: Completed/ not completed  
Report Submitted/Project Publication: Yes /No
6. Rationale of the study. Give Abstract (300 words): .....
7. Objectives of the study / project (300 words):  
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7. The Scope of study in terms of region to be covered : \_\_\_\_\_
8. Methodology to be adopted: \_\_\_\_\_
9. Time Lines (Please give month wise Pert Chart/ Gantt Chart) .....
10. Impact of proposed Study (200 words): \_\_\_\_\_
11. Expected Outcome (100 words): \_\_\_\_\_
12. Financial Requirements (Please give item wise details)

Heads of Expenditure	Months	Rate	Amount
1. Research / Project Assistant			
2. Field work/ survey			
3. Books & course material	Xx		
4. Contingency	Xx		
5. Workshop / Seminar related to study (participation at other HEI needs approval from competent authority)			
6. Lectutre fees for development of MOOCs	Xx		
7. Publication of report	Xx	xx	
<b>Grand TOTAL</b>	Xx	xx	

Forwarded by:  
Director, School of Studies

Signature of the faculty



## GUIDELINES

### Research / Project Proposal for Financial Assistance

#### Duration and Value

- The duration of the Project: Six to twelve months.
- Budget (Maximum amount): Minor Projects (as per UGC norms): Category I: Rs.1,10,000/-; Category II: Rs.1,20,000/-; Category III-Rs.1,50,000/-

The fund may be released in two equal instalments. 50% of the sanctioned amount will be released at the beginning and remaining fund may be released on successful submission of UC against the 1<sup>st</sup> instalment.

The budget may be allotted subject to availability of Research Fund.

#### Recognition/award:

The Principal Investigator (PI) may be awarded with Rs.5000/- (Five thousand only) subject to approval of the competent authority if his /her paper on the theme of the research undertaken is published in the journal enlisted in UGC-CARE/ Scopus/ Indian Citation Index/ Web of Science etc.

#### Eligibility

Faculty in substantive post may apply for the research grant through proper channel.

Assistant Professors: Category I ; Associate Professor: Category I /Category II; Professor: Category I/ Category II/ Category III.

#### Procedure For Award of Project

- CIQA will invite applications from the faculty with the approval of competent authority.
- The applicants would be invited for an interaction/presentation before an Expert Committee at Hqtrs.
- The recommendations of the Expert Committee are then placed before the competent authority for its approval.

#### Monitoring of Research Project

- CIQA may constitute an Expert Committee, if needed, to monitor the progress of the project.
- The Principal Investigator (PI) may organise seminars/workshops related to the project during the course of the study.
- The CIQA may, at any time ask for the progress of the study and verification of accounts and other relevant documents related to the Project.
- Mid Term Appraisal of Research Project: The CIQA may hold mid-term review of research project through a team of experts for the purpose.
- On completion of the project, the PI is required to publish research paper(s) in peer reviewed journal(s) on the theme of the research undertaken duly acknowledging the NSOU support for the research.

#### Report of the Research/ Project

After completion of the project, the following documents along with UC must be submitted through proper channel.

- A final Report in a publishable form along with an Executive Summary of the report (3000-4000 words).
- Both documents should be submitted in hard format (two copies of final report and five copies of summary) and soft copy of the same (in pen drive).
- Copies of research papers on the theme of research, published in reputed research journals during the period of study.

## **Conditions**

The duration of the project shall be maximum for 12months for Research / project. The duration of the project may be extended upto maximum for 15months with the approval in exceptional cases. The Final Report may be submitted within one month after completion of the duration of Project

- There shall be constant monitoring of the sanctioned proposals.
- 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.
- The PI shall acknowledge support of NSOU in all publications resulting from the project output and should submit a copy of the same to the NSOU along with final report.
- No request for additional grant in excess of the sanctioned budget will be considered.
- The PI shall be personally responsible for timely completion of the Project.
- Purchase of equipment/ assets out of the research fund is NOT permissible.
- Books/ course materials purchased out of research fund are required to be deposited at University library after the completion of the project.
- The PI shall report to the CIQA in case he /she makes any changes in the research design. No major change can be made therein without the prior approval of the CIQA.
- The PI will be allowed to take up only one research project/programme at one point of time.

## **Area of research/ Project:**

1. Discipline Specific research/ project
2. Systematic research:
  - i) Development of MOOCs on CBCS
  - ii) Quality assurance mechanism,
  - iii) Tracer study,
  - iv) Student retention & other issues
  - v) Programme evaluation
  - vi) Technology Enabled Learning (TEL)
  - vii) LOCF (Outcome Based Education)
  - viii) ODL & Online Learning