

**Ref No.**

**Date:** 14-09-2026

## **Revised Guidelines for College Minor Project 2026 and inclusion of seed money for Innovation**

Research proposals are invited for College Minor Projects from teachers as well as students of different departments. The Guidelines for the College Minor Projects are:

1. The teaching faculty may submit Minor Research Project proposals or seed money for innovation on a need basis under the prescribed format (attached as Annexure A).
2. Students of different departments may also submit proposals for the projects under the guidance of a teaching faculty
3. Format of application can be obtained from the college website or the office of the Vice principal
4. The duration of the project is 2 years from the date of implementation of the project depending on the sanction amount.
5. Submission of the Project Report along with a statement of expenditure and vouchers certified by the Principal Investigator will be required at the time of completion.
6. Two hard copies and one soft copy of the project report to be submitted to the Research Cell.
7. The completed work has to be published in peer reviewed journals, open -access platforms or national/ international conference/ seminar/ workshop proceedings/Book chapters etc.
8. Compilation of projects in the form of a volume for a duration of every five years is done by the Research Cell.
9. Teachers/ students with incomplete ongoing projects cannot apply for new projects.
10. Funding of Projects is subject to the number of projects during the Academic Session.
11. Recommendations from the Fund Allocation Committee for the College Research Projects is as given below:

|                                           |                                                       |
|-------------------------------------------|-------------------------------------------------------|
| Science, Technology & Environment Project | Rs 1,00,000/- for the duration of 24 months (2 Years) |
|-------------------------------------------|-------------------------------------------------------|

|                             |                                                       |
|-----------------------------|-------------------------------------------------------|
| Arts, Humanities & Commerce | Rs 1,00,000/- for the duration of 24 months (2 Years) |
|-----------------------------|-------------------------------------------------------|

Sanction of 60 % will be made within 15 days of date of approval

Sanction of 40 % will be made when the P.I submits the final report with the statement of accounts

12. The funds allocation as mentioned above is inclusive of funds for seed money for innovation amounting to a maximum of Rs. 10,000/- which will be funded on a need basis provided the same is being applied for in the prescribed format. Prototype(s) developed will be under the authority of the Research and publication cell and need to be submitted to the cell after full completion of development. A separate screening committee may be constituted for this

purpose on a timely requirement.

13. All funds will be sanctioned when recommended by the three membered committee of the Research Cell.
14. All research Projects recommended by the three membered Research Committee, will be submitted to the Principal, through the fund Allocation Committee for the final release of grants.

The following additions have been made to the existing guidelines in 2017 and these are clearly elucidated in the letters given to the concerned Personal Investigator at the time of sanctioning and completion of Research.

- The grantee will maintain proper accounts of the expenditure out of the grants, and utilize approved items of expenditure.
- Proper statement of accounts along with original copy of vouchers/receipts and Utilization Certificate duly signed by the Principal Investigator with detailed report of the outcome of the Project must be submitted within 45 days of completion of the project.
- Any assets/Equipment acquired out of the grant shall not be disposed of, and the same must be retained with the department. This shall be maintained by the department.
- The grantee shall ensure the utilization of the grant for the purpose for which it has been sanctioned. In case of non-utilization or part-utilization, the grantee shall refund the un-utilized amount with 5% simple interest levied on the un-utilized amount for the period it retained with him/her.
- The project must be completed within the period for which it has been sanctioned. In case of any extension, prior approval must be obtained from RPI Cell with justification for such extension.

  
**Principal**  
**Principal**  
**Shillong College**  
**Shillong- 3**



## FORMAT FOR SUBMISSION OF PROPOSAL FOR RESEARCH PROJECT

### PART – A

1. Broad Subject:
2. Area of Specialization:
3. Duration:
4. Principal Investigator:
5. Co-Investigator/Students names:
6. **Profile of Investigator**
  - Name:
  - Sex:
  - Qualification:
  - Designation:
  - Address:
  - Contact Number:
  - Email:
7. Name of the Department where the project will be undertaken:
8. Teaching and Research Experience of Principal Investigator and
  - a. Teaching experience: UG:  
PG:
  - b. Research Experience:
  - c. Publication:



## PART – B

- (i) Propose Research Work

**Title:**

**Introduction:**

**Objectives:**

**Significance of the study:**

- (ii) Methodology
- (iii) Year-wise Plan of work and target to be achieved:
- (iv) Detail of collaboration, if any intended:
- (v) Financial Assistance Required:

| <i>Heads</i>                                                                        | <i>Details</i> | <i>Justification</i> | <i>Estimated Expenditure</i> |
|-------------------------------------------------------------------------------------|----------------|----------------------|------------------------------|
| 1. <b>Non-Recurring</b><br>(should include one time requirement such as equipments) |                |                      |                              |
| 2. <b>Recurring</b>                                                                 |                |                      |                              |
| a) Human Resource                                                                   |                |                      |                              |
| b) Consumables                                                                      |                |                      |                              |
| c) Travel                                                                           |                |                      |                              |
| d) Contingency                                                                      |                |                      |                              |
| <b>Total</b>                                                                        |                |                      |                              |
| <b>Rupees (in Words) ..... only</b>                                                 |                |                      |                              |

**Self Declaration:**

The above research Project is not funded by any other agency.

*Name and Signature of Principal Investigator/  
Mentor (in case of student application)*



**PART – C**  
**(Innovation Seed Fund Application)**

**1. Students Details:**

- a) Name of Student/Team Lead:
- b) Course / Semester:
- c) Roll No:
- d) Mobile No. & Email:
- e) Team Members (if any):
- f) Name of Mentor (Preferably a faculty from the college):

**2. Innovation Details:**

- a) Title of Innovation / Business Idea:
- b) Category: ☐ Product ☐ Service ☐ Agri/Allied ☐ Others\_\_\_\_\_
- \*Please put a tick mark in any one of the category or filled in the blank if chosen others
- c) Problem Statement (in 2-3 lines):
- d) Proposed Solution / Innovation (What is unique?):

**3. Brief Description (100 words max):**

**4. Current Stage:** ☐ Idea ☐ Prototype ☐ Tested ☐ Early Revenue

\*Please put a tick mark in any one of the current stage

**5. Expected Beneficiaries / Market:** \_\_\_\_\_

**6. Budget Requirement:**

| Sl. No. | Items | Justification | Amount |
|---------|-------|---------------|--------|
|         |       |               |        |
|         |       |               |        |
|         |       |               |        |

**Declaration:**

*I hereby declare that the information provided is true and the seed money if granted will be utilized only for the stated innovation purpose.*

**Date:**

**Signature of Applicant/ Mentor:**