

## **Guidelines/Rules & Regulations for College Minor Project**

### *Revised Guidelines for College Minor Project*

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. Format of application can be obtained from the office of the Vice principal or downloaded from the college website <http://shillongcollege.ac.in>.
2. The duration of the project is 1-2 years from the date of implementation of the project depending on the sanctioned amount.
3. All research projects submitted to be properly scrutinized by a screening committee before funds are released.
4. Funds will be sanctioned after the recommendation of the screening committee comprising the Convener & Joint Convener of Research Innovation and Publication Cell, IQAC Coordinator, one teacher member from IQAC, Vice Principals, Head of Department/one teaching faculty from the concerned department from which the project has been submitted. External expert counsel will be sought if required. The decision of the committee will be final & binding.
5. Project proposals that are approved will be forwarded to the Principal for final approval and sanctioning of funds.
6. Research Projects that are completed will be assessed by the committee and if necessary may also include external experts.
7. On completion of the project the researcher is required to give a presentation of the study conducted; its analysis & findings. Then approval for the final sanction of funds (20%) will be given & the researcher has to submit the final report with statement of accounts.
8. Submission of the Project Report along with statement of expenditure and vouchers certified by the Principal Investigator will be required at the time of completion.
9. Two hard copies and one soft copy of the completed project report to be submitted to the Research Innovation and Publication Cell.
10. In case project is sanctioned and the fund is released but the Principal Investigator is not able to initiate the work within a period of 120 days (4 months) from the date of sanction, he/ she will be liable to refund the entire amount along with explanation/justification.
11. All research Projects recommended by the screening committee will be submitted to the Principal through the Fund Allocation Committee for sanctioning of grants.
12. The outcome of every research project funded should be published & researchers are advised to ensure that their research is published in international/national journals and other editions of repute.
13. Teachers/ students with incomplete ongoing projects cannot apply for new projects.
14. Funding of Projects is subject to the number of projects received during the Academic Session (Refer to point 20: A & B).
15. Departments are to see that Honours students submit proposals for the projects under the supervision of a teacher from the department.
16. Compilation of projects in the form of a volume for duration of every five years should be done by the Research Innovation and Publication Cell.

17. Any assets/equipments acquired out of the grant may not be disposed off, and the same may be retained with the department.
18. 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 per cent simple interest levied on the un-utilized amount for the period it is retained with him/her.
19. 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 the Research Innovation and Publication Cell with justification for such extension.
20. Recommendations from the Fund Allocation Committee for the College Research Projects is as follows:
  - A. Science, Technology & Environment Project: Rs 50,000/- for the duration of 24 months & Rs 25,000/- for the duration of 10-15 months
  - B. Arts, Humanities & Commerce: Rs 50,000/- for the duration of 24 months & Rs 25,000/- for the duration of 10-15 months.
  - C. Sanction of 60 per cent will be made within 15 days of date of approval.
  - D. Sanction of 20 per cent will be made with receipt of progress of the work
  - E. Sanction of 20 per cent will be made after approval by the Screening Committee and has to be submitted with proper statement of accounts along with original copy of vouchers/receipts and Utilization Certificate duly signed by the grantee with detailed report of the outcome of the project to be submitted within 45 days of completion of the project.