



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Near OP Thana, Motihari - 845 401, District - East Champaran, Bihar

F. No. 2-1/MGCUB/GA/2016

Dated: 14th December 2023

OFFICE ORDER

1. Consequent upon the recommendations of the (i) Committee constituted vide Office Order No. F.2-1/MGCUB/GA/2016 dated 3rd August 2023 for the purpose, (ii) Academic Council vide Item No. AC (2023):12.14 in its 12th Meeting held on 7th August 2023, (iii) Executive Council vide Item No. EC (2023):22.18 in its 22nd Meeting held on 22nd September 2023 and (iv) Finance Committee vide Item No. FC (2023):15:09 in its 15th Meeting held on 8th November 2023; the Competent Authority has been pleased to approve the **Guidelines for Research Promotion Scheme (RPS) - A scheme to award seed money to faculty members at the level of Assistant Professor**. A copy of the same is enclosed as **ANNEXURE - I** for ready reference to all concerned.
2. This issues with the approval of the Competent Authority.



[SACHCHIDA NAND SINGH]
OSD (Administration)

Encl: As above.

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

1. The Director, RDC, MGCU
2. All Deans of different School, MGCU
3. All Heads of various Teaching Departments, MGCU - *with the request to bring the same to the knowledge of all faculties under their respective Department.*
4. The OSD (Finance)/CoE/DSW/Campus Director/Proctor/Librarian/Coordinator, IQAC, MGCU
5. The Provost/Estate Officer, MGCU
6. Warden, Girls Hostel/Sports Officer/Deputy Registrar, MGCU
7. Member Secretary, University Website Committee, MGCU - *with the request to upload/update the same on University Website for information of all concerned*
8. PRO/Hindi Officer/Section Officer, MGCU
9. OSD to the Vice-Chancellor- for kind information of the Hon'ble Vice-Chancellor please.
10. PS to VC, MGCU
11. Guard File




[DINESH HOODA]
Section Officer



महात्मा गाँधी केन्द्रीय विश्वविद्यालय

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Guidelines for Research Promotion Scheme (RPS)

A scheme to award seed money to faculty members at the level of Assistant Professor

Mahatma Gandhi Central University (hereinafter referred to as 'MGCU') is a new Central University established in 2016. The University has been successful in creating seven schools of studies and twenty academic departments. The faculty members are actively working on teaching and research assignments. The University is preparing itself for NAAC accreditation. Research is an important part of the University profile. Despite serious efforts of faculty, it is felt that some nominal funding support should be provided to its faculty members, especially those who are new and are seeking funding for their research projects. This fund shall be allocated to the faculty members as per the detailed guidelines mentioned below. This shall be subject to availability of funds from the University Grants Commission.

Objectives:

- To promote the high-end research in the University.
- To facilitate faculty to initiate research work in areas relevant to policy making at local, regional, and national level and significant areas in Humanities/Social Sciences/Sciences/Engineering and other academic disciplines.
- To encourage new faculty to develop proposals and prototypes to attract substantial funding from external agencies.

Nature of Support: The maximum amount of grant to a selected faculty applicant under RPS will be total Rs.2.00 Lakhs during two years. The seed money will be given only once to a faculty member. The grant of Rs.2.00 Lakhs may be utilized as follows:

- Rs.1.50 lakhs for minor equipment's, books, journals and software's (perpetual nature).
- Rs.0.50 lakhs (Rs.25,000.00 per year) for contingency and consumables related expenses for research activities.

Nature of Assistance:

- Equipment's:** Minor equipment's, spares for equipment's and software's (perpetual nature). *Equipment does not include Computer, Laptop and Printer.*
- Books and Journals:** The books & journals grants may be utilized to procure the essential books & journals needed for the proposed research work. The books & journals acquired by the Principal Investigator under research promotion scheme will be the institutional property and must be accessioned in Central Library and



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deposited back either in the central/department library of the University after the completion of the project

- (iii) **Contingency:** The admissible contingency grant may be utilized for laboratory chemicals/glassware/plasticwares/Xerox, stationary, postage, outsourcing of experimental analysis, data analysis, computation and printing needed, etc. for the project.
- (iv) **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.*
- (v) **Duration of Project:** The tenure of the research project will be for a period of two-Year from the date of issue of the sanction letter.

Eligibility:

- All Assistant Professors of MGCU who have completed their probation period, are eligible to apply for RPS.
- The regular Assistant Professor should have at least five years' service remaining before the date of superannuation.

Expected Outcome: It is expected that faculty member will publish at least one research paper/ Monograph/article/book and/or apply for patent based on the research carried out and submit a proposal for major research grant to external funding agency.

Application Process:

- Eligible faculty members will submit the proposal in prescribed format (**Annexure-I**) with forwarding of their concerned Head and Dean to the Director (R&D).
- The proposal must be free of plagiarism and in compliance with Research Ethics Guidelines.
- After completion of every six months, a progress report/completion report in the prescribed format (**Annexure-II**) and a copy of any publication shall be submitted along with the Utilization Certificate in prescribed format (**Annexure-III**).



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Evaluation & Selection Criteria:

The University shall have a Standing Research Promotion Scheme Committee comprising of the following:

- i. Director/Dean(R&D), Chairman
- ii. Dean of the respective School, Member
- iii. Two Professors nominated by the Vice-Chancellor
- iv. Three HoD's nominated by the Vice Chancellor
- v. FO/OSD(Finance) - Member Secretary

This committee shall select suitable proposals for award of the seed money and for periodic (twice in a year) review of the progress.



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Annexure-I

FORMAT FOR SUBMISSION OF PROPOSAL

1. Name of the Faculty:
2. Department & School:
3. Title of the Project:
4. Broad area of research:
5. Whether applied in RPS in past (Yes/No):
6. Project Details (up to 5 pages):
 - (i) Introduction
 - Origin of the research Problem
 - Review of status of Research and Development in the subject
 - National and International Status
 - Significance of the study
 - (ii) Objectives
 - (iii) Methodology
 - (iv) Work Plan
 - (v) Expected Outcome
7. Year-wise Budget details:

| S. No. | Budget Head | Amount | | Justification |
|--------|--|----------------------|----------------------|---------------|
| | | 1 st year | 2 nd year | |
| 1. | Minor Equipment's | | | |
| 2. | Books and Journals | | | |
| 3. | Chemicals and Consumables | | | |
| 4. | Contingencies (stationery items, Travel and Field Works, etc.) | | | |

Note: (a) There shall not be any salary/Honorarium component in the scheme
(b) No expenditure will be admissible for the recruitment of manpower such as research fellow/project assistant, etc.



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8. Details of facilities available with faculty/University for the project:
9. Expertise of faculty/PI in the theme of the proposal:
10. Details of Projects Completed/On-going:

| S. No. | Title of the Project | Cost in Lakh | Start date | End Date | Funding Agency |
|--------|----------------------|--------------|------------|----------|----------------|
| | | | | | |
| | | | | | |

11. Key publications during last 5 years:
12. Any other information which investigator may like to give in support of this proposal.

Certificate from Faculty/Principal Investigator

To certify that:

1. I shall abide the rules governing the scheme in case assistance is provided to me from the Mahatma Gandhi Central University for the above project.
2. The funds will be utilised as per the procedures outlined by GFR-2017.
3. The proposal is free of plagiarism and in compliance with Research Ethics Guidelines.
4. I shall complete the project within the stipulated time and will submit the completion report and shall attempt to publish the outcome of the proposed proposal.

Name and Signation of the Faculty/PI



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Annexure-II

Progress Report

Six monthly progress report should be submitted which should consist the following:

1. Sanction Letter No. and Date:
2. Name of the Faculty/PI
3. Department
4. Title of the Project:
5. Work done:
6. Number of objectives achieved:
7. Percentage of amount utilized against sanctioned amount.

Name and Signature of the Faculty/PI



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Annexure-III

UTILIZATION CERTIFICATE
(Year Wise)

Sanction Letter No.:

Date:

Total Amount Sanctioned:

A. NON-RECURRING

| S. No. | Name of the Non-recurring item | Amount Sanctioned | Amount Utilized (Item wise) | Unspent Balance |
|--------|--------------------------------|-------------------|-----------------------------|-----------------|
| | | | | |

B. RECURRING

| S. No. | Details of Expenditure item wise | Amount Sanctioned | Amount Utilized (Item wise) | Unspent Balance |
|--------|----------------------------------|-------------------|-----------------------------|-----------------|
| | | | | |

Certified that the grant has been utilized for the purpose for which it was sanctioned in accordance with the procedures outlined by GFR-2017.

Name and Signature of the Faculty/PI

Name and Signature of
Head of the Department

Signature (with Seal) of
the Finance Officer



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FORMAT PROPOSAL EVALUATION

Name of the Faculty/Principal Investigator:

Department:

Title of the Research Proposal:

| S. No. | Particulars | Rating* (1-5) |
|--------|--|------------------|
| 1. | Relevance of the Project in the current scenario | |
| 2. | Statement of the Problem | |
| 3. | Novelty of idea | |
| 4. | National and International Status | |
| 5. | Significance of Study | |
| 6. | Project Objectives/deliverables | |
| 7. | Methodology/Technical/Management Aspects | |
| 8. | Potential of significant contribution to the existing knowledge pool | |
| 9. | Justification of Budget | |

Overall rating of the Research Proposal:

Comments/Suggestions on the Research Proposal:

Recommendation for the Project Proposal for Seed Money (Accepted/Rejected):

Signatures of the Standing Research Promotion Scheme Committee:

* Evaluation is based on 5 points scale rating (1 - Very Poor, 2-Poor, 3-Average, 4-Good and 5-Excellent) for the above components appear in the Project Research Proposal for the grant of Seed Money.