

## **Guidelines for submission of Research Project Proposal in Ch. Ranbir Singh Institute of Social and Economic Change**

### **1. INTRODUCTION**

Ch. Ranbir Singh Institute of Social and Economic Change, a constituent establishment of the Maharshi Dayanand University on its campus at Rohtak, was instituted as an independent advanced research centre to carry out basic, grass-root level research on the socio-economic issues specific to the state of Haryana and those confronting the country as a whole. In the process of undertaking its defined research activities, the aim is to provide useful inputs for policy formulations and their execution. Besides, its scope also extends to promote research on the life, works, and philosophy of those leaders, social reformers, and thinkers in whose names Research Chairs have been instituted in the University.

Social scientists are expected to produce cutting edge research in various fields of social sciences that have theoretical, conceptual, methodological and policy implications. The broad disciplines of study, within the domain of social sciences, for research purposes would cover Departments in Maharshi Dayanand University in the faculty of Social Sciences, Humanities, Management, and Law. The research projects may belong to any of the prescribed social science disciplines or may be interdisciplinary and multidisciplinary in nature. However, high impact studies which are broad in character but fall within the ambit of a single discipline would also be considered.

In the endeavor to promote research, Research grant is facilitated as a direct financial support to research projects undertaken by the social scientists. In that spirit, CRSIS&EC intends to invite research proposals as per **General Guidelines**, but not limited to, given below:

**Nature of Research Project:** Minor– Duration upto 24 months

#### **Budget:**

- (i) For regular in-service faculty of MDU, Rohtak: maximum limit Rs. 2,00,000/-
- (ii) For superannuated faculty of MDU, Rohtak: maximum limit Rs. 2,50,000/- (including fixed honorarium of Rs. 50,000/- only)

**Research Assistant @ Rs.20, 000/- p.m.** (not exceeding 5 months)

(Qualification-Ph.D. or M.Phil with Post graduate in social science or relevant discipline with minimum 55% marks)

**Field Investigator @ Rs.16, 000/-p.m.** (not exceeding 6 months) (Qualification- Post graduate in any social science or relevant discipline with minimum 55% marks).

## **2. WHO CAN APPLY?**

**2.1** The project is admissible to regular, serving and superannuated, faculty of Maharshi Dayanand University.

**2.2** The Project Director should possess a Ph.D. degree and have an interest in high quality research which may be evident by past studies, publications and academic background. In case the project has Co- Director(s), they should have proven research record.

**2.3** Superannuated teachers can also apply under the scheme but they are required to affiliate to MDU, Rohtak with the prior approval of the CRSIS&EC.

**2.4** Individual scholars can apply maximum of two projects at a time. However, in case both projects are selected, the applicant can choose only one project.

**2.5** No scholar will be allowed to take up a research project along with any ongoing government/organization funded research project. The Project Director should give an undertaking to this effect along with the project proposal.

## **3. HOW TO APPLY?**

**3.1** Applications will be invited through an advertisement on CRSIS&EC portal of MDU website.

**3.2** Complete the application in MS Word file, and email the file to [crsi@mdurohtak.ac.in](mailto:crsi@mdurohtak.ac.in)

**3.3** A hard copy of the same, along with all enclosures, must be sent to: Director, CRSIS &EC before the last date of such submission, duly signed and forwarded, through proper channel.

**3.4** The Applicants are required to submit an Abstract & a detailed Research Proposal in the given format including the budget and a brief curriculum vitae of the Project Director and Co-Director/s (if any).

**3.5** Research proposals and final reports should be in English or Hindi.

**3.6** Same research proposal should not be submitted to any other funding agency.

## **4. PROCEDURE FOR AWARD**

**4.1** Applications would be initially scrutinized by the CRSIS&EC secretariat for their completeness.

**4.2** All the eligible applications will then be sent for blind peer review. In case there are any suggestions for improvement, the same would be sent to the scholar(s) before presentation. An honorarium of Rs. 2000/- (two thousand only) at par with university sitting fee for experts shall be paid to the reviewer.

**4.3** All the short-listed Project Directors would then be invited for a Power Point Presentation at the CRSIS&EC before an expert committee comprising of Director, CRSIS&EC, concerned Dean of the Faculty, and two members of the Governing Body, duly approved by the Vice-Chancellor.

## 5. DURATION, BUDGET, REMUNERATION AND EMOLUMENTS OF PROJECT STAFF

5.1 Research Projects shall have two year duration, from the date of joining.

5.2 The scholar will frame the budget subject to the following broad expenditure sub-heads:

Sr.No.	Heads of Expenditure	Expenditure (in Rs.)
1	Project Director/Co-Project Director: Honorarium for in-service faculty	Honorary basis
2	Project Director: Honorarium for superannuated faculty	50,000/- fixed
3	Project Staff: <b>Research Assistant</b> (not exceeding 5 months) <b>or</b> <b>Field Investigator</b> (not exceeding 6 months)	@ Rs.20,000/-per month  @ Rs.16,000/-per month
4	Project Staff /Project Director/Co-Project Director/ Travel/Logistics/Boarding,etc.	Rs. 30,000/-
5	Contingency including publication of report	Rs. 50,000/-
6	Books	Rs. 20,000/-
	<b>TOTAL</b>	<b>As applicable</b>

5.3 Project staff could be engaged by the Project Director on a fulltime basis during the research work for the period specified at sr. no. 5.2 through an advertisement on University website, and wide circulation through Director, Public Relations Officer, MDU and Notices to University Departments. The selection will be made through a selection committee consisting of (i) Director, CRSIS&EC; (ii) Project Director; (iii) and Dean of relevant faculty, and finally approved by the Vice-Chancellor.

Retrospective payment for work already done is not permissible.

5.4 Re-appropriation: The Project Investigator may with the permission of the Institution, re-appropriate expenditure from one sub-head to another, subject to a maximum of 10 % of the particular budget heads, from among Sr. No. 4 to 6 of Clause 5.

5.5 All books purchased out of the project fund, as per MDU rules, will be the property of CRSIS&EC. A stock register would be maintained for the same. The Project Director will submit an undertaking that all books /assets purchased out of project fund will be deposited in the library of CRSIS&EC on completion of the study.

## 6. JOINING OF PROJECT

6.1 The Project Director has to join the project within one month of the issue of the award letter. This may, however, be extended up to a maximum period of 2 to 3 months in exceptional circumstances, with the prior approval of the CRSIS&EC.

## **7. MONITORING OF RESEARCH PROJECT**

**7.1** The Project Director is required to submit progress report of the project and statement of expenditure after six months of the commencement of project.

**7.2** The CRSIS&EC may, at any time ask for the progress of the study and other relevant documents related to the Project.

**7.3** All project related queries will be addressed to the Project Director for their timely reply.

**7.4** CRSIS&EC may constitute an Advisory Committee, if needed, to monitor the progress of the project. Wherever the Advisory Committee is constituted, the sitting fee payable to the Members would be made as per MDU rules apart from TA and accommodation and hospitality that would be borne out of the budget head 'Contingency'.

## **8. COMPLETION OF THE PROJECT**

**8.1** On completion of the study, the Project Director should submit the following:

(i) For Minor Project, a Final Report (about 100 pages) along with a brief summary. 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).

(ii) Copies of research papers (atleast one) on the theme of research, published in peer-reviewed Research Journal during the period of study.

(iii) Unspent balance, if any (within one month of completion date of project)

(iv) Utilisation certificate, duly audited.

(v) 25 per cent of the project grant shall be released after the submission of final report and the utilisation certificate. For superannuated teachers, the honorarium shall be disbursed after the submission of final report and the utilisation certificate.

**8.2** The Project Director should acknowledge support of CRSIS&EC that the project has been sponsored by the CRSIS&EC, in all publications resulting from the project output (Research Paper, Books, Articles, Reports, etc.) and should submit a copy of the same to the CRSIS&EC during its course and after completion.

**8.3** During the course of the project, the Project Director is required to publish minimum one research paper in any reputed UGC-CARE listed peer reviewed journal on the theme of the research undertaken duly acknowledging the CRSIS&EC support for the research

## **9. CONDITIONS**

**9.1** The duration of the project shall be maximum of two year for Minor Research Project. The Final Report may be submitted within three months after completion of the duration of Project.

However, extension for submission of the final report may be granted only in exceptional circumstances without any additional financial burden on the CRSIS&EC.

**9.2** The contingency grant may be utilized for stationery, computer typing related costs, cartographic work, specialized assistance such as data analysis, consultation for field trip etc. related to the research work.

**9.3** No request for additional grant in excess of the sanctioned budget will be considered.

**9.4** The Project Director shall be personally responsible for timely completion of the Project. In the event of non-submission of project report on time, the University would take action as deemed appropriate.

**9.5** The Project proposal/final report cannot be submitted for the award of any University degree/diploma or funding by any Institution by any member of the project staff, including the project director. The CRSIS&EC, however, will have no objection, if any member of the project staff utilizes the project data for this purpose while acknowledging the support of CRSIS&EC.

**9.6** The project director shall report to the CRSIS&EC in case he /she makes any changes in the research design. No major change can be made therein without the prior approval of the CRSIS&EC.

**9.7** The CRSIS&EC reserves the right to reject any application without assigning any reason. Incomplete applications in any respect will not be considered.

**9.8** The final authority related to the interpretation of the guidelines or any issue left is vested with the CRSIS&EC.

**9.9** The CRSIS&EC reserves the right to demand raw data, or such parts of the study as deems fit.

## **10. RESEARCH PROPOSAL FORMAT**

Other than the mandatory information accompanying each application, candidates should submit their research proposal in two parts:

- A) A concise summary of the research proposal (about 1000 words).
- B) A detailed research proposal (about 3000 words).

An indicative outline for the detailed research proposal is given below:

**1. Title:** The research proposal should have a clear, meaningful and concise title reflecting the scope of the investigation.

### **2. Introduction and / or Statement of the Problem**

The research proposal should begin by clearly stating the research problem to be investigated in the light of its theoretical and/or empirical context in the relevant area.

### **3. Aims and/or Objectives of the Study**

The general aim of the study as well as its specific objectives should be clearly stated in the proposal.

#### **4. Conceptual Framework**

Given the problem and the theoretical perspective for investigation of the problem, the proposal should clearly bring out the concepts to be used and demonstrate their relevance for the study. Besides, the dimension of empirical reality that needs to be explored for investigating the problem should also be specified.

#### **5. Research Question or Hypotheses**

Given the conceptual framework and the specification of dimension, the specific questions to be answered through the proposed research should be sharply formulated. In the case of an explanatory research design, specification of variables and positing of relationship among them through specific hypotheses must form a part of the research proposal.

#### **6. Review of Literature**

The proposal should summarize the current status of research in the area and major findings, including the researcher's own work in the area. Existing empirical findings may also be discussed. The overview should clearly demonstrate the relevance as well as inadequacy of existing findings or approaches and provide a rationale for the proposed study.

#### **7. Scope and Methodology**

The researcher must describe in detail (a) the scope and coverage of her/his study; and (b) approach and methodology with adequate justification. Emphasis should be given to bringing out innovativeness in approaches proposed to be followed. The detailing of the methodology may include research design, data to be collected and empirical and analytical methods to be used. The description of the methodology must be clearly linked to the aims of the research and the research questions/hypotheses of the study.

#### **8. Relevance, Anticipated Outcomes and Proposed Outputs from the Research**

The proposal should include a statement on the relevance of the study and the anticipated outcomes. It should bring out the significance of the research problem, the contribution which the proposed study is expected to make to theory and to methodology as well as its practical importance to society and policy making. It should also describe the proposed outputs from the study (Books, research papers, occasional papers with themes etc.).

#### **9. Tentative Chapter scheme**

Details of chapters should be clearly spelt out in the research proposal.

#### **10. Time Frame**

The research proposal should include a phased time frame for different components of the study.

#### **11. Estimated Budget**

The budget for the study should be formulated within the guidelines and parameters given at 5.2. It should be clearly linked to other elements of the proposal and must include a detailed justification of each item that is proposed.

#### **12. Bibliography: Bibliography should be prepared in APA/Chicago/MLA Manual of Style.**