Norms and Standards for Submission of Research Proposals

1. The Principal Investigator shall be responsible for all academic activities and he/she shall be expected to complete the project within the stipulated period.

2. The funds earmarked for the particular heads shall be utilized for that purpose only.

3. On receipt of approval letter, the Principal Investigator should inform the Vidyapeeth of his/her consent to undertake the project and send an Acceptance Letter (Annexure-VI). The Principal Investigator shall send the Acceptance Letter within two weeks from the date of issue of approval letter, failing which the approval shall liable to be cancelled.

4. All the assets generated out of the fund for the project including equipment, books and journals shall be the property of the host institution, but will be in charge of the Principal Investigator till the completion of the project. It may be retained in the laboratory of the investigator, but must be handed over to the college/institution in case of his/her leaving the college/institute.

5. The results of the study on the project supported by the Vidyapeeth may be published by the Investigator/s. In all such cases, the investigator/s shall acknowledge the support received from the Vidyapeeth.

6. (a) A spiral bound copy of the final report of work done on the project, in book form, along with a CD, shall be submitted to the Vidyapeeth on completion of the research project.
   (b) A copy of the “Final Report” of the work done may be kept in the Library of the respective department and/or of the College/Institute.

7. The Principal Investigator shall submit six-monthly progress reports along with the statement of accounts (Annexure-IV) and utilization certificate (Annexure-III) at the end of financial year for the release of the subsequent grant.

*******************************************************************************
Annexure-I

Dr. D. Y. Patil Vidyapeeth, Pune
FORMAT FOR SUBMISSION OF PROPOSAL FOR RESEARCH PROJECT

PART – A

1. Broad Subject ________________________________________________________________

2. Area of Specialization __________________________________________________________

3. Principal Investigator
   (i) Name: ________________________________________________________________
   (ii) Sex: M/F ______________________________________________________________
   (iii) Date of Birth: _________________________________________________________
   (iv) Qualification: _________________________________________________________
   (v) Designation: __________________________________________________________
   (vi) Address:
       Office: __________________________________________________________________
       Residence: __________________________________________________________________

4. Co-investigator(s) (if any):
   (i) Name: ________________________________________________________________
   (i) Address: __________________________________________________________________
   (ii) Sex: M/F __________________________________________________________________
   (iii) Date of Birth: __________________________________________________________________
   (iv) Qualification: __________________________________________________________________
   (v) Designation: __________________________________________________________________
(II) Name: ____________________________________________________________

(i) Address: ___________________________________________________________

(ii) Sex: M/F ___________________________________________________________

(iii) Date of Birth: _______________________________________________________

(iv) Qualification: _______________________________________________________

(v) Designation: _______________________________________________________

6. Name of the Institution where the project will be undertaken:

(I) Department: _________________________________________________________

(II) College / Institute: _________________________________________________

7. Teaching and Research Experience of Principal Investigator

a. Teaching experience: ________________________________________________

b. Research experience: ________________________________________________

c. Publication (Attach separate Sheet if necessary. Please enclose the list of papers and
books published and/or accepted during last five years):

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Published</th>
<th>Accepted</th>
<th>Communicated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Papers/Books</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td></td>
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</tr>
</tbody>
</table>

d. Papers Presented / Published

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Title of the Paper</th>
<th>Name of the Journal</th>
<th>Details of Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Volume</td>
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</tbody>
</table>
PART – B

8. (i) Project Title________________________________________________________

________________________________________________________________________

________________________________________________________________________

(ii) Introduction / Background
• Origin of the Research Problem
• Interdisciplinary Relevance
• Review of Research and Development in the Subject:
  ➢ International Status
  ➢ National Status
  ➢ Significance of the Study

(iii) Objectives of the project:

(iv) Methodology detailing stepwise activities and sub activities:

(v) Year wise Plan of work and targets to achieve.

(vi) Work plan

(vii) Output of the project

9. Budget estimates

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recurring</strong></td>
<td></td>
</tr>
<tr>
<td>(i) Hiring Services</td>
<td></td>
</tr>
<tr>
<td>(ii) Field Work and Travel</td>
<td></td>
</tr>
<tr>
<td>(iii) Chemicals and Glassware</td>
<td></td>
</tr>
<tr>
<td>(iv) Contingency (including special needs)</td>
<td></td>
</tr>
<tr>
<td>(v) Books and Journals</td>
<td></td>
</tr>
</tbody>
</table>

| Non – Recurring               |                       |
| (vi) Equipments, if needed    |                       |
| (Please specify name and Approx. cost) | |

Total __________________________________________________________
10 (a) Institutional and Departmental facilities available for the proposed work:

Equipment:
_________________________________________________________________
_________________________________________________________________

Other Infrastructural facilities:
_________________________________________________________________
_________________________________________________________________

11. Any other information which the investigator may like to give in support of this proposal which may be helpful in evaluating.

To certify that –

a) General physical facilities, such as furniture/space etc., are available in the Department/College.

b) I/We shall abide by the rules of the Vidyapeeth.

c) I/we shall complete the project within the stipulated period. If I/we fail to do so and if the Vidyapeeth is not satisfied with the progress of the research project, the Vidyapeeth may terminate the project immediately and ask for the refund of the amount received by me/us.

d) The above Research Project is not funded by any other agency.

Name and Signature

Principal Investigator
Co-Investigator
(i)
(ii)
(c) HoD
(d) Dean/Principal/Director (Signature with Seal)
Annexure-II

Dr. D. Y. Patil Vidyapeeth, Pune

Annual/Final Report of the work done on the Research Project
(Report to be submitted within 1 month after completion of every six months)

1. Vidyapeeth Reference No. ____________________________________________

2. Period of report: from _________________________ to _________________________

3. Title of research project ______________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

4. (a) Name of the Principal Investigator________________________
   (b) Name of the Co-investigators:
   1. ________________________________________________________________
   2. ________________________________________________________________
   3. ________________________________________________________________
   4. ________________________________________________________________

   (c) Dept. and College where work has progressed
   ___________________________________________________________________

6. Effective date of starting of the project _________________________________

7. Grant approved and expenditure incurred during the period of the report:
   a. Total amount approved Rs. __________________________________________
   b. Total expenditure Rs. ______________________________________________
   c. Report of the work done: (Please attach a separate sheet)

   i. Brief objective of the project
   ___________________________________________________________________
   ___________________________________________________________________
ii. Work done so far and results achieved and publications, if any, resulting from the work (Give details of the papers and names of the journals in which it has been published or accepted for publication, attach separate sheet if necessary)

iii. Has the progress been according to original plan of work and towards achieving the objective. if not, state reasons

iv. Please indicate the difficulties, if any, experienced in implementing the project

v. Please enclose a summary of the findings of the study. Two bound copies of the final report of work done along with CD may also be sent to the Vidyapeeth.

vi. Any other information which would help in evaluation of work done on the project. At the completion of the project, the first report should indicate the output, such as (a) Manpower trained (b) Ph. D. awarded (c) Publication of results (d) other impact, if any

Signature of the Principal investigator

HOD

Dean/ Director/Principal
Dr. D. Y. Patil Vidyapeeth, Pune
(Deemed University)
(Re-accredited by NAAC with a CGPA of 3.62 on a four point scale at A Grade)

Annexure-III

Dr. D. Y. Patil Vidyapeeth, Pune

Project No. : _________________________________________________________________

Name of the Principal Investigator: __________________________________________

Name of the College & Department : _________________________________________

Research work started from : _________________________________________________

Period of report from : ______________________ to _____________________________

Date of report submitted: _________________________________________________

**Utilization certificate**

Certified that the grant of Rs. _____________ (Rupees _________________________
____________________only) received from the Dr. D. Y. Patil Vidyapeeth under the
scheme of support for Research Project entitled
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

vide Vidyapeeth letter No. DYPU/__________ dated __________ has been fully utilized
for the purpose for which it was sanctioned and in accordance with the terms and conditions
laid down by the Vidyapeeth.

Name & Signature of the Principal Investigator

HOD

Dean/Principal/Director

Finance Officer
Dr. D. Y. Patil Vidyapeeth, Pune

STATEMENT OF EXPENDITURE IN RESPECT OF RESEARCH PROJECT

1. Name of Principal Investigator:

__________________________________________________________________________________

2. College/Institute:

__________________________________________________________________________________

3. Vidyapeeth approval No. and Date

__________________________________________________________________________________

4. Title of the Research Project

__________________________________________________________________________________

__________________________________________________________________________________

5. Effective date of starting the project

__________________________________________________________________________________
6. (a) Period of Expenditure: From ___________ to ___________

   (b) Details of Expenditure _____________________________________________

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Item</th>
<th>Amount Approved Rs.</th>
<th>Expenditure Incurred Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Books &amp; Journals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii.</td>
<td>Contingency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv.</td>
<td>Field Work/Travel</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>(Give details in the proforma at Annexure- V).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>v.</td>
<td>Hiring Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vi.</td>
<td>Chemicals &amp; Glassware</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vii.</td>
<td>Overhead</td>
<td></td>
<td></td>
</tr>
<tr>
<td>viii.</td>
<td>Any other items (Please specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

It is certified that the grant of Rs. __________ (Rupees __________________________ only) received from the Vidyapeeth under the scheme of support for Research Project entitled __________ vide Vidyapeeth Letter No. ______________ dated ________ has been Partially/Fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the Vidyapeeth.

Signature of the Principal Investigator

HOD

Dean/Principal/Director

Finance Officer
Annexure-V

Dr. D. Y. Patil Vidyapeeth, Pune

STATEMENT OF EXPENDITURE INCURRED ON FIELD WORK

Name of the Principal Investigator:

<table>
<thead>
<tr>
<th>Name of the Place visited</th>
<th>Duration of the Visit</th>
<th>Mode of Journey</th>
<th>Expenditure Incurred (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
<td></td>
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</tbody>
</table>

Certified that the above expenditure is in accordance with the Vidyapeeth Regulations.

Signature of the Principal Investigator: ___________________________

HOD: ___________________________  Dean/Principal/Director: ___________________________  Finance Officer: ___________________________
Dr. D. Y. Patil Vidyapeeth, Pune
(Deemed University)
(Re-accredited by NAAC with a CGPA of 3.62 on a four point scale at A Grade)

Annexure-VI

Dr. D. Y. Patil Vidyapeeth, Pune
Letter of Acceptance for Research Project

Name ____________________________________________________________________________

No. ____________________________ dated ____________________________

Title of the Project________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

1. The terms and conditions related to the grant are acceptable to the Principal Investigator and
   College/Institution.

2. At present, I have no research project funded by the Vidyapeeth or the accounts for the previous
   project, if any, have been settled.

Principal Investigator

HOD

Dean/Principal/Director

College

Date:
Dr. D. Y. Patil Vidyapeeth, Pune  
(Deemed University)  
(Re-accredited by NAAC with a CGPA of 3.62 on a four point scale at A Grade)  

Annexure- VII

Dr. D. Y. Patil Vidyapeeth, Pune  

Final Report of the work done on the Research Project  
(Report to be submitted within 1 month after completion of every six months)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Project report No. 1 /2 /3 /Final _____________________________</td>
</tr>
<tr>
<td>2.</td>
<td>Vidyapeeth Reference No. ______________________________________</td>
</tr>
<tr>
<td>3.</td>
<td>Period of report: from _________________________ to ______________</td>
</tr>
<tr>
<td>4.</td>
<td>Title of research project ______________________________________</td>
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<tr>
<td></td>
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<tr>
<td>5.</td>
<td>(a) Name of the Principal Investigator ____________________________</td>
</tr>
<tr>
<td></td>
<td>(b) Dept. and College where work has progressed _____________________</td>
</tr>
<tr>
<td>6.</td>
<td>Effective date of starting of the project __________________________</td>
</tr>
<tr>
<td>7.</td>
<td>Grant approved and expenditure incurred during the period of the report:</td>
</tr>
<tr>
<td></td>
<td>a. Total amount approved Rs. _____________________________</td>
</tr>
<tr>
<td></td>
<td>b. Total expenditure Rs. _____________________________</td>
</tr>
<tr>
<td></td>
<td>c. Report of the work done: (Please attach a separate sheet)</td>
</tr>
<tr>
<td></td>
<td>i. Brief objective of the project _____________________________</td>
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</tbody>
</table>
ii. Work done so far and results achieved and publications, if any, resulting from the work (Give details of the papers and names of the journals in which it has been published or accepted for publication)

iii. Has the progress been according to original plan of work and towards achieving the objective. If not, state reasons

iv. Please indicate the difficulties, if any, experienced in implementing the project

v. If project has not been completed, please indicate the approximate time by which it is likely to be completed. A summary of the work done for the period (Annual basis) may please be sent to the Vidyapeeth on a separate sheet

vi. If the project has been completed, please enclose a summary of the findings of the study. Two bound copies of the final report of work done may also be sent to the Vidyapeeth.
vii. Any other information which would help in evaluation of work done on the project. At the completion of the project, the first report should indicate the output, such as (a) Manpower trained (b) Ph. D. awarded (c) Publication of results (d) other impact, if any