



## CHHATTISGARH COUNCIL OF SCIENCE & TECHNOLOGY

Vigyan Bhawan, Vidhan Sabha Road, Daldal Seoni, Raipur 492 014

### PROFORMA FOR SUBMISSION OF MINI RESEARCH PROJECT

(To be submitted in six copies)

Maximum Amount: Rs. 5.00 Lacs

### **THE MINI RESEARCH PROJECTS MUST BE PERTAINING TO SOCIO-ECONOMIC DEVELOPMENT OF THE STATE**

#### SECTION 'A'

1. Name(s) of the Applicant(s)/Investigator(s),

Designation:

Department (Full Address):

2. Title of Research:

a. Proposal:

b. Broad area/ Field classification:

3. Period required for completion of Research Scheme:

4. Total grant required:

Please give breakup under the following heads

	I <sup>st</sup> Yr.	II <sup>nd</sup> Yr.	III <sup>rd</sup> Yr.	Total (Rs.)
Staff				
Contingencies				
Equipment				
Total				
			<b>Grand Total Rs.</b>	

#### DECLARATION & ATTESTATION

I/We have read the terms and conditions of Chhattisgarh Council of Science and Technology research grant. Necessary Institutional facilities will be provided if the research proposal is approved for financial assistance. Full audited account of expenditure and utilization certificate will be also rendered by the Institution.

Date:

Signature:

Name of Proposer (s):

Head of Institution:

(seal)

## SECTION 'B'

### DETAILED RESEARCH PROPOSAL

**(Please start on fresh page and append this section to the proposal)**

This information must be adequate and sufficiently self-contained to enable the Council and the Referees to assess the project, and it must cover the following aspects:

a. Title of the Project

b. Objectives of Research project

Statement of problems and practical relevance to be specifically indicated (about 150 words)

c. Detailed research plan (in about 1,500 words):

The plan should include specific information covering the following aspects:-

i. Present Knowledge with relevant bibliography, highlighting the gap in the existing knowledge in the field.

ii. Preliminary work already done, if any.

iii. Plan of Research work / Study giving design of research experiments /survey and data processing etc.

iv. The Scientific/Technological significance of undertaking this investigation.

v. Phasing of programme for specific objectives to be attained such as (a) pilot study (b) Data Collection (c) Data processing.

vi. Methods proposed to be followed for undertaking the study.

vii. Justification with the likely impact of the proposed investigation (Scientific / Technological/ Industrial / on regional economic growth / overall welfare/ generation of competence.)

viii. Please justify sanction of the project on the following grounds

a. Innovation

b. Capacity building / development of research

c. Practicability of its applications

d. Any other point(s)

### Fund requirement (Cost budgeting)

Detailed year-wise break-up under staff, equipment, contingencies, etc. with appropriate justifications.

Budget (in Rupees)

1 <sup>st</sup> Yr.	2 <sup>nd</sup> Yr.	3 <sup>rd</sup> Yr.
TOTAL		

1. Staff

- (i) Project Fellow (@ Rs. 10,000 per month) Nil
- (ii) Field Assistant (@ Rs. 5,000 per month)

2. Contingency (specify)

- i. Materials, Chemicals, glassware, etc.
- ii. Stationary, books, reprints, etc.
- iii. TA expenditure for fieldwork.
- iv. Other items.

Total \_\_\_\_\_

3. Equipment:

Biochemistry Analyzer

Peristaltic Pump

Ultrasonic Bubble detector

GSM Blood Pressure Machine

GPS System

Grant Total

- i) Utilization of contingency:  
(Please specify what for this amount is to be used).
- ii) Utilization of grant for equipment.  
(Generic name of equipment along with make & model and approximate cost and its use in the context of this project may be given.)

Undertaking by the proposer:

I have read the terms and conditions of research grant and agree to abide by the same.

Signature of the Project proposer:

Name:

Designation:

Date:

**Certificate from the Principal Investigator of the Project**

**Mini Research Project Title:**

I/We do hereby certify regarding this project:-

1. This Project proposal submitted to CCOST is not submitted elsewhere for financial support.
2. The equipments procured under this project shall be made available to other users in spare time for research purpose and the institution shall not seek fund for the purchase of the same instrument in any other project proposal from CCOST.
3. The research work proposed in this project is original in objective and content and is not done elsewhere in any institution. I/We have taken due diligence in searching literature for this purpose.
4. I/We agree to abide by the terms and conditions of the CCOST for this grant.

**Name and Signature of Principal Investigator /s**

Date:

Place:

**Head of the Institution**  
(Signature & Seal)

**SECTION 'C'**

**BIO DATA OF INVESTIGATOR(S)**

Tele No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail \_\_\_\_\_

1. Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Department: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_
2. Date of Birth: \_\_\_\_\_
3. Educational Qualification: \_\_\_\_\_

Degree	Year	University	Field(s)
B.Sc. / BE/....			
M.Sc./ME/....			
Ph. D./..			
Others			

**Research / Training Experience:**

Duration		Institution	Designation	Nature of work
From	To			

4. Research Specialization:  
(Major Scientific Fields of interest)
5. Brief Resume of
  - a. Research work done by the proposer(s) in this or related fields:
  - b. List of publications relevant to the Present Project:

(With title & complete reference)

i Thesis and related area:

ii In other areas (List may be appended separately)

6. Available Institutional facilities:

7. Facilities in equipment etc. available at the University/Institution for the proposed investigation.

8. Project(s) Completed

Title	Agency	Year of Completion

9. On Going Projects

Title	Agency	Duration	Year of beginning	Amount Sanctioned

## **TERMS AND CONDITIONS OF THE GRANT-IN-AID**

**The Mini research projects must be pertaining to Socio-Economic Development of the State.**

1. In line with the Council's objectives it is imperative to support only such Research & Development Mini Research projects which are relevant to the achievement of specific objectives of the Council as follows:  
"To identify and utilize areas of science and technology for-
  - a. Achieving socio-economic development of the state and
  - b. To achieve the objectives of tackling the problems particularly of backwardness, unemployment and poverty in the rural areas, and among the under-privileged section of the society".
2. Mini research project will be sanctioned to permanent faculty member(s).
3. Six copies of the project proposal to be submitted to Council in the prescribed proforma.
4. Suitable accommodation and other necessary facilities, equipment, etc. should be made available by the Institution for the research project. The Grant -in - Aid would be released through the Head of the Institution who would be responsible for proper utilization of the grant.
5. Annual progress report of the work carried out is required to be submitted to the Council within one-month time limit.
6. The Council reserves the right to terminate the project if progress of the work is not found satisfactory, in the opinion of the Council.
7. Publication of the research data of the project should be done only after taking approval from the Council, for which a copy of research paper should be submitted.
8. Accounts duly supported by vouchers for the expenditure incurred on salary, contingencies, etc. should be submitted regularly through the Head of the Institution/Research Organization.
9. Procedure laid down for appointment of Staff, Purchase of equipment, materials by the Institution concerned must be strictly followed.

10. Prior approval of the Council for purchase of equipment costing more than Rs. 10,000/- would be necessary. The Council normally does not approve the purchase of any major equipment from its grants, except for exceptional cases.
11. Proper record of purchase, stock entries, breakages, & losses should be maintained for verification, and submitting the verification report to the Council. On completion of the project the equipment and other articles purchased from Council fund should be transferred to the stock books of the Institution.
12. The Institution shall be responsible for submitting the annual and final audited statement of accounts and utilization certificate for the grant released by the Council.



CHHATTISGARH COUNCIL OF SCIENCE & TECHNOLOGY,

Vigyan Bhawan, Vidhan Sabha Road, Daldal Seoni,  
RAIPUR (CG) 492014

Guidelines for Mini Research Projects/ Programmes

**Background :**

Chhattisgarh Council for Science & Technology endeavors to achieve highest attainable level of physical, mental and social well being of its citizens through processes that will empower local communities and citizens. The council aims to bring equitable and gender sensitive environment and reduce poverty in the State by aiming to apply advances in Science & Technology by integrating traditional / indigenous knowledge and skills of the people.

The council also encourages intellectual growth and knowledge protection, value addition, diversification and strengthening of research, design and development for achieving social equity and to make Science & Technology as 'Science of Life' so as to fully realize the timeless objective of ensuring happiness, health and well being of all.

To this end, project proposals are invited for according financial assistance, subject to fulfillment of certain guidelines. These guidelines are briefly described herein under:

**Guidelines for Projects / Programmes:**

(1) Research proposals may be submitted by the Permanent Scientist/Academician of the institute /organization where the person is employed and basic facilities are available in such institutes/organizations for conducting the proposed research.

(2) Only one project will be considered for approval for financial assistance of one Principal Investigator of the organization at a time. This would enable new researchers to avail opportunity of this programme and council could extend assistance to more projects.

(3) No Mini Research Projects, Seminars, Symposia, Workshops, Conference Trainings, Programs etc., under its R&D Schemes shall be sanctioned to the Principal Investigator or organization unless Utilization Certificate/Statement of Expenditure/Progress Report of previously sanctioned project /program are submitted to the council within the stipulated time.

(4) The sanctioned amount under Travelling Allowance head of Mini Research Project is to be utilized only for the purpose of project related work (Field work,/survey/sample collection/technical advice etc.) and not for participating in seminar/symposium/conference/workshop etc. for any other purpose.

(For attending seminar/symposium/conference/ workshop etc. for international level held in India and/or abroad and national level, the Council has other financial support schemes).

(5) **Release of Funds:** The contingency amount sanctioned for the research project shall be released at once with the approval of the project. Payment against the salary component shall be released after the submission of the papers related to appointment of the staff under the project. The amount under equipment head can be released after receiving the recommendations of purchase committee and the approval of head of the institute.

(6) **Maximum Number of Mini Research Projects/Programmes which will be considered for Financial Assistance in a Financial Year:** The Chhattisgarh Council of Science & Technology sponsors various activities, like: Mini Research Projects, Seminars, Symposia, Workshops, Conference Trainings, and Programs etc., under its R&D Schemes. The category-wise maximum numbers of Mini Research Projects/programs, Seminar/Symposium/Workshop/Conference and other

short term programs that shall be considered for financial support in a Financial Year are given herein under :-

Sl. No.	Category of Institutions	Seminar/Symposium/ Workshop/Conference and other short term programs	Mini Research Projects/
01	Each University	Maximum One per Department	Max. Two per Department
02	Group of Institutions/ National Level Laboratories/ Institutions (each)	Maximum Five (Max. One per Department)	Maximum Five (Max. One per Department)
03	Individual Colleges (each)	Maximum Three (Max. One per Department)	Maximum Five (Max. One per Department)
04	Professional Bodies / NGOs (each)	Max. One per organization	Maximum One per organization

#### **(7) Duration of Projects Submission:**

Mini Research Projects shall be accepted for financial support in a Financial Year during the period as given below:-

From : 1<sup>st</sup> April to 30<sup>th</sup> June  
15<sup>th</sup> October to 30<sup>th</sup> November

#### **Note:-**

1. All other specific guidelines, terms and conditions are appended with the proforma for submission of projects. Please go through the same before filing of application.
2. Special programs of the Council are exempted and are not bound by the above defined norms.
3. The Council may change norms at any point of time, as per the need and requirement.
4. Projects which are considered closer to the interests of the State and relevant to its inhabitants shall be accorded high priority while sanctioning the projects.

5. Director General, Chhattisgarh Council of Science & Technology has all the powers beyond above defined norms to consider/sponsor/sanction any project/program in the overall interest of the State of Chhattisgarh.

**Director General**  
Chhattisgarh Council of Science & Technology,  
Raipur (CG)