

UNIVERSITY OF PUNE
Board of College and University Development

GUIDELINES FOR RESEARCH PROPOSAL

Research proposal is an opportunity to College / University Teachers to start or continue their research work in the college / Institute. Head/Principal of the Institute / Colleges should give them freedom to spend the funds as per the requirement of Principal Investigator. It should be observed that, the research proposals help in developing research culture in the College / Institute.

The guidelines for the research proposal are similar to the Minor / Major Research Projects framed by University Grants Commission, Delhi.

Following are some of the additional guidelines for the proposals sanctioned by BCUD, University of Pune.

- i) For purchase of equipments, following procedure should be followed
 - (a) Call at least three quotations from suppliers.
 - (b) Purchased equipments should be kept in College / Institute during the work and after the completion of work.
 - (c) If the work is in collaboration, the equipment may be kept in any either center in consultation with principal of the college.
 - (d) The sanctioned amount shall be transferred to a separate account operated jointly by Principal Investigator and Principal or his nominee. The Principal Investigator will have the right and responsibility for auditing the accounts.
- ii) Duty leaves should be given to Principal Investigator / Co-Investigator as per the requirement of the project work.
- iii) Principal Investigator is allowed to hire a vehicle for field work as per University of Pune rules.

- iv) The participation of Principal Investigator in two days' conference organized by University of Pune is mandatory.
- v) The Principal Investigator will have to present their project work in the Conference as a part of completion of first stage.
- vi) The release of funds as a second Installment will depend on quality as well as the performance of work done at first stage.

- vii) All Principal Investigators are advised to publish their work in reputed National / International Journals.
- viii) Parent organization shall not charge any overhead charges.
- ix) Purchases above 15,000/- be made as per the decision of the Purchase Committee consisting of Principal Investigator as a Chairman with two other members nominated by the Principal.
- x) The final report of research project should include
 - (i) Technical Report along with conclusions (two hard bound copies) / and published, presented, accepted paper(s) (A soft copy)
 - (ii) Statement of accounts
 - (iii) Utilization certificate

In spite of these guidelines, any additional thing which will help in strengthening the research culture in Departments/Colleges/Institutes shall be adopted.