



Estd.: 1972
NAAC Reaccredited 'A' grade

MANIBEN NANAVATI WOMEN'S COLLEGE
BEST COLLEGE AWARD CONFERRED BY SNDT WOMEN'S UNIVERSITY, MUMBAI

conducted

**SMT. KANTABEN SHAH RESEARCH CENTRE
FOR MULTIDISCIPLINARY STUDIES (KSRC)**

Guide Lines for Short Term Duration Projects



1. INTRODUCTION

One of the important objectives of KSRC is to promote and disseminate multidisciplinary research in the institution and to the scholars outside it. In this context, the primary objective of the awarding research grants for projects of short duration is to provide financial assistance to the faculty of social sciences and humanities to conduct cutting edge research in various fields of social sciences and humanities that have theoretical, conceptual, methodological and policy implications. The Research Projects may belong to any of the social science or humanities disciplines or may be multi-disciplinary in nature. The broad disciplines of study, within the domain of social sciences and humanities or multidisciplinary studies are as follows:

- i. Languages and Literature (English, Gujarati, Hindi & Marathi)
- ii. Critical / Literary Theory
- iii. Sociology
- iv. Economics
- v. Psychology
- vi. Commerce and Management;
- vii. Education
- viii. Child Development
- ix. Food & Nutrition
- x. Social Linguistics / Socio-Cultural Studies
- xi. Library Science
- xii. Social Work
- xiii. Media Studies
- xiv. Health Studies
- xv. Gender Studies
- xvi. Social Media and Digital Media
- xvii. Performing Arts
- xviii. Environmental Studies
- xix. Diaspora Studies
- xx. Population studies
- xxi. Films and Media Studies
- xxii. Tourism

Every Year Research Proposals will be invited in the month of August. Review and scrutiny to be done by October end. Projects to be allocated by November end

1.1. Categories of Research Projects

The KSRC awards one type of research project on the basis of the scope, duration of the study and budget:

(a) 2 Short Duration Research Projects– Duration up to 6 months with a budget upto a maximum of Rs. Thirty Five Thousand only each for one In house scholar and One External scholar

2. ELIGIBILITY

2.1 The In House scholar should be a Full Time Teacher employed with the institution.

2.2. The External Scholar should be a scholar who has completed his/her post-graduation with one research publication in a peer-reviewed journal from the above mentioned disciplines in Item 1.

2.3 He/she should be associated or employed with a reputed organization and should submit a valid Identity card of the same along with the submission of research proposal.

3. HOW TO APPLY

3.1 Applications will be invited through advertisements/Notification on the College website .

Proposals will be invited every year from the Inhouse and external scholars in the month of August.

3.2 Application in hard copy in prescribed format and duly forwarded by the affiliating institution must be sent to: **The Director, KSRC, Maniben Nanavati Women's College, Vallabhbhai Road, Vile Parle West, Mumbai 400056** before the 15th of October each year.

3.3. An advance copy of the application can also be sent through email at ksrc@mnwc.edu.in

4. PROCEDURE FOR AWARD

4.1 Applications are initially scrutinised by the KSRC Ethics Committee team

4.2 Thereafter the Expert Projects Committee constituted by KSRC will short-list the meritorious proposals. The scrutiny of the proposal shall be based upon the strength of the proposal and relevance to the Social Science and Humanities or Multidisciplinary subjects

4.3 Such applicants would then be sent to two subject experts in respective subject areas for evaluation.

4.4 The recommendations of the Subject Experts are then placed before the Advisory Board for its final approval.

4.5. The allocation of funds shall be based on the availability of funds prescribed by the Advisory Committee during the financial year.

4.6. The final authority related to the interpretation of the guidelines or any issue left is vested with the Director, KSRC.

5. DURATION AND VALUE

5.1 The duration of the Short Duration Research Project is six months.

5.2 The budget for Short Duration Research Project will be upto a maximum of Rs. Thirty Five Thousand for each scholar- in house and External

5.3 The budget estimates for Short Duration Research Project is to be prepared on the basis of the

guidelines given as under. Applicants for Short Duration Research Project may make suitable changes in the budget heads as per the budget and actual requirement.

Broad Expenditure Heads Value

1. Research Staff / Hired Services Not exceeding 40 % of the total budget.
 2. Fieldwork: Travel/Logistics/Boarding, etc. Not exceeding 40%
 3. Books/Journals/ Source Material Not exceeding 10 %
 4. Internet/ Printing/Photocopying not exceeding more than 5 %
 5. Contingency Not exceeding 5%
- Total 100 %

6. JOINING AND RELEASE OF GRANT

6.1 The scholar has to join the project within one month of the date of the award letter. For this the scholar has to submit an agreement on the stamp paper, date of commencement and grant-in-aid bill towards the first instalment. This may, however, be extended up to a maximum period of 2 months in exceptional circumstances with the prior approval of the KSRC

6.2. The Sanctioned grant for Short Duration Research Project is released in three instalments of 50%, 30% and 20%.

6.3. The first instalment is released after completing necessary formalities for joining by the Research Scholar

6.4. The second instalment will be released after receiving a satisfactory Progress Report along with the simple statement of account of first instalment within a period of 3 months from the date of release of the first instalment.

6.5. The 5% overhead charges to the affiliating institution will be released only after verification of the documents by the KSRC.

6.6. The third and final instalment will be released on receipt of – (a) satisfactory final report along with research paper in a publishable form; (b) statement of accounts with utilization certificate in GFR-19A Form for entire project amount duly signed by the RESEARCH SCHOLAR , Chartered Accountant and Director of the affiliating Institution; and (c) an undertaking of settlement of assets and books purchased out of the project funds.

6.7 The researcher would be expected to keep a full inventory of all documents, materials and any other resources obtained as part of the grant received. The said materials should also be available for inspection as and when required.

6.8 If for any reason the project is not completed as per the agreed upon terms and conditions, the researcher would be expected to return any funds secured up until that point at the prevailing rate of interest.

7. MONITORING OF RESEARCH PROJECTS

7.1 Research undertaken by the scholar will be reviewed through the submission of periodic progress

reports in the prescribed format and the project may be discontinued/terminated if research progress is found unsatisfactory or any KSRC rules are violated.

7.2 The KSRC may, at any time ask for verification of accounts and other relevant documents related to the Project.

8. CONDITIONS

8.1 The duration of the project shall be maximum for six months for Short Duration Research Projects. The Final Report may be submitted within one month after completion of the duration of Project. However, an extension of one more month for submission of final report may be granted in exceptional circumstances without any additional financial commitment of the KSRC.

8.2 The scholar shall acknowledge support of KSRC in all publications resulting from the project output and should submit a copy of the same to the KSRC

8.3 KSRC is a body conducted by a Linguistic Minority institution- Maniben Nanavati Women's College and therefore all the rules related to the same will be followed.

8.4. Defaulters of any previous project/grant of the KSRC will not be eligible for consideration until the applicant obtains the clearance from the concerned administration division.

8.5. The Scholar will be allowed to take up only one research project/programme at one point of time.

8.6. There will be a gap of minimum one year between two KSRC Short Duration Research projects.

8.7.. No request for additional grant in excess of the sanction budget will be considered.

8.8. The Scholar shall be personally responsible for timely completion of the Project.

8.9. 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 KSRC however, will have no objection if any member of the project staff utilizes the project data for this purpose.

8.10. The Scholar shall report to the KSRC in case he /she makes any changes in the research design. No major change can be made therein without the prior approval of the KSRC.

8.11. Application submitted against one Call will not be considered in the subsequent Calls.

8.12. The Centre reserves the right to reject any application without assigning any reason. It is also not responsible for any postal delays/loss.

8.13. Incomplete applications in any respect shall not be considered for fellowship.

8.14. The final authority related to the interpretation of the guidelines or any issue left is vested with the KSRC.

9. COMPLETION OF THE PROJECT

9.1 On completion of the study, the scholar should submit the following:

(A) For Short Duration Research Projects, a Final Report (about 60 to 80 pages) along with a brief summary (about 20 to 25 pages)

(B) Both documents should be submitted in hard format (two copies of final report and ten copies of summary) and a soft copy (in pen drive/CD/DVD).

11. 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 2500 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

The research proposal should begin with a brief background information about the research problem.

3. 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.

4. Statement of the Problem

It should clearly elaborate on the research problem to be investigated in the light of its theoretical and/or empirical context in the relevant area.

5. Objectives / Research Question / Hypotheses of the Study

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

7. 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.)

8. Tentative Chapterisation

Details chapterisation should be clearly spelt out in the research proposal

9. Work Plan

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

10. Estimated Budget

The budget for the study should be formulated within the guidelines and parameters as given at 5.3 & 5.4 above. It should be clearly linked to other elements of the proposal and must include a detailed justification of each item that is proposed.

11. Bibliography: Bibliography should be prepared in Chicago Manual Style / APA.



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