



RESEARCH & DEVELOPMENT CELL

THAKUR PANCHANAN MAHILA MAHAVIDYALAYA

A. Guidelines/Rules & Regulations for College Funded Micro Project

Research proposals are invited for College Funded Micro Projects from teachers as well as students of different departments. The Guidelines for the College Funded Micro Projects are:

1. Format of application can be obtained from the office of the Principal or it may be downloaded from the college website <http://tpmm.org.in>
2. The duration of the project is six months from the date of implementation of the project.
3. All research proposals submitted are to be properly scrutinized by a screening committee before funds are released.
4. Funds will be sanctioned after the recommendation of the screening committee comprising the Coordinator of Research Cell, IQAC Coordinator, one teacher member from IQAC, Principal, Head of Department/one teaching faculty from the concerned department from which the project has been submitted. External expert counsel will be sought if required. The decision of the committee will be final & binding.
5. Project proposals that are approved will be forwarded to the Principal for final approval and sanctioning of funds.
6. Research Projects that are completed will be assessed by the committee and if necessary may also include external experts.
7. On completion of the project the researcher is required to give a presentation of the study conducted; its analysis & findings. Then the researcher has to submit the final report with statement of accounts.
8. Submission of the Project Report along with statement of expenditure and vouchers certified by the Principal Investigator will be required at the time of completion.
9. Two hard copies and one soft copy of the completed project report are to be submitted to the Research Cell.
10. The researcher must submit a progress report three months after the commencement of the project.
11. All research Projects recommended by the screening committee will be submitted to the Principal through the Finance Committee for sanctioning of grants.

Approved in the
Finance Committee meeting
held on 23.07.21
Principal
T.P.M. Mahavidyalaya
23/07/2021



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12. The outcome of every research project funded should be published & researchers are advised to ensure that their research is published in international/national journals and other editions of repute.
13. Teachers/ students with incomplete ongoing projects cannot apply for new projects. One teacher/student is eligible to apply for research funding only once in one academic session.
14. Funding of Projects is subject to the number of proposals received during the Academic Session.
15. Departments are to see that students submit proposals for the projects under the supervision of a teacher from the department.
16. Compilation of projects in the form of a volume for duration of every five years should be done by the Research Cell.
17. Any assets/equipments acquired out of the grant may not be disposed off, and the same may be retained with the department.
18. The grantee shall ensure the utilization of the grant for the purpose for which it has been sanctioned. In case of non-utilization or part-utilization, the grantee shall refund the un-utilized amount with 5 per cent simple interest levied on the un-utilized amount for the period it is retained with him/her.
19. The project must be completed within the period for which it has been sanctioned. In case of any extension, prior approval must be obtained from the Research Cell with justification for such extension.
20. Recommendations for the Finance Committee for the College Funded Micro Research Projects are as follows:
 - A. Maximum Rs 5000/- will be granted.
 - B. Sanction of 100 per cent will be made within 15 days of date of approval. Report of utilization of funds has to be submitted with proper statement of accounts along with original copy of vouchers/receipts and Utilization Certificate duly signed by the grantee with detailed report of the outcome of the project is to be submitted within 15 days of completion of the project.

*Approved in the Finance
Committee meeting held on 23.07.21*

[Signature]

23/07/21

Principal

T.P.M. Mahavidyalaya
Cooch Behar



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B. Guidelines/Rules & Regulations for the scheme of providing financial support to attend conferences/workshops, short-term course, FDP etc and towards membership fee of professional bodies

The Research Cell proposes the following structure of financial support to the teachers to attend conferences/workshops and towards membership fee of professional bodies:

1. Maximum Rs. 5000/- may be granted to a teacher to attend conferences, seminars, workshops, short-term course, FDP etc.
2. The teacher must apply to the Principal for the financial help before attending conferences, seminars, workshops, short-term course, FDP etc. The Principal may seek the assistance of the Research Cell before the final sanctioning of the funds.
3. The teacher must submit the certificate, papers presented (where applicable), and the vouchers/receipts/tickets of registration/travelling/other relevant expenditure.
4. The full amount of the granted assistance will be disbursed after the submission of the documents mentioned in point 3. The documents will be verified and preserved by the Research Cell.
5. Maximum Rs. 2000/- per year may be granted to a teacher for the membership fee of professional bodies. The teacher must produce the voucher of membership fees before the release of the funds.

*Approved in the Finance
Committee meeting held on
23.07.2021.*

Bh...
23/07/2021

Principal
T.P.M. Mahavidyalaya
Cooch Behar