

PRINCIPAL D G KARVE RESEARCH CHAIR

RESEARCH GUIDELINES



Sponsored research

Guidelines for Prin. D. G. Karve Research Chair

Introduction: -

In order to promote the specialized socially viable research in Brihan Maharashtra college of Commerce, corpus fund in name of D.G.Karve chair is developed. A Sumptuous amount was received from Bank of Maharashtra and other well-wishers. The fund is supposed to be utilized to provide financial help to teachers and students of Brihan Maharashtra College of Commerce. The scheme was aimed at providing initial seed funding to budding researcher teachers, so as to develop them to apply for larger funding to various funding agencies outside.

Aim & Objectives

The scheme aims at promotion of research culture among students and teachers at the college. It also intends to provide guidance, mentorship, and financial assistance to young teachers so as to nurture them as researchers in the near future. The scheme shall identify talented researchers and support them to realize their innovative and original research ideas into impactful research outcome. Through this scheme, the college shall strive to develop a research ecosystem, where every competent and willing researcher shall be given opportunity for furtherance of his/her research interests. The scheme will enable close interaction with industry and society to develop useful technologies and intellectual properties.

RESEARCH CATEGORIES: -

- I. **Faculty Research project:** Any proposal with objectives, hypothesis, and expected outcome of which is beneficial to the society at large, industry, social & government policies and probable intellectual property can be termed as a research project.

However, the principal researcher should be eligible to apply for applying for the Research Project.

Eligibility: -A faculty appointed as full time / Teaching Associate during the academic year of Brihan Maharashtra College of Commerce is eligible to apply as PI for the Scheme. A faculty appointed as full time / Teaching Associate at sister College/Institute of DES during the academic year is eligible to be a Co- PI in multi disciplinary research in fields other than Economics , Commerce and Banking . However, only faculty appointed as full time / Teaching Associate during the academic year of Brihan Maharashtra College of Commerce is eligible to be Co PI for Economics, Commerce and Banking related research.

Terms & Conditions: -

- Maximum tenure of the project shall be 2 years from date of sanction of project.
- Maximum funding for the research project shall be ₹ 1.25 lakhs.

- Progress report should be submitted by the researcher before the R R Committee at the end of 1 year from date of sanction of the project.
- Plagiarism report with maximum similarity index can be 10%.

II. **Student Research project:** The research project conducted by PG and doctoral students (Topic of chosen research should be different from PhD topic) will be termed as Student's research project.

Eligibility: - The researcher should be a student of BMCC and be a student registered for PhD/ PG degree. Research project will be guided by full time faculty (with a PhD) of Brihan Maharashtra College of Commerce the faculty appointed as full time / Teaching Associate during the academic year of Brihan Maharashtra College of Commerce is eligible to apply as PI for the Scheme. A faculty appointed full time / as Teaching Associate at sister College/Institute of DES during the academic year is eligible to be a Co- PI in multi-disciplinary research in fields other than Economics, Commerce and Banking. However, only faculty appointed full time / as Teaching Associate during the academic year of Brihan Maharashtra College of Commerce is eligible to be Co PI for Economics, Commerce and Banking related research.

Terms & Conditions: -

- Maximum tenure of the project shall be 1 year from date of sanction of project.
- Maximum funding for the research project shall be ₹ 50 thousand.
- Progress report should be submitted Six monthly by the researcher before the R R Committee.
- Plagiarism report with maximum similarity index can be 10%.

III. **Joint research project** – The research project conducted by students and a faculty jointly, will be termed as a Joint research project.

Eligibility: -The researcher should be a student of BMCC. The students registered for PhD, / PG degree. The faculty should be enrolled for full time course during the academic year of Brihan Maharashtra College of Commerce are eligible to apply for the Scheme. Topic of chosen research should be different from PhD topic)

Terms & Conditions: -

- Maximum tenure of the project shall be 1 year.
- Maximum funding for the research project shall be ₹ 50 thousand.
- Progress report should be submitted Six monthly by the researcher before the R R Committee.

- Plagiarism report with maximum similarity index can be 10%.

Application and Selection Procedure: -

- All eligible teachers and students may submit their applications and Proposals online in prescribed format and present it to the R R Committee.
- Copy of proposal should be brought by applicant at time of presentation.
- All the interested faculties and students are needed to submit a proposal in prescribed format.(Format attached)
- Primary scrutiny will be carried to finalize the research proposals. The selected proposals will be notified regarding the presentation.
- All the scrutinized proposals need to be presented before the RR Committee for the evaluation.
- The selected proposal must incorporate the changes and suggestions made by RR committee.
- The College shall decide on the number of proposals to be selected in a particular year.
- The final proposal must have a detailed budget outlined.
- Every proposal shall be scanned for plagiarism.
- The amount to be sanctioned for the project shall be decided by the committee and the college.
- The project needs to be submitted in the stated time. Three copies need to be submitted in the prescribed format.

MONITORING OF THE PROJECTS

- At the end of first six months, the PI shall make a presentation before the expert committee-
- Along with annual progress report, it shall be mandatory for the PI to submit at least preliminary draft of a paper that will be later prepared for publication at the end of the project in a Scopus/UGC-referred journal by the Researcher.
- At the completion of the project, every candidate shall submit a project completion report to the college in the prescribed format within one month from the date of completion. Along with the completion report, the PI shall submit a full draft of the paper that is planned to be published.

Governing Body:

R A C will be the governing body for the Prin. D. G. Karve Chair, which will report to the academic council.

Advisory Committee Members

Principal of BMCC (ex officio chairman)

Vice Principal/s of BMCC-2

Prin. Dr .D. G. Karve Research Chair Professor

Research Coordinator of BMCC

IQAC Coordinator, BMCC

External members -2

Rights and Duties of R A C –

- It will appoint R R committee for research projects.
- It will meet every Six months
- It will decide on allotment of the funds and recognising expenses.
- It will approve projects and statement of accounts submitted by the researcher, and after recommendation of the R R committee.
- Member of the R A C outside BMCC will be given meeting allowance & conveyance as applicable.

R R Committee: - The recognition of the research will be made by the R R committee. It will be appointed by the RAC for evaluation of the projects. It will comprise of 2 research guides who will be the experts of the research domain/ Multi-disciplinary and 1 member from commerce stream, any 3 members of RAC and the chair co-ordinator will be the member.

Rights and Duties of R R Committee –

- It will evaluate /scrutinise the proposal and suggest changes and recommend the proposal to the RAC
- It will suggest modifications / approve the budget and recommend it to the RAC
- It will approve the 6 monthly reports of the project proposal.

(Anything apart from the rules mentioned in the guidelines will be decided by the RAC)

FINANCIAL GUIDELINES

Non-Recurring Grants

The College will provide financial support for the items like

- Books, Journals & E-journals
- Professional Services
- Internet
- Printing and stationery
- Journals, software
- Contingency & Equipment
- Travel, and fieldwork

The applicant shall submit budget head wise expenditure plan.

- i) **Equipment and Books:** - Researcher should mention name and detailed configuration/specification of the equipment along with its cost. The sanction of the purchase shall be approved by the R A C of the college. The books and Journals shall be purchased by the library of the college, the list of books, magazines and journals need to be given by the PI to the library. The purchase and allocation will be done by the library within working days. (If PI do not get the books, magazines, and journals within 8 working days, PI can purchase them after getting the list sanctioned by the R A C of the college.)
- ii) **Software's:** - The required software's need to be sanctioned by the college committee. The software shall be purchased by the college and will be installed on the college machines, the PI can use the installed software's form the college machines.

Recurring Grants

Professional services: -

- i) This is meant for specialized technical work, such as preparation of the questionnaire, statistical and sample analysis, which are available on payment basis.
- ii) If services are availed collection of data, preparation of questionnaire/ schedule or report writing except for routine administrative work. The expenses shall be sanctioned to appropriate limit only on the production of record regarding daily

work done by the haired person date wise.

- iii) If statistician services are availed for statistical analysis of the project report, then the payment can be as per the maximum sanctioned limit under the professional services category.
- iv) Students with a good academic background can also help in preparation of the project report. Such students may be paid a remuneration of a maximum of ₹ 200/- per day. This payment shall be included in the maximum sanctioned limit under the professional services category.

Internet, Printing, and stationery: -

- i) The internet services can be availed maximum to a limit of ₹ 500 per month. The internet monthly expenses shall be availed but the instrument shall not be financed.
- ii) Printing and stationery required can be availed at the actual, in the maximum sanctioned limit under the Printing and stationery category. (It will include spares for apparatus, photo-stat copies, and microfilms, typing, stationary, postage, computation and printing needed for the project.)

Travel and Field work: -

- i) The amount allocated under the head travel/field work is to be utilized for data collection and collection of other information such as sphere of the ongoing project.
- ii) Travel allowance shall be admissible for travel made by road, rail, and air.
- iii) It is advisable to use public transport. In case if it is not feasible to use public transport the use of personal vehicle at the researchers risk and indemnity shall be allowed. If a car has been used maximum allowable expenditure will be ₹10 per km. + toll & parking (at actual). If a two-wheeler is used maximum allowable expenditure will be ₹ 5 per km. + toll & parking (at actual).
- iv) If the researcher travels for attending a conference, the details of the travel shall be first sanctioned by the committee and the bookings shall be made by the college. Maximum allowable expenses will be as follows : -
 - Maximum expenditure allowed will be A/c bus.
 - If travel is done by rail the maximum allowable for a faculty researcher will be 2 tier A/c (tickets booked by the college) and for a student researcher will be 3 tier A/c (tickets booked by the college).
 - The maximum allowable stay charges for the conference (if not paid by the organizers of the conference) will be ₹ 1500 per day.
 - Maximum allowable expenses for travel by a rickshaw during the stay at

the conference will be ₹200 per day.

- If stationery is purchased during the stay of the conference, it shall be claimed under travelling expenses.
 - During travel plain vegetarian food will be allowed at actual.
- v) Travel expenses for visits, discussion with the expert, or to visit Research Institutions, Libraries, Museum, shall not be permissible under the project grant.
- vi) A detailed visit report and the bills shall be presented by the PI regarding travel and field work done during the visit.

Contingencies and any other expenses (if any)

- i) The amount required for any other unforeseen expenses, and which are granted by the committee can be charged under this category.
- ii) The amount which is exceeding in any other allotted category can be charged under the permissible limit in this category. (These expenses can be charged under this category only after the sanction is received from the committee)
- iii) The equipment (Expenses to the maximum limit of Rs. 3,000/- shall be permitted for purchase of CD, DVD, Pen Drive (Max. 2) Toner refilling and printing and binding, xeroxing etc.) and books acquired by the PI under this Research Project must be deposited to college after the completion of the project which will be the institutional property.
- iv) The other expenses which can be charged under this category need to be sanctioned by the committee before been charged.

Annexure 1 –

Research Proposal Application Form: -

Part A

1 - Details of Principal Investigator

1.1 Name of the P I _____

1.2 Designation _____

1.3 Institution _____

1.4 Department _____

1.5 E-mail id _____

1.6 Telephone no. _____

1.7 Bank details –

1.7.1 Name of the Bank _____

1.7.2 Name of the Branch _____

1.7.3 Name of the account holder _____

1.7.4 Type of account --(Savings or Current) -- _____

1.7.5 Account Number _____

1.7.6 IFSC Code _____

2 - Details of Co PI

2.1 Name of the Co-PI _____

2.2 Designation _____

2.3 Institution _____

2.4 Department _____

2.5 E-mail id _____

2.6 Telephone no. _____

2.7 Bank details –

2.7.1 Name of the Bank _____

2.7.2 Name of the Branch _____

2.7.3 Name of the account holder _____

2.7.4 Type of account -- (Savings or Current) -- _____

2.7.5 Account Number _____

2.7.6 IFSC Code _____

PART B

Format of the research proposal –

Other than the mandatory information accompanying each application, candidates should submit **a brief summary of the research proposal (about 1500 words).**

- Title
- Introduction
- Statement of the problem
- Need relevance & importance of the study
- Assumptions
- Objectives of the study
- Justification of the objectives
- Statement of Hypothesis
- Working definitions of terms used
- Scope of the study
- Universe and sample
- Justification of sampling method
- Sources and methods of data collection
- Tools and techniques of data analysis
- Review of literature
- Knowledge contribution and likely outcomes
- Report scheme
- Estimated Budget

PART C

Budget for the project should be given by the PI according to the prescribed heads.

Signature of PI

Signature of the Co PI

Signature of Principal

Annexure 2 –

On College Letter Head

**Prin. D. G. Karve Chair
Letter of Sanction of Research Project**

Refce. No.
Date:
Research Proposal No.

**Name of Researcher:
Department/Subject:
Amount Sanctioned: Rs.
Title of Project:**

To,
**Department of
BMCC, Pune**

Subject: **Prin. D. G. Karve Chair Project**

Sir/Madam,

We are happy to inform you that your research proposal titledpresented under Prin. D. G. Karve Chair Scheme is evaluated by the RR Committee and is accepted for funding. We hereby sanction an amount of For the project.

You are expected to adhere to monitoring and evaluation guidelines as per the manual of Prin. D.G.Karve Chair.

Deccan Education Society's Brihan Maharashtra College of Commerce intends to foster Research culture through such opportunities, and we wish you the best in the research project.

Date:
Place:

Principal

Cc (Co PI)

Annexure 3 –

Brihan Maharashtra Research and Training Center

ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT

Name and Address _____

Designation _____

Title of the Project _____

1. The research project is not being supported by any other funding agency.
2. The terms and conditions related to the grant are acceptable to the Principal Investigator and Co-Investigator
3. At present, I have no research project approved by Brihan Maharashtra College of Commerce or any other funding agency and the accounts for the previous project, if any have been settled. The details of the ongoing research project are as under: Refce. .No. _____ Project Title _____
4. (i) Date of birth (ii)Age _____
5. The date of implementation of the project is _____

Signature of PI

Signature of the Co PI

Signature of/Principal

Annexure 4 –

Brihan Maharashtra Research and Training Center
STATEMENT OF EXPENDITURE IN RESPECT OF RESEARCH PROJECT

1. Name of Principal Investigator _____

2. Name of the Department _____

3. Title of the Research Project _____

4. Effective date of starting the project _____

5. a. Period of Expenditure: From _____ to _____

b. Details of Expenditure _____

Sr.No	Budget Head	Amount Approved	Expenditure Incurred
1	Books		
2	Equipment/Specialized software		
3	Contingency		
4	Field work/Travel		
5	Hiring services& Project Assistant, if any		

vii. Any other items (Please specify)

1. If because of check or audit objection some irregularly is noticed at a later date, action will be taken to refund, adjust or regularize the objected amounts.

2. It is certified that the grant of _____ (Rupees _____ only) received from the Brihan Maharashtra College of Commerce under Dr.D.G.Karve Chair is for Social Research Scheme.

Signature of PI

Signature of the Co PI

Signature of Principal

Annexure 5 –

Brihan Maharashtra Research and Training Center

STATEMENT OF EXPENDITURE INCURRED ON FIELDWORK

Name of the Principal Investigator: _____

Name of the Place visited: _____

Duration of the Visit: _____

Mode of Journey: _____

Expenditure Incurred: _____

From _____ To: _____

Certified that the above expenditure is in accordance with the Brihan Maharashtra College of Commerce is for Dr.D.G.Karve Chair Research Scheme.

Attach the Google location of the visit.

Signature of PI

Signature of the Co PI

Signature of/Principal

Annexure 6 –

Brihan Maharashtra Research and Training Center

Utilization certificate

Certified that the grant of ₹ _____ (Rupees _____
_____ only) received from the BMCC under the Dr.D.G.Karve scheme.

Brihan Maharashtra College of Commerce letter No. _____ 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 Brihan Maharashtra Research and Training Center.

If as a result of check or audit objection some irregularly is noticed at a later date, action will
be taken to refund, adjust or regularize the objected amounts.

Signature of PI

Signature of the Co PI

Signature of Principal

Annexure 7 –

Brihan Maharashtra Research and Training Center
Final Report of the work done on Research Project under
Prin. D.G.Karve Scheme

1. Project report No. 1st /2nd/3rd/Final _____

2. Brihan Maharashtra College of Commerce Reference No. _____

3. Period of report: from _____ to _____

4. Title of research project _____

5. (a) Name of the Principal Investigator _____

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 Rest. _____

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 _____

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 Brihan Maharashtra College of Commerce on a separate sheet.
- vi. If the project has been completed, please enclose a summary of the findings of the study. One bound copy of the final report of work done may also be sent to Brihan Maharashtra Research and Training Centre.
- 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

Signature of PI

Signature of the Co

PI Signature of Principal

Annexure 8 –

Brihan Maharashtra Research and Training Center

PROFORMA FOR SUBMISSION OF INFORMATION AT THE TIME OF SENDING THE FINAL REPORT OF THE WORK DONE ON THE PROJECT

1. Title of the Project _____
2. Name and address of the principal investigator _____
3. Name and address of the institution _____
4. Brihan Maharashtra College of Commerce Approval Letter No. And Date _____
5. Date of implementation _____
6. Tenure of the project _____
7. Total grant allocated _____
8. Total grant received _____
9. Final expenditure _____
10. Objectives of the project _____

11. Whether objectives were achieved(give details) _____
12. Achievements from the project _____
13. Summary of the findings (in 500 words) (attach separate sheet)
14. Contribution to the society (give details) (attach separate sheet)
15. Whether any Ph.D. enrolled/produced out of the project _____
16. No. Of publications out of the project(Attach separate sheet)

Signature of PI

Signature of the Co PI

Signature of Principal

Annexure 9 –

Brihan Maharashtra Research and Training Center

ASSESSMENT CERTIFICATE

(To be submitted with the proposal)

It is certified that the proposal entitled” _____ ”by
(Dr./Prof./Mr./Mrs.) _____ Dept..of _____ has been assessed
by the _____ committee consisting of the following members for submission
to the Brihan Maharashtra College of Commerce for financial support under the Prin.D.G.
Karve Research Scheme. The proposal is as per the guidelines.

(PRINCIPAL)

(Seal)

Brihan Maharashtra Research and Training Center
Final Report Assessment / Evaluation Certificate
RR Committee

(To be submitted with the final report)

It is certified that the final report of Research project under Dr. D.G.Karve Research Scheme _____ by Dr./Prof. _____

Dept. of _____ has been assessed by the committee consisting the following members for final submission of the report to the Brihan Maharashtra College of Commerce under Dr.D.G.Karve Research Scheme

Comments/Suggestions of the Expert Committee: - _____

Name of Expert Brihan Maharashtra Research and Training Center.

1. Name of Expert:

University/College:

Signature:

Date:

2. Name of Expert:

University/College:

Signature:

Date:

3. Name of Expert:

University/College:

Signature:

Date:

It is also certified that final report, Executive summary of the report, Research documents, monograph academic papers provided under Prin. D.G.Karve Research Scheme are submitted to Brihan Maharashtra Research and Training Center.

(Principal) Seal