

Deccan Education Society's Brihan Maharashtra College of Commerce

Shri Balwant Gulanikar Memorial Research Grant Scheme for Students

CA Abhijit Gulanikar, an alumni of Brihan Maharashtra College of Commerce has offered a Substantial donation to BMCC in the memory of his father Shri Balwant Gulanikar. CA Abhijit Balwant Gulanikar has proposed that income from this amount be used ,for funding research projects of maximum 10 undergraduate students of Brihan Maharashtra College of Commerce, annually. Each selected student would receive a maximum grant of Rs 25,000/- .

A student needs to have completed an extra credit course of 2 credits in research methodology to be eligible to apply for funding for their research projects through the Shri Balwant Gulanikar Memorial Research Grant Scheme. The guidelines for applying for research project funding are outlined below . On completion and submission of the research project report and budget details, the student will be awarded 3 credits.

The student research projects funded through Shri. Balwant Gulanikar Memorial Research Grants will be coordinated by the Prin. D. G. Karve Chair of Deccan Education Society's Brihan Maharashtra College of Commerce. Prin.D.G.Karve Chair is established to promote research and develop research aptitude among students and faculty. A large number of research projects have been funded through these grants.

OBJECTIVE: –

To engage undergraduate students in research and survey projects relating to commerce, management, accounting, marketing, human resource, economics, banking and finance and any interdisciplinary fields.

RESEARCH PROJECT CATEGORY –

Students Research Project conducted by UG students under the guidance of a faculty.

ELIGIBILITY: -

A student should be an undergraduate student of BMCC and have completed an extra credit course of 2 credits in research methodology to be eligible to apply for funding for their research projects through the Shri Balwant Gulanikar Memorial Research Grant Scheme.

TERMS & CONDITIONS: -

- Maximum tenure of the project shall be 1 year from date of sanction..
- Maximum funding for the research project shall be Rs 25 thousand.
- Student may get credit points based on the quality of the research work. (Allotment of credit points will be decided by an expert committee of the college)
- Progress report should be submitted six monthly by the student before a Committee.
- Plagiarism report with maximum similarity index can be 15%

MODUS OPERADI FOR SUPPORTING RESEARCH PROJECT

- Inform by email to all student regarding the funds available for supporting a Research Project.
- Upload on college website the guidelines for applying for the financial support and deadline for receiving applications.
- Receive applications.
- RR committee will scrutinize and evaluate the proposals on basis of presentations by the students followed by suggestions by the Committee members.
- List of short listed projects with budget will be sent for approval by various bodies of the society.
- Sanction letters prepared and given to the student on the receipt of a detailed project proposal and an acceptance letter.

APPLICATION AND SELECTION PROCEDURE: -

The copy of the proposal should be brought by the applicant at the time of presentation.

- All eligible students need to their applications and proposals online in the prescribed format (Format attached) .Proposal must have a detailed budget outlined.
- 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 a Committee for evaluation.
- Selected proposal must incorporate changes and suggestions made by the Committee.
- Committee shall decide on the number of proposals to be selected in a particular year and amount to be sanctioned for each project.

Every proposal shall be scanned for plagiarism. The project needs to be submitted in the Stated time. Three copies need to be submitted in the prescribed format.

The projects will be approved by a Committee consisting of

- Principal BMCC (Chairman)
- Vice Principal, BMCC
- Coordinator of Research Centre, BMCC
- IQAC Coordinator
- NEP Coordinator
- Coordinator, Prin. Dr. D. G. Karve Chair.

The Annual budget, allotment of funds and recognizing of expenses shall be done by the Committee. Six-monthly submissions as per the guidelines shall be approved by the Committee.

In every academic year maximum 10 students research projects shall be sanctioned.

MONITORING OF THE PROJECTS

- Researcher should submit six-monthly progress report.
- On completion of the project, every student shall submit a project completion report to the college in the prescribed format along with the Final Report.

FINANCIAL GUIDELINES

Sanction amount will include provision for following expenses

- 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.

Non-Recurring Grants

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 committee 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 researcher to the library. The purchase and allocation will be done by the library within working days. (If researcher do not get the books, magazines, and journals within 8 working days, researcher can purchase them after getting the list sanctioned by the committee 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 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 researcher 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 researcher 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.

Research Proposal Application Form: -

Part A

1 - Details of Researcher

1.1 Name of the researcher _____

1.2 Institution _____

1.3 Department _____

1.4 E-mail id _____

1.5 Telephone no. _____

1.6 Bank details –

1.6.1 Name of the Bank _____

1.6.2 Name of the Branch _____

1.6.3 Name of the account holder _____

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

1.6.5 Account Number _____

1.6.6 IFSC Code _____

PART B

Format of the research proposal –

Other than the mandatory information accompanying each application, candidates should submit their research proposal in two parts:

A) A brief summary of the research proposal (about 1500 words).

B) A detailed research proposal (about 12000 words) (applicable only for short-listed scholars)

- 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 researcher according to the prescribed heads.

Head wise Budget

Sr. No	Particulars	Budget (Rs)	Justification	Remark of Approval	%
1	Books, Journals & E-journals				
2	Professional Services				
3	Internet				
4	Printing and stationery				
5	Journals, software				
6	Contingency & Equipment				
7	Travel, and fieldwork				
8	Other (if Any)				
	Total				

PART D

Format for Final Submission of the Research Report

Research Report should contain -

1. Title page and Table of Contents.

The title page is the first page of the report. It should include the title of the paper, researcher's name, and the date on which the report is due. The table of contents is the second page. It should list the main topics, important subtopics, and the page on which each is introduced in the report. Acknowledgments can be added as preface page if desired.

2. Executive summary

An executive summary is a brief overview of a report that is designed to give the reader a quick preview of the report's contents. Its purpose is to present the key points of a report in one place. After reading the summary, the reader will understand the main points the researcher is making and evidence for those points without needing to read the full report. The purpose of an executive summary is to provide an overview or preview to an audience who may not have time to read the whole report carefully.

3. Abstract

The abstract should, in the briefest terms possible, describe the topic, the scope, the principal findings, and the conclusions. It should be written last to reflect accurately the content of the report. The length of abstracts vary but seldom exceed 200 words. A primary objective of an abstract is to communicate to the reader the essence of the paper. The reader will then be the judge of whether to read the full report or not. Were the report to appear in the primary literature, the abstract would serve as a key source of indexing terms and key words to be used in information retrieval?

4. Introduction

The introduction should:

- briefly describe the context and background to the research
- describe the change, problem or issue to be reported on
- define the specific objectives and purpose of the report
- indicate the overall answer to the problem explored in the report
- outline the report's scope (the extent of the investigation, also known as its terms of reference or brief)
- preview the report structure
- comment on the limitations of the report and any assumptions that are made.

5. Methods

Experimental Details or Theoretical Analysis This section should describe what has been actually done. It is like a laboratory notebook, describing procedures, techniques, instrumentation, special precautions, and so on. It should be sufficiently detailed that other experienced researchers would be able to repeat the work and obtain comparable results. In theoretical reports, this section would include sufficient theoretical or mathematical analysis to enable derivations and numerical results to be checked. Computer programs from the public domain should be cited. New computer programs should be described in outline form. If the experimental section is lengthy and detailed, as in synthetic work, it can be placed at the end of the report or as an appendix so that it does not interrupt the conceptual flow of the report. Its placement will depend on the nature of the project and the discretion of the writer.

6. Analysis and Results

In this section, relevant data, observations, and findings are summarized. Tabulation of data, equations, charts, and figures can be used effectively to present results clearly and concisely. Schemes to show reaction sequences may be used here or elsewhere in the report. Discussion The crux of the report is the analysis and interpretation of the results. What do the results mean? How do they relate to the objectives of the project? To what extent have they resolved the problem? Because the "Results" and "Discussion" sections are interrelated, they can often be combined as one section.

7. Discussion

This is the main body of the report and it has two key purposes:

- a. to explain the conclusions
- b. to justify the recommendations

Key points to remember when you are writing the discussion include the following:

- Present the analysis in a logical and systematic way
- If necessary, divide the material with appropriate headings to improve the readers' understanding
- Back up your claims with evidence—explain your findings
- Link theory to practical issues
- Persuade readers of the validity of your stance

8. Conclusion

The conclusion should:

- be arranged so that the major conclusions come first
- identify the major issues relating to the case and give your interpretation of them
- relate specifically to the objectives of the report as set out in the introduction
- be a list of numbered points
- follow logically from the facts in the discussion
- be clean-cut and specific and be brief

9. Recommendations

Recommendations point to the future and should be:

- action-oriented
- feasible
- logically related to the discussion and conclusion
- numbered
- arranged in order of importance
- brief

Conclusions and Summary separate section outlining the main conclusions of the project is appropriate if conclusions have not already been stated in the "Discussion" section. Directions for future work are also suitably expressed here. A lengthy report, or one in which the findings are complex, usually benefits from a paragraph summarizing the main features of the report - the objectives, the findings, and the conclusions.

10. References sections

References Literature references should be collated at the end of the report and cited in one of the formats.

11. Figures and Tables (where necessary)

12. Appendix or Appendices (where necessary)

Include in the appendices any essential extra material, such as tables and graphs that support your research but don't relate directly to the discussion of your findings.

Name and Signature of Research Scholar

Name and Signature of Mentor

Remark of RR Committee: