

SEED MONEY POLICY



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(Autonomous)
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RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

Rajagiri P.O, Kalamassery, Cochin – 683104, Kerala, India

RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

FACULTY RESEARCH PROGRAMME UNDER MINOR RESEARCH PROJECT

FUNDING POLICY

Rajagiri College of Social Sciences (Autonomous) envisages a responsive role with a vision to promote faculty scholarship and intellectual contributions through academic research in all the functional areas. In its endeavour to promote academic research and publication, Rajagiri encourages its faculty members to undertake various research assignments that can have an impact on the society, business and other stakeholders. This research assignment has its focus on wide ranging topics related to the economy, society, industry, Government agencies etc. in the form of Minor research projects and Major Research Projects (MRPs). The research assignments undertaken by the members of the faculty are expected to be scholarly, in the sense that they are based on generally accepted research principles, validated by peers and are disseminated to the appropriate audience. Faculty are also expected to initiate innovation throughout their research assignment, and to ensure that the research output contributes to theory, practice and teaching-learning process.

The research projects executed by faculty members of Rajagiri College of Social Sciences, in various **domain areas in management such as finance and economics, marketing, human resource management, operations management, Information Systems, business analytics, general management, and other academic disciplines such as social work, computer sciences, library science, commerce and psychology** are expected to add significant value to the existing body of knowledge, thereby contributing to the society at large.

The research funding initiatives of RCSS intend to facilitate its faculty members to carry out pure and applied research in social sciences and **collaborate with academic and research institutions of national and international repute.**

This policy provides the guidelines for faculty members who wish to undertake the Faculty Research Programme under Minor Research Projects.

GUIDELINES FOR MINOR RESEARCH PROJECTS

Faculty Research Programme, under Minor Research Project is a continuing programme and any eligible faculty member can apply for financial support with well-prepared proposals at any time during the academic year from June to May. The proposals will be reviewed in three cycles – in February, June and October every year. The Minor Research Project has the following specific objectives.

- To promote research among faculty members of RCSS (Autonomous)
- To facilitate faculty publication in high ranking journals
- To enable members of faculty to maintain faculty currency and relevance in the teaching - learning process

Eligibility

Any faculty member of RCSS (Autonomous) who has put in a **minimum of 2 years of continuous service and has been confirmed in service and does not have any ongoing projects/grants** from RCSS (Autonomous) or outside can submit a proposal for financial support under Minor Research Project.

Project Duration and Number

Duration of the research project will be 12 months extendable up to a maximum of 3 months with prior written permission of the Research Director. The maximum number of minor research projects that can be approved during any academic year is limited to **three** per domain area, but the research committee can consider additional requests for MRP subject to the availability of funds.

Financial Support for Minor Research Project

Faculty Research Programme, under Minor Research Project offers two types of financial support for Research: Research expenses and Research allowance subject to a maximum of Rs. 50,000 (Fifty Thousand only)

1. Research expenses to meet the cost of conducting the research including expenses on travel, data collection, printing and stationery, source materials etc. as detailed in the proposal subject to a **maximum of Rs. 26,000/-** (Rupees Twenty six thousand only). This amount will be disbursed as 25% in advance and the balance progressively, as detailed hereunder, based on actual expenditure incurred duly supported by original bills and vouchers.

2. Research Allowance of Rs. **2,000/- per month for a period of 12 months** from the date of commencement of the project, subject to the submission of quarterly progress report. This allowance is exempt from Income Tax under Section 10(14) of the Act. No allowance shall be payable for the extended period, if any.

Disbursement of Research Expenses and Research Allowance

Research Expenses will be disbursed as under:

- 25% on signing the Agreement of Commitment & providing activity plan for the entire project
- 50% on satisfactory progress made, at the end of first six months
- 25% on satisfactory completion of the project and submission of the project report in the prescribed format along with the actual bills and vouchers.

[If the project is ready for data collection at agreement signing stage itself, 50% on signing the Agreement of Commitment & providing activity plan for the entire project and the remaining 50% on satisfactory completion of the project and submission of the project report in the prescribed format along with the actual bills and vouchers].

Research Allowance will be disbursed as under:

The financial support of Rs. 2,000 (Rupees two thousand only) per month (up to maximum research period of 12 months from the start date) towards Research Allowance will be disbursed quarterly and the first disbursement shall be based on satisfactory progress made at the end of first three months and on a similar basis, for subsequent three month periods.

Conditions Applicable

- **No special leave** would be permissible for carrying out minor research project.
- **No exemption from regular work** assignments is allowed.
- **One research paper, related to the area of research project, has to be published in ABDC/SCOPUS/WoS/ABS indexed journal** within a period of six months from the date of submission of the research report.

- Agreement of Commitment has to be executed. This is an undertaking by the faculty member concerned to complete the research within the specified or extended time period (up to three months under exceptional circumstances) and to **refund the funded amounts in full in the event of the principal investigator discontinuing service, either during the research period, or within a period of 1 year from the completion of the Minor Research Project.**
- Progress Report with prescribed details to be submitted every three months till the completion of the Research.
- Where the proposal is submitted jointly with any other faculty member, it would be treated as an individual proposal in the name of the Principal Investigator who shall be responsible for compliance with the regulations.
- No new proposal shall be considered under the scheme where the proposer (principal investigator or the co-investigator) is yet to complete an already approved proposal.
- Under normal circumstances, repeat grant for Minor Research projects shall be given only after a gap of two years after the completion of the previous project. However the review committee can consider the application of a faculty member after one year, provided the number of applications from the respective domain area during the period is less than the maximum limit.
- The Application should be given to the Research Director, who shall constitute a Review committee for such proposals.
- If in a particular academic year, the number of proposals coming from any particular domain area is less than the maximum limit specified, research committee can consider proposals from other domain areas.
- **Publication in ABDC C/SCOPUS Q4/ABS 1 category journal, resulting from the FRP under Minor Research Project, will not be eligible for monetary incentive under Rajagiri Research and Publication Policy. If the publication is in ABDC B or above category journal, it will be considered for monetary incentive, and the maximum incentive amount will be calculated as the difference between the total incentive applicable to the category and Rs. 50,000.**
- **In the event of non-submission of the project report within the stipulated time, the Principal investigator is obliged to refund the entire amount claimed under the policy.**

Research Proposal

The research proposal must be related to any subject in the field of study of the faculty member and must be contributing to academic advancement. Topics of

practical significance that could demonstrate industry interest would be preferred. The proposal must ideally be extendable as a PhD resource material. The research report must be completed within a maximum time limit of 12 months (extendable up to a maximum of 3 months) from the start date of the Minor Research Project after acceptance of the proposal.

Proposals not selected in its original form are eligible for resubmission after due revision as may be suggested by the review committee for approval.

Evaluation and Selection Criteria

Research proposals will be selected based on the following criteria:

- Capacity to contribute to the existing body of knowledge
- Conceptual and theoretical soundness
- Methodological rigor
- Practical significance for application
- Feasibility of the study in terms of time, scope, finance, etc.

Procedure for Approval

The application and the proposal prepared by the faculty member in the prescribed format needs to be discussed in the concerned Domain/Department. Once the domain/department approves the proposal, it can be submitted to the Research Director. The proposal after initial scrutiny by the Research Director and rectification, if any, will be advised for presentation by the Principal Investigator. After the presentation, the proposal will be reviewed by a Review Committee constituted by the Research Director, and if felt necessary, will be sent to a panel of external experts for further review. Based on such review, the proposal shall be either approved or be returned with suggestions for modification and resubmission or be rejected. The decision of the Review Committee and Research Director shall be final and no further communication shall be entertained on the matter. In case of interdisciplinary proposals the primary discipline indicated in the proposal shall be treated as the Domain/Department it belongs to. For accepted research proposals, the principal investigator will be formally advised (Annexure-1) detailing the terms and conditions of the approval. On compliance of the requirements detailed in

the approval advice, approval note for financial support (Annexure-2) will be processed for payment by the Finance Department.

Submission Requirements

The Research Proposal must be submitted strictly in accordance with the guidelines and in the prescribed formats. Faculty members can submit proposals either individually or in a team of two, from the same department or from two different departments. In the case of joint research proposals, one of the faculty members will be the Principal Investigator. The Principal Investigator is obliged to meet all the contractual requirements of the project. Budgetary estimates for cost and time must be realistic and will be evaluated by the Review Committee effecting changes thereon. The project proposal must necessarily include the Application Form in the specified format (2 copies) and the Research Proposal with all details as specified (4 copies). Formats for these are available herein. In addition, a soft copy of all the documents (in MS Word, Font - Arial, Size – 12 point) on A4 size paper should be submitted to the Research Director. The length of the research proposal should not exceed 10 pages.

NB: Kindly note that all the documents should be word-processed (font: Arial. Size 12 point), single sided, one and a half space on A4 paper.

Minor Research Project Time Cycle

	Cycle 1	Cycle 2	Cycle 3
Last date to submit the Application and Proposal	10 February	10 June	10 October
Last date for convening of Review Committee meetings and final approval by the Committee	27 February	27 June	27 October
Last date for the completion of documentation, signing of agreement, selection of start date, and release of the first instalment of financial support	10 March	10 July	10 November
Last date for the submission of First Progress Report along with expenditure records	15 June	15 October	15 February



Last date for the submission of Second Progress Report along with expenditure records	15 September	15 January	15 May
Last date for the submission of Third Progress Report along with expenditure records	15 December	15 April	15 August
Last date submission of Final Report along with progress report and expenditure records	15 March	15 July	15 November
Last date for the presentation of the Report to the Review Committee	20 February	20 July	20 November
Submission of the revised report, in case of suggested modifications.	1 March	1 August	1 December

Annexures

1. Application Form (Annexure 1)
2. Research Proposal - Part I (Annexure 2)
3. Research Proposal - Part II (Annexure 3)
4. Research Proposal - Part III (Annexure 4)
5. Agreement of Commitment (Annexure 5)
6. Progress Report (Annexure 6)

ANNEXURE 1

Rajagiri College of Social Sciences (Autonomous)

Minor Research Projects

APPLICATION FOR FINANCIAL SUPPORT UNDER MINOR RESEARCH PROJECT

Research Topic:

Proposed Duration: (months):

Proposed Start Date:

I. Personal Details: Principal Investigator

1. Name: Mr/Ms/Dr:

2. Designation:

3. Department:

4. Permanent Address:

5. Telephone:

Res:

Mob:

6. Email:

7. Date of Joining:

8. Age:

9. Educational Qualifications:

Degree	Year of passing	Class /Grade	Name of the Institution/University	Specialization
Degree				
P G				
M Phil				
Ph D				

10. Have you registered for or completed MPhil/PhD? (If yes, give topic details):

II. Personal Details: Co-Investigator

1. Name: Mr/Ms/Dr:

2. Designation:

3. Department:

4. Permanent Address:

5. Telephone:

Res:

Mob:

6. Email:

7. Date of Joining:

8. Age:

9. Educational Qualifications:

Degree	Year of passing	Class /Grade	Name of the Institution/University	Specialization
Degree				
P G				
M Phil				
Ph D				

10. Have you registered for MPhil/PhD? (If yes, give topic details):

Research Interest:

- What interests you to select this topic?
- What are the practical applications of this research?
- Are you conversant with the relevant Research Methodology?
- Would you need any training or technical assistance to do this research? (If yes, give details)

Undertaking:

I/We confirm that all details furnished in this application are true to the best of my/our knowledge and belief and I undertake to abide by the terms and conditions of the scheme, if the project is approved for financial support.

Date:

Co- Investigator

Principal Investigator

(NB: This application must be made in duplicate and must attach synopsis of the research project including time and cost budgets in the prescribed format in quadruplicate.)

ANNEXURE 2

Rajagiri College of Social Sciences (Autonomous)

Minor Research projects

Research Proposal

Part-I

1. Title

(The title should be short and precise indicating the main focus and scope of the study.)

2. Abstract

(A brief summary of the research topic and the background leading to the research hypothesis or study in not more than 350 words)

3. Introduction to the Study

(An introduction elaborating the relevance and significance of the research issue and placing it in the wider academic/applied context must be provided.)

4. Literature Review

(It implies review of earlier works on the research issue in order to understand the theoretical and academic advancements in the area of the study. Literature survey is expected to be an engagement with the findings and arguments of the scholars to identify the research gap on the area to be investigated in the proposed study.)

5. Statement of the Problem

(The problem to be investigated should be derived from the literature survey and should be clearly contextualized in the theoretical framework of the discipline.)

6. Conceptual and Theoretical Framework

(The concepts to be used to address the research problem and their operationalization within the theoretical context of the discipline should be clearly mentioned)

7. Specific Objectives

(A set of specific objectives derived from the research question must be enlisted)

8. Hypotheses (if any)

(If any. What the research is supposing or assuming to be concluded?)

9. Research Methodology

The proposal should clearly indicate the research design, population of the study, sampling frame, sampling methods, sample size, units of observation, the sources and types of data, tools and techniques of data collection, the nature of data analysis including the statistical techniques, if any, proposed to be used in data processing, specific packages of data analysis, indices/scaling techniques etc.)

10. Reference

(A detailed bibliography of all literature used in the study must be provided at the end of the proposal in APA Style.)

Date:

Principal Investigator

Co-Investigator

ANNEXURE 3

Rajagiri College of Social Sciences (Autonomous)

Minor Research projects

Research Proposal - Part II

BUDGET ESTIMATES

Sl. No	Item Particulars	Amount	Remarks (office use)
1.	Travel (Not to exceed 30% of the total estimate)		
2.	Data processing		
3.	Stationery/Printing/ Communication etc.		
4.	Books, Journals, other academic materials (expense not to exceed 40% of the total estimate)		
5.	Contingency expenses including postage (not to exceed 10% of the total budget)		
	TOTAL		

ANNEXURE 4

Rajagiri College of Social Sciences (Autonomous)

Minor Research projects

Research Proposal – Part III

ACTIVITY PLAN

Project Title:

Specify months (From start date)	Progress	Remarks (For experts use)
Quarter -1	<ol style="list-style-type: none"> 1. Literature review 2. Frame work development 	
Quarter -2	<ol style="list-style-type: none"> 1. Tool development 2. Tool testing & Pilot study 3. Progress report submission 	
Quarter -3	<ol style="list-style-type: none"> 1. Data collection 2. Data analysis 	
Quarter -4	<ol style="list-style-type: none"> 1. Report writing 2. Presentation preparation 	

Date:

Principal Investigator

Co-Investigator

ANNEXURE 5

Rajagiri College of Social Sciences (Autonomous)

Minor Research Projects

AGREEMENT OF COMMITMENT

1. I, -----, working in Rajagiri College of Social Sciences (Autonomous), as -----
-- in the Department of ----- hereby agree to undertake the project entitled -----

sanctioned to me by RCSS (Autonomous) , Rajagiri Valley P O, Kakkanad, Kochi, Kerala – 682 039 vide letter No.----- dated -----.
2. I have read and fully understood all the rules and regulations of financial support for minor Research Projects under Faculty Research Programme of RCSS (Autonomous). I hereby agree to follow all these rules and regulations and such other rules framed by RCSS (Autonomous).
3. I agree to attend the quarterly Review Meetings to be conducted by RCSS (Autonomous) and shall make presentation on the progress of the research project.
4. I agree to submit three copies of the final report to be prepared by me to the RCSS (Autonomous) within three months of the date of expiry of the period of the project.
5. I agree to submit the raw data in the form of schedules or notes or processed on electronic devices such as CDs, Floppies, tapes etc. to RCSS (Autonomous) at the end of the project, if so required.
6. I agree that all the assets created out of the project funds shall be the property of RCSS (Autonomous) and after the completion of the project the same will be transferred to RCSS (Autonomous).
7. I agree to submit to RCSS (Autonomous) copies of all research papers/articles, which may be brought out from the project data and to acknowledge in such papers/articles, the financial support provided to me by RCSS (Autonomous).
8. I agree to refund to RCSS (Autonomous) the money released to me, if I fail to complete the project within the time allowed by RCSS (Autonomous) or any of the terms of this

agreement are contravened by me except for any unforeseen/extraordinary circumstances brought to the notice of the RCSS (Autonomous) in writing.

Signature of the Principal Investigator

Place:

Date:

MINOR RESEARCH PROJECT SCHEDULE

Financial Support: Rs. 50, 000/- (Rupees Fifty Thousand Only) under the two heads

(i) Research Expense: **Rs. 26,000/-** (Rupees Twenty Six thousand Only)

(ii) Monthly Research Allowance at the rate of **Rs 2000/-** from----- to -----

Totaling to **Rs. 24,000/-** (Rupees Twenty Four Thousand Only).

Signed by the Principal Investigator in presence of:

1.

2.

NOTARISED

ANNEXURE 6

Rajagiri College of Social Sciences (Autonomous)

Minor Research Projects

PROGRESS REPORT

Name of the Researcher	
Designation	
Department	
Project Title	
Start date and scheduled end date	
Report for the three months ended	
Activities done (List down period-linked specific	1.
activities undertaken with reference to the plan	2.
submitted. Attach documents in support	3.
Expense details during the period (Attach supporting vouchers)	
Activity Plan for the next three months commencing from the close of the	1.
current report period	2.
	3.
Financial budget for the next three months period	
Special notes/comments/requests if any.	
Signature and Date	

NB: 1. For activities done, list only brief details – for example literature review detailed write up is not expected, but a bibliography with mention of topics covered /reviewed must be attached. For independent study visits – mention institutions visited and brief indication of data collected. Actual data need not be submitted.

2. Financial Budget must state estimated expenses for the projected activities must be stated item wise – E.g. Development and printing, data support, stationery, travel, etc.

3. Attach separate sheet, if space in the format is insufficient.

Rajagiri College of Social Sciences (Autonomous)

MINOR RESEARCH PROJECTS

Date:

<Name>

<Dept>

Rajagiri College of Social Sciences (Autonomous)

Dear Sir/Madam,

Sub: Approval of Minor Research project under Faculty Research Programme

Re: Your Proposal for Minor Research Project under Faculty Research Programme of RCSS (Autonomous)

Research Project: -----

We are pleased to inform you that your Research Proposal for Minor Research Programme under Faculty Research Program of RCSS (Autonomous) has been approved. The project duration shall be 12 months from the start date. In this regard you may avail the financial support from the RCSS (Autonomous) on the following conditions.

1. The financial support is extended at your request.
2. The financial support of Rs. 26,000/- (Rupees Twenty Six Thousand Only) towards research expenses will be disbursed progressively as under:
 - 25% on signing the Agreement of Commitment & providing activity plan for the first three months
 - 50% on satisfactory progress made, at the end of first six months
 - 25% on satisfactory completion of the project and submission of the project report in the prescribed format along with the original bills and vouchers.
3. The financial support towards Research Allowance will be disbursed quarterly and the first disbursement shall be based on satisfactory progress made at the end of first three months and on similar basis, for subsequent three month periods.
4. Project Progress Report must be submitted at the end of every three months from start date till the end of the duration of the project. Report for the final three months must be in the form of the completed project. The report must contain copies of all relevant expense bills/vouchers in support of Research Expenses.
5. You must execute the Agreement of Commitment in the prescribed format
6. You must submit an Activity Plan for the first three months.
7. The start date for your project is: ----- .

Kindly acknowledge receipt and your acceptance by signing the duplicate of this letter.

Executive Director/Principal

Research Director