



# D Y PATIL

DEEMED TO BE

# UNIVERSITY

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NAVI MUMBAI

## NORMS AND STANDARDS FOR RESEARCH PROPOSALS



## **INTRODUCTION**

The Principal Investigator shall be responsible for all academic activities and he/she shall be expected to complete the project within the stipulated period.

The funds earmarked for the particular heads shall be utilized for that purpose only.

On receipt of approval letter, the Principal Investigator should inform the University of his/ her consent to undertake the project and send an Acceptance Letter (**Annexure-VI**).

The Principal Investigator shall send the Acceptance Letter within two weeks from the date of issue of approval letter, failing which the approval shall be liable to be cancelled.

All the assets generated out of the fund for the project including equipment, books and journals shall be the property of the host institution, but will be in charge of the Principal Investigator till the completion of the project. It may be retained in the laboratory of the investigator, but must be handed over to the college/institution in case of his/her leaving the college/institute.

The results of the study on the project supported by the University may be published by the Investigator/s. In all such cases, the investigator/s shall acknowledge the support received from the University.

(a) A spiral bound copy of the final report of work done on the project, in book form, along with a CD, shall be submitted to the University on completion of the research project.

(b) A copy of the "Final Report" of the work done may be kept in the Library of the respective department and/or of the College/Institute.

The Principal Investigator shall submit six-monthly progress reports along with the statement of accounts (**Annexure-IV**) and utilization certificate (**Annexure-III**) at the end of financial year for the release of the subsequent grant.



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**Annexure- I**


**D. Y. Patil Deemed to be University, Nerul,  
Navi Mumbai.**

**FORMAT FOR SUBMISSION OF PROPOSAL  
FOR RESEARCH PROJECT**

**PART – A**

1. Broad Subject \_\_\_\_\_
2. Area of Specialization \_\_\_\_\_
3. Principal Investigator
  - (i) Name : \_\_\_\_\_
  - (ii) Sex: M/F \_\_\_\_\_
  - (iii) Date of Birth: \_\_\_\_\_
  - (iv) Qualification: \_\_\_\_\_
  - (v) Designation: \_\_\_\_\_
  - (vi) Address:  
Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Residence : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Co-investigator(s) (if any):



  
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(I) Name : \_\_\_\_\_

(i) Address : \_\_\_\_\_

(ii) Sex: M/F \_\_\_\_\_

(iii) Date of Birth: \_\_\_\_\_

(iv) Qualification: \_\_\_\_\_

(v) Designation: \_\_\_\_\_

(II) Name : \_\_\_\_\_

(i) Address : \_\_\_\_\_

(ii) Sex: M/F \_\_\_\_\_

(iii) Date of Birth: \_\_\_\_\_

(iv) Qualification: \_\_\_\_\_

(v) Designation: \_\_\_\_\_

5. Name of the Institution where the project will be undertaken:

(I) Department : \_\_\_\_\_

(II) College / Institute \_\_\_\_\_

6. Teaching and Research Experience of Principal Investigator

a. Teaching experience: \_\_\_\_\_

b. Research experience: : \_\_\_\_\_

c. Publication (**Attach separate Sheet if necessary. Please enclose the list of papers and books published and/or accepted during last five years**) :

Particulars	Published	Accepted	Communicated
Papers/Books			
Books			

d. Papers Presented

S.N.	Title of the Paper	Name of the Journal	Details of Publication		
			Volume	Issue	Year



**PART – B**

1. (i) Project Title \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ii) Introduction

- Origin of the Research Problem
- Interdisciplinary Relevance
- Review of Research and Development in the Subject:
  - International Status
  - National Status
  - Significance of the Study

(iii) Objective:

(iv) Methodology

(v) Year wise Plan of work and targets to achieve.

2. Financial Assistance required

**Item**

**Estimated Expenditure**

(i) Hiring Services \_\_\_\_\_

(ii) Field Work and Travel \_\_\_\_\_

(iii) Chemicals and Glassware \_\_\_\_\_

(iv) Contingency (including special needs) \_\_\_\_\_

(v) Books and Journals \_\_\_\_\_

(vi) Equipments, if needed \_\_\_\_\_  
( Please specify name and Approx. cost)

(vii) Contingency \_\_\_\_\_

**Total** \_\_\_\_\_



3 (a) Institutional and Departmental facilities available for the proposed work:

Equipment:

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Other Infrastructural facilities:

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4. Any other information which the investigator may like to give in support of this proposal which may be helpful in evaluating.

To certify that –

- a) General physical facilities, such as furniture/space etc., are available in the Department/College.
- b) I/We shall abide by the rules of the University.
- c) I/we shall complete the project within the stipulated period. If I/we fail to do so and if the University is not satisfied with the progress of the research project, the University may terminate the project immediately and ask for the refund of the amount received by me/us.
- d) The above Research Project is not funded by any other agency.

**Name and Signature**

- i. **Principal Investigator**
- ii. **Co-Investigator**
- iii. **HoD**
- iv. **Dean/Principal/Director (Signature with Seal)**



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## **D. Y. Patil Deemed to be University, Nerul, Navi Mumbai.**

**Annual/Final Report of the work done on the Research Project  
(Report to be submitted within 1 month after completion of every six  
months)**

1. University Reference No. \_\_\_\_\_
2. Period of report: from \_\_\_\_\_ to \_\_\_\_\_
3. Title of research project \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. (a) Name of the Principal Investigator \_\_\_\_\_  
(b) Name of the Co-investigators:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_(c) Dept. and College where work has progressed  
\_\_\_\_\_
5. Effective date of starting of the project \_\_\_\_\_
6. Grant approved and expenditure incurred during the period of the report:
  - a. Total amount approved Rs. \_\_\_\_\_
  - b. Total expenditure Rs. \_\_\_\_\_
  - c. Report of the work done: (Please attach a separate sheet)

i. Brief objective of the project

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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, attach separate sheet if necessary)

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iii. Has the progress been according to original plan of work and towards achieving the objective. if not, state reasons

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iv. Please indicate the difficulties, if any, experienced in implementing the project

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v. Please enclose a summary of the findings of the study. Two bound copies of the final report of work done along with CD may also be sent to the University.

vi. 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

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**Name and Signature**


**i. Principal Investigator**

**ii. Co-Investigator**

**iii. HoD**

**iv. Dean/Principal/Director (Signature with Seal)**



  
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### Annexure-III

## D. Y. Patil Deemed to be University, Nerul, Navi Mumbai.

Project No. : \_\_\_\_\_

Name of the Principal Investigator: \_\_\_\_\_

Name of the College & Department : \_\_\_\_\_

Research work started from : \_\_\_\_\_

Period of report from : \_\_\_\_\_ to \_\_\_\_\_

Date of report submitted: \_\_\_\_\_

### Utilization certificate

Certified that the grant of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_

\_\_\_\_\_ only) received from the D. Y. Patil deemed to be University

under the scheme of support for Research Project entitled

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

vide University letter No. DYPU/\_\_\_\_\_ 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 University.

#### Name and Signature

- i. Principal Investigator
- ii. Co-Investigator
- iii. HoD
- iv. Dean/Principal/Direct  
or (Signature with Seal)



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**Annexure-IV**

**D. Y. Patil Deemed to be University, Nerul,  
Navi Mumbai.**

**STATEMENT OF EXPENDITURE IN RESPECT OF  
RESEARCH PROJECT**

1. Name of Principal Investigator :
2. College/Institute:
3. University approval No. and Date
4. Title of the Research Project
5. Effective date of starting the project
6. (a) Period of Expenditure: From \_\_\_\_\_ to \_\_\_\_\_  
(b) Details of Expenditure \_\_\_\_\_



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S. N.	Item	Amount Approved Rs.	Expenditure Incurred Rs.
i.	Books & Journals		
ii.	Equipment		
iii.	Contingency		
iv.	Field Work/Travel (Give details in the proforma at Annexure- V).		
v.	Hiring Services		
vi.	Chemicals & Glassware		
vii.	Overhead		
viii.	Any other items (Please specify)		


It is certified that the grant of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) received from the University under the scheme of support for Research Project entitled

\_\_\_\_\_ vide University Letter No. \_\_\_\_\_ dated \_\_\_\_\_ has been Partially/Fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the University.

**Name and Signature**

- i. Principal Investigator
- ii. Co-Investigator
- iii. HoD
- iv. Dean/Principal/Direct  
or (Signature with Seal)
- v. Finance officer



  
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**Annexure-V**

**D. Y. Patil Deemed to be University, Nerul,  
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**STATEMENT OF EXPENDITURE INCURRED ON FIELD WORK**

**Name of the Principal Investigator:**

Name of the Place visited	Duration of the Visit		Mode of Journey	Expenditure Incurred (Rs.)
	From	To		

Certified that the above expenditure is in accordance with the University Regulations.

**Name and Signature**

- i. Principal Investigator**
- ii. Co-Investigator**
- iii. HoD**
- iv. Dean/Principal/Director (Signature with Seal)**
- v. Finance officer**



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**Annexure-VI**

**D. Y. Patil Deemed to be University, Nerul,  
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Letter of Acceptance for Research Project**

Name \_\_\_\_\_

No. \_\_\_\_\_ dated \_\_\_\_\_

Title of the Project \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. The terms and conditions related to the grant are acceptable to the Principal Investigator and College/Institution.
2. At present, I have no research project funded by the University or the accounts for the previous project, if any, have been settled.

**Name and Signature**

**i. Principal Investigator**

**ii. Co-Investigator**

**iii. HoD**

**iv. Dean/Principal/Director (Signature with Seal)**



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**Annexure- VII**

**D. Y. Patil Deemed to be University, Nerul,  
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**Final Report of the work done on the Research Project  
(Report to be submitted within 1 month after completion of every six  
months)**

1. Project report No. 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/Final \_\_\_\_\_
2. University Reference No. \_\_\_\_\_
3. Period of report: from \_\_\_\_\_ to \_\_\_\_\_
4. Title of research project \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. (a) Name of the Principal Investigator \_\_\_\_\_  
(b) Dept. and College where work has progressed \_\_\_\_\_
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 Rs. \_\_\_\_\_
  - c. Report of the work done: (Please attach a separate sheet)
    - ii. Brief objective of the project  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





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i. 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)

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ii. Has the progress been according to original plan of work and towards achieving the objective. if not, state reasons

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Please indicate the difficulties, if any, experienced in implementing the project

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iii. 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 University on a separate sheet

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iv. If the project has been completed, please enclose a summary of the findings of the study. Two bound copies of the final report of work done may also be sent to the University.

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v. 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

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**Name and Signature**

- i. **Principal Investigator**
- ii. **Co-Investigator**
- iii. **HoD**
- iv. **Dean/Principal/Director (Signature with Seal)**



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