



Manual For Research and Publication

1. AIM

St. Mary's PG College, Vidisha aims to create and nurture scientific spirit among its teachers, staff and students by creating an environment of rigorous scientific research. It strives for enhancing the professional competence of the faculty members and realising its vision and mission and contributing to the development of society by establishing an institutional support system for facilitating their research endeavours. The college aims to adhere to all stipulated rules and regulations, establish good-practices and ethical conduct of research as required by higher education.

2. SCOPE

This policy will apply to all those defined as researchers of the college viz

- 2.1 All staff members (temporary and permanent)
- 2.2 All students of the college
- 2.3 All externals associated with research activities of the college

This policy shall apply to all research related activities as follows:

- 2.4 Research activities taken up for academic purposes or for solving problems
- 2.5 Academic activities undertaken for enhancing research related skills such as learning methods of research, use of computers, techniques of data-collection, data-analysis or any other recognized as such by the Principal of the college
- 2.6 Research projects taken up by students independently or as part of their course requirement.

3. RESEARCH COMMITTEE

3.1. Composition

The research committee shall comprise of at least one faculty member from each academic department of the college. An external expert (not less than the level of Associate Professor) and an alumni member shall also may be part of this committee. A member from non-academic departments may be nominated by the Principal.



3.1.1 *The Chairman:* The Principal of the college is the ex-officio Chairman of the committee.

The Convener: The Chairman chooses any member from the research committee to serve as its Convener.

3.1.2 *In-Charge of Research Cell:* The Convener is ex-officio In-Charge of the Research Cell of the College.

3.2. Functions

3.2.1. Meeting: The committee shall meet at least once a month to consider various responsibilities assigned to the committee in this policy or by the Chairman.

3.2.2. Review of Research Activities: The committee is required to review and advise the Chairman about any activity claimed to be a research activity.

3.3. Responsibilities

3.3.1 Research Cell: The committee is required to manage and upgrade all facilities in the research cell such as procurement of books, journals, magazines, software, research equipment, tools of data collection and any other deemed necessary. The cell also facilitates plagiarism check for researchers as per the decisions of the Chairman.

3.3.2 Research Projects: The committee is required to study and review all research projects being carried out by a researcher of the college. If these projects request a financial grant from the college, the committee will advise the Chairman about suitability of the project and quantum of grant to be allotted. The final decision on the grant, however, rests with the Chairman who may increase/decrease/refuse the grant.

3.3.3 Application of Policy: The committee will advise the Chairman if an activity falls within the scope of this policy as defined in section 2. The final decision on whether this policy applies to the activity or not rests with the Chairman.

3.3.4 Promotion of Research: The committee shall take up activities it deems necessary for attaining aims and objectives of the policy such as providing information on research conferences, workshops, seminars, symposiums,



training-programs, on-line courses or any other research related activity.

3.3.5 Development of College Researcher: The committee shall be responsible for organizing training programs to enhance skills of the researcher/s of the college.

3.3.6 Consultancy: The committee shall be responsible for providing research consultancy to researchers that would enable them to complete their research work.

3.3.7 Referral: The committee may refer its work as and when required to subject experts (within and beyond the college), ethics committee or any other as necessary. Committee may also seek advice of experts regarding sanctioning of the research grants.

3.3.8 Coordination with RAC: Convener of the Research Committee will also coordinate with college level Research Assessment Committee (RAC) which is a high power expert committee to recommend any decision taken by the Research Committee to the Principal for final implementation.

4 RESEARCH GRANTS

4.1 Scope: The College will provide grant for an activity recognized as a research activity by the Research committee. Mere recognition by research committee does not qualify the activity for a grant. Grant will be made at the discretion of the Chairman in his capacity as The Principal of the College.

4.2 Types: The College will provide grants for the following:

- Minor Research Projects (MRPs): Typically an MRP is awarded to a faculty in an individual capacity. The Research Committee will indulge in due diligence of the amount proposed only if amount sought under any MRP is more than Rs 150,000/- (One lac fifty thousand only).
- Group Research Projects: The College promotes interdepartmental research and hence faculties are encouraged to form interdepartmental core research groups and apply for a research project preferably to an external agency asking for proposals for research funding. In exceptional cases, Principal reserves the right to extend the in house research grant to such proposals partly or fully as deemed fit.



- Seed Money Grant: All faculties eligible for MRP are also eligible for Seed Money Grant (SMG) from the college. The maximum amount possible for such assistance can vary from case to case but in no case it shall be more than Rs 25000/- (Twenty five thousand). The duration for undertaking SMG would be maximum 06 months. In exceptional cases, Principal reserves the right to extend the in house research grant to such proposals partly or fully as deemed fit. Details of policy document on this can be found in (Appendix E).
- Students Research Projects: Students Research Projects (SRPs) are available for students individually or in a group.
- Travel Grant: Faculties who require travelling for the purpose of research work or attending a seminar, conference or workshop related to promotion of research work may apply for travel grant.
- Professional Development Grant: Students and faculties can be funded for attending some professional development seminar/workshop under this category of financial assistance.

4.3 Minor Research Projects

- 4.3.1 Eligibility: Any permanent/regular faculty member can apply for a minor research project once in an academic year. S/he shall be referred to as the Principal Investigator. Format of proposal for minor research project is given in financial guidelines. (Appendix A)
- 4.3.2 Research Committee of the college may refer all such applications to external expert(s) to seek their opinion. As per the recommendations of external experts(s), the decision of the Research Committee pertaining to sanction and administering this grant as ratified by the Principal will be final and binding. Research Committee shall get the projects examined by the external.
- 4.3.3 Amount: The maximum amount allowable for the minor research project is ₹3,00,000/-. The amount sanctioned under any head cannot be transferred under any other head. If the PI so desires, s/he should make an application addressing the Principal and if entertained, revised GRO shall be released.



4.3.4 Duration: Duration allowed for minor research projects will be one /two year from the date of receiving confirmation of grant. This is extendable by a period of at the most six months at the discretion of the Chairman, provided an application for extension has been made to the research committee within two weeks of the projects deadline.

4.3.5 Plagiarism: All the manuscripts produced out of any research assistance received from the college must be submitted for a plagiarism test. Research Cell is open for all the faculties and students to run plagiarism tests. Acceptable limits of plagiarism are guided by the statutory authority and those shall be maintained by the Research Committee of the college. Research Committee recommends a plagiarism test to be conducted on software subscribed by the college for this purpose. Librarian, IT Admin of the college and the convener of the research committee will be the administrators of the software.

4.4 Responsibilities of the Principal investigator:

The Principal Investigator (PI)

S/he will be required to submit four copies of the completion report which should include details of expenditures (with original bills) within a month of completion of the project. The Principal investigator may also be asked to submit progress reports during the project or any other document if requested by the research committee.

The Principal Investigator should as far as possible communicate and publish findings of the study in a journal of repute (as recognized by the Research Committee) or in an international/national conference proceedings of repute (as recognized by the Research Committee). Failing to do so will affect prospects of future grants by the College for any research activity.

The Principal Investigator has to undergo a midterm review in order to avail the rest of the amount sanctioned under the grant. Any other review can be called at any point in time by the Research Committee. Convener of the committee can call



for any exigent review of any project funded by the college, if deemed required. The PI shall remain free to utilize the grant as required provided it is utilized within framework of research policy.

4.5 Group Research Projects:

4.5.1 Eligibility: Two or more faculty members can apply for a group research project once in an academic year, provided that at least one faculty member shall be a permanent/regular employee of the College. One member from the group shall be the Principal Investigator provided that s/he is a permanent/regular employee of the College. Groups which include faculty members from different departments/disciplines will be given preference over a group of faculty members within the same department. Format of proposal for group research project is given in financial guidelines

.However; management of the college encourages all the eligible faculty members to seek financial support from external agencies for their research project(s)

4.5.2 Amount: The maximum grant for the in-house group research project is ₹ 10, 00,000. (Ten lacs only)

4.5.3 Duration: Duration allowed for minor research projects will be one year /two/three years from the date of receiving confirmation of grant (The date mentioned on Grant Release Order). This is extendable by a period of six months at the discretion of the Chairman. Format for this extension is given in Financial Guidelines (Appendix C)

4.5.4 Responsibilities of the Principal investigator: The Principal Investigator will have the same responsibilities as that of the Principal Investigator of a Minor Research Project or as the Chairman may decide from time to time.

4.6 Student Research Project:

To stimulate young minds to think scientifically about the World, the College has introduced the Student Research Project scheme. Under this scheme both under- graduate and post-graduate students will receive financial support to complete their research projects. Format for Student research proposal is given in Appendix B.



Student research projects shall be subject to the following conditions:

4.6.1 Duration: Ordinarily student research project will be allowed for 3 months. The Chairman may decide to grant a longer duration provided that this shall not be more than 6 months in any case. Provided further that no student project shall be allowed beyond the completion of the student's course. Under exceptional circumstances the Chairman may allow students to pursue the project beyond his/her passing out of college.

4.6.2 Amount: The maximum amount allowable for an Under-graduate student (BA/ B.COM/ BBA/ B.Sc/ B.Voc etc.) shall be ₹ 20,000. The maximum amount for a Post-graduate student (MA/ M.COM/ M.Sc/ MBA etc.) shall be ₹ 50,000.

4.6.3 Principal Investigator: The proposer of the project will be its Principal Investigator and will have to fulfil responsibilities as required by the Chairman from time to time.

4.7 Travel Grant

The College shall provide financial support to its researchers to participate in academic conferences anywhere in India and Abroad subject to the following conditions:

4.7.1 Provisions of Support: The College will provide financial support to cover registration fees and travel (including boarding and lodging) expenses up to a maximum limit of ₹ 10,000 for conferences held in India, ₹ 70,000 for conferences held in Asia or Africa, ₹ 90,000 for conferences held in Europe and ₹ 1, 00,000 for conferences held in North/South America or Australia.

4.7.2 Status of Participation: The applicant for this grant must be accepted as a contributor (i.e. Keynote speaker/resource person/oral-presenter/poster-presenter) to this conference.

4.7.3 Procedure: Applications for this grant must be made on a plain paper addressed to the Principal, *St. Mary's PG College, Vidisha* and must be submitted to the In-Charge of the Research Cell along with documents as



requested from time to time. The application must be made at least a month prior to departure for the conference.

- 4.7.4 Mode of Receipt: This grant will be in the form of a reimbursement which shall be made after the necessary bills/receipts have been submitted to the College. Under exceptional circumstances the Chairman may allow a partial sum to be paid to the researcher as advance before attending the conference.

4.8 Professional Development Grant

The College recognizes learning as a necessary stimulant for growth in its researchers and thereby recognizes the need for continuous professional development for its faculty members. The College shall provide financial support for activities not limited to, the following only:-

- 4.8.1 Summer Schools
- 4.8.2 Workshops
- 4.8.3 Training Programs
- 4.8.4 Massive On-line Open Courses (MOOC) Specializations

Applications for all the above or any other research activity can be made to The Principal of the College who shall then decide the following:

- 4.8.5 Whether such activity be considered a research activity
- 4.8.6 Quantum of financial assistance to be provided
- 4.8.7 Notwithstanding anything in this section, whether financial support for a specialization through a MOOC (4.8.4) shall be provided upon completion of the entire specialization or completing majority of the courses as the Chairman deems necessary.

5 LEAVES AND SABBATICALS

5.1 Leaves

A number of provisions for availing leaves for research activities are given by the College. These leaves maybe in the form of academic leaves (i.e. leaves with pay) for faculty members and attendance waivers for students can be allowed. These leaves are subject to the following conditions:



- 5.1.1 Period: Ordinarily these leaves may be availed by a researcher during the months of November, December, April, May and June. The Chairman may at his discretion allow for leave during any other period
- 5.1.2 Duration: The leave may be availed for a maximum period of two-weeks (i.e. 14 days). The Chairman may, however, extend this period at his discretion. Attendance waivers for students shall not be for more than five working days during a semester.
- 5.1.3 Notwithstanding anything in this section attendance waiver are available only for students whose research project is funded by the College under Student Research Project scheme. This waiver will not be available for any other activity except with the permission of the Chairman.

5.2 Sabbatical

Sabbatical Leave shall be subjected to the following conditions:

- 5.2.1 Is granted only to regular/permanent staff members.
- 5.2.2 There shall be no loss of seniority for availing a sabbatical.
- 5.2.3 Sabbatical shall be granted for a maximum period of two years.
- 5.2.4 For grant of Sabbatical Leave for the first time since joining at least five years should have been spent at the Institute. This criteria may be relaxed for an applicant who has been awarded a recognized national/international fellowship (e.g. Fulbright/ Commonwealth).
- 5.2.5 For any subsequent Sabbatical Leave at least six years should have been spent at the Institute since return from the last Sabbatical Leave.
- 5.2.6 Obligations of a bond, as required by the Chairman, should be fulfilled.
- 5.2.7 For recognizing an activity worthy of sabbatical leave, the Chairman will have full discretion.



6 ETHICS COMMITTEE

- 6.1 Ethics Committee: The College shall have an Ethics Committee whose approval will be mandatory for all research involving any risk to humans.
- 6.2 Composition of the Ethics Committee: The Ethics Committee shall consist of as many members as the Principal of the College deems necessary but in no-case less than three. One member shall preferably be a recognized medical doctor. Another member shall be a legal expert. Third and subsequent members shall be chosen by the Principal from amongst faculty members of the college.
- 6.3 Functions of the Ethics Committee: Ethics committee will be required to look into research proposals and projects that involve any risk to humans and to determine if they adhere to established ethical guidelines. The committee then shall recommend to the Principal on whether it approves the project/proposal as well the time-period for which it approves the project/proposal.
- 6.4 Ethical Guidelines: The guidelines for this policy shall be those adopted unanimously by the Executive Committee of the National Academy of Psychology (NAOP) on 13 December 2010 (in accordance with the Universal Declaration of Ethical Principles for Psychologists by the International Association of Applied Psychology in Berlin on July 26, 2008). Full-text of the guidelines are included in Appendix D



APPENDIX A

Format for Minor/Group Research Project

1. Title of the Project

2. Abstract:

A paragraph summarizing your topic of research, who or what will be the object of data collection, how the data will be collected, how it will be analysed, and what results you expect (possible outcomes).

3. Principal Investigator:

Name:

Designation:

Organization:

Address:

Email:

Mobile No.

4. Co-investigators (if any):

Name:

Designation:

Organization:

Address:

Email:

Mobile No.

5. Introduction:

6. Methodology:

7. Expected Results:

8. Time-line of the Project

9. Estimated Budget

Give detailed break up under the following heads:



Books and Journals

Equipment

Contingency including Special Needs

Field Work / Travel

Hiring Services





APPENDIX B

STUDENT RESEARCH PROPOSAL

Please use a separate sheet to prepare your research proposal including the following headings. You may use the description given under each heading write the proposal.

1. TITLE

- A Short title preferably including variables of interest

2. INTRODUCTION

- Briefly describe the variables you are going to study
- Describe why you are interested in them or how is this study going to be useful

3. METHODOLOGY

- Describe how you are going to proceed with your study i.e. design of research
- Write about the type of participants needed for the study
- Write the procedure (i.e. method of collecting data from the participants) including some description of the instruments/tests required
- Describe how data will be analyzed and also mention if any software would be used for the purpose
- Mention expected results (not applicable for a qualitative study).
- MENTION THE APPROXIMATE TIMELINE FOR COMPLETION OF THE PROJECT

4. BUDGET

- Mention all the costs you expected to incur for the study. This will include costs like purchase of instruments/tests, traveling, compensation to participants etc.
- MENTION AMOUNT OF FINANCIAL SUPPORT REQUIRED

5. INVESTIGATOR INFORMATION

- Name
- Class and Section



- Admission Number
- Email Id (should be working)
- Mobile Number

Once the proposal is complete please submit it to the In-Charge (Research Cell). If found suitable the proposal will be sent to the Principal for final approval. The communication will primarily be through email so make sure you have a working email Id before applying.





APPENDIX C

Application for Extension of Minor Research Project

To

The Chairman
Research Committee
St. Mary's College
Vidisha

Date:

SUBJECT: Extension of Minor Research Project entitled

.....
by..... (principal
investigator)

I am writing to request you to extend the deadline of my MRP ('title of project') for a further duration of.....months. I/We have not been able to meet the deadline for the following reason/s.

S/No.	Reason

I am now confident that the project will be completed within....

Sincerely,

Name, Designation and Signature

Research Committee Recommendation (For Research Committee Use only)



APPENDIX D

NATIONAL ACADEMY OF PSYCHOLOGY (NAOP), INDIA ETHICAL PRINCIPLES FOR PSYCHOLOGISTS

Adopted unanimously by the Executive Committee of the NAOP on 13 December 2010 (in accordance with the Universal Declaration of Ethical Principles for Psychologists by the International Association of Applied Psychology in Berlin on July 26, 2008).

PREAMBLE

The document entitled *Ethical Principles for Psychologists* provides a moral framework and ethical principles that guide and inspire psychologists in NAOP toward the highest ethical standards in their professional and scientific work. It deals with what is just, fair, and right for the psychologists that are beneficial to the societal members and their quality of life. Psychologists are committed to placing the welfare of society and its members above the self-interest of the discipline and its members. Accordingly, the objectives are:

- a) to provide an ethical framework for NAOP;
- b) to use as a template to guide the teaching, research, training, and practice;
- c) to encourage global thinking about ethics, while also encouraging action that is sensitive and responsive to local needs and values; and
- d) to speak with a collective voice on matters of ethical concern.

It reaffirms the commitment of the psychology community to help build a better world where peace, freedom, responsibility, justice, humanity, and morality prevail. It advocates that psychological activities must occur in order to ensure their relevance to the economy, community, customs, beliefs, and practices. The description below is followed by a list of values.

Respect for the Dignity of People

'Respect for the dignity of people' recognizes the inherent worth of all human beings, regardless of perceived or real differences in social status, gender, capacities, or other such attributes. It is

important that all communities and cultures adhere to the value that respects and protects their



members both individually and collectively. Hence,

- a) respect for the unique worth and inherent dignity of all human beings;
- b) respect for the diversity of communities and societies;
- c) respect for the customs and beliefs of the society, to be limited only when a custom or a belief seriously contravenes the principle of respect for the dignity of people or causes serious harm to their well-being;
- d) free and informed consent, as culturally defined and relevant for individuals, families, groups, and communities;
- e) privacy for individuals, families, groups, and communities;
- f) protection of confidentiality of personal information, as culturally defined and relevant for individuals, families, groups, and communities; and
- g) fairness and justice in the treatment of people, animal, and environment.

Caring for the Well-Being of People

‘Caring for the well-being of people’ includes maximizing benefits, minimizing potential harm, and offsetting or correcting harm. It requires the application of knowledge and skills that are appropriate for the nature of a situation as well as the social and cultural context. It also requires the ability to establish interpersonal relationships that enhance benefits and reduce harm. Another requirement is adequate self-knowledge of how one's values, experiences, culture, and social context might influence one's actions and interpretations. Hence,

- a) active concern for the well-being of individuals, families, groups, communities, animals, and environment;
- b) taking care to do no harm to individuals, families, groups, communities, animals, and environment;
- c) maximizing benefits and minimizing harm to individuals, families, groups, communities, animals, and environment;
- d) correcting or offsetting harmful effects that have occurred as a result of activities of the individuals, families, groups, communities;
- e) developing and maintaining competence;



- f) self-knowledge regarding how their own values, attitudes, experiences, and social contexts influence their actions, interpretations, choices, and recommendations; and
- g) respect for the ability of individuals, families, groups, and communities to make decisions for themselves and to care for themselves.

Integrity

Integrity is based on honesty, and on truthful, open, and accurate communication. It includes recognizing, monitoring, and managing potential biases, multiple relationships, and other conflicts of interest that could result in harm and exploitation of people, animals, and environment. It intends to protect the safety or confidentiality of people in research endeavour, and their cultural expectations. Regardless of cultural differences, multiple relationships, and conflicts of interest; monitoring and management are needed to ensure that self-interest does not interfere with acting in the best interests of people. Hence,

- a) honesty, and truthful, open and accurate communication;
- b) avoiding incomplete disclosure of information unless complete disclosure is culturally inappropriate, or violates confidentiality, or carries the potential to do serious harm to individuals, families, groups, or communities;
- c) maximizing impartiality and minimizing biases; and
- d) not exploiting people for personal, professional, or financial gain.

Professional and Scientific Responsibilities to Society

The responsibilities of psychologists include contributing to the knowledge about human behaviour and mental processes and using such knowledge to improve the condition of individuals, families, groups, communities, and society. Hence, the psychologists' responsibility is:

- a) to increase scientific and professional knowledge in ways that allow the promotion of the well-being of society and all its members;
- b) to use psychological knowledge for beneficial purposes and to protect such knowledge from being misused, used incompetently, or made useless;
- c) to conduct its affairs in ways that are ethical and consistent with the promotion of the well-being of society and all its members;



- d) to promote the highest ethical ideals in the scientific, professional and educational activities of its members;
- e) to adequately train its members in their ethical responsibilities and required competencies; and
- f) to develop its ethical awareness and sensitivity, and to be as self-correcting as possible.





APPENDIX E

Guidelines for Seed Money Grant

Policy on Seed Money for Research Projects

Who are eligible to apply?

1. Any regular faculty of *St. Mary's PG College, Vidisha* (including those on probation).
2. They should not have an ongoing project.
3. By applying for seed-money, the applicant undertakes to complete the project successfully in time. If for any reason the awardee leaves *St. Mary's PG College, Vidisha* without completing the project to the satisfaction of the Research Centre, s/he undertakes to refund the entire amount to the College along with the books/ journals/ equipment purchased out of the project money.
 - a. The extension of duration of the project would be permitted only in exceptional circumstances that are beyond the control of the project-awardee, if applied well in advance with adequate justification for the delay. If the permission for extension of duration is not obtained/granted, the Research Committee of *St. Mary's PG College, Vidisha* has the right to terminate the project; in that case, project-awardee will have to refund the entire amount.
 - b. The awardee shall not change the project (either entirely or in part)/ title/ objectives once the project is approved. In case the researcher desires any change in the project/ title/ objectives, s/he shall obtain prior, written permission from the convener of the Research Committee.
4. Administration of the Seed Money Grant (SMG)
 - If sanctioned, the applicants should carry out the project on their own, and not outsource it or get others to do the research. Some students may be permitted to help the researcher if the students volunteer to do so, in minor ways. No student shall be forced to work on the project, even by offering incentives. The major work must be



done by the project-awardees. Students helping out in the project, while the semester is in session, are not to be taxed with the work related to the project. Any unethical/irrational demand on students for the project by the awardee, or any complaints by students regarding this, may result, after a suitable enquiry, in withdrawal of the approval of the project.

- If students contribute to carrying out the project, they need to be given either due credit or should be compensated properly. The publications arising out of these projects shall **not have any co-investigators or co-authors from outside the College**. Under special conditions, any exemption from this clause needs the prior approval of the research cell.
- The awardees are advised to inform the convener of the Research Centre, in writing, before any student commences work on a Seed-Money grant project. All research done on Seed-Money project will be carried out within the college premises. The researchers need to obtain prior permission from the Principal to work outside the premises.
- The proposal should be based on the applicant's own original ideas. While researchers are encouraged to extend the project to their Ph.D., they are not to make their doctoral research a section of it part of the Seed-Money project.
- Since the research output are sent to external experts, it is important that due care be taken to present them professionally, as serious work of quality and personal commitment.
- It is advisable to show your proposals to our senior researchers and get critical feedback for **novelty, quality, relevance, ethical considerations, methodology, outcomes**, and impressive & formal style of presentation before submission.
- The grantees are expected to submit the work-in-progress of their project once in every month, to the Research Cell and present the same at the research colloquium. If the Research Committee is not happy with the progress, it may either suggest modifications or may withdraw the project.
- To ensure that the selected projects have a high probability of achieving their goals the PI must assess all the likely risk factors: The **PI must mention all the potential and specific risk factors** (e.g., unpredictable events that may prevent data collection or destroy sampling sites, possibility of non-availability of proposed sample units /critical



equipment, delays caused by administrative procedures, delays in procuring equipment, non- cooperation by some individuals /groups for interviews, potential health risks posed by the use of unconventional equipment / sampling techniques, etc). **The PI must also mention an alternative plan of action in each case, if any of these risks actually were to occur.**

- In all cases, the awardee should abide by the college code of ethics for research and publication. Given below is the formal format which should be followed for making applications.



APPENDIX F

Submission Process for MRP/ Seed Money Report

The Project Awardee / Principal Researcher / Principal Investigator would prepare a draft report on completion of the study/ survey and submit a soft copy of the same along with the plagiarism report to the Research Cell. The Research cell in charge will primarily examine the report and will further forward to an expert internal/internal in the field concerned.

After the evaluation process the Project awardee will have to incorporate the suggestions into the final report and submit 4 hard bound copies in case of MRP and 4 Spiral bound copies in case of seed money within two weeks of communicating the comments.

The Project Awardee may present the report before the Research Committee / Empowered Committee and interested staff members of the College.

Research Cell will issue a letter of Completion after successful submission.


Director
Director
(Fr. Selvichan John)
* VIDISHA (M.P.) *