

## **Principal D.G. Karve Chair BMCC, Pune**

Principal D.G.Karve Chair in Economics and Commerce was established in 2005- through an MOU with Bank of Maharashtra -to promote research. Principal D.G.Karve Chair is devoted to the promotion and improvement of higher education in economics, banking, commerce and management. The teaching and research activities in BMCC are considered as a tool of quality improvement. In view of this the Principal D.G.Karve Chair has been established to expand its role as a source of information, training and networking for educators.

Prin. D. G. Karve Chair of Deccan Education Society's (DES's) Brihan Maharashtra College of Commerce, has been established to promote research and develop research aptitude among students and faculty.

### **OBJECTIVES**

- To engage in research and survey projects and research publications
  - To be proactive on higher education policy initiatives and establish higher education network of relationships at national and international levels / forums.
  - To plan and conduct an extensive array of development programs for faculty and administrators and students.
  - To facilitate consultancy services and collaborative research relating to commerce, management, accounting, marketing, human resource, economics, banking and finance etc.
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## **PRINCIPAL D. G. KARVE RESEARCH CHAIR RESEARCH GUIDELINES**

### **INTRODUCTION**

In order to promote specialized research for the benefit of the society Principal Dr. D.G.KarveChair has been developed in Brihan Maharashtra college of Commerce. The research is aimed to value the integrity in conducting the research in an ethical manner, ensuring high quality and reliable data, for achieving the short- and long-term goals of the society. The research chair basically aims to promote specialized socially viable research, providing initial seed funding to budding student and faculty researchers and also encourage Industry integrated research activities.

### **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 with proven track record 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 PROJECT CATEGORIES**

There will be four categories in which the research will be conducted.

- **Research Project** – Will be conducted by the eligible faculties, which will continue for a period of 2 years.
- **Students and Joint Research Project**-- The research project conducted by UG, PG and doctoral students and teachers will be termed as Student's research and joint research project. This project will continue for 1 year.
- **Consultancy Research Project** --Research project conducted by full time faculties for the industry will be termed as a consultancy research project. The industry proposal should reach to the college through the faculty. The tenure will be decided by the industry. The fees received shall be shared by PI and the college.

**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:** - The faculties enrolled for full time course during the academic year of Brihan Maharashtra College of Commerce are eligible to apply for the Scheme.

#### **Terms & Conditions: -**

- Maximum tenure of the project shall be 2 years.
- Maximum funding for the research project shall be ₹ 1.25 lakhs. (For higher funding RAC committee in consultation with the RR committee may decide if the proposal is exceptional.)
- Six monthly progress report should be submitted by the researcher before the R R Committee.
- Plagiarism report with maximum similarity index can be 10%.

**Student Research project:** The research project conducted by UG, PG and doctoral students will be termed as Student's research project. The students research project is divided in two different categories –

- **Student's research project** – The research project conducted only by students will be termed as students research project.
- **Joint research project** – The research project conducted by students and a faculty guide will be termed as a Joint research project.

**Eligibility:** - The researcher should be a student of BMCC. The students registered for PhD, any UG or PG degree. The faculty guide should be enrolled for full time course during the academic year of Brihan Maharashtra College of Commerce are eligible to apply for the Scheme.

**Terms & Conditions:** -

- Maximum tenure of the project shall be 1 year.
- Maximum funding for the research project shall be ₹ 50 thousand.
- The student may get credit points based on the quality of the research work. (Allotment of credit points will be decided by the RR committee of the college)
- Progress report should be submitted quarterly by the researcher before the R R Committee.
- Plagiarism report with maximum similarity index can be 10%

#### **SUGGESTED BROAD AREAS FOR PROJECTS**

- Banking
- Finance & Taxation
- Information Technology
- Economics
- Marketing
- Services
- Human Relations
- Business Administration
- Any socio-economic interdisciplinary topics

#### **APPLICATION AND SELECTION PROCEDURE:** -

- All eligible teachers and students may submit their applications and Proposals ONLINE in the prescribed format and present it to the R R Committee.  
The copy of the proposal should be brought by the applicant at the 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.

**The projects of all the categories will be approved by the RR committee. The RR committee shall be appointed by the RAC. The Annual budget, allotment of funds and recognizing of expenses shall be done by the RAC. Three- and Six-monthly submissions as per the guidelines shall be approved by the RR committee.**

**In every academic year 10 students research projects and 5 teachers' projects shall be sanctioned.**

## **MONITORING OF THE PROJECTS**

- At the end of first Six months, the PI shall make a presentation before the expert committee, whose decision regarding continuation of financial assistance shall be final.
- Along with third six-monthly 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 UGC-referred journal.
- 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.
- The PI and the Co-investigator need to attend 2 conference and present the research papers related to the research work.
- The college shall recommend appropriate action in case the research work is not found satisfactory and/or any unethical practices are noticed.

## **FINANCIAL GUIDELINES**

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.**

### **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 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 11 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 being charged.

## Research Proposal Application Form: -

### Part A

#### 1 - Details of Principal Investigator

1.1 Name of the PI \_\_\_\_\_

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 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 PI according to the prescribed heads.