



KIHE Society's

Maharashtra College
of Arts, Science and Commerce, Mumbai-08

Guidelines for Institutional Seed Grant for Research

(Open to all streams)

Academic Year 2025-26

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INTRODUCTION

The Institutional Seed Grant for Research at Maharashtra College of Arts, Science, and Commerce, Mumbai, is designed to foster a strong research culture among faculty members across all disciplines. The grant aims to support innovative, high-impact research projects that contribute to academic excellence and institutional growth. The seed grant provides initial funding for research activities, enabling faculty members to undertake pilot studies, generate preliminary data, and enhance their prospects for securing external research grants.

The primary objectives of the Institutional Seed Grant are:

- To **promote research-driven academic engagement** among faculty and research culture in the institution.
- To **encourage interdisciplinary and innovative** research initiatives.
- To facilitate the **development of preliminary research work** that can lead to larger, **externally funded projects**.
- To enhance **research publications** and dissemination of knowledge.

General Guidelines and Norms

2.1. Eligibility Criteria

- The seed grant is open to **permanent faculty members** of the institution from all disciplines. However, **Ad-hoc or CHB faculties or contractual or visiting faculties** can collaborate as Co-investigator in the project.
- Collaborative projects involving multiple departments are encouraged.
- Applicants must not have received an Institutional Seed Grant in the previous funding cycle. (not applicable for 2025-26)

2.2. Project Duration

- The research project duration is **strictly one year** (academic year) from the date of sanction.
- **No extensions will be granted** under any circumstances.

2.3. Funding Details

- The grant ranges from **₹10,000 to ₹40,000** for research projects, and from **₹2,000 to ₹10,000** for travel and publication support for conferences, depending on the merit and requirements of the proposal.
- The funds will be disbursed in instalments, subject to progress reports and financial compliance.
- Support for **travel and publication** will be provided only if the **paper is accepted** for publication or the **abstract is selected for presentation followed by publication**.

2.4. Selection Process

- The grant is **allotted purely on a competitive basis**.

- The submission of a grant proposal **does not** ensure funding approval.
- Proposals will be evaluated by an Institutional Research Committee based on:
 - Research originality and significance.
 - Feasibility and clarity of objectives.
 - Methodology and expected outcomes.
 - Budget justification and cost-effectiveness.
 - Potential for external funding and publication.

2.5. Norms for Proposal Writing and Submission

- The research proposal should strictly adhere to the prescribed **proposal format** provided by the institution (details are provided below).
- The proposal must be **well-structured, plagiarism-free, and properly cited**.
- Submission must be in **both hard (in duplicate) and soft copies** within the announced deadline.
- Incomplete or improperly formatted proposals will be **automatically disqualified**.

2.6. Reporting and Monitoring

- **Mid-Year Progress Report:** A half-yearly report must be submitted detailing the research progress and financial expenditures.
- **Final Report Submission:** Upon project completion, a comprehensive report (including methodology, results, and impact) must be submitted within **one month** of project completion or before completion of the financial year whichever is earlier.
- The Institutional Research Committee will evaluate the reports and may seek presentations or clarifications.

2.7. Financial Compliance & Account Settlement

- All expenses must align with the approved budget and be supported by original receipts.
- A **utilization certificate and financial report** must be submitted along with the final report.
- Unutilized funds must be returned to the institution within the stipulated period.

2.8. Publication Ethics & Dissemination of Research

- Researchers are encouraged to publish findings in **reputed peer-reviewed journals preferentially SCOPUS and Impact factor Journals**.
- All publications must acknowledge the Institutional Seed Grant as the funding source.
- Any **plagiarism or ethical misconduct** will result in disqualification and future ineligibility for funding.
- Participation in conferences and seminars to present research findings is encouraged. However, if the researcher wishes to use the funds for registration or travel expenses related to conferences and seminars, they must **obtain prior permission** from the authorities.

2.9. Other Important Norms

- Researchers must ensure **no conflict of interest** and adhere to ethical guidelines in human/animal studies (if applicable). Permissions related to the use of animals or human trials should be obtained well-in -advance and is the sole responsibility of researcher only.
- Faculty members receiving the grant must actively engage in **institutional research activities** and knowledge-sharing initiatives.
- Failure to comply with the guidelines may result in **cancellation of the grant and disqualification from future grants**.

2.10. Guidelines for the Digitalization of Project Databases

To streamline record-keeping and improve accessibility, all documents related to funded research projects must be submitted both in digital and physical formats. The following guidelines must be followed:

- Digital Submission Format:**
 - a. All documents must be compiled into a single **PDF file** for each project.
 - b. The digital file should be **clearly named** using the project title or project code, and the submission date (e.g., *Projectcode_MMYYYY.pdf*).
 - c. The PDF must be **searchable and properly scanned**—no blurry images or non-readable scans will be accepted.
- Documents to be Included:** The following documents must be compiled in chronological order:
 - a. Application form submitted for the grant
 - b. Selection/approval letter or communication
 - c. Six-monthly progress reports
 - d. Audited statement of accounts
 - e. Final project report
 - f. Project completion certificate
 - g. Any other relevant correspondence or compliance documents
 - h. Copies of Publication/s
- Submission Timeline:**
 - a. Documents must be uploaded **from time to time**, in accordance with the project timeline or as requested by the institution.
- Hard Copy Submission:**
 - a. In addition to the digital format, a **hard copy of the same documents** must be submitted to the designated office.
 - b. The hard copy must be properly **filed and labelled**, matching the digital version exactly in content and order.
- Responsibility:**
 - a. It is the responsibility of the project investigator (PI) to ensure timely and complete submission of both digital and physical formats.
 - b. Failure to comply with these guidelines may result in delays in fund disbursement or review processes.
- Digital Storage & Security:**
 - a. All digital documents will be stored in the institution's central project database (links will be shared by research committee).

- b. The documents must be free from password protection unless explicitly requested.
- c. Data privacy and security protocols must be followed to protect sensitive information.

2.11. Contact

- For any query contact **Research Committee**, Maharashtra College of Arts, Science and Commerce, Mumbai.



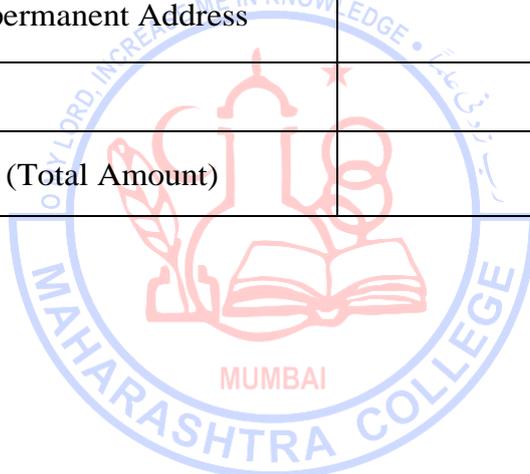
COVER PAGE FOR PROPOSAL FILE

RESEARCH PROPOSAL

for the grant of

MINOR RESEARCH PROJECT

1.	Title of the Proposal Project	
2.	Area of Research	
3.	Name of the faculty	
4.	Subject/Department	
5.	Name of the Principal Investigator, Designation and permanent Address	
6.	Email.ID	
7.	Grant Requested (Total Amount)	



PART A: GENERAL INFORMATION

1	Basic Subject area of Research	
2	Title of the Proposed Project	
3	Nature of appointment	
4	Name of Faculty/Stream	
	Name of Subject	
5	Name of the Principal Investigator	
6	Qualification of the Principal Investigator	
7	Designation of the Principal Investigator	
8	Total no. of Years of Service as a Temporary Teacher	
9	Total no. of Years of Service as a Permanent Teacher	
10	Teaching and Research Experience of Principal Investigator	
11	Name of the Co-Investigator	
12	Designation of the Co-Investigator	
13	Qualification of the Co-Investigator	
14	Name of the Department where the proposal will be executed	
15	Grant Requested (Total Amount)	

PART B: PROJECT PROPOSAL FORMAT

1. Project Title (Max: 30 words)

- Choose a clear, concise, and specific title that reflects the research focus.

2. Principal Investigator (PI) Details (Max: 1 page)

- **Full Name**
- **Designation & Affiliation**
- **Department & Institution**
- **Email & Contact Number**
- **Research Area & Expertise** (Brief summary in 100 words highlighting experience related to the project)
- **Google Scholar/ORCID ID (if applicable)**

3. Co-Investigators (if any) (Max: 1 page)

- Provide the **name, designation, affiliation, and expertise** of each co-investigator.
- Clearly define their role in the project.

4. Introduction & Background (Max: 1000 words / 3 page)

- **Introduction:** Briefly describe the research problem.
- **Background:** Summarize existing knowledge and gaps in the field. Ensure clarity and coherence in problem identification.
- **Significance:** Explain why the study is important and how it aligns with institutional priorities.

5. Objectives (Max: 200 words / ½ page)

- List **3-5 specific, measurable** objectives that guide the study. Ensure alignment with the research problem and methodology.

6. Methodology (Max: 750 words / 1.5 pages)

- **Research Design:** Describe the overall approach (experimental, observational, survey-based, etc.).
- **Study Area (if applicable):** Define geographic/subject scope. Use diagrams/flowcharts if needed.
- **Data Collection Methods:** Describe techniques (field sampling, lab analysis, surveys, etc.). Use diagrams/flowcharts if needed.
- **Data Analysis Techniques:** Mention statistical/mathematical models/software to be used. Ensure feasibility within the grant period.
- **Challenges & Mitigation Strategies:** Identify potential risks and strategies to overcome them.

7. Expected Outcomes & Impact (Max: 500 words / 1 page)

- **Scientific Contributions/ Societal Impact /Environmental Impact:** How will the study advance knowledge? Describe real-world applications. Clearly state tangible outputs (papers, policy briefs, technology development, etc.). Clearly mention the Potential contributions to science/society.
- **Institutional Benefits:** How will this support institutional research goals?

8. Work Plan & Timeline (Max: 1 page, use table/Gantt chart)- (Provide a timeline in a tabular or Gantt chart format covering different phases of the project, typically 12–24 months.). Ensure all objectives are covered within the timeline.

Phase	Activity	Duration (Months)
Phase 1	Literature Review	1-2
Phase 2	Data Collection	3-6
Phase 3	Data Analysis & Interpretation	7-10
Phase 4	Report Writing & Publication	11-12

9. Details of financial requirements with justification (Max: 1 page, use table format)- Keep budget realistic and well-justified. Provide justification for each budget in last column.

Budget Head	Estimated Cost (INR/USD)	Justification
Equipment	XXXX	Required for experimental setup
Consumables	XXXX	Lab materials, reagents, etc.
Travel	XXXX	Field visits, data collection
Contingency	XXXX	Unforeseen expenses
Total	XXXX	

10. Institutional Support & Facilities Required (Max: 250 words / ½ page)

- Mention any lab space, software, or technical assistance needed. Ensure requests align with institutional capabilities.

11. Expected Deliverables (Max: 250 words / ½ page)

- List expected outputs such as:
 - Research publications (mention targeted journals).
 - Policy recommendations or technological advancements.
 - Student training or capacity building.

12. References (Max: 1-2 pages, APA/Harvard format)

- Cite 20-25 key references that support the proposal.

13. Bio-sketch of PI & Co-PI(s) (Max: 1 page per investigator)

- **Educational Background**
- **Key Research Contributions** (Max: 5 bullet points)

- **Recent Publications (Last 5 years, max: 5)**
- **Relevant Grants/Awards (if any)**

General Guidelines for Submission

- **Font & Formatting:** Use **Times New Roman 12pt, 1.5 line spacing, 1-inch margins.**
- **Page Limit:** Maximum **10-12 pages**, excluding references.
- **Submission Format:** PDF or Word document as per institutional guidelines.
- **Plagiarism Check (use freeware's):** Ensure originality and proper citations.



PART C: DETAILED BIO DATA

1.	Name of the Applicant				
2.	Permanent Address (Mobile, E-mail, etc)				
3.	Date of Birth				
4.	Educational Qualification (Starting from Graduation onwards) Degree, University, Year, Subjects, Percentage:				
	Degree	University	Year	Subjects	%
	BSc/BA/BCom				
	MSc/MA. MCom				
	M.Phil.				
	Ph.D.				
	NET/SET/GATE				
	Other				
5.	A. Details of Professional Training and Research Experience, specifying period (if any):				
	Sr.	Place of research	Worked for/as a	Period	
	1				
	2				
	3				
	B. Details of Employment (past & present):				
	Sr.	Place of work /Institute/University	Nature of appointment	Duration	
	1				
	2				
	3				
	C. List of significant publications (Research Papers and Books) during last five Years:				
	1)				
6.	Professional recognition, awards, fellowships received:				
	1)				
7.	Any other information: NIL				
8.	Email.ID				
9.	Mobile No.				

(Place & date)

(Signature of the applicant)

PART D: COVER LETTER & UNDERTAKING

Date: _____

To,
The Principal
Maharashtra College of Arts, Science, and Commerce
Mumbai-400008

Subject: Submission of Research Proposal for Institutional Seed Grant Consideration

Respected Sir,

I am writing to formally submit my research proposal titled "[Title of the Proposal]" under the **Institutional Seed Grant for Research** program for your kind consideration. This proposal aligns with the objective of fostering a strong research culture within our institution and aims to contribute to academic excellence through innovative research.

The project is designed to be completed within **one year**, adhering strictly to the guidelines provided by the institution. The requested grant amount ₹_____ falls within the prescribed funding limit, and the budget has been planned judiciously to ensure optimal utilization of resources. Furthermore, I assure you that all norms regarding **proposal expenditures, progress reporting, financial compliance, and ethical research practices** will be strictly followed. Additionally, I am committed to submitting timely reports and publishing the research findings in reputed journals while acknowledging the institution's support.

I kindly request you to consider this proposal for funding under the Institutional Seed Grant. I would be grateful for an opportunity to present my research idea if required. Please find attached the complete proposal for your review.

Thank you for your time and consideration. I look forward to your positive response.

Yours sincerely,
[Your Name]
[Your Designation]
[Department Name]

PART E: COVER LETTER FOR SIX-MONTHLY PROGRESS REPORT

[Institution Letterhead]

To,
The Principal
Maharashtra College of Arts, Science, and Commerce
Mumbai-400008

Subject: Submission of Six-Monthly Progress Report for [Project Title]

Dear Sir,

I am pleased to submit the **Six-Monthly Progress Report** for the project titled **[Project Title]**, funded by Maharashtra College of Arts, Science and Commerce, Mumbai under Institutional Seed Grant for Research Grant reference **[Grant Number]**. The report provides details on the progress made, key milestones achieved, and any challenges encountered during the reporting period.

Enclosed are the following documents:

1. Six-Monthly Progress Report
2. Updated Work Plan & Timeline
3. Financial Expenditure Summary

A PDF of the same report is also emailed to research committee for their kind consideration. We appreciate your continued support and look forward to your feedback. Please let us know if any further details are required.

Sincerely,

[Principal Investigator Name]

[Designation]

[Department & Institution]

[Email & Contact Number]

PART F: TEMPLATE FOR SUBMISSION OF SIX-MONTHLY PROGRESS REPORT

1. Project Title [Title]

2. Principal Investigator (PI) Details

- Full Name: [Name]
- Designation & Affiliation: [Designation, Institution]
- Email & Contact Number: [Email, Phone]

3. Co-Investigators (if any)

[List co-investigators with their roles and contributions]

4. Summary of Work Completed (Max: 750 words / 1.5- 2 pages)

- **Overview:** Brief summary of key activities conducted during the reporting period.
- **Progress on Objectives:** Status of each project objective and achieved milestones.
- **Experiments/Data Collection:** Details on methodologies applied and initial findings.
- **Challenges & Mitigation Strategies:** Any difficulties encountered and solutions implemented.

5. Key Achievements & Results (Max: 1 page)

- **Scientific Contributions:** Preliminary findings, analyses, or breakthroughs.
- **Publications/Presentations:** List any published/submitted research papers or conference presentations (Attached copies of publications/posters/abstracts).
- **Technology Development/Innovation:** Any new tools, models, or methodologies developed.

6. Updated Work Plan & Timeline

Phase	Activity	Status	Remarks
Phase 1	Literature Review	Completed	-
Phase 2	Data Collection	Ongoing	Some delays due to [reason]
Phase 3	Data Analysis & Interpretation	Pending	Planned for next phase
Phase 4	Report Writing & Publication	Pending	-

7. Financial Expenditure Summary

Budget Head	Approved Budget (INR)	Expenditure till Date (INR)	Balance (INR)	Remarks
Equipment	XXXX	XXXX	XXXX	
Consumables	XXXX	XXXX	XXXX	
Travel	XXXX	XXXX	XXXX	
Contingency	XXXX	XXXX	XXXX	
Total	XXXX	XXXX	XXXX	

8. Plan for the Next Six Months

- Key activities planned for the next reporting period.
- Expected outcomes and deliverables.
- Adjustments in methodology (if any).

9. Additional Remarks

- Any specific support required from the funding agency or institution.
- Any deviations from the original project plan and justification.



PART G: TEMPLATE FOR EXPENDITURE SUBMISSION

[Institution Letterhead]- FOR ACCOUNTS SETTLEMENT

[Date]

To,
The Principal
Maharashtra College of Arts, Science, and Commerce
Mumbai-400008

Subject: Submission of statement of expenditure Project [Project Title]

Reference: Project Number: _____

Dear Sir,

Enclosed are the following financial documents for the completed project [**Project Title**]:

1. **Statement of Expenditure** – Detailing the expenses incurred.
2. **Budget vs. Actual Expenditure Report** – Highlighting any variances with justification.
3. **Supporting Original Invoices & Receipts** – As per grant requirements.

We confirm that all expenditures were made as per the approved budget and institutional guidelines. Kindly acknowledge receipt of these documents.

Sincerely,

[Principal Investigator Name]
[Designation]
[Department & Institution]

PART H: COVER LETTER FOR SUBMISSION OF FINAL REPORT (ANNUAL) & REQUEST FOR PROJECT COMPLETION CERTIFICATE

[Institution Letterhead]

[Date]

To,
The Principal
Maharashtra College of Arts, Science, and Commerce
Mumbai-400008

Subject: Submission of Financial Documents for [Annual/Final] Project Report

Reference: Project Number: _____

Dear Sir,

Enclosed are the following financial documents for the [Annual/Final] Project Report of the project [Project Title]:

1. **Project Report** – as per proforma
2. **Budget vs. Actual Expenditure Report** - Supporting xerox copies of Invoices & Receipts
3. **Xerox copies of outcome generated through project** - Copies of publications/ seminar and/or conference presentation

We confirm that all expenditures were made as per the approved budget and institutional guidelines. Kindly acknowledge receipt of these documents. Further, I request you to issue me a “no dues certificate” and “project completion certificate” for my own records.

Sincerely,

[Principal Investigator Name]

[Designation]

[Department & Institution]

PART I: FINAL PROJECT REPORT SUBMISSION GUIDELINES

(To be submitted in duplicate in spiral Bound format)

1. Project Title [Title]

2. Principal Investigator (PI) Details

- Full Name: [Name]
- Designation & Affiliation: [Designation, Institution]
- Email & Contact Number: [Email, Phone]

3. Co-Investigators (if any)

[List co-investigators with their roles and contributions]

4. Introduction & Background

- Overview of the research problem
- Background and existing knowledge
- Objectives and significance of the study

5. Methodology

- Research Design
- Study Area (if applicable)
- Data Collection Methods
- Data Analysis Techniques
- Challenges & Mitigation Strategies

6. Key Achievements & Results

- **Progress on Objectives:** Status of each project objective
- **Key Findings:** Summary of research outcomes
- **Publications/Presentations:** List of research papers, conference presentations, or patents filed
- **Technology Development/Innovation:** Any new tools, models, or methodologies developed

7. Work Plan & Timeline (Updated)

Phase	Activity	Status	Remarks
Phase 1	Literature Review	Completed	-
Phase 2	Data Collection	Completed	-
Phase 3	Data Analysis & Interpretation	Completed	-
Phase 4	Report Writing & Publication	Ongoing	Finalizing submission

8. Financial Expenditure Summary

Budget Head	Approved Budget (INR)	Expenditure till Date (INR)	Balance (INR)	Remarks
Equipment	XXXX	XXXX	XXXX	
Consumables	XXXX	XXXX	XXXX	
Travel	XXXX	XXXX	XXXX	
Contingency	XXXX	XXXX	XXXX	
Total	XXXX	XXXX	XXXX	

9. Expected Deliverables (Final Report Only)

- **Scientific Contributions:** Summary of findings and their relevance
- **Impact on Society/Environment:** Real-world applications
- **Institutional Benefits:** Contributions to institutional research goals
- **Future Research Directions:** Possible follow-up studies or extensions

10. Conclusion & Recommendations

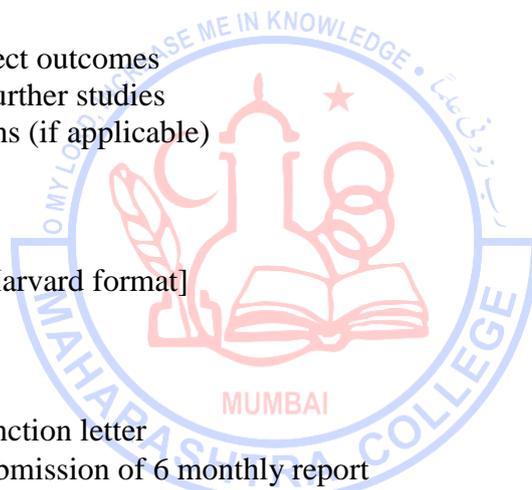
- Summary of project outcomes
- Suggestions for further studies
- Policy implications (if applicable)

11. References

[Cite using APA/MLA/Harvard format]

11. Appendix

- Xerox copy of sanction letter
- Xerox copy of submission of 6 monthly report
- No dues certificate from accounts department (overall 1 year)
- Xerox copies of Invoices & Receipts
- Copies of publications/ seminar and/or conference presentation along with certificate of participation / presentations /policy documents /patent copies



PART J: CONTACT INFORMATION

Stream	Contact Person/s
Arts	Dr. Shamsurrah Khan
Science	Dr. Riyaz Dar and Dr. Mujahid Hussain
Commerce	Dr. Mazhar Thakur
CS/IT	Dr. Yaseera Anware and Prof. Ismail H Popatia
BMS/BAF	Dr. Abdul Rasheed

For more details contact:

Dr. Sachin Gosavi

Director, Research Committee, Maharashtra College, Mumbai

Email: sachingosavi@maharashtracollege.org

