

Proforma for submitting proposal for recognition as a Research Center

General Description of your Institution:	
Name of the Institute / College: _____ _____	
Name of the Parent educational Society which runs the Institute/ College: _____ _____	
Vision & Mission Statements of the Institute/College:	<i>Vision:</i>
	<i>Mission:</i>
Date of Establishment of the Institute / College: (dd/mm/yyyy)	
Details of Principal/ Director / Head of the Institution:	
Name:	
Academic Qualification (with Specialization):	
Details of Experience:	
a) Teaching b) Administrative	
Date of Appointment: Principal:	
a) Institution Order No. b) University Approval	
Personal Address for Communication, E-mail ID, Phone Number(s), Fax number(s)	
	<i>Phones / Fax:</i>
	<i>E-mail IDs:</i>

Details of Sanctioned Teaching Staff in concerned course (specialization)	
a) No. of confirmed Teachers: b) No. Teachers on Probation: c) No. of confirmed/on Probation teachers with Ph.D.: d) No. of confirmed/on Probation teachers with NET/SET.: e) No. of confirmed/on Probation teachers with M. Phil. : f) No. of Teaching post filled with Ad-hoc appointment: g) No. of Teaching posts vacant: _____ Reserved category: h) Number of Visiting Faculty /Guest Faculty engaged with the College:	

Details of Sanctioned Non-teaching Staff:
a) No. of filled post of Non-teaching staff: b) No. of vacant post of Non-teaching staff:

Details of Masters Programmes, being conducted in your Institution (if any) (please list all the courses)

List of Postgraduate courses				
<i>S No.</i>	<i>Name of the course</i>	<i>Year of starting</i>	<i>Approved by (mention the name of the governing body)</i>	<i>Affiliated to (name of the university, if applicable)</i>
1				
2				
3				
....				
....				

Details of each postgraduate course (please complete one table for each course individually)

<i>Name of the Course</i>	
<i>Year of commencement of this course</i>	
<i>Number of students approved per annum</i>	
<i>Number of students admitted in the current year</i>	

<i>Dept. where this course is being conducted</i>	
<i>Designation of the Person in charge of the course</i>	
<i>Contact details of the Person I/c of the course</i>	<i>Name</i>
	<i>Personal address for communication</i>
	<i>Phones(Landline)</i>
	<i>Phone (Mobile)</i>
	<i>E mail ID</i>
<i>Statutory body, which has recognized this course (Please enclose the order of approval)</i>	
<i>University to which this course is affiliated (Please enclose the affiliation order)</i>	
<i>Provision for Research Centre (per post-graduate course) in Annual Budget for the Financial Year: (Yes/No) [please specify the amount (in INR)]</i>	

(Please fill one individual table for each course, in the fields /departments, for which 'Recognition as a Research Centre' is sought. Please use as many tables as necessary.)

Details of available faculty for guiding research scholars *(Faculty eligible to guide PhD research (Please include only those who are existing, available and willing)*

<i>S No</i>	<i>Name, Degrees, Designation</i>	<i>Full Address</i>	<i>Phone Email ID</i>	<i>Is he / she already approved as a guide in another institution? (Kindly enclose documentary evidence)</i>
<i>1</i>				<i>Yes / No</i>
<i>2</i>				<i>Yes / No</i>
<i>...</i>				<i>Yes / No</i>

List of students doing M. Phil. & Ph.D. under College teaching faculty in other Research Center (Give Details in excel sheet)

<i>Name of the Student</i>	<i>Subject</i>	<i>Topic of Research</i>	<i>Name of the guide</i>	<i>Date of Registration</i>

Details of Research Projects:

Externally funded Research Projects (if any in your institution)

<i>S No</i>	<i>Title of the project & date started, current status, expected time of completion, Brief details of the study</i>	<i>Funding agency & grant amount</i>	<i>Names of <u>all</u> investigators, degrees & designation</i>
1			
2			
...			

Other Research Projects, with internal generation of funds (if any in your institution)

<i>S No</i>	<i>Title of the project & date started, current status, expected time of completion, Brief details of the study</i>	<i>Names of <u>all</u> investigators, degrees & designation</i>
1		
2		
...		

Other Research Projects, with minimal funding or with no funding requirement
(e.g. dissertations, chart studies, small and short term studies, if any in your institution)

<i>S No</i>	<i>Title of the project & date started, current status, expected time of completion, Brief details of the study</i>	<i>Names of <u>all</u> investigators, degrees & designation</i>

1		
2		
...		

Details of Research Publications/ Book Publications

List of research papers published by the faculty, from your institution (please include only the articles where credit is given to the institution. Please enclose reprints).

<i>S No</i>	<i>Title</i>	<i>Names of all authors, in the same order as in print</i>	<i>Journal (complete citation in a standard style)</i>	<i>Impact factor, if any</i>

Undertaking on an INR 300/- stamp paper : Enclosed/ Not Enclosed [Tick whichever is applicable]

List of research papers published by your faculty (Here, please list out the articles where no credit is given to the institution. Please enclose reprints.)

<i>S No</i>	<i>Title</i>	<i>Names of all authors, in the same order as in print</i>	<i>Journal (complete citation in a standard style)</i>	<i>Impact factor, if any</i>

List of books published by your faculty

List of research papers presented from the institution, in conferences etc. (Please enclose manuscript, if available – at least an abstract).

List of Organization of National level / State level / University level Seminar / Workshop / Symposia / conference by the concerned Subject (if any, conducted in your institution).

	<i>University / State/ National/ International</i>	<i>Funding Agency</i>	<i>Title</i>	<i>Duration</i>	<i>No. of Participants</i>			<i>Total Expenditure</i>
					<i>Abroad</i>	<i>Outside State</i>	<i>Within State</i>	
<i>Conference</i>								
<i>Seminar/ Symposia</i>								
<i>Workshops</i>								

Any further information that you would like to present about the institution?

Remarks from Committee (please put a tick mark (√) against the appropriate option) with remarks if required;

To be Approved as a Research Centre after physical inspection:

Not Approved as a Research Centre:

1. Name & Signature of Chairman:

2. Name & Signature of Member:
3. Name & Signature of Member:

