

**Directorate of Kokborok
&
Other Minority Languages**

**Minor Research Project
GUIDELINES (2021-2025)**

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****GUIDELINES FOR PROVIDING GRANTS SCHOLARS FOR MINOR RESEARCH PROJECT****

1. INTRODUCTION & OBJECTIVES

The researchers of all streams who wants to explore new field of studies related to **Language, Literature, Art & culture or any other allied filed** of Kokborok & 7 other minority languages, namely - Chakma, Halam, Garo, Kuki-Mizo, Manipuri, Bishnupriya Manipuri, Mog; is facilitated through this scheme. The Directorate of Kokborok & OML, Education Deptt. (School), Govt. of Tripura, provides financial support to meet the requirements for individuals and researchers who wants to pursue Minor Research Project (MRP) in the field of Kokborok & 7 other minority languages Literature, Language, Art or any other its allied filed.

2. ELIGIBILITY/TARGET GROUP:

The Directorate of Kokborok & OML will provide financial assistance to any individual, at least having Master Degree in any discipline, who wishes to undertake a Minor Research Project under an approved supervisor.

An individual can avail only one project at any given time. The one, which is offered and accepted first irrespective of Approved Supervisor, must be completed before the other offer is accepted. **Failure to abide by this rule shall make the Individual Scholar / Principal Investigator liable to refund the entire amount paid by the Directorate in the concerned project. The Principal Investigator & the Supervisor may be also debarred from participation in future programmes of the Directorate if they fail to comply with the rules & guidelines laid down by this Directorate.** It would be the responsibility of the **Approved Supervisor** and the **Principal Investigator** for total accountability of the project. After completion of one project (date of finalization of accounts of the project) **if an individual / Principal Investigator desires to undertake another Minor Research Project, a gap of one year will be necessary.**

3. TENURE OF THE MRP:

The MRP will be of **1 (one) year period**. The Principal Investigator will have to submit the project within 1 (one) Year from the date of Final Registration. Any delay in submitting the project will lead to cancellation of the project.

4. NATURE OF ASSISTANCE:

The quantum of assistance for a research project will be as under -

For Minor Research Project (MRP) in any field of Kokborok & 7 other minority languages Literature, Language, Art or any other its allied filed – Maximum Rs. 1.00 lakh (Maximum Rupees One Lakh only) will be provided.

A. Non-Recurring Grants – Maximum Rs. 20,000/- (Maximum Rupees Twenty Thousand Only)

(a) Equipment (Minor equipments only)

i. **Books and Journal:** The equipment as well as books & journals grants may be utilized to procure the essential equipments and books & journals needed for the proposed research work. The equipments and books & journals acquired by the Principal Investigator under a MRP must be deposited to the Directorate Library after the completion of the project which will be the institutional property.

B. Recurring Grant – Maximum Rs. 80,000/- (Rupees Eighty Thousand Only)

- (a) **Hiring Services:** This is meant for specialized technical work, such as sample analysis, for which the Directorate will provide grants for such services, if available on payment basis.
- (b) **Contingency:** The admissible contingency grant may be utilized on photo-stat copies and microfilms, typing, stationary, postage, telephone calls, internet, fax, computation and printing needed for the project. Expenditure towards the audit fee may also be claimed under contingency head.
- (c) **Special Needs:** Assistance may be provided for any other special requirement in connection with the project which is not covered under any other 'Head' of assistance under the scheme.
- (d) **Travel and Field Work:** The amount allocated under the head travel/field work is to be utilized for data collection and collection of other information such as documents and visit to libraries within the general scope and sphere of the ongoing project. This should not be used for attending conferences, seminars, workshops and training courses etc.

The Principal Investigator may re-appropriate maximum 20 per cent of the **recurring** grant allocated under each head with the permission of the Directorate after obtaining permission from the **Approved Supervisor**.

4. PROCEDURE FOR APPLYING

All eligible candidates/scholars/researchers may submit their Minor Research Proposal applications in the prescribed proforma to the office of **Directorate of Kokborok & Other Minority Languages**.

Any individual / Researcher/ Candidate - working as a regular / fixed-pay employee in any Government Department or Research Development Organization or Public Sector Undertaking or Registered Industry/ Company or faculty of a reputed educational institution / University/ College / School or any private organization will be eligible to undertake the MRP provided he/ she has been in continuous service for the last 2 years in the same organization and can provide a No objection certificate from the employer. The **Directorate of Kokborok & Other Minority Languages** has to ensure the fulfillment of these conditions at the time of approving the project. The Candidate has to submit the concerned no-objection certificate at the time of submitting the Minor Research Proposal.

5. PROCEDURE FOR APPROVAL

The received proposals duly forwarded by the Directorate of Kokborok & OML will be assessed with the help of an **Expert Committee** constituted by the Directorate. The final decision will be taken by the Directorate of Kokborok & OML on the basis of recommendations made by the **Expert Committee** and the availability of funds under the scheme.

6. PROCEDURE FOR RELEASE OF GRANTS

The first installment of the grant shall comprise of 100% of the Non – Recurring and 50% of the 5 nos. total **Recurring grant** approved by the Directorate for the total duration of the project. The grant will be released to the Principal Investigator. On receipt of half-yearly Progress Report, statement of expenditure and utilization certificate of 1st installment of grant. The 40% of the total recurring grant will be released as second installment. Remaining 10% will be released on receipt of following completion documents as final reimbursement:

- i. Copy of the final report of project along with soft copy.

- ii. A consolidated item wise detailed statement of expenditure incurred during the complete project period in the prescribed proforma duly signed and sealed by the **Principal Investigator** and authenticated by the **Approved Supervisor**.
- iii. The unutilized grant if any may be refunded immediately through demand draft drawn in favour of the DDO, Directorate of Kokborok & OML.
- iv. **It is mandatory to post the Executive summary of the report, Research documents under Minor Research Project on the website of the Directorate of Kokborok & OML.**
- v. 3 nos. copies of Final Project Report of within 8500 words to 10000 words are to be submitted to the Directorate. **The Directorate will be free to publish the project report as and when feasible.**

The Principal Investigators are expected to settle the accounts immediately on completion of the project. In case the balance grant, if any, is not claimed within **6 (six) months from the date of completion of the project, the same will lapse and no representation will be entertained on this behalf.**

7. SUPERVISOR SELECTION

- a) Name of the Supervisor needs to be recommended by the **Principal Investigator**.
- b) Name of the Supervisor needs to be approved by the **Expert Committee**.
- c) The Supervisor has to be a man of repute who has past experience of Supervising Research Works or has contributed immense to the development of Language, Literature, Art & culture or any other allied filed.
- d) A particular Supervisor can only Supervise 2 (two) nos. projects at a time.
- e) No member from the Expert Committee can act as Supervisor or as a Principal Investigator while being in the committee.
- f) The Directorate will not pay any extra fund to the Supervisor other than the approved amount of Rs. 1.00 lakh allotted for the MRP.
- g) If any unwanted incident takes place during the course of the MRP, like – severe illness to the Supervisor or Death of the Supervisor, then only the Principal Investigator after obtaining prior approval of the Directorate can change the name of the Supervisor. The Principal Investigator has to produce valid documents to the Directorate in support of his prayer for obtaining the permission to change the Supervisor.

8. GENERAL

- a) After finalisation of the selection procedure of the Minor Research Projects the names of the selected Principal Investigators will be posted on the website of the Directorate. The Principal Investigators should check their names and send their acceptance certificate duly forwarded by the Approved Supervisor to the Directorate Office to enable the Directorate to send the approval/sanction letters.
- b) Project is not transferable in any case.
- c) **If a Principal Investigator fails to complete the project, he/she has to refund the entire amount released with interest. Failing to do so, the Directorate of Kokborok & Other Minority Languages shall take legal course of action deemed to be legitimate under such circumstances against the Principal Investigator.**
- d) If the Principal Investigator due to the reason mentioned in the **point No. 7 (g)** is forced to change the Supervisor then only under such circumstances tenure of the MRP may be extended for **3 (three) months**, only after taking due approval from the Director, Kokborok & OML.
- e) If the project work gets hindered due to any Pandemic / Natural Calamity then under such circumstances the tenure of the MRP may be extended for **3 (three) months**, only after taking due approval from the Director, Kokborok & OML. If any such situation arises, the Principal Investigator shall promptly notify the Directorate of Kokborok & OML in writing of such conditions and the cause there of.
- f) **No extension** in tenure is permissible in any circumstances other than the clause mentioned in the **point no. - 8(d) & 8(e).**

Directorate of Kokborok & Other Minority Languages
FORMAT FOR SUBMISSION OF PROPOSAL FOR
MINOR RESEARCH PROJECT

PART – A

1. Broad Subject –
2. Area of Specialization -
3. Duration -
4. Principal Investigator -
 - i. Name: _____
 - ii. Father's Name: _____
 - iii. Sex: Male / Female
 - iv. Date of Birth: ____/____/____ (enclose DOB document)
 - v. Category: GEN/SC/ ST/ OBC (enclose caste certificate)
 - vi. Education Qualification of Principal Investigator :

Sl. No.	Name of Examination Passed	Name of Board / University	Percentage of Marks (%)	Year of Passing

***(enclose Mark sheet / Pass certificate)

- vii. Address: Residence: _____

_____ Pin: _____

- Permanent: _____

_____ Pin: _____

** (enclose Address proof)

viii. Email:

ix. Phone Number:

Alternate Phone Number:

x. Is the Principal Investigator an employee – Yes / No

(a) If yes mention details of the Organization:

Name of the organization – _____

Full Address of the organization – _____

_____ Pin: _____

(b) Name & valid Contact number of the Head of the Office - _____

_____ Mob. No : _____

(c) Is no-objection certificate enclosed – Yes / No

** (enclose no-objection certificate as per the Annexure-IX)

5. Teaching and Research Experience of Principal Investigator, If any: Yes / No

(a) Teaching experience:

(b) Research experience:

(c) Publication:

i. Papers Published :

Accepted:

Communicated:

ii. Books Published :

Accepted:

Communicated:

** (Please enclose the list of papers and books published and/or accepted during last five years)

PART – B

6. Proposed Research Work – **(Attach additional Pages with Page Numbers for each item head)

i. Project Title -

ii. Introduction -

iii. Objectives -

iv. Methodology -

v. Month-wise Plan of work and targets to be achieved -

7. Financial Assistance required (not more than Rs. 1.00 lakh)-

(a) Non-Recurring Grants required (not more than Rs. 20,000/-) –

(b) Recurring Grants required (not more than Rs. 80,000/-) –

(i) Hiring Services:

(ii) Contingency:

(iii) Special Needs:

(iv) Travel and Field Work:

Total Amount: _____

8. Whether the Principal Investigator has received support for any other research project from the Directorate of Kokborok & OML? If so, please indicate:

(i) Title of The MRP –

(ii) Sanction letter No. and date under which the assistance was approved –

** (attach letter)

(iii) Amount approved and utilized -

** (attach Final Utilization Certificate)

(iv) In case the project was completed, whether the work has been published – Yes/ No

(v) If the project has not been completed, please state the reasons –

PART – C

9. Supervisor Details –

i. Name: _____

ii. Father's Name: _____

iii. Sex: Male / Female

iv. Date of Birth: _____/_____/_____ (enclose DOB document)

v. Education Qualification of the Supervisor :

vi. Address: Residence: _____

_____ Pin: _____

Permanent: _____

_____ Pin: _____

** (enclose Address proof)

vii. Email:

viii. Phone Number:

Alternate Phone Number:

ix. Experience of the Supervisor –

(a) Teaching / Professional experience, details:

(b) Research experience, details:

(c) Publication:

i. Papers Published :

Accepted:

Communicated:

ii. Books Published :

Accepted:

Communicated:

** (Please enclose the list of papers and books published /or accepted during last five years)

**Signature of the Supervisor
(Seal)**

**Signature of Principal Investigator
(Seal)**

To certify that: I, Dr./Sri/Smt _____,
So/Do _____, shall abide by the rules governing the scheme in case assistance is provided to me from the Directorate of Kokborok & Other Minority Languages, Govt. of Tripura, Education Deptt. (School) for the above project. I shall complete the project within the stipulated period. If I fail to do so and if the Directorate is not satisfied with the progress of the research project, the Directorate may terminate the project immediately and ask for the refund of the entire amount (with interest) released by the Directorate. The above Research Project is not funded by any other agency. I also certify that all the above information provided are all true/genuine to the best of my knowledge.

**Signature of Principal Investigator
(Seal)**

To certify that: I, Sri/Smt _____,
So/Do _____, shall act as a supervisor for the above project voluntarily. I shall ensure that the project gets completed within the proposed time line. I shall also ensure authenticity of the project. I shall not ask for any Financial Assistance from the Directorate of Kokborok & Other Minority Languages, Govt. of Tripura, Education Deptt. (School) for supervising the above project.

**Signature of the Supervisor
(Seal)**

Directorate of Kokborok & Other Minority Languages
ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT –
MINOR RESEARCH PROJECT

Name _____

No.F. _____ dated _____

Title of the Project _____

1. The research project is not being supported by any other funding agency.
2. The terms and conditions related to the grant are acceptable to the Principal Investigator and the Supervisor.
3. At present, I have no research project approved by the Directorate of Kokborok & Other Minority Languages, Govt. of Tripura, Education Deptt. (School) and the accounts for the previous project, if any have been settled.

6. (i) His/her date of birth is _____

(ii) Age _____

7. The date of implementation of the project is _____

**Signature of Principal Investigator
(Seal)**

**Signature of the Supervisor
(Seal)**

Directorate of Kokborok & Other Minority Languages**STATEMENT OF EXPENDITURE IN RESPECT OF MINOR RESEARCH PROJECT**

1. Name of Principal Investigator _____

2. Directorate approval Letter No. and Date _____

3. Title of the Research Project _____

4. Effective date of starting the project _____

5. a. Period of Expenditure: From _____ to _____

b. Details of Expenditure _____

Sl. No.	Item	Amount Approved (Rs.)	Expenditure Incurred (Rs.)
1.	Books / Magazines / Journals		
2.	Hiring Services		
3.	Contingency		
4.	Special Needs		
5.	Travel and Field Work (Give details in the Proforma)		

6. If as a result of check or audit objection some irregularly is noticed at later date, action will be taken to refund, adjust or regularize the objected amounts.

7. It is certified that the grant of Rs. _____ (Rupees _____ only) received from the Directorate of Kokborok & Other Minority Languages under the scheme of support for Minor Research Project entitled _____ vide office letter No. F. _____ 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 Directorate of Kokborok & Other Minority Languages, Govt. of Tripura.

Certified by,

**Signature of Principal Investigator
(Seal)**

**Signature of the Supervisor
(Seal)**

Directorate of Kokborok & Other Minority Languages**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 Directorate of Kokborok & Other Minority Languages, Govt. of Tripura norms for Major Research Projects.

**Signature of Principal Investigator
(Seal)**

Certified by,

**Signature of the Supervisor
(Seal)**

Directorate of Kokborok & Other Minority Languages**Utilization certificate**

Certified that the grant of Rs. _____ (Rupees
_____ only) received from the
Directorate of Kokborok & Other Minority Languages, Govt. of Tripura under the scheme of support
for Minor Research Project entitled _____
vide office letter No. F. _____ 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
Directorate of Kokborok & Other Minority Languages, Govt. of Tripura.

**Signature of Principal Investigator
(Seal)**

Certified by,

**Name of the Supervisor
(Seal)**

Directorate of Kokborok & Other Minority LanguagesHalf-Yearly / Final Report of the work done on the Minor Research Project.
[Report to be submitted within 30 days after completion of each 6(six) months]

1. Project report No. 1st / Final _____
2. Office letter Reference No.F. _____ Dated _____
3. Period of report: from _____ to _____
4. Title of research project _____
5. (a) Name of the Principal Investigator _____
(b) Name of the Supervisor _____
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)
 - i. Brief objective of the project _____
 - ii. Work done so far and results achieved if any, resulting from the work _____

 - iii. Has the progress been according to original plan of work and towards achieving the objective, if not, state reasons –
.....
.....
 - iv. Please enclose a summary of the findings of the study.
 - v. One bound copy of the Half- Yearly Report / Final Report of work done is to be submitted to the concerned Directorate –
 - vi. Any other information -

**Signature of Principal Investigator
(Seal)**

Certified by,

**Signature of the Supervisor
(Seal)**

Directorate of Kokborok & Other Minority Languages

PROFORMA FOR SUBMISSION OF INFORMATION AT THE TIME OF SENDING THE FINAL REPORT OF THE WORK DONE ON THE PROJECT

1. Title of the Project.....,
2. Name and Address of the Principal Investigator
3. Name and Address of the Supervisor
4. Approval Letter No. and Date
5. Date of Implementation
6. Tenure of the Project
7. Total Grant Allocated
8. Total Grant Received
9. Final Expenditure
10. Title of the Project
10. Primary Objectives of the Project(Give Details)
11. Whether Objectives were Achieved (Give Details)
12. Achievements from the project (Give Details)
13. Summary of the Findings (Give Details in 500 Words)

***** Attach 3 (three) nos. copies of the Final Project Report, Final Report should be within 8500 to 10000 words***]**

Certified by,

**Signature of Principal Investigator
(Seal)**

**Signature of the Supervisor
(Seal)**

Directorate of Kokborok & Other Minority Languages

ASSESSMENT CERTIFICATE

(to be submitted with the proposal)

It is certified that the proposal entitled"_____”by

(Mr. / Mrs. /Dr.)_____

So/Do _____ has been assessed by the_____ Expert committee consisting of the following members (list

enclosed) for submission to the office of the Director, Directorate of Kokborok & Other Minority Languages,

_____ for financial support under the scheme of Minor Research

Projects: **Details of Expert Committee - (copy Enclosed)**

The proposal is as per the guidelines laid down by the concerned Directorate.

**Signature of Principal Investigator
(Seal)**

**No-Objection Certificate for MRP,
to be submitted by Employed Candidates**

(This should be typed on the letter head of the employee's organization / Office / Institution)

Reference No. :

Date:/...../.....

To
The Director
Kokborok & Other Minority Languages
Government of Tripura,
Education (School) Department

Sub.: No-Objection Certificate for pursuing MRP under the Directorate of Kokborok & Other Minority Languages, Govt. of Tripura, Education (school) Department

Dear Sir / Madam,

We have no objection if Mr./Ms / Dr. an employee of our *(name & address of the organization/ Institution/ Department/ College/ University)*, undertakes Minor Research Project under the **Directorate of Kokborok & Other Minority Languages** for a duration of 1 year. It is certified that he/ she has completed Year of service in our organization/ institute/ Department/ College/ University as a **regular/ fixed pay** employee.

We shall give him/her leave of absence at our organization as and when required by him during the course of the MRP.

Signature & Seal of the Employer

Guidelines of Writing Project Report

1. The Report should be typed on one side of the paper (preferably A4) and double-spaced through-out (not only the text but also displayed quotations, notes, references and all other matter). The report should be written in Times New Roman - 12 font size.
2. Manuscript should be accompanied by a CD in MS word, and should be identical in every respect to the hard copy.
3. The Report must be accompanied by an abstract of 150-200 words along with 8-10 key words. The Report should have a clear Objective, Clear Methodology, Analysis, Observation, Recommendation (if any) & Conclusion. The Report should have following components in the given sequence –
 - i. Cover page;
 - ii. Title page – this page is containing the subject of work, the researcher`s data and date of writing;
 - iii. Content – is placed on the second page, includes the list of headings for all the chapters with the page numbers indication;
 - iv. Acknowledgement;
 - v. Abstract;
 - vi. Objective;
 - vii. Methodology;
 - viii. Introduction – here the Researcher can point out the reasons why you have started to write your paper and represent thesis as well;
 - ix. Analysis - Body paragraphs (description and details of the project) , it reveals the essence of work;
 - x. Findings (a.k.a. Results) / Observations.
 - xi. Discussion; (Recommendations may be included here)
 - xii. Conclusion – imply the interpretation of results received during the research and the brief review of the whole work;
 - xiii. Bibliography/reference list – means the listing of referenced literature and other information sources.
 - xiv. Appendix (if any attachments were present).
4. British spellings throughout universal T in 'ize' and 'ization' words need to be maintained.
5. Single quotes throughout. Double quote marks used within single quotes. Spelling of words in quotations should not be changed. Quotation of 45 words or more should be separated from the text and indented with one space with a line space above and below.
6. Use nineteenth century' 1980s' Spell out members from one to nine, 10 and above to remain in figures. However for exact measurements use only figures (3 Km, 9 Per cent not %). Use thousands and millions, not lakhs and crores.
7. Table and figures should be indicated in the text by number separately (see table Number- x) not by placement (see Table below). Present each table and figures on a separate sheet of paper, gathering them together at the end of the article.

8. A consolidated alphabetical list of all books, articles, essays and these referred to (including double spacing and will be printed at the end of the articles, books and these should be listed in alphabetical order of author, giving the author's surname followed by initials. If more than one publication by the same author is listed, the items should be given in chronological order. Reference should be embedded in text in the anthropological style. For example: (Sarkar 1987: 145)' Citations should be first alphabetical and then chronological for example, (Ahmed 1987; Sarkar 1987; Wignaraja 1950)'. The detailed style of referencing is as follows:

The authors/Contributors are solely responsible for the contents of the corresponding articles and the views expressed there in.

A. FOR PUBLISHED SOURCES:

a. Books: Korten, D 1995 When Corporation Rule the World. San Francisco, CA Berrett Koehler.

b. Edited Volumes: Spears, L. (ed). 1996 Reflections on Leadership, New York L: John Wiley.

c. Articles in Edited Volumes: Mon, C 1994 Changing Patterns of Business- Government Relations in South Korea' in a Macintyre (ed) Business and Government in Industrialising Asia, pp 222-46 St. Leonards NSW Allen and Unwin.

d. Articles Journals: Rarke, BY Zeira and T. Hatem. 1996. International joint Venture Managers Journal of International Management 2(1) 1-29

e. Resources on the internet: Bajaj, M (15June2004) Mobile creches. http://www.indianngos.com/issue/education/interviews/mridula_bajaj/full-interview.htm.

B. UNPUBLISHED DISSERTATIONS AND THESIS: Sandee, H. 1995. 'Innovations in Production', unpublished Ph. D. Thesis Amsterdam: Free University.