



Uttarakhand Open University

Directorate of Research and Innovation

**Standard Operating Procedure (SOP) for Minor
Research Projects (MRPs)/ (Laghu Anusandhan
Anudaan Yojna) For Faculty Members**

Approved by the Executive Council at its 45th Meeting held
on 13th March 2026

1. Introduction

The Uttarakhand Open University (UOU) serves as a center of excellence in Open and Distance Learning. It also promotes and coordinates research in different domains of Sciences, Humanities, Languages and Social Sciences, Human Sciences. This effort aims to cultivate a dynamic ecosystem of advanced research in the State and Country. In line with its mission to enhance the quality of education and contribute to region specific knowledge development, the university strives the culture of research and also promotes among faculty members to undertake Minor Research Projects (MRPs) funded by the university as part of its internal research promotion strategy.

2. Eligibility

- Regular Members of faculty of the Uttarakhand Open University are eligible to apply as Principal Investigator for the Minor Research Projects (MRPs). The applicant should have substantial research experience, demonstrated through publications of at least two quality research papers/articles in reputed National and International Journals during the last three years preceding the commencement of the scheme. Additionally, Faculty must have completed at least one year of service at the University before applying. The Principal Investigator must also hold a Ph.D Degree.

Further, those faculties who are contractual in university and have produced at least two research papers/ articles in peer review journals may also apply as Co-PI. In the event of their contract expiry, they may continue as Co-PI until the completion of the project. Only one project may be undertaken at a time. Individuals who have qualified NET or are pursuing Ph.D may also work on projects as research team members.

3. Application Process

- Faculty members must submit a project proposal in prescribed format including a detailed Budget estimate, timeline and an undertaking. Proposals must be submitted through the Director of the respective School to the Directorate of Research and

Innovation. Calls for proposals will be made once a year or as notified by the University.

4. Nomination Procedure for External Expert

- The Directorate of Research and Innovation shall request all departments to suggest a pool of external experts in their relevant disciplines through the respective Director of the School. This request shall be initiated before Call for Proposal. The compiled list of recommended experts, duly undersigned by the Director of the School, shall be submitted to the **Directorate of Research and Innovation**. After initial screening, the list shall be forwarded to the Hon'ble **Vice Chancellor** for final nomination and approval of committee members. The Hon'ble Vice Chancellor may also nominate any expert other than from the list. The committee will consist of the following members-
 - Director Research/ Additional Director/ Deputy Director
 - All Concerned Director
 - Two External Expert of the Concerned discipline (Nominated By Vice Chancellor)
 - Director Academics

The research proposals shall be presented online before the committee for review and approval.

5. Tenure of the Committee

- The External Expert Committee shall be valid for **Two Minor Research Project (MRP) evaluation cycle** or **two academic years**, whichever is applicable. Reconstitution of the committee may be undertaken annually or as required, with the approval of the Hon'ble Vice Chancellor.

6. Evaluation Process

Stage 1 – Proposal Evaluation (Total 70 marks)

- Each Proposal shall be evaluated by the two discipline specific external experts.

- Only those proposals that are formally recommended by the expert committee in stage 1 shall be called for interaction/ presentation (Stage 2).
- Proposals that are not recommended at this stage will be considered rejected or revised.

The research proposal shall be evaluated on the following parameters:

S.No.	Evaluation Parameters	Maximum Number
1.	Content	10
2.	Potential Impact	10
3.	Relevance of Study	10
4.	Clarity	10
5.	Research Methodology	10
6.	Feasibility & Outcomes	10
7.	Review of Literature	10

Stage 2 – Presentation before the Expert Committee (Total 30 marks)

- Faculty members whose proposals are recommended in Stage 1 will be invited to present their project to the committee.
- Each expert shall award marks out of 30 based on their presentation skill and confidence.
- The total marks in this stage shall be 30 marks.
- The marks given by the panel of experts shall be averaged.

The presentation of research proposal shall be evaluated on the following parameters:

S.No.	Evaluation Parameters	Maximum number
1.	Clarity and Confidence	10
2.	Justification of Objectives	10
3.	Logical Organization	10

Stage 3 (Final stage) – Final scoring and recommendations

- Final score – marks from Stage (1) (Max 70) + Stage (2) (Max 30) – Total 100 marks
- The external expert committee shall recommend proposals for approval based on their final score and the availability of research funds.

7. Procedure of Selection

The proposals received from the faculty duly forwarded through the concerned Director will be considered by an expert committee. The recommendations of the expert committee will be submitted for kind consideration and approval of the Hon'ble Vice Chancellor. Accordingly, the final decision will be conveyed to the concerned faculty members by the Directorate of Research and Innovation. Projects are awarded purely based on **merit, feasibility, relevance and availability of research funds.**

8. Tenure and Implementation

The Minor Research Projects (MRPs) will be sanctioned for a period of 6 to 12 months and extension of up to 3 months shall be granted for the submission of the final report, upon receiving a written request from the Principal Investigator and approval from the Hon'ble Vice Chancellor. However in such cases, all financial bills and related documents are submitted within the financial year.

The effective date of implementation of the project will be mentioned in the approval-cum-sanction letter issued by the competent authority.

9. Procedure for Release of Grants

The sanction letter of the Minor Research Project (MRP) will be released within a week of the approval of the Hon'ble Vice Chancellor. The sanction letter will also contain the budget head allocated to the faculty member. The letter should also clearly state the date of start and completion of the project. A full sanctioned grant for MRP shall be released in a single installment upon sanction of the project. **No expenditure will be incurred on purchase of capital goods such as computer/laptop, printer and laboratory equipment from the sanctioned project grant.** The Directorate of Research and Innovation may monitor the progress of the project. In case the progress is not satisfactory, or in case of failure to complete the project, the project may be terminated on the recommendation of the expert committee and University may ask for the refund of the amount received as project grant.

10. Research Ethics and Compliance

The research work must be original and adhere strictly to UGC norms on research quality standards. The Principal Investigator shall also be required to submit a certificate of Originality, duly signed confirming that the research is original and free for Plagiarism.

11. Submission of Final Project Report

Principal Investigator applying for MRP Grant will be required to publish at least one article/research paper on the topic of the sanctioned project in reputed/peer reviewed journals after the project is completed. However, all faculty members of Uttarakhand Open University, from any Department, must ensure that all future research outputs are published in reputed indexed journals. On completion of the research project, the Principal Investigator shall submit the final project report along with Utilization Certificate to the account section within one month of the date of completion of the project. **All the copyrights/IPR related to the research work shall be preserved by the Directorate of Research and Innovation.** The Principal Investigator should also submit two hard copies of the final research project report along with the published research paper and also a soft copy through mail to research@uou.ac.in In case the concerned faculty leaves the University, the project will stand cancelled automatically and the Principal Investigator will have to return the sanctioned amount and obtain No Objection Certificate from Directorate of Research and Innovation before leaving.

12. Priority Areas

For each MRP cycle, the University will announce a set of priority research areas. Faculty members are encouraged to align their proposals with these identified themes to enhance relevance, institutional contribution, and the likelihood of funding.