

|                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                            |                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
|  <p>Estd. 1962<br/>"A++" Accredited by<br/>NAAC (2021)<br/>With CGPA 3.52</p> | <p>SHIVAJI UNIVERSITY, KOLHAPUR 416 004, MAHARASHTRA<br/>CENTRE FOR DISTANCE AND ONLINE EDUCATION<br/>PHONE : – 2609105, 2609451, 2609452<br/>www.unishivaji.ac.in, e-mail-cde@unishivaji.ac.in<br/>शिवाजी विद्यापीठ, कोल्हापूर ४१६००४, महाराष्ट्र<br/>दूरशिक्षण व ऑनलाईन शिक्षण केंद्र<br/>दूरध्वनी - ईपीएबीएक्स - २६०९१०५, २६०९४५१, २६०९४५२ www.unishivaji.ac.in,<br/>e-mail-cde@unishivaji.ac.in</p> |  <p>शिवजी विद्यापीठ</p> |  <p>शिवजी विद्यापीठ स्थापित १९६०</p> |
| Ref. No. SU/CDOE/ 511                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                         | Date : 20 AUG 2025                                                                                         |                                                                                                                         |

## NOTIFICATION

Shivaji University, Kolhapur has been decided to undertake some research projects on behalf of Centre for Distance and Online Education. It is requested to Professors of Departments/Affiliated Colleges of Shivaji University, Coordinators, Officers, Teaching Staff of Centre for Distance and Online Education to undertake the said project. Aspirants should submit their research proposals at Centre for Distance and Online Education. A research grant will be given to the research project approved after the scrutiny of the said proposal.

### List of Expected Research Proposals (Theme Area/Research Area)

1. Development of Distance Education System / Programmes
2. New Methods in Distance Education
3. Communication Technology
4. Development & Production of Learning Packages
5. Evaluation System
6. Quality Assurance Mechanism
7. Programme Evaluation
8. Tracer Studies
9. Students issues and retention
10. Learning Management Systems for Distance Education
11. Students Expectations Regarding Digital Learning
12. Use of Different OER's (Open Educational Resources) by the Distance Learning
13. Awareness on Digital Learning
14. Students satisfactions regarding online services
15. Online Evaluation System
16. Administration of Open and Distance Learning
17. SLM Evaluation
18. Any other research area related to Distance Education

Proposals should be submitted as per the attached application form for the above subjects.

  
 Registrar



**Shivaji University, Kolhapur**  
**Centre for Distance and Online Education**

**Application for Research Projects (Minor)**

|     |                                                                                                                                                                     |                                                                                                                                                                                                                                  |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Name of the Applicant                                                                                                                                               |                                                                                                                                                                                                                                  |
| 2.  | Present Position and Institutional Address of the organization of the Applicant<br>(telephone / mobile / E-mail id must be written clearly)                         | Telephone<br>Mobile No<br>E-mail                                                                                                                                                                                                 |
|     | Mailing Address                                                                                                                                                     |                                                                                                                                                                                                                                  |
| 3.  | Date of Birth and Age                                                                                                                                               |                                                                                                                                                                                                                                  |
| 4.  | Gender                                                                                                                                                              | Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>                                                                                                                               |
| 5.  | Category to which the Applicant belongs<br>(Tick one or more boxes, as applicable. Enclose relevant certificates, (if any))                                         | SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/><br>VJ <input type="checkbox"/> NT <input type="checkbox"/> Open <input type="checkbox"/><br>Person with Disability <input type="checkbox"/> |
| 6.  | University / College where the project would be located                                                                                                             | Please give complete address :<br><br>Phone No. Fax :<br><br>Email : Website :                                                                                                                                                   |
| 7.  | Type of Institution where the project will be located and administrated                                                                                             | State University <input type="checkbox"/><br>Centre for Distance Education <input type="checkbox"/><br>College <input type="checkbox"/><br>Other (please specify) <input type="checkbox"/>                                       |
| 8.  | Educational Qualification and academic attainment of the Applicant (Please enclose a brief academic CV as annexure II)                                              |                                                                                                                                                                                                                                  |
| 9.  | Title of the project proposal (Brief Abstract of the proposal in 1500 words as per Annexure I)                                                                      |                                                                                                                                                                                                                                  |
| 10. | Discipline(s) of the proposed research studies (Kindly indicate) (Annexure I)                                                                                       |                                                                                                                                                                                                                                  |
| 11. | Estimated cost of the study (Please provide detailed estimate of the budget in a separate sheet. Please follow the norms provided in the guidelines) (Annexure III) | Cost (in rupees) <input type="text"/>                                                                                                                                                                                            |

### **DECLARATION**

If any of the above information supplied by me is proved to be incorrect my project may be cancelled and I will be responsible to refund whole amount of grants.

**Place :**

**Date :**

**Signature of the Principal Investigator (PI)**

## Annexure – I

### **Indicative Guidelines for Preparing a Research Proposal for a Research Project**

- **Discipline of the Project**
- **Title :** The title of the project should be concise (with sub-title, if any) reflecting the scope of the investigation.
- **Statement of the problem :** The problem to be investigated should be clearly contextualized in the theoretical framework of the discipline.
- **Objective of the Study :** The broad aim of the project emphasizing the overall thrust of the proposed investigation should be clearly mentioned.
- **Review of Literature :** The problem identified should be logically linked to other studies on the theme in the literature delineating the need for the present investigation.
- **Conceptual Framework :** The concepts to be used, their relevance and applicability to the study and their operationalization should be indicated.
- **Research Questions:** The research questions to be answered / addressed need to be unequivocally stated.
- **Research Methodology :**
  - a) **Coverage :** the proposal should clearly indicate the universe of the study, sampling frame, sampling methods, sampling size, units of observation, etc.
  - b) **Data Collection :** the proposal should indicate sources of data, types of data, tools and techniques for collection of various categories of proposed data.
  - c) **Data Analysis :** it should indicate the statistical techniques, if any, proposed to be used in data processing, specific packages for data analysis, content analysis, indices / scaling techniques proposed to be used etc.
- **Implications :** the proposal should state whether this research would bring forth any implications for policy making either for the region concerned or the country, any methodological innovations or contribute to theory building.
- **References :** the proposal should include a list of references mentioned in the text along with other important recent additions to the literature on the theme. The references should indicate the author, title, publisher and year of publication.
- **Personnel :** it should indicate number and category of personnel needed for various tasks, their qualifications and the man-months needed with adequate justification. This requirement can be fulfilled by hiring services as per the University rules.
- **Budget :** it should indicate the cost of personnel, travel (no of days and places with justification), data processing, stationery and printing, books, journals, equipment, contingency and any other items.

**Annexure – II**

**Bio – Data**



(Affix Attested Photograph)

|        |                                                                                           |
|--------|-------------------------------------------------------------------------------------------|
| (I)    | Name in Full :                                                                            |
| (II)   | a. Address (Permanent) :                                                                  |
|        | b. Address (Correspondence) :                                                             |
| (III)  | Phone Office :                                                                            |
|        | Res. :                                                                                    |
| (IV)   | E-mail :                                                                                  |
| (V)    | Fax :                                                                                     |
| (VI)   | Date of Birth and Age :                                                                   |
| (VII)  | Sex :                                                                                     |
| (VIII) | Nationality :                                                                             |
| (IX)   | Academic Qualifications (Please give in chronological order beginning from high school) : |

| Sr. No. | Course / Degree | Subject (s) | Class / Grade | University / Board | Year of Passing |
|---------|-----------------|-------------|---------------|--------------------|-----------------|
|         |                 |             |               |                    |                 |
|         |                 |             |               |                    |                 |
|         |                 |             |               |                    |                 |
|         |                 |             |               |                    |                 |
|         |                 |             |               |                    |                 |

|     |                                                                                                             |
|-----|-------------------------------------------------------------------------------------------------------------|
| (X) | Employed : Yes / No (If 'Yes', please furnish information in chronological order in the following format) : |
|-----|-------------------------------------------------------------------------------------------------------------|

| Position Held | Institution | From | To | Salary Drawn |
|---------------|-------------|------|----|--------------|
|               |             |      |    |              |
|               |             |      |    |              |

|       |                                                                                                         |                                                                                                                                                                 |
|-------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (XI)  | <b>Publications in the last five years (Please indicate title, publisher and year of publication) :</b> |                                                                                                                                                                 |
|       | a.                                                                                                      | Books                                                                                                                                                           |
|       |                                                                                                         | (i) Authored                                                                                                                                                    |
|       |                                                                                                         | (ii) Co-authored                                                                                                                                                |
|       |                                                                                                         | (iii) Edited                                                                                                                                                    |
|       | b.                                                                                                      | <b>Research Papers in peer-reviewed journals only (Give title, journal, year)</b>                                                                               |
|       | c.                                                                                                      | <b>Self Instructional Material for Distance Education. (Give subject title, year)</b>                                                                           |
| (XII) | <b>Details of the Projects :</b>                                                                        |                                                                                                                                                                 |
|       | a.                                                                                                      | Completed : Yes / No (If 'Yes', please provide details in the format below):                                                                                    |
|       | b.                                                                                                      | Whether any proposal submitted for a Project to other agencies for consideration :<br>Yes / No (If 'Yes', please indicate the details in the following format): |

| Sr. No. | Title of the Project / Duration / Budget / Submitted to the Agency with Date / Present Status |
|---------|-----------------------------------------------------------------------------------------------|
|---------|-----------------------------------------------------------------------------------------------|

|        |                                                                                                                                            |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------|
| (XIII) | <b>Please indicate the name and address of the institution where the scholar wants to affiliate this project and the reasons thereof :</b> |
| (XIV)  | <b>Any other relevant information in support of the proposal :</b>                                                                         |

Annexure – III

**COST ESTIMATION**

The cost of the project is to be estimated in terms of total months of work and the facilities needed. Please calculate it under the following headings :

| Sr. No. | Broad Expenditure Heads                                                                   |
|---------|-------------------------------------------------------------------------------------------|
| 1.      | Hiring Charges                                                                            |
| 2.      | Field Work cost<br>(Travel / Logistics / Lodging / Boarding / Source<br>Materials / etc.) |
| 3.      | Contingency (5 %)                                                                         |

**Note :**

Hiring Charges may be taken as per upper limit of financial allocation under each head and as per University Rules.

- # The Project Director shall not be entitled to receive any honorarium or allowance (other than TA/DA) from the Project fund.

**Annexure – IV**

**Forwarding Letter**

(By Head of the Institution / Registrar in a University)

To,  
The Director,  
Centre for Distance Education,  
Shivaji University,  
Kolhapur – 416 004.

The \_\_\_\_\_ (Name of the  
organization) forwards application of \_\_\_\_\_ (Name of the  
applicant) for the Centre for Distance Education Research Project entitled  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ With an undertaking that this organization agrees to administer and  
manage the Centre for Distance Education Grant, provide basic required infrastructure  
facilities, make available all its research facilities such as library, laboratory and other  
equipment and provide the material and managerial assistance for the project.

If the PI directing the project leaves our institution to join some other institution after  
a part of the sanctioned grant has been received, we would have no objection to the  
transfer of the project to a new institution, if the Project Director / Centre for Distance  
Education, so desires. The institution, however, shall continue to be responsible for  
submitting the audited statement of accounts and utilization certificate for the grant  
received by it, for this purpose.

**Signature**

**(Seal)**

Place :

Date :



**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Centre for Distance and Online Education**

Rules for Award of Research Grant to University Teachers / College Teachers / University Officers / Co-ordinators

1. The University may provide financial assistance up Rs. \_\_\_\_\_ for University teachers and teachers of study centre for research.
  - i. 50% of the amount at the time of sanction on receiving an application from the researchers for the same addressed to the Director, Centre for Distance Education, Shivaji University, Kolhapur.
  - ii. 50% of the amount after submission of final Bill.
2. Teachers seeking research support under this scheme are required to submit a fully worked out research proposal through proper channel, and such proposals will be accepted and screened by the Research Grant Committee. Principal Investigator (PI) should submit the research proposal through proper channel alongwith forwarding letter (Annexure IV).
3. Duration of the research project will be six months. If PI fails to submit the research report within the stipulated period of time, he/she has to apply for extension of additional period of six months.
4. Along with research report, it is mandatory to PI to submit similarity report to avoid plagiarism.
5. Research report will be in A4 size page. The text of the report will be in 12 font size, main heading in 16 font size and sub-headings in 14 font size. Times New Roman & Kruti Dev 055 should be the font type. The APA style should be followed for reference citations.
6. Research can be done in Marathi / Hindi / English Language.
7. After completion of the first project funded by Centre for Distance and Online Education, the PI can apply for second Project only after the gap of one year.
8. College Teachers / University Teachers / Centre for Distance Education Co-ordinators and Teachers can apply for the project. Officers of Centre for Distance Education who have the qualification of Ph.D. can also apply for the project.
9. The teachers, who have been sanctioned the grant under this scheme, will require to submit a work done report, in duplicate alongwith 2 copies of the typed and bound Research Report, immediately after the tenure of the scheme is concluded, for which an undertaking in the prescribed proforma (copy enclosed) will be given by the teacher concerned on a stamp paper of Rs. 100/- duly countersigned by the respective Principal/Head of the Department alongwith the details of the date of implementation of the project, from which the period of one month will be counted.
10. Since the tenure of the project will be of a period of six months, the payment against the bills of expenditure received from the teachers will be effected annual budgetary provisions immediately after the bills are received and without considering the specific annual component of the provision.

**Outcome of the Research :**

1. The PI should publish at least one research paper based on his/her research project, in the reputed journal as per UGC norms of publications.
2. Final installment of the research grant will be released after publication / acceptance of the research paper.
3. Acknowledgement of the Centre for Distance and Online Education grant should be mentioned in every paper related to the project funded / sponsored by Centre for Distance Education.
4. After completion of the project, it is mandatory for the researcher to participate in the University colloquium, which the Centre for Distance and Online Education will organize every year for the same purpose.



**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Centre for Distance and Online Education**

**UNDERTAKING REQUIRED TO BE SIGNED BY THE APPLICANT**

Rules for the Award of Research Grant to University Teachers / College Teachers/  
Officers of the University / Co-ordinators

1. I hereby undertake to submit on the completion of the work, a detailed report of the investigation for which the grant has been made to me, a detailed statement of accounts (supported by vouchers, wherever possible) showing how the amount of the grant was actually spent and a paper ready for press, embodying the results of the investigations carried out with the help of the grant received from the University for publication, if approved, in the University Journal. In the said Paper - I undertake to acknowledge the assistance received from the Centre for Distance and Online Education, Shivaji University.
2. I further undertake to supplement additional amount of funds from my own resources, if necessary.
3. In the event of my failure to fulfill any of the conditions of this undertaking or such rules governing the award of research grants as laid down by the Centre for Distance and Online Education, Shivaji University, Kolhapur, I agree to refund whatever amount of the grant received from the University.

**Signature**

**(Name in Block Letters)**

**Place:**

**Date:**

**Designation**

**Institution**

Certified that Dr. Shri./Smt. \_\_\_\_\_ is working in substantive post and that he /she will be given all necessary facilities to carry on his/her research project. All grants received from the Centre for Distance and Online Education, Shivaji University, Kolhapur will be utilized for the project concerned.

**Place:**

**Date:**

**Seal**

**Registrar of the University/ Head of the Department/  
Principal of the College**