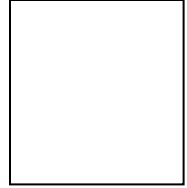


Maharashtra University and College Librarians Association

Application Form

MUCLA Minor Research Project



1. Personal Information

- a) Name : _____
- b) Father's Name : _____
- c) Mother's Name : _____
- d) Date of Birth : _____
- e) Gender : Male/Female
- f) Name of the College where you are working : _____

- g) Designation : _____
- h) Previous Service as a Librarian, if any : _____

- i) Date of first appointment as a Librarian : _____
- j) Total Experience as a Librarian : _____
- k) Educational Qualification :

Sr.No.	Examination	Board/ University	Year of Passing	Division	Remark
1	S.S.C.				
2	H.S.S.C.				
3	UG (BA/B.Com./B.Sc./...)				
4	PG (MA/M.Com./M.Sc./...)				
5	B.LI.Sc.				
6	M.LI.Sc.				
7	Ph.D.				
8	Other				

- k) Address for Correspondence : _____

- l) Contact Number : _____
- m) Email ID : _____
- n) MUCLA Membership no. : _____

2. Regarding Research Project

a. Whether received any financial assistance/project from MUCLA? Yes/No

If Yes, please mention the details in the following table

Sr. No.	Title/Topic	Sanction Letter No.	Date of Sanction	Amount sanctioned	Current status of the project
1					
2					
3					

b. Whether received any financial assistance/project from any other funding agency? Yes/No

If Yes, please mention the details in the following table

Sr. No.	Title/Topic	Funding Agency	Amount sanctioned	Date of Sanction	Date of Completion (if completed)	Present Status
1						
2						
3						

3. Title of the Research Project Proposal

Note : Please attached detailed Research Project proposal as per the **Research Proposal Format** given under **Guideline and instructions**

Declaration

I hereby declare that:

1. I am not a defaulter of any kind of previous MUCLA grant.
2. The Research Proposal and its contents are entirely original and as per the standard practice.
3. I have not concealed any information in my application. If MUCLA finds any contrary information at any stage, it may cancel my project out-rightly.
4. Above information is correct as per my knowledge and if found incorrect I know that I can't apply for any kind of award/research project of Maharashtra University and College Librarians Association (MUCLA) in future in my professional career. Even, it may cancel the project out-rightly at any stage.

(Name : _____)

Signature :

Recommendations from two persons, not below the rank of professor/equivalent grade and not belongs to the profession.

1) Name : _____ Designation : _____

Name of Institute : _____

Contact No. : _____ E-mail Id : _____

Signature :

2) Name : _____ Designation : _____

Name of Institute : _____

Contact No. : _____ E-mail Id : _____

Signature :

Guidelines and instructions

- 'Librarian' means full time approved College Librarian, Assistant University Librarian, University Deputy Librarian and Director, Knowledge Resource Centre.
- The applicant should be a member of MUCLA at the time of submission of application.
- Applicant should be full time approved librarian (contractual service will not be considered)
- The experience of the applicant should not exceed fifteen years as a Librarian at the time of submission of application.
- Following documents must be attached with the application. Otherwise the application shall be rejected
 - Experience certificate
 - MUCLA Research project completion certificate, if any
- Candidate should have to submit his/her research proposal in two copies by post to *The General Secretary, Maharashtra University and College Librarians Association* and also by mail.....
- The researcher has to complete his/her project within one year. Otherwise, he/she has to refund the amount to the General Secretary, MUCLA.
- The budget for the Research Project ranges from Rs.5,000 to 10,000.
- After the approval of project the researcher will sanction the amount. After receiving the amount the researcher has to submit the receipt to the *General Secretary, Maharashtra University and College Librarians Association* in the prescribed format given in **Appendix 1**.
- Decision of the Scrutiny committee will be final.

Facets for research projects

Applicant should have to select topic for his/her project from one of the following facets

- Open Source Subject Gateways
- Abstract Database for Journal Articles published in Marathi
- Syllabus based E-content
- Expert's databases in various subjects (Only from Maharashtra)
- Database of GR/Regulations/Acts/Reports of Committees and Commissions
- Modules on Managerial skills for Library Professionals

- Returns of investment (Use Study)
- Useful for Up-gradation of library/Reengineering of Library
- E-clippings on various social problems e.g. farmer suicide, population, child labour, Dowry, social farmers along with metadata
- Institutional Repository
- Collection Development policy (Print and e-resources)
- Database of Reviews of Renowned Books along with metadata
- Other facets which are useful to improve library operations as well as professional activities

Research Proposal Format

- a. A detailed research proposal should be in about 2000 words on A4 size paper with font size 12 Times New Roman.
- b. The following points should be covered in proposal
 - Clear, meaningful and concise title reflecting the scope of the research project
 - Introduction of the topic
 - Review of literature
 - Significance of the study
 - The specific objectives of the study
 - Scope of the study
 - Methodology
 - Tentative Chapterisation
 - Estimated Budget
 - References in APA format

Completion of the Project

On completion of the project, the researcher should submit the following to the *General Secretary, Maharashtra University and College Librarians Association*.

- Final Report in hard copy (Three Copies) and soft copy along with a brief summary (500 words).
- Utilization Certificate in prescribed format given in **Appendix 2**.

The front page of the final project should be as given in **Appendix 3**.

Hard copy (in three copies) should send by post to the office of MUCLA and soft copy by mail mucla2013@gmail.com

MAHARASHTRA UNIVERSITY AND COLLEGE LIBRARIANS ASSOCIATION

RECEIPT

Received the grant of Rs. -----/- (Rupees -----
----- only) from the MUCLA under the scheme of **MUCLA Minor Research Project**
entitled -----
----- vide letter no. -----
----- on dated ----- . It will be utilized for the purpose for which it was sanctioned
and in accordance with the terms and condition laid down by Maharashtra University and
College Librarians Association (MUCLA).

Librarian

MAHARASHTRA UNIVERSITY AND COLLEGE LIBRARIANS ASSOCIATION

UTILIZATION CERTIFICATE

Certified that the grant of Rs. -----/- (Rupees -----
----- only) received from the MUCLA under the scheme of **MUCLA Minor Research**
Project entitled -----
----- vide letter no. -----
----- has been utilized for the purpose for which it was sanctioned and in accordance
with the terms and condition laid down by Maharashtra University and College Librarians
Association (MUCLA).

Librarian

Statutory Auditor

Title of the Project

Minor Research Project submitted to the Maharashtra University and College Librarians Association

Logo of the MUCLA

By

Name of the Researcher
Designation of the Researcher
Name of the College/Institute

Maharashtra University and College Librarians Association

Year of submission