

MAHARSHI DAYANAND UNIVERSITY ROHTAK
STUDENTS' WELFARE DEPARTMENT

No.DSW/2022/50

Dated: 24/01/2022

To

All the Deans of Faculties/Heads /Directors/CPAS,
University Teaching Departments

Subject: Guidelines for Students' Club, Minor Research Project and
One/two Workshop/Seminar etc.

Respected Sir/Madam,

1. Constitution of Student Club : This will help in channelizing energy of the students in positive and constructive activities.
2. A student club will be established in each department /institute/CPAS for organizing Personality Development Activities, Sports Activities, curricular activities and recreation and happiness activities.
3. The club will be run by the bonafied students of the Deptt./institute itself and they will also plan, design and execute the programmes proposed by the club.
4. The club will be guided by the faculty member nominated by the respected HOD/Director. The seed money of Rs.10,000/- for conducting the activities will be disbursed from Dr. R.K.F.F after receiving the proposal from the respective departments/institutes.

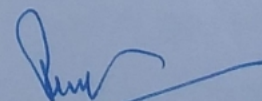
Guidelines for Minor Research Project

1. The Minor Research Project of Rs.50,000/- will be funded from Dr. R.K.F.F. to Asstt. Prof. by rotation in each department including CPAS.
2. The Minor Research Project will be screened by the Screening and Monitoring Committee comprising of the concerned HOD/Director, Dean of the Faculty, one senior Prof. of the Deptt. The committee will also observe the progress of the Minor Research Project after six months of the allotment of the Minor Research Project to the Faculty member.
3. The 20% of the amount of the Minor Research Project will be spent on equipment/apparatus etc. If the cost of the equipment/apparatus is more than 20% of the fund amount, the recommendation of the Screening and Monitoring committee will be obtained.
4. The research where field survey is required, prior approval regarding visiting of the survey sites will be taken from the concerned HOD by the faculty member.

5. The proper stock register will be maintained by the faculty member for keeping record of consumable/non-consumable items used in the Minor Research Project. After completion of the research project non-consumable items will be transferred in the stock register of the Deptt./Institute.
6. A pre-submission presentation will be presented by the faculty member in the presence of any three persons of the committee comprising of Director Research, Director IQAC, respective HOD/Director, faculty Dean and Director, Centre for IPR Studies for ensuring academic quality of the research.
7. The Utilization Certificate will be submitted to the Finance Officer with a copy to Dean Students' Welfare.
8. It is mandatory to publish one publication (review/ research) of the research work, funded under Dr. R.K.F.F. The publication must be made in the Scopus/web of science index journals within one year from the submission of final report of Minor Research Project, failing which the faculty member have to refund the grant amount.
9. The publication must acknowledge the funds received from R.K. Fund, M.D. University Rohtak in the acknowledgement section. The copy of the publication will also be submitted to the Director Research, Director IQAC and D.S.W. Office.

Guidelines for One/two Days Workshop / Seminar

1. The Workshop / Seminar / Conference/Management games/Creative Skill Workshop/Human Skill Workshop/Content writing will be organized for enhancing and brushing skills of the students.
2. The report on student centric activities organized by the HODs/ Directors will be submitted to Director IQAC and DSW Office within a month of organizing activity.
3. The formats for application & report submission must be used as circulated by IQAC. The report will highlight learning outcomes gained by organizing student centric activities and number of beneficiaries benefitted.



Dean Students' Welfare

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