



B. J. Medical College Development Society

B. J. Medical College & Civil Hospital, Ahmedabad – 380 016

Rules and Norms for Submission, Selection and Approval of Research Proposal

1. The applications should be submitted through the Head of the department.
2. A detailed plan of work, research question, methods and materials along with time lines (Grant chart) must be submitted with the application.
3. Contingent Grant **CANNOT** be utilized for foreign travel or other expenses for visit abroad, attending conferences, major travel expenditure etc.
4. The Contingent grant can be utilized **ONLY** for the following purposes :
 - Acquisition of books and documents of relevance to the research topic. The books will become the property of the Department / Institution's Library after purchase and maybe issued to the Supervisor, Normally, not more than 25% of the total annual contingent grant can be utilized for this purpose.
 - Local conveyance for research work may be granted, subject to the study requirements.
 - Petty expenditure for purchase of chemicals, reagents, kits, stationery, postal charges, Xerox, printing etc.
 - Photographic materials for research work.
5. An annual report shall be submitted starting the progress of the work at the end of the year as per prescribed standard format. At the end of the study a final report should be submitted as per prescribed standard format to Member Secretary, Office of the B. J. Medical College Development Society, Ahmedabad in 20 copies. An audited statement of expenditure incurred during the year along with the certified original bills, vouchers should also be submitted.
6. Any unspent balance out of the grant paid by the B.J. Medical College Development Society, Ahmedabad should be refunded by an approved method, unless it is revalidated / renewed.
7. A list of the papers published or presented at a scientific conference should also be furnished in the annual and final reports. Due acknowledgement to the B. J. Medical College Development Society, Ahmedabad and Directorate of Health, Medical Education & Research, Government of Gujarat should be made in the presentation and publication of scientific data.
8. For purchase / Procurement of any reagent, materials under this research grant must be in accordance with existing rules and regulations finance department of Govt. of Gujarat.



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9. During research work, for travelling purpose (data collection, field work, any journey as per guidelines) researcher who is entitled for TA-DA will claim it according to existing rules and regulations of finance department of Govt. of Gujarat.
10. For approval of research grant, the research projects pertaining to National Health programme and Regional Health problem such as Maternal & Children Health & Family Welfare programme, Integrated Child Development Services, Immunization programme, Infectious diseases, control of malaria, tuberculosis, filariasis, leprosy, worm infestations, neonatal tetanus, vitamin A deficiency leading to blindness, nutritional disorders, plague, poliomyelitis, dengue fever, hepatitis etc and diseases which are commonly prevalent in coastal areas and borders districts of Gujarat should be given priority.
11. The second priority should be given to applied research in non-communicable diseases such as bronchial asthma, cardio-vascular diseases, diabetes mellitus, dental disorders, mental health / occupation health hazards, carcinoma, degenerative metabolic diseases and communicable diseases like AIDS etc followed by Basic Research.
12. Project should be undertaken in a department having proper and adequate facilities to conduct research. Assistance should be given for contingency expenses and stationery etc.
13. Appointment of full-time staff to assist the research worker will **NOT BE ALLOWED**.
14. The research project permitted will not be more than one proposal per officer.
15. The research scheme allocated for dissertation / thesis for postgraduate M.D., M.S., Ph. D course/ Fellowship/ Training course will **NOT** be considered. The research Scheme sent to the I.C.M.R., New Delhi awaiting approval or already rejected should **NOT** be submitted.
16. The decision of approving the research proposal and amount of research grant by research scrutiny committee will be final.

The above Rules & Norms are subject to revision and addition as per the recommendations by the Directorate of Health, Medical Education & Research, Gandhinagar & B. J. Medical College Development Society, Ahmedabad from time to time.