



Avinashilingam Institute for Home Science and Higher Education for Women

Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD

Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC

Coimbatore - 641 043, Tamil Nadu, India

A report on the workshop on "Proposal Writing for Collaborative Projects"



Organised by

School of Education and R&D Cell

Avinashilingam Institute for Home Science and Higher Education for Women

Coimbatore - 641 108.

October 4, 2023



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD)
Re-accredited with 'A++' Grade by NAAC. Recognised by UGC Under Section 12B
Coimbatore - 641 043, Tamil Nadu, India

*The Research and Development Cell
&
School of Education*

Cordially Invite you to the Inaugural Meeting of the

Workshop on "Proposal Writing for Collaborative Projects"

for Faculty Members of the School of Education

Dr P. Lalitha, Director, Research and Development
will inaugurate

Dr M.A. Sudhir
UGC - Emeritus Professor and Former Dean, Department of Applied Research,
Gandhigram Rural Institute, Dindigul

*Will deliver a Resource Lecture on Project Proposal Writing for Funding
and Conduct Hands-on Training for the Faculty Members*

Dr G. Victoria Naomi, Dean, School of Education
will greet the gathering

04 October 2023

10:00 am

4:30 pm

Venue: Multipurpose Hall, School of Education

All are cordially invited

CHIEF PATRON

Dr T.S.K. Meenakshisundaram

Managing Trustee & Chancellor

PATRONS

Dr V. Bharathi Harishankar, Vice Chancellor

Dr S. Kowsalya, Registrar

ADVISORS

Dr P. Lalitha, Director, R & D

Dr G. Victoria Naomi, Dean, School of Education

CONVENOR & ORGANISING SECRETARY

Dr. Indu H, Deputy Dean, School of Education

ORGANISING COMMITTEE MEMBERS

Dr V. Mrunalini

Assistant Professor (SS), Department of Special Education

Dr V. Mary Glory Ponrani

Asst. Professor, Department of Physical Education

Ms T. Premalatha

Teaching and Research Fellow, Department of Education

Programme Agenda

- 10:00 am - **Prayer**
- 10:05 am - **Welcome Address**
Dr H. Indu, ,
Deputy Dean, School of Education
- 10:10 am - **Inaugural Address**
Dr P. Lalitha,
Director, Research and Development Cell
- 10:15 am - **Greetings**
Dr G. Victoria Naomi,
Dean, School of Education
- 10:20 am - 11:20 am - **Resource Lecture # 1: " Identifying the Funding Agencies "**
Dr M.A. Sudhir,
UGC - Emeritus Professor and Former Dean,
Department of Applied Research,
Gandhigram Rural Institute, Dindigul
- 11:20 am - 11:30 am - **Tea Break**
- 11:30 am - 1:00 pm - **Resource Lecture # 2: " Project Proposal Writing "**
Dr M.A. Sudhir
UGC - Emeritus Professor and Former Dean,
Department of Applied Research,
Gandhigram Rural Institute, Dindigul
- 1:00 pm - 1:45 pm - **Lunch**
- 1:45 pm - 3:45 pm - **" Hands-on Training in Preparing the Proposal
and Review of the Project Proposal "**
- 3:45 pm - 4:00 pm - **Feedback Session**
- 4:15 pm - **Vote of Thanks**
Dr V. Mary Glory Ponrani, Assistant Professor,
Department of Physical Education

Introduction

A project proposal serves as a formal document that communicates the essential details of a proposed project to stakeholders, sponsors, or decision-makers. Whether in academia, business, or the non-profit sector, a clear and comprehensive project proposal is vital for securing support and resources. Writing a project proposal involves outlining the details of a project and presenting it in a clear and compelling manner. Writing a project proposal is a crucial step in initiating and gaining approval for a project. A well-crafted project proposal outlines the objectives, scope, methodology, and expected outcomes of a project.

With this goal in mind, the Avinashilingam Institute's R&D Cell and the School of Education organised a **Workshop on “Proposal writing for Collaborative Projects”**. The programme was planned in 2 sessions. In the first session, the resource person gave a presentation and answered to all doubts raised by the participants. In the second session, each group worked on a specific project proposal while receiving advice from the resource person on how to prepare. It was a hands-on, interactive group work. Later on in the evening, there was a vote of appreciation and participant input during the valedictory.

Session1

The resource person presented the techniques and tactics for appropriate project proposal writing. Initially, he offered suggestions for identifying the themes in proposals and emphasised teamwork in research projects. He enlisted the agencies of funding. In particular he was focusing on the soul of proposal writing on the following three aspects namely, Intervention strategies with insight, Novelty of the topic and Multidisciplinary relevance. UGC, NCTE, NCERT, NCVET, CSIR, DST & DBT were the major funding agencies recommended by the resource person in addition to many other agencies. . The motto of these institutes and their expectations from the proposal writers were explained in detail. The How and Why of writing project proposals to these bodies were well described.

The resource person started explaining each part of the project proposal. He began by explaining to the participants what constitutes and does not constitute a project proposal. He listed the three main qualities to have while drafting a proposal: competence,

confidence, and curiosity.

A proposal's key components were meant to be its background, objectives, research plan, methodology, risks and benefits, confidentiality, and collaboration. He went into great length to explain each part. The proposal should have the following parts prepared with care and concern; Title & Abstract, Introduction, Justification, Objectives, Methodology, Budget & Time line, Outcome and Potential Impacts

1. Title:

A concise and catchy title should be formulated with no more than ten to fifteen words long. When creating the title, the following elements must be taken into account: practicality; human consideration; comprehension; quality; and competitive edge.

2. Data Analysis

It is always good to go ahead with mixed methods of data analysis namely, qualitative and quantitative

3. Budget

The major items of the budget shall contain

- Salary to staff
- Travel
- Purchase of Equipments
- Printing/Xeroxing
- Consultancy charges
- Institutional overheads

4. Timeline

Separate the task into appropriate timelines using logical analysis. The timeline need not be equally divided between the phases of research. But practical timing for each major activity and justification for each month/week's activities be given with due justification.

5. Personal pages

A proposal should demonstrate the proposer's capacity to conduct the study. The scrutinizer will be drawn in by curriculum vitae and other pertinent material presented in short manner that highlights prior research and publications in the topic.

The lecture that followed helped the participants' doubts be cleared up. The

questions and answers that followed were as follows. What are funding agencies other than ICSSR that support library sciences?

- a. Is there any agencies that would support the infrastructural facilities of the department?
- b. How to improve the face value of a proposal?

Factors to Consider while writing and uploading project proposals

- **Practical Considerations:**

Time, money, and logistics are examples of practical concerns. Occasionally, the most effective theoretical approach to a certain problem needs to be rejected because it would be extremely expensive, difficult to implement, or take an extremely long period to produce results.

- **Human Considerations:** These tenets encompass the following: potential for damage, anonymity, confidentiality, informed permission, and outcomes communication. When gathering data from people, scientists and researchers are always required to follow certain ethical guidelines.
- **Comprehension:** capacity to clearly state the main idea and important details in order to organise the study idea into phases that make sense, as well as the capacity to follow the proposal's conclusions and/or predictions.
- **Quality:** A project's success is largely dependent on its adherence to quality requirements. An integral part of the project management plan, the project quality plan delineates the necessary instruments, assignments, and procedures that the project team must follow in order to meet quality standards. It outlines how to manage and validate a project's quality and expected outcomes throughout all project phases and offers direction on the project's quality requirements.
- **Competitive Edge:** A number of elements, such as cost structure, branding, the calibre of product offerings, the distribution network, intellectual property, and customer service, are considered competitive advantages.

Guidelines for writing a Research Proposal

The Proposal's Summary, Need, Budget, Plan, Outcome, Method, Budget, and Data Analysis sections detail our analysis strategy, the statistical tests we employ and how well they fit our study design, how well we use qualitative analysis techniques, how to

present the data graphically, and the statistical packages we will be using. The budget estimates how much money will be needed to complete the various tasks included in the project and translates those activities into monetary terms. Staff salaries, travel expenses, equipment purchases, printing and xeroxing costs, consulting fees, and institutional overheads will be the main elements. Determine which expenses—fieldwork, workshops, equipment, travel, books, research article subscriptions, or publications—is most urgently needed. The budget translates project activities into monetary terms as to how much money will be required to accomplish the various tasks. The time line should outline how long the investigation will take and include benchmarks for the timeline, such as Months 1-3 Gathering study materials, Months 4-10 assembling data, and Months 11-12 analysing data while creating a suitable time budget that outlines the allotted amounts of time for the following tasks: preparation, pilot research, sample drawing, tool construction/intervention, data collection, data processing, data analysis, and report writing.

Collaborative Projects: In academic projects, collaboration is defined as a relationship between two or more faculty members from the university or outside parties who are conducting high-quality, reciprocally beneficial research. Cooperation can take several forms, from starting a project within the same discipline or subject to collaborating across geographic areas or across academic and government institutions in a multidisciplinary manner. The resource person urged the participants to do a lot of Collaborative projects.

Session2:

Six groups of participants were formed, and each group was given the task of working together with the resource person to draft, modify, and/or revise an existing project proposal. The resource person promoted the groups' work while interacting with them, offering advice and support based on his area of expertise.

Participants

Thirty Faculty members from the School of Education comprising of the three Departments namely Department of Education, Department of Physical Education and Department of Special Education participated in the workshop. After the discussion 7 titles were vetted and modified.

The name list of Group members is given.

Group I Members
Dr.R.Vaijayanthi (Education), Dr.S.Akilandeswari (Physical Education), Mrs.T.Premalatha(Education), Dr.R.Sowbarnika(Education), Ms.H.S.Shanu(Education)

Group II Members
Dr.C.Karthik Deepa(Education), Dr.K.Mahalakshmi (Librarian – Education), Dr.M.Mary Glory Ponrani(Physical Education),Dr.K.Deepa (Education), Mrs.S.Lavanya (Special Education)

Group III Members
Dr.V.Mrunalini (Special Education), Mrs.S.Andal(Education), Mrs.K.Kalaivani (Special Education), Dr.S.Vidhya(Education),Mrs.R.Salomi(Physical Education)

Group IV Members
Dr.T.Shanmugavalli (Physical Education),Mrs.Nagomi (Special Education),Dr.K.Santhoshini(Education), Dr Nandhini (Physical Education), Mrs.A.Kiruthika (Physical Education)

Group V Members
Dr.R.Saravana Prabha (Physical Education),Dr.S.Revathi (Special Education) Dr.M.Revathi (Special Education), Mrs. Keerthiga (Education), Mrs.R.Amsaveni (Physical Education),

Group VI Members
Dr.P.Vanithamani (Physical Education), Mrs.S.S.Manimozhi(Education), Mrs.A.Suryalatha(Education),Ms.M.Vijayalakshmi(Education),Mrs.V.Preethi(Physical Education)

Education),

IMAGE GALLERY

Welcoming the Chief Guest



Prayer



Welcome address



Inaugural Address

Resource Lecture




Session II





Permission letter

 05185
24 AUG 2023
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**GUIDELINES/PROFORMA FOR ORGANISING CONFERENCES, WORKSHOPS, SEMINARS, WEBINARS
OR OTHER EVENTS**

Name of the applicant: Department: School:

Please Tick (✓) The Appropriate Item

- Activity :
Conference/Workshop/✓Seminar/Webinar/Symposium/Others
- Geographical Coverage : Departmental/✓Institution/State /National / International Level
- Name of the Event: **Workshop on "Proposal writing for Collaborative Projects"**
- Date(s) : on 12.9.23 Total number of days:1.....
- Venue : Multipurpose Hall, Department of Education
- Name & Designation of Convenor/Organizing Secretary and Team (Annexure attached)
- Financial Assistance Required : Yes✓ / No (Budget attached) **Annexure : 2**
- Details of assistance sought from other sources: (Govt/Private)-NA
- Details of collaborating institution, if any-NA
- Detailed Proposal of the Activity
 - Aims/Objectives : To enable the faculty members to prepare effective project proposals to be submitted to different funding agencies
 - Target audience/participants with expected number: **Faculty members of School of Education (30 members)**
 - Details of Sessions: 2 sessions
 - Session 1: Orientation on funding agencies and format of project proposals
Session 2: Proposal writing and evaluation by the resource person

Recd
24/8/23
5:15 PM VC/D/245
25/8/23

- E. Please mention themes/topics to be covered under each Technical Session and names of National and International Resource Persons:

Title : Workshop on "Proposal writing for Collaborative Projects"

Session 1: Orientation on funding agencies and format of project proposals

Session 2: Proposal writing and evaluation by the resource person

Resource Person: Dr.M.A Sudhir, UGC Emeritus Professor & Former Dean,
Department of Applied Research, Gandhigram Rural Institute, Dindigul, Tamil
Nadu

- F. Expected outcome: All faculty members will be able to write Project proposals and identify and upload to the appropriate funding agencies

11. In case of International Conference and collaboration, kindly give resources for International travel and a letter from the concerned head of collaborating body. Attach GoI clearance in case of International events

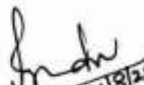
NA

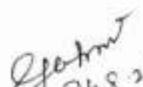
12. Registration fee : Yes/No✓

(If Yes, mention proposed amount per registration in Rs. and approval of F.O in the budget copy)

Signature

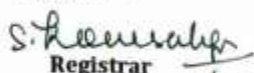

Organizing Secretary
21/8/23



HOD
21/8/23
Deputy
Sched. & Eds)


Dean
24/8/23


Dean R&D
24/8/23


Finance Officer
24/8/23


Registrar
24/8/23


Vice Chancellor
25/8/23

Date: 21.8.23

General Rules for conduct of Events

- For conducting International Events form should be submitted minimum 8 months prior to the date
- For conducting National Events form should be submitted minimum 5 months prior to the date
- For conducting Regional/Webinar form should be submitted minimum 20 days prior to the date

Recd.
21/8/23
5:15 PM
VC/D245
25/8/23



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Workshop on "Proposal writing for Collaborative Projects"

Name & Designation of Convenor/Organizing Secretary and Team

Convenors-

Dr.P. Lalitha, Director, R and D, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore

Dr. Victoria Naomi, Dean, School of Education

Co Convenor and Organising Secretary - Dr Indu H , Professor & Deputy Dean, School of Education

Organising Committee Members:

Dr. V. Mrunalini, Assistant Professor (SS), Department of Special Education

Dr. Mary Glory Ponrani, Asst.professor, Department of Physical Education

Mrs.T.Premalatha, Teaching and Research Fellow, Department of Education

Indu
21/8/23