



Children's
RESEARCH UNIVERSITY

Guidelines for Action Research Projects



November-2025

Guidelines for Action Research Projects

Centre of Research

Centre of Research is established to undertake researches for holistic development of a child so that every child can be understood in endowed spirit and supported to manifest the most to his or her inherent potential. The Centre has to facilitate the eco-system to promote researches for holistic development of a child. Centre also intends to develop a nurturing environment to enhance students' creativity and innovative culture. The Act prescribes the areas for various dimensions of child development. Centre of Research intends to issue child centric research projects. Centre has laid down systematic guidelines to issue these research projects as to accomplish this goal of child development.

About Action Research Projects:

At present, Centre of Research intends to issue Action Research Projects to resolve the real-life problems faced by the practicing professionals. It intends to improve the professional practices to identify and bridge the gap between theory and practices as to solve the contextual impediments. As per Children's Research University Act, solving problems faced by the practicing professionals and teachers is one of the fundamental works of the University.

Objectives of the Guidelines:

1. **To identify and address real-life problems** within the teaching-learning environment through systematic investigation and practical solutions
2. **To improve educational practices and student outcomes** by implementing innovative, evidence-based strategies
3. **To promote reflective practice among educators**, encouraging self-assessment and continuous professional development
4. **To bridge the gap between theory and practice**, applying research findings to solve contextual challenges
5. **To document and share best practices and outcomes** for sustainable improvement and institutional growth

1. Eligibility Criteria

The Children's Research University will provide financial assistance to:

1. School Teachers

2. University/ College Teachers
3. Any stake holder or practicing personnel in the field of child development/ child rearing practices.

2. Evaluation of the Proposal and Progress of Research work

1. CARE (Committed for Action Research Evaluation) formed by the honourable Vice Chancellor of the University would evaluate the proposals. Proposal would be processed further based on the recommendations of the Committee ie. CARE.
2. The researcher who has applied for action research won't be the member of the CARE (Committed for Action Research Evaluation).
3. CARE (Committed for Action Research Evaluation) would evaluate the progress of research work. Acceptance of the action research report is subject to the approval of the CARE (Committed for Action Research Evaluation).
4. Procedure and progress of the action research projects will be communicated to the concerned councils of the university from time to time.

3. Mentoring:

1. If the researcher demands the mentorship support, university may provide mentor to the researcher with the recommendation of CARE and approval of Honourable Vice Chancellor.
2. No teacher educator can demand the mentorship support, although the CARE formed for the evaluation of action research reserves the right to assign the mentorship support to researcher of any discipline.
3. As an honorarium, Rs. 1000 will be paid per action research project to the mentor only if the mentor is from outside the university staff.
4. Mentorship task would be considered as a workload in case the mentor is from Children's Research University Staff.
5. Mentor should have to follow all rules, regulations and instruction issued by the university from time to time.

4. The Financial Assistance

1. The amount of the project would be Rs. 5000/- to 50,000/- as per the need of the proposal.
2. CARE (Committee for Action Research Evaluation) shall have power to determine the quantum of assistance and duration for the project in accordance with the need and nature of the project.
3. The decision of Children's Research University pertaining to sanctioning the financial assistance shall be final and no appeal could be filed against it.
4. In case the amount of Action Research Project is less than equal to Rs.30,000, the researcher has to provide the Self signed/ attested

undertaking of the utilization of the money in the format provided by the university.

5. In case the amount of Action Research Project is above Rs. 30,000, the researcher has to provide the utilization certificate signed by the Chartered Accountant in the format provided by the university.
6. The authority of the institution from where investigator/ researcher is working, may sanction leaves for field work / data collection/ intervention or follow up required on the demand of the investigator.
7. All equipment and books purchased out of the project fund shall be the property of the investigator after the completion of the project.
8. Expenditure towards travel has to be met out of the research grant only. No additional funds will be provided for this purpose.
9. Investigator would be solely responsible for any finance related aspects at any and every stage of the project.
10. The items purchased from this project fund would be solely the property of the investigator.

5. Procedure for the release of Grants

1. The first instalment of the total grants shall comprise of 60% of the grants approved by the CARE (Committee for Action Research Evaluation).
2. The grant will be released to institutional head/registrar and head / registrar will pass it on to the Investigator. In case of freelance researcher, it would be deposited in his or her personal account as sought by the freelance researcher.
3. Rest of the 40% of the grant will be paid on completion of the action research and acceptance of the same by the competent authority after submission of all accounts sought by the university.
4. Candidate has to submit following documents before payment of the final instalment.
5. Five spiral / hardbound copies of the final report of project along with soft copy in word and PDF format.
6. The Investigator is advised to publish research paper/s, article etc. in a reputed journal or in the form of Books/Article/Presentation in seminar etc. from this action research project. Three copies of the publication should be submitted to the University in soft and printed form.
7. An undertaking signed by the researcher towards utilization of the funds need to be submitted by the investigator.
8. The unutilized grants/ funds if any may be refunded immediately to the Registrar, Children's Research University.
9. It is mandatory to submit the Executive summary of the report, Research

documents, monograph if any, academic papers published under Research Project for the posting on the website of the University.

6. Tenure

1. The tenure of the project is from 03 months to 12 Months and will not be extended except the special permission from competent authority.
2. The effective date of implementation of the project will be mentioned in sanction letter.

7. Procedure for monitoring the progress

1. The awardee shall submit a progress report of the research work as and when instructed by the University.
2. The decision of the CARE (Committee for Action Research Evaluation) would be final with regards to the progress of the research work.

8. Resignation, Transfer or Retirement

1. Action Research project once sanctioned can't be transferred in any case whether the resignation, transfer or retirement of the researcher/ investigator/project director. In case the investigator resigns or moves from the present institution, or retires, he or she has to complete it in any case or has to refund the entire amount of the project to the University.
2. In case of inability or death of the investigator, decision of the honourable Vice Chancellor would be final in this regard.

9. Publication and IPR:

1. Research work output and intellectual rights associated with the project will remain with Children's Research University.
2. The awardee should mention in the research publication that the research has been sponsored by the Children's Research University.

10. Cancellation of the award:

1. The grant is liable for cancellation in case of the violation of any of the terms and conditions of these guidelines.
2. If the plagiarism report is more than 10%.
3. If AI generated content in the report is more than 10%.
4. If the awardee is found to be ineligible to receive the grant, at any point of time during the entire duration of the project.
5. If it is found that the project has been availed/is claimed by furnishing false/wrong/misleading information.
6. If CARE (Committee for Action Research Evaluation) gives the decision

that progress of research work is unsatisfactory.

7. If Investigator fails to complete the project in due course of the time, he/she has to give proper justifications for incomplete work. The competent authority may extend time to complete the research work considering the justification of Investigator/ researcher/ project director.
8. Failing to complete the project, investigator has to refund the project funds to the funding University as per the prevailing rules and regulations if any.
9. If any fund remains unutilized after completion of the project, investigator has to refund it to the University.
10. If any matter specified or not specified in the guidelines, the decision of the Honourable Vice Chancellor shall be final.
11. The project may be withdrawn if the work is not considered satisfactory at any stage by the competent authority.

11. Regulatory Compliance:

1. In the event of any dispute arising at any stage of the Action Research Project, the decision of the Children's Research University shall be final and binding to all researchers / investigators. All researchers are required to strictly adhere to the rules, regulations, and instructions issued by the University from time to time.
2. The University reserves the right to revise and modify the Action Research Project Guidelines and can issue even any pre decided instruction if so desires in the interest of research work at any point of time.

12. Format of Proposal for Action Research Project (Tentative)

1. Title/ Problem
2. Background of the Research
3. Objectives of the Research
4. Probable Reasons of the Problem
5. Research Tool
6. Data Collection and Analysis
7. Action Plan and its Implementation
8. Summary
9. Time Schedule
10. Budget (Rs. 5000 and above)