

Guidelines for Student Research and Development Project under TEQIP-III

[Under point number 2(b) of Permissible & non-permissible Expenditure (indicative) Table of NPIU]

Introduction

Research and Development (R&D) Grant is a component under R& D activities of TEQIP-III. Objectives of providing this grant to the students are -

- To provide financial assistance to the deserving students for early exposure in research through Faculty Supervisor.
- To provide opportunity to the students to undertake full end –to-end development of a substantial project by integrating and applying knowledge and skills they have acquired in their studies.
- To develop learning among the students that how to conduct ethical research.
- To engage young talents for the study of Science and Technology and pursue research.
- To promote interdisciplinary research activities.
- To increase industry institute interaction.

The HOD's/In-charges are hereby requested to inform the students about this scheme.

The **broad guidelines** regarding student's project proposals are as follows:

1. Industry oriented research projects able to generate some revenue are funded through TEQIP-III
2. No. of students (Principal Investigator) in team: Min. 01 and Max. 03, (students from different branches may also constitute their own team).
3. Each student is only allowed to submit one project at a time.
4. Each project should have at least one faculty supervisor. Supervisor may be from Science stream or from engineering stream or both.
5. The Principal Investigator (PI) will be primarily responsible for the implementation of the project. The project team consists of the PI and the faculty supervisor as per the sanction order. It is necessary to ensure that the project is carried out by the project team in a cohesive manner.
6. PI and faculty supervisor shall maintain a register for all kind of expenditure on consumables, chemicals, glassware, equipment etc. and travel details.
7. All projects must adhere to the ethics statement; this must be ensured by faculty supervisor and PI.
8. Duration of project: 06 to 12 months
9. Each project proposal should contain following component:
 - (i) Project Title
 - (ii) Scope of project
 - (iii) Methodology

- (iv) Expected project outcomes
 - (v) Required institutional facility (hardware/software/any other)
 - (vi) Financial Estimate
 - (vii) Certificate from the Departmental Expert Committee
 - (viii) Undertaking from PI
10. The maximum estimated project cost should be limited to **Rs. 20,000/-**.
 11. Financial assistance will be provided as per the details given below:
 - (i) Seed money of 20% of the total project cost will be given to student.
 - (ii) Maximum reimbursement will be up to 80% of the total project cost.
 - (iii) Reimbursement of bills towards the expenditure on materials, measurement, consumables , material testing, contingency etc. (State Govt. procedures for purchase of materials, consumables , material testing, contingency etc. should be followed, means 3 quotations procedure if applicable). Wherever applicable the PI/Faculty supervisor shall obtain approval of the Principal for procurement.
 12. The faculty supervisor shall ensure store entry of the items purchased in the project and for issuing those items departmental indent shall be used.
 13. The students shall submit a claim duly verified by their supervisor and the concerned HOD to the TEQIP-III office.
 14. The record of student project reports is to be kept and maintained in the concerned department.
 15. The model prepared or purchased items (permanent items) under project shall be the property of the institute and will be under control of supervisor/HOD for the future references.
 16. The HOD and supervisor shall ensure proper monitoring/ evaluation of projects.
 17. The department should provide full infrastructural facilities such as water, electricity, and communication facilities etc. for smooth implementation of the project.
 18. On completion of the project the PI should submit the completion report and the statement of expenditure to the TEQIP-III office.
 19. Every document of the project has to be verified by the faculty supervisor.
 20. For further information/ clarification on this subject, please contact TEQIP-III office.

Selection Process -

1. Eligible student have to submit an application in prescribe format available on college website (TEQIP-III) section, to the concern HOD.
2. The HOD shall constitute the departmental expert committee (DEC) for the technical justification and scrutiny of the projects.
3. The departmental expert committee shall constitute - HOD, Faculty Supervisor and two other faculty members of the department/subject. The project duly recommended by this committee shall be submitted to the TEQIP- III office.
4. On the basis of the departmental committee recommendations TEQIP-III office shall process the project for final approval by the Principal.

How to proceed -

1. After the approval from the competent authority TEQIP-III office releases sanction letter of the project.
2. After receiving the sanction letter the student (Principal Investigator) shall start the research work.
3. The student may book expenditure for her research work mentioned in the project, after approval of faculty supervisor as per the sanctioned amount.
4. The bills must be verified by the faculty supervisor before submitting in the TEQIP-III office for the reimbursement process.
5. On completion of the project, the Principal Investigator(s) must submit Statement of expenditure and completion report of the project to the TEQIP-III office, which must be verified by the faculty supervisor.

Responsibilities of the Faculty Supervisor –

1. Ensure that the research under the sanctioned project must adhere to the ethics of research.
2. To monitor and guide the students for research work.
3. To verify all the documents of project, submitted by the student to the TEQIP-III office.
4. To ensure proper store entry of all the items purchased in the project.
5. To motivate students for quality research work and for its publication in reputed journals.
6. To coordinate with the college administration and TEQIP-III Office for the official work related to project, so that the student can run the project smoothly.



GOVT. WOMEN ENGINEERING COLLEGE AJMER

Application for Student R & D Project Proposal (TEQIP-III)

- Project Title :
- No. of students (Principal Investigator):
- Faculty Supervisor :
- Duration of Project :
- Details of the Principal Investigator

Name of Student :

Father's Name :

Category :

Branch :

Year :

College ID :

Address for Correspondence:

Mobile no. & Email :

- Details of the Faculty Supervisor

Name of Supervisor :

Department :

Name & Contact details, :

- Industry /organization of External guide if any

.....

.....

Student R & D Project Proposal (TEQIP-III)

1. Project Title

2. Scope of project (150 words)

3. Expected project outcomes (150 words)

4. Required institutional facility (hardware/software/any other)

S.N.	Hardware	Software	Any other

5. Financial Estimate

S.N.	Item/s (Materials/Consumables/Contingency etc.)	Estimated cost (in Rs.)
1	Materials	
2	Consumables	
3	Contingency	
4	Travel	
5	Other (if any)	
Total		

6. Comments/ Recommendations of the supervisor/s

7. Comments/ Recommendations of the Departmental Expert Committee

8. Forwarded & Recommended by:

Name and Signature of the members of Departmental Expert Committee

Name and Signature of Supervisor/s

Name and Signature of HOD/s

9. Forwarded by

R & D Coordinator

NOA (TEQIP-III)

NOF (TEQIP-III)

CC-TEQIP-III

10. Approval by: Approved/Not Approved

Signature & Seal of Principal