

SRI RAMAKRISHNA INSTITUTE OF TECHNOLOGY, COIMBATORE

No.: SRIT/RPS/2015-16/002

Date: 30.05.2016

Circular

Sub: SRIT Research Promotion Scheme

The research is an essential component of Higher Education. The faculty members must be actively involved in research and development because it provides new knowledge and insight to make educational process more exciting and dynamic. A vibrant research and development culture is not only important for any academic programme but also beneficial to the student's education by being part of such a culture, nurturing skills and abilities for lifelong learning and knowledge on contemporary issues.

For creating a research ambiance in the Institution, our Management has introduced a new scheme named as SRIT Research Promotion Scheme. Under this scheme seed money will be provided by the Management to the faculty members for doing research projects selected for this purpose. The objective of the scheme is to identify and promote the research capabilities of the faculty members by supporting them to create facilities in the area of their interest so that they can avail the research project funding from various Government and Non-Government sponsoring organisations at national and international levels.

The research project proposals are solicited from the pre-final and final year students of UG programmes, final year students of the PG programmes and faculty members. All faculty members who have no funded research project are eligible for this scheme. For the research projects of the students, the proposal should be submitted jointly with a faculty member as the supervisor and the faculty member will be held responsible for the utilization of the fund sanctioned.

The maximum funding amount and number of projects to be sanctioned per academic year are as shown here below.

Sl.No.	Level	Duration	Funding (Seed Money) per Research Project	No. of Research Projects per academic Year	Total Amount
1	UG Level –Student Project with a Faculty Supervisor	3 Months	Rs. 7,500	12	Rs. 90,000
2	PG Level –Student Project with a Faculty Supervisor	4 Months	Rs. 20,000	5	Rs. 1,00,000
3	Faculty Member	2 Years	Rs. 1,50,000	3	Rs. 4,50,000
Grand Total					Rs. 6,40,000

The student project at UG level will be team based with the minimum and maximum number of students per team (2 to 4). Every academic year, one research project proposal each received from pre-final and final year students of all six BE/B Tech UG programmes (Total – 12) and one each from final year students of all five ME / MBA PG programmes (Total – 5) will be selected for funding.

The main criteria for sanction of the project are: For student project at UG level – Social relevance; Students project at PG level – Innovativeness: Faculty project – Creation of research facilities. The industry interaction and immediate application of the findings will be encouraged. In the case of proposals from pre-final year students, interdisciplinary projects will be given preference.

A Project Selection Committee for selection of the research projects for funding and Project Monitoring Committee for monitoring and reviewing the performance of the sanctioned research projects will be constituted. Before sanctioning the fund, each proposal will be vetted by an expert committee to be formed for this purpose.

A research proposal may be submitted in the prescribed format (Annexure – I for student projects and Annexure II for faculty project). The proposals shall be submitted to the Principal through the Head of the Department, once in a year as per the calendar of events given in Table 1.

For the faculty projects, the half yearly project progress report should be submitted in the prescribed format (Annexure III). After completion of the project, the project completion report should be submitted along with the statement of Receipt and Payment Account, Statement of Expenditure and Utilization Certificate (Annexure IV). For student projects, a Utilization Certificate (Annexure V) should be submitted along with the project report Annexure (VI) by the faculty supervisor at the completion of the project.

The grants shall be utilized to procure the essential equipment specifically approved at the time of sanctioning the project. Only to the extent of 10% of the total grant is permitted for purchasing consumables, if it is specifically approved at the time of sanctioning the project. Another 5% is permitted for contingency expenses.

A stock register of equipment should be maintained for purchases made out of the project grant. The equipment acquired must be deposited in the departmental after the completion of the project, which will be the institutional property. Product / prototype / model / system developed with the project funding shall be kept in the Hall of Fame with proper labeling.

Each project must have the following deliverables:

- i. For pre – final year UG student projects:
 - a. A report containing the outcome / result of the project
 - b. Participation in the Engineering and Technology Project Competition at national / international level.
Publication in a national / international conference / journal is desirable
- ii. For final year UG / PG student projects:
 - a. A report containing the result / outcome of the project
 - b. Publication in a national / international journal / conference
Participation in the Engineering and Technology Project competition at national / international level is desirable
- iii. For faculty projects:
 - a. A report containing the result of the project
 - b. Paper publication in a refereed journal (or)
A patent / transfer of technology
 - c. Submission of one bigger research proposal to a sponsoring agency for larger funding.

Those who intend to apply for patent / technology transfer should not publish their work in advance. The Management and the faculty member as inventor will jointly own the Intellectual Property Rights arising out of the funded project. In case of student project, the inventor will be faculty supervisor and the students.

The Management reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or satisfactory progress is not being made. In case of the supervisor / faculty member resigns during the duration of the project or after completing the same successfully, the facilities and equipment shall be handed over to the Department and the accounts need to be settled before a no-due certificate is issued by the Head of the Department.

At the successful completion of the project, faculty members will be awarded with a certificate of appreciation. For the students, every year prizes will be awarded for the three best projects. The details of the funding should be explicitly acknowledged in all the ensuing research publications.

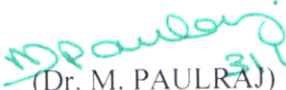

(Dr. M. PAULRAJ)
PRINCIPAL

TABLE I
CALENDAR OF EVENTS

Sl. No.	Event	Student UG Level		Student PG Level Final	Faculty Member
		Pre-Final	Final		
Amount (maximum)		Rs. 7,500		Rs. 20,000	Rs. 1,50,000
Project Duration		Three Months		Four Months	Two Years
1	Call for proposal	1 st week of July	1 st week of June		1 st week of June
2	Project Proposal Submission	Up-to 31 st August	Up-to 30 th June		Up-to 15 th June
3	Application processing by the office of the Principal	1 st September to 30 th September	1 st July to 15 th July		16 th June to 22 nd June
4	Project Selection Committee Meeting and recommendation to Principal	1 st October to 31 st October	16 th July to 31 st July		23 rd June to 30 th June
5	Vetting by expert committee	1 st November to 30 th November	1 st August to 7 th August		1 st July to 7 th July
6	Approval of the Principal and Issue of sanction letter to selected projects	1 st December to 31 st December	8 th August to 15 th August*		8 th July to 15 th July**
*Other project proposals will be forwarded to TNSCST Student Projects Scheme before 31 st August or sent to other funding agencies before the last date of submission.					
**Other project proposals will be sent to the UGC Minor Research Project Scheme before 31 st July or other funding agencies before the last date of submission / AICTE – RPS.					
7	Project Start Date	1 st January	1 st December		1 st August
8	Monthly review by HOD	First week of every month from second month onwards***			
***Consolidated review report to be submitted to the Principal.					
9	Half yearly review by Project Monitoring Committee	NA			First week of Feb and August
10	Project End Date	31 st March	31 st March		31 st July (second year)

SRI RAMAKRISHNA INSTITUTE OF TECHNOLOGY, COIMBATORE

SRIT – Research Promotion Scheme

Format for submission of proposal for Student Projects

(Pre-final and Final year students of UG programmes and Final year students of PG programmes)

1. Title of the project:
2. Name(s) of Students with Roll Numbers:

Sl. No.	Name	Roll Number	Department	e-mail Id and Mobile Number
1				
2				
3				
4				

3. Degree Programme: B.E - C.E / CSE / EEE / ECE / Mech. / B.Tech - IT
M.E. – C.E.M. / C.S.E / C.S. / MBA
4. Year of the Degree Programme: Pre-final year / final year
5. Faculty member(s) associated with the project as supervisor (s):

Sl. No.	Name	Designation	Department	e-mail Id and Mobile Number
1				
2				

6. Executive Summary of Research Proposal (maximum of 300 words):
7. Detailed Proposal of Research Project:
 - a. Research background including Hypothesis / Research Question and Literature Reviews:
 - b. Objective (s) of Research:
 - c. Methodology:
 - d. Flowchart:

- e. Gantt Chart:
- f. Milestones and Deliverables:
- g. Expected results / Benefits:

8. Estimated Cost of the Project:

9. Budgetary allocation:

Sl. No.	Item	Cost in Rupees	Justification including basis of cost estimation
1	Equipment		
2	Components / Material and fabrication		
3	Consumable		
4	Contingencies		
Total			

10. Declaration:

We assure to follow the guidelines prescribed by the Institution for funding this project vide circular no. SRIT/RPS/2015-16/002 dated 30.05.2016, during and after implementation of the project.

Place:

Date:

Signature of the Faculty Member(s)

Signature(s) of the Student(s)

11. Recommendation of concerned HOD(s):
(Please Tick)

- ☐ Highly Recommended
- ☐ Recommended
- ☐ Not Recommended

Signature of HOD(s)

SRI RAMAKRISHNA INSTITUTE OF TECHNOLOGY, COIMBATORE
SRIT – Research Promotion Scheme
Format for submission of proposal for Faculty Projects

CONTENTS

Sl. No.	Items	Page Number
I	Proposal Summary	
II	Core Proposal	
III	Bio-Data of the Faculty Member	
IV	Budget Estimates	
V	Undertaking of the Faculty Member	
VI	Endorsement from the Head of the Department	

I. PROPOSAL SUMMARY

File No.	(to be filled by Principal office)
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1	Title		
2	Project Cost		
3	Duration		
4	Name of the Faculty Member		
5	Department		
6	Brief description of the project	(Highlight the novelty and unique aspects of the proposal)	
7	Objectives		
8	Methodology		
9	Deliverables		
10	Financial Requirements		
	Item	Description	Amount
	Equipment		
	Components / Material and fabrication		
	Consumable		
	Contingencies		
	Total Amount		

Note: Restrict the above information to single A4 page size.

II. CORE PROPOSAL

1. Project Title
2. Faculty Member
 - a. Name:
 - b. Designation:
 - c. Department:
 - d. Complete Residence Address:
 - e. Telephone & Mobile No.:
 - f. E-mail:
3. Target Beneficiaries
4. Objectives of the Proposal
(precise and quantified, use Bullet Form)
5. Critical Review of Status Identifying Gaps:
(include references)
 - 5.1. National Status Review
 - 5.2. International Status Review
6. Outline of the Project (with schematics, where possible)
(define the problems and give technical details)
7. Deliverables of the project:
(brief description)
8. Methodology
9. Milestones with Months and Work Elements

Sl. No.	Milestone	Target Month	Work Elements
			1. 2. 3.
			1. 2. 3.
			1. 2. 3.

10. Work Plan
(attach Bar Chart giving project activities and milestone. Highlight Milestones)
11. Facilities and infrastructure already available in the department / Institution for implementing the project
12. Any other information relevant to the project proposal / execution of the project

III.PROFORMA FOR BIO-DATA OF THE FACULTY MEMBER

1. Name:
2. Gender:
3. Email ID:
4. Qualification

Sl. No.	Degree	Institution	Year	CGPA/Class

5. Employment Experience

Sl. No.	Position and Organisation	Nature of Job	Period

6. List of Publications (for last five years only)

- a. Journal Publications
- b. Conference Presentations

7. Patents filed / Granted with details
8. Books published / Chapters contributed
9. Sponsored research Projects

Sl. No.	Title	Funding Agency	Period	Amount	Achievement

10. Consultancy Projects

Sl. No.	Title	Sponsoring Agency	Period	Amount

11. Sponsored Research / Consultancy projects submitted for approval

Sl. No.	Title	Agency to whom submitted	Duration	Amount

IV. BUDGET ESTIMATES

Sl. No.	Item	Cost in Rupees	Justification including basis of cost estimation
1	Equipment 1. 2. 3.		
2	Components / Material and fabrication 1. 2.		
3	Consumable 1. 2.		
4	Contingencies 1. 2. 3.		
Total			

V. UNDERTAKING OF THE FACULTY MEMBER

Project Title:

1. I assure to follow the guidelines prescribed by the Institution for funding this project vide circular no. SRIT/RPS/2015-16/002 dated 30.05.2016, during and after implementation of the project.
2. I have not submitted this or a similar project proposal elsewhere for financial support.
3. I have no funded research project as on date.
4. I undertake that spare or idle capacity of the equipment procured under the project will be made available to other legitimate users of the institution.
5. I have enclosed the following:
 - a. Endorsement from the Head of the Department.
 - b. Complete project proposal (three copies).

Date:

Place:

Name and signature of the Faculty Members.

VI. ENDORSEMENT FROM THE HEAD OF THE DEPARTMENT

Project Title:

1. Certified that the department welcomes the participation of Dr./Mr./Ms. for the project funded under the SRIT Research Promotion Scheme and that in the unforeseen and legitimate event of discontinuation by the faculty member will assume full responsibility for the completion of the project.
2. Certified that the equipment, other basic facilities and other administrative facilities available in the department will be extended to the faculty member throughout the duration of the project.
3. The department shall ensure that financial and purchase procedures are followed as per the prevailing norms of the Institution, within the allocated budget.
4. The department shall ensure the timely submission of Statement of Expenditure and Utilization Certificate by the faculty member.

Date:

Place:

(Head of the Department)
Signature with Seal

SRI RAMAKRISHNA INSTITUTE OF TECHNOLOGY, COIMBATORE

SRIT – Research Promotion Scheme

Half Yearly Progress Report of Faculty Projects

1. SRIT-RPS File No.:
2. Project Title:
3. Faculty Member:
4. Date of Commencement:
5. Approved date of Completion:
6. Progress Report Serial Number:
7. Reporting Period:
8. Approved Objectives:
9. Accomplishments in Terms of Activities for the Review Period:

Activity	Progress	Remark

10. Accomplishment in Terms of Milestone for the Review Period:

Milestone	Target Month	Progress

11. A brief description of Technical / Scientific Achievement of the period:
(Give 200 words summary in bulleted format)

12. Shortfalls in Achievements of Activities for the period:

Activity	Shortfall (if any) in Specific Terms	Remarks

13. Journal Publication during the period:

Title of the paper	Journal, Volume, etc.	Author(s)

14. Presentations in Conferences during the period:

Title of the paper	Conference	Date	Author(s)

15. Other Achievements during the period:

16. Financial Status on the Day of Reporting:

a. Amount Sanctioned:

b. Amount Spent:

17. Action taken on the observation of the Project Monitoring Committee in its preceding Meeting:

Observation	Action Taken

18. Status of Shortfalls of all the preceding Review:

Place:

Date:

Signature of the Faculty Member

Countersigned by Head of the Department

Signature of the HOD

SRI RAMAKRISHNA INSTITUTE OF TECHNOLOGY, COIMBATORE

SRIT – Research Promotion Scheme

Project Completion Report of Faculty Projects

I PROJECT SUMMARY

1. SRIT PRS file No.
2. Project Title:
3. Duration of the Project: From _____ To _____
4. Faculty Member
 - i. Name:
 - ii. Designation:
 - iii. Department:
5. Project Objectives:

Objectives as per the approved project	Fully Achieved / Partially Achieved (Indicate shortfall)	Reason for Partial Achievement

6. Deliverable:

Objectives as per the approved Project	Fully / Partially / Not Achieved	Reason for partial Non Achievement

7. Project Budget (Final)

Sl. No.	Item	Amount Approved	Expenditure Incurred
1	Equipment		
2	Components / Material and fabrication		
3	Consumable		
4	Contingencies		
Total			

8. Specific Benefits / Outcomes:

- i. Patents, if any
 - ii. Product / Process Developed
 - iii. List of Publication arising from the Project
(Indicate Impact Factors of the Journals: attach copies of the papers)
9. Summary of significant achievement:
(Provide in bullet form)
10. Suggestion for Utilization of Project Outcomes (Give tangible road map)

Place:

Date:

Signature of the Faculty Member

Countersigned by Head of the Department

Signature of the HOD

II COMPREHENSIVE REPORT

1. The comprehensive report should be precise in details and self-contained.
2. Report should be typed neatly in double space in A-4 size white paper.
3. Two Copies of the final project report should be submitted
4. If the report contains data collection from other sources due acknowledgement should also be given.
5. Wherever possible, pictorial presentation of data should be provided
6. Report should cover broadly the following:
 - a) Preface
 - b) Summary
 - c) Recommendations
 - d) Acknowledgements
 - e) Contents
 - f) Introduction
 - g) Methodology
 - h) Detailed analysis of the Data
 - i) Contribution and its implications
 - j) Conclusion
 - k) References
 - l) Annexures

III STATEMENT OF EXPENDITURE
(Period from _____ to _____)

Sl. No.	Sanctioned Head	Funds Allocated	Expenditure Incurred			Expenditure Incurred	Remark
			First Year	Second Year	Total		
1	Equipment						
2	Components / Material and fabrication						
3	Consumable						
4	Contingencies						
Total							

Place:

Date:

Signature of the Faculty Member

Countersigned by Head of the Department

Signature of the HOD

IV RECEIPT & PAYMENT ACCOUNT
(Period from _____ to _____)

Sl. No.	Receipts	Amount	Sl. No.	Payments	Amount
1	To opening balance				
2	To grant received				
3	To interest (if any)				
				Closing Balance	
	Total			Total	

Place:

Date:

Signature of the Faculty Member

Signature of the Chartered Accountant

Name:

Membership No.:

Full Address:

(with seal)

Signature of the HOD

Name:

Designation:

Department:

(with seal)

V AUDITED UTILIZATION CERTIFICATE

As on _____ (Date of completion of the project)

SRIT- RPS Sanction Order No. & Date under which Grant was sanctioned	Amount Sanctioned	CERTIFICATE
		Certified that out of the grant of Rs. _____ (in words) sanctioned under SRIT – RPS scheme as per letter mentioned in the margin + Rs. _____ (in words) on account of interest, a sum of Rs. _____ (in words) has been utilized for the purpose for which it was sanctioned, and the balance of Rs. _____ (in words) remained unutilized.

Certified that I have satisfied myself that the conditions on which the grant was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kind of checks exercised:

1. Audited Annual Accounts
2. Receipt & Payment Account
3. Periodical Progress Report

Place:

Date:

Signature of the Faculty Member

Signature of the Chartered Accountant

Name:

Membership No.:

Full Address:

(with seal)

Signature of the HOD

Name:

Designation:

Department:

(with seal)

SRI RAMAKRISHNA INSTITUTE OF TECHNOLOGY, COIMBATORE

SRIT – Research Promotion Scheme

Format for Utilization Certificate for Student Projects

(Pre-final and Final year students of UG programmes and Final year students of PG programmes)

Utilization Certificate

Certified that the grant of Rs. _____ (Rupees
_____ only) received under
the SRIT – Research Promotion Scheme for the student project entitled
_____ vide
Project Sanction Letter No. _____ dated _____ has been
fully utilized for the purpose for which it was sanctioned and the conditions of the grant are
fulfilled / being fulfilled.

Place:

Date:

Signature of the Faculty Member (Supervisor)

Countersigned by Head of the Department

Signature of the HOD

SRI RAMAKRISHNA INSTITUTE OF TECHNOLOGY, COIMBATORE

SRIT – Research Promotion Scheme

Guidelines for preparation of Project Report for Student Projects

(Pre-final and Final year students of UG programmes and Final year students of PG programmes)

1. The Project report should be precise in details and self-contained.
2. Report should be typed neatly in double space in A-4 size white paper not exceeding 100 pages.
3. Two Copies of the project report should be submitted
4. Wherever possible, pictorial presentation of data should be provided
5. Report should cover broadly the following:
 - a) Preface
 - b) Abstract
 - c) Acknowledgements
 - d) Contents
 - e) Introduction
 - f) Objectives and Methodology
 - g) Results and Outcomes
 - h) Contribution and its implications
 - i) Conclusion
 - j) References
 - l) Annexures