

**DTE CODE: 4151**



**Tulsiramji Gaikwad-Patil**



**College of Engineering and Technology**

**Wardha Road, Nagpur-441 108**

**Accredited A+ Grade (3.32)**

**Approved by AICTE, New Delhi, Govt. of Maharashtra**

**(An Autonomous Institution Affiliated to RTM Nagpur University, Nagpur)**



**College Code: 272**



**Research and Development  
Policy**

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## **Vision**

- To emerge as a learning Center of Excellence in the National Ethos in domains of Science, Technology and Management.

## **Mission**

- To strive for rearing standard and stature of the students by practicing high standards of professional ethics, transparency and accountability.
- To provide facilities and services to meet the challenges of Industry and Society.
- To facilitate socially responsive research, innovation and entrepreneurship.
- To ascertain holistic development of the students and staff members by inculcating knowledge and profession as work practices.

## **1. Objectives of the R & D Cell**

The objectives of R & D Cell are,

- To promote research activities among students and faculty as well to provide a robust platform for sharing and implementing innovative & creative ideas to facilitate exchange of information and interaction among the various research institutes and industries to develop skilled manpower in various engineering fields.
- To administrate all the research Programs of the College by monitoring and coordinating the research Programs.
- To conduct the research review meeting to examine the quality of research being conducted by various teams.
- To cooperate with departmental Research & Development Cell which takes immense efforts to expose the students to recent developments in the technology through innovative project works and paper presentations?

## **2. Research and Development Cell Committee:**

In order to promote research activities and innovations among faculty members and students, the following Committee for the Research and Development Cell is constituted. It is constituted to provide a robust platform for sharing and implementing innovative and creative ideas. This committee works according to the standard operating procedures issued by the Management.

Sr. No	Name of member	Designation/Department	Designation
1.	Dr. P.L Naktode	Principal	Chairman
2.	Dr. Suresh Salankar	Director Academics	Member
3.	Dr. Prashant Thakre	Electrical Engineering	Member
4.	Dr. Amey Khedikar	Civil Engineering	Member
5.	Dr. Pravin Tajne	Electronic and Communication Engineering	Member
6.	Dr. Atul Tekade	Master of Business Administration	Member
7.	Dr. Vijay Talodhikar	Mechanical Engineering	Member
8.	Dr. Manoj Chaudhari	Aeronautical Engineering	Member
9.	Dr. Rohit Kalnake	Biotechnology	Member
10.	Dr. Mamta Takarkhede	Science and Humanities	Member
11.	Dr. Pratik Ghutke	Electrical Engineering	Member Secretary

### 3. Role and Responsibilities of R & D Cell Committee:

- To encourage faculty members to prepare research proposals, interdisciplinary research, product design and development, publications in reputed journals and conferences.
- To create zeal amongst faculty members towards research and innovation.
- To monitor progress of the research and development activity.
- To review the research proposal and finalize the topic of research.
- To encourage faculties to apply for patents or other Intellectual Property Rights.
- To keep everyone informed about announcements by various funding agencies like DST, DAE, DRDO, ISRO, CSIR, AICTE, UGC and University etc. To develop research proposals for up-gradation of laboratories through AICTE/UGC/MHRD funding opportunities.
- To enter into MoU with industries and R&D organizations for consultancy, collaborative research, sponsored projects, industry and Institute interactions etc.
- To establish collaboration with other universities, public and private sectors and identify R & D projects including consultancy services which could be undertaken at the institution.
- To arrange brainstorming sessions through talks by eminent personalities from industry, R& D organizations and institutions of repute for the better understanding of research methodology and practices currently followed.

- To take up appropriate problems of the industry for finding solutions through R&D projects assigned to faculty and students.
- To explore technological development opportunities for Digital India & Smart City
- To support faculty for delivering talks at different events and conducting workshops, training programs, seminars, conferences, symposia and faculty development programs.
- To advice on thrust areas and disciplines for introducing research programmes and related activities for future development in research.
- To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- To review periodically and assist in the progress of the research work of the research scholar.
- To Check Malpractices and Plagiarism in Research.
- To provide policy guidelines and direction for the growth and development of research activities.
- To suggest measures for improving existing infrastructural facilities both for academic and sponsored research and enhancing research ambiance.
- To suggest peer reviewed national and international journals for subscription in the central library.
- To allocate budget for conducting workshops, training programs, seminars, conferences and Faculty Development Program also for the staff who are attending workshops, conferences and paper presentation outside the institute. It also includes software purchasing for various departments for research purpose.

## **4. Standard Operating Procedures (SOP) for R & D at TGPCET**

### **4.1 Introduction**

R & D cell is committed to develop research ability in all the students and faculty members, to support research undertaken by the faculty members, encourage them to fetch funding from various agencies, to start consultancies in various fields, to apply for patents and copyrights, to

organize research oriented seminars, conferences, workshops and STTPs. The research support for student at TGPCET has been started with the prime objective of inculcating a culture of innovation driven entrepreneurship through student projects. The support is accorded to encourage students to be innovators and entrepreneurs. The student projects that respond positively to the emerging local and global challenges and opportunities relating to need for developing sustainable product/technology are encouraged. The R & D cell aims at adopting 'students as innovators'. It has a particular focus on completion of the research cycle for students through supporting research dissemination. This initiative provides the testing ground for students to test their research, to develop new technology and design products. It would help the students to publish research papers, obtain patents and initiate startups.

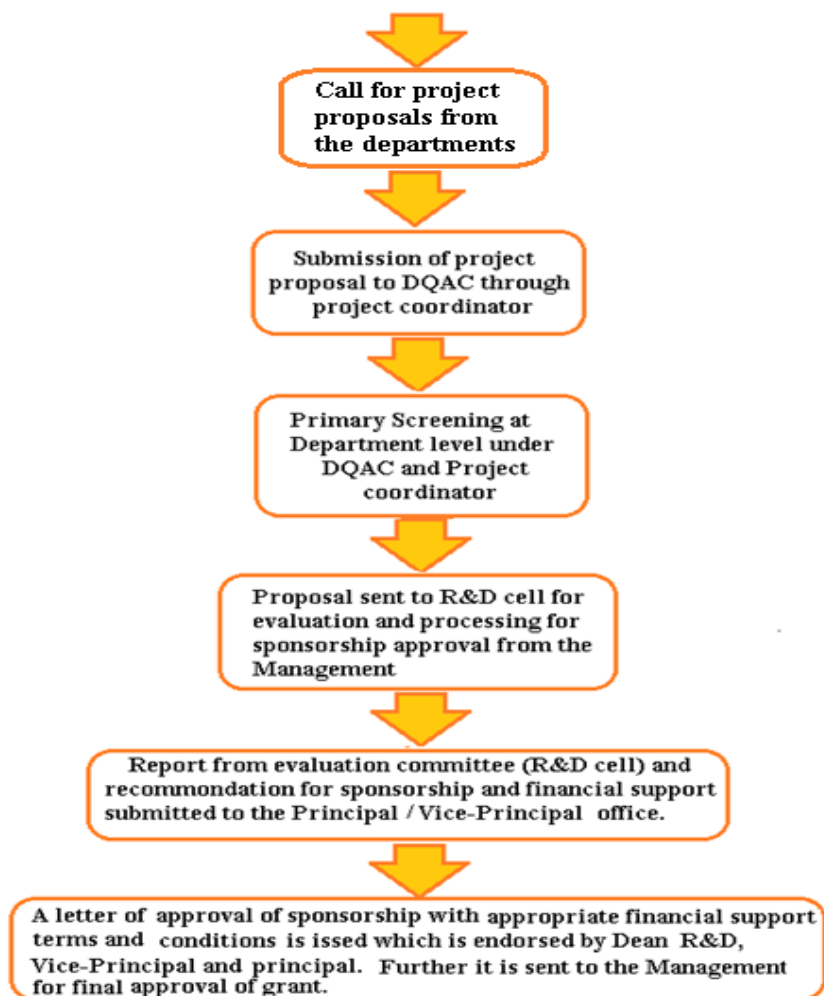
## **4.2 Eligibility of Applicant (Students) for sponsorship:**

At TGPCET the students with innovative research ideas that address the current environmental, energy and technological needs of the society are welcome. The students can form a team of maximum four (04) candidates. In case final year student is applying for the project, then other team member(s) should be from the same batch or junior batches; and when the final year students complete graduation, no additional member will be allowed to be allocated to the project.

## **4.3 Criteria for selection of Project**

- All original ideas that offer innovative solutions to current environmental, energy related problems or lead to an innovative product or technology that would benefit society at large.

## 4.4 Flow Chart of Processes



## 4.5 Funding Support

B. Tech. and M. Tech. students will be provided with financial support up to INR 5,000/- and INR 10,000/-, respectively to execute their research ideas under various research initiatives. If required, on the recommendations of screening committee, additional financial support may be provided to the deserving project proposal.

## 4.6 Format for submission of proposal

Duly filled and signed hardcopy of the project proposal must be submitted to the Project coordinators from respective departments. Only those proposals which are submitted after a plagiarism check duly signed by the mentor will be sent for review to R & D Cell. It is the sole

responsibility of the mentor/ Project Guide and Project coordinator to ensure that all the concepts and ideas are original. ( See Annexure 1.0 , 1.1 and 1.2 for Project Proposal format and related certificates)

## **5. Procedure for screening, selection and evaluation**

- Only those proposals which are submitted along with a plagiarism check certificate duly signed by the mentor/ Project Guide and Project coordinator will be sent for review. It is the sole responsibility of the mentor to ensure that all the concepts and ideas are original.
- The proposals will be evaluated by members of the DQAC and Project Coordinator at department level.
- The screening committee may call the students for presenting their idea. The committee may suggest changes or modification which will be included in the revised proposal.
- The decision of selection or rejection of a proposal will only be based on the recommendation and feedback received from the screening committee.
- The students can take the allotted amount through advance form duly signed by the mentor(s), through proper channel.
- The student will start the work under his/her mentor.
- Research work of the students will be evaluated in three stages:
  - In the form of Bi-weekly Review.
  - In the form of progress evaluation presentations.
  - Around 10 days before the final evaluation and submission.
  - Final competitive round in the presence of external academic/industrial experts. The presence of mentor is mandatory during these presentations.
- Quality projects will be invited for submission with extension of the existing work in the next cycle.
- Accounts will be settled before closing the semester through advance amount clearance form directly from the R&D cell.
- Failing to succeed in completion of project, the students will not be entitled for further financial support.
- Residuary power will lie with Office of R&D at TGPCET.
- Any discrepancies in financial matter will be dealt with serious concern and lead to severe consequences.

- Project can be discontinued any time, with unanimous decision by committee formed by Chairperson for anomalies.
- Project outcome in any form like publications, patent, models and other intellectual properties will be property of TGPCET. However, students and mentors are allowed to publish or present their findings with due affiliation to TGPCET.
- The students will conduct the experiments utilizing the facilities available with TGPCET only. In case, any external support is required, it should be with due permission from the R&D cell only.
- The students will also provide Gio-tag photographs of the experiment.

## **6. Process of Receiving Grant**

- The mentor will submit the requirement letter for grant to R&D cell. Based on the recommendations of Office of R&D, Principal and Vice principal will approve the grant.

## **7. Criteria for approval of successful project**

- Publications in reputed international journals
- Patents ( From India or abroad)
- Proposal submitted for external funding from external agencies
- Project taken up by the Incubation cell at TGPCET for further support

Dean R&D will issue letters of successful completion of proposal to the team members.

## **8. Grievance Redressal**

Applicants may register their grievances at the Office of Dean R&D at any stage of evaluation, grant utilization, review report and all the related issues. R&D office must ensure the full confidentiality and form a committee consisting of –

- Two Senior Professors
- Two Subject Matter Expert (external or internal )
- One member nominated by the Chairman of R&D cell as per the nature of grievance (Financial, Technical etc.)

The findings will be submitted to R&D office for appropriate action under the umbrella of organization's norms and regulations.

## **9. R & D guidelines and Incentives for Faculty members at TGPCET**

### **Available resources:**

- Sanctioned R & D budget by the management
- Research facility, learned supervisors and virtual labs
- Online / offline journals like IEEE, Springer, Elsevier and others
- Well equipped research facility laboratories
- Library, multimedia, e-journals, conference proceeding etc
- Running External funding projects
- Centre of excellence

### **10. General Guidelines:**

- P.G. Students / Departments must submit at least one research proposal to the external funding agency every year in the name of the institute as place of research work.
- HoD shall maintain the copy of up-to-date data regarding completed research projects, ongoing research projects, funding agencies and other resources such as AICTE, DST, UGC, CSIR, DRDO etc. The original copy must be submitted to R&D cell.
- The institute shall enter in to MoUs with research institutions such as ICAR, CBRI, CSIR, NEERI, IITs, NITs, IIIT, etc.
- The proposals shall be routed through Dean-R&D, HOD and Head of the institute.
- Each HoD must apply to UGC/DST/AICTE etc. for permission to organize indexed conference every year in which faculty/students wish to publish their research work in SOPUS/WoS journals e.g. Elsevier/Springer/ASME/ASCE/IEEE.etc.
- Whether financial assistance is sought or not, author must submit plagiarism report to Dean R & D, duly authenticated before submitting the research paper.
- Faculty should apply for travel allowance to the respective authority for obtaining subsidy under different clauses of eligibility, for applying to the management.
- The faculty must deliver a presentation to the faculty and final year students of the department.
- Attendance sheet, certificate of participation and summary should be submitted to Dean R&D and Registrar office otherwise leave account will not be settled.

- Advance if granted, should be settled within seven days from the date of return otherwise it will be deducted from the salary of the next month.
- A copy of Conference proceedings or any book presented by organizer should be submitted to the departmental library and submission slip should be attached to the bills for claim.
- Faculty should not infringe IPR of any individual or any organization.
- Faculty shall avoid simultaneous submission of manuscripts or abstracts at multiple platforms without the approval of the editor.
- Even if financial assistance is not required, the applications for OD should be routed through R&D Cell.
- The facility of reimbursement is extended normally to the first author.
- If claim is submitted by author other than first, NOC from other author(s) is necessary.
- Claim of reimbursement should be submitted within 7 days after the event / activity.
- For permission to participate in conferences / seminars, faculty and students should submit applications complete in all respect forwarded by the R&D coordinator & HoD to R&D cell.
- The proposals for incentive to the students, should be finalized at institute level provided the attendance of student in classes is 75% and above.
- If journey is more than 900km, duty leave will be granted for half day on both sides in addition to duration of the event otherwise duty leave shall be only for the day of the event.
- R&D cell will hold minimum two meetings in a semester for discussions of all aspects.

## **11. Application for permission to attend Conference /Seminar before event:**

- Typed application duly signed in with justification.
- Recommendation of R&D Cell, Concerned HoD and Principal.
- Leaflet / brochure of conference / seminar

- Invitation / acceptance letter.
- Approximate break-up of probable expenditure
- Break up should cover Amount of registration fee, traveling expenses by shortest route by AC 3 tier, Lodging, Boarding, and Local travel.
- Research paper in PDF format.
- Plagiarism report generated by R&D Cell having less than 20% similarity index.

## 12. Application for Reimbursement Claim after event is over:

- Prior approval letter
- Item wise actual expenses.
- Copy of certificate of participation.
- Attendance report for the entire program
- Acknowledgement from library for having received a copy of proceeding /any book.
- Advance, if taken, should be deducted. Entry should be counter signed by Account section.
- Bank details: Account holders name, Account no., Bank and branch, IFSC code.
- Note: Reimbursement will be made exclusively online and not by cash.

## 13. Financial Assistance to Faculty Members & Students:

### 13.1 Publication in Reputed Journals

S. No.	Category	Incentives	Remark
1.	<b>Category A: International Journals</b> (WoS / SCI / IEEE / Springer / Elsevier / Scopus / Thomson Router and A-Grade UGC approved international Journals)	50% Registration Fees <b>OR</b> Max upto Rs.5000/- per semester	In case of multiple authorship, from same affiliation Institute the amount shall be equally divided.
2.	<b>Category B: Paper Publication in SCOPUS indexed journals</b>	25% Registration Fees <b>OR</b> Max upto Rs.3000/- per semester	In case of multiple authorship, from same affiliation Institute the amount shall be equally divided.

3.	<b>UGC Care</b> Indexed Journals	Rs.750/- per Semester	In case of multiple authorship, from same affiliation Institute the amount shall be equally divided.
4.	<b>Category C:</b> International Conference (Scopus/SCI Indexed/UGC care)	75% Registration Fees <b>OR</b> Max upto Rs.5000/- per Semester	In case of multiple authorship, the amount shall be equally divided
5.	<b>Category D:</b> Scopus Indexed Journal/SCI/ ESCI which is <b>Unpaid</b>	Rs. 3000/- as appreciation per semester	<ul style="list-style-type: none"> <li>• Affiliation of the Author must be in the name of College/Institute</li> <li>• If in case multiple Authors of the same Institute the amount shall be divided equally</li> </ul>

### 13.2. Attending conferences / STTPs / Workshop / Seminar by Faculty

S. No.	Category	Incentives	Remark
1.	Attending conferences / STTPs / Workshop / Seminar at National Institute such IITs, IIMs, IISc Bangalore, NITs, NIPE & RSPA, NLS etc. Deemed to be Universities, NBA / NAAC Accredited Private Institutes.	<ul style="list-style-type: none"> <li>• 100% Registration fees <b>OR</b></li> <li>• Max upto Rs. 5000/- per semester</li> <li>• Duty Leave as per guidelines</li> </ul>	Registration charges include lodging and boarding arrangement provided by the organizer. Otherwise He / She shall be entitled to claim accommodation charges and daily allowances as per H R policy.
2.	Local (nearby Nagpur region) Private Institutions other than listed above.	<ul style="list-style-type: none"> <li>• 50% of Registration Fees</li> <li>• Duty leave as per guide lines</li> </ul>	No TA/DA applicable
3.	Attending International Conferences held abroad	<ul style="list-style-type: none"> <li>• 50 % of the Registration Fees (for Countries nearby India eg. Singapore, Indonesia, Bangladesh, Nepal, Sri Lanka) <b>OR</b> max upto Rs.15000/-</li> <li>• 60% of the Registration Fees (for other Countries) <b>OR</b> max upto Rs.25000/-</li> <li>• Duty leaves as per guide lines.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 05 years regular experience in TGPCET.</li> <li>• Prior approval of the management is necessary for sanction of probable expenses.</li> <li>• Deputation to abroad can be once in a two years.</li> </ul>
4.	Travelling and accommodation for	TA/ DA will be provided as per HR policy after the submission of all required documents including	If candidate doesn't receive any grant from the funding agencies, then Prior approval of the

	international conferences abroad	tickets and bills of expenditure, if there is a prior approval from the management	management is necessary for sanction of probable expenses.
5.	Travelling and accommodation for international conferences in India	TA/ DA will be provided as per HR policy after the submission of all required documents including tickets and bills of expenditure, if there is a prior approval from the management	Prior approval of the management is necessary for sanction of probable expenses.
6.	Membership of Professional Society, Professional organization	<ul style="list-style-type: none"> <li>No reimbursement of membership fees</li> <li>Proof for prescribed membership fee is necessary</li> </ul>	Society / organization Membership should be related to the domain of discipline
7.	Purchase of books for Ph.D., post Ph.D., or R&D work being carried out or for M.E. / M. Tech. Projects.	<ul style="list-style-type: none"> <li>100% maximum up to Rs. 5000/- each</li> <li>Books shall be taken on Accession register of library</li> </ul>	<ul style="list-style-type: none"> <li>Recommendation by HoD R&amp;D Cell, Principal Necessary.</li> <li>Books will be issued to the scholar. These books issued to the scholar will have to be renewed every 3 months otherwise it will attract penalty.</li> </ul>

### 13.3. Special Rewards for Faculty members

S .No.	Category	Incentives	Remark
1.	For Registration for Copyrights with the Copyright Registrar	100% of the Registration fee will be reimbursed after submission of relevant documents.	<ul style="list-style-type: none"> <li>Reimbursement if it is filed in the name of College/Institute</li> <li>Once in a semester</li> </ul>
2.	Indian Patent filing /Other Countries	Reimbursement of 100% Application and Exam fees. <b>OR</b> Max upto Rs. 4600/-	<ul style="list-style-type: none"> <li>Reimbursement if Patent is filed in the name of College/Institute.</li> <li>One Patent Per Semester</li> </ul>
3.	Award of Patent	Rs. 10000/- One Per year	Reimbursed after successful Patent Grant/ Award
4.	<b>Category A:</b> Convener/Co Convener of International Conference organized in the Institute.	<ul style="list-style-type: none"> <li>Rs. 10000/- For Covener per year</li> <li>Rs. 7500/- For Co Convener per year</li> </ul>	<ul style="list-style-type: none"> <li>For Sponsored International Conference after the Conference is successfully over.</li> <li>No reimbursement for National conference</li> </ul>

5.	<b>Category B:</b> Convener/Co Convener of International Conference organized in the Institute.	<ul style="list-style-type: none"> <li>Rs. 5000/- For Covener per year</li> <li>Rs. 2500/- For Co Convener per year</li> </ul> <b>Note:-</b> Subjected to Profit from the Event as decided by Principal	<ul style="list-style-type: none"> <li>For Non Sponsored International Conference after the Conference is successfully over.</li> <li>No reimbursement for National conference</li> </ul>
6.	Author of Standard text book on the subject from own discipline <b>Category A:</b> International publishers like CRC press, Pearson education, Mc Graw Hill etc <b>Category B:</b> Indian reputed publishers with nationwide subscription.	<ul style="list-style-type: none"> <li>Rs. 7500/- for category A</li> <li>Rs. 5000/- for Category B</li> </ul>	<ul style="list-style-type: none"> <li>If published by Reputed Publisher</li> <li>Reimbursement will be done after complimentary copy is submitted to library</li> </ul>
7.	Faculty Coordinator of minimum 7 days Sponsored STTP/FDP/Workshops organized in the institute	<ul style="list-style-type: none"> <li>Rs. 5000/-</li> </ul>	<ul style="list-style-type: none"> <li>Reward will be given once in a semester.</li> <li>Not applicable for training programs</li> </ul>
8.	Chairing technical session of International conference at any place or invited as keynote speaker in International Conferences in India	50% of probable Expenses	<ul style="list-style-type: none"> <li>Prior approval from the management is necessary</li> <li>Attendance certificate from organizers required</li> </ul>
9.	In-house Resources person for STTP/FDP/Seminar/ Workshop etc.	For sponsored event, as per rule of sponsoring agency	Not applicable for students training programs

#### 13.4. Incentives for Higher Studies for Faculty

S. No.	Category	Incentives	Remark
1.	Award of NPTEL/ SWAYAM Certificate after successful completion of the course	100% of the Examination fee per semester Max upto Rs. 1000/- per semester	For Elite + Gold Certification after presenting the certificate
		75% of the Examination fee Max upto Rs. 750/- per semester	For Elite + Silver Certification after presenting the certificate
		50% of the Examination fee	For Elite Certification after presenting the certificate

		Max upto Rs. 500/- per semester	
		No reimbursement	Successfully Completed the Course
2.	Post Doctoral Study In India	<ul style="list-style-type: none"> <li>• 50% Salary without any allowance.</li> <li>• Study Leave for maximum 1 years</li> </ul>	Deputation after approval of the Management. After return 03 years service Bond is mandatory
3.	Ph.D. from institutes of national importance such as NIT/IIT/IIM/IISC.	<ul style="list-style-type: none"> <li>• 50% Salary without any allowance.</li> <li>• Study Leave for maximum 1 years</li> </ul>	Deputation after approval of the Management. After return 03 years service Bond is mandatory.
4.	Ph.D. from institutes other than NIT, IIT, IM, IISC etc	Study Leave (without pay) for maximum 01 years	Deputation after approval of the Management. After return 03 years service Bond is mandatory.
5.	Penalty in case of breach of bond executed for 3 years	100% refund of the total amount spent on the salary of the candidate during his Ph.D. program	If breach takes place during 1st year irrespective of months.
		75 % refund of the total amount spent on the salary of the candidate during his Ph.D. program	If breach takes place during 2 <sup>nd</sup> year irrespective of months.
		50% refund of the total amount spent on the salary of the candidate during his Ph.D. program	If breach takes place during 3rd year irrespective if months
6.	Progress Seminar of Ph.D.	Duty leave for a day of the seminar any where	No TA. /D.A. is allowed
7.	Concession for TGPCET faculty pursuing Ph.D. in TGPCET Institute	50% Concession in tuition fees	Regular faculty / staff working in TGPCET Institute for minimum 03 years.
8.	Concession for education of children of employees working in TGPCET Institutions	50% of tuition fees waived off	Applicable to Both Teaching and Non- Teaching staff. Minimum service in TGPCET should be at least 03 year
9.	Seed money for UG/PG for innovative projects	As approved by the Management	Recommendation by HoD, R&D Cell, Principal and Central level committee is required.

### 13.5. Financial Assistance for Students UG/PG:

S. No.	Category	Incentives	Remark
1.	<b>Category A: International Journals</b> (WoS / SCI / IEEE / Springer / Elsevier / Scopus / Thomson Router and A-Grade UGC approved international Journals)	100% Registration Fees <b>OR</b> Max upto Rs.5000/- per year	Affiliation must be in the name of College/Institute
2.	<b>Category B: Paper Publication in SCOPUS indexed journals</b>	100% Registration Fees <b>OR</b> Max upto Rs.3000/- per year	Affiliation must be in the name of College/Institute
3.	<b>UGC Care Indexed Journals</b>	Not Applicable	Affiliation must be in the name of College/Institute
4.	<b>Category C: International Conference (Scopus/SCI Indexed/UGC care)</b>	Not Applicable	Affiliation must be in the name of College/Institute
5.	<b>Category D: Scopus Indexed Journal/SCI/ ESCI which is Unpaid</b>	Rs. 2000/- as appreciation per semester	<ul style="list-style-type: none"> <li>Affiliation of the Student must be in the name of College/Institute.</li> <li>If in case multiple students the amount shall be divided equally</li> </ul>
6.	<b>A.</b> Attending conferences / STTPs / Workshop / Seminar at National Institute such IITs, IIMs, IISc Bangalore, NITs, <b>B.</b> Deemed to be Universities, NBA / NAAC Accredited Private Institutes.	50% of registration fee maximum upto Rs.1000/-  Not Applicable	Affiliation must be in the name of College/Institute
7.	Project Sponsorship for UG/PG Students	As per Academic Policy Maximum upto Rs.5000/- Per Group	For Intake of 60 max 3 Groups will be Sponsored from every Department and so on.

### 13.5. Incentive for External funding:

S. No.	Category	Receiver	Amount
1.	Financial Grants received from External Government funding agency such as AICTE, DST, DRDO, GOI SERB, BIRAC etc.	Principal Investigator	05 % on grants
		Co- Principal Investigator	02 % on grants
		Head of Institute	02 % on grants
		HoD	01% on grants
		Administration staff	01% on grants
		R&D Cell staff	01 % on grants

### Review Committee for Reimbursement:

The Idea Scrutiny committee comprising of will review all the incentive proposals:

1. Principal/ Vice Principal
2. Director/Dean Academics
3. Dean IQAC
4. Dean R&D



R&D Coordinator  
TGPCET

**DEAN**


Research & Development Cell  
**TULSIRAMJI GAIKWAD-PATIL COLLEGE  
OF ENGINEERING AND TECHNOLOGY, NAGPUR**



Principal /Vice-Principal  
TGPCET

**Vice-Principal**

**TulsiRamji Gaikwad Patil  
College Of Engineering &  
Technology, Nagpur**



Chairman / Treasurer  
Gaikwad-Patil Group of Institutions

**Treasurer**

**TulsiRamji Gaikwad-Patil  
College Of Engineering &  
Technology, Nagpur.**

### Copy to:

1. Hon'ble Chairman, GPG
  2. Hon'ble Vice-Chairman, GPG
  3. Hon'ble Treasurer, GPGI
  4. Director Finance
  5. All Directors
  6. Deans
  7. COE
  8. All HODs/Section In-charges.
  9. All concerned Faculty Member.
- } For Kind Information

# **Annexure 1.0**

## **FORMAT**

## **FOR**

## **SUBMISSION OF PROJECT PROPOSALS**

The original Format is taken from: [https://dst.gov.in/sites/default/files/Format-SSTP\\_0.pdf](https://dst.gov.in/sites/default/files/Format-SSTP_0.pdf)

**GOVERNMENT OF INDIA MINISTRY OF SCIENCE AND  
TECHNOLOGY**  
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
**TECHNOLOGY BHAVAN, NEW MEHRAULI ROAD**  
**NEW DELHI-110016**

# Annexure 1.0

## FORMAT FOR SUBMISSION OF PROPOSAL

(TO BE FILLED BY APPLICANT)

### A. IDENTIFICATION

1. Project title

.....  
.....Ke  
y Words  
.....

2. Department: .....

3. Broad Area

1. Social
2. Energy and Environment
3. Agriculture
4. Biomedical
5. Spatial/ Vocational
6. Robotics/Automization
7. E-commerce
8. Home assistance
9. Application software
10. Others

4. Duration:(number of months)

5. Total Cost:

6. Principal Investigator :

Name :

Department:

Designation:

Name of Institute:

Address (Including Telephone (official & residence), E-mail, Fax) Pin :

Date of Birth :

Sex ( M/F):

Mobile No.(mandatory):

7. Co-Investigator (add rows for multiple co-investigators)

Name :

Designation:

Department:

Name of Institute:

Address : ( Including Telephone (official & residence), E-mail, Fax) Pin :

Date of Birth:

Sex (M/F):

8. Facilities at the Institution:

(a) Expertise available

S.No	Description

(b) List of on-going and completed projects giving the following details.

Project Title	Start date	Completion date	Project cost	Sponsoring Agency / organization

**B. TECHNICAL DETAILS**

## **1. Background**

- Description of problem
- Review of work already done
- Rationale for taking up the project
- Relevance to State priorities
- Financial resources at State Govt. level/Central govt. level

## **2. Challenge & Constraints**

Please identify strengths and weaknesses of the implementer's vis-à-vis current project in terms of technical expertise, team building, past record etc. Also list the perceived opportunities and threats and describe how PI/institution proposes to capitalize on them or avert them.

## **3. Description of Proposal**

- Objectives of the project. ( Brief and to the point)
- Preliminary Investigations done. ( if any )
- Science & Technology (S&T) component in the project.
- Linkage with S&T Institutions /NGOs / resource persons / R&D organization / Industry for technical backup.
- Other organizations working in this area
- Methodology detailing stepwise activities and sub-activities.

## **4. Work Plan**

Phase-wise plan of action up to post project activities detailing time schedule Milestones may clearly be indicated. PERT/GANTT chart may be attached.

## **5. Output of the Project**

Attempt may be made to quantify output in measurable parameters.

## **6. Likely Impact ( Please attempt to quantify)**

## **7. Parameters for monitoring effectiveness of project**

## **8. Suggested Post Project Activities**

### C. BUDGET ESTIMATES: SUMMARY

Item	BUDGET (In Rupees)			
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total
<b>A. Recurring</b>				
1. Consumables				
2. Travel				
3. Other Costs				
4. Over Head				
<b>B. Non-Recurring</b>				
1. Permanent Equipment				
2. Permanent Equipment				
3. Permanent Equipment				
Grand Total ( A+B)				

- Count six months from submission of the proposal to arrive at expected time point for commencement of the project.
- Please provide brief justification for each head of expenditure (100 words for each).

#### BUDGET FOR CONSUMABLES (quantity and rate of each item should be specified)

Item	BUDGET (In Rupees)			
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total
1.				
2.				
3.				
4.				
Grand Total				

#### BUDGET FOR TRAVEL AND OTHER COST

Item	BUDGET (In Rupees)			
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total
1.				
2.				
3.				
4.				

Grand Total	
-------------	--

#### D.PROFORMA FOR BIODATA OF INVESTIGATORS

A. Name:

B. Date of Birth:

C. Institution:

D. Whether belongs to SC/ST:

E. Academic  
career:  
Professional  
career:

F. Award/prize/ certificate etc won by the investigator:

G. Publication ( Numbers only):

Books

Research Paper, report

General articles

Patents

Others (please specify)

H. List of completed and ongoing projects

S.No.	Title of project	Duration		Total cost	Funding Agency
		From	To		

I. Projects submitted

S.No.	Title of project	Total cost	Funding Agency	Status

(Name & Signature)

Date.....

Place.....

## **Annexure-1.1**

### **ENDORSEMENT FROM THE HEAD OF INSTITUTION**

(TO BE GIVEN ON LETTER HEAD)

PROJECT TITLE:

-----  
-----

1. Certified that the Institute welcomes participation of Dr./Shri/Smt/Km.-----  
-----as the Principal Investigator and Dr./Shri/Smt/Km.-----  
-----as the Co-Investigator for the project and that in the unforeseen event of discontinuance by the Principal Investigator, the Co-Investigator will assume the responsibility of the fruitful completion of the project ( with due intimation to DST (GOI).
2. Certified that the equipment, other basic facilities and such other administrative facilities as per terms and conditions of the grant, will be extended to investigator(s) throughout the duration of the project.
3. Institute assumes to undertake the financial and other management responsibilities of the project.
4. Institute will provide the infrastructure facility for the installation of the Plasma pyrolysis system for Plastic / Biomedical waste management and over take responsibility of maintaining the system after installation.

Name and Signature of

Head of Institutions Principal /Vice Principal

Date: .....

Place: .....

### **REMARKS**

In regard to research proposals emanating from scientific institutions/ laboratories under various scientific departments the Head of the institution is required to provide a justification indicating clearly whether the research proposal falls in line with the normal research activities of the institution or not and if not, the scientific reasons which merit its consideration by Department of Science & Technology.

## Annexure-1.2

### CERTIFICATE FROM THE INVESTIGATOR

PROJECT TITLE:

-----  
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1. I/We agree to abide by the terms and conditions of the DST grant.
2. I/We did not submit this or a similar project proposal elsewhere for financial support.
3. I/We have explored and ensured that equipment and basic facilities will actually be available as and when required for the purpose of the project. I/We shall not required financial support under this project, for procurement of these items.
4. I/We undertake that spare time on permanent equipment will be made available to other users.
5. I/We have enclosed the following materials.

ITEMS	NUMBER OF COPIES
Endorsement from the Head of the: Institution (on letter head)	One
Details of the proposals:	2 hard copies + 1 soft copy
Registration certificate, Memorandum of Association, rules and regulations of the Institution, audited Balance sheet and Annual report of previous two years. (applicable only for NGOs, field groups registered societies)	

Name & Signature of Investigator

Date:

Place: