CIRCULAR FROM THE OFFICE OF THE REGISTRAR

12-06-2019

To
The All the Faculty Members of Core and Allied Departments

Dear Sir/Madam,
Our Honorable Vice Chancellor has presented the Academic Plan for the year 2019-20 on 28-05-2019 and suggested all the Faculty Members to undertake the following responsibilities with reference to sponsored projects and seed money projects.

Category	No. of project proposals submitted		
	Seed Money Projects	Industry Projects	Consultancy Projects
Professor	1	1	1
Associate Professor	1	1	1
Assistant Professor	1	-	-
Duration	6 months	3-6 months	1-6 months
Max of proposed budget	Rs 50000 to Rs 1 lakhs	Rs 1 lakh to Rs 2 lakhs	Rs 50000 to Rs 1 lakhs

The Guidance/Proforma for projects preparation and categorized budget limitations are enclosed herewith. All the Faculty Members are hereby informed to prepare and submit the relevant project proposals on the day of re-opening after vacations i.e., 01-07-2019 without fail. This shall be treated as most important.

Registrar

Copy to
1. The Joint Registrar
2. The Director, ICTEEE
3. The Coordinator, IQAC
4. Secretary to the Vice Chancellor

GUIDELINES/PROFORMA FOR SUBMISSION OF SEED MONEY/INDUSTRY SPONSORED/CONSULTANCY PROJECTS

Common proforma for project proposal submission

1. Cover letter through Head of the Department and Institution
2. Title Page (project title, submitted by, submitted to and with appropriate logo, date of submission)
3. Abstract with key words (Max. 300 words)
4. Introduction (Max. 500 words)
5. Background/concept of the proposal (Max. 150 words)
6. Literature Review (500-1000 words)
7. Aim and Objectives (One page)
8. Month wise work plan with deliverables (one page)
9. Budget with detailed breakup and justification (in prescribed format)
10. Societal outcome of the proposal (Max. 150 words)
11. Scope for further works (Max. 150 words)
12. Expected Benefits (Max. 150 words)
13. Resume of the Investigator(s) (Max. 3 pages)

Budget Guidelines for seed money

Budget category	% of share in overall budget	
	Management, Arts and Humanities	Engineering, Science and Technology
Manpower	20%	20%
Equipments	-	30%
Consumables	20%	15%
Fabrication/ Service/Testing	-	15%
Contingency	50%	15%
Travel	10%	5%