



Research & Development Cell

Guidelines & Process Manual

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1. Vision:

*To deliver the highest quality engineering graduates, cutting-edge research and innovative technology and discovery of **new knowledge through innovative research** that encourages entrepreneurship and economic development for the benefit of society locally and globally*

2. Background:

Research and development activities are considered as an essential component of higher education because of their role in creating new knowledge and insight and imparting excitement and dynamism to the educational process, as well as make it need based in view of the national requirements.

To provide meaningful education in engineering at undergraduate and postgraduate levels, **Sharda Group of Institutions (SGI)** encourages and provide platform for its Faculty and students of every department to involve in research activities of interest to society and industry. Our curricula derive its strength from the design and project contents. Research and Development Cell and its research promotion scheme aims to create research ambience in the SGI's Campuses by promoting research in engineering sciences and innovations in established and newer technologies; and to generate Bachelor's, Master's and Doctoral degree candidates to augment the supply of experienced research faculty and research personnel in the country.

The Research & Development Department has been providing administrative and managerial support for operation of following activities. (Details and Various Performa for this purpose are available on R&D website)

- Provide administrative and financial support for
 - ✓ In-house Project
 - ✓ Community Development & CSR Projects
 - ✓ Student's Final Year & Summer Projects & their applications
 - ✓ Innovation Day and Tech Fest
 - ✓ Publication
- Provide administrative Support & Project Management for

- ✓ Ministries & Industries' Sponsored Research Projects
- ✓ Consultancy Projects
- ✓ Incubation Center
- ✓ Training
- ✓ AICTE funded Projects
- Collaboration with Institutions in India and Abroad.
- Promotion of Institute-Industry interaction.
- Patents, Know-how and Transfer of Technology.
- Technology Development Projects Initiation Awards for Students.(TDP-IAS).
- Research Assistance Grant to students of SGI.
- Market Research / Business Development
- Small business innovation research (SBIR)
- Small business technology transfer (STTR)
- Licensing intellectual property
- Multi-skill development training & entrepreneurship
- Conference /Symposium / Seminar / live workshop etc.

3. Aims & Objective

To provide new pattern of research support, Training and motivate scientists/faculty/students to work together closely in the development and dissemination of adoptable technologies. The focus of R&D activities is “Think globally/Nationally but plan and execute locally” to promote ecologically, sustainable economy and employment.

- To be an institutions of higher technical education and research in Engineering & Management on the lines of the IIM's & IIT's and National Level Institute and Make SGI as a leader in Research
- The advancement of knowledge through education and research, in both Pure and Applied Science, in Engineering and Management
- Service to the community and nation (which are referred to as Extension activity) through the use SGI resources both intellectual and material

- Inculcate perception and a value system appropriate to the pursuit of high management and high engineering science in faculty and students to meet the critically evaluated needs of the society in terms of products and processes using indigenous resources in close collaboration with manufacturing and service sectors and
- Accept extension and public services as a third dimension in addition to education and research
- Attain a stature that enables students to provide leadership with credibility. They should be the "think tanks" for higher education and research.
- Aim at preparing more of "creative engineers & managers", "innovative thinkers" and "engineer & manager entrepreneurs" and
- Excel in all aspects of academic activity and produce high quality technical based Engineering & Management students
- To provide a liberal as well as a professional education so that each student acquires a respect for moral values, a sense of their duties as a citizen, a feeling for taste and style, and a better human understanding
- To promote B. Tech final year good live projects to carryout in phase manner by the students in continuation till completion.
- To develop mastery of fundamentals, versatility of mind, motivation for learning, intellectual discipline and self-reliance within students and faculty which provide the best foundation for continuing professional achievement and create environment for faculty/students for opting live projects.
- To motivate the faculty members of the group from each discipline for R&D activities in the area of their interest through In-house / sponsored Research project and activities for their professional their growth.
- To develop modules for summer training for faculty of engineering colleges to upgrade their knowledge and skill
- To develop R&D infrastructure and central facilities for optimal resource utilization and maintain and foster interactive linkages with leading technological & Management institutions and centers of research within India and abroad.
- To promote co-operation between R&D public funding institutions and liaison with user institutions/companies for consultancy and sponsored projects.
- To collaborate with institutions of higher learning in India as well developed countries for sand-witch programmes/ Joint research projects.

- To make efforts for setting up of entrepreneur training centre with collaboration of SIDBI, NRDC, NSDC, MSME & NGO.
- To fulfill corporate social responsibility of SGI towards community.

4. Approach & Guidelines:

4.1. In-house projects

4.1.1. Guidelines:

1. New In-house project proposal would be invited by the R&D Cell twice **a year** i.e., ones in Semester.
2. Proposal of the new in-house project should be submitted in prescribed format (available on R&D website) in triplicate duly signed hardcopy as well we as one soft copy
3. Project proposal will be reviewed by screening committee within **20 days**
4. Proposals not in prescribed format or incomplete in details shall not be considered by Review Committee
5. Within **7 days** PIs has to Re-submit the proposal ones again in prescribed format incorporating all changes
6. Committee will go through the project proposals and would either approve the projects or would put them on hold or else would reject them
7. Proposals will be considered on the basis of justification of the project with respect to Departments / Institutions needs and relevance of the project with the academic and research activities
8. R&D Apex Committee will have a discussion with the principal investigators of the approved projects, related to the negotiation of the seed amount to be sanctioned
9. After approval The R&D will commence the project and provide all the basic facilities available in the SGI to ensure completion of the project and will undertake the financial and monitoring responsibilities of the projects
10. The approved seed amount will be transferred to the account of respective colleges and will be released timely
11. In case of delay or deviation in fund amounts the college account will be asked to justify in front of the Committee consisting director of the respective college and apex committee

12. PI has to submit progress report quarterly along with fund utilization report
13. Regarding late submission or any discrepancies in submitted progress reports PI has to provide justification and committee can either forward for the further reviews or else can even take suitable actions leading to rejection of project **within 10 days**
14. After having received a satisfactory progress report of previous quarter, funds for the next quarter will be released
15. R&D has all rights reserved to terminate the project at any stage on notice of **15 days**, if it is convinced that the grant has not been properly utilized or adequate progress has not been achieved towards the purpose for which the grant was sanctioned
16. In case of termination, the Principal Investigator will be held responsible for and R&D Committee will take appropriate action against him
17. In case the Principal Investigator leaves the SGI(but at least 1 month of prior notification by PI would be Mandatory), the Co-Investigator would be allowed to continue with the project, subject to the consent of the Project Review committee and approval of Expert Advisory Committee
18. After the completion of the project, the Principal Investigator should intimate the R&D Cell and will have to submit a Project Completion Reports as per the Format at the time of final appraisal along with audited fund utilization certificates so that the financial closure along disbursement of all committed expenditure and technical completion of the project within **10 days from date of project completion**
19. A copy of the “Final Report” of the completed Project will also have to submitted in the Central Library of SGI

4.1.2. Fund transfer Procedure

- Funds provided for and sanctioned in the annual budget will be allocated to each Institute/ College depending on their assessed needs at the commencement of the year.
- Director Finance will transfer the allocated funds to R&D Account of the Institutes/Colleges on the basis of budget provision. Director of the concerned college will be responsible for managing the R&D fund and its proper accounting.
- A report on the deliberations of the corporate R&D Committee will be drawn by Director, Corporate R&D for record and recommendations relating to the projects approved for seed amount funding will be sent to the Principal Advisor for approval.

- On approval of seed amount, the Director of the concerned Institute/College will disburse the approved amount to the Principal Investigators on the basis of stage wise requirement of the project after satisfying himself that the utilization of funds is proper and progress against cost and time schedule is satisfactory.
- If the project status is not up to the mark, the Advisor R&D and the concerned Director of the college, who is an ex-officio member of R&D review committee, will either hold the funding grants completely or shall give another time bound opportunity.
- The Corporate R&D and his team, college administration and BDMR department will assist the Principal Investigator in finding and availing such funding opportunities.

4.1.3. Recruitment of Project Staff

R&D Unit engages staff and research staff on contractual basis in the In house research project / sponsored research projects through regular selection and adhoc selection. The selection for such posts is held through a Standing Selection Committee under the chairmanship of Director of the Institute. The selection committee comprising P.I. and two experts of the field suggested by P.I. as member and Director or his nominee will be chairperson of the selection committee. The committee will select the candidate and the appointment letter will be issued by the Director of the respective Institute.

4.1.4. Purchases

The R&D Cell will make the purchase of the equipment/supplies in accordance with the Purchase Rules formulated for such projects. The purchases normally fall under the following categories.

- **Saral purchase:** - Purchase upto a ceiling of Rs. 20,000/- can be made directly by PI. The purchases may be affected either through a permanent imprested or through a temporary advance of Rs. 20,000/- that may be specifically drawn for the purchase in the name of PI/CI.
- **Sugam purchase (Purchase through Purchase Committee) :-** The composition of Purchase Committee for the purchase of total value above Rs. 20,000 to 2 lac shall consist of atleast 3 faculty/Group A officers including account personnel. If necessary the committee may draw advance upto Rs. 1,00,000/- for making cash purchases.
- Purchase of individual items with estimated cost above Rs. 2 lacs shall have to be through quotations. The constitution of the Purchase Finalization Committee for such purchases shall be Chairperson (nominated by the Director), 2 experts (to be nominated by the PI/CI), PI, officer Incharge Accounts, Registrar or his nominee.

4.1.5. Administering the projects Account

On approval of the project, the Director of the concerned Institute/ College will disburse the approved amount to the Principal Investigators on the basis of quarterly requirement of the project after satisfying himself that the utilization of funds is proper and progress against cost and time schedule is satisfactory while the expenditure as per allotted budget head will be monitored by the Office of Corporate (R&D).

The bills submitted against advance / imprest drawn by Principal Investigator will be sent to the Office of Corporate (R&D) for scrutinizing before adjustment of advance. However, the records of the bills passed by R&D Office will remain with the account section of the college for the disbursement of next advance

4.1.6. Mechanism of Evaluation, Implementation and Monitoring in crisp

The Project Proposals are received directly, which are screened with a view to assess their suitability for consideration. After initial scrutiny, proposals are peer reviewed by experts of the subjects in departmental basis and the investigators are advised to revise the proposal, if needed. The proposals will be placed before the Expert Advisory Committees (EAC) constituted by R&D Cell duly approved by CEO, SGI of the respective areas for their recommendations. Principal Investigators are called for presentation before EAC, if required. The recommended proposals are processed for financial assistance for approval to President & CEO, SGI.

The Projects are periodically monitored by Project Review Committees (PRC) duly approved by CEO,SGI. Close association between PI and PRC is ensured to achieve the Project Objectives. PI is advised to take necessary action on the recommendations of the PRC. A presentation is also required to be made by PI on completion of the Project for final assessment and identification of the future course of action on the Project.

4.2. Sponsored Research

1. To undertake sponsored projects, the interested faculty/ non-teaching staff has to submit a proposal to the particular funding Agency (FA) keeping R&D Cell well informed about it
2. The concerned PIs should ensure that the project proposal conforms to the format of the respective funding agency and norms of SGI
3. The entire expenditure for the operation of the project is required to be met by the sponsoring agency. The responsibility for operation of the project lies with the Principal Investigator (PI) consultant In charge (CI). It is his/her responsibility to prepare/submit regular progress reports to the funding agency to ensure timely release of the grant,

wherever required by Funding Agency On receiving the formal sanction from the funding agency, Concern PIs will have to inform the R&D cell about commencement

4. R&D reserves the right to investigate the project at any stage
5. After the completion of the project, the Principal Investigator should intimate and will have to submit a Project completion report to the R&D Cell as well

4.3. Seminar/workshop/Conferences/Training Programmes

R&D provides administrative & financial assistance for organizing Symposium/Conference/Seminar/Workshop at National and International levels in various fields of technology & management. R&D intends to promote high standard of interaction platform by way of extending opportunities to the academicians and working professionals by providing a forum for sharing their knowledge, experiences, innovations and inventions.

1. The proposals should reach the R&D Cell **at least 1 month well** before the conference dates and Prior permission of the R&D if sponsorship is essential
2. The grant from R&D shall be released only after announcement of dates of seminar
3. Funds once released/sanctioned for organizing the particular Seminar/Conference/Symposium/Workshop cannot be utilized for organizing any other programme and for any deviation **Coordinator** will be held responsible

Student Final Year & Summer Projects & their applications

4.3.1. Final year Project

- ✓ R&D will invite & identify the best B. Tech final year & Master Projects to be carried out in phase manner by the students twice **in a year** to provide support and assistance till completion of projects.
- ✓ Students are required to submit the project proposals in association with Faculty of the Department to act as a Facilitator and a Guide(in case ,Inability in find out PIs or Mentor by students R&D Cell will provide Assistance and Support)

4.3.2. Summer Project

- ✓ R&D will provide opportunity to Students to serve as intern on Ongoing Projects
- ✓ After successful completion of the project and satisfactory work done by students ,R&D will award them with Certificates & appropriate stipend

4.4. Entrepreneurship & Business Incubation

R&D cell is determined to encourage the latent qualities of research oriented students and Faculty having an entrepreneurial bent of mind and provide a platform to launch their ideas. In order to extend support to such individuals,

Establishment of a Business Incubator aided by MSME (Ministry of Micro Small & Medium Enterprises) Govt. of India is in process. This incubator would provide administrative, technical and a part of financial support to the individuals who after being selected through a rigorous screening procedure would incubate their highly innovative and economically viable ideas having a huge market potential in it. Once the ideas have been successfully conceived into fruitful products. The incubates would start their own business ventures and A 'Job-seeker' would become a 'Job-Provider' through Science/Technology and Management interventions of R&D Cell. The proposal for such a B.I. has already been sent to MSME for approval.

4.5. Consultancy

The faculty at SGI has expertise in various research areas of interest to the industry. The R&D encourages faculty to undertake consultancy work through which the faculty contributes toward the industrial growth, strengthen institute-industry interface and enrich their professional experience.

Broadly the R&D cell will support following types of consultancy services being offered is given below

- ✓ Analytical studies
- ✓ Cause-and -remedy studies
- ✓ Design of systems/components/processes
- ✓ Development of industrial products/systems
- ✓ Development of systems software/application software for offline/online applications.
- ✓ Development of laboratories
- ✓ Recruitment/entrance examinations
- ✓ Testing of industrial products/samples
- ✓ Validation of designs/drawings
- ✓ Advisor/ member to Governing Body of Industry/Institution

1. R&D will encourage Consultancy work to enrich the professional experience and the knowledge of a Students/faculty of SGI and makes him a better educator and researcher

2. Faculty/Student/Non-teaching staffs to take the initiative to utilize the infrastructure facilities and technically trained manpower of SGI for providing support & consultancy to non-corporate and unorganized sectors and for their own career well being
3. R&D will encourage the partnership & tie-up with small, Medium & even large organization and establish partnership within the core industries of Agra and Mathura for **Consulting and Research Project**. Utilizing SGI's Strength. Regarding
 - ✓ Creating facilities for Design, development and improvement of existing practices/processes/concepts of targeted organization
 - ✓ Up gradation & modernization of workshop facilities
 - ✓ Preparation of operators manuals, assistance in implementation
 - ✓ Finding solutions of various problems faced by the industry during production and operation of the industrial units
 - ✓ Conducting market surveys and preparing feasibility reports through projects assigned to the students and providing them to the industry for their benefit.
4. And focus will be more on those consultancy projects which provide **challenge befitting professional competence** of SGI's faculty/students/Non-teaching staffs.
5. The entire expenditure for the operation of the project is required to be met by the sponsoring agency. The responsibility for operation of the project lies with the Principal Investigator (PI) consultant In charge (CI). It is his/her responsibility to prepare/submit regular progress reports to the funding agency to ensure timely release of the grant, wherever required by Funding Agency and Project will be consider completed and closed by R&D cell with the submission of **final project report** (along with disbursement of all committed expenditure etc)
6. Provision for incentive for PIs as they receive some percentage of project's net profit

4.6. Training

1. To provide Training and at appropriate levels for the non-corporate and unorganized sectors like education, rural development, small-scale industry and Utilize the infrastructure facilities and technically trained manpower of SGI for the development of non-corporate and unorganized sectors
2. Identify the training requirements of those industries of Agra & Mathura and full fill the training requirements of industries
3. Rest all guidelines will be same as In-house projects (from progress report submission till completion)

4.7. Testing

1. R&D will encourage Ideas of Faculty/students to utilize industries and small organization around Agra-Mathura region and provide R&D resources as per the requirement(In this way we are promoting the idea of knowledge sharing along with revenue generation for the organization) by providing SGI's
 - ✓ Library and information services to the industries
 - ✓ Access to pool of talented human resource
 - ✓ Access to laboratory facilities
 - ✓ Access as partner industry to set up common facilities for better Industry –Institute synergy.
2. faculty /students can undertake routine or non-routine testing projects by Organizing workshop and seminar, which are required by industries/utilities for the performance evaluation of their specific products
3. All received testing projects has to be duly approved by R&D's Expert Advisory Committees
4. PIs will handle all communications with the clients after the once project has been accepted
5. Testing Project file should be closed By R&D with the submission of project final report and disbursement of all committed expenditure.

4.8. Publication

The Books and Journals acquired by the Principal Investigator under a Major/ Minor Research Project must be deposited to either the departmental library or the central library at the end of the project.

5. Annexure: R&D Forms



SHARDA GROUP OF INSTITUTIONS

Research & Development Cell

Form No.-R&D/E-1

Hindustan College of Science & Technology, Farah, Mathura

website ://www.research.sgei.org / Email: rcm@sgei.org, Ph-0565-2763852

5.1. PROPOSAL FOR TRAVEL

(Including local travel)

IMPORTANT :- The proposal is to be submitted to R&D Cell directly for the travel as per the entitled norms. In case, relaxation in entitled norms is desired or registration fee is required, the proposal is to be sent to R&D office for the approval of the competent authority.

1. Title and Code of the Project:

Duration of the Project:

2. (a) Name of the P.I./C.I

(b) Department /College

3. Details of Faculty/Staff likely to travel:

#	Name of Employee	Emp. Code	Designation	Basic Pay	Grade pay	Deptt./College

4. Institutions to be Visited:

#	Institution Name & Address	Duration of Visit		Purpose of Visit
		from	To	

5. Approval Required for:

Registration Fee (if any) Amount : Rs. Cheque/DD in favour of : Temporary Advance (if any) Amount: Rs.	Mode of Travel (Please Specify)	TA/DA (Please Specify)
--	---------------------------------	------------------------

*Local Travel (not permissible if DA is claimed)

R&D Forms

6. If relaxation in norms of entitled travel is desired, please give justification:

7. P.I./C.I.'s Specific Recommendations (If any)

Signature of Director

Name :

Date :

Signature of P.I./C.I.

Name :

Date :

FOR R&D CELL USE ONLY

IMPORTANT GUIDELINES

- The Principal Investigator/Consultant Incharge and others can visit places outside the institute as per entitlement, subject to availability of funds under budget head "Travel or TA/DA" of the project.
- PI/CI is the sanctioning authority, however sanction of Director is required for being away from the Institute.
- Temporary Advance can be drawn for the visits.
- In case relaxation of entitled norms is desired, approval of the competent authority is required as per SGI norms.



SHARDA GROUP OF INSTITUTIONS

Research & Development Cell

Form No.-R&D/E-2

Hindustan College of Science & Technology, Farah, Mathura

website ://www.research.sgei.org / Email: rcm@sgei.org, Ph-0565-2763852

5.2. APPLICATION FORM FOR TEMPORARY POSTS IN SPONSORED / CONSULTANCY PROJECTS

Advt. No. : _____
 Post Applied for : _____
 Project No. : _____

Please Affix
 a Recent
 Passport Size
 Photographs

1 Name in full (in block letters)

2 Address (in block letters)

i. For Communication _____

ii. Permanent _____

iii. Email: _____ Phone/Mobile: _____

3 Particulars of age (as per Matriculation or equivalent certificate)

(i) Date of Birth _____ (DD/MM/YY)

4 Father's/Mother's

Name

5 Particulars of qualification and experience:

(Please feel free to attach a separate sheet in case of insufficient space. The attested copies of certificates/testimonials in support of the qualifications and experience mentioned must be attached.)

i. Qualifications(in reverse chronological order):-

Educational/Technical/ Professional Exam passed	Discipline	Grades/Division	% of marks obtained	Year of Passing	Name of the University/Board

--	--	--	--	--	--

ii. Experience (in reverse chronological order):-

Employer	Designation	Period From To	Length	Nature of duties/area of specialization etc.	Pay Scale and Present salary

6 Any other relevant Information

I hereby declare that all particulars in this form are correct and true to the best of my knowledge & belief and nothing have been concealed therein.

SIGNATURE OF THE APPLICANT

PLACE : _____

DATE : _____

FOR OFFICE USE ONLY

- | | |
|---|--------|
| 1. Does the candidate possess minimum advertised qualifications? | Yes/No |
| 2. Does the candidate have minimum relevant experience/area of specialization | Yes/No |

PI's Name:- _____



SHARDA GROUP OF INSTITUTIONS

Research & Development Cell

Form No.-R&D/E-3

Hindustan College of Science & Technology, Farah, Mathura

Website: //www.research.sgei.org / Email: rcm@sgei.org, Ph-0565-2763852

5.3. PROPOSAL FOR INVITED LECTURE/DISCUSSION FOR IN HOUSE /SPONSORED /CONSULTANCY PROJECTS

1. Title and code of the Project/Consultancy:

2. (a) Name of the PI/CI:

(b) Department/Centre:

3. (a) Name of the Invited Speaker:

(b) Designation and Official Address:

(c) Date(s) of visit:

4. Title of Lecture:

5. Amount of Honorarium as per SGI norms
Rs. _____

6. Amount to be paid to the invited person:

(a) Travel: Air _____ Train _____ Any _____ other
Mode _____

(b) Accommodation : _____ (as per rules)

(c) Daily Allowance (D.A) _____ No. of days _____

7. Payment Mode: Cash/Cheque

Note: If free Boarding & Lodging is provided by the PI/CI, then DA is not applicable

8. Remarks, If any, of the PI/CI

DATE: ___/___/___

SIGNATURE OF THE PI/CI

Account Section through Director

FOR R&D OFFICE USE ONLY

ASSISTANT MANAGER (R&D)



SHARDA GROUP OF INSTITUTIONS

Research & Development Cell

Form No.-R&D/E-4

Hindustan College of Science & Technology, Farah, Mathura
 website ://www.research.sgei.org / Email: rcm@sgei.org, Ph-0565-2763852

5.4. PROPOSAL FOR PARTIAL GRANT FROM SGI FOR INTERNATIONAL TRAVEL

1. Employee Name with Code

2. Designation

3. Department/Centre

4. Institution(s) to be visited

(Please enclose copy of the invitation)

i. Duration of visit: _____

ii. Contact address: _____

5. Purpose of visit*[Tick whichever is applicable]:

(a) Conference

(b) Professional Interaction

(c) Any other purpose

6. Source of funding:

i. Sponsored Project/Consultancy
 RP _____

Rs. _____

/ CW _____

ii. PDF:

Rs. _____

7. Requirement of the funds for:**

i. Air Travel:

Rs. _____

ii. DA[as applicable]:

Rs. _____

iii. Local Travel in foreign country:

Rs. _____

iv. Registration Fee:

Rs. _____

v. VISA Fee:

Rs. _____

vi. Medical Insurance:

Rs. _____

vii. Any other:

Rs. _____

Total Fund Requirement:

Rs. _____

8. Signature of Employee:

9. **Recommendation of the PI/CI:** -

10. **Recommendation of Director:**

*PLEASE ATTACH THE APPROVAL OF THE COMPETENT AUTHORITY FOR BEING AWAY FROM THE INSTITUTE FOR THE PURPOSE MENTIONED HEREIN.

**THE

PAYMENT/SETTLEMENT OF ACCOUNTS SHALL BE BASED ON RECEIPTS SUBMITTED TO R&D CELL AFTER THE VISIT.

FOR R&D OFFICE USE ONLY

REGISTRAR

ACCOUNT OFFICER



SHARDA GROUP OF INSTITUTIONS

Research & Development Cell

Form No.-R&D/E-5

Hindustan College of Science & Technology, Farah, Mathura

Website: //www.research.sgei.org / Email: rcm@sgei.org, Ph-0565-2763852

5.5. FORM FOR TEMPORARY ADVANCE

1. Title and code of the Project:

2.

a) Name of P.I./C.I:

b) Department/Centre:

3. Details of Faculty/Staff authorized to receive the Advance:

Name of the Employee	Emp.Code	Designation	Dept./Centre

4. Purpose of Temporary Advance:

_____ (Purchase
Committee/Petty Purchase _____
Also list the items to be purchased)

5. Details of Temporary Advance:

Budget Head	Amount to be drawn (in rupees)	
	In figures	In Words

--	--	--

CERTIFICATE

The adjustment account against this advance would be submitted within a period of one month from the date of drawl of advance.

Principal Investigator/C.I

Name:

Date:

Signature of Applicant

Name:

Date:

FOR USE IN R&D ACCOUNTS ONLY

Entered at page no. _____ of Temporary Advance Register, Pay Rs.

_____ (Rupees

_____) as

Temporary Advance for the above purpose to

Prof./Dr./Mr./Ms.. _____ chargeable to Project

No. _____ Budget Head(s) _____

**Assistant Manager
officer**

Account



SHARDA GROUP OF INSTITUTIONS

Research & Development Cell

Form No.-R&D/E-6

Hindustan College of Science & Technology, Farah, Mathura

Website: //www.research.sgei.org / Email: rcm@sgei.org, Ph-0565-2763852

5.6. CONSULTANCY ASSIGNMENT PROPOSAL AND AGREEMENT FORM

TITLE OF THE CONSULTANCY (Kindly fill in BLOCK letters)

CONSULTANT INCHARGE

Name: _____ Designation: _____
 _____ Department: _____ Telephone: _____
 Direct: _____ EPBAX: Extn. _____ Email: _____

EXPECTED TIME SCHEDULE

Duration: _____ Years _____ Months _____ Weeks Starting Date: _____

CLIENT DETAILS (Kindly fill in BLOCK letters)

Firm's Name: _____
 Address: _____ Cit
 y: _____ Pin: _____
 Contact Person's Name: _____ Designation: _____
 Phone: _____ Extn. _____ Fax _____ Email: _____

TOTAL CAHRGES AND PAYMENT DETAILS

Mode of Payment: By Cheque By Draft Telegraphic Transfer
 Currency: Indian Rupees Foreign Currency
 Payment Enclosed: Full Payment Part Payment

Total Value (in figures)	Total Value (in words)	Bank's name and Branch
DD/Cheque No.	DD/Cheque Amount	DD/Cheque Date

SCOPE OF THE CONSULTANCY (attach separate sheet, if necessary)

CONSULTANCY TYPE (Please v)	CLIENT TYPE (Please v)
<input type="radio"/> Product Development <input type="checkbox"/>	<input type="radio"/> Private Sector <input type="checkbox"/>
<input type="radio"/> Process Development <input type="checkbox"/>	<input type="radio"/> Govt. Sector <input type="checkbox"/>
<input type="radio"/> Checking of Design <input type="checkbox"/>	<input type="radio"/> Public Sector <input type="checkbox"/>
<input type="radio"/> Report Writing/Evaluation <input type="checkbox"/>	<input type="radio"/> Funding Agency <input type="checkbox"/>
<input type="radio"/> Advice <input type="checkbox"/>	<input type="radio"/> Foreign Organization <input type="checkbox"/>
<input type="radio"/> Testing and Interpretation <input type="checkbox"/>	<input type="radio"/> Others (please specify) <input type="checkbox"/>

AGREEMENT BETWEEN CLIENT AND CONSULTANT

This agreement is subject to the Standard Terms and Conditions contained herein (overleaf) for undertaking consultancy projects at IIT Delhi. The Consultant In charge(s) certify that these terms and conditions have been made known to the client organization and it has agreed to adhere to the same.

Signature of the Consultant Incharge

Signature of Client

Date:

Date:

5.7. Application for Submission of In-house Research Project By The Faculty of SGI

1. Project Title:

2. Principal Investigator (PI):

Name :

Designation :

Department :

Address (Current Working Office) :

Telephone No:

E-mail :

Date of birth :

3. Co-Principal Investigator (Co-PI)

Name:

Designation:

Department :

Address:

Telephone No:

E-mail:

Date of birth:

4. Names and Addresses of Collaborating Organizations

5. Duration of the Project

6. Project Objectives

7. Total Budget Estimates

8. Project Technical Details

9. Status Review
10. Methodology
11. Work Plan (Provide Bar Chart)
12. Expected Outcome
13. Deliverables of the Project (precise and in bullet form)
- 14.1 Break-up of the Total Budget

S.No	Item	1 st Year	2 nd Year	Total
1.	Manpower			
2.	Contingency /Consumables			
3.	Travel			
4.	Permanent Equipment			
	Total			
	Grand Total:			

14.2 Manpower with Justification

Designation	Qualification	Salary per month	Number of Persons	Amount	Justification

14.3 Contingency / Consumables

Budget for Consumable Materials

1 st Year	2 nd Year	Total	Justification

14.4 Travel

<u>1st Year</u>	<u>2nd Year</u>	<u>Total</u>	<u>Justification</u>

14.5 Equipment**Budget for Permanent Equipment**

<u>Description of Equipment</u>	<u>Total</u>	<u>Justification</u>

15. Any other Information Relevant to the Project Proposal and its Execution

UNDERTAKING FROM THE PRINCIPAL INVESTIGATOR

I have enclosed the following :

- (a) Approval of Departmental Committee
- (b) Head of the Institution

Principal Investigator:

Signature

Name

Date

For Office Use

File No :

Date of Receipt :

5.7.1. BIO-DATA OF THE PRINCIPAL INVESTIGATOR

1. Name:
2. Gender: Male Female
3. Date of Birth:
4. Designation & Deptt.
5. Postal Address
6. Phone Numbers:
7. E-mail ID:
8. Qualifications (*starting from University Level*)

S.No.	Degree	Institution	Year

9. Employment Experience

S.No.	Position and Organization	Nature of Job	Period

10. List of Publications (*for the last 5 years only*)

10.1 Journal Publications

10.2 Conference Presentations

11. Patents filed/granted with details

12. Books published /Chapters contributed

13. Sponsored /Consultancy Research Projects

S. No	Title	Sponsoring Agency	Period	Amount

Name :

Signature :

5.7.2. BIO-DATA OF THE CO- PRINCIPAL INVESTIGATOR

14. Name:

15. Gender: Male Female

16. Date of Birth:

17. Designation & Deptt.

18. Postal Address

19. Phone Numbers:

20. E-mail ID:

21. Qualifications *(starting from University Level)*

S.No.	Degree	Institution	Year

22. Employment Experience

S.No.	Position and Organisation	Nature of Job	Period

23. List of Publications *(for the last 5 years only)*

10.1 Journal Publications

10.2 Conference Presentations

24. Patents filed/granted with details

25. Books published /Chapters contributed

26. Sponsored /Consultancy Research Projects

S. No	Title	Sponsoring Agency	Period	Amount

Name :

Signature :

SHARDA GROUP OF INSTITUTIONS

HINDUSTAN COLLEGE OF SCIENCE & TECHNOLOGY

5.7.3. MANDATORY DISCLOSURE PERFORMA

Name of Teaching Staff :-			
Designation	Department	College	
E-mail-		Mobile No-	
Date of Joining the Institution		Area of Research Interest	
Academic Qualification with Branch	Degree	Branch/Specialization	
	UG :-		
	PG :-		
	PhD. :-		
Total Experience in Years	Teaching	Industry	Research
Papers Published in Journals	National		International

Paper Published in Conferences	National	International
PhDs/Projects Guided if yes,	PhDs	Projects in Master level
Name of the Project, grant fetched, funding agency		
Consultancy Projects guided if yes, Title, Sponsoring agency, Value in Rs.		
Books/Chapter Published/IPRs/Patents with Title		
Professional Memberships		
Awards if any		
Interaction with Professional Institutions if any		
Signature of Faculty		