

**CENTRE FOR TECHNOLOGY DEVELOPMENT AND TRANSFER**

**ANNA UNIVERSITY :: CHENNAI 600 025**

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**Ref: Letter No. 3104 /CTDT/RSS/CONS/2019**

**dt. 16.03.2019**

**CIRCULAR**

Dear Sir/ Madam,

**Sub:** Research Support Scheme for Student Innovative Project Pre-final year UG & PG full time students in the University Colleges and Regional Campuses during the year 2019-2020 - Submission of Project Proposals – Intimation– Regarding.

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The Centre for Technology Development and Transfer calls for proposals for funding under Research Support Scheme - Student Innovative Project for pre-final year students of UG (VI-Semester) and PG (II-Semester). The project duration is for six months (July 2019- December 2019) from the date of sanction and the funding will be a maximum of Rs. 25,000/- (Rupees Twenty five thousand only) to conduct the research work in the odd semester of the academic year 2019 -2020.

The guidelines are given in the attachment. The Heads of Departments are requested to display in the notice board and also to circulate the proposal format among the students. The online proposals are to be submitted through CTDT website and the hard copy of the same to be sent to the CTDT Office. The last date for submission of the proposal through is on or before **10<sup>th</sup> April 2019, 05:45 p.m.**

  
16/03/2019.

**DIRECTOR, CTDT**

To:

**All the Deans of University Colleges /Regional Campuses**

With a request to communicate to all the HODs and Students

  
16/3/19

copy to

1. PS to VC
2. PA to Registrar
3. Merger section

## Guidelines for Research Support Scheme (RSS) for Students under the guidance of a Faculty Member (Guide)

### 1. *Eligibility* :

- i. Any full time UG / PG student in his /her pre final year – odd semester is eligible to apply (Sponsored students are not eligible)
- ii. A group of students (min 2 and max 3) need to apply
- iii. The group shall apply under the guidance of a faculty member (Regular / temporary) in the University departments / Centres / institutes.
- iv. Preference will be given to interdisciplinary projects (students coming from different branches)

### 2. *Application*

- i. The research proposal shall be submitted through online application available in the CTDT Website. The PDF file generated after the successful submission of the project same has to be submitted to CTDT office by the students team signed by the Guide and forwarded by the respective head.
- ii. The proposal shall contain the objective(s), research methodology and deliverables expected
- iii. The proposal shall contain details of budget requirement
- iv. The funds shall be utilized for
  - fabrication of instruments / units / equipments
  - travel by students(for paper presentations in Seminars/ Conferences)
  - fees for conference registration / training programmes,
  - consumables
  - contingencies

### 3. *Amount*

The maximum amount that could be sanctioned shall be Rs.25,000/- per project.

### 4. *Project Duration*

The duration shall be a maximum of six months.

### 5. *Deliverables*

Each project **must** have the following deliverables

- i. A report containing the expected results / outcome of the project to be uploaded in the CTDT website on or before the closure date of the Project.
- ii. Delivery of a product / prototype / instrument / model / component / system / instrumentation.
- iii. A letter with the above details and proof to be given by the faculty member (Guide) countersigned by the HOD.
- iv. A paper presentation by the students in a national or international conference and in the department societies/associations is desirable.



## **6. *Proposal Submission***

The proposal shall be submitted through the Head of the Department to CTDT, once in a year as per the calendar of events given in Table.1

## **7. *Proposal Selection***

The selection shall follow a 2 stage procedure

### **1<sup>st</sup> Stage**

- i. The proposal of a department shall be handed over to CTDT through the Head of Department. The CTDT will send the eligible proposals to the Departmental level Committee in the University.
- ii. The screening shall be done at the respective related Departments in the University consisting of :
  - a. HOD - Chairman
  - b. All Division heads - Members
  - c. Expert Member (s) - Member (s)  
(Nominated by CTDT)
- iii. The students will present their proposals, along with the faculty member (Guide) before the Department level Committee if required.
- iv. The Department level Committee recommends the proposals in the order of merit by ranking them including those to be rejected

### **2<sup>nd</sup> Stage**

- i. The selected proposals of a department (with ranking) shall be handed over to CTDT
- ii. The screening shall be done by a University level committee at the college level consisting of:
  - a. Director, CTDT - Chairman
  - b. Dean Constituent Colleges / Regional Campuses - Member
  - c. Subject Expert - Members  
(nominated by CTDT)
- iii. Based on the Budget approved by the Committee, administrative sanction will be issued by CTDT.

## **8. *Settlement of Accounts***

- i. The Head of the Department has to ensure that all the bills are in order; the items purchased in the Research Support Scheme (RSS) are in the stock of the Department.
- ii. The accounts related to the student's project shall be settled by the faculty (Guide) within the end date
- iii. The Head of the Department shall ensure that the account of the student's projects is settled and all facilities created and equipments made under the student projects are handed over to the Department before No Dues certificate is issued to students.
- iv. The Head of the Department shall ensure that, for the Department to become eligible to forward subsequent proposals in the future, all project accounts (to be completed within that respective period) are settled in time.

**9. *Intellectual Property Rights***

- i. Any Intellectual Property Rights arising out of the project will be jointly owned by the University and the Inventor.  
In the case of student project, the Inventor shall be Guide and students
- ii. The guidelines for consultancy and sponsored research projects of CTDT with regard to Patent, Technology Transfer and distribution of software shall hold good for this RSS.

**10. *Acknowledgement***

The funds should be acknowledged in all related publications

**11. *Certificate***

After the successful completion of the students' research project, the students and the Guide will receive an appreciation certificate.

**12. *Exit Clause - Non compliance of deliverables***

- i. In case the Guide or students after taking up the research support scheme, is not able to execute it, the Guide shall return the entire fund with interest or the unutilized fund to CTDT with the written consent of all concerned – students, Guide and HOD. The purchases made shall be handed over to the Department.
- ii. In the case the Guide leaves the University either during the duration of the project or after completing the same successfully, the accounts need to be settled to CTDT, the facilities and equipment made in the project to be handed over to the Department before No-Dues is issued by the Department to the faculty member.
- iii. At the end of the project period, in case the student's project is not completed with all the deliverables, a review committee constituted by the Director CTDT will evaluate the project and recommend the recovery of the amount sanctioned in full/part/nil.

**13. *Patent / Technology Transfer***

If any patent/technology transfer is emerging from this project, for commercialization/obtaining patent/technology transfer to industry, the office of CTDT shall assist and compensate for the same as per the guidelines of CTDT.

**14. *Outstanding Award***

Every year the projects completed by the students will be reviewed by a Committee. The top three best projects of the students will receive the awards.



TABLE 1

## CALENDAR OF EVENTS

Sl. No.	Type	Student
	Amount	Rs.25,000
	Project Duration	6 months
1	Call for proposal	During the month of March
2	Project Proposal submission to CTDT through HOD	Up-to 10 <sup>th</sup> April
3	Application Processing – consolidation by CTDT and dispatch to the office of HOD	11 <sup>th</sup> April to 30 <sup>th</sup> April
4	Department level Committee scrutiny forwarded by HOD to CTDT	1 <sup>st</sup> May to 15 <sup>th</sup> May
5	Application Processing by the office of CTDT and dispatch to University level Committee	20 <sup>th</sup> May to 1 <sup>st</sup> June
6	University level Committee meeting and Recommendation to CTDT	2 <sup>nd</sup> June to 15 <sup>th</sup> June
7	Processing at CTDT – Issue of sanction letters to selected projects	16 <sup>th</sup> June to 30 <sup>th</sup> June
8	Project Start date	1 <sup>st</sup> July
9	Interim Review by HOD	1 <sup>st</sup> October to 15 <sup>th</sup> October
10	Interim Review report from HOD to CTDT	15 <sup>th</sup> October to 31 <sup>st</sup> October
11	Settlement of Accounts in terms of Income and Expenditure signed by faculty member and HOD	1 <sup>st</sup> January to 10 <sup>th</sup> January or on completion of project whichever is earlier
12	Project End date	31 <sup>st</sup> December
13	<b>Eligibility for Submission of Projects from the Departments / Centres</b>	<b>Only if all projects under this scheme are settled before the end date, the department is eligible to forward further proposals under this scheme</b>