

ANNEXURE-I

GUIDELINES FOR SUBMISSION OF PROJECTS BY STUDENTS

National Institute of Technology Silchar, through Research Promotion Cell shall provide research funding to B.Tech./M.Tech./M.Sc. Students of NIT Silchar to enable them to undertake independent research in newly emerging and frontier areas of Science, Engineering and Technology. The details of the RPC are as follows:-

OBJECTIVES

- To provide research support to B.Tech./M.Tech./M.Sc. students for pursuing exciting and innovative research.
- To involve young brains in Science, Engineering and Technology development process.

ELIGIBILITY

- The applicant(s) should be bonafide student(s) of NIT Silchar in the B.Tech/M.Tech /M.Sc Programmes.
- The applicant(s) must have CPI > 6.
- The applicant(s) must not have any back paper.

FUNDING

1. The funding is provided up to a maximum of Rs 1 lakh for a period not exceeding two years. Fund more than Rs 1 lakh may be granted for the exceptional projects.
2. Funds are provided for equipments, consumables, travel, staff/labour charges and contingency.

A. General Guidelines for Submission

1. The applicant must fulfill the eligibility criteria mentioned above.
2. There may be one **Faculty Advisor** for each project and the details are to be furnished in the application form, if any.
3. All care must be taken to write a good scientific proposal. The proposal should contain significant novelty and should lead to enrichment of scientific knowledge in the field.
4. Incomplete application and application lacking scientific/technical details will not be considered.
5. At the time of submission, it is necessary to get the proposals recommended by Head of concerned Department(s) and Faculty Advisor (if any).
6. Recommendations from more than one Faculty Advisor / HOD are required in case project is interdisciplinary in nature and more than one Department is involved.

7. One copy of the proposal, in the filled in format(Annexure-III) should be submitted to Co-ordinator, Research Promotion Cell, NIT Silchar.
8. One soft copy of the proposal must also be sent along with the hard copy.
9. The same may also be sent to the Coordinator, RPC's email address: rpcnits@gmail.com
10. **Time Schedule for the Project Proposal Evaluation:**

STEPS	ODD SEMESTER	EVEN SEMESTER
Submission of Application	Within 1 st August	Within 15 th January
Notification for preliminary selected projects	Within 15 th August	Within 1 th February
Submission of Application along with budget provision	Within 31 st August	Within 15 th February
Presentation to be made by proposer	To be notified by Coordinator, RPC	To be notified by Coordinator, RPC
Recommendation of selection committee	Within 15 th September	Within 1 th March
Submission of the modified/ revised proposal and budget	Within 1 st October	Within 15 th March
Periodic evaluation of approved proposal	To be evaluated periodically (2 to 3 months interval)	To be evaluated periodically (2 to 3 months interval)



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

RESEARCH PROMOTION CELL

ANNEXURE-III

Preliminary Application Form for Project

1. Broad subject/ Research area: _____
2. Specialization : _____
3. Title of the proposed project: _____

4. Details of the Faculty Advisor (if any):
Name:
Designation:
Department:
Mobile No.:
Email id:
5. Name and Details of Student Member(s):

S. No.		Name	Semester and Branch	Scholar No.	CPI	e-mail	Mobile No.
1.	Project Leader						
2.	Co-PL						
3.	Student Member(s)						

6. Project Summary (Max 200 words):
(Use separate sheet ; Neatly typed on both sides of A4 size paper)

Signature & Name of Faculty Advisor (if any)

Date:

Signature & Scholar No. of Project Leader

Date:

ANNEXURE-IV

Modified/ Revised Application Form for the Project

1. Broad subject area: _____
2. Specialization : _____
3. Title of the proposed project: _____
- _____

4. Details of the Faculty Advisor (if any):

Name:

Designation:

Department:

Mobile No.:

Email id:

5. Name and Details of Student Member(s):

S. No.		Name	Semester and Branch	Scholar No.	CPI	e-mail	Mobile No.
1.	Project Leader						
2.	Co-PL (if any)						
3.	Student Member(s)						

6. Details of the proposed project to be undertaken: (Use separate sheet)

- Objectives of the proposed project
- Work plan (including 'detailed methodology', 'time schedule' and 'Equipments' etc)
- List of References
- Expected Project Outcome

7. Any other information in support of the proposed project : (Use separate sheet)

Note:

1. Enclose the CVs of the Faculty Advisor (if any) and each Student along with the Final Application Form
2. The form should be duly signed by the Faculty Advisor (if any) and the Project Leader/ Student Representative.
3. The soft copy of the form is also available at the Research Promotion Cell.

B. General Guidelines for Budget proposal

1. The funding is provided up to a maximum of Rs.1 lakh for a period not exceeding two years.
2. Funds are provided for equipments, consumables, travel, staff/labour charges and contingency (contingency includes books, science magazines and research journals to be bought for the project-which are to be justified and returned to RPC upon the completion of the Project).
3. The budget will be given in 3 installments (may change as per requirements, under exceptional cases) and will be sanctioned in the name of the Faculty Advisor . If there is no faculty advisor for the project, then it would be sanctioned in the name of the HOD (where project leader belongs to) or his nominee.
4. The advance has to be adjusted within the maximum period of 2 months to the Accounts Section, NIT Silchar, via Co-ordinator, RPC with proper bills (stamp/seal & signature of the vendor must be present in the Cash Memo) duly certified by the Project Leader and the Faculty Advisor (if any).
5. For purchase involving more than Rs. 15000.00, procedures as per institute norms must be followed.
6. The next installment will be given only when the previous installment will be adjusted against proper certified bills, to be submitted in the Accounts Section, NIT Silchar and also upon the progress of the Project.
7. Duly signed application(s) for getting the budget sanctioned, have to be submitted to the Co-ordinator, RPC superscribing “RPC PROJECT PROPOASL” on the envelope.

ANNEXURE-V

BUDGET FORMAT

A. Budget Requirements (Amount in Rupees):

ITEM	1st Installment	2nd Installment	3rd Installment	Total
Equipment				
Consumables				
Labour/Staff Charges				
Travel				
Contingency				
Miscellaneous Costs (Max 10% of the total)				
Grand Total				

B. Budget Details:

	Consumables' Required	Labour/Staff Requirements	Travel Details	Contingency Required
1st Installment				
2nd Installment				
3rd Installment				

Budget Justifications: (Use separate sheet)

- 1. Consumables:**
- 2. Labour/Staff:**
- 3. Travel:**
- 4. Contingency:**

NOTE:

- **Equipment(s), which will be available in the Department/ Institute and can be spared, shall not be allowed to purchase.**
- **While forwarding application, the concerned HOD/ Centre Head must certify that the proposed equipment(s) is (are) either not available in the Department or cannot be spared.**
- **Travelling will be allowed only in vacation.**

THE INSTITUTE HAS THE RIGHT TO CHANGE/ MODIFY/ AMEND ANYONE OF THE ABOVE CLAUSES. THE INSTITUTE ALSO RESERVES THE RIGHT TO ADD NEW CLAUSES.