

Madan Mohan Malaviya University of Technology Gorakhpur

(Approved by Board of Management in its second meeting held on 24.06.2014)

Rules for Financial Assistance for Student's Project

Introduction

University may provide financial assistance to the students for carrying out their projects/dissertation works being undertaken as part of requirements for completion of their courses subject to availability of funds from TEQIP or other funds. This assistance shall be strictly need-based depending on the projects/programmes. The objective of this scheme is to provide financial assistance to the B. Tech./ M. Tech./ Ph.D. students of University for the conduct of well defined high quality project/dissertation work in field of Engineering/Technological/Applied Sciences & Humanities/Management.

Eligibility

Undergraduate/graduate/research students who are currently studying in this University can apply for financial assistance under this scheme through their supervisor(s) and Head of Department to the Dean Research and Development.

Guidelines

1. Financial Aid is granted to full-time registered students only for the low cost equipment, consumables, and other relevant miscellaneous items.
2. Allocation of funds is based on financial need and academic merit.
3. Funds allocated to students will be reimbursed directly to the student(s) after completion of project work as per prescribed procedure.
4. Keeping in view of the academic calendar of different programmes, the students are requested to submit a brief proposal in the öPrescribed Formatö in his/her department at least 30 days prior to the start date of the project, so as to enable, Dean Research and Development along with evaluation committee to scrutinize proposals and recommend as per prescribed procedure to Vice Chancellor for funding by the University.
5. Item wise financial estimates should be mentioned clearly in the proposal, showing rates, quantity and total for each item.
6. Implementation of the projects is monitored regularly by the Head of Department through a Departmental Committee. Monitoring is done normally four times a year i.e. at least twice in each semester. The students will be required to furnish progress reports on all aspect of the project including expenditure incurred on various approved items during the period through respective supervisor(s).
7. The maximum duration of the project will be dependent on course of study and from the date of start of the project. This date of start of the project should be intimated by the supervisor(s) to Dean, Research and Development. It will, in no case be later than one month after the receipt of order of the money sanctioned.

8. The University will not entrust the implementation of the work for which the grant is being sanctioned to another project nor will it divert the grant receipts to other project as assistance.
9. The University reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made. In addition, the University may designate Specialist or an Expert Panel to review the work done.
10. On completion of the project, the final project report on the work done should be sent to the Dean Research and Development along with the reimbursement certificate (RC) and statement of expenditure (SE) within one month from the completion of the project. Final reimbursement will be done by finance section after approval of Vice Chancellor. Beneficiary is under obligation to acknowledge the support received from University in project report. The report will include:
 - (a) The purpose of study
 - (b) The methods used in conducting project
 - (c) Results of study
 - (d) Overall findings of research project
11. The Reimbursement Certificate and Statement of Expenditure should be countersigned by the supervisor(s) and the Head of Department.
12. Financial assistance may be limited to specific items of expenditure or to cover a part of the expenditure on the whole function.
13. The recipient department shall comply, with such other conditions as may be suggested in the Guidelines issued in this regard from time to time.

Funding Norms

1. Only projects undertaken by a single student/group of maximum four students will be considered under this scheme.
2. Generally, each project will be eligible for a maximum assistance of Rs.10,000/- to B. Tech. Project, Rs.20,000/- to M. Tech. Dissertation and Rs.30,000/- to Ph.D. Research Scholar. In exceptional case, for a project having high relevance to Aim & Mission of the University, the maximum assistance limit can be increased.
3. The applications should be forwarded by the supervisor(s) and the Head of Department.
4. Subject to availability of funds, proposal for financial assistance will be screened and recommended by the following evaluation committee to the Vice Chancellor of University as per prescribed procedure. The evaluation committee shall be different for each Department.

S. No.	Member	Status
1.	Dean, Research & Development	Chairman
2.	Dean, Academics	Member
3.	Concerned Head of Departments ó Ex-Officio (Head of Department shall not participate in the evaluation proceedings)	Member

	in case of the projects/dissertations supervised by him/her. In such case the next senior most faculty member of the respective Department shall automatically become the Member in his place and represent the Head of Department)	
4.	Two Faculty Members from other Department nominated by Vice Chancellor which shall be different for each Department	Member
5.	TEQIP Coordinator	Member
6.	One Senior Research Scholar from other Department (Nominated by Vice-Chancellor)	Member

Vice Chancellor may approve the recommendation or revert back for reconsideration or cancel the process for any academic session.

5. The screening is done based on merit & relevance of project for the student(s) with good academic record right from schooling till the present course.
6. The department where project will be implemented will assume financial and other administrative responsibilities of the project. Head of Department shall exercise overall control and supervision.

Madan Mohan Malaviya University of Technology, Gorakhpur

STUDENT'S DECLARATION

1. Name of Student(s):

S. No.	Name	University Roll No.	e-mail	Mobile No.
1.				
2.				
3.				
4.				

2. Name of Department:

3. Title of the project proposal & its Academic Worth:

4. Name of the Supervisor(s):
(Faculty who is guiding the project)

Terms and Conditions

- Student(s) must acknowledge the University in reports and technical/scientific papers published based on the research work done under the project.
- If the results of research are to be legally protected by way of patent/copy rights etc. the results should not be published without action being taken to secure legal protection for the research results.
- The knowledge/product generated from the project will be the property of University and should be properly acknowledged. Transfer to technology generated shall be done in consultation with the University.
- The University may enforce additional guidelines for the operation of the student project from time to time and the student(s)/supervisor(s) are required to observe such directions in the conduct of the research work.

We agree to the terms and conditions stated above and shall ensure the submission of final report and the expenditure details before leaving the University, failing which University reserves right to withhold the result/marksheet/degree etc..

Name & Signature of Student(s)

Countersigned by

Supervisor(s)

Head of Department
(Office Seal)

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APPLICATION FOR GRANT FOR STUDENT PROJECT

1. Applicant Students Details

Name	University Roll No.	e-mail	Mobile No.

2. Name of Department:
3. Name of the Supervisor(s):
(Faculty who is guiding the project)
4. Title of the Research Proposal (150 character)
5. Broad Area/Field of Classification
6. Project Type(s) (Basic Research/Applied Research/Developmental/Demonstration/Others
Broad objectives of the project)
7. Applications/Socioeconomic importance (The relevance, if any, to the reimbursement and management of the natural resources of the University)
8. Abstract (300 words)
9. Particulars of equipment required
10. Particulars of any other facilities required
11. Particulars of the facilities that will be provided by the Department where this project will be implemented.
12. Whether the scheme was submitted to any other organization for financial support, If so, the names of the institutions and their decisions may be indicated.
13. Whether at present receiving support from any other organization other than your present department. If so, full particulars of these may be given
14. Budget Details: Estimated expenditure
15. Work Plan: Methodology and Time Schedule of Activities

Certified that the details furnished above are correct to the best of my knowledge and belief and that the amount of financial assistance, if granted, will be utilized for the purpose for which it is granted within the time prescribed by University. I also undertake to abide by the rules and other conditions prescribed by the University.

Name & Signature of Student(s)

Countersigned by

Supervisor(s)

Head of Department
(Office Seal)

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REIMBURSEMENT CERTIFICATE

Certified that out of Rs (Rupees.....only)
sanctioned by University as per Sanction Order No.towards
financial assistance for the project titled
÷.....
.....an amount of Rs.....(Rupees
.....only) was spent for the purpose for which it was sanctioned, leaving a
balance of Rs.(Rupeesonly) at the
closing/completion of the project as shown in the Statement of Expenditure annexed herewith. It
is further certified that the necessary entries of non-consumable/consumable items have been
made in the relevant University / Department Stock Books.

Bank Details for reimbursement:

Name & Signature of Student(s)

Forwarded by

Supervisor(s):

Name(s) & Signature:

Countersigned by

Head of Department
(Office Seal)