

# 2016

Office of the Research &  
Sponsored Programs

**[RESEARCH FUNDING FOR THE STUDENTS]**

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# Student Research Project

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# Student Research Project

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## **Introduction**

The objective of this Student Research Project Financial Assistance is designed to support research projects carried out by PDPU students. Projects must provide students with a meaningful research experience, with the student assuming the principal role and the faculty or teaching academic staff member serving as a mentor. The student must write the proposal, using the advice and technical expertise of the mentor as a guide.

## **Eligibility**

Any full time student who is currently studying & fulfilling the following eligibility criteria at PDPU can apply for financial assistance under this scheme.

1. There should be no backlog at the time of submission of proposal (For All the team members).
2. All the students should have maintained minimum 80% attendance before the application for all their studies & during the project period.

## **Guidelines**

1. The online application for financial assistance in the prescribed format should be submitted.
2. The students are required to submit a brief proposal in the “Prescribed Format” as per submission deadline.
3. Item wise financial estimates should be mentioned clearly in the proposal submitted, showing rates, quantity and total for each item.

## Rules

1. These rules may be called the 'Rules for grant of financial assistance to Student Research Projects'.
2. Financial assistance may be limited to specific items of expenditure or to cover a part of the expenditure on the whole function.
3. The quantum of assistance with the ceiling is given below.
4. The Student team along with Project Guide will be required to submit the quarterly activity report and will be required to make the presentation before project review committee. The panel will have the right to suggest changes, or modification in research method, idea, concept for the betterment of research activities.
5. In a case, where the panel get satisfies the work is diluted or not as per expected outcome or proposal, the panel may advise premature closure of the same, if no option for modification, changes, development or improvement are available.

## Funding Norms

Student projects will be eligible for a minimum grant of Rs.5, 000/- and maximum of Rs.250, 000/-. The proposal should be submitted online only through Research Information Management System of PDPU.

Subject to availability of funds, proposal for financial assistance will be screened and approved by the duly constituted committee, which will subsequently be sanctioned by the DG, PDPU.

Committee for Scientific & Technological research project(s) will be constituted of Following

1. Coordinator – ORSP - Chairman
2. One Internal Faculty ( Other than Project Guide)- Member  
- To be nominated by the Director of Concern School
3. One External Expert - Member  
- To be nominated by the Director of Concern School

- 4. Expert ( Any – Internal or External) - Member
  - To be nominated by the Director General, PDPU
- 5. Manager ( Development) - Secretary

Committee for research project(s) from the area of Liberal Studies & Management will be constituted of Following

- 1. Director, SLS - Chairman
- 2. One Internal Faculty (Other than Project Guide) - Member
  - To be nominated by the Director of Concern School
- 3. One External Expert - Member
  - To be nominated by the Director of Concern School
- 4. Expert (Any – Internal or External) - Member
  - To be nominated by the Director General, PDPU
- 5. Manager (Development) - Secretary

Financial assistance given as advance will be liquidated only after submitting the interim / final report, statement of expenditure and utilization certificate on quarterly basis and after successful completion of the project.

The whole or part of the granted money remaining unutilized within the prescribed time limit should be refunded to PDPU by remitting back the balance amount.

Utilization certificate and Statement of expenditure (two copies) shall be certified by all the students involved in the project, Project Guide(s) & Director of Concern School.

The ORSP reserves the right to order verification/audit of accounts by any Officer authorized by it.

## **Terms and Conditions**

The scheme is constituted for the purpose of providing assistance in the form of grants to students for scholarly research work.

The research can be done on Managerial, Economics, Scientific, Technical, Policy Framework, Corporate Social Responsibilities or any suitable area of research having synchronization with PDPU academics.

Grant will be released as an advance should be liquidated with the proof of expenditures before completion of the project.

The maximum duration of the project will be one year from the date of start of the project.

This date of start of the project should be intimated by the Project Guide to ORSP. It will, in no case be later than one month after the receipt of the sanction letter.

On completion of the project, 3 copies of the final project report on the work done should be submitted to the ORSP along with the utilization certificate (UC) and statement of expenditure (SE). The Utilization Certificate and Statement of Expenditure should be countersigned by the Project Guide(s) & Director of constituent School.

The project guide will maintain separate account for the project.

The project guide will not entrust the implementation of the work for which the grant is being sanctioned to another project(s) nor will it divert the grant receipts to other student(s) as assistance.

PDPU 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, PDPU may designate Scientist/Specialist or an Expert Panel to review the work done.

If the student(s) to whom the project has been sanctioned wishes to leave the Institution where the project is based, the Project Guide will

inform the same to the ORSP and in consultation with ORSP, evolve steps to ensure successful completion of the project, before relieving the student.

Students must acknowledge PDPU in reports and research/technical/scientific papers and/or any article publication based on the research work done under the project. Students are encouraged to publish some of the research papers emerging out of the project work in leading National & International Journals.

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 generated from the project will be the property of PDPU and should be properly acknowledged. Transfer to technology generated shall be done in consultation with the ORSP.

The PDPU may enforce additional guidelines for the operation of the student project from time to time and the Project Guides / Schools are required to observe such directions in the conduct of the research work.

### **Grant for Attendance:**

All the student participants who will successfully complete the research project and will submit the closure report on or before expected date of completion of the project as per sanction order will get the maximum consideration for attendance of equivalent up to 7 working days for their academic criteria requirement subject to recommendation of Dean, Student Affairs & the approval from the Director of Concern School.

### **Showcase:**

All the project team who will get sanction order have to mandatorily display the project output in terms of model, poster or paper presentation, during the exhibition for the same organized by Office of Research & Sponsored Program.

All the students need to participate in the same for the evaluation of the project. The student who will remain present during the showcase along with their project will be eligible for completion certificate and grant for attendance subject to evaluation and recommendation of panel of jury for the achievement of planned activities and objective.

The showcase will be organized in the Month of March 2017.

### **Awards & Prizes:**

Awards with Following Categories will be given on the basis of nomination from eligible participants:

1. Best Project – University Level - Overall
2. Best Project – Engineering & Technology ( All B. Tech & M. Tech)
3. Best Project – Liberal Arts & Management ( All B.A., B. Com. , BBA, MA & MBA)



# UTILIZATION CERTIFICATE

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## **Format: Utilization Certificate**

(To be submitted at each quarter and within 15 days of completion of project)

Certified that out of Rs. .... sanctioned by PDPU towards financial assistance for the student research project titled '.....', ORSP Sanction No..... an amount of Rs.....was utilized for the purpose for which it was sanctioned, leaving a balance of Rs. .... at the close of ..... as shown in the Statement of Expenditure annexed.

Name & Signature of All the Students

Name & Signature of Project Guide

Name & Signature of Director

# STATEMENT OF EXPENDITURE

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## Format: Statement of Expenditure

Pandit Deendayal Petroleum University, Gandhinagar

(This should be submitted to ORSP at each quarter along with Interim /  
Final Project Report)

### STUDENT RESEARCH PROJECT

Name of the Students :

Roll No. :

Batch :

Concerned School :

Project Guide :

Title of the project proposal :

ORSP Project No :

Receipts	Amount (Rs.)	Payments	Amount (Rs.)
<b>Amount sanctioned under Student Research Project (to be receivable)</b>		1.	
<b>Any other grant received for the same project</b>		2.	
		3.	
<b>Total</b>		<b>Total</b>	

Certified that I have exercised all kinds of checks to see that the grant has been utilized for the purpose for which it was sanctioned by PDPU Authority.

Name & Signature of All the Students

Name & Signature of Project Guide

Name & Signature of Director

Pandit Deendayal Petroleum University, Gandhinagar

**Draft Format: Project Proposal**  
(Online Submission)

1.
  - (a) Title of the Research Proposal (150 Characters) :
  - (b) Broad area/field of classification :
  - (c) Project Type(s) (Basic Research/Applied Research/Developmental/Demonstration/Others) :
2.
  - (a) Broad objectives of the project :
  - (b) Precise objectives of the project (150 Characters) :
3. Applications/Socioeconomic importance (The relevance, if any, to the utilization and management of the natural resources of the State) :
4. Abstract (300 Characters)
5. Name(s) of investigator (s)
  - (a) Project Guide
  - (b) Co Project Guide(s)
  - (c) Student Investigator(s)
  - (d) [Bio data of (a) (b) & (c) to be attached]

6. Particulars of equipment required :
- 7 Particulars of any other facilities required
- 8 Particulars of the facilities that are available at School level where this project will be implemented
- 9 Particulars of the facilities that are available at other institutions where students can visit for the proposed project ( NOC from other institution is required)
- 10 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

Items

Amount (Rs.)

1. Consumables
  2. Equipment(s)
  3. Travel
  4. Research Literature
  5. Other (specify)
- Total

Name & Signature of All the Students

Name & Signature of Project Guide

Name & Signature of Director