CENTRE FOR TECHNOLOGY DEVELOPMENT AND TRANSFER
ANNA UNIVERSITY :: CHENNAI-25

DIRECTOR

Telephone No.22358609

Ref: Letter No./CTDT-1/RSS/2013

dt. 18.09.2013

Dear Professors,

Sub: Research Support Scheme 2013-14 for Innovative Projects from Pre-final Year UG & PG Full time students of Anna University Chennai Campuses at Guindy and Chrompet – Regarding.

With the approval of the Vice-Chancellor, CTDT is providing financial support to the students to work on innovative projects. The funding is provided for Pre- final year UG & PG full time Students through a process of screening at the department and university level. As you are aware five batches of students were sanctioned projects since its launching in 2009. This scheme is open to pre-final year full time UG and Masters Degree students of odd semester (July to December semester).

The guidelines and the formats formulated for this purpose are attached with this and you are requested to kindly advise interested students to submit the proposals based on their innovative ideas taking the help of faculty members from one or more departments.

To encourage interdisciplinary activity, they can be advised to join with students from other departments and submit joint proposals. The number of students for each project is to be minimum of 2 and maximum of 3. The proposals are to be received by CTDT through the Head of the Department/Center on or before 20th October 2013. The enclosed poster may also be displayed in your department Notice Boards.

In order to reach a larger number of students, the attached announcement may please be displayed in your Department /Center Notice Boards.

I also wish to inform you that if the accounts of the student projects sanctioned to your department/Center in earlier batches have not been settled, no new projects will be sanctioned to your department/centre

I solicit your kind support and cooperation in successful implementation of this scheme.

With warm regards,

Yours sincerely,

DIRECTOR, CTDT

Encl: As above

To
All Heads of Departments/Research Centres/Institutes
CENTRE FOR TECHNOLOGY DEVELOPMENT AND TRANSFER (CTDT)

ANNA UNIVERSITY CHENNAI

Invites proposals for funding Innovative Project ideas from Pre- final year full time UG & PG Students Studying in the odd semester (July-Dec 2013) of CEG, A.C.Tech, SAP and MIT Campuses With a faculty member as mentor/guide on or before 20th October 2013

Amount of funding : Rs.25,000/- (Twenty Five Thousands only)
Date of project commencement : 1st February 2014
Duration of project : Six Months
Group project encouraged : Minimum of 2 and maximum of 3 members

Interdisciplinary Projects will be given preference

Proposals to be submitted through Heads of Departments/Centres

Formats for the proposals available in the University Home page under “University Departments”

Certificate will be given on successful completion of the project
Format for submission of proposal for Student Innovative Projects
(by Pre-final Year, odd semester, full time students)

i. Title of the project

ii. Name(s) of Students with roll numbers

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Centre</th>
<th>Roll Number</th>
<th>Male/Female</th>
<th>e-mail Id and mobile Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
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<td>c)</td>
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</tbody>
</table>

iii. Degree programme (Please tick)

B.E./B.Tech./B/Arch/

M.E./M.Tech./M.Arch./M.Sc./MBA/MCA

iv. Year/ Semester of the degree programme

v. Faculty member(s) associated with the project as mentors

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/centre</th>
<th>Designation</th>
<th>Phone/Mobile Number and email id</th>
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</tbody>
</table>

vi. Objective(s) of the project

vii. Brief description and plan of action

viii. Project Deliverables

ix. Duration of the project (maximum 6 months)
x. Estimated Cost of the project

xi. Budgetary allocation

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost in Rupees</th>
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</thead>
<tbody>
<tr>
<td>a) Material/ component/ fabrication</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
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<tr>
<td>2</td>
<td></td>
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<td>3</td>
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<td>b) Travel if needed</td>
<td></td>
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<tr>
<td>c) Contingencies</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

xii. Certificate:

I/We certify to follow the guidelines prescribed by the University during and after implementation of the project.

Signature of the faculty member(s)                      Signature(s) of the Student(s)

Recommendation of concerned HOD(s)/ Director(s)

One copy of the proposal should reach the Director CTDT on or before 20th October 2013

P.S. Please read the guidelines for funding under this scheme
Guidelines for Research Support Scheme (RSS) for Students under the guidance of a Faculty Member (Guide)

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

2. **Application**
   
   i. The research proposal shall be submitted in the prescribed format available in the office of CTDT from the students team signed by the Guide. The amount will be given to the Guide.
   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 result / outcome of the project
   ii. Delivery of a product / prototype / instrument / model / component / system / instrumentation, for architecture – design concept with executable working drawings

   A letter with the above details and proof to be given by the faculty member (Guide) countersigned by the HOD.

   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 a year as per the calendar of events given in Table.1

7. **Proposal Selection**  
The selection shall follow a 2 stage procedure

**1st 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  
ii. The screening shall be done at the respective Departments by a Department level Committee 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  
iv. The Department level Committee recommends the proposals in the order of merit by ranking them including those to be rejected

**2nd 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. Dean - Chairman  
   b. Director, CTDT - Member  
   c. Senior Professors - Members  
      (nominated by CTDT)  
iii. Based on the Budget approved by 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

10. **Acknowledgement**
    The funds should be acknowledged in all related publications

11. **Certificate**
    At 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 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 resigns from 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. Three prizes will be awarded for three best projects.