Dear Professors,

Sub: Young Faculty Scheme - 2013 under Research Support Scheme of CTDT – Regarding.

The call for proposals from faculty members for funding under Young Faculty Scheme is sent along with the format for submitting the proposals. The faculty members should be on the permanent service of the University with less than 5 years of service as Lecturer/Assistant Professor and also do not have any sponsored projects are eligible to apply for the scheme. The grant amount is Rs.50,000/- (Rupees Fifty Thousand only) This amount should not be used for Doctoral work of the faculty members concerned.

The last date for submission of the proposal is 20th October 2013. This may be circulated to all the eligible faculty members of your department/Centre/Institute and they may be advised to submit the proposals through you.

Thanking you,

Yours sincerely,

(Prof. S.Kanmani)

To
All HODs/Directors
Dear colleagues,

Through the Heads of Departments and Directors

Sub: Young Faculty Scheme -2013 – Regarding.

The CTDT is pleased to inform you that the University supports initiatives for Research by Young faculty members who have experience of five years or less on permanent service in the university as Lecturer/Assistant Professor and have no sponsored research projects. A funding of Rs.50,000/- (fifty thousands) is provided by the Centre for Technology Development and Transfer (CTDT) under Research Support Scheme.

One of the objectives is to enable the faculty members to create facilities for research in the areas of their interest and then submit bigger proposals to the sponsoring agencies for larger funding. This funding is not to be utilized for research work relating to the doctoral work.

The guidelines and formats for applying for funding are attached. The proposals should be submitted through the Heads of Departments/Directors of the Centres & Institutes to CTDT on or before 20th October 2013.

The proposals will be processed at two levels, first by the Department Level committee where the concerned faculty members would be making a presentation of their project. The recommendations of this committee will be considered by the University Level Committee of each campus before funding the project.

The projects will be of one year duration and would commence on 1st April 2014. There will be periodical reviews at the department level.

With regards,

Yours sincerely,

(Prof. S. Kanmani)

To
The Concerned faculty members through HODs and Directors
1. Name of the faculty:

2. Designation:

3. Date of Joining the University as permanent faculty:

4. Department/Centre/Institute and division in the department:

5. Contact Phone no. and email id

6. Areas of Research Interest:

7. Title of the proposed project:

8. Brief write up (about 200 words) about the project:

9. Objectives:

10. Proposed plan of action/methodology

11. Deliverables:

12. Duration of the project:

13. Total cost of the project (not to exceed Rs 50000/-):

14. Budgetary estimate:

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<tr>
<th>Head</th>
<th>Cost in Rupees</th>
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<tr>
<td>a) Equipment/instrument/computers&amp; peripherals</td>
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<td>(Please list each major item to be procured)</td>
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<td>b) Materials/components</td>
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<td>c) Travel</td>
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<td>d) Contingencies</td>
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I certify that I do not have any funded project and assure to carry out the project as per the guidelines prescribed by the University for funding this project.

Signature of the faculty member

Recommendation of HOD/ Director

P.S. Please read the guidelines while preparing the proposals for funding under this scheme
Guidelines for Research Support Scheme (RSS) for Faculty Members

1. **Eligibility**
   i. A Lecturer/Assistant Professor who is a regular permanent faculty member of AUC and within 5 years of his tenure in the University is eligible to apply for this funding.
   ii. Since this scheme is initiated to encourage young and new faculty members, a faculty member who has not received any grant for any research project or consultancy from any funding agency / organization is eligible to apply.
   iii. A faculty member is eligible to avail this grant only once.

2. **Filing of Application**
   i. The research proposal shall be submitted in the prescribed format available in the office of CTDT.
   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
      - computers (Desktops / Laptops),
      - furniture,
      - creation of lab facilities,
      - travel (for attending national or / and international conferences / workshops/ training programmes, field visits, presentation of research proposals to funding agencies / organizations),
      - fees for conference registration / training programmes,
      - purchase of books / journals,
      - consumables,
      - contingencies.

3. **Amount**
The maximum amount that could be sanctioned shall be Rs.50,000/- per project.

4. **Project Duration**
The duration shall be a maximum of one year.

5. **Deliverables**
Each project must have the following deliverables
   i. A report containing the result of the research
   ii. Proof of
      a. paper presentation in an national or international Conference, national / international Seminar (OR)
      b. paper publication in a refereed journal (Note: Those who intend to apply for patent/technology transfer for their research findings should not publish their work beforehand (OR)
      c. a patent (OR)
      d. transfer of technology to an industry
      e. delivery of a research product / prototype instrument / model / component / system / instrumentation / design concept with executable drawings (for architecture)
   iii. Submission of one research proposal to a funding agency.
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 colleges by a Committee consisting of:

   a. Dean/Director/Principal/ of the College - Chairman

   b. Heads of concerned Departments - Members

   c. Additional Expert Member (s) - Members (Nominated by Principal)

   iii. The faculty member presents his / her proposal before the University level Committee

   iv. The College 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)

   d. Senior Professor - Member (Nominated by V.C)

   iii. Based on the Budget approved by Committee, administrative sanction will be issued by CTDT.

8. **Interim Review**

   An Interim review of the projects will be conducted by the Department level Committee at the end of 6 months.

9. **Completion Report**

   The completion report shall be submitted in the format prescribed by CTDT. This report will be reviewed by a committee of senior professors and the best projects shall be given additional grant as indicated in clause 15.
10. 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 project shall be settled by the faculty member within the end date to CTDT
   iii. The Head of the Department shall ensure for the Department to become eligible to forward subsequent proposals in the future and all project accounts (to be completed within that respective period) are settled in time.

11. 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

12. Acknowledgement
   The funds should be acknowledged in all related publications

13. Certificate
   At the successful completion of the project faculty member will receive an appreciation certificate from CTDT

14. Non compliance of deliverables
   i. In case the faculty member after taking up the RSS is not able to execute the same due to certain valid or unavoidable reasons, the faculty member can return the entire funds within 1 month to CTDT with the approval of HOD. The faculty member becomes ineligible to apply for the RSS grant in future.
   ii. In case the faculty member resigns from the University during the duration of the project, the facilities and equipments shall be handed over to the Department and the accounts need to be settled along with the deliverables before a No-Due certificate is issued by the Head of the Department.
   iii. At the end of the project period, in case the faculty member has not completed the research project with all the deliverables, a review committee constituted by Director CTDT will evaluate the project and recommend the recovery of the sanctioned amount in full / part / nil.

15. Continuation of the research project
   In special extraordinary cases, the faculty member who has done excellent research with more deliverables, can submit for the next level grant (Rs.1 lakh) through HOD which shall be considered directly by the University level committee on a case to case basis.

16. 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 will assist and compensate the faculty members as per the guidelines of CTDT