General Guidelines

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GENERAL GUIDELINES FOR ENGINEERING COLLEGES

PROPOSALS FOR RESEARCH & DEVELOPMENT ARE INVITED FROM UNDERGRADUATE, POST-GRADUATE STUDENTS AND Ph.D SCHOLARS OF ENGINEERING AND TECHNICAL INSTITUTES FOR FINANCIAL SUPPORT UNDER GRANT-IN-AID SCHEME.

The Institution of Engineers (India), the apex body of the engineers of India provides Grant-in-Aid support to its Corporate Members, Student Members and Institutional Members to pursue research and development in the field of engineering and technology.

[A] Salient Points of IEI R&D Grant-in-Aid

Project Category	Institutional Membership	Guide	Student/ Applicant	Quantum of Grant	Project Duration
Under Graduate (UG)	Applicant's Institute should be an Institutional Member	Should be Corporate Member(s)	Should be 'Student Member' (SMIE)	Not exceeding **Rs 50,000/-** for a single project	Not exceeding **six (06)** months
Post Graduate (PG)	Applicant's Institute should be an Institutional Member	Should be Corporate Member(s)	Should be Corporate Member(s)	Not exceeding **Rs 1,00,000/-** for a single project	Not exceeding **twelve (12)** months
Doctoral (Ph. D)	Applicant's Institute should be an Institutional Member	Should be Corporate Member(s)	Should be Corporate Member(s)	Not exceeding **Rs 1,50,000/-** for a single project	Not exceeding **thirty-six (36)** months

1) For those who are not members (corporate/non-corporate), application for membership should be sent along with the hard copy of the proposal for grant-in-aid. Without application for membership, the proposal is not likely to be considered. IEI will judge the R&D proposals according to their merit and any decision taken by IEI is final.

2) Corporate Membership (AMIE, MIE, FIE); Student Membership (SMIE)* and Institutional Membership forms can be obtained from the link *https://www.ieindia.org/membership1.aspx?accod=memb*.

3) The R&D work has to be completed and final report has to be submitted within the scheduled completion of course of the student. [Normally processing of proposals takes about 3 months. So the applicant(s) should keep adequate time for completion accordingly].

4) Preferences will be given to project proposals that are industry relevant and that have in-kind or cash support from the industry partners or those having potential to lead to an entrepreneurship venture or a start-up model. Projects that have thematic focus on green energy, clean water, waste-to-energy conversion, versatile simulation, urban rejuvenation, skill development in design and manufacturing will be preferred.

5) ***All cheques will be drawn in favour of the applicant's Institute***. The sanctioned amount will be provided as one-time grant.

Student Member (SMIE) is a **non-corporate category of membership meant for undergraduate students pursuing BE/B.Tech (AICTE approved) or equivalent qualification, completion of which will make them eligible for Corporate Membership. It will remain valid for a period for six (06) years w.e.f. the date of enrolment.*

B] Documents to be submitted on Project Completion

Project Category	BEFORE PROJECT COMPLETION	AFTER PROJECT COMPLETION			
	Half-yearly Report	Project Report	Project Completion Report (PCR)	Utilisation Certificate (UC)	IEI R&D Compendium Proforma
Under Graduate (UG)	NA	To be submitted in soft copy	To be submitted in soft copy	To be submitted in hard copy (in duplicate)	To be submitted in soft copy
Post Graduate (PG)	To be submitted in soft copy every six months	To be submitted in soft copy	To be submitted in soft copy	To be submitted in hard copy (in duplicate)	To be submitted in soft copy
Doctoral (Ph. D)	To be submitted in soft copy every six months	To be submitted in soft copy	To be submitted in soft copy	To be submitted in hard copy (in duplicate)	To be submitted in soft copy

1. Ph. D & PG Students should submit Half-yearly Report in soft copy every six months during the course of the project work. Project Report, Project Completion Report, Utilisation Certificate & IEI R&D Compendium Proforma are to be submitted immediately after the completion of project. Soft copies of the above documents (except UC) should be forwarded to research@ieindia.org.

2. Any intentional delay or non-submission of reports in time may result into debarring the institute, the guide/s and the student/s to avail any such grant-in-aid in future. IEI shall have the discretion to take any other action as deemed fit in such cases.

3. The students/s and their guide/s should maintain a **book of accounts** of all the expenditure incurred under the project and should submit a statement duly signed by all of them along with each report. The grant-in-aid should not be utilised for any other purpose other than the R&D work.

Acknowledging contribution of IEI:

The students/s and their guide/s while submission of any paper to any journal and conference on the subject, arising out of this R&D work, should acknowledge the contribution of The Institution of Engineers (India) in the following manner:
"The author/s thankfully acknowledge(s) the financial support provided by The Institution of Engineers (India) for carrying out Research & Development work in this subject".

The student/s, their guide/s and their institute have to authorize The Institution of Engineers (India) to publish the Report or part of it in their publications/website and to utilise the same for any other non-commercial purpose. Contribution of the student/s, guide/s and their institute will be duly acknowledged in each and every occasion.

Checklist and Guidelines of application for membership before proceeding with submission of proposal:

IS YOUR INSTITUTE AN INSTITUTIONAL MEMBER OF THE INSTITUTION OF ENGINEERS (INDIA)?

Please check with your institute or at *www.ieindia.org/member/im_members.pdf*. All AICTE-approved Institutes should preferably be an Institutional Member of The Institution of Engineers (India) prior to submission of project proposal. If they are not, they may apply for membership in the appropriate form available at *www.ieindia.org/member/Form%20IM.pdf.* The head of the institute is requested to fill-up the forms, observe all formalities and send the same to Director (Technical) along with the hard copy of the project proposal.

Priority will be given to proposals received from Institutional Members of The Institution of Engineers.

IS THE GUIDE/S MEMBER/S OF THE INSTITUTION OF ENGINEERS (INDIA)?

The guide/s must be corporate member of The Institution of Engineers (India). If not, they have to apply for membership in the appropriate form available at *www.ieindia.org/membership1.aspx.* The guide/s is/are requested to fill-up the forms, observe all formalities and send the same to Director (Technical) along with the hard copy of the project proposal, failing which, the proposal will not be considered.

IS THE STUDENT/S MEMBER/S OF THE INSTITUTION OF ENGINEERS (INDIA)?

Post-graduate and Ph.D students:

Students who are pursuing post-graduate and Ph.D courses must be a Corporate Member of The Institution of Engineers (India). If not they have to apply for membership in the appropriate form available at *www.ieindia.org/membership1.aspx.* The student/s is/are requested to fill-up the forms, observe all formalities and send the same to Director (Technical) along with the hard copy of the project proposal failing which the proposal will not be considered.

Under-graduate students

The student/s must be a 'Student Member' (SMIE) or should have applied for the same while submitting proposal and must mention the membership number/ application details in the proposal. Otherwise the project proposal will not be considered.

For further details and downloading of membership application form please use the following link ***www.ieindia.org/member/stud-memb.pdf***.

Submission of Project Proposal:

1. Visit ***www.ieindia.org*** and under the ***R&D*** menu, click on ***Submission of New Projects*** for Engineering Colleges and download Application Form.
2. Fill-up the Application Form appropriately and send it via email to *research@ieindia.org/ieirndcell@gmail.com* [only in .doc/.docx/.pdf (editable)].
3. Please make sure that 2 hard copies each of the Application Form duly signed by all concerned are to be sent at the following address within 10 days of online submission:

   Director (Technical)
   The Institution of Engineers (India)
   8 Gokhale Road, Kolkata,
   West Bengal, India,
   PIN: 700020
4. Delay in sending the hard copies may lead to disqualification of the proposal.

Terms & Conditions of the Grant

1. The usual terms and conditions of sanctioned R&D projects remain same in conjunction with the notification of inviting proposals for IEI R&D Grant-in-Aid Scheme.
2. Approval of the proposal and the grant being released is for the specific project sanctioned and should be exclusively spent on the project within the stipulated time.
3. Any un-spent balance out of the amount sanctioned must be surrendered to The Institution of Engineers (India) through a Cheque / Demand Draft drawn in favour of "*The Institution of Engineers (India)*".
4. The grant sanctioned should be utilized for non-recurring expenditure, which includes raw materials, hiring instrument / equipment, contingencies etc. The fund should not be used for travelling expense or any scholarship purpose under any circumstances.
5. Project Report, Project Completion Report (PCR), Utilisation Certificate (UC) & IEI R&D Compendium Proforma are to be submitted immediately after the completion of the project. Soft copies of the above (except UC) should be forwarded to research@ieindia.org. In the title page of the Project Report, the following should be mentioned:

   "**The Project has been funded by The Institution of Engineers (India), 8 Gokhale Road, Kolkata 700020 under R&D Grant-in-Aid scheme**"

6. The Institute/Organization will not entrust the implementation of the work for which the grant has been sanctioned nor will it divert the grant received to any other institute as assistance.
7. IEI reserves the right to terminate the project at any stage if it is found that the grant has not been properly utilized or appropriate progress is not being made and in that instance, the entire sanctioned amount should be refunded.
8. The project becomes operative with effect from the date on which the cheque is received by the implementing Institution/Organization. This date should be intimated by the appropriate authorities of Institution/Organization to IEI. It will, in no case be later than one month after the receipt of the Cheque.
9. If the Project Guide wishes to leave the granted Institution/Organization where the project is based, the Institute/Organization/Project Guide has to inform the same to IEI for further necessary action.
10. IEI should be acknowledged in case of any paper presentation/patent application in the same manner as mentioned against Sl. No. 5.

For further information/clarification on this subject, please contact:

Director (Technical),
The Institution of Engineers (India),
8 Gokhale Road, Kolkata – 700020
Email: *research@ieindia.org/ieirndcell@gmail.com*

GENERAL GUIDELINES FOR POLYTECHNICS

PROPOSALS FOR RESEARCH & DEVELOPMENT ARE INVITED FROM GOVERNMENT/ GOVERNMENT AIDED/PRIVATE POLYTECHNICS FOR FINANCIAL SUPPORT UNDER GRANT-IN-AID SCHEME.

The Institution of Engineers (India), the apex body of the engineers of India, provides Grant-in-Aid support to its Members, Student Members and Institutional Members to pursue research and development in the field of engineering and technology. In addition to the existing scheme, IEI has explored the possibility to impart hands on experience to Diploma holders, vocational pass outs and also to enhance their learning effectiveness in the field of technical education by using technology.

Eligibility Criteria:

1. Institutional Membership of IEI by the Polytechnic is desired but not essential. It is not binding for the applicant's Institution to be an Institutional Member of The Institution of Engineers (India).
2. The Guide, if not a Corporate Member of the Institution, has to take up membership once the project is approved.
3. The applicant (students) need not be a Corporate Member of The Institution of Engineers (India).
4. The applicants (students) will be required to submit a comprehensive and coherent Project Proposal. However, IEI will judge the R&D proposals according to their merit and any decision taken by IEI is final and binding.
5. The duration of the work should not exceed six (06) months.
6. The R&D work has to be completed within the stipulated timeframe as mentioned in the project proposal and final report has to be submitted within the scheduled completion of course of the student [normally processing of proposals takes about 3 months. So the applicant(s) should keep adequate time for completion accordingly].
   IEI is authorized to make any exception to the above.

If the Polytechnic desires to submit multiple projects, the Head of the Institution should select maximum three nos. out of these in a financial year and send those to IEI.

Quantum of Grant-in-aid:

The financial allocation to each project is restricted to Rs.25,000/-.

All cheques will be drawn in favour of the applicant's Institute. The sanctioned amount will be provided as one-time grant.

Dos and Don'ts:

Submission of Quarterly Progress Report and Project Completion Report:

All student/s and their guide/s should take proper care to submit Quarterly Progress Report and Project Completion Report immediately after their R&D work is completed.

Any intentional delay or non-submission of reports in time may result into debarring the institute, the guide/s and the student/s to avail any such grant-in-aid in future. IEI shall have the discretion to take any other action as deemed fit in such cases.

Maintaining Books of Accounts:

The students/s and their guide/s should maintain a book of accounts of all the expenditure incurred under the project and should submit a statement duly signed by all of them along with each report. The grant-in-aid should not be utilized for any other purpose other than the R&D work.

Acknowledging contribution of IEI:

The students/s and their guide/s while submitting any paper to any journal and conference on the subject, arising out of this R&D work, should acknowledge the contribution of The Institution of Engineers (India) in the following manner:

"The author/s thankfully acknowledge(s) the financial support provided by The Institution of Engineers (India) for carrying out Research & Development work in this subject".

The student/s, their guide/s and their Institute have to authorize The Institution of Engineers (India) to publish the Report or part of it in their publications/website and to utilise the same for any other non-commercial purpose. Contribution of the student/s, guide/s and their Institute will be duly acknowledged in each and every occasion.

Checklist and Guidelines of application for membership before proceeding with submission of proposal:

IS YOUR INSTITUTE AN INSTITUTIONAL MEMBER OF THE INSTITUTION OF ENGINEERS (INDIA)? [NOT MANADATORY FOR GOVERNMENT/GOVERNMENT AIDED/PRIVATE POLYTECHNICS]

Please check with your Institute or at www.ieindia.org/member/im_members.pdf. All AICTE-approved Institutes should preferably be an Institutional Member of The Institution of Engineers (India) prior to approval of project proposal. If they are not, they may apply for membership in the appropriate form available at www.ieindia.org/member/Form%20IM.pdf. The head of the Institute is requested to fill-up the forms, observe all formalities and send the same to Director (Technical) along with the hard copy of the project proposal. However, it is not mandatory for Polytechnics.

IS THE GUIDE/S MEMBER/S OF THE INSTITUTION OF ENGINEERS (INDIA)?

The guide/s must be corporate member of The Institution of Engineers (India). If not, they have to apply for membership in the appropriate form available at *www.ieindia.org/membership1.aspx.* The guide/s is/are requested to fill-up the forms, observe all formalities and send the same to Director (Technical) once the project is approved.

IS THERE A STUDENT CHAPTER OF THE INSTITUTION OF ENGINEERS (INDIA) IN THE APPLICANT'S INSTITUTE?

If there is an existing student chapter of The Institution of Engineers (India) at the applicant's institute, the student/s is requested to be member of that for submission of proposal. The student should mention his/her membership number in the proposal. However, the membership criteria is not mandatory for submission of the proposal.

If there is no such existing chapter, the students are requested to initiate the opening of a chapter at their institute.

For further details and downloading of membership application form please visit ***www.ieindia.org/studenchapter1.aspx*.**

Submission of Project Proposal:

1. Visit ***www.ieindia.org*** and under the ***R&D*** menu, click on Submission of New Projects for Polytechnics and download the Application Form for Polytechnics.
2. Fill-up the Application Form appropriately and send it via email to ***research@ieindia.org/ieirndcell@gmail.com*** [only in .doc/.docx/.pdf (editable)].
3. Please make sure that 2 hard copies of the Application Form duly signed by all concerned are to be sent at the following address within 10 days of online submission:
   Director (Technical)
   The Institution of Engineers (India)
   8 Gokhale Road, Kolkata,
   West Bengal, India,
   PIN: 700020
4. Delay in sending the hard copies may lead to disqualification of the proposal.

Terms & Conditions of the Grant

1. The usual terms and conditions of sanctioned R&D projects remain same in conjunction with the notification of inviting proposals for IEI R&D Grant-in-Aid Scheme.
2. Approval of the proposal and the grant being released is for the specific project sanctioned and should be exclusively spent on the project within the stipulated time.
3. Any un-spent balance out of the amount sanctioned must be surrendered to the Institution of Engineers (India) through a Cheque/Demand Draft drawn in favour of "The Institution of Engineers (India)".
4. The grant sanctioned should be utilized for non-recurring expenditure, which includes raw materials, hiring instrument/equipment, contingencies etc. The fund should not be used for traveling expense or any scholarship purpose under any circumstances.
5. Project Report, Project Completion Report (PCR), Utilisation Certificate (UC) & IEI R&D Compendium Proforma are to be submitted immediately after the completion of the project. Soft copies of the above (except UC) should be forwarded to research@ieindia.org. In the title page of the Project Report, the following should be mentioned:

   "The Project has been funded by The Institution of Engineers (India), 8 Gokhale Road, Kolkata 700020 under R&D Grant-in-Aid scheme"

6. The Institute/Organization will not entrust the implementation of the work for which the grant has been sanctioned nor will it divert the grant received to any other institute as assistance.
7. IEI reserves the right to terminate the project at any stage if it is found that the grant has not been properly utilized or appropriate progress is not being made and in that instance, the entire sanctioned amount should be refunded.
8. The project becomes operative with effect from the date on which the cheque is received by the implementing Institution/Organization. This date should be intimated by the appropriate authorities of Institution/Organization to IEI. It will, in no case be later than one month after the receipt of the cheque.
9. If the Project Guide wishes to leave the granted Institution/Organization where the project is based, the Institute/Organization/Project Guide has to inform the same to IEI for further necessary action.
10. IEI should be acknowledged in case of any paper presentation/patent application in the same manner as mentioned in Sl.No.5.

For further information/clarification on this subject, please contact:

Director (Technical),
The Institution of Engineers (India),
8 Gokhale Road, Kolkata,
West Bengal, India,
PIN: 700020

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FORMAT FOR SUBMISSION OF HALF-YEARLY PROGRESS REPORT BY THE SUPERVISOR

To
The Director (Technical)
The Institution of Engineers (India),
8, Gokhale Road,
Kolkata

Ref: **Project I.D**_____

Subject: **Submission of Half-yearly Progress Report**

Sir,

I am submitting below Half-yearly Progress Report for the Year 201…. of the scholar Mr. / Miss…… Working under my supervision on the project titled:-, "……..."

1. Amount of R&D grant sanctioned Rs……, vide cheque no. ……. dated …….
2. Amount spend so far Rs……..
3. Work completed so far (in percentage) ……. %
4. Probable date of completion of the project …….

I am also submitting a copy of above report to the State / Local Centre of the IE (I) for forwarding to you.

Yours faithfully

Signature:
Name of the supervisor:
Mobile No.:
E-mail:
Designation:
Name and address of the Institution:

Form no. Tech/R&D/03 Rev: 00/00000000

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PROJECT COMPLETION REPORT

1. Project I.D.
2. Project Title
3. Name of the Investigator
    a. E-mail: c. Mobile No. :
    b. Contact Address :
4. Name of the Institution of which Investigator is attached:
5. Name and Designation of the Guide / supervisor:
    a. E-mail: b. Mobile No.:
6. Name of the Director / Principal of the Institution:
7. Date of Release of R & D Grant:
8. Date of Commencement of the Project:
9. Amount of R & D Grant:
10. Date of Receipt of R & D Grant:
11. How much work is yet to be completed with the reason of delay:
    a. Percentage of work completed:
    b. Amount utilized till date:
12. How much work is yet to be completed with the reason of delay:
    a. Work yet to be completed with details:
    b. Reason for delay :

(Cont.)

13. Probable date of completion of the project:

14. Amount of matching grant :

    a) Name and address of the organization:

    b) Date of receipt:

    c) Amount received:

    d) Amount utilised till date:

15. Name of the organizations providing support to the project:

    a. Name of the organization:

    b. Nature of support e.g. financial, technical and infrastructural:

    c. Support yet to be received:

16. Project Achievements in brief:

17. Expected beneficiaries of the project:

18. Any other information to be furnished regarding progress of project:

(Cont.)

PROJECT I.D._____

CERTIFICATE

Certified that:

1. The above progress report is correctly and duly audited:

2. The necessary infrastructure is available for completion of the project by the due date:

3. The balance amount is readily available for completion of the project by the due date:

4. Interim technical report on the project has been enclosed:

5. The project will be completed by the due date:

Signature of the Investigator **Signature of the Guide** **Signature of the Director /Principal**

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UTILISATION CERTIFICATE

(To be submitted in duplicate)

[FOR THE FINANCIAL YEAR - (ENDING 31ST MARCH)]

1. Project I.D :
2. Title of the Project :
3. Name of the Institution :
4. Name of the Project Guide (PG) :

UTILISATION CERTIFICATE

Certified that out of Rs. _____ of grants-in-aid sanctioned during the year _____ in favour of _____ under IEI's letter No._____ dated _____ and Rs. _____. A sum of Rs. _____ has been utilised for the purpose of _____ for which it was sanctioned and that the balance of Rs._____ remaining unutilised at the end of completion has been returned to IEI (vide Cheque/DD No. _____ dated _____).

_____	_____	_____
Signature of PG with date	**Signature of Registrar/ Director / Principal with date & seal**	**Accounts Officer of the Institute with date & seal**

Form no. Tech/R&D/05 Rev: 00/00000000

IEI R&D COMPENDIUM PROFORMA

Project title

Student	Guide
Name: Email: Mobile: IEI Membership No.:	Name: Dept.: Email: Mobile: IEI Membership No.:
Institute Name: Address:	

(Insert coloured photograph related to project)	(Insert coloured photograph related to project)
Title of the photo:	Title of the photo:

Objective (not more than 300 words – in Aerial 9 pt.)

Achievements (not more than 750 words – in Aerial 9 pt)
Papers published in journals / Papers presented in Seminars / M.Tech Thesis / Ph.D Thesis / Patent generated from this project

Grant received from IEI & Year: Rs. Year:

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