



# **Gujarat Technological University**

**(Accredited with A+ Grade by NAAC)**

## **Policy Document on**

# **Research Promotion Scheme for Minor Research Project (RPS-MRP)**

**(Version- 2, Effective from Financial Year: 2024-25 &**

**Approved in the IQAC Committee Meeting: 02-2024)**



## **Background**

Gujarat Technological University (GTU) was established in 2007 as a technological university with the objectives of developing knowledge of science, engineering, technology, management for the advancement of the quality of life of mankind by creating centers and institutions of excellence in the above mentioned academic domains. Recently GTU has received A+ Grade in the NAAC first cycle.

GTU is a State University with more than 400 affiliated colleges in its fold operating across the state of Gujarat through its FIVE zones at Ahmedabad, Gandhinagar, Vallabh Vidyanagar, Rajkot and Surat. The University caters to the fields of Engineering, Architecture, Management, Pharmacy, Computer Science and Applied Science. The University has about 4, 00,000 students enrolled in a large number of Diploma, Undergraduate, Post Graduate programs along with the robust Doctoral program. GTU has successfully started its Post Graduate Schools in the area of Engineering, Management, Pharmacy and Applied Science and offering very unique UG/PG programs approved by respective regulatory bodies i.e. AICTE/PCI/COA.

**RPS-MRP Implementation at University:**

**RPS-MRP Implementation: Financial Year 2021-22**

**1st Revision in RPS-MRP Policy: Financial Year 2024-25**



## **Vision**

To be a global university for the creation and dissemination of knowledge and Innovation in Science & Technology, Humanities and Multidisciplinary domains for sustainable development and enrichment of human life.

## **Mission**

1. To develop centres of academic excellence at university premises and at affiliated colleges in domains of science, engineering, technology, management, and environment for imparting comprehensive education, training, and research infrastructure as per the nation's requirements.
2. To build resources, facilities, proficiencies and other related infrastructure of global standard for the development of knowledge, skills, and competencies in the various educational domains.
3. To develop research-oriented pedagogy for flourishing ideas and to nurture innovators, entrepreneurs and professionals of tomorrow.
4. To build and enhance collaborations with other academic, research, industry, and government organizations as well as NGOs across the globe so that education, training and research at university and its affiliated colleges become aligned with national and global level requirements.
5. To encourage multidisciplinary research and develop flexible learning ecosystem.

## **Core Values**

1. Excellence with value-based education.
2. Responsiveness to society.
3. Integrity and transparency.
4. Mutual Respect.
5. Sustainable development.



## **1. Introduction:**

Gujarat Technological University established in the 2007 and performing well with a vision to creation and dissemination of knowledge and Innovation in Science & Technology, Humanities and Multidisciplinary domains for sustainable development and enrichment of human life. To attain the vision, GTU having one of the missions to develop research-oriented pedagogy for flourishing ideas and to nurture innovators, entrepreneurs, and professionals of tomorrow. In support of this, Research Promotion Scheme (RPS) is laid down. Research and Development is a systematic process of basic and applied research to discover a solution for problems faced by Society or creating new knowledge and products. It may result in the form of patents, research publications and copyright etc. Research Promotion Scheme (RPS) has been initiated by Gujarat Technological University to provide research grants for Minor Research Projects in different areas to motivate full time faculty members of GTU affiliated institutes which may lead to major research proposals for submission to National/ International funding agencies. Research Promotion Scheme (RPS) is designed to stimulate competitive research in strategic areas of national or international importance, to promote innovative product and technology development, and/or to facilitate the technology driven solution as well as social science research for the betterment of society at large.

### **1.1 Objectives of Research Promotion Scheme (RPS):**

- 1.1.1.** To promote research activities of full-time faculty members of GTU affiliated institutes and encourage them to initiate or continue their research activities.
- 1.1.2.** To encourage interdisciplinary/ multidisciplinary research projects.
- 1.1.3.** To promote inter-faculty collaboration in emerging areas.
- 1.1.4.** To promote generation of IPR and product/ process development.
- 1.1.5.** To test a novel idea and generate preliminary results before submitting funding proposals to external agencies.



## **PART-A: RPS-MRP for Basic/ Experimental Research**

### **2. Eligibility norms for Faculty Members:**

**2.1** The faculty member must have at least 5 years of experience amongst which he/she must be associated with the same employer for at least 3 years.

OR

**2.2** The faculty member must have at least 3 years of experience and 2 research papers published in Scopus, Web of Science, IEEE indexed journals, ABDC journals in last two years. (The proof of published papers has to be submitted along with the application)

**2.3** For faculty members from Self Finance Institutions (SFI): Experience will be counted from the date of endorsement letter issued by GTU.

**2.4** For faculty members from GIA institutes/ Government run colleges: Experience will be counted from the date of appointment letter issued by the respective government department.

**2.5** The scheme is applicable to those faculty members only who did not receive any grant for similar research projects from external funding agencies during last five years.

**2.6** The institute of faculty member must be affiliated to GTU since last five academic years.

**2.7** Faculty members have to submit an undertaking while applying for the scheme that the submitted proposal under Research Promotion scheme (RPS) launched by GTU, is not entitled or submitted under any external funding agencies to avail grants.

### **3. Financial Assistance and Duration of Project:**

**3.1** The financial assistance of maximum Rs. 50,000/- (Rupees Fifty thousand only) will be given to the faculty member under this scheme for approved project.

**3.2** The duration of the project under this scheme is maximum of 1 year from the date of sanction letter issued in the name of Principal Investigator.



#### **4. Disbursement and Utilization of Grant under RPS-MRP:**

**4.1** 50% grant amount will be disbursed by university at the time of providing sanction letter of the project and remaining 50% will be disbursed after successful submission of the project report within the time limit as well as submission of CA certified utilization certificate along with original bills. These bills must be approved by head of Institute.

**4.2** The grant will be disbursed in the Bank Account of the Institute of Principal Investigator through direct bank transfers only.

**4.3** The Principal Investigator should use this grant for conducting experiments/simulations, traveling expenses for data collection, paper publication charges (publication only in Scopus, Web of Science, IEEE indexed journals, ABDC journals), testing/ validation charges, patent filing fees, printing, binding and other miscellaneous expenses only.

**4.4** The Principal Investigator has to submit CA certified Utilization Certificate at the time of submission of Project Report.

#### **5. Norms to act as Principal Investigator (PI) & Co-Investigator (CI):**

**5.1** As per point no. 2 any eligible faculty member may become the Principal Investigator for the research project.

**5.2** Any eligible faculty member of the same institute or from other institute affiliated to GTU is allowed to become the co-Investigator in the project. All the eligibility norms as per point no. 2 must be applicable to Co-Investigator also.

**5.3** A Faculty member can act as Principal Investigator or Co- Investigator in one project only.

#### **6. Number of Application under this Scheme:**

**6.1** Only one research proposal (as PI or CI) per program per Institute will be accepted by GTU under this scheme for further process.

**6.2** In case, more than one research proposals is prepared by faculty members of same program in a institute, than the Institute scrutiny committee must send only the best proposal to IQAC for consideration.



## **7. Submission of Project Proposal to IQAC:**

**7.1** The proposal of research Project under this scheme is invited once during the financial year. The circular for the same will be uploaded on GTU website.

**7.2** The submission of proposal should be done in the prescribed format. The format is available as per **Annexure-I**

**7.3** The final project needs to be submitted in the prescribed format within the time-limit as per **Annexure-IV**

## **8. Criteria for Selection:**

**8.1** Each proposal received will be evaluated based on following parameter by a committee duly constituted, by Hon'ble Vice Chancellor for the said purpose.

1. Intrinsic merit of the work and potential impact of the research on the academic field of study.
2. Adequacy and feasibility of the proposed research work
3. Potential for the award to provide a basis for further research support from external sponsors.
4. Likelihood that the proposed work will be completed during the award period.
5. Scope of Innovative inter-disciplinary research in the thrust areas of relevant discipline.

**8.2** After successful submission of the research proposal, the Principal Investigators have to give presentation of the proposal against the expert committee appointed and headed by Chairman IQAC i.e. Hon'ble Vice Chancellor.

**8.3** The decision of committee will be final and no further communication will be accepted from applicant regarding the non-acceptance of the proposal.

**8.4** The university will hold its right not to award or consider any proposals in a year, if they are found incomplete or unsatisfactory.

## **9. Guidelines:**

**9.1** Approved Project under this scheme would be non-transferable in any circumstances. If the Principal Investigator leaves Institute during the project tenure, he/she may submit the report if completed or else he/she needs to refund the disbursed amount to GTU.



**9.2** In case of death of Principal Investigator, the Co-Investigator has to complete the project and submit the same. If Co-Investigator is not available then the Principal/Director of the Institute must refund the disbursed amount to GTU.

**9.3** If the Principal Investigator fails to complete the project with in time limit, he/she would have to refund the entire amount released with interest @ of 6% p.a. to GTU.

**9.4** Proposals under this scheme can be individual/collaborative in one discipline or interdisciplinary or multidisciplinary in nature.

**9.5** The project commencement would be considered from the date of disbursement of the first instalment of grant amount.

**9.6** A half yearly progress report should be submitted by Principal Investigator.

**9.7** The final report, statement of expenditure and utilization certificate (as per Annexure-IV) shall be submitted after successful completion of the project.

**9.8** The part of the granted/disbursed money remaining unutilized within the prescribed time limit should be refunded to University.

**9.9** The Principal investigator has to give a presentation of the outcome of the research project before a committee (appointed by Chairperson-IQAC) after the submission of the project. (Presentation Format as Annexure IV).

**9.10** The research project should not be outsourced in any case.

**9.11** The proposal should be based on the applicant's own original ideas.

**9.12** The faculty member will not get any relaxation in the teaching load or other academic as well as administrative duties if the proposal is accepted.

**9.13** The principal investigator may publish a research paper out of this research and utilize the grant for paper publication charges. The research paper must be published in the Scopus, Web of Science, IEEE Indexed journals, ABDC Journals only. The PI must mention the name of GTU in the publication.





**9.14** The principal investigator may file a patent based on the outcome of this project and the grant may be used for this purpose. In this case, the PI must mention the name of GTU.

**9.15** It is advisable to get reviewed the proposals from Internal/External senior researchers/ reputed bodies and get critical feedback for novelty, quality, relevance, ethical considerations, etc. before submission.

## **PART-B: RPS-MRP for Extended Research**

### **10. Eligibility & Financial Assistance:**

**10.1** Faculty members who have already received a grant under this scheme earlier and successfully submitted the project report within stipulated time.

**10.2** The measurable outcomes of the Part-A research will be considered as additional eligibility for extended research.

**10.3** A maximum financial assistance of INR 1,00,000/- (Rupees One lakh only) will be provided to faculty members for advance research on approved projects.

### **11. Part-B Guidelines:**

**11.1** Principal Investigator (PI) must remain same, where as he/ she may select same or different Co-Investigator (CI), if required.

**11.2** Other guideline for disbursement and utilization of grant, Other Norms of PI & CI, Number of Application, Submission of Project Proposal to IQAC, criteria for selection, guidelines, outcome of the project/Research would be same as PART-A.



## 12. Outcome of the Project/Research:

Sr. No.	Particular	Yes/No	Count	Details (Add attachment, if required)
1	Participation in Conference			
2	Publication of Research Paper			
3	Application to external funding agency for research grant			
4	Grant received from external agency			
5	Workshop/Seminar participation			
6	Application for patent			
7	Any other (please specify)			

For any Query in the guidelines, Faculty Members may contact Internal Quality Assurance Cell (IQAC) of University at [iqac@gtu.edu.in](mailto:iqac@gtu.edu.in)

Coordinator/ Head IQAC



## Annexure - I: Research Proposal Format

### GUJARAT TECHNOLOGICAL UNIVERSITY INTERNAL QUALITY ASSURANCE CELL

#### APPLICATION FOR AVAILING GRANT FOR MINOR RESEARCH PROJECT UNDER RESEARCH PROMOTION SCHEME (RPS)

Please tick whichever is applicable

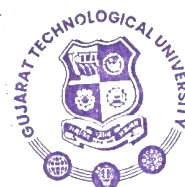
Application for Basic Research:  Advance Research:

If applied for Advance Research provide following details of Basic Research Project:

Project Sanction Date of Basic Research:		Project Submission Date of Basic Research:	
Grant Amount Sanctioned for Basic Research:		Total Grant Utilized for Basic Research:	

Outcome of the Basic Research:

Sr. No.	Particular	Yes/No	Count	Details (Add attachment, if required)
1	Participation in Conference			
2	Publication of Research Paper			
3	Application to external funding agency for research grant			
4	Grant received from external agency			
5	Workshop/Seminar participation			
6	Application for patent			
7	Any other (please specify)			



<b>A. General Project Details:</b>	
Project Title:	
Key Words:	
Broad Area(s):	
<b>Principal Investigator Details:</b>	
Name:	
Designation:	
Department:	
Institute Name with code:	
Residential Address:	
Mobile No.:	
E-mail ID:	
<b>Bank Details of the Institute of Principal Investigator: (Attach a copy of cancelled cheque)</b>	
Name of Institute as per Bank Record:	
Name of Bank & Branch:	
Account No.:	
IFS Code:	
<b>Co- Investigator Details:</b>	
Name:	
Designation:	
Department:	
Institute Name with code:	
Residential Address:	
Mobile No.:	



## B: Technical Details for Research Proposal

1. Neatly designed front-page with project title, name of Investigator(s), department, Institute, contact details.
2. Project Abstract in about 300 words (don't number this page)
3. Good and self-explanatory title on top of the first page
4. Introduction - 500 words
5. Survey of literature of the recent major works in your area of research - covering both international and Indian - 1500 words
6. Clear identification of research gaps (what is the necessity to research this problem?) - 150 words
7. Scope and objectives of your study - 200 words
8. Detailed framework/ methodology of the proposed work - 300 words
9. What is innovative/unique about proposed research - 150 words
10. Expected outcomes from the project - 150 words
11. Relevance/Significance of proposed study for policy-making/ society/ academics / etc. - 250 words.
12. References using standard referencing style in the discipline of the research proposal
13. Time-line of the project - clearly projecting the likely progress
14. Budget details in tabular format should be provided in application.

Sr. No.	Particular	Approximate Cost

## C: Probable Output of the Project:

Research outcomes in terms of publications in conferences and journals, Product design, patents, resource generation by way of Industrial Consultancy need to be clearly specified. Attempt may be made to quantify output in measurable parameters.

## D: Bio-sketch of PI and Co-PI

Please attach a brief bio-sketch (Not more than 1000 words) highlighting Academic and Professional achievements. A list of publications during last one year should be included.



**E: Declaration:**

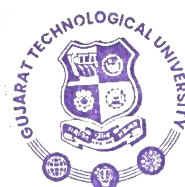
I/ We, \_\_\_\_\_ (Name of Principal Investigator)  
and, \_\_\_\_\_ (Name of Co-Investigator) hereby  
declare that the Research Proposal on the above topic is not submitted to any other  
funding agency for grant. We also declare that, if the proposal is approved by  
university, we will complete the work in the stipulated time.

Signature (PI):		Signature (CI):	
Name:		Name:	
Date:		Date:	

**Recommended by: (Principal/Director): Name: \_\_\_\_\_**

**Signature and Seal (Principal/Director):**

**Date:**



**Annexure – II: Declaration by Institute  
(On Institute Letter Head)**

It is declared that Dr. /Mr. /Ms. \_\_\_\_\_ <Name of PI>  
<Designation of PI>, <Institute Name with Code> has submitted A Minor Research  
Project under Research Promotion Scheme (RPS) sponsored by GTU  
titled “\_\_\_\_\_”  
\_\_\_\_\_”. Institute hereby declares that if the project is  
approved by university than the institute will accept the grant amount in the  
institute bank account and the same will be transferred to the bank account of  
PI. It is also declare by the Institute that in case of transfer of PI from home  
Institute to another institute the Fund of the research grant will be transferred  
by the institute in the bank account of new institute of PI, in knowledge of GTU.  
It is also hereby declare that if the research project is more than the approved  
grant than the excess of amount will be borne by the Institute/PI.

<b>Name of Principal/Director:</b>	
<b>Name of Institute with code:</b>	
<b>Signature:</b>	

**Date:**

**Place:**

**Institute Seal**



## Annexure – III: Declaration by Principal Investigator/ Co-Investigator

<Second Page>

(On separate page)

I/We hereby declare that the A Minor Research Project under Research Promotion Scheme (RPS) sponsored by GTU titled “\_\_\_\_\_” is my/our own work and my/our indebtedness to other work publications, references, if any, have been duly acknowledged. If I/we am/ are found guilty of copying from any other report or published information and showing as my/ our original work, I/we understand that I/we shall be liable and punishable by the university.

Signature (PI)		Signature (CI)	
Name:		Name:	
Department:		Department:	
Name of Institute with code:		Name of Institute with code:	
Date:		Date:	





**Annexure – IV: Project Submission Format**

**< First Page/Title Page >**

**'<Title of Project>'**

**A Minor Research Project under Research Promotion Scheme (RPS)**

**Sponsored by**

**Gujarat Technological University**

**Submitted by**

**<Name of Investigators>**

**<Designation>**

**<Name of Department>**

**<Name of Institute with Code >**



**Gujarat Technological University**

**<Month & Year>**



**<Second Page>**

**A Copy of Project Sanction letter**

**<Third Page>**

**Plagiarism Report**

**PREFACE (SEPARATE PAGE)**

**ACKNOWLEDGEMENT (SEPARATE PAGE)**

**INDEX (SEPARATE PAGE)**

**FULL REPORT (SEPARATE PAGE)**

## **Annexure – V: FORMATTING SPECIFICATIONS FOR REPORT**

- ❖ Word format
- ❖ Font size: 12 for Regular text, 14 for Subtitles and 16 for titles
- ❖ Font Type: Times New Roman
- ❖ Line Spacing: 1.5
- ❖ Margin: 1.5 inch to Left and 1 inch to all other sides
- ❖ Page Type: A4
- ❖ Alignment: Justified
- ❖ Column Specification: One
- ❖ Printing of Report: Both sides of paper
- ❖ Binding of Report: Hard Bound with Emboss of Title page
- ❖ The colour of Hard Bound Material must be as under:
  - Project from Engineering and Technology stream – Blue
  - Project from Pharmacy Stream – Green
  - Project from Management stream – Maroon
  - Project from Computer Application Stream – Brown
  - Project from Architecture Stream – Pink
- ❖ Number of hard Copies submitted to IQAC: One hard copy
- ❖ The WORD file may be converted to PDF format for softcopy submission and mailed to iqac@gtu.edu.in (In word as well as in PDF format). The file must be saved by the name of PI only.



## Annexure-VI: Statement of Expenditure / Utilization Certificate

Name of PI:	
Designation & Institute:	
Date of Commencement of Project:	
Date of Submission of Project:	
Total Sanctioned Grant in INR:	
Advanced Grant Received in INR:	
Total Utilized Grant in INR:	

Following bills were paid as a part of Research Project under Research Promotion Scheme of GTU

Sr. No.	Name of Party/ Agency	Bill No. & Date	Details of Bill	Bill Amount	Total Payable Amount Rs.
				Net Amount	
Rupees in words					

This is to certify that, above mentioned bills no. \_\_ to \_\_ expense for Research Project under Research Promotion Scheme of GTU. Which is as per time limit, normal market rate & approval. This bill amount had not been presented or assessed in past. The amount is paid as it is just & fair. It is submitted for approval.

**Principal Investigator**

**Principal/Director**

**Chartered Accountant**

