



GUJARAT TECHNOLOGICAL UNIVERSITY

(Accredited with A+ Grade by NAAC)



**RESEARCH PROMOTION SCHEME
FOR
MINOR RESEARCH PROJECT
(RPS - MRP)
FOR AFFILIATED INSTITUTES**



Gujarat Technological University
(Accredited with A+ Grade by NAAC)

Policy Document On
Research Promotion
Scheme for Minor Research
Project (RPS-MRP)

(Effective from Financial Year 2021-22)



Background

Gujarat Technological University (GTU) is 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 the mankind by creating centers and institutions of excellence in the above mentioned academic domains. GTU is accredited with A+ grade by NAAC in its first cycle.

GTU is a State University with More than 420 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 and Computer Science. The University has about 4, 00,000 students enrolled in a large number of Diploma, Under Graduate, 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 Biotechnology and offering very unique AICTE/PCI approved programs. GTU believes that...

“Literature offers the thrill of minds of great clarity wrestling with the endless problems and delights of being human. To engage with them is to engage with oneself, and the lasting rewards are not confined to specific career paths.”



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 centers 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 a one of the missions is to develop research-oriented pedagogy for flourishing ideas and to nurture innovators, entrepreneurs, and professionals of tomorrow. In support it, 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.

2. Objectives of Research Promotion Scheme (RPS):

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

3. Eligibility norms for Faculty Members:

3.1 The faculty member must have at least 5 years of experience amongst which they must be associated with the same affiliating institute for at least 3 years.

OR

3.1 The faculty member must have at least 3 years of experience and 2 research papers published in Scopus/Web of Science/UGC CARE approved journals in last two years. (The proof of published papers need to submit along with application)

3.2 Faculty members must be endorsed by GTU/Gujarat Public Service Commission. Experience will be counted from the date of endorsement letter of GTU/appointment letter of GPSC.



3.3 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.

3.4 The institute of faculty member must be affiliated to GTU for at least five consecutive years.

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

4. Financial Assistance and Duration of Project:

4.1 The financial assistance of Maximum INR 50,000 will be given to the faculty member under this scheme for approved project

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

5. Disbursement and Utilization of Grant under RPS-MRP:

5.1 The 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 utilization certificate along with original bills. These bills must be approved by head of Institute.

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

5.3 The Principal Investigator should use this grant for the purpose of conducting the data collection, travelling expenses, conducting experiments, paper publication (publication only in Scopus, Web of Science, IEEE indexed journals) charges, registration fees of participation in reputed conference (only for PI and CI), patent filing fees, printing, binding and other miscellaneous expenses only.

5.4 The Principal Investigator has to submit Utilization Certificate at the time of submission of Project Report. Principal Investigator shall make sure that the submitted Utilization certificate must be approved and certified by Chartered Accountant.

6. Norms to act as Principal Investigator (PI) & Co-Investigator (CI):

6.1 As per point no. 3.2 any eligible faculty member may become the Principal Investigator for the research project.

6.2 All the eligibility norms as per point no. 3.2 must be applicable to Co-Investigator also. 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.

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



7. Number of Application under this Scheme

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

7.2 In case of more than one research proposals are prepared by same program any institute, than the Institute scrutiny committee must send only the best proposal to IQAC-GTU for consideration.

8. Submission of Project Proposal to IQAC

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

8.2 The submission of proposal should be done in the prescribed format only. The format is available in the Annexure-I

8.3 The final project is required to submit in the prescribed format within in the time- limit. The format is available as per Annexure-IV

9. Criteria for Selection:

9.1 Intrinsic merit of the work and potential impact of the research on the academic field of study

9.2 Potential for the award to provide a basis for further research support from external sponsors

9.3 Likelihood that the proposed work will be completed during the award period

9.4 Innovative interdisciplinary research in the thrust areas of relevant discipline

9.5 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.

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

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

10. Other General Guidelines:

10.1 Approved Project under this scheme would be non-transferable in any circumstances. If the Principal Investigator leaves Institute during the project tenure, he/she is bound to submit the project within required time frame as per the submission guidelines under this scheme.

10.2 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 assign the remaining work to any other faculty member of the respective Department to complete the project and submit the same.

10.3 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 University.



10.4 Proposals can be individual/interdisciplinary/collaborative.

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

10.6 A half yearly progress report would have to be submitted by Principal Investigator if it is demanded by IQAC.

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

10.8 The part of the granted money remaining unutilized within the prescribed time limit should be refunded to the University.

10.9 The Principal investigator has to give a presentation of the outcome of the research before a committee after the submission of the project.

10.10 The research project should not be outsourced in any case.

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

10.12 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.

10.13 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 only. The PI must mention the name of GTU in the publication.

10.14 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.

10.15 It is advisable to get review the proposals from Internal/External senior researchers and get critical feedback for novelty, quality, relevance, ethical considerations, and impressive & formal presentation, before submission.

10.16 Acknowledgement of the source of funding must be included in all publications or presentations arising from the funds.

10.17 The PI at the time of submission of application under Research Promotion Scheme, shall not have any running project under this scheme or any other scheme in which he/she is the PI.

10.18 Publication in peer-reviewed (Scopus, Web of Science, IEEE indexed) journals/intellectual property generation including product/process development would be expected as outcomes of the project.

10.19 It is understood that any IP emerging out of research funded by GTU will be owned by University. Such IPR will recognize contributions by all researchers as "inventors".

10.20 The proposal (in spiral-bound) one copy should be submitted to the IQAC within specified time.



10.21 The soft copy of proposal should be uploaded in the goggle form with all relevant declarations.

10.22 The PI should ensure that the proposals must be neatly presented and do not have any mistakes.

10.23 The Plagiarism Policy should be as per UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018 dated 31st July, 2018. Moreover, the plagiarism of the research report must be less than 10%. The PI has to attach the plagiarism certificate with the final research project.

10.24 The PI has to follow Research Report formatting specification as per Annexure-III.

10.25 These guidelines have been framed with a view to strengthen key information base related with execution of Research Projects under Research Promotion Scheme. The University has right to add/withdraw or modify the guidelines at any time.

10.26 In case of discrepancy in any of the terms and conditions of Research Promotion Scheme, the interpretation of Chairman of IQAC would be final and it must be binding to all the stake holders of the Scheme.

11. Outcome of the Project/Research Grant:

Sr. No.	Particular	Yes/No	Count
1	Participation in Conference		
2	Publication of Research Paper		
3	Application to external funding agency for research grant		
4	Workshop/Seminar participation		
5	Application for patent		

For any Query in the guidelines, Faculty Members may contact Internal Quality Assurance Cell (IQAC) of University at 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)

(A) General Details

Project Details:

Project title: _____

Key Words: _____

Broad Area: _____

Principal Investigator Details:

Name: _____

Designation: _____

Department: _____

Institute Name with code: _____

Residential Address: _____

Mobile No.: _____

E-mail ID: _____

Institute Bank Details of Principal Investigator: (Attach a copy of Cancel Cheque)

Name of Institute as per Bank Record. _____

Name of Bank & Branch: _____

Account No.: _____

IFSC Code: _____



Co-Investigator Details:

Name: _____

Designation: _____

Department: _____

Institute Name with code: _____

Residential Address: _____

Mobile No.: _____

E-mail ID: _____

(B)) Technical Details of Project

Points to consider for detailed of 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. Time-line of the project - clearly projecting the likely progress
13. Budget for the Research
14. References using standard referencing style in the discipline of the research proposal

Plan of Action:

Phase-wise plan of action and detailing of month wise time schedule should be submit. Milestones may clearly be indicated.



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 and/or Continuing Education Programs need to be clearly specified. Attempt may be made to quantify output in measurable parameters.

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.

Declaration: I, _____ (Name of Principal Investigator) hereby declare that the Research Proposal on the above topic is not submitted to any other funding agency for grant. I also declare that, if the proposal is approved by university, I will complete the work in the stipulated time.

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

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 declare that if the project is approved by university than the university will accept the grant amount in the institute bank account and the same will be transferred to the 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 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.

Name of Principal/Director: _____

Name of Institute with code: _____

Signature: _____

Date:

Place:

Institute Seal



Annexure – III: Declaration by Principal Investigator

<Second Page>

(On separate page)

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

Name of PI:

Designation:

Name of Department:

Name of Institute with code:

Date:

Place:

Signature: _____



< 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>**



Gujarat Technological University

<Month & Year>

<Third Page>

A Copy of Project Sanction letter

<Forth 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: _____ 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, G.T.U., 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

Charter Accountant



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Internal Quality Assurance Cell

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