



AKS University
SATNA

The University with Difference

Research & Innovation Policy

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Table of Content

1.0	University Research, Development and Innovation policy	
1.1	Introduction	1
1.2	Objective	1
2.0	AKS University Research and Development Cell	
2.1	Introduction	2
2.2	Establishment of Research & Development Cell	2
2.3	Governance	3
2.4	Research Advisory Council	4
2.5	Administration	4
2.6	Research Ecosystem/Collaboration	5
3.0	Functions of Research Development Cell (RDC)	
3.1	Research Information Management System (RIMS)	6
3.2	Research Promotion and Guidance	7
3.3	Research Thrust and Cluster Areas	7
3.4	Research Incentives and Recognitions:	8
3.5	Technology Development and Business Centered facility	8
3.6	Finance	8
3.7	Integrity and Ethics	9
3.8	Capacity Building	9
3.9	Research Monitoring:	9
4.0	University Institution's Innovation Council (IIC)	10
5.0	AKS University, Research Projects Funding Scheme	12
6.0	Final Project Report	15
7.0	General Guidelines for Research proposal	15
	Annexures	



**Research, Development and Innovation policy
Of AKS University Satna 485001 (M.P.)
(Revised on July, 2022)**

1.0 University Research, Development and Innovation policy

1.1 Introduction:

The Research and Innovation Policy of AKS University embodies our commitment to fostering a dynamic environment conducive to cutting-edge research and innovation. It serves as a guiding framework to propel the university academic community towards excellence in knowledge creation, technological advancement, and societal impact.

1.2 Objectives:

- i. Promote a Culture of Inquiry:** Encourage a spirit of curiosity and exploration among faculty, researchers, and students, fostering a culture where inquiry and discovery thrive.
- ii. Advance Knowledge Frontiers:** Support interdisciplinary collaboration and groundbreaking research initiatives that push the boundaries of knowledge across various fields and domains.
- iii. Foster Innovation and Entrepreneurship:** Provide resources and support to facilitate the translation of research outcomes into innovative solutions, products, and services that address real-world challenges and contribute to economic growth.
- iv. Enhance Research Infrastructure:** Invest in state-of-the-art facilities, equipment, and technologies to facilitate high-quality research across diverse disciplines and enable researchers to pursue ambitious projects.
- v. Promote Ethical Research Practices:** Uphold the highest standards of integrity, ethics, and transparency in all research activities, ensuring compliance with relevant regulations and guidelines.
- vi. Support Research Excellence:** Recognize and reward excellence in research through competitive funding opportunities, awards, and incentives, fostering a culture of continuous improvement and achievement.
- vii. Promote Knowledge Exchange and Collaboration:** Facilitate partnerships and collaborations with industry, government, and other institutions to promote knowledge exchange, technology transfer, and collaborative research initiatives.
- viii. Enhance Research Capacity:** Provide training, mentorship, and professional development opportunities to empower researchers and enhance their skills, capabilities, and competitiveness on a global scale.



2.0 AKS University Research and Development Cell

2.1 Introduction

According to National Education Policy 2020 Research and Innovation is a co-requisite for outstanding quality education and development. AKS University envisages transforming into multidisciplinary research and innovation university by putting more emphasis on research and innovation along with out of box thinking and creativity. We believe and trust that education and research cannot be separated from each other. Moreover, we also believe and trust that research start from undergraduate level which is further extended to post graduate level and finally at doctoral and post-doctoral level. In order to promote the robust research and innovation culture, we have started following revised initiatives from July 2022 as a part of our research and innovation policy.

2.2 Establishment of Research & Development Cell (RDC):

The Cell is established as per UGC guideline published in March 2022. The objectives of RDC are as following:

- i. To create and develop organizational structure with role assigned functions at RDC and formulate a Research Policy for AKS University, identify trust areas of research, from specific cluster groups and develop research team in each faculty.
- ii. To promote research/researchers and innovation from undergraduate, post graduate, Ph.D., Post doctorate level as well as professors from different faculties/scholar.
- iii. Identify and develop potential collaborations from various other national and international universities, Research Institutes, Industries from Madhya Pradesh and across the country and alumni for cooperation and developing synergistic partnership.
- iv. Provide enabling provisions in research and innovation policy from recruitment of research, personnel, procurement of equipment, financial management, autonomy to the principal investigator and disseminate research outcome to respective stakeholder, public and government.
- v. To act as a liaison between researchers and all funding agencies including Govt. of India. Extend guidance in developing the ideas for research and accordingly preparation and submission of project proposal in time as per the guideline of respective funding agencies. Provide all administrative help at post sanctioning at the project grant as per timeline.
- vi. To develop better coordination of RDC with following Cells at University
 - University-Industry Cell
 - Incubation, Innovation, and Entrepreneurship Development Cell
 - Intellectual Property Rights (IPR) Cell
- vii. To develop AKS University “Research Information System” (RIS) for sharing the following



- The Status of ongoing research projects
- The Status of completed research projects
- Expertise of faculty
- Resources at each department
- Effective use of ICT for preparing database of university in house experts to provide industrial consultancy and services.

viii. To utilize the services of superannuated active faculty/scientists for

- In building of research capacity of talented young students.
- Promote mobility of researchers across various universities, research institutes and R & D laboratories.

ix. To serve as nodal center for developing new ideas and conceptualization of research topics and themes by following:

- Organization of workshops
- Organization of training programs
- Ensure the integrity and ethical practices in research and innovation activities are strictly followed
- Clearance of University ethical committees for projects.

x. Overall, the RDC would help in creating/establishing a research ecosystem for reliable, impact full and sustained research output.

2.3 Governance:

We would like to develop an efficient governance mechanism which ensures

- Functional autonomy
- Transparency
- Accountability
- Adoptability

By strengthening the interlinkages among above points and create a conducive research environment. RDC would faster the faculty, staff, scholars and students, logistics, knowledge resources which include research equipment, project utilities, consumable and grants and funds management. We would select experienced researchers and establish an affective and robust research governance in RDC.



2.4 Research Advisory Council:

The research Governance will have a Research Advisory Council (RAC). The composition of RAC is as follows:

Chairman	:	Vice-Chancellor
Co-Chairman	:	Pro-Vice-Chancellor (Dev)
Director (nominated by VC)	:	Convener
Committee 1	:	Finance and Infrastructure
Committee 2	:	Research Program and Policy Development
Committee 3	:	Collaboration & Community
Committee 4	:	Product Development Monitoring and Commercialization
Committee 5	:	IPR, Legal & Ethical Matters
Committee 6	:	Experts from Industry
Secretary	:	Prof. Kamlesh Choure

2.5 Administration:

- i. AKS University bodies, authorities and committees will facilitate planning, implementation and monitoring of research activities by formulating rules, regulations and policy frameworks for utilization of all facilities and resources.
- ii. A single window operational system will be employed for the effective administration.
- iii. The activities of the RDC will be mentored and monitored by various committees for devising
 - Research Model
 - Technology Appraisal
 - Foresight review functions
 - mediating sectoral R & D progress
 - IPR protection
- iv. RDC should keep a close contact with Ministry of Education-Innovation Cell (MIC) of Govt. of India, New Delhi to make use of various innovative plans for facilitating the researchers of AKS University, Satna.



- Ministry of Education Govt. of India has established an 'Innovation Cell' with a purpose of systematically fostering the culture of Innovation in all Higher Education Institutions. (HEI) across the country.
- MIC will focus on creating complete ecosystem which will foster the culture of innovation across all educational institutes such as
 - Idea generation to pre-incubation
 - Incubation
 - Develop successful startups
- MIC will also work on designing ranking system to identify institutions in the fare front of Innovation.
- Mandate of MIC would be work closely with our higher education institutions (HEIs) to encourage
 - The creative energy of our students to work on new ideas and innovation
 - Promote them to create start-ups
 - Promote them to start entrepreneurial ventures
- **Institution's Innovation Council (IIC):**
AKS University would like to establish Institution Innovation Council (IIC) as per the guidelines of Ministry of Education (MoE) Govt. of India, New Delhi. We would like to strengthen the IIC at AKS University.
 - Innovation Ambassador
 - Impact lecture series
 - On time session
 - National innovation contest
 - Mentor mentee program
- **IIC would also initiate following activities**
 - Smart India Hackathon
 - Atal Ranking of Institutions on Innovation achievements (ARIIA)
 - School Innovation Council
 - Kalam program for IP literacy and awareness
 - Yukti
 - National Innovation and startup policy (NISP)
 - School Innovation Ambassador

2.6 Research Ecosystem/Collaboration:

- AKS University wish to establish a vibrant research ecosystem which aims to provide meaningful thrust for sustainable research and innovation.
- It also aims to promote collaboration between government universities, research institute and industries.



- AKS would like to build a sustainable research ecosystem that leads to consistent quality research outcome and enhanced productivity.
- RDC of AKS University will act as a facilitator for networking and collaborative research with various national and international institutions working in following levels of research such as:
 - **3.0 Functions of Research** Inter-disciplinary
 - Trans-disciplinary
 - Multi-disciplinary

Development Cell (RDC):

Administrative structure of RDC will reach out to various organizations to develop strategic partnership as follow:

- Key industries
- Research organizations
- Universities
- Government bodies at state and central level
- National Academic and Professional Associations
- NGOs
- National and International Institutions etc.

AKS University would like to establish collaborations, teams/consortia, partnership and combined ventures for joint research activities with various universities, research institutes and industries so as to facilitate the exchange of faculty, research scholars and students.

- AKS University would strengthen resource sharing in content as well as infrastructure both within the university, among universities, funding agencies, industries, corporate state and central government.

3.1. Research Information Management System (RIMS):

AKS University would like to play a key role in the advancement of research and innovation as two distinct entities through the establishment of Research Information System (RIMS) for the benefit of faculty, students, industry and other stakeholder.

- i. RIMS would collect and manage research-oriented information, databases, publications, research projects, fellowships, collaborations, patent, innovations, and thrust areas which are aligned with AKS University. Research policies.
- ii. RIMS would also provide a platform for assessing resources centric information pertaining to human capital, expertise, state of art research laboratories and sophisticated instrumentation facility, digital library and information, Intellectual Property facilitation, quantitative methods and data analysis, analytical and consultancy services.
- iii. RIMS can provide a centralized and integrated database and manage issue related to
- iv. Radioactive-safety approval clearance for use and disposal of biological, chemical and radioactive hazardous materials.
- v. Protective equipment measures



- vi. Surveillance of staff
- vii. Appropriate trainings/workshops etc.
- viii. AKS University would like to create a portal for RIMS and University repository and sign a MoU with UGC INFLIBNET to access and upload the research information through.
 - Shodh Ganga
 - Shodh Gangotri
 - Shodh Sindhu
 - Shodh Shuddi
 - Shodh Chakra
- ix. AKS University would like to implement the innovation management (ISO56002:2019) as a common framework to develop innovation capabilities, evaluate performance and achieve the intended outcomes of global standards.

3.2 Research Promotion and Guidance:

Research promotion activities of RDC of AKS University would like to align with the mandates of various national missions of Govt. of India such as

- Sustainable Development Goals (SDGs)
- Startup India. This will lead to self
- Reliant India that is Atma Nirbhar Bharat.
- Research guidance from RDC will aim to encourage all faculties to conceive ideas through enhanced industry academia interactions.
- Prepare research proposals for funding from various agencies.
- Organize capacity building programs through research methodology and research techniques.
- Organize specific theme-based workshops
- Research internships for students, scholars, and faculties
- Active participations in process of ideation and innovative research in emerging frontier areas.

3.3 Research Thrust and Cluster Areas:

- AKS University would identify the thrust areas of research with the understanding of societal needs and the availability of key resources including in house human resources faculty research competencies and support systems. This would help AKS University to consider establishing Centre of Excellence (CoE) in these identified contemporary areas of research.
- Research clusters and/or regional research consortia prompted/formed by RDC to bring all researchers, faculty, students, scholars and post-doctoral fellows for joint high value interdisciplinary and transdisciplinary research projects to avail national and international funding opportunities.
- Shared infrastructure and expertise will enable cross fertilization of ideas and mobilization of resources.



- From regional research consortia for synergistic advantage in funding solutions in the interdisciplinary-trans-disciplinary and multidisciplinary areas.
- CoE can serve as Incubation Centre to transform innovative ideas into processes and produced administered and monitored by the proposal of RDC.
- RDC could also provide an avenue for community talent with prior learning/expertise to engage in research and innovation activities of AKS University.

3.4 Research Incentives and Recognitions:

- Incentives play a significant role in triggering and catalyzing research interest among scholars and faculties.
- Incentivizing quality publications and patents by students and faculty will have an enduring positive impact.
- Start Excellence Awards for accomplishment/achievements in the form of impactful quality research and/or research-based teaching will further stimulate and invigorate the research and innovation activities at the AKS University.
- RDC should develop a policy focusing on identifying specific intensives for research faculty and develop a unique research career ladder for strengthening the mission of “Research”.

3.5 Technology Development and Business Centered facility:

This will be a hub for

- Strategic partnership/collaborations
- Industry-University interface
- Sponsored or contract research and new knowledge generation
- IPR and Patent Services
- Venture Capital
- Trade Market portfolio
- Technology transfer
- Commercialization of research to facilitate innovation, incubation, entrepreneurship and startup ventures.

3.6 Finance:

- RDC can facilitate resource mobilization
- Create a corpus for research and development from Government, industry and other funding agencies.



- Channelize corporate social responsibilities (CSR) funds exclusively for sustenance and furtherance of research activities.
- Explore venture capitalists and angel investors for funding in research and innovation
- Liaise with funding agencies
- Track funding opportunities from industrial consortia
- Make provision for research in the annual budget
- The corpus created for research could also support the seed funding for freshly recruited faculty for developing research facilities, publications and patenting

3.7 Integrity and Ethics:

- RDC should organize seminars, workshops on integrity and ethics among faculty and students.
- Develop ethical code of research and publishing practices at university, national and global level.
- A standard plagiarism check should be mandatorily implemented in all faculties of university and requisite software about this made accessible to all researchers.
- RDC will sensitize the entire research community about dubious research, publishing practices and predatory journals.

3.8 Capacity Building:

- RDC will play most important role in building the capacity of faculty and students to undertake research problems in line with latest advances in the diverse disciplines to push the boundaries of knowledge through publications and contribute to the technological developments which are relevant to the society.
- Procure more research grants from various funding agencies.
- Improve its accreditation ranking.
- Enhance brand image of university.
- Regularly organize refresher courses, workshop, training programs, internships, group discussions, and seminars and conferences for capacity building.
- RDC would play a pivotal role in creating central R & D facilities with the provision of associated training and internships.

3.9 Research Monitoring:

- AKS University would like to develop a policy framework to nurture the culture of quality research by strictly adhering to ethical practices.
- RDC of AKS University will monitor and oversee research progress as well as
 - Coordinate program
 - Manage and facilitate optimizing resources
 - Timely review of research activities

For completion of the projects as per schedule.

- RDC would conduct a quality review in terms of SWOC analysis (Strengths, Weaknesses, Opportunities, and Challenges) of university and or do internal evaluation



of the research papers and suggest Scopus Indexed, web of science (WoS) on UGC-CARE recognized journals for appropriate publications.

- Research and Development Cell of AKS University shall ensure that all research laboratories fulfill the norms of Good Laboratory Practices (GLP) and biological and chemical safety measures recognized as QIP Centre and by the National Accreditation Board of Laboratories (NABL)

We at AKS University assure to implement the policy of Research and Development Cell for promotion of Research and Innovation in all faculties and contribute to science.

Reference: Guideline for establishment of Research and Development Cell in Higher Education Institutions. University Grants Commission (UGC) New Delhi, March 2022.

4.0 University Institution's Innovation Council (IIC)

(An Initiative of Ministry of Education, Govt of India, New Delhi)

- Ministry of Education (MoE) through MoE's Innovation Cell (MIC) launched Institutional Innovation Council (IIC) program in collaboration with AICTE in 2018 for Higher Educational Institutions (HEIs) to systematically foster the culture of innovation and startup ecosystem in educational institutions.
- IIC's role is to encourage large number of faculty, students and staff in various innovation and entrepreneurship related activities such as
 - Ideation
 - Problem solving
 - Proof of concept development
 - Design thinking
 - IPR

Project handling and management at pre incubation/incubation stage etc.

- The IIC model is designed to address the existing challenges/ issues in Higher Education Institution in India such as
 - Less numbers
 - Occasional and unplanned Innovation and Entrepreneurship (I&E) activities organized in HEIs with
 - Low involvement of top leadership
 - Lack of coherence
 - Absence of Synergy in resource mobilization
 - Deployment and underutilization of creative potential youths as major barrier for vibrant I&E ecosystem to emerge from HEI's.
- IIC model is unique and distinct as it integrates the functionalities of flexibility calendar activities and others-
Such as-
 - Scoring and reward system
 - Decentralizing operations with division of rank.



- Progress monitoring.
- Incentive mechanisms etc.

We will coordinate all above through a robust digital platform.

- We believe that IIC would emerge as very sustainable and scalable model for promoting innovation at AKS University.
- We further believe that import of AKS IIC would add to country's innovation and start up ecosystem to be more vibrant and dynamic.
- The recent achievement of India in 40th position in the Global Innovation Index (GII) ranking is a true reflection of IICs.

Major Focus:

The major focus of IIC would be as follow:

- To create a vibrant local innovation ecosystem at AKS University.
- Start-up supporting mechanism.
- Prepare AKS University on an innovation achievement frame work.
- Establish functional ecosystem for scoring ideas and pre-incubation ideas.
- Develop better cognitive ability among students.

Functions of IIC:

- To conduct various activities such as
 - Innovation
 - IPR
 - Entrepreneurship related activities as prescribed by MIC in a time bound fashion.
- Identify and reward innovations and share success stories.
- Organize provide workshops/ seminars/ interactions with
 - Entrepreneurships
 - Investors
 - Professionals and
 - Create a mentor pool of student innovators.
- Network with peers and national entrepreneurship development organizations.
- Create an Institution's Innovation portal to highlights innovative projects carried out by institution's faculty and students.
- Organized Hackathons, idea competition, mini- challenges etc. with the involvement of industries.

Benefits to Institute faculty and students:

- No Capital investment required for establishing IIC or it will make use of existing local ecosystem.



- Students/ Faculty associated with IIC will get exclusive opportunity to participate in various innovation related initiatives and competitions organized by Ministry of Education (MoE). Govt of India, New Delhi.
- Win exciting Prizes/ Certificates every month.
- Meet/ Interact with renewed Business leaders and top-notch academicians.
- Opportunity to nurture and prototype new ideas.
- Mentoring by Industry Professionals.
- Experimentation with new/ latest technologies.
- Visit new places and learn new culture.

Zonal Administrative Division of Institution's Innovation Council:

- MIC team looks for overall program coordination, implementation and administration.
- For ease of administration and monitoring IIC's across the country, we have divided into eight zones.
- AKS University come under Central Region (CRO) with consist of
 - Chhattisgarh
 - Gujrat
 - Madhya Pradesh
- **Zonal Co-ordination contact details:**
Mr. Abhishek Ranjan Kumar
Cro.Iic.miceaict-india.org
- Source: MoE Innovation Cell
<https://mic.gov.in>IIC>

5.0 AKS University, Research Projects Funding Scheme

Introduction:

AKS University, Satna would like to promote research and innovation in all faculties. In order to develop research and innovation culture in practice, AKS would like to give research grant/seed money to professors from all faculties from the academic year 2023 onward. This is a new scheme entitled AKS University Research Projects Funding (AURPF) initiated from March 2023. Under this scheme the research proposals are invited from the eligible faculty every year. These proposals will be considered for the support as per the guidelines approved by the university authorities. This is an opportunity to all faculty including the student of AKS University to continue and or to start their research work in respective departments of University. It should be observed that the research proposal helps in developing research and innovation culture among all professors on the campus of AKS University and subsequently seeded in research scholar as well as undergraduate and post graduate students.



Objectives:

- Research project funding scheme of AKS University would like to provide AKS-AURPF scheme providing research support to faculty to undertake research projects in multidisciplinary fields such as science and technology, engineering, agriculture, pharmacy, basic sciences, microbiology, biotechnology, social sciences, designs, management and education.
- This scheme will seed new ideas of research and innovation and will help to buildup scientific temperament in faculty, research scholars and student of AKS University.
- This work will create a foundation of research for faculties and could publish their work in peer reviewed journals of national and international repute. This in turn will help to apply to research projects from national and internal funding agencies of Govt. of India. This will enable faculty to develop their research laboratories and conduct sustainable research and develop expertise in their domain area of research

Eligibility:

Applicant Faculty (Principal Investigator) should be Ph.D./M.Phil. /M. Tech. /M.Sc. and in service of AKS University.

Research Grant:

- The research grant will be in 3 slabs (1 lakh, 2 lakhs & 3 lakhs) depending upon the quality of the proposal and realistic requirements.
- The selected projects will be given support maximum up to Rs. 3,00,000/- for professors from science, engineering, pharmacy & agriculture and Rs. 2,00,000/- for professors from all other faculties.
- It will have recurrent and non-recurrent Components.
- A total of 100% grant towards non-recurring component and 50% grant towards recurring will be released through the first installment.
- The second installment of 50% (balance of recurring component will be released in second year of the project, provided annual progress report is submitted by the principal investigator on or before the end of first year of the project and progress is found to be suitable.
- Duration of the project will be for a period of 1 year which can be extended upto 4 to 6 months depending upon the genuine requirements.
- This grant could be used for minor equipment/s, consumables, analytical charges, equipment uses charges, fieldwork etc.



Application Procedure:

Research proposals will be invited once in a year in a prescribed format which will be made available on university website www.aksuniversity.ac.in

1. A faculty is eligible to submit only one proposal.
2. The call for application will be notified through AKS University website
3. The proper research proposal duly filled and completed format should be submitted online through website www.aksuniversity.ac.in
4. The research proposal will be evaluated by experts in research committee constituted by AKS University.
5. Research Committee report will be analyzed/studied by Research Advisory Council of AKS University and recommended for funding.
6. Each principal investigator/applicant will be called for PPT presentation (10 PPTs) for a period of 10 minutes in front of research.

Final decision for sanction of project will be taken by Chairman of research committee.

Plagiarism:

- The idea and content of the proposal must be original.
- Plagiarism in any form will not be acceptable. Kindly attach anti plagiarism report along with your proposal.
- Kindly check pre check your proposal for plagiarism before uploading the online proposal to university website.
- Proposals found to contain plagiarized content will be rejected.

Project selection procedure:

- The research proposal submitted by the professor will be scrutinized and evaluated by expert committee constituted for this purpose.
- The committee consist of following
 - Hon'ble Vice Chancellor
 - Expert 1- from outside
 - Expert 2-from outside
 - Dean of concerned faculty
 - Chairman
 - Member
 - Member
 - Member
- The committee will evaluate the proposal very thoroughly by considering the objectives of the proposal, methodology, outcome of the project, relevance and competency of the Principal Investigator. The decision of the University regarding acceptance/rejection of the project under the scheme will be final. The decision regarding number of projects to be supported under this scheme will exclusively rest with university administration.



- A list of selected projects will be put on website of AKS University and should submit acceptance certificate to the University office in the prescribed format given I annexure B within 4 days.
- The approved project is not transferrable to any other individual teachers.

6.0 Final Project Report:

The final report in the prescribed format along with the annexure C must be submitted along with plagiarism certificate. Moreover, the audited utilization certificate should be within two months after completion of the project.

While submitting the final report of the project the Principal Investigator should submit the project outcome report which is in Google form template available on the university website.

Publication:

- The principal investigator should publish at least 2 Research Papers in the Scopus Journal for science, engineering, pharmacy, agriculture faculty.
- Two research papers in springer, Scopus and UGC core listed journals for non-science faculty with the acknowledgement of the scheme.

7.0 General Guidelines for Research proposal:

The guidelines for the research proposals sanctioned under this scheme are as follows.

1. Procurement of small equipments, books, journals should be made following the norms of AKS University.
2. Duty leave maximum upto 10 days and within the prescribed limit be sanctioned to Principal Investigator/Co-Investigator as per the requirement of the project work.
3. The Principal Investigator shall present the outcome of the project at National level conference.
4. First year annual program report need to be submitted by PI and mid-term evaluation will be done by expert committee.
5. The committee consists of 2 subject experts nominated by Hon'ble Vice Chancellor.
6. The release of the funds for second installation will depend upon quality and performance of the work done during the first year.
7. The final report of research project should include.
 - i. Detailed report in the format of research paper as follows
 - Title
 - Abstract-300 words
 - Keywords: 6
 - Introduction: 2 pages
 - Materials & methods



- Results
 - Discussion
 - References Paper Published-Include hardcopy & softcopy
 - Accepted papers
 - Presented papers if any
- ii. Utilization certificate
 - iii. Statement of accounts
 - iv. Document as per (Annexure F & G)
8. Completion certificate of the completed project will be issued after submission of all the required documents by Project Investigator to the University



Annexure-A

Application for Research Projects for Social Sciences

1. Name of Principal Investigator :
2. Qualification and Experience :
3. Department and Designation :
4. Date of Birth :
5. Gender : Male/Female
6. Title of Project Proposal:
7. Origin of the proposal:
8. Objectives of the proposal (250 words) :
9. Brief abstract of the proposal (1500 words) :
10. Key words :
11. Review of status of Research :
 - National status
 - International status
12. Estimated cost and duration of the study :
(Place provide a detailed estimate of the budget)
13. Time schedule :
14. Outcome of project :
15. References :
16. Declaration :

If any of the information supplied by me is proved to be incorrect.



Annexure -B

Research Projects Funding Scheme

Format for Submission of Proposal for Research Project

Part -I

- 1) Broad Subject: Faculty:
- 2) Area of Specialization:
- 3) Duration :
- 4) Principal Investigator :

i)	Name	
ii)	Sex	Male /Female
iii)	Date of Birth	
iv)	Qualification	
v)	Designation	
vi)	Address Office : Residence :	
vii)	Date of joining the service as a teacher	
viii)	Date of confirmation	

- 5) Co – Investigator(s) (If any):

i)	Name	
ii)	Sex	Male /Female
iii)	Date of Birth	
iv)	Qualification	
v)	Designation	
vi)	Address Office Residence :	

- 6) Details of the Department where the project will be undertaken:

a. Department:

b. Name of the:

- 7) Teaching and Research Experience of Principal Investigator

a.	Teaching experience	
b.	Research experience	
c.	Title of Ph.D./M. Phil. thesis if PI has been awarded	
d.	Publications i. Papers Published Accepted Communicated	
	ii. Books Published	



(Please enclose the list of papers and books published and/or accepted during last five years)



Part -II

Proposed Research work

- 8) i) Project Title
 ii) Introduction
 • Origin of the research problem
 • Interdisciplinary relevance
 • Review of Research and Development in the Subject :
 • Significance of the study
 iii) Objective
 iv) Methodology
 v) Year wise Plan of work and targets to achieve.
 vi) Details of collaboration, if any intended
- 9) Financial Assistance required

Item	Estimated Expenditure (Rs.)
a) Non-recurring component *: (upto 70% of the project cost)	
i) Equipment which may include computer/laptop	
ii) Books/Journals	
B) Recurring component:	
(i) Hiring Services	
(ii) Field Work and Travel	
(iii) Chemicals and glassware	
(iv) Contingency (including special needs)	
Total (Rs.)	

* Justification for the purchase of the equipment be provided.

- 10) (a) Details of the project/scheme completed or ongoing with the P.I

Name of the Equipment	Year	Total Infrastructural facilities obtained	Agency	Started	Completed

- (b) Institutional and Departmental facilities available for the proposed work :

Equipment :

- 11) Any other information which the investigator may like to give in support of this proposal which may be helpful in evaluating.



To certify that:

- a) General physical facilities, such as furniture/space etc., are available in the Department.
- b) I/we shall abide by the rules governing the scheme in case assistance is provided to me/us from the University for the above project.
- c) I/we shall complete the project within the stipulated period. If I/we fail to do so and if the University is not satisfied with the progress of the research project, the University may terminate the project immediately and ask for the refund of the amount received by me/us.
- d) The above Research Project is not funded by any other agency.

Name and Signature

(a) Principal Investigator

(b) Co- Investigator

(c) Head of the University Department (Signature with Seal)



Annexure-C

AKS University, Satna

Research Projects Funding Scheme

Acceptance Certificate for Research Project

Name _____

No. _____ dated _____

Title of the Project _____

- 1) The research project is not being supported by any other funding agency.
- 2) The terms and conditions related to the grant are acceptable to the Principal Investigator and College/Institution.
- 3) At present, I have no research project approved by University and the accounts for the previous project, if any have been settled.
- 4) The date of implementation of the project is _____

Principal Investigator

Head of the University Department

Dated:



AKS University, Satna

Research Projects Funding Scheme

Annual/Final Report of the work done on the Research Project

(Report to be submitted within 2 months after completion of each year).

- 1) Project report No. 1st /2nd (Final) _____
- 2) University Reference No. _____
- 3) Period of report: from _____ to _____
- 4) Title of research project _____
- 5) (a) Name of the Principal Investigator _____
(b) Dept. and College where work has progressed _____
- 6) Effective date of starting of the project _____
- 7) Grant approved and expenditure incurred during the period of the report:
 - a. Total amount approved Rs. _____
 - b. Total expenditure Rs. _____
 - c. Report of the work done: (Please attach a separate sheet)

1)	Brief objective of the project	
2)	Work done so far and results achieved and publications, if any, resulting from the work (Give details of the papers and names of the journals in which it has been published or accepted for publication)	
3)	Has the progress been according to original plan of work and towards achieving the objective. if not, state reasons	
4)	Please indicate the difficulties, if any, experienced in implementing the project.	
5)	If project has not been completed, please indicate the approximate time by which it is likely to be completed. A summary of the work done for the period (Annual basis) may please be sent to the University on a separate sheet.	
6)	If the project has been completed, please enclose a summary of the findings of the study. Two bound copies of the final report of work done may also be sent to the University.	
7)	Any other information which would help in evaluation of work done on the project. At the completion of the project, the first report should indicate the output, such as (a) Manpower trained (b) Ph. D. awarded (c) Publication of results (d) other impact, if any.	

Signature of the Principal Investigator



Signature of the Head of University Department

Recommendation of the expert committee about continuation of the project after 1st year.



Proforma for Writing Research Proposals

1. Origin of the Proposal: *(Maximum 1 page)*

(Scientific rationale for doing this work should be elaborated)

2. Review of status of Research and Development in the subject

2.1 International Status: *(Maximum 2 pages)*

(Researchers working in the area worldwide and their contributions must be properly highlighted with recent references and reviews. A correct and faithful description of the international research status must be given)

2.2 National Status: *(Maximum 1 page)*

(Same as above to cover the contribution of Indian Scientists in the project area)

2.3 Importance of the proposed project in the context of current status *(Maximum 1 page)*

(Highlight what is the new area or gap which will be solved in the project in relating to what is already known. This is a very important section to project the novelty content of the proposal)

2.4 If the project is location specific, basis for selection of location be highlighted: *(Maximum 1/2 page)*

3. Work Plan:

3.1 Methodology: *(Maximum of 5 pages)*

(It should contain all the details of how each of the objectives will be addressed. This section must be detailed and have clear plans, not vague and generalized statements. It should have several schemes, tables, figures, equations etc. in addition to text, explanation and justification of why the project research plan will work)

3.2 Time Schedule of activities giving milestones through BAR diagram. *(Maximum 1 page)*

3.3 Suggested Plan of action for utilization of research outcome expected from the project. *(Maximum 1/2 page)*

3.4 Environmental impact assessment and risk analysis. *(Maximum 1/2 page)*

4. Expertise:

4.1 Expertise available with the investigators in executing the project: *(Maximum 1 page)*

(Professional expertise existing with each of the investigators in terms of publications, Patents and preliminary results, to execute every component of the proposal should be highlighted)

4.2 Summary of roles/responsibilities for all Investigators:

(If the proposal contains more than one Investigator, it is important to clearly mention the role of each Investigator in implementing the objectives of the proposal. The Board does not encourage Investigators who do not have specific scientific role in the proposal)



S. No.	Name of the Investigators	Roles/Responsibilities
1.		
2.		
3.		

4.3 Key publications published by the Investigators pertaining to the theme of the proposal during the last 5 years

4.4 Bibliography

5. List of Projects submitted/implemented by the Investigators

(All the Investigators should list out details of the Projects submitted, implementing and completed by them. The list should start with the Projects implemented by the Principal Investigator, followed by Co-PI1, Co-PI 2 etc.)

5.1 Details of Projects submitted to various funding agencies:

S. No	Title	Cost in Lakh	Month of submission	Role as PI/Co-PI	Agency	Status

5.2 Details of Projects under implementation

S. No	Title	Cost in Lakh	Duration	Role as PI/Co-PI	Agency

5.3 Details of Projects completed during the last 5 years

S. No	Title	Cost in Lakh	Duration	Role as PI/Co-PI	Agency

6. List of facilities being extended by parent institution(s) for the project implementation.

6.1 Infrastructural Facilities

Sr. No.	Infrastructural Facility	Yes/No/ Not required Full or sharing basis
1.	Workshop Facility	
2.	Water & Electricity	
3.	Laboratory Space/ Furniture	
4.	Power Generator	
5.	AC Room or AC	
6.	Telecommunication including e-mail & fax	
7.	Transportation	
8.	Administrative/ Secretarial support	
9.	Information facilities like Internet/Library	



10.	Computational facilities	
11.	Animal/Glass House	
12.	Any other special facility being provided	

6.2 Equipment available with the Institute/ Group/ Department/Other Institutes for the project:

Equipment available with	Generic Name of Equipment	Model, Make & year of purchase	Remarks including accessories available and current usage of equipment
PI & his group			
PI's			
Other Institute(s) in			

7. Name and address of experts/ institution interested in the subject / outcome of the project.

8. Previous Projects Details (If Any)

S. No	Project Title	PI Name	CO-PI Name	Amount	Status	Date Of Start	Date Of Completion	Funding Agency



AKS University, Satna
Research Projects Funding Scheme

Utilization Certificate

Certified that the grant of Rs. _____ Rupees
_____ only) received from the University under the
scheme of support for Research Project entitled
_____ vide AKS University letter No. F. _____ dated _____ has
been fully utilized for the purpose for which it was sanctioned and in accordance with the terms
and conditions laid down by the University.

Signature of the
Principal Investigator

Signature of the
Head of University Department



Annexure-F

AKS University, Satna

Research Projects Funding Scheme

Statement of Expenditure in respect of Research Project

- 1) Name of Principal Investigator _____
- 2) Name of Department _____
- 3) University approval No. and Date _____
- 4) Title of the Research Project _____
- 5) Effective date of starting the project _____
- 6) (a) Period of Expenditure: From _____ to _____
- (b) Details of Expenditure _____

Item	Sanctioned Amount (Rs.)	Expenses incurred (Rs.)
A) Non-recurring component :		
i) Equipment		
ii) Books/Journals		
B) Recurring component:		
(i) Hiring Services		
(ii) Field Work and Travel		
(iii) Chemicals and glassware		
(iv) Contingency (including special needs)		
Total (Rs.)		

(c) (1) As a result of check or audit objective, some irregularity is noticed, at a later Date, action will betaken to refund, adjust or regularize the objected amounts.

(2) It is certified that the grant of Rs. _____ (Rupees _____ only) received from the University under the scheme of support for Research Project entitled _____ vide University letter No. _____ dated _____ has been fully utilized for the purpose for which it



was sanctioned and in accordance with the terms and conditions laid down by the University.

Principal Investigator

Head of the University Department

Statutory Auditor



AKS University, Satna
Research Projects Funding Scheme

Statement of Expenditure incurred on Field Work

Sr. No	Date		Duration of Visit in Hrs /Days	Mode of Journey	Expenditure Incurred (Rs.)	Outcome of Field Visit
	From	To				
	Total					

Certified that the above expenditure is in accordance with the University norms for Research Projects

Principal Investigator

Head of the University Department



AKS University, Satna
Research Projects Funding Scheme

**Proforma for submission of Information at the time of submitting
The Final Report of the Work Done on the Project**

(To be submitted within two months after completion of project period)

1	Name & Address of the Principal Investigator	
2	Name & Address of the Department	
3	University Approval No. & Date	
4	Date of Implementation	
5	Tenure of the Project	
6	Total Grant Allocated	
7	Total Grant Received	
8	Final Expenditure	
9	Title of the Project	
10	Objectives of the Project	
11	Whether Objectives were achieved (Give Details)	
12	Summary of the Findings / Publications (In 500 Words) Key words : 6	
13	Possible Applications (Give Details)	

Principal Investigator

Head of the University Department



AKS University, Satna
Research Projects Funding Scheme

Project Completion Certificate

This is to certify that Mr./Mrs./Ms/Dr./Prof. _____
of _____ has
successfully completed research scheme entitled _____
_____ sanctioned by AKS University, Satna under
Research Project Funding Scheme to Professors during _____
to _____. He /She worked as Principal Investigator/Co- Principal Investigator for
the project.

Date :-

Signature
Competent Authority.



(Rs. 100/- Stamp paper format)

AKS UNIVERSITY, SATNA

UNDERTAKING REQUIRED TO BE SIGNED BY APPLICANT

- 1) I hereby undertake to submit on the completion of the work a detailed report of the investigations for which the grant has been made to me, a detailed statement of accounts (supported by vouchers wherever possible) showing how the amount of the grant was actually spent and a paper ready for press, embodying the results of the investigations carried out with the help of the grant received from university for publication. If approved in the university journal.

In the said paper-I undertake to acknowledge the assistance received from the University. I also undertake to hand over to the University, on the completion of research work, instruments, original equipment or any other materials that I may purchase out of the grant made by the University, I further undertake that, during the course of the work, I shall submit six monthly reports and accounts.

- 2) I further undertake to supplement, in case of need, the amount of grant from my own resources.
- 3) In the event of my failure to fulfill any of the conditions of this undertaking or such rules governing the award of research grants as are laid down by the University, I agree to refund whatever the amount of the grant I may have received from the University.

(Name:.....)

Place :

Date :

Certificate that **Shri/Smt.....** is working in a substantive post and that he will be given all the necessary facilities to carry on his research project. All grants received from the University in his behalf will be utilized for the project concerned.

Pro-Vice Chancellor (Dev)