

R&D PROJECT PROPOSAL UNDER TIFR SCHEME

Terms and Conditions

Eligibility Criteria

All the faculty members working in any Institution of Trident Group of Institutions (TGI) are eligible to submit research project proposals and avail financial support under the Trident Intramural Funded Research (TIFR) Scheme to carryout academic and industrial research in their Institution. Research project may be undertaken by an individual faculty member as the Principal Investigator (PI). However, the project can be undertaken jointly by a group of faculty members where one of the faculty members will act as the PI and will bear overall responsibility for all affairs concerning the research project. Any faculty member as PI can undertake at most one research project at any given time. Though, only upon successful completion of the assigned research project, a faculty member is eligible to take up another research project, there is no restriction for a faculty member to submit more than one project proposal simultaneously. However, the responsibility of successful completion of the assigned research project completely lies with the PI of the project.

Support Limitation

Allocation of financial support under TIFR Scheme will be limited to Rs.50,000/- only to accommodate approved project expenditure subject to availability of funds towards the purchase of equipment, books and journals, hiring technical services and research personnel (research fellow: JRF/SRF), contingency for stationary and consumables, registration fee for seminar/ conference/ symposiums/ workshops, travel expenditures and expenditures to meet any other special requirements with prior approval.

Procurement of Capital Equipment

Funds allocated under the Capital Equipment head may be used for the procurement equipment, machinery and software as per the approved proposal. However, if there is any last minute change in price and/or specification of the equipment, and if the same can be met by adjusting fund from other heads then PI can go ahead with the procurement action with due intimation to the Dean(Research). But, in case the price escalation cannot be met through internal fund adjustment, should seek re-approval and re-allocation of fund with due justification through the Dean(Research).

Books and Journals

Since there is no separate head for the allocation of fund for the purchase of Books and Journals, all such demands will be met through appropriate procurement action carried out by the this central library and requested items will be made available to the PI through the departmental library or the central library.

Honorarium

Under TRIFRS, there is no scope of accommodating any honorarium for the PI out of the allocated project grant.

Appointment of Research Fellow

To meet the need for technical assistance and support, TRIF Scheme provides scope of appointing one 'Research Fellow', as a full time project staff, maximum for the tenure of the project duration with prior approval from the Dean(Research). The Research Fellow, if appointed, shall report to the PI and work on the research project under the instruction of PI.

Terms and Conditions for Appointing Project Fellow:

1. **Qualification:** Candidate, not exceeding 35 years of age on the date of selection, found suitable for appointment in the post of Research Fellow through internal selection procedure should have minimum qualification of a valid first class in B.E./B.Tech./MCA degree in the appropriate field of research.
2. **Selection Procedure:** Selection of candidate for the appointment in the post of Research Fellow for the tenure of the project duration is accomplished through an internal Selection Committee, constituted of the following members:
 - i. Head of the respect department to act as the Chairperson of the Selection Committee
 - ii. Principal Investigator of the Research Project under consideration
 - iii. One External Subject Expert
 - iv. One nominee appointed by the Director(Academics)/Principal
 - v. One representative from the HR Department

A minimum of three members, involving the PI and including one subject Expert (External) will constitute the quorum.

For a project of duration six months or less, the PI may appoint a suitable candidate for the post of Research Fellow in consultation with the Head of the Department and should obtain approval of the Dean (Research).

The formal selection procedure for the appointment of Research Fellow completes on compliance of the following steps:

- i. Preparation of the Signed Proceedings of the Selection Committee.
 - ii. Collection of self-attested photocopies of the certificate/degrees against academic qualification and experience and verification of the proof of academic credentials against original documents.
 - iii. Preparation and issue of the letter of Offer of Appointment
 - iv. Acceptance/submission of Joining report by the candidate appointed as a Research Fellow
3. **Salary:** A Research Fellow, appointed under any approved research project is entitled to draw a consolidated monthly salary of Rs.6,000/-. The candidate to be appointed as Project Fellows should be below the age of 40 years at the time of appointment.
 4. **Accommodation:** Depending upon the vacancy position, accommodation facility for the Research Fellow may be provided in the Hostel for the tenure of the project duration. The Research Fellow is not allowed to cook foods in the room. However, he/she can avail the facility of hostel mess for food against deposit of appropriate fee for the purpose and as per the rules of the Hostel.
 5. **Leave Rule:** Research Fellows are entitled to avail casual leave (CL) for a period of maximum 12 days per year apart from regular weekly off. However, Research Fellows will not be entitled to avail any vacations during summer, winter and Durga Pooja.
 6. **Contingency Grant:** Fund available under approved contingency grant can be spent for meeting the expenditure towards the maintenance charge and/or procurement of spares for the equipment and machinery engaged for the project work.
 7. **Consumable Items:** Fund available under consumables expenditure head should be spent towards meeting the conference registration, paper publication overheads, photocopy of documents, CD/DVD media, stationary, postage, telephone calls, internet, fax, typing and printing needed in connection with the research project.
 8. **Tours, Training and Field Work:** Fund available under the tours/training expenditure head should be spent for the following:
 - i. Grants under this head can be sent towards meeting the expenditure due to the travel, field work, data/information collection such as consultancy, documents and libraries within the general scope and sphere of the project needed towards the successful implementation of the ongoing research project only.
 - ii. Grants under this head cannot be sent towards meeting the expenditure incurred on attending conference, seminar, workshop and any training course.
 - iii. The mode of travel shall be as per the entitlement of the teacher concerned. Travel by Air and 1st Class AC in Train is not admissible. Travel by Taxi/Own Car is permissible within the city where the project is undertaken as per the rules of the Institution. If the travel is performed by taxi/own car outside the city, the expenditure would be limited to 2nd Class AC Train/Deluxe Bus. Research personnel shall travel by Sleeper Class only. The travel/halting DA and incidentals overheads shall be as per the rules of the Institution applicable to the PI or Research Personnel on the basis of salary/fellowship. Non-compliance of the rule shall result in the recovery of the inadmissible expenditure.
 - iv. In case where the place of fieldwork is not connected by public transport, a vehicle may be hired for the purpose from the point nearest to the place of fieldwork.

Project Duration

The tenure of the research projects under TIFRS are in general of one year of the duration, extendible to maximum two years under exceptional circumstances with prior discussion, consultation and approval of Dean(Research). However, no extra fund is sanctioned for the extended period beyond the approved grant under TIFR Scheme. The Research Fellow may continue to work during the extended period not exceeding the original tenure of the project.

Date of Commencement of the Project

The effective date of implementation of the project will be intimated in the approval letter.

Place:

Date:

Signature of the Principal Investigator

Designation: