Standard Operating Procedure for Student Projects

1. Call for proposals released in March first week
2. Format for proposal to be provided
3. Project proposals to be divided into two categories

    a. Faculty leading the project group with student members (Faculty comes up with the idea and students work with him to implement the idea)
    b. Faculty mentoring the project group with student members (Students comes up with the idea and faculty guides them to implement the idea)
    c. Number of students in the group : Minimum 2/Maximum 4
4. Further, the duration of project to be
    a. 1 year
    b. 2 year
    c. 3 year
5. Review committee formed comprising of HoDs of all departments
6. Project proposal review carried out in April
7. Projects which are in the domain of energy vector/industry 4.0 and funding needed is less than 1.00 Lakh INR can be approved based on the committee recommendations without any need of presentations. In case the presented idea is not clear, the committee can call the
8. Projects requiring funding in excess of 1:00 Lakh INR to give a presentation before the committee
9. The presentation to be carried out latest by the last week of April
10. The presentation format to include
    a. Idea/concept
    b. Objectives
    c. Methodology to achieve these objectives
    d. Outcomes
    e. Probable Publications details
    f. Work plan
    g. List of equipments (with specifications and vendor details)
    h. Budget details
11. Declaration of approved projects with funding to be released latest by May
12. List of equipments, laboratory where the equipment is available and contact person for that laboratory to be provided
13. Circular to be sent to all HoD's, faculty's and lab assistants for permitting the faculty/students with ORSP project to issue/use laboratory equipments/facilities
14. The project starts with completion of the end semester exam.
15. All reimbursement claims to be made between 21-26 of every month.
16. Bills of a particular month to be submitted in that month only.

17. First review of project to check whether the purchase has been initiated or not to be carried out by the end of August.
18. Odd semester review to be carried out by filling the online forms with necessary documents (such as proof of procurement).
19. Similar procedure has to be followed for the projects that have been approved in the previous year. Such project members need to provide the publication details as well.
20. Provision of revising the budget based on the modifications to the design. Budget cannot change beyond XX% of the total amount.
21. During the review the plan to be provided as to what will be the targeted outcomes in December and June for every year till duration of the project.
22. Students/faculty receiving the grant to compulsorily participate in the Open House organized in the second/third week of February. The
23. Second Project review to be organized in the form
24. Second review to be carried out in June after the end semester exams.
25. Presentations open to all faculty, staff and students to be organized on completion or before the completion of the projects, for the projects deemed to have achieved the targets/good publication record/patents/prototype development/commercialization of the product.