

**VELAMMAL INSTITUTE OF TECHNOLOGY**  
**Panchetti, Chennai – 601 204**

**R&D SOP - System of Policy**

All the faculty members who are applying for R&D projects and grants, and all those who have obtained approval for their projects from various funding agencies shall follow the work procedure given herewith.

1. Every research proposal must be reviewed thoroughly by the PI / CO-PI themselves, then by the concerned HOD and Senior Professors in the department.
2. It is advisable that PI and CO-PI shall preferably be from the same department. PI and CO-PI of the project proposal must be working in the same field for the proposal submitted for funding agencies. However Interdisciplinary collaboration is also preferred based on the need.
3. All applications of the R&D projects shall be routed through the R&D Head to principal along with one hard copy for R&D records. A soft copy shall also be emailed to the Head R&D. R&D Head will forward the soft copy to all concerned people.
4. The purchase committee for any research project shall comprise of Head (R&D), concerned HOD and PI/ Co-PI. Their role is to streamline the purchase requests and gauge its utility.
5. The P.I. and CO-PI plan and apply in writing to the Head (R&D) for releasing the funds (towards, travel, contingency, consumables, books, technical assistance, hiring charges, etc. i.e. excluding the equipment cost and salary, if any) and R&D Head will forward the request to the Principal for approval. The Accounts Department shall immediately release the amount on receiving the sanction from the Principal. The PI shall settle the accounts, for the released amount on or before 31st of March every year.
6. Purchase of instruments, software, etc shall be approved by R&D cell and it will be forwarded to the Management through principal for final approval.
7. The PI shall also plan for purchase of equipments as per the existing purchase procedure of the institute. A minimum of three quotations are necessary for the equipments to be purchased. The only exception to this shall be proprietary items, where the PI has to submit a justification.
8. The entire purchase of equipments for the research project shall be completed, positively within one month of receiving the grant for the same from the management or the funding agencies.

9. Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc purchased are secured in the laboratory/ department.
10. The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.
11. In case the Principal Investigator leaves the institute the instruments, software etc whatever purchased shall remain as an asset of the institute.
12. Separate stock registers shall be maintained for all R&D as well as externally funded projects in every department.
13. All HODs must regularly update the R&D information and achievements of their departments in the R&D page on the institute website through R&D Head.
14. In case PI leaves the institute, the Co-PI shall be fully responsible to complete the project as per the guidelines of the concerned funding agencies.
15. If the PI is not in a position to continue the project, the PI shall utilize all the funds received as on date and submit the utilization certificate and progress report to the R&D Cell.
16. The PI/ Co PI shall complete the project by all means within the stipulated period and submit the audited statement of expenditure, utilization certificate and progress report to the concerned funding agency. A copy of all such documents shall also be submitted to the R&D Head for records.

## Policy for Supporting R&D Activities:

S.No	R&D Activity	Amount to be Sanctioned	Target Audience	Constraints	Required Documents
1	In-House R&D Activity	50% of Registration Fee	Faculty	Maximum 2 People from Dept / Per Semester	Registration Fee Certificate Attendance Certificate
2	Patent	50% of Registration Fee	Faculty and Students	-	Registration Fee Certificate
3	International Conference – Abroad (Only to Present Papers)	50 % of Registration Fee One way Transport Fee 50% Accommodation Fee	Faculty	Maximum 1 Faculty From Each Dept / Per Semester	Registration Fee Certificate Transport Fee Receipt Accommodation Fee Receipt Attendance Certificate
4	International Conference – Other than TamilNadu	50 % of Registration Fee One way Transport Fee	Faculty	Maximum 2 Faculty From Each Dept / Per Semester	Registration Fee Certificate Transport Fee Receipt Attendance Certificate
5	International Conference – within Tamilnadu	50 % of Registration Fee	Faculty	Maximum 3 Faculty From Each Dept / Per Semester	Registration Fee Certificate Transport Fee Receipt Attendance Certificate
6	FDP, STTP, Workshop	50 % of Registration Fee	Faculty	Maximum 5 Faculty From Each Dept / Per Semester	Registration Fee Certificate Transport Fee Receipt Attendance Certificate
7	SEED MONEY (to be recovered at later stage of the project)	25% of the Approved Budget from Funding Agencies	PI & CO-PI	-	Sanctioned copy from funding Agencies.
8	Funded Project	To be decided by the PI, CO-PI and Management through R&D Head & Principal. (Subject to the Individual Representations)			