

Yeshwantrao Chavan College of Engineering, Nagpur
Research & Development Cell - Funding Proposal Division – 2021-22

STANDARD OPERATING PROCEDURE (SOP)

Dr. U. H. Gawande, Dean R and D

Dr. Yogita Chitriv, Assistant Dean

FUNDING PROPOSAL COMMITTEE

Responsibilities

1. Exploring joint funding proposal opportunities with other Institutions
2. Finalizing targets of funding proposals in coordination with respective vertical leaders
3. Monitoring progress of preparation of funding proposals
4. Preparing monthly status reports

SN	Name of faculty Member	Department	Responsibility
Experts			
1.	Dr. R.M. Moharil	EL	1. Mentoring for drafting of proposal 2. Guidance and Review of funding proposals from respective department
2.	Dr. M. M. Mushrif	ET	
3.	Dr. P. T. Karule	EE	
4.	Dr. K. K. Bhoyar	CSE/IT	
5.	Dr. K. R. Singh/ Dr. R. D. Wajgi	CT	
6.	Dr. S. V. Ambekar	CE	
7.	Dr. A. P. Kedar	ME	
8.	Dr. J. R. Ghulghule	1 st Year (Phy)	
Department Funding Proposal Coordinators			
1.	Dr. P. P. Zode	EE	1. Setting target of funding proposals from the department 2. Monitoring progress of funding proposals from the discipline 3. Creation of teams for review of proposals 4. Submission of proposals in time
2.	Dr. S. S. Gokhale	EL	
3.	Dr. J. M. Raut	CE	
4.	Prof. Nikhil Mangrulkar	CT	
5.	Priyanka Jaiswal	IT	
6.	Prof. Devendra Sahare	ME	
Coordinator, Funding Proposal Division			
1.	Dr. Tejaswini Panse	New and Current	1. Updating information of existing and new funding schemes
2.	Prof. Yogesh Kale		

		Funding Schemes	<ol style="list-style-type: none"> 2. Informing any changes / modifications in the funding schemes 3. Coordinating submission of funding proposals 4. Coordinating review and submission of joint proposals with other organizations.
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1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to set out the standard procedure for submitting proposals to various funding scheme

- This committee shall work towards receiving funding from various agencies.
- The committee shall guide faculty in submission of proposals
- The committee shall be working for funding proposals from other MGI institutions as well as joint funding opportunities with other educational and industrial organizations of the Meghe Group.
- The committee shall seek funding proposal targets from various departments, shall guide the departments in proposing targets in appropriate schemes.
- Priority identified proposals will be focused, special reviews and guidance sessions will be arranged for the drafting of funding proposals
- The schedule, deadlines, formats, etc. would be provided by assistant dean to all the departmental R&D coordinators.
- Monthly meeting would be carried out by the team of funding proposal division.

2. Objectives

- Exploring new funding schemes and updating information of existing schemes.
- Organizing awareness session on research and non-research funding scheme for all faculty members.
- Organizing funding proposal drafting programs for all faculty members
- Compiling and reviewing funding proposal concept notes of all faculty members
- Assisting in preparation of funding proposal targets by various departments.
- Assisting in preparation of supporting documents of funding proposals.
- Guiding in drafting of funding proposals and reviewing them before submission.
- Exploring possibilities of joint funding projects with industries and academic institutions.
- Coordinating In-house funding schemes

3. Target Allotment / Action Plan

- A) The targets will be distributed to the to the departments by the funding proposal division of R&D.
- B) The department shall distribute the targets to the individual faculty member as per their expertise and experience. This target should be included in the **Faculty AWL Target Sheet** at the start of the academic session with all required details and target date of achievement. The departments shall forward details to the assistant dean in prescribed format.
- C) The committee shall review the targets proposed by the department, shall mark them as per priority and finalize the targets in consultation with the Hod.
- D) Concerned member of the committee shall monitor the progress in respective departments, he shall arrange guidance and review sessions as per requirements.

4. Frequency and Duration of review & visit for Audit

The monthly review would be taken from each department regarding the status of funding proposal. Mid Term review of proposals and guidance session will be conducted in November and then review of proposals will be a continuous process in the month of December, March and June.

5. Pre- requisite for submission of the proposal to any of the funding agencies

- Department and Individual faculty member must inform in prior about the submission of the proposal
- It will be the responsibility of the individual faculty member to get the proposal reviewed by the funding proposal division in advance.
- Any proposal, which is not going through the funding proposal division, would not be considered for the evaluation of APAR/AWL.
- The concerned faculty member shall carry out plagiarism checks and submit the report along with the soft copy of the proposal to the respective in charges.
- Concerned faculty members shall inform acceptance / rejection of the proposal to the committee.



Dr. Ujwala Gawande,
Dean, Dean R and D



Dr. Yogita Chitriv
Assistant Dean, Funding Proposal, R & D, YCCE