

**Yeshwantrao Chavan College of Engineering, Nagpur**  
**Research & Development Cell - Funding Proposal Division - 2023**

**STANDARD OPERATING PROCEDURE (SOP)**

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

**Dr. Yogita Chitriv, Assistant Dean**

<b>SN</b>	<b>Step</b>	<b>Person</b>	<b>Duration</b>
1.	Circulation of the database of funding schemes and funding agencies to all departments, to finalize the targets of the funding proposals in that academic year	Asst Dean, FPD	At the beginning of every year
2.	Distribution of the targets to the individual faculty member as per their expertise and experience to be included in <b>Faculty AWL Target Sheet</b>	HoD	January-February
3.	Organization of the awareness session for various research and non-research-based funding schemes	Dean, R&D and Asst Dean, FPD	Feb of every year of every year
4.	Organization of the concept note writing workshop for internal faculty who would be submitting research-based funding proposals	Dean, R&D and Asst Dean, FPD	1 <sup>st</sup> week of March, every year
5.	Inviting concept note of the funding proposal to be submitted for evaluation	Dean, R&D and Asst Dean, FPD	2 <sup>nd</sup> week of March, every year
6.	Submission of Concept note by the Faculty to the funding proposal Coordinator of the department for internal scrutiny	Faculty and Funding Proposal Coordinator	Last week of March, every year
7.	Review of Concept note submitted by Faculty and informing it to PI/Co PIs	Funding Proposal Coordinator and Internal RAB	2 <sup>nd</sup> week of April, every year

8.	Submission of Revised/Corrected Concept note based on the suggestion by review committee	PI/Co-PI	4 <sup>th</sup> week of April ,every year
9.	Review of corrected Concept Note by Internal RAB and informing it to PI/Co PIs	Funding Proposal Coordinator and Internal RAB	1 <sup>st</sup> week of May, every year
10.	Preparation of Draft Proposal as per the scheme document of the funding Agency	Faculty	4 <sup>th</sup> week of May, every year
11.	Before submission of the final proposal the PI should approach the industry for collaboration in terms of financial assistance, usage of infrastructure facilities, expertise, etc.	PIs and Co PIs	1 <sup>st</sup> week of June, every year
12.	Approval of the final proposal from the Internal RAB and Funding Proposal Division, R and D Cell before submission to any funding agency	Internal RAB and Funding Proposal Division , R and D Cell	2 <sup>nd</sup> week of June, every year
13.	Updating database of various funding schemes	Funding Proposal Division , R and D Cell	Regular
14.	Circulation of Call for proposal	Funding Proposal Division , R and D Cell	Regular

**Note:**

- Proposal submitted directly to any funding agency without going through review process will be considered as Not Achieved in AWL
- Proposal Submitted Status at the time of AWL Audit will be considered as Not Achieved in AWL
- Proposals with Provisionally Accepted for Evaluation, Under Review, Under Processing, Mask Reject will be considered as Partially achieved in AWL
- Proposal Approved will be considered as Achieved in AWL
- The achievement of funding proposal submission will be evaluated on case-to-case basis, considering various factors like, call for proposal, date of submission, response received from the funding agencies, etc.
- Readiness with Internal review of the concept note on or before June of every year will only be considered towards AWL.



*[Handwritten Signature]*

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