



COTTON UNIVERSITY

Panbazar, Guwahati – 781001, Assam India

www.cottonuniversity.ac.in :: deanrnd@cottonuniversity.ac.in

No: CU/R&D/73/2022/

Date: 04/04/22

NOTICE

Subject: In-House Departmental Research and Development Project (IHDRDP), Cotton University

Project Proposals are invited from the intended academic Departments/Centres of our University to establish facilities in the respective Departments which will generate their own revenues to sustain themselves along with innovation and research in the respective fields.

Seed Money: Max. Rs. 2, 00,000/- (in two instalments)

Duration of support: 1(One) year

Last date of submission of Applications: 25.04.2022

How to apply and other details:

Applications along with relevant documents should be submitted in both hard & soft versions to the Office of the Dean, R&D and the corresponding soft copy to be sent at the e-mail : [<deanrnd@cottonuniversity.ac.in>](mailto:deanrnd@cottonuniversity.ac.in)

For Application Formats, Guidelines and other details, you may visit our university website www.cottonuniversity.ac.in ,

This has been issued with the approval of the Hon'ble Vice Chancellor of Cotton University.


(Prof. Mahadev Patgiri)

Dean R&D

Memo No.: CU/R&D/73/2022/ 3712-18

Date: 04/04/22

Copy for information and necessary action to:

1. PS to Vice Chancellor, CU
2. PS to Registrar, CU
3. Academic Registrar, CU
4. Head of the Departments (All Department) ^{Centres}, CU
5. Finance Officer, CU
6. Computer System Manager with a request to upload the same in the University website.
7. Office File

Guidelines for In-House Departmental Projects

Cotton University welcomes the participation of its Departments and Centres for undertaking Departmental Projects for societal engagement, outreach and possible revenue generation as a part of their academic activities. This initiative is broadly inspired by the UGC's vision of "*fostering social responsibility and community engagement in higher education institutions in India*", as has been visualized in the National Education Policy 2020. The primary objectives of such projects shall be within the ambit of the following objectives:

- The project outcomes should be designed based on a community outreach model with a mandatory component for societal benefit which might also lead to revenue earning for the University.
- The project should help promoting deeper interactions between higher educational institutions and local communities for identification and solution of real-life problems faced by the communities in a spirit of mutual benefit.
- The university also encourages undertaking research projects in partnership with local community through community-based research methods.
- To fulfil the commitments of the University towards community/social outreach the submitted projects may lay special emphasis on imparting extension education on areas pertaining to skill based education or biodiversity conservation, enabling the participant to be self-reliant, as envisioned in the Hon'ble PM's *AatmaNirbhar Bharat Abhiyaan*
- Special emphasis may be laid on addressing local issues and providing for remedies through sustainable living/community approaches through collaborative ventures with communities. This may later be highlighted as the "Best practices" for the University.
- The University is looking to offer its services to the society in the form of products/services and provide a platform for testing such ventures at a lab-to-market /pilot scale to pave a roadmap for future start ups.
- Such projects may be designed keeping in mind the present infrastructure, with a proposal amounting to a maximum of Rs. 2 lakhs, for the smooth implementation of the proposal.

Guidelines for In-House Departmental Projects

1. General guidelines:

The general guidelines of the project are as follows:

- i. Each Departmental Project shall be headed by a team comprising of a Principal Investigator (PI) and Co-PIs who will be responsible for formulating the project proposal, implementation and execution of the sanctioned project. **The PI (Head of Department or any other senior faculty) shall involve at least 50% of the other departmental faculty and staff, who may be the Co-PIs, for the project.** The PI shall apply for the project as per the format in Annexure I, to the Dean R&D, Cotton University. PIs should have four years of service remaining.
- ii. Projects granted by the University after screening shall be registered with the Office of the Dean R&D Cotton University, and each project shall be allotted a unique ID. The PI shall handle all communications with the University, citing this ID after the project has been accepted. S/he will furnish the intermediate and final reports and submit a statement of account and/or utilization certificate through the Finance Section to the Dean R&D, Cotton University.
- iii. Separate accounts shall be setup for each project and the expenditures and incomes generated for all sanctioned projects are subject to audit by central and/or state audit mechanisms, as per University norms.
- iv. Time devoted for sponsored research project shall be accounted in addition to the normal/assigned duties of the department/University. No relaxation will be entertained in this regard.
- v. Any revenue being generated as a result of such ventures shall be shared between the participating Department and the University. The revenue share of the departments shall be used for the self-sustenance of the project and the up-gradation of departmental infrastructure. The proposed sharing of revenue in case of projects intended for revenue generation shall be as follows:

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Guidelines for In-House Departmental Projects

Year	Department Share	University Share
1	60%	40%
2	60%	40%
3	50%	50%
4	50%	50%
5	50%	50%

ANNEXURE-I
Application Format

- I. Broad Subject:**
- II. Area of Specialization:**
- III. Duration:**
- IV. Principal Investigator:**
 - a) **Name:**
 - b) **Designation:**
 - c) **Date of Superannuation:**
 - d) **Office Address:**
- V. Co – Investigator(s):**
- VI. Name of the Department where the project will be undertaken:**
- VII. Teaching and Research Experience of Principal Investigator:**
 - (a) **Teaching experience:**
 - (b) **Research experience:**
- VIII. No. of Publications of PI & Co-PI(s):**

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Guidelines for In-House Departmental Projects

ANNEXURE-II

Proposed Research Work

1. Project Title:

2. Introduction:

(a) Origin of the research problem:

(b) Societal relevance:

3. Review of Research and Development in the subject:

a) International Status:

b) National Status:

4. Significance of the study:

5. Objectives:

6. Methodology:

7. Month-wise plan of work and targets to be achieved

8. Details of collaboration, if any intended:

9. Financial Assistance required:

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Guidelines for In-House Departmental Projects

ITEM	EXPENDITURE (in Rupees)
Minor Equipment (if any, not exceeding 1 lakh)	
Consumables	
Field work and Travel (if any)	
Workshops (if any)	
Contingency Expenses	
Total:	

N.B.: The project grant shall be provided for the first year only. Following the first year, it is expected that the project shall run on a self-sustaining mode.

Name & Signature:

Principal Investigator:

Co- Investigator(s):

Head of the Department:

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