

RESEARCH AND DEVELOPMENT CELL

LADY DOAK COLLEGE, MADURAI

(An Autonomous Institution Affiliated to Madurai Kamaraj University)

Guidelines for Institutional Project

The Institutional Project scheme is intended to encourage competitive research in strategic areas of national or international interest, to promote innovative product and technology development, and/or to facilitate the start of research programmes that may grow into self-sustaining creative projects with external funding. It may be of any early-stage project, innovative, and sustainable and furthers social justice. The Project can focus on any one of the following categories

- infrastructure/any other development of the College
- supports whole person education in higher studies
- supporting outsourcing of the equipment / technology to generate income to the College
- outreach activities/ projects to connect the College to the community
- preliminary studies to be used in project proposal for external funding
- development of innovative product or technology which will potentially develop into creative ventures on their own through external funding

Eligibility

The faculty members who are in regular or permanent position at Lady Doak College are eligible to apply for this project. Any faculty member can have only one Institutional project at any given time as PI. (A PI can be a Co-PI in other interdisciplinary/multidisciplinary projects)

Research Process

- The research proposal with specific objectives, methodology and outcome should be submitted to R and D Cell as soft copy and hard copy in the given format (Annexure I)
- It will be reviewed by the experts from various departments framed by R and D Cell in consultation with Deans of Academic Affairs and will be short listed (if necessary)
- PIs of the short listed projects will be invited for the presentation to the selection committee

- The selection committee experts (four internal and one external member/s) will evaluate and recommend the proposals for funding
- The sanction letter will be sent to all the Principal investors of the recommended proposals by R and D Cell

Terms and Conditions

- Research project may be undertaken by an individual faculty member or a group of faculty members from the same department or from two or more departments. In case a project is undertaken jointly, one of the faculty members will function as a Principal Investigator (PI) and she will be responsible for all matters pertaining to the project
- External collaborator cannot be the Co-PI in the project submitted for Institutional grant. However, where required, letters from such collaborators may be attached in the proposal with commitment (such as facility use) clearly specified. They should also demonstrate that they do not have funding from external agencies for their proposed research
- Special preference will be given to inter-disciplinary/multi-disciplinary proposals
- Sanctioned amount will be maximum value of Rs.30,000
- Duration of the project is only one year
- Maximum of three students (UG/ PG/ Research scholar) can be involved in the project work. The students may be given extra credit for the work done (It can be considered as summer internship/mini project/academic project and should follow the Institutional registration norms). The roles of each PI, Co-PI and the students should be mentioned in the proposal
- The PI is responsible for the conduct of the research in accordance with the institute research policy
- The PI is also responsible for the conduct of research in accordance with the Institute data sharing policy if, the data collected by the centres/departments/committees are used
- Any equipment/hardware/software/books/journals purchased during the project tenure will become the property of the College after completion of the project period
- Procurement, utilization and maintenance of equipment will be as per institute policy
- The funds have to be utilized within the stipulated period
- The sanctioned amount has to be utilized in accordance with the approved budget

- The advance amount can be availed through R and D Cell from Bursar office
- The bills should be settled and a statement of utilization should be submitted to the R& D Cell as per institute policy
- The PI should submit a progress report every six months in the prescribed format (Annexure II)
- The PI will also be required to report progress or outcomes at the end of one year after the completion of the project, including grants received and publication/IPR arising out of the Institutional grant
- In any research communication arising out of the funded project, the contribution of the institute should be duly acknowledged
- In case PI leaves the institute before the completion of project, a co-investigator will assume responsibility as PI. No collaborator from another institution can become PI under this condition

Muk
R & D Cell Co-ordinator

**Research and Development Cell
Co-ordinator(s)
Lady Doak College, Madurai - 2
Tamilnadu, India.**

7. Helen Pissillat
Deans of Academic Affairs

Dean of Academic Affairs
LADY DOAK COLLEGE
MADURAI - 2.

GH
Principal & Secretary

Principal & Secretary
LADY DOAK COLLEGE
MADURAI-2.