Guidelines for Innovation projects 2015-16

1. Each faculty member/teacher can guide only one project. All Project Investigators have equal status though one permanent faculty member out of the team will take financial responsibility of the project. Projects run solely by Ad hoc/Guest Lecturer PIs must associate a permanent faculty with the project for logistic reasons.

2. The teacher should withdraw names from other projects and inform the Innovation Desk regarding the same.

3. If the same group has submitted more than one project and more than one project is selected, except one the other projects should be withdrawn, rather than transferring it to other faculty members.

4. The names of Ad-hoc /guest faculty who leave a college during the duration of the project must be removed from the project and intimated to the Innovation Desk. They can, however, contribute on honorary terms and their names may be included in publications from projects if they have contributed significantly.

5. One Mentor can guide only one Innovation project. Only in exceptional cases, the mentor can guide only one more project purely on honorary terms which may be clearly specified.

6. One student of the college can take part in only one project.

7. Names of ad-hoc/Guest Lecturers who are no longer a part of a college after submitting the project are not allowed to work in the sanctioned Innovation Project.

8. Project Investigators who are on deputation to the University may work on the project in the college. They may be given travel as per university rules.

9. Any change in the status of the project regarding change in faculty member, student etc. should be intimated to the Innovation Desk and appropriate approval be taken.

10. The grant sanctioned should be utilized only according to budgetary heads under which the amount is allocated.

11. College will maintain the financial discipline regarding the project.

12. Re-appropriation of fund not exceeding 10% under each budget head may be

allowed in special circumstances by the college principal under intimation to the Internal Audit Officer, University of Delhi.

13. No duplication of equipment, camera, laptop etc. already given to college is allowed. The college should ensure that the equipment, camera, laptop, printer etc. already purchased by the college in the previous rounds of Innovation Projects be issued to the projects of this round. Only if the number purchased in previous rounds is less than the number sanctioned in this round, new laptops, printers, cameras etc. should be purchased.

14. Fifty per cent of the sanctioned money plus the equipment grant will be released in the first phase. The funds in the second phase will be released after mid-term review of the progress of the project. If the project is not conducted according to the agreed guidelines and progress report is not satisfactory, the second installment of the grant will not be released.

15. The Mentor should be consulted at each stage of the project. The mid-term report and the final report submission must have the approval of the Mentor. The PI should maintain a record of his/her involvement in the project. The Mentor will be given sitting allowance of Rs.2,000/- plus travel expenditure as per the University norms. A minimum of six visits by the Mentor would be expected so as to encourage active guidance in the project. The total amount payable inclusive of sitting allowance and travel expenditure to the Mentor will be a maximum of Rs.25, 000/-

16. The equipment and other non-consumable items purchased in the project are the property of the college.

17. Exorbitant taxi and xeroxing bills should not be entertained.

18. In the projects involving laboratory-based work, the college should ensure that the major portion of the work was conducted in the laboratory facilities available/created in the college.

19. The final project report is to be forwarded through the Principal.

20. The Project Investigators will be responsible for following GFR and other government norms of expenditure.

21. Each project should submit an audited Utilization Certificate within one month of the last date of the project. No request for future grants will be entertained till the previous project is closed and audited utilization certificate is submitted along with other requirements like final report and return of balance amount.