

University of Delhi
LIST OF SELECTED INNOVATION PROJECTS 2013-14
Research Council & Innovation Desk

Guidelines for Colleges and Principal Investigators

1. The date of the commencement of the Project is deemed to be November 15, 2013.
2. Each Principal Investigator (PI)/teacher can guide only one project. Any duplication should be replaced with another faculty member or the PIs may choose to withdraw the project.
3. Each Mentor can guide only one Innovation project.
4. Each student of the college can take part in only one project.
5. Projects run solely by Ad hoc/Guest Lecturer PIs must associate a permanent faculty with the project.
6. 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
7. Any change in the status of the project regarding change in faculty member, student etc. should be intimated to the Innovation Desk.
8. The grant sanctioned should be utilized only according to budgetary heads under which the amount is allocated.
9. College will maintain the financial discipline regarding the projects.
10. Re-appropriation not exceeding 10% under each object head may be allowed in special circumstances by the college principal under intimation to the Internal Audit Officer, University of Delhi.
11. No duplication of equipment, camera, laptop etc. already given to college is allowed.
12. 50 % 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, the second installment of the grant will not be released.
13. At the time of mid-term review, the sanctioned amount can be enhanced on the request of the PI and on recommendation of the committee members.
14. The Mentor should be consulted at each stage of the project. The mid-term report and the final submission must have the approval of the Mentor. The PIs should maintain a record of his involvement in the project. The Mentor will be given sitting allowance of Rs.2,000/- plus travel expenditure as per University norms. A minimum of six visits would be expected so as to encourage active guidance in the project. The total payable to the Mentor will be a maximum of Rs.25, 000/-.

15. The equipment and other non-consumables for a project is the property of the college.
16. The final project report is to be forwarded through the Principal.
17. The Principal Investigators will be responsible for following GFR and other government norms of expenditure.

Guidelines for the Final Report

The final report of the Innovation Projects is important and must be submitted according to the standard procedure for documenting research. The report must include the following:

1. Introduction of the idea pursued citing relevant studies and theoretical framework of the area in which the work is situated.
2. The research questions/problem/hypothesis/objectives of the study must be clearly specified.
3. The methodology used should be documented along with steps of the procedure. The samples, tools and materials must be adequately described.
4. The results must be properly reported in the main text, tables with titles, graphs and figures with legends.
5. The discussion of the results and any future direction must be given.
6. The report should include all the references in a proper format.
7. The report should also contain an abstract and an executive summary of the research work.