# Guidelines for Vice Chancellor's Merit Scholarship Scheme for Innovation (VCMSSI)



## The NorthCap University
## Gurgaon

Dated: 15th November 2022

## 1.0 Introduction:

The Hon'ble Governing Body of THE NORTHCAP UNIVERSITY (NCU) has established a fund called Vice-Chancellor's Innovation Fund (renamed as Vice Chancellor's Merit Scholarship Scheme for Innovation, VCMSSI) to promote innovative research at NCU. In essence, it is a funding pool that can be accessed by faculty members, researchers and students within the university to carry out proven innovative approaches to research-based problems especially when external funding is not readily available. The purpose of the financial support through the VCMSSI is to accelerate process of constructive research by promoting competition among different departments and faculties and it is not intended to merely enhance publications. The research initiatives funded through the VCMSSI should be preferably suitable for commercialization of the resulting innovation for societal projects. The use of the VCMSSI fund is to shape meaningful research that can potentially attract funding from the outside agencies and industries in the future. The innovation fund would also support novel and innovative undergraduate projects that may or may not directly yield outcomes in the form of patents or research publications.

The selection of the proposals to be funded through VCMSSI would be based on the recommendations of a high-level review committee that will carry out a strict process of evaluation. Thereafter, the progress of the research by the selected VCMSSI awardees would be reviewed on a quarterly basis. The quantum of financial grant during each academic year under the VCMSSI scheme would be up to Rs 15 lacs per department for projects led by the faculty and Rs 2 lacs per project for student projects.

The following sections give the guidelines for funding research proposals under the VCMSSI scheme at the NCU. It describes the details of the eligibility, application procedure, evaluation, monitoring and submission of the completion report.

## 2.0 Eligibility:

All faculty members are eligible for applying for funds from the VCMSSI. However, any such application should satisfy the following criteria:
i) The research work involved in the proposal should be innovative and challenging in the present technological arena. The innovative nature of the proposal should be brought out by completing a thorough literature or patent survey in the current context and writing a state-of-the art report on the technology and also bridge the gaps in the technology that the proposed project wants to cover.
ii) The proposal for funding under this scheme is primarily a seed funding to encourage faculty members and researchers to initiate an innovative research idea that may also attract funding from external agencies or industries in near future. The outcome and results of the proposal in societal projects will be encouraged and must be clearly spelt out.
iii) The funding will be initially granted for one-year extendable for another six months. Preference will be given to new initiatives and projects.
iv) The research proposal can involve collaboration with one or more persons/departments from NCU or any other reputed educational/research institution.
v) The fund is primarily intended to support young faculty members to carry research in the technologically challenging areas.

## 3.0 Ineligible Activities:
Following activities are not eligible for funding from the
    VCMSSI. i) Travel abroad/or Inside India.
    ii) Funding from other external agencies (VCMSSI fund for an existing project will stop if it

subsequently gets funding from other govt. agencies).
iii) Construction or renovation of rooms.
iv) Purchase of furniture.
v) Purchase of PC's, laptops, tablets or computer accessories unless they are computer controlled instrumental set-ups.
vi) Purchase of general-purpose software like Windows, MS Office etc.
vii) Salary/remuneration/wages etc. to any member and or staff of NCU directly or indirectly.

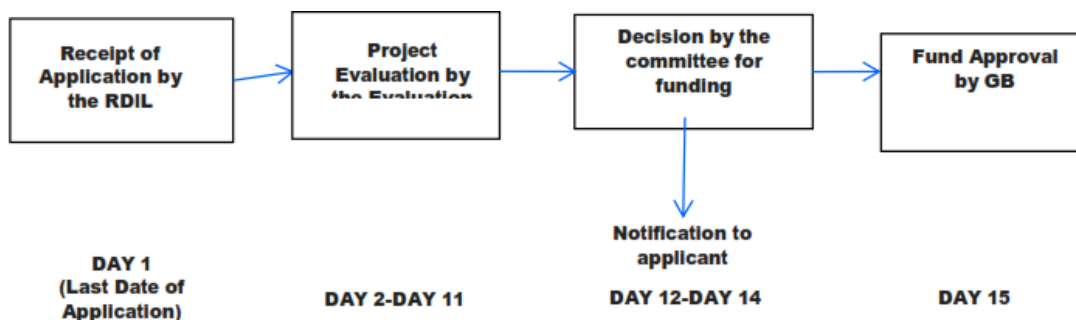**4.0 Procedure for Application for Funding:**
Any faculty member can apply for funding from the VCMSSI by filling up the Project Application Form given in **Annexure – I** and submitting it to the RDIL Office. If the Project Leader wants, he can associate other faculty members and students in the project for using their specific expertise. The project proposal should be complete with objectives, state of art of the technology, innovative idea behind the project and its uniqueness and usefulness, methodology, Gantt or bar chart, budget requirement, project team and output expectations in terms of specific deliverables.
The applications from faculty will be invited twice a year while for students once a year. The last date for the first cycle is 31 May and second cycle is 31 October. The students are entitled to apply for funding during the second cycle. The decision on the project funding will be made approximately 15 days after the last date of submission of projects. The project proposal has to be vetted by the DRC prior to submission.

**5.0 Evaluation of the Project Proposal:**
The project proposal will be peer reviewed by one expert from within NCU and one external expert from IIT's, NIT's, National Research Laboratories or other reputed educational/research institutions, both of whom will be decided by the Hon'ble Vice- Chancellor. The proposal along with the comments of the two experts will be considered by a Project Evaluation Committee (henceforth called PEC) consisting of the following:
1. Hon'ble Pro-Chancellor
2. Hon'ble Vice-Chancellor
3. Two Professors/Associate Professors from NCU
4. Concerned HOD/DOS
5. Senior Professor or a mentor
6.  Dean, RDIL
The Project Leader will be asked to give a presentation on the proposal to the PEC. If the project proposal is recommended for funding from the VCMSSI by the PEC, financial sanction of Hon'ble GB will be taken before the project is started. The process for the cycle is presented in the flow diagram.



| Receipt of Application by the RDIL | → | Project Evaluation by the Evaluation | → | Decision by the committee for funding | → | Fund Approval by GB |

Notification to applicant

DAY 1 (Last Date of Application)    DAY 2-DAY 11    DAY 12-DAY 14    DAY 15

5.1 It is not mandatory for committee to sanction the proposal if it does not satisfy the criteria mentioned in the scheme.

**6.0 Duration of the Project:**

The Project grant will be sanctioned for one year only. However, as a special case the project may be extended for another year at the recommendation of the Vice Chancellor.

**7.0 Monitoring and Completion of the Project:**

There will be quarterly review of each sanctioned project by the PEC to monitor the progress of the project. A Project Progress Report (given in **Annexure – II**) will be submitted by the Project Leader before each such quarterly review. The Project Leader may be asked to give a quarterly presentation on the progress of the project to the PEC. In case the project is not progressing well, the PEC can suggest corrective actions or can recommend closure of the project in an extreme case. On completion of the project, the Project Leader has to submit a Project Completion Report (format given in **Annexure – III**) giving technical progress, specific fund utilization and future follow up action plan. The project leader must ensure that the project work undertaken should yield some good publications or patents. The Project Completion Report should be submitted within one month of completion of the project to the office of Hon'ble VC.

## Research

**PROJECT PROPOSAL FOR FUNDING FROM VCMSSI FUND**

**1. Title of the Project:**

**2. Name of Project Leader with telephone no. and email:**

**3. Project Team:**

**4. Department:**

**5. Subject Area:**

**6. Objectives of the Project:**

**7. Introduction to the problem and state of the art:**
   (Attach separate sheet if required)

**8. Justification for the Project:**

**9. Expected Scientific Output/Intellectual Property Generation/Commercialization Possibility:**

**10. Methodology:**
   (Attach separate sheet if required)
**11. Work Plan and activity:**

The work plan for various activities of the Project is presented below.

| Activity | Type of activity | Duration (in months) Start-Finish |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

**12. Gantt or Bar Chart:**

| Activity/Months From | 0 | 3 | 6 | 9 | 12 | 15 | 18 | 21 | 24 |
|---|---|---|---|---|---|---|---|---|---|
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**13. Existing Expertise and Facilities at NCU:**

**14. Budget Requirements:**

(Rs.in lakhs)

| S.No | Description | 1$^{st}$Year | 2$^{nd}$Year | Total |
|---|---|---|---|---|
|  | **A.  Capital** |  |  |  |
| 1 | Equipment |  |  |  |
|  | **Total(A)** |  |  |  |
|  | **B.  Consumable** |  |  |  |
| 1 | Raw materials, Consumable and chemicals |  |  |  |
| 2 | Manpower |  |  |  |
| 3 | Testing Charges |  |  |  |
| 4 | Contingency & Others (Repair & Maintenance) |  |  |  |
|  | **Total(B)** |  |  |  |
|  | **Total(A+B)** |  |  |  |

*List of New Equipment's/Software and New Common Facility*

| Sr. No. | Capital Equipment/Software | Justification for Purchase | Total (Rs.Lakhs) |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| **Total** |  |  |  |

**15. Extra Manpower required, if any:**

**16. Details of Collaboration, if any:**

**QUARTERLY PROGRESS REPORT OF PROJECT WITH FUNDING
FROM VCMSSI FUND**

**1. Title of the Project:**

**2. Project No.:**

**3. Starting Date of Project:**

**4. Completion Date of Project:**

**5. Project Leader:**

**6. Project Team:**

**7. Objectives of The Project:**

**8. Date of Last Review:**

**9. Progress Made Since Last Review:**

**10. Gantt or Bar Chart Of Activities**

| Activity/Months from start | 0 | 3 | 6 | 9 | 12 | 15 | 18 | 21 | 24 |
|---|---|---|---|---|---|---|---|---|---|
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**Note–Please give% completion of each activity till the reporting quarter.**

**EXPENDITURE AND FUND STATUS:**

The following table gives the complete information regarding the funds received
and expenditures incurred:

(In Rupees)

| (in Rs. Lakhs) | Sanction | Expenditure | | | Unspent |
| --- | --- | --- | --- | --- | --- |
| | | Till Last Review | Since last Review | Total | |
| Non-Recurring | | | | | |
| Equipment | | | | | |
| Sub-total(A) | | | | | |
| Recurring | | | | | |
| Rawmaterials, Consumable&chemicals | | | | | |
| Manpower | | | | | |
| Testing Charges | | | | | |
| Contingency& Others(Repair) &Maintenance) | | | | | |
| Sub-total(B) | | | | | |
| Total (A+B) | | | | | |

**11. Work Planned for Next Quarter:**

*For official use*

**Recommendation of the Project Evaluation Committee:**

**Hon'ble VC:**

**Hon'ble GB:**

# Project Completion Report of Project with Funding from VC's Innovation Fund

**1. Title of the Project:**

**2. Project No.:**

**3. Starting Date of Project:**

**4. Completion Date of Project:**

**5. Project Leader:**

**6. Project Team**

**7. Objectives of The Project:**

**8. Detailed Technical Progress Report:**

**9. Gantt or Bar Chart Of Activities**

| Activity/Months from start | 0 | 3 | 6 | 9 | 12 | 15 | 18 | 21 | 24 |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
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**Note–Please give% completion of each activity at completion of the project.**

**Expenditure Incurred:**

The following table gives the complete information regarding the expenditures incurred for the project: (In Rupees)

| Head | Sanction | Expenditure |
|---|---|---|
| Non-Recurring | | |
| Equipment | | |
| Sub-total(A) | | |
| Recurring | | |
| Raw materials, Consumable & chemicals | | |
| Manpower | | |
| Testing Charges | | |
| Contingency &Others (Repair & Maintenance) | | |
| Sub-total(B) | | |
| Total(A+B) | | |

10. Output from the Project:
       Journal Publications:
       Papers in Conference Proceedings:
       Papers presented in Conferences:
       PatentsFiled:
       Laboratory Facility Set-up:
       Students trained:
              *Doctoral Students:*
              *M.Tech.Students:*
              *B.Tech.Students:*

**11. Commercializing Possibility/Social Use:**

**12. Future Research Plans and Follow up Action Required:**

**Recommendation of the Project Evaluation Committee:**

**Hon'ble VC:**

**Approval by Hon'ble GB**