

PSG College of Technology, Coimbatore

Institution Innovation Council

Interdisciplinary Project Ideas for Seed Funding

Guidelines

Ref: IIC/ IIC 4.0/ 2021-22/ Cir – 07

11th April 2022

I. Instructions for Implementation of the Interdisciplinary Project Work:

1. Every team should have a **Team Lead**, who will be the **Single Point of Contact (SPOC)** for all the correspondence to / from IIC.
2. All the team members should put in their best efforts towards the successful implementation of the project work.
3. Every member should honour the other member during the execution of this project.
4. The corresponding heads of the departments will be the **official mentors** of the project
5. Periodic reporting of the project progress to the mentors is mandatory. A diary of activities can be maintained to record the proceedings (either in hard copy or soft copy)
6. Project duration is **6 calendar months** from the date of announcement of results. For the projects sanctioned during April 2022, the project tenure commences in May 2022 and ends in October 2022.
7. Students are free to dedicate any time outside their regular academic hours towards the implementation of the project. Care should be taken that the college norms are obeyed.
8. The selected teams should clearly define the **Objectives, Milestones** and the **Expected Tangible Outcomes** in a clear and objective manner. The Project Evaluation Committee will conduct **periodic reviews** along with mentors, to monitor the progress of the project against the stated objectives / milestones and give recommendations for subsequent release of project fund, based on the project progress.
9. The teams are advised to utilise the resources (Equipments, Materials, Consumables, Computing and Networking facilities) available in the corresponding laboratories, wherever applicable, after getting due approval from the concerned HoDs.
10. The facilities not available within the campus may be procured through the seed funding.
11. The selected project ideas should possess a state-of-art technology based innovation element that can be demonstrated.
12. The academic administration of the selected projects will be done through the HoDs. Project related travel and on-duty requests will be forwarded through IIC and approved by corresponding HoDs while all funding/ purchase requests will be channelized through IIC to the Accounts section.

II. Procurement of Components:

1. The budget estimate has to be prepared by the teams as per the enclosed proforma (available for download at www.psgtech.edu/iic) and submitted to IIC before 20th April 2022.
2. Both *reimbursement* and *advance mode* of fund utilization is permissible. The team lead can submit request for advance amount to IIC towards procurement of materials, equipments, consumables and other items falling under the prescribed budget heads. Teams are required to settle the advance amount taken with all bills and vouchers within a period of two months from the date of advance taken. Teams can't avail advance for second time without clearing the advance taken previously.
3. Alternatively, the teams can claim the expenses incurred towards the project implementation under the prescribed budget heads for reimbursement. The bills/invoices can be raised in the name of the institution.
4. Teams have to submit the details of expenditure with bills and vouchers to the college accounts section through IIC, for reimbursement of any expenses incurred by them towards procurement of equipment, materials and other items for the prototype development. A separate stock register needs to be maintained for the same.
5. Utmost care should be exercised in using the financial resources so that the best usage of resources are attempted.

III. Submission of Report after completion of the Project:

1. At the end of the project duration, the student teams are expected to prepare a Project Report and make a presentation on the progress to the Project Evaluation Committee (PEC) and the corresponding mentors, based on which further support and handholding will be provided.
2. Patent filing would be encouraged at the end of the project duration and a part of the seed funding support shall be utilized towards IP filing charges. The prevailing IP policy of the institution will be binding.
3. The proposed solutions should be sustainable and have the potential for marketability. Technology transfers to relevant industry would be highly encouraged. Besides, the teams can also aim to register their own start-ups based on their innovative solutions.

Students and Mentors are advised to refer IIC Start up Policy document (https://www.psgtech.edu/IIC/PSG_CT_IIC%20POLICY-Version%201-0.pdf), for more details.

Convener-IIC

Principal

Seed Funding for Interdisciplinary Projects

Budget Estimate

S.No.	Head	Budget (Rs.)			
		Name of the item	Make & Model	Cost (in Rs.)	Justification
A.	Recurring				
1.	Consumables/ Materials				
2.	Software subscription charges (if applicable)				
3.	Stationary & Miscellaneous <i>(not exceeding Rs.5000)</i>				
Total (A)					
B.	Non Recurring				
1.	Minor Equipment (<i>if the equipment is not available anywhere in the campus</i>)				
2.	Fabrication & Assembly				
Total (B)					
Grand Total (A+B)					

Signature of the Team Lead

Copy to:
All HoDs
IIC File & IIC Webpage

