

SCHEME

OF

REGIONAL COORDINATED PROJECTS (RCP)

GUIDELINES AND FORMAT

**M.P. Council of Science and Technology,
Vigyan Bhawan, Nehru Nagar,
Bhopal – 462 003 (MP).**

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INTRODUCTION

Madhya Pradesh is unique in the richness of both the natural and human resources. The state has displayed a strong commitment towards social, economic and cultural equitable development of all people. Fortunately, many of institutions/organizations have excellent facilities, infrastructure and better resources. To achieve development it is essential to implement latest technology, advanced knowledge and skill besides giving close consideration to basic policies and appropriate planning. Such mobility of sustained multidisciplinary work can produce results in development of the state.

The MP Council of Science & Technology (MPCST) has launched a new initiative, i.e. **“Regional Coordinated Projects”** in different disciplines of Science and Technology. This scheme will be implemented with the joint and collaborative efforts of leading institutes of Madhya Pradesh having expertise and infrastructure in their own area of specialization. In this activity MPCST proposes to encourage/support such programmes which directly address regional issues and for which institutions are short of resources. Accordingly, such specific proposals will be supported/undertaken jointly by the MPCST in collaboration with particular institutions/organizations. The programme will involve sharing of resources and expertise between the Council and the individual institutions/organizations. A continuous dialogue between these groups would be helpful to identify the problems and a concerted programme of the work can be undertaken as a joint venture. More specifically, the research ventures that may be considered within Regional Coordinated Projects Scheme include the following:

1. The research should be carried out at the nodal institution in coordination with participating institutions having proven track record and sufficient expertise in the proposed area.
2. The lead institution and participating institutions must choose persons of eminence having relevant knowledge and expertise in the proposed area of research as the Chief Coordinator and Co-coordinators of the project.
3. The project may have the financial/expertise contribution from the participating institution/organization/industry to the extent possible.

MPCST invites project proposals of **Regional Importance** for grant-in-aid/support under the RCP Scheme from the lead institutions in collaboration with other participating institutions viz: S&T Departments, Universities, Government Institutions/Organizations/Industries, Grant-in-aid Institutions, Accredited Self financing Institutions throughout the Madhya Pradesh.

Objectives:

1. To plan, co-ordinate and execute integrated R&D programmes, involving collaboration between several institutions/organizations/industries at Regional Level for societal development of the state.
2. To aim and achieve breakthrough technologies in specific areas relevant to regional importance.
3. To selectively promote the general research capability in relevant Scientific and Technical areas while taking into account the capabilities/strengths of the lead institution & other participating institutions.

General Information & Guidelines to Submit the Proposal

1. The institution where a Regional Coordinated Project is to be set up must clearly identify the thrust area(s) of action/research in consultation with other participating institutions, keeping in view their strengths, availability of expert manpower and infrastructural facilities within the institutions.
2. The Chief Coordinator should be a full time faculty member of the lead institute. The participating institutions are required to nominate full time faculty members (one from each participating institutions) as the Co-coordinators of the project.
3. The Chief Coordinator has the primary responsibility for the implementation of the project.
4. The Chief Coordinator is expected to give a comprehensive list of collaborating institutions/organizations/industries; their brief profile and the financial contributions committed by each one of them and also enclose copies of MoU/protocols signed for the purpose.
5. If the Chief Coordinator/Co-coordinator of the RCP Scheme leaves the parent institution and joins another institution, the Council will have no objection to transfer the project within the Madhya Pradesh only, if no objection certificates are obtained from both the parent institution and the institution where the Chief/Co-coordinator intends to join.
6. The Chief Coordinator is required to provide a brief write up on the proposed RCP indicating the following points at the time of submitting the proposal in six copies:-
 - Details of proposed networking institutions.
 - Specific objectives of the joint project proposal.
 - Particulars and academic profile of the Chief Coordinator and Co-coordinators to be involved in RCP.
 - Manpower requirement. The Council does not provide project staff. However, in exceptional cases, technical project staff may be engaged only on contract after taking a formal approval from MPCST. The remuneration for such staff may be fixed as per MPCST guidelines.
 - Infrastructure and equipments needed.
 - Details of financial lay out and deliverables from each participating institution.
 - A PERT chart indicating time schedule along with deliverables from each participating institution.

- Copies of letters of intents/MoU 's signed between the participating institutions.
 - Details of services/patentable output that would be provided by RCP.
7. As limited number of project proposals can be considered under this scheme, Head of Institutions are required to screen the proposals at their end and ensure that only quality proposals supported by preliminary quotations from equipment manufactures to the extent possible are submitted to the MPCST.
 8. Proposals will be considered on the basis of justification of the project with respect to relevance of the project with important issues of regional importance. and or/issues of scientific and technical development.

PROCEDURE FOR APPLICATION

1. The institution/organization may nominate a permanent faculty as Chief Coordinator preferably not below the rank of Reader or equivalent to coordinate the activities of the RCP and also nominate Co-coordinators not below the rank of Assistant Professor or equivalent.
2. Proposals under RCP scheme should be submitted in six copies in the prescribed proforma to the MPCST through the executive Head of the Institution/Organization duly certifying that the institution/organization will discharge all its obligations.
3. Applications should be addressed to:

**The Director General,
M.P. Council of Science and Technology,
Vigyan Bhawan, Nehru Nagar,
Bhopal – 462 003.**

ANNEXURE – I

FORMAT FOR SUMMARY SHEET

1. Name of Scheme
2. Title of the Project
3. Name of the Lead Institute
4. Address of the Lead Institute

City

Pin code

State

Fax No.

E-mail

Phone No.
5. Year of Establishment of the Lead Institution
6. Name of Head of the Institution
7. Name of the Chief Coordinator
8. Name(s) of Co-coordinator(s)
9. Name and Address(es) of the Participating Institution(s)
10. Relevance of the Project
11. BUDGET ESTIMATE

(A) Non-Recurring (*Equipment*)

S. No.	Name of Equipment/ Facilities to be procured	Specifications of equipment	No. of Units	Estimated cost as on date

(B) Recurring

S. No.	Item	Budget			Total
		First Year	Second Year	Third Year	
1.	Salary of Project Staff				
2.	Consumables				
3.	Travelling Exp.				
4.	Publication/Printing				
5.	Others (please specify)				
Total					

Total Cost (A+B)

13. Whether a Regional Coordinated Project is already functioning? (Yes/No)
If yes, give relevant details

Declaration:

The lead institution/ organization/ industry agrees to undertake the proposed RCP and will provide the necessary infrastructure and other support for the same.

Place:

Date:

Signature of the Chief Coordinator

Head of the Lead Institution
(Signature & Seal)

Signature of the Co-coordinator (1)

Head of the Collaborating/
Participating Institution
(Signature & Seal)

Signature of the Co-coordinator (2)

Head of the Collaborating/
Participating Institution
(Signature & Seal)

Signature of the Co-coordinator (3)

Head of the Collaborating/
Participating Institution
(Signature & Seal)

ANNEXURE – II

FORMAT FOR RESUME OF CHIEF COORDINATOR/CO-COORDINATORS (Use separate sheet for each)

1. Name
2. Designation & date of joining the institution
3. Age as on date
4. Name of the Institution
5. Department
6. Field of Specialization
7. Academic Qualifications
8. Technical Qualifications (If any)
9. Awards/Prizes/Certificates etc. won by the Chief Coordinator/Co-coordinator
10. Details of ongoing /completed projects of Chief Coordinator/Co-coordinator.

S. No.	Name of the funding agency	Name of the Scheme	Programme Title	Year of Funding	Duration	Amount Sanctioned	Status: Ongoing/ Completed

11. Publications:

S. No.	Title of Paper/Report/Book	Author(s)	Name & Vol. of Journal/Publisher & Year	Page No.	
				From	To

Place:

Date:

Signature of the Chief Coordinator/ Co-coordinator

Head of the Institution
(Signature & Seal)

ANNEXURE – III**FORMAT FOR PROFILE OF THE DEPARTMENT**
(Use separate sheet for each)

1. Name of the Lead Department/Coordinating Departments
2. Name of the Head of the Department
3. Full Address
(Please include STD code, Phone No., Fax No., E-mail)
4. Number of subject specialities available in the department
5. Information about faculty members with specialization in the proposed area of RCP activities.

S. No.	Name	Designation	Highest Academic Degree	Specialization	Total no. of years of experience

6. Status of ongoing/completed projects of the department:

S. No	Name of PI	Year	Title	Funding Agency	Amount Sanctioned	Status: Ongoing/ Completed

7. Major equipments (costing more than Rs.5.0 lakhs) available in the department

S. No.	Major Equipment	Cost (Rs. in lakhs)	Specifications	Year of purchase

Place:

Date:

Head of the Institution
(Signature & Seal)

ANNEXURE - IV

**FORMAT FOR PROFILE OF THE LEAD INSTITUTION/
COORDINATING INSTITUTION
(Use separate sheet for each)**

1. Name of the lead institution/coordinating institution with full address including Phone, Fax, E-mail, STD No.
2. Name of the Head of Institution
3. Information about faculty members in relevant subject areas

S. No.	Name	Designation	Highest Academic Degree	Specialization	No of Years of Experience	Pay Scale

4. Details of Infrastructure facilities available in the institution:

I Auditorium (Number of seats)

II Laboratories (Dept. Wise)

III Library (Total No. of Books/Journals)

a) National

b) International

IV Conference Hall (No. of seats)

5. Major equipment (costing more than Rs. 5.0 lakhs) available in the institute

S. No.	Major Equipment	No. of units	Cost (Rs. In lakhs)	Specifications

6. Status of ongoing/completed projects of the institution:

S. No	Year	Title	Funding agency	Amount Sanctioned	Status: Ongoing/Completed

7. Achievement in Academic/R&D/Consultancy Service/Collaboration etc, and funds generated in the last three years.

S. No	Consultancy, Training, Testing, R&D Projects	Name of Industry /Agency	Amount	Date of starting	Date of completion

8. Details of Projects sanctioned by MPCST during last three years.

S. No.	Name of Programme	Scheme	Year of Sanction	Amount sanctioned

9. Any other information to support the proposal:

Place:

Date:

Head of the Lead/
Coordination Institution
(Signature & Seal)

ANNEXURE-V

FORMAT FOR PROPOSED RCP

1. Name of the proposed project.
2. Objectives of the project
3. Major areas of activity of the project.
4. Justification for the proposed RCP in the present context of the Region.
5. Major equipments/machines and infrastructure available in the each institution, which will be committed to RCP.
6. List of Faculty likely to be involved in the proposed RCP

Name and Designation of Chief /Co-coordinator	Name of Lead/ Coordinating Institution	Date of Joining the Institution	Dept	Field of Specialization	Highest Degree

7. Particulars of Sponsored Research/Consultancy Project (ongoing/completed) in the proposed area of RCP undertaken during last 5 years by the faculty of the Institution.

S. No.	Name and Address of Coordinator	Project Title	Name of the Funding Agency	Total Cost	Year of Sanction	Project Status (ongoing/ Completed)

8. Give particulars of intent/willingness shown by the institutions to participate in undertaking the proposed RCP.
9. A brief write up indicating the following points:
 - i Specific objectives of the joint project proposal.
 - ii Details and Justification of Infrastructure and equipments needed.
 - iii Manpower requirement. The Council does not normally provide project staff. However, in exceptional cases, technical project staff may be engaged only on contract after taking a formal approval from MPCST. The remuneration for such

staff may be fixed as per guidelines of MPCST and should be met from recurring expenditure component of the projects.

- iv Details and justification of financial lay out and deliverables of each institution.
- v Justify the services that would be provided by each participating intuition in RCP.
- vi A PERT chart indicating time schedule along with deliverables from each participating institution.

BUDGET ESTIMATE

(A) Non-Recurring (*Equipment*)

S. No.	Name of Equipment/ Facilities to be procured	Specifications of equipment	No. of Units	Estimated cost as on date

(B) Recurring

S. No.	Item	Budget			Total
		First Year	Second Year	Third Year	
1.	Salary for Project Staff				
2.	Consumables				
3.	Travelling Exp.				
4.	Publication/Printing				
5.	Others (please specify)				
Total					

Total Cost (A+B)

Date:

Place

Signature of the Chief Coordinator

Head of the Lead Institution
(Signature & Seal)

Co-coordinator

Co-coordinator

Terms and conditions for implementing the programme sanctioned under RCP

1. Each Programme sanctioned by MPCST is assigned a specific File No.....
All Correspondence addressed to MPCST regarding the programme must invariably quote this number along with the year in which the programme was sanctioned and should be addressed to the concerned Officer.
2. The Chief Coordinator/Lead Institution should inform the council of their consent to implement the programme as approved, by way of Acceptance Letter. If the Acceptance Letter is not received by the MPCST within one month of issue of letter, it may be presumed that Chief Coordinator/Institution is not interested to take up the programme, and the approval of the programme shall stand withdrawn.
3. A **separate Bank Account** shall be opened in a Nationalized Bank in the joint name of the Chief Coordinator of the programme and the Institutional Head or its Nominee.
4. The grant-in-aid will be utilized strictly for the specific programme and should be exclusively spent on the programme and within the time frame as specified in the sanction letter. Re-appropriation of funds from one stipulated head to another head is not permitted without prior approval of Council.
5. If the lead institution is unable to start the programme within six months of the receipt of the grant-in-aid, the approval shall *ipso facto* lapse.
6. Any expenditure incurred prior to the issuance of the approval letter and after the expiry of tenure of the programme is not allowed for any adjustment in the grant-in-aid.
7. Interest earned on the programme fund, if any, shall be treated as a part of the sanctioned grant-in-aid and shall be used to procure equipment or for other purposes of the programme approved by the Council.
8. The grant-in-aid released under these programmes cannot be spent on creating infrastructural facilities such as construction of roads and building, purchase of vehicles, air-conditioning, etc.
9. MPCST reserves the right to terminate the project at any stage if it is convinced that the grant-in-aid has not been properly utilized and/or sufficient progress is not achieved towards the purpose for which the grant-in-aid was sanctioned.

10. The assets acquired out of the grant-in-aid shall be the property of the institute. No assets acquired out of the grant-in-aid shall be disposed off without the permission of the Council.
11. The Council shall not provide any maintenance grant-in-aid after the expiry of the incubation period for the project.
12. The Comptroller and Auditor General of MPCST or its authorized representative shall have the right to access the books and accounts of the Institute in respect of the grant received from MPCST. The Institute must, therefore, maintain separate records of expenditure and audited accounts of the project.
13. The Grantee Institution shall observe all financial norms and guidelines as prescribed by the MPCST/Govt. of M.P. from time to time.
14. The Chief- Coordinator must submit Annual Progress Report in the prescribed format, every year indicating the progress of the RCP and the status of the grant-in-aid utilized. If it is found that the grant-in-aid released is not utilized for the purposes for which it was intended for and the progress of the programmes is not satisfactory, the project may be closed down. Action may be taken to seek refund of grant released. Further extension of financial support from MPCST shall be based on the progress of the project and effective utilization of the earlier grant-in-aid provided.
15. The Chief Coordinator must take steps to ensure that the audited Utilization Certificate and statement of accounts for the grant-in-aid are submitted by the institution/organization as stated below:
 - A The statement of expenditure and Utilization Certificate should be certified by the Accounts Officer and countersigned by Finance Officer, Head of the lead Institution and submitted to MPCST WITHIN ONE MONTH OF COMPLETION OF YEAR.
 - B An audited statement of expenditure and U.C. duly certified by the statutory audit authority of the Institution should also be sent in the due course.
16. MPCST shall review the progress of the RCP from time to time. The Chief Coordinator will be invited to present the progress of the project before the experts in the Monitoring Committee to ascertain the progress of the project and guide the Chief Coordinator in

implementing the programme. The recommendations of the Committee may be conveyed to the Chief Coordinator/Institution/Organization for implementation. MPCST may also constitute a Monitoring Committee to visit the Institution to review the progress of the programme and to verify proper utilization of grant-in-aid.

17. If the Chief Coordinator leaves the institution, retires, or goes on long leave, the institute will appoint another Chief Coordinator to the programme, under intimation to the council immediately.
18. The details of the assets thus created/procured out of the grant-in-aid should be maintained and submitted to MPCST, as per the format along with the progress report.

ANNEXURE - VII

FORMAT FOR UTILISATION CERTIFICATE
(To be submitted with final project report)

1. F.No.
2. Date of sanction
3. Title of the Project
4. Name and Address of Chief Coordinator
5. Name(s) and Address(es) of Co-coordinator(s)
6. Amount sanctioned by MPCST
7. Amount released by MPCST
8. Details of expenditure

NON-RECURRING

S. No	List of the approved equipment	List of the equipment procured	Date of purchase	Amount Sanctioned	Amount Utilized (Item wise)	Unspent Balance

RECURRING

S. No	Activities undertaken	Period	Amount Sanctioned	Amount Utilized (Itemize)	Unspent Balance

Certified that the grant has been utilized for the purpose for which it was sanctioned in accordance with the “Terms and Conditions” attached to the grant. If, as a result of check or audit objection some irregularity is sanctioned at a latter stage, action will be taken to refund, adjust or regularize the amount objected to.

 Finance Officer
 (Signature & Seal)

 Head of Lead Institution
 (Signature & Seal)

Note: The Registrar/Finance Officer in the case of Universities, Principals in the case of Colleges and Executive Heads of other Institutions will sign the Utilization Certificate (UC). The internal auditors may countersign the Provisional UC wherever the system of the internal audit exists. In case of the Self-Financing/Private Institutions, UC has to be signed by a Chartered Accountant.

ANNEXURE-VIII**FORMAT FOR ANNUAL PROGRESS REPORT FOR MPCST FUNDED PROJECT
UNDER RCP**

File No. & Date of Sanction

1. Title of the Project
2. Chief Coordinator (Name & Address)
3. Co-coordinators (Name(s) & Address(es))
4. Date of commencement of Programme
5. Duration of Project
6. Amount sanctioned by MPCST
7. Amount released by MPCST
8. Details of Expenditure

A. NON-RECURRING

S. No.	List of approved equipment	List of procured equipment	Major specifications of Equipment procured	No. of units	Date of purchase	Expenditure
	Total					

(B) RECURRING

S. No.	Item	Budget			Total
		First Year	Second Year	Third Year	
1.	Salary for Project Staff				
2.	Consumables				
3.	Travelling Exp.				
4.	Publication/Printing				
5.	Others (please specify)				
Total					

Total Cost (A+B)

9. Whether there is any deviation from the purpose for which:
Grant was released. If so detail of amount to be given

10. Give details of the activities carried out during the year:

10a. Details of individual activities.

10b. Outputs of significance:

10b1. Details of patents.

10b2. Details of publications.

10b3. Details of copyrights

10b4. Other reports / communications etc.

10c. Details of training imparted.

Date:

Chief Coordinator

Head of the Lead Institution
(Signature & Seal)

Co-coordinator

Co-coordinator

ANNEXURE –IX

FORMAT FOR AUDITED UTILISATION CERTIFICATE

Certified that out of Rs. _____ of Grant-in-aid sanctioned during the year _____ vide Letter No. _____ Rs. _____ has been utilized for the purpose of _____ for which it was sanctioned and the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to M.P. Council of Science and Technology (vide Cheque/Draft No. _____ dated _____)/will be adjusted towards the Grant-in-aid payable during the next year i.e, _____ as per the details attached.

Certified that the grant has been utilized as per laid down terms and conditions for which it was sanctioned.

Finance Officer
(Signature & Seal)

Head of Lead Institution
(Signature & Seal)

Date:

Chartered Accountant
(Signature & Seal)