

**The Institution of Engineers (India)**  
*Technical Department*  
**The Institution of Engineers (India) R&D Grant-in-aid Scheme**

**General Guidelines**

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**The Institution of Engineers (India)**  
*Technical Department*  
**The Institution of Engineers (India) R&D Grant-in-aid Scheme**

**GENERAL GUIDELINES FOR ENGINEERING COLLEGES**

**PROPOSALS FOR RESEARCH & DEVELOPMENT ARE INVITED FROM UNDERGRADUATE, POST-GRADUATE STUDENTS AND PHD SCHOLARS OF ENGINEERING AND TECHNICAL INSTITUTES FOR FINANCIAL SUPPORT UNDER GRANT-IN-AID SCHEME.**

The Institution of Engineers (India), the apex body of the engineers of India provides grant-in-aid support to its members, student members and institutional members to pursue research and development in the field of engineering and technology.

**Eligibility Criteria:**

- 1) Proposals from Members and Institutional Members will be preferred. The applicant's Institution **should preferably be Institutional Member of the Institution of Engineers,** the Guide/s and the Student/s (PG and Ph.D) **must be a Corporate Member (category as applicable) of the Institution of Engineers.** For details please visit [www.ieindia.org](http://www.ieindia.org). Please see the checklist and guidelines of application for membership provided below, before proceeding with submission of proposal. IEI is authorized to make any exception to the above.
- 2) For those who are not members, application for membership should be sent along with the hard copy of the proposal for grant-in-aid. Without application for membership, the proposal is not likely to be considered. IEI will judge the R&D proposals according to their merit and any decision taken by IEI is final.
- 3) The R&D work has to be completed and final report has to be submitted within the scheduled completion of course of the student. (Normally processing of proposals takes about 3 months. So the applicant(s) should keep adequate time for completion accordingly)
- 4) For Undergraduate students, R&D work should not generally exceed 6 months, for Post Graduate students and PhD scholars it should not be more than 1.5 year and 3 years respectively. IEI is authorized to make any exception to the above.

**Quantum of Grant-in-aid:**

IEI has the unique credential of encouraging R&D at the undergraduate level and about 70% of the total quantum of grant in each year is spent for R&D by Undergraduate students. About 20% and 10% of total quantum is awarded to Post-graduate students and Research Scholars respectively.

If not otherwise decided, normally the following amount in INR will be granted for the R&D work primarily for the non-recurring expenditure:

- |                                |   |                           |
|--------------------------------|---|---------------------------|
| 1) For Under Graduate students | : | Not exceeding Rs. 50000/- |
| 2) For Post Graduate students  | : | Not exceeding Rs.100000/- |
| 3) For PhD scholars            | : | Not exceeding Rs.150000/- |

All cheques will be drawn either in favour of the applicant's Institute. The sanctioned amount will be provided as one-time grant.

**Dos and Don'ts:**

**Submission of Half Yearly Report and Project Completion Report:**

All student/s and their guide/s should take proper care to submit Half-yearly Progress Report and Project Completion Report in time. For undergraduate students, whose project duration is not more than 6 months should submit the Project Completion Report (PCR) immediately after their R&D work is completed.

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Any intentional delay or non-submission of reports in time may result into debarring the institute, the guide/s and the student/s to avail any such grant-in-aid in future. IEI shall have the discretion to take any other action as deemed fit in such cases.

### Maintaining Books of Accounts:

The students/s and their guide/s should maintain a book of accounts of all the expenditure incurred under the project and should submit a statement duly signed by all of them along with each report. The grant-in-aid should not be utilised for any other purpose other than the R&D work.

### Acknowledging contribution of IEI:

The students/s and their guide/s while submission of any paper to any journal and conference on the subject, arising out of this R&D work, should acknowledge the contribution of The Institution of Engineers (India) in the following manner:

*“The author/s thankfully acknowledges the financial support provided by The Institution of Engineers (India) for carrying out Research & Development work in this subject”.*

The student/s, their guide/s and their institute have to authorize The Institution of Engineers (India) to publish the Report or part of it in their publications/website and to utilise the same for any other non-commercial purpose. Contribution of the student/s, guide/s and their institute will be duly acknowledged in each and every occasion.

### Checklist and Guidelines of application for membership before proceeding with submission of proposal:

#### **IS YOUR INSTITUTE AN INSTITUTIONAL MEMBER OF THE INSTITUTION OF ENGINEERS (INDIA)?**

Please check with your institute or at [www.ieindia.org/member/im\\_members.pdf](http://www.ieindia.org/member/im_members.pdf). All AICTE-approved Institutes should preferably be an Institutional Member of The Institution of Engineers (India) prior to submission of project proposal. If they are not, they may apply for membership in the appropriate form available at [www.ieindia.org/member/Form%20IM.pdf](http://www.ieindia.org/member/Form%20IM.pdf). The head of the institute is requested to fill-up the forms, observe all formalities and send the same to Director (Technical) along with the hard copy of the project proposal. Priority will be given to proposals from Institutional Members of The Institution of Engineers.

#### **IS THE GUIDE/S MEMBER/S OF THE INSTITUTION OF ENGINEERS (INDIA)?**

The guide/s must be corporate member of The Institution of Engineers (India). If not, they have to apply for membership in the appropriate form available at [www.ieindia.org/membership1.aspx](http://www.ieindia.org/membership1.aspx). The guide/s is/are requested to fill-up the forms, observe all formalities and send the same to Director (Technical) along with the hard copy of the project proposal failing which the proposal will not be considered.

#### **ARE THE STUDENT/S MEMBER/S OF THE INSTITUTION OF ENGINEERS (INDIA)?**

### Post-graduate and Ph.D students:

Students who are pursuing post-graduate and Ph.D studies must be a member of The Institution of Engineers (India). If not they have to apply for membership in the appropriate form available at [www.ieindia.org/membership1.aspx](http://www.ieindia.org/membership1.aspx). The student/s is/are requested to fill-up the forms, observe all formalities and send the same to Director (Technical) along with the hard copy of the project proposal failing which the proposal will not be considered.

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Under-graduate students

If there is an existing student chapter of The Institution of Engineers (India) at the applicant's institute, the student/s must be member of that prior to submission of proposal and must mention the membership number in the proposal. Otherwise the project proposal may not be considered.

If there is no such existing chapter, the students are requested to initiate the opening of a chapter at their institute.

For further details and downloading of membership application form please visit [www.ieindia.org/studenchapter1.aspx](http://www.ieindia.org/studenchapter1.aspx). Corporate Membership is not mandatory for under graduate students.

**Submission of Project Proposal:**

1. Visit [www.ieindia.org](http://www.ieindia.org) and click on the *R&D* tab
2. Click on Submission of New Projects for Engineering Colleges and download Application Form.
3. Fill-up the Application Form appropriately and send it via email to [research@ieindia.org](mailto:research@ieindia.org)/[ieirndcell@gmail.com](mailto:ieirndcell@gmail.com)
4. Please make sure that 2 hard copies each of the Application Form duly signed by all concerned are to be sent at the following address within 10 days of online submission:  
Director (Technical)  
The Institution of Engineers (India)  
8 Gokhale Road, Kolkata,  
West Bengal, India,  
PIN: 700020
5. Delay in sending the hard copies may lead to disqualification of the proposal.

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**Terms & Conditions of the Grant**

1. The usual terms and conditions of sanctioned R&D projects remain same in conjunction with the notification of inviting proposals for IEI–Research and Development Grant.
2. Approval of the proposal and the grant being released is for the specific project sanctioned and should be exclusively spent on the project within the stipulated time.
3. Any un-spent balance out of the amount sanctioned must be surrendered to the Institution of Engineers (India) through a Cheque / Demand Draft drawn in favour of “*The Institution of Engineers (India)*”.
4. The grant sanctioned should be utilized for non-recurring expenditure, which include raw materials, hiring instrument / equipment, contingencies etc. The fund should not be used for traveling expense or any scholarship purpose under any circumstances.
5. The beneficiary Institute / Organization has to furnish Half-yearly Progress Report of the work.
6. On completion of the project, one copy of Project Completion Report (PCR) and Utilization Certificate (UC) as per the format enclosed on the sanctioned work must be sent to IEI. These reports must be submitted in hard copies as well as in CD. In the title page, the following should be mentioned:  
  
**“The Project has been funded by The Institution of Engineers (India), 8 Gokhale Road, Kolkata 700020 under R&D Grant-in-Aid scheme”**
7. The institute / Organization will not entrust the implementation of the work for which the grant is being sanctioned to another institution nor will it divert the grant receipts to other institute as assistance.
8. IEI reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made and in that instance, the entire amount sanctioned should be refunded.
9. The project becomes operative with effect from the date on which the Cheque is received by the implementing Institution / Organization. This date should be intimated by the appropriate authorities of Institution / Organization to IEI. It will, in no case be later than one month after the receipt of the Cheque.
10. If the Project Guide wishes to leave the granted Institution / Organization where the project is based, the Institute / Organization / Project Guide has to inform the same to IEI for further necessary action.
11. IEI should be acknowledged in case of any paper presentation /patent application in the same manner as mentioned in sl.no.6

**For further information / clarification on this subject, please contact:**

**Director (Technical),  
The Institution of Engineers (India),  
8 Gokhale Road, Kolkata – 700020  
Email: [research@ieindia.org](mailto:research@ieindia.org) / [ieirndcell@gmail.com](mailto:ieirndcell@gmail.com)**

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**GENERAL GUIDELINES FOR POLYTECHNICS**

**PROPOSALS FOR RESEARCH & DEVELOPMENT ARE INVITED FROM GOVERNMENT/ GOVERNMENT AIDED/PRIVATE POLYTECHNICS FOR FINANCIAL SUPPORT UNDER GRANT-IN-AID SCHEME.**

The Institution of Engineers (India), the apex body of the engineers of India, provides grant-in-aid support to its members, student members and institutional members to pursue research and development in the field of engineering and technology. In addition to the existing scheme, IEI has explored the possibility to impart hands on experience to Diploma holders, vocational pass outs and also to enhance their learning effectiveness in the field of technical education by using technology.

**Eligibility Criteria:**

1. Institutional Membership of IEI by the Polytechnic is desired but not essential. It is not binding for the applicant's Institution to be an Institutional Member of The Institution of Engineers (India).
2. The Guide, if not a Corporate Member of the Institution, has to take up membership once the project is approved.
3. The applicant (students) need not be a Corporate Member of The Institution of Engineers (India).
4. The applicants (students) will be required to submit a comprehensive and coherent Project Proposal. However, IEI will judge the R&D proposals according to their merit and any decision taken by IEI is final and binding.
5. The duration of the work should not exceed six (06) months.
6. The R&D work has to be completed within the stipulated timeframe as mentioned in the project proposal and final report has to be submitted within the scheduled completion of course of the student [normally processing of proposals takes about 3 months. So the applicant(s) should keep adequate time for completion accordingly].  
IEI is authorized to make any exception to the above.
7. If the Polytechnic desires to submit multiple projects, the Head of the Institution should select maximum three nos. out of these in a financial year and send those to IEI.

**Quantum of Grant-in-aid:**

The financial allocation to each project is restricted to Rs.25,000/-.

All cheques will be drawn in favour of the applicant's Institute. The sanctioned amount will be provided as one-time grant.

**Dos and Don'ts:**

**Submission of Quarterly Progress Report and Project Completion Report:**

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All student/s and their guide/s should take proper care to submit Quarterly Progress Report and Project Completion Report immediately after their R&D work is completed.

Any intentional delay or non-submission of reports in time may result into debarring the institute, the guide/s and the student/s to avail any such grant-in-aid in future. IEI shall have the discretion to take any other action as deemed fit in such cases.

### Maintaining Books of Accounts:

The students/s and their guide/s should maintain a book of accounts of all the expenditure incurred under the project and should submit a statement duly signed by all of them along with each report. The grant-in-aid should not be utilized for any other purpose other than the R&D work.

### Acknowledging contribution of IEI:

The students/s and their guide/s while submitting any paper to any journal and conference on the subject, arising out of this R&D work, should acknowledge the contribution of The Institution of Engineers (India) in the following manner:

*“The author/s thankfully acknowledges the financial support provided by The Institution of Engineers (India) for carrying out Research & Development work in this subject”.*

The student/s, their guide/s and their institute have to authorize The Institution of Engineers (India) to publish the Report or part of it in their publications/website and to utilise the same for any other non-commercial purpose. Contribution of the student/s, guide/s and their institute will be duly acknowledged in each and every occasion.

### Checklist and Guidelines of application for membership before proceeding with submission of proposal:

#### **IS YOUR INSTITUTE AN INSTITUTIONAL MEMBER OF THE INSTITUTION OF ENGINEERS (INDIA)? [NOT MANDATORY FOR GOVERNMENT/GOVERNMENT AIDED/PRIVATE POLYTECHNICS]**

Please check with your institute or at [www.ieindia.org/member/im\\_members.pdf](http://www.ieindia.org/member/im_members.pdf). All AICTE-approved Institutes should preferably be an Institutional Member of The Institution of Engineers (India) prior to approval of project proposal. If they are not, they may apply for membership in the appropriate form available at [www.ieindia.org/member/Form%20IM.pdf](http://www.ieindia.org/member/Form%20IM.pdf). The head of the institute is requested to fill-up the forms, observe all formalities and send the same to Director (Technical) along with the hard copy of the project proposal. However, it is not mandatory for Polytechnics.

#### **IS THE GUIDE/S MEMBER/S OF THE INSTITUTION OF ENGINEERS (INDIA)?**

The guide/s must be corporate member of The Institution of Engineers (India). If not, they have to apply for membership in the appropriate form available at [www.ieindia.org/membership1.aspx](http://www.ieindia.org/membership1.aspx). The guide/s is/are requested to fill-up the forms, observe all formalities and send the same to Director (Technical) once the project is approved.

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**IS THERE A STUDENT CHAPTER OF THE INSTITUTION OF ENGINEERS (INDIA) IN THE APPLICANT'S INSTITUTE?**

If there is an existing student chapter of The Institution of Engineers (India) at the applicant's institute, the student/s is requested to be member of that for submission of proposal. The student should mention his/her membership number in the proposal. However the membership criteria are not mandatory for submission of the proposal.

If there is no such existing chapter, the students are requested to initiate the opening of a chapter at their institute.

For further details and downloading of membership application form please visit [www.ieindia.org/studenchapter1.aspx](http://www.ieindia.org/studenchapter1.aspx).

**Submission of Project Proposal:**

6. Visit [www.ieindia.org](http://www.ieindia.org) and click on the *R&D* tab
7. Click on Submission of New Projects for Polytechnics and download the Application Form for Polytechnics.
8. Fill-up the Application Form appropriately and send it via email to [research@ieindia.org](mailto:research@ieindia.org)/[ieirndcell@gmail.com](mailto:ieirndcell@gmail.com)
9. Please make sure that 2 hard copies of the Application Form duly signed by all concerned are to be sent at the following address within 10 days of online submission:  
Director (Technical)  
The Institution of Engineers (India)  
8 Gokhale Road, Kolkata,  
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PIN: 700020
10. Delay in sending the hard copies may lead to disqualification of the proposal.



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8. IEI reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made and in that instance, the entire amount sanctioned should be refunded.
9. The project becomes operative with effect from the date on which the Cheque is received by the implementing Institution / Organization. This date should be intimated by the appropriate authorities of Institution / Organization to IEI. It will, in no case be later than one month after the receipt of the Cheque.
10. If the Project Guide wishes to leave the granted Institution / Organization where the project is based, the Institute / Organization / Project Guide has to inform the same to IEI for further necessary action.
11. IEI should be acknowledged in case of any paper presentation /patent application in the same manner as mentioned in sl.no.6

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