

**SCHEME**

**OF**

*Establishment of*  
*Center of Excellence*  
**(COE)**

**FORMAT**

**Gujarat Council on Science and Technology**  
**Department Of Science and Technology**  
**Government of Gujarat**  
Block-B, 7<sup>th</sup> floor,  
Sector-11, Gandhinagar-382 011.

## **1.0 Introduction**

This scheme will concentrate the efforts of the scientific community in the emerging scientific fields in order to meet the requirements of the technological era and to make the achievements in this promising field available to the society in Gujarat, it will also help to improve and competitiveness of the efforts and promote the transfer of innovations into the social and economical environment.

## **2.0 The Scheme**

The scheme will be known as Centre of Excellence (COE).

## **3.0 Nature of Project Support**

For promotion of research activities in emerging areas of Science and Technology, GUJCOST is financially assisting Universities/R & D Institutions/Departments for setting Centre of Excellence. Emerging areas of Science and Technology will be identified by GUJCOST/Govt. of Gujarat by time to time and applications will be invited from Institutions as and when it is required to promote such areas.

Proposal should focus on any one subject of concern field and Institute/Department may take up Research/Development in that proposed areas.

## **4.0 Eligible Institutions**

- (i) All Research & Development Institutions in the State approved by Government of India Department/Agency/University/Deemed University will be eligible for the assistance.
- (ii) UGC/AICTE approved Colleges, including autonomous as well as those affiliated to Universities.
- (iii) Any other professional institution approved by Government of Gujarat.

## **5.0 Quantum of Assistance**

Assistance for research work from R&D Institutions/Departments will be in the form of grant for three years depending upon the actual proposal, strength of institutions, availability of funds and possibility of alternate source of funding.

Preference will be given to the Government and Grant-in-aid institutions.

## **6.0 Selection Procedure**

- (i) Recommendation by Committee of Experts.
- (ii) Approval of Executive Committee/Governing Board of GUJCOST.

## **7.0 Guidelines for Financial Assistance to the Centre of Excellence**

Gujarat Council on Science and Technology (GUJCOST) shall provide financial assistance to the minor time bound research proposals/projects usually for emerging areas identified by GUJCOST.

- (i) Scientists from Universities, their affiliated research Institutions/Departments having some essential basic facilities for carrying out projects shall be eligible to apply for getting financial assistance for research proposals.
- (ii) The principal investigator should have reasonable research experience to his credit.
- (iii) Research work shall have to be carried out under any approved institution as mentioned in eligible institutions. Assistance shall be provided through organization only.
- (iv) GUJCOST shall be monitoring the progress of the project.
- (v) Principal investigator shall provide a six monthly progress report to the GUJCOST.
- (vi) All proposals shall be in a prescribed performa enclosed.
- (vii) GUJCOST will give an advertisement for inviting applications for Centre of Excellence Research Projects for wide publicity, as per the requirement.
- (viii) The Principal Investigator will be required to publish the Paper in the National or International Journal or conference before the release of Second /Third Instalment of the Grant.
- (ix) Financial assistance will be given on the basis of actual requirement of project on yearly basis for maximum three years duration on recommendation of Expert committee and availability of fund.

## **8.0 GUIDELINES FOR FORMULATING PROPOSALS**

- (i) The proposal should clearly establish linkage of S&T to overall development of State. The area identified should have potential to contribute in socio-economic upliftment of the people of State.
- (ii) Orient your proposal objective to a few specific outputs, which could be possible in duration of 36 months (max).
- (iii) While writing the proposal, ensure that scientific and technical details are clearly spelt out.
- (iv) Proposals should have specific, concrete, quantifiable objective.
- (v) The proposals should be based on innovative technologies/ideas. Major programmes of extension based on proven technologies are also not considered.
- (vi) Results of ongoing and completed projects of the organization must be reflected in the formulation of new proposals.

Changes in the present guidelines will be made according to the suggestions.

All correspondence, including proposals may be sent to the following address

**Advisor,**  
Gujarat Council on Science and Technology,  
Block-B, 7<sup>th</sup> floor,  
Sector-11, Gandhinagar-382 011.  
Telephone No:079-23259368  
E-mail : [adv-gujcost@gujarat.gov.in](mailto:adv-gujcost@gujarat.gov.in)

## **9.0 GENERAL TERMS AND CONDITIONS**

- (i) The Principal investigator should have at least 10 years teaching/ Research Experience.
- (ii) The Principal investigator/University/Institute should inform the council of their consent to implement the programme as approved, by way of Acceptance letter.
- (iii) The date of receipt of the Bank Draft of the first installment of the grant-in-aid by the institution shall be taken as the date of commencement of the programme. The Institution/ Principal investigator should intimate this date immediately to GUJCOST.

- (iv) A **Separate Bank Account** shall be opened in a Nationalized Bank in the joint name of the Principal investigator of the programme and the institutional head or its nominee.
- (v) The Principal Institution assumes financial and other administrative responsibilities of the project.
- (vi) International travel is not permissible under the project.
- (vii) The manpower recruited for the project should be paid as per the rules of the Institute and guidelines of the Government.
- (viii) It is proposed to maximize the use of an equipment. In this light, Investigator shall permit the use of spare or idle capacities of equipment procured under the project by bonafide users (research workers in other GUJCOST sponsored projects or other projects of the institute).
- (ix) 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 GUJCOST.
- (x) If the University/Institution is unable to start the programme within six months of the receipt of the grant-in-aid, the approval shall ipso facto lapse.
- (xi) 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.
- (xii) 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 GUJCOST.
- (xiii) 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.
- (xiv) GUJCOST, 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.
- (xv) The assets acquired out of the grant-in-aid shall be the property of the Institute/GUJCOST. No assets acquired out of the grant-in-aid shall be disposed off without the permission of the GUJCOST.
- (xvi) The Grantee Institution shall observe all financial norms and guidelines as prescribed by the GUJCOST/Government from time to time.

- (xvii) The institution of the University should form an Annual Performance Committee to review and monitor the performance of the programme in respect of various benefits to be accrued of the same.
- (xviii) The Principal Investigator shall have to submit Annual Progress Report in the prescribed format to GUJCOST.
- (xix) The Principal Investigator must take steps to ensure that the audited Utilization Certificate and statement of accounts for the grant-in-aid are submitted by the Institute/University department.
- (xx) GUJCOST shall review the progress of the centre from time to time. The Principal Investigator will be invited to present the progress of the project before the experts in the Monitoring committees to ascertain the progress of the project and guide the principal investigator in implementing the programme. The recommendations of the committee may be conveyed to the Principal investigator/Institution/University for implementation. GUJCOST 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.
- (xxi) If the **Principal Investigator** leaves the institution, retires, or goes on long leave, the institute will appoint another **Principal Investigator** to the programme, under intimation to the GUJCOST immediately.
- (xxii) A MOU will be signed between GUJCOST & Institution to get at least 35% of the money generated out of any patented item or commercialisation of Research output till grant amount is recovered.

## **10.0 DOCUMENTS / ENCLOSURES REQUIRED WITH THE PROPOSAL**

- (i) Endorsement from the Head of the Institutions (on letter head)
- (ii) Certificate from Investigator(s)
- (iii) Details of the proposals (5 copies)
- (iv) Name and address of experts/ Institutions who may be interested in the subject/outcome of the projects (Circulation list).
- (v) Registration Certificate, Memorandum of Association and Rules and Regulation of the Institution.

## **11.0 INSTRUCTION FOR FILLING UP THE PROFORMA**

- (i) Use papers of A-4 size (21 cms x 29 cms).
- (ii) Type as per the layout given in the format on both sides.
- (iii) Do not skip reproduction of any section even if the answer is “Nil” or produced elsewhere.

- (iv) Project title should be precise and should not exceed normally 20 words within two lines.
- (v) Expected total duration of the project should normally up to tenure of 3 years.
- (vi) If project is to be executed by more than one institution (which is welcomed) and/or requires regular inputs from other scientists, names collaborating institutions/scientists may be listed.
- (vii) Use telegraphic language to the maximum extent possible for objectives, work plan, methodology, expected outcome etc.

## Format for Submission of Proposal

1. Center of Excellence for
2. Name of the Institute
3. Address of the Institute

City

State

Pin code

STD code

Phone No.

Fax No.

E-mail/website

4. Type of Institute (Please ✓)  
University Department

Govt. College

Private (Govt. Aided)

Self-Financing  
Accredited by AICTE

5. Year of Establishment of the Institute  
Is the Institute approved by AICTE (Yes/No)

6. Name of Head of the Institute
7. Name of the Principal Investigator

8. Relevance of Programme

9. Proposed Cost

10. Capability Of The Organisation
  - (a) Infrastructure / Expertise Available for proposed project.
  - (b) Status of on going Projects of the Institute, if any:

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



11. Technical details

- I. Background
  - a. Review of work
  - b. Relevance to state priorities
- ii. Challenges & constraints
- iii. Description of proposal
  - a. Objectives of the project
  - b. Preliminary investigations done
  - c. Linkages
  - d. Other organizations working in this area
- iv. Work plan
- v. Output of the project
- vi. Likely impact
- vii. Parameters for monitoring effectiveness of project

(Give specific details on each point ( i-vii ) as listed above).

12. BUDGET ESTIMATES:

(IN RUPEES)

ITEM	BUDGET			TOTAL
	1 <sup>ST</sup> YEAR	2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR	
A. Recurring				
B. Non-Recurring				
Permanent				
Equipment				
GRAND TOTAL (A + B)				

(Give detail justification for all components; provide technical details for all permanent equipments)

**FORMAT  
FOR  
RESUME OF PRINCIPAL INVESTIGATOR/ CO-INVESTIGATOR**

1. Name, Designation & date of joining :
2. Age as on date :
3. Name of the Institution :
4. Department :
5. Field of Specialization :
6. Academic Qualifications :
7. Technical Qualifications :
8. Presentations of Principal Investigator at National & International :
9. Awards/ Prizes/ Certificates etc. won by the Principal Investigator:
10. No. of Projects completed/ongoing as Principal Investigator/  
Co-Investigator.

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

11. Publications:

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

Place:

Date:

Signature of the Principal Investigator

Head of the Institution  
(Signature & Seal)

**FORMAT  
For  
PROFILE OF THE DEPARTMENT**

1. Name of the Department
2. Name of the Head of the Department
3. Full Address  
(Please include STD code, Phone No., Fax No.,  
E-mail/website)
4. Number of specialized subject areas available in the department
5. Major equipment (costing more than Rs.5.0 lakhs) available in the  
Department

Sr. No.	Major Equipment	Cost (Rs. In lakhs)	Specifications	Year of purchase

6. Courses available in the department

Place:

Date:

Head of the Institution  
(Signature & Seal)

## **ENDORSEMENT FROM THE HEAD OF INSTITUTION**

PROJECT TITLE:

1. Certified that the Institute welcomes participation of Shri

as the

Principal Investigator and Shri \_\_\_\_\_ as the Co-Investigator of the project and that in the unforeseen event of discontinuance by the Principal Investigator, the Co-Investigator will assume the responsibility of the fruitful completion of the project (with due intimation to DST(GOG)).

2. Certified that the equipment, other basic facilities and such other administrative facilities as per terms and conditions of the grant, will be extended to investigator(s) throughout the duration of the project.

3. Institute assumes to undertake the financial and other management responsibilities of the project.

Date :

Signature & Seal of

Place :

(Head of Institute)

## CERTIFICATE

It is certified that:

1. The institution / University agrees to set-up the proposed Center of Excellence and will provide the necessary infrastructure and other support.
2. The institution agrees to submit to GUJCOST, DST a report on the activities carried out and expenses incurred for setting up the proposed Center of Excellence within the time frame specified by GUJCOST, DST.

Date:

Place:

Signature & Name of the Head of  
Institution/University  
(Seal)

## CERTIFICATE FROM THE INVESTIGATOR

PROJECT TITLE :

1. I/We agree to abide by terms and conditions of the GUJCOST grant.
2. I/We did not submit this or a similar project proposal elsewhere for financial support.
3. I/We have explored and ensured that equipment and basic facilities will actually be available as and when required for the purpose of the project. I/We shall not required financial support under this project, for procurement of these items.
4. I/We undertake that spare time on permanent equipment will be made available to other users.

(Principal Investigator)

Date :

Place : Gandhinagar

**List of experts related to the subject area of the project with their name, address and communication detail may be attached with the proposal on a separate sheet.**

**Format for Annual Progress Report for GUJCOST Funded Project**

Date of Sanction :-----

- 1. Principal Investigator :  
(Name & address)
- 2. Programme Title :
- 3. Date of commencement of the Programme:
- 4. Duration of Project :
- 5. Amount sanctioned by GUJCOST:
- 6. Amount released by GUJCOST :
- 7. Details of Expenditure :

(IN RUPEES)

ITEM	BUDGET			TOTAL
	1 <sup>ST</sup> YEAR	2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR	
<b>A. Recurring</b>				
<b>B. Non-Recurring</b>				
<b>Permanent</b>				
<b>Equipment</b>				
GRAND TOTAL (A + B)				

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

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

9a. Details of individual activities.

9b. Outputs of significance:

9c. Details of training imparted.

Date:

Principal Investigator

Registrar/ Director/ Principal  
(Signature & Seal)

## UTILIZATION CERTIFICATE

Certified that out of Rs..... grants-in-aid sanctioned during the year ..... in favour of ..... under the GUJCOST letter No. .... dated..... and Rs..... on account of unspent balance of previous year a sum of Rs. .... has been utilized for the purpose of .....for which it was sanctioned and that the balance of Rs..... remaining unutilized at the end of the year has been surrendered to GUJCOST (vide D.D/Cheque No..... dated .....)/ will be adjusted towards the grant-in-aid payable during the next year ie.....

**Signature of Principal  
Investigator  
Date**

**Signature of Head of the Institute/  
Account Officer with date**