



KL
(DEEMED TO BE UNIVERSITY)



KONERU LAKSHMAIAH EDUCATION FOUNDATION

(Deemed to be University estd., u/s 3 of UGC Act 1956)

Greenfields, Vaddeswaram, Guntur (Dist.), AP-522502

www.kluniversity.in



KLEF Internal Funding (IF) Guidelines

INTERNAL FUNDING GUIDELINES AND FORMATS

Preamble: KL Deemed to be university was established in 1980-81, as KL College of Engineering, which was upgraded to KL College of Engineering Autonomous in 2006 by UGC, and was declared as a Deemed to be University in 2009 by UGC, MHRD Govt.of India. In 2012 as a Deemed to be University the institution was accredited by NAAC with A Grade and later in 2018, was re-accredited by NAAC with A++ grade. In 2019 UGC, MHRD declared this intuition as Category I Institution. In 2019 University secured 50 NIRF rank in the category of University, 52 in the category of Engineering College.

The institute remains indebted to leadership of our late co-founder Er. Koneru Lakshmaiah and our Founder Er. Koneru Satyanarayana, both of whose vision has helped in creating this abode of learning, which has emerged as one of the elite institutes of the nation.

K L Deemed to be University is situated in a spacious 100-acre campus, with a built up area of over 20, 00,000 Sq Ft., on the banks of Buckingham Canal of river Krishna, the campus is eight kilometers from Vijayawada city. Built within a rural setting of verdant green fields, the institute is a virtual paradise of pristine nature and idyllic beauty. The campus has been aptly named “Green Fields” and the splendid avenue of trees and gardens bear testimony to the importance of ecology and environment. The campus ambience is most befitting for scholastic pursuits.

The new off campus, has come up in 2017 at Hyderabad, Moinabad, Aziznagar Road, near TSPA Junction, on the road leading to Chilkur Balaji temple, with a built up area of 10, 00,000 Sq.ft, which is temporary campus, and the permanent campus is being made ready at Bachupally.

Vision: Our vision is to be a globally renowned research and knowledge-driven institution.

Mission: The mission of the KL University is to serve the citizens of India and the world through excellence in teaching, research, applying knowledge, imparting values, stimulating creativity, igniting innovation and grooming leaders who will aspire to enrich the present and future generations.


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Purpose:

The internal research funding, administered by the R&D division of K L University, provides funding to faculty for scholarly and creative projects/research activities that are expected to prepare faculty to attract external funding or recognition to K L University. Funds awarded under the internal research shall be used to facilitate the development of a proposal to be submitted to an external funding source. The Internal Research funding does not support the primary investigator, a collaborator, or a student whose project work leads to an academic degree.

Submission Guidelines:

Proposals for internal research funding shall be accepted as per the call for proposals.

All the submitted proposals shall be reviewed by the designated Committee and the results shall be published.

The following guidelines shall be considered before submitting the proposals:

1. Every Faculty of KLEF shall be eligible to apply for internal funding of Projects; however faculty having sponsored projects are not eligible for internal funding.
2. Internal funding project proposal shall not be a continuation or extension of any sponsored research project of KLEF.
3. All proposals shall be submitted to Dean (R&D) through proper channel in the prescribed format as per call for proposals.
4. Only fully complete applications in the prescribed format shall be reviewed.
5. The maximum duration for implementation of the internal funding projects shall be 12 months. The extension for a maximum of 6 months, in special circumstances shall be granted by Hon'ble Vice-Chancellor.
6. The outcome of all internal funded projects shall lead to a sponsored research project proposal.


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7. The internal fund (if allotted), shall not be used for any travel purpose, contingency, paper publication charges, conference registration charges, etc.
8. The end result of the project should lead to at least one SCI Journal Publication.
9. Each proposal shall have one Principal investigator and one Co-investigator.
10. A maximum of Rs. 5.00 lakhs shall be sanctioned for the selected project proposals for funding.
11. Approval of the research proposal and the grant being released shall be for the specific project sanctioned and shall be exclusively spent on the project related activities within the stipulated time.
12. The grant shall not be utilized for any other purpose unless specific provision is made for that purpose.
13. The Principal Investigator (PI) shall ensure that the fund released towards the project is used exclusively and appropriately in support of the research project for which it has been sanctioned.
14. Any expenditure incurred prior to the issue of the financial sanction/ approval order and after the expiry of the sanctioned duration of the project shall not be admissible.
15. The PI shall settle the accounts within 1 (one) months from the date of completion of the project.
16. The following documents shall be submitted after the project duration is over along with the DD/ cheque for the unspent grant, if any.
 - ◆ Final Consolidated Statement of Expenditure (in duplicate) giving expenditure financial year wise (FY) from date of start till date of completion;
 - ◆ Utilization Certificates (FY wise) for all FYs (in duplicate) matching with Statement of Expenditure figures in that FY;


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- ◆ Two copies of Project Completion Report (PCR) with publication list, patents filed/ likely shall be filed along with one softcopy of the PCR including an Executive Summary outlining the possibility of using the results obtained in this project to apply for external funding.
 - ◆ List of assets acquired through Capital grants.
17. All the assets acquired from the grants shall be considered on the Institutional Inventory list as gifted by the Internal Funding Scheme but should not be disposed off or encumbered without the prior sanction of Dean R&D. However, the Dean R&D has the discretion to allow other Investigators from the Institute to utilize the assets for projects sanctioned through Internal Funding Scheme.
 18. In addition, Dean R&D shall designate Scientist/ Specialist or an Expert Panel to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project.
 19. Amounts required for project execution shall be claimed by the PI by raising a requisition after approval by Dean R&D.
 20. The PI shall attend Monitoring Meetings/Workshop to present the progress/outcome of the research project, as and when organized by Dean R&D.
 21. The PI/Co-PI shall not entrust the implementation of the work for which the grant is being sanctioned to another Person nor shall divert the grant receipts to other project as assistance.
 22. KL University reserves the right to terminate the project at any stage if it is convinced that appropriate progress is not being made or the grant has not been properly utilized with the recommendation of Dean R&D.
 23. The project shall become operative within 10 days from the date on which project approval received by PI.
 24. PI and Co-PI shall complete their project sanctioned and shall not be relieved during the project tenure.



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25. The PI shall seek the consent of Dean R&D if he/she intends to stay away from the implementing institute (except for field work related to the sanctioned project) for a period more than 04 (four) weeks continuously.
26. Investigators shall be encouraged to publish technical/ scientific papers based on the research work done under the project in journals of high repute. They should formally acknowledge the assistance received from KLEF. The PI shall also have the responsibility of informing the Dean R&D about any papers published from the project implementation even after the completion of the project tenure. A Hard copy of the technical paper published shall be submitted to Dean R&D.
27. If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.
28. The projects that have potential for generating know-how in the form of product/ process/ design etc. through patents, copyrights etc. should follow the KLEF guidelines for patenting/ copyright.



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FORMATS FOR SUBMISSION OF INTERNAL FUNDING PROJECTS

(To be filled by applicant)

1. Project Title :
2. Principal Investigator :
3. Designation :
4. Department :
5. Broad Subject :
6. Duration in months :
7. Total cost of the Project :
8. Date of Birth: Sex (M/F) :
9. Telephone and e-mail :
10. Co-Investigator :
11. Designation :
12. Department :
13. Date of Birth: Sex (M/F) :
14. Telephone and e-mail :
15. Project summary (maximum 150 words)
16. Key words (maximum 6)
17. Technical details :
18. Introduction (under the following heads)
 - 18.1. Origin of the proposal :
 - 18.2. Definition of the problem :
 - 18.3. Objectives :
19. Review of status of Research and Development in the subject
 - 19.1. International status :
 - 19.2. National status :


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20. Novelty Importance of the proposed project in the context of current status
21. Work plan
 - 21.1. Methodology.
 - 21.2. Organization of work elements.
 - 21.3. Time schedule of activities giving milestones.
22. BUDGET ESTIMATES: SUMMARY

S. No.	Head	Item Specifications	BUDGET (in Rupees)
1	Equipment		
	Major		
	Minor		
2	Consumables		
3	Others if any		
		TOTAL	

23. Justification for the proposed equipment.
24. Detailed Bio-data of the Investigator(s)/Co-Investigator(s) including Name, Address, Date of Birth, Institution's Address etc.
Academic Qualifications (University/College from where attained, year of passing, class, Thesis title etc.) Publications list (Title of paper, authors, journal details, pages, year etc.)
Patent list, if any, List of Projects implemented if Any.

FORWARDED BY

Principle Investigator
(Full Name)

Co-Investigator
(Full Name)

Head of the Department
(Full Name)

Dept. RPAC Chairman
(Full Name)


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Committee for Reviewing the Submitted Internal Funding Project Proposals

1.	Advisor	R&D	Chairman of the Committee
2.	Director	Development	Member
3.	Professor	Department of ECE	Member
4.	Professor	Department of CSE	Member
5.	Professor	Department of ME	Member
6.	Associate Dean	(SR and IF)	Member



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Statement of Expenditure For Internally Funded Projects

1. Internal Funding Sanction Order No and date :
2. Name of the PI & Co-PI :
3. Total Sanctioned Project Cost(Rs.) :
4. Amount received during the current financial year(Rs.) :
5. Actual Expenditure Incurred during the financial year :
(upto 31st March) (Rs.) :
6. Balance amount available at the end of
the financial year(Rs.) :
7. Unspent balance refunded, if any (please give details of
cheque no etc.) (Rs.):
8. Amount to be carried forward to the next financial year
(if applicable) (Rs.):
9. Month wise expenditure:

Month & Year	Expenditure incurred/Committed



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Statement of Expenditure

(to be submitted financial year wise i.e. Date of Start to 31st March of 2016)

S. No.	Sanctioned Heads	Total Funds Allocated	Expenditure Incurred	Balance as on (date)	Requirement of Funds upto 31 st March next year	Remarks (if any)
1.	Manpower costs					
2.	Consumables					
3.	Travel					
4.	Contingencies					
5.	Others, if any					
6.	Equipment					
7.	Overhead expenses					
8.	Total					

Name and Signature of Principal Investigator:

Date:


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Utilisation Certificate (2 Copies)

[For The Financial Year - (Ending 31st March)]

1. Title of the Project :

2. Name of the Principal Investigator :

3. Name of the Co-Principal Investigator :

4. Internal Research Funding Sanction order No & date sanctioning the project :

5. Amount received during the current financial year :

6. Actual Expenditure Incurred during the financial year :
(upto 31st March)

7. Balance amount available at the end of the financial year :

8. Unspent balance refunded, if any
(please give details of cheque no etc.):

9. Amount to be carried forward to the next
financial year (if applicable):



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Utilisation Certificate

Certified that out of Rs. _____ of grants-in-aids sanctioned during the year _____ in favour of _____ vide Internal Research Funding order No. _____ dated _____ and Rs. _____ on account of unspent balance of the previous year, a sum of Rs _____ has been utilised for the purpose of _____ for which it was sanctioned and that the balance of Rs. _____ remaining un utilised at the end of the year has been refunded/returned to KLU (vide DD/ Cheque No. _____ dated _____) /will be adjusted towards the grants-in-aid payable during the next year i.e. _____.

Signature of PI

Signature of Associate Dean

Accounts Officer of the Institute


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Project Completion Report

- Notes: 1. The PCR should be in bound form.
2. Cover page should include the title of the project, file number, names and addresses of the investigator.

1. Title of the project :
2. Principal Investigator(s) and Co-Investigator(s) :
3. Implementing Institution(s) and other collaborating Institution(s) :
4. Date of commencement :
5. Planned date of completion :
6. Actual date of completion :
7. Objectives as stated in the project proposal :
8. Deviation made from original objectives if any, while implementing the project and reasons thereof:
9. Experimental work giving full details of experimental set up, methods adopted, data collected supported by necessary table, charts, diagrams & photographs:
10. Detailed analysis of results indicating contributions made towards increasing the state of knowledge in the subject:
11. Conclusions summarizing the achievements and indication of scope for future work:
12. S&T benefits accrued:
 - i. List of Research publications

S.No.	Authors	Title of paper	Name of the Journal	Volume	Pages	Year


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ii. Patents taken, if any

13. Financial Position:

No.	Financial Position/ Budget Head	Funds Sanctioned	Expenditure	% of Total cost
I	Equipment			
II	Supplies & Materials			
III	Travel			
IV	Others, if any			
	Total			100%

14. Procurement/ Usage of Equipment a)

S. No.	Name of Equipment	Make/ Model	Cost (FE/Rs)	Date of Installation	Utilization Rate (%)	Remarks Regarding maintenance/

b) Plans for utilizing the equipment facilities in future

Name and Signature with Date:

(Principal Investigator)

(Co-Investigator)




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