

Thiagarajar College of Engineering, Madurai – 625 015

(An ISO 9001:2000 certified Autonomous Institution affiliated to Anna University)

Sponsored / Collaborative Research Projects - Process Flow Chart

Sequence	Activity description	Supporting Documents / Information	Processing & Documenting office	Responsibility		
				Responsible Faculty/Officer	Forwarding & Recommending Authority	Approving Authority
Activity 1	Intimation of proposal calls of agencies					
	1.1 Periodic visit of websites of agencies / advertisements / industries			Faculty/DLC/CLC/Associate Dean (SR)		
	1.2 Preparation of Principal's circular for proposal call	<ul style="list-style-type: none"> Web information Formats & Guidelines Important Dates 	College Office (Research Section)	CLC (SR)	Associate Dean (SR)	Dean (R&D)
	1.3 Circulation of Proposal calls (Hard and Soft copies)	<ul style="list-style-type: none"> Principal's circular with necessary documents 	College Office (Research Section)	CLC (SR)	Associate Dean (SR)	Dean (R&D)
Activity 2	Preparation of Proposals					
	2.1 Constitution of Department Level Proposal Review Committee / Project Review Committee (PRC)	<ul style="list-style-type: none"> Members of PRC - ISO Form QR/C8-09 [Form SR-1] 	Department	DLC (SR)	HOD	Associate Dean (SR)/Dean (R&D)
	2.2 Submission of proposals to the department by the Principal Investigator (PI)	<ul style="list-style-type: none"> Proposals (Required No's + 1 for Dean (R&D)) 	Department	PI	DLC (SR)	HOD
	2.3 Reviewing proposals by the PRC	<ul style="list-style-type: none"> Proposal as per the format and guidelines [Form SR-2] Recommendation of PRC - ISO Form QR/C8-09.1 	Department	DLC (SR)	HOD	Associate Dean (SR)/Dean (R&D)
	2.4 Forwarding of proposals along with the recommendations of the PRC to the principal through Dean (Research)	-do-	Department office	DLC (SR)/ HOD	Associate Dean (SR)/Dean (R&D)	Principal
Activity 3	Submission of Proposals					
	3.1 Preparation of covering Letter	<ul style="list-style-type: none"> Websites / Paper Advertisements 	College Office (Research Section)	CLC (SR)	Associate Dean (SR)	Dean (R&D)

Revised by: Associate Dean (SR) & Dean (R&D)
Date: Oct 2016

Approved by: **Principal**
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	3.2 Dispatching	<ul style="list-style-type: none"> Cover letter Proposals 	College Office (Research Section)			
Activity 4	Monitoring of Sanctioned Proposals					
	4.1 Acknowledge the receipt to sponsoring Agency	<ul style="list-style-type: none"> Format for Receipt 	College Office (A/c Section)			
	4.2 Creation of Head of A/c and stock registration	<ul style="list-style-type: none"> Office Ledger Stock registration 	College Office (A/c Section)			
	4.3 Recording the sanctioned project in the department and a copy to Principal 4.4 Planning the Implementation	<ul style="list-style-type: none"> ISO Form QR/C8-07 / QR/C8-12 [Form SR-3] 	Department office			
	4.5 Appointment of Project fellow (if applicable)	<ul style="list-style-type: none"> As per sponsoring agency /college approval process 	Department	PI	HOD	Dean (R&D)/Principal
	4.6 Preparation of Balance sheet (Yearly/Half yearly)	<ul style="list-style-type: none"> As per sponsoring agency format 	College Office (A/c Section)			
	4.6. Conduct of Progress Review Meeting (Once in six months). Experts may be invited occasionally.	<ul style="list-style-type: none"> Dept level circular 	Department			
	4.7 Submission of Half yearly Progress Review Report to Dean (Research)	<ul style="list-style-type: none"> A/c Statement (to be obtained from A/c section) ISO Form QR/C8-10 [Form SR-4] 	Department	PI	HOD	Dean (R&D)/Principal
Activity 5	Project Completion Report					
	5.1 Preparation of Utilization Certificate (UC)	<ul style="list-style-type: none"> Agency Format 	College Office (A/c Section)			
	5.2 Preparation of Project Completion Report	<ul style="list-style-type: none"> Format ISO QR/C8-11 & QR/C8-14[Form SR-5] 	Department			
	5.3 Submission of Project Completion Report 5.4 Submission of Feed Back Report to the Sponsoring agency and Dean (Research)	<ul style="list-style-type: none"> As per sponsoring agency format ISO QR/C8-14 [Form SR-6] 	Department			

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