

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 office	Responsibility
Activity 1	Intimation of proposal calls of agencies			
	1.1 Periodic visit of websites of agencies / advertisements / industries		R & D Center	Business Development Manager, Dean (R&D), Registrar, Dept. R&D Co-ordinates,
	1.2 Preparation of Principal's circular for proposal call	<ul style="list-style-type: none"> Web information Formats & Guidelines Important Dates 	Admin Office	Dept. R&D Co-ordinates, 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 	Hard copy by Admin office Soft copy by Dept office	Dean (R&D) Dept R&D coordinators
Activity 2	Tuning 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] 	Dept	HOD
	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)) 	Dept	PI
	2.2 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 	Dept	PRC
	2.3 Forwarding of proposals along with the recommendations of the PRC to the principal through Dean (R&D)	-do-	Dept	HOD
Activity 3	Submission of Proposals			
	3.1 Preparation of covering Letter	<ul style="list-style-type: none"> Websites / Paper Advertisements 	R&D Center	Business Development Manager, Dean (R&D)

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	3.2 Dispatching	<ul style="list-style-type: none"> Cover letter Proposals 	Admin office	Admin Manager
Activity 4	Monitoring of Sanctioned Proposals			
	4.1 Acknowledge the receipt to sponsoring Agency	<ul style="list-style-type: none"> Format for Receipt 	A/c Section	Finance Officer / Dean (P&A)
	4.2 Creation of Head of A/c and stock registration	<ul style="list-style-type: none"> Office Ledger Stock registration 	A/c Section	Finance Officer / Dean (P&A)
	4.3 Recording the sanctioned project in the department and a copy to Principal	<ul style="list-style-type: none"> ISO Form QR/C8-07 / QR/C8-12 [Form SR-3A], [Form SR-3B] 	Dept	Dept. R&D coordinators HOD
	4.4 Planning the Implementation			
	4.5 Appointment of Project fellow (if applicable)	<ul style="list-style-type: none"> As per sponsoring agency /college approval process 	Dept	PI
	4.6 Preparation of Balance sheet (Yearly/Half yearly)	<ul style="list-style-type: none"> As per sponsoring agency format 	A/c Section	Finance Officer / Dean (P&A)
	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 	Dept	HOD / Dean (R&D)
4.7 Submission of Half yearly Progress Review Report to the Principal	<ul style="list-style-type: none"> A/c Statement (to be obtained from A/c section) ISO Form QR/C8-10 [Form SR-4] 	Dept Office	PI, Dept. R&D coordinators and HOD	
Activity 5	Project Completion Report			
	5.1 Preparation of Utilization Certificate (UC)	<ul style="list-style-type: none"> Agency Format 	A/c section	Finance Officer / Dean (P&A)
	5.2 Preparation of Project Completion Report & feedback report	<ul style="list-style-type: none"> Format ISO QR/C8-11 & QR/C8-13 [Form SR-5] 	Dept	PI
	5.3 Submission of Project Completion Report and Feed Back Report to the Sponsoring agency and Principal	<ul style="list-style-type: none"> As per sponsoring agency format ISO QR/C8-11 & QR/C8-13 [Form SR-6] 	Dept	PI, Dept. R&D coordinators and HOD