



# Student Project Policy

**BABA FARID COLLEGE  
OF ENGINEERING & TECHNOLOGY**  
Muktsar Road, Bathinda, Punjab (India)



## **STUDENT PROJECT POLICY**

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## 1. STUDENT PROJECT

### 1.1 Introduction

Student Projects must provide with a meaningful hands-on experience, where the student plays the principal role and the faculty member serves as a **Project Mentor**. The student must write the proposal, using the advice and technical expertise of the **Project Mentor** as a guide. The project should be research based which could be carried out in the domains of STEM (Science, Technology, Engineering, Mathematics), Management, Commerce and Humanities. The scope of this policy is not limited to the said domains.

The Student Project Policy hence aims to ensure that the students of BFCET get an encouraging environment to solve real time problems and create ideas & opportunities. This policy addresses the need of creating and identifying strong innovations which are beneficial for the society in large. This policy envisages of helping students to convert ideas into opportunities, that later can be supported as Startups through various existing institutional mechanisms.

### 1.2 Objectives

- To build the culture of innovation and support the innovative ideas for solving the cutting edge problems
- To promote the environment of ‘out of the box’ thinking and generate solutions to complex problems
- To apply the acquired theoretical, technical and operational knowledge
- To assist students so that they can innovate and perform tasks in a team and in better manner
- To develop Innovation and Pre-incubation Ecosystem for Students
- To convert ideas into prototype which could further be supported to build a successful Startup

### 1.3 Eligibility

Group of 3-7 students of BFCET can avail the financial grant if they fulfil the following eligibility criteria:

- I. BFCET student studying in any program
- II. At-least 01 BFCET faculty as a Project Mentor



## 1.4 Definition

Under **Student Project Policy**, projects must provide students with a meaningful research experience, with the student assuming the principal role and the faculty serving as a Project mentor. The projects should aim to solve the social problems in an innovative way.

Two types of projects will be covered under the Student Project Policy that will be named as Live Projects and Project work. Both are defined as following:

1. **Live Project:** Those projects which have high quality of innovation and have the strong commercial potential in the form of new products, processes or services will fall under the Live Project category. These projects are envisaged to generate the Intellectual Property.

Live Projects could be provided in the 03 broader categories: *Technology, Research and Survey Based*. The outcome of these projects should be in the following forms:

- (i) Filing of the Patent
- (ii) Research Publication in Peer Reviewed Journal
- (iii) Chapter in the SCOPUS indexed Book
- (iv) Article in the Nationally recognized Magazine
- (v) Development of Application

2. **Project Work:** There are some problems which need to be solved in the phased manner and require study for further execution. So those projects which need some case study which could further give the direction to new research will fall under the Project Work.

Under the **Project Work** a rigorous process of allotment, execution and evaluation should be followed. For the allotment & execution all the steps stated for the Live Project (stated in this Policy) should be followed. Student teams should have to prepare the Project Report and then the same should be presented under the following committee

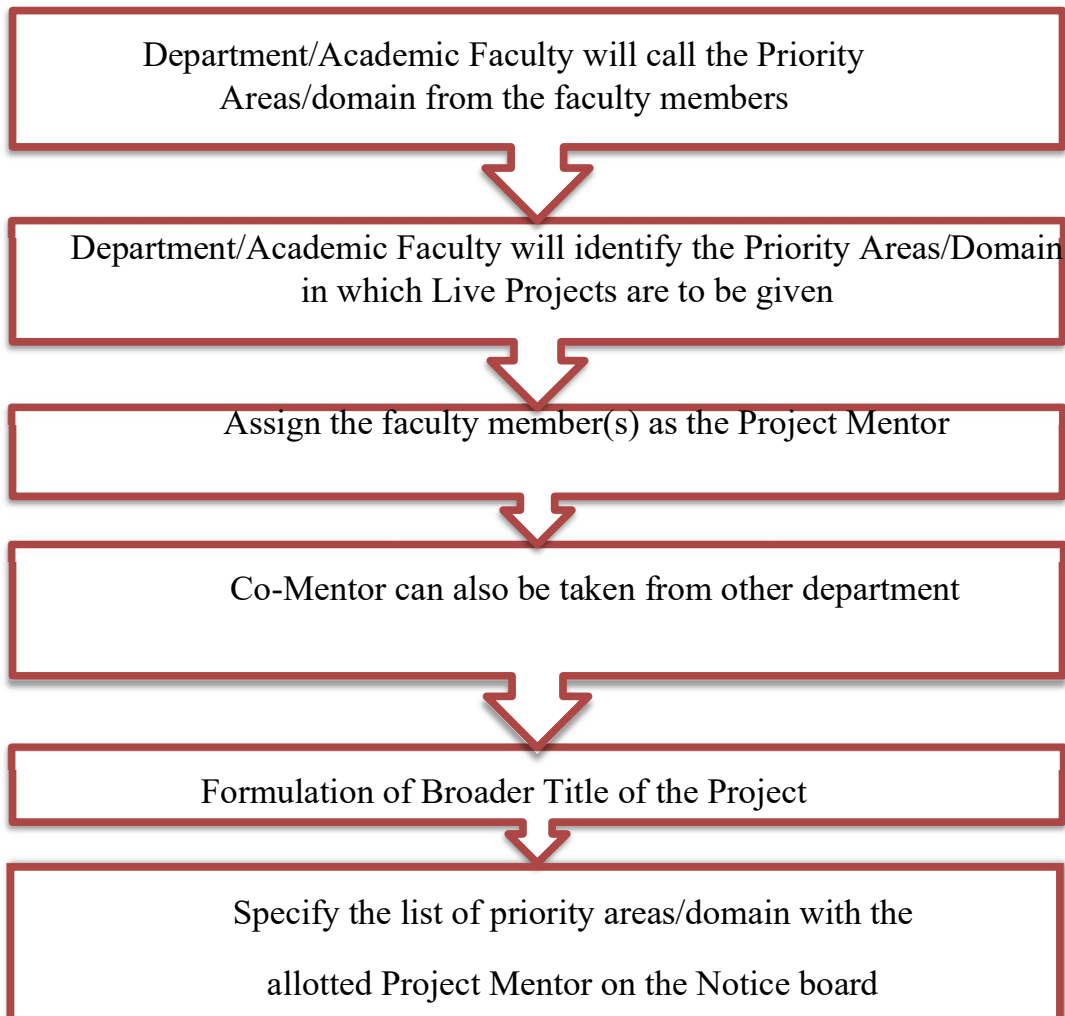
- (i) Faculty Head
- (ii) Head of Department
- (iii) 01 Faculty member from same department
- (iv) 01 Faculty member from other department within Faculty
- (v) 01 Faculty member from other Academic Faculty

*Note:*

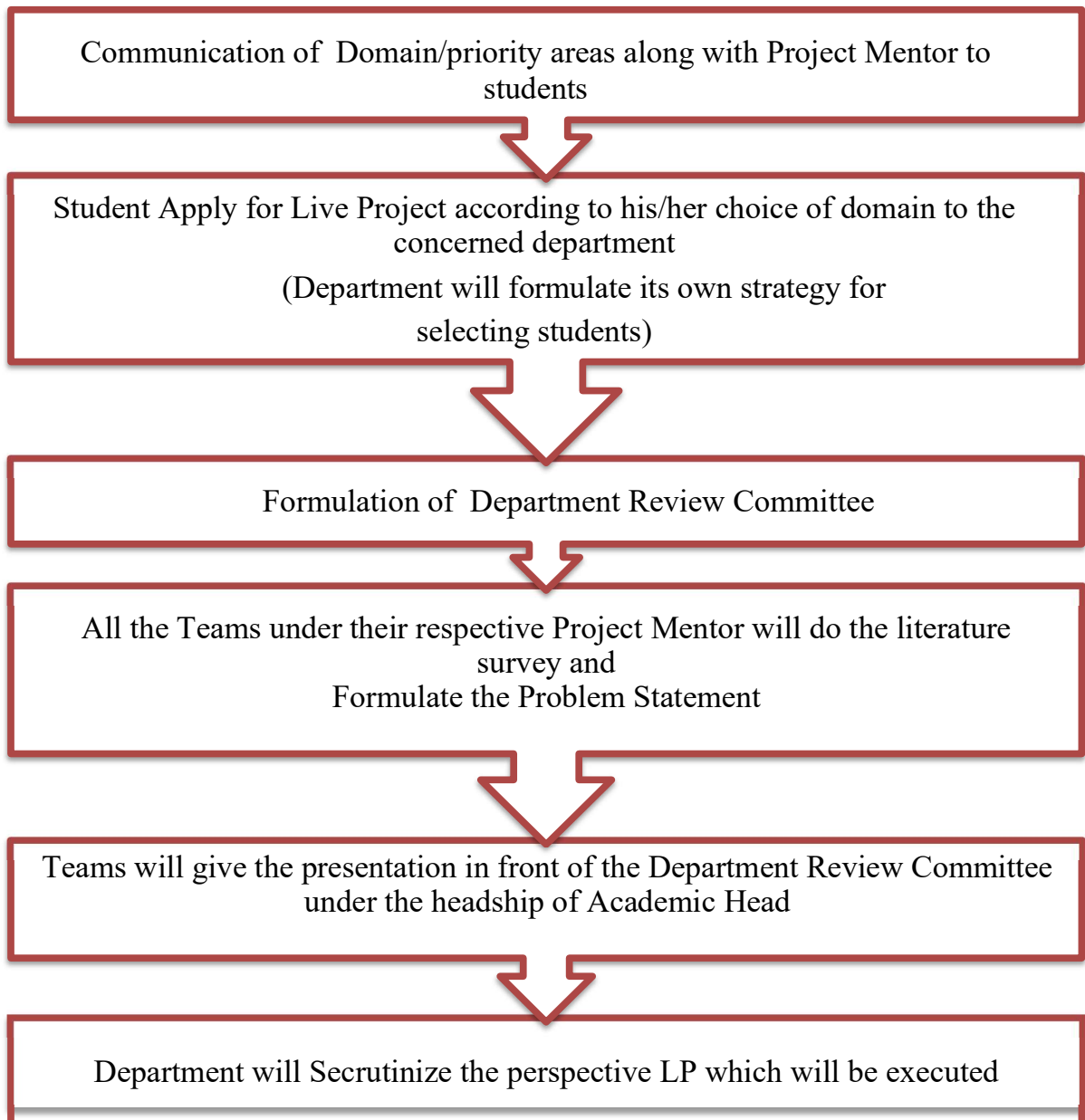
- 1. Only Live Projects will be further considered for funding*
- 2. Every Academic Faculty have to allot atleast 10% of Live Projects from the total Student Projects.*

## **1.5 Project Mentor**

Project Mentor is the faculty who will guide/mentor the group of students allotted to him/her for the completion of the Live Project. The Project Mentor will be selected as per his/her domain knowledge, expertise and interest in the specific field. He/she will be overall responsible for the execution of the Student Live Project. Following process will be followed



## 1.6 Selection/Identification of Students And Projects



During Literature Survey and Problem Formulation following points should be taken care

- 2 LP related to Sciences and Technology should identify atleast 03 patents/research papers
- 3 LP related to survey should consider the government reports/studies/company annual reports/articles from reputed magazines/journals etc

## 1.7 Execution Of Live Project

### Key Enablers



- Certificate Course on Innovation and Research
- External Instrumental Training/workshop required for the execution of the LP such as MOOCs/Field Visit/Industrial Visit/software etc

## **2. FUNDING OF POTENTIAL LIVE PROJECT**

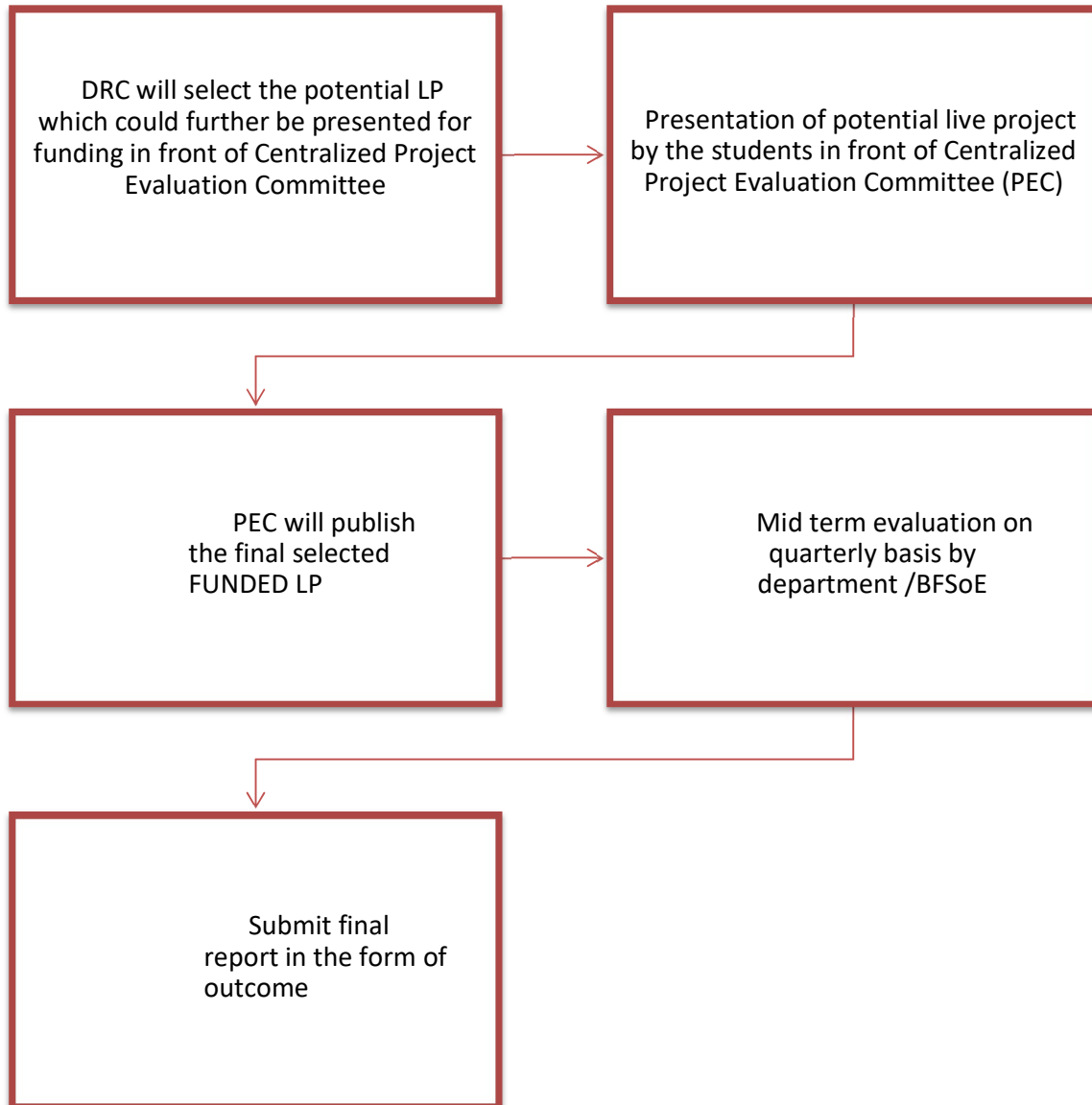
The potential Live Projects, in which high quality of innovation and concrete outcome is expected, will be offered Financial Assistance from BFCET. Only those Student Projects which fall under the category of **Live Projects (as defined in this policy)** will be considered for funding

### **2.1 Evaluation Process**

- All the departments will send their recommendations regarding potential LP which are to be evaluated for funding to Baba Farid School of Entrepreneurship
- **Centralized Project Evaluation Committee** will be formulated to review the Live Project received
- Centralized Project Evaluation Committee will meet within 02 week of receiving the potential LP from departments
- The potential LP as recommended by DRC/departments will have to give the detailed presentation before the committee
- Initially, Research Proposal will be scrutinized by Department/Academic Faculty through Department Review Committee. After securitizing the selected proposals will be put forwarded to the **Project Evaluation Committee** which will have the following members:
  - (i) Principal of College (Chairperson of Committee)
  - (ii) Head Incubation Centre, BFSoE
  - (iii) The Head of the respective department
  - (iv) One Subject Expert from the other constituent college of BFCET
  - (v) One Subject Expert (External Expert).

Project Evaluation Committee will meet twice in the academic session that is in the month of June and December

## 2.2 Flow Chart For Live Project Requested For Financial Assistance



### 2.3 Performance monitoring and evaluation:

The Student team along with Project Mentor will be required to submit the quarterly activity report and will be required to make the presentation before **Project Evaluation Committee**. The panel will have the right to suggest changes, or modification in research method, idea, concept for the betterment of research activities.

- In a case, where the panel is not satisfied with the progress or it seems Live Project is not performing as per expected outcome or proposal, the panel may advise premature





closure of the same, if no option for modification, changes, development or improvement are available.

After the completion of a project, Project Mentor will prepare a report including project outcomes (in prescribed format) and audit of the finance, and present to the Evaluation Committee for final assessment.

## 2.4 Financial Assistance

- The financial assistance provided to a group of students for live project will be up to Rs. 50,000/-
- Student can apply the for financial grant for live project in following heads

Equipment/Software	
Fieldwork and travel	
Consumable such as Chemicals, glassware, etc.	
Contingency	

- The student investigator and project mentor are encouraged to interact & collaborate with industry /R&D Labs for live projects and will be given priority in short listing for the financial support.
- Any item purchased under the project will be the property of the college and student investigator and mentor has to submit it in the College library/Department/Store after the completion of the project.
- Any equipment purchased under the project should be kept in the College Campus.
- The project mentor will not entrust the implementation of the work for which the grant is being sanctioned to another project(s) nor will it divert the grant receipts to other student(s) as assistance.
- The knowledge generated from the project will be the property of BFCET and should be properly acknowledged.
- On completion of the project, outcomes should be submitted to the BFSoE along with the utilization certificate (UC) and statement of expenditure (SE). The Utilization Certificate and Statement of Expenditure should be countersigned by the Project Guide(s) & HoD of concern department.



## 2.5 Tenure

The tenure of the Live Project will be for One Year (12 months). The effective date of implementation of the project will be given by the BFCET in approval-cum-sanction letter.

## 2.6 Procedure For Release of Grant

- The first instalment i.e. 70% of the total grant will be released after the recommendations of the Project Selection Committee and final approval by BOG.
- In special case, if more than 70% of the grant is required before the 1<sup>st</sup> half-yearly Evaluation Committee meeting, then it will be subjected to the recommendation of the Selection Committee and final approval of BOG.
- The grant for the Proposal will be released in the College Account
- The second instalment i.e. 20% of the total grant will only be released after receiving of half-yearly progress report, statement of expenditure and utilization certificate of 1<sup>st</sup> installment of grant.
- The third instalment i.e. 10% of the total grant will be released after the outcome is achieved and submission of consolidated item wise detailed statement of expenditure incurred during the complete project
- The Project Mentor is to settle the accounts within one month on completion of the project.
- All the procurement related to the project will be executed as per BFCET Rules and Regulation

## 2.7 Expected Outcomes

While bestowing the grant BFCET expects from Project Mentor and involved students that their research should generate quantitative outcomes as well as provide some value to society. Technology development and publication will be the evidence of success of the Project. But following are the minimum expectation required before submitting the final report

- (i) Filing of patent
- (ii) Publication in UGC approved Journal
- (iii) Submit the PoC from Live Project to Government Agency for further funding
- (iv) Publication of article in Nationally recognised Magazine in the related fi