

TAMIL NADU AGRICULTURAL UNIVERSITY

**Directorate of Research
TNAU, Coimbatore**

No.DR/P1/University Research Project /Guidelines/2015/dt. 21.08.2015

Sir,

Sub: University Research Project – guidelines to be followed - regarding.

Ref: Vice – Chancellor’s approval dated 20.8.2015

After the introduction of centralized project monitoring system from 1.4.2015, proposals for numbering of University Research projects (URP), completion report etc., are being received from various Department/Stations without required details. To ensure uniformity in sending the University Research Project proposals, the following guidelines are issued with the approval of the Vice – Chancellor.

1. Submission of new URP by the Project Leader

New University Research Project proposal as per the mandate of the Department/Station or Research Agenda or SWC requirements may be submitted to the Controlling University Officer through the Head of the Department/Station. While sending the proposal, the yearwise budget requirement of the project, has to be ensured by the Head of the Department/Station. The minimum project period will be 2 years and maximum will be 5 years.

2. Scrutiny of URP by the Controlling University Officers

The project proposal may be forwarded to the Technical Director/Dean by the Controlling University Officer the after initial scrutiny including budget provision.

3. Suggestions by the Technical Director/Dean

The project proposal will be checked at the Technical Directorate for necessity, duplication, etc., and the suggestions will be sent to the Project Leader through the Controlling University Officer and Head of the Department / Station.

4. Revision of the URP proposal

All the suggestions of the Technical Director/Dean will be incorporated by the Project Leader and the project will be resubmitted to the Technical Director/Dean through Controlling University Officer and Head of the Department/Station.

5. Numbering of URP

Copy of the revised and accepted proposal will be sent to the Director of Research for numbering by the Technical Director/Dean.

6. Time Schedule for numbering

S.No	Time Schedule	On or before		
		I	II	III
1.	Submission of URP to the Head of the Department/Station	June 20 th	Sept 20 th	Jan 20th
2.	Forwardal of the URP to the Controlling University Officer by Head	June 30th	Sept 30 th	Jan 30th
3.	Forwardal of the URP to the Technical Director/Dean by the controlling University Officer	July 10th	Oct 10 th	Feb 10th
4.	Scrutiny of the URP at the Technical Directorate and returning to the controlling University Officer	July 30th	Oct 30th	Mar 2 nd
5.	Returning of URP to the concerned Department/Stations by controlling University Officer	Aug 10th	Nov 10th	Mar12 th
6.	Resubmission of the revised project to the Technical Director by the Project Leader through Professor and Head and Controlling University Officer	Aug 30th	Nov 30th	Apr 2nd
7.	Forwardal of the revised project proposal to the Director of Research for Numbering by the Technical Director	Sep 10 th	Dec 10 th	April 12th
8.	Numbering and Communication from Director of Research	Sep 30 th	Dec 30 th	April 30th