

GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY
Department of ECE

**Mandatory Details/ Documents needed for Research/ Consultancy Projects including Projects
Granted under Seed Funding**

1. Application for Grant of Research Project/ Project applied under Seed Funding –
Copy of the application shall be filed that should include objective of the project, duration, time-line of activities (PERT chart), deliverables and the amount applied as applicable.
2. Project Sanction/ Consultancy offer/ letter from the concerned authority/ organization mentioning the details of amount sanctioned, duration of the project, deliverables etc.
3. Credits of the amount in the college account - Details of amount credited
4. Formation of an internal committee to monitor the progress of the project.
5. Reviews of the Project: At least 3 reviews in an year on the status of the project along with recommendations of the committee.
6. Amount spent towards implementation of the project with necessary bills
7. In case of extension of the project: Reasons for extension, percentage of work completed, recommendations of the internal committee for extension of the project.
8. Sanction of Extension letter from the concerned authority/ organization.
9. Project completion letter from the concerned authority/ organization
10. Outcome of the Project
11. Utilization Certificate