



SAI RAM INSTITUTE OF TECHNOLOGY

An Autonomous Institution | Affiliated to Anna University & Approved by AICTE, New Delhi
Accredited by NBA and NAAC "A+" | An ISO 9001:2015 Certified and MHRD NIRF ranked institution
Sai Leo Nagar, West Tambaram, Chennai - 600 044. www.sairamit.edu.in



3.2.1 Details of grants received from Government and Non-governmental agencies for research projects, endowments, Chairs in the institution during the year (INR in lakhs), 3.2.2
Details of teachers having research projects during the year & 3.2.4 Details of Departments having research projects funded by Government and/or Non-government agencies during the year

S.NO	Name of the Principal Investigator/ Co- Investigator (if applicable)	Department of the Principal Investigator/	Name of the Funding Agency	Type (Government/Non-	Funds provided (INR in lakhs)	Month and Year of receiving the grant	Duration of the Project
1	Dr. K. PALANI KUMAR& Dr.G.SHANMUGASUNDAR	MECH	All India Council for Technical Education	GOVERNMENT	2,25,000	29/02/2024	2 YEARS
2	Dr.B.SREE DEVI	CSE	Indira Gandhi Centre for Atomic Research	GOVERNMENT	17,13,400	09.10.2023	3 YEARS
3	Dr.Brindhadevi	IT	Institute of Electrical and Electronics Engineers	GOVERNMENT	7,22,200	14.03.2024	1 YEAR
4	Dr.Brindhadevi	IT	Information and Communication Technology Academy	GOVERNMENT	12,500	18.01.2024	1 YEAR
5	Mr. Muralitharan	S & H	STATE INSTITUTE OF RURAL DEVELOPMENT AND PANCHAYAT RAJ- Tamilnadu	GOVERNMENT	50,000	21.02.2024	1 YEAR
6	Dr.M.Mareeswaran	MECH	Tamilnadu State Council for Science and Technology	GOVERNMENT	7,500	06.09.2024	2 YEARS
7	Mr. Vinish & Mr.Suthar	MECH	All India Council for Technical Education – Yukti Innovation Funding	GOVERNMENT	2,00,000	02.05.2024	2 YEARS
8	Mr.Devaprasad & Mrs. Pushcarani	ECE	All India Council for Technical Education– Yukti Innovation Funding	GOVERNMENT	5,50,000	02.05.2024	2 YEARS
9	MrD.Jeyesh & Dr.Pachyammal Priya	CCE	Micro, Small and Medium Enterprises– India	GOVERNMENT	14,00,000	11.04.2024	2 YEARS
10	Mr.Kesav Sacndhan	MECH	Micro, Small and Medium Enterprises– India	GOVERNMENT	7,00,000	11.04.2024	2 YEARS
11	Dr. Muthamizhan. T	EEE	Unnat Bharat Abhiyan	GOVERNMENT	90,000	19.06.2024	2 YEARS
12	Mrs.Roopa	CSE	Unnat Bharat Abhiyan	GOVERNMENT	1,00,000	19.06.2024	2 YEARS
13	Mrs.N.Shanthi	EEE	TAMIL NADU SKILL DEVELOPMENT CORPORATION- Niral Thiruvizha 2024	GOVERNMENT	10000	19.06.2024	1 year
14	Mrs.N.Shanthi	EEE	TNSDC Niral Thiruvizha 2024	GOVERNMENT	10000	18.01.2024	1 year
15	Mrs.N.Shanthi	EEE	TNSDC Niral Thiruvizha 2024	GOVERNMENT	10000	18.01.2024	1 year
16	Dr.R.Dhanasekar	EEE	TNSDC Niral Thiruvizha 2024	GOVERNMENT	10000	18.01.2024	1 year

TOTAL 2,238,400

P.T. PONNAIAH & CO.,
Chartered Accountants

Old No.72B, (New No.36), 1 Floor, L Block, 21st Street, Anna Nagar East, Chennai – 600 102
☎ : 2620 2221, 2628 2221

Date : 03.10.2022

AUDIT REPORT

We have examined the Balance Sheet of **SRI SAIRAM INSTITUTE OF TECHNOLOGY, CHENNAI (UNIT OF SAPTHAGIRI EDUCATIONAL TRUST), SAI BHAVAN, No.31, Madley Road, T.Nagar, Chennai – 600 017** as on 31st March, 2022 and the Income and Expenditure Account for the year ended on that date which are in agreement with the books of accounts maintained by the Institution / Society.

We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of the audit. In our opinion, proper books of account have been kept by **SRI SAIRAM INSTITUTE OF TECHNOLOGY (Unit)** of the above named trust so far as appears from our examination of the books and proper returns adequate for the purposes of audit have been received from branches not visited by us, subject to the comments given below – NIL.

In our opinion and to the best of our information and according to information given to us, the said accounts give a true and fair view :

- 1) In the case of the Balance Sheet, of the state of affairs of the above named Institution as at 31.03.2022 and
- 2) In the case of the Income and Expenditure Account, of the Excess of Income over Expenditure for the year ended on 31.03.2022.

For **P.T. PONNAIAH & CO.,**
Chartered Accountants,



(P.T. PONNAIAH)
Partner,

Membership No. 019873.
Firm Regn. No.002669 S

UDIN : 22019873BEMKKT6461



Place : Chennai
Date : 03.10.2022

SRI SAIRAM INSTITUTE OF TECHNOLOGY, CHENNAI - 600 044.
(UNIT OF SATHAGIRI EDUCATIONAL TRUST, CHENNAI - 600 017)

INCOME AND EXPENDITURE ACCOUNT FOR THE
YEAR ENDED 31ST MARCH, 2022

<u>INCOME</u>	<u>CURRENT YEAR</u>	<u>PREVIOUS YEAR</u>
	Rs. P.	Rs. P.
Fees Receipts	265653959.00	201814547.00
Hostel Colln. & Rental Receipts	21390415.00	7718010.00
Grants recd. from AICTE	542742.00	1512258.00
Seminar & Sponsorship Receipts	282390.00	92930.00
Interest Receipts	967694.00	236358.00
Transport Charges Collections	20037400.00	13728980.00
Fines, Lab Breakages & other collections	16991.00	18080.00
Miscellaneous Income	317150.60	232877.21
	<u>309208741.60</u>	<u>225354040.21</u>
 <u>EXPENDITURE</u>		
Salaries & Allowances	113803537.00	102132202.00
P.F. Contributions	4990332.00	4691168.00
Printing & Stationery	1583875.00	703570.00
Office Maintenance	1154535.66	806541.00
Postage & Couriers	69759.50	25083.00
Travelling & Conveyance	64279.00	10751.00
Electricity Charges	3917592.00	2927160.00
Staff Welfare Expenses	886244.00	689947.00
Security charges	722724.00	743177.00
Advertisements & Publicity	2243250.00	1407335.00
Telephones & Mobile Charges	26879.00	30417.00
Internet Charges	884500.00	885000.00
Placement and Training expenses	3481727.00	5719302.00
Sponsorship and membership charges	711700.00	735515.00
Books & Periodicals	36585.00	464114.00
Repairs & Maintenance	1609168.00	1560148.94
Garden Lawn & Maintenance Expenses	573828.00	466356.06
Building Maintenance	1303163.00	1270881.00
Transport Expenses / Charges	14903725.00	12745492.00
Hostel Mess Charges	10783325.00	4602647.30

Generator, Fuel & Maintenance	102503.00	61110.00
Vehicle & Fuel Maintenance	13468753.00	5451466.00
Lab / Other Consumables & Medicines	299833.00	219465.00
Interest & HP Charges	2027184.90	5068865.08
Bank Charges, Processing Charges etc.,	16647.73	23736.20
Sports Expenses	55002.00	34375.00
Professional / Consultancy Charges	1054861.00	765525.00
Audit Fees	135700.00	106200.00
Insurance	3348416.00	3095444.00
E Journal Subscription Charges	1113636.00	719208.00
Rates & Taxes / Approval	1372202.16	949656.00
Technical Symposiums & Seminars	1356653.00	1082410.00
Merit Awards, Scholarships & Edl. Donations	339500.00	460870.00
Affiliation / Registration	1402300.00	1235800.00
Examination Expenses	4294138.00	3770915.00
ISO Certification Expenses	178968.00	200506.00
Inspection Fees & Charges	451000.00	886579.50
Miscellaneous Expenses	19581.00	-
Depreciation	31892082.00	33352920.00
Excess of Income over Expenditure	82529052.65	25252182.13
	309208741.60	225354040.21

Place : Chennai
Date : 03.10.2022

For SATHYAGIRI EDUCATIONAL TRUST
S. Sathyan
Chairman
CHAIRMAN

For P.T. PONNAIAH & CO.,
Chartered Accountants,

P.T. Ponniah

(P.T. PONNAIAH)

Partner.

ICAI Membership No. 019873

Firm Regn. No.002669 S

UDIN : 22019873BEMKKT6461



SRI SAIRAM INSTITUTE OF TECHNOLOGY, CHENNAI - 600 044.
(UNIT OF SATHAGIRI EDUCATIONAL TRUST, CHENNAI 600 017)

BALANCE SHEET AS ON 31ST MARCH, 2022.

<u>LIABILITIES</u>	<u>AS ON 31.03.2022</u>	<u>AS ON 31.03.2021</u>
	Rs. P.	Rs. P.
<u>CAPITAL FUND :</u>		
Opening Balance	430216494.16	
<u>Add ; Excess of Income over Expenditure</u>	<u>82529052.65</u>	
	512745546.81	
<u>Add : Funds transfer from Central Office (Net)</u>	<u>9354024.00</u>	522099570.81
		430216494.16
<u>SECURED LOANS :</u>		
<u>CENTRAL BANK OF INDIA :</u>		
Term Loan - XVU	-	10570544.00
H.P Loans - HDFC Bank Ltd.,	8784417.76	19080134.55
<u>CURRENT LIABILITIES & PROVISIONS :</u>		
Hostel Caution Deposits / Mess Advances	3058000.00	138000.00
Sundry Creditors	2067724.70	1798630.70
Advance for Vehicle Maintenance (Bus) Payable	400000.00	400000.00
Outstanding Expenses	347907.00	200407.00
Advanced received from Trustees	-	100000.00
Insurance claim to students payable	135401.00	92228.00
Advance for Money Plus Card (Debit Card) payable	53356.28	-
Funds transfer from Sairam Polytechnic college	-	317275.00
T.D.S, Payable	76106.00	20229.00
Salary Payable	4854254.00	-
	<u>541876737.55</u>	<u>462933942.41</u>

<u>ASSETS</u>	<u>AS ON 31.03.2022</u>	<u>AS ON 31.03.2021</u>
	Rs. P.	Rs. P.
<u>FIXED ASSETS :</u>		
As per Schedule	431888259.17	443962177.17
<u>INVESTMENTS :</u>		
Fixed Deposits / Endowments	1500000.00	1500000.00
Short-term Deposits	32560000.00	-
Interest Accrued on Deposits	2296340.00	883593.00
<u>DEPOSITS & ADVANCES :</u>		
Advance for Project/Building Construction	5000000.00	-
Staff & Other Advances	238500.00	257500.00
Advance for Materials	107300.00	2443852.00
NOTE Fees Receivable	2897000.00	1435000.00
Advance to HDFC Bank Card	49500.00	-
Advance for Expenses	2459625.00	-
Advance for ICT Academy	100000.00	-
Sundry Debtors / Receivables	40506.74	70742.07
Gas Agency Deposit	1800.00	1800.00
Electricity Deposits	1033011.00	1229104.00
T.D.S.Refundable (On Interest, Rent & Contract)	1105160.40	822218.40
T.C.S.Refundable (On Vehicle)	116496.15	81683.15
<u>CLOSING BALANCES :</u>		
Cash in Hand	42783.00	202415.00
Cash at Banks	60440456.09	10043857.62
	541876737.55	462933942.41

For **P.T. PONNAIAH & CO.,**
Chartered Accountants,



(**P.T. PONNAIAH**)

Partner.

ICAI Membership No. 019873

Firm Regn. No.002669 S

UDIN : 22019873BEMKKT6461

Dr SATHAGIRI EDUCATIONAL TRUST



Chairman

CHAIRMAN

Place : Chennai

Date : 03.10.2022



**SRI SAI RAM INSTITUTE OF TECHNOLOGY, CHENNAI - 600 044,
(UNIT OF SAIJIAGIRI EDUCATIONAL TRUST, CHENNAI - 600 017)**

SCHEDULE OF FIXED ASSETS AS ON 31.03.2022

Sl. No.	Particulars	GROSS BLOCK				DEPRECIATION BLOCK				NET BLOCK	
		As on 01.04.2021	Before Sep.	Additions After Sep.	As on 31.03.2022	Rate	Upto 31.03.2021	For the Year	Upto 31.03.2022	WDV as on 31.03.2022	WDV as on 31.03.2021
1	Land	38544160.00	-	-	38544160.00	-	-	-	-	38544160.00	38544160.00
2	New Spavts Ground	2706691.00	-	-	2706691.00	-	-	-	-	2706691.00	2706691.00
3	Buildings & Civil Works	429749580.37	3685005.00	-	433434585.37	5%	149788227.00	14182318.00	163970545.00	269464040.37	279961333.37
4	Furniture & Fixings	45542866.60	227373.00	329187.00	46099426.60	10%	23602709.00	2033212.00	27635921.00	18463505.60	19940157.60
5	Electrical Fittings	19410772.00	67580.00	115928.00	19594280.00	10%	10381401.00	915491.00	11296892.00	8297388.00	9029371.00
6	Road, Site Development Work	23553174.00	210333.00	162113.00	23925620.00	10%	8640832.00	1520373.00	10161205.00	13764415.00	14912342.00
7	Vehicles:										
a)	Scorpio Car	1613725.00	-	-	1613725.00	15%	1251910.00	54272.00	1306182.00	307543.00	361815.00
b)	Tipper Lorry	1255575.00	-	-	1255575.00	15%	1103770.00	22771.00	1126541.00	129034.00	151805.00
c)	Busses	125124816.85	-	-	125124816.85	15%	87469773.00	5648257.00	9318030.00	32006786.85	37655043.85
d)	Tempo	1899982.00	-	-	1899982.00	15%	1421084.00	71835.00	1472919.00	407063.00	478898.00
e)	Two Wheeler -	145608.00	-	-	145608.00	15%	38443.00	16075.00	54518.00	91090.00	107165.00
i)	Hero Honda Splendor Plus	39530.00	-	-	39530.00	15%	32344.00	1080.00	33428.00	6122.00	7202.00
ii)	Bajaj Discover	52115.00	-	-	52115.00	15%	41855.00	1539.00	43394.00	8721.00	10260.00
iii)	Maruthi	40092.00	-	-	40092.00	15%	27239.00	1928.00	29167.00	10925.00	12853.00
f)	Tanker Lorry	160000.00	-	-	160000.00	15%	1164015.00	65398.00	1229413.00	370587.00	435985.00
g)	Duster Car	71100.00	-	-	71100.00	15%	71100.00	0.00	71100.00	0.00	0.00
h)	Bolero Car	1125967.00	-	-	1125967.00	15%	743765.00	57330.00	801095.00	324872.00	382202.00
i)	Honda Shine	63724.00	-	-	63724.00	15%	37570.00	3923.00	41493.00	22231.00	26154.00
j)	Xylo Car	2134995.00	-	-	2134995.00	15%	1258735.00	131439.00	1390174.00	744821.00	876260.00
k)	Hundai Car	1221037.00	-	-	1221037.00	15%	760523.00	69077.00	829600.00	591437.00	460514.00
l)	Marindra TUV Model	879573.00	-	-	879573.00	15%	518574.00	54150.00	572722.00	306851.00	361001.00
m)	Honda Activa	56869.00	-	-	56869.00	15%	31636.00	3785.00	35421.00	21448.00	25233.00
n)	Nexo Car	1132812.00	-	-	1132812.00	15%	437124.00	104353.00	541477.00	591335.00	695688.00
o)	BI cycle	17100.00	-	-	17100.00	15%	1282.00	2373.00	3655.00	13445.00	15818.00
p)	innova car	-	2375709.00	-	2375709.00	15%	-	356356.00	356356.00	2019353.00	-
8	(i) Computer Lab Equipments	22321420.00	-	6734795.00	29256215.00	15%	16434562.00	1418139.00	17852701.00	11403514.00	6086858.00
	(ii) Computer & Accessories	2054890.00	-	1066820.00	3121710.00	15%	809727.00	266335.00	1076062.00	2039648.00	1245163.00
9	Engineering practice Lab Equipments	735164.60	-	-	735164.60	15%	644670.00	13574.00	658244.00	76920.60	90494.60
10	Workshop Lab Equipments	30350.00	-	-	30350.00	15%	23848.00	975.00	24823.00	5527.00	6502.00
11	Mechanical Lab Equipments	19681781.75	-	-	19681781.75	15%	12827910.00	1028081.00	13855991.00	5825790.75	6853871.75
12	Placement Career Lab Equipments	389148.00	-	-	389148.00	15%	75436.00	47057.00	122493.00	266655.00	313712.00

13	Physics Lab Equipments	1467560.00	-	-	1467560.00	1.5%	1117823.00	52461.00	1170284.00	297276.00	349737.00
14	Chemistry Lab Equipments	935490.00	-	-	935490.00	1.5%	709307.00	33897.00	743404.00	192086.00	225983.00
15	Campus Network	650400.00	13098.00	1151981.00	1815479.00	1.5%	139023.00	250486.00	389509.00	1425970.00	511377.00
16	Air Conditioner	713338.00	-	-	713338.00	1.5%	3674786.00	518783.00	4193569.00	2939769.00	3458552.00
17	Generator	534827.00	-	-	534827.00	1.5%	3988049.00	204117.00	4192166.00	1156661.00	1360778.00
18	Office Equipments	5096520.00	464559.00	-	5561079.00	1.5%	3302500.00	27394.50	3776445.00	1784634.00	1594020.00
19	Lift	875000.00	-	-	875000.00	1.5%	727098.00	22185.00	749283.00	125717.00	147502.00
20	Sports Materials	852153.00	-	-	852153.00	1.5%	569375.00	42417.00	611792.00	240361.00	282778.00
21	Sports Indoor Complex	1928525.00	-	-	1928525.00	1.5%	1255639.00	100903.00	1356542.00	571783.00	672686.00
22	Library Books	12250963.50	257940.00	411743.00	12920646.50	1.5%	8493156.50	633243.00	9126399.50	3794247.00	3757807.00
23	Library Equipments	1388960.00	-	-	1388960.00	1.5%	987322.00	60246.00	1047568.00	341392.00	401638.00
24	Lab Equipments	3172251.00	-	-	3172251.00	1.5%	2630651.00	81240.00	2711891.00	460360.00	541600.00
25	PCR Lab Equipments	9232042.00	-	2550010.00	11782042.00	1.5%	6199790.00	646088.00	6845878.00	4936164.00	3032252.00
26	EEE Lab Equipments	7895165.00	-	-	7895165.00	1.5%	5732567.00	324390.00	6056957.00	1838208.00	2162598.00
27	Language Lab Equipments	220600.00	-	-	220600.00	1.5%	180426.00	6026.00	186452.00	34148.00	40174.00
28	Civil Lab Equipments	4691296.00	-	-	4691296.00	1.5%	2752651.00	290800.00	3043451.00	1647865.00	1938665.00
29	Vessels	1043248.00	-	-	1043248.00	1.5%	354230.00	103353.00	457583.00	585665.00	689018.00
30	Fire Extinguisher	871469.00	-	-	871469.00	1.5%	318758.00	82907.00	401665.00	469804.00	552711.00
31	E.B. H.T. Line & Panel Board Work	1375383.00	-	-	1375383.00	1.5%	888055.00	71699.00	961154.00	414229.00	487328.00
TOTAL		810463529.67	7975921.00	1184243.00	830281693.67		366501352.50	31892082.00	396393434.50	431888259.17	443962177.17

Place : Chennai
Date : 03.10.2022

For SATHYAGIRI EDUCATIONAL TRUST

Sathyagiri

Chairman
CHAIRMAN

For M.L. PONNAIAH & CO.,
Chartered Accountants,

M.L. Ponniah
M.L. PONNAIAH

Issue
ICAI Membership No. 019873
Firm Regn. No.002669 S
UDIN : 22019873BEMEKCT6461



SRI SAIRAM INSTITUTE OF TECHNOLOGY, CHENNAI
(UNIT OF SATHAGIRI EDUCATIONAL TRUST)

ACCOUNTING POLICIES AND NOTES ON ACCOUNTS FOR THE
YEAR ENDED 31ST MARCH, 2022

1) **BASIS OF ACCOUNTING :**

The Unit follows the Mercantile system of accounting and recognises Income and Expenditure on accrual basis except Fees Receipts which are accounted on the basis of actual receipts. The Financial Statements are prepared under the historical cost convention and comply with applicable Accounting Standards issued by the Institute of Chartered Accountant of India and the relevant provisions of the Societies Registration Act, 1975.

2) **FIXED ASSETS :**

Fixed Assets are stated at cost of acquisition, including any attributable cost for bringing asset to its working condition for its intended use, less accumulated depreciation.

3) **DEPRECIATION :**

Depreciation on Fixed Assets has been provided on Written Down Value Method at the rates prescribed under the Income-tax Act, 1961.

4) **EMPLOYEES' BENEFITS :**

The Unit is contributing towards Provident Fund and other Contributions for the welfare of the Employees. There is no provision made for the Liability towards Gratuity.

5) **TAXES ON INCOME :**

As the Unit is a purely Educational and Charitable Trust and is having Exemption u/s.12A of the Income Tax Act, 1961 there is no Income Tax Payable on the Income earned.

6) **FIGURES FOR PREVIOUS YEAR :**

Figures for the previous years have been regrouped or re-arranged wherever considered necessary to comply with the current year classification.



Place : Chennai
Date : 03.10.2022

For P.T. PONNAIAH & CO.,
Chartered Accountants,

(P.T. PONNAIAH)

Partner,

Membership No. 019873.

Firm Regn. No.002669 S

UDIN : 22019873BEMKKT6461



SAI RAM INSTITUTE OF TECHNOLOGY

An Autonomous Institution | Affiliated to Anna University & Approved by AICTE, New Delhi
Accredited by NBA and NAAC, A+ | ISO 9001:2015 Certified | ISO 14001:2015 Certified
Sri Leo Nagar, West Tambaram, Chennai - 600 044, www.sairamit.edu.in



Ref: T.O.No.111 /S4/SSIT,Ch-44 / 733/ 2022

Date: 11.03.2022

Submitted to the Chairman

Sir,

Sub : SSIT,Ch-44- AICTE Grant-in-Aid under the Mentor-Mentee Scheme for the Year 2021-2022 – Approval – Requested – Reg.

Ref: 1. AICTE Lr.No. Innovation/Mentor-Mentee Scheme/596/2020-21 dated 09.12.2021 received from Assistant Director, MIC, AICTE, New Delhi.

2. Letter dated 10.03.2022 received from Dr.G.Shanmugasundar, Associate Professor, Dept. of Mech & Convenor/IIC.

The references cited above are submitted herewith for kind perusal.

It is submitted that the AICTE has granted a sum of Rs.2,25,000/- (Rupees two lakhs twenty five thousand only) under Mentor-Mentee scheme for IIC Institutions and the amount released and credited into our account. (copy of Advice enclosed).

Accordingly, Dr.G.Shanmugasundar, Convenor, IIC has requested necessary permission may be granted to implement the above scheme with the following Mentee Institutions for utilization of the amount .

1. Prince Dr.K.Vasudevan College of Engineering
2. G.K.M. College of Engineering & Technology
3. Sri Kanyaka Parameswari Arts and Science College for Women
4. S.A.Engineering College
5. St. Peter's College of Engineering and Technology

Submitted to the Chairman for kind perusal and approval.

Encl: as above

PRINCIPAL

PRINCIPAL

SRI SAI RAM INSTITUTE OF TECHNOLOGY
SAI LEO NAGAR, CHENNAI-600 044.



From

10.03.2022

Dr.G.Shannugasundar
AP/ Meeh & Convenor /IIC
Sri Sai Ram Institute of Technology,
West Tambaram, Chennai.

To

The Principal,
Sri Sai Ram Institute of Technology,
West Tambaram, Chennai .



Respected Sir,

Sub: Requisition of approval for mentoring support under IIC- Mentor- Mentee scheme with financial aids sanctioned by AICTE- MOE's Innovation -Reg.

We are glad to inform you AICTE- MOE's has approved and funded our Institute IIC providing the mentoring orientation programs for 05 mentee institutions under AICTE- IIC Mentor -Mentee scheme with the funding amount of **Rs 2,25,000/-** for the year 2021-2022 , so we request you to grant permission to implement the above mentioned support to our mentee institutes . Kindly permit us to utilise the received fund for the same as per AICTE- IIC norms.

Name of the scheme : "**AICTE- MOE's – IIC Mentor- Mentee Scheme**"

Mentor Institute: Sri Sai Ram Institute of Technology

Name of the Allotted Mentee Institutes by AICTE:

1. Prince Dr.K.Vasudevan college of Engineering
2. G.K.M College of Engineering & Technology
3. Sri Kanyaka Parameswari Arts and Science College for Women
4. S.A Engineering College
5. St.Peter's College of Engineering and Technology

IIC President :Dr.K.Palanikumar , Professor & Principal

IIC Convenor : Dr.G.Shannugasundar

Thanking You,

Yours Sincerely,

(Dr.G.Shannugasundar)



Dr. G. Shannugasundar
10/03/2022



All India Council for Technical Education
(A Statutory body under Ministry of Education, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org



MoE's Innovation Cell
Mentor-Mentee Program for IIC Institutions - Sanction Letter



To,

The Drawing and Disbursing Officer,
All India Council for Technical Education,
Nelson Mandela Marg, Vasant Kunj,
New Delhi - 110070

Sub: Sanction of Rs. 2,25,000/- (Rupees Two Lakh Twenty Five Thousand only) being the Grant-in-Aid under the Mentor- Mentee Program for IIC Institutions 2021-22, MIC payable during the current financial year 2021-22- reg.

Sir,

With reference to the proposal submitted by the Sri Sai Ram Institute of Technology, this is to convey that the sanction of the Council for payment of Rs. 2,25,000/- (Rupees Two Lakh Twenty Five Thousand only) as Grant-in-Aid under the Mentor- Mentee Scheme for IIC institutions 2021-22, MIC as per details given below:

1.	Name and address of the Beneficiary Institution:	Sri Sai Ram Institute of Technology Sri Sai Ram Institute of Technology, Sal Leo Nagar, West tambaram, Chennai Chennai Tamil Nadu, 600044
2.	Duration of the scheme:	Academic Year 2021-22
3.	Name of the Program Coordinator:	Dr.G.Shanmugasundar
4.	Total Grant-in-aid Sanctioned:	Rs. 2,25,000/- (Rupees Two Lakh Twenty Five Thousand only)
5.	Amount to be released during the year 2021-22:	Rs. 2,25,000/- (Rupees Two Lakh Twenty Five Thousand only)
6.	Sanctioned grant-in-aid is debitable to:	INNOVATION CELL ACCOUNT

- The amount of the Grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education on the Grant-in-Aid bill and shall be disbursed to and credited to the account of Director/Principal/ Registrar of the Institute through RTGS/PPMS.
- This Grant-in-Aid is being released in conformity with the terms & conditions as well as norms of the scheme as already communicated, and also being communicated in this letter.

The instructions/guidelines to be followed by University/Institution

- Release of funds (Reimbursement as per actual basis)

- ✓ The Principal/ Director/Head of the institute are hereby requested to verify the correctness of the under mentioned bank account/ RTGS details submitted by them, in which the grant is being released:

Institute PAN No.	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
AABTS7101F	City Union Bank	Poonthandalam	City Union Bank Poonthandalam, Sairam College Campus Tamil Nadu Chennai	SRI SAI RAM INSTITUTE OF TECHNOLOGY	Savings	5001010123 88680	CIU900006 34

In case of any omission the same should be reported to AICTE immediately.

- ✓ The sanction is issued in exercise of the powers delegated to the council and other terms & conditions laid down in the guidelines of the scheme. 100% of the sanctioned amount will be released as grant in aid to the account of the beneficiary institute (Mentor IIC Institute).

II. Maintenance of accounts

- ✓ The Institute shall strictly follow the provisions laid down in the scheme document and sanction order No. F.No. Innovation/Mentor Mentee Scheme/596/2020-21 Dated: 9th Dec. 2021 issued by this office. All correspondences related to the scheme must contain this number along with year of sanction of the scheme; failing which correspondence will not be entertained.
- ✓ The mentor IIC institute shall maintain proper accounts of the expenditure out of the grants, which shall be utilized only on the scheme.
- ✓ Institute needs to maintain the record of all original bills/honorarium receipts/transaction proof/voucher and invoice etc., AICTE/MIC or its nominee shall have the right to check/verify the account to satisfy that the fund has been utilized for the purpose for it was sanctioned.
- ✓ The Principal / Director / Registrar shall intimate about the receipt of the grant to AICTE/MIC.

III. Instructions for implementation of Project Funds

Sr. No	Activity	No of activities	Budget in Rupees	Expenses Covered
1.	Conduct an orientation cum mentoring sessions for all the key functionaries of IIC members at mentee institutions. It may be conducted online mode.	At least 2 nos./Year (@Rs.3000 /mentor expert, 2 mentor experts per session)	12,000/-	honorarium

2	Mentor Institute Representative to take part in the quarterly progress meetings of mentee IIC institutions and provide guidance on planning, action plan preparation and improvisation of I&E activities to be conducted in the mentee institutions. Sessions may be conducted in online mode.	Minimum 15 nos. @Rs.1000/- meeting. (at least 3 meetings /mentee institute for 5 mentee institutions). A senior and competent IIC member of the mentor to take part in quarterly planning and review meetings conducted during the IIC calendar year in mentor institutions.	15,000/-	honorarium
3	Mentor institute to handhold all mentee institution in conducting at least two activities listed in the IIC calendar activity plan and support in identifying competent external experts and arranging sessions and honorarium to external experts. Sessions may be conducted in online mode.	At least 2 nos. (@Rs.3000 /external expert, 2 external experts per session)	12,000/-	Expert's fee/honorarium
4	Mentor Institute to organize a 2-day exposure visit cum training program focusing on IIC Innovation, IP, Entrepreneurship, pre-incubation and incubation facility creation, IPR filing & management and start-up services and policy mechanisms (NISP, ARIIA and others) support for student and faculty etc. for mentee institute representatives. This is ideally a physical mode activity.	1 Number (Refer Table-2 for budget breakup)	1,25,000/-	Expert's fee/honorarium, food, site visits, accommodation and training and communication material cost for the participants.
5	Mentor institute to conduct progress monitoring cum feedback & impact evaluation study visit to each mentee institute especially towards the end of IIC calendar year or in	Total 5 nos of visits. (One day visit by an expert/IIC member from the Mentor institute to the mentee institute. It covers local travel ad train or Air Travel cost	50,000/-	Mentors TA, honorarium cost.

	the 4 th Quarter. Ideally this should be a physical visit.	with upper cap of Rs. 10000 per visit (includes local travel cost). Stay arrangement to be made by the respective mentee institute		
6	Miscellaneous/contingency fund		11000/-	
	Total		2,25,000/-	

Table-2
Budge Breakup for Activity 4

S.No	Particulars	Maximum Amount/Person/Day in Rupees	Maximum Amount/Particular in Rupees
1	Accommodation for Participants (up to 10 members @2 members per mentee institute for 2 days)	Rs. 1500/- per person for 3 days	45000/-
2	Food	Rs. 800/- per person per day for 3 days	24000/-
3	Honorarium to invited external experts only (up to 4 numbers)	Rs. 5000/- expert	20000/-
4	Travel Reimbursement for Participants	Actual travel cost (Road or train or flight) with upper cap Rs. 5000/- mentee institute (with maximum 2 participants) and from 5 mentee institutions.	25,000/-
5	Stationary, Printing (Design and printing of Brochure, registration kit and banner) etc.		11000/-
Total			125000/-

i. Utilization & Refund of Grant

- The Principal / Director / Registrar shall intimate about the receipt of the grant to AICTE/MIC.
- The fund, so released shall be utilized to conduct the prescribed activities for handholding, mentoring, and supporting mentee institutions in building/streamlining/strengthening the innovation and entrepreneurship eco-system and shall not be used for purchase of equipment like computer, laptop or fixed assets etc.
- The released/sanctioned fund for Mentor-Mentee program cannot be utilized for any other program/ sessions or activities.
 - ✓ In case the Mentor-Mentee program is cancelled, the funds must be returned back to AICTE/MIC immediately with interest accrued thereon.

- ✓ In any case, if the institute is required to refund the grant or interest accrued thereon or balance amount, the amount will be refunded to AICTE/MIC. (by way of a demand draft in favor of INNOVATION CELL ACCOUNT payable at New Delhi or through NEFT/RTGS at INNOVATION CELL ACCOUNT, Account No:37903899633, IFSC: SBIN0050203, SBI, SHASTRI BHAWAN, RAJENDRA PRASAD ROAD, NEW DELHI 110001).
- ✓ As MIC needs adequate time for depositing the Demand Draft in the bank, the same be immediately dispatched to avoid any lapse of the validity period. Meanwhile, institute can plan and start the activities as prescribed from the date of issuance of sanction order.
- The institute shall strictly follow the provisions laid down in the scheme document and sanction order No. F.No. Innovation/Mentor-Mentee Scheme/596/2020-21 Dated: 9th Dec. 2021 issued by this office. All correspondences related to the scheme must contain this number along with year of sanction of the scheme, failing which correspondence will not be entertained.

ii. Progress Monitoring and Reporting

IIC institution needs to upload the quarterly or semester wise progress reports periodically in the Mentor-mentee portal and final report submission along with following supporting documents within prescribed period of the completion of Mentor-Mentee program activities.

✓ Usage of Fund:

Original Statement of actual expenditure in the prescribed proforma duly signed by the Head of the Institution, president of IIC Institute and countersigned by Registrar/Finance Officer/Govt. Auditor

OR

In case of self-financing/private institutions, Statement of actual Expenditure & Utilization Certificate are required to be audited & signed by a Chartered Accountant (with membership no., full address & stamp). Photocopies of formats are enclosed.

- ✓ The **Utilization Certificate (UC)** supported by Audited Statement of Expenditure to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the AICTE/MIC immediately after completion of the scheme to the following Address: MoE's Innovation Cell (MIC), Room No. 316, 3rd Floor, AICTE HQ, Nelson Mandela Road, New Delhi-110070
- It should contain the head-wise break up of expenditure made from the grant-in-aid provided by the Council. Audited Statement of Expenditure indicating expenditure incurred in the total duration of the scheme in the prescribed format and GFR-19 shall be submitted to the Council.

III. Prescribed Activities for IIC Institutions

Under the Mentor-Mentee program, the mentor IIC institution will do the following suggestive activities for their mentee institutions:

1. The key functionaries of IIC at the mentor institute will conduct orientation sessions for all the key functionaries of IIC members of mentee institutions.

2. The mentor institute shall nominate its key functionaries of IIC to join the IICs of mentee institutions as an external expert member.
3. The mentor institute is required to handhold all mentee institutions in conducting at least two activities listed in the IIC calendar activity plan and support in identifying competent external experts and arranging sessions and honorarium to external experts.
4. Mentor institute shall organize a 2-day exposure visit cum training program focusing on pre-incubation and incubation facility creation, IPR filing & management and start-up services and policy mechanisms (NISP, ARISA and others) support for student and faculty etc. for mentee institute participants. This is ideally a physical activity.
5. The mentor institute needs to conduct progress monitoring cum feedback & impact evaluation study visit to each mentee institute especially towards the end of IIC calendar year or in the 4th Quarter. Ideally this should be a physical visit.
6. The mentor institution is expected to encourage, guide and handhold mentee institutions in participating various innovation and entrepreneurship initiatives of MoE such as adoption of NISP, formulation of I&E policy at the institute level, Participation in ARISA, Training of Innovation Ambassadors, Mentoring support to students and establishment of pre-incubation and incubation facilities etc.
7. Inviting participation form mentee institutions for the innovation and entrepreneurship activities are being organised by mentor institute as part of IIC calendar, Self-Driven activities, etc.

**The activities 1, 2, and 3 may be organised either on online mode or physical mode as per the convenient to both mentor and mentee institutions.*

VII. Guideline for Conducting and delivering of the activities:

1. **To conduct orientation sessions for all the key functionaries of IIC members of mentee institutions.**
 - ✓ At least two orientations cum mentoring sessions for all mentee institutions or separate session for each mentee institution may be planned and conducted.
 - ✓ One orientation session should be organised at the beginning of the Semester/IIC Calendar year and one at the mid of IIC calendar year.
 - ✓ Orientation session shall be conducted on online mode using video conferencing platform.
 - ✓ Key functionaries of mentor IIC institution shall join as mentor expert and will take the session and explain the best practices, cases of their institute on how they are driving the I&E ecosystem highlighting resource mobilization strategies.
 - ✓ A competent and experienced Key functionary from the mentor IIC institute will deliver the session on above objectives, and a maximum honorarium amount of Rs. 3000/- per expert per orientation session can be provided for this purpose.
 - ✓ A total budget of maximum Rs. 12000/- for two orientation sessions is provisioned.
2. **Take part in the quarterly progress meetings of mentee institutions and provide guidance and support in planning, action plan preparation, and improvisation of I&E activities to be conducted**

In the mentee institutions.

- ✓ At least one member representation from the mentor institution in each mentee institution is required.
- ✓ The president of mentor IIC institute will nominate the member and he/she will take part in quarterly IIC meetings of IIC mentee institute.
- ✓ Once the member nominated for the mentee institute, same member is required to continue till the end of the IIC calendar year.
- ✓ Each nominated member need to take part in at least 3 such quarterly/semester meetings during the IIC calendar year.
- ✓ Quarterly meetings shall be conducted on online mode using video conferencing platforms.
- ✓ Role of member in mentee IIC institute is to actively participate in quarterly progress meeting of mentee IIC institutions and provide guidance on planning, action plan preparation, progress assessment and improvisation of I&E activities to be conducted in the mentee institutions.
- ✓ Mentor IIC institute may provide an honorarium of Rs. 1000/- to the nominated members upon completion of the such meeting and submission of verified report along with meeting outcomes to the president of IIC institute.
- ✓ A senior and competent IIC member of the mentor to take part in quarterly planning and review meetings conducted during the IIC calendar year in mentee institutions.
- ✓ A total budget of maximum Rs. 15000/- for participation in 15 numbers of meetings in 5 mentee institutions during the IIC calendar year.

3. Planning and delivering of two IIC calendar activities for mentee IIC institutions

- ✓ Mentor institute in coordination with mentee institutions will identify two IIC calendar activities to be conducted for the mentee IIC institutions.
- ✓ Mentor institute will prepare the session plan and identify the external resource persons to deliver the session.
- ✓ Repute and experienced experts drawn from national and regional ecosystem should deliver the session.
- ✓ All mentee institute should ensure minimum participation of 250 nos includes IIC members, students and faculty members and staff.
- ✓ Activities shall be conducted on online mode using video conferencing platforms.
- ✓ Each session/activity should accommodate at least two external experts. A maximum honorarium amount of Rs. 3000/- per expert per session can be provided for this purpose.
- ✓ A total budget of maximum Rs. 12000/- for orientation sessions is provisioned.

4. Organize a 2 days long I&E exposure visit cum training program on I&E related theme such as pre-incubation and incubation facility creation, IPR filing & management etc. for mentee institute representatives.

- ✓ Mentor institute will plan, host and organize a 2-day long exposure cum training program for the participants from mentee IIC institutions.
- ✓ Mentor institute shall get participant nominations from mentee IIC institutions.

- Mentee institutions can nominate up to two key functionaries of their IICs.
- ✓ A total 10 participants from the 5 mentee institutions shall comprise the one cohort of training to be conducted on physical mode.
 - ✓ The mentor institute shall take care the venue related expenses and delivering the training program. Expenses may include expert's fee/honorarium, food, site visits, accommodation and training and communication material cost for the participants etc. A detail breakup is provided in Table 2.
 - ✓ The mentor institute shall reimburse the travel cost of nominee/representatives from the mentee institutions. Actual travel cost (road or train or flight) or the upper cap Rs. 5000/- mentee institute (with maximum 2 participants) can be accommodated.
 - ✓ A total budget of maximum Rs. 125000/- for a batch size of 10 participants from 5 mentee institutions is provisioned.
5. **To conduct visits to each mentee institution for progress monitoring & impact evaluation study especially towards the end of IIC calendar year or in the 4th Quarter.**
- ✓ The Key functionaries or nominated members of mentor IIC institution to mentee institutions shall make a one-day visit to the campus of mentee institute to observe the progress, facility and function of IICs and discuss with the IIC members.
 - ✓ Mentor expert will check the progress and provide feedback and on spot mentoring support to the mentee institute on improvisation of I&E ecosystem, strategies and how to improve the score and star of mentee institute.
 - ✓ An impact evaluation study shall be planned and conducted and represented. A well designed communication brochure and annual report of IIC institute with achievement and impact should be incorporated. Mentor institute will guide mentee institutions in preparing and finalizing the IIC annual reports.
 - ✓ The local and travel (road, train and air) expense of members shall be drawn from the budget provisioned.
 - ✓ A total budget of maximum Rs. 25000/- covers visits to 5 mentee institutions (Rs.10000 per member per visit covers TA and honorarium) is provisioned.
 - ✓ Mentee institute will provide local stay and organizing progress monitoring cum feedback/mentoring meeting should be planned in advance.
6. The mentor institution is expected to encourage, guide and handhold mentee institutions in participating various innovation and entrepreneurship initiatives of MoE such as adoption of NISP, formulation of I&E policy at the institute level, Participation in ARIIA, Training of Innovation Ambassadors, Mentoring support to students and establishment of pre-incubation and incubation facilities etc.
7. Inviting participation form mentee institutions for the innovation and entrepreneurship activities are being organised by mentor institute as part of IIC calendar, Self-Driven activities etc.
8. **Delivering activities of Mentor-Mentee Scheme**
- ✓ The President and concern program coordinator of the mentor institute shall be primarily responsible for the implementation of the project.

- ✓ All mentee institutions are also required to nominate coordinators (one from each mentee institutions) as the co-coordinators of the project at mentee institution level.
- ✓ Quarterly presentation on the planned activities and implementation progress should be submitted in the Mentor-Mentee section of the IIC Portal.
- ✓ If it is found that the grant-in-aid released is not being utilized for the purposes for which it was intended for and the progress of the programme is not satisfactory, action may be taken or funding support may be withdrawn.
- ✓ Further extension of financial support from AICTE, MIC shall be based on the progress of the scheme and effective utilization of the earlier grant-in-aid provided.
- ✓ If the Mentor institute coordinator leaves the institution, retires, or goes on long leave, the institute will appoint another Mentor Institute Coordinator to the programme, and immediate intimation to the MIC in this regard.

VIII. Use of Logos

- ✓ In case of activities organized in online mode, the logos of MIC, AICTE and IIC should be used properly labelled and prominently displayed.
- ✓ In case of physical activities, logos of MIC, AICTE and IIC must be prominently placed in the banners/stage backdrop/podium/venue, and displayed.
- ✓ All publicity material/ advertisements/ brochures/ invitation cards/ any other collaterals/ event backdrop etc. related to Mentor-Mentee Program must carry the MIC, AICTE and IIC logo.

IX. Activity Report

Both mentor and mentee institutions are required upload activity reports related to mentor-mentee program in the IIC portal. Following documents and reports are required to upload by end of every quarter/semester or periodically by the mentor and mentee institutions:

- ✓ Brief plan and calendar for the Activities to be conducted
- ✓ A time-activity chart indicating schedule along with deliverables for each participating institution
- ✓ Reports for the activities completed.
- ✓ Sessions details, experts' details and feedback from participants.
- ✓ Details of financial layout and expenses incurred for the activities.
- ✓ Copies of letters of intents/MOU are signed with mentee institutions.
- ✓ The Mentor Institute Coordinator must submit progress report every quarter indicating
 - a. The progress of the activities under Mentor-Mentee Scheme and the status of the grant-in-aid utilized.
 - b. Geotagged photographs (maximum 15) of all the activities under Mentor-Mentee Scheme.
 - c. A video of 2-minute duration (per mentee institute) having: (i) Introduction by Coordinator mentioning the name and state of Mentee IIC and Mentor IIC institute. (ii) Activities conducted under Mentor-Mentee scheme (iii) How the Mentor-Mentee Scheme was beneficial to students, faculty and institute? (iv) Acknowledgement of AICTE/MIC support.

X. Monitoring

- ✓ AICTE/MIC may depute an Officer/Observer to oversee the quality of the conference and collect feedback from the venue

XI. Expected Outcomes

- ✓ Active participation and involvement of IIC members; students, faculty members and staff from both mentor and mentee institutions.
- ✓ A streamlined and strengthened innovation and entrepreneurship ecosystem with functional IICs in mentee institutions.
- ✓ Increase in awareness level among students, faculties and staff on recent developments and approaches in for innovation, entrepreneurship and intellectual property and their importance in wealth creation at individual level and national level.
- ✓ Nurturing leadership potential of student innovators, and entrepreneurs by providing them coordination role to achieve the program objective.
- ✓ Program will set foundation for institute's participation in MoE's Innovation and Entrepreneurship initiatives such as IIC, ARIA, Hackathons, NISP, National Innovation Contest, and YUKTI and related programs at MIC and AICTE.

XII. General instructions

- ✓ The grantee institution shall observe all financial norms and guidelines as prescribed by the AICTE/ Government of India from time to time. GOR GFR rules (@<https://doe.gov.in/order-circular/general-financial-rules2017-0>) should be followed during utilization of grant.
- ✓ This Sanction Order may be treated as Offer Letter for all purposes.

XIII. Duration of the Project: Duration of project shall be of one IIC calendar year.

For more information, please write your query to Ms. Selvarani, Innovation Officer.

Email: selva_rani@aicte-india.org, oms.iic.mic@aicte-india.org, Phone no: 011 2958 1513

Yours sincerely,



Dipan Sahu
Asst. Director, MIC

Copy forwarded for information and necessary action to:

- ✓ Principal/HoI
- ✓ IIC President
- ✓ Guard File



CITY UNION BANK
 BRANCH : Poonthandalam
 Sri Sairam Engineering College
 Campus Sai Leo Nagar
 POONTHANDALAM 600
 044
 Chennai -Kancheepuram
 District

ACCOUNT NO :SB-12388680
 ACCOUNT NO(15 DIGIT):500101012388680
 IFSC :CIUB0000634
 ACCOUNT TYPE :CUB SAVINGS A/C OTHERS
 CUSTOMER DETAILS :SRI SAIRAM INSTITUTE OF TECHNOLOGY
 NO 31 SAI BHAVAN
 MADLEY ROAD
 BEHIND LEO COMPLEX T NAGAR
 CHENNAI
 600017
 Statement Date :Mar 2, 2022, at 11:26 AM
 STATEMENT OF ACCOUNT from 01/01/2022 to 31/01/2022

DATE	DESCRIPTION	CHEQUE NO	DEBIT	CREDIT	BALANCE
01/01/2022	BY BAL FWD BY BRANCH			41,000.00	41,000.00
19/01/2022	BY NEFT TO/FCR/AMOUNT TRANSFER			2,72,253.00	6,32,747.00
30/01/2022			0.00	2,72,253.00	6,32,747.00

* Statement Downloaded By SRI SAIRAM INSTITUTE OF TECHNOLOGY on Mar 2, 2022, at 11:26
 If any discrepancy in the statement, should be informed to branch immediately.
 END OF STATEMENT - from Internet Banking

Sri Sai Ram Institute of Technology, Chennai, Tamil Nadu

IC2018.1089

Statement of Expenditure-Mentor-Mentee Scheme (2021-22)

Sr. No.	Activity	No. of activities	Expenses Covered	Sanctioned Amount (In Rs.)	Actual Expenditure (In Rs.)	Balance Amount In Rs. (If unspent)
1.	Conduct an orientation cum mentoring sessions for all the key functionaries of IC members at mentee institutions. It may be conducted online mode.	At least 2 nos/Year (8Rs.3000 /mentor expert, 2 mentor experts per session)	honorarium	12,000/-	12,000/-	Nil
2.	Mentor institute Representative to take part in the quarterly progress meetings of mentee IC institutions and provide guidance on planning, action plan preparation and improvisation of IEC activities to be conducted in the mentee institutions. Sessions may be conducted in online mode.	Minimum 15 nos. @Rs.1000/- meeting. (at least 3 meetings /mentor institute for 5 mentee institutions) A senior and competent IC member of the mentor to take part in quarterly planning and review meetings conducted during the IC calendar year in mentee institutions.	honorarium	15,000/-	15,000/-	Nil
3.	Mentor institute to handhold all mentee institution in conducting at least two activities listed in the IC calendar activity plan and support in identifying competent external experts and arranging sessions and honorarium to external experts. Sessions may be conducted in online mode.	At least 2 nos (8Rs.3000 /external expert, 2 external experts per session)	Expert's fee/honorarium	12,000/-	12,000/-	Nil
4*	Mentor institute to organize a 2-day exposure visit cum training program focusing on IEC innovation, IP, Entrepreneurship, pre-incubator and incubation facility creation, IP filing & management and start-up services and policy mechanisms (NIP, AFDIA and	1 Number (Refer Table-2 for budget breakup)	Expert's fee/honorarium, food, site visits, accommodation and training and communication material cost for the participants	1,25,000/-	80,000/-	45,000/-

	others) support for student and faculty etc. for mentee institute representatives. This is ideally a physical mode activity.					
5	Mentor institute to conduct progress monitoring cum feedback & impact evaluation study visit to each mentee institute especially towards the end of IIC calendar year or in the 4 th Quarter. Ideally this should be a physical visit.	Total 5 nos of visits. (One day visit by an expert/IC member from the Mentor institute to the mentee institute. It covers local travel and train or Air Travel cost with upper cap of Rs 10000 per visit includes local travel cost). Stay arrangement to be made by the respective mentee institute.	Mentors TA, honorarium cost.	50,000/-	50,000/-	Nil
6	Miscellaneous/emergency fund			11,000/-	11,000/-	Nil
7	Interest earned, if any			-	-	Nil
	Total			2,25,000/-	1,80,000/-	45,000/-

Certified that I have satisfied myself that the conditions on which the grant-in-aid was approved have been duly fulfilled and that I have exercised the following checks:

Kind of checks exercised:

1. Expenditure is as per the guideline of Mentor-Mentee Scheme document
2. Reports and copy of Honorarium Receipts, transaction proof, bills and vouchers etc., Institute's PAN Card as per mandate form is also submitted online (IC Portal) and have to be submitted by post

(7) Y2
 [Signature of Chartered Accountant**/Finance Officer /Registrar/Govt. Auditor] [Signature of Head of the Institute]
 Name of CA: P. T. PONNAIAH & CO.
 Membership No.: 10110
 Full Address: 10-16-2022
 [with seal]



[Signature of Head of the Institute]
 Name of: DR.K.PALANIKUMAR
 Designation: PRINCIPAL
 Full Address: Sri Sai Ram Institute of Technology, Sri Leo Nagar, West Tambaram, Chennai-44
 [with seal]



**In case of private institutions/self-financing institutions

UDIN: 22019873BAJXAB7577

Annexure-A
Budge Breakup for Activity 4*

S.No.	Particulars	Maximum Amount/Person/Day in Rupees	Sanctioned Amount (in Rs.)	Balance Amount in Rs. (if unspent)
1	Accommodation for Participants (up to 10 members @2 members per mentee institute)	Rs. 1500/- per person for 3 days	45000/-	45,000/-
2	Food	Rs. 800/- per person per day for 3 days	24000/-	Nil
3	Honorarium to invited external experts only (up to 4 numbers)	Rs. 5000/- expert	20000/-	Nil
4	Travel Reimbursement for Participants	Actual travel cost (Road or train or flight) with upper cap Rs. 5000/- mentee institute (with maximum 2 participants) and from 5 mentee institutions	25,000/-	Nil
5	Stationary, Printing (Design and printing of Brochure, registration kit and banner) etc.		11000/-	Nil
Total*			1,25,000/-	45,000/-

2/2

(Signature of Chartered Accountant**/Finance Officer/Registrar/Govt. Auditor) **P. T. PONNAIAH & CO.**
Chartered Accountants
Name of CA: _____
Membership No.: _____
Full Address: _____
[with seal]



(P.T. PONNAIAH)
Partner, M. No. 019873

(Signature of Head of the Institute)
Name of : Dr.K.PALANIKUMAR
Designation: PRINCIPAL
Full Address: Sri Sai Ram Institute of Technology,
Sai Leo Nagar, West Tambaram, Chennai-44
[with seal]



**In case of private institutions/self-financing institutions

UDIN: 22019873BATXAB7577



5th SAI RAM INSTITUTE OF TECHNOLOGY

An Autonomous Institution | Affiliated to Anna University & Approved by AICTE, New Delhi
Accredited by NBA and NAAC 'A+' | An ISO 9001:2015 Certified and MHRD NIRF ranked Institution
Sai Leo Nagar, West Tambaram, Chennai - 600 044. www.sairamit.edu.in



Founder Chairman : MJF. Ln. Leo Muthu

Dr. K. PALANIKUMAR, M.E., Ph.D.,
Principal

29-09-2022

To

Mentor-Mentee Scheme

Innovation Officer
Room No. 319,
MoE's Innovation Cell,
All India Council for Technical Education (AICTE),
Nelson Mandela Marg, VasantKunj,
New Delhi 110070

Respected Sir,

Sub: Submission of Utilization Certificate and Statement of Expenditure -Mentor-Mentee Scheme -IIC- Reg.

Ref: Sanction Order No: Mentor-Mentee Scheme / 596/2020-21 Dated 09/12/21

From MOE's IIC we have received fund amount Rs 2,25,000/- for Mentor-Mentee Programme in the Academic year 2021-2022. As per the guidelines we have conducted the Mentor Mentee Programs. In that we have to submit the utilization certificate and statement of expenditure for the Academic year 2021-2022. But in the sanctioned amount, we are refunding the I&E two days participant's accommodation charges of Rs 45,000/- . Kindly acknowledge the same.

Thanking You

Yours

Dr.K.PALANI KUMAR
PRINCIPAL

SRI SAI RAM INSTITUTE OF TECHNOLOGY
SAI LEO NAGAR, CHENNAI-600 044

Encl: i. DD Enclosed Unutilized amount Rs 45,000/-

ii. Audited Utilization Certificate and Statement of Expenditure



Admin Office : "SAI BHAVAN", #31 B, Madhav Road, T. Nagar, Chennai - 600 017.
Tel : 044 - 4226 7777 e-mail : sairam@sairamgroup.in

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SRI SAIRAM INSTITUTE OF TECHNOLOGY, CHENNAI - 44

Admn. Office, T.Nagar, Chennai – 17.

No. 19/SIT/TBM/AICTE – SKILL DEV PR/2022

Dated: 08.09.2022

Sub: SIT –TBM – Admn. – To organise AICTE initiated Skill Development Program KARMA for our students through Mechanical Engineering Department – Approved - Orders issued.

Ref: Letter No. 254/S2/SSIT, Ch-44/1577/2022. Dated 07.09.2022 from the Principal.

ORDER:

The Principal has been permitted to organize 'AICTE initiated Skill Development Program - KARMA (Kaushal Augmentation and Restructuring Mission of AICTE)' for our students as per Guidelines through Mechanical Engineering Department in our College campus for two months from 12.09.2022 to 12.11.2022 - as requested in the reference cited.

For SRI SAIRAM INSTITUTE OF TECHNOLOGY,

(Sd/xxxxxxxxx)

CHIEF EXECUTIVE OFFICER

/ By order of Chief Executive Officer/


EXECUTIVE DIRECTOR

To:

The Principal,
Sri Sairam Institute of Technology,
Chennai -44.

Copy to:

Accounts Section

Copy to: I.D.C. / Mech.

1 : I.D.C. - Dr. Shanmugasundaram



SAI RAM INSTITUTE OF TECHNOLOGY

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Accredited by NBA and MAAC (A+) | An ISO 9001:2015 Certified and AICTE NIRF ranked institution
Sai Leo Nagar, West Tamborani, Chennai - 600 044. www.sairamit.edu.in



Ref T.O.No:254/S2/SSIT/Ch-44/1577/2022

Date: 07.09.2022

Submitted to the Chairman

Sub: SSIT, Ch-44 – Conduct AICTE – KARMA Skill Development Program
for our students from 12.09.2022 to 12.11.2022 - Permission – Requested – Reg.

Ref: Letter dated 06.09.2022 received from the HoD., Department of Mechanical
Engineering.

A copy of the letter under reference cited is submitted herewith for kind perusal.

It is submitted that the Dean R&D, Department of Mechanical Engineering has requested in his letter cited that necessary permission may kindly be granted to conduct "AICTE initiated skill development program KARMA (Kaushal Augmentation and Restructuring Mission of AICTE (KARMA)" for our students during the period from 12.09.2022 to 12.11.2022 on free of cost for the participants.

Therefore, it is requested that necessary permission and approval may kindly be granted to conduct the above program at SSIT.

Submitted to the Chairman for kind perusal and approval

Encl: as above

copy to: Dr. Phangarath

O/C

PRINCIPAL
PRINCIPAL

SRI SAI RAM INSTITUTE OF TECHNOLOGY
SAI LEO NAGAR, CHENNAI-600 044.



FROM

Dr. G. Shanmugasundar
Dean R&D
Department of Mechanical Engineering,
Sri Sai Ram Institute of Technology,
Chennai-44.



06/09/2022

Chennai-44

TO

The Principal,
Sri Sai Ram Institute of Technology,
Chennai-44.

keep
06/09

Respected Sir,

Subject: Seeking permission to conduct AICTE – KARMA skill development program – Reg.

As our institution got approved for conducting AICTE initiated skill development program KARMA (Kaushal Augmentation and Restructuring Mission of AICTE (KARMA) for our students. The following are the details of the approved courses, the departments and stationed student strengths. So we request you to give permission and approval to conduct the same at our campus from 12/09/2022 to 12/11/2022 with free of cost for the participants.

Sl no	Department	Name of the Course	Name of the faculty	No. of students
1	Mechanical Engineering	Certificate course in CNC turning	1. Dr. G. Shanmugasundar 2. Mr. S. Balasubramani	25 Nos. From Mech. Engg.
2	Computer Science and Engineering	Computer hardware and network maintenance	1. Dr. B. Sreedevi 2. Mr. J. Thirumavukkarasu	25 Nos. From CSE
3	Computer Science and Engineering	Computer hardware and network maintenance	1. Dr. V. Brindha Devi 2. Mr. P. Suthakar	25 Students (11 th & 12 th STD) Sairam Matriculation Higher Secondary School, Tambaram

Thanking you

Encl: 1. AICTE Approval Copy

Yours faithfully
G. Shanmugasundar
(G. Shanmugasundar)

F. No. 8-1/KARMA/**model2**/SRO/1-2501960 Dated:

The principal

Sri Sai Ram Institute of Technology

SAI LEO NAGAR, DHARKAST ROAD, WEST
TAMBARAM, CHENNAI. 600 044

KANCHIPURAM, Tamil Nadu

Subject: Approval for courses under **model2** of KARMA Scheme

Dear Sir/Madam,

In reference to your online application for running Job roles under KARMA scheme.

AICTE has approved the following courses to be conducted in your Institution.

Model : model2.

Sno	Sector/Course Basket	Job roll	Applied intake	Approved Intake	NSQF level	No. of Hours
1	Certificate Course in CNC Turning		25	25	Level 4	
2	Computer Hardware & Network Maintenance		25	25	Level 4	

Note:

01. Institute will utilize its existing infrastructure for running these courses.
02. The College/Institute shall maintain complete attendance of students and trainers during classes and practical of each job role.
03. The College/Institute shall fully implement the official Language Policy of Union Govt. and comply with the official Language Act, 1963 and Official Languages (use for official purposes of the Union) Rules, 1976 etc.
04. The institute will ensure the eligibility criteria of the students as per the NSDC Norms.
05. The Institute shall run training for each job role as prescribed by respective sector skill council.

06. Institute may charge a reasonable fee for each course under Model 1 and 2 with intimation to AICTE, while course under Model 3 will be provided without charging fee from students.
07. The institute found violating the above-described conditions, will be debarred for running the courses.
08. Project sanctioned by AICTE is assigned a specific Reference No. given on the pre-page. All correspondences related to the project must contain this number with year of sanction of the project failing which correspondence will not be entertained.
09. The Annual Progress Report in the prescribed format shall be submitted to AICTE not later than one month after completion.
10. Institute can charge fee from students to meet expenditure for running the courses under Model 1 and Model 2 and same may be communicated to AICTE. But for running the Model 3 Vidyanjali, Institute has meet out the funds from CSR funds, no fee can be charged from students.
11. Project Completion Report (PCR) in the prescribed format in the total duration of the project in the prescribed format. Utilization in the format shall be submitted to the Council.
12. This sanction issues to run the courses under KARMA scheme as per NSQF guidelines. AICTE will not be responsible for certification of students. Certificate/Assessment will be done by third party i.e. Sector Skill Councils or any agency approved by NSDC.

Yours faithfully,

(Dr Neetu Bhagat)

Dy Director,

Skill Development Cell (SDC)

F.No. 8-1/KARMA/model3/SRO/1-2501960 Dated:

The principal

Sri Sai Ram Institute of Technology

SAI LEO NAGAR, DHARKAST ROAD, WEST
TAMBARAM, CHENNAI. 600 044

KANCHIPURAM , Tamil Nadu

Subject : Approval for courses under **model3** of KARMA Scheme

Dear Sir/Madam,

In reference to your online application for running Job roles under KARMA scheme.

AICTE has approved the following courses to be conducted in your Institution.

Model : model3.

Sno	Sector/Course Basket	Job roll	Applied intake	Approved Intake	NSQF level	No. of Hours
1	Computer Hardware & Network Maintenance		25	25	Level 3	

Note:

01. Institute will utilize its existing infrastructure for running these courses.
02. The College/Institute shall maintain complete attendance of students and trainers during classes and practical of each job role.
03. The College/Institute shall fully implement the official Language Policy of Union Govt. and comply with the official Language Act, 1963 and Official Languages (use for official purposes of the Union) Rules, 1976 etc.
04. The institute will ensure the eligibility criteria of the students as per the NSDC Norms.
05. The Institute shall run training for each job role as prescribed by respective sector skill council.
06. Institute may charge a reasonable fee for each course under Model 1 and 2 with intimation to AICTE, while course under Model 3 will be provided without charging fee from students.
07. The institute found violating the above-described conditions, will be debarred for running the courses.

08. Project sanctioned by AICTE is assigned a specific Reference No. given on the pre-page. All correspondences related to the project must contain this number with year of sanction of the project failing which correspondence will not be entertained.
09. The Annual Progress Report in the prescribed format shall be submitted to AICTE not later than one month after completion.
10. Institute can charge fee from students to meet expenditure for running the courses under Model 1 and Model 2 and same may be communicated to AICTE. But for running the Model 3 Vidyanjali, Institute has meet out the funds from CSR funds, no fee can be charged from students.
11. Project Completion Report (PCR) in the prescribed format in the total duration of the project in the prescribed format, Utilization in the format shall be submitted to the Council.
12. This sanction issues to run the courses under KARMA scheme as per NSQF guidelines. AICTE will not be responsible for certification of students. Certificate/Assessment will be done by third party i.e. Sector Skill Councils or any agency approved by NSDC.

Yours faithfully,

(Dr Neetu Bhagat)

Dy Director,

Skill Development Cell (SDC)



Lr. No. 006 / ANIHEES / EQUIPMENT / 2022-23

Date: 10.06.2022

From:

Coordinator – ANIHEES,
Centre for Excellence Building,
Anna University, Chennai – 25.

To:

M/s. Sairam Techno Culture,
No.31, Madley Road,
Sai Bhavan, T. Nagar,
Chennai – 600 017.

17/6/22

Dr. Marudhavan

Sub: Quotations for Supply and erection of Kiln with Steam injector and Bin with Blower – Reg.

Please furnish your quotation, in duplicate, for the items described in the schedule below, in a closed cover addressed to:

Coordinator - ANIHEES,
Centre for Excellence Building,
Anna University, Chennai – 25.

so as to reach him on or before 24.06.2022.

The cover containing the quotation in duplicate may be sent by post duly sealed with wax and superscribed as:

"QUOTATION as per Letter No. 006 / ANIHEES / EQUIPMENT / 2022-23, dated:10.06.2022 due on 24.06.2022"

Quotation should be furnished only for the items required and available in ready stock, for free delivery in the institution and should contain details such as:

- (i) Make/Brand/Type of the items offered
- (ii) Complete specification of the items offered including the materials
- (iii) Illustrative pamphlets/drawings
- (iv) ISI Certificate, if any, whether available
- (v) GST No. should be provided.

Packing and Forwarding Charges should be furnished separately. The rates quoted will be taken as net and for free delivery in the institution, if the above details are not furnished.

Off-season and special discount, if any, applicable to educational institutions may please be indicated separately. The required delivery period for the supply of the items and the validity period for the rates quoted may also be separately mentioned. Advance payment or payment against delivery is not normally possible.

Quotations should not be sent through any one, unless specifically required to do so, under proper authorization or delivered in person under any circumstances.

Please note that quotations received in covers which are not wax sealed and which are not received by post, and which are received late, will not be considered.

SCHEDULE

S. No.	Description	Specifications	Quantity
1.	Kiln with Steam Injector	As given in Annexure	1 No. each
2.	Bin with Blower		

g/s
COORDINATOR - ANIHEES

Flow of
10/06/2022

ANNEXURE

Kiln with Steam Injector:

- Maximum temperature : 1000°C
- Working temperature : 950°C
- Inner Size : 600mm x 600mm x 600mm
- Control Accuracy : 1°C
- Insulation : Ceramic Fibre
- Necessary instruments for steam temperature and pressure measurements at both ends (inlet and outlet)
- Should have necessary instruments for temperature control and auto cutoff.

Bin with Blower

- Capacity : 1 metric ton
- Material : MS C45 powder coated
- Blower : Capacity – 3000 CFM,
Type – Centrifugal blower,
Blower motor – as per requirement from
Crompton greaves / Valeo / Dolphi / from any
other standard manufacturer.
- Should have ^{also} cyclone.
- The above items should be erected at CARD, NLCIL, Neyveli.


Coordinator - ANIHEES



SAI RAM INSTITUTE OF TECHNOLOGY

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Ref T.O.No:190/S4/SSIT/Ch-44/2022

Date: 13.06.2022

Submitted to the Chairman

Sub: SSIT, Ch-44 – ANIHEES, Anna University, Chennai- Purchase of Equipments – Reg.

Ref: Letter dt.08.06.2022 received from Dr.M.Mareeswaran, a.P.Gr.II, Dept. of Mechanical Engineering.

A copy of the letter received from Dr.M.Mareeswaran, Asst. Prof. Grade II, Dept. of Mechanical Engineering is submitted herewith for kind perusal.

It is submitted that Dr.M.Mareeswaran has given a proposal to the Anna University for sanction a sum of Rs.17,88,000/- (Rupees seventeen lakhs eighty eight thousand only) to him for purchase of Equipments as listed in the project sanctioned.

The letter received from Dr.M.Mareeswaran is submitted herewith for further deliberations and approval.

Submitted to the Chairman for kind information and approval.

PRINCIPAL

PRINCIPAL

SRI SAI RAM INSTITUTE OF TECHNOLOGY
SAI LEO NAGAR, CHENNAI - 600 044.

Encl : as above



Date : 8/06/2022

From
Dr. MAREESWARAN M
Asst.Prof. Gr-II
Department of Mechanical Engineering
Sri Sai Ram Institute of Technology
Chennai.



To
The Principal
Sri Sai Ram Institute of Technology
Chennai.

Sir,

Under ANIHEES-Anna University, I had been sanctioned Rs.17,88,000/-+ Taxes for prototype demonstration. Based on the meeting held on 7/06/22 at Anna University, The sanctioned amount had been transferred to Anna University from NLC towards the purchase of Equipment. The Anna University will release the amount through Limited Tender for the purchase of Equipment proposed by me.

As an Innovator I cannot directly participate in the Tender, in this regard I request our college to participate in the Tender through the company registered as a start-up initiative (Sairam Techno Culture).

The Tender is Limited, only listed company (given by me) will be participating in the Tender. In tender process no advance will be provided and hence I request for funding support also.

Benefits in Participation:

- 1) College will get direct Purchase order from Anna University, it will be very useful in NIRF, NBA and NAAC
- 2) 15% profit will be given to the college.
- 3) All the equipment will be manufactured inside the campus, so students can participate and learn.
- 4) It is a start-up initiative, it helps to get future orders from Govt. sectors.
- 5) Name plate will be fixed in the machinery, it will be available at NLC.

Required Items:

- 1) Investment of fund Rs.15,00,000/-
- 2) Space for manufacturing equipment
- 3) Extended time to work in the lab
- 4) Usage of Machinery and power available in the lab

So, I kindly request you to give your concern for participating in the Tender and financial support to complete this work. I here with attached the sanction letter for your reference.

Thanking you.

Yours faithfully,

Dr. MAREESWARAN M

Tip
13/06/2022



AU – NLCIL INNOVATION HUB
for
ENERGY, ENVIRONMENT & SUSTAINABILITY
ANNA UNIVERSITY, CHENNAI – 600 025

Dr. V. KUMARESAN
Associate Professor & Coordinator

Phone: 044 2235 7964 / 7590
Email : aniheescoordinator@gmail.com


Lr. No. 002 / ANIHEES - 1 / 2021-22

Date: 08.02.2022

To,
M/s. Revo Technologies and Enterprises
100 B, 8th Street, Shanmuga Nagar,
Mannivakkam, Chennai – 600 048

Sir,
Sub: AU – ANIHEES – Prototype Demonstration (1st Wave) – Sanction Accorded
– Reg.
Ref: Lr. No. 35 / CARD / GM / IIC / ANIHEES / First Wave / Prototype / 2022,
dated 08.02.2022

I am pleased to inform that your project proposal titled "Activated Carbon Development Using Lignite – HA sludge" has been approved for prototype demonstration under IIC innovation incubation programme with a financial outlay of Rs. 17,88,000/- plus applicable taxes. In this regard, you are requested to execute a Memorandum of Agreement (Triparty) with ANIHEES & CARD-NLCIL on or before 08.02.2022. The venue for signing of MoA will be at ANIHEES, Centre for Excellence Building, Anna University, Chennai – 600025.


Coordinator-ANIHEES

Copy to:

1. CGM - CARD, NLCIL, Neyveli
2. Director, IQAC, Anna University
3. PS to the Vice-Chancellor
4. PA to the Registrar
5. File



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Equipment Details and List of Suppliers

Group	Sl.No	Part Name	Specifications	Qty
1	1	Cone mill with ash collector	Hammer mill to break the Lignite sludge with blower with speed controller(3000CFM), cyclone and dust collection setup. Capacity : 100 Kgs/hr. The Equipment should have the following measuring facility: 1) RPM 2) Voltage and Amps. 3) Air flow rate	1 set
	2	Destoner	The equipment should separate sand and carbon. Equiped with vibromotor and with measurement arrangement for vibration level, Voltage and Amps. Capacity: 100Kgs/hr	1 set
2	3	Elevator	Bucket Elevator with following specifications: 1)Height=15Feet, 2) Bucket Size = 5" x4" 3) Capacity = 100Kgs/hr with measurement setup for Voltage and Amps	2 set
	4	Conveyor	1) Length = 1.5 meters 2) Screw OD = 6" 3) Capacity = 100Kgs/hr with measurement setup for Voltage and Amps	2 set
3	5	Mixer with washing setup	1) 500Lts Capacity 2) SS316 for contact surfaces The mixer should have the provision to pour HCl, KOH and water with reserveyor facility and quantity controlling facility. It should have the facility to drain the liquids. with measurement setup for Voltage and Amps.	1 set

4	6	Kiln with Steam Injector	Max. Temperature = 1000°C Working Temp. = 950°C Inner size = 600mm x 600mm x 600mm Control Accuracy = 1°C Insulation = Ceramic fibre with Temperature Controller and auto cutoff. It should have the provision to inject the steam with control valve, and it should have the steam outlet with temperature and pressure measurement at inlet and outlet.	1 set
	7	Bin with cooling setup	Bin of 1 MT capacity with cooling facility with blower and cyclone.	1 set

List of suppliers for the above

Sl.No	Company name and address	E-Mail
1	Sanjmar Industries Pvt Ltd, 1, Thiruvengadam Nagar 8th Street, Mannivakkam, Chennai-600048. 8220903877	sanjmar600048@gmail.com
2	Standard Instruments, 4/124, 2nd Floor, Shanthi Nagar, Moondrumavadi, K.Pudur, Madurai-625007. 9442880048, 8072913295	standardinstruments@gmail.com
3	Electro Tech, No.26, Sentamil Nagar, Muggapair west, Chennai-600037	electrotech.ewe@gmail.com
4	Silicon Systems, 15/29, Mahaliamman Nagar, Kalapatti, Coimbatore-641048.	siliconsystems@sbcbe@gmail.com
5	Sairam Techno Culture, Sai Bhavan, No.31, Madley Road, T. Nagar, Chennai-600017. 044-42267777	info@sairamgroup.in



தமிழ்நாடு அறிவியல் தொழில்நுட்ப மாநில மன்றம்

TAMIL NADU STATE COUNCIL FOR SCIENCE AND TECHNOLOGY

(Established by Government of Tamilnadu)

Directorate of Technical Education Campus, Chennai - 600 025

Ph : 044-22301428, Telefax : 044-22301552, www.tnscst.nic.in



Dr.R Srinivasan, M.Sc., Ph.D., F.I.C.S., M.A.C.S.(USA),
Member Secretary

Lr.No TNSCST/SPS/2021-2022/

To
The Principal
Sri Sairam Institute of Technology
Sai Leo Nagar, West Tambaram,
Chennai - 600 044.

Sir/Madam,

Sub. TNSCST – Student Project Scheme (2021-2022) – approval infimation–grant release- reg.

With respect to the above scheme, the list of projects approved by the State Council is enclosed along with terms and conditions. You are requested to adhere to terms and conditions such as submission of UC and seminar paper in time.

No	Guide Name and Institutional Address	Title of the Project *	Students Name	Project Code	Amount
1	Mr.R.Dhanasekar Assistant Professor, Department of EEE Sri Sairam Institute of Technology Chennai - 600 044.	Water absorbing pavements by using porous concrete	P.Kirubanandhan, V.Rahul	EEB-0492	7500/-
2	Dr.Gladys Aani Sajitha.J Assistant Professor, Department of Computer Science and Engineering Sri Sairam Institute of Technology Chennai-600044.	Milk distribution management system	Sivahankaran.E, Vesanth Allen Raj.A, Vijay.M	CSE-0393	7500/-
3	Dr.G.Shanmugasundar Associate Professor and Dean R & D, Department of Mechanical Engineering Sri Sairam Institute of Technology Chennai-600044.	Design and fabrication of smart voice controlled robotic wheel chair (ver bot- vi) for disabled people	A.Aravindha Krishna P.Kishore Kanna S.M.Anand A.Yamini	EME- 0129	7500/-

Herewith enclosed the cheque for the approved grant and disburse the grant to the concerned students through the guides at the earliest.

Kindly send the utilisation certificate (format enclosed) and seminar paper (Ref T&C-No 5&6) on completion of the project.

Thanking you,

Yours faithfully,

Member Secretary.

Encl. a) Terms & Conditions (T&C)

b) Format of Utilisation Certificate (UC)

c) Cheque for Rs.22,500/- No. 409438 dt:11.03.2022

Copy to: The individual guides

Dr. S. Srinivasan, Dept. of Tech.

copy to: AIC SPS


TAMILNADU STATE COUNCIL FOR SCIENCE AND TECHNOLOGY
DOTE Campus, Chennai-600025

STUDENT PROJECTS SCHEME 2021-2022

Terms and Conditions of the grant

1. The project team SHOULD NOT change the topic of the project and should not deviate from the objectives of the sanctioned proposal. In the event of any such changes, sponsoring will be treated as cancelled and the college should return the sanctioned amount to TNSCST.
2. Every sanctioned project is allotted with a Project code Number. Please refer this number while corresponding with TNSCST.
3. The project sanction letter and the money will be sent to the Principal/Registrar of the institution with a copy to the Project guide.
4. The sanctioned project should be completed and the report should be submitted before end of **May 2022**.
5. The state council will review the progress of the project at any time before completion of the project.
6. On completion of the project, 2-3 pages seminar paper (500 words, Times New Roman, 12 font size, single column, margins left- 2.5cm, right-2cm, top-2cm & bottom- 2cm, Word format without any figures & tables) should be submitted/uploaded in the council website (link will be activated in due course of time) by mentioning the project code.
7. Utilization certificate (UC) should be sent to The Member Secretary, Tamilnadu State Council for Science and Technology, DOTE Campus, Chennai-600025. The Utilization Certificate should be signed by the Guide, HOD and Principal/Registrar/Dean with official **seal** as the case may be.
8. The guides are responsible for timely submission of Seminar Paper and UC.
9. The seminar paper will be included in the form of Proceedings which will be brought out during Seminar cum Exhibition, only for those who submit the UC.
10. **Anyone student** of the project team should present and exhibit the findings before the experts in the Seminar cum Exhibition which will be organized during **July/August 2022**.
11. The project modal /fabrication/equipment are all properties of the council and therefore these are to be kept safely in the college and it should be handed over to the council with necessary details and bills as and when required.
12. During the Seminar cum Exhibition, "best project award and certificate" will be presented to the outstanding selected projects and completion certificates to all.
13. The council reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made. In addition, the Council may designate officer/an Expert to review the work done.
14. If the guide wishes to leave the Institution where the project is based, the Institute/guide will inform the same to the Council and in consultation with Council, evolve steps to ensure successful completion of the project, before relieving the guide. The Council reserves the right to order verification/audit of accounts by any Officer authorized by it. The bills and accounts shall be kept safely.

15. Unspent money if any should be refunded in the form of DD drawn in favour of The Member Secretary, Tamilnadu State Council for Science and Technology, DOTE Campus, Chennai-600025 payable at Chennai.
16. Students/faculties are requested to publish the research papers emerging out of the project work in leading Journals.
17. Investigators must acknowledge the Council in reports and technical/scientific papers publishing based on the research work done under the project
18. If the results of research are to be legally protected by way of patent/copy rights etc. the results should not be published in any form without action being taken to secure legal protection for the research results.
19. The state council encourages the students/faculties, who want to protect the results/invention created out of the project by getting patents through its Patent Information Centre free of cost.
20. The knowledge generated from the project will be the property of TNSCST and should be properly acknowledged. Transfer to technology generated shall be done in consultation with the Council.
21. The recipient organization shall comply, with such other conditions as may be suggested in the 'guidelines' issued in this regard from time to time.
22. All further correspondence should be addressed to **The Member Secretary, Tamilnadu State Council for Science and Technology, DOTE Campus, CHENNAI-600025** and should include project code.


MEMBER SECRETARY

TAMILNADU STATE COUNCIL FOR SCIENCE AND TECHNOLOGY
DOTE Campus, Chennai - 600 025

STUDENT PROJECT SCHEME 2021-2022
UTILISATION CERTIFICATE

(TWO COPIES)

1. Name of the guide and address

2. Name of the student(s)

3. Title of the project

4. Project code

It is certified that a sum of Rs..... (Rupees) Sanctioned by the council for carrying out above mentioned student project has been utilized for the purpose for which it was sanctioned and sum of Rs.remaining unutilized is refunded.

Signature of the guide

Signature of the HOD

Signature of the
REGISTRAR/PRINCIPAL/DEAN
With SEAL



Branch: DOTE CAMPUS
DOTE OFFICE BUILDINGS
SUNDY, CHENNAI
IFSC Code: IBSI0000059

Are Payee Only

VALID FOR THREE MONTHS ONLY

1 1 0 3 2 0 2 2
D D M M Y Y Y Y

PAY The Principal, Sri Sairam Institute of Technology, ताक को OR BEARER
J. Tambaram.

RUPEES शम Twenty Two Thousand Five Hundred only.

अदा को ₹ 22,500/-

च. नं. / A/c No. SB 479135169

FOR MEMBER SECRETARY, TAMILNADU STATE COUNCIL SCIENCE & TECHNOLOGY
CBS Code: 01636

(Signature)
AUTHORISED SIGNATORY
Please sign above

952000080

PAYABLE AT PAR AT ALL OUR BRANCHES

⑈109438⑈ 600019119⑈ 135159⑈ 31

TAMILNADU STATE COUNCIL FOR SCIENCE AND TECHNOLOGY
DOTE CAMPUS, CHENNAI - 600 025

STUDENT PROJECT SCHEME 2019-2020
UTILISATION CERTIFICATE

(TWO COPIES)

1. Name of the guide and address : **Dr.G. SHANMUGASUNDAR**
Associate Professor
Department of Mechanical Engineering
Sri Sri Ram Institute of Technology
Chennai -44.
2. Name of the student(s) : A. Aravindha Krishna
S M. Anand
P. Kishore Kanna
A. Yamini
3. Title of the project : "DESIGN AND FABRICATION OF SMART VOICE
CONTROLLED ROBTIC WHEEL CHAIR (VCR BOT-
VI) FOR DIASABLED PEOPLE"
4. Project code : EME-0129

It is certified that a sum of **Rs.7500 (Rs. Seven thousand five hundred Only)** Sanctioned by the council for carrying out above mentioned student project has been utilized for the purpose for which it was sanctioned and sum of **Rs NIL** remaining unutilized is refunded.


Signature of the guide


Signature of the HOD

DEPARTMENT OF MECHANICAL ENGINEERING
SRI SRI RAM INSTITUTE OF TECHNOLOGY
CHENNAI - 44


Signature of the
REGISTRAR/PRINCIPAL/DEAN
With SEAL
Dr.K.PALANI KUMAR
PRINCIPAL
SRI SRI RAM INSTITUTE OF TECHNOLOGY
SAI LED NAGAR, CHENNAI-600 044.

TAMILNADU STATE COUNCIL FOR SCIENCE AND TECHNOLOGY
DOTE CAMPUS, CHENNAI - 600 025

STUDENT PROJECT SCHEME 2019-2020
UTILISATION CERTIFICATE

(TWO COPIES)

1. Name of the guide and address : **Dr.J.GLADYS AANI SUJITHA**
Assistant Professor
Department of Computer Science and Engineering
Sri Sri Ram Institute of Technology
Chennai -44.
2. Name of the student(s) : E.Sivashankaran
Vasanth Allen
A.Raj
M.Vijay
3. Title of the project : "Milk Distribution Management System"
4. Project code : CSE-0393

It is certified that a sum of Rs.7500 (Rs. Seven thousand five hundred Only)
Sanctioned by the council for carrying out above mentioned student project has been utilized for
the purpose for which it was sanctioned and sum of Rs NIL remaining unutilized is refunded.



Signature of the guide



Signature of the HOD

Dr. B. SREEDevi
HEAD OF THE DEPARTMENT
COMPUTER SCIENCE AND ENGINEERING
SRI SRI RAM INSTITUTE OF TECHNOLOGY
SAI LEO NAGAR, CHENNAI - 600 044.



-Signature of the
REGISTRAR/PRINCIPAL/DEAN

Dr. K. P. ANIL KUMAR
PRINCIPAL
SRI SAI RAM INSTITUTE OF TECHNOLOGY
SAI LEO NAGAR, CHENNAI-600 044.



TAMILNADU STATE COUNCIL FOR SCIENCE AND TECHNOLOGY
DOTE CAMPUS, CHENNAI - 600 025

STUDENT PROJECT SCHEME 2021-2022
UTILISATION CERTIFICATE

(TWO COPIES)

1. Name of the guide and address : Mr.R.Dhanasekar
Assistant Professor,
Department of Electrical and Electronics Engineering,
Sri Sriram Institute of Technology,
Chennai - 44.
2. Name of the student(s) : Kirubanandhan,P
Rahul.V
3. Title of the project : Water Absorbing Pavements by using Porous Concrete
4. Project code : EEE-0492

It is certified that a sum of Rs.7500 (Rs. Seven thousand five hundred Only)
Sanctioned by the council for carrying out above mentioned student project has been utilized for
the purpose for which it was sanctioned and sum of Rs NIL remaining unutilized is refunded.


Signature of the guide


Signature of the HOD


Signature of the
REGISTRAR/PRINCIPAL/DEAN
With SEAL
D.K.PALANI MOHAI
PRINCIPAL
SRI SRIRAM INSTITUTE OF TECHNOLOGY
DOTE LEI NAGAR, CHENNAI-600 044.

10/10

**Audited Utilization Certificate
Mentor-Mentee Scheme**

Name of Institute (with city and state): **Sri Sai Ram Institute of Technology**
IIC ID: **IC201811089**

Name of the Scheme under which Grant was sanctioned: **Mentor-Mentee Scheme**

AICTE Sanction Order No. & Date under which Grant was sanctioned	Amount Sanctioned (Rs.)	CERTIFICATE
Innovation/Mentor Mentee Scheme/596/2020-21 dated 9 th Dec. 2021	Rs.2,25,000	Certified that out of the grant-in-aid of Rs. Two Lakhs Twenty five Thousands sanctioned by the AICTE during the Financial Year 2021-22 as per letter mentioned in the margin, Rs. Nil on account of Interest there on, a sum of Rs.1,80,000 has been utilized for the purpose for which it was sanctioned, and the balance of Rs.45,000 remained unutilized* at the end of the program.

Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kind of checks exercised:

1. Audited Annual Accounts of the Institute
2. Receipt & Payment Account of the Institute
3. Periodical Progress Report of the Institute
4. Audited Statement of Expenditure.
5. Consolidated report of the activities conducted under Mentor Mentee Scheme.

[Signature of Chartered Accountant]

Name of CA: _____
Membership No.: _____
Full Address: _____

**For P.T. PONNAIAH & CO.,
Chartered Accountants**

(with seal)
(mandatory for self financing institutes)

**(P.T. PONNAIAH)
Partner, M. No. 0198731**

[Signature of the Finance Officer]

Name: **BANJAT**
Designation: **MANAGER**
Full Address: _____

(with seal)
(Govt./Govt.Aided/University & whatever applicable)

Place: _____
Date: _____

[Signature of Head of the Institute]

Name: **Dr.K.PALANIKUMAR**
Designation: **PRINCIPAL**
Full Address: **Sri Sai Ram Institute of Technology, Sri Leo Nagar, West Tambaram, Chennai-44.**

[with seal]
(mandatory for all institutes)



[Handwritten signature]

**Audited Utilization Certificate
Mentor-Mentee Scheme**

Name of Institute (with city and state): **Sri Sai Ram Institute of Technology**
IIC ID: **IC201811089**

Name of the Scheme under which Grant was sanction: **Mentor-Mentee Scheme**

AICTE Sanction Order No. & Date under which Grant was sanctioned	Amount Sanctioned (Rs.)	CERTIFICATE
Innovation/Mentor Mentee Scheme/596/2020-21 dated 9 th Dec. 2021	Rs.2,25,000	Certified that out of the grant-in-aid of Rs. Two Lakhs Twenty five Thousands sanctioned by the AICTE during the Financial Year 2021-22 as per letter mentioned in the margin, Rs. Nil on account of interest there on, a sum of Rs.1,80,000 has been utilized for the purpose for which it was sanctioned, and the balance of Rs 45,000 remained unutilized* at the end of the program.

Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised:

1. Audited Annual Accounts of the Institute
2. Receipt & Payment Account of the Institute
3. Periodical Progress Report of the Institute
4. Audited Statement of Expenditure
5. Consolidated report of the activities conducted under Mentor-Mentee Scheme.

[Signature of Chartered Accountant] *2/2*

Name of CA: _____
Membership No.: _____

P.T. PONNAIAH & CO.,
Chartered Accountants

[with seal] *10/2022*
Mandatory for self-financing institutes)

(P.T. PONNAIAH)
Partner, M. No. 0198731

UDIN: **ddc178735A12AB7577**

[Signature of the Finance Officer]

Name: **D. ANAND**
Designation: **MANAGER**

Full Address: _____
[with seal]

(Govt./Govt.Aided/University & whatever applicable)

Place: _____
Date: _____

[Signature of Head of the Institute] *Chakrapani*

Name: **Dr.K.PALANIKUMAR**
Designation: **PRINCIPAL**
Full Address: **Sri Sai Ram Institute of Technology, Sai Leo Nagar, West Tambaram, Chennai-44**
[with seal]

(mandatory for all institutes)



[Handwritten signature]



All India Council for Technical Education
(A Statutory body under Ministry of Education, Govt. of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org



MoE's Innovation Cell
Mentor-Mentee Program for IIC Institutions - Sanction Letter

To,

The Drawing and Disbursing Officer,
All India Council for Technical Education,
Nelson Mandela Marg, Vasant Kunj,
New Delhi - 110070

Sub: Sanction of Rs. 2,25,000/-(Rupees Two Lakh Twenty Five Thousand only) being the **Grant-in-Aid** under the **Mentor- Mentee Program for IIC institutions 2021-22**, MIC payable during the current financial year **2021-22**- reg.

Sir,

With reference to the proposal submitted by the **Sri Sai Ram Institute of Technology**, this is to convey that the sanction of the Council for payment of **Rs. 2,25,000/-(Rupees Two Lakh Twenty Five Thousand only)** as Grant-in-Aid under the **Mentor- Mentee Scheme for IIC institutions 2021-22, MIC** as per details given below:

1.	Name and address of the Beneficiary Institution:	Sri Sai Ram Institute of Technology Sri Sai Ram Institute of Technology , Sai Leo Nagar , West tambaram , Chennai Chennai Tamil Nadu ,600044
2.	Duration of the scheme:	Academic Year 2021-22
3.	Name of the Program Coordinator:	Dr.G.Shanmugasundar
4.	Total Grant-in-aid Sanctioned:	Rs. 2,25,000/-(Rupees Two Lakh Twenty Five Thousand only)
5.	Amount to be released during the year 2021-22:	Rs. 2,25,000/-(Rupees Two Lakh Twenty Five Thousand only)
6.	Sanctioned grant-in-aid is debit to:	INNOVATION CELL ACCOUNT

- The amount of the Grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education on the Grant-in-Aid bill and shall be disbursed to and credited to the account of Director/Principal/ Registrar of the Institute through RTGS/PFMS.
- This Grant-in-Aid is being released in conformity with the terms & conditions as well as norms of the scheme as already communicated, and also being communicated in this letter.

The instructions/guidelines to be followed by University/Institution

- Release of funds (Reimbursement as per actual basis)**

- ✓ The Principal/ Director/Head of the institute are hereby requested to verify the correctness of the under mentioned bank account/ RTGS details submitted by them, in which the grant is being released:

Institute PAN No.	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
AABTS7101F	Citi Union Bank	Poonthandalam	City Union Bank ,Poonthandalam, Sairam College Campus Tamil Nadu Chennai	SRI SAI RAM INSTITUTE OF TECHNOLOGY	Savings	500101012388680	CIUB0000634

In case of any omission the same should be reported to AICTE immediately.

- ✓ The sanction is issued in exercise of the powers delegated to the council and other terms & conditions laid down in the guidelines of the scheme. 100% of the sanctioned amount will be released as grant in aid to the account of the beneficiary institute (Mentor IIC Institute).

II. Maintenance of accounts

- ✓ The Institute shall strictly follow the provisions laid down in the scheme document and sanction order No. *F.No. Innovation/Mentor Mentee Scheme/596/2020-21* Dated: 9th Dec. 2021 issued by this office. All correspondences related to the scheme must contain this number along with year of sanction of the scheme; failing which correspondence will not be entertained.
- ✓ The mentor IIC institute shall maintain proper accounts of the expenditure out of the grants, which shall be utilized only on the scheme.
- ✓ Institute needs to maintain the record of all original bills/honorarium receipts/transaction proof/voucher and invoice etc., AICTE/MIC or its nominee shall have the right to check/verify the account to satisfy that the fund has been utilized for the purpose for it was sanctioned.
- ✓ The Principal / Director / Registrar shall intimate about the receipt of the grant to AICTE/MIC.

III. Instructions for implementation of Project Funds

Sr. No	Activity	No of activities	Budget in Rupees	Expenses Covered
1	Conduct an orientation cum mentoring sessions for all the key functionaries of IIC members at mentee institutions. It may be conducted online mode.	At least 2 nos/Year {@Rs.3000 /mentor expert, 2 mentor experts per session}	12,000/-	honorarium

2	Mentor Institute Representative to take part in the quarterly progress meetings of mentee IIC institutions and provide guidance on planning, action plan preparation and improvisation of I&E activities to be conducted in the mentee institutions. Sessions may be conducted in online mode.	Minimum 15 nos. @Rs.1000/ meeting. (at least 3 meetings /mentee institute for 5 mentee institutions). A senior and competent IIC member of the mentor to take part in quarterly planning and review meetings conducted during the IIC calendar year in mentee institutions	15,000/-	honorarium
3	Mentor Institute to handhold all mentee institution in conducting at least two activities listed in the IIC calendar activity plan and support in identifying competent external experts and arranging sessions and honorarium to external experts. Sessions may be conducted in online mode.	At least 2 nos {@Rs.3000 /external expert, 2 external experts per session}	12,000/-	Expert's fee/honorarium
4	Mentor institute to organize a 2-day exposure visit cum training program focusing on long Innovation, IP, Entrepreneurship, pre-incubation and Incubation facility creation, IPR filing & management and start-up services and policy mechanisms (NISP, ARIIA and others) support for student and faculty etc. for mentee institute representatives. This is ideally a physical mode activity.	1 Number (Refer Table-2 for budget breakup)	1,25,000/-	Expert's fee/honorarium, food, site visits, accommodation and training and communication material cost for the participants
5	Mentor institute to conduct progress monitoring cum feedback & Impact evaluation study visit to each mentee institute especially towards the end of IIC calendar year or in	Total 5 nos of visits. (One-day visit by an expert/IIC member from the Mentor institute to the mentee institute. It covers local travel ad train or Air Travel cost	50,000/-	Mentors TA, honorarium cost.

	the 4 th Quarter. Ideally this should be a physical visit.	with upper cap of Rs.10000 per visit includes local travel cost). Stay arrangement to be made by the respective mentee institute		
6	Miscellaneous/contingency fund		11000/-	
	Total		2,25,000/-	

Table:2			
Budge Breakup for Activity 4			
S.No	Particulars	Maximum Amount/Person/Day In Rupees	Maximum Amount/Particular In Rupees
1	Accommodation for Participants (up to 10 members @2 members per mentee institute for 2 days)	Rs. 1500/-per person for 3 days	45000/-
2	Food	Rs. 800/- per person per day for 3 days	24000/-
3	Honorarium to invited external experts only (up to 4 numbers)	Rs. 5000/ expert	20000/-
4	Travel Reimbursement for Participants	Actual travel cost (Road or train or flight) with upper cap Rs. 5000/ mentee institute (with maximum 2 participants) and from 5 mentee institutions	25,000/-
5	Stationary, Printing (Design and printing of Brochure, registration kit and banner) etc.		11000/-
Total			125000/-

I. Utilization & Refund of Grant

- The Principal / Director / Registrar shall intimate about the receipt of the grant to AICTE/MIC.
- The fund, so released shall be utilized to conduct the prescribed activities for handholding, mentoring, and supporting mentee institutions in building/streamlining/strengthening the innovation and entrepreneurship eco-system and shall not be used for purchase of equipment like computer, laptop or fixed assets etc.
- The released/sanctioned fund for Mentor-Mentee program cannot be utilized for any other program/ sessions or activities.
 - ✓ In case the Mentor-Mentee program is cancelled, the funds must be returned back to AICTE/MIC immediately with interest accrued thereon.

- ✓ In any case, if the institute is required to refund the grant or interest accrued thereon or balance amount, the amount will be refunded to AICTE/MIC. (by way of a demand draft in favor of INNOVATION CELL ACCOUNT payable at New Delhi or through NEFT/RTGS at INNOVATION CELL ACCOUNT, Account No:37903899633, IFSC: SBIN0050203, SBI, SHASTRI BHAWAN, RAJENDRA PRASAD ROAD, NEW DELHI 11000).
- ✓ As MIC needs adequate time for depositing the Demand Draft in the bank, the same be immediately dispatched to avoid any lapse of the validity period. Meanwhile, institute can plan and start the activities as prescribed from the date of issuance of sanction order.
- The Institute shall strictly follow the provisions laid down in the scheme document and sanction order No. *F.No. Innovation/Mentor Mentee Scheme/596/2020-21 Dated: 9th Dec. 2021* issued by this office. All correspondences related to the scheme must contain this number along with year of sanction of the scheme; failing which correspondence will not be entertained.

II. Progress Monitoring and Reporting

IIC institution needs to upload the quarterly or semester wise progress reports periodically in the Mentor-mentee portal and final report submission along with following supporting documents within prescribed period of the completion of Mentor- Mentee program activities.

✓ Usage of Fund:

Original Statement of actual expenditure in the prescribed proforma duly signed by the Head of the institution, president of IIC Institute and countersigned by Registrar/Finance Officer/Govt. Auditor

or

In case of self-financing/private institutions, Statement of actual Expenditure & Utilization Certificate are required to be audited & signed by a Chartered Accountant (with membership no., full address & stamp). Photocopies of formats are enclosed.

- ✓ The **Utilization Certificate (UC)** supported by Audited Statement of Expenditure to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the AICTE/MIC immediately after completion of the scheme to the following **Address: MoE's Innovation Cell(MIC), Room No. 316, 3rd Floor, AICTE HQ, Nelson Mandela Road, New Delhi-110070**
 - It should contain the head-wise break up of expenditure made from the grant-in-aid provided by the Council. Audited Statement of Expenditure indicating expenditure incurred in the total duration of the scheme in the prescribed format and GFR-19 shall be submitted to the Council.

III. Prescribed Activities for IIC Institutions

Under the Mentor-Mentee program, the mentor IIC institution will do the following suggestive activities for their mentee institutions;

1. The key functionaries of IIC at the mentor institute will conduct orientation sessions for all the key functionaries of IIC members of mentee institutions.

2. The mentor institute shall nominate its key functionaries of IIC to join the IICs of mentee institutions as an external expert member.
3. The mentor institute is required to handhold all mentee institutions in conducting at least two activities listed in the IIC calendar activity plan and support in identifying competent external experts and arranging sessions and honorarium to external experts
4. Mentor institute shall organize a 2-day exposure visit cum training program focusing on pre-incubation and Incubation facility creation, IPR filing & management and start-up services and policy mechanisms (NISP, ARIIA and others) support for student and faculty etc. for mentee institute participants. This is ideally a physical activity.
5. The mentor institute needs to conduct progress monitoring cum feedback & impact evaluation study visit to each mentee institute especially towards the end of IIC calendar year or in the 4th Quarter. Ideally this should be a physical visit.
6. The mentor institution is expected to encourage, guide and handhold mentee institutions in participating various innovation and entrepreneurship initiatives of MoE such as adoption of NISP, formulation of I&E policy at the institute level, Participation in ARIIA, Training of Innovation Ambassadors, Mentoring support to students and establishment of pre-incubation and incubation facilities etc.
7. Inviting participation form mentee institutions for the innovation and entrepreneurship activities are being organised by mentor institute as part of IIC calendar, Self-Driven activities etc.

**The activities 1, 2, and 3 may be organised either on online mode or physical mode as per the convenient to both mentor and mentee institutions.*

VII. Guideline for Conducting and delivering of the activities:

1. **To conduct orientation sessions for all the key functionaries of IIC members of mentee institutions.**
 - ✓ At least two orientations cum mentoring sessions for all mentee institutions or separate session for each mentee institution may be planned and conducted.
 - ✓ One orientation session should be organised at the beginning of the Semester/IIC Calendar year and one at the mid of IIC calendar year.
 - ✓ Orientation session shall be conducted on online mode using video conferencing platforms.
 - ✓ Key functionaries of mentor IIC institution shall join as mentor expert and will take the session and explain the best practices, cases of their institute on how they are driving the I&E ecosystem highlighting resource mobilization strategies.
 - ✓ A competent and experienced Key functionary from the mentor IIC institute will deliver the session on above objectives, and a maximum honorarium amount of Rs. 3000/- per expert per orientation session can be provided for this purpose.
 - ✓ A total budget of maximum Rs. 12000/- for two orientation sessions is provisioned.
2. **Take part in the quarterly progress meetings of mentee institutions and provide guidance and support in planning, action plan preparation, and improvisation of I&E activities to be conducted**

in the mentee institutions.

- ✓ At least one-member representation from the mentor institution in each mentee institution is required.
- ✓ The president of mentor IIC institute will nominate the member and he/she will take part in quarterly IIC meetings of IIC mentee institute.
- ✓ Once the member nominated for the mentee institute, same member is required to continue till the end of the IIC calendar year.
- ✓ Each nominated member need to take part in at least 3 such quarterly/semester meetings during the IIC calendar year.
- ✓ Quarterly meetings shall be conducted on online mode using video conferencing platforms.
- ✓ Role of member in mentee IIC institute is to actively participate in quarterly progress meeting of mentee IIC institutions and provide guidance on planning, action plan preparation, progress assessment and improvisation of I&E activities to be conducted in the mentee institutions.
- ✓ Mentor IIC institute may provide an honorarium of Rs. 1000/- to the nominated members upon completion of the such meeting and submission of verified report along with meeting outcomes to the president of IIC institute.
- ✓ A senior and competent IIC member of the mentor to take part in quarterly planning and review meetings conducted during the IIC calendar year in mentee institutions
- ✓ A total budget of maximum Rs. 15000/- for participation in 15 numbers of meetings in 5 mentee institutions during the IIC calendar year.

3. Planning and delivering of two IIC calendar activities for mentee IIC institutions

- ✓ Mentor institute in coordination with mentee institutions will identify two IIC calendar activities to be conducted for the mentee IIC institutions.
- ✓ Mentor institute will prepare the session plan and identify the external resource persons to deliver the session.
- ✓ Repute and experienced experts drawn from national and regional ecosystem should deliver the session.
- ✓ All mentee institute should ensure minimum participation of 250 nos includes IIC members, students and faculty members and staff.
- ✓ Activities shall be conducted on online mode using video conferencing platforms.
- ✓ Each session/activity should accommodate at least two external experts. A maximum honorarium amount of Rs. 3000/- per expert per session can be provided for this purpose.
- ✓ A total budget of maximum Rs. 12000/- for orientation sessions is provisioned.

4. Organize a 2 days long I&E exposure visit cum training program on I&E related theme such as pre-incubation and Incubation facility creation, IPR filing & management etc. for mentee institute representatives.

- ✓ Mentor institute will plan, host and organize a 2-day long exposure cum training program for the participants from mentee IIC institutions.
- ✓ Mentor institute shall get participant nominations from mentee IIC institutions.

Mentee institutions can nominate up to two key functionaries of their IICs.

- ✓ A total 10 participants from the 5 mentee institutions shall comprise the one cohort of training to be conducted on physical mode.
 - ✓ The mentor institute shall take care the venue related expenses and delivering the training program. Expenses may include expert's fee/honorarium, food, site visits, accommodation and training and communication material cost for the participants etc. A detail breakup is provided in Table 2.
 - ✓ The mentor institute shall reimburse the travel cost of nominee/representatives from the mentee institutions. Actual travel cost (road or train or flight) or the upper cap Rs. 5000/ mentee institute (with maximum 2 participants) can be accommodated.
 - ✓ A total budget of maximum Rs. 125000/- for a batch size of 10 participants from 5 mentee institutions is provisioned.
5. **To conduct visits to each mentee institution for progress monitoring & impact evaluation study especially towards the end of IIC calendar year or in the 4th Quarter.**
- ✓ The Key functionaries or nominated members of mentor IIC institution to mentee institutions shall make a one-day visit to the campus of mentee institute to observe the progress, facility and function of IICs and discuss with the IIC members.
 - ✓ Mentor expert will check the progress and provide feedback and on spot mentoring support to the mentee institute on improvisation of I&E ecosystem, strategies and how to improve the score and star of mentee institute.
 - ✓ An impact evaluation study shall be planned and conducted and represented. A well designed communication brochure and annual report of IIC institute with achievement and impact should be incorporated. Mentor institute will guide mentee institutions in preparing and finalizing the IIC annual reports.
 - ✓ The local and travel (road, train and air) expense of members shall be drawn from the budget provisioned.
 - ✓ A total budget of maximum Rs. 25000/- covers visits to 5 mentee institutions (Rs.10000 per member per visit covers TA and honorarium) is provisioned.
 - ✓ Mentee institute will provide local stay and organizing progress monitoring cum feedback/mentoring meeting should be planned in advance.
6. **The mentor institution is expected to encourage, guide and handhold mentee institutions in participating various innovation and entrepreneurship initiatives of MoE such as adoption of NISP, formulation of I&E policy at the institute level, Participation in ARIIA, Training of Innovation Ambassadors, Mentoring support to students and establishment of pre-incubation and incubation facilities etc.**
7. **Inviting participation form mentee institutions for the innovation and entrepreneurship activities are being organised by mentor institute as part of IIC calendar, Self-Driven activities etc.**
8. **Delivering activities of Mentor-Mentee Scheme**
- ✓ The President and concern program coordinator of the mentor institute shall be primarily responsible for the implementation of the project.

- ✓ All mentee institutions are also required to nominate coordinators (one from each mentee institutions) as the co-coordinators of the project at mentee institution level.
- ✓ Quarterly presentation on the planned activities and implementation progress should be submitted in the Mentor-Mentee section of the IIC Portal.
- ✓ If it is found that the grant-in-aid released is not being utilized for the purposes for which it was intended for and the progress of the programme is not satisfactory, action may be taken or funding support may be withdrawn.
- ✓ Further extension of financial support from AICTE, MIC shall be based on the progress of the scheme and effective utilization of the earlier grant-in-aid provided.
- ✓ If the Mentor institute coordinator leaves the institution, retires, or goes on long leave, the institute will appoint another Mentor Institute Coordinator to the programme, and immediate intimation to the MIC in this regard.

VIII. Use of Logos

- ✓ In case of activities organized in online mode, the logos of MIC, AICTE and IIC should be used properly labelled and prominently displayed.
- ✓ In case of physical activities, logos of MIC, AICTE and IIC must be prominently placed in the banners/stage backdrop/podium/venue, and displayed.
- ✓ All publicity materials/ advertisements/ brochures/ invitation cards/ any other collaterals/ event backdrop etc. related to Mentor-Mentee Program must carry the MIC, AICTE and IIC logo.

IX. Activity Report

Both mentor and mentee institutions are required upload activity reports related to mentor-mentee program in the IIC portal. Following documents and reports are required to upload by end of every quarter/semester or periodically by the mentor and mentee institutions;

- ✓ Brief plan and calendar for the Activities to be conducted
- ✓ A time activity chart indicating schedule along with deliverables for each participating institution.
- ✓ Reports for the activities completed.
- ✓ Sessions details, experts' details and feedback from participants.
- ✓ Details of financial layout and expenses incurred for the activities.
- ✓ Copies of letters of intents/MOU are signed with mentee institutions.
- ✓ The Mentor Institute Coordinator must submit progress report every quarter indicating
 - a. The progress of the activities under Mentor-Mentee Scheme and the status of the grant-in-aid utilized.
 - b. Geotagged photographs (maximum 15) of all the activities under Mentor-Mentee Scheme.
 - c. A video of 2-minute duration (per mentee institute) having: (i) Introduction by Coordinator mentioning the name and state of Mentee IIC and Mentor IIC institute. (ii) Activities conducted under Mentor-Mentee scheme (iii) How the Mentor-Mentee Scheme was beneficial to students, faculty and institute? (iv) Acknowledgement of AICTE/MIC support.

X. Monitoring

- ✓ AICTE/MIC may depute an Officer/Observer to oversee the quality of the conference and collect feedback from the venue

XI. Expected Outcomes

- ✓ Active participation and involvement of IIC members; students, faculty members and staff from both mentor and mentee institutions.
- ✓ A streamlined and strengthened innovation and entrepreneurship ecosystem with functional IICs in mentee institutions.
- ✓ Increase in awareness level among students, faculties and staff on recent developments and approaches in for innovation, entrepreneurship and intellectual property and their importance in wealth creation at individual level and national level.
- ✓ Nurturing leadership potential of student innovators, and entrepreneurs by providing them coordination role to achieve the program objective.
- ✓ Program will set foundation for institute's participation in MoE's Innovation and Entrepreneurship initiatives such as IIC, ARIIA, Hackathons, NISP, National Innovation Contest, and YUKTI and related programs at MIC and AICTE.

XII. General instructions

- ✓ The grantee Institution shall observe all financial norms and guidelines as prescribed by the AICTE/ Government of India from time to time. GOI GFR rules (@<https://doe.gov.in/order-circular/general-financial-rules2017-0>) should be followed during utilization of grant.
- ✓ This Sanction Order may be treated as Offer Letter for all purposes.

XIII. Duration of the Project: Duration of project shall be of one IIC calendar year.

For more information, please write your query to Ms. Selvarani, Innovation Officer.

Email: selva.rani@aicte-india.org, mm.iic.mic@aicte-india.org, **Phone no:** 011 2958 1513

Yours sincerely,



Dipan Sahu
Asst. Director, MIC

Copy forwarded for information and necessary action to:

- ✓ Principal/Hol
- ✓ IIC President
- ✓ Guard File

भारत सरकार
परमाणु ऊर्जा विभाग

GOVERNMENT OF INDIA
DEPARTMENT OF ATOMIC ENERGY



इन्दिरा गान्धी परमाणु अनुसंधान केंद्र
कलककुक्कन 600 102 तमिल नाडु

INDIRA GANDHI CENTRE
FOR ATOMIC RESEARCH,
KALPARKAM 600 102 TAMILNADU

Safety Quality and Resource Management Group

WORK ORDER

No: IGCAR/SQRMG/RESD/RAMS/2023/08

6th October 2023

To:

Dr B. Sreedevi
Professor & HOD (CSE)
Sri Sai Ram Institute of Technology
West Tambaram
Chennai

Sub: Work Order for Development of GUI Platform towards Classification and Prediction of Breast Thermograms Based on Deep Learning Tools.

Your project proposal on Development of GUI Platform Towards Classification and Prediction of Breast Thermograms Based on Deep Learning Tools submitted has been accepted and on behalf of the President of India, for a total value including 18 % GST of Rs 17,13,400 (Rupees Seventeen Lakhs Thirteen Thousand Four Hundred only) subject to terms and conditions given in Annexure 1.

Scope of work: To develop GUI platform and prediction of Breast Thermograms using Deep Learning Tools.

Contract Period: The contract is for a period of 24 months from the date of issue of WO.

Terms of Payment: Indicated in Annexure 1.

Acknowledgement

The receipt of the work order shall be acknowledged and your acceptance shall be communicated immediately.

Copy to
Accounts Officer


Director SQRMG

For and on behalf of President of India

Annexure – I

Job Description:

To develop GUI platform and prediction of Breast Thermograms using Deep Learning Tools and validation of model using large set of data.

Review Meeting:

The project team will meet twice a year for a review meeting. The team members would give a report on previous phase activities and make plans for the next six month's activities. The review team would go through all of their files and assist them in completing all of their assignment on time.

Reporting:

The project team would prepare reports for a period of three months and submit them to Indira Gandhi Center of Atomic Research, Kalpakkam.As and when required, the project team would update them with the required information about the project activities.

Deliverables:

To develop GUI Platform as validate the model using large set of data and classification based on Deep Learning Tools for classification of Breast Thermograms.Prediction of GUI platform has to be done. The developed model has to be installed in the workstation. The workstation has to be handed over to IGCAR and demonstration of the developed model has to be carried out.

Period of Validity:

24 months from the date of issue of Work Order.

Payment Terms:

- At the time of appointment of manpower for the project, 30 % of amount can be sanctioned, 30% after 1st year completion, 30 % after 2nd year completion. The balance 10% would be given after completion of the project and submission of the final report and deliverables.
- GST compliance invoice to be submitted for release of payment and TDS on GST will be recovered on each payment.
- A separate bank account needs to be maintained by the party for the amount received from IGCAR for this project and the interest shall be used for this particular project. However, the project cost should not exceed the total sanctioned cost.



SAI RAM INSTITUTE OF TECHNOLOGY

An Autonomous Institution | Affiliated to Anna University & Approved by AICTE, New Delhi
Accredited by NBA and NAAC, A++ | ISO 9001:2015 Certified | AICTE (MPE) Approved
Sri Laxmi Nagar, West Tambaram, Chennai - 600 044. www.sairamit.edu.in



Ref: T.O.No.111 /S4/SSIT,Ch-44 / 733/ 2022

Date: 11.03.2022

Submitted to the Chairman

Sir,

Sub : SSIT,Ch-44- AICTE Grant-in-Aid under the Mentor-Mentee Scheme for the Year 2021-2022 – Approval – Requested – Reg.

Ref : 1. AICTE Lr.No. Innovation/Mentor-Mentee Scheme/596/2020-21 dated 09.12.2021 received from Assistant Director, MIC, AICTE, New Delhi.

2. Letter dated 10.03.2022 received from Dr.G.Shanmugasundar, Associate Professor, Dept. of Mech & Convenor/IIC.

The references cited above are submitted herewith for kind perusal.

It is submitted that the AICTE has granted a sum of Rs.2,25,000/- (Rupees two lakhs twenty five thousand only) under Mentor-Mentee scheme for IIC Institutions and the amount released and credited into our account. (copy of Advice enclosed).

Accordingly, Dr.G.Shanmugasundar, Convenor, IIC has requested necessary permission may be granted to implement the above scheme with the following Mentee Institutions for utilization of the amount.

1. Prince Dr.K.Vasudevan College of Engineering
2. G.K.M. College of Engineering & Technology
3. Sri Kanyaka Parameswari Arts and Science College for Women
4. S.A.Engineering College
5. St. Peter's College of Engineering and Technology

Submitted to the Chairman for kind perusal and approval.

Encl : as above


PRINCIPAL

PRINCIPAL

SRI SAI RAM INSTITUTE OF TECHNOLOGY
SAI LEO NAGAR, CHENNAI-600 044.



From:

10.03.2022

Dr.G.Shanmugasundar
AP/ Meech & Convenor /IIC
Sri Sai Ram Institute of Technology,
West Tambaram, Chennai.

To

The Principal,
Sri Sai Ram Institute of Technology,
West Tambaram, Chennai .



Respected Sir,

Sub: Requisition of approval for mentoring support under IIC- Mentor- Mentee scheme with financial aids sanctioned by AICTE- MOE's Innovation -Reg.

We are glad to inform you AICTE- MOE's has approved and funded our Institute IIC providing the mentoring orientation programs for 05 mentee institutions under AICTE- IIC Mentor -Mentee scheme with the funding amount of **Rs 2,25,000/-** for the year 2021-2022 , so we request you to grant permission to implement the above mentioned support to our mentee institutes . Kindly permit us to utilise the received fund for the same as per AICTE- IIC norms.

Name of the scheme : "**AICTE- MOE's – IIC Mentor- Mentee Scheme**"

Mentor Institute: Sri Sai Ram Institute of Technology

Name of the Allotted Mentee Institutes by AICTE:

1. Prince Dr.K.Vasudevan college of Engineering
2. G.K.M College of Engineering & Technology
3. Sri Kanyaka Parameswari Arts and Science College for Women
4. S.A Engineering College
5. St.Peter's College of Engineering and Technology

IIC President :Dr.K.Palanikumar , Professor & Principal

IIC Convenor : Dr.G.Shanmugasundar

Thanking You,

Yours Sincerely,

(Dr.G.Shanmugasundar)



Dr. G. Shanmugasundar
10/03/2022



All India Council for Technical Education
(A Statutory body under Ministry of Education, Govt. of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org



MoE's Innovation Cell
Mentor-Mentee Program for IIC Institutions - Sanction Letter



To,
The Drawing and Disbursing Officer,
All India Council for Technical Education,
Nelson Mandela Marg, Vasant Kunj,
New Delhi - 110070

Sub: Sanction of Rs. 2,25,000/- (Rupees Two Lakh Twenty Five Thousand only) being the Grant-in-Aid under the Mentor- Mentee Program for IIC Institutions 2021-22, MIC payable during the current financial year 2021-22- reg.

Sir,

With reference to the proposal submitted by the Sri Sai Ram Institute of Technology, this is to convey that the sanction of the Council for payment of Rs. 2,25,000/- (Rupees Two Lakh Twenty Five Thousand only) as Grant-in-Aid under the Mentor- Mentee Scheme for IIC Institutions 2021-22, MIC as per details given below:

1.	Name and address of the Beneficiary Institution:	Sri Sai Ram Institute of Technology Sri Sai Ram Institute of Technology , Sai Leo Nagar , West tambaram , Chennai Chennai Tamil Nadu ,600044
2.	Duration of the scheme:	Academic Year 2021-22
3.	Name of the Program Coordinator:	Dr.G.Shanmugasundar
4.	Total Grant-in-aid Sanctioned:	Rs. 2,25,000/- (Rupees Two Lakh Twenty Five Thousand only)
5.	Amount to be released during the year 2021-22:	Rs. 2,25,000/- (Rupees Two Lakh Twenty Five Thousand only)
6.	Sanctioned grant-in-aid is debitable to:	INNOVATION CELL ACCOUNT

- The amount of the Grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education on the Grant-in-Aid bill and shall be disbursed to and credited to the account of Director/Principal/ Registrar of the Institute through RTGS/PPMS.
- This Grant-in-Aid is being released in conformity with the terms & conditions as well as norms of the scheme as already communicated, and also being communicated in this letter.

The instructions/guidelines to be followed by University/Institution

- Release of funds (Reimbursement as per actual basis)

- ✓ The Principal/ Director/Head of the institute are hereby requested to verify the correctness of the under mentioned bank account/ RTGS details submitted by them, in which the grant is being released:

Institute PAN No.	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
AABTS7101F	Citi Union Bank	Poonthandalam	City Union Bank, Poonthandalam, Sairam College Campus, Tamil Nadu, Chennai	SRI SAI RAM INSTITUTE OF TECHNOLOGY	Savings	500101012388680	CIU90000634

In case of any omission the same should be reported to AICTE immediately.

- ✓ The sanction is issued in exercise of the powers delegated to the council and other terms & conditions laid down in the guidelines of the scheme. 100% of the sanctioned amount will be released as grant in aid to the account of the beneficiary institute (Mentor IIC Institute).

II. Maintenance of accounts

- ✓ The Institute shall strictly follow the provisions laid down in the scheme document and sanction order No. F.No. Innovation/Mentor Mentee Scheme/596/2020-21 Dated: 9th Dec. 2021 issued by this office. All correspondences related to the scheme must contain this number along with year of sanction of the scheme; failing which correspondence will not be entertained.
- ✓ The mentor IIC institute shall maintain proper accounts of the expenditure out of the grants, which shall be utilized only on the scheme.
- ✓ Institute needs to maintain the record of all original bills/honorarium receipts/transaction proof/voucher and invoice etc., AICTE/MIC or its nominee shall have the right to check/verify the account to satisfy that the fund has been utilized for the purpose for it was sanctioned.
- ✓ The Principal / Director / Registrar shall intimate about the receipt of the grant to AICTE/MIC.

III. Instructions for implementation of Project Funds

Sr. No	Activity	No of activities	Budget in Rupees	Expenses Covered
1.	Conduct an orientation cum mentoring sessions for all the key functionaries of IIC members at mentee institutions. It may be conducted online mode.	At least 2 nos/Year (@Rs.3000 /mentor expert, 2 mentor experts per session)	12,000/-	honorarium

2	Mentor Institute Representative to take part in the quarterly progress meetings of mentee IIC institutions and provide guidance on planning, action plan preparation and improvisation of I&E activities to be conducted in the mentee institutions. Sessions may be conducted in online mode.	Minimum 15 nos. @Rs.1000/- meeting. (at least 3 meetings /mentee institute for 5 mentee institutions). A senior and competent IIC member of the mentor to take part in quarterly planning and review meetings conducted during the IIC calendar year in mentee institutions.	15,000/-	honorarium.
3	Mentor institute to handhold all mentee institution in conducting at least two activities listed in the IIC calendar activity plan and support in identifying competent external experts and arranging sessions and honorarium to external experts. Sessions may be conducted in online mode.	At least 2 nos. (@Rs.3000 /external expert, 2 external experts per session)	12,000/-	Expert's fee/honorarium
4	Mentor Institute to organize a 2-day exposure visit cum training program focusing on long Innovation, IP, Entrepreneurship, pre-incubation and incubation facility creation, IPR filing & management and start-up services and policy mechanisms (NISF, ARIIA and others) support for student and faculty etc. for mentee institute representatives. This is ideally a physical mode activity.	1 Number (Refer Table-2 for budget breakup)	1,25,000/-	Expert's fee/honorarium, food, site visits, accommodation and training and communication material cost for the participants.
5	Mentor institute to conduct progress monitoring cum feedback & impact evaluation study visit to each mentee institute especially towards the end of IIC calendar year or in	Total 5 nos of visits. (One-day visit by an expert/IIC member from the Mentor institute to the mentee institute. It covers local travel ad train or Air Travel cost	50,000/-	Mentors TA, honorarium cost.

	the 4 th Quarter. Ideally this should be a physical visit.	with upper cap of Rs. 10000 per visit includes local travel cost). Stay arrangement to be made by the respective mentee institute		
6	Miscellaneous/contingency fund		11000/-	
	Total		2,25,000/-	

Table:2
Budge Breakup for Activity 4

S.No	Particulars	Maximum Amount/Person/Day in Rupees	Maximum Amount/Particular in Rupees
1	Accommodation for Participants (up to 10 members @2 members per mentee institute for 3 days)	Rs. 1500/- per person for 3 days	45000/-
2	Food	Rs. 800/- per person per day for 3 days	24000/-
3	Honorarium to invited external experts only (up to 4 numbers)	Rs. 5000/- expert	20000/-
4	Travel reimbursement for Participants	Actual travel cost (Road or train or flight) with upper cap Rs. 5000/ mentee institute (with maximum 2 participants) and from 5 mentee institutions.	25,000/-
5	Stationary, Printing (Design and printing of Brochure, registration kit and banner) etc.		11000/-
Total			125000/-

1. Utilization & Refund of Grant

- The Principal / Director / Registrar shall intimate about the receipt of the grant to AICTE/MIC.
- The fund, so released shall be utilized to conduct the prescribed activities for handholding, mentoring, and supporting mentee institutions in building/streamlining/strengthening the innovation and entrepreneurship eco-system and shall not be used for purchase of equipment like computer, laptop or fixed assets etc.
- The released/sanctioned fund for Mentor-Mentee program cannot be utilized for any other program/ sessions or activities.
 - ✓ In case the Mentor-Mentee program is cancelled, the funds must be returned back to AICTE/MIC immediately with interest accrued thereon.

- ✓ In any case, if the institute is required to refund the grant or interest accrued thereon or balance amount, the amount will be refunded to AICTE/MIC, (by way of a demand draft in favor of INNOVATION CELL ACCOUNT payable at New Delhi or through NEFT/RTGS at INNOVATION CELL ACCOUNT, Account No:37903899633, IFSC: SBIN0050203, SBI, SHASTRI BHAWAN, RAJENDRA PRASAD ROAD, NEW DELHI 110001).
- ✓ As MIC needs adequate time for depositing the Demand Draft in the bank, the same be immediately dispatched to avoid any lapse of the validity period. Meanwhile, institute can plan and start the activities as prescribed from the date of issuance of sanction order.
- The institute shall strictly follow the provisions laid down in the scheme document and sanction order No. F.No. Innovation/Mentor-Mentee Scheme/596/2020-21 Dated: 9th Dec. 2021 issued by this office. All correspondences related to the scheme must contain this number along with year of sanction of the scheme, failing which correspondence will not be entertained.

II. Progress Monitoring and Reporting

IIC institution needs to upload the quarterly or semester wise progress reports periodically in the Mentor-mentee portal and final report submission along with following supporting documents within prescribed period of the completion of Mentor-Mentee program activities.

✓ Usage of Fund:

Original Statement of actual expenditure in the prescribed proforma duly signed by the Head of the Institution, president of IIC Institute and countersigned by Registrar/Finance Officer/Govt. Auditor.

OR

In case of self-financing/private institutions, Statement of actual Expenditure & Utilization Certificate are required to be audited & signed by a Chartered Accountant (with membership no., full address & stamp). Photocopies of formats are enclosed.

- ✓ The **Utilization Certificate (UC)** supported by Audited Statement of Expenditure to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the AICTE/MIC immediately after completion of the scheme to the following Address: MoE's Innovation Cell(MIC), Room No. 316, 3rd Floor, AICTE HQ, Nelson Mandela Road, New Delhi-110070
- It should contain the head-wise break up of expenditure made from the grant-in-aid provided by the Council. Audited Statement of Expenditure indicating expenditure incurred in the total duration of the scheme in the prescribed format and GFR-19 shall be submitted to the Council.

III. Prescribed Activities for IIC Institutions

Under the Mentor-Mentee program, the mentor IIC institution will do the following suggestive activities for their mentee institutions;

1. The key functionaries of IIC at the mentor institute will conduct orientation sessions for all the key functionaries of IIC members of mentee institutions.

2. The mentor institute shall nominate its key functionaries of IIC to join the IICs of mentee institutions as an external expert member.
3. The mentor institute is required to handhold all mentee institutions in conducting at least two activities listed in the IIC calendar activity plan and support in identifying competent external experts and arranging sessions and honorarium to external experts.
4. Mentor institute shall organize a 2-day exposure visit cum training program focusing on pre-incubation and incubation facility creation, IPR filing & management and start-up services and policy mechanisms (NISP, ARIA and others) support for student and faculty etc. for mentee institute participants. This is ideally a physical activity.
5. The mentor institute needs to conduct progress monitoring cum feedback & impact evaluation study visit to each mentee institute especially towards the end of IIC calendar year or in the 4th Quarter. Ideally this should be a physical visit.
6. The mentor institution is expected to encourage, guide and handhold mentee institutions in participating various innovation and entrepreneurship initiatives of MoE such as adoption of NISP, formulation of I&E policy at the institute level, Participation in ARIA, Training of Innovator Ambassadors, Mentoring support to students and establishment of pre-incubation and incubation facilities etc.
7. Inviting participation from mentee institutions for the innovation and entrepreneurship activities are being organised by mentor institute as part of IIC calendar, Self-Driven activities, etc.

**The activities 1, 2, and 3 may be organised either on online mode or physical mode as per the convenient to both mentor and mentee institutions.*

VII. Guideline for Conducting and delivering of the activities:

1. **To conduct orientation sessions for all the key functionaries of IIC members of mentee institutions.**
 - ✓ At least two orientations cum mentoring sessions for all mentee institutions or separate session for each mentee institution may be planned and conducted.
 - ✓ One orientation session should be organised at the beginning of the Semester/IIC Calendar year and one at the mid of IIC calendar year.
 - ✓ Orientation session shall be conducted on online mode using video conferencing platform.
 - ✓ Key functionaries of mentor IIC institution shall join as mentor expert and will take the session and explain the best practices, cases of their institute on how they are driving the I&E ecosystem highlighting resource mobilization strategies.
 - ✓ A competent and experienced Key functionary from the mentor IIC institute will deliver the session on above objectives, and a maximum honorarium amount of Rs. 3000/- per expert per orientation session can be provided for this purpose.
 - ✓ A total budget of maximum Rs. 12000/- for two orientation sessions is provisioned.
2. **Take part in the quarterly progress meetings of mentee institutions and provide guidance and support in planning, action plan preparation, and improvisation of I&E activities to be conducted**

In the mentee institutions.

- ✓ At least one member representation from the mentor institution in each mentee institution is required.
- ✓ The president of mentor IIC institute will nominate the member and he/she will take part in quarterly IIC meetings of IIC mentee institute.
- ✓ Once the member nominated for the mentee institute, same member is required to continue till the end of the IIC calendar year.
- ✓ Each nominated member need to take part in at least 3 such quarterly/semester meetings during the IIC calendar year.
- ✓ Quarterly meetings shall be conducted on online mode using video conferencing platforms.
- ✓ Role of member in mentee IIC institute is to actively participate in quarterly progress meeting of mentee IIC institutions and provide guidance on planning, action plan preparation, progress assessment and improvisation of I&E activities to be conducted in the mentee institutions.
- ✓ Mentor IIC institute may provide an honorarium of Rs. 1000/- to the nominated members upon completion of the such meeting and submission of verified report along with meeting outcomes to the president of IIC institute.
- ✓ A senior and competent IIC member of the mentor to take part in quarterly planning and review meetings conducted during the IIC calendar year in mentee institutions.
- ✓ A total budget of maximum Rs. 15000/- for participation in 15 numbers of meetings in 5 mentee institutions during the IIC calendar year.

3. Planning and delivering of two IIC calendar activities for mentee IIC institutions

- ✓ Mentor institute in coordination with mentee institutions will identify two IIC calendar activities to be conducted for the mentee IIC institutions.
- ✓ Mentor institute will prepare the session plan and identify the external resource persons to deliver the session.
- ✓ Repute and experienced experts drawn from national and regional ecosystem should deliver the session.
- ✓ All mentee institute should ensure minimum participation of 250 nos includes IIC members, students and faculty members and staff.
- ✓ Activities shall be conducted on online mode using video conferencing platforms.
- ✓ Each session/activity should accommodate at least two external experts. A maximum honorarium amount of Rs. 3000/- per expert per session can be provided for this purpose.
- ✓ A total budget of maximum Rs. 12000/- for orientation sessions is provisioned.

4. Organize a 2 days long I&E exposure visit cum training program on I&E related theme such as pre-incubation and incubation facility creation, IPR filing & management etc. for mentee institute representatives.

- ✓ Mentor institute will plan, host and organize a 2-day long exposure cum training program for the participants from mentee IIC institutions.
- ✓ Mentor institute shall get participant nominations from mentee IIC institutions.

- Mentee institutions can nominate up to two key functionaries of their IICs.
- ✓ A total 10 participants from the 5 mentee institutions shall comprise the one cohort of training to be conducted on physical mode.
 - ✓ The mentor institute shall take care the venue related expenses and delivering the training program. Expenses may include expert's fee/honorarium, food, site visits, accommodation and training and communication material cost for the participants etc. A detail breakup is provided in Table 2.
 - ✓ The mentor institute shall reimburse the travel cost of nominee/representatives from the mentee institutions. Actual travel cost (road or train or flight) or the upper cap Rs. 5000/ mentee institute (with maximum 2 participants) can be accommodated.
 - ✓ A total budget of maximum Rs. 125000/- for a batch size of 10 participants from 5 mentee institutions is provisioned.
5. **To conduct visits to each mentee institution for progress monitoring & impact evaluation study especially towards the end of IIC calendar year or in the 4th Quarter.**
- ✓ The Key functionaries or nominated members of mentor IIC institution to mentee institutions shall make a one-day visit to the campus of mentee institute to observe the progress, facility and function of IICs and discuss with the IIC members.
 - ✓ Mentor expert will check the progress and provide feedback and on spot mentoring support to the mentee institute on improvisation of I&E ecosystem, strategies and how to improve the score and star of mentee institute.
 - ✓ An impact evaluation study shall be planned and conducted and represented. A well designed communication brochure and annual report of IIC institute with achievement and impact should be incorporated. Mentor institute will guide mentee institutions in preparing and finalizing the IIC annual reports.
 - ✓ The local and travel (road, train and air) expense of members shall be drawn from the budget provisioned.
 - ✓ A total budget of maximum Rs. 25000/- covers visits to 5 mentee institutions (Rs.10000 per member per visit covers TA and honorarium) is provisioned.
 - ✓ Mentee institute will provide local stay and organizing progress monitoring cum feedback/mentoring meeting should be planned in advance.
6. The mentor institution is expected to encourage, guide and handhold mentee institutions in participating various innovation and entrepreneurship initiatives of MoE such as adoption of NISP, formulation of I&E policy at the institute level, Participation in ARIIA, Training of Innovation Ambassadors, Mentoring support to students and establishment of pre-incubation and incubation facilities etc.
7. Inviting participation form mentee institutions for the innovation and entrepreneurship activities are being organised by mentor institute as part of IIC calendar, Self-Driven activities etc.
8. **Delivering activities of Mentor-Mentee Scheme**
- ✓ The President and concern program coordinator of the mentor institute shall be primarily responsible for the implementation of the project.

- ✓ All mentee institutions are also required to nominate coordinators (one from each mentee institutions) as the co-coordinators of the project at mentee institution level.
- ✓ Quarterly presentation on the planned activities and implementation progress should be submitted in the Mentor-Mentee section of the IIC Portal.
- ✓ If it is found that the grant-in-aid released is not being utilized for the purposes for which it was intended for and the progress of the programme is not satisfactory, action may be taken or funding support may be withdrawn.
- ✓ Further extension of financial support from AICTE, MIC shall be based on the progress of the scheme and effective utilization of the earlier grant-in-aid provided.
- ✓ If the Mentor institute coordinator leaves the institution, retires, or goes on long leave, the institute will appoint another Mentor Institute Coordinator to the programme, and immediate intimation to the MIC in this regard.

VIII. Use of Logos

- ✓ In case of activities organized in online mode, the logos of MIC, AICTE and IIC should be used properly labelled and prominently displayed.
- ✓ In case of physical activities, logos of MIC, AICTE and IIC must be prominently placed in the banners/stage backdrop/podium/venue, and displayed.
- ✓ All publicity materials/ advertisements/ brochures/ invitation cards/ any other collaterals/ event backdrop etc. related to Mentor-Mentee Program must carry the MIC, AICTE and IIC logo.

IX. Activity Report

Both mentor and mentee institutions are required upload activity reports related to mentor-mentee program in the IIC portal. Following documents and reports are required to upload by end of every quarter/semester or periodically by the mentor and mentee institutions:

- ✓ Brief plan and calendar for the Activities to be conducted
- ✓ A time-activity chart indicating schedule along with deliverables for each participating institution.
- ✓ Reports for the activities completed.
- ✓ Sessions details, experts' details and feedback from participants.
- ✓ Details of financial layout and expenses incurred for the activities.
- ✓ Copies of letters of intents/MOU are signed with mentee institutions.
- ✓ The Mentor Institute Coordinator must submit progress report every quarter indicating
 - a. The progress of the activities under Mentor-Mentee Scheme and the status of the grant-in-aid utilized.
 - b. Geotagged photographs (maximum 15) of all the activities under Mentor-Mentee Scheme.
 - c. A video of 2-minute duration (per mentee institute) having: (i) Introduction by Coordinator mentioning the name and state of Mentee IIC and Mentor IIC institute; (ii) Activities conducted under Mentor-Mentee scheme; (iii) How the Mentor-Mentee Scheme was beneficial to students, faculty and institute?; (iv) Acknowledgement of AICTE/MiC support.

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- ✓ AICTE/MIC may depute an Officer/Observer to oversee the quality of the conference and collect feedback from the venue

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- ✓ Active participation and involvement of IIC members; students, faculty members and staff from both mentor and mentee institutions.
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- ✓ Increase in awareness level among students, faculties and staff on recent developments and approaches in for innovation, entrepreneurship and intellectual property and their importance in wealth creation at individual level and national level.
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XII. General instructions

- ✓ The grantee institution shall observe all financial norms and guidelines as prescribed by the AICTE/ Government of India from time to time. GDR GFR rules (@<https://doe.gov.in/order-circular/general-financial-rules2017-0>) should be followed during utilization of grant.
- ✓ This Sanction Order may be treated as Offer Letter for all purposes.

XIII. Duration of the Project: Duration of project shall be of one IIC calendar year.

For more information, please write your query to Ms. Selvarani, Innovation Officer.

Email: selva_rani@aicte-india.org, ms.lic.mic@aicte-india.org, Phone no: 011 2953 1513

Yours sincerely,



Dipan Sahu
Asst. Director, MIC

Copy forwarded for information and necessary action to:

- ✓ Principal/HoI
- ✓ IIC President
- ✓ Guard File



CITY UNION BANK
 BRANCH : Poonthandalam
 Sri Sairam Engineering College
 Campus Sai Leo Nagar
 POONTHANDALAM 600
 044
 Chennai Kancheepuram
 District

ACCOUNT NO :SB-12388680
 ACCOUNT NO(15 DIGIT):500101012388680
 IFSC :CIUB0000634
 ACCOUNT TYPE :CUB SAVINGS A/C OTHERS
 CUSTOMER DETAILS :SRI SAIRAM INSTITUTE OF TECHNOLOGY
 NO 31 SAI BHAVAN
 MADLEY ROAD
 BEHIND LEO COMPLEX T NAGAR
 CHENNAI
 600017
 Statement Date :Mar 2, 2022, at 11:26 AM
 STATEMENT OF ACCOUNT from 01/01/2022 to 31/01/2022

DATE	DESCRIPTION	CHEQUE NO	DEBIT	CREDIT	BALANCE
11/01/2022	BY SAIRAM INSTITUTE OF TECHNOLOGY			42,000.00	4,22,161.00
18/01/2022	BY SAIRAM INSTITUTE OF TECHNOLOGY			2,72,000.00	1,50,161.00
TOTAL			0.00	2,72,000.00	1,50,161.00

* Statement Downloaded By SRI SAIRAM INSTITUTE OF TECHNOLOGY on Mar 2, 2022, at 11:26
 If any discrepancy in the statement, should be informed to branch immediately.
 END OF STATEMENT - from Internet Banking

Sri Sai Ram Institute of Technology, Chennai, Tamil Nadu

IC201811089

Statement of Expenditure-Mentor-Mentee Scheme (2021-22)

Sr. No.	Activity	No. of activities	Expenses Covered	Sanctioned Amount (In Rs.)	Actual Expenditure (In Rs.)	Balance Amount In Rs. (If unspent)
1	Conduct an orientation cum mentoring sessions for all the key functionaries of IC members at mentee institutions. It may be conducted online mode.	At least 2 nos/Insr (@Rs.3000 /mentor expert, 2 mentor experts per session)	honorarium	12,000/-	12,000/-	Nil
2	Mentor institute Representative to take part in the quarterly progress meetings of mentee IC institutions and provide guidance on planning, action plan preparation and improvisation of I&D activities to be conducted in the mentee institutions. Sessions may be conducted in online mode.	Minimum 15 nos. @Rs.1000/ meeting. (at least 3 meetings /mentor institute for 5 mentee institutions) A senior and competent IC member of the mentor to take part in quarterly planning and review meetings conducted during the IC calendar year in mentee institutions.	honorarium	15,000/-	15,000/-	Nil
3	Mentor institute to handhold all mentee institution in conducting at least two activities listed in the IC calendar activity plan and support in identifying competent external experts and arranging sessions and honorarium to external experts. Sessions may be conducted in online mode.	At least 2 nos (@Rs.3000 /external expert, 2 external experts per session)	Expert's fee/honorarium	12,000/-	12,000/-	Nil
4*	Mentor institute to organize a 2-day exposure visit cum training program focusing on long innovation, IP, Entrepreneurship, pre-incubation and incubation facility creation, IP filing & management and start-up services and policy mechanisms (NSIP, ARISA and	1 Number (Refer Table-2 for budget breakup)	Expert's fee/honorarium, food, site visits, accommodation and training and communication material cost for the participants	1,29,000/-	80,000/-	49,000/-

	others) support for student and faculty etc. for mentee institute representatives. This is ideally a physical mode activity.					
5	Mentor institute to conduct progress monitoring cum feedback & impact evaluation study visit to each mentee institute especially towards the end of IC calendar year or in the 4th Quarter. Ideally this should be a physical visit.	Total 5 nos of visits. (One day visit by an expert/IC member from the Mentor institute to the mentee institute. It covers local travel air train or Air Travel cost with upper cap of Rs 10000 per visit includes local travel cost). Stay arrangement to be made by the respective mentee institute.	Mentors TA, honorarium cost.	50,000/-	50,000/-	Nil
6	Miscellaneous/contingency fund			11,000/-	11,000/-	Nil
7	Interest earned, if any			*	*	Nil
	Total			2,25,000/-	1,80,000/-	45,000/-

Certified that I have satisfied myself that the conditions on which the grant-in-aid was approved have been duly fulfilled and that I have exercised the following checks:

Kinds of checks exercised:

1. Expenditure is as per the guideline of Mentor-Mentee Scheme document
2. Reports and copy of Honorarium Receipts, transaction proof, bills and vouchers etc., Institute's PAN Card as per mandate form is also submitted online (IC Portal) and have to be submitted by post

(X) Y2
 [Signature of Chartered Accountant**/Finance Officer /Registrar/Govt. Auditor] [Signature of Head of the Institute]
 Name of CA: P. T. PONNAIAH & CO.
 Membership No.: 10112
 Full Address: 16-16-2022
 [with seal]



[Signature of Head of the Institute]
 Name of: DR.K.PALANKUMAR
 Designation: PRINCIPAL
 Full Address: Sri Sai Ram Institute of Technology, Sai Leo Nagar, West Tambaram, Chennai-44
 [with seal]



**In case of private institutions/self-financing institutions

UDIN: 22019873BAJxAB7577

Annexure-A
Budge Breakup for Activity 4*

S.No	Particulars	Maximum Amount/Person/Day in Rupees	Sanctioned Amount (in Rs.)	Balance Amount in Rs. (if unspent)
1	Accommodation for Participants (up to 10 members @2 members per mentee institute)	Rs. 1500/- per person for 3 days	45000/-	45,000/-
2	Food	Rs. 800/- per person per day for 3 days	24000/-	Nil
3	Honorarium to invited external experts only (up to 4 numbers)	Rs. 5000/- expert	20000/-	Nil
4	Travel Reimbursement for Participants	Actual travel cost (Road or train or flight) with upper cap Rs. 5000/- mentee institute (with maximum 2 participants) and from 5 mentee institutions.	25,000/-	Nil
5	Stationary, Printing (Design and printing of Brochure, registration kit and banner) etc.		11000/-	Nil
Total*			1,25,000/-	45,000/-

2/2

(Signature of Chartered Accountant**/Finance Officer /Registrar/Govt. Auditor) **P. T. PONNAIAH & CO.**
Chartered Accountants
Name of CA: _____
Membership No.: _____
Full Address: _____
[with seal]



(P.T. PONNAIAH)
Partner, M. No. 010573

**In case of private institutions/self-financing institutions.

UDIN: 22019879BATXAB7577

Palanikumar

(Signature of Head of the Institute)
Name of - Dr.K.PALANIKUMAR
Designation: PRINCIPAL
Full Address: Sri Sai Ram Institute of Technology,
Sai Leo Nagar, West Tambaram, Chennai-44
[with seal]





54

SAI RAM INSTITUTE OF TECHNOLOGY

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Sai Leo Nagar, West Tambaram, Chennai - 600 044. www.sairamit.edu.in



Founder Chairman : MJF. Ln. Leo Muthu

Dr.K.PALANIKUMAR, M.E.,Ph.D.,
Principal

29-09-2022

To

Mentor-Mentee Scheme

Innovation Officer
Room No. 319,
MoE's Innovation Cell,
All India Council for Technical Education (AICTE),
Nelson Mandela Marg, VasantKunj,
New Delhi 110070

Respected Sir,

Sub: Submission of Utilization Certificate and Statement of Expenditure -Mentor-Mentee Scheme -IIC- Reg.

Ref: Sanction Order No: Mentor-Mentee Scheme / 596/2020-21 Dated 09/12/21

From MOE's IIC we have received fund amount Rs 2,25,000/- for Mentor-Mentee Programme in the Academic year 2021-2022. As per the guidelines we have conducted the Mentor Mentee Programs. In that we have to submit the utilization certificate and statement of expenditure for the Academic year 2021-2022. But in the sanctioned amount, we are refunding the I&E two days participant's accommodation charges of Rs 45,000/- . Kindly acknowledge the same:

Thanking You

Yours

Dr.K.PALANI KUMAR
PRINCIPAL

SRI SAI RAM INSTITUTE OF TECHNOLOGY
SAI LEO NAGAR, CHENNAI-600 044

Encl: i. DD Enclosed Unutilized amount Rs 45,000/-

ii. Audited Utilization Certificate and Statement of Expenditure



Admin Office : "SAI BHAVAN", #31 B, Madley Road, T. Nagar, Chennai - 600 017.
Tel : 044 - 4226 7777 e-mail : sairam@sairamgroup.in

/SairamInstitutions

+91 98848 45678

Sairam
INSTITUTIONS

www.sairamgroup.in

PAYEE



POONTHANDALAM-834
Raja Union Bank Ltd

Valid for Three months from the date of issue

DATE: 3 0 0 9 2 0 2 2

ON DEMAND PAY INNOVATION CELL ACCOUNT*****

OR ORDER

श्री सायम इंस्टीट्यूट ऑफ टेक्नॉलॉजी

FORTY-FIVE THOUSAND RUPEE ONLY*****

श्री सायम इंस्टीट्यूट ऑफ टेक्नॉलॉजी

RUPEES

रुपये

आदा की



*****45000.00

DD
Dr No 00498601

NOT OVER Rs.45000.00

आदा की FOR VALUE RECEIVED

श्री सायम इंस्टीट्यूट ऑफ टेक्नॉलॉजी

APP NAME: SRI SAIRAM INSTITUTE OF TECHNOLOGY

RAJA UNION BANK LTD.

Purchaser's Name

Purchaser's Name

JOEL J

P.O.A. No. 608-3980

OT TT CL TL

NEW DELHI KAROL BAGH-102

RAJA UNION BANK LTD.

पूरा पुरा

00498601 000054000: 001015 16



SRI SAIRAM INSTITUTE OF TECHNOLOGY, CHENNAI - 44

Admn. Office, T.Nagar, Chennai - 17.

13/09

No. 19/SIT/TBM/AICTE - SKILL DEV PR/2022

Dated: 08.09.2022

Sub: SIT -TBM - Admn. - To organise AICTE initiated Skill Development Program KARMA for our students through Mechanical Engineering Department - Approved - Orders issued.

Ref: Letter No. 254/S2/SSIT, Ch-44/1577/2022. Dated 07.09.2022 from the Principal.

ORDER:

The Principal has been permitted to organize 'AICTE initiated Skill Development Program - KARMA (Kausal Augmentation and Restructuring Mission of AICTE)' for our students as per Guidelines through Mechanical Engineering Department in our College campus for two months from 12.09.2022 to 12.11.2022 - as requested in the reference cited.

For SRI SAIRAM INSTITUTE OF TECHNOLOGY,

(Sd/xxxxxxxx)

CHIEF EXECUTIVE OFFICER

/ By order of Chief Executive Officer/


EXECUTIVE DIRECTOR

To:

The Principal,
Sri Sairam Institute of Technology,
Chennai -44.

Copy to:

Accounts Section

Copy to: I.D.C. / Asst.

1 : I.D.C. - Dr. Shanmugasundaram



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Sai Leo Nagar, West Tambaram, Chennai - 600 044. www.sairamit.edu.in



Ref T.O.No:254/S2/SSIT/Ch-44/1577/2022

Date: 07.09.2022

Submitted to the Chairman

Sub: SSIT, Ch-44 – Conduct AICTE – KARMA Skill Development Program
for our students from 12.09.2022 to 12.11.2022 - Permission – Requested – Reg.

Ref: Letter dated 06.09.2022 received from the HoD., Department of Mechanical
Engineering.

A copy of the letter under reference cited is submitted herewith for kind perusal.

It is submitted that the Dean R&D, Department of Mechanical Engineering has requested in his letter cited that necessary permission may kindly be granted to conduct "AICTE initiated skill development program KARMA (Kaushal Augmentation and Restructuring Mission of AICTE (KARMA)" for our students during the period from 12.09.2022 to 12.11.2022 on free of cost for the participants.

Therefore, it is requested that necessary permission and approval may kindly be granted to conduct the above program at SSIT.

Submitted to the Chairman for kind perusal and approval

[Handwritten signature]
2/9

Encl: as above

copy to: Dr. P. Sangeetha

O/C

[Handwritten signature]

PRINCIPAL
PRINCIPAL

SRI SAI RAM INSTITUTE OF TECHNOLOGY
SAI LEO NAGAR, CHENNAI-600 044.



FROM

Dr. G. Shanmugasundar
Dean R&D
Department of Mechanical Engineering,
Sri Sai Ram Institute of Technology,
Chennai-44.



06/09/2022

Chennai-44

TO

The Principal,
Sri Sai Ram Institute of Technology,
Chennai-44.

keep
06/09

Respected Sir,

Subject: Seeking permission to conduct AICTE – KARMA skill development program – Reg.

As our institution got approved for conducting AICTE initiated skill development program KARMA (Kaushal Augmentation and Restructuring Mission of AICTE (KARMA) for our students. The following are the details of the approved courses, the departments and stationed student strengths. So we request you to give permission and approval to conduct the same at our campus from 12/09/2022 to 12/11/2022 with free of cost for the participants.

Sl no	Department	Name of the Course	Name of the faculty	No. of students
1	Mechanical Engineering	Certificate course in CNC turning	1. Dr. G. Shanmugasundar 2. Mr. S. Balasubramani	25 Nos. From Mech. Engg.
2	Computer Science and Engineering	Computer hardware and network maintenance	1. Dr. B. Sreedevi 2. Mr. J. Thirumavukkarasu	25 Nos. From CSE
3	Computer Science and Engineering	Computer hardware and network maintenance	1. Dr. V. Brindha Devi 2. Mr. P. Suthakar	25 Students (11 th & 12 th STD) Sairam Matriculation Higher Secondary School, Tambaram

Thanking you

Encl: 1. AICTE Approval Copy

Yours faithfully
G. Shanmugasundar
(G. Shanmugasundar)

F.No. 8-1/KARMA/**model2**/SRO/1-2501960 Dated:

The principal

Sri Sai Ram Institute of Technology

SAILEO NAGAR, DHARKAST ROAD, WEST
TAMBARAM, CHENNAI.600 044

KANCHIPURAM, Tamil Nadu

Subject : Approval for courses under **model2** of KARMA Scheme

Dear Sir/Madam,

In reference to your online application for running Job roles under KARMA scheme, AICTE has approved the following courses to be conducted in your Institution.

Model : model2.

Sno	Sector/Course Basket	Job roll	Applied intake	Approved Intake	NSQF level	No. of Hours
1	Certificate Course in CNC Turning		25	25	Level 4	
2	Computer Hardware & Network Maintenance		25	25	Level 4	

Note:

01. Institute will utilize its existing infrastructure for running these courses.
02. The College/Institute shall maintain complete attendance of students and trainers during classes and practical of each job role.
03. The College/Institute shall fully implement the official Language Policy of Union Govt. and comply with the official Language Act, 1963 and Official Languages (use for official purposes of the Union) Rules, 1976 etc.
04. The institute will ensure the eligibility criteria of the students as per the NSDC Norms.
05. The Institute shall run training for each job role as prescribed by respective sector skill council.

06. Institute may charge a reasonable fee for each course under Model 1 and 2 with intimation to AICTE, while course under Model 3 will be provided without charging fee from students.
07. The institute found violating the above-described conditions, will be debarred for running the courses.
08. Project sanctioned by AICTE is assigned a specific Reference No. given on the pre-page. All correspondences related to the project must contain this number with year of sanction of the project failing which correspondence will not be entertained.
09. The Annual Progress Report in the prescribed format shall be submitted to AICTE not later than one month after completion.
10. Institute can charge fee from students to meet expenditure for running the courses under Model 1 and Model 2 and same may be communicated to AICTE. But for running the Model 3 Vidyanjali, Institute has meet out the funds from CSR funds, no fee can be charged from students.
11. Project Completion Report (PCR) in the prescribed format in the total duration of the project in the prescribed format. Utilization in the format shall be submitted to the Council.
12. This sanction issues to run the courses under KARMA scheme as per NSQF guidelines. AICTE will not be responsible for certification of students. Certificate/Assessment will be done by third party i.e. Sector Skill Councils or any agency approved by NSDC.

Yours faithfully,

(Dr Neetu Bhagat)

Dy. Director,

Skill Development Cell (SDC)

E. No. 8-1/KARMA/model3/SRO/1-2501960 Dated:

The principal

Sri Sai Ram Institute of Technology

SAI LEO NAGAR, DHARKAST ROAD, WEST
TAMBARAM, CHENNAI, 600 044

KANCHIPURAM, Tamil Nadu

Subject : Approval for courses under **model3** of KARMA Scheme

Dear Sir/Madam,

In reference to your online application for running Job roles under KARMA scheme,

AICTE has approved the following courses to be conducted in your Institution.

Model : model3.

Sno	Sector/Course Basket	Job roll	Applied intake	Approved Intake	NSQF level	No. of Hours
1	Computer Hardware & Network Maintenance		25	25	Level 3	

Note :

01. Institute will utilize its existing infrastructure for running these courses.
02. The College/Institute shall maintain complete attendance of students and trainers during classes and practical of each job role.
03. The College/Institute shall fully implement the official Language Policy of Union Govt. and comply with the official Language Act, 1963 and Official Languages (use for official purposes of the Union) Rules, 1976 etc.
04. The institute will ensure the eligibility criteria of the students as per the NSDC Norms.
05. The Institute shall run training for each job role as prescribed by respective sector skill council.
06. Institute may charge a reasonable fee for each course under Model 1 and 2 with intimation to AICTE, while course under Model 3 will be provided without charging fee from students.
07. The institute found violating the above-described conditions, will be debarred for running the courses.

08. Project sanctioned by AICTE is assigned a specific Reference No. given on the pre-page. All correspondences related to the project must contain this number with year of sanction of the project failing which correspondence will not be entertained.
09. The Annual Progress Report in the prescribed format shall be submitted to AICTE not later than one month after completion.
10. Institute can charge fee from students to meet expenditure for running the courses under Model 1 and Model 2 and same may be communicated to AICTE. But for running the Model 3 Vidyanjali, Institute has meet out the funds from CSR funds, no fee can be charged from students.
11. Project Completion Report (PCR) in the prescribed format in the total duration of the project in the prescribed format, Utilization in the format shall be submitted to the Council.
12. This sanction issues to run the courses under KARMA scheme as per NSQF guidelines. AICTE will not be responsible for certification of students. Certificate/Assessment will be done by third party i.e. Sector Skill Councils or any agency approved by NSDC.

Yours faithfully,

(Dr Neetu Bhagat)

Dy Director,

Skill Development Cell (SDC)



Lr. No. 006 / ANIHEES / EQUIPMENT / 2022-23

Date: 10.06.2022

From,

Coordinator – ANIHEES,
Centre for Excellence Building,
Anna University, Chennai – 25.

To,

M/s. Sairam Techno Culture,
No.31, Madley Road,
Sai Bhavan, T. Nagar,
Chennai – 600 017.

17/6/22

Dr. Mareswaran

Sub: Quotations for Supply and erection of Kiln with Steam injector and Bin with Blower – Reg.

Please furnish your quotation, in duplicate, for the items described in the schedule below, in a closed cover addressed to

Coordinator - ANIHEES,
Centre for Excellence Building,
Anna University, Chennai – 25.

so as to reach him on or before 24.06.2022.

The cover containing the quotation in duplicate may be sent by post duly sealed with wax and super scribed as

"QUOTATION as per Letter No. 006 / ANIHEES / EQUIPMENT / 2022-23, dated:10.06.2022 due on 24.06.2022"

Quotation should be furnished only for the items required and available in ready stock, for free delivery in the institution and should contain details such as

- (i) Make/Brand/Type of the items offered
- (ii) Complete specification of the items offered including the materials
- (iii) Illustrative pamphlets/drawings
- (iv) ISI Certificate, if any, whether available
- (v) GST No. should be provided.

Packing and Forwarding Charges should be furnished separately. The rates quoted will be taken as net and for free delivery in the institution, if the above details are not furnished

Off-season and special discount, if any, applicable to educational institutions may please be indicated separately. The required delivery period for the supply of the items and the validity period for the rates quoted may also be separately mentioned. Advance payment or payment against delivery is not normally possible.

Quotations should not be sent through any one, unless specifically required to do so, under proper authorization or delivered in person under any circumstances.

Please note that quotations received in covers which are not wax sealed and which are not received by post, and which are received late, will not be considered.

SCHEDULE

S. No.	Description	Specifications	Quantity
1.	Kiln with Steam Injector	As given in Annexure	1 No. each
2.	Bin with Blower		

g/s
COORDINATOR - ANIHEES

*Flow of
10/06/2022*

ANNEXURE

Kiln with Steam Injector:

- Maximum temperature : 1000°C
- Working temperature : 950°C
- Inner Size : 600mm x 600mm x 600mm
- Control Accuracy : 1°C
- Insulation : Ceramic Fibre
- Necessary instruments for steam temperature and pressure measurements at both ends (inlet and outlet)
- Should have necessary instruments for temperature control and auto cutoff.

Bin with Blower

- Capacity : 1 metric ton
- Material : MS C45 powder coated
- Blower : Capacity – 3000 CFM,
Type – Centrifugal blower,
Blower motor – as per requirement from
Crompton greaves / Valeo / Dolphi / from any
other standard manufacturer.
- Should have ^{the} cyclone.
- The above items should be erected at CARD, NLCIL, Neyveli.

[Signature]
Coordinator - ANIHEES

[Signature]
intol/2022



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Ref T.O.No:190/S4/SSIT/Ch-44/2022

Date: 13.06.2022

Submitted to the Chairman

Sub: SSIT, Ch-44 – ANIHEES, Anna University, Chennai- Purchase of Equipments – Reg.

Ref: Letter dt.08.06.2022 received from Dr.M.Mareeswaran, a.P.Gr.II, Dept. of Mechanical Engineering.

A copy of the letter received from Dr.M.Mareeswaran, Asst. Prof. Grade II, Dept. of Mechanical Engineering is submitted herewith for kind perusal.

It is submitted that Dr.M.Mareeswaran has given a proposal to the Anna University for sanction a sum of Rs.17,88,000/- (Rupees seventeen lakhs eighty eight thousand only) to him for purchase of Equipments as listed in the project sanctioned.

The letter received from Dr.M.Mareeswaran is submitted herewith for further deliberations and approval.

Submitted to the Chairman for kind information and approval.

Encl : as above

PRINCIPAL

PRINCIPAL

SRI SAI RAM INSTITUTE OF TECHNOLOGY
SAI LEO NAGAR, CHENNAI - 600 044.



Date: 8/06/2022

From
Dr. MAREESWARAN M
Asst.Prof. Gr-II
Department of Mechanical Engineering
Sri Sai Ram Institute of Technology
Chennai.



To
The Principal
Sri Sai Ram Institute of Technology
Chennai.

Sir,

Under ANIHEES-Anna University, I had been sanctioned Rs.17,88,000/-+ Taxes for prototype demonstration. Based on the meeting held on 7/06/22 at Anna University, The sanctioned amount had been transferred to Anna University from NLC towards the purchase of Equipment. The Anna University will release the amount through Limited Tender for the purchase of Equipment proposed by me.

As an Innovator I cannot directly participate in the Tender, in this regard I request our college to participate in the Tender through the company registered as a start-up initiative (Sairam Techno Culture).

The Tender is Limited, only listed company (given by me) will be participating in the Tender. In tender process no advance will be provided and hence I request for funding support also.

Benefits in Participation:

- 1) College will get direct Purchase order from Anna University, it will be very useful in NIRF, NBA and NAAC
- 2) 15% profit will be given to the college.
- 3) All the equipment will be manufactured inside the campus, so students can participate and learn.
- 4) It is a start-up initiative, it helps to get future orders from Govt. sectors.
- 5) Name plate will be fixed in the machinery, it will be available at NLC.

Required Items:

- 1) Investment of fund Rs.15,00,000/-
- 2) Space for manufacturing equipment
- 3) Extended time to work in the lab
- 4) Usage of Machinery and power available in the lab

So, I kindly request you to give your concern for participating in the Tender and financial support to complete this work. I here with attached the sanction letter for your reference.

Thanking you.

Yours faithfully,

Dr. MAREESWARAN M

TSEP
13/06/2022



AU – NLCIL INNOVATION HUB
for
ENERGY, ENVIRONMENT & SUSTAINABILITY
ANNA UNIVERSITY, CHENNAI – 600 025

Dr. V. KUMARESAN
Associate Professor & Coordinator

Phone: 044 2235 7964 / 7590
Email : aniheescoordinator@gmail.com

Lr. No. 002 / ANIHEES - 1 / 2021-22

Date: 08.02.2022

To,
M/s. Revo Technologies and Enterprises
100 B, 8th Street, Shanmuga Nagar,
Mannivakkam, Chennai – 600 048

Sir,
Sub: AU – ANIHEES – Prototype Demonstration (1st Wave) – Sanction Accorded
– Reg.
Ref: Lr. No. 35 / CARD / GM / IIC / ANIHEES / First Wave / Prototype / 2022,
dated 08.02.2022

I am pleased to inform that your project proposal titled "Activated Carbon Development Using Lignite – HA sludge" has been approved for prototype demonstration under IIC innovation incubation programme with a financial outlay of Rs. 17,88,000/- plus applicable taxes. In this regard, you are requested to execute a Memorandum of Agreement (Triparty) with ANIHEES & CARD-NLCIL on or before 08.02.2022. The venue for signing of MoA will be at ANIHEES, Centre for Excellence Building, Anna University, Chennai – 600025.


Coordinator-ANIHEES

Copy to:

1. CGM - CARD, NLCIL, Neyveli
2. Director, IQAC, Anna University
3. PS to the Vice-Chancellor
4. PA to the Registrar
5. File



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GST : 33AOKPM4980112A

TEL: 02146287338



Equipment Details and List of Suppliers

Group	Sl.No	Part Name	Specifications	Qty
1	1	Cone mill with ash collector	Hammer mill to break the Lignite sludge with blower with speed controller(3000CFM), cyclone and dust collection setup. Capacity : 100 Kgs/hr. The Equipment should have the following measuring facility: 1) RPM 2) Voltage and Amps 3) Air flow rate	1 set
	2	Destoner	The equipment should separate sand and carbon. Equiped with vibromotor and with measurement arrangement for vibration level, Voltage and Amps. Capacity: 100Kgs/hr	1 set
2	3	Elevator	Bucket Elevator with following specifications: 1)Height=15Feet, 2) Bucket Size = 5"x4" 3) Capacity = 100Kgs/hr with measurement setup for Voltage and Amps	2 set
	4	Conveyor	1) Length = 1.5 meters 2) Screw OD = 6" 3) Capacity = 100Kgs/hr with measurement setup for Voltage and Amps	2 set
3	5	Mixer with washing setup	1) 500Lts Capacity 2) SS316 for contact surfaces The mixer should have the provision to pour HCl, KOH and water with reserveyor facility and quantity controlling facility. It should have the facility to drain the liquids. with measurement setup for Voltage and Amps	1 set

4	6	Kiln with Steam Injector	Max. Temperature = 1000°C Working Temp. = 950°C Inner size = 600mm x 600mm x 600mm Control Accuracy = 1°C Insulation = Ceramic fibre with Temperature Controller and auto cutoff. It should have the provision to inject the steam with control valve, and it should have the steam outlet with temperature and pressure measurement at inlet and outlet.	1 set
	7	Bin with cooling setup	Bin of 1 MT capacity with cooling facility with blower and cyclone.	1 set

List of suppliers for the above

Sl.No	Company name and address	E-Mail
1	Sanjmar Industries Pvt Ltd, 1, Thiruvengadam Nagar 8th Street, Mannivakkam, Chennai-600048. 8220903877	sanjmar600048@gmail.com
2	Standard Instruments, 4/124, 2nd Floor, Shanthi Nagar, Moondrumavadi, K.Pudur, Madurai-625007. 9442880048, 8072913295	standardinstruments@gmail.com
3	Electro Tech, No.26, Sentamil Nagar, Muggapair west, Chennai-600037	electrotech.ewe@gmail.com
4	Silicon Systems, 15/29, Mahaliamman Nagar, Kalapatti, Coimbatore-641048.	siliconsystems@sbcbe@gmail.com
5	Sairam Techno Culture, Sai Bhavan, No.31, Madley Road, T. Nagar, Chennai-600017. 044-42267777	info@sairamgroup.in



தமிழ்நாடு அறிவியல் தொழில்நுட்ப மாநில மன்றம்

TAMIL NADU STATE COUNCIL FOR SCIENCE AND TECHNOLOGY

(Established by Government of Tamilnadu)

Directorate of Technical Education Campus, Chennai - 600 025

Ph : 044-22301428, Telefax : 044-22301552, www.tanscst.nic.in



Dr.R Srinivasan, M.Sc., Ph.D., F.I.C.S., M.A.C.S.(USA),
Member Secretary

Lr.No TNSCST/SPS/2021-2022/

To
The Principal
Sri Sairam Institute of Technology
Sai Leo Nagar, West Tambaram,
Chennai - 600 044.

Sir/Madam,

Sub.TNSCST – Student Project Scheme (2021-2022) – approval intimation–grant release- reg.

With respect to the above scheme, the list of projects approved by the State Council is enclosed along with terms and conditions. You are requested to adhere to terms and conditions such as submission of UC and seminar paper in time.

No	Guide Name and Institutional Address	Title of the Project	Students Name	Project Code	Amount
1	Mr.R.Dhanasekar Assistant Professor, Department of EEE Sri Sairam Institute of Technology Chennai - 600 044.	Water absorbing pavements by using porous concrete	P.Kirubanandhan, V.Rahul	EEB-0492	7500/-
2	Dr.Godys Aani Sujitha.J Assistant Professor, Department of Computer Science and Engineering Sri Sairam Institute of Technology Chennai-600044.	Milk distribution management system	Sivahankaran.E, Vasanth Allen Raj.A, Vijay.M	CSE-0393	7500/-
3	Dr.G.Shanmugasundar Associate Professor and Dean R & D, Department of Mechanical Engineering Sri Sairam Institute of Technology Chennai-600044.	Design and fabrication of smart voice controlled robotic wheel chair (w/ bot- v1) for disabled people	A.Aravindha Krishna P.Kishore Kanna S.M.Anand A.Yamini	EME- 0129	7500/-

Herewith enclosed the cheque for the approved grant and disburse the grant to the concerned students through the guides at the earliest.

Kindly send the utilisation certificate (format enclosed) and seminar paper (Ref T&C-No.5&6) on completion of the project.

Thanking you,

Yours faithfully,

Member Secretary.

Encl. a) Terms & Conditions (T&C)

b) Format of Utilisation Certificate (UC)

c) Cheque for Rs.22,500/- No. 409438 dt.11.03.2022

Copy to: The individual guides

Dr. S. Srinivasan, Dept. of Tech -
copy to: AIC SPST

TAMILNADU STATE COUNCIL FOR SCIENCE AND TECHNOLOGY

DOTE Campus, Chennai-600025

STUDENT PROJECTS SCHEME 2021-2022

Terms and Conditions of the grant

1. The project team SHOULD NOT change the topic of the project and should not deviate from the objectives of the sanctioned proposal. In the event of any such changes, sponsoring will be treated as cancelled and the college should return the sanctioned amount to TNSCST.
2. Every sanctioned project is allotted with a Project code Number. Please refer this number while corresponding with TNSCST.
3. The project sanction letter and the money will be sent to the Principal/Registrar of the institution with a copy to the Project guide.
4. The sanctioned project should be completed and the report should be submitted before end of **May 2022**.
5. The state council will review the progress of the project at any time before completion of the project.
6. On completion of the project, 2-3 pages seminar paper (500 words, Times New Roman, 12 font size, single column, margins left- 2.5cm, right-2cm, top-2cm & bottom 2cm, Word format without any figures & tables) should be submitted/uploaded in the council website. (link will be activated in due course of time) by mentioning the project code.
7. Utilization certificate (UC) should be sent to The Member Secretary, Tamilnadu State Council for Science and Technology, DOITE Campus, Chennai-600025. The Utilization Certificate should be signed by the Guide, HOD and Principal/Registrar/Dean with official **seal** as the case may be.
8. The guides are responsible for timely submission of Seminar Paper and UC.
9. The seminar paper will be included in the form of Proceedings which will be brought out during Seminar cum Exhibition, only for those who submit the UC.
10. **Anyone student** of the project team should present and exhibit the findings before the experts in the Seminar cum Exhibition which will be organized during **July/August 2022**.
11. The project modal /fabrication/equipment are all properties of the council and therefore these are to be kept safely in the college and it should be handed over to the council with necessary details and bills as and when required.
12. During the Seminar cum Exhibition, "best project award and certificate" will be presented to the outstanding selected projects and completion certificates to all.
13. The council reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made. In addition, the Council may designate officer/an Expert to review the work done.
14. If the guide wishes to leave the institution where the project is based, the Institute/guide will inform the same to the Council and in consultation with Council, evolve steps to ensure successful completion of the project, before relieving the guide. The Council reserves the right to order verification/audit of accounts by any Officer authorized by it. The bills and accounts shall be kept safely.

15. Unspent money if any should be refunded in the form of DD drawn in favour of The Member Secretary, Tamilnadu State Council for Science and Technology, DOTE Campus, Chennai-600025 payable at Chennai.
16. Students/faculties are requested to publish the research papers emerging out of the project work in leading Journals.
17. Investigators must acknowledge the Council in reports and technical/scientific papers publishing based on the research work done under the project
18. If the results of research are to be legally protected by way of patent/copy rights etc. the results should not be published in any form without action being taken to secure legal protection for the research results.
19. The state council encourages the students/faculties, who want to protect the results/invention created out of the project by getting patents through its Patent Information Centre free of cost.
20. The knowledge generated from the project will be the property of TNSCST and should be properly acknowledged. Transfer to technology generated shall be done in consultation with the Council.
21. The recipient organization shall comply, with such other conditions as may be suggested in the 'guidelines' issued in this regard from time to time.
22. All further correspondence should be addressed to **The Member Secretary, Tamilnadu State Council for Science and Technology, DOTE Campus, CHENNAI-600025** and should include project code.


MEMBER SECRETARY

TAMILNADU STATE COUNCIL FOR SCIENCE AND TECHNOLOGY
DOTE Campus, Chennai - 600 025

STUDENT PROJECT SCHEME 2021-2022
UTILISATION CERTIFICATE

(TWO COPIES)

1. Name of the guide and address :

2. Name of the student(s) :

3. Title of the project :

4. Project code :

It is certified that a sum of Rs..... (Rupees) Sanctioned by the council for carrying out above mentioned student project has been utilized for the purpose for which it was sanctioned and sum of Rs.remaining unutilized is refunded.

Signature of the guide :

Signature of the HOD :

Signature of the
REGISTRAR/PRINCIPAL/DEAN
With SEAL



Branch: DOTE CAMPUS
DOTE OFFICE BUILDINGS
SUNDY, CHENNAI
IFSC Code: IBSI0000009

Ac. Payee Only

VALID FOR THREE MONTHS ONLY

1 1 0 3 2 0 2 2
D O M M Y Y Y Y

PAY The Principal, Sri Sairam Institute of Technology, ताक को OR BEARER
J. Tambaram.

RUPEES शमं Twenty Two Thousand Five Hundred only.

अदा को ₹ 22,500/-

च. नं. / A/c No. **SB 479135169**

FOR MEMBER SECRETARY, TAMILNADU STATE COUNCIL SCIENCE & TECHNOLOGY
CBS Code: 01636

[Signature]
AUTHORISED SIGNATORY

952000080

PAYABLE AT PAR AT ALL OUR BRANCHES

Please sign above

409438 600019119: 135159* 31

TAMILNADU STATE COUNCIL FOR SCIENCE AND TECHNOLOGY
DOTE CAMPUS, CHENNAI - 600 025

STUDENT PROJECT SCHEME 2019-2020
UTILISATION CERTIFICATE

(TWO COPIES)

1. Name of the guide and address : **Dr.G. SHANMUGASUNDAR**
Associate Professor
Department of Mechanical Engineering
Sri Sri Ram Institute of Technology
Chennai -44.
2. Name of the student(s) : A. Aravindha Krishna
S M. Anand
P. Kishore Kanna
A. Yamini
3. Title of the project : "DESIGN AND FABRICATION OF SMART VOICE
CONTROLLED ROBTIC WHEEL CHAIR (VCR BOT-
VI) FOR DIASABLED PEOPLE"
4. Project code : EME-0129

It is certified that a sum of **Rs.7500 (Rs. Seven thousand five hundred Only)** Sanctioned by the council for carrying out above mentioned student project has been utilized for the purpose for which it was sanctioned and sum of **Rs NIL** remaining unutilized is refunded.


Signature of the guide


Signature of the HOD


Signature of the
REGISTRAR/PRINCIPAL/DEAN
With SEAL
Dr.K.PALANI KUMAR
PRINCIPAL
SRI SRI RAM INSTITUTE OF TECHNOLOGY
SAI LEED NAGAR, CHENNAI-600 044.

TAMILNADU STATE COUNCIL FOR SCIENCE AND TECHNOLOGY
DOTE CAMPUS, CHENNAI - 600 025

STUDENT PROJECT SCHEME 2019-2020
UTILISATION CERTIFICATE

(TWO COPIES)

1. Name of the guide and address : **Dr.J.GLADYS AANI SUJITHA**
Assistant Professor
Department of Computer Science and Engineering
Sri Sri Ram Institute of Technology
Chennai -44.
2. Name of the student(s) : E.Sivashankaran
Vasanth Allen
A.Raj
M.Vijay
3. Title of the project : "Milk Distribution Management System"
4. Project code : **CSE-0393**

It is certified that a sum of Rs.7500 (Rs. Seven thousand five hundred Only)
Sanctioned by the council for carrying out above mentioned student project has been utilized for
the purpose for which it was sanctioned and sum of Rs NIL remaining unutilized is refunded.



Signature of the guide



Signature of the HOD

Dr. B. SREEDEVI
HEAD OF THE DEPARTMENT
COMPUTER SCIENCE AND ENGINEERING
SRI SRI RAM INSTITUTE OF TECHNOLOGY
SAI LEO NAGAR, CHENNAI - 600 044.



-Signature of the
REGISTRAR/PRINCIPAL/DEAN

Dr. K. P. S. KUMAR
PRINCIPAL
SRI SAI RAM INSTITUTE OF TECHNOLOGY
SAI LEO NAGAR, CHENNAI-600 044.



TAMILNADU STATE COUNCIL FOR SCIENCE AND TECHNOLOGY
DOTE CAMPUS, CHENNAI - 600 025

STUDENT PROJECT SCHEME 2021-2022
UTILISATION CERTIFICATE

(TWO COPIES)

1. Name of the guide and address : Mr.R.Dhanasekar
Assistant Professor,
Department of Electrical and Electronics Engineering,
Sri Sriram Institute of Technology,
Chennai - 44.
2. Name of the student(s) : Kirubanandhan,P
Rahul.V
3. Title of the project : Water Absorbing Pavements by using Porous Concrete
4. Project code : EEE-0492

It is certified that a sum of Rs.7500 (Rs. Seven thousand five hundred Only)
Sanctioned by the council for carrying out above mentioned student project has been utilized for
the purpose for which it was sanctioned and sum of Rs NIL remaining unutilized is refunded.


Signature of the guide


Signature of the HOD


Signature of the
REGISTRAR/PRINCIPAL/DEAN
With SEAL
Date: 15/12/2022
PRINCIPAL
SRI SRIRAM INSTITUTE OF TECHNOLOGY
DOI LEI NAGAR, CHENNAI-600 044.

10/10

Audited Utilization Certificate Mentor-Mentee Scheme

Name of Institute (with city and state): **Sri Sai Ram Institute of Technology**
IIC ID: **IC201811089**

Name of the Scheme under which Grant was sanctioned: **Mentor-Mentee Scheme**

AICTE Sanction Order No. & Date under which Grant was sanctioned	Amount Sanctioned (Rs.)	CERTIFICATE
Innovation/Mentor Mentee Scheme: 596/2020-21 dated 9 th Dec. 2021	Rs. 2,25,000	Certified that out of the grant-in-aid of Rs. Two Lakhs Twenty five Thousands sanctioned by the AICTE during the Financial Year 2021-22 as per letter mentioned in the margin, Rs. Nil on account of Interest there on, a sum of Rs. 1,80,000 has been utilized for the purpose for which it was sanctioned, and the balance of Rs. 45,000 remained unutilized* at the end of the program.

Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised:

1. Audited Annual Accounts of the Institute
2. Receipt & Payment Account of the Institute
3. Periodical Progress Report of the Institute
4. Audited Statement of Expenditure.
5. Consolidated report of the activities conducted under Mentor Mentee Scheme.

[Signature of Chartered Accountant]

Name of CA : _____
Membership No. : _____
Full Address : _____

**For P.T. PONNAIAH & CO.,
Chartered Accountants**

(with seal)
(mandatory for self financing institutes)

**(P.T. PONNAIAH)
Partner, M. No. 019373**

[Signature of the Finance Officer]

Name : **BANJAT**
Designation : **MANAGER**
Full Address : _____

(with seal)
(Govt./Govt.-Aided/University & whatever applicable)

Place : _____
Date : _____

[Signature of Head of the Institute]

Name : **Dr.K.PALANIKUMAR**
Designation : **PRINCIPAL**
Full Address : **Sri Sai Ram Institute of
Technology, Sai Leo Nagar, West
Tambaram, Chennai-44**

(with seal)
(mandatory for all institutes)



[Handwritten signature]

**Audited Utilization Certificate
Mentor-Mentee Scheme**

Name of Institute (with city and state): **Sri Sai Ram Institute of Technology**
IIC ID: **IC201811089**

Name of the Scheme under which Grant was sanction: **Mentor-Mentee Scheme**

AICTE Sanction Order No. & Date under which Grant was sanctioned	Amount Sanctioned (Rs.)	CERTIFICATE
Innovation/Mentor Mentee Scheme/596/2020-21 dated 9 th Dec. 2021	Rs.2,25,000	Certified that out of the grant-in-aid of Rs. Two Lakhs Twenty five Thousands sanctioned by the AICTE during the Financial Year 2021-22 as per letter mentioned in the margin, Rs. Nil on account of interest there on, a sum of Rs.1,80,000 has been utilized for the purpose for which it was sanctioned, and the balance of Rs 45,000 remained unutilized* at the end of the program.

Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised:

1. Audited Annual Accounts of the Institute
2. Receipt & Payment Account of the Institute
3. Periodical Progress Report of the Institute
4. Audited Statement of Expenditure
5. Consolidated report of the activities conducted under Mentor-Mentee Scheme

[Signature of Chartered Accountant] *2/2*

Name of CA: _____
Membership No.: _____

P.T. PONNAIAH & CO.,
Chartered Accountants

[Signature of Chartered Accountant]
(mandatory for self-financing institutes)
(P.T. PONNAIAH)
Partner, M. No. 0195733

UDIN: **dd0178735A127437577**

[Signature of the Finance Officer]

Name: **D. ANAND**
Designation: **MANAGER**

Full Address: _____
[with seal]
(Govt./Govt.Aided/University & whatever applicable)

Place: _____
Date: _____

[Signature of Head of the Institute]

Name: **Dr.K.PALANIKUMAR**
Designation: **PRINCIPAL**
Full Address: **Sri Sai Ram Institute of Technology, Sai Leo Nagar, West Tambaram, Chennai-44**
(with seal)

(mandatory for all institutes)



[Handwritten signature]



All India Council for Technical Education
(A Statutory body under Ministry of Education, Govt. of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org



MoE's Innovation Cell
Mentor-Mentee Program for IIC Institutions - Sanction Letter

To,

The Drawing and Disbursing Officer,
All India Council for Technical Education,
Nelson Mandela Marg, Vasant Kunj,
New Delhi - 110070

Sub: Sanction of Rs. 2,25,000/-(Rupees Two Lakh Twenty Five Thousand only) being the **Grant-in-Aid** under the **Mentor- Mentee Program for IIC institutions 2021-22**, MIC payable during the current financial year **2021-22**- reg.

Sir,

With reference to the proposal submitted by the **Sri Sai Ram Institute of Technology**, this is to convey that the sanction of the Council for payment of **Rs. 2,25,000/-(Rupees Two Lakh Twenty Five Thousand only)** as Grant-in-Aid under the **Mentor- Mentee Scheme for IIC institutions 2021-22, MIC** as per details given below:

1.	Name and address of the Beneficiary Institution:	Sri Sai Ram Institute of Technology Sri Sai Ram Institute of Technology , Sai Leo Nagar , West tambaram , Chennai Chennai Tamil Nadu ,600044
2.	Duration of the scheme:	Academic Year 2021-22
3.	Name of the Program Coordinator:	Dr.G.Shanmugasundar
4.	Total Grant-in-aid Sanctioned:	Rs. 2,25,000/-(Rupees Two Lakh Twenty Five Thousand only)
5.	Amount to be released during the year 2021-22:	Rs. 2,25,000/-(Rupees Two Lakh Twenty Five Thousand only)
6.	Sanctioned grant-in-aid is debit to:	INNOVATION CELL ACCOUNT

- The amount of the Grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education on the Grant-in-Aid bill and shall be disbursed to and credited to the account of Director/Principal/ Registrar of the Institute through RTGS/PFMS.
- This Grant-in-Aid is being released in conformity with the terms & conditions as well as norms of the scheme as already communicated, and also being communicated in this letter.

The instructions/guidelines to be followed by University/Institution

- Release of funds (Reimbursement as per actual basis)**

- ✓ The Principal/ Director/Head of the institute are hereby requested to verify the correctness of the under mentioned bank account/ RTGS details submitted by them, in which the grant is being released:

Institute PAN No.	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
AABTS7101F	Citi Union Bank	Poonthandalam	City Union Bank ,Poonthandalam, Sairam College Campus Tamil Nadu Chennai	SRI SAI RAM INSTITUTE OF TECHNOLOGY	Savings	500101012388680	CIUB0000634

In case of any omission the same should be reported to AICTE immediately.

- ✓ The sanction is issued in exercise of the powers delegated to the council and other terms & conditions laid down in the guidelines of the scheme. 100% of the sanctioned amount will be released as grant in aid to the account of the beneficiary institute (Mentor IIC Institute).

II. Maintenance of accounts

- ✓ The Institute shall strictly follow the provisions laid down in the scheme document and sanction order No. *F.No. Innovation/Mentor Mentee Scheme/596/2020-21* Dated: 9th Dec. 2021 issued by this office. All correspondences related to the scheme must contain this number along with year of sanction of the scheme; failing which correspondence will not be entertained.
- ✓ The mentor IIC institute shall maintain proper accounts of the expenditure out of the grants, which shall be utilized only on the scheme.
- ✓ Institute needs to maintain the record of all original bills/honorarium receipts/transaction proof/voucher and invoice etc., AICTE/MIC or its nominee shall have the right to check/verify the account to satisfy that the fund has been utilized for the purpose for it was sanctioned.
- ✓ The Principal / Director / Registrar shall intimate about the receipt of the grant to AICTE/MIC.

III. Instructions for implementation of Project Funds

Sr. No	Activity	No of activities	Budget in Rupees	Expenses Covered
1	Conduct an orientation cum mentoring sessions for all the key functionaries of IIC members at mentee institutions. It may be conducted online mode.	At least 2 nos/Year {@Rs.3000 /mentor expert, 2 mentor experts per session}	12,000/-	honorarium

2	Mentor Institute Representative to take part in the quarterly progress meetings of mentee IIC institutions and provide guidance on planning, action plan preparation and improvisation of I&E activities to be conducted in the mentee institutions. Sessions may be conducted in online mode.	Minimum 15 nos. @Rs.1000/ meeting. (at least 3 meetings /mentee institute for 5 mentee institutions). A senior and competent IIC member of the mentor to take part in quarterly planning and review meetings conducted during the IIC calendar year in mentee institutions	15,000/-	honorarium
3	Mentor Institute to handhold all mentee institution in conducting at least two activities listed in the IIC calendar activity plan and support in identifying competent external experts and arranging sessions and honorarium to external experts. Sessions may be conducted in online mode.	At least 2 nos {@Rs.3000 /external expert, 2 external experts per session}	12,000/-	Expert's fee/honorarium
4	Mentor institute to organize a 2-day exposure visit cum training program focusing on long Innovation, IP, Entrepreneurship, pre-incubation and Incubation facility creation, IPR filing & management and start-up services and policy mechanisms (NISP, ARIIA and others) support for student and faculty etc. for mentee institute representatives. This is ideally a physical mode activity.	1 Number (Refer Table-2 for budget breakup)	1,25,000/-	Expert's fee/honorarium, food, site visits, accommodation and training and communication material cost for the participants
5	Mentor institute to conduct progress monitoring cum feedback & Impact evaluation study visit to each mentee institute especially towards the end of IIC calendar year or in	Total 5 nos of visits. (One-day visit by an expert/IIC member from the Mentor institute to the mentee institute. It covers local travel ad train or Air Travel cost	50,000/-	Mentors TA, honorarium cost.

	the 4 th Quarter. Ideally this should be a physical visit.	with upper cap of Rs.10000 per visit includes local travel cost). Stay arrangement to be made by the respective mentee institute		
6	Miscellaneous/contingency fund		11000/-	
	Total		2,25,000/-	

Table:2			
Budge Breakup for Activity 4			
S.No	Particulars	Maximum Amount/Person/Day In Rupees	Maximum Amount/Particular In Rupees
1	Accommodation for Participants (up to 10 members @2 members per mentee institute for 2 days)	Rs. 1500/-per person for 3 days	45000/-
2	Food	Rs. 800/- per person per day for 3 days	24000/-
3	Honorarium to invited external experts only (up to 4 numbers)	Rs. 5000/ expert	20000/-
4	Travel Reimbursement for Participants	Actual travel cost (Road or train or flight) with upper cap Rs. 5000/ mentee institute (with maximum 2 participants) and from 5 mentee institutions	25,000/-
5	Stationary, Printing (Design and printing of Brochure, registration kit and banner) etc.		11000/-
Total			125000/-

I. Utilization & Refund of Grant

- The Principal / Director / Registrar shall intimate about the receipt of the grant to AICTE/MIC.
- The fund, so released shall be utilized to conduct the prescribed activities for handholding, mentoring, and supporting mentee institutions in building/streamlining/strengthening the innovation and entrepreneurship eco-system and shall not be used for purchase of equipment like computer, laptop or fixed assets etc.
- The released/sanctioned fund for Mentor-Mentee program cannot be utilized for any other program/ sessions or activities.
 - ✓ In case the Mentor-Mentee program is cancelled, the funds must be returned back to AICTE/MIC immediately with interest accrued thereon.

- ✓ In any case, if the institute is required to refund the grant or interest accrued thereon or balance amount, the amount will be refunded to AICTE/MIC. (by way of a demand draft in favor of INNOVATION CELL ACCOUNT payable at New Delhi or through NEFT/RTGS at INNOVATION CELL ACCOUNT, Account No:37903899633, IFSC: SBIN0050203, SBI, SHASTRI BHAWAN, RAJENDRA PRASAD ROAD, NEW DELHI 11000).
- ✓ As MIC needs adequate time for depositing the Demand Draft in the bank, the same be immediately dispatched to avoid any lapse of the validity period. Meanwhile, institute can plan and start the activities as prescribed from the date of issuance of sanction order.
- The Institute shall strictly follow the provisions laid down in the scheme document and sanction order No. *F.No. Innovation/Mentor Mentee Scheme/596/2020-21 Dated: 9th Dec. 2021* issued by this office. All correspondences related to the scheme must contain this number along with year of sanction of the scheme; failing which correspondence will not be entertained.

II. Progress Monitoring and Reporting

IIC institution needs to upload the quarterly or semester wise progress reports periodically in the Mentor-mentee portal and final report submission along with following supporting documents within prescribed period of the completion of Mentor- Mentee program activities.

✓ Usage of Fund:

Original Statement of actual expenditure in the prescribed proforma duly signed by the Head of the institution, president of IIC Institute and countersigned by Registrar/Finance Officer/Govt. Auditor

or

In case of self-financing/private institutions, Statement of actual Expenditure & Utilization Certificate are required to be audited & signed by a Chartered Accountant (with membership no., full address & stamp). Photocopies of formats are enclosed.

- ✓ The **Utilization Certificate (UC)** supported by Audited Statement of Expenditure to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the AICTE/MIC immediately after completion of the scheme to the following **Address: MoE's Innovation Cell(MIC), Room No. 316, 3rd Floor, AICTE HQ, Nelson Mandela Road, New Delhi-110070**
 - It should contain the head-wise break up of expenditure made from the grant-in-aid provided by the Council. Audited Statement of Expenditure indicating expenditure incurred in the total duration of the scheme in the prescribed format and GFR-19 shall be submitted to the Council.

III. Prescribed Activities for IIC Institutions

Under the Mentor-Mentee program, the mentor IIC institution will do the following suggestive activities for their mentee institutions;

1. The key functionaries of IIC at the mentor institute will conduct orientation sessions for all the key functionaries of IIC members of mentee institutions.

2. The mentor institute shall nominate its key functionaries of IIC to join the IICs of mentee institutions as an external expert member.
3. The mentor institute is required to handhold all mentee institutions in conducting at least two activities listed in the IIC calendar activity plan and support in identifying competent external experts and arranging sessions and honorarium to external experts
4. Mentor institute shall organize a 2-day exposure visit cum training program focusing on pre-incubation and Incubation facility creation, IPR filing & management and start-up services and policy mechanisms (NISP, ARIIA and others) support for student and faculty etc. for mentee institute participants. This is ideally a physical activity.
5. The mentor institute needs to conduct progress monitoring cum feedback & impact evaluation study visit to each mentee institute especially towards the end of IIC calendar year or in the 4th Quarter. Ideally this should be a physical visit.
6. The mentor institution is expected to encourage, guide and handhold mentee institutions in participating various innovation and entrepreneurship initiatives of MoE such as adoption of NISP, formulation of I&E policy at the institute level, Participation in ARIIA, Training of Innovation Ambassadors, Mentoring support to students and establishment of pre-incubation and incubation facilities etc.
7. Inviting participation form mentee institutions for the innovation and entrepreneurship activities are being organised by mentor institute as part of IIC calendar, Self-Driven activities etc.

**The activities 1, 2, and 3 may be organised either on online mode or physical mode as per the convenient to both mentor and mentee institutions.*

VII. Guideline for Conducting and delivering of the activities:

1. **To conduct orientation sessions for all the key functionaries of IIC members of mentee institutions.**
 - ✓ At least two orientations cum mentoring sessions for all mentee institutions or separate session for each mentee institution may be planned and conducted.
 - ✓ One orientation session should be organised at the beginning of the Semester/IIC Calendar year and one at the mid of IIC calendar year.
 - ✓ Orientation session shall be conducted on online mode using video conferencing platforms.
 - ✓ Key functionaries of mentor IIC institution shall join as mentor expert and will take the session and explain the best practices, cases of their institute on how they are driving the I&E ecosystem highlighting resource mobilization strategies.
 - ✓ A competent and experienced Key functionary from the mentor IIC institute will deliver the session on above objectives, and a maximum honorarium amount of Rs. 3000/- per expert per orientation session can be provided for this purpose.
 - ✓ A total budget of maximum Rs. 12000/- for two orientation sessions is provisioned.
2. **Take part in the quarterly progress meetings of mentee institutions and provide guidance and support in planning, action plan preparation, and improvisation of I&E activities to be conducted**

in the mentee institutions.

- ✓ At least one-member representation from the mentor institution in each mentee institution is required.
- ✓ The president of mentor IIC institute will nominate the member and he/she will take part in quarterly IIC meetings of IIC mentee institute.
- ✓ Once the member nominated for the mentee institute, same member is required to continue till the end of the IIC calendar year.
- ✓ Each nominated member need to take part in at least 3 such quarterly/semester meetings during the IIC calendar year.
- ✓ Quarterly meetings shall be conducted on online mode using video conferencing platforms.
- ✓ Role of member in mentee IIC institute is to actively participate in quarterly progress meeting of mentee IIC institutions and provide guidance on planning, action plan preparation, progress assessment and improvisation of I&E activities to be conducted in the mentee institutions.
- ✓ Mentor IIC institute may provide an honorarium of Rs. 1000/- to the nominated members upon completion of the such meeting and submission of verified report along with meeting outcomes to the president of IIC institute.
- ✓ A senior and competent IIC member of the mentor to take part in quarterly planning and review meetings conducted during the IIC calendar year in mentee institutions
- ✓ A total budget of maximum Rs. 15000/- for participation in 15 numbers of meetings in 5 mentee institutions during the IIC calendar year.

3. Planning and delivering of two IIC calendar activities for mentee IIC institutions

- ✓ Mentor institute in coordination with mentee institutions will identify two IIC calendar activities to be conducted for the mentee IIC institutions.
- ✓ Mentor institute will prepare the session plan and identify the external resource persons to deliver the session.
- ✓ Repute and experienced experts drawn from national and regional ecosystem should deliver the session.
- ✓ All mentee institute should ensure minimum participation of 250 nos includes IIC members, students and faculty members and staff.
- ✓ Activities shall be conducted on online mode using video conferencing platforms.
- ✓ Each session/activity should accommodate at least two external experts. A maximum honorarium amount of Rs. 3000/- per expert per session can be provided for this purpose.
- ✓ A total budget of maximum Rs. 12000/- for orientation sessions is provisioned.

4. Organize a 2 days long I&E exposure visit cum training program on I&E related theme such as pre-incubation and Incubation facility creation, IPR filing & management etc. for mentee institute representatives.

- ✓ Mentor institute will plan, host and organize a 2-day long exposure cum training program for the participants from mentee IIC institutions.
- ✓ Mentor institute shall get participant nominations from mentee IIC institutions.

Mentee institutions can nominate up to two key functionaries of their IICs.

- ✓ A total 10 participants from the 5 mentee institutions shall comprise the one cohort of training to be conducted on physical mode.
- ✓ The mentor institute shall take care the venue related expenses and delivering the training program. Expenses may include expert's fee/honorarium, food, site visits, accommodation and training and communication material cost for the participants etc. A detail breakup is provided in Table 2.
- ✓ The mentor institute shall reimburse the travel cost of nominee/representatives from the mentee institutions. Actual travel cost (road or train or flight) or the upper cap Rs. 5000/ mentee institute (with maximum 2 participants) can be accommodated.
- ✓ A total budget of maximum Rs. 125000/- for a batch size of 10 participants from 5 mentee institutions is provisioned.

5. To conduct visits to each mentee institution for progress monitoring & impact evaluation study especially towards the end of IIC calendar year or in the 4th Quarter.

- ✓ The Key functionaries or nominated members of mentor IIC institution to mentee institutions shall make a one-day visit to the campus of mentee institute to observe the progress, facility and function of IICs and discuss with the IIC members.
- ✓ Mentor expert will check the progress and provide feedback and on spot mentoring support to the mentee institute on improvisation of I&E ecosystem, strategies and how to improve the score and star of mentee institute.
- ✓ An impact evaluation study shall be planned and conducted and represented. A well designed communication brochure and annual report of IIC institute with achievement and impact should be incorporated. Mentor institute will guide mentee institutions in preparing and finalizing the IIC annual reports.
- ✓ The local and travel (road, train and air) expense of members shall be drawn from the budget provisioned.
- ✓ A total budget of maximum Rs. 25000/- covers visits to 5 mentee institutions (Rs.10000 per member per visit covers TA and honorarium) is provisioned.
- ✓ Mentee institute will provide local stay and organizing progress monitoring cum feedback/mentoring meeting should be planned in advance.

6. The mentor institution is expected to encourage, guide and handhold mentee institutions in participating various innovation and entrepreneurship initiatives of MoE such as adoption of NISP, formulation of I&E policy at the institute level, Participation in ARIIA, Training of Innovation Ambassadors, Mentoring support to students and establishment of pre-incubation and incubation facilities etc.

7. Inviting participation form mentee institutions for the innovation and entrepreneurship activities are being organised by mentor institute as part of IIC calendar, Self-Driven activities etc.

8. Delivering activities of Mentor-Mentee Scheme

- ✓ The President and concern program coordinator of the mentor institute shall be primarily responsible for the implementation of the project.

- ✓ All mentee institutions are also required to nominate coordinators (one from each mentee institutions) as the co-coordinators of the project at mentee institution level.
- ✓ Quarterly presentation on the planned activities and implementation progress should be submitted in the Mentor-Mentee section of the IIC Portal.
- ✓ If it is found that the grant-in-aid released is not being utilized for the purposes for which it was intended for and the progress of the programme is not satisfactory, action may be taken or funding support may be withdrawn.
- ✓ Further extension of financial support from AICTE, MIC shall be based on the progress of the scheme and effective utilization of the earlier grant-in-aid provided.
- ✓ If the Mentor institute coordinator leaves the institution, retires, or goes on long leave, the institute will appoint another Mentor Institute Coordinator to the programme, and immediate intimation to the MIC in this regard.

VIII. Use of Logos

- ✓ In case of activities organized in online mode, the logos of MIC, AICTE and IIC should be used properly labelled and prominently displayed.
- ✓ In case of physical activities, logos of MIC, AICTE and IIC must be prominently placed in the banners/stage backdrop/podium/venue, and displayed.
- ✓ All publicity materials/ advertisements/ brochures/ invitation cards/ any other collaterals/ event backdrop etc. related to Mentor-Mentee Program must carry the MIC, AICTE and IIC logo.

IX. Activity Report

Both mentor and mentee institutions are required upload activity reports related to mentor-mentee program in the IIC portal. Following documents and reports are required to upload by end of every quarter/semester or periodically by the mentor and mentee institutions;

- ✓ Brief plan and calendar for the Activities to be conducted
- ✓ A time activity chart indicating schedule along with deliverables for each participating institution.
- ✓ Reports for the activities completed.
- ✓ Sessions details, experts' details and feedback from participants.
- ✓ Details of financial layout and expenses incurred for the activities.
- ✓ Copies of letters of intents/MOU are signed with mentee institutions.
- ✓ The Mentor Institute Coordinator must submit progress report every quarter indicating
 - a. The progress of the activities under Mentor-Mentee Scheme and the status of the grant-in-aid utilized.
 - b. Geotagged photographs (maximum 15) of all the activities under Mentor-Mentee Scheme.
 - c. A video of 2-minute duration (per mentee institute) having: (i) Introduction by Coordinator mentioning the name and state of Mentee IIC and Mentor IIC institute. (ii) Activities conducted under Mentor-Mentee scheme (iii) How the Mentor-Mentee Scheme was beneficial to students, faculty and institute? (iv) Acknowledgement of AICTE/MIC support.

X. Monitoring

- ✓ AICTE/MIC may depute an Officer/Observer to oversee the quality of the conference and collect feedback from the venue

XI. Expected Outcomes

- ✓ Active participation and involvement of IIC members; students, faculty members and staff from both mentor and mentee institutions.
- ✓ A streamlined and strengthened innovation and entrepreneurship ecosystem with functional IICs in mentee institutions.
- ✓ Increase in awareness level among students, faculties and staff on recent developments and approaches in for innovation, entrepreneurship and intellectual property and their importance in wealth creation at individual level and national level.
- ✓ Nurturing leadership potential of student innovators, and entrepreneurs by providing them coordination role to achieve the program objective.
- ✓ Program will set foundation for institute's participation in MoE's Innovation and Entrepreneurship initiatives such as IIC, ARIIA, Hackathons, NISP, National Innovation Contest, and YUKTI and related programs at MIC and AICTE.

XII. General instructions

- ✓ The grantee Institution shall observe all financial norms and guidelines as prescribed by the AICTE/ Government of India from time to time. GOI GFR rules (@<https://doe.gov.in/order-circular/general-financial-rules2017-0>) should be followed during utilization of grant.
- ✓ This Sanction Order may be treated as Offer Letter for all purposes.

XIII. Duration of the Project: Duration of project shall be of one IIC calendar year.

For more information, please write your query to Ms. Selvarani, Innovation Officer.

Email: selva.rani@aicte-india.org, mm.iic.mic@aicte-india.org, **Phone no:** 011 2958 1513

Yours sincerely,



Dipan Sahu
Asst. Director, MIC

Copy forwarded for information and necessary action to:

- ✓ Principal/Hol
- ✓ IIC President
- ✓ Guard File