



**Bharati Vidyapeeth's College of Engineering**

**Funds Disbursement Policy  
for  
Student's Projects**

**Affiliated to Guru Gobind Singh Indraprastha University, Approved by AICTE, New Delhi  
(An ISO 9001:2015 Certified Institution)**



**BHARATI VIDYAPEETH'S COLLEGE OF ENGINEERING**  
(Approved by AICTE, New Delhi & Affiliated to Guru Gobind Singh Indraprastha University, Delhi)  
(An ISO 9001:2015 Certified Institution)  
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**Ref. No.:** BVCOE/ND/ADM/SN/051/2023-2024

**Date:** 11<sup>th</sup> March, 2024

## **Funds Disbursement Policy for Student's Projects**

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## **1. Introduction**

Student-driven projects play a very pivotal role in fostering creativity, innovation, and academic excellence for any higher education institute. Knowing the significance of student-led initiatives in enriching educational experiences, promoting experiential learning, and contributing to the broader community at large and to support and encourage the pursuit of these endeavors, Bharati Vidyapeeth's College of Engineering, New Delhi have established the Student Projects Fund Policy for all students across various disciplines and areas of interest.

## **2. Objectives**

- To encourage and support students in pursuing innovative projects in their MINI/MINOR/MAJOR projects that expand knowledge boundaries, encourage critical thinking, and promote interdisciplinary collaborations.
- To empower students by providing financial support and mentorship necessary for the successful execution of their projects, fostering leadership and entrepreneurial skills.
- To create avenues for experiential learning, skill development, and hands-on experiences that complement classroom education and contribute to personal and professional growth.
- To support broad spectrum of projects, including but not limited to research endeavors, community service initiatives, technological innovations, and entrepreneurial ventures and enrichment of our academic community.
- To enable students to benchmark their technical excellence in various national innovation repositories.

## **3. Selection Criteria**

- The student applicant presents the project idea comprising of project objectives, methodology, expected outcomes, budget breakdown, timeline etc.
- Further a Fund Grant Committee comprising of Principal, HODs, Deans along with the faculty mentor reviews the presented ideas.
- The committee then evaluates the idea presented based on specific criteria as enlisted but not limited to:
  - Innovation
  - Feasibility
  - Potential impact on the society/academia
  - Achievable within the timeframe
  - Alignment with the institute grant's objectives

## **4. Application Process**

- Student applicant along with the mentor submits "Project Fund Request Form" as in Annexure I to the committee.
- For shortlisted applicants by the Fund Grant Committee, the funds are disbursed in a PHASED way as per the redecided time line.
- Continuous Evaluation and Guidance of Project is carried out by the mentor involved.
- On completion of Project, the student applicant submits the "Project Completion Report" as in Annexure II.

- On completion of Project, the student applicant will submit the “Utilization Certificate” as in Annexure III which shall consider alignment of budget with the deliverables.
- The student applicant finally presents the outcomes of the project to the committee.
- The final product is submitted and maintained by the respective departments.

## **5. Expected Deliverables**

- Minimum of one research article published in reputed indexed journals/conferences.
- The Institute owns any IP emerging out of the project.
- The student applicant(s) host session(s) for junior students as a part of Teaching Learning Process or as Innovation Ambassadors.

## **6. Risk Assessment**

- The mentor analyzes dependencies within the time frame of the project which if not managed properly might lead to delays in project execution.
- Timeline extension can be requested by the student applicant assuring the project completion.
- The final phase of funding is considered only after the final completion of the project.

**NOTE:** An upper ceiling of funds of Rs. 5000 is decided by the college. The funds may be further increased in special cases as decided and approved by the Fund Grant Committee.

**ANNEXURE I**

**Project Fund Request Form**

<b>Student Name:</b>	
<b>Department:</b>	
<b>Year/Group:</b>	
<b>Faculty Name:</b>	
<b>Project Title:</b>	
<b>**Project Objectives:</b>	
<b>Mention the amount from External Sponsorship if any:</b>	
<b>Name of External Sponsor Agency:</b>	
<b>Project Time Frame in Months:</b>	

\*\* Attach Separate Sheet

<b>Budget Breakup:</b>		
<b>S.No</b>	<b>Description</b>	<b>Amount</b>


**Name and Signature of Student Applicant:**

**Name and Signature of Mentor:**

**Signature of  
Principal**

**Signature of  
Vice Principal (Academics)**

**Signature of  
Dean R&D**

**ANNEXURE II**

**Project Completion Report**

<b>Project Start Date/Month:</b>	
<b>Project Submission Date/Month:</b>	
<b>Student Name:</b>	
<b>Department:</b>	
<b>Year/Group:</b>	
<b>Faculty Name:</b>	
<b>Project Title:</b>	
<b>**Project Summary:</b>	
<b>**Project Results/Outcomes:</b>	
<b>**Supporting documents if any. (Pictures/Videos etc.):</b>	
<b>Detail /Proof of Paper Published in reputed indexed journals/conferences:</b>	
<b>Patent Filed if Any:</b>	
<b>Sessions Held as a part of teaching learning session or as Innovation Ambassadors:</b>	
<b>Utilization Certificated Provided:</b>	

\*\* Attach separate sheet

**Name and Signature of Student Applicant:**

**Name and Signature of Mentor:**

## ANNEXURE III

### Utilization Certificate

Certified that Rs. .... as a project fund was sanctioned by Bharti Vidyapeeth's College of Engineering, New Delhi.

It was sanctioned towards successful completion of Project entitled

“ .....” .

Out of Sanctioned funds, a sum of Rs....., has been utilized for the project execution/completion .

The amount was utilized in phased way as below:

<b>Phase</b>	<b>Purpose for which amount was utilized</b>	<b>Amount</b>
I	Initial Investment	
II		
III		
Final Phase	Upon Project Completion	

All bills /vouchers are attached herewith.

**Name and Signature of Student Applicant:**

**Name and Signature of Mentor:**

**Name and Signature of Finance Officer:**