

Association of Indian Universities (AIU), New Delhi

Research Division

Standard Operating Procedure (SOP) for the University/Institution for Organising ANVESHAN - Student Research Conventions at University/Institutional Level.

1. Purpose:

This SOP is to guide the Universities/ Institutions for organising the *Anveshan*: Student Research Conventions at **Institutional Level**

2. Scope:

The scope of this SOP applies to all the universities /institutions desiring/facilitating the participation of their students and research scholars at Zonal and International Level Anveshan – Research Conventions organised by the Research Division, Association of Indian Universities.

3. Steps to be Followed by Universities/Institutions for Organising *Anveshan* at Institutional Level

1. Upon finalization of the Calendar of *Anveshan* and receipt of the Communication Letter from AIU, each University/Institution shall engage a **Coordinator (University Level Coordinator)** of Associate Professor and above level to coordinate with the **Host University of their respective Zones** and with AIU and ProjectSet (Technology Partner of AIU for *Anveshan*).
2. The Contact details with Phone Number and email of the Coordinator of the HOST University of Each Zone along with the Complete Guidelines and guideline for Students shall be provided by AIU.
3. The **University Level Coordinator (ULC)** shall reach out to all Faculty/Departments/Centres/Schools in their respective universities and invite them to submit Research projects **within a deadline well before the open of the Registration date for Zonal Level Participation**.
4. Innovative Research Projects and already explored Ideas with demonstrated ground work in Six Tracks/Categories – (i) **Basic Science**, (ii) **Engineering & Technology**, (iii) **Health Sciences and Allied Subjects**, (iv) **Agriculture Science & Allied Fields**, (v) **Social Science, Humanities, Commerce & Business Management, Law** (v) **Inter-disciplinary Research** shall be accepted only. **The sequence of the Tracks/Categories shall not be changed.**
5. Each university is allowed to send a **Maximum Number of 06 projects (one in each category/track)** for the zonal level Student Research Convention.
6. The Universities/Institution shall accept registration for participation of the students **only who have registered online on the portal of ProjectSet**.
7. The University Level Coordinator (UCL) **shall schedule a date** for organizing the Competition at their own campus. In the competition, the ULC shall invite projects on aforementioned Six Tracks/fields. After getting the projects assessed by three experts (by

both mix of Internal and external experts), the ULC shall forward the selected projects with endorsement to the **HOST UNIVERSITY COORDINATOR (HUC)** well before the last date of Registration for Participation at Zonal Level.

8. The University/Institutions shall abide by the Rules and Guidelines of **Anveshan**. No change or modification is allowed without the approval of AIU.
9. The ULC shall arrange adequate space and Mount Boards for poster presentation and auditorium or seminar hall for podium presentation with reasonably good facilities with required electronic gadgets shall be done by the host university.
10. Arrangement of Adequate Space with **Tables and Electricity connection for demonstration and presentation of Live Models** shall be done by the ULC.
11. The ULC shall monitor and ensure that the Project Assessment is done meticulously with quality and rigor.
12. The Convention shall start with Inauguration which will be followed by Poster Presentation. **Time for Poster Presentation is 05 Minutes.**
13. It shall be ensured by the ULC that the students' anonymity is strictly maintained. **No poster shall have any identity of students, their supervisors or mentors.**
14. For maintaining confidentiality, the **projects shall be codified** (For Example: Social Science Project No 1. – SS1, SS2, etc. Similarly in Engineering and Technology – ET1, ET2, etc. At the end of the assessment the project will be decodified just announcement of results.
15. The Poster presentation will be followed by the Podium Presentation. **The Duration of Podium presentation is 10 minutes.** The Student Researcher will be **allowed 07 minutes for presentation of his/her/their project on podium.** The experts will interact with students **seeking clarification in 03 minutes.** In no circumstance (unless some natural issues are there) the time limit shall be extended nor it can be shortened.
16. The Assessment of Projects shall be done on the basis of following Seven Criteria with weightage point assigned against each criterion:

1. Scientific Thoughts and Principles	20
2. Creativity/Novelty & Originality	20
3. Thoroughness	10
4. Skill	10
5. Relevance to the society	20
6. Cost Effectiveness	10
7. Scope for Commercialization	10
17. **Selection of experts:** The University/Institutions Shall engage Experts for assessment of Projects (preferably retired or serving academicians) from the adjoining institutions, and personnel from local industries to assess the projects. **Three experts** in each area/ field will constitute the panel in each area/field. In order to avoid the conflict of interest, **NO Expert shall be engaged from the host university and the institutions from where the students are participating in the Convention.**
18. Each Expert will be provided with Two Assessment Sheets – One for poster and the other for Podium.

19. Each expert will give independent scores on both phases (poster & podium). The scores given by each expert of both phases will be clubbed and final scores will be arrived at for preparing the rank and order of merit.
20. The Final result sheet with scores shall be signed by the Experts and submit to the University Level Coordinator (ULC). The ULC shall endorse and forward the selected projects to the Host University Coordinator (HUC) on the ProjectSet Portal.
21. The UCL may issue Certificates to each Winning Student (irrespective of Individual or Group) along with mementoes for University Level Participation.
22. The UCL shall facilitate the participation of selected students with their projects in Zonal Level Convention.
23. All correspondence and coordination shall be done with **Joint Director & Head of Research Division of AIU** who shall be the Chief Convenor of the Anveshan.
