



Standard Operating Procedure (SOP) for the Host University/Institution for Organising Anveshan – Student Research Conventions at Zonal & International Level.

A. Purpose:

This SOP is to guide the Host Universities/ Institutions for organising the Anveshan: Student Research Conventions both at Zonal and International Level

B. Scope:

The scope of this SOP applies to all the universities /institutions that have been selected by AIU to host the Zonal and International Level Anveshan – Research Conventions

C. Steps to be Followed by the Host University/Institution for Organising Anveshan Conventions under the Banner of AIU

1. Upon allocation of Anveshan, the Host University shall engage two functionaries- **Coordinator and Co-coordinator** of Associate Professor and above level to coordinate with AIU and ProjectSet (Technology Partner of AIU for Anveshan).
2. The List of Member Universities of Each Zone along with the contact details shall be provided to the Host University/Institution by AIU.
3. The coordinator shall reach out to universities in their respective zone to encourage participation from the students by continuous calls and sending mail communications.
4. Innovative Research Projects and already explored Ideas with demonstrated groundwork 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. Only single-discipline universities (e.g. university of Medical Sciences) will be allowed to send up to 06 teams in the specific discipline as long as these projects focus on different topics/ areas.
6. The Host Institution shall accept registration for participation of the students **only who have registered online on the portal of ProjectSet**. The projects duly endorsed by the competent authority of the university by a stipulated date every year as mentioned in *Anveshan* Calendar and uploaded on AIU Website shall be accepted by the Host Institution.
7. The duration of the Anveshan **Convention** is two days. In case the number of projects is more than 200, the duration may extend to third day.
8. The Host institutions of the **Conventions** shall provide Boarding, lodging and other logistics for participants, experts and observers **during the two/three days of the event, without any charge.**



9. The Host University shall develop a separate short brochure for promoting the Event. The Name of the Association of Indian Universities shall appear at the Top in the Brochure. The name and logo of AIU shall be mentioned in all promotional materials developed for the purpose clearly indicating that Anveshan is the Initiative of AIU. The Logo of AIU shall be placed on top left side of the promotional Materials.
10. The Host University shall abide by the Rules and Guidelines of **Anveshan**. No change or modification is allowed without the approval of AIU.
11. Arrangement of 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.
12. Arrangement of Adequate Space with **Tables and Electricity connection for demonstration and presentation of Live Models** shall be done by the Host Institution.
13. The Host institution shall monitor and ensure that the Project Assessment is done meticulously with quality and rigor.
14. The Convention shall start with Inauguration which will be followed by Poster Presentation. **Time for Presentation of each Poster is 05 Minutes.**
15. The Coordinator of the Host Institutions will ensure that the anonymity of each student participant is strictly maintained. **No poster shall have any identity of students, their supervisors or mentors.**
16. 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.
17. The Poster presentation will be followed by the Podium Presentation. **The Duration of Podium presentation is 10 minutes per project. This will comprise 07 minutes for presentation by the students of his/her/their project and 03 minutes for Q&A/ clarifications by the judges.** In no circumstance (unless some natural issues are there) shall the time duration for the Podium presentation be extended or shortened.
18. 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
19. **Selection of experts:** The Host University Shall engage Experts for assessment of Projects from AIU pool/panel of Experts. The panel of experts (preferably



retired or serving academicians from the adjoining institutions, personnel from local industries) shall be invited 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.**

20. TA and token **honorarium of Rs 3000/- (per day)** to each expert will be covered from the seed money paid by AIU.
21. Each Expert will be provided with Two Assessment Sheets – One for poster and the other for Podium.
22. 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.
23. The Final result with final scores shall be signed by the Experts and submit the Coordinator of Host Institution which will be further submitted to the AIU Convenor.
24. The result of the Convention shall be declared in the Valedictory Programme of the Convention right after the assessment is over.
25. Certificates to each Winning Student (irrespective of Individual or Group) along with mementoes shall be awarded by the Host Institution.
26. The Certificate format shall be provided by AIU which is to be printed by the Host Institution at their own cost.
27. The Host University Shall submit a complete report (English version with editable content) with photographs to AIU within two weeks of the completion of the Event. The Report shall be submitted to AIU along with the Utilization Certificate.
28. The Report shall include the list of winning projects, students name, university/institution/programme enrolled and category of project presentation with Title of the project.
29. 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.

D. Financial Support to the Host Institution

1. AIU shall provide a financial support to the **tune of Rs 2.50 Lakhs for the Zonal Level Convention and Rs 4.00 lakhs to the International Level Convention** respectively.
2. Fifty percent of the Committed amount shall be remitted by the AIU at the beginning of the preparation and on receiving the Bank details from the Host Institution. Remaining fifty percent shall be remitted after receiving the Utilization Certificate from the Host Institution.
3. In addition, the host university (Zonal Level only) can collect a participation fee of **Rs 500/- per student** from the participants.



4. The Host Institution shall submit the Utilization Certificate for the Financial Assistance provided by AIU within two weeks of the execution of the Convention.
5. The Host University shall submit a Comprehensive Report about the Completed Zonal/International Level Event with details of the Winners and their positions with project details
6. The Unutilized amount (if any) shall be returned to AIU within two weeks of completion of the Convention.
