**National Mission on Education Through**

**Information and Communication Technology**

***“Implementation Guidelines/Procedures for Processing of Project Proposals”***

1. **Background**
2. **Vision**: The NMEICT scheme provides grant-in-aid to various projects in the identified areas and ensures their dovetailing to achieve the objectives within the optimum cost and time. It has a rigorous peer review of the activities adopted under the scheme so as to keep the projects on track and derive maximum mileage from them in realization of the vision of NMEICT. [Ref.: Mission Document (MD): 5.1(1)].
3. **NMEICT Committees** for selection, sanctioning, review and supervision of the projects with predefined specific roles and responsibilities have been constituted [MD-5.1 (2 to 4)].
4. **Eligibility of Institutions**: Central/State Government Institutions/ Research Institutions/ Renowned Institutions in a specific field (public/private), renowned NGOs,any organization set up by an expert or any other institute approved by the Apex Committee (MD-10).
5. **Procedures**
6. **Submission of Proposals** (MD-11):
	1. Project Investigator (PI) of an Institution, who wishes to submit a project proposal, is required to login to SAKSHAT portal, wherein, the PI is assigned a user ID and password (automatically generated by system). After logging into the system, the PI is required to upload the Detailed Project Report (DPR) in the specific category as per the predefined format (MD-11.3).
	2. **Structure of a proposal**: The proposal should contain objectives, justification & relevance, approach and methodology, time bound outcome based action plan with PERT/Gantt chart, stage/phase wise, activity wise and outcome wise requirement of funds, project staff requirements, proposed networking with other institutions to attain synergy and avoid duplication, facilities required from other institutions, administrative structure & norms adopted for various sub-activities, social cost benefit analysis of the proposal, list of experts who will be working on the projects, their bio-data etc., list of experts who could be assigned for peer review of the quality and pace of work, current status of research in that area etc. The Project Investigator should suggest the mechanism for self-sustenance of the project after the project outcomes are realized with the approved funding. (MD-11.3)
	3. The proposals, submitted, are required to meet the **objectives** of the Mission (MD-2)
7. **Project proposals that could be funded** have been described at MD-9
8. **Screening of Proposals**:
	1. SAKSHAT portal is to have inbuilt feature of mapping of proposals and would automatically direct the proposals to Mission Senior Consultants. The projects shall further be allotted sequentially to Mission Sr. Consultants who shall be facilitators of such projects.
	2. Mission Senior Consultants would review the proposals by logging on to SAKSHAT Portal and shall put up all such proposal before, the concerned Domain Experts Committee (DEC) to decide which proposal is to be taken up by the Committee and call the concerned PI to present the proposal. A weekly report will be submitted to the Mission Director (NMEICT).
	3. Portal has been provisioned with dashboards indicating the status of receipt of proposals and their benchmarking by the experts suggested by the PI, in the DPR. SMS/email services would be used for communicating automatically/dynamically the stages of processing of proposals and also proactive actions required to be taken on each one of them.
	4. At the end of 3 weeks after submission of proposal by a PI, the system would automatically summarize the responses received from these experts and generate a summary of responses with star ratings assigned thereon.
9. **Domain Experts Committees (DECs) recommendation(s) of proposals**:
	1. The agenda papers for each proposal, along with the star ratings by the experts suggested by PIs would be prepared for the DEC meetings by the Mission Senior Consultants and uploaded onto SAKSHAT portal by Mission Secretariat. Mission Secretariat will issue SMS & e-Mail alerts to all members on the schedule of Meetings.
	2. The Domain Expert Committees meetings shall be called by Mission Secretariat by giving ten (10) days clear notice to its members and Mission Senior Consultants, to plan for the meeting. Mission Secretariat will send SMS and email alerts to all members and Mission Senior Consultants on the schedule of meeting. Along with meeting notice, agenda will also be circulated.
	3. Mission Senior Consultants & Mission Secretariat will take necessary action to prepare the minutes on the same day of the meeting and get the minutes signed by the Members of the Domain Expert Committee, that very day.
	4. The minutes of the meeting would be uploaded on the SAKSHAT portal by the Mission Secretariat for access of the same by Mission Officials and also by PIs to take further and necessary actions. Mission Senior Consultants shall also inform the concerned PI about the decision(s) taken by the Domain Experts Committee.
	5. Domain Experts Committee meetings would be held normally once in two months.
	6. Introduction of “Table Agenda” in domain expert committees should be avoided and accepted only on the approval of Secretary, Higher Education.
	7. In case of projects requiring extension, the projects would be reviewed by the Project Review & Supervisory Group (PRSG) and based on the merit and satisfying criteria (MD-17), the projects would be recommended for extension by the Domain Experts Committee.
	8. Domain Experts Committee will recommend for release of further installments, based on PRSG recommendation and review of project.
10. **Project Approval Board (PAB)**:
	1. Based on the recommendations of the Domain Experts Committee, the agenda for the Project Approval Board would be prepared by the Mission Senior Consultants. This will be circulated by Mission Secretariat / online through SAKSHAT portal with automatic suitable alerts on email and SMS to all members of PAB.
	2. The PIs of the projects may also be invited to the PAB meeting for providing necessary technical presentations and clarifications.
	3. Minutes of the PAB will be prepared by the Mission Senior Consultants and Mission Secretariat and on approval by Chairman, PAB, the minutes would be uploaded onto SAKSHAT portal by Mission Secretariat.
	4. The portal will issuing SMS/email alerts on the approval/rejection of the proposals to concerned PIs, after uploading of the minutes.
	5. PAB meetings will be held generally once in four months.
	6. On the recommendation of the Domain Experts Committee, the projects will be granted extension by PAB, if considered appropriate.
11. **Sanction of Projects and release of funds**:
	1. On approval of proposals by PAB, all documents like final DPR, minutes of the Domain Experts Committee and minutes of the Project Approval Board along with other requisite documents will be submitted by Mission Senior Consultants to TEL Division.
	2. The TEL Division will process the same on individual project-wise files. A copy of the Sanction letter will be provided to Mission Senior Consultants/Mission Secretariat for uploading it on the SAKSHAT portal.
	3. SMS/e-Mail alerts will be sent to the PIs through SAKSHAT portal for further and appropriate actions, like submission of Bond, all other documents (as required), which may vary from case to case.
	4. After receipt of all requisite documents, the TEL Division will process the file for release of funds.
	5. The Domain Expert Committee shall decide on release of second and or subsequent installment(s) (within the budget approved by PAB for the Project), based on performance recorded by the PRSG and the receipt of Utilization Certificate(s) for the funds released to the Project(s) till date. For this PIs and Mission Senior Consultants shall ensure that timely PRSG meeting(s) of the Project(s) is/are held. The PIs shall ensure that the progress is satisfactory and that the Utilization Certificate(s) for the funds released are submitted to NMEICT on time. Accordingly, the concerned Mission Senior Consultants shall prepare agenda items on these Projects and place them before the Domain Experts Committee(s) for the decisions.
	6. On completion of the project work and satisfactory closure of the projects, Mission Senior Consultants will check, whether intended objectives of the project have been achieved or not and verify the closure report & documents sent by PIs. After getting all necessary formalities completed, Mission Senior Consultants will send the closure documents to TEL Division for obtaining Mission Director’s formal approval for project closure. Mission Senior Consultants shall ensure that unspent funds lying with the PIs are received by the NMEICT. The capital goods acquired by the PIs on the projects shall stand transferred to the anchor institute. A report regarding closure of the projects will also be submitted in the next PAB meeting.
	7. There shall be close coordination between Mission Secretariat, Mission Senior Consultants and TEL Division for sharing of files, for initiating further necessary actions as required from time to time. The Mission Senior Consultants will submit the minutes of the PRSG, Domain Experts Committee, status reports, etc., to TEL Division for keeping the file up to date. They will also provide clarifications as and when required by the TEL Division.
12. **Project Review and Supervision**:
	1. Subsequent to the approval of the projects, the Domain Experts Committee will constitute Project Review and Supervisory Groups (PRSGs) to monitor and supervise the projects for ensuring timely progress and quality assurance for the project outcomes (MD-21).
	2. In case of non-compliance to perceived deliverables and timeframe or deviations thereon, based on the recommendation of the PRSG, the Mission Senior Consultants will move a note for further necessary actions like cancellation of the project and/or recovery of the released funds with interest thereon. This will be done with approval of the competent authority on the concerned files. The Mission Senior Consultants will ensure that the sanctioned projects are completed within the specified timeframe.
	3. SMS/email services will be extensively used to flag the pendency and also on anticipated actions required to be taken more proactively to all stakeholders of the Mission.
	4. Further, online feedback/e-reporting (MD-22) on the project will be obtained from all the stakeholders including students to consider the inputs during Beta stage launch of the projects for carrying out modifications projected to meet user friendliness and increased usability.
	5. Progress reports on the projects would be compiled on monthly basis by Mission Senior Consultants and will be sent to TEL Division.
	6. Dash Boards at various stages will be constructed to reflect the informational needs of each stakeholder as per the roles and functionalities defined thereon.
	7. The above efforts shall serve as instrument for timely interventions to track and monitor the progress of the projects more effectively and efficiently.

**NOTE:**

The Mission document shall stand as final instrument and the guiding factor in all above cases.