

DIRECTORATE OF RESEARCH SERVICES
JAWAHARLAL NEHRU KRISHI VISHWA VIDYALAYA, JABALPUR

No. DRS/2017

April 11, 2017

Format for Submission of Detailed Project Report under RKVY

- i. **Cover page:** Title of the project, submitted to, address of the centre submitting the proposal, year of submission.
- ii. **Inner page:** Title of the project; Broad subject; duration of the project; Name and mailing address of the principal and co investigators including telephone number, email and date of birth; proposed budget of the project.
- iii. **Context/Background:** This section should provide a general description of the scheme/project being posed for appraisal.
- iv. **Problems to be addressed:** This section should elaborate the problem to be addressed through the project/scheme at the local/regional/national level. Evidence regarding the nature and magnitude of the problems should be presented, supported by baseline data/survey/reports etc.
- v. **Aims and Objectives:** This section should indicate the development objectives proposed to be achieved, ranked in order of importance. The outputs/deliverables expected for each development objective should be spelt out clearly.
- vi. **Strategy:** This section should present analysis of alternative strategies available to achieve the development objectives. Reasons for selecting the proposal strategy should be brought out. Basis for prioritization of locations should be indicated (wherever relevant). This section should also provide a description of the ongoing initiatives, and the manner in which duplication can be avoided and synergy created with the proposal project.
- vii. **Target Beneficiaries:** There should be clear identification of target beneficiaries. Stakeholder analysis should be undertaken, including consultation with stakeholders at the time of scheme/project formulation. Impact of the project on weaker sections of society, positive or negative, should be assessed and remedial steps suggested in case of any adverse impact.
- viii. **Management:** Responsibilities of different agencies for project management of scheme implementation should be elaborated. The organization structure at various levels, human resource requirements, as well as monitoring arrangements should be clearly spelt out.
- ix. **Finance:** This section should focus on the cost estimates, budget for the scheme/project, means of financing and phasing of expenditure. Options for cost sharing and cost recovery (user charges) should be explored. Issues relating to project sustainability, including stakeholder commitment, operation-maintenance of assets after project completion and other related issues should also be addressed in this section.

- x. **Time Frame:** This section should indicate the proposed zero date for commencement and also provide a PERT/CPM chart, wherever relevant.
- xi. **Cost Benefit Analysis:** Financial and economic cost-benefit analysis of the project should be undertaken wherever such returns are quantifiable. Such an analysis should generally be possible for infrastructure projects, but may not always be feasible for public goods and social sector projects.
- xii. **Risk Analysis:** This section should focus on identification and assessment of implementation risks and how these are proposed to be mitigated. Risk analysis could include legal/contractual risks, environmental risks, revenue risks, project management risks, regulatory risks, etc.
- xiii. **Outcomes:** Success criteria to assess whether the development objectives have been achieved should be spelt out in measurable terms. Base-line data should be available against which success of the project will be assessed at the end of the project (impact assessment). Success criterion for scheme deliverable/outcomes should also be specified in measurable terms to assess achievement against proximate goals.
- xiv. **Evaluation:** Evaluation arrangements for the project, whether concurrent, mid-term or post-project should be clearly spelt out. It may be noted that continuation of schemes from one period to another will not be permissible without a third-party evaluation.
- xv. **Executive summary:** A self-contained Executive Summary should be placed at the beginning of the document.
- xvi. **Certificate:** A certificate signed by the Principal Investigator; Professor and Head/Section/Station; Director Research Services certified that

- The project proposal does not in any way duplicate the infrastructure already available.
- The present proposal is not combined with any scheme financed by the other Govt./Institutions.
- The project proposal will be a step forward in commercializing the services, produce and practices evolved.
- The institute will maintain project assets and the activities will be continued even after the termination of the project.
- The assets will be entered in the assets register of the institute.
- We undertake to abide by the guidelines provided by the Board for the implementation of the project.

Annexure

A Data sheet for projects recommended by the State Level Project Screening Committee (SLSPC) for approval by the SLSC of the State

Project Details

S.No	Field Name	Details/Data
1	Name of the project	
2	Total Cost	
3	Project duration and phasing of the cost (current year, 2 Year, 3 Year) (if to be implemented for more than one year)	
4	Sector to which the project belongs	
5	Relevant Schemes of Central Govt./State Govt. whose cost norms are applied to the project	
6	Details of the cost norms and pattern of assistance	
7	Components of the project with cost	
8	Whether the project is included in SAP/DAPs	

Signature
Co- Investigator
Name and designation

Signature
Principal Investigator
Name and designation

Signature and seal
Forwarding authority of the unit

B Comments: Comments of the authority related to the project at national level preferably of ICAR for consideration of the project for funding under RKVY.

C Details of the work: DPR i.e., estimate and design

D Other: If any