

Guidelines for writing SEG Proposals

Note:

1. *The descriptions provided under most of the points below are guidelines or examples. Not every point included in the guidelines is required to be part of your proposal.*
2. *We request you to keep the proposals concise. Please do not use AI tools to write the entire proposal.*
3. *Apart from grammar corrections, if you have used AI tools for anything else, please mention them.*

1. **Name of the participating institute (PI)**

2. **AISHE code of the PI**

3. **Name of the principal investigator**

4. **Email ID and mobile number of the of the principal investigator**

5. **Expertise of the principal investigator**

6. **Name of the village where the project is to be implemented:**

7. **Title of the proposed project (Word limit: minimum 6 words and maximum 25 words)**

The title of the proposal should clearly communicate the project's main idea and include the relevant keywords.

For example, titles like 'Rural Community Development Initiative' and 'Community Health Initiative' are unclear as they do not convey the main idea of the project. However, titles like 'Student-Led Initiatives to Investigate Challenges and Potential Solutions for Sustainable Agricultural Practices' or 'Improving Access to Healthcare Services in X Village with Virtual Consultations and Remote Monitoring' better convey the main idea of the project proposal.

8. **Rationale for submitting this proposal to the SEG – Ethos In Technical and Higher Education Institutions. (Word limit: maximum 200 words)**

This section is to get a clear idea about whether the project aligns with the broader goals of the SEG – Ethos In Technical and Higher Education Institutions.

In case you want to get more clarity about our SEG and what types of proposals are accepted under 'Ethos in Technical and Higher Education Institutions', please refer to the video whose link is given below.

<https://www.youtube.com/watch?v=iUnoOXJH-t8>

9. **Background and need of the project (Word limit: maximum 500 words)**

In this section, following points needs to be covered:

- Context of the proposed project and Problem statement: Describe the current circumstances in the village, highlighting the specific issues relevant to the project.

- Need for the Proposed Project: Provide a clear rationale for the necessity of the project, and highlight outcomes your project intends to achieve.
- Previous efforts or related projects (if any): Briefly mention any existing initiatives that aimed to address similar issues in the area. Summarize their successes and limitations, and explain how your project complements or builds upon them, if applicable.
- Stakeholders: Mention individuals or groups who will be impacted by or involved in the project. Explain how each stakeholder benefits from the project.

10. Objectives of the project (3-5 objectives)

The objectives need to be

- a) Specific: Clearly define the desired outcomes of the project. Avoid ambiguous statements.
- b) Measurable: Include quantitative indicators and qualitative measures while defining objectives that can help track the progress of the project.
- c) Achievable: The objectives need to be realistic and accomplishable within the project's constraints, such as time, resources (personnel, budget, and equipment), and expertise.
- d) Timebound (*wherever possible*): Set time limits for achieving the objectives.

For example:

Let us say the project is about improving community health in XYZ village by focusing on preventive measures and health interventions.

The objectives "To improve healthcare in XYZ" or "To address major health issues in the community" are vague and non-measurable, making it unclear what the project specifically aims to achieve. These objectives can be redefined as follows to clearly indicate what the project intends to accomplish.

- a. To reduce the incidence of preventable diseases in XYZ village by 20% within the next 6 months through health education programs.
- b. To conduct bi-monthly health screening camps to monitor blood pressure and glucose levels, aiming to screen at least 60% of the village population within 6 months.
- c. Identify and develop targeted interventions for the top three prevalent health issues (e.g. malaria, malnutrition, and respiratory infections)

11. Methodology (Word limit: maximum 700 words)

In this section, one needs to describe the approach, phases of the project, the activities to be carried out, and the tools that will be utilized in the project.

While outlining methodology make sure that it is structured into manageable stages with defined milestones. No phase should involve deciding on a topic or activities, as these must be determined beforehand. Moreover, the tools and strategies that will be used for data collection, analysis, training and implementation should be specified.

12. Timeline of the project

SEG projects must be completed within six months of receiving funds. Please include key milestones and deadlines in your proposal accordingly. You may use any method of representation that is comfortable for illustrating the timeline.

13. Deliverables (Word limit: maximum 350 words)

List the expected deliverables of the project. For example, resources developed during the project, final project report, meeting minutes, technical documents, user manuals, training documents, etc.

14. Roles of project team members

Briefly mention expected roles and responsibilities of students, principal Investigators and other faculty members involved in the project.

15. Explain briefly how will you assess the effectiveness the project

Provide tentative metrics to assess the outcomes of the project and track progress. One can use both qualitative and quantitative metrics for this.

Qualitative metrics are descriptive and subjective in nature. Rather than numerical data they rely on human observations and interpretations. For example, stakeholders' feedback, community involvement, students' involvement in different phases of the project, interviews, open-ended questions, etc. Quantitative metrics are objective and measurable. They involve numerical data that can be analyzed and compared to identify correlations, patterns, trends and provide results in terms of percentages, ratios, etc. For example, Likert scales, closed-ended multiple choice questions, yes/no questions, and questions that collect specific numbers such as increases in income, frequency of events, etc.

It's often beneficial to conduct a baseline assessment before implementation and a follow-up assessment afterward to evaluate outcomes of projects.

16. Budget bifurcation

- i. Site Preparation Cost
- ii. Equipment/Machinery cost
- iii. Running Cost
- iv. Manpower Cost
- v. Electricity Cost
- vi. Miscellaneous Expense

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