

# **GUIDELINES FOR SUBMISSION OF SPARK-03 PROPOSALS (FOR 2024-25 SESSION)**

## **Guidelines for Students:**

Following steps are to be followed:

1. Open the **CCRAS website** on any browser using **URL: <https://ccras.nic.in/>** and click on **More** to proceed.

**Note: To ensure a seamless and hassle-free SPARK Form submission on the Spark Portal, it is strongly advised that the application form be accessed and filled on a desktop or laptop with a secure Wi-Fi connection. Avoid utilizing mobile devices to complete the form since this causes needless chaos and may result in a number of technical problems leading to Rejection of the Proposal. This SPARK Portal has been designed specifically to run on laptops and desktop devices only.**



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CCRAS : An apex body for the formulation, coordination, development and promotion of research on scientific lines in Ayurveda system of medicine

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Regional Ayurveda Research Centre - 02



2. Click on **SPARK** button to open the **SPARK Portal URL: <https://spark.ccras.org.in/>**



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3. New users, click on **Register** button to open the **Registration form**.



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4. Fill out the **Registration Form** and then click on the **Register** button to complete the process.

### SPARK-Registration

1. Guide/Mentor registration is mandatory prior to student registration.  
2. Only 2 students are allowed to register under one guide/mentor.

**Register yourself**

(\* for mandatory fields)

<p><b>Username *</b></p> <input type="text" value="Username..."/> <p style="font-size: x-small;">Required. 150 characters or fewer. Letters, digits only.</p> <p><b>Enter password...</b></p> <ul style="list-style-type: none"><li>Your password can't be too similar to your other personal information.</li><li>Your password must contain at least 8 characters.</li><li>Your password can't be a commonly used password.</li><li>Your password can't be entirely numeric.</li></ul> <p><b>First name*</b></p> <input type="text" value="First Name..."/>	<p><b>Email address *</b></p> <input type="text" value="Email..."/> <p><b>Re-enter Password...</b></p> <p><b>Last name*</b></p> <input type="text" value="Last Name..."/>
<p><b>Mobile*</b></p> <input type="text"/>	<p><b>Aadhaar No*</b></p> <input type="text"/>

• If Aadhaar is not available, write the ID number of any Govt ID (PAN/Voter ID/ Passport/Driving License).  
• \*The IDs are just for internal use only\*

<p><b>Date Of Birth*</b></p> <input type="text" value="dd-mm-yyyy"/>	<p><b>Gender*</b></p> <input type="text" value="-----"/>
<p><b>State*</b></p> <input type="text" value="-----"/>	<p><b>District*</b></p> <input type="text" value="-----"/>

**Address Line1\***

**Address Line2**

**City \***

**Nationality \***

**College Name \***

**State \***

 **PIN code \***  **Enrolling as a** |

5. After successful registration, click on the **login** button for sign up.



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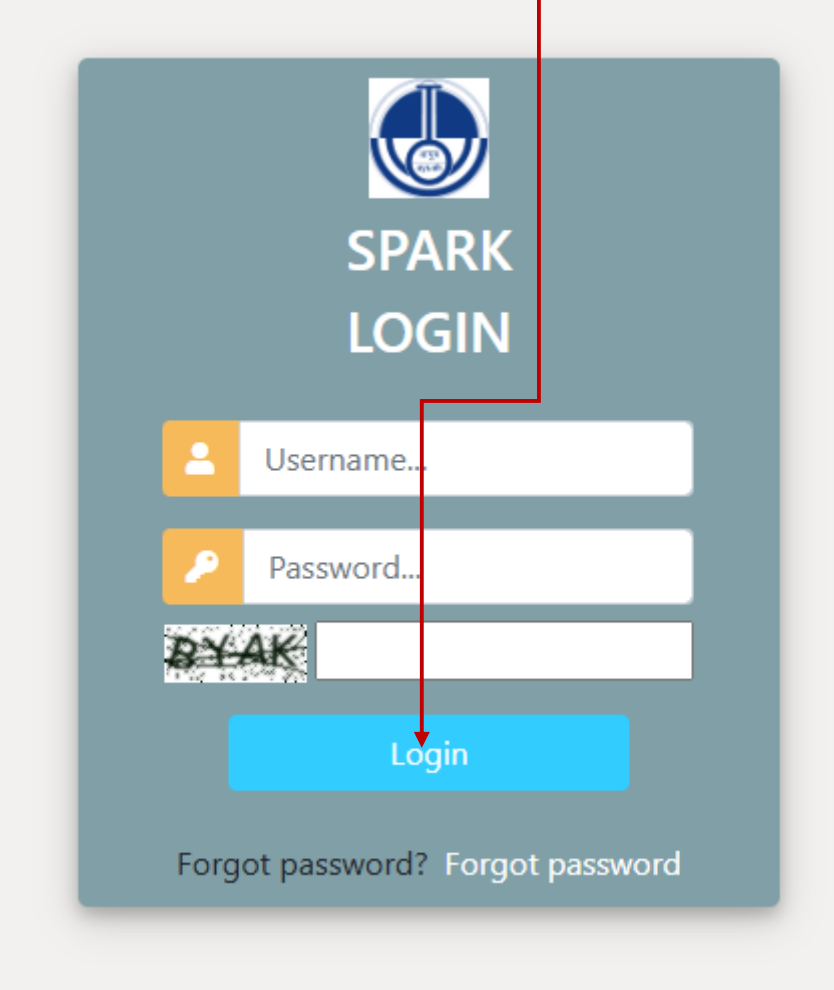
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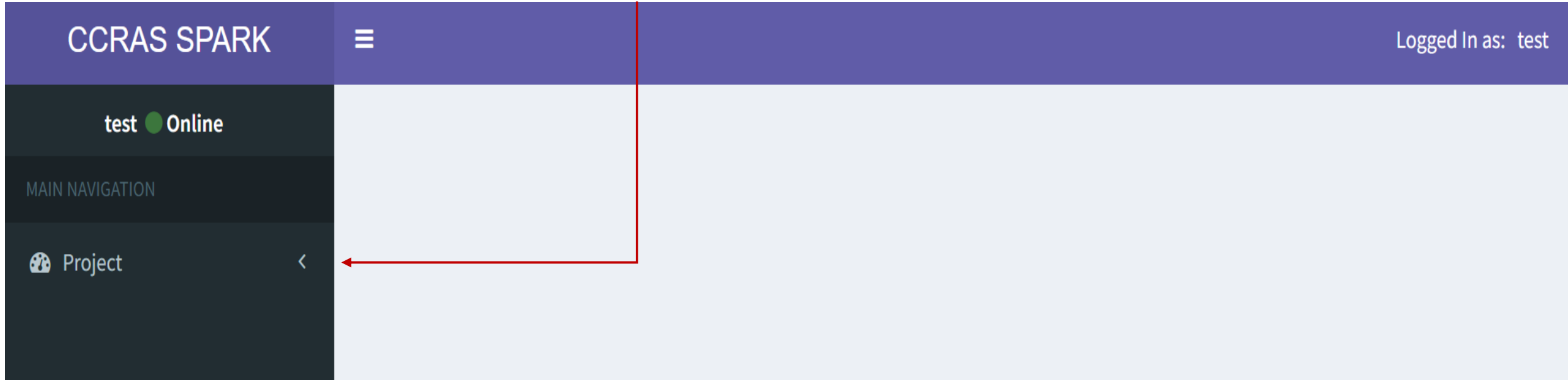


6. Enter your **Login Credentials (Username and Password)**, and then click the **Login** button to proceed.

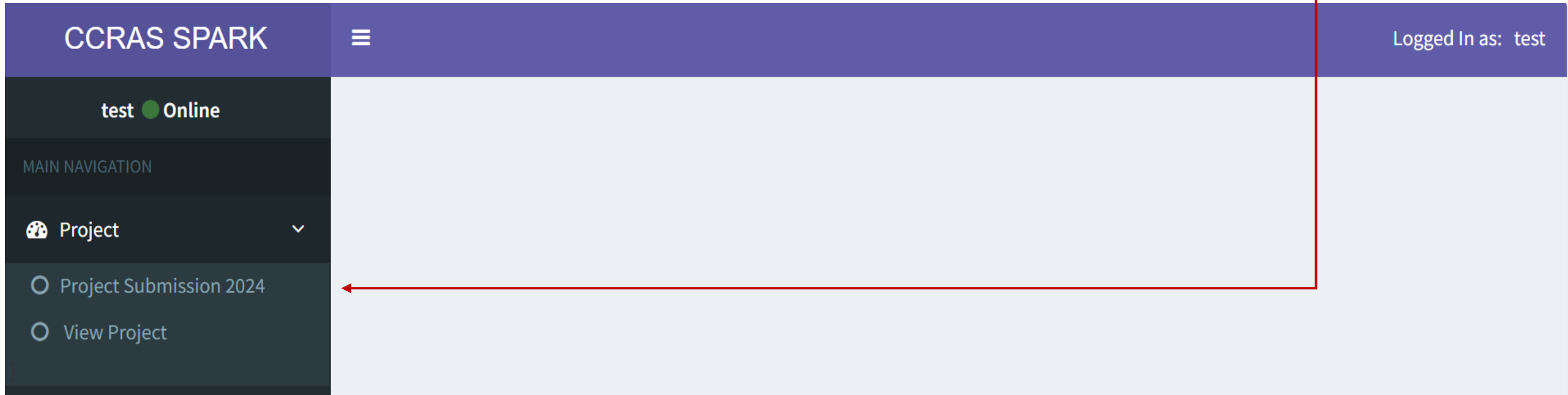


The image shows a login form titled "SPARK LOGIN" with a logo at the top. Below the title are three input fields: "Username..." with a person icon, "Password..." with a key icon, and a CAPTCHA field with the text "BYAK". A blue "Login" button is positioned below the input fields. At the bottom of the form, there are two links: "Forgot password?". A red arrow originates from the "Login" button and points upwards to the word "Login" in the instruction text above the form.

7. Once you have logged into the portal now click the **Project** button.



8. The applicant dashboard will display the **Project Submission 2024** and **View Project modules**. Click on the **Project Submission 2024** and enter the details and Save to proceed further.





9. Enter the details asked and **save** to proceed further. However, if any information or document of the project being uploaded needs to be edited, candidate may click on this link i.e. **Complete your project submission.**

Add Project

If you have submitted your project, you can complete the process by clicking the link below to finalize your submission: [Complete your project submission](#). You can also edit your project details if needed.

- Guide Name
- Research Area
- Name Of Department
- Title
- Introduction
- Objectives
- Methodology
- Implications
- References
- [Download Application Attestation Form](#)

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project title upto 25 words..

200 Character(s) Remaining

introduction upto 300 words..

2100 Character(s) Remaining

objectives upto 100 words..

700 Character(s) Remaining

methodology upto 800 words..

5600 Character(s) Remaining

implications upto 100 words..

700 Character(s) Remaining

references upto 300 words..

2100 Character(s) Remaining

Save

10. After clicking on this link i.e. **Complete your Project Submission** candidate will be directed to this window where the option **Edit** will be shown, click on the same and edit the details further instead of registering again in order to avoid rejection due to already existing (duplicate) details.

SPARK ID	Aadhaar No	Date Created	Guide Name	Project Title	Student Name	Email_ID	Mobile No	DATE and TIME	View	Edit
SPARK/2024/3634/93	4596542161	Nov. 7, 2024	Vasudha V---- Professor Sri Venkateshwara Ayurvedic College, SVIMS Campus, T T Devasthanam, Tirupati North-517507, Andhra Pradesh	FDGH	abhii	abhii@gmail.com	456322896	<ul style="list-style-type: none"><li>• None</li><li>• None</li></ul>	<a href="#">View</a>	<a href="#">Edit</a>

Showing 1 to 1 of 1 entries

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11. Fill in the **SPARK ID** which is generated on the top left corner of this page for all future references and fill the same on your **Application Attestation Form (Note: If you have missed to download the Application Attestation form in the previous window i.e. page 9 then you can download this form again here as shown below)** and Upload the Documents in PDF format not exceeding than 2mb in the respective fields.

The screenshot displays the CCRAS SPARK application portal interface. At the top, a purple header contains the text "CCRAS SPARK" on the left and "Logged In as: abhil" on the right. Below the header, a yellow banner displays "Your SPARK Reference ID IS ----- SPARK/2024/3634/93". A red arrow points from this banner to the "SPARK ID" mentioned in the text above. Below the banner, a red bar contains the instruction: "Please fill the Assertion form and upload others document In Pdf format not exceeding than 2mb." Below this, a light blue bar contains the instruction: "Please fill the Assertion form and refer to the scheme document for the proposal format and do the final submission by updating the relevant documents by clicking the final submit button."

The main content area is divided into two columns. The left column, titled "Add Project", contains a list of form sections: "Last Qualifying Exam Marksheet" (with a note: "(Note:1st Year/1st Prof. students, upload 12th standard marksheet.)"), "Guide name", "Research Area", "Name Of Department", "Title", "Introduction", "Objectives", "Methodology", "Implications", and "References". At the bottom of this column is a button labeled "Download Application Attestation Form", with a red arrow pointing to it from the text above. The right column contains a form with several fields: a "Choose File" button (with "No file chosen" text), a dropdown menu with "Vasudha V---Professor Sri Venkateshwara Ayurvedic College, SVIMS Campus, T T Devasthanam, Tirupati North-517507, An...", a dropdown menu with "Literary Research", a dropdown menu with "Samhita Siddhanta & Sanskrit", a text input field with "FDGH" and "200 Character(s) Remaining", a text input field with "DFGH" and "2100 Character(s) Remaining", a text input field with "DFGHD" and "700 Character(s) Remaining", a text input field with "DFGH" and "5600 Character(s) Remaining", a text input field with "DFGH" and "700 Character(s) Remaining", and a text input field with "DFGH" and "2100 Character(s) Remaining".

12. Prior to submitting the form by clicking the **Submit** button at the end, it is recommended to review your filled details thoroughly. Once you have done so, proceed to **submit** the form. (Zoomed view of previous page for submission is shown here for reference).

■ Download Application Attestation Form

■ Project Synopsis

*(Only the registration ID/SPARK ID generated during registration at SPARK site is to be mentioned at every page of proposal as header. Your identity should not be revealed in proposal.*

*Project proposal must be in readable pdf format not exceeding 5mb.)*

 No file chosen

■ Application Attestation Form

*(Certificate from College Scrutiny Committee on desired format.)*

 No file chosen

■ Institutional Ethics Committee (IEC) Clearance Certificate

 No file chosen

■ Institutional Animal Ethic Committee (IAEC) Clearance Certificate

 No file chosen

■ Informed Consent Form

 No file chosen

■ Case Record Form (CRF)

 No file chosen

■ Student Questionnaire

*(Kindly merge and upload the PDF)*

 No file chosen

■ Forwarding Letter from College Scrutiny Committee

 No file chosen

■ Any other Form

*(Kindly merge and upload the PDF)*

 No file chosen

■ Project Submit Date

■ Project Submit Time

Submit

13. After successful submission, Candidate will be directed to the Dashboard to Review the entered details.

**Your project has been successfully submitted!**

Show 10 entries Search:

SPARK ID	Aadhaar No	Date Created	Guide Name	Project Title	Student Name	Email_ID	Mobile No	DATE and TIME	View	Edit
SPARK/2024/3575/80	7414725832	Nov. 6, 2024	guide last---- Assistant Professor Sri Venkateshwara Ayurvedic College, SVIMS Campus, T T Devasthanam, Tirupati North- 517507, Andhra Pradesh	DSDV	Test	test@gmail.com	123456789	<ul style="list-style-type: none"><li>Nov. 6, 2024</li><li>3:24 p.m.</li></ul>	<a href="#">View</a>	<a href="#">Edit</a>

Showing 1 to 1 of 1 entries

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14. Candidate can access the submitted Project by clicking the **View** button.

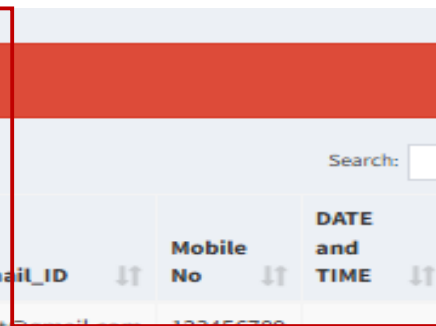
**Your project has been successfully submitted!**

Show 10 entries Search:

SPARK ID	Aadhaar No	Date Created	Guide Name	Project Title	Student Name	Email_ID	Mobile No	DATE and TIME	View	Edit
SPARK/2024/3575/80	7414725832	Nov. 6, 2024	guide last---- Assistant Professor Sri Venkateshwara Ayurvedic College, SVIMS Campus, T T Devasthanam, Tirupati North- 517507, Andhra Pradesh	DSDV	Test	test@gmail.com	123456789	<ul style="list-style-type: none"><li>Nov. 6, 2024</li><li>3:24 p.m.</li></ul>	<a href="#">View</a>	<a href="#">Edit</a>

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## 15. Your submitted project will be viewed as:

### Project

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■ **SPARK Reference ID** SPARK/2024/3575/80

■ **Adhar No** 7414725832

■ **Guide Name** guide last----Assistant Professor Sri Venkateshwara Ayurvedic College, SVIMS Campus, T T Devasthanam, Tirupati North-517507, Andhra Pradesh

■ **Research Area** Literary Research

■ **Name Of Department** Samhita Siddhanta & Sanskrit

■ **Project Title** DSDV

■ **Project Introduction** DSV

■ **Project Objective** VSDV

■ **Methodology** SFDV

■ **Project Implication** SVD

■ **Project Reference** SVD

■ **Project\_Synopsis**

VIEW

■ **Application Assertion Form**

VIEW

■ **Institutional Ethics Committee (IEC) for Clinical**

VIEW

■ **Institutional Animal Ethic Committee (IAEC) for experimental**

VIEW

■ **Informed Consent Form**

VIEW

■ **Case Record Form(CRF)**

VIEW

■ **Student Questionnaire**

VIEW

■ **Forwarding Letter from College Scrutiny Committee**

VIEW

■ **Any\_other\_Form**

VIEW

---

16. Click on **Edit** button to edit the details, if any even after successful submission of the Project. **Note: The availability of editing option is time bound only.**

SPARK ID	Aadhaar No	Date Created	Guide Name	Project Title	Student Name	Email_ID	Mobile No	DATE and TIME	View	Edit
SPARK/2024/3575/80	7414725832	Nov. 6, 2024	guide last---- Assistant Professor Sri Venkateshwara Ayurvedic College, SVIMS Campus, T T Devasthanam, Tirupati North- 517507, Andhra Pradesh	DSDV	Test	test@gmail.com	123456789	<ul style="list-style-type: none"><li>Nov. 6, 2024</li><li>3:24 p.m.</li></ul>	<a href="#">View</a>	<a href="#">Edit</a>

**Note:** To retain a record and for reference purposes, one can save a copy of the submitted application form and proposal by the Ctrl + P command.

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3. You can click on the **About** button on the SPARK portal to know about the CCRAS SPARK Scheme.



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4. New users, click on **Register** button to open the **Registration form**.



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5. Fill out the **Registration Form** and then click on the **Register** button to complete the process.

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1. Guide/Mentor registration is mandatory prior to student registration.  
2. Only 2 students are allowed to register under one guide/mentor.

#### Register yourself

(\* for mandatory fields)

<p><b>Username *</b></p> <input type="text" value="Username..."/> <p style="font-size: x-small;">Required. 150 characters or fewer. Letters, digits only.</p>	<p><b>Email address *</b></p> <input type="text" value="Email..."/>
<p><b>Enter password...</b></p> <ul style="list-style-type: none"><li>Your password can't be too similar to your other personal information.</li><li>Your password must contain at least 8 characters.</li><li>Your password can't be a commonly used password.</li><li>Your password can't be entirely numeric.</li></ul>	<p><b>Re-enter Password...</b></p>
<p><b>First name*</b></p> <input type="text" value="First Name..."/>	<p><b>Last name*</b></p> <input type="text" value="Last Name..."/>
<p><b>Mobile*</b></p> <input type="text"/>	<p><b>Aadhaar No*</b></p> <input type="text"/>
<p style="font-size: x-small;">• If Aadhaar is not available, write the ID number of any Govt ID (PAN/Voter ID/ Passport/Driving License). • *The IDs are just for internal use only*</p>	
<p><b>Date Of Birth*</b></p> <input type="text" value="dd-mm-yyyy"/>	<p><b>Gender*</b></p> <input type="text" value="-----"/>
<p><b>State*</b></p> <input type="text" value="-----"/>	<p><b>District*</b></p> <input type="text" value="-----"/>
<p><b>Address Line1*</b></p> <input type="text"/>	
<p><b>Address Line2</b></p> <input type="text"/>	
<p><b>City *</b></p> <input type="text"/>	<p><b>PIN code *</b></p> <input type="text"/>
<p><b>Nationality *</b></p> <input type="text" value="Indian"/>	<p><b>Enrolling as a</b></p> <input type="text" value="-----"/>
<p><b>College Name *</b></p> <input type="text"/>	
<p><b>State *</b></p> <input type="text" value="-----"/>	

[Register](#)

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6. After successful registration, click on the **login** button for sign up.



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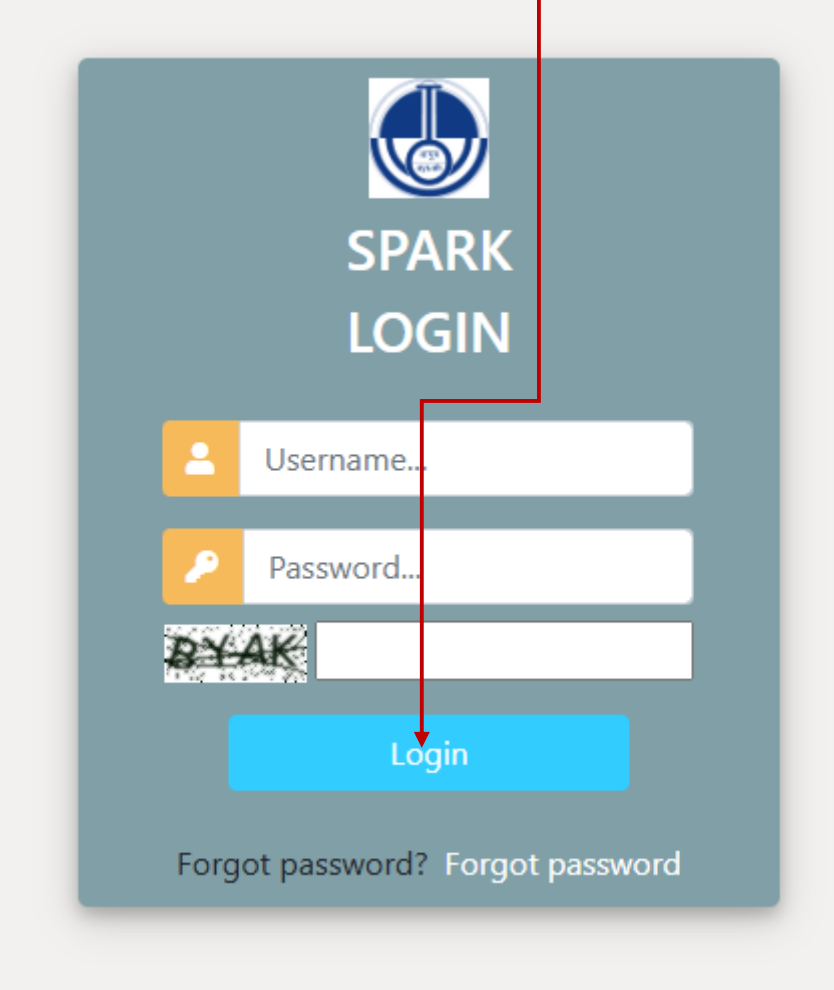
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7. Enter your **Login Credentials (Username and Password)**, and then click the **Login** button to proceed.



The image shows a login form titled "SPARK LOGIN" with a logo at the top. Below the title are three input fields: "Username..." with a person icon, "Password..." with a key icon, and a CAPTCHA field with the text "BYAK". A blue "Login" button is positioned below the input fields. At the bottom of the form, there are two links: "Forgot password?". A red arrow originates from the "Login" button and points upwards to the word "Login" in the instruction text above the form.

8. After logging in successfully, Guide will be directed to Guide dashboard, where they can view the submitted project by student (if any).

Student		Project			
SPARK ID	Name	Guide Name	College Name	Title	View
SPARK/2024/3575/80	Test	guide last----Assistant Professor Sri Venkateshwara Ayurvedic College, SVIMS Campus, T T Devasthanam, Tirupati North-517507, Andhra Pradesh	Sri Venkateshwara Ayurvedic College, SVIMS Campus, T T Devasthanam, Tirupati North-517507, Andhra Pradesh	DSDV	<a href="#">View</a>
SPARK ID	Student Name	Guide Name	College Name	Project Title	View

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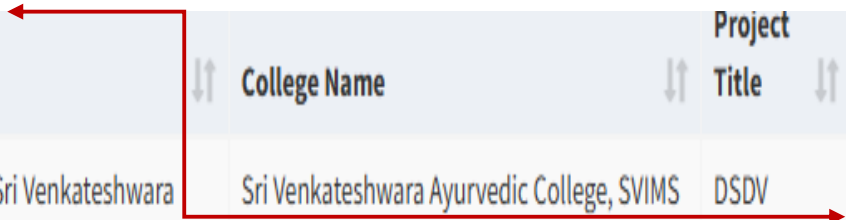
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9. Furthermore, you can view the submitted project by clicking on **View** button.

Student		Project			
SPARK ID	Name	Guide Name	College Name	Title	View
SPARK/2024/3575/80	Test	guide last----Assistant Professor Sri Venkateshwara Ayurvedic College, SVIMS Campus, T T Devasthanam, Tirupati North-517507, Andhra Pradesh	Sri Venkateshwara Ayurvedic College, SVIMS Campus, T T Devasthanam, Tirupati North-517507, Andhra Pradesh	DSDV	<a href="#">View</a>
SPARK ID	Student Name	Guide Name	College Name	Project Title	View

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## 10. The submitted project will appear as follows:

### Project

- **Guide Name** guide last----Assistant Professor Sri Venkateshwara Ayurvedic College, SVIMS Campus, T T Devasthanam, Tirupati North-517507, Andhra Pradesh
- **Research Area** Literary Research
- **Name Of Department** Samhita Siddhanta & Sanskrit
- **Project Title** DSDV
- **Project Introduction** DSV
- **Project Objective** VSDV
- **Methodology** SFDV
- **Project Implication** SVD
- **Project Reference** SVD
- **Project\_Synopsis** uploads/2024/11/06/APPLICATION\_ATTESTATION\_FORM\_AAF\_SPARK-03\_2024-25\_MKav7cB.pdf
- **Application Assertion Form** uploads/2024/11/06/APPLICATION\_ATTESTATION\_FORM\_AAF\_SPARK-03\_2024-25.pdf
- **Institutional Ethics Committee (IEC) for Clinical**
- **Institutional Animal Ethic Committee (IAEC) for experimental** uploads/2024/11/06/APPLICATION\_ATTESTATION\_FORM\_AAF\_SPARK-03\_2024-25\_furjcd5.pdf
- **Informed Consent Form**
- **Case Record Form(CRF)**
- **Student Questionnaire** uploads/2024/11/06/APPLICATION\_ATTESTATION\_FORM\_AAF\_SPARK-03\_2024-25\_Jsbh9yk.pdf
- **Case Record Form(CRF)**
- **Any\_other\_Form** uploads/2024/11/06/APPLICATION\_ATTESTATION\_FORM\_AAF\_SPARK-03\_2024-25\_zgLR8d.pdf

**Note:** To retain a record and for reference purposes, one can save a copy of the submitted application form and proposal by the Ctrl + P command.