

POLICY DOCUMENT – SEED FUNDING ASSISTANCE

Scope of the Document:

The purpose of the document is to provide guidelines regarding the procedures to be followed for submission of proposals and eligibility criteria, selection of proposal, under taking letter to be given by the faculty, monitoring mechanism and submission of final Report.

Objectives:

- Seed funding assistance is created in order to assist/motivate the faculty and scholars to pursue research on meritorious ideas, innovations and technologies.
- To Motivate and promote the research culture and to encourage multidisciplinary Research.
- To undertake the Pilot study, so as to enable the faculty to apply for major and minor grants from Government and non-Government agencies.

Eligibility criteria:

- Faculty should have completed M. Phil. /PhD.
- Faculty should have published at least one paper in UGC care Journal.
- Faculty should not have availed seed funding assistance in the last one year.
- Faculty involved in on-going UGC/ DBT/DST/ICCSR funded projects need not apply for seed funding assistance.
- Students belonging to any stream (UG/PG/M Phil/PhD) will be encouraged to submit the proposal however a faculty mentor should be included in the team.

Call for Proposal:

- The call for the proposal will be made during the month of May (Annexure-1).
- Proposals should be submitted to Research Co-ordinators of their respective Departments.

Monitoring committee:

A monitoring committee will be formed with members, Head – Research and Development Cell (Principal), HODs, External Subject experts and Internal Subject experts.

Review process:

- The Faculty members will present the project proposals based no Monitoring committee.
- The monitoring committee will scrutinize and select the proposals based on various criteria.
- Comments given if any improvement has to be carried out and the proposal has to be resubmitted.
- The selected projects will be intimated and sanctioned letter will be issued.
- The Acceptance form for seed funding should be submitted by the selected faculty (Annexure-II).
- Review meeting will be conducted once in six months to monitor the progress.

Mandatory Requirements:

- Faculty should publish at least one paper in Scopus Indexed Journal /UGC care list.
- Faculty should present their research findings in an International Conference.
- Management contribution should be acknowledged in the paper publication and presentation.
- Project should be completed within the stipulated time of one year. Extension in unavoidable will be sanctioned on the case to the bases.

Submission of the Completed Report:

- The soft copy and hard copy of the project report should be submitted to the Research department (Annexure-III).
- The report should be accompanied with the utility bills.
- The final presentation should be made to the monitoring committee along with the details of publications and paper presented in an international conference.

Annexure-I

Seed Funding - Application for Call of Proposal

| A.Proposal Details | |
|--|---|
| Broad Area | |
| Duration | |
| Investigator Details | |
| Principal investigator details | Co- investigator details |
| Name: | Name: |
| Date of birth: | Date of birth: |
| Qualification: | Qualification: |
| Designation: | Designation: |
| Department : | Department : |
| Teaching experience: UG PG | Teaching experience: UG PG |
| Publications: <ul style="list-style-type: none"> ● Journals: ● Books : | Publications <ul style="list-style-type: none"> ● Journals: ● Books : |
| B.Proposed Research Work | |
| Title of the proposal | |
| Broad area of the research | |

Interdisciplinary relevance

Introduction

Review of research and development in the subject:

- International status :
- National status :
- Significance of the study :

Objectives:

Methodology:

Year-wise plan of work and targets to be achieved.

Financial assistance required:

| | |
|-----------------------|--|
| Books & Journals | |
| Equipment | |
| Field Work and Travel | |
| Contingency | |
| Total | |

Signatures:

Principal investigator :

Signature of Co- Investigator :

Annexure II

Acceptance form by the faculty

| | |
|---|--|
| Name of the Principal Investigator/Co Investigator | |
| Department | |
| Title of the project | |
| Amount (Rs) | |
| Duration of project in months | |
| Sanctioned date | |

I hereby undertake to

- Complete the research project within the stipulated time period
- Utilize the fund as mentioned in the project proposal and will submit all the necessary documents as stipulated
- Submit the progress report during the review meeting(once in 3 month)
- Present and publish the paper in the international conference/journal
- Acknowledge the management for Seed funding assistance in all publication and presentations.

Date:

Signature of the
Principal investigator

Signature of the
Co- investigator

Annexure-III

SEED FUNDED PROJECT REPORT

| A.General Project Information | |
|-------------------------------------|---|
| Project Title | |
| Amount Sanctioned | |
| Principal Investigator & Department | |
| Co-Investigator & Department | |
| Duration of the project | Period: |
| | From : To: |
| Date of Submission | |

| B. Details of Expenditure | | |
|---------------------------|--------------------------------|-------------|
| Sno | Particulars | Expenditure |
| 1. | Books & Journals | |
| 2. | Equipment | |
| 3. | Field Work and travel | |
| 4. | *Others(Include if any) | |

C. Final Summary Report (350 words)

Note: A detail report with the following details to be enclosed

- **Introduction-** Research aims and objectives, background of the study, hypothesis. Rationale for the study, Scope
- **Methodology** - How the study was carried out; how data was analysed
- **Results**
- **Discussion**
- **Conclusion**

D. Report on Scientific Publications

| | |
|--|--|
| Title of paper | |
| Name of the author/s | |
| Journal Name/Conference Name | |
| *Held at | |
| Month & Year | |
| ISSN/ISBNNo. | |
| Scopus/WoS/UGC/Others *IEEE/Springer/Others | |

Note: *Applicable only for conference

Signature of the
Principal Investigator

Principal