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Approved by A.I.C.T.E., New Delhi
Affiliated to MAKAUT, West Bengal

GNIT

Supporting Document
Criterion No.: 3.1.2

Guidelines for SEED Money Grant

Approved by...B.O.G...........
Date....12/07/2016......
Under Agenda No....8.............

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Dean - R & D
GURUNANAK INSTITUTE OF TECHNOLOGY
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Principal
Gurunanak Institute of Technology

I. Preamble

Research and technology development is a vital issue for the Institution's success. This helps faculty, students, and research scholars to understand the learning process and outcome in real life through solving problems in different disciplines such as Applied Science/ Basic Science/ Engineering. The faculty should incorporate the learning outcome by publishing their work in good international/national journals and conferences and can apply for patents. The primary objective of seed money grant is to provide financial support for the research. Preferences are given to talented faculty members.

Guru Nanak Institute of Technology is pleased to extend the Seed Money Grants for faculty members beginning 01st July, 2016.

II. Eligibility Criteria

All faculty members who are appointed against the permanent post are eligible to receive financial support under the scheme. The faculty should have completed at least a year of their service in GNIT at the time of applying for a seed money grant for research. However, a shorter period of service at GNIT can also be considered in exceptional cases based on project quality. The faculty applying for the Seed Money Grant is sole Principal Investigator (PI).

III. Evaluation Procedure

1. The seed money grant is approved by Guru Nanak Institute of Technology. It may vary from time to time as per the directions of the Institute.

2. The project proposal submitted by the faculty members is scrutinized thoroughly by the R&D committee.

3. The experts of R&D committee will review the proposal for its feasibility and acceptance. Based on

the recommendations by the experts, the project will be accepted/ rejected.

4. All acceptance letters will be issued to the Principal Investigator by the HOI on behalf of the Research and Development Committee, in case of approval.

5. R&D committee will notify the Finance committee regarding the selected projects for Seed Money grant. Then the Finance committee will seek approval from BOG for further processing.

IV. How to Apply

1. The request for the project proposal must be submitted to the R&D committee as per the proposal format (Annexure-I).

2. This scheme is not extended to book writing or any similar project.

V. Budget

The PI can follow the given below particulars for a tentative budget.

Sl. No.	Particulars
1	Books/Journals
2	Equipment/Software
3	Contingency
4	Miscellaneous

VI. Proposal Format

The proposal format is given in Annexure-I.

VII. Duration of the Project

The duration of the project is 12 months.
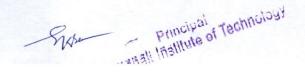
VIII. Procedure for release of grant

R&D committee will inform the Finance committee in the specified format for the budgeted amount required as Seed money. After receiving approval from the Finance committee (via BOG) the R&D committee will scrutinize the proposals for seed money project and process for the disbursement of the allocated amount.

IX. Outcome of the Research Project

The outcome of the project should lead to the publications in peer reviewed journals. The objective of seed money grant is to facilitate further financial support from industry or government funding agencies related to research and consultancy assignments. The outcome can be the development of any product which may lead towards entrepreneurship and patent.

X. Mandatory Instructions

1. Upon completion of the project, a final statement of expenses duly certified by the PI is prepared by the finance committee within one month of the completion of project.

2. Expenses should be audited and settled.

3. The Fresh Research project would be sanctioned only after the successful completion of the previous project.

4. The research outcomes are to be documented.

5. Stock Register should be maintained in the departmental office for the purchase of

books/journals/software(s)/chemicals etc.

6. Utilization Certificate must be certified by the internal auditor of GNIT.

XI. Evaluation Report

On successful completion of the project, the faculty member is required to submit a detailed completion report including the research articles published in peer reviewed journals, Utilization Certificate and make a presentation of the findings to the R&D committee, within one month of the completion date.