**TKM COLLEGE OF ENGINEERING, KOLLAM**

**SEED MONEY GRANT**

**GUIDELINES**

PREAMBLE:

TKMCE Management has sanctioned Seed Money to create a vibrant atmosphere of research in the Institution and to enhance the research outcomes of the Departments. The aim of the Seed Money Grant is to promote research preferably interdisciplinary, by Faculty Members having PhD with an age limit of less than 50 Years. This scheme also supports faculty members in developing research resources in the area of expertise and to develop innovative or interdisciplinary approaches or methodologies.

OBJECTIVES:

* To provide required support based on research framework and guidelines.
* To create an enabling environment within the Institute to encourage research.
* To promote inter-departmental collaboration .
* To test a novel idea and to generate preliminary results before submitting proposals to external agencies.
* To promote researches in Indian Knowledge System.
* To facilitate the preparation of formal research proposal for research funding.
* To motivate the faculty members thereby enhance their research activities.
* To increase research publications in SCI/SCIE/unpaid SCOPUS.
* To promote generation of IPR and product/process development.

ELIGIBILITY CRITERIA:

* Only regular faculty members with PhD/ submitted the thesis shall apply for the Seed Money grant as the Principal Investigator (PI).
* Faculty members shall not have any active research grants when submitting their Seed Money application.
* The faculty member applying for the research grant must be the sole PI. A PI may submit only one application at a time but can be a co-investigator on one more proposal.
* Co-Investigator(s) may be included, preferably from other department(s), to encourage interdisciplinary research and publications.
* A PI from one project proposal may only serve as the Co-Investigator on an interdisciplinary project from another department.

DURATION OF THE PROJECT:

* The provision of seed money grant is for a maximum period of one and a half years. In case of any delay in the projects, it is expected from PIs/Co Investigator to take the extension of the project from Research Council and update the Internal Quality Assurance Cell (IQAC) accordingly**. In any case, the duration of the project shall not exceed two years from the date of sanction of the seed money**.

REVIEW AND RECOMMENDATION OF THE SEED MONEY PROJECT PROPOSAL:

The Project Proposal Evaluation Committee(PPEC), appointed by the Principal, will evaluate the proposal for feasibility and acceptance. The project shall be accepted or rejected based on the PPEC's recommendations. The Principal shall issue an approval or rejection letter to the Principal Investigator, clearly outlining the feedback and suggestions provided by the PPEC. The grant amount depends on the funds allocated for the scheme for the given year and other factors such as the number of applications and the quality of the proposal.

**Project Proposal Evaluation Committee (PPEC):**

Principal - Chairman

Dean Research - Convener

Subject Experts (2 members) - Member

IQAC Coordinator - Member

Research council member of concerned dept./ HoD - Member

Associate Research Dean – Member

### RULES FOR SEED MONEY GRANT:

1. The application in the prescribed format must be submitted to the Dean (Research ) through the Head of the concerned department within 30 days of notification. The application format will be available on the college web site.
2. Generally, up to ₹1 lakh may be granted as seed money for a project proposed by a faculty member. The PPEC has the discretion to grant more, up to a maximum of ₹1.5lakhs.
3. Item-wise financial estimates should be clearly mentioned in the submitted proposal, showing rates, quantities, and totals for each item. The maximum allowable expenditure for consumables, fieldwork/travel, and contingency shall not exceed 20%, 10%, and 10% of the total estimate, respectively. There shall be no salary or honorarium component in the project. No expenditure on the following is permissible under the scheme:

* Major instruments, laptop, computer, printer, scanner.
* Recruitment of manpower: Research Fellow/Project Assistant.
* Organizing or attending conferences, seminars, webinars and other such events.

1. Process of Selection :

* The Dean (Research) will announce the submission of research proposals.
* Faculty shall submit their proposal strictly in the “Prescribed Format” to the Dean (Research).
* Research council shall recommend the subject experts based on the area of proposal.
* A Project Proposal Evaluation Committee (PPEC) constituted by the Principal will review the proposal.
* The committee may call the faculty for face-to-face interview/presentation.
* The report of the **PPEC** will be submitted to the Principal for final decision.
* Result of the review by PPEC and final decision of the Principal will be informed to the PI through a sanction/rejection letter.
* Approved proposals will be forwarded to the Finance Section of TKMCE for the release of funds.
* After the receipt of sanction letter, the Investigating Team may request for advance/initiate procurement) as per the general practices adopted in the Institution.

1. Evaluation of progress:

* PPEC shall conduct a quarterly review of all research work carried out under this Seed Money Grant. This shall include the review of the accounts related to the project too.
* The progress report and utilization of funds shall be reported every six months.
* The PI shall submit progress report and utilization of funds to the Dean (Research) in a format given in **Annexure II .**
* It is the responsibility of Investigating Team to provide all original bills (as per the Kerala Government Store Purchase rules) duly certified for the expenditure incurred for the Project to the Finance section of TKMCE office in every six months with the recommendation of Dean (Research).
* All bills are to be addressed to the Principal TKMCE.
* The investigators shall make a presentation of the outcome of the research before the PPEC.
* After successful completion of the project, the PI shall submit the final report (Annexure III) , statement of expenditure, and utilization certificate to the Dean (Research).
* The whole or part of the granted money remaining unutilized within the prescribed time limit should be refunded to TKMCE by remitting back the balance amount.
* In cases where the progress of the research work is wholly unsatisfactory, the Principal, based on the review of ad-hoc team, may recommend withdrawing the grant and the funds allocated till then be returned.

1. The fund shall be provided in three installments. The first installment up to 40 % shall be provided in the beginning of the project. The second installment i.e. 40 % shall be provided on the basis of progress report and utilization certificate. The final installment i.e. 20% shall be provided after the submission of project report and fund utilization certificate.
2. Utilization certificate and Statement of expenditure (two copies) shall be submitted to the finance section of TKMCE through Dean Research.
3. The PIs are required to submit two copies of the report of the project to the office along with final utilization certificate.
4. The accounts shall be audited by the Accounts officer of the institution.
5. If the PI chooses to leave the project or the Institution when the project under the Seed Money Grant Scheme is ongoing, then Co- Investigator should act as PI for the remaining duration of the project. In the absence of Co-Investigator the entire amount minus the money already spent towards the project shall be refunded to the Institute. Any intellectual property generated during the course of such a project will be owned by TKMCE.
6. The sanction of seed money under this scheme does not entail any right to the investigator for further claims of funding from TKMCE.
7. The equipment purchased for the project will be the property of concerned Department of the institute and on completion of the project shall be transferred to the Department in which the project is undertaken.
8. Though travel for research work is understood to be a part of the expenses, the faculty may not use the grant to attend conferences, seminars or workshops (travel as well as registration fee).

DELIVERABLES:

The key deliverables include:

* Initiation and leading research on thrust areas impacting the global relevance to enhance research profile of the Institution
* Formulation of Research Clusters/Groups leading to the scholarly growth of Faculty Members, PDFs, Doctoral Scholars and PG/UG students
* The results and findings from the preliminary research should be utilized to apply for and obtain publication in high-impact journals and /or patenting.
* Final project report in the format specified in Annexure III

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# Annexure I

## **Proposal for Seed Money Grant**

1. **Name (of Principal Investigator):**
2. **Department:**
3. **Date of joining and experience(years):**
4. **Designation:**
5. **Scale of pay, pay and total pay:**
6. **Email:**
7. **Contact number :**
8. **Age and date of birth:**
9. **Research Supervisor (YES/NO):**
10. **If Yes**
11. **Numbers Research Scholars currently supervising**
12. **No: of PhD produced**
13. **Research profile :** (attach separate sheet giving details of doctoral research, publication, seminars and conferences attended, details of previous seed money grants from TKMCE or other funding agency):
14. **Title of project:**
15. **Broad subject area:**
16. **Sub area:**
17. **Details of CO Investigator** (if applicable ):
    * 1. Name:
      2. Department
      3. Date of joining and experience(years) :
      4. Designation:
      5. Scale of pay, pay and total pay:
      6. Email:
      7. Contact number :
      8. Age and date of birth:
      9. Research Supervisor (YES/NO):
      10. If Yes
18. Numbers Research Scholars currently supervising
19. No: of PhD produced
    * 1. Research profile (attach separate sheet giving details of doctoral research, publication, seminars and conferences attended, details of previous seed money grants)

1. **Global Status of the theme area of the project (1500 words)**
2. **National Status of the theme area of the project (1000 words)**
3. **Details of any preliminary work done by the investigator**
4. **Gaps Identified**
5. **Bridging the Gaps**
6. **Description of research work :** Attach a separate document with a text font size of 12 point and margins not smaller than one inch on all sides with a line spacing of 1.5. Faculty may include figures and references. Be sure to include

* Title of the work and details of investigator(s)
* Abstract (400words)
* A clear description of the research problem and the detailed design.
* Scientific scope of the Research proposal (400words),
* Funding agencies which would be interesting in funding this project in future:

1. **Detailed work plan with a duration of six months (Indicate methods / Techniques to be used)**
2. **Objectives of the research work:**
   1. <objective 1>
   2. <objective 2>

**3.** ...

1. **Proposed outcome of research work: (**The outcome of the project should lead to a minimum of one publication in SCI/SCIE/Unpaid SCOPUS indexed journals **or** Patent.)
   1. <outcome 1>
   2. <outcome 2>

**3.** ...

1. **Particulars of equipment required**
2. **Particulars of any other facilities required**
3. **Particulars of the facilities that is available in the institution to carry out this work, if it exist.**
4. **Proposed Budget:**

|  |  |  |
| --- | --- | --- |
| Sl No | Items | Amount (Rs) |
| 1 | Consumables – include the list of consumables which cost more than Rs. 1000/-  **(Do not exceed 20% of the total amount)** |  |
| 2 | Equipment – Include the list of equipment and showing rates, quantity and total for each item. |  |
| 3 | Travel  **(Do not exceed 10% of the total amount)** |  |
| 4 | Contingency  **(Do not exceed 10% of the total amount)** |  |
| 5 | Publication (Web of Science)  **(Do not exceed Rs 50000)** |  |
|  | Total |  |

**Declaration:**

I hereby declare that the particulars detailed above are true to the best of my knowledge. I am aware that if any of the information is found false, my application may be disqualified. I have read the policy for Seed Money and agree to all the rules mentioned therein.

**Signature of Investigator(s):**

**Date:**

1. **Forwarding remarks of the Project Selection Committee (to be filled by the Dean (Research) Attach a separate sheet if required)**

**Remarks of PEC:**

**Approved (YES/NO):**

**Amount Granted:**

**Signature of PPEC members:**

**Date:**

1. **Decision of the Principal: Approved/ Rejected**

**Signature: Date:**

**Annexure II**

**Half Yearly Progress Report**

1. **Name of Principal Investigator:**
2. **Title of Project:**
3. **Project start date:**
4. **Period of report:**
5. **Work planned in the above period (attached separate sheet):**
6. **Work completed in the above period (attached separate sheet):**
7. **Number of objectives achieved**
8. **Outcome (if any, like papers, articles, patents etc. Attach separate sheet):**
9. **Details of expense:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Item** | **Expense** | **Comments** |
|  |  |  |  |
|  |  |  |  |
|  | **Total** |  |  |

1. **Percentage of amount utilized against sanctioned amount.**
2. **Plan for next quarter (attached separate sheet):**

**Signature of PI:**

**Date:**

1. **Remarks of the ad-hoc committee (as appointed by the Principal. Attach a separate sheet if required):**

**Signature of Chairperson of ad-hoc review committee:**

**Date**

1. **Recommendation of the Principal:**

**Signature the principal:**

**Date**

# Annexure III

**SEED MONEY PROJECT COMPLETION REPORT**

**PROJECT TITLE**

**SUBMITTED BY**

*(Name of Principal Investigator and CO Investigator )*

*Details of the Department(s)*

***Date of Sanction Date of Completion***

|  |  |  |
| --- | --- | --- |
| **Project Title:** |  | |
| **Duration of Project:** | **From:** | **To:** |
| **Principal Investigator** | **Name** |  |
| **Email ID Mob No** |  |
| **Department and School** |  |
| **Co-Principal Investigator** | **Name** |  |
| **Email ID Mob No** |
| **Department** |  |

**Final Report**

**Part A - Summary Report**

1. **Project Objectives**

|  |  |  |
| --- | --- | --- |
| **Objective as per the approved Project** | **Fully Achieved/Partially Achieved (indicate shortfall)** | **Reason for Partial Achievement** |
|  |  |  |
|  |  |  |

1. **Deliverables**

|  |  |  |
| --- | --- | --- |
| **Deliverables as per the approved Project** | **Fully/Partially/Not Achieved** | **Reason for Partial/ Non Achievement** |
|  |  |  |
|  |  |  |

1. **Specific Outcome** *(Please give details)*
   1. Patent, if any
   2. Product/Process developed/ technology transferred
   3. Participation in conference/ training workshops attended:
   4. List of Publications arising from the Project

*(attach Copies of the Papers)*

* 1. Linkages established
  2. Status of the submission of the project to any External Funding Agencies (Y/N), If yes give the detail.

1. **Project Budget** *(Final)*
2. **Suggestions for Utilization of Project Outcome** *(Give tangible road map, name specific Industrial Units)*

**Part B – Comprehensive Report**

*(The Comprehensive Report should be precise in detail and self-contained)*

* 1. ***Project Title:***
  2. **Product/Process as an outcome of the Project, identify beneficiaries**
  3. **Scientific Description (Give Specifications/Standards for the same)**
  4. **Methodology adopted**
  5. **Scientific /Industrial Invention giving underlying Basis** *(Provide sufficient details)*
  6. ***Further Effort required, if any, to get full Benefits or enhance Utilization.***
  7. **Recommendations for Utilization of the Product/Process. Give details.**

**Signatures and Name of PI Signatures and Name of Co-**

**Investigator**