

Govt. College for Women (A) Guntur

Internal Quality Assurance cell

Institutional Policies

Seed Money Policy

Minutes of the Research Advisory Committee regarding Seed Money Research Grant Policy

The Research Advisory Committee met in Principal's Chamber on **03-11-2022** and resolved to frame and adopt the seed money research grant policy as per the rules and guidelines stated below:

- To form a committee with the Research coordinator and research advisory committee members headed by Principal as Chairman for the grant of the seed money from the UGC autonomy grants and restructured funds.
- To set objectives for the College Seed Money Policy
- To frame rules and guidelines pertaining to seed money research grant policy
- To evaluate the seed money proposals submitted by the faculty members

Resolutions 1: After thorough discussion the research advisory Committee members resolved to form a new Committee with the Research coordinator and research advisory committee members headed by Principal as Chairman for the grant of the seed money from the UGC autonomy grants and restructured funds with the following members

Research Advisory Committee for Seed money grant

S.No	Name of the Faculty member	Designation
1	Dr. V.R.Jyotsna Kumari	Chairman
2	Dr. Shaheda Akthar	Research Advisory Committee Coordinator
3	Dr. K. Sucharita	Member
4	Dr.Y. Tyaga Raju	Member
5	Dr. N. Ankamma	Member
6	Dr. N. Manjula Bharathi	Member
7	Dr. D. Mallikharjuna Reddy	Member
8	Dr. D. Madhusudana Rao	Member, IQAC Coordinator
9	Dr. K. Padmaja	Member, Academic Coordinator

Resolutions 2: To realize the above objectives, the committee resolved to frame and adopt the attached Seed Money policy.

SEED MONEY POLICY

PREFACE

Government College for Women (A), Guntur is one of the educational institutions of the state of Andhra Pradesh with doctorates and research guides and research scholars.

Research and development initiatives create new knowledge, motivate better learning, build facilities and infrastructure and promote innovation, consultancy, and collaborations. Considering all these features, the institute has conceived to implement the seed money policy. The seed money that would be provided in this regard would motivate the faculty members to further strengthen the research interest in future endeavours.

Objectives:

- Create a vibrant research atmosphere among faculty, scholars and students and to nurture socially relevant research.
- To provide funding to research projects with significant application value.
- To motivate faculty, to do pilot studies of their interest and then develop projects for extramural support.
- Thus, this research grant is intended to enable the faculty to get more research grants in near future, for the college
- To publish at least one publication in UGC-CARE listed journals immediately at the end of the stipulated period

Guidelines:

- Faculty members are encouraged to submit disciplinary/ inter-disciplinary/ multidisciplinary research proposals (in-house project) based on their innovative ideas.
- Seed money research Project grant can be limited to Rs. 80,000
- Based on the progress of the project additional grant will be sanctioned.
- The support should be acknowledged in all forms of dissemination.

Eligibility: All the regular lecturers of the college are eligible to get the research grant as principal investigator.

Area of Research: The Principal Investigator shouldn't have worked on the topic before and the work should be new as per the research norms.

Period: Unless stated otherwise, the duration of each project is only one year. It may be extended by another six months for valid and essential reasons. Faculty members who have been sanctioned Seed Money for their research projects should submit the six monthly progress reports without fail.

Number of Grants: Each faculty shall receive one research grant only in a period of 5 years.

Procedure:

1. The applicant should submit the research proposal in prescribed format (enclosed as Annexure- I) in duplicate to the Principal after getting approval from the concerned HoD.
2. Faculty can submit proposals in collaboration for interdisciplinary research activities.
3. Proposals submitted by a group of teachers across the discipline shall be considered on priority.
4. Proposals should clearly focus on local issues, practical relevance, and academic increment in terms of research and outreach. It should also state objectives, methods and deliverables and outcome of the project like publication and patents.

5. The merits to be considered while sanctioning of the research projects will depend on
 - (a) Application value of the project
 - (b) Future scope and prospects of the research findings.
 - (c) Any prospective innovation through research findings.
 - (d) Scope of paper publication and patent filing.
6. The funding for projects will not exceed Rs. 80,000 per research project under Science and Rs. 20,000 per project for humanities and social sciences.
7. All the received proposals be forwarded to the selection committee-Seed money constituted by the Principal.
8. Funds obtained through seed money can be utilized for contingency, chemicals, glassware, books and journals, travel for field work, outsourcing services.
9. The committee will review and submit the report to the Principal.
10. Based on the recommendations and availability of funds, the projects will be identified as selected project.
11. The selected projects will be issued sanction order and grant in aid cheque.
12. The grants provided under seed money for research projects should be utilized in accordance with the guidelines issued by Research advisory committee-Seed money from time to time.
13. In case if the teacher fails to complete the project, he/she must refund the entire sanctioned amount with interest as per the concerned Nationalized bank guidelines per annum to college.
14. No teacher shall be eligible to avail the benefit of the scheme more than once in two years.
15. After completion of the project, the PI must submit project report, statement of expenditure and utilization certificate to the principal.
16. The PI and team should take necessary steps to publish the report as paper. The sponsorship should be properly acknowledged in each paper emerging out of seed money support.

Annexure I

Proposal for Seed Money Grant

Part A

1. Name (of Principal Investigator):
2. Employee ID:
3. CFMS ID:
4. Date of joining:
5. Status of employment: Permanent/On Probation
6. Research profile (attach separate sheet giving details of doctoral research, publication, seminars and conferences attended, details of previous seed money grants:
7. Name of the project:
8. Project duration:
9. Details of collaborators (if applicable. Add more sets if required):
 1. Collaborator 1:
 1. Name: 2. Employee ID:
 10. Designation:

11. Research profile (attach separate sheet giving details of doctoral research, publication, seminars and conferences attended, details of previous seed money grants from GCW (A) if applicable):

Part B

Proposed Research work

2. Project Title:

i) Introduction

ii) Origin of research Problem

iii) Interdisciplinary Relevance:

iv) Review of Research and development in the subject

v) Global Significance

vi) Significance of the Study

vii) Objectives

viii) Methodology

ix) Month wise plan of work and targets to be achieved

3. Financial assistance required

- Field work
- Chemicals & glassware (only Science)
- Contingency (including special needs)
- Books & journals
- Printing and stationery

4. Institutional and departmental facilities available for the proposed work

5. Any other Information which the investigator may like to give in support of this proposal which may be helpful in evaluating.

To certify that:

- a) I shall complete the project within the stipulated period. If I/we fail to do so and if the research advisory committee is not satisfied with the progress of the research project, the college may terminate the project immediately and ask the refund of the amount received by me/us.
- b) The above research fund is not funded by any other agency.

Name & Signature

Principal Investigator

**Convener
Research Advisory Committee for Seed money grant**

Principal