



Delhi-Jalandhar GT Road (NH1), Sirhind Side, Mandi Gobindgarh, Punjab - 147301 (India)

Ref. No. RIMT/R//Admin//17/284

Dated: 18-7-2017

SEED MONEY SCHEME(SMS)

DESCRIPTION

Seed Money Scheme (SMS), sponsored by RIMT University, Mandi Gobindgarh, aim to promote research and innovation amongst young faculty. Seed funding under this scheme is to be used to initiate/continue the research work for faculty.

The objective of the scheme is to accelerate research / capacity building / Outreach / knowledge upgradation.

Research Project that is already supported by other sources will not be considered for funding.

I) The faculty members can apply for financial assistance/seed money for one or more of the following purposes as per detail of incentive scheme given below:

Sr. No.	Scheme	Maximum amount (INR) per annum
1.	Technology allowance to buy a portable device.	50,000/-
2.	For capacity building (organizing training programs for research scholars, inviting prominent researchers to interact with the group etc)	50,000/-
3.	For pursuing PhD from the home institution in the form of discount in the PhD fee	50 % per semester fee or as per case may be.
4.	For filing patents/Copy rights/Trademarks.	15,000/-
5.	Travel support and registration for attending conference inside	10,000/-
6.	For applying for paid certification programs	5,000/-
7.	For attending FDPs, training programs, refresher courses	15,000/-
8.	Contingencies (books, annual membership fees in technical societies excluding subscription charges, etc)	15,000/-
9.	Purchase of equipment/software/ related with projects (which are not available in RIMT).	15,00,000/-
10.	Consumables (Like ICs, circuit boards, chemicals, data, testing charges, tools, etc.)	50,000/-
11.	Travelling for data collection and processing cost of research projects.	15,000/-
12.	Expenses for Field Trials, factory, site experiment.	5,000/-
13.	For being editor of In-house/National Journal	5,000/-
14.	For being editor of an International Journal	10,000/-

13.	For publication of research paper, articles, case studies and books			
	Category of publication		Financial Incentive (INR). -per paper)	Maximum amount (INR)
	International Peer Reviewed Journals (Scopus Indexed) Impact factor of above 10		20,000/-	42500/-
	International Peer Reviewed Journals (Scopus Indexed) Impact factor of 5 to 10		10,000/-	
	Category 'A' (Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list/Journals of Science & Technology) / (Scopus Indexed) Impact factor between 3 to 5		7,500/-	
	Category 'B' (Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list/Journals of Science & Technology) / (Scopus Indexed) Impact factor between 1 to 3		5,000/-	
	Note 1:			
	Category of Publications	Criteria		
	Impact Factor between 1 to 10	Only First/Principal Author & Corresponding Author to be considered for one collective		
	Impact Factor above 10	All authors to be paid incentive individually.		

- **Note: 2 Grant cannot be used for any item, which is already available in the University.**

II. APPLICANT ELIGIBILITY & FORMALITIES

- A faculty member/principal investigator may apply on prescribed format at **Annexure-1** with brief justification of the seed money/financial assistant through their respective heads anytime during the year.
- If a proposal is turned down by the Seed Grant approval committee, the faculty member is allowed to submit a new proposal in the same year.
- The Seed money sanctioned will be discontinued in case of absence of the faculty member for more than 30 days of unsanctioned leave and in such case, faculty will have to return the entire money. If the leave is taken due to unforeseen health condition then the faculty member may get special permission to continue the SMS.
- In case of resignation without completion of SMS, the faculty member has to refund all the money availed under the scheme to the University.
- In case of long leave, the faculty member will be given special permission to extend his/her project after joining duty. However, priori permission is required in such cases.
- After completion, the investigator must submit a proper report along with achievements, and deliver a formal presentation in the respective department before the committee. The faculty member has to submit utilization certificate as per given format within one month from the completion of the project.
- The duration of SMS will be two year only (maximum), and will not be extended beyond 2 years. The investigator is requested to submit a progress report of the project at the end of every year.

III. PROPOSAL REVIEW

Submitted proposal will be evaluated as per the format enclosed at **Annexure II**.

IV. PROJECT COMPLETION

- The bills have to be submitted to accounts department with reference to minutes of meeting and date for further processing. Any unutilized amount needs to be deposited back to the accounts department of the university.
- faculty will be responsible to submit **three copies of project completion report (Annexure IV)** along with final Utilization Certificate (**Annexure V**).

V. PROJECT EVALUATION

The date of proposal evaluation meeting will be notified by the office of the Registrar.

Format for Project evaluation is enclosed at **Annexure -III**

VI. BUDGET

The funding support under this scheme will be up to Rs. 20,00,000/- (Twenty Lakh) for 2 years. Additional small grant may be sought with proper justifications at time of the project evaluation meeting.

VIII. GRANT ADMINISTRATION

- The faculty member is responsible for the administration of granted funds. In particular, he/she must ensure that over-expenditures do not occur.
- Any procurement will be made as per the existing purchase policy of the University.
- Capital equipment's purchased from this fund will be the property of **RIMT University, Mandi Gobindgarh**.
- If the work requires more time over the initial proposed period to complete, the Principal Investigator may request a three-month extension (once only) by sending a request to the Vice Chancellor at least one month prior to the end of the project.

IX. Evolution criteria

The Committee for evaluating and approving the initial proposal and the final completion report comprise of: -

1. Pro Vice-Chancellor	-	Convener
2. Dean Academic (Affairs)	-	Member
3. Deans/Directors/HoDs/Incharges of the concerned School/Department	-	Member
4. Chief Finance Account Officer	-	Member
5. Registrar	-	Member Secretary

The committee will meet twice in a year or as per requirement to consider the applications for seed money support.

The Committee will evaluate the projects and send its recommendations to the Vice Chancellor for the approval.

Enclosed Annexures

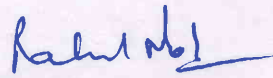
Annexure-I Seed Money Application Form

Annexure-II Project evaluation format

Annexure-III: Sanctioned letter for approval of Seed money.

Annexure-IV Project completion report

Annexure-V Utilization Certificate.


Registrar

Registrar
RIMT University
Mandi Gobindgarh

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ANNEXURE - I

FORMAT FOR PROPOSAL SUBMISSION

To

The Vice Chancellor.
RIMT University
Mandi Gobindgarh

Subject: Request for Financial Support/Seed Money for project

Respected Sir,

I wish to apply for the financial support/Seed money for the project

PART-1 : Heads of Expenditure/Equipment

Sr. No	Description of Items	Amount (INR)
1.	Technology allowance to buy a portable device.	
2.	For capacity building (organizing training programs for research scholars, inviting prominent researchers to interact	
3.	For pursuing PhD from the home institution in the form of discount in the PhD fee	
4.	For filing patents/Copy rights/Trademarks.	
5.	Travel support and registration for attending conference	
6.	For applying for paid certification programs	
7.	For attending FDPs, training programs, refresher courses	
8.	Contingencies (books, annual membership fees in technical	
9.	Purchase of equipment/software/ related with projects (which are not available in RIMT).	
10.	Consumables (Like ICs, circuit boards, chemicals, data, testing charges, tools, etc.)	
11.	Travelling for data collection and processing cost of research projects.	
12.	Expenses for Field Trials, factory, site experiment.	
13.	For being editor of In-house/National Journal	
14.	For being editor of an International Journal	

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iii) Material/Methodology

iv) Expected Outcomes

PART-III

Tentative Budget

Sr No	Budget Head	Amount required 1st year (INR)	Amount required 2nd year (INR)	Total amount required (INR)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Total Amount (INR)				

Note-2: Separate sheet can be attached (as annexure) for large description of proposal.

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15.	For publication of research paper, articles, case studies and books *	Amount (INR)
	Category of publication	
	International Peer Reviewed Journals (Scopus Indexed) Impact factor of above 10	
	International Peer Reviewed Journals (Scopus Indexed) Impact factor of 5 to 10	
	Category 'A' (Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list/Journals of Science & Technology) / (Scopus Indexed) Impact factor between 3 to 5	
	Category 'B' (Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list/Journals of Science & Technology) / (Scopus Indexed) Impact factor between 1 to 3	
	Total Amount	

Time Schedule of completing the project. _____

PART-II

i) **Detailed Justification for seeking financial support**

ii) **Introduction**

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Declaration

1. I declare that i shall use the financial support/seed money, only for the purpose, for which it is sanctioned.
2. I agree to abide by the terms and conditions of Seed Money Scheme (SMS) of RIMT University, Mandi Gobindgarh.
3. I shall submit to RIMT, any capital item purchased along with unused sanctioned grant on the completion of the project.
4. I shall submit the utilization certificate along with the relevant vouchers within one month from the completion of the project.

Date:

Place:

(Name and signature of the applicant with date)

Signature with date
Head of the Department

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ANNEXURE - II

PROJECT EVALUATION FORMAT

(1) Recommendation Sheet

Name of the Investigator	Name of the Department	Title of the project	Remarks of the evaluation committee	Recommended / Revision / Not Recommended	Amount of financial allocation recommended

(2) Budget: Approved

Sl.No	Item	Amount in 1 st year (INR)		Amount in 2 nd year (INR)	
		Required	Sanctioned	Required	Sanctioned
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total Amount (INR)					

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(3) Evaluation and recommendation by committee members

Name of Committee member	Signature	Date

4. Approval of the Vice Chancellor

Vice- Chancellor
RIMT University
Mandi Gobindgarh

Dated: _____

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ANNEXURE IV

SEED MONEY PROGRESS/COMPLETION REPORT

- 1. Faculty Name:**
- 2. Department Name:**
- 3. Faculty Employee Code:**
- 4. Date of joining RIMT University and present post**
- 5. Seed Money granted, Date of Sanction and utilisation (year-wise):**
- 6. Title and main objectives (About 50 words) of the project:**
- 7. Output (during/ after the project period):**
 - a) Publication/patent with details:**
 - b) Ph D guided (during project period) :/completed/progress:**
 - c) Sponsored project(s) earned during or after this project:**
 - d) Conference/seminar presentation:**
 - e) National level award/recognition, if any (during project period):**
 - f) Teaching record (Course No., semester, No. of students, any additional information):**
 - g) Facility created:**
 - h) Collaboration, if any:**
- 8. Acknowledgement in papers/conference/website/report:**
- 9. Progress Level (in %):**
- 10. Date of completion, if applicable:**
- 11. Most important scientific achievement (50 words):**

Name and Signature of the Investigator

(with Date)

**Name and Signature of the
Dean/Director/HoDs**

(with Date & Seal)

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Annexure-III

Ref No:.....

Dated: _____

OFFICE ORDER

Sub: Sanctioned order of the research project

Title of the Project:

" _____ "

Based on the recommendations of the evaluation committee, to evaluate the above proposal, the Vice-Chancellor has sanctioned the above said project at a total cost of Rs. _____ /- (Rupees _____ only) to (name of Principal Investigator) _____, Designation _____, School/Department _____ for a period of two years. The items of expenditure for which the total allocation has been approved for two years is given below:

Sr No	Budget Head	Amount (INR)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
Total Amount (INR)		

The sanction of the project is also subject to the condition as mentioned in the seed money scheme.

Registrar

Copy to:

1. Concerned Deans/Directors/HoDs/Incharges
2. Finance officer
3. Concerned Faculty
4. Registrar

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ANNEXURE V

UTILIZATION CERTIFICATE

Certified that the grant of Rs.(Rupees..... only) received from the RIMT university, Mandi Gobindgarh, under the Seed Money Scheme entitled _____ vide SMS letter No..... dated has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the RIMT university, Mandi Gobindgarh.

The related Bills/documents are enclosed.

Name and Signature of the Investigator

(with Date)

**Name and Signature of the
Dean/Director/HoDs**

(with Date & Seal)

Name and Signature of Officer (Account section)

(with Date & Seal)