Seed Money Project Policy

Introduction

The Research and Development Cell of the college is inviting research proposals from all the departments for seed money projects. The purpose of providing seed money is to promote research and innovation at the college campus. The scheme will create a vibrant atmosphere of research among faculty and researchers. The seed money grants will surely help the internal researchers/ faculty members/ P.G. students for establishing themselves in research and incubate the ideas which have a noticeable impact on social welfare.

Objectives of Seed Money Policy

- To create an enabling environment within College campus in order to foster a research culture as well as provide required support through research framework and guidelines.
- To nurture an environment of undertaking socially useful research with potential for commercialization.
- To create opportunities for teachers of the college to involve themselves in real life research projects and obtaining sponsorships.
- To promote inter-faculty collaboration in emerging areas.
- To attract and retain talent.

2. Eligibility

All faculties, including Social Sciences, Commerce, Languages, IT, Fashion Designing, and Sciences, are eligible to apply for seed money grants for research projects. One faculty member needs to choose at least two students as team members for the seed money project. The other conditions are as follows:

- Faculty should be working fulltime with the college
- They have to sign an agreement that He/she will continue to work with the institution till the project is completed. In case the PI is leaving the institute, then he/she must deposit the granted seed money amount and assets created thereon to the office before leaving the institute.
- The PI should not be availing another grant from external agency for the same project.

- The PI should publish at least one research papers along with the names of co-investigators in UGC approved care listed Journals.
- Seed money will be provided for only one project/scheme to an individual.
- The department of PI should have basic infrastructure to support research.

The College faculty members are encouraged to submit research proposals based on their innovative ideas. The applicant have to clearly and convincingly demonstrate that the proposed project represents a new research direction in an area likely to generate external funding.

3. How to Apply

The applicant has to fill in the details related to the projects along with his/her personal details in the format given in Khalsa College for Women, website (www.kcwasr.org) under Seed Money Policy and submit the form at the Office of Director, Research and Development Cell, after getting signed by concerned HOD.

The applicants shall submit the application form which includes the research proposal in the given prescribed format. They are required to submit the hard copies of their application and annexures. Research proposals and final reports should either be in English, Hindi or Punjabi (Use Times New Roman, Devanagari and Gurmuki Lipi to fill Application form in English, Hindi and Punjabi respectively).

4. Procedure for Awards

Applications are scrutinised by a Screening Committee in respect of eligibility. Eligible applications are then examined and evaluated by the Expert Committee(s). Shortlisted candidates are then called for presentation and interaction at the office of Director, Research and Development Cell. The expert committee(s) make(s) recommendation for award of studies and also suggest(s) budget for the recommended studies.

5. Budget and Heads of Expenditure

Based on recommendations of expert committee seed money will be allocated up to Maximum Rs. 30, 000 per project. Selected Principal Investigators (PI) will have to submit progress report at the end of each semester. The funds will be released in two parts.

Funding is available for purchasing and other activities as specified below:

1. Minor equipment (Hard disk, RAM or Dongle) related with proposal (which are not available in College).

2. Consumables (Like circuit boards, chemicals, testing charges, tools, etc.)

3. Registration for attending conference inside India only.

4. Contingencies (books, annual membership fees in technical societies excluding subscription charges, etc)

5. Any other important items subject to the prior approval of Principal.

ii) Grant cannot be used

1. For Travel outside India.

2. For purchase of Laptop /Desktop

All equipment and books purchased out of the project fund shall be the property of the Institute.

6. Joining and Release of Grants

The Project Director has to join the project within 15 days of the award. For this the scholar has to submit an 'undertaking' to the Director, Research and Development Cell after getting it signed by the HOD of the concerned department mentioning the date of commencement of the study.

The total awarded grant for the Seed Money Project will be released in instalments:

- The first instalment (50% from the total awarded grant) is released after completing the necessary formalities of joining by the Project Director.

- The second instalment (40% from the total awarded grant) is released after receiving a satisfactory Six months Simple Statement of Accounts utilization of the first instalment amount.

- The third instalment (10% from the total awarded grant) will be released after receiving book length Final Report, Executive Summary of Final Report, abstract of the Final Report (both MS word and PDF formats), a published research paper in the care-listed peer reviewed journal, simple statement of accounts for the total expenditure and a utilization certificate duly signed by the finance officer of the college.

7. Monitoring of Research Projects

- Research undertaken by a Project Director will be reviewed through the submission of periodic progress reports in the prescribed format and the project may be discontinued/terminated if research progress is found unsatisfactory.
- The scholar/awardee must acknowledge the support of College in all their publications resulting from the project output such as Research Paper, Journal Articles, Articles in edited Books etc., and must submit a copy of the same at the office of Director, Research and Development Cell.
- The Project Director shall be personally responsible for timely completion of the Project.

8. Completion of the Study

On completion of the study, the Project Director should submit:

- 2 hard copies of Final report in a publishable form (Softcopies in both PDF and word format);
- Abstract in 500 words (Softcopies in both PDF and word format);
- Similarity index sheet (Plagiarism check) for the final report.

Every report will be checked for plagiarism and the similarity report is also generated. As a policy, KCW does not accept contents beyond 10 per cent on similarity index. Scholars are required to get their final as well modified report checked on their own for similarity index and attach a report of the same at the time of submission.

The final report submitted by the scholar will be considered as satisfactory only after final recommendation of acceptance by the expert appointed by the ICSSR.