



Bansilal Ramnath Agarwal Charitable Trust's
Vishwakarma Institute of Technology, Pune-37
(An Autonomous Institute Affiliated to Savitribai Phule Pune University)

Date: 16/04/2018

SEED MONEY POLICY

Norms and Standards for Seed money grant scheme-VIT

The Management of VIT has allocated budget to fund research projects to be undertaken by the faculty pursuing research in various areas. The aim of the scheme is to strengthen the research activity especially among the young faculty members which will act as a catalyst for them to apply to the various funding agencies for major grants.

The norms and guidelines of the scheme are given below to help the faculty in the preparation of the proposals.

1. The maximum grant available for each project is Rs. 3 lakhs and the duration of the project is for maximum two years.
1. Research proposals from faculty of Assistant professor cadre would considered for acceptance. The Professors or Associate Professors can be Co-PI/adviser with an Assistant Professor or lecturer's as PI.
2. Proposals written in collaboration with faculty from within and other Departments (intra and interdepartmental) involving interdisciplinary research areas are given preference.
3. Number of research proposals to be sanctioned per Department would be as per faculty strength of the Department on the prorata basis.
4. The selection of the projects will be based on peer review and presentation of short-listed proposals in front of Expert Committee.
5. All assets generated out of the fund for the project including equipment, books and journals will become the property of the institution and an entry in the dead stock / consumable stock / library is mandatory for sanctioning the bills.
6. A publication in the form of a research paper in an international peer reviewed conference or journal is mandatory. The affiliation of the institute and an acknowledgement therein is essential to be mentioned in the research paper. One copy has to be submitted to the Dean R&D office.
7. Two students of UG and/or 1 student of PG are required to be associated with the project

Dean-Research & Innovation
Vishwakarma Institute of Technology,
Pune-411037.



DIRECTOR
Vishwakarma Institute of Technology
Bibwewadi, Pune-411 037.



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8. a) A bound copy of the final report of the work done on the project in thesis form along with CD / Floppy must be submitted to Dean R&D office on completion of the research project.
- b) A copy of the "Final Report" of the work done should be kept in the Library of the respective department.

Guidelines for Research Proposal

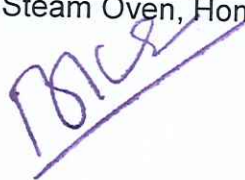
Research proposal is an opportunity to faculty members to start or continue their research work in the Institute. The guidelines for the research proposal are as follows :

1. The proposal should clearly state the objectives, indicate current national and international status, methodology employed, plan of the research work, expected results and outcome of the project along with the budget estimate for two years.
2. The budget estimate should provide the details under different heads such as equipment, consumables / chemicals / reagents / supplies, contingency, books, etc.
3. For purchase of equipments, follow the procedure as per institute purchase procedure.
4. The Principal Investigator should present their project work six monthly in front of project evaluation committee.
5. The release of the funds as a second installment will depend on quality as well as the performance of the work done at first stage and also utilization of 75% funds released for the first stage.
6. The Principal Investigator should submit annual progress report along with the statement of accounts (Annexure-I) and utilization certificate (Annexure-II) at the end of financial year for the release of the subsequent grant to the to the Dean R&D office.
7. All Principal Investigators are supposed to publish their work in an international peer reviewed conference or journal of repute.
8. Every bill must be signed by HOD of the concerned department and the Principal before submission of Research projects for audit.
9. Expenditure towards the purchase of air-conditioners, or renovation of laboratories or the purchase of Mother Board, DVD writer, Hard Disk, RAM, Antivirus, Pen drive, Computer, Laptop, Mobile, DVD, Steam Oven, Home



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- Theatre, Mixer, Handy cam, Printer, Scanner, Fridge, Cupboard, Books rack, Furniture, stationery item, etc. will be not allowed.
10. Dead stock/consumable stock entry is necessary for purchase on Research project.
 11. Library's Accession No. is important on purchased books
 12. Travelling expenditure will not be sanctioned. from this grant. Air ticket & other expenditure like food items, beverages, snacks, meals, local travel will not be sanctioned for attending National & International conference from this grant
 13. Two students of UG and 1 student of PG for the project
 14. The final report of research project should include
 - (i) Technical Report along with conclusions (two hard bound copies) / and published, presented, accepted paper(s) (A soft copy)
 - (ii) Statement of accounts
 - (iii) Utilization certificate
 15. The central audit will be organized at the end of financial year for financial assessments of research projects.
 16. In spite of these guidelines, any additional thing which will help in strengthening the research culture in Institutes shall be allowed after due sanction from the Honorable Director.

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Vishwakarma Institute of Technology
Pune-411037.



Prof. (Dr.) Rajesh M. Jalnekar

Director

C. W. C. To all Deans, for information

C. W. C. To all Heads/ Section Heads, for information