Supporting Documents

Criteria	Criterion III–Research, Innovations and Extension
Key Indicator	3.1 Promotion of Research and Facilities
Metric	3.1.2 The institution provides seed money to its teachers for research (average per year, INR in Lakhs)

List of documents:

Note: Following documents are provided in this file.
Revised Version of Guidelines for Chancellor's Seed Money Project Grants for Faculty, dated March 7, 2020
Guidelines for Chancellor's Seed Money Project Grants for Faculty, dated June 24, 2016

Guidelines for Chancellor's Seed Money Project Grants for Faculty

Revised version issued in March, 2020

JK LAKSHMIPAT UNIVERSITY
Near Mahindra SEZ,
P.O.Mahapura Ajmer Road,
Jaipur - 302 026
Phone No.+91-141-7107-501

Dr. R.L. Raina
Vice Chancellor
JK Lakshmipat University
Jaipur - 302026

7.03.2020

J K Lakshmipat University, Jaipur

Guidelines for Chancellor's Seed Money Project Grants for Faculty

Preamble:

Research and technology development is an integral part of a professional university's success. This also helps students and faculty to understand the learning process and outcome in real life through solving problems in design, engineering as well as in management. The faculty can incorporate the learning outcome through this process in their classroom teaching and publication of good quality research papers, patents, and other forms of expression of creative works. The primary objective of seed money grant is to facilitate further financial support from industry or government funding agencies related to research and consultancy assignments. Preference will be given to inter-disciplinary projects.

JKLU is pleased to extend the revised Chancellor's Seed Money Project Grants for faculty members beginning 01 March, 2020.

Eligibility Criteria:

The faculty should normally have completed at least a year of their service in JKLU at the time of applying for research grant. However, a shorter period of service at JKLU can also be considered in exceptional cases based on project quality. The faculty must have a Ph.D. degree at the time of applying for research grant in Engineering, Technology or basic sciences. However, this requirement may be waived in other professional areas such as Design and Management. The faculty applying for the research grant will become Principal Investigator (PI). Costs toward employing regular manpower are out of the scope of seed-money project funding, however, stipends may be considered in deserving cases.

Budget:

1. Normally, the seed money project grant will be in the range of Rs.50,000 (Rs. Fifty thousand only) to Rs.2,50,000/- (Rs. Two Lakhs and fifty thousand only). A higher amount may be considered by the Vice Chancellor for approval in exceptional cases on recommendations by the Research Project Development Committee (RPDC) consisting of the Vice Chancellor, Pro-Vice Chancellor, Dean (R&D) and the Director of the respective Institute/s, after examining the scope of work and cost estimates. All acceptance letters will be sent by the Dean (R&D) on behalf of the RPDC, depending on the merits of the proposal after evaluation of the ability to attract external funding.
2. The faculty member may travel anywhere in India for company visits, collaborating partner institutional visits, field studies and data collection, material procurement, and other project related activities. However, travel expenses are limited to II AC train fare or equivalent in case of air fare. Travel expenses will be restricted to a maximum of 20% of the total budget of the project.
3. All travel and sundry expenses shall be with prior approval of the Dean (R&D).
4. The request for seed money will be submitted to the Dean (R&D) as per the proposal format.
5. This scheme does not cover book writing project or any similar project.

Proposal Format:

The proposal format should largely follow the format of a funding agency (e.g. DST, DSIR, ICSSR, BIRAC, ISRO's RESPOND scheme, others) targeted for full external grant application using the outcome of the seed money project as foundation. The application should include the following information as bare minimum:

1. Title of the Research project:
2. Principal Investigator (PI):
   Co- Investigator(s) (Co-Is):
   a) Mobile:
   b) E-mail (Official):
   c) Telephone (Official):
   d) Educational
      qualifications: Ph.D.:
      ME/M.Tech/M.Des./MBA:

      B.Tech/BE/B.Des./B.Com/BBA:Year
      of award of Ph.D./ highest degree:
3. Team members, if any:
4. Institution & Department:
5. Number of Times Previously Applied:
6. Statement of the Problem:
7. Project Objectives:
8. Technical / Management Aspects of the project:

   This information should be followed by a clear and concise description of the objectives and technical/management approach of the proposed research. The application should be minimum five pages and should not exceed twenty five pages, with a minimum text font size of 11 point and margins no smaller than one inch on all sides. Faculty may include optional figures and references, but they must fit within the page limits.
9. Budget with break-up:
10. Time management with schedule in months illustrated in a GANTT chart
11. Project Outcome (Deliverables):

    Clear identification of target industrial clients or target national or international grant agencies who may potentially give a project based on the proposed seed money project outcomes is necessary. Target Scopus/ Web of Science journals and/or patent publications resulting from the seed money project outcome is also required.

Duration of the Project:

The maximum duration of the project will be of two years. In exceptional cases maximum up to six months extension may be given by Vice Chancellor on the recommendation of RPDC.

Review and Recommendation of the Seed Money Project Proposal

The RPDC will review the proposal for its feasibility and usefulness. The committee will give recommendation within 2-weeks of the final project proposal submission to the Dean (R&D) for release of grant. The Vice Chancellor will approve/reject the project on the recommendation of the RPDC. The letter of approval/rejection of the project funding will be issued to the Principal Investigator (Faculty) by the Dean (R&D) on behalf of the RPDC clearly mentioning feedback and suggestions in case of rejection. The RPDC review meetings (physical or online) to consider submitted seed money grant proposals will be held at least once each quarter of the year, thus minimum 4-meetings should be scheduled during the academic year. However, to expedite decisions, the RPDC may meet as and when there are proposals submitted, if feasible.

Research Project Review Committee (RPRC)

The mandate of the RPRC, appointed by the VC in consultation with Dean (R&D) is to provide oversight and technical and managerial support to the PI in executing the proposal.

The RPRC will consist of the following:

Pro-Vice Chancellor	-	Chairperson
Dean (R&D)	-	Member
Nominees of Vice Chancellor (02) (chosen for their expertise)	-	Members

The PI will submit a Progress Report to the Dean (R&D) within 3 months of approval. Interim project progress reports need to be submitted every 3 months to the Dean (R&D) during the entire project execution period. In addition, a presentation on the project progress would be expected every 6 months. If the progress is found to be unsatisfactory, the project may be terminated pre-maturely and the unspent amount would be remitted back to the corpus of annual Chancellor's Seed Money Project Grant fund. On completion of the project, the faculty member is required to submit a detailed completion report, settle all accounts and make a presentation of the findings to the JKLU research community, including members of the RPRC within one month of the scheduled completion date. There are expectations of published research from the seed money projects in addition to formal proposals for one or more projects to be submitted to external funding agencies.

Annual Budget:

The total annual budget under Chancellor's Seed Money Project Grant for Faculty will be Rs.15 lakhs.

Other Considerations:

1. Unless extension is sought explicitly, the project will be assumed to have been completed on the termination date specified, and no further expenses/extension shall be permitted.

2. The PI is responsible for ensuring that the expenses are within the budgets. Reallocation between budget heads within the same overall budget should be approved by the Chairperson of RPRC in advance. The accounts section will send monthly statement of the expenses to the PI and the Dean (R&D). Upon completion of the project, a final statement of expenses and variance report duly certified by the PI will be prepared by the accounts section within one month of completion of project. Any unaccounted expenses shall be adjusted as personal.

3. Fresh seed money project would be sanctioned only after the report of the previous project has been submitted, the research outcomes have been documented (experimental setup, working paper, case study, or submission of article to a Scopus/ Web of Science indexed journal for review/publication, or patent application filed), the expenses have been audited and settled and final clearance is issued by the RPRC.

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Guidelines for Chancellor's Seed Money Project Grants for Faculty

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Guidelines for Chancellor's Seed Money Project Grants for Faculty

Preamble:

Research and technology development is an integral part of a professional university's success. This also helps students and faculty to understand the learning process and outcome in real life through solving problems in engineering as well as in management. The faculty can incorporate the learning outcome through this process in their class room teaching and publication of good quality research papers. The outcome of seed money grant can further be used to prepare proposals for obtaining financial support from industry or government funding agencies related to research and consultancy assignments.

JKLU is pleased to propose Chancellor's Seed Money Project Grants for faculty members beginning 01 April, 2016.

Eligibility Criteria:

The faculty should normally have completed at least a year of their service in JKLU at the time of applying for research grant. However, a shorter period of service at JKLU can also be considered in exceptional cases based on project quality. The faculty must have a Ph.D. degree at the time of applying for research grant. The faculty applying for the research grant will become Principal Investigator (PI). A PI may not ask for research grant under seed money for more than one research project at a time. This research grant can also be used for projects to be undertaken with the students. Costs toward employing regular manpower is out of the scope of seed-money project funding.

Budget:

1. The maximum budget limit for a seed money project is Rs.50,000/- (Rs fifty thousand only). This enables an early start to research work until sponsored projects from outside agencies are secured by the faculty.
2. The faculty member may travel anywhere in India for company visits, field studies and data collection, material procurement. However, travel expenses are limited to II AC train fare. Travel expenses will be restricted to a maximum of 20% of the total budget of the project. Student/supporting staff travel is generally limited to within the region by 3-tier AC train fare as per rules.
3. All travel and sundry expenses shall be with prior approval of the respective Institute Directors.
4. The request for seed money will be submitted to the Chairperson, Seed Money Project Committee (SMPC) through respective department heads or area Chairs and Institute Directors as per the proposal format.
5. This scheme does not cover book writing project or any similar project.

Proposal Format:

The application should include the following information:

1. Title of the Research project:
2. Principal Investigator (PI):
   a) Mobile:
   b) E-mail (Official):
   c) Telephone (Official):
   d) Educational qualifications:
      Ph.D.:
      ME/M.Tech/MBA:
      B.Tech/BE/B.Com/BBA:

Year of award of Ph.D. degree:
3. Team members (including students);if any:
4. Institution & Department:
5. Number of Times Previously Applied:
6. Statement of the Problem:
7. Project Objectives:
8. Technical / Management Aspects of the project:

This information should be followed by a clear and concise description of the objectives and technical/management approach of the proposed research. The application should not exceed five pages, with a minimum text font size of 11 point and margins no smaller than one inch on all sides. Faculty may include optional figures and references, but they must fit within the five page limit.

9. Budget with break-up:
10. Time management with schedule in months
11. Project Outcome (Deliverables):

Duration of the Project:

The maximum duration of the project will be of one year. In exceptional cases maximum 2-3 months extension may be given by Vice Chancellor on the recommendation of SMPC.

Review and Recommendation of the Seed Money Project Proposal

The SMPC will review the proposal for its feasibility and usefulness. The committee will give recommendation within 2-weeks of the final project proposal submission to the Vice Chancellor for release of grant.

The faculty may resubmit proposal with modifications as suggested by the committee within 3-months of proposal review.

Seed Money Project Committee

The Committee to recommend grant for "Seed Money Project" will comprise of the following:

Senior Professor	Chairperson
Domain Experts*	Member
Assistant Registrar	Non-Member Secretary

*There will be minimum 2-domain experts including at least 1-expert from outside.

The Vice Chancellor will approve/reject the project on the recommendation of the SMPC. The letter of approval/rejection of the project funding will be issued to the Principal Investigator (Faculty) by the Chairman of SMPC. The SMPC review meetings will be held each quarter of the year, thus minimum 4-meetings should be scheduled during the academic year.

Annual Budget:

The total annual budget under Chancellor's Seed Money Project Grant for Faculty will be Rs.5 lakh for a total of 10 projects.

Notes:

1. Review of Progress: On completion of the project, the faculty member is required to submit a detailed completion report, settle all accounts and make a presentation of the findings to the JKLU academic community, including members of the SMPC within one month of the scheduled completion date. There are expectations of published research from the seed money projects.

2. Unless extension is sought explicitly, the project will be assumed to have been completed on the termination date specified, and no further expenses/extension shall be permitted.

3. The PI is responsible for ensuring that the expenses are within the budgets. Reallocation between budget heads within the same overall budget should be approved by the Chairperson in advance. The accounts section will send quarterly statement of the expenses to the PI and the Chairperson. Upon completion of the project, a final statement of expenses and variance report duly certified by the PI will be prepared by the accounts section.

4. Fresh seed money project would be sanctioned only after the report of the previous project has been submitted, the academic outcomes have been documented (experimental setup, working paper, case study, or submission of article to a journal for review/publication) the expenses have been audited and settled and final clearance is issued by the SMPC.

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