



**RAJIV GANDHI UNIVERSITY  
RONO HILLS, DOIMUKH**

**Guidelines / Regulations for Seed Money Grant for Research & Development**

**1. Preamble:**

Rajiv Gandhi University has proposed to create Seed Money to strengthen the research programmes of the Departments. This may create a vibrant atmosphere of research in the university.

**2. Eligibility:**

The eligible criteria will be as follows:

- (a) The applicant shall be an Assistant Professor who has been appointed against a permanent vacancy following due procedure of the University.
- (b) The application shall be submitted after a period of one year from the date of joining the University i.e. after completion of probation successfully and he / she has to apply within three years of service.
- (c) The applicant shall be a Ph.D. with a minimum of 3 (three) research publications in UGC-CARE List journals.

**3. Guidelines / Regulations**

- (a) The application for financial assistance in the prescribed format (enclosed) should be submitted in triplicate to University Authority through the Head of the concerned department. The application format shall be available in the university website.
- (b) The investigators shall be requested to submit a detailed proposal in the "Prescribed Format" within 30 days of notification. The proposal shall be scrutinized and recommended for funding by the expert committee as constituted by Vice Chancellor.
- (c) The maximum eligible funding for a project shall be limited to Rs. 2,00,000/- (Rupees two lakhs) for Science and Technology and Rs. 1,20,000/- (Rupees one lakh twenty thousand) for Arts & Humanities.
- (d) Subject to availability of funds, proposals for financial assistance will be screened and approved by the duly constituted committee, which will subsequently be sanctioned by the Vice-Chancellor.
- (e) Item wise financial estimates should be mentioned clearly in the proposal submitted, showing rates, quantity and total for each item. The maximum allowable expenditure for consumables, fieldwork/ travel and other expenses for a project shall not exceed 20%, 20% and 10% of the total estimate respectively. There shall not be any salary / Honorarium component in the project. The hiring services will be for specialized

- technical work, such as sample analysis, for which the University either has no infrastructure or such services are available on payment basis.
- (f) No Expenditure on the following is permissible under the scheme.
    - a. Major instruments, laptop, computer, printer, scanner.
    - b. Recruitment of manpower: Research Fellow / Project Assistant
  - (g) The progress report and utilization of funds shall be submitted every six months.
  - (h) The investigators shall make a presentation of the outcome of the research before a committee constituted by the Vice Chancellor for the purpose.
  - (i) The final report, statement of expenditure and utilization certificate shall be submitted after successful completion of the project. The duration of the project shall **not exceed two years**.
  - (j) The fund shall be provided in three installments. The first installment i.e. 40 % shall be provided in the beginning of the project. The second installment i.e. 40 % shall be provided on the basis of progress report and utilization certificate. The final installment i.e. 20% shall be provided after the submission of project report and fund utilization certificate.
  - (k) Utilization certificate and Statement of expenditure (two copies) shall be submitted to the Office of the Registrar, Rajiv Gandhi University. The accounts shall be audited by the Accounts officer / Finance officer of the institution.
  - (l) The PIs are required to submit three copies of the report of the project to the office of the Registrar along with final utilization certificate.
  - (m) Rajiv Gandhi University reserves the right to order verification / audit of accounts by any officer authorized by it and is open to audit by Accountant General. The accounts shall be kept safely for a minimum period of three years.
  - (n) The sanction of seed money under this scheme does not entail any right to the investigator for further claims of funding from Rajiv Gandhi University.
  - (o) The equipment purchased for the project will be the property of concerned Department of Rajiv Gandhi University and on completion of the project shall be transferred to the Department in which the project is undertaken.
  - (p) If commercial benefits are derived from the knowledge generated from the project, 50% of such gains shall be shared with Rajiv Gandhi University subject to a maximum of the amount sanctioned by Rajiv Gandhi University.
  - (q) The recipient and the institution shall comply, with such other conditions as may be suggested in the 'guidelines' issued in this regard from time to time.
  - (r) The decision of the Vice-Chancellor shall be the final and binding in all respects.



**ANNEXURE-I**

**FORMAT FOR SUBMISSION OF PROPOSAL FOR IN HOUSE RESEARCH**

- 1. Broad Subject:**
- 2. Area of Specialization**
- 3. Duration**
- 4. Principal Investigator**
  - (a) Name:
  - (b) Gender: M/F
  - (c) Date of Birth:
  - (d) Qualification:
  - (e) Designation:
  - (f) Office Address:
  - (g) Residence:
  - (h) Mobile No. & Email ID:
- 5. Co-Investigator(s):**
  - (a) Name:
  - (b) Gender: M/F
  - (c) Date of Birth:
  - (d) Qualification:
  - (e) Designation:
  - (f) Office Address:
  - (g) Residence:
  - (h) Mobile No. & Email ID:
- 6. Name of the Department where the project will be undertaken:**
- 7. Teaching and Research Experience of Principal Investigator:**
  - (a) Teaching experience: UG \_\_\_\_\_ Year PG \_\_\_\_\_ Years
  - (b) Research experience:
- 8. No. of Publication: ..... (Only UGC approved Journals)  
Journals; Please attach photocopies of 1<sup>st</sup> pages of the publication)**



## ANNEXURE – II

### Proposed Research Work

1. **Project Title:**
  2. **Introduction:**
    - (a) Origin of the research problem:
    - (b) Interdisciplinary relevance:
  3. **Review of Research and development in the Subject (in brief):**
    - (a) International status:
    - (b) National Status:
  4. **Significance of the study (in brief):**
  5. **Objectives:**
  6. **Methodology:**
  7. **Month-wise plan of work and targets to be achieved:**
  8. **Details of collaboration, if any intended:**
  9. **Financial Assistance required (Item Estimated Expenditure under Heads):**
    - (a) Books and Journals:
    - (b) Chemicals and glassware:
    - (c) Hiring of specialized service as mentioned in guideline.
    - (d) Field Work and Travel:  
(no component of salary)
    - (e) Contingency (including special needs)
    - (f) Total:
- 
1. I/we shall abide by the rules governing the scheme in case assistance is provided to me/us from the University for the **Above Project**.
  2. I/we shall complete the project within the stipulated period. If I/We fail to do so and if the University is not satisfied with the progress of the research project, the University may terminate the project immediately and ask for the refund of the amount received by me/us.
  3. The above **Research Project** is not funded by any other agency.

Name & Signature

(a) Principal Investigator:

(b) Co-Investigator:

## Certificate from Principle Investigator

**To certify that:**

- a) I shall abide by the rules governing the scheme in case assistance is provided to me from the Rajiv Gandhi University for the above project.
- b) I shall complete the project within the stipulated period and will submit the completion report and shall attempt to Publish the outcome of proposed proposal.

NAME AND SIGNATURE: a) Assistant Professor (Research Investigator)

