

# **Seed Money for R&D Projects (For Faculty Members of all the Departments)**

## **Guidelines (2024-2025)**



**VIDYA JYOTHI**  
**INSTITUTE OF TECHNOLOGY**  
AN AUTONOMOUS INSTITUTION

**Aziznagar Gate, Chilkur Balaji Road,  
Moinabad (M), Rangareddy (D),  
Hyderabad - 500 075**

**Website: <https://vjit.ac.in>**

## **SEED MONEY FOR R&D PROJECTS (FOR FACULTY MEMBERS OF ALL THE DEPARTMENTS)**

1 / 8

### **1. OBJECTIVE:**

Vidya Jyothi Institute of Technology provides financial assistance under R&D component to inculcate research culture in the departments. In this direction, to encourage faculty members a maximum amount of Rs. 2.0 Lakh per project will be provided to initiate research work which leads to a major research project.

### **2. ELIGIBILITY:**

- (i) Principal investigator should be a regular faculty with Ph.D qualification.
- (ii) Preference will be given to those who do not have major research project.
- (iii) Not more than one project proposal is allowed for each faculty member.
- (iv) The maximum age limit for application is 50 years.
- (v) Any other criteria as justified by Research Review Committee.

### **3. APPLICATION PROCEDURE:**

Faculty member's seeking seed money shall submit their application as per the **Annexure – I**

With the approval of DRC in the format given in **Annexure –II** to the Director / Principal (Both soft and hard copies)

### **4. FINANCIAL ASSISTANCE:**

The project proposal cost should be split as follows:

- (i) 50% for equipment
- (ii) 20% for travel and field work
- (iii) 30% for consumables, contingencies and other, if any

**After the release of funds, the investigator has to submit his/her acceptance letter in the format given in Annexure –III**

### **5. TRAVEL AND FIELD WORK**

The amount allocated under the head "travel/field work" is to be utilized for data collection and collection of other information such as documents and visit to libraries within the general scope and sphere of the ongoing project. Domestic travel expenditure will be permitted only for presenting and publishing the papers in conferences.

### **6. TENURE OF THE PROJECT**

Two years from the date of sanction of seed money.

**With the progress of the project, investigator has to submit the quarterly progress report in the format given in Annexure IV.**

## **7. OUTCOME**

2 / 8

Minimum one publication out of the research work for which the grant is supported. A final report is to be submitted as per **Annexure-V** within two weeks from the closing date of the project.

**After the completion of the project investigator has to submit Utilization certificate with vouchers in the format given in Annexure –V**

## **8. GENERAL**

- (i) The faculty will abide by the policies of the Institute that are applicable from time to time.
- (ii) Project is not transferable in any case
- (iii) Software/Laptops should not be inclusive under equipment.
- (iv) It is incumbent on the Principal Investigator (PI) to complete the project within the period approved and as per the extant policies of the Institute. Further, in case any faculty intends to leave the Institute before the completion of the project, Utilisation Certificate (UC) has to be submitted for all the expenditure incurred for the period the faculty has served on the project, failing which the amount not accounted for has to be refunded.
- (v) No extension in tenure is permissible in any circumstances.
- (vi) A quarterly progress report soft copy as well as hard copy is to be submitted as per

**Annexure-IV to the Principal**

**VIDYA JYOTHI INSTITUTE OF TECHNOLOGY**

3 / 8

**SEED MONEY FOR R&D PROJECT FOR THE FACULTY**
**APPLICATION FORMAT**

1. Title of the Project:
2. Objectives:
3. Knowledge background of the faculty in this field:
4. Work already done by the faculty members in this field, provide details (Publications/Patents or any):
5. Work Plan:
  - (a) Detailed Methodology
  - (b) Organization of work elements
  - (c) Time schedule of activities giving milestones
6. The use of the project to the institute and to the society
7. The status of project proposal at National and International level.
8. Financial Request for the proposal

Sl. No	Item	Amount Requested
A	Recurring	
1	Consumables	
2	Travel	
3	Training Programs	
B	Non Recurring	
1	Permanent Equipment	
2	Fabrication of Equipment	
3	Construction Costs	
<b>TOTAL</b>		

**Principal Investigator**

**VIDYA JYOTHI INSTITUTE OF TECHNOLOGY**

**SEED MONEY FOR R&D PROJECT FOR THE FACULTY**

**ASSESSMENT CERTIFICATE  
(to be submitted with the proposal)**

It is certified that the proposal entitled.....

.....

by (Dr./Prof./Mr./Mrs.) .....

Dept. of .....has been assessed and recommended by the Departmental Research Committee (DRC) consisting of the following members for submission to Vidya Jyothi Institute of Technology for financial support under R&D component.

**Departmental Research Committee:**

The proposal is as per the guidelines.

**Head of the Department (Seal)**

**VIDYA JYOTHI INSTITUTE OF TECHNOLOGY**

**SEED MONEY FOR R&D PROJECT FOR THE FACULTY**

**ACCEPTANCE CERTIFICATE**

**(To be submitted by the faculty after award of Project)**

Name of Principal Investigator (PI) \_\_\_\_\_

Dept. of PI \_\_\_\_\_

Title of the Project \_\_\_\_\_

1. The research project is not being supported by any other funding agency
2. The terms and conditions related to the grant are acceptable to the Principal Investigator
3. The date of implementation of the project is \_\_\_\_\_

**Principal Investigator**

**Head of the Department  
(Seal)**

**VIDYA JYOTHI INSTITUTE OF TECHNOLOGY**

**SEED MONEY FOR R&D PROJECT FOR THE FACULTY**  
**Quarterly Progress Report of the work done on the Research Project**

1. Report No. ....
2. Sanction Letter No. ....
3. Period of report from .....to.....
4. Title of research project
5. (a) Name of the Principal Investigator  
(b) Dept.
6. Effective date of starting of the project
7. Grant approved and expenditure incurred during the period of the report:
  - a. Total amount approved Rs.....
  - b. Total expenditure Rs.....
  - c. Report of the work done: (Please attach a separate sheet)
    - I. Brief objective of the project .....
    - II. Work done so far and results achieved and publications, if any, resulting from the work (Give details of the papers and names of the journals in which it has been published or accepted for publication .....
    - III. Has the progress been according to original plan of work and towards achieving the objectives, if not state reasons
    - IV. Enclose a summary of the findings of the study.
    - V. Any other information

Note: One bound copy of the final report of work done be submitted to the Office of the Head ,R&D as per the Annexure-IV.

**Principal Investigator**

**Head of the Department**  
**(Seal)**

**VIDYA JYOTHI INSTITUTE OF TECHNOLOGY**

**SEED MONEY FOR R&D PROJECT FOR THE FACULTY**

**FINAL REPORT OF THE WORK DONE ON THE PROJECT**

1. Title of the Project.....
2. Name and Address of the Principal Investigator .....
3. Sanction Letter No. and Date .....
4. Tenure of the Project .....
5. Total grant allocated .....
6. Total grant received .....
7. Final expenditure .....
8. Title of the project .....
9. Objectives of the project .....
10. Whether objectives were achieved .....
- (Give Details)
11. Achievements from the Project .....
12. Summary of the Findings .....
- (In 500 Words)
13. Contribution to the Society .....
- (Give Details)
14. Whether any Ph.D. enrolled/ produced out of the project.....
15. No. of publications out of the Project..... (Please attach the papers published)

**Principal Investigator**

**Head of the Department**

**(Seal)**



**VIDYA JYOTHI INSTITUTE OF TECHNOLOGY**

**SEED MONEY FOR R&D PROJECT FOR THE FACULTY**

**Utilization Certificate**

Certified that the grant of Rs.....

(Rupees .....

only) received from Vidya Jyothi Institute of Technology under the category R&D Project entitled

.....  
.....

vide 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 Institute

**Principal Investigator**

**Head of the Department  
(Seal)**

**Statutory Auditor  
(Seal)**