Gujarat Technological University

(Accredited with A+ Grade by NAAC)

Policy Document on

Seed Money Scheme (SMS)

For Minor Research Projects

(Version- 3, Effective from Financial Year: 2024-25 & Approved in the IQAC Committee Meeting: 02-2024)

Background

Gujarat Technological University (GTU) was established in 2007 as a technological university with the objectives of developing knowledge of science, engineering, technology, management for the advancement of the quality of life of mankind by creating centers and institutions of excellence in the above mentioned academic domains. Recently GTU has received A+ Grade in the NAAC first cycle.

GTU is a State University with more than 400 affiliated colleges in its fold operating across the state of Gujarat through its FIVE zones at Ahmedabad, Gandhinagar, Vallabh Vidyanagar, Rajkot and Surat. The University caters to the fields of Engineering, Architecture, Management, Pharmacy, Computer Science and Applied Science. The University has about 4, 00,000 students enrolled in a large number of Diploma, Undergraduate, Post Graduate programs along with the robust Doctoral program. GTU has successfully started its Post Graduate Schools in the area of Engineering, Management, Pharmacy and Applied Science and offering very unique UG/PG programs approved by respective regulatory bodies i.e. AICTE/PCI/COA.

SMS Implementation at University:

SMS Implementation: Financial Year 2021-22
1st Revision in SMS Policy: Financial Year 2023-24
2nd Revision in SMS Policy: Financial Year 2024-25

Vision

To be a global university for the creation and dissemination of knowledge and Innovation in Science & Technology, Humanities and Multidisciplinary domains for sustainable development and enrichment of human life.

Mission

1. To develop centres of academic excellence at university premises and at affiliated colleges in domains of science, engineering, technology, management, and environment for imparting comprehensive education, training, and research infrastructure as per the nation's requirements.

2. To build resources, facilities, proficiencies and other related infrastructure of global standard for the development of knowledge, skills, and competencies in the various educational domains.

3. To develop research-oriented pedagogy for flourishing ideas and to nurture innovators, entrepreneurs and professionals of tomorrow.

4. To build and enhance collaborations with other academic, research, industry, and government organizations as well as NGOs across the globe so that education, training and research at university and its affiliated colleges become aligned with national and global level requirements.

5. To encourage multidisciplinary research and develop flexible learning ecosystem.

Core Values

1. Excellence with value-based education.

2. Responsiveness to society.

3. Integrity and transparency.

4. Mutual Respect.

5. Sustainable development.

1. Introduction:

Research and Development is a systematic process of basic and applied research to discover a solution for problems faced by society or creating new knowledge and products. It may result in the form of patents, research publications, technology transfer and copyright etc. Seed Money Scheme (SMS) has been initiated by Gujarat Technological University to provide minor research grants in different areas to motivate faculty members to enhance their research interests, which may lead to major research proposals for submission to National/ International funding agencies. Seed Money Scheme (SMS) is designed to stimulate competitive research in strategic areas of national or international importance, to promote innovative product and technology development, and/or to facilitate the social science research for the betterment of society at large.

2. Objectives of Seed Money Scheme (SMS):

2.1: To promote the research activities of faculty members of various GTU schools/ Research Centers/ Constituent institutes/ Innovation Council of university to initiate or continue their research activities.

2.2: To encourage interdisciplinary research among faculty members of GTU Schools/ Research Centers/ Constituent institutes/ Innovation Council of GTU.

2.3: To promote inter-faculty collaboration in emerging areas.

2.4: To promote generation of IPR and product/process development.

2.5: To test a novel idea and to generate preliminary results before submitting funding proposals to external agencies.

3. Eligibility for Seed Money Scheme (SMS)

3.1: The faculty member (Assistant Professor, Associate Professor, Professor, and Director/Principal) must be serving at GTU Schools or PG Research Centres or Innovation Council or constituent institute of University on regular/contractual basis at the time of application.

3.2: The scheme is applicable to all regular and contractual faculty members.

3.3: The scheme is applicable to those research proposals which did not receive grant from funding agencies other than GTU.

4. Financial Assistance and Duration of Project under Seed Money Scheme:

4.1: The financial assistance of maximum INR 1,00,000/- (Rupees One lac only) will be given to the faculty member under this scheme for approved project.

4.2: The duration of completion of the project under this scheme is maximum of 1 year from the date of the sanction letter issued in the name of Principal Investigator.

4.3: The project duration would be extended by a maximum of 3 months if requested by Principal Investigator with the recommendation of respective Director/Principal of PG School/Constitutes institute/Innovation Council prior to one month of project submission date with proper justification and would be subject to approval of Hon'ble Vice Chancellor.

5. Disbursement and Utilization of Grant under Seed Money Scheme:

5.1: 50% of the approved grant amount will be disbursed by the university as a first installment and remaining 50% will be disbursed after successful submission of project report and final presentation of outcomes.

5.2: The grant will be disbursed on the name of Principal Investigator through direct bank transfers only, provided timely submission of approved utilization certificate along with original bills.

5.3: The Principal Investigator should use this grant for the purchase of equipments/ instruments/databases/ softwares for conducting experiments/simulations, traveling expenses for data collection, paper publication charges (publication only in Scopus, Web of Science, IEEE indexed journals, ABDC journals), testing/validation charges, patent filing fees, printing, binding and other miscellaneous expenses only.

5.4: The Principal Investigator can utilize a maximum of 50% of the approved grant to purchase and install the equipments/ instruments/databases/ softwares related to the project of seed money. The assets should be purchased in the name of the school/constituent institute of GTU by following the university Project Purchase Committee (PPC) guidelines. All the purchased assets must be registered with the GTU store.

6. Norms to act as Principal Investigator (PI) & Co-Investigator (CI):

6.1: A Faculty member (Assistant Professor, Associate Professor, Professor, Principal and Director) can only act as Principal Investigator in maximum three projects, provided Co-Investigator of all the projects are different. However, there is no limit for the faculty member to act as Co-Investigator in any other projects.

6.2: The student (PG Student, Full time Ph. D. Scholars and Post Doc. Scholar) can also act as Co-Investigator in one project only. The same student cannot act as Co-Investigator in any other research project under this scheme.

6.3: In case of a student, he or she is eligible to become Co-Investigator only once in his/her program duration.

7. Submission of Project Proposal to IQAC:

7.1: The proposal of research Project under this scheme is invited twice during the financial year (1st April to 31st March) as per following schedule. The faculty member must follow the below given schedule strictly.

Sr. No.	Application Dates	Announcement of List of Approved Research Projects
1	1st April To 30th April	By 30th June
2	1st October To 31st October	By 31st December

7.2: The submission of proposals should be done during above mentioned dates only. No submission of proposals beyond the dates given above will be accepted by IQAC.

7.3: The submission of proposals should be done in the prescribed format only. The format is available as per Annexure-I.

7.4: The final project needs to be submitted in the prescribed format within the time-limit. The format is available as per Annexure-II.

8. Criteria for Selection:

8.1: Each proposal received will be evaluated based on following parameter by a committee duly constituted, by Hon'ble Vice Chancellor for the said purpose.

1. Intrinsic merit of the work and potential impact of the research on the academic field of study.
2. Adequacy and feasibility of the proposed research work.
3. Potential for the award to provide a basis for further research support from external sponsors.
4. Likelihood that the proposed work will be completed during the award period.
5. Scope of Innovative inter-disciplinary research in the thrust areas of relevant discipline.

8.2: The University will hold its right not to award or consider any proposals in a year, if they are found incomplete or unsatisfactory. The decision of Hon'ble Vice Chancellor will be final and no further communication will be accepted from the applicant regarding the non-acceptance of the proposal.

9. Guidelines:

9.1: Approved Project under this scheme would be transferable, provided the Principal Investigator leaves GTU during the project tenure. The project will be transferred to the co-investigator (if available) or to the faculty member whose name would be proposed by Director/Principal of school/constituent institute.

9.2: In case of death of Principal Investigator, the co-Investigator has to complete the project and submit the same. If Co-Investigator is not available then the Director/Principal of the school/constituent institute must assign the remaining work to any other competent faculty member of the department to complete the project and submit the same.

9.3: In case, it is found that the proposal has already received grant from another agency or institution or the Principal Investigator fails to complete the project with in time limit, he/she has to refund the entire amount released with interest @ of 6% p.a. to University.

9.4: All such changes in PI/CI needs to be inform to IQAC.

9.5: Proposals under this scheme can be individual/collaborative in one discipline or interdisciplinary or multidisciplinary in nature.

9.6: A half yearly progress report should be submitted by Principal Investigator.

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9.7: The final report, statement of expenditure and utilization certificate (as per Annexure-IV) shall be submitted after successful completion of the project.

9.8: The part of the granted/disbursed money remaining unutilized within the prescribed time limit should be refunded to University.

9.9: The Principal investigator has to give a presentation of the outcome of the   research project before a committee (appointed by Chairperson-IQAC) after the submission of the project. (Presentation Format as Annexure IV)

9.10: The research project should not be outsourced in any case.

9.11: The proposal should be based on the applicant's own original idea(s).

9.12: The faculty member will not get any relaxation in the teaching load or other academic as well as administrative duties if the proposal is accepted.

9.13: In case of the publication of the research paper, the same will not be eligible for award under FAST scheme.

9.14: It is advisable to get reviewed the proposals from Internal/External senior researchers/ reputed bodies and get critical feedback for novelty, quality, relevance, ethical considerations, etc before submission.

9.15: Acknowledgement of the source of funding must be included in all publications or presentations arising from the funds.

9.16: It is understood that any IP emerging out of research funded by GTU will be owned by University. Such IPR will recognize contributions by all researchers as "Inventors".

9.17: The proposal (in spiral-bound) should be submitted in two copies to the IQAC within specified time.

9.18: The soft copy of proposal should be mailed to **iqac@gtu.edu.in** (In word as well as in PDF format). The file must be saved by the name of PI only.

9.19: The PI may seek help of IPR cell for further support to enhance visibility of research findings by using institutional linkages, infrastructure, patent filings, copyright etc.

9.20: The Plagiarism Policy should be as per UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018 dated 31st July, 2018. Moreover, the plagiarism of the research report must be less than 10%. The PI has to attach the plagiarism certificate with the final research project.

9.21: The PI has to follow Research Report formatting specification as per Annexure-III.

9.22: These guidelines have been framed with a view to strengthen key information base related with execution of Research Projects under Seed Money Scheme. The University has right to add/withdraw or modify the guidelines at any time.

9.23: In case of discrepancy in any of the terms and conditions of Seed Money Scheme, the interpretation of Chairperson IQAC would be final and it must be binding to all the stake holders of the Scheme.

For any Query in the guidelines, Faculty Members may contact Internal Quality Assurance Cell (IQAC) of University at head.iqac@gtu.edu.in

Coordinator/ Head IQAC

Annexure – I : Research Proposal Format

GUJARAT TECHNOLOGICAL UNIVERSITY

INTERNAL QUALITY ASSURANCE CELL

APPLICATION FOR AVAILING GRANT FOR RESEARCH PROJECT UNDER

SEED MONEY SCHEME (SMS)

A: General Details

Project Details:	
Project Title:	
Key Words:	
Broad Area(s):	
Principal Investigator Details:	
Name:	
Designation:	
Department:	
School/Centre:	
Residential Address:	
Mobile No.:	
E-mail ID:	
Bank Details of Principal Investigator	
Bank Name	
Branch Name	
Account No.	
IFS Code	

Co- Investigator Details:	
Name:	
Designation:	
Department:	
School/Centre:	
Residential Address:	
Mobile No.:	
E-mail ID:	

B: Technical Details for Research Proposal

1. Neatly designed front-page with Project title, name of Investigator(s), Department, School, Contact details etc...

2. Project Abstract in about 300 words

3. Good and self-explanatory title on top of the first page, above introduction

4. Introduction - 500 words

5. Survey of literature of the recent major works in your area of research - covering both international and Indian - 1500 words

6. Clear identification of research gaps (what is the necessity to research this problem?) - 150 words

7. Scope and objectives of your study - 200 words

8. Detailed framework/ methodology of the proposed work - 300 words

9. What is innovative/unique about proposed research - 150 words

10. Expected outcomes from the project - 150 words

11. Relevance/Significance of proposed study for policy-making/ society/ academics / etc. - 250 words

12. References using standard referencing style in the discipline of the research proposal.

13. Time line of the project – clearly projecting the likely progress (Monthly/Quarterly)

14. Budget details in tabular format should be provided in application.

Sr. No.	Particular	Approximate Cost

C: Bio-sketch of PI and CI

Please attach a brief bio-sketch (Not more than 1000 words) highlighting Academic and Professional achievements. A list of publications during last one year should be included.

D: Declaration:

I/We, _____ (Name of Principal Investigator/Co-Investigator) hereby declare that the Research Proposal on the above topic is not submitted to any other funding agency for grant. I/we also declare that, if the proposal is approved by university, I/we will complete the work in the stipulated time.

Signature (PI)		Signature (CI)	
Name:		Name:	
Date:		Date:	

Forwarded by,

Signature and Seal (Director/Principal)

Name:

Date:

< First Page/Title Page >

Gujarat Technological University

(Accredited with A+ Grade by NAAC)

<Month and Year>

'<Title of Project>'

A Minor Research Project under Seed Money Scheme (SMS)

Sponsored by Gujarat Technological University

Submitted by

<Name of Principal Investigator>	<Name of Co-Investigator>
<Designation>	<Designation>
<Name of Department>	<Name of Department>
<Name of PG School>	<Name of PG School>

Declaration by Principal Investigator/Co- Investigator

(On separate page)

I/We hereby declare that the **A Minor Research Project under Seed Money Scheme (SMS) sponsored by GTU** titled "_____

_____" is my/our own work and my/our indebtedness to other work publications, references, if any, have been duly acknowledged. If I/we am/are found guilty of copying from any other report or published information and showing as my/our original work, I/we understand that I/we shall be liable and punitive action will be taken by the university.

Name of PI:		Name of CI:	
Designation		Designation	
Name of Department		Name of Department	
Name of School/Center		Name of School/Center	
Date		Date	
Place		Place	
Signature (PI)		Signature (CI)	

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A Copy of Project Sanction Letter

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PLAGIARISM REPORT

PREFACE (SEPARATE PAGE)

**ACKNOWLEDGEMENT (SEPARATE PAGE)**

INDEX (SEPARATE PAGE)

FULL REPORT

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PROBABLE OUTCOMES OF THE PROJECT/RESEARCH GRANT: (SEPARATE PAGE)

Research outcomes in terms of publications in conferences and journals (Scopus/Web of Science only), Product design, patents, resource generation by way of Industrial Consultancy, Grant received from external agency and/or Continuing Education Programs need to be clearly specified. Attempt may be made to quantify output in measurable parameters.

Sr. No.	Particular	Yes/No	Count	Details (Add attachment, if required)
1	Participation in Conference			
2	Publication of Research Paper			
3	Application to external funding agency for research grant			
4	Grant received from external agency			
5	Workshop/Seminar participation			
6	Application for patent			
7	Any other (please specify)			
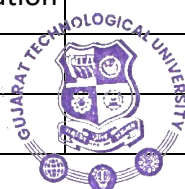
Annexure - III

FORMATTING SPECIFICATIONS FOR REPORT

❖ MS Word format

❖ Font size: 12 for Regular text, 14 for Subtitles and 16 for titles

❖ Font Type: Times New Roman

❖ Line Spacing: 1.5

❖ Margin : 1.5 inch to Left and 1 inch to all other sides

❖ Page Type: A4

❖ Alignment: Justified

❖ Column Specification: One

❖ Printing of Report: Both sides of paper

❖ Binding of Report: Hard Bound with Emboss of Title page

❖ The colour of Hard Bound Material must be as under:

  ➢ Project from Engineering and Technology stream – Blue

  ➢ Project from Pharmacy Stream – Green

  ➢ Project from Management stream – Maroon

  ➢ Project from Computer Application Stream – Brown

  ➢ Project from Architecture Stream – Pink

  ➢ Project from Applied Sciences – Orange

❖ Number of hard Copies to be submitted to IQAC: One hard copy

❖ The WORD file may be converted to PDF format for submission and mailed to iqac@gtu.edu.in (In word as well as in PDF format). The file must be saved by the name of PI only.

Annexure – IV

FORMAT OF PRESENTATION FOR OUTCOME OF THE PROJECT/ RESEARCH GRANT:

Research outcomes in terms of publications in conferences and journals (Scopus/ Web of Science only), Product design, Patents, resource generation by way of Industrial Consultancy, Grant received from external agency and/or Continuing Education Programs need to be presented by the researcher in form of the presentation in front of expert scrutiny committee. The flow of presentation should be as under.

1: Title and Details of CI/PI

2: Problem statement

3. Research Methodology

3: Result, findings and conclusions

4: Outcome of the research project

Annexure – V

Statement of Expenditure / Utilization Certificate for Seed Money Scheme of IQAC-GTU

Note: To be Filled by the IQAC GTU			
IQAC Budget Head FY _____	**Total Approved Budget**	**Total Utilized Budget**	**Remaining Budget**
Research Grant under SMS			

Name of PI:	
Designation	
School/Centre/Constitute Institute:	
Date of Commencement of Project:	
Date of Submission of Project:	
Total Sanctioned Grant in INR:	
Advanced Grant Received in INR:	
Total Utilized Grant in INR:	

Following bills were paid as a part of Research Project under Seed Money Scheme of GTU

Sr. No.	Name of Party/Agency	Bill No. & Date	Details of Bill	Bill Amount	Total Payable Amount
				Net Amount	
Rupees in words:					

This is to certify that, above mentioned bills no. ____to____are expensed for Research Project under Seed Money Scheme of IQAC-GTU., which is as per time limit, normal market rate & approval. This bill amount has not been presented or assessed in past. The amount is paid as it is just & fair. It is submitted for approval.

Co-Investigator	Principal Investigator	Director/Principal	Head-IQAC
Chief Account Officer	Internal Auditor	Registrar	Hon'ble Vice Chancellor

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