

## **Policy and Procedure for Seed Money**

### **(Research and financial assistance to faculty and Students)**

Chandigarh group of Colleges (CGC) encourages its faculty and students to actively engage in Research and Innovation activities. This policy document relates to release of seed grant for promoting research and Innovation.

The faculty members/students can apply for financial assistance for one or more of the following activities:

1. Development of a prototype of a novel research idea
2. Buying a device/equipment which can help in increasing research output
3. Organizing training programmes
4. Inviting a researcher/expert for an expert talk
5. Attending a conference/seminar/FDP/STTP/MDP/Workshop
6. Registration fee for attending capacity building program
7. Publishing research findings in Journal/Conference (as per R & D policy)
8. Publishing Book/Book Chapter (as per R & D Policy)
9. Upto 1% of project approved and granted with a maximum of Rs.1 Lacs.

The approval committee will be:

- (i) Campus Director
- (ii) Director of respective Institute
- (iii) Dean Research

The audit of same will be done by audit team which will meet twice a year to review the progress and fund utilization. The following will be a part of audit team:

- (i) Campus Director
- (ii) Director HR
- (iii) Chief Finance Officer
- (iv) Registrar

The bills have to be submitted to accounts office as per the project timelines. There will be progress review by the research department about the project for which seed funding has been approved. Any unutilised fund needs to be deposited back to accounts department. The timeline for the disbursement of seed money will be decided on case to case bases.

The faculty/student may apply on the prescribed format (Annexure A).

**Annexure-A**  
**Application Form for seeking financial support**

To  
The Campus Director  
CGC, Landran  
Mohali

**Subject: Request to provide financial support seed money.**

Dear Sir/Ma'am,

Most Humbly, I would like to apply for financial support / seed funding under one of following heads

- |  |                          |
|--|--------------------------|
| 1. Development of a prototype of a novel research idea                     | <input type="checkbox"/> |
| 2. Buying a device/equipment which can help in increasing research output  | <input type="checkbox"/> |
| 3. Organizing training program   | <input type="checkbox"/> |
| 4. Inviting a researcher/expert for an expert talk                         | <input type="checkbox"/> |
| 5. Attending a conference/seminar/FDP/STTP/MDP/Workshop                    | <input type="checkbox"/> |
| 6. Registration fee for attending capacity building program                | <input type="checkbox"/> |
| 7. Publishing research finding in Journal/Conference (as per R & D policy) | <input type="checkbox"/> |
| 8. Publishing Book/Book Chapter ( as per R & D Policy)                     | <input type="checkbox"/> |
| 9. Upto 1 % of project approved and granted with a maximum of Rs.1 Lacs    | <input type="checkbox"/> |
| 10. Any Other (please specify)   | <input type="checkbox"/> |

Detailed Justification for seeking financial support

Please attached additional sheets / supporting proofs to justify the claim.

Yours faithfully

(Name & Signature of  
Application with date)

HOD

Director

Dean (R&D)

Campus Director