



GOVERNMENT COLLEGE OF ENGINEERING AND CERAMIC TECHNOLOGY

Established 1941

Accredited by NAAC with Grade A
(2015)

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POLICY FOR SEED MONEY GRANT

To boost research culture, the Government College of Engineering and Ceramic Technology has taken an initiative to provide seed money to its faculty members every year. A humble beginning is being made with award of grants each year to the faculty of the institute through a competitive process.

Purpose of the Seed Money Grant

(i) The grant is meant for research in relevant areas of interest. It applies to all disciplines taught at the institute.

(ii) The grant can only be used to purchase equipments / software etc.

Process of Application

- The application for seed grant will be invited preferably in the month of November every year.
- Faculty members can apply for a grant preferably in the month of December every year.
- The value of the grant will be based on the availability of the fund. This is also applicable for individual applicants or a group of faculty from one Department or across Departments of the Institute. A faculty can also associate with academic from another institute for technical expertise, whereas the funding will remain with the internal faculty.
- The applicants have to write a proposal (not more than 5 pages) covering the following:

1) Proposal Title

2) Proposal Summary

3) Introduction/ Background

4) Objectives of the research

5) Methodology

6) Brief literature review

7) Expected outcomes

8) References

9) Budget (with all breakups) – infrastructure grant not allowed

Detailed CV of the applicant(s) should be annexed with the proposal (giving all publications and research projects completed). The research can be proposed for a maximum period of three years.

Selection of the Project Proposal

There will be a committee to scrutinise the proposals. Shortlisted faculty members will be invited to make a presentation before the committee as per schedule. The results will be announced a fortnight after the deadline of receiving the proposals. Last date for application and date for declaration of results will be intimated each year.

Requirements on completion of the Project

Recipient of the seed grant are expected to deliver the following.

- Mid-term progress report – a presentation will have to be made for reviewing the progress
- Final report on the outcome of the project
- Conduct a workshop/ seminar on the project or make a paper presentation in national/international conferences or publish an article in peer reviewed indexed journals

Method of procurement of equipment s/ software

The procurement of equipments / software / materials is to be done following institute's purchase procedure and following financial rule of Government of West Bengal.

- A proposal for purchase of the equipments / software / materials with the estimated cost is to be sent to the Department of Higher Education, Government of West Bengal.
- Tender to be floated after receiving the administrative approval of the same.
- All equipments / software / materials will be purchased by the Principal as the Principapl is only empowered to purchase as the Head of the office as per rule of the Finance of Government of West Bengal.
- The equipments / software / materials purchased must be entered in the stock register of the institute. Payment will be made after getting satisfactory performance report from the user of the equipment counter signed by the concerned head of the department.

Patent Filing Charges for patent applications filed with the Indian Patent Registry will be reimbursed to the inventors only on the grant of the patent.