



# Guru Nanak College (Autonomous)

(Affiliated to University of Madras & Re-Accredited At "A" Grade by NAAC)  
No. 161, Guru Nanak Salai, Velachery, Chennai - 600042, Tamil Nadu  
Website: [www.gurunanakcollege.edu.in](http://www.gurunanakcollege.edu.in)

## SEED MONEY POLICY



# GURU NANAK COLLEGE (AUTONOMOUS)

Guru Nanak Salai, Velachery, Chennai - 42  
Affiliated to the University of Madras  
Re -Accredited @ 'A Grade' by NAAC  
A Unit of Guru Nanak Educational Society®

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**Sardar Rajinder Singh Bhasin**  
President

**Sardar Manjit Singh Nayar**  
General Secretary & Correspondent

**Dr. M.G. Ragunathan** M.Sc.,M.Phil.,Ph.D.,PGDES  
Principal

## SEED MONEY POLICY

Guru Nanak College (Autonomous) gives financial support to Faculties and Students to carry out multidisciplinary research in all disciplines in the form of Seed Money for research and Innovations. The Guru Nanak Centre for Research is the nodal agency in receiving proposals from researchers and disbursing the grant. The main objective of this Scheme is to promote innovative research contributing to sustainable development.

## ELIGIBILITY

The Faculties and Students seeking financial support for innovative research, building of equipment, designing a device or prototype can apply for this grant against the call for by the Guru Nanak Centre for research once a year. Only one proposal can be submitted by an applicant during a year. Any proposal rejected should not be resubmitted. Research proposals related to Health sector, Societal Needs, Artificial Intelligence and Environment are given priority.

## SELECTION

The proposals received will be shortlisted and called for a presentation before the External Committee Members. The Committee will scrutinize the proposals and recommend based on Novelty, Contribution to Society, Innovation leading to product development and viability of project for external funding. The decision of the Committee will be final. Applicants who are granted seed money will be eligible to apply after two years from the receipt of the grant.

## RULES FOR SEED MONEY GRANT

A maximum of 10 research projects would be funded every year.

### I) Eligibility

This grant is for all full-time teaching staff of Guru Nanak College (both Shift I and II) and UG, PG students having Staff mentors. Priority is given to proposals with prior work and publications available related to the proposal.

### II) Duration of the Project:

The duration of the project is for 12 months. In exceptional cases maximum up to six months' extension may be given on the recommendation of Research Coordination Committee.



  
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Registered Office : Guru Nanak Educational Society® Old Regn No: S.No.178/70 New Regn No: S.No.636 of 2019

Administrative Block, Guru Nanak College Campus,

New No.161, Old No.53, Guru Nanak Salai, Velachery, Chennai-600 042.

Phone : 22552080 Email : gnccao@gmail.com / gnesvelachery2015@gmail.com

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### III) Selection Process

1. Faculty members shall submit a proposal in the prescribed format upon call for.
2. Applicants can include Co-PI if need arise.
3. The proposal will be reviewed and shortlisted by the Research Coordination Committee and recommended to the external committee members.
4. The shortlisted applicants will present the proposal before the external Selection Committee Members.
5. Proposals suggested by the Selection Committee Members for revision can resubmit the proposal for further consideration.
6. Any proposal upon revision in objectives, methodology or budget as per suggestions of the selection committee members can be resubmitted for further consideration.
7. The selected proposals will be placed before the Research Coordination Committee for approval. The approved proposals will be recommended to the Chairman of the committee (Principal) and General Secretary and Correspondent for release of the grant.
8. After the selection process the Principal Investigator will submit a letter of acceptance/undertaking to complete the project as per guidelines specified. Thereafter, the faculty can begin their study.

### IV. Award of Grant and Utilization of Fund

After scrutiny of research proposals, 50 % of the sanctioned amount will be released as a first instalment and remaining funds will be sanctioned after evaluation of the mid-term project report.

### IV) Assessment Criteria

- i. Dean Research in consultation with the Chairman and Research Coordination Committee shall fix the committee / individuals for quarterly review of the research conducted. This will also provide an analysis of the project's financial records.
- ii. The principal investigator is required to submit a mid-term report outlining the progress of the research.
- iii. At the end of the project, the principal investigator shall submit a comprehensive report describing the completion of the work, progress achieved (in terms of publications, data collected, etc.), future scope along with utilisation certificate with bills and vouchers.
- iv. The grant period shall not extend the date specified. Under extra ordinary circumstances the Grant period upon recommendation of the Research Coordination Committee, Convener and Chairman may extend as suggested.
- v. Faculty are not allowed to employ research fellows, interns, or research assistants to assist in their project.
- vi. The seed money does not include travel expenses for attending conferences and seminars.
- vii. The Seed grant should not be used for organizing conferences, lectures, seminar or any other activities.
- viii. Any intellectual property created during the process of such a project is subjected to the College's general intellectual property rules and guidelines.



  
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## GURU NANAK CENTRE FOR RESEARCH (GNCR)

### UNDERTAKING FROM THE PRINCIPAL INVESTIGATOR(S)

I \_\_\_\_\_ Department \_\_\_\_\_  
of \_\_\_\_\_ residing at \_\_\_\_\_  
have been selected for Seed money grant for the Project Entitled \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I am aware, that the term of the project is \_\_\_\_\_ months/ years.
- I accept that, the general physical facilities required for proposed research work are available in the Department/ Institution, where project will be undertaken.
- I/We shall abide by the rules and regulations of Guru Nanak College Seed Money Grant Scheme and accept to be governed by all the terms and conditions laid down by the Institution.
- I/ We shall complete the project within the stipulated period.
- I/ We are aware that incomplete project or non-submission of timely report may lead to recovery of Fund.
- The above research project is not funded by any Central Government/ State Government/ Public Sector agency during the period to which the grant relates.
- The name of Guru Nanak Centre for Research, Guru Nanak College (Autonomous) as an affiliation should be included on any outcome of the research project work in terms of publication and patents.



  
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- It is the responsibility of the PI to submit midterm progress report of the project after every 6 months.
- Due care should be taken, that the project undertaken does not interfere or affect any routine teaching or academic work.
- After completion of the project, the statement of expenditure and utilization certificate will be submitted by the PI along with final report.
- All the communications pertained to the grant should be duly forwarded by the Head of the Department

**Co- Investigator  
(Name and Signature)**

**Principal Investigator  
(Name and Signature)**

**Signature of the Research Dean**

**Signature of the Principal**



  
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## GURU NANAK CENTRE FOR RESEARCH (GNCR)

### PROJECT COMPLETION REPORT

1. Project File No:
2. Title of Research Project:
3. Name of the Principal Investigator:
4. Name of the Co-Investigator:
5. Name the Department:
6. Effective date of starting of the Project:
7. Grant approved and expenditure incurred during the period of the report:
8. Total amount approved Rs.
9. Total expenditure Rs.
10. Period of the Report submitted:      From:                      To:
11. Report of the work done: (Please attach a separate sheet as annexure)

i. Brief Objective of the Project:



  
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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 or communicated)

iv. Has the project been submitted for external funding, if so give details including status and if not,  
state reasons

12. Please indicate the difficulties, if any, experienced in implementing the project

**Signature of the Co-Principal Investigator**

**Signature of the Principal Investigator**

**Signature of the Research Dean**

**Signature of the Principal**



  
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## GURU NANAK CENTRE FOR RESEARCH (GNCR)

### PAYMENT VOUCHER

From

To

The Principal  
Guru Nanak College  
Chennai-42

Financial approval of the First/Second Instalment under the Seed Money grant 2019- 2020 of  
Rs. .... (Rupees .....

..... only) received from the Guru Nanak College (Autonomous) for  
the Project entitled .....

.....  
GNCR project No..... dated .....

Voucher No: \_\_\_\_\_

Signature of the Co-Principal Investigator

Signature of the Principal Investigator

Signature of the Research Dean

Signature of the Principal



  
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## UTILIZATION CERTIFICATE

Certified that the grant of Rs. .... (Rupees .....

..... only) received from the Guru Nanak College (Autonomous) under  
the Seed Money grant 2019- 2020 entitled .....

.....  
GNCR project File 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 Guru Nanak College (Autonomous), Velachery , Chennai -600 042.

**Signature of the Co-PI**

**Signature of the Principal Investigator**

**Signature of the Research Dean**

**Signature of the Principal**



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