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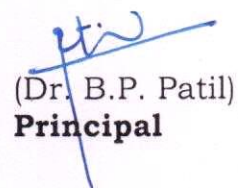
06 Mar 2020

**OFFICE OF PRINCIPAL**

**STANDARD OPERATING PROCEDURE (SOP)**

**"SEED MONEY FOR RESEARCH PROJECT"**

1. The SOP for "Seed Money for Research Project" is released and attached herewith.
2. The will be effective from current academic year 2019 – 20.
3. This SOP will be reviewed as and when required.

  
(Dr. B.P. Patil)  
**Principal**

**Copy To -**

Director }  
Jt Dir } for information please.

HOD Mech }  
HOD Comp }  
HOD E&TC } for information and needful action please.  
HOD IT }  
HOD ASGE }

HOD IT - Publish on AIT Web site

Office Supdt - for Office Record

**Army Institute of Technology Pune**  
**SOP for Seed Money for Research Projects**

**1. Preamble**

The management of AIT Pune encourages its faculty & staff to undertake research projects, in order to extend their research work and gain professional experience at the Institute. The research projects are very useful for up gradation of knowledge of faculty. Institute can encourage faculty to take up research projects by providing Seed Grant. The faculty can utilize this grant to start his/her research without waiting for a grant from external agency. These projects can provide incentives to the concerned staff and stepping stone to fetch grants from national/international agencies.

The Institute will give a seed grant to a faculty for initiating research. The faculty member will write a research proposal. The proposal should include a description of research that he/she wishes to conduct over the next 2-3 years. It is a platform meant to help new faculty to prepare for subsequent proposal submissions. In other words the seed grant is seed for seeding bigger projects.

**2. Definitions**

**2.1. Institute** means Army Institute of Technology, Pune

**2.2. Department** means all the academic departments at the Institute.

**2.3. Director** means Director, Army Institute of Technology, Pune

**2.4. Principal** means Principal, Army Institute of Technology, Pune.

**2.5. R&D Cell IC** means Faculty In-charge of R&D Cell, Army Institute of Technology, Pune

**2.6. Project** implies sponsored research projects or industrial consultancy projects or routine testing projects or training courses.

**2.7. Sponsor** means the organization that offers a Project to the Institute and provides necessary financial support for successful completion of the project in time.

**2.8. Principal Investigator (PI)** is a member of the faculty/scientist of the Institute with necessary expertise and competence to conduct a Research and consultancy work. Normally, the faculty/scientist who submits the project





proposal and negotiates with the sponsor and is instrumental in getting the project funding is the Principal Investigator (PI). In case of research project, emeritus fellow/chair professor/ visiting professor may also be the PI.

**2.9. Co-Investigator (CI)** means a person from amongst the faculty/scientist (including Emeritus Fellow, chair faculty, visiting professor) co-opted by the Principal Investigator to work jointly with him/her on the project or any other staff permitted by the Director.

**2.10. Intellectual Property** means an intangible property that is a result of a project, such as patents, copyrights, etc.

**2.11. Proper Channel** means process from PI to HoD to R&D Cell IC to Principal to Director.

### **3. Seed Grant**

**3.1** Every year an amount of Rs. 2.00 Lakh per department and an additional amount of Rs. 2.00 Lakh will be allocated centrally towards Seed Grant.

**3.2** A maximum of Rs. 1.00 Lakh can be given per project on first cum first served basis.

**3.3** The central grant can be given by Director/Principal on merit basis to any faculty/staff in case their departmental grant is exhausted.

### **4. Procedure for Application and Allocation of Grant**

**4.1** Individual or Department can take up projects after taking approval through proper channel. All funds in connection with Projects will be given for purchase of equipment & consumables and travel only. While making an estimate of the funds required for a project, the following budget heads may be taken into account:

- i. Equipment/software - 70%
- ii. Consumables - 20%
- iii. Travel - 5%
- iv. Miscellaneous - 5%

**4.2** The total duration of research project will be 2 years.

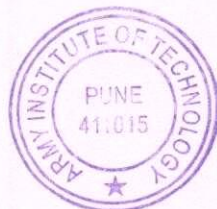




- 4.3** The sanctioned amount will be expended under above mentioned heads only
- 4.4** Any Deviation in above distributions needs to be recommended by the committee and approved by the director.
- 4.5** Preferably 50% of sanctioned amount will be used in the initial phase for 1<sup>st</sup> year and remaining 50% will be used after satisfactory progress review at the end of 1<sup>st</sup> year.
- 4.6** The equipment/software should be taken on charge of the department after procurement.
- 4.7** The Application & “Research Project Proposal Form” given in Appendix A, duly completed must be submitted along with the declaration given in Appendix B. Proposal will be submitted to the Director through proper channel. R&D Cell IC will arrange to get review comments from the subject experts. Review comments will be appropriately incorporated/addressed by the Faculty before final submission.
- 4.8** Proposal will be presented by the PI before an Institute level committee, consisting of Principal, R&D Cell IC, HoD and 2 Faculty members to be nominated by Principal.
- 4.9** All project proposals are to be sent to Director through proper channel for final approval.
- 4.10** After obtaining approval from the Director, Admin Dept. will hand over a Sanctioning letter to the PI.
- 4.11** Office will assign a unique internal number to the project proposal. For example AIT/SG/03/2019.
- 4.12** The faculty member will be required to present yearly review of the work carried out to the expert committee.
- 4.13** The Faculty member is required to prepare follow-up proposal(s) to external sponsors.

## **5. General Rules and Regulations**

- 5.1** All purchases under the grant shall be made after taking financial approval from the competent authority. The project expenditure for





equipment and consumables will be maintained in a separate stock register by PI.

**5.2** The travel rules will be as per AWES/SPPU norms.

**5.3** It is the responsibility of the PI to submit progress report of the project after every 6 months.

**5.4** Due care should be taken so that such projects undertaken do not interfere or affect any routine teaching or examination work.

**5.5** Report(s) and data collected/originated out of project are the joint Intellectual Property of the sponsor, PI and the Institute which can be used by the sponsor for its own use only and cannot be disclosed to a third party without prior consent of PI and the Institute.

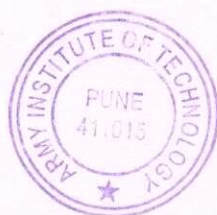
**5.6** The Intellectual Property Right (IPR) policy of the Institute shall be applicable.

**5.7** If a prima-facie case of malpractice and/or misconduct is established by a fact finding committee against a staff member in connection with project(s), the Director may prohibit the concerned staff member to take part in any new project either as Principal Investigator or Co-Investigator, till such time that a final decision is taken by the appropriate authority in the matter. However, in such cases the concerned staff member will be expected to complete his/her obligations in the ongoing project(s) with which he/she is connected, in order that the ongoing projects and obligations to the sponsor do not suffer.

**5.8** If the PI is unable to complete the project in 2 years time extension can be given for another 6 months after obtaining approval through proper channel.

**5.9** If the PI is unable to complete the project due to some unavoidable reasons (like medical, leave, resignation etc.), the CI can apply to continue the project as PI through proper channel. In case the the project is discontinued, the PI has to submit the report of work carried out till date and refund the amount spent on heads other than equipment/software and consumables.

**5.10** After completion of the project, the statement of expenditure and utilization certificate will be submitted by the PI along with final report.





**5.11** Feedback of the project would be prepared by the PI or CI covering all important aspects including income & expenditure statement and put up to the director within 30 days from date of conclusion of project.

**5.12** After completion of the project, final report should be submitted to the Director through proper channel with a soft copy for the record at office of the R&D Cell IC and for RTI purposes.

**5.13** A completion certificate should be obtained by the PI from the R&D Cell for successful completion of the project based on which project account will be closed with intimation to the Director.

**5.14** The project file will be closed after the approval of the Director.

**5.15** A copy of presentation/concept/research paper/reports would be placed in the institute's library for reference purpose.

**5.16** The PI should involve students in the project by giving them part of the work in the form of assignments, testing, mini projects etc.

**5.17** The PI/CI is required to submit a paper to conference or journal or file a patent based on the work carried out in the research project.

**5.18** The PI/CI is also required to prepare follow-up proposal(s) to external sponsors.

## **6. Eligibility Conditions for New Research Project Proposal**

The eligibility conditions for Principal investigator and co-investigator for the submission of research proposals under Seed Grant Scheme are given below:

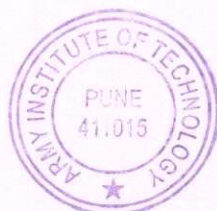
**6.1** Principal investigator must be a full time teacher having minimum 2 years of experience in AIT.

**6.2** The age of Principal investigator must be less than 58 years.

**6.3** Priority will be given to the teacher submitting research proposal first time and preferably for the assistant professor.

**6.4** Principal Investigator is allowed to submit only one project at a time.

**6.5** Principal Investigator is not eligible to submit the new project if any other project is ongoing under Seed Grant. Principal Investigator need to complete previous project and obtain certificate of completion for application of new proposal.

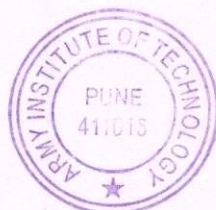




**6.6** The Principal Investigator who has completed the project earlier and applying again for the research grant will be considered only after the fulfillment of the following conditions- i.) Principal Investigator should have publications in National / International reputed journals (Published by prestigious institutes or governing bodies) based on previously completed Project under Seed grant. (A committee will scrutinize the level of publications and journals) ii.) The final report and the statement of expenditure file of sanctioned project under Seed grant should be submitted in a given stipulated time. iii.) Priority will be given to the teachers who have participated and or guided students in research competitions.

**6.7** The CO-PI can be any faculty having minimum 2 years of experience in AIT.

**6.8** The faculty PI/CI should have specialization/taught courses/attended FDP in the area in which the research project is to be carried out.



**Appendix-A**  
**Format of Research Proposal Application**

1. Department -----
2. Faculty PI -----
3. Faculty CO PI -----
4. Major Field of Study -----
5. Name of Guide -----
6. Proposed Title -----
7. Proposed date of start of research work -----
8. Probable date of completion -----
9. Place where research will be conducted -----
10. Nature of research work  

Experimental	Analytical	Both Experimental and Analytical.
Other	Specify	_____
11. Are the required research facilities (Equipment, Material, etc.) at the place of research?  

Fully available	Partially available	Not Available at all
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(Give on separate sheets the details i.e. Cost of the material, equipment etc. required)
12. Is any out-of-town travel required for the research work such as collection of data, materials?  
 No.                      Yes.      (Give on separate sheet the details i.e. cost of travel)
13. Is any expenditure required to be incurred on miscellaneous items?  
 No.                      Yes.      (Give on separate sheet the details of such expenditure)
14. Give brief description (Synopsis), Justification and Scope of the proposed research work on attached sheets. Indicate, if possible, the practical use of the probable results of the research work related to National Development.

**Names & Signatures of Applicants:**

**Research Project Proposal Form**

1. Title of research proposal:
2. Introduction of research proposal:
3. Origin of research problem:
4. Interdisciplinary relevance:
5. Review of research and development in the subject:
  - (a) International status
  - (b) National status





6. Significance of the study in the context of current status:

7. Objectives:

8. Methodology:

9. Year wise plan of work and targets to be achieved (expected time schedules for the various activities of a proposed investigation):

S#	Expected target to be achieved	First Year			Second Year		
		4 Months	4 Months	4 Months	4 Months	4 Months	4 Months

10. References





**Appendix-B**  
**Declaration**

To certify that:

(a) General physical facilities required for proposed research work are available in the department, where project will be undertaken.

(b) I / We shall abide by the rules and regulations of AIT Seed Research Grant Scheme and accept to be governed by all the terms and conditions laid down for this purpose in case assistance is provided to me/us for the said project.

(c) I / We shall complete the project within the stipulated period. If I / We fail to do so and if the AIT is not satisfied with the progress of the said research project, AIT may terminate the project immediately and ask for the refund of the amount received by me / us.

(d) The above research project is not funded by any central government/state government/public sector agency during the period to which the grant relates. I will write the name of AIT Pune as an affiliation on any outcome of the research project work in terms of publication and patents.

Co- Investigator  
(Name and Signature)

Principal Investigator  
(Name and Signature)

