St. XAVIER'S CATHOLIC COLLEGE OF ENGINEERING (AUTONOMOUS)
Guidelines for availing Seed Grant for Research Projects

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1. Objective of Seed Grant
The seed grant aims to support faculty members in initiating and conducting **intensive research activities**.

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2. Eligibility and Funding Details
- **Eligibility:** Open to all faculty members actively involved in research.
- **Funding Amount:** ₹50,000
- **Utilization:** The grant can be used for the procurement of equipment, hardware, software, consumables, and travel.

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3. Application Process
1. **Submission of Seed Grant Request Form:**
   o Faculty members must complete and submit the **Seed Grant Request Form** to the **Dean of Research** through their **Head of Department (HOD)**.
2. **Scrutiny by Institutional Research Committee (IRC):**
   o The **IRC** evaluates the submitted proposals based on relevance, feasibility, and potential impact.
3. **Forwarding of Recommendations:**
   o Proposals recommended by the IRC are forwarded by the **Dean of Research** to the **Correspondent** through the **Principal**.
4. **Approval:**
   o The **Correspondent** reviews the recommended proposals and approves the grant.

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4. Monitoring and Reporting
1. **Quarterly Progress Presentations:**
   o Faculty members must make a **quarterly presentation** to the **Institutional Research Committee** outlining the project's progress and challenges.
2. **Periodic Publications:**
   o Recipients of the seed grant are required to publish **technical papers** in **SCI/Web of Science-indexed journals**, aligned with their research area, at regular intervals.
3. **Completion Report:**
   o Upon project completion, faculty members must present and submit a detailed **project report** to the **Dean of Research**.

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5. Key Guidelines
1. **Proposal Content:**
   o Clearly define research objectives, methodology, expected outcomes, and a detailed budget plan.
2. **Allowable Expenses:**
   o Funds may be allocated for equipment, software, consumables, and travel expenses directly related to the project.
3. **Documentation:**
   o Maintain detailed records of expenditures and research progress for audit purposes.

Dean of Research   **Principal**   **Correspondent**