



संत लोंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान  
(शिक्षा मंत्रालय, भारत सरकार के अधीन सम विश्वविद्यालय)  
लोंगोवाल, जिला संगरूर, पंजाब – 148106  
**Sant Longowal Institute of Engineering & Technology**  
(Deemed-to-be-University under Ministry of Education, Government of India)  
**Longowal, District Sangur, Punjab-148106**

संदर्भ सं/ Ref. No. SLIET/Admn/4371-4374

दिनांक / Date: 12/10/22

**OFFICE ORDER**

**SUBJECT : RESEARCH PROMOTION GRANT (RPG) FOR THE  
NEWLY RECRUITED FACULTY MEMBERS AS  
SEED MONEY.**

Consequent upon the decision taken by the Board of Management (BoM) of the Institute in its 44<sup>th</sup> meeting held on 17.08.2022 vide Agenda Item No. 44.03 (42.07), the BoM approved the proposal for Research Promotion Grant to newly joined faculty. The limit of funding amount is Rs. 5.00 lacs for the two years and extendable for one more year.

A copy of approved guidelines for Research Promotion Grant as Seed Money to the newly recruited faculty alongwith format is enclosed for information.

Dean (R&C) will co-ordinate the activity.

**Encl. As above (03 Pages)**

*[Signature]*  
Registrar

Copy to :-

- 01 Director for kind information.
- 02 All Deans and HoDs - with the request to circulate among the Faculty.
- 03 Faculty In-charge (ACSS) – with the request to upload on the Institute website.
- 04 File Copy

*"Proud to be Part of Team SLIET"*

## POLICY/GUIDELINES

### Award of Research Promotion Grant as Seed Money to the Newly Recruited Faculty Members

#### PREAMBLE

In order to promote the research environment, encourage and prepare newly recruited faculty to fetch externally funded research projects, a Research Promotion Grant will be given in terms of Seed Money.

1. **Eligibility:** A regular Faculty member, who has been appointed as an Assistant Professor during the last three years.

**Limit of funding:** 05.00 Lakh (Maximum)

**The duration of the research project:** 2 years, extendable for one more year

2. **Procedure for Inviting/evaluation of Research Proposal**

Application along with the proposal for Research Promotion Grant as Seed Money needs to be sent to Dean (R&C)'s office for evaluation on the prescribed format (Annexure- I) and subsequent approval of the Director.

The proposal shall be presented by the concerned faculty members before an institute level evaluation committees consisting of the followings:

Dean(R&C),

Dean (Academics),

Dean (FSW),

One subject expert to be nominated by the Director,

Head of the concerned department

3. **Head of Expenditure:** The research grant will be given mainly under the following heads

(i) **Procurement of equipment:**

(a) While making an estimate of the funds required, the details of the equipment/software and its relevance to the proposed research proposal, consumables, registration fee for conference/workshop travel and miscellaneous may be taken into account.

(b) The faculty members are allowed to procure a Computer System (Desktop/ Laptop) and a Printer up to an expenditure of 1.0 Lakh for Computation work related to the research project [if not taken from GIA]

(ii) Consumables (up to 10 % of project cost)

(iii) Travel expenses (up to 10 % of Project cost)

**The deviation in expenditure under non-recurring and recurring heads of account can be considered by the evaluation committee, depending upon the nature of the research project and subject to approval of the Director.**



#### 4. Submission of Research Project Progress Reports

It is the responsibility of the faculty member undertaking the project to submit the progress report after every 6 months through the Departmental Academic Affairs Committee (DAAC)

After completion of the project, a final report shall be submitted by the faculty member, indicating the following:

- (i) Outcome of the project
- (ii) Possibility of submission of research proposals to other funding agencies based upon the outcome of the project,
- (iii) Publishing research papers in peer reviewed Journals,
- (iv) Hardware/software development and its utility
- (v) Creation of research facility/new experiments
- (vi) Any other achievement/Contribution to the UG/PG students

#### Unsatisfactory Progress

In case, the progress is not satisfactory at any stage, the research project given to the faculty member shall be withdrawn. Further, in case the concerned faculty member is unable to complete the project due to some unavoidable reasons (like medical, leave, resignation etc.), he/she has to submit the complete report of the work carried out till date.

#### 5. Mandatory Conditions

- (i) Due care should be taken so that such projects undertaken do not interfere or affect any routine teaching, examination work or other academic duties.
- (ii) The faculty member will carry out the work as per the approved proposal.
- (iii) All the procurements will be made as per institute rules.
- (iv) All the procurements will be maintained in a stock register at Institute and Departmental level.
- (v) In case the faculty leave the institute due to any reason, he/she will have to return all the non-consumables/items to the department. However, it is expected/moral responsibility of the faculty to complete the project.


#### 6. Completion/Utilization Certificate

- (i) At the end of the project, faculty concerned has to submit UC to the Account Section, duly recommended by HOD(Concerned) and Dean (R&C)
- (ii) Project completion certificate will be provided only on the submission of UC.
- (iii) Progress of the project will be communicated to the Senate.

  
HOD(ME)

  
HOD(EIE)

  
Dean(FSW)

  
Dean(R&C)



**Format of Research Proposal Application (Maximum 10 pages)**

1. Department
2. Name of faculty
3. Major field of research
4. Proposed Research Project Title
5. Project details
  - (i) Introduction
  - (ii) Origin of research problem
  - (iii) Interdisciplinary relevance
  - (iv) Review of research and development in the subject
    - (a) International status
    - (b) National status
  - (v) Significance of the study in the context of current status
  - (vi) Nature of the research work (Experimental/analytical/Both Experimental and analytical, please specify)
6. Objectives
7. Methodology
8. Research facilities (Equipment, materials etc.) available in the department/institute.  
(Additional requirement, if any: Give on separate sheets the details, i.e., the cost of material, equipment etc. required)
9. Budget:
  - (i) Non-recurring
  - (ii) Recurring
10. Year wise work plan
11. Expected outcome
12. Brief Resume of the faculty member (Maximum 2 pages)

*P. Shrivastava*

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