TEQIP III: Minor Research Grant Scheme for Faculty Members
Broad Guidelines[#]

1. Institute shall formulate the framework for Minor Research Grant scheme for faculty viz. a shortlisting criteria, amount of funding per research project (suggestive upto 2 Lakh) to individual faculty member, the heads for admissible expenditure, evaluation mechanism, selection committee, etc. External experts should be involved in the selection committee.

2. Announcing the Minor Research Grant scheme for wide publicity among all the faculty members of the institute inviting proposals for seeking the competitive grants.

3. Design a standard format for submission of proposal mentioning title of the project, profile of applicants, research credentials, need (status) of the present research, objectives, societal relevance, methodology, action plan, financial requirements, expected outcome (SCI indexed publications, development of innovative product/ process, industry or societal relevant technologies) etc.

4. The activities necessary for scale-up research and innovation (except international travel and purchase of major* equipment) may be supported under the scheme. Selection committee shall also examine the proposed budget and approve the appropriate amount of research grant (suggestive upto 2 Lakh).

5. Through Minor Research Grant scheme, travel, attending conference, interaction with industry, membership of professional bodies, consumables, stationery, books & journals, testing/characterization charges, maintenance of minor equipments, etc. may be supported. An appropriate portion (suggestive upto 25% of the approved project budget) may be allowed for purchase of minor equipment and software. In exceptional cases Head of the institution may permit for higher proportion. The minor equipment and software shall be purchased in the name of HoD and following the institute purchase rules. These items will be property of the institute and registered in the stock register.

6. The first instalment may be 25% of the approved project budget shall be released to the Principal Investigator or his/her Department (through PFMS) to initiate the research project. Furtherwards, release of funds shall be based on the reimbursement of actual expenditure (may be monthly) upon submission of Utilization Statement of earlier instalment.

7. The releases of research grants shall be booked under head 'Research & Development'.

8. Duration of Research Grant shall not exceed the TEQIP completion timeline. In the situation of extension of TEQIP closure timeline, research projects may also be extended.

9. A mechanism should essentially be maintained for quick retrieval of information in respect of fund release, disbursement and fund utilization in each project.

10. The institute shall put in place an appropriate monitoring-cum-regulatory mechanism for review of progress in the projects under the scheme. In case of unsatisfactory progress, Director may cancel the project and/or funds be recovered from PI.

 # Guidelines are suggestive and Head of the institution may consider suitable changes deemed fit.

*A single item costing INR 50,000/= or above may be considered major equipment subject to the discretion of the Head of the institution.