



# St. Joseph's College for Women (A)

Gnanapuram, Visakhapatnam - 530004 (A.P)

(Affiliated to Andhra University)

Reaccredited by NAAC - ISO 9001:2015 Certified

Phone Nos: 0891-2558346, 7075856500, E.mail: info@stjosephsvizag.com, Web: www.stjosephscollegevisakhapatnam.ac.in

## Seed Money Project Policy Document

**Policy Number: 009**

**GBM: 01-08-2022**

### Mission

The Seed Money & Project Committee secures funding from various government and national agencies to support research, infrastructure development, and student & faculty enrichment initiatives.

### Objectives

1. To encourage faculty members to pursue research funding opportunities.
2. To enhance the college's research infrastructure through equipment upgrades and lab improvements.
3. To elevate the quality of research by supporting faculty and student participation in sponsored workshops, conferences, and seminars.
4. To develop student and faculty skills through exposure to cutting-edge research advancements.
5. To provide financial support (seed money) to aspiring faculty members for initiating research projects and fostering innovation.

### Application Process

Submit a project proposal in the prescribed format includes:

1. Budgetary estimations
2. Clear timelines
3. Required facilities
4. Detailed action plan

### Payment Schedule

1. Upon approval of a project, 50% of the allocated budget is immediately authorized for use
2. Remaining 50% released after:
3. Submission of project report
4. Completion of research within one year of initial funding
5. Publication of one first-authored paper in Scopus or Web of Science

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PRINCIPAL

St. Joseph's College for Women

(Autonomous)

VISAKHAPATNAM - 530 004





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## Reporting

1. Seed funding of up to Rs. 1,00,000 (with the possibility of exceeding exceptional collaborations) is available for aspiring faculty members.
2. Projects should be completed within two years, and all expenditures must be documented with proper financial records.
3. Any remaining funds will be released after project completion and account clearance by the college. Purchased equipment and leftover materials become college property.
4. In collaborative projects, a college faculty member must be the first author (with a maximum of four total authors).

## Payment Procedures Intellectual Property

1. Online payments made for registered vendor purchases (equipment, glassware, etc.).
2. Bills for over-the-counter purchases submitted within the same month.
3. Patent filing charges are reimbursed by the college if the project leads to a patent in the institution's name.

## Project Completion and Faculty Movement

Faculty members leaving the college before publication (after receiving full or partial seed money) must:

1. Repay the availed seed money
2. Allow the college to continue the project with another faculty member (with Research Committee approval)

## Activities

1. Committee members actively monitor funding agency websites for new grant proposals.
2. Committee meetings are held to discuss available proposals and shortlist eligible departments/individuals (faculty & students).
3. The committee communicates funding opportunities to eligible departments/individuals.
4. Guidance and consultation are offered to those applying for research grants.

## Expected Outcomes

1. Increased research output and high-impact publications by faculty and students.
2. Infrastructure development leading to patentable research innovations.
3. Enhanced research quality through faculty participation in national fellowships.
4. Holistic development of individuals and the college through external funding support.

*S. Shygi*

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