



# ST. XAVIER'S COLLEGE

(An Autonomous College, Affiliated to Ranchi University, Ranchi)

DR. CAMIL BULCKE PATH, PURULIA ROAD, RANCHI - 834 001, JHARKHAND

## Seed Money Policy St. Xavier's College, Ranchi

Seed money shall be granted by the College on the recommendation of the Research and Development Cell (RDC). The purpose of the seed money is to encourage faculty members to undertake research projects that may lead to publications, externally funded projects or other measurable academic outcomes.

**Amount of Seed Money-** up to ₹ 1,50,000 per faculty (*Subject to the availability of fund*)

### Eligibility Criteria

- Only **regular faculty members** of the college are eligible to apply.
- Maximum age limit: 62 years.
- Applicants who **received seed money in the previous financial year are not eligible** to apply in the immediate following year.

### Financial Assistance

- There is no provision for research fellows.
- Up to 30% for travel and field work.
- Up to 70% for consumables, contingencies, and other expenses.

### Tenure of the Project

- Maximum of two years from sanction date.

### Selection Process

- **Expert panel-** a copy of proposal may be sent to external member for evaluation of the proposal– depending on subject

### Outcome

- Minimum one research paper publication (more than one publication is highly recommended) in SCI/Scopus/Peer Reviewed journal and one research paper presentation in seminar/conference is must. A final report must be submitted within one month of project completion.

### Utilisation of Seed Money

- The seed money must be utilised **only under the approved expenditure heads and within the stipulated time period** mentioned in the sanction letter.
- Any **unspent amount** must be returned to the college account **within the same financial year**.
- All the equipment, books purchased out of seed money, will be asset of the department/college.



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## General

- Project is non-transferable in any case.
- If a Principal Investigator fails to complete the project, he/she has to refund the entire amount released.
- No extension in tenure is permissible in any circumstances.
- The decision of the Screening Committee, RDC will be final.

## Research Proposal

A format for seed money proposal should be used. In which Aims and objective, uniqueness of the project, societal relevance, expected outcome and duration, budget should be described.

## Research Project Completion / Midterm/Progress report format

Upon completion of a seed money-funded project, a **Research Project Completion Report** must be submitted **within two months** of the completion of the project. The report should be:

1. **Emailed to:** [rdc@sxcran.org](mailto:rdc@sxcran.org)
2. A **hard copy** should be submitted to the Principal's Office.

The report must include:

- **Research Time Period**
- **Details of Fund Utilisation**, including expenditure heads and copies of bills
- **Outcomes / Results**- such as publications, presentations or other research outputs
- **Limitations and Challenges** encountered during the project

The **Completion/ Midterm/ Progress report** will be evaluated by an **Expert Panel** (consisting of internal and external members).

## Timeline

**Call for seed money proposal- 1<sup>st</sup> week of June**

**Deadline of proposal submission- 3<sup>rd</sup> week of June**

**Announcement of the selection- 1<sup>st</sup> week of July**

**Fr. Dr. Ajay Minj, S.J.**  
Director, RDC  
St. Xavier's College, Ranchi

**Vice Principal**  
St. Xavier's College  
Ranchi

**Fr. Dr. Robert P. Kujur, S.J.**  
Principal  
St. Xavier's College, Ranchi

**PRINCIPAL**  
**ST. XAVIER'S COLLEGE**  
**RANCHI**