



जिज्ञासा व उद्योग जिज्ञासा फे लोशिप

PCCOE SEED FUNDING

Office of Dean R&D
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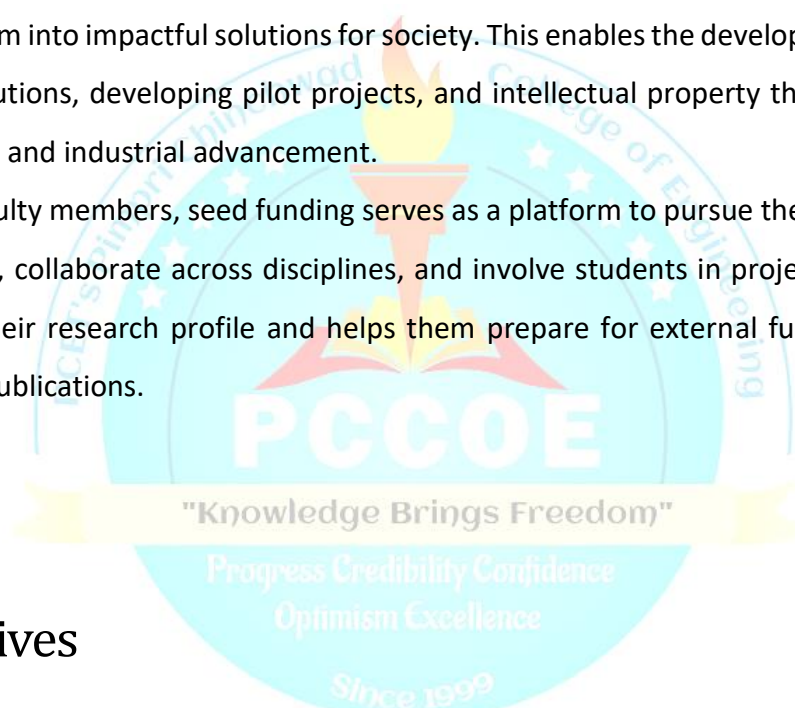
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1. Preface

Research and innovation are central to the academic and professional growth of PCCoE, particularly in the rapidly evolving landscape of engineering research and innovation. In order to nurture a culture of research, encourage innovative thinking, and promote problem-solving, it is essential to provide faculty members with timely support to initiate their ideas. **Seed funding** scheme *Jidnyasaa* (जिज्ञासा) and *Udyog Jidnyasaa* (उद्योग जिज्ञासा) is an initiative that empowers PCCoE faculty to take the first step toward impactful research. This early-stage financial support plays a crucial role in helping faculty members explore new areas, nurturing novel ideas and converting them into impactful solutions for society. This enables the development of prototypes, innovative solutions, developing pilot projects, and intellectual property that can contribute to both academic and industrial advancement.

For faculty members, seed funding serves as a platform to pursue their research interests independently, collaborate across disciplines, and involve students in project-based learning. It strengthens their research profile and helps them prepare for external funding opportunities, patents, and publications.



2. Objectives

- 1) Encourage faculty members to initiate research and development (R&D) activities.
- 2) Support early-stage ideas and proof-of-concept and promote interdisciplinary, collaborative and innovative research projects.
- 3) Promote and facilitate collaboration with industry and research organizations for applied research and socially impactful projects.
- 4) Encourage faculty to prepare and submit research proposals to relevant national and international funding agencies.
- 5) To improve the research outcomes in terms of research publications, IPR and startups.
- 6) Strengthen institutional recognition through impactful research.

3. Eligibility Criteria

- 1) The scheme is open to faculty members of Pimpri Chinchwad College of Engineering, Pune.
- 2) The project proposal must have an innovative idea leading to an advancement of knowledge or development of a prototype, or product, or a service and having scope of scaling.
- 3) Submission of more than one application, under one scheme, in academic year will lead to the cancellation of the application
- 4) The faculty members having ongoing seed funding projects are not allowed to submit the proposal.

4. Necessary and Important Information

- 1) The provision of seed funding amount under institute seed funding scheme *Jidnyasaa* (जिज्ञासा) and *Udyog Jidnyasaa* (उद्योग जिज्ञासा) is maximum ₹ 2,00,000.00 (Rupees Two Lakhs). If required, the upper cap of the Udyog Jidnyasaa funding will be determined based on the project's potential and the availability of funds. This decision will be at the discretion of the Director.
- 2) A letter of acknowledgment of the industry problem from the concerned industry is mandatory for the eligibility of the उद्योग जिज्ञासा scheme and shall be attached with the proposal.
- 3) The annual budget allocation for faculty research with seed funding is at the Director's discretion.
- 4) Duration of the project sanctioned under the scheme Jidnyasaa and Udyog Jidnyasaa is one year.
- 5) All proposals and associated documents submitted to the R&D Office, including review comments and scrutiny records, will be treated as **strictly confidential** and will not be shared with any internal or external stakeholders, except the experts involves in the review process.

- 6) The preference for financial assistance through seed funding will be given but not restricted to the following areas.
 - a. Interdisciplinary or collaborative research
 - b. Product development and innovation
 - c. Projects aligned with sustainable development goals
 - d. Projects with societal relevance
 - e. Projects addressing industry needs
 - f. Applied and basic research
- 7) Selected proposals under the *Jidnyasaa* and *Udyog Jidnyasaa* schemes will be communicated to the concerned faculty members as Principal Investigators (PIs), R&D coordinators and respective departments via email.
- 8) The parent department of the faculty shall schedule 6 monthly project review.
- 9) As recipients of *Jidnyasaa* and *Udyog Jidnyasaa* grants, the PI's shall ensure the successful completion of proposed research work within the stipulated budget and timeframe.
- 10) After the allotment of a project and sanction of funds, if the Principal Investigator (PI) fails to initiate the project or utilize the funds without a valid reason, eligibility for future funding opportunities may be restricted, and priority may not be given to their subsequent proposals.
- 11) It is recommended to involve stakeholders (students) in research activities.
- 12) The office of the Dean of R&D acts as the program administrator for the *Jidnyasaa* and *Udyog Jidnyasaa* Scheme, overseeing its operations and implementation.

5. Budget utilization

- 1) It is highly recommended to prioritize and utilize the PCCOE resources for the project.
- 2) The budget utilization is recommended for following heads
 - a. Small equipment
 - b. Software and tools
 - c. Prototyping and fabrication
 - d. Data collection and minor field expenses
 - e. Consumables and Contingency

- 3) Following budget heads are not permissible under the sanctioned seed funding grant
 - a. Faculty or interns or project engineer salary or honorarium
 - b. Major equipment purchases
 - c. Student/research assistant support
 - d. Conference travel/registration
 - e. Research paper publication or Patent filing charges
 - f. Infrastructure or furniture expenses
 - g. Hardware like laptops, servers, printer, scanner, pen drives, hard drive, etc
- 4) Sanctioned Money will be disbursed as requested by the PI upon a request with attached sanction letter.
- 5) All purchases should be done as per the process defined in institute's procurement manual and submit the utilization certificate whenever requested.

6. Application Process

The seed funding process is designed to encourage and support early-stage research ideas, proof-of-concept development, and innovation. Below is the formal application process:

- 1) The call for proposals is typically issued **once a year**, depending on the institutional policy.
- 2) The call for Proposals is announced through official email circulation via program heads and R&D coordinators to all faculty members and same will be uploaded on the PCCOE R&D website.
- 3) Applicants must submit a well-structured proposal, in a **soft copy**, prescribed in a given proposal format with required documents.
- 4) Applicants are also requested to submit the **Google form** available on the PCCOE Research and Development website.
- 5) The proposal must be submitted **on or before the deadline** mentioned in the call for proposals.
- 6) Late or incomplete applications are typically not considered.
- 7) The **Point of contact** for seed funding will be Associate Dean – I, Dean R&D Office.

7. Research Ethics

Faculty members must comply with the PCCoE Code of Conduct for Research Ethics.

8. Evaluation and Selection Process

- 1) **Initial Scrutiny:** All proposals submitted to the Dean R&D Office will undergo an initial review by the Seed Funding Review Committee. This review will ensure that the proposals meet the basic eligibility criteria and are complete in all respects.
- 2) **Expert Evaluation:** Proposals shortlisted in the initial scrutiny will be forwarded to relevant domain experts for further evaluation. Final recommendations will be based on inputs from both the Scrutiny Committee and domain experts.
- 3) **Confidentiality:** All proposals and associated documents submitted to the R&D Office, including review comments and scrutiny records, will be treated as **strictly confidential** and will not be shared with any applicant.
- 4) The final decision on the selection of proposals lies solely with the Director's Office. The decision is final and binding.
- 5) The outcome of the selection process and related communications cannot be challenged or appealed by applicants.
- 6) **Evaluation Parameters:** The proposals submitted will be evaluated based on following,
 - Originality and innovation
 - Technical and financial feasibility
 - Potential societal/industrial impact
 - Alignment with PCCoE's vision and mission
 - Expected outcomes and deliverables

Interdisciplinary projects will receive additional weightage

- 7) **Result Notification:** Selected proposals under the *Jidnyasaa* and *Udyog Jidnyasaa* schemes will be communicated to the respective Principal Investigators (PIs) via email. The list of selected projects will also be published on the PCCoE R&D website.
- 8) **Submission of Acceptance:** PI's of selected projects are required to submit an acceptance letter to the Dean R&D Office within seven days from the date of result declaration.

9. PI and Co-PI Responsibilities

- 1) PIs and Co-PI are fully accountable for the timely and effective execution of their approved research projects.
- 2) The project must be conducted within the sanctioned budget and stipulated timeframe.
- 3) PIs and Co-PI are expected to mentor junior faculty, researchers, and students involved in the project to promote research capacity building.
- 4) Strict adherence to the approved work plan is mandatory.
- 5) PIs and Co-PI must maintain the research integrity, ethics, and academic rigor throughout the project duration.

10. Project Monitoring and Documentation

- 1) PIs are required to submit **six monthly progress reports** to the Dean R&D Office. Reports must include: technical progress made, research outcomes resulting from the project, and financial expenditure and utilization details.
- 2) All reporting should be timely, accurate, and aligned with institutional guidelines.

11. Closure of the project

During closure of the project, PIs are required to submit

- 1) The final technical and financial report
- 2) Presentation or demonstration of results
- 3) Utilization certificate submission
- 4) Any other documents requested by the Dean R&D office or administrative office.
- 5) All publications, presentations, or research outputs from the project must acknowledge the support received under the *Jidnyasaa* and *Udyog Jidnyasaa* Scheme.

12. Expected Outcomes

Faculty members are encouraged to strengthen their research profile by achieving the following expected research outcomes from the *Jidnyasaa* and *Udyog Jidnyasaa* Scheme.

- 1) Publication of research articles in peer-reviewed national or international journals and conferences of repute.
- 2) Filing of patents, copyrights, based on innovative outcomes of the project.
- 3) Design and development of working models, prototypes, or systems demonstrating proof-of-concept.
- 4) Strengthening of collaborations across departments and with industry partners.
- 5) Preparation and submission of detailed proposals to external funding agencies.
- 6) Involvement and guidance of students or junior researchers to build research capacity and skills.
- 7) Conversion of research into practical solutions with potential for technology transfer or commercialization.
- 8) Research focusing local, regional, or industrial challenges with measurable outcomes or benefits.
- 9) Demonstration of research outcomes in **PCCOE Kshitij (क्षितिज)** and similar events.

13. Funding Withdrawal or Project Termination or Incomplete Project

Seed funding granted under the *Jidnyasa* and *Udyog Jidnyasa* schemes may be **withdrawn or revoked** under the following conditions:

1) **Non-commencement of the Project**

If the PI fails to initiate the project within the approved timeline without a valid reason or prior intimation, the funding may be revoked.

2) Unsatisfactory Progress

If the project is found to be making inadequate progress or remains dormant for an extended period without justification, the grant may be withdrawn based on the recommendation of the review

3) Deviation from Approved Objectives

Any major deviation from the sanctioned objectives, methodology, or scope of the project without prior approval from the Dean R&D Office may lead to cancellation of the grant.

4) Non completion of project with partial fund usage

If the project remains incomplete despite partial utilization of the sanctioned funds, the Principal Investigator (PI) must reimburse the amount spent, which may be deducted from their remuneration.

5) Non-Submission of Reports

If the PI does not submit progress reports, utilization certificates, or the final report as per the required schedule, the funding may be stopped or withdrawn.

6) Resignation or Unavailability of PI

In case the Principal Investigator resigns, goes on long-term leave, or is otherwise unavailable to lead the project, and no suitable replacement is nominated, the funding may be discontinued.

7) Misuse of Funds

Misuse or diversion of the sanctioned funds for purposes other than those approved will result in immediate withdrawal of funding and may require refund of the amount.

8) Failure to Acknowledge Funding

If the PI does not acknowledge the *Jidnyasa* or *Udyog Jidnyasa* Scheme in research publications, presentations, or other project-related outputs, it may result in future funding restrictions.

9) Violation of PCCOE Research Ethics

Any breach of academic integrity, including plagiarism, fabrication of data, or unethical research practices, will lead to cancellation of the grant.

10) Non-Compliance with Guidelines

Any non-compliance with the guidelines and procedures set by the institute for internal research funding can lead to withdrawal of support.

14. Annexures

- A) Research Proposal submission format
 - a. Annexure A – Proposal Format जिज्ञासा फेलोशिप
 - b. Annexure B – Proposal Format उद्योग जिज्ञासा फेलोशिप
- B) Acceptance Letter
- C) Budget template
- D) Progress report format
- E) Final report format
- F) Utilization certificate template.

