SEED FUNDING POLICY

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Applicable to	:	All internal staff & Students (teaching and non-teaching) of AMGOI
Prepared By	:	Dean, R&D
Reviewed By	:	Dean, R&D
Approved By	:	Director & Campus Director, AMGOI

1. Purpose

AMGOI provides seed funding to encourage innovative student and faculty projects, support prototype development and promote research, entrepreneurship and technology development.

2. Objectives

The objectives of this Policy are to:

1. Encourage innovative and technology-oriented projects by students and faculty.
2. Support prototypes, software, models and experimental setups.
3. Promote practical problem-solving and interdisciplinary collaboration.
4. Encourage projects addressing industrial, societal and environmental needs.
5. Support projects with potential for IPR, publication, commercialization, startups or external funding.

3. Scope

Applicable to eligible B.Tech and M.Tech student project teams and faculty members of AMGOI.

Supported areas may include AI/ML, IoT, robotics, automation, civil and mechanical systems, electrical and electronics, computing, renewable energy, healthcare, agriculture, environment, smart campus, sustainable engineering, Industry 4.0 and emerging interdisciplinary technologies.

4. Policy Guidelines

4.1 Eligibility

- Student projects shall be supervised by an approved AMGOI Faculty Guide.
- Faculty projects shall be led by an eligible AMGOI faculty member as Principal Investigator (PI).
- Proposals shall define the problem, objectives, methodology, expected outcomes and duration.
- Projects shall demonstrate innovation, improvement or practical application and be feasible within the proposed period.
- Expenditure must directly support the project; duplicate funding is not permitted.
- Teams shall submit progress reports, a final report and demonstrate the prototype/software/model when required.

4.2 Preferred Projects

- Projects addressing real-world or industrial problems.
- Projects with prototype, product development or innovation potential.
- Projects with potential for IPR, reputed publications, startups or commercialization.
- Projects supporting industry collaboration or societal/environmental needs.
- Projects likely to attract external research funding.

4.3 Funding Limit

Maximum seed funding for an individual B.Tech project shall normally be up to ₹25,000, subject to fund availability and approval. Higher funding may be considered separately for exceptional innovation or significant industrial/societal relevance. The Institution may revise the limit based on R&D Cell recommendations and fund availability.

4.4 Eligible Expenditure

- Electronic components, sensors, controllers and hardware.
- Raw materials, fabrication, machining, 3D printing and PCB fabrication.
- Project-specific software/tools and consumables.
- Testing, experimentation and prototype development.
- Other project-related expenses approved by the R&D Cell.

Funds shall not normally be used for personal expenses, student remuneration, unrelated travel, routine academic expenses, non-project purchases or expenses incurred before approval.

4.5 Evaluation Criteria

Sr. No.	Evaluation Criterion	Marks
1	Problem Identification, Need and Relevance	15
2	Innovation / Novelty and State-of-the-Art Advancement	15
3	Technical Feasibility and Research Approach	15
4	Objectives, Methodology and Work Plan	10
5	Prototype / Proof-of-Concept / Working Model Potential	10
6	Expected Outcomes, Deliverables and Measurable Targets	10
7	Budget Justification, Resource Utilization and Cost Effectiveness	10
8	Team Capability, Infrastructure and Student Participation	5
9	Social / Industrial / Environmental Impact	5
10	IP, Technology Transfer and Commercialization Potential	5
	TOTAL	100

Projects scoring 70 or above may be considered; this does not guarantee funding. Selection depends on recommendations, fund availability and approval.

4.6 Seed Funding Selection Committee

Member	Role
Principal / Director	Chairperson
Dean – R&D	Member Secretary
Dean / Academic Coordinator	Member

Concerned HOD	Member
Senior Faculty / R&D Coordinator	Member
Industry / External Expert, if required	Member
Finance / Administration Representative, if required	Member

4.7 Presentation and Approval

Shortlisted teams may present the problem, solution, innovation, methodology, prototype plan, budget, outcomes and timeline. The final amount shall be based on evaluation, recommendations and fund availability, with sanction by the competent authority.

4.8 Duration, Monitoring and Outcomes

Projects shall normally finish within one academic year or the period in the sanction letter. Extensions require prior R&D Cell approval. Monitoring may include progress reports, presentations, demonstrations, expenditure statements and review meetings. Funding may be discontinued for unsatisfactory progress or misuse.

Expected outcomes may include prototypes, software, experimental validation, research papers, IPR applications, products, industry collaboration, startup opportunities, competition participation or external funding proposals.

4.9 Fund Utilization and Reporting

Teams shall maintain expenditure records and submit a Utilization Certificate, expenditure statement, final report, bills/vouchers as applicable, prototype/software demonstration and outcome details. Patent/publication details shall be submitted wherever applicable.

4.10 Intellectual Property Rights

IP arising substantially from an institutionally funded project shall be governed by the AMGOI IPR Policy. Contributions of students, Faculty Guides and the Institution shall be acknowledged.

4.11 Non-Compliance

Misuse of funds, false information, unjustified abandonment or failure to submit reports may lead to recovery of funds and restriction from future institutional funding.

5. Roles and Responsibilities

Project Team / Applicants: Prepare proposals, use funds only for approved purposes, submit reports and demonstrate outcomes.

Faculty Guide / Supervisor / PI: Verify feasibility, scope, methodology, student involvement and budget; guide implementation.

HOD: Review departmental relevance, facilities, feasibility and budget; recommend proposals.

Dean, R&D: Review innovation, research merit, IPR/publication potential and coordinate evaluation and monitoring.

Selection Committee: Evaluate proposals and presentations and recommend funding.

Director / Competent Authority: Approve or reject funding and sanction the final amount.

Finance / Administration: Process approved funding and maintain financial records.

6. Review and Revision of Policy

1. The R&D Cell shall periodically review this policy, implementation records and applicable institutional requirements.
2. Changes to incentive amounts, eligibility, ownership procedures or approval authority shall be effective only after formal approval by the competent authority.
3. Management's decision shall be final under the Revised R&D Policy and applicable institutional norms.

7. Annexures/Supporting Documents

1. Annexure A – Seed Funding Application Form.
2. Annexure B – Project Proposal and Budget Format.
3. Annexure C – Evaluation and Selection Sheet.
4. Annexure D – Sanction Letter and Funding Terms.
5. Annexure E – Progress Report Format.
6. Annexure F – Utilization Certificate and Expenditure Statement.
7. Annexure G – Final Project Report and Outcome Checklist.

8. Standard Operating Procedure (SOP)

1. Call for applications: R&D Cell circulates the funding call and timeline.

2. Submission: Student team or faculty PI submits proposal, budget and declarations to guide.

3. Guide / PI verification: Faculty Guide or PI checks scope, feasibility, team and budget.

4. HOD scrutiny: HOD reviews relevance, facilities, feasibility and budget.

5. R&D review: Dean, R&D assesses innovation, research potential and overall merit.

6. Committee evaluation: Committee scores proposals using the 100-mark criteria and may conduct presentations.

7. Sanction: Competent authority approves selected projects and amount through a sanction letter.

8. Execution: Team completes the approved work within the sanctioned period and budget.

9. Monitoring: R&D Cell reviews progress, demonstrations and expenditure.

10. Closure: Team submits final report, utilization certificate, expenditure statement and outcome evidence.

10. SEED FUNDING DISBURSEMENT PROTOCOL

This protocol defines the procedure for approval, release, utilization, monitoring and settlement of funds sanctioned under the AMGOI Seed Funding Policy.

1. Approval and Sanction

- The Selection Committee shall evaluate the proposals and recommend eligible projects for funding.
- The Director/Competent Authority shall approve the project and sanction the final funding amount.

- The Dean, R&D shall communicate the sanctioned amount, approved budget and terms and conditions to the Project Team, Faculty Guide and concerned HOD.
- No expenditure shall be incurred before receiving formal approval.

2. Submission of Documents

Before release of funds, the Project Team shall submit the following documents:

- Approved project proposal and sanctioned budget.
- Details of the Project Team and Faculty Guide.

Stage	Disbursement	Conditions
First Installment	Up to 50% of sanctioned amount	After approval, sanction and submission of required documents.
Second Installment	Remaining amount, up to 50%	After satisfactory progress review and submission of expenditure statement with supporting bills.

- Bank/payment details, wherever applicable.
- Undertaking to utilize funds only for approved project activities.
- Purchase requirements with quotations, wherever applicable.

3. Disbursement of Funds

4. Mode of Disbursement

- Funds shall preferably be released through the Institute's approved purchase and payment procedure.
- Payments may be made directly to approved vendors against valid quotations, invoices and purchase documents.
- Reimbursement to students or faculty members shall be permitted only with prior approval and submission of original bills, subject to institutional financial rules.
- Cash payments should be avoided and permitted only in exceptional cases as per institutional rules.
- All transactions shall be recorded and monitored by the Finance/Accounts Section.

5. Utilization and Monitoring

- Funds shall be utilized strictly for the approved project budget.
- Any change in the approved budget or purchase requirements shall require prior approval from the Dean, R&D and competent authority.
- The Faculty Guide shall verify project progress and utilization of funds.
- The HOD and Dean, R&D shall monitor project implementation and expenditure.
- Unutilized funds shall be returned or adjusted as directed by the Institute.

6. Final Settlement

Before project closure, the Project Team shall submit:

- Statement of expenditure.

- Original bills, invoices and payment proofs.
- Utilization Certificate (UC).
- Final project report.
- Prototype/model demonstration, wherever applicable.
- Details of publications, patents or other outcomes, if any.

The Dean, R&D shall verify the documents and recommend closure. The Finance/Accounts Section shall complete the financial settlement.

7. Responsibility Matrix

Authority / Role	Responsibility
Project Team	Submit documents, utilize funds and maintain expenditure records.
Faculty Guide	Verify requirements, purchases and project progress.
HOD	Review and recommend departmental requirements.
Dean, R&D	Coordinate sanction, monitor progress and verify utilization.
Selection Committee	Evaluate proposals and recommend funding.
Director / Competent Authority	Approve funding and authorize disbursement.
Finance / Accounts Section	Process payments and maintain financial records.

8. Disbursement Flowchart

The following sequence shall be followed for fund disbursement and project closure:

1. Project Approved
2. Sanction of Funding by Competent Authority
3. Communication of Sanction and Approved Budget
4. Submission of Required Documents
5. Verification by Dean, R&D and Finance
6. Release of First Installment – Up to 70%
7. Project Implementation and Purchase
8. Progress Review by Faculty Guide and Dean, R&D
9. Submission of Bills and Expenditure Statement
10. Verification of Progress and Documents
11. Release of Remaining Amount – Up to 30%
12. Project Completion and Demonstration
13. Submission of Final Report and Utilization Certificate
14. Verification and Financial Settlement
15. Project Closure

If progress or submitted documents are not satisfactory, the Project Team shall provide clarification or rectify the deficiencies before further processing.

9. Important Conditions

- The sanctioned amount shall not be treated as an automatic entitlement; disbursement is subject to approval and compliance with this protocol.
- Purchases made before formal approval shall not ordinarily be reimbursed.
- All expenditure shall comply with the approved budget and the Institute's financial and purchase rules.
- The installment percentages and reimbursement arrangements shall be finalized by the competent authority before implementation.

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