



Estd. – 2009
A Government Engineering College
E-mail – pmecbam@gmail.com
Website – www.pmec.ac.in

PARALA MAHARAJA ENGINEERING COLLEGE

(An Autonomous college affiliated to Biju Patnaik University of Technology, Odisha, Rourkela)

SITALAPALLI, BERHAMPUR, DIST.:–GANJAM, PIN – 761003

No. PMEC/ Estt/2463

Dated 17/12/2025

Notice for Seed Money Project Grants (SMPG) to Faculty Members

Research proposals, as per prescribed format (Annexure I) are invited from multidisciplinary research groups comprising faculty members of the College, to be funded under SMPG initiative with the objective of fostering and strengthening the research ecosystem in the college. The proposal may be submitted in any area of choice focused on identifying local problems and community needs and must have the capacity to develop the understanding of minor/major project that can be further submitted with funding agencies for research grants. The research proposals are expected to be completed within a period of 18–24 months and should yield clear and demonstrable outcomes such as publications or other scholarly outputs.

The duly signed research proposals as per prescribed format in hard form routed through IQAC Coordinator must reach the office of Dean (SRIC) on or before 31 January 2026. Incomplete proposals shall not be entertained.

The soft copy of the fill-in proposal with details must also be sent at email tp@pmec.ac.in/dean_sric@pmec.ac.in as pdf documents.

Sonohar
17.12.2025
Principal

Parala Maharaja Engineering College
Berhampur

Dated 17/12/2025

Memo No. PMEC/ Estt/2464

Copy to:

- 1) All Deans/HoDs/Faculty Members of the College for necessary action.
- 2) The Finance Officer for information and necessary action.
- 3) The Dean (F & P) with a request for uploading on the college website.
- 4) The Additional Secretary to Government, SD & TE Department, Bhubaneswar for kind information and necessary action, in compliance with the minutes of 18th BoG meeting.

Sonohar
17.12.2025
Principal

Parala Maharaja Engineering College
Berhampur

**Guidelines
for
Seed Money Project Grants**



**Parala Maharaja Engineering College Berhampur
Ganjam-761003, Odisha**

for

Guidelines for Seed Money Project Grants for Faculty

I. Preamble:

Research and technology development is an integral part of any Institution's success. This also helps students and faculty to understand the learning process and outcome in real life through solving problems in different engineering disciplines. The faculty can incorporate the learning outcome through this process in their classroom teaching and publishing their work in good international/national journals, patents, and other forms of expression of creative works. The primary objective of seed money grant is to fetch further financial support from industry or government funding agencies related to research and consultancy assignments. In this regard, the Board of Governors, PMEC is pleased to extend the Seed Money Project Grants to multidisciplinary Research Group comprising 3 to 5 faculty members.

II. Eligibility Criteria:

The faculty members consisting of Research Group who are appointed at the level of Assistant Professor/Associate Professor against the permanent post, will be eligible to receive financial support under the scheme. The faculty from each research group should normally have completed at least a year of their service in PMEC at the time of applying for research grant. Each faculty of the research group must have a Ph.D. degree / substantial research work (published articles in reputed journals) at the time of applying for research grant. However, this requirement may be waived in some professional areas. One faculty from one research group is the Principal Investigator (PI) and other members are Co-PI.

III. Budget:

1. The seed money project grant of ₹4.0 lakhs to research groups engaged in experimental research and ₹2.0 lakhs to research groups engaged in computational research is to be approved by the BoG. All acceptance letters will be sent by the Dean (SRIC) on behalf of the Project Proposal Evaluation Committee (PPEC), depending on the merits of the proposal after evaluation.
2. The PI from research group may travel anywhere in India for company visits, collaborating partner institutional visits, field study, data collection, material procurement and other project related activities. However, travel expenses are subject to College norms. Travel expenses will be restricted to a maximum of 10 % of the total budget of the project.
3. All travel and sundry expenses shall be with prior approval of the Principal.
4. The project proposal submitted by the research groups shall be scrutinized thoroughly by Project Proposal Evaluation Committee (PPEC).



IV. Proposal Format:

The proposal format follows the format of any funding agency (e.g. UGC, DST, & others) targeted for full external grant application using the outcome of the seed money project as foundation. For details see **Annexure-I**.

V. Duration of the Project:

The duration of the project is of 18 months. In exceptional cases maximum up to six months extension may be given on the recommendation of Research Project Review Committee (RPRC).

VI. Review and Recommendation of the Seed Money Project Proposal

The PI has to make a presentation of his/her proposed research before the Project Proposal Evaluation Committee (PPEC). The PPEC will review the proposal for its feasibility and acceptance. Based on the recommendations by the PPEC, the project will be accepted/rejected. The BoG will approve/reject the project on the recommendation of the PPEC. The letter of approval/rejection of the project proposal will be issued to the Principal Investigator by the Dean (SRIC) clearly mentioning feedback/ suggestions given by the Committee in case of approval/ rejection.

Project Proposal Evaluation Committee (PPEC):

Principal/his Nominee	-Chairperson
Dean (SW)	- Member
IQAC Coordinator	-Member
Subject Experts (2 Numbers)	- Member
Dean (SRIC)	- Member Convener

VII. Research Project Review Committee (RPRC)

The mandate of the RPRC is to provide oversight and technical and managerial support to the PI in executing the proposal. The RPRC will consist of the following:

Principal/his Nominee	-Chairperson
Dean (SW)	- Member
IQAC Coordinator	-Member
Finance Officer	-Member
Dean (SRIC)	- Member Secretary

The PI has to make a presentation of his/her Progress Report (Annexure II) to the RPRC every 6 months after approval. If the progress/presentation is found to be unsatisfactory, the project may be terminated pre-maturely. On completion of the project, the faculty member is required to submit a detailed completion report including the minimum of two research articles published in Scopus/Web of Science indexed journals with good impact factor (journals without article processing fee or/and page charges), Utilization Certificate and make a presentation of the findings

to the RPRC, within one month of the scheduled completion date. The research outcome can be used to develop project proposals for further research to be submitted to external funding agencies.

VIII. Procedure for release of grant

Administrative approval is issued to the selected projects. For the smooth implementation of the project all the Principal Investigators procure necessary items by taking prior approval from the concerned authorities as per the College's rules. Further, quotations/bills must be in the name of "The Principal, PMEC Berhampur".

IX. Outcome of the Research Project

The outcome of the project should lead to a minimum of two publications (out of which one should be published + another proof of communication) in Scopus/Web of Science indexed journals (journal should not levy any article processing charges/paid charges).The objective of seed money grant is to facilitate further financial support from industry or government funding agencies related to research and consultancy assignments.

X. Other Considerations:

1. Unless extension is sought explicitly, the project is assumed to have been completed on the termination date specified, and no further expenses/extension shall be permitted.
2. The PI is responsible for ensuring that the expenses are within the budget. Upon completion of the project, a final statement of expenses and variance report duly certified by the PI is prepared by the finance section within one month of the completion of project. Any unaccounted expenses shall be adjusted as personal.
3. Fresh Research project would be sanctioned only after the successful completion of the previous project. The research outcomes are to be documented (experimental setup, working paper, case study, or submission of article to a Scopus/Web of Science indexed journal for review/publication, or patent application filed) and the expenses are to be audited and settled.
4. Stock Register should be maintained in the departmental office for the purchase of hardware/software/chemicals etc.
5. Utilization Certificate has to be certified by the finance officer of the College.



Proposal Evaluation*

Name of the Principal Investigator:

Title of the Research Proposal:

Department/Faculty:

Sl.NO	Particulars	Rating (1 to 5)
1	Relevance of the Project title in the current scenario	
2	Statement of the Problem	
3	National and International Status	
4	Significance of Study	
5	Project Objectives/deliverables	
6	Methodology/Technical/Management Aspects	
7	Justification of Budget	

Overall rating of the Research Proposal:

Comments/Suggestions on the Research Proposal:

Recommendation for the Project Proposal for Seed Money: Accepted/Rejected

Name, Designation and Signature of the subject Experts:

*Evaluation is based on 5 points scale rating (1.Very Poor 2.Poor 3.Average 4.Good and 5.Excellent) for the above components appear in the Project Research Proposal for the Seed Money.

[Signature]

UTILIZATION CERTIFICATE

Program Name:

Project Title:

Certified that Rs. _____ was released by Parala Maharaja Engineering College Berhampur in favour of _____ **vide** letter No. _____ as stated above during the year 20..... The above grant was sanctioned towards Project Title "_____". Out of sanctioned grants, a sum of Rs. _____ has been utilized for the purpose of which it was sanctioned and Rs. _____ Remained unutilized at end of the financial year 20...-..., to be carried forward (if the project is continued) or to be refunded (if the project is completed) whichever the case is applicable. ***Expenditure incurred for the purpose for which the grant was sanctioned is verified with the vouchers produced before me.***

Certified that I have satisfied myself that the conditions on which the grant was sanctioned have been fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Signature of the Principal Investigator and all Members

Signature of the Finance Officer, PMEC Berhampur

Signature of the Dean (SRIC), PMEC Berhampur

Signature of the Principal, PMEC Berhampur

FINAL PROGRESS REPORT

Final Progress Report should be submitted and presented before RPRC which should consist the following

1. Grant Number and Year
2. Name of the P.I
3. Research Project Title
4. Statement of the Problem
5. Number of objectives achieved
6. Abstract
7. Introduction
8. Methodology
9. Results and Discussion
10. Papers Published* (National & International Journals).
11. Utilization Certificate

Signature of the P.I.

Signature of the Dean (SRIC)

Note:

1. Kindly submit the same (Soft Copy) in the PDF or word format to the Dean (SRIC), PMEC Berhampur along with the hard copy.
2. *The outcome of the project should lead to minimum of two publication (out of which one should be published + another proof of communication) in Scopus/Web of Science indexed journals (journal should not levy any article processing charges/paid charges).



(Progress Report)
FIRST PROGRESS REPORT

First Progress Report should be submitted and presented before RPRC which should consist the following

1. Grant Number and Year
2. Name of the P.I
3. Proposal Title
4. Statement of the Problem
5. Number of objectives achieved
6. Introduction
7. Methodology
8. Percentage of amount utilized against sanctioned amount.

Signature of the P.I

Signature of the Dean (SRIC)

SECOND PROGRESS REPORT

Second Progress Report should be submitted and presented before RPRC which should consist the following

1. Grant Number and Year
2. Name of the P.I
3. Proposal Title
4. Statement of the Problem
5. Introduction
6. Methodology
7. Number of objectives achieved
8. Percentage of amount utilized against sanctioned amount.

Signature of the P.I

Signature of the Dean (SRIC)



**(Proposal Format)
(Two Copies)**

1. Name of the P.I and other members of Research group

SN	Name of Faculty Members	Department	PI/ Member	Mobile & Email	Highest Educational Qualification
1			PI		
2			Member		
3			Member		
4					

2. Title of the Research Project:

3. Statement of the Problem:

4. National and International Status(maximum of one page):

5. Significance of the study:

6. Project Objectives:

7. Methodology/Technical / Management Aspects of the project:

8. Budget with break-up with the necessary justifications:

Time management with schedule in months illustrated in a standard format (Gantt chart).

9. Project Outcome (Deliverables):

The outcome of the project should lead to a minimum of two publications (out of which one should be published + another proof of communication) in Scopus/Web of Science indexed journals (journal should not levy any article processing charges/paid charges).

I certify that the proposal submitted herewith is original in nature and is not submitted under consideration with any other funding agency.

Signature of the PI

Sl.No	Particulars	Percentage of Budget Allotment
1	Purchase or repair of Minor Equipment/ICT	45
2	Chemicals/ Glassware/Spare Parts/Field Work	20
3	Travel	10
4	Workshops/Seminars/outreach activities	15
5	Miscellaneous	10

Note: Equipment does not include Computer, Laptop and Printer.

This information should be followed by a clear and concise description of the objectives and technical approach of the proposed research. The application should be minimum five pages and should not exceed twenty five pages, with a text font size of 12 point and margins no smaller than one inch on all sides with a line spacing of 1.5. Faculty may include optional figures and references, but they must fit within the page limits. CV of PI has to be attached at the end of proposal. The filled-in project proposal (02 copies) should must reach to the Dean (SRIC)'s office within the stipulated time.

