

जम्मू केंद्रीय विश्वविद्यालय
Central University of Jammu



**POLICY ON RESEARCH
PROMOTION**

(Version 1.0)

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Central University of Jammu
POLICY FOR RESEARCH PROMOTION

1. PREAMBLE

The Central University of Jammu aims to contribute by becoming a global knowledge superpower through quality education, research, and innovation. In order to achieve this goal, the University seeks to strengthen research and innovation activities by motivating faculty members and students who may not get external funding in the beginning of their research career. The Seed money scheme and grants offered by the University will enable an early start of research work until the faculty secures sponsored projects from outside funding agencies. To retain and motivate the faculty to contribute towards achieving the University research goals, incentives are granted for research activities.

2. SHORT TITLE AND APPLICATION

- 2.1. This document shall be called the “Central University of Jammu University Policy on Research Promotion” 2018.
- 2.2. This document shall come into effect from the date of approval by the Academic Council of the Central University of Jammu University and ratified by appropriate higher bodies.

3. EXTENT AND APPLICABILITY

This shall apply to all the researchers and to all the research-related activities of the University. The 'researchers' are defined to include:

- 3.1 All research scholars, staff, permanent and Adjunct, who are active in teaching, research, administration, and provision of any form of support to the core functions of the University;
- 3.2 All students registered with the University;
- 3.3 All mentors, guides, external experts, and sponsors associated with any of the research activities of the University;
- 3.4 All academic and administrative departments of the University.

4. RESEARCH PROMOTION

4.1. Research Support for Faculty

4.1.1. Internal Funding -Seed Grants

4.1.1.1. The University has mandated Research Funding Schemes Through Seed Grants to encourage faculty researchers to set up the basic infrastructure through the development of research centres/Department and to carry out research achieving the outcomes such as:

- i. Research paper publications
- ii. Patents
- iii. Updation of existing research Labs
- iv. Book / Book Chapter publications
- v. Collaborations with National and International Institutions of repute
- vi. Applying for grants from External Agencies.

This seed grant scheme shall offer financial assistance to individual or to team of faculty (Interdisciplinary/Multidisciplinary Research Centers) in establishing basic research infrastructure.

4.1.2. Processes for Seed Grant Scheme

4.1.2.1. R&D division will put out a call for research proposals annually for grant of seed money

4.1.2.2. Individual/ Joint Proposals to be submitted through their respective Deans of the Schools to Dean Research Office.

4.1.2.3. All the Research Proposals submitted by the faculty Call for grants for seed money will be put forward to Expert Committee constituted by Dean (Research) comprising of external experts in various disciplines in which these proposals have come. This committee will first review the proposal in written form and based on their recommendations there would be an opportunity given to the proposers to clarify the comments of the experts through presentation.

4.1.2.4. Based on above process the proposals will be shortlisted. These shortlisted proposals would be put forward to Seed Grant Committee consisting of School Dean, Dean Research and Vice Chancellor.

4.1.2.5. Following the Approval, a sanction letter indicating the title of the project, name of the Principal Investigators (PI and Co-PIs), Duration of the

Project, Sanctioned Amount and date of commencement will be issued by University to all the successful applicants.

- 4.1.2.6. PI should acknowledge the receipt of the Sanction letter mentioning the actual date of Commencement of the Project and the budget outlay for this financial year. The PI and Co PIs will sign an undertaking that they will not leave the employment of the University prior to the completion of the sanctioned project.
- 4.1.2.7. The procedure in procuring capital equipment and raw materials / Labor Charges/Transportation will be as per the Regular Purchase rules of the Central University of Jammu University. PI shall comply with these policies and will coordinate with the concerned officers.
- 4.1.2.8. PI and his/her team are collectively responsible in achieving the proposed objectives of the sanctioned Project within the stipulated period of the Project.
- 4.1.2.9. PI and his/her team should be present for bi-annual Project Review meetings chaired by Dean (R&D) without fail and ensure that the recommendations of the Expert members are incorporated. Review meetings are held twice a year and the schedule of the Review meetings shall be conveyed by office of Dean Research to all the Concerned PIs two weeks ahead of the meeting dates.
- 4.1.2.10. Dean Research along with the duly constituted committee shall judge whether the outcomes of the Project are patentable or publishable in peer reviewed journals/conferences. In case it is Patentable, the University shall assist the PI and his/her team in filing the required patent in the name of Central University of Jammu University with PI as the Patent Investigator.
- 4.1.2.11. In the event of PI going on long leave, Co-PI shall be responsible for completing the project. In case, Co-PI does not exist for the concerned Project, the Dean (Research) in consultation with respective School Deans will be responsible in identifying the authorized and competent Co-PI.
- 4.1.2.12. The equipment procured under the sanctioned projects will be the property of CU JAMMU. It is the responsibility of the PI to ensure that all the details of procured equipment/raw materials are recorded in the Stock registry of the concerned Research Centre. In future this equipment is open to be

used by any researcher of the University.

4.1.2.13. PI should submit three copies of yearly Progress report to Dean Research in the standard format as issued by the Research Section along with Expenditure statement duly signed by FO.

4.1.2.14. Five Copies of the project report on completion should be submitted by the PI to the office of R&D Division in the standard format.

4.1.2.15. The Dean Research reserves the right to terminate the project in the event of PI and his/her team not working on the proposed deliverables/ unsatisfactory progress/ lack of commitment in meeting the project schedule/ not implementing recommendations of the Review Experts or under some unforeseen circumstances.

4.1.2.16. The seed grant money provision would be available to faculty members only once during their tenure at the University. Further under section 4.1.2.15 if the project of a faculty member is terminated, he/she will lose the opportunity to seek the grant again.

4.1.3. External Funding to be raised by Faculty Members

Faculty members are encouraged and supported to apply for Research Grants/Infrastructure to various funding agencies of both Government and Private Organizations. He/She shall take utmost care in preparing a funding budget with clear understanding that the project will not burden the University. They should also include adequate overheads for utilizing shared services/resources of the University.

4.1.3.1. Processes for External Funding

Faculty members from the University can formulate the research project proposals in their areas of expertise. An Individual project Proposal shall have one Principal Investigator (PI) preferably with one Co-PI. However, in case of multi/inter disciplinary field of research, a maximum of three Co-PIs is permitted. Emphasis shall be on Inter/multi-disciplinary research to achieve Innovations through research.

- i. All the Research Proposals should be forwarded through School Deans to Dean Research well in time to meet the deadline of the funding agency. The office of R&D Division will examine these proposals and suggest modifications, if required, and conformance to the stipulated conditions of the funding bodies.

- ii. The PI will forward the proposal under the aegis of Central University of Jammu University to the funding agency. A copy of the submitted proposal is to be submitted to School Dean and Dean Research for records without fail.
- iii. The PI shall intimate the sanction/ rejection of the submitted proposals to the Dean Research.
- iv. PI is authorized and responsible for all financial transactions complying to fiscal norms of the University. He/she shall submit a Copy of the Annual Audited financial statement and Utilization Certificate duly certified by FO to the R&D Division.
- v. In case the research funding provides funds for appointment of temporary project staff (JRF, SRF, Research Assistants, Lab Assistants etc.) the PI in consultation with Dean Research shall have the right to appoint such staff conforming to the rules and regulations of the University.
- vi. PI shall get a copy of the Annual Progress report duly approved by Dean Research before submitting to the funding agencies.
- vii. PI shall submit the Progress reports duly approved by the Dean Research as and when due to the Funding agencies and attend all the Review Meetings without fail.
- viii. PI shall constitute a Purchase Committee as per the norms of the University to oversee the purchases of equipment/Items as listed in the sanctioned letter of the Project Proposal.
- ix. PI is responsible for installation and maintenance of all the equipment procured under the sanctioned grants in a place allotted by the University to operate the respective Research Centers. He/She shall put in place mandatorily all the necessary safety and environmental protection measures to safeguard all the users from any accidents.
- x. In case of survey Projects, PI shall have prior appropriate and necessary permissions by the concerned authorities.
- xi. PI is responsible for successful completion of the Sanctioned Projects within the allotted timeframe. He/She should submit a closure report duly approved by Dean, Research in the standard format as suggested by the Funding agency.
- xii. In the event of PI unable to continue execution of the sanctioned project

due to unforeseen reasons (resignation, ill-health, long leave), the designated Co-PI shall be the PI and will be responsible for the successful completion of the project

- xiii. PI and Co-PIs are encouraged to publish the outcomes of research of sanctioned projects in Refereed Journals/ Conferences after seeking the necessary permission from the funding agencies. In all the Publications, PI should acknowledge the funding agency as well as the University. Wherever, there is a possibility of Innovation in the outcomes, PI and Co-PI's should not publish the results but are encouraged to apply for patent(s).
- xiv. In case there is a possibility of Co-owned Intellectual Property rights in the Sanctioned project, it is the responsibility of the PI to protect it by applying for Joint Patent in consultation with the concerned authorities of the funding agency. The University shall also have joint right as a Patent Owner with PI and Co-PIs as Investigators.
- xv. PI is responsible for maintaining the data/records of observations/Trials/ Experiments/Simulation results, Action Plan records, Audited Financial Statements, Problems faced, Progress reports and Closure Reports with due professional ethics.

5. INCENTIVES FOR FACULTY MEMBERS TO ACCELERATE RESEARCH PROMOTION

To retain and motivate the faculty to contribute towards achieving the University research goals, the following incentives are being proposed.

5.1. Incentives for External Grants for Research and Establishment of Research Centers

To encourage the faculty to actively participate in applying for research grants from outside agencies, it is proposed that a faculty succeeding in getting the grants shall be entitled for the following incentives.

5.1.1. PI of sanctioned Project shall get an appropriate incentive based on the size of the sanctioned project. These incentives would be payable in parts over the course of the project. (Refer Annexure – I).

5.2. Incentives for Research outcomes: Journal Publications/Books/Book Chapters

The disbursement of the incentives described as under shall be prerogative of a committee constituting of VC, Respective School Dean and Dean Research, after ascertaining the reputation of the journal and publishers. Faculty members

publishing papers in peer reviewed Journals.

- 5.2.1. Faculty members contributing a Book Chapter in Books published by reputed National/ International Publishing House.
- 5.2.2. Faculty members publishing full Book with reputed International Publisher.
- 5.2.3. Faculty members publishing a full Book with reputed Indian Publisher.
- 5.3. Incentives for Conference Publications/Technical Session Chairperson/Invited Speaker To ensure dissemination of research activities in the right forum, to create networking opportunities for collaborations, to be abreast with the latest developments in cutting edge technologies and domains, faculty are encouraged to attend Conferences, Seminars, Workshops, Faculty Development Programme organized by reputed National and International Scientific/Academic/Research/Professional Bodies.
 - 5.3.1. Academic Leave of 10 days.
 - 5.3.2. Faculty members can attend not more than Four Events in one academic year
 - 5.3.3. Application for the Participation needs to be forwarded by School Dean.

Faculty members should submit the following documents for seeking approval prior to attending the Event:

- i. Acceptance Letter and Event Brochure
- ii. Copy of Abstract with Full Paper (Accepted Version)
- iii. Invitation Letter
- iv. Estimated Expenditure

A sanction letter from the office of the Dean Research shall be issued to the successful applicant.

- 5.3.4. After the event, the following documents need to be furnished by the faculty participant to the office of the Dean Research routed through School Dean. A copy of the following documents needs to be submitted to the Finance Dept. for final settlement of accounts:

- i. Travel Documents
- ii. Proof of participation
- iii. Proof of Expenditure
- iv. Brief Report on the event Attended and Benefits to Department/School/University

However, faculty are encouraged to seek financial assistance for Travel

and Registration from Funding Agencies like DST, AICTE, CSIR for International conferences outside India specially under policies which promote young faculty researchers.

5.4. Sabbatical Leave

As per HR leave policy, it is proposed to permit faculty to take up Overseas Sabbatical assignments in Universities and National sabbatical assignments with Industries. This is to promote global exposure to faculty and to enhance their research and teaching capabilities.

A Faculty member may apply for sabbatical leave as per the HR Policy.

5.5. Academic Leave

As per HR leave policy the faculty members are provided with academic leave for a maximum of 10 days in a year to enable them to disseminate his/her research activities, to promote networking opportunities and updating the latest knowhow in their domain by attending/presenting research papers in conferences/seminars.

5.5.1. The faculty members interested in availing the academic leave should route his/her application forwarded by the school dean well in advance of at least Two Weeks prior to the event dates.

6. RESEARCH SUPPORT FOR STUDENTS

6.1. Research Incentives for UG students

To inculcate the spirit of research amongst UG students and to encourage them to involve in the research activities of the University, it is proposed to introduce a scheme "Undergraduate Research Experience" (URE).

6.1.1. To be eligible he/she shall have a minimum CGPA of 8.0.

6.1.2. Students desirous of opting this scheme should apply through Research mentors of the Departments/School either in even or odd semester to the office of Dean, Research. The application should mention the Research topic and Specific Outcomes.

6.1.3. The Research Interns shall work closely with their research mentors and publish their research outputs in reputed Seminars/Conferences.

6.1.4. The URE can consists of following set of activities:

- i. Assisting the PI or Co-PI who has an internally or externally funded project in terms of data collection, data analysis, conduct of experiments and report writing. Based on the judgment of the PI, he/she will be given

a token stipend. These research experiences will run concurrently with the academic semester. However, onus is on the students to work on these assignments outside of classtimetable.

- ii. Summer Research Experience: In this case, interested students may spend an entire summer with the research centers or within the university or outside the university and undergo such research activities.
 - iii. Selected students who have potential to go for higher education may also opt for research internship in which case an internship amount of Rs.5000/- for their internship period of Eight Weeks.
- 6.1.5. A report highlighting the research experience during the course of any of above three research activities should be submitted to the office Dean Research, duly forwarded by the Research mentor.

6.2. Research Incentives for PG students

To encourage and motivate PG students to contribute significantly to the research outcomes of the university, a research assistantship for outstanding meritorious students is instituted. During the course of their Master's Program, the research assistantship would be offered on semester basis. This assistantship will entail assisting various faculty researchers:

- i. In developing cutting edge technologies at their research centers
- ii. Assigned to support specific Ph.D. scholar's research work by assisting him/her in experimentation, data analysis, coding, simulations, etc.,
- iii. Get attached to a funded project at a research center.
- iv. To publish in refereed journals/conferences.
- v. Some of the above work can also be part of their Master's thesis/dissertation.

6.3. Research Incentives for Ph.D. Scholars.

Research scholars are encouraged to keep abreast with latest know how of research knowledge and dissemination of their research outcomes by attending workshops/seminars/symposium /conferences at National and International levels.

6.3.1. Research Scholars are entitled for contingency grant as per the University Research Fellowship based on recommendation by the Research Supervisor and School Dean, approved by Dean Research.

6.3.2. Research Scholars should submit the following documents for seeking approval

prior to attending the Event.

- i. Acceptance Letter and Event Brochure
- ii. Copy of Abstract with Full Paper (Accepted Version)
- iii. Invitation Letter
- iv. Estimated Expenditure
- v. A sanction letter from the Dean, Research shall be issued to the successful applicant.

6.3.3. After the event, the following documents need to be furnished by the research scholar to the office of Dean, Research routed through School Dean. For final settlement of accounts, the following documents to be submitted to the Finance Officer of PU:

- i. Travel Documents
- ii. Proof of participation
- iii. Proof of Expenditure
- iv. Brief Report on the event Attended and Benefits to Department/School/University.

6.4. Research Incentives for Post-Doctoral Research Fellows

To encourage young Ph.Ds. to continue their research work and to strengthen the R&D efforts of the faculty in contributing to the research activities, the university will provide Post-Doctoral Fellowship in specific domains. The guidelines for the award of Post-Doctoral fellowship will be announced from time to time.

7. AMENDMENTS

This policy will be reviewed periodically to rectify anomalies, if any, and to incorporate feedback received from the stakeholders, impact analysis and deliberations of the focus group constituted by the Vice Chancellor.