

## **Rabindranath Tagore University, Bhopal**

### **RESEARCH POLICY**

Rabindranath Tagore University has a vision to provide research driven environment and facilities to the Faculty, Research Scholar and students in the university. This document draws policy guidelines in regard to research activities in the university.

1. **Research Orientation in UG and PG Courses-** Students/Scholars will be encouraged for meaningful research, preferably in university focus areas during their programme duration. Literature survey and study of current status of the field shall be carried out by the students for zeroing on to the objective and methodology of their project for which they will be encouraged to refer to journals, study materials, visit to industries, fields, library etc. Projects should have adequate component of research knowledge building, application, societal needs, experiments etc. Research in PG programme and Research in UG programmes are directly under the preview of respective department HOD.
2. **Doctoral research-** Doctoral research shall be coordinated through Dean of the department who will ensure quality of research and quality of thesis. The documentation, paper work, schedule preparation monitoring and organizing Ph.D. related events shall be under Research Coordinators. Research and Development Cell will be the custodian of all documents related to Ph.D. research and will be governed by Ph.D. ordinances.
3. **Core Research and Innovation Group (CRIG) for Research Projects.** The Core Research and Innovation Group (CRIG) will be formed directly under chairmanship of the Vice Chancellor to look after all Research Projects other than UG/PG and Doctoral research.

The CRIG will have following functions:-

- (a) Promoting Research Projects in Rabindranath Tagore University
- (b) Monitoring ongoing Research Projects
- (c) Work as nodal agency for project research - initiation to completion
- (d) Plan and develop research facilities & environment
- (e) Develop archive to build up research related information
- (f) Research Publication including journals

(g) Build up research network, liaison system, resource building, framework development

3. **Research Projects (other than UG/PG/Doctoral research).** The Vice Chancellor, Dean and HoD will encourage faculty to take up research projects in the departments as per following guidelines.

3.1 Survey & Exploration. Each department will do extensive surveys to identify areas of research pertaining to their departmental subject and subjects of multidisciplinary nature.

3.2 Brain Storming, Studies & Projects Ideas. Research Project Ideas will be discussed on departmental/university level platform to come out with Project Format. A team of PI/Co PI's at departmental/multi-departmental/multi organization level will be made for Project Report formulation with methodology and budget estimates worked out clearly

3.3 Research Project Initiation. A Core Research Group (CRG) will be formed and all the Research Project other than Doctoral/PG & UG will be under direct control of CRG.

3.4 Funding of Research Projects. The PI & Co-PI will explore the possibilities of getting the funds from various funding agencies. The university may also fund some projects or part of the projects as a seed money to researcher.

3.5 Monitoring of Research Projects. Vice Chancellor will supervise all the projects from initiation to completion. After CRG is formed all the projects except UG/PG and Doctoral Research will be the responsibility of CRG.

#### 4. **Funds Allocation for Research and Publications**

Funds for development of research facilities in the university will be allocated under following categories: -

4.1 Annual & Supplementary Funding for Departmental Labs. Depending on research requirements of Doctoral Research, PG and UG research projects labs in all departments will be upgraded/re-equipped with modified equipment or new equipment and software for which requirement will be proposed by the Dean/HoD in consultation with Research Coordinators, Guides and dealing faculty. This will be in addition to normal requirement by dept to conduct routine academic programme as per syllabus.

4.2 Annually & Supplementary Funds for Research Projects. Core Research and Innovation Group (CRIG) will be responsible for promoting, regulating and supervising Research Projects other than doctoral UG/PG research. For Research Projects funding may come from either external funding agency or internally from the university in the form of seed money. There is a provision of internal budget for Research Projects.

4.3 Research Funding for PG/UG & Doctoral Research. This shall be catered for in university annual budget as per projective from departments/faculty and approved by Vice Chancellor.

## 5. Research Purchase Policy

For purchases for research work in UG/PG & Doctoral Research, the normal purchase policy will be followed which includes following steps.

- Initiation of demand by the researcher
- Scrutiny and recommendation of Guide/faculty then by HoD and Dean
- Obtaining minimum 3 quotations.
- With adequate technical justification, single quotation may be accepted
- Technical approval by VC
- Budgetary allocation by Registrar followed by Purchase Order
- Supply, installation, training and payment clearance.
- Items purchased will be brought on change in Central Stock Register and issued to the respective department.
- Consumables for research may be purchases from university registered vendor or after three quotations from supplies or by Local Purchase Committee.
- Consumables will be brought on change of Stock Register of the Dept. In case of Research Projects will be approval by the CRG. A separate account will be created for Research Projects.

## 6. Motivational Measures for Research & Competency Up-gradation

Research is a focus area of Rabindranath Tagore University. Effort will be made at all the levels to encourage and motivate students and faculty to do meaningful research. Following will be heads under which motivational allocation will be made by VC through a specialist committee designated as CRIC (Core Research and Innovation Committee) as notified by the University. The following points provide the details of the monetary incentives available to the faculty:

- 6.1 Participating and presenting paper in International Conference/Seminar within India- Reimbursement of part of registration fees, travel expenses as per the case/ upper limit defined by the Research Advisory Committee. Evidence (in the form of e-copy of Edited Book/Proceedings of Conference and registration fee receipt) to be enclosed with the claim.
- 6.2 Participating and presenting paper in International Conference/Seminar outside the country – Registration fees, Part of travel as per the case. Evidence (in the form of e-copy of Edited Book/Proceedings of Conference) to be enclosed with the claim.
- 6.3 Participating and presenting paper in National Conference of Repute – Registration fees, travel expenses as per the case/upper limit defined by the Research Advisory Committee. Evidence: - e-copy of edited book/Brochure of Conference having ISSN/ISBN number to be enclosed with the claim.
- 6.4 University shall partially support publication charges (up to 50%) for paper published by faculty in WoS/SCOPUS/SCI/ICI indexed journal, with an upper limit of Rs. 15,000/- per paper subject to the condition that the paper having affiliated Institution as "Rabindranath Tagore University". ***In case of publication in non-paid SCI/SCOPUS indexed journal, special incentive would be given as per the Impact Factor of the journal.*** If the paper is published by Single author, the sanctioned amount will be given to him but if more faculties are the part of paper than the sole author will get 60% amount and co-authors will get 40% of amount

(equally divided to all co-authors) sanctioned. The proof of the publication needs to be submitted to sanction the amount. First tranche of 60% shall be released after publication and remaining 40% will be released after the citation count.

- 6.5 The University shall provide the monetary and non-monetary incentives to the faculty members who will receive awards at state/national, international level by recognized bodies.
- 6.6 The university shall provide incentive to the faculty who will be organizing and conducting Management Development Programme for other Institution/Organization/Industry with minimum 20 registrations. The incentives will be from the surplus which will remain after deducting the expenditure incurred to organize such programme.
- 6.7 The university shall provide monetary support to attend one week FDP winter/summer Training of minimum one-week duration, refresher course, orientation programme, workshop to upgrade knowledge and other such academic activities. Registration fee and exam fees and shall be fully reimbursed after the successful completion of the programme offered by NPTEL, Swayam, AICTE or any other government bodies.
- 6.8 Publication of Patents – University will bear all the expenses for Patent filing, publication and Grant. Patent related applications should route through IPR cell only. For all patents, the applicant name must be "Rabindranath Tagore University".  
If a patent would be granted within 2 years from the date of application, Innovators (Faculty, Students or Research Scholar(s)) would get monetary or non-monetary rewards which will be decided by a committee headed by Vice Chancellor.
- 6.9 Innovation and Research work recognized at either national level or university level
- a National level - Cash award up to maximum. 10,000/-
  - b University level - Cash award upto maximum 5,000/-
- 6.10 For support as intellectual capital of the University, the author will have
- an incentive for Text Book – Rs. 4,000/-, Reference Book – Rs. 3,000/- and General Purpose Book – Rs. 2,000/-, Edited Book – Rs. 2,000/-, Chapters in Edited book – Rs.1,500/-. All published books must have an ISBN number.
  - Publication of Book on research topics – Monetary incentive up to maximum Rs. 10,000/-. The author and co-author will share the amount in the ratio of 60:40. If more number of co-authors are involved, the equal amount would be shared in 40% amount.

University will provide reimbursement up to 25% to each faculty for membership of reputed professional bodies and shall continue in the future too. The upper limit of payment will be Rs. 2000/-, Rs. 3000/- and Rs. 5000/- for Ordinary, Annual and Life membership respectively.

## 7. Research Ethics –

It is the duty of all the faculty members to ensure that the research papers, reports, books and projects should be original and to be free from plagiarism. In case of any violation of research ethics, VC shall take the action and is free to penalize the individual involved.