

Research & Development Policy

1. PURPOSE

This document outlines the activities related to research; the purpose of research policy is to instill a pulsating atmosphere of research among faculties, student and staff.

2. OBJECTIVES

To ensure smooth and effective functioning of **RISE (Research, Innovations, Sponsored Projects & Entrepreneurship)** activities and to encourage the interdisciplinary research, identify and develop opportunities for faculty, students and staff to engage in research.

3. CUSTODIAN OF POLICY

All research related activities and policies in CGC are governed through office of Director Research and Development. Office of **RISE (Research, Innovations, Sponsored Projects & Entrepreneurship)** functions under the Campus Director, CGC, Landran.

4. INITIATIVES FOR PROMOTION OF RESEARCH IN CGC

In order to meet and fulfill research & development objectives, CGC has following initiatives, which encourages research and innovation.

For Faculty

1. **Research Emphasis on Recruitment of Faculty:** CGC has well defined research policy and guidelines for faculty at all levels; wherein besides teaching, emphasis is also there in terms of paper published, research students' guidance, and sponsored research and consultancy projects.
2. **Performance Award Schemes (PAS):** CGC has a unique policy under which faculty members are rewarded based on the following research activities:-
 - Award of Sponsored Research and Consultancy Projects from Funding Agencies.
 - Publications of Papers/Books/Book Chapters/Case studies/SCIE /ESCI/Scopus/UGC Care (specifically for HMCT & B.Ed), ABDC Journals/Institute Journal.
 - Guidance of Ph.D, Patent Filing, Publications and Case Studies.
 - Certification Programmes attended by the faculty.

3. External Funding: It is mandatory for each department to submit at least one Government Sponsored Project proposal per year to Government funded organization for external funding.

3. (a.): Incentive for External Funding: The Coordinator (s) is / are entitled to an incentive of 1% of the value of proposal (to be shared among coordinator, PI and CO-PI) once the proposal is approved by the approving body like AICTE, UGC, DST, SERB, TDB etc.

- 100% in case of single investigator (PI) /Coordinator.
- In the ratio of 60:40 in case of two investigators (PI and CO-P), if the PI has made the most significant contribution to the project's submission and implementation.
- In the ratio 50:50 in case of two investigators (PI and CO-PI),if the CO-PI has made the most significant contribution to the project's submission and implementation.
- And in the ratio of 40:40:20 in case of coordinator, PI and CO-PI and so on, if the coordinator has made the most significant contribution to the project's submission and implementation.

3. (b.): The Coordinator (s) is / are entitled to an incentive of 1.5%, subject to maximum of Rs. 10,000/- (Ten Thousand Only)of the value of collaborative project proposal (to be shared among the coordinator, PI and CO-PI). Once the proposal is approved by approving international funding agency upon receipt of grant by CGC.

- 100% in case of single investigator (PI)/Coordinator.
- In the ratio of 60:40 in case of two investigators (PI and CO-P), if the PI has made the most significant contribution to the project's submission and implementation.
- In the ratio 50:50 in case of two investigators (PI and CO-PI), if the CO-PI has made the most significant contribution to the project's submission and implementation.
- And in the ratio of 40:40:20 in case of coordinator, PI and CO-PI and so on, if the coordinator has made the most significant contribution to the project's submission and implementation.

3.(c.): The coordinator (s) is/are entitled to facilitation incentive of 1%, subject to maximum of Rs, 10,000/- for student/faculty exchange program for study/collaborative research with foreign universities.

4. Publications:

4. (a): Incentive of Rs. 2,000/- for paper publication in PAID/UNPAID National journals (WOS/SCOPUS/ESCI/UGC-CARE list) and Rs. 4,000/- for paper publication in PAID/UNPAID International Journal (WOS/SCOPUS/ESCI/UGC-CARE list) may be paid to the author who is regular faculty member of CGC.

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors, if the first Author is the Corresponding Author.
- In the ratio 50:50 in case of 2 authors & corresponding author is the 2ndauthor.
- And in the ratio of 60:20:20 in case of three authors and so on without considering the corresponding authorship condition.

4. (b): For ABDC/SCIE/AHCI Publications the institute will provide financial incentive of Rs. 10,000/-. In case of multiple authors in the same paper from CGC, the incentive shall be shared by the number of authors.

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors, if the first Author is the Corresponding Author.
- In the ratio 50:50 in case of 2 authors & corresponding author is the 2nd author.
- And in the ratio of 60:20:20 in case of three authors and so on without considering the corresponding authorship condition.

4. (c): For Publication in Institute Journal, the faculty will be given an incentive of Rs. 1000. In case of multiple authors, the incentive shall be shared by the number of authors.

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors, if the first Author is the Corresponding Author.
- In the ratio 50:50 in case of 2 authors & corresponding author is the 2nd author.
- And in the ratio of 60:20:20 in case of three authors and so on without considering the corresponding authorship condition.

4. (d): Case study publication incentive of Rs. 4,000/- for case publications in IVEY Business publishing may be paid to the author who is regular faculty member of CGC.

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors, if the first Author is the Corresponding Author.
- In the ratio 50:50 in case of 2 authors & corresponding author is the 2nd author.
- And in the ratio of 60:20:20 in case of three authors and so on without considering the corresponding authorship condition.

4. (e): Case study publication incentive of Rs. 10,000/- for case publications in Harvard Business Review (HBR) publishing may be paid to the author who is regular faculty member of CGC.

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors, if the first Author is the Corresponding Author.
- In the ratio 50:50 in case of 2 authors & corresponding author is the 2nd author.
- And in the ratio of 60:20:20 in case of three authors and so on without considering the corresponding authorship condition.

4. (f): In case of Book/ Chapter publications, the incentives of Rs. 10,000/- will be paid in case of Book publication high quality cover for e.g. McGraw Hill, the discretion of which rests on the research committee and the incentives of Rs. 4,000/- will be given to the authors for a good quality of publications. The publication amount will be granted only if the name of college is mentioned in the Book cover/Book Chapter. The incentive shall be shared by the regular faculty members of CGC as follows:

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors, if the first Author is the Corresponding Author.
- In the ratio 50:50 in case of 2 authors & corresponding author is the 2nd author.
- And in the ratio of 60:20:20 in case of three authors and so on without considering the corresponding authorship condition.

*** For Publications, incentive will be granted only subject to citation of papers of CGC Faculty with CGC affiliation (e.g Chandigarh Engineering College, CGC, Landran, Chandigarh Business School of Administration, CGC, Landran, CGC-College of Engineering, CGC, Landran etc.).**

****The Publication details are to be updated in Google Scholar account of respective Institute for which the proof is to be attached as a printout at the time of applying for incentive.**

***** Authors are encouraged to apply for the incentives within the Financial Year in which the paper is published online.**

5. Professional Development Allowance (PDA): Faculty members will be given Professional Development Allowance for attending conference, delivering lectures and other academic activity.

5. (a): Conferences in India: For presentation of research papers in conferences with in India, the regular faculty member of CGC shall be eligible for:

- i. 50% of conference registration fee subject to maximum of Rs. 5000/-.
- ii. To & Fro Travel allowance as per college Domestic Travel Policy.
- iii. Duty Leave as per College Leave Rules Policy.
- iv. The regular faculty members of CGC shall be eligible for incentive, once in a year.

5. (b): Foreign Conference: For presentation of research paper in international conference outside the country, the regular faculty member of CGC shall be eligible for:

- i. 50% of conference registration fee subject to maximum of Rs. 10,000/-.
- ii. One way airfare to the foreign destination of the conference.
- iii. Duty Leave as per College Leave Rules Policy.
- iv. The regular faculty members of CGC shall be eligible for incentive, once in every three years.

6. **Patents Filing Support:** Faculty is encouraged to file patent and for it all expenses are borne by the Institute.
 6. (a): Commercialization of patent: Once the patent has been commercialized, the faculty members (s) will receive an incentive of Rs. 10,000/- (To be shared if there are more than one regular faculty members working in CGC as inventors & main applicant is CGC).
 6. (b): There is no maximum limit on the number of patents filed by an individual / team.
7. **Project Support:** Faculty will be entitled to the project support in case of prototype and process testing subject to review and recommendation by research cell.
8. **Travel Support:** TA/DA for project presentation is given to every faculty if not given by funding agencies. This support is valid with in India.
9. **Consultancy:** Faculty is paid 50% of grant received under consultancy projects.
 - a.): CGC Encourages the faculty to provide consultancy on payment/complimentary basis. It allows 50% of the consultancy remuneration to the faculty and 50% to the institute for providing infrastructure and backup support.
 - b.) In case the consultancy project is implemented in online mode, it allows 80% of the consultancy remuneration to the faculty and 20% to the institute for providing infrastructure and backup support.
 - c.): College will provide due weightage to the consultancy done by faculty in annual appraisal of the teachers which form the basis of annual increment and promotions.
10. In every department of the institute, journal club (s) has to be formed in which every faculty has to discuss/present PPT of a peered reviewed / referred research paper / article. A report in the form of proceeding register has to be submitted by the HOD to the Director Principal / Director R&D. HODs / Coordinators have to ensure that each faculty should present at least one paper / case study in a semester. The success of individual presentation and overall journal club would be acknowledged in annual appraisals.
11. In order to encourage research among the young doctoral faculty, college will provide financial appreciation incentive of Rs. 10,000/- (Rs. Ten Thousand only) to faculty who will receive awards such as 'Young Scientist, Punjab Young Scientist, etc. from Government bodies.

*Once in a 3 year.

** The name of the award should be listed on the website of the Government body/Awarding agency at the time of incentive application.
12. **Summer Course & Paid Internship:** In case the summer course / paid internship is implemented offline / online, the regular faculty member of CGC shall be eligible for incentives.
 12. (a) In case of 100% outsourcing, 80% of the total revenue to vendor resource / person / external faculty and 20% to the institute for providing infrastructure and backup support (without purchase of additional equipment/software for the course).
 12. (b) In case of 100% outsourcing, 20% of the total revenue for providing infrastructure and backup support +cost of purchase of equipment/software to the institute. The remaining revenue will be given to the vendor resource / person / external faculty.
 12. (c) In case of hybrid mode (Both external and internal), 20% of the total revenue for providing infrastructure and backup support + cost of purchase of equipment/software to the institute. The remaining revenue will be shared by the vendor resource / person / external faculty and internal faculty as per the work load.

- 12. (d)** In case of hybrid mode (Both external and internal), 20% of the total revenue for providing infrastructure and backup support (without purchase of additional equipment/software for the course). The remaining revenue will be shared by the vendor resource / person / external faculty and internal faculty as per the work load.
- 12. (e)** In case of 100% internal, 50% of the total revenue to the institute for providing infrastructure and backup support and remaining 50% will be shared by the internal faculty members as per the work load.
13. For reputed certification courses from NPTEL/National Instruments (NI)/Reputed Industry Oriented certification programs (two certifications in a year), the regular faculty shall be eligible for 50% reimbursement of course fee, subject to maximum of Rs. 5000/-
*The certification program should be available online on the website of the agency/organization.
14. In order to provide international exposure, faculty is encouraged to apply for International Travel Grant (ITG) through institute for attending conferences, delivering lectures and other academic activities. The faculty will be eligible for:
- i. Conference registration fee from the funds approved subject to submission of receipt.
 - ii. To & fro travel allowance and other expenses as per the expenditure head mentioned/approved in the funding scheme, subject to submission of proofs/invoices of the expenditures.
 - iii. Duty Leave as per College Leave Rules Policy.
 - iv. The regular faculty members of CGC shall be eligible for reimbursement, once the utilization certificate is submitted to funding agency and the funds are received in the institute's bank account.
 - v. The ultimate decision about the reimbursement of the requested amount will be made by the Director R&D and other committee members.
15. For reputed professional membership from professional bodies/Societies (one professional membership once in 3-years), the regular faculty having one year working experience at CGC shall be eligible for 50% reimbursement of membership fee, subject to maximum of Rs. 5000/-
*The professional membership should be available online on the website of the professional bodies/Societies and should be valuable for the institute's accreditations and rankings.
** The ultimate decision about the approval of the requested membership fee will be made by the Director R&D and other committee members.
16. **Massive Open Online Courses (MOOCs) Development:** In case of Massive Open Online Courses (MOOCs) Development as per MHRD/AICTE guidelines, the regular faculty member of CGC shall be eligible for incentives of Rs. 10,000/- per MOOCs course.
* MOOC courses should be available online on the website of the institute and YouTube channel of CGC.
** The final decision about the approval of the claimed incentive will be made by the Director R&D and other committee members based on the quality of MOOCs..

17. **Testing facility in CCP and CCT:** In case the Testing facility is coordinated by faculty, the regular faculty members of CGC shall be eligible for incentives of 40% of the total revenue and remaining 60% to the institute for providing infrastructure and backup support (without purchase of additional equipment/software.).

18. The Management reserves the right to take a decision over and above the R&D policy in special cases considering its merits and in the interest of the institute.

19. **For Students**

- Patent Filing Support: CGC Sponsors all expenses for patent filling to UG and PG Students.