# RESEARCH & CONSULTANCY CELL

## Research Promotion Policy

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# 1.0 Preamble

Research is a core element of the higher education, and its promotion reflects on the Vision and Mission statements of an Institution. Research builds the ecosystem of interdisciplinary and multidisciplinary studies which can contribute for the economic and social sustainable development of the region and a nation. Research encourages competitiveness and quality deliverables to its students and community, which are much relevant for preparing ourselves for present and future world.

The main aim of this document is to create a vibrant ecosystem at SURANA for research, consultancy and extended activities which motives our faculty members, research scholars and student community to get involved in national and global assignments.

SURANA COLLEGE (Autonomous), with a view to promote research arena in diversified disciplines has established Research & Consultancy Centre. The Centre has an exclusive division headed by the Dean for Research & Consultancy to develop, nurture, promote, monitor and support all research initiatives of faculty/ faculty groups of the institution, which includes Research paper publications, Monographs, Working Paper, Scholarly Book, Book review, Instructional software supports, letter to editor, patent or copy rights etc.

## 1.1 Objectives

- ✓ To motivate the faculty members for taking up cutting-edge research, consultancy and training innovation assignments.
- ✓ To demonstrate interest among faculty members for taking up external research projects and grants from various funding agencies.
- ✓ To promote collaborative and interdisciplinary research ecosystem among faculties and students.
- ✓ To stimulate the faculty members for consultancy projects for various industry based on their domain expertise.
- ✓ To encourage the faculty members for creating, protecting and leveraging Intellectual Property Rights.
- ✓ To rejuvenate the faculty members for publication of quality research works in reputed journals and books.

**1.2 Key areas of focus _research & consultancy centre:**

1. External Funded Projects and Grants – Government & Non-Government Institutions.
2. Scientific Based Research Paper Publications.
3. Seed Grants _Monographs & Working Papers
4. Scholarly Books, Book Chapter, Book Reviews.
5. Research Capacity Building for Faculties and Scholars.
6. Articles in the Newspaper/Magazines/ Blogs.
7. Letter to Editorial
8. Consultancy Services and Training – for Corporates, Academic Institutions and Government Bodies.
9. Association with Professional Bodies – National & International.
10. Copyrights & Patent Filling.

**2.0 Surana _ Research Promotion Support Schemes**

- The institute recognizes the research carried out by its faculty members and students by granting 'Research Awards' for publishing papers, contribution to h-index of the Institute through citations, funded projects, and patents.

- To motivate the researchers to publish in reputed journals, an incentive scheme will be provided.

- To establish Intellectual Property Centre at the Institution level to bring awareness and orientation towards intellectual property policy, innovation, incubation, entrepreneurship and commercialization (of feasible ideations).

- To create research eco-system facilitating the faculties and students to take various assignment at both national and international funders.

**3.0 Recognition and Appreciation of Research Contribution**:

The institution will recognize the research works carried out by its faculty members, scholars and students by granting 'Research Awards' for publishing papers, contribution to h-index of -the institution through citations, extremal funded projects and patents. To encourage researchers to publish in reputed journals, a detailed incentive scheme is disclosed in Surana Research, Consultancy and Extended Activities Policy.

## 4.0    Research Awards Categories:

1. SURANA Research Excellence Award
2. SURANA Best Researcher Award (*Faculties of Life Sciences, Physical Science and Technology*)
3. SURANA Best Researcher Award (*Faculties of Management, Social Science, Education, Literature, Commerce, Humanities, Performing and Visual Arts*)
4. SURANA Best Researcher Department Award
5. SURANA Best Student Award – Research Category.

### I.    SURANA Research Excellence Award

The SURANA Research Excellence Award shall be presented to faculty member achieving the highest credits based on the criteria mentioned in Table -1.

- The minimum total credit points shall be 100.
- There should be minimum 15 credits each from any four categories.
- This award will be given to same individual only two times.
- The recipient(s) will be felicitated with a certificate of appreciation and memento.

**Table 1: Matrix for Surana Researcher Excellence Award and Surana Best Researcher Award**

| Sl. No | Research Activities | Categories | Credit Points | Description |
|---|---|---|---|---|
| 1 | Extramural Research Funding /Grants/ Projects (for each project) | ₹ 30,000 – ₹1 lakhs<br>>₹ 1 – ₹3 lakhs<br>>₹3 – ₹5 lakhs<br>>₹ 5 - ₹ 15 lakhs<br>>₹ 15- ₹ 30 lakhs | 10<br>20<br>35<br>40<br>50 | <ul><li>Full credit point will be allotted to PI (single PI) for each project.</li><li>In case of joint research, PI will get 60 % credit point and 40% credit point will be given to Co-PI.</li><li>In case of more than one Co-PI, then 40% credit point will be equally shared among them.</li><li>PI and Co-PI must be from Surana Educational Institution only</li></ul> |

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|---|---|---|---|---|---|
| 2 | Research Publication | Impact Factor (Thomson Reuters)<br>0.5 -1<br>> 1-3<br>> 3-5<br>> 5-7.5<br>> 7.5 -10<br>> 10 | 05<br>15<br>25<br>35<br>45<br>50 | | • Single author (full credits)<br>• In case of more than one author, 60% credit point will be allotted to first author/corresponding author and 40% credit point to all otherauthors.<br>• Only research papers and review articles will be considered for creditpoints for each publication.<br>• Based on the positioning of the author (as first or second) credit point will be allotted. |

| | | | National | International | |
|---|---|---|---|---|---|
| 3 | Books Publications (Reputed publishers with ISBN number) | Textbook<br>Reference book | 10<br>15 | 20<br>30 | • Single author (full credit)<br>• In case of more than one author, 60% credit points will be given to first/ corresponding author and 40%to all other authors.<br>• There will be capping of maximum 30 credit<br>• Based on the positioning of the author (as first or second) credit point will be allotted. |

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|---|---|---|---|---|
| 4 | Annual citation index as per Scopus (excluding self-citation) | Citations<br> 25-50<br>>50 - 100<br>>100 – 200<br>>200 – 500<br>> 500 | 05<br>10<br>25<br>35<br>40 | • The paper will be considered which have been published with Surana official mail id only |
| 5 | h-index of faculty member asper Scopus | 05-10<br>>10 – 15<br>>15- 20<br>>20 -25<br>>25-30<br>>30 - 40<br>> 40 | 05<br>10<br>15<br>20<br>25<br>30<br>40 | |
| 6 | Research & Academic Awards and Fellowships | *State:*<br>Award/Fellowship<br>*National:*<br>Award/Fellowship<br>*International:*<br>Award/Fellowship | 20<br><br>30<br><br>40 | • From Government bodies and apex national /international academicbodies with minimum 10 years of existence.<br>• Fellowship must be for duration of minimum 3 months. |

| 7 | Patent /Copywrite | National / International | 30 | • Surana faculty shall be the first applicant for patent/copywrite application for the consideration. |
|---|---|---|---|---|

## II. SURANA Best Researcher Award (*Faculties of Life Sciences, Physical Science and Technology*)

This award shall be given to a faculty member based on the criteria mentioned in Table.1.

- The faculty member with the highest credit shall be considered for this award (minimum total credit points will be 75).
- There should be minimum 10 credits each from any three categories.
- This award will be given to same individual only two times.
- The recipient(s) will be felicitated with a certificate of appreciation and memento.
- The faculty receiving the SURANA Research Excellence Award of that year will not be considered for this award.

## III. SURANA Best Researcher Award (*Faculties of Management, Social Science, Education, Literature, Commerce, Humanities, Performing and Visual Arts*)

This award shall be given to a faculty member based on the criteria mentioned in Table.1.

- The faculty member with the highest credit shall be considered for this award (minimum total credit points will be 75).
- There should be minimum 10 credits each from any three categories.
- This award will be given to same individual only two times.
- The recipient(s) will be felicitated with a certificate of appreciation and memento.
- The faculty receiving the SURANA Research Excellence Award of that year will not be considered for this award.

## IV. SURANA Best Researcher Department Award

This award shall be given to the Department of the Institution receiving the highest funding from external sources based on the utilization of the same in concerned financial year. The grant/ external funds received and utilized from the Government and Non- Government both National and International Funding Agencies etc., for conducting research, conference,

symposia, seminar etc., and research grants received by the faculty members of that department will be considered for this award.

**V. SURANA Best Student Award – Research Category**

This award shall be given to the outstanding two students both for UG and PG Program. Minimum 2 research paper publications (UGC Care list /ABDC/Q4 Ranking/WOS/SCOPUS) and 2 International Conference Paper Presentation. The recipient(s) will be felicitated with a certificate of appreciation and memento.

**5.0 Period of Reckoning**

The calendar year is the period for calculating the points earned by the faculty members that is from 1st January to the 31st of December of the respective year. The applications will be received up to 31st March except for SURANA Best Research Department Award. The las date for the submission of application for SURANA Best Research Department Award will be 30th June.

**6.0 Award Selection Committee:**

A FIVE-member committee shall be constituted by the Management Trustee under the Chairmanship of Head of the Institution. The Dean -Research & Consultancy will be the member secretary of the committee. Three members will be nominated by the Management Trustee. The decision of the committee shall be final and binding.

**7.0 Research Support for Surana Students:**

To inculcate the spirit of research amongst our students (both UG and PG students) and to motivate them to extensively involve in the research activities of the Institution. Following are scheme are proposed for our students.

**7.1 For SURANA UG Students:**

- Proposed to introduce a research-oriented scheme '**SURANA Undergraduate Research Experience' (SURE)** at the Institution Level.
  To be eligible for this scheme, student must have a minimum CGPA of 7.5.
- ✓ Students desirous of opting this scheme should apply through Research Mentors of the Department/Program either in even or odd semester to the Dean's Office – Research & Consultancy.
- ✓ The application should clearly follow the Research Proposal Template provide by the Dean's Office. (Annexure -1)

✓ The Research Apprentice shall work closely with their research mentors and publish their research outputs in reputed Journal and present it Seminar/Conferences.

The SURE scheme can consist 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.

ii. Based on the judgement of the PI, she/he will be given a token stipend (of INR 3,000/- per month) from the projects undertaken by the Mentors.

iii. The research experiences will run concurrently with the academic semester. However, responsibility is on the students to work on these assignments outside of class timetable.

iv. PI or Co-PI will be complete responsible for the Interns progress and provide regular feedback to Dean's Office (Monthly Once).

v. A report highlighting the research experience during any of above three research activities should be submitted to the Dean's Office, duly forwarded by the Research Mentor.

vi. On the due completion, she/he will be given a Certificate of Appreciation and Letter of Recommendation for taking up Post Graduation Studies in Abroad (if applicable).

vii. Summer Research Experience: In this case, interested students may spend an entire summer with the research centre or within the Institution or outside the Institution and undergo such research activities.

## 7.2 For SURANA PG Students:

• Proposed to introduce a research-oriented scheme '**SURANA Post-Graduate Research Assistantship' (SPRA)** at the Institution Level

During Post-Graduate Program, the research assistantship would be offered on semester basis. The assistantship will entail assisting various faculty research activities:

To be eligible for this scheme, student must have a minimum CGPA of 7.5.

i. Students desirous of opting this scheme should apply through the PG HoDs/Director of the Program either in even or odd semester to the Dean's Office– Research & Consultancy.

ii. Based on the committee approval, 2 students per year will be observed under assistantship to work with the SURANA Research Centre.

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The SPRA scheme can consist of following set of activities:

iii. In developing cutting edge technologies at their department/programs or work on Contemporary issues at the global level.

iv. Closely work with Industry- Integration Collaboration with the Research Centre

v. Get attached to a funded projects at the Research Centre.

vi. Publish in high impact journals/ present papers in international conferences.

vii. Some of the above work can also be a part of their Project dissertation works.

viii. Based on the work assigned, she/he will be given a token stipend (of INR 5,000/- per month) from the projects undertaken by the Research centre.

## 8.0 Intellectual Property:

Any Intellectual Property arising from any Research and Non-Research Activities will be governed by the Intellectual Property Policy. The SURANA Centre for Research & Consultancy will take an initiative of setting up of exclusive IP Centre to undertake board activities of Innovation, Incubations, Entrepreneurship, Patents, IPRS and Copy Rights.

Patent filling processing fee will be support , if the faculty takes the credit of first or second position in the patent application. Once the patent registered, a copy of the document should be submitted to Research Cell along with other requisite documents.

## 8.1 Major Focus of Innovation, Incubations, Entrepreneurship, Patents, IPRS and Copy Rights

✓ The Institution strive to create an innovation culture by organizing various kinds of programs such as ideation programs, collection of innovations from research undertaken in respect of academic, extension, external funded and outreach.

✓ Every major invention achieved out of conducting research shall be innovated and the same shall be incubated in the incubation centre which will be augmented from time to time.

✓ Mentors will be allotted by on the type of innovation (either product or service) carried out by the students.

✓ Students shall be allowed to select an incubated product and use the same to develop in large scale through separately established start-up. All the training required for the

students to become entrepreneurs shall be impart-ed through national and international collaborations.

✓ The institution shall incorporate an incubation centre that has all the facilities for incubating the innovations in the long run.

✓ Every innovation by faculties or students shall lead to filling a Patent.

✓ The institution shall provide requisite support for filing the patents and also for completing the groundwork required to get the patents registered and licensed.

✓ The Institution shall provide required support to faculty for filing IPRs and copyrights when it has been proved by the faculty that such a filing is necessary to protect the value of the research completed.

✓ The institution will assist for filing copyrights related to the research original work.

✓ The institute also conducts the awareness programs for all the faculty members, students as well as researchers about the importance of IPR, patents, copyrights.

✓ The institute would promote inventive research that would result in the filing of patents, for which all technical and financial assistance would be provided. The institution will urge the researchers to patent any innovations they produce. All costs associated with submitting a patent application are covered by the institute itself. If the patent is commercialised, the researcher and the organization would split the profits 70:30.

### AMENDMENTS

This policy will be reviewed periodically to rectify anomalies, if any, and to incorporate timely feedback received from the stakeholders, submit impact analysis reports and deliberations of discussion constituted by the Managing Trustee.