



POLICY DOCUMENT OF P R G C (A) ON PROMOTION OF RESEARCH

Pithapur Rajah's Government Autonomous College believes in a judicious combination of teaching and research for the benefit of student community at large. The Institution envisages innovation and technological development through its R & D cell. It has plans to cultivate academic and research collaborations with national and international universities, government agencies and industries to meet the immediate needs of society and the industry. The Institution also remains committed to long-term research as the foundation for future development.

Objectives:

- i. To enhance the research awareness among faculty by organizing discussions with eminent researchers and conducting national and international conferences, seminars, symposia, faculty development programmes and workshops on research methodology, IPR and patenting.
- ii. To motivate faculty to pursue doctoral and post-doctoral assignments at various national and international universities and organizations of repute.
- iii. To encourage faculty to undertake research projects in thrust areas in science and engineering funded by various national and international agencies.
- iv. To explore new horizons of knowledge and ensure its practical implementation through collective efforts and quality research work.
- v. To provide a creative atmosphere, complemented by adequate facilities and resources in which higher studies and research thrive amongst the faculty and students.
- vi. To establish Centres of Excellence in thrust areas.
- vii. To set up the Incubation Centres to motivate innovations and start-ups.
- viii. To adopt Collaborative Research with IIT, NIT, premier research laboratories and industries.

- ix. To mentor the academic and industry based research projects.
- x. To publish the research works in renowned journals.
- xi. To motivate and mentor students to participate in various Hackathons and International contests.
- xii. To develop products and file IPR.

Central R&D Cell

The R & D cell comprises of faculty members from various departments in the Institution. This committee oversees the smooth and efficient co-ordination of research and development activities in the Institution, thus fostering overall growth. The members will contribute towards enhancing research and development at Pithapur Rajah's Government Autonomous College.

- The R & D Committee will plan, promote & evaluate R&D activity like funded R&D projects and consultancy projects at the Institution level.
- The members meet once in a month to discuss the status of ongoing projects, sets target for every year and devise plans to achieve the target.
- The R&D cell measures the attainment of achievements and recommends the performer for appreciation and incentives.
- A senior faculty heads this cell in the capacity of R & D Director, with the Principal providing advisory support.

The constitution of the cell is as follows

Chairman: Principal

Co-Chairman: R & D Director

Members: Single point of contact (SPOC) from every department. Each department has the department R& D Coordinator who will monitor the R& D activities of the department. The faculty of the departments will be grouped into

clusters based on their interest and they will be allotted projects pertaining to their area of expertise.

Responsibility of the R & D Cell:

- i. To encourage and motivate faculty for submitting proposals to externally funded research and development projects.
- ii. To support interdisciplinary and multidisciplinary research, product design and development, publications in national and international journals of high standing.
- iii. To facilitate collaborations with researchers from premier Institutions and to encourage joint research in various thrust areas of national and international importance.
- iv. To initiate and promote MoU with industries and R & D organizations for consultancy and collaborative research.
- v. To conduct seminars, workshops, conferences and training programmes for inculcating research culture among faculty.
- vi. To encourage faculty to deliver talks and be resource person for various events like seminars, workshops, conferences and training programmes.
- vii. To visit R&D organizations and disseminate information regarding the effective implementation of research projects.
- viii. To suggest peer reviewed national and international journals for subscription in central library.
- ix. To keep everyone abreast of all announcements by various funding agencies like Department of Science and Technology, Department of Atomic Energy (DAE), Defence Research & Development Organization (DRDO), Indian Space Research Organization (ISRO), Council of Scientific and Industrial Research

(CSIR), All India Council for Technical Education (AICTE) and University Grants Commission (UGC).

x. To motivate students to present technical papers in National and International conferences and display projects in competitions and exhibitions.

xi. To depute faculty for seminars, workshops, FDPs and conferences in order to upgrade their knowledge.

Policy of encouragement to employees:

The general guidelines for faculty engaging in research, development and consultancy are as follows:

A. Basic Guidelines:

i. Every research proposal shall pass through a multi-tier review, where the proposal shall first be reviewed by the Principal Investigator/ Co- Investigator and then by the concerned Head of the Department / experts in the department.

This may be followed by review by eminent researchers in the field. The proposal shall then be vetted by the R&D committee before submission to the funding agency.

ii. All applications related to R&D shall be routed through the principal along with one hard copy for R&D records. A soft copy shall also be emailed to the R&D Director, department R&D cell and also to the Head of the Department.

iii. Separate stock registers shall be maintained for the entire R&D for the externally funded projects in every department.

iv. Purchase of equipment, software and submission of the audit report thereof shall follow the Finance Officer guidelines.

v. Principal Investigator and Co-Investigator shall ensure that the equipment and software purchased are maintained in the laboratory/ department and shall be entered in the stock register.

Teaching and Research are the main functions assigned to the faculty of the Institution. Teaching is a prime function that needs to be performed at the highest level of competence and this is possible only when the faculty is

involved in the research activities. Research essentially nourishes the academic program and updates the faculty about the advances in their field of expertise. Importantly, it helps the Institution to stand at the global level.

The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.

vii. In case the Principal Investigator leaves the Institution, all the items purchased shall remain as an asset of the Institution.

viii. All Heads of the Department must regularly and diligently update the R&D information on the Institution website for department and give reports to R&D team.

B. Progress Report submissions: The faculty members eligible for R&D incentives shall submit the report with supporting documents to the respective Head of the Department every year. The Head of the Department along with some senior faculty members shall then carry out a rigorous scrutiny at the Department level and ensure that their recommendations reach the R&D cell. The eligible major research projects worth more than 15 lakhs will be recommended for incentives.

C. Research & Development Budget:

The Head of the Department shall formulate the yearly R&D budget, in close co-operation with the senior faculty members, PI of the on-going projects, cluster heads in the department. The same is forwarded to the Principal through R&D coordinator.

D. Academic Research Policy:

a) Each faculty member shall publish at least 2 research papers in a year in CARE listed Journals

- b) Each research scholar allotted to research guides shall publish 2 research papers in a year in CARE listed Journals
- c) It is mandatory for all doctorates to publish at least a book in a year or at least contribute to a book chapter
- d) Each faculty member shall participate in at least a National Seminar in a semester and present a paper.
- e) Each doctorate shall Organize a National/International Conference in the capacity of either a Convenor or an Organizing Secretary.
- f) Faculty of each department shall conduct research in focus areas of research.
- g) Faculty publication in either WEB OF SCIENCE or SCOPUS indexed journals are appreciated with appropriate incentives. The publication target has been set as 1 web science and 1 Scopus publication for doctorates and 2 Scopus indexed journals for non-Doctorates.
- h) Individual Citation Score needs to be improved by publishing in reputed journals.
- i) All publications and research papers of faculty have to go through plagiarism check.
- j) Term papers of UG/PG projects shall be research focused. Every project shall lead to at least one research publication in a journal indexed in SCOPUS or WEB of SCIENCE.

F. Sponsored and Internal research related policies:

- a) Faculty shall apply for a minimum of one government funded project.
- b) All departments shall strive for recognition by National/International agencies through schemes/funding from agencies such as AICTE, DST,UGC, ICMR and DRDO.

- c) Faculty are encouraged to identify inter-disciplinary research in their field of expertise.
- d) The faculty of all the departments shall tie-up with industries and undertake funded research in emerging areas and industry relevant areas.
- e) The university shall create special research groups to concentrate on research in government listed areas.
- f) All innovative projects of faculty are earmarked for filing patents on successful completion. Suitable recognition and incentives are given to those faculty members with patents.
- g) Norms are fixed to pay expenses towards procurement of equipment to those faculty members working on funded projects.
- h) Consultancy assignments must have a letter from the organization, clearly mentioning the work to be carried out, period and value of consultancy and the benefit of the consultancy to the Institution - both intellectually as well as financially. Proof of expenditure must be maintained by the consultancy in charge.
 - i) Meritorious research work/consultancy by faculty is awarded with monetary incentives. The management will suitably reward the recommended projects during the college day and through the incentive scheme.

G. Principal Investigator (PI)

Principal Investigator (PI) of a sanctioned project is considered to be the prime interface between the funding agencies and is the operational head of the project. The PI is advised to keep the whole project team aware about the progress of the project and involve the Co-PIs in all related project activities. In his/her absence, the PI may request any of the Co-PI to take-over the responsibility of running the project. And involve the Co-PIs in all related project activities. In his/her absence, the PI may request any of the Co-PI to take-over the responsibility of running the project.