

Criterion III – Research, Innovations and Extension

3.1 - Promotion of Research and Facilities



INDIAN ACADEMY
Degree College - Autonomous

RESEARCH PROMOTION POLICY

Content

| S. No. | Description | Page No. |
|--------|--|----------|
| 1. | Preamble | 2 |
| 2. | Vision and Mission | 2-3 |
| 3. | Objective of the Research Promotion policy | 3 |
| 4. | The Role and Functions of the Research committee | 4 |
| 5. | Research Promotion Policy Implementation Mechanism | 5 |
| 6. | Seed Grant/Pilot Study | 5-11 |
| 7. | Incentives towards Research Performance | 11-14 |
| 8. | Guidelines for Support for Paper Presentation in Workshops, Conferences and Seminars | 14-17 |
| 9. | External Funding Recognition Award | 17-18 |
| 10. | Patent Policy | 18-19 |
| 11. | Consultancy | 19-20 |
| 12. | Incentive for completing PhD Degree when in service of IADC-A | 21 |
| 13. | Collaborative Research Project with Foreign University/ Agency | 21 |
| 14. | Authorship & Related Issues | 21-22 |
| 15. | Review of the Policy | 22 |
| 16. | Annexure-I, II, III, IV, V | 24-30 |

1. Preamble

1.1. Scope/ Applicability of the Policy

This document on Indian Academy Degree College-Autonomous (IADC-A) Research Promotion Policy Guidelines will be applicable to all IADC-A faculty and students involved in any form of research activity.

1.2. Policy Statement

The aim of IADC-A is to see India become a global knowledge superpower through education, research and innovation. To attain this goal, it is absolutely important to pursue cutting-edge basic, targeted, and applied research in all domains/ faculty of studies in a transparent, responsible and ethical manner for advancement of knowledge and development of novel processes, technologies and products. It is equally important to ensure that the products and outcomes of such research are appropriately disseminated to reach the widest possible audience at both national and global levels. This policy provides a set of guidelines for conduct of research at all levels and is applicable to faculties of IADC-A and all students. The workload of Faculty members is being designed to contribute to three major dimensions; Teaching; Research/Consultancy and Institutional service. Each faculty is required to contribute to Research as a mandatory requirement and it is linked to their annual performance appraisal. The detailed policy guidelines has been documented by the Research Committee and approved by the Chairman, Indian Academy Group of Institutions. The UGC approval of 12 (b) and 2(f) status to Indian Academy can be leveraged to facilitate and optimize the research output.

2. Vision and mission

Vision

The institution envisions in becoming a leading centre for collaborative and Innovative Research.

Mission

To this end,

- Fundamental and applied research in natural sciences, humanities, commerce and management disciplines with contemporary and social relevance will be nurtured.

- Necessary support, infrastructure and training will be provided for promoting high-quality research while maintaining ethical values and responsibilities.

3. Objective of the Research Promotion policy

The research promotion policy provides guidelines to

- Promote contemporary and relevant research that adds value to the society and contributes to nation-building
- Foster sustained research activities in pursuit of excellence
- Strengthen existing research areas and develop expertise in emerging fields
- Apply for Major and Minor research grants provided by the Government organizations such as UGC, DBT, BIRAC, etc
- Secure seed grant money and encourage budding researchers
- Conduct inter-disciplinary and multi-disciplinary research
- Develop collaborations and research partnerships with academia, industry and research institutes in India and abroad.
- Supporting the BOS of every department that promotes the development of a research culture amongst students of the UG and PG programs. This is done by incorporating a research component in the syllabi of every subject with the active support and encouragement of the members of the BOS.
- Develop required research infrastructure and to provide research framework and guidelines to faculty, research scholars and students
- Showcasing the research carried out by the student and the faculty through its registered peer review, UGC CARE recognized journal with separate editions for Sciences and Humanities.
- To ensure integrity, quality and Code of ethics in research
- To inspire socially useful research with potential for commercialization
- The college also strictly prohibits plagiarism at all levels and facilitates the monitoring and mitigation of malpractices through online tools

4. The Role and Functions of the Research committee

- To formulate policy on all research related matters which impact on the strategic objectives of the College
- To create a conducive environment for promotion of Research & Innovation activities in the institution.
- Prepare the document of annual research goals, strategy to achieve the same and get it approved
- To encourage faculty members to apply for Major, Minor Research Projects, Incubation, Design and innovation Centres
- To provide consultancy services to schools, member colleges and other agencies
- Maintaining the contact and relation with the regulatory and external funding authorities.
- Conducting various seminars to guide and help the Faculty to contribute to research activities effectively.
- To facilitate peer review of research works and enable their publications in reputed journals
- Connecting the Faculty to the external Funding agencies and helping them to mobilize adequate grants.
- Sanctioning the allocated budgeted fund from internal sources based on policy guidelines.

5. Research Promotion Policy Implementation Mechanism

The Research Committee of the college shall be responsible for implementing this research promotion policy the college by working closely with the college management. The specific roles and functions of the research Committee will be as follows

- Provide research facilities in terms of laboratory equipment, research journals aid research incentives etc. required by the faculty.
- Promote and uphold a research culture (eg. teaching work load remission, opportunities for attending conferences etc.).

- Encourage the faculty to undertake research by availing FDP and also collaborating with other research organizations/ industry.
- Organize workshops/ training programmes/ sensitization programmes are conducted by the institution to promote a research culture on campus.
- Invite industry to use the research facilities of the college and sponsor research projects.
- Approach National and international organizations such as UGC, ICSSR, ICHR ICAR, ICMR, CSIR, DRDO, UNESCO, UNICEF to fund major and minor research projects undertaken by the faculty.
- Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
- Facilitate Interdepartmental/interdisciplinary research projects.
- Institute research awards.
- Create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.
- Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.
- Create and maintain a database of research work and research projects undertaken by the faculty and students as well as collect data by metrics such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc.
- Prepare Rules & Guidelines for Grant of Research related leave and other remissions.
- Prepare Guidelines for design and evaluation of curriculum oriented research projects.

6. Seed Grant/Pilot Study

The seed grant scheme of IADC-A is designed and incorporated to simulate competitive research in upcoming strategic areas of National/International importance, to promote innovative product development and technology transfer, and/or to facilitate the start of research which will potentially develop into creative eco system through external funding. Therefore, IADC-A will provide financial assistance in the form of Seed Grant/Pilot Study to permanent/regular teachers

who wish to undertake, along with teaching work, a Research Project. Faculty members of IADC-A are expected to undertake research, leading to quality publications, presentations in National/International conferences of repute, generation of Intellectual property with potential for commercialization, socially useful outcome and other similar research activity

6.1. Objective

- To aid a faculty to initiate a research process that has the potential to attract funds from external agencies
- To testify a innovative idea and to generate preliminary results before submitting proposals to external agencies
- To promote inter-faculty collaboration in emerging areas
- To promote generation of Intellectual Property Rights (IPR) and product/process development
- To attract and retain talent

6.2. General Information

- The departments must identify the prioritized research areas and invite proposals from faculty members.
- The research work can be carried out either by individual or along with Co-investigator from same department or other department (interdisciplinary).
- The tenure and implementation of the approved project is for one year. In exceptional cases, maximum up to three months extension may be given by Principal on the recommendation of Research committee
- A faculty can avail only one project at any given time. The offered and accepted project must be completed as per the guidelines and failure to abide by this rule shall make the faculty liable to refund the entire amount paid by the IAET.

6.3 Eligibility Criteria

- For seed grant, the faculty should normally have completed at least a year of their service in IADC-A at the time of applying for research grant. However, a shorter period of service at IADC-A can also be considered in exceptional cases based on project quality.

- For pilot study, the faculty should have completed minimum One Year of service at IADC-A. However, exemption can be made if they have past experience in the form of minor research projects/publications in peer reviewed journals.
- Only IADC-A faculty can be Principal investigator (PI). Participation by students of any category is encouraged but they may be only named as personnel in the project. They can be added as volunteer in the project who will be part of the project without any financial benefits.
- The PI at the time of submission of application shall not have a running project funded by the seed-funding scheme in which he or she is the PI.
- At any time, a PI can submit only one application. As a co-investigator, any number of projects can be applied.

6.4. Quantum of Assistance

| Faculty | Seed grant | Pilot study |
|-------------------------------------|--------------------------|--------------------------|
| Science | Maximum up to Rs. 30,000 | Maximum up to Rs. 50,000 |
| Commerce, Management and Humanities | Maximum up to Rs. 25,000 | Maximum up to Rs. 40,000 |

6.5 Procedure for applying

- All eligible Faculty members can prepare the proposal in the prescribed Proforma (Annexure-I) and mail a soft copy to The Principal, Indian Academy Degree College-Autonomous, Bangalore (in pdf format) by putting carbon copy (CC) to Head of the department and Research committee.
- Ensure the proposals are neatly presented, and free of every mistake
- Remember that this project is for the faculty, and not for students

6.6 Submission Deadlines

Proposals will be invited once in a year. A decision will be made within three weeks of the submission deadline of the application.

6.7. Evaluation

- The Research committee would comprise a core of three or more internal faculty members/experts who may seek inputs from internal and/or external reviewers.
- The full proposal will be rated for intellectual merit and its broader impact.
- The proposal evaluation will consider the alignment of the budget with the deliverables.
- The committee will give recommendation within 2-weeks of the final project proposal submission
- The letter of approval/rejection of the project funding will be issued to the Principal Investigator (Faculty) by the Principal on behalf of the clearly mentioning feedback and suggestions in case of rejection.

6.8. Conditions for PI's of seed grant

- The PI is responsible for the conduct of the research in accordance with the institution research promotion policy.
- Procurement, utilization and maintenance of equipment will be as per institute policy
- The funds have to be utilized within the stipulated period.
- The grant money has to be utilized in accordance with the approved budget.
- The PI should submit a progress report every three months in the prescribed format (Annexure-II) for evaluation by the committee mandated to monitor individual projects. In case it is found that proper efforts are not being made further release of funding may cease
- The PI will also be required to report progress or outcomes at the end of one year after the termination of the seed grant, including grants received and publication/IPR arising out of the seed grant.
- In any research communication arising out of the funded project, the contribution of the institute should be duly acknowledged.
- In case PI leaves the institute before the completion of project, a co-investigator from IADC-A will assume responsibility as PI. No collaborator from another institution can become PI under this condition.

6.9. Nature of Assistance

- The equipment as well as books and journals grants may be utilized to procure the essentials needed for the proposed research work. The equipments and books & journals acquired by the Principal Investigator under Seed Grant/Pilot Study must be deposited to College/Institution or in the departmental library after the completion of the project which will be the institutional property.
- The admissible contingency grant may be utilized on spares for apparatus, photo-stat copies, typing, stationary, postage and printing needed for the project.
- The amount allocated under the head travel/field work is to be utilized for data collection and collection of other information such as documents and visit to libraries within the general scope and sphere of the ongoing project. This should not be used for attending conferences, seminars, workshops and training courses etc.

6.10. Procedure for release of grants

Release of 1st installment : 100% of the Non-Recurring and 50% of the total Recurring grant

Release of 2nd installment : On receipt of 1st progress report (after 3 months) and review report by Research Committee

Release of Final amount : On receipt of Final report

The required amount will be released to the Research Investigator in the form of Cheque as per guidelines.

6.11. Expected Deliverables

- Externally funded projects should be generated as outcome of seed grant scheme.
- The output of the project has to be published in peer reviewed international/national Journal
- The project output has to be present at international/national conferences
- The project output would promote excellence in research in institution
- The project output would create scientific atmosphere
- The project output would stimulate young scientists and researchers for R&D activities

6.12. SOP for Seed Grant/Pilot Study

- Submit soft copy as well as hard copy of the seed proposal to the Principal
- The Principal will send all soft copies to research coordinator to review all proposal
- The coordinator should form internal/external reviewers to review all proposal
- Based on review report, committee has to recommend the accepted proposal to the Principal
- Recommended accepted proposals have been approved through Principal by the chairman
- Principal will issue the approval letter to selected PI's of seed grant proposals
- The PI's should submit acceptance letter of seed grant proposal to the Principal
- After submitting acceptance letter, PI's can start work on the proposal
- All purchases under the grant shall be made after taking financial approval from the competent authority of the institute.
- The project expenditure for equipment and consumables will be maintained in a separate stock register by PI.
- Before purchasing books/journals, the PI must check with the institution library that whether the copy of book/journal is available or not. The PI must take approval from Institution Librarian and Principal for purchasing books and journals.
- The PI must write the justification for accessing contingency, hiring service, special needs and travel and field grants, which should be approved by the competent authority of the institute.
- Before purchasing research software's, the PI must check whether software is available freely on the website. The PI must take approval from research coordinator as well as principal for purchasing new software's.
- It is the responsibility of the PI to submit progress report of the project after 3 months.
- Due care should be taken so that such projects undertaken do not interfere or affect any routine teaching or examination work.
- If the PI is unable to complete the project in 6 months, time extension can be given for another 2 months after obtaining approval through proper channel.
- If the PI is unable to complete the project due to some unavoidable reasons (like medical, leave, resignation etc.), the CI can apply to continue the projects as PI through proper

channel. In case the project is discontinued, the PI has to submit the report of the work carried out till date and refund (with secretarial statement) the amount spent on heads other than equipment/software and consumables.

- The PI should involve students in the project by giving them part of the work in the form mini project, testing etc.
- After completion of the project, the statement of expenditure and utilization certificate will be submitted by the PI along with final report.
- After completion of project, final report should be submitted to the Principal through proper channel.
- A completion certificate should be obtained by the PI from the Principal for the successful completion of the project based on which project amount will be closed with intimation to the Chairman.
- The project file will be closed after the approval of the chairman
- A copy of presentation/research paper/reports would be placed in the institution library for reference purpose
- The PI/CI is also required to prepare follow-up proposal(s) to external sponsors.

7. Incentives towards Research Performance

The IADC-A is committed to foster a research culture by encouraging research initiatives across the physical and mathematical sciences, the life sciences, the social sciences and the humanities through research incentives. The prime objectives for incentivizing research are as follows:

- Create a positive research environment and ensure excellence in research with an enhanced focus on outcome based research
- Promote a culture of innovation and entrepreneurship in every sphere of knowledge
- Support and encourage faculty and students to develop world class research potential
- Enhance overall research funding - extramural and intramural
- Provide robust and flexible infrastructure conducive to research
- Strengthen linkages by expanding national and international collaborations and partnerships with key academic institutions, industry, government, policy makers and sponsors of research

7.2. Requirement of Publications

- Only original publications coming under the categories of Review Article, full length research articles with Indian Academy Degree College- Autonomous address will be taken into consideration.
- Meta-analysis, systematic reviews, case study will also be considered for incentive claims if they are published in indexed journal. In such case only two claims per year will be considered for incentives per applicant.
- Case reports, short communications, Letters to the Editor and correspondence are not considered for incentive.

7.3. Incentive for publication in Journals

In order to nurture an environment of active research for knowledge creation, IADC-A encourages faculty for publications in reputed journals. The research carried out should be of good quality adhering to highest standards of ethics. Quality of publication in the form of research articles/original research paper, Short communication, Letters to the Editor, Review Article is judged primarily with peer reviewed and indexed journals. It encourages publications in hard copy or in electronic form in Peer reviewed journals indexed in databases like **Scopus; Web of Science, Australian Business Deans Council (ABDC), UGC-CARE**, The authors must avoid publications in predatory journals.

| Category | Publication/Indexing |
|----------------|--|
| Category – I | SCOPUS (Q1 & Q2), Web of Science, Australian Business Deans Council (A* & A), Modern Language Association (MLA), UGC-Care list with the inclusion of Scopus papers (Q1 & Q2) |
| Category – II | SCOPUS (Q3 & Q4), Australian Business Deans Council (B & C), UGC-CARE list Group I |
| Category – III | ISSN No. with good evaluation using the following criteria <ul style="list-style-type: none">• Composition and qualifications of the Editorial Board members• Type of refereeing system adopted• Overall appearance, timeliness and regularity of release of the journal |

Incentive for Research Publications in Journals

| Category | 1 st Author | Corresponding Author | Others (Shared)* |
|----------------|------------------------|----------------------|------------------|
| Category – I | 4000 | 4000 | 1600 |
| Category – II | 2000 | 2000 | 800 |
| Category – III | 1000 | 1000 | 400 |

* Except first author and corresponding author, other authors will share incentive amount as mentioned in the table

7.4. General Information

- The award is mainly for the author if he/she is employee of IADC-A.
- The award for Category I and II shall apply to any number of papers, subject to the condition of Intellectual Property Rights, Plagiarized works, claims on duplicated papers with different titles of the same content in different journals, seminars or dailies and such other irregularities shall attract severe disciplinary action including recovery of awards made earlier.
- The award for category **III shall be applicable only once in an academic year.**

7.5. Incentive for publication in the form of Books

Faculty members who have taken efforts to write and publish books or monographs are encouraged and incentive will be given to the faculty member as indicated below

| Category | International | | National | | Regional | |
|------------------------|---------------|----------|----------|----------|----------|----------|
| | Single | Multiple | Single | Multiple | Single | Multiple |
| Text book (not edited) | Rs. 4000 | Rs. 1000 | Rs. 3000 | Rs. 1200 | Rs. 2000 | Rs. 800 |
| Text book (edited) | Rs. 3000 | Rs. 1200 | Rs. 2000 | Rs. 800 | Rs. 1000 | Rs.400 |
| Book Chapter | Rs. 2000 | Rs. 800 | Rs. 1000 | Rs. 400 | Rs. 600 | Rs.200 |
| Monograph | Rs. 1000 | Rs. 400 | Rs. 500 | Rs. 200 | Rs. 300 | Rs.100 |

Text Books:

- International Publishers - McGraw Hill, Prentice Hall, Oxford University Press
- National Publishers - Tata McGraw Hill, Prentice Hall of India, MacMillan India, Sage, IK International, Himalaya Publishing House
- Regional Publishers - Kalyani, Skyward, Jaico, Subhas, Bharatiya Vidya Bhavana etc.

Book Chapters:

- International publisher-Springer, Elsevier, Taylor & Francis and IOP
- National publisher-

7.6. Guidelines for Claiming Incentives

Faculty members who are eligible to claim the incentives need to furnish the following.

- Copy of the reviewer's remarks.
- Name of the Publisher, Indexing details, ISSN number, Impact Factor, Editorial Board, and Age of the Journal.
- Photocopy or printed copy of the article published in the journal.

7.7. SOP for claiming incentives for Publications of papers and books/Book chapters

- The paper publisher of IADC-A faculty has to fill the form of award for publication as well as attach the documents as mentioned in the research promotion policy which has to be submitted to the Principal.
- The Principal will send form to the research committee to review the form.
- The committee will check the quality of the paper/book/book chapter which has been mentioned in the form. Again it has send to principal for the further process.

8. Guidelines for support to Paper Presenters in workshops, conferences and seminars

8.1. General Information

IADC-A provide financial grant to faculty members who intend to present their research outputs in National/International conferences/Workshops/Seminars/Symposia/fora with the following objectives.

- Provide faculty members with opportunities to exchange ideas with other researchers, gain additional knowledge on research and development and look for possible collaboration with top researchers in their respective fields.
- Motivate faculty members to disseminate their research findings globally

Members of the faculty are encouraged to participate in Workshops/FDPs. Faculty member attending a program of more than three days duration shall plan their participation in the semester break/vacation so that the academic schedule of the students remains undisturbed.

In general, the assistance may be provided in the following purposes:

- For Teachers delivering key- note addresses/ plenary lectures.
- Those contributing a paper.
- Those invited to Chair a session.
- Those invited under International Collaboration Exchange Programmes.
- Those invited to give Symposia/ talks/ invited lectures
- For enhancing knowledge base through training and attending workshops /
- Professional/ Faculty Development Programmes.
- Poster presentations will generally not be considered for financial assistance.

Faculty members will be permitted for OOD facility limited to 04 days/semester or 08 days/year to participate in any one of the workshop, conferences and seminars. However, for outstation participation some additional consideration may be permitted depending on the importance of event, significance of participation and distance needs to be travelled.

Eligibility of such programs shall be restricted to two faculty members per semester from a department. In general, programme sponsored by AICTE/DST/DBT/UGC shall be given priority.

8.2. Entitlements for registration and travel for presenting paper (oral/poster) at National and International Seminars/Conferences/Symposiums

| | | |
|-----------------------------|--|---------------------------|
| Outstation | <u>Both National and international levels</u> a. Registration Fee – 50% b. Travelling Allowance – 50% of the travelling cost (Sleeper class). | Maximum of 5 OOD/Semester |
| Local | <u>International Level</u> a. Registration Fee – 50% paid in advance | Maximum of 3 OOD/Semester |
| | <u>National Level</u> a. Registration Fee – 50% | |
| Mere participation | | |
| Outstation and local | 25% of Registration Fee | Maximum of 3 OOD/Semester |

When more than one faculty wishes to present a single paper, the travel grant shall remain unchanged (to be divided between/among the faculty) and the registration fee shall be limited to one.

8.3. Guidelines for Claiming Incentives

In order to claim the incentives, the following documents should be submitted

- A copy of the notification of conferences/Seminars
- Copy of the acceptance mail in case of conferences/seminars
- Copy of the paper published in proceedings of the journal/conference/seminar
- Original receipts towards payment of registration fee.
- Evidence of Participation
- Original travel tickets.

Note:

- Late registration fee will not be reimbursed
- In case, the number of applicants is too high and there is paucity of funds, competent authority will decide on the quantum of assistance to be provided

8.4. SOP for claiming incentives for paper presentation at National/International workshops/Conferences

- The paper presenter of IADC-A faculty has to fill the form as well as attach the copy of documents as mentioned in the research promotion policy which has to be submitted to the Principal
- The Principal will send form to the research committee to review the form
- The committee will check and write the recommendation to the Principal.

9. Generation of Research Grants

9.1. Generation of Research Grants

Faculty members are expected to submit proposals for research grants from funding agencies. It is quite likely, that these projects may involve modernization of laboratories, acquiring of equipment required specific to the research study or conducting of surveys etc. The incentive will be linked to the total amount of research grant sanctioned by the sponsoring agency. The incentive will be 5% of the research grant received from the funding agency. Since the amount being released in phases, the incentive(s) paid is also proportional to the amount received by the institute.

The College's external funding recognition award recognizes and rewards faculty for their success in bringing in external funds. The award is tied to the components of grants that bring revenue into the College, in the form of indirect cost recovery. Awards will be made concurrent with the establishment of the grant budget, to allow investigators to use these funds in ways that support the execution of the grant, or to position themselves for their next major grant proposal. The award is made to the principal investigator (PI) for grants that fall within the portfolio of the College's grants and contracts office.

The incentives will be granted for the faculty members who received research grants from various funding agencies

| | | |
|----|---|--------------------------------|
| 1. | Grants upto Rs. 10,000/- | 5% of the total grant received |
| 2. | Grants from Rs. 1,00,000/- to Rs. 5,00,000 | |
| 3. | Grants from Rs. 5,00,000/- to Rs. 10,00,000 | |
| 4. | Grants above Rs. 10,00,000/- | |

Recognition award is also applicable to faculty members who submit the proposals on timely manner to various recognized funding agencies such as Department of Biotechnology (DBT), Department of Science Technology (DST), University Grants Commission (UGC), Ministry of Environment and Forests (MoEF), Council for Scientific and Industrial Research (CSIR), Department of Atomic Energy (DAE), Indian Council for Medical Research (ICMR), Ministry of Communications & Information Technology (MOCIT), Indian National Science Academy (INSA) and Indian Council for Social Science Research (ICSSR).

10. Patent Policy

All potentially patentable inventions conceived or first reduced to practice in whole or in part by members of the faculty or staff (including research scholars) of the college in the course of their institutional responsibilities or with more than incidental use of institutional resources, shall be disclosed on a timely basis to the college. Title to such inventions shall be assigned to the college, regardless of the source of funding, if any. The college shall share royalties from inventions assigned to the college with the inventor. The inventors, acting collectively where there is more than one, are free to place their inventions in the public domain if they believe that would be in the best interest of technology transfer and if doing so is not in violation of the terms of any agreements that supported or related to the work.

10.1. Invention Disclosures

An invention disclosure is a document which provides information about inventor(s), what was invented, circumstances leading to the invention, and facts concerning subsequent activities. It provides the basis for a determination of patentability and the technical information for drafting a patent application. An invention disclosure is also used to report technology that may not be patented but is protected by other means such as copyrights.

Inventors must prepare and submit on a timely basis an invention disclosure for each potentially patentable invention conceived or first actually reduced to practice in whole or in part in the course of their institutional responsibilities or with more than incidental use of institutional resources.

The following practical considerations relate to invention disclosures:

- Individuals covered by this policy are expected to apply reasonable judgment as to whether an invention has potential for commercial marketing. If such commercial potential exists, the invention should be considered "potentially patentable," and disclosed to the institution.
- Individuals may not use institutional resources, including facilities, personnel, equipment, or confidential information, except in a purely incidental way, for any non-institutional purposes, including outside consulting activities or other activities in pursuit of personal gain.

11. Consultancy

Circumstances under which consulting activity may be permitted

- The organization requiring consultancy services from faculty or the department shall write to the principal indicating the expertise required.
- The Principal on receiving the request from the organization shall inform to the department concerned.
- The Head of the department shall nominate the faculty or a group of faculty having the required expertise and get permission from the principal.
- In considering whether or not permission will be given for consulting activity, the principal will take into account such factors as the compatibility of the activity with the responsibilities and commitments of the faculty member(s), potential conflicts of interest and the use of institution resources.
- An MoU may be signed between the organization and the department towards the nature of consultancy work and the commercials involved in the presence of the principal
- The faculty or a group of faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the principal through the head of the department.

11.1 The Policy

- The Consultancy must not be in conflict with the functions, objectives or interests of the institution or damage the institute's reputation.
- At a minimum, the salary and on-cost charges set by the institute must be applied to all project budgets. All Consultancies are required to include overheads.
- Staff members shall not undertake external research activities where no formal agreement has been authorised by the institution unless they are on leave without pay, approved by the authority concerned. Such faculty may not use their institutional affiliation or academic title when providing research services that are not approved by the institute.

11.2 Institutional Research Consultancy

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may be the outcome of a tender or an individual negotiation.

Consultancy Non-research Consultancies include non-research activities performed under contract for a third party. Non-research Consultancy would include the provision of professional services to external agencies for a fee. This would include, but not be limited to, routine laboratory and other testing of materials, devices or products, analysis of data.

Private Consultancy.

In Principle a faculty or staff member is not supposed to undertake a Private Consultancy unless it is approved by the College. However, the faculty or staff conducting private consultancy shall ensure that such work does not affect their allocated duties, obligations to the institution.

11.3 Revenue Sharing

| Particulars | Faculty | College |
|---|---------|---------|
| Use of institute space and or equipment | 40% | 60% |
| For providing solutions/expertise to problems of the Industry | 60% | 40% |

12. Incentive for completing PhD Degree when in service of IADC-A

- For the purposes of incentive under this clause, ordinarily, the degree awarding Institution will be a UGC-approved University or an Institution of national standing. In case the institution is a deemed University or a private one, a duly appointed Committee shall certify the credibility of the Institution awarding the degree. The faculty undertaking their PhD pursuit are advised to check with the Institute about the Institution they are registered under, to ascertain the credibility of such Institution.
- The Institute will also pro-actively advise the faculty on the credibility of relevant institutions.
- For the purposes of the award, a Ph.D will be deemed to have been completed when a Certificate of Successful Thesis Defence is formally issued by the Institution awarding the degree
- A One-time ex-gratia award of upto Rs. 10,000/- shall be given, provided the faculty has served for a minimum of three years at the Institute.

13. Collaborative Research Project with Foreign University/ Agency

- Any Collaborative research project undertaken by our faculty with a foreign University with tangible outcome, the faculty member is eligible to get an incentive upto Rs. 10,000/-. The tangible outcome shall be endorsed by the Research committee.
- If the project involves more than one faculty from our college, the total amount will be shared among the participating faculty members.
- The year in which the collaborative project commenced is the criteria for including this into the scheme. A project cannot be included more than once in the scheme.
- Any publication arising out of this collaborative research will also be eligible for incentives as per the norms of the publication.

14. Authorship & Related Issues

- It is realized that as times go by, there will be change of patterns of research lab or research group composition. Under a large lab or facility, where there may be a general head or director(s), there may often exist smaller research clusters that may produce exciting ideas, products, research papers, but may pose a problems for the allocation of credit and responsibility. In some disciplines it is quite customary for graduate students to

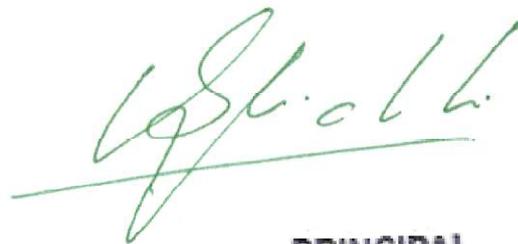
publish their own research results by themselves, even when their work involves fairly close supervision by a faculty member - and in others, the professor's name goes on virtually every paper produced in the laboratory.

- In cases where complaints and disagreements arise between students (graduate, and undergraduate) and their faculty over credit for work to which both may have contributed, the Principal concerned may decide at their level.
- In doubt or dispute, the University Research Committee could provide guidance with respect to credit for scholarly work where several research staff and faculty are involved with or under a PI. This is only when it becomes difficult to determine responsibility of authorship.
- The heterogeneity of custom that varies from one discipline to another may sometimes makes it very difficult to decide, in disagreements like the one between S and P, whether we are dealing with professional misconduct (the wrongful appropriation of another's intellectual product) or whether we are in a domain of ethical judgments about the proper allocation of credit between joint researchers - judgments so close that they should be resolved by personal values, etiquette, and generosity, rather than by a faculty disciplinary process.
- Another aspect of the issue is as to who may publish first, who must consent, what connections with the work need be acknowledged and how - is associated particularly with review articles, books (or chapters of books), or symposium contributions, especially "state of the discipline" pieces. Opportunities to produce more comprehensive works of this kind come mainly to senior scholars. In describing the significant developments in one's field, there is a natural tendency to include work done by oneself and one's students.
- It must also be pointed out that there is a tight coupling between authorship and responsibility. If the name of a faculty member has been included on a paper resulting from the relatively independent experiments done by a student or fellow, any error in the data or wrong methodology of data collection or accessing would also be the responsibility of the concerned faculty.

- Multi-investigator research teams differ significantly from the individual faculty/graduate student research teams, and it may also be the case that at times, there is no single person who understands the entire gamut of a given research.

15. Review of the Policy

The policy will be reviewed every academic year



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- Multi-investigator research teams differ significantly from the individual faculty/graduate student research teams, and it may also be the case that at times, there is no single person who understands the entire gamut of a given research.

15. Review of the Policy

The policy will be reviewed every academic year



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Part-B

Proposed Research Work

6a. Project title

6b. Project abstract in about 150 words

6c. Survey of literature of the recent major works in your area of research - covering both international and Indian - in about 750-1000 words

6d. Clear identification of research gaps (what is the necessity to research this problem?) - 100-150 words

6e. Scope and objectives of the study

6f. Detailed framework/ methodology of the proposed work.-150 words

6g. Expected outcomes from the project (papers/ reports/ books/ documents/ database/ patents/ etc.) - 100-150 words

6h. Relevance of your study for policy-making/ society/ academics / etc. - 200 words

6i. References using standard referencing style

6j. Time-line of the project - clearly projecting the likely progress

6k. Project Outcome (Deliverables):

6l. Financial Assistance required

| Particulars | Recurring/Non-Recurring | Estimated expenditure in Rs. |
|---|--------------------------------|-------------------------------------|
| Equipment (give details of each item) * | | |
| Books/journals (justify below) * | | |
| Consumables (details of each set of items) * | | |
| Travel for research (details: mode, places, purpose, days)* | | |
| Contingency | | |
| Miscellaneous | | |
| Grand Total | | |

* Budget with the necessary justifications is required

*Refer the below budget allotment table for preparing budget of the proposal

| S. No | Particulars | Percentage of Budget allotment |
|--------------|--|---------------------------------------|
| 1. | Equipment/Software | 30 |
| 2. | Books/Journal | 15 |
| 3. | Contingency | 10 |
| 4. | Travel | 15 |
| 5. | Chemicals/Plastic ware/Glassware/Biological Specimen/Spare Parts/ Field Work | 20 |
| 6. | Miscellaneous | 10 |

Note: Equipment does not include Computer, Laptop and Printer.

This information should be followed by a clear and concise description of the objectives and technical/management approach of the proposed research. The application should be minimum five pages and should not exceed twenty five pages, with a text font size of 12 point and margins no smaller than one inch on all sides with a line spacing of 1.5. Faculty may include optional figures and references, but they must fit within the page limits

16.1. Annexure-II

Progress Report

1. Grant Number and Year
2. Name of the P.I
3. Faculty
4. Department
5. Proposal Title
6. Statement of the Problem
7. Number of objectives achieved
8. Introduction
9. Methodology
10. Percentage of amount utilized against sanctioned amount.

Signature of the P.I

Signature of the Principal

16.2. Annexure-III

FINAL PROGRESS REPORT

1. Grant Number and Year
2. Name of the P.I
3. Faculty
4. Department
5. Research Project Title
6. Statement of the Problem
7. Number of objectives achieved
8. Abstract
9. Introduction
10. Methodology
11. Results and Discussion
12. Papers Published*(National & International Journals) in UGC-Care list.
13. Utilization Certificate

Signature of the P.I

Signature of the Principal

Note:

1. Kindly submit the same (Soft Copy) in the PDF or word format to The Principal, IADC-A along with the hard bound book.
2. *The outcome of the project should lead to minimum of two publication (out of which one should be published + another proof of communication) in UGC-CARE list journals (journal should not levy any article processing charges/paid charges).

16.3. Annexure-IV

UTILIZATION CERTIFICATE

Program Name:

Project Title:

Certified that Rs. _____ of grant-in-aid under (Program Name) was released by IADC-A in favour of _____ vide letter No. _____ as stated above during the year 20...-..... The above grant was sanctioned towards Project Title ".....". Out of sanctioned grants, a sum of Rs. _____ has been utilized for the purpose of which it was sanctioned and Rs. _____ remained unutilized at end of the financial year 20...-...., to be carried forward (if the program is continued) or to be refunded (if the program is completed) whichever the case is applicable. Expenditure incurred for the purpose for which the grant was sanctioned is verified with the vouchers produced before me.

Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Signature of the Principal Investigator

Signature with Seal of the
Chartered Accountant/ Internal Auditor

Signature of the Finance Officer, IADC-A, Bangalore

Signature of the Principal, IADC-A, Bangalore

16.4. Annexure-V

Proposal Evaluation

Name of the Principal Investigator:

Title of the Research Proposal:

Department/Faculty:

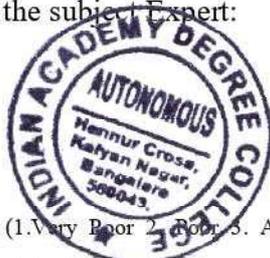
| S. No. | Particulars | Rating (1 to 5)* |
|--------|--|------------------|
| 1. | Relevance of the Project title in the current scenario | |
| 2. | Statement of the Problem | |
| 3. | National and International Status | |
| 4. | Significance of Study | |
| 5. | Project Objectives/deliverables | |
| 6. | Methodology/Technical/Management Aspects | |
| 7. | Justification of Budget | |

Overall rating of the Research Proposal:

Comments/Suggestions on the Research Proposal:

Recommendation for the Project Proposal for Seed Money: Accepted/Rejected

Name , Designation and Signature of the subject Expert:



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*Evaluation is based on 5 points scale rating (1.Very Poor 2. Poor 3. Average 4. Good and 5.Excellent) for the above components appear in the Project Research Proposal for the Seed Money

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List of Software for Research Paper Writing

- ❖ **Zotero**
- ❖ **Endnote**
- ❖ **Grammarly**
- ❖ **Visio Premium**
- ❖ **Hadoop**
- ❖ **Todoist**



A handwritten signature in green ink, appearing to be "S. J. Srinivas" or similar, written over a horizontal line.

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- DELNET
- NPTEL
- Shodhganga - A Reservoir of Indian theses
- National Digital Library of India
- J- STOR (e-Shodh Sindhu)
- Research Databases - EBSCO
- NISCAIR- Scientific & Industrial Research (JSIR))
- Wiley Online Library
- Indian Academy of Science (IAS)
- Jaypee digital e-books & Videos
- Research Databases & Guides A-Z List of Research Databases



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Main Road, 3rd Stage, Banashankari
Bengaluru-560 085, Karnataka, India
E-mail: sales@drillbitplagiarism.com

To,
Indian Academy Degree College Autonomus Hennur Cross,
Hennur Main Road Kalyan Nagar
Bangalore – 560 043

From,
DrillBit SoftTech India Pvt Ltd
Bangalore – 560 085

Dear Sir/Madam,

Subject: To Deduct TDS @ 2% on technical services based in Finance bill 2020 pronouncement

With respect to the above mentioned subject, As you are well aware about the pronouncement of Govt of Indian in the Union Finance Bill 2020 regarding amendments with respect to TDS, we would like to draw your kind attention to **Section 194J** of Income Tax act, 1961 which has been amended in the Finance bill 2020.

As stated in the above said bill, the rate of TDS for Technical services is **reduced to 2% from 10% with effect from 1 April 2020.**

As we are providing the Technical services (Not merely Professional services) and we were subjected to 10% of TDS, we request you deduct TDS at revised rate as per finance bill 2020 and do the needful from 1-Apr-2020 onwards. For the sake of clarity and quick reference we have reproduced the amended text herein with respect to section 194J of Indian Income Tax act of 1961.

“(a) in the long line, for the words “ten per cent. of such sum”, the words and brackets “two per cent. of such sum in case of fees for technical services (not being a professional service, or royalty where such royalty is in the nature of consideration for sale, distribution or exhibition of cinematographic films and ten per cent. of such sum in other cases,” shall be substituted;”

We request you to find <http://egazette.nic.in/WriteReadData/2020/218938.pdf> to have access to finance bill for quick reference, also we request you to Ref: Page 29 of the Finance bill 2020-21. (Point 79 of the document)

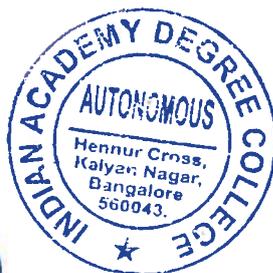
Your Sincerely,



Mr. Jayanna Belavadi

Banda
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India
GSTIN 29AAFCD9655A1ZJ

PAYMENT RECEIPT

Payment Date **08/10/2021**

Reference Number **INF*INFT*33240000002G*ANTI PLAGIARI.**

Payment Mode **Bank Transfer**

Amount Received In Words **Indian Rupee Seventy-Eight Thousand Six Hundred Forty-Four Only**

Amount Received
₹78,644.00

Received From

Indian Academy Degree College Autonomus
Hennur Cross, Hennur Main Road
Kalyan Nagar,
Bangalore
560 043 Karnataka
India



Authorized Signature



Payment for

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| Invoice Number | Invoice Date | Invoice Amount | Withholding Tax | Payment Amount |
|----------------|--------------|----------------|-----------------|----------------|
| DSIPL-00055 | 08/10/2021 | ₹80,004.00 | ₹1,360.00 | ₹78,644.00 |



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Bengaluru-560 085, Karnataka, India
E-mail: sales@drillbitplagiarism.com

Date: 08-Oct-2021

Web based DrillBit Anti-Plagiarism Software License Information

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Karnataka 560 043
India.
Email ID: kirannandi@indianacademy.edu.in

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Bangalore Karnataka 560085
India
GSTIN 29AAFCD9655A1ZJ

TAX INVOICE

| | | | |
|--------------|---|-----------------|-------------------------|
| Invoice # | : DSIPL-00055 | Place Of Supply | : Karnataka (29) |
| Invoice Date | : 08/10/2021 | Sales person | : Raghavendra R |
| Terms | : Due on Receipt | | |
| P.O.# | : IAGI PO Number: 700, Dated : 6-10-2021 | | |

| | |
|--|--|
| Bill To | Ship To |
| Indian Academy Degree College Autonomus Hennur Cross, Hennur Main Road Kalyan Nagar, Bangalore 560 043 Karnataka India | Hennur Cross, Hennur Main Road Kalyan Nagar, Bangalore 560 043 Karnataka India |

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Tax Invoice for DrillBit Plagiarism Detection Software License.

| # | Item & Description | HSN /SAC | Qty | Rate | CGST | SGST | Amount |
|---|--|--------------|-------------|-----------|------|------|-----------|
| 1 | DrillBit Extreme Anti Plagiarism software - 1000 1000 Document Submissions One admin & 10 user accounts 12 months Annual Subscription Cloud Based Anti-Plagiarism Software Service | 0099733 1 | 1.00 Nos | 67,800.00 | 9% | 9% | 67,800.00 |

Total In Words
Indian Rupee Eighty Thousand Four Only

| | |
|----------------------|-------------------|
| Sub Total | 67,800.00 |
| Total Taxable Amount | 67,800.00 |
| CGST9 (9%) | 6,102.00 |
| SGST9 (9%) | 6,102.00 |
| Total | ₹80,004.00 |

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NSIC Certificate No: NSIC/GP/BAN/2020/0042577

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Account Name: DrillBit SoftTech India Private Limited
Bank Name: ICICI Bank Limited
Account Number: 230105000529
IFSC Code: ICIC0002301



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Department of Biochemistry, IADC-A



Spectrophotometer



Colorimeter



Gel Doc system (UV Transillumination)



Thermal Cycler



Mini Spin Apparatus



Table-Top Centrifuge



Dry Bath



Hot Air Oven



Muffle Furnace



Shaker Incubator



Incubator



Heating Mantle (for Soxhlet)



Water Bath



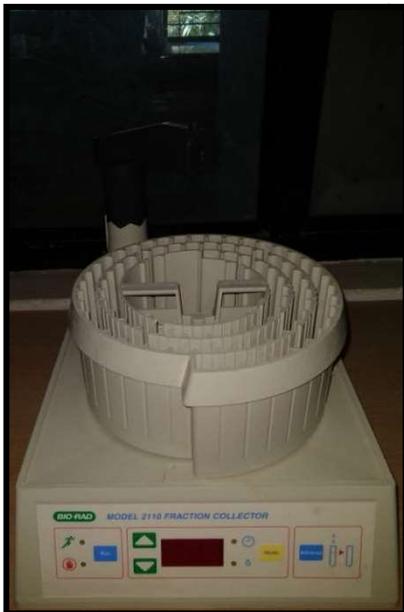
Melting Point Apparatus



Vortex Mixer



Refrigerated Centrifuge



Fraction Collector



Tissue Homogenizer



Milligram Balance



Digital pH meter



Binocular Microscope



Electrophoretic Apparatus



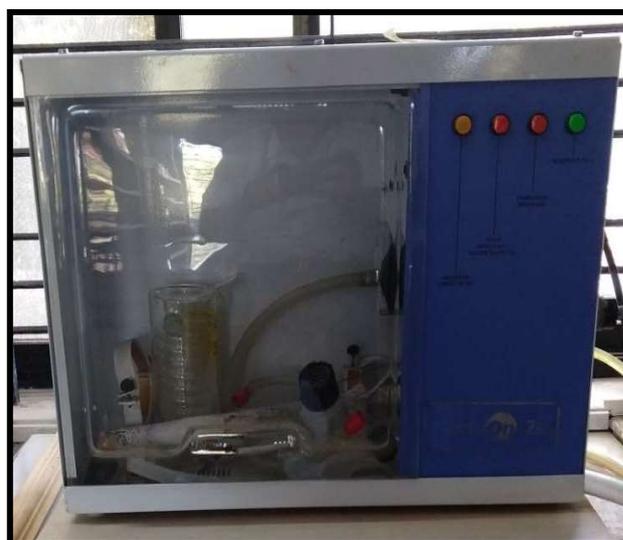
-80°C Deep Freezer



-20°C Deep Freezer



Ice Crusher



Distillation Unit



Liquid Nitrogen Container



Autoclave



Laminar Air Flow



Rotary Evaporator



Milli-Q Water Apparatus

Department of Biotechnology, IADC-A



PCR machine, Dry bath, Heating Mantle



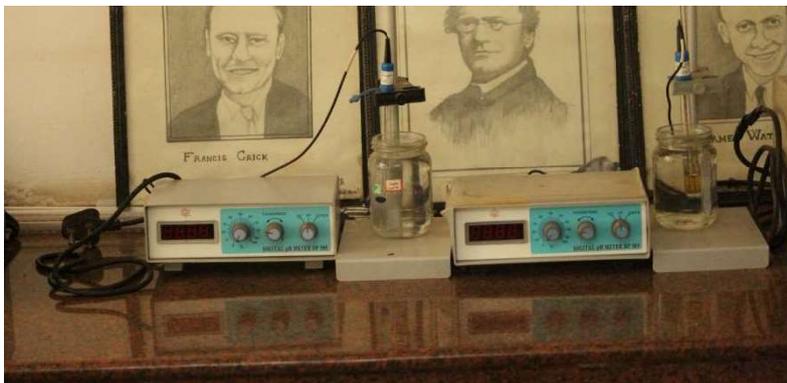
ELISA Reader



Bacteriological Incubator



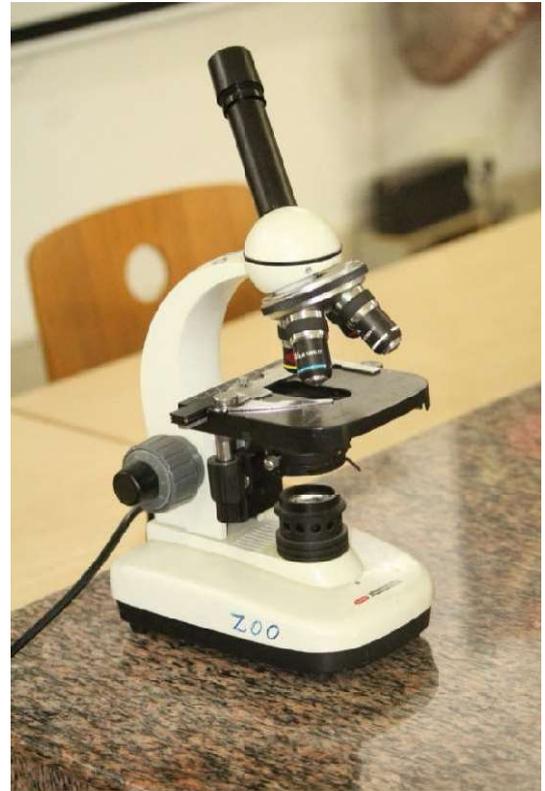
Autoclave



pH meter



Hot Air Oven



Light Microscope



Refrigerated Centrifuge



UV-Vis Spectrophotometer



Water bath



pH meter



Vortex



Magnetic stirrer



Digital balance



Compound Microscopes



Autoclave

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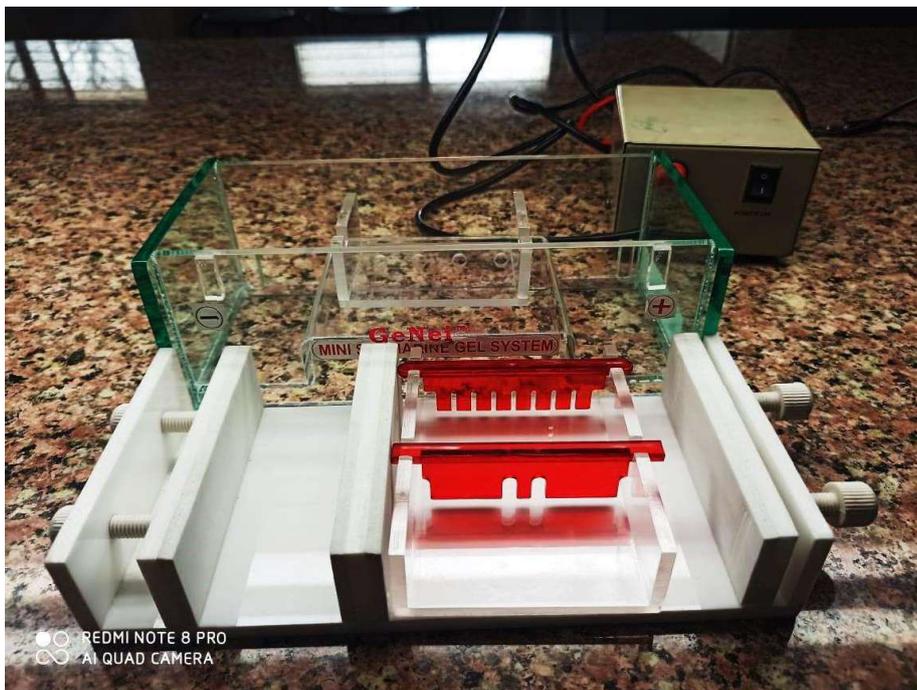


Heater

principaloffice@iadc.ac.in



Water bath



Electrophoretic Apparatus

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www.iadc.ac.in mail – library@indianacademy.edu.in

Criteria 4.2.3

DELNET Subscription Receipt and Payment details 2023-24

No. Receipt No. 0758742023-24 Date: 29-Jul-23

DELNET - Developing Library Network
Jawahar Lal Nehru University Campus
Newson Mansarovar Road, Vasant Kunj
New Delhi-110070
State Name: Delhi, Code: DT

Receipt

Received with Rupee from Indian Academy Degree College
HENNUR CROSS, HENNUR MAIN ROAD
KALYAN NAGAR, BANGALORE-560043
(DELNET MEMBERSHIP NO. IM-4348)

The sum of Indian Rupee Thirteen Thousand Five Hundred Seventy Only

To Indian Academy Degree College, ICID Bank (India)
Inter Bank Transfer

Remarks AMOUNT RECEIVED TOWARDS ANNUAL INSTITUTIONAL MEMBERSHIP FEES
FOR THE PERIOD 25.06.2023 TO 25.06.2024

₹ 13,570.00-
Subject to Verification

₹ 13,570.00
Add

Tax Invoice

DELNET - Developing Library Network
Jawahar Lal Nehru University Campus
Newson Mansarovar Road, Vasant Kunj
New Delhi-110070
State Name: Delhi, Code: DT

DELNET MEM NO. IM-4348
Invoice No. 001002240445
Invoice Date: 29-Jul-23
Invoice Party or Payment: Indian Academy Degree College
Invoice Address: HENNUR CROSS, HENNUR MAIN ROAD, KALYAN NAGAR, BANGALORE-560043
Invoice Code: 00

| Sl. | Description | HSN/SAC | Qty | Rate | Amount |
|-----|-----------------------|---------|-------|------|------------------|
| 1 | DELNET MEMBERSHIP FEE | 999999 | 13.57 | 1000 | 13,570.00 |
| | TOTAL | | | | 13,570.00 |

₹ 13,570.00
₹ 13,570.00

Invoice No: 001002240445
Invoice Date: 29-Jul-23
Invoice Party or Payment: Indian Academy Degree College
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Invoice Code: 00

Company's PAN: AAAA2089C

Saeed Ham
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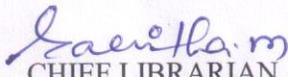
Degree College - Autonomous

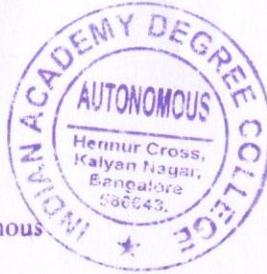
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Criteria 4.2.3

Expenditure details on online plagiarism detection software

| Sl.no | Name of the service provider | Tax invoice/Receipt Date | Amount |
|-------|------------------------------|------------------------------------|----------|
| 01 | Drillbit | DELNET/IM- 4369/knIADC/MEM/2024 | 48000.00 |


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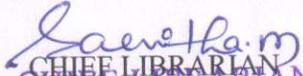
Library and Information Centre

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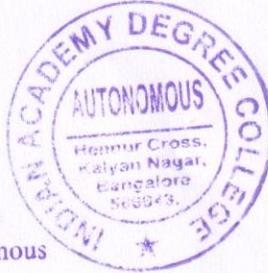
Criteria 4.2.3

Expenditure details on Remote Access to e-library through Easy lib software

| Sl.no | Name of the service provider | Tax invoice/Receipt Date | Amount |
|-------|--------------------------------------|--------------------------|----------|
| 01 | Software :Easylib 6.4a Cloud Version | ESPL/R/NO.2138 | 83520.00 |


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