RESEARCH POLICY

Revised on:21/ June / 2024
With effect from: 01 / August /2024
***This policy will supersede the entire clause present on previous policy.**

Tula's Institute is committed to cutting edge research for providing viable solutions to the emerging societal problems in the current scenario to contribute towards nation-building. To fulfil its commitment, the Institute has framed research policy to foster academic excellence and pursue research activities. Each faculty member and student at the Institute will be guided by the research policy. Research policy contains guidelines to motivate, nurture, and facilitate the faculty members and students to pursue research activities. Policy framework for achieving academic excellence with detailed guidelines presented in this research policy.

Framework for achieving academic excellence through research:

1. MOTIVATING FACULTY MEMBERS TO PURSUE PhD.

Academic excellence can be achieved by integrating research outcomes in the teaching-learning process. To achieve this, faculty members will be encouraged to research on emerging technologies/areas. One of the challenges faced by academic institutions nowadays is to get doctorate faculty members. To build in house resources, faculty members will be encouraged to pursue/enroll in the PhD program. Henceforth, the following guidelines will be followed to facilitate and incentivize faculty members for the pursuance of a Ph.D.

1.1 Academic Leave

1.1.1. A total of 14 days Academic leave in a year will be provided to the faculty members which can be extended on special cases up to 28 days (After returning faculty must submit a detailed report duly signed by his/her concerned Guide on Letterhead).
1.1.2. If Ph.D. work falls during summer break, then faculty must consume their summer vacations first and the rest will be treated as academic leave.
1.1.3. For availing academic leave, faculty members will have to submit a request with all documentary proof (Ph.D. admission letter, fee receipts etc.), through HoD and Dean (R&D) to Dean (Academics). The final approval of sanctioning academic leave lies with the Director.

1.2 Financial support

1.2.1 Financial support of ₹15000/- will be provided to the faculty members for submission of the Ph.D. thesis (applicable if faculty/ staff worked in Tula's Institute during PhD).
1.2.2 For availing financial support, the faculty member must have rendered confirmation of service in the Institute.
1.2.3 The faculty member is expected to serve for at least Two years in the Institution after the submission of the Ph.D. thesis. If in case he/she fails to do so, the financial support given will be adjusted from his/her security/salary amount.
1.2.4 Plagiarism report (as per guidelines of the UGC) of the Ph.D. work should be attached with the request for financial assistance.

Co-ordinator, IQAC
TULA'S INSTITUTE
DEHRADUN

Director
Tula's Institute, Dehradun

Dhoolkot, P.O. Selaqui, Chakrata Raod
Dehradun-248011 (U.K. India)
www.tulas.edu.in
info@tulas.edu.in
0135-2699300
0135-2699309

1.2.5 Faculty members pursuing the Ph.D. program will have to submit the progress report in each semester to the Dean (R&D).

1.2.6 Faculty members proceeding for their higher education in any institution of national importance/ international university, will be awarded study leave to complete the minimum residential requirement (as suggested/recommended by his/her supervisor). Financial support may be given on a case-to-case basis and terms and conditions of the Institute.

1.2.7 Institute will not provide any financial assistance for the candidates who will be availing any kind of Government/Non-government fellowship scheme.

2. PUBLISHING RESEARCH

To improve the reputation and visibility of the Institute to the outside world, emphasis will be laid on improving the number of research articles published in journals/conference proceedings. Following incentive schemes will be followed to appreciate faculty members contributing to publishing research articles.

2.1 Incentive Scheme for Journal publications

a. Scopus publication: ₹7500/- (Rupees Seven Thousand Five Hundred) as a First/Corresponding author.

b. Scopus publication: ₹4000/- (Rupees Four Thousand) as a Second/Third author.

c. Scopus publication: ₹2500/- (Rupees Two Thousand Five Hundred).

d. SCI publication/Nature: ₹15000/- (Rupees Fifteen Thousand) as a First/Corresponding author.

e. SCI publication/Nature: ₹8000/- (Rupees Eight Thousand) as a Second/Third author.

f. SCI publication: ₹5000/- (Rupees Five Thousand).

g. ABDC/NAAS Publication: ₹7500/- (Rupees Seven Thousand Five Hundred) as a First/Corresponding author.

h. ABDC/NAAS Publication: ₹4000/- (Rupees Four Thousand) as Second/Third author.

i. ABDC/NAAS publication: ₹2500/- (Rupees Two Thousand Five Hundred).

j. UGC CARE publication: ₹2000/- (Rupees Two Thousand) as a First/Corresponding author.

k. UGC CARE publication: ₹1500/- (Rupees One Thousand Five Hundred) as a Second/Third author.

l. UGC CARE publication: ₹1000/- (Rupees one Thousand) as any position in paper.

This renumeration applicable for NAAS rating higher or equal to 5 otherwise the UGC care remuneration will be applicable

2.2 Terms and conditions

a. 2.2.1 Research articles published only with Tula's affiliation will be considered.

b. 2.2.2 If there is more than one author from Tula's Institute, the first author will get 50% and the rest 50% will be shared equally among co-authors.

c. 2.2.3 Faculty members outside Tula's Institute will not be eligible to get the incentive.

d. 2.2.4 The incentive can only be claimed by the author when the paper is published online on an indexed database.

e. 2.2.5 Proof of published paper must be submitted to claim incentives.

TULA'S INSTITUTE DEHRADUN R&D Coordinator

TULA'S INSTITUTE DEHRADUN DEAN R&D

Co-ordinator, IQAC
TULA'S INSTITUTE
DEHRADUN

Director
Tula's Institute, Dehradun

Dhoolkot, P.O. Selaqui, Chakrata Raod
Dehradun-248011 (U.K. India)

www.tulas.edu.in
info@tulas.edu.in

0135-2699300
0135-2699300

3.0 INCENTIVES/SUPPORT FOR CONFERENCES/ SEMINARS/ WORKSHOPS/ SOCIETY MEMBERSHIP FOR FACULY MEMBERS

3.1Faculty members will be encouraged to attend conferences/seminars/workshops organized within India on emerging/ thrust areas in engineering, management, media, journalism, and agriculture.

3.2 Financial assistance in the form of registration fee up to ₹5000/- for Scopus indexed conferences organized in India shall be given. Faculty members can request financial assistance.

3.3 Financial assistance in the form of registration fee up to ₹2000/- for conferences organized in India (once in an academic session) shall be given. Faculty members can request financial assistance only once a year.

3.4 Financial assistance in the form of registration fee up to ₹2000/- for Workshops/Seminars organized in India (once in an academic session) shall be given. Faculty members can request financial assistance only once a year.

3.5 Financial Assistance for purchasing Membership of renowned Society shall be provided by the institution, subject to the prior approval form the Dean (R&D) and Director.

3.6 Only one faculty member can claim benefits in case of joint authorship for international conferences, faculty members should apply to AICTE or other government organizations for funding.

3.7 The grant will be approved with the permission of the Director.

4.0 WRITING BOOKS

The following incentive scheme will be applicable for writing books/ Chapter in books.

4.1 Book with the International reputed publisher: ₹15000/- (Rupees Fifteen Thousand)

4.2 Book with the national publisher: ₹5000/- (Rupees Five Thousand)

4.3 An edited volume of books with chapters (with ISSN/ISBN): ₹2000/- Applicable only if Chapters/Books will be with the affiliation of Tula's Institute.

5.0 INTERDISCIPLINARY INNOVATIVE STUDENT PROJECTS/FIELD STUDIES

Interdisciplinary research is important in the current scenario to provide a solution to real-life problems. To move in this direction, the Institute will encourage and facilitate students to undertake interdisciplinary projects/field studies. The research committee will submit its recommendations to the Director for approval.

The grant for selected student projects will be funded (Maximum Rs 50000/-) depending upon the recommendations and feasibility of the project. The number of projects, as well as the sanctioned amount for the grants, may vary as per the recommendations of the research committee and approval of the Director.

6.0 FILING PATENTS

All the patents will be processed through CIRE and final approval will be given by the Director. Faculty members & students will be required to give a presentation on their idea with a complete working model to the research committee. Incentive of Rs 2000/- will be given to team, after Publication of patent.

7.0 SEED GRANT FOR RESEARCH PROJECT

CIRE advertises the call for research proposal twice in an academic session. Under this scheme the maximum 150000 can be availed by the faculty members and 50000 for students (student grant only

TULA'S INSTITUTE DEHRADUN R&D

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Co-ordinator, IQAC TULA'S INSTITUTE DEHRADUN

Director Tula's Institute, Dehradun

Dhoolkot, P.O. Selaqui, Chakrata Raod
Dehradun 248011 (U.K. India)

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info@tulas.edu.in

0135-2699300
0135-2699309

processed through the faculty advisor) in an academic year, the faculty who have completed PhD/ M. Tech. The faculty members can't apply for the seed grant again till successful completion of the previous opted seed project. The regular monitoring will be done in August and February.

8.FUNDED RESEARCH PROJECTS (By Govt. and private funding agencies)

Institute will give due importance to funded research projects to be submitted by faculty members. Funded research projects/ Schemes will help augment research infrastructure in the Institute.

Sr. No.	Funding/ grant Amount	% Incentive
1	Up to 1000000	3%
2	1000001 to 2000000	4%
3	More than 2000000	5%

Incentive schemes for appreciating the efforts of faculty members will be about 3% to 5% (according to the above table) of total research grant.

8.1 Principal Investigator (PI) will be eligible for 70% incentive and the remaining 30% incentive will be equally divided among the CO-PI/s.

8.2 50% of the payment shall be made after the 50% completion of the project and the balance/remaining 50% shall be made after the completion of the project.

8.3 If the principal investigator wants to be relieved before completing the tenure of the research project from the organization, he/she must give an NOC for the project and will have to hand over all the project related documents to the Co-PI/research committee.

8.4 The institute will provide TA/DA for attending the review meeting done by the funding agency according to the institutional rules.

9.0 CONSULTANCY & REMUNERATION /HONORARIUM DISTRIBUTION

Consultancy means an activity that involves an employee or a group of employees giving specialized or expert service to an external party/agency that requires such service, with or without payment. Irrespective of the rest of this document, each consultancy provider (an individual employee) will ensure that the work will not conflict with his/her regular assigned duties as an employee of the institute.

TYPES OF CONSULTANCIES

- **Independent Consultancy:** The consultancy only involves the use of an employee's or a group of employees' time. It does not involve significant use of the institute's physical resources like equipment, computers etc.
- **Institutional Consultancy:** The consultancy involves both - the use of an employee's or a group of employees' time as well as the use of the institute's physical resources like equipment, computers etc.
- **Routine Consultancy:** The consultancy primarily involves the use of the institute's physical resources like equipment, computers etc. The use of an employee's or a group of employees' time is minimal.

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TULA'S INSTITUTE DEAN R&D DEHRADUN
Co-ordinator, IQAC TULA'S INSTITUTE DEHRADUN
Director

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Dhoolkot, P.O. Selaqui, Chakrata Raod
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Type of Consultancy	Institute share (%)	Consultancy Provider Share (%)
Independent Consultancy	30	70
Institutional Consultancy	50	50
Routine Consultancy	70	30

10.0 COLLABORATION WITH OUTSIDE AGENCIES

The Institute will do collaborations with academic institutes, research organizations for knowledge transfer, improving quality of research work, developing faculty members, developing in-house research infrastructure, and imparting quality education to students.

11.0 HONORARIUM TO EXTERNAL EXPERT/KEYNOTE SPEAKER/GUEST LECTURE:

The Institute will pay the honorarium to the External Expert/Keynote speaker/Guest lecturer according to the Matrix.

Sr.	Expert Designation	Payment	Traveling allowance
1	Professor/Scientist 'F' and above	₹5000/-	₹12/- per KM(Max)
2	Associate Professor/ Scientist 'D' and above	₹4000/-	
3	Assistant Professor/ Scientist 'B' and above	₹2500/-	
4	Industry Expert	₹5000/- (Max)	
5	Government officials Pay level (10 to 12)	₹3500/-	
6	Government officials Pay level (13, 13A and 14)	₹4000/-	
7	Government officials Pay level 15 and above	₹5000/-	

**Honorarium with respect to funded project/scheme is as per the funding agency rule/norms however, for our own activities it is mentioned in above table.*

**Honorarium of experts for the online session will be 70% of the above-mentioned amount.*

12.0 ETHICS IN RESEARCH

We will have an ethics committee which is mandatory as per the recommendation of the funding agencies. All faculty members/students will have to follow ethics in research for publishing research articles/project reports (UG/PG)/publishing study material etc. as per guidelines issued by AICTE/UGC/any other authority. Plagiarism of any research project should be as per the norms of the funding agency.

13.0 PATENT COMMERCIALIZATION POLICY

Co-ordinator, IQAC
TULA'S INSTITUTE
DEHRADUN

Director
Tula's Institute, Dehradun

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0135-2699309

We recognize and reward the innovative efforts of our faculty and researchers by distributing any revenues generated from the commercialization of patents and technologies annually to the inventors. In alignment with our commitment to fostering an environment of creativity and research excellence, we have established a revenue-sharing model that ensures fair and equitable distribution of net revenues derived from license fees, royalties, and/or equity. Under this model, 60% of the net revenues are allocated directly to the inventors, acknowledging their critical role and contribution to innovation. The remaining 40% is retained by the institute, dedicated to supporting the laboratory infrastructure, covering filing fees, and enhancing further research and development initiatives. This policy not only incentivizes our inventors but also sustains the continuous cycle of innovation and advancement within the institute.

Dr Tripuresh Joshi
Coordinator R&D

TULA'S INSTITUTE DEHRADUN R&D Coordinator

Dr Sunil Semwal
Dean R&D

TULA'S INSTITUTE DEAN R&D DEHRADUN

Dr Nishant Saxena
Coordinator IQAC

Co-ordinator, IQAC
TULA'S INSTITUTE
DEHRADUN

Dr Sandip Vijay
Director
Director
Tula's Institute, Dehradun

Dr Raghav Garg
Vice President (Tech.)

Mr. Ranauk Jain
Vice President

Ms. Silky Jain Marwah
Executive Director

Dhoolkot, P.O. Selaqui, Chakrata Raod
Dehradun-248011 (U.K. India)

www.tulas.edu.in
info@tulas.edu.in

0135-2699300
0135-2699309

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STUDENT RESEARCH POLICY

Tula's Institute is committed to innovative research for providing viable solutions to the emerging societal problems in the current scenario to contribute towards nation building. To fulfil its commitment, the Institute has framed research policy to foster academic excellence and pursue research activities. Each student of the Institute will be guided by the research policy. Research policy contains guidelines to motivate, nurture, and facilitate the students to pursue research activities. Policy framework for achieving academic excellence with detailed guidelines presented in this research policy.

Framework for achieving academic excellence through research:

MOTIVATING STUDENT FOR RESEARCH AND INNOVATION

Academic excellence can be achieved by integrating research outcomes in the teaching-learning process. To achieve this, Student will be encouraged to research on emerging technologies/areas. To create a research mindset of students, institute encourage them by providing following research incentives henceforth, the following guidelines will be followed to facilitate and incentivize students for different activities.

1 PUBLISHING RESEARCH

To improve the reputation and visibility of the Institute to outside world, emphasis will be laid on improving the number of research articles published in journals/ conference proceedings. Following incentive schemes will be followed to appreciate students contributing to publishing research articles.

1.1 Incentive Scheme for Journal publications

1.1.1 Engineering and Management:

a. Scopus publication: ₹1000/- (Rupees one thousand) per publication.

b. SCI publication/Nature: ₹2000/- (Rupees two thousand) as a first author.

c. ABDC Publication: ₹2000/- (Rupees two thousand) as the first author.

1.1.2 Agriculture

a. Publications in journals having NAAS rating below 5: ₹500/- (Rupees five hundred) per publication as the first author.

b. Publications in journals having NAAS rating above 5: ₹1000/- (Rupees one thousand) per publication as the first author.

R&D Coordinator

TULA'S INSTITUTE DEHRADUN

TULA'S INSTITUTE IQAC DEHRADUN

Director
Tula's Institute, Dehradun

1.2 Terms and conditions

1.2.1 Research articles published only with Tula's affiliation will be considered.

1.2.2 Maximum two publications of students in a year will be considered.

1.2.3 Students claiming incentive must be the first author.

1.2.4 Online date of publication will be considered for publication

1.2.5 Proof of published paper must be submitted to claim incentive

2 INCENTIVES/SUPPORT FOR MOOCs

2.1 Students will be encouraged to enroll the MOOCs available on NPTEL/ SWAYAM/ AICTE/ UGC platform; the MOOCs must be related to emerging/ thrust areas in engineering, management, media, journalism and agriculture.

2.2 Financial assistance in the form of registration fee up to ₹1500/- for Enrollment in MOOCs shall be given. Student members can request for financial assistance only once in a year.

2.3 While applying for the financial assistance student need to produce the certificate of MOOCs completion any payment receipt.

2.4 The grant will be approved recommendations of the research committee and approval of Director.

3 INTERDISCIPLINARY INNOVATIVE STUDENT PROJECTS/FIELD STUDIES

Interdisciplinary research is important in the current scenario to provide a solution to real-life problems. To move in this direction Institute will encourage students to undertake interdisciplinary projects/field studies. The research committee will submit its recommendations to the Director for approval. The grant for selected student projects will be up to ₹25000/- (Rupees twenty thousand) per project depending upon the recommendations and feasibility of the project. The number of projects, as well as the sanctioned amount for the grants, may vary as per the recommendations of the research committee and approval of Director.

4 FILING PATENTS

4.1 The patent application fee will be given to students for filling patent with the affiliation of Tula's Institute.

4.2 Students will be required to give a presentation on their idea with a complete working model to research committee. Only ideas/working models recommended by the research committee and approved by the Director will be eligible for reimbursement of application fee.

TULA'S INSTITUTE R&D Coordinator DEHRADUN

TULA'S INSTITUTE DEHRADUN

TULA'S INSTITUTE IQAC DEHRADUN

Director
Tula's Institute, Dehradun

5 ETHICS IN RESEARCH

All students will have to follow ethics in research for publishing research articles/ project reports (UG/ PG)/ publishing study material etc. as per guidelines issued by AICTE/ UGC/ any other authority. Plagiarism of any research project should as per the norms of funding agency.

Note: For availing in house financial grant for research activities, mentioned as attending conferences, student projects and filling patents, students will have to submit an undertaking that no financial support from any outside agency is received for such activities.

Coordinator R&D | **Dean R&D** | **Dean Academics** | **Director**

TULA'S INSTITUTE DEHRADUN R&D Coordinator

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Director
Tula's Institute, Dehradun