

Tula's Institute Research Policy for Faculty and Staff



TULA'S
DEHRADUN INSTITUTE



RESEARCH POLICY

Revised on: 25/02/2022

With effect from: 01/03/2022

*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 of 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 Ph.D.

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 Ph.D.

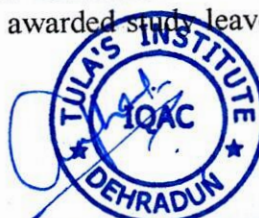
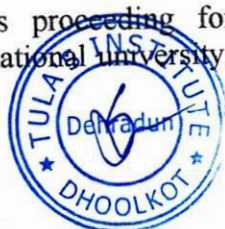
1.1 Academic Leave

- 1.1.1. A total of 14 days Academic leaves in a year will be provided to the faculty members.
- 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.), to HR through HoD and Dean (Academics). The final approval of sanctioning academic leave lies with the Director.

1.2 Financial support

- 1.2.1 Financial support of ₹10000/- will be provided to the faculty members for submission of the Ph.D. thesis.
- 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 one year 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 University) of the Ph.D. work should be attached with the request for financial assistance.
- 1.2.5 Process for financial support should be routed through HoD & Dean (Academics) to HR. HR will process the case for final approval by the director. All the reimbursement approval would be communicated by HR via e-mail to the individual and respective HoD.
- 1.2.6 Faculty members pursuing the Ph.D. program will have to submit the progress report to the Registrar/ Director.

Faculty members proceeding for their higher education in any institution of national importance/international university, they will be awarded such leave to complete the minimum



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residential requirement (as suggested/recommended by his/her supervisor). In case of financial support given for the above during their residential requirement, the faculty member requires to sign a mutual agreement as per mutual acceptance.

- 1.2.8 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 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

2.1.1 Engineering and Management:

- Scopus publication: ₹1000/- (rupees one thousand) per publication.
- SCI publication/Nature: ₹5000/- (rupees five thousand) as a first/corresponding author.
- SCI publication/Nature: ₹2000/- (rupees two thousand) (as a Second/Third author)
- ABDC Publication: ₹5000/- (rupees five thousand) as the first author.
- ABDC Publication: ₹2000/- (rupees two thousand) as second /third author.

2.1.1 Agriculture:

- Publications in journals having NAAS rating below 5: ₹1000/- (rupees one thousand) per publication
- Publications in journals having NAAS rating above 5: ₹2000/- (rupees two thousand) per publication

2.2 Terms and conditions

- Research articles published only with Tula's affiliation will be considered.
- Maximum four publications of a faculty member in a year will be considered.
- Faculty member claiming full incentive must be the first author.
- If there is more than one author from Tula's Institute, the first author will get 50% amount and rest 50% will be shared equally among co-authors.
- Faculty member outside Tula's Institute will not be eligible to get the incentive.
- Online date of publication will be considered for publication
- Proof of published paper must be submitted to claim incentives.
- All incentives suggested for faculty members will also apply to students

INCENTIVES/SUPPORT FOR CONFERENCES/SEMINARS/WORKSHOPS/SOCIETY MEMBERSHIP



Director
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3.1 Faculty Members

- 3.1.1 Faculty members will be encouraged to attend conferences/seminars/workshops organized within India on emerging/thrust areas in engineering, management, media, journalism and agriculture.
- 3.1.2 Financial assistance in the form of registration fee up to ₹2000/- for conferences/workshops/seminars organized in India (once in an academic session) shall be given. Faculty member can request for financial assistance only once in a year.
- 3.1.3 Financial Assistance for purchasing Membership of renowned Society shall be provided by the institution, subjected to the prior approval from the concerned authority.
- 3.1.4 Faculty members may avail academic leave throughout the year preferably during the lean period.
- 3.1.5 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.
- 3.1.6 Faculty members will have to submit the application duly signed by concerned HoD & Dean (Academics) to HR. They also have to enclose copy of the receipt of the registration fee, the first page of the paper (if required) and certificate along with the application.
- 3.1.7 Applicable for conferences (proceeding published by IEEE/Springer/ASME/Elsevier).
- 3.1.8 The grant will be approved with the permission of the Director.

4.0 WRITING BOOKS

Following incentive scheme will be applicable for writing books/ Chapter in books

- 4.1 Book with the International publisher: ₹10000/- (Rupees Ten Thousand)
- 4.2 Book with the national publisher: ₹5000/- (Rupees Ten Thousand)
- 4.3 An edited volume of books with chapters (with ISSN/ISBN): ₹500/- Applicable only if Chapters/Books will be with the affiliation of Tula's Institute.

5.0 ATTENDING SHORT TERM COURSES/FACULTY DEVELOPMENT PROGRAMS

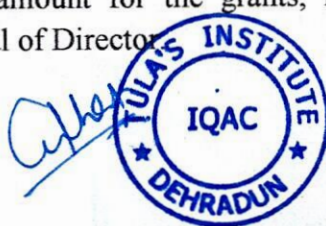
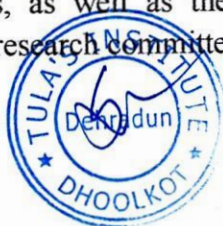
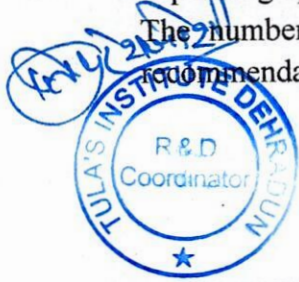
Academic leave of 14 days shall be provided to the faculty members for attending Conference/Short term courses/refresher Courses/Workshops/Research Activity/Ph.D. during the lean period.

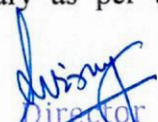
6.0 INTERDISCIPLINARY INNOVATIVE STUDENT PROJECTS/FIELD STUDIES

Interdisciplinary research is important in the current scenario to provide a solution to real-life problems. To move in this direction 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 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.




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Tula's Institute, Dehradun

7.0 FILING PATENTS

7.1 The patent application fee will be given to students and faculty members for filling patents with the affiliation of Tula's Institute.

7.2 Faculty members & 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.

8.0 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 will help augment research infrastructure in the Institute. Incentive scheme for appreciating efforts of faculty members will be about 1% of total research grant.

8.1 Principal Investigator (PI) will be eligible for 50% incentive and rest 50% incentive will be equally divided among the CO-PI/s.

8.2 The 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 relieve before completing the tenure of the research project from the organization, he/she have to give NOC for the project and will have to hand over all the project related documents to Co-PI/research committee.

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.

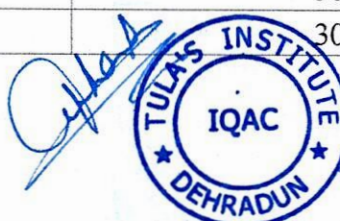
TYPES OF CONSULTANCY

9.1 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 institute's physical resources like equipment, computers etc.

9.2 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.

9.3 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.

Type of Consultancy	Institute share (%)	Consultancy Provider Share (%)
Independent Consultancy	30	70
Institutional Consultancy	50	50
Routine Consultancy	70	30



[Signature]
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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 lecture according following Matrix.

Sr.	Expert Designation	Payment	Traveling allowance
1	Professor/Scientist 'F' and above	₹4000/-	₹10/- per KM
2	Associate Professor/ Scientist 'D' and Above	₹3000/-	
3	Assistant Professor/ Scientist 'B' and Above	₹2500/-	
4	Industry Expert	₹3000/-	
5	Government officials Pay level (10 to 12)	₹3000/-	
6	Government officials Pay level (13, 13A and 14)	₹3500/-	
7	Government officials Pay level 15 and above	₹4000/-	

*No. TA will be paid to local expert.

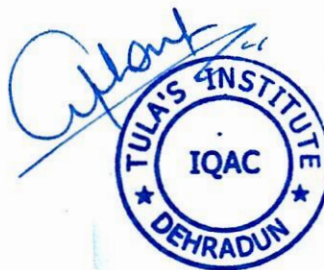
*Honorarium with respect to funded project/scheme is as per the funding agency rule/norms however, for our own activities it is mentioned in above table.

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

12.0 ETHICS IN RESEARCH

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 as per the norms of funding agency.

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



APPROVED

[Signature] 26.02.22
Director
Tula's Institute, Dehradun

Tula's Institute Research Policy for Students



TULA'S
DEHRADUN INSTITUTE



Ref No: TI/CIRE/0922/01

With effect from: 08/09/2022

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:

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


- Publications in journals having NAAS rating below 5: ₹500/- (Rupees five hundred) per publication as the first author.
- Publications in journals having NAAS rating above 5: ₹1000/- (Rupees one thousand) per publication as the first author.


Vision


- To emerge as an academic centre producing world class professionals promoting innovation and research.

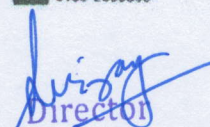
Mission:

- Promote intellectual and skilled human capital generation employment and entrepreneurship.
- Be educational centre of excellence of multi ethnicity and diversity.
- Establish as technology driven teaching learning institution.
- Provide world class platform for research and innovation.
- Inculcate social, environmental, heritage values.

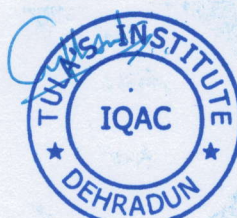
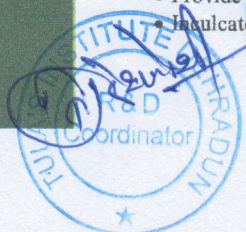
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1.2 Terms and conditions

- 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

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4 FILING PATENTS

- 4.1 The patent application fee will be given to students for filling patent with the affiliation of Tula's Institute.
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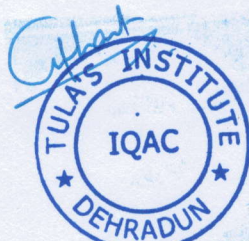
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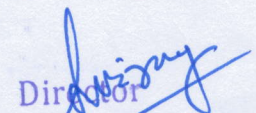
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- Be educational centre of excellence of multi ethnicity and diversity.
- Establish as technology driven teaching learning institution.
- Provide world class platform for research and innovation.
- Inculcate social, environmental heritage values.

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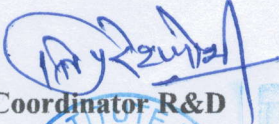


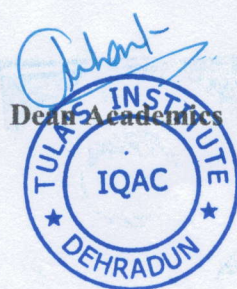
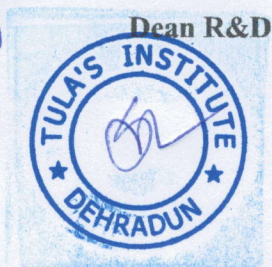

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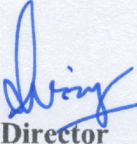
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Note: For availing in house financial grant for research activities, mentioned as attending conferences, student projects and filling patents, students will have to submit an undertaking that no financial support from any outside agency is received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


Coordinator R&D




Director


Director
Tula's Institute, Dehradun

Vision


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