



SETH G. B. PODAR COLLEGE, NAWALGARH

Policy on providing Financial Assistance to Teaching /Non-Teaching/ Library Staff for Attending Conferences / Workshops/ Seminars /FDPs/Projects/Book / Book Chapter/ Symposia/ Patents etc.

PREAMBLE

The Seth G. B. Podar College is dedicated to offering a variety of courses so that students can grow and apply their knowledge to address the changing socio-economic requirements. To attain this mission, Seth G. B. Podar College Seth G. B. Podar College focuses on improvement in teaching learning process and in quality research.

Research & Development and Extension are key functions of a College apart from teaching. A good quality research and its dissemination to wider academic and research audience on the one hand and its applied content to its users for enhancing productivity and quality of life on the other, are intrinsic to the academician researchers.

Performance and Reputation of a College is measured in terms of research outcomes such as Research Publications, Patents, Copyrights, Extramural Research Grants received, Consultancy provided and Revenue earned etc. In order to accelerate student learning, Seth G. B. Podar College believes in fostering a strong research culture by involving faculty members, research scholars, and students at all levels. The present Research Promotion Policy, which provides suitable incentives for faculty members, research scholars, and students participating in various research incubation activities, is announced by Seth G. B. Podar College in order to support its academic staff and research fellows in their research endeavours.

SCOPE

This policy provides rules for obtaining the financial assistance from the College and is applicable to all full-time faculty members teaching at both the undergraduate and postgraduate levels. It addresses financial support for teaching staff to attend or participate in research activities. This Policy assists educators in maintaining their expertise in their disciplines so they can better serve students by providing them with meaningful education that is both knowledge and skill-based, hence enhancing students' employability.

OBJECTIVES

Provide financial assistance to all full-time teaching faculty members for the following:

- a. To attend or participate in seminars, symposia, conference workshops, refresher courses, book publications, career and skill capability enhancement programmes, training & workshops.
- b. Encouraging faculty members to apply for project grant funds.

- c. Professional Development Programs (PDPs), Capacity Building Programme (CBP), Faculty Development Programmes (FDPs), Management Development Programmes (MDPs)
- d. Arrange academic exchange programmes for faculty members with reputable academic institutions whenever it is deemed essential.
- b) To promote and motivate faculty members to avail funding assistance for research, outreach/extension activities, or nationally recognized UGC programmes from various funding organizations.
- c) Organizing staff training and development programmes to enhance professional competency.
- d) Specified incentives to the faculty members for motivation and inspiration for more intensive research and development.

ESTABLISHMENT, DUTIES & RESPONSIBILITIES OF INTELLECTUAL PROPERTY RIGHTS (IPR) COMMITTEE

Intellectual Property Right Cell shall assist the faculty members to get protected their research/ inventions and intellectual properties & following activities will be governed by IPR cell.

- a) Appropriate actions / steps be taken to get financial support and approval from Central Government Agencies like DST / DBT / AICTE, etc and State Government Agencies like TNSCST for the IPR Cell.
- b) Awareness Activities / Programmes shall be organized with financial support from governmental agencies as well as industrial bodies, apart from self supported awareness programmes.
- c) Capacity Building programmes / FDP/ Seminar/ Research Methodology /Conference/ Seminar/ Workshop shall be organized with suitable expertise available within and outside the institution by the Department of the college & Proposal to be submitted for the same.
- d) IPR Committee will take initiative to register National Journal in the name of Seth G B Podar College, Nawalgarh & will also ensure to take necessary steps to register in UGC CARE/ RNI / ISSN.
- e) Faculty members shall be encouraged to undergo relevant diploma / certificate courses on Intellectual Property Rights, offered by NPTEL / AICTE/ UGC/AIU/ SWAYAM Portal, etc.
- f) The College shall provide required support to the faculty for filing applications under IPR law such as patents / trademarks / copyright when it has been proved by the faculty that such a filing is necessary to protect the value of the research done.
- g) The faculty / students who are awarded incubation projects leading to entrepreneur development ventures / commercially viable products shall take appropriate initiatives to get Patents for their projects and ideas are protected under Copyrights law.
- h) Committee will send a half yearly report to Hon'ble Management for performance based appraisal of teaching staff.
- i) To review the ethical safeguards of the proposed research activities.
- j) To assist & recommend the Principal/ competent authority in verify applications received from faculty members for various research activities from time to time.

Constitution of the Intellectual Property Right Committee

The Intellectual Property Right Committee shall consist of a President and four other members as detailed below:

1. **President-** IQAC Coordinator (One)
2. **Members-** Three Senior Professor of the college (Three)
3. **Member Secretary-** Senior Faculty from the Department nominated by Executive Director/COO (One)

GENERAL GUIDELINES FOR FACULTY MEMBERS RELATED TO RESEARCH, INNOVATION AND EXTENSION ACTIVITIES

To create intensive research and development among Faculty members of Seth G B Podar College shall follow below mentioned guidelines to create intensive research environment in the College.

- 1) Each faculty member is required to publish **minimum two research papers** in UGC CARE approved journals in a year.
- 2) Each faculty member is required to **present & publish (Conference/Seminar Proceeding) two research papers in Nationals/ International Conference / Seminar** in a year.
- 3) **Submission of one Extramural projects by faculty members is desirable every year.**
- 4) Faculty members who are not yet registered in Ph.D. Programme, **they should register themselves in Ph.D Programme within one year.**
- 5) Teachers doing research and publishing papers need to publish their research **only in UGC CARE approved journals.**
- 6) Copy of self attested of attended conference/ published research **paper shall be submitted by concerned faculty member to the office of IQAC Coordinator & HR Department for record purpose.**
- 7) It is mandatory for a **teacher/ researcher to mention name of college as author's affiliation.**
- 8) They **must avoid publication in predatory / dubious journals/ peer reviewed/ cloned or participant. & such publication shall not be considered for academic for selection, confirmation, promotion, performance.**
- 9) Any attempt of compromised academic integrity should be challenged, questioned and derecognized at all levels.
- 10) Demonstrate integrity and professionalism, fairness and equity, and intellectual honesty;
- 11) Effectively and transparently manage conflicts of interest or potential conflicts of interest;
- 12) Ensure the safety and well-being of those associated with the research.
- 13) The **Anti-Plagiarism Software facility will be provided by the College** as per UGC Norms.
- 14) Faculty members shall follow the rules & regulations concerned with Research & publication Ethics issued by UGC / any statutory bodies from time to time.

INCENTIVES & FINANCIAL ASSISTANCE /OTHER BENEFITS FOR FACULTY MEMBERS FOR RESEARCH, INNOVATION & EXTENSION ACTIVITIES

The Management of Seth G B Podar College is introducing the following policy for awarding incentives/ financial assistance and other benefits for the Faculty Members to motivate for intensive research.

- 1) SGBPC shall **pay Rs.4000/-** per Research Paper published in **SCOPUS & Web of Science Journals (UGC Group-II)** approved by UGC CARE as a reward to motivate the faculty members.
- 2) SGBPC shall pay **Rs.2000/- per Research Paper** published in **UGC CARE Group-I listed Journals approved by UGC CARE** as a reward to motivate the faculty members.
- 3) **Membership fees of Professionals bodies as per application can be considered subject to confirmation letter from concerned professional bodies.**
- 4) SGBPC shall pay incentive text book/ reference book/ Book Chapter published with ISSN and ISBN number as below
 - Text Book published in India (authored) Rs. 8,000/-
 - Reference Book published in India (authored) Rs. 4,000/-
 - **Book Chapter Rs. 1000/- per chapter**
- 5) SGBPC shall **bear the cost of registration for application/ e-filing/ Patent license by faculty member** with the condition that faculty member/ shall be mentioned the name of college as Inheritor in Patent Application.
- 6) **FDP programs of SWAYAM/ NPTEL and other Govt Approved online Courses:** If a Faculty Member enrolls and successfully completes a Course on Swayam portal of Government of India, the examination fee of SWAYAM course shall be reimbursed on the submission of copy of pass certificate with **at least 80% marks up to maximum of Rs 2000/-per year. 50% of Examination fee will be paid, if the exam is cleared.**
- 7) **Organizing funded Seminars / Conferences / Workshops:** Faculty will get 5% of the receipt value for a single member team. & in case of a team of two or more members, 8% of the receipt value will be given
- 8) **Attending Seminars / Conferences / Workshops / FDP in India:** Registration fee will be paid by the college **maximum upto 2000/-** and they can avail paid holiday for the day of the said conference / workshop/ Seminar.

RESEARCH PROJECT GRANTS BY EXTRAMURAL FUNDING AGENCIES

All Professors, Associate Professors and Assistant Professors shall endeavor to submit Research Projects for award of grants from external funding agencies such as DST, DBT, DRDO, ISRO, ICMR, UGC, AICTE, ICAR, CSIR, ICSSR & DST etc.,. **Submission of one Extramural projects per department is desirable every year.**

Project Investigator and Co-Project Investigator(s) shall be given an incentive of the total grant received by SGBPC on pro-rata basis as per details given below:

Honorarium provided to PIs and Co-PIs for extramural funds received from various national and International funding agencies, as follows:

- a) 10% of the project value for a single member team, if the total project cost is more than Rs.10,00,000 & 15% of the project value for a team of two or more members (variable %, as per the involvement)

- b) 5% of the project value for a single member team, if the total project cost is less than Rs.10,00,000 & 8 % of the project value for a team of two or more members (variable %, as per the involvement)
- c) **Funded R&D Projects from the Government / Industry / NGO (Non Governmental Organisation):** 10% of the project value for a single member team. If a team of two or more members then it will be shared by the team members, as per their contribution.

BEST RESEARCHER AWARD

Following Best Annual Research Awards shall be instituted in Seth G. B. Podar College, Nawalgarh for faculty members.

S.N.	Name of the Award	Incentive	Min Qualifying Criteria	Remarks
1	Best College Researcher Award for Teachers	Rs. 20,000/-	70 points	Common for all Faculties given to one top faculty members
2	Best Faculty Researcher Award for Teachers	Rs. 15,000/-	50 Points	One from Each Department
3	Best Rising Researcher Award for Teachers	Rs. 10,000/-	40 points	One from Each Department

Weightage for Research points shall be as under for Best Research Awards at College/ Department:

S.N	Description	Points	Maximum
1	Attending Seminars / Conferences / Workshops/ NPTEL/ SWAYAM	03 per activity	20
2	Research Paper in UGC CARE (Group-II Web of Science & SCOPUS indexed Journal	10 per paper	30
3	Research Paper in UGC CARE (Group-I)	05 per paper	40
4	Professional Membership of bodies	02 per membership	10
5	Book chapter published	05 per chapter	30
6	National Book authored	10 per Book	30
7	National Patent Published	10 per Award	20
8	Copyright Awarded	10 per Award	20
9	Research projects Grants Received by SGBPC from external agencies	1 mark per Rs. 1,00,000/- grant	50

APPLICATION PROCEDURE

The applications should be sent to the Principal, Seth G B Podar College, Nawalgarh in the prescribed application Proforma (**Annexure-I**) along with all the following necessary enclosures.

1. Duly filled Application form
2. A one-page write-up of why it is important for the applicant to attend this event.
3. Acceptance letter from the organizer Institution (Photocopy would suffice)
4. Information brochure/flyer of organizer institution to be attached with application
5. A no-objection certificate(s) from the author(s) [if the paper is coauthored]
6. Applications should be sent to the Principal duly signed by the HOD at least 15 days in advance.

7. Principal will forward received application to IPR cell for verification and recommendation.
8. Recommended applications can only be placed before Executive Director for approval and necessary orders.

General Conditions

- 1. The decision of Hon'ble Management will be final and non-challengeable with respect to financial assistance for research activities under the Research policy of Seth G B Podar College, Nawalgarh.**
- 2. The number of assistances is subjected to availability of funds & approval from competent Authorities.**
3. Incomplete applications will not be considered
- 4. The submission of a proposal does not automatically mean that it has the approval for assistance.**
- 5. Any equipment/ Material/ chemical etc for the said research work must be placed before committee for recommendation and approval**
6. In case of two or more applications for the same paper(s) only one application will be considered and priority will be given to the first author.
7. If both first author and corresponding author applies then priority will be given to corresponding author.
- 8. The faculty should ensure that the teaching responsibilities are not affected.**
9. Within a week of returning from the conference/ research activities, the teacher should submit a report of the activities.
- 10. In the case of any training programme/FDP attended by the staff, the details of the programme/learning experience should be presented to the respective department within a week of their return.**
- 11. Faculty members should also submit a report of conference attended, photographs and certificates received.**
- 12. Any award received should also be communicated with relevant certificates.**

Submission of claim

In order to ensure prompt action, the applicant should submit the following documents within 7 days after the research activity is over to claim financial assistance in a prescribed Proforma (**Annexure-II**)

- i. A statement of account giving full details of expenditure incurred
- ii. A report on the participation in the conference.
- iii. Attested copy of certificate of participation in the conference.
- iv. No over writing/correction may be made in the claim bill.
- v. Original cash memo/Receipt may be enclosed with the claim. If the photocopies are to the submitted then this should be signed by the applicant, and a declaration of the incurred expense should be submitted by the applicant.



SETH G. B. PODAR COLLEGE, NAWALGARH

**Application for getting financial assistance to attend
National / International Conferences /seminars /workshops /FDP/ SWAYAM/NPTEL etc**

DETAIL ABOUT CANDIDATE	
1	Name
2	Designation
3	Department
4	Mobile:
5	e-mail:
6	Indicate the field of paper (to be presented)
CONFERENCE DETAILS	
7	Name/title of the conference to be attended
8	Title of your research paper
9	Name of the organizers with complete address
10	Name of the country and town where the conference will be held
11	Duration of the conference (date, month & year)
12	<p>The role of the applicant in the conference/symposium/ Seminar.</p> <p>a) Presiding/chairing a Session (if yes, attach documentary evidence)</p> <p>b) Delivering a plenary lecture/invited talk (attach documentary evidence along with a copy of the full text of the lecture/talk.)</p> <p>c) Presenting a paper (please attach abstract and full paper)</p>
13	<p>Whether the paper has been accepted for presentation? (Attach documentary evidence and a copy of the full paper to be presented in the conference. The acceptance letter enclosed with the application must be on letter head duly signed by the organizer. If the acceptance/invitation is received by mail then details of conference organizer may be given with acceptance letter)</p>
14	Indicate the mode of presentation (attach documentary evidence) online/oral /both
15	Indicate whether the paper has been coauthored. In case it is co-authored give names of the authors along with their addresses.
16	Indicate the complete travel plan from the proposed date and time of departure from the place of working to the conference and back. (Attach separate sheets if necessary)

17	Indicate the amount to be paid to the organizers as registration fee (copy of the Registration Form to be enclosed)	
18	Assistance required from SGBPC (a) Registration fee (b) Any other? (specify)	

I certify that

- a) The details given above are correct.
- b) If the information supplied is found to be incorrect at a later date, I shall reimburse the entire amount to SGBPC.
- c) The amount received will be used for the purpose for which it is requested.
- d) In case financial assistance is received from the organizers or any other agency I shall pay back the amount granted by the SGBPC
- e) I shall abide by the decision of the SGBPC.

(Signature of the applicant)

Designation

Place:

Date:

CERTIFICATE BY PRINCIPAL

- 1. Certified that details given above have been verified and found correct.
- 2. The Applicant has not availed assistance from for visiting abroad during past two years.

(Signature)

(Seal)

Approved / Not Approved

Executive Director



SETH G. B. PODAR COLLEGE, NAWALGARH

PROFORMA FOR CLAIMING RE-IMBURSEMENT OF THE EXPENDITURE

Proforma for claiming re-imbusement of the expenditure incurred to attend Conference / Seminars / Workshops.

S.No	Particular	
1	Name	
2	Designation	
3	Department	
4	Date of approval letter (Received from Principal / Executive Director)	
5	Name & place of conference attended	
6	Duration of the conference	
7	Details of actual expenditure incurred (Photocopy/ Original whatever applicable to be attached with all relevant details as a Separate Annexure)	

Certified that

1. The details gives above are correct and if the information is found to be incorrect on a later date, entire amount paid by the Seth G B Podar College, Nawalgarh will be refunded.
2. The expenditure has been utilized for the purposes for which it has been approved in accordance with the terms and conditions of Seth G B Podar College, Nawalgarh.
3. In case financial assistance is received from the organizers or any other agency, the amount paid by the Seth G B Podar College, Nawalgarh will be refunded.

(Name & Signature of Applicant)

CERTIFICATE BY PRINCIPAL

3. Certified that details given above have been verified and found correct.
4. The Applicant has not availed assistance from for visiting abroad during past two years.

(Signature)
(Seal)

Approved / Not Approved

Total Amount:.....

Executive Director