



NAAC Grade "A" 3rd Cycle
under Autonomous Category

Autonomous College
(Since 2014) Conferred by UGC

RESEARCH POLICY

w.e.f. January, 2024

Amritsar Group of Colleges
Amritsar



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Research Policy (Abbreviations Used)

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| 1) ABDC | : | Australian Business Deans Council |
| 2) AICTE | : | All India Council of Technical Education |
| 3) CSIO | : | Central Scientific Instruments Organisation |
| 4) CSIR | : | Council of Scientific and Industrial Research |
| 5) DRDO | : | Defence Research and Development Organisation |
| 6) DST | : | Department of Science and Technology |
| 7) ESCI | : | Extended Science Citation Index |
| 8) ERP | : | Enterprise Resource Planning |
| 9) FDP | : | Faculty Development Program |
| 10) HoD | : | Head of the Department |
| 11) HoI | : | Head of Institution |
| 12) ICSSR | : | Indian Council of Social Science Research |
| 13) IIT | : | Industry Institute Interaction |
| 14) IKG-PTU | : | I K Gujral Punjab Technical University |
| 15) IQAC | : | Internal Quality Assurance Cell |
| 16) MDP | : | Management Development Program |
| 17) RDC | : | Research and Development Committee |
| 18) RP | : | Research Policy |
| 19) R & D | : | Research and Development |
| 20) SCI | : | Science Citation Index |
| 21) STC | : | Short Term Course |
| 22) STTP | : | Short Term Training Program |
| 23) UGC | : | University Grant Commission |

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Research is a systematic and rigorous process of inquiry aimed at discovering, interpreting, and revising facts, theories, and applications. It involves the collection, analysis, and synthesis of information to answer questions, solve problems, and contribute to the existing body of knowledge. Research is essential across various disciplines, including Natural Sciences, Social Sciences, Humanities, and Engineering. It is a fundamental component of the academic responsibilities of faculty members for several key reasons including Advancement of Knowledge, Innovation and Discovery, Intellectual Growth, Enhancing Teaching Quality, Critical Thinking, Personal and Professional Development, Career Advancement, Professional Networks, Solving Real-world Problems, Funding and Resources, Grant Acquisition, Resource Allocation and Developing Future Scholars. To meet these parameters, the Research Policy has been amended with the given guidelines, and named as Research Policy (RP-2024). All the teaching faculty and staff of AGC shall adopt these guidelines in regards to Research Activities. It shall supersede the existing or prevailing Research Policy.

1. Objectives

The objectives of our research policy are designed to foster a robust and innovative research environment within our institution. They include:

- (i). **Promote High-Quality Research:** Encourage and support the production of high-quality, original research that contributes to the advancement of knowledge and innovation in various fields.
- (ii). **Enhance Research Capacity:** Provide resources, training, and infrastructure to enhance the research capabilities of faculty members and staff.
- (iii). **Foster Collaboration:** Encourage interdisciplinary and cross-institutional collaborations to leverage diverse expertise and perspectives, enhancing the impact and scope of research projects.
- (iv). **Support Publication and Dissemination:** Facilitate the dissemination of research findings through publications, conferences, and other platforms, ensuring wide visibility and impact.
- (v). **Ensure Ethical Standards:** Uphold the highest standards of research integrity and ethics, ensuring that all research activities comply with relevant regulations and ethical guidelines.

- (vi). **Encourage Funding Acquisition:** Assist researchers in securing funding from internal and external sources to support their research activities and projects.
- (vii). **Promote Applied Research and Innovation:** Encourage research that addresses real-world problems and leads to practical applications, innovations, and technology transfer.
- (viii). **Support Early-Career Researchers:** Provide mentorship, resources, and opportunities specifically aimed at supporting early-career researchers in developing their research careers.
- (ix). **Enhance Institutional Reputation:** Elevate the institution's standing and reputation through significant research contributions and active participation in the global research community.
- (x). **Monitor and Evaluate Research Performance:** Implement mechanisms for regular assessment and evaluation of research activities to ensure continuous improvement and alignment with strategic goals.

2. Composition of Research and Development Committee (RDC)

For enhancing the Research activities in the Institute, the team of the following members have been constituted.


Table 1 : RDC Members

S.No.	Designation
1.	Chairperson or Dean
2.	Co-Chair or Dy. Dean
3.	Secretary
4.	Faculty Representative or Member nominated by each HoD

2.1.Roles and Responsibilities of RDC Members

The prime role and responsibilities of RDC members are as:


- (i). To facilitate faculty and staff members for writing research papers and get published in the peer reviewed reputed journals.

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- (ii). To Motivate faculty members for sending proposal to funding agencies for organizing FDPs, Workshops, STCs, STTPs, Bootcamps, MDPs etc. in the institute
- (iii). To conduct regular meetings with RDC members and the Principal to frame policies essential for promoting research within the Institute.
- (iv). To establish research centres / laboratories with the funding amount received from Government Agencies.
- (v). To start research programmes in the institute.
- (vi). To encourage faculty and staff members for presenting their research papers in the reputed conferences with in India and Abroad.
- (vii). To coordinate and facilitate submission of research project proposals to various funding agencies.
- (viii). Timely submission of utilization certificates to concerned funding agencies.
- (ix). To provide necessary guidance and encouragement to teachers and researchers for writing research papers for SCI-indexed journals and for filing patent applications.
- (x). To keep track of research activities carried out in the institute.
- (xi). Responsible for timely purchase/procurement of scientific equipment in consultation with a duly constituted Purchase/Technical Committee to be nominated by the HoI.
- (xii). To organize National/International Conferences within the institute, utilizing sanctioned grants from funding agencies.
- (xiii). To enhance Industry Institute Interactions (III) to foster meaningful collaborations encompassing projects, consultancy, faculty training, guest lectures, student projects, and internships, among others.
- (xiv). To sanction seed money for research projects.
- (xv). To identify the thrust areas where faculty need training and implementation.
- (xvi). To cultivate departmental Centre of Excellence initiatives aimed at fortifying R&D endeavors.
- (xvii). To inspire faculty members to pursue courses on the latest technologies and support them in their completion.

3. Research Initiatives

3.1. Seed Grant

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The objective of the Seed Money Grant to facilitate the faculty members for financial support related to the research assignments.

3.1. Procedure to get the Seed Grant


- The Faculty Member (Proponent) must draft a proposal outlining clear objectives and expected outcomes.
- Subsequently, the Proponent addresses an application to the HoI and submits it along with the proposal to the respective HoD.
- Further, Head of the Department will forward the Proponents' request to Dean (R & D).
- Dean (R & D) will discuss the Proponents' proposal with RDC Committee Members in Regular Meeting or Meeting can be called as per requirement.
- If the proposal is accepted by the RDC Members, it will be sanctioned and sent to the HoI for final approval. Otherwise, it will be returned to the concerned HoD with the necessary reasons for rejection.
- Upon the final approval of the HoI, the Dean (R&D) forwards the proposal to the Registrar Finance (Account Office) for the release of the sanctioned amount to the Proponent.
- The proponent will return back the sanctioned amount to the institute in eleven equal interest-free installments.

3.2. Recognitions/Awards

Cash incentives will be provided to faculty members for granting patents and publishing research or review papers in peer-reviewed reputable journals. This incentive is subject to the condition that the faculty member serves as the first (or corresponding) author or supervisor (Ph.D./M.Tech), and the affiliation of the Institute (AGC) is mentioned in the paper. The cash incentives will be distributed as follows:

Table 2: Categorization of Incentives


Particulars	Cash incentives (in Rs.)
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Publishing paper in SCI/ESCI Indexed Journals	Rs. 10000/-
Publishing paper in Scopus/ABDC Indexed Journals	Rs. 5000/-
Publishing paper in the Journals enlisted in UGC Care	Rs. 3000/-
Granting Patent	Rs. 20000/- along with Registration Fees
Publishing Book /Book Chapter	1. Rs. 10,000/- will be awarded for publications in SCI or equivalent indexing 2. Rs. 5,000/- will be granted for publications in SCOPUS indexing 3. Rs. 3,000/- will be awarded for publications with reputed publishers having an ISBN number

3.2.1 Procedure to get the Incentives

- The faculty member must address a request to the HoI and submit this application along with the publication records (including a hard copy of the published paper or patent grant, and evidence of uploading this data on the ERP portal, along with proof of journals indexed in UGC Care/Scopus/SCI) to the respective Head of Department.
- Further, the HoD will forward the Faculty Members' request to the Dean (R & D).
- Dean (R & D) will discuss the Faculty Members' request with RDC Members in Regular Meeting.
- The RDC Members will meticulously review the provided proofs before sanctioning the incentives. If deemed satisfactory, the incentives will be sanctioned, and a request letter will be

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- forwarded to the HoI for final approval. Otherwise, the request will be returned to the respective HoD with the necessary reasons for rejection.
- After the final approval of the HoI, the Dean (R & D) will send the copy of approval to the Registrar Finance (Account Office) for the release of sanctioned amount to the respective faculty member.
- The Account Office will issue a cheque for the sanctioned amount to the faculty member (beneficiary), who must then submit a copy of the cheque to the Dean (R&D) office.

3.3. Financial Support for organising an Event

The institute has initiated efforts to support the professional development of faculty members by organizing events such as conferences, faculty development programs (FDPs), workshops, seminars, short-term training programs (STTPs), short-term courses (STCs), management development programs (MDPs), and guest lectures on campus. In cases where grants are not received from funding agencies for organizing these events, the institute provides complete financial support to the department responsible for organizing the event.

3.3.1 Procedure to get the financial support for organizing an event

- The Head of Department (HoD) will draft a request letter to the Dean (R&D), detailing the objectives, expected outcomes, and benefits of the event for the attendees.
- Dean (R & D) will discuss the request for organizing the event with RDC Members in Regular Meeting or Meeting can be called as per requirement.
- If the proposal is approved by the RDC Members, it will be forwarded to the Head of the Institute (HoI) for final approval. Otherwise, it will be returned to the respective Head of Department (HoD) with necessary suggestions for revision.
- Upon final approval from the Head of the Institute (HoI), the Dean (R&D) will distribute copies of the proposal to the respective Head of Department (HoD) and Registrar's Office.
- Subsequently, the concerned Head of Department (HoD) must prepare the budget for the event, which requires approval from the Head of the Institute (HoI).

- Once approved by the Head of the Institute (HoI), the concerned Head of Department (HoD) will forward a copy of the approval to the Account Office for the release of the sanctioned amount necessary for organizing the event..
- After the event's completion, the concerned Head of Department (HoD) is responsible for compiling the event's documentation and submitting it to the Internal Quality Assurance Cell (IQAC).

3.4. Financial Support for Completion of Ph. D Course

The institute has initiated a program to incentivize faculty members to enroll in Ph.D. courses, wherein 75% of the Ph.D. course fees will be covered by the institute, and the remaining 25% will be the responsibility of the faculty member until the completion of their Ph.D. Faculty members availing this opportunity are required to adhere to the following guidelines:

- To get enrolled for Ph.D Course in the Centre/State Government Universities, apart from these universities, if they are interested to enroll for any other university, then it is mandatory for them to take the prior approval from the RDC.
- To complete the Ph.D **with in four years**.
- Only six months extension can be granted by **HoI** in special case.
- To publish at least one research paper in peer reviewed SCI Indexed Journal.
- They must sign a bond contract for a minimum of four years, stipulating that they are obliged to work at AGC for at least four years following the completion of their Ph.D. course.
- In case, duration of Ph.D course will exceed than **four and half years**, then bond will get abolished and faculty member has to return the received amount (paid fees) to the institute (amount received since from the commencement of the course)

3.4.1 Procedure to get the Financial Support for Completion of Ph. D Course

- The faculty member is required to address a request to the HoI to avail financial support for completing the Ph.D. course, subsequent to passing the entrance examination. This application, accompanied by the necessary proofs, must be submitted to the respective HoD.

- Further, HoD will forward the Faculty Members' request to Dean (R & D).
- Dean (R & D) will discuss the Faculty Members' request with RDC Members in Regular Meeting or Meeting can be called as per requirement.
- The RDC members will meticulously review the provided proofs. If deemed satisfactory, a request letter of the faculty member will be forwarded to the HoI for final approval of financial support. Otherwise, the request will be returned to the respective HoD with the necessary reasons for rejection.
- Upon final approval from the HoI, the Dean (R&D) will forward a copy of the approval to the Registrar Finance (Account Office) for the release of 75% of the fees amount for each year to the concerned faculty member. The Account Office will then release the sanctioned amount to the faculty member (beneficiary), and proof of the released amount will also be submitted to the Dean (R&D) office.
- Prior to availing the sanctioned fees, it is imperative for the beneficiary to submit copies of each document related to the Ph.D. course, including the result of the entrance examination (if applicable), enrollment/registration number, proof of coursework, and any other relevant documents. These submissions should be made to the Registrar's office for personal filing, the Dean (R&D), and the respective HoD.

3.5. Consultancy

When addressing industry or institution issues, requests can originate from either party or through faculty members' initiatives. Upon allocation of the assignment to the institution, the task is delegated to faculty members within the relevant department by either the Head of the Institute (HoI) or the Dean (R&D). Faculty members have access to administrative and infrastructure facilities while engaged in consultancy assignments. Professional charges will be levied on the benefiting agency by the institute and distributed as follows:

- For projects or R&D/consultancy assignments, the distribution of charges shall be 60:40, with 60% allocated to the students and 40% to the Faculty Members.

- In cases where students are not involved but infrastructure and faculty work time are utilized, the distribution shall be equal at 50:50, with 50% allocated to the faculty members and 50% to the Institute.

3.5.1 Procedure for Consultancy


- Requests made by industry/institutions regarding the solution of their problems are addressed to the HoI, Dean (R&D), or HoD.
- If the request is made to the HoI, it will be forwarded to the Dean (R&D), who will subsequently forward it to the respective HoD.
- If the request made to Dean (R & D), it will be forwarded it to concerned HoD.
- If the request is directed to the HoD, they will respond to the industry/institution by specifying the charges, details of the faculty members and students assigned to resolve the issue. Additionally, a copy of the response will be sent to the Dean (R&D) and the Registrar's Office for information purposes.
- If the request is made to the HoI or the Dean (R&D), the HoD will provide the necessary quotation (charges) to the Dean (R&D) for resolving the issue. Subsequently, the Dean (R&D) will forward this quotation to the relevant industry/institution.
- If a representative from the industry/institution directly visits the institute for problem resolution, they must complete the prescribed format, providing details about the industry/institution, the nature of the problem, and associated charges.
- In the aforementioned cases, upon acceptance of the quoted charges for problem resolution from the industry/institution, the concerned department must resolve the issue within the stipulated period. Additionally, a copy of the results (where applicable) must be sent to the concerned industry/institution.
- The department is responsible for preparing the distribution sheet of consultancy amount as per institute policy on a 60:40 basis (60% of the amount allocated to students involved in the project and 40% allocated to the faculty members and staff involved). This distribution sheet must be submitted to the Registrar Finance (Account Office).

- Subsequently, the allocated amount will be disbursed to the deputed Faculty Members, Staff Members, and Students from the Account Office. This disbursement will be facilitated by signing on the distribution sheet.
- Further, Account Office is required to send the copy of distribution sheet to the Dean (R & D) for the record.
- The mentioned documents will be acquired by the Dean (R&D) office, and copies will be retained by the Account Office and the respective department.

3.6. Financial Support for Attending an Event

AGC has initiated efforts to encourage faculty members to participate in events (outside the campus) such as FDPs, seminars, conferences, congresses, STTPs, STCs, symposiums, boot camps, MDPs, guest lectures, and Faculty Induction Programs. For this purpose, the Institute will reimburse the registration fees, provide traveling allowance (if applicable), and grant Academic Leave. Prior approval from competent authorities must be obtained at **least three days in advance**. The eligibility criteria and norms for participating in these events are as follows:

- Each faculty member is eligible for a maximum of two national-level travels per financial year and one international travel within a period of three financial year.
- Out of the two national level participations, at least one should be a paper presentation which shall be subsequently published in an edited book (proceeding).
- The international participation should be essentially research paper presentation.
- Financial assistance from AGC will be provided subject to availability of funds. However, faculty will be encouraged to apply to other funding agencies like DST, CSIR, AICTE, IKG-PTU, ICSSR, DRDO, CSIO etc.
- All approvals for one of this events / programs will be accorded along with Academic leave (maximum 10 days in an Academic Year).
- During this period if any holiday / Non-working days fall then no special compensatory off will be given to attendee.

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- In case there is fully sponsored invitation, the HoI may allow the faculty member to participate in the conference/seminar/FDP/STC/STTP/MDP/Workshop / Guest Lecture/MDP with no financial commitment from the Institute.
- Registration fees will be reimbursed, not more than Rs. 10000/- in total for one academic year in case event is in India, and Rs. 20000/- in total of abroad.
- Registration fees of the event will be reimbursed to Faculty member after submitting the required documents to R & D Cell.

3.6.3 Procedure to get the Financial Support for Attending an Event

- Faculty member has to write a request by addressing to the HoI for availing the financial support for attending the Event such as Seminar / Faculty Development Program / Conference / STC / STTP / MDP / Guest Lecture or any other, and submit this request along with required proofs to the concerned HoD.
- Faculty member is permitted to attend conferences only if their research or review paper has been accepted and is to be presented at the conference. For availing financial support to attend FDPs, seminars, workshops, STCs, STTPs, MDPs, guest lectures, or any other events, they must submit the required proofs along with a request letter to the respective HoD.
- Further, HoD will forward the Faculty Members' request to Dean (R & D).
- Dean (R & D) will discuss the Faculty Members' request with RDC Members in Regular Meeting or Meeting can be called as per requirement.
- RDC Members will check the given Proofs thoroughly, if satisfactory, then request letter of the faculty member will be sent to HoI for final Approval of financial support; otherwise it will be sent back to the concerned Head with required reasons of rejection.
- After the final approval of HoI, Dean (R & D) will send the copy of approval to the Registrar Finance (Account Office) for the reimbursement of Registration Fees and Travelling Allowance (if applicable).
- The Account office will reimburse the approved amount to the faculty member (beneficiary), and the proof of the reimbursement amount will also be submitted to Dean (R & D) office.

- Before the reimbursement of the sanctioned amount, it is mandatory for the beneficiary to submit copies of each document (such as participation certificates, proof of registration fees paid, and any other relevant documents) related to attending an event to the Registrar's office (for personal filing), the Dean (R&D), and the Concerned HoD.

3.7. Financial Support to get Membership of a Professional Body


Membership in professional bodies offers a multitude of benefits that can significantly enhance both personal and professional development as:

- **Networking Opportunities:** Connect with peers, industry leaders, and experts of distinguished field.
- **Professional Development:** Access to exclusive resources, workshops, and conferences to enhance the skills and knowledge.
- **Recognition and Credibility:** Membership signifies the Faculty Members' commitment to professional growth and excellence.
- **Research and Collaboration:** Opportunities to collaborate on research projects and stay updated with the latest industry trends and advancements.

The Institute extends financial support to faculty members for joining professional bodies. Faculty members are eligible to receive a 50% reimbursement of their membership fees by submitting the necessary documents to the R&D Cell. These documents should include prior approval for the membership, the membership certificate, and proof of payment.

3.7.1. Procedure to reimburse the Membership Fees

- The faculty member selects the professional body they intend to join.
- Subsequently, they draft a formal request for approval addressed to the HoI through their HoD, outlining the relevance and benefits of the membership.
- HoD will forward Faculty members' request to Dean (R & D).
- Dean (R & D) will discuss the Faculty Members' request with RDC Members in Regular Meeting or Meeting can be called (if required).

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- RDC Members will evaluate the relevancy of the professional body in relation to the faculty member's expertise and the subjects they teach.
- Then, decision of RDC members will be communicated to concerned HoD.
- If recommended, the faculty member proceeds to apply for membership to the chosen professional body.
- For reimbursement, the faculty member submits a new request to the Dean (R&D) through their Head of Department (HoD), accompanied by the prior approval, membership certificate, and proof of fees paid.
- Furthermore, the Dean (R&D) will seek approval for the faculty member's request during the RDC meeting.
- Then, this approved request of reimbursement will be forwarded to HoI for final approval.
- After receiving approval from the HoI, the request will be forwarded to the Registrar Finance (Account Office) for the release of 50% of the membership fees to the respective faculty member.
- The Account Office will issue a cheque for the approved amount to the faculty member, who must then submit a copy of the cheque to the Dean (R&D) office.

3.8. Financial Support for completion of Course on Latest Technologies

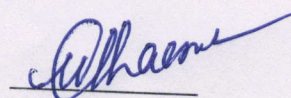
Faculty members are encouraged to pursue courses (offline/online) on the latest technologies, with financial support available for this purpose. This initiative aims to foster continuous learning and skill enhancement in cutting-edge technological fields. Faculty members interested in availing this benefit must secure prior approval from the R&D office and fulfill the following criteria:

- The course chosen by the beneficiary must be one that will be taught to students in the current academic year.
- The course should focus on the latest technologies relevant to the current era.

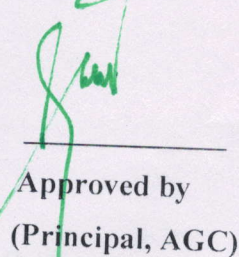
The Institute provides comprehensive financial support to faculty members, covering course fees, boarding/lodging, and travel allowances (TA/DA).

3.7.2. Procedure for reimbursement of the Course Fees

- The faculty member must submit a written request addressed to HoI to avail financial support for attending a course on the latest technologies, either in offline or online mode. This request should be submitted to the concerned HoD.
- The HoD will verify the request, ensuring that the faculty member will teach the course-related subject to students in the current academic year. The HoD will then forward the faculty member's request to the Dean of Research and Development (R&D) along with the required documents, including the teacher load and course completion certificate.
- Dean (R & D) will discuss the Faculty Members' request with RDC Members in Regular Meeting or Meeting can be called as per requirement.
- RDC Members will check the given documents thoroughly, if satisfactory, then request letter of the faculty member will be sent to HoI for final Approval of financial support; otherwise it will be sent back to the concerned Head with required reasons of rejection.
- The HoD will verify the request, ensuring that the faculty member will teach the course-related subject to students in the current academic year. The HoD will then forward the faculty member's request to the Dean of Research and Development (R&D) along with the required documents, including the teacher load and course completion certificate.
- The Account Office will reimburse the approved registration fees and other applicable expenses to the faculty member. Proof of the reimbursement amount will also be submitted to the Dean of R&D's office.
- Before reimbursement of sanctioned amount, it is mandatory for the Beneficiary to submit the copy of each document (Course Completion certificate, Registration Fees paid proof and any other) related to the course to Registrar office (for personal file), Dean (R & D), and Concerned HoD.



Prepared by
Dean (R & D)


Approved by
(Principal, AGC)