

Research & Development Policy

1. Preamble

The reputation of any educational institution depends on the rapid growth in a scientific knowledge through research and development and its impact on the society. Research and developmental activities create and disseminate new knowledge in various fields, promotes innovation and motivate the faculty as well as the students for excellent learning and teaching. Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and the success of an institution in attaining its objectives and the mission greatly depends upon the alignment of faculty and students with all the aspects of research initiatives and innovation. Therefore, taking these into consideration, the following research policy has been formed with an aim to help Lingaya's Vidyapeeth to achieve excellence and give their best to the society.

2. Purpose

The purpose of the Research Policy is to create an utmost atmosphere of research among the faculty, students and researchers at Lingaya's Vidyapeeth. The policy will serve as an overall framework and guidance for carrying out the research activities & innovation.

3. Scope

The Policy will be implemented to all the researchers of the Lingaya's Vidyapeeth. The purpose of this policy, research and related activities will include:

- a. Research activities including basic, strategic and applied research undertaking, for fulfilling the requirements of academic degrees or for solving the problems.
- b. Scholarly activities intended to expand knowledge boundaries by analysis synthesis and interpretation of ideas and information by making use of rigorous methodologies.
- c. Knowledge compilation and communication initiatives for keeping abreast of academic developments in any knowledge domain such as writing of textbooks, chapters of textbooks, monographs; developing/ updating curriculum, etc.
- d. Creative activities involving the generation of new ideas, innovations, hypotheses, images, performances, including design in any field of knowledge which leads to the development of new knowledge, understanding or expertise and patents.
- e. Research projects of students undertaken as part of the curriculum or for enriching it.

- f. Publications, presentations and communications of the research outcomes and related activities.
- g. Industry consultancy, projects for helping them solve the problems, innovation, improvement and development of products/ processes etc.

4. Objectives

- a) To cultivate, promote and strengthen research activities in Lingaya's Vidyapeeth.
- b) To create and administer a research fund for supporting and facilitating research initiatives and projects undertaken by the faculty, students and researchers.
- c) To develop rules, procedures and guidelines for granting research support, institutional awards, and supporting all the other related activities.
- d) To develop rules, procedures and guidelines for granting study leave, sabbatical leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities.
- e) To provide a modality for proper coordination of all research activities carried out at Lingaya's Vidyapeeth.
- f) To guide faculty members in the effective integration of research projects with the regular curriculum implementation and curriculum enrichment activities.
- g) To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations.
- h) To promote interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/ experts in such projects.
- i) To define an enabling framework for researchers to obtain sponsorships for the research projects and making the participating researchers as custodian for successful implementation of the projects.
- j) To identify and establish linkages including MOUs for long term relationships with national and international research organizations for widening the scope of research opportunities and funding options available to the faculty, students and researchers.
- k) To encourage and facilitate the publication of the research work/ projects in reputed academic national and international journals.
- l) To encourage and facilitate the presentation/ communication of the research work/ projects as well as their findings and recommendations through academic events such as workshops/ seminars/ guest lectures or the web media.

- m) To maintain data of all the research work/ projects undertaken by the Lingaya's Vidyapeeth into a database for monitoring and analysis of the progress and take the corrective measures as required.
- n) To provide a mechanism to ensure that the faculty follow and attain the desired mix of teaching, research and consultancy outputs, so as to achieve the levels stated by the University in its mission statement.
- o) To draw up, adopt and administer a research code for the researchers to follow the ethical, legal norms, applicable rules & regulations and principles to be followed in the conduct of research.
- p) To prepare and implement a research quality assurance mechanism and process for ensuring that all research activities of the University conform to the standard quality specifications.

5. Promotion of Research

Lingaya's Vidyapeeth shall create favorable environment for carrying out the research. It will endeavor to allocate the space, facilities, funding, and other resources required for the research activities based on the needs of the proposed research proposals. Lingaya's Vidyapeeth will also seek the support and funding from the other agencies like industry, government, other institutions. It will also provide developmental opportunities to the researchers for writing research proposals, reports, publications, patent filing, etc. An incentive policy for benefit of all the stakeholders shall be applied.

6. Identification of Research Areas

While the researchers have freedom to choose their own topic/ subject for the research, it is desirable to make the research relevant to the needs of local region, nation and the society. Lingaya's Vidyapeeth shall encourage the schools and departments especially having postgraduate courses to prepare a list of probable research areas/ topics. This exhaustive list called as a bank of thrust areas shall be accessible to the researchers.

7. Research at Undergraduate and Postgraduate Level

The teaching and research activities both are equally important for any Institution. In order to promote creativity among the undergraduate and postgraduate students, some research components in the curricula, especially in the final or pre-final year of the Bachelor's programme and final year in the Master's programme shall be implemented. Also, in the postgraduate programme, research work shall be emphasized and the students shall be trained for thinking out-of-box and to develop robust research skills.

8. Establishment of Idea Labs/ Incubation Centre

The students may have many innovative ideas and plans for the research and development, but in the absence

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of the infrastructure, including the place, space, funds, training etc., they may get handicapped to work on their desired plans. In view of this, the Lingaya's Vidyapeeth shall encourage and form Idea Labs/ Incubation Centre, where the students can research on an idea and try to take it forward into a conceivable model. The Idea Lab shall be equipped and supported

by the resources to handle the questions asked by the students in different areas of knowledge. It will equip them with an ability to think, concretize the idea, design research study, execute it and file report of the findings. It will also encourage research scholars to publish and patent their research work and development of the entrepreneurship skills. The idea labs and incubation center shall preferably be formed in the areas of emerging technologies and support shall be taken from the industries and other institutions as required.

9. Ph.D. Programme

The mission of Lingaya's Vidyapeeth is to impart professional education to the students to enable them to promote industrial, economic and social development of the country. The Vidyapeeth offers academic programs at three levels viz. undergraduate, postgraduate, and Doctoral. The Ph.D. programme is run in line with the applicable UGC regulations. For the Ph.D. programme of the Vidyapeeth, the entrance test is held twice in a year, after giving due notifications in the newspapers/ website. The Vidyapeeth offers Ph.D. in various disciplines like Commerce & Management, Computer Science Engineering, Electronics & Communication Engineering, Civil Engineering, Mechanical Engineering, English, Information Technology, Education, Mathematics, Physics, Chemistry, Mass Communication, Law, Psychology and Pharmaceutical Sciences.

The Lingaya's Vidyapeeth has the requisite supervisor resources and infrastructure for conducting research activities in various fields and areas. Also, the Scholars may take support from other capable people as co-supervisor, from other institutions/ industries who have the expertise to guide the scholars in special subjects. The Vidyapeeth shall encourage faculty and research scholars to maintain quality work in their research. The plagiarism software is available and maintained by the Vidyapeeth. All the relevant research work undergoes the plagiarism check and corrective actions are taken as required.

As per UGC's recommended procedure, Lingaya's Vidyapeeth has signed MoU with UGC/ INFLIBNET and uploading thesis of Ph.D. Scholars on Shodhganga website. This process follows the prescribed procedure and guidelines defined by UGC.

The Ph.D. process flow of Lingaya's Vidyapeeth is given in **Annexure-I**.

10. Research Projects



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The Lingaya's Vidyapeeth encourages the students and faculty members to actively undertake the research projects. The Vidyapeeth believes that the classroom teaching and research are highly inter-dependent. The Ph.D. scholars are also promoted to take up the research projects as part of their research work. The research projects shall be executed by self-financing or through sponsoring agencies. For the research projects, the collaborative activities with the industries and other institutions shall be undertaken by forming MoU/ work orders.

The scope of the research project shall include product/ design/ prototype development, process development (product as well as services), machine/ system development, software development etc.

Minor research project shall be undertaken to help the students/ researchers to think about research, prepare the proposal, conduct research and write a research report. It will also assist them in preparing proposals for the major research projects. The Vidyapeeth shall take necessary steps to encourage the students/ researchers to take up minor and major research projects. This may become part of their studies or done separately.

Lingaya's Vidyapeeth shall also plan, promote and undertake the industry sponsored research projects and inter-disciplinary research projects. **(Annexure-II Seed Money Project Policy)**

11. Publications

The publication of research papers is critical for the reputation of any institute. The students and faculty must publish continuously in reputed journals possessing good impact factor. Lingaya's Vidyapeeth encourages the publication of research papers in referred national and international journals. Further, all the departments shall also be urged to organize research conferences/ workshops/ seminars/ webinars, at regular intervals to provide a platform for the researchers to interact with the scientific community and boost research activities in the Vidyapeeth. This will contribute to the existing body of knowledge.

The faculty and students of the Vidyapeeth shall publish research papers in reputed peer reviewed national and international journals and conferences. The Vidyapeeth encourages them to publish the papers in Scopus indexed/ UGC- Care etc. journals to maintain the quality of research. The research papers shall be published/ presented in the relevant areas of Computer Science, Physics, Chemistry, Mathematics, Mechanical Engineering, Civil Engineering, Pharmacy, Education, English, Architecture, Law, Electrical/ Electronics & Communication and Commerce & Management.

The Vidyapeeth shall also provide various incentives to the researchers towards the publications.

write a research proposal or they may have insufficient research skills to channelize their efforts effectively. To overcome this, Lingaya's Vidyapeeth shall organize training programs for the researchers in the identified areas.

12. Industrial Consultancy

Lingaya's Vidyapeeth encourages its students and faculty members to take-on industrial consultancy projects. They feel enthused to interact with the industry and undertake the projects, as it gives them practical exposure and direct interaction with the industry. The industrial consultancy of the Vidyapeeth covers the activities leading to development of new equipment/ processes, automation of existing systems, advice to industry on complex issues, industry problem solving, design evaluations, performance monitoring and testing, etc. The industrial consultancy works to serve the industry, institution, Vidyapeeth and the society. This activity many-a-times leads to a generation of new knowledge that uses the highest level of creativity and innovation.

The industry consultancy activities are undertaken by forming MoU/ work orders with the industries and other institutions. (**Annexure-III Consultancy Policy**)

13. Patents and Copyright

A Patent is a statutory right for an invention granted for a limited period of time to the patentee by the Government, in exchange of full disclosure of his invention for excluding others, from making, using, selling, importing the patented product or process for producing that product for those purposes without his consent. A copyright is a type of intellectual property that gives its owner the exclusive right to copy and distribute a creative work, usually for a limited time.

A research activity is sometimes likely to result into a unique idea, product or a process, which may be put into practical use to improve or make a new product/ process. It is invaluable to file a patent for the innovations, as it protects the inventor and brings the benefits from license, commercialization of the patent

It is policy of Lingaya's Vidyapeeth to continuously encourage its students and employees for getting their research works recognized and protected through copyrights and patents.

14. Incentives for Research

The Lingaya's Vidyapeeth encourages and motivates all its students and employees for doing quality research in various thrust areas. The Vidyapeeth has various schemes for providing incentives to the

researchers. Some of the incentive categories are: Reduced teaching load, sanctioned leaves, travelling allowances, monetary benefit, awards/ prizes, more funding for the ongoing research, giving more weightage for the career advancement, etc. (**Annexure-IV**)

15. Research Misconduct

The Vidyapeeth believes that the occurrence of misconduct is a threat to the basic principles of research. The misconduct in research damages the integrity of the profession and undermines the credibility of the scholars. It is also anti-ethical to the values that the Vidyapeeth strives to maintain and promote. The Vidyapeeth defines research misconduct, as any fabrication, falsification or

plagiarism in proposing, performing or reviewing research or in the reporting of the research results. The Vidyapeeth shall take seriously all allegations of misconduct, and shall ensure that the procedures for the inquiry, investigation and adjudication of any misconduct are well defined for all the parties involved.

The research misconduct may not include an honest error or differences of opinion, authorship disputes that do not involve plagiarism etc.

16. Committees

Research Committees have been formed in Lingaya's Vidyapeeth to ensure quality work in the Research Area and give thrust to the Research Initiatives. The Committees are at various levels – Department, Vidyapeeth and Management. Some of the functions and objectives of Committees are to Develop, review, monitor and approve research policies; hold research progress meetings; to periodically review and assist in the progress of the research work; to ensure quality, transparency and ethics in the research area. The Committee meetings are held at regular and periodic intervals.

17. Review of the Policy

Due to continuous improvement process, the 'Research & Development' policy clauses are subject to change. The policy can be amended anytime as per the requirements by the competent authority of Lingaya's Vidyapeeth.

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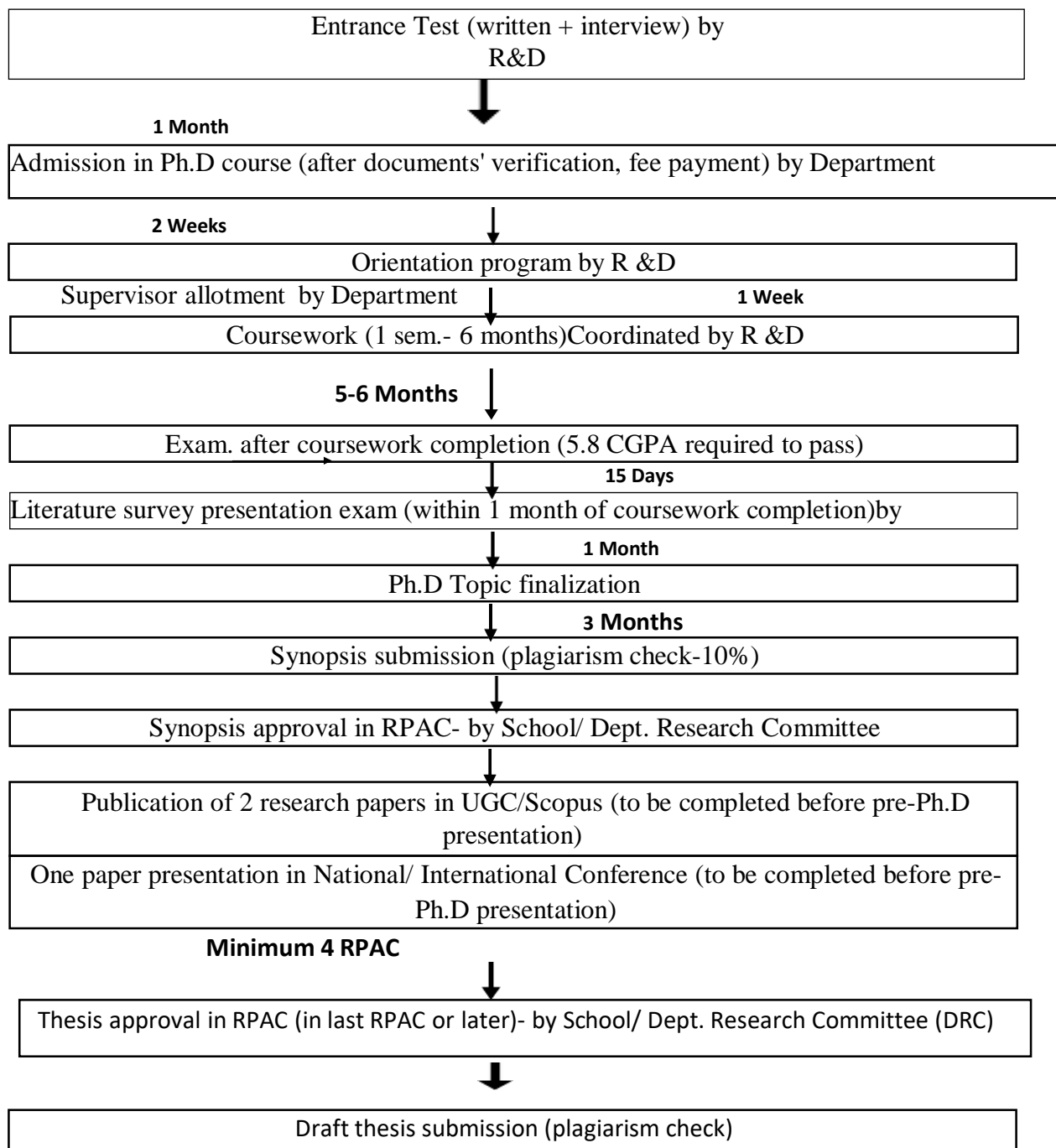
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Annexure –I Ph.D Completion Process



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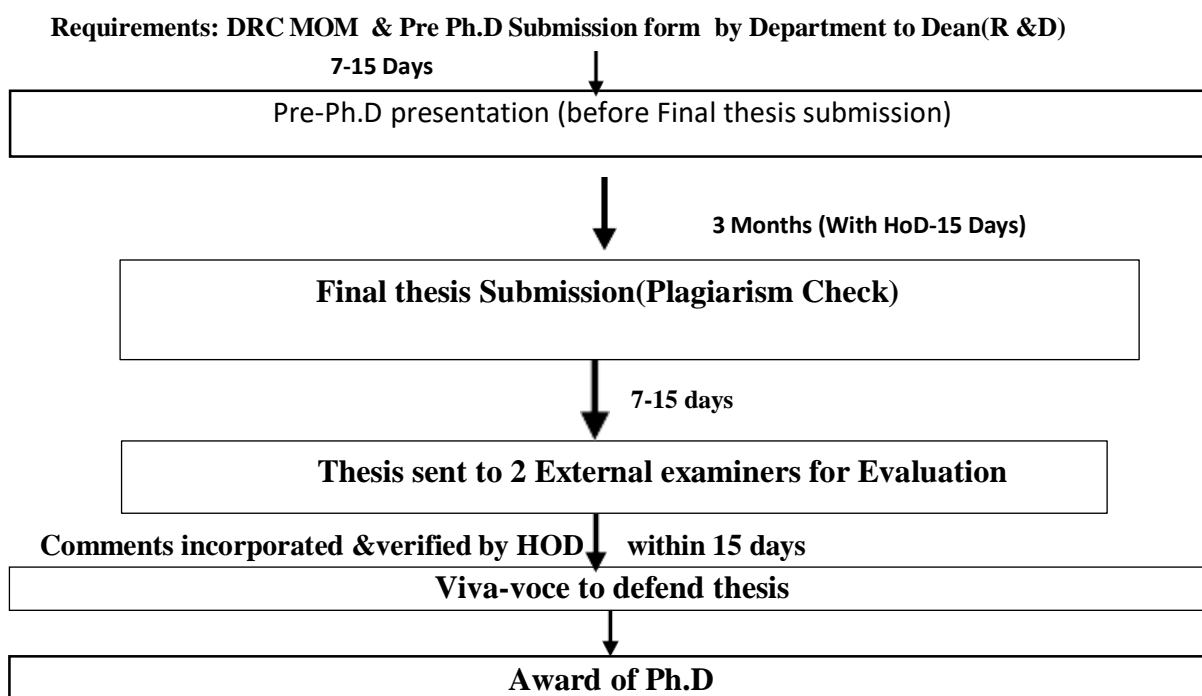
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NOTE : All Research scholars shall appear before the School/ Dept. Research Committee (DRC) once in six months to make a presentation of the progress of his/ her work for evaluation and further guidance.

Annexure-II

Policy for Seed Money

1. Introduction

Lingaya's Vidyapeeth wishes to encourage its faculty members to engage in the activities of research and innovation so as to increase the IP wealth of the university. Present policy document related to release of seed money and financial assistance for promotion of research / capacity building / outreach / knowledge upgradation will be followed with effect from July, 2022. Most funding agencies expect the applicant to have some prior experience in carrying out research work. Hence, faculty who are at the early stages of their career find it difficult to get funds for their projects. Lingaya's Vidyapeeth seed money grant scheme is directed to reduce this problem by providing such faculty with an initial grant with which they can start their research work.

2. Objectives

- To aid a faculty to initiate a research process that has the potential to attract funds from External agencies.
- To testify 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 IPR and product/process development.

3. Rules for Seed Money Grant

3.1. Eligibility

All full-time faculty of Lingaya's Vidyapeeth are eligible to apply for seed money.

3.2. Procedure

3.2.1 Interested faculty members must submit their proposal to the office of Dean-R&D, Lingaya's Vidyapeeth, Faridabad.

3.2.2 Faculty members can also submit a proposal in collaboration with each other. However, only one of them can be designated "Principal Investigator" / "Co- Principal Investigator".

3.2.3 Dean-R&D will constitute a committee to review the proposal as follows:

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- | | |
|--------------------------------|----------|
| 1. Dean-R&D | Convener |
| 2. Dean-Academics | Member |
| 3. Sr. Professor | Member |
| 4. HoD of Concerned Department | Member |

The committee may choose to call the PI / Co-PIs for face-to-face interview/presentation. The committee will thoroughly review the alignment of the budget with the deliverables.

3.2.4 The report of the committee will be submitted to the office of Dean-R&D, who will approve or reject the proposal.

- If the proposal is rejected, the faculty may reapply after incorporating the suggestions / recommendations of the ad hoc committee.
- Once approved by the Dean-R&D, the proposal will be forwarded to the office of ViceChancellor for further approval of release of funds from the Finance Section.

3.2.5 All the expenditure will be incurred following the purchase procedure of the University. The money will not be transferred / reimbursed to the faculty; rather, the amount will be reimbursed or incurred directly to the party (as per the purchase procedure) on getting the invoices in the name of Lingaya's Vidyapeeth, Faridabad.

3.2.6 The PI must submit a quarterly progress report to the office of Dean-R&D detailing the progress of the project. In cases where the progress of the research work is unsatisfactory, further tranche of the grant will be deferred or withheld.

3.2.7 At the end of the project, PI will submit a detailed report to the office of Dean-R&D. The report must include the work done, the output produced in terms of publications/ patent/prototype and future scope of the research.

3.3. Other Terms and Conditions

3.3.1 The duration of the grant shall not exceed one year in general. However, as per the decision of the Vice Chancellor, the grant may be extended by a year.

3.3.2 PI/Co-PI should neither use the seed money for his/her Ph.D. work, nor should recruit research associates, assistants for the research work. The students may be a part of the project, but the PI/Co-PI is expected to carry out a majority of the research work on his/her own.

3.3.3 All items procured under the Seed Money Grant Scheme shall be the property of the University.

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Annexure III

Consultancy Policy

1. Objective

To establish a framework to support consultancy activities at the Lingaya's Vidyapeeth (LV), Faridabad.

2. Eligibility

- This policy applies to all regular faculty and staff.
- The faculty members involving in the conduct of a consultancy service can avail on-duty for industrial visit and meeting industry person for discussion related to consultancy work.
- The faculty or staff must ensure that the consultancy work does not create a conflict of interest with the role of the faculty in the LV.

3. Circumstances under which consulting activity may be permitted

- The organization requiring consultancy services from faculty or the department shall write to the LV indicating the expertise required.
- The concerned faculty on receiving the request from the organization shall inform to the his/ her HoD.
- The reporting head of the department shall nominate the Principal Investigator (PI) or a group of faculties for consultancy work having the required expertise.
- PI will suggest / form a group of faculties and staff for consultancy work and report the same to HoD.
- In considering whether or not permission will be given for consulting activity, the reporting head 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 and get approval from the Dean-R&D and Vice Chancellor.
- An MoU may be signed between the organization and the LV towards the nature of consultancy work and the commercials involved.
- The faculty or a group of faculties engaged in the consultancy work shall periodically report the progress of the consultancy work to the reporting head and copy to Dean-R&D.

4. Publications

- Publication arising from consultancy work shall include the faculty affiliation of the LV and acknowledge for the facilities used from the LV.

5. Intellectual property Rights (IPR)



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- LV IPR cell may be used where not in conflict with rights of third parties or any commercialization plan.

6. Other Commercial Rules:

- LV facilities and resources may be used and must be charged in line with the guidelines from the Registrar from time to time.

Annexure IV

Research Incentive Scheme

1. Instead of continuing with the Rs. 2,000/- per month as Academic & Research Incentive to Assistant Professors, which amount is considered as an extra income for Income Tax purpose, Management rather decides to give incentives by way of reimbursement and rewards. Therefore, this payment of Rs. 2,000/- per month will be discontinued with effect from 01-07-2010.
2. All faculty members in the University will be entitled to a reimbursement/reward upto a total of Rs 25,000/- (Rupees Twenty-Five Thousand Only) per year as follows:
 - i) Registration fee for getting their papers published in the conference proceedings etc.
 - ii) Registration fee for attending any conference for which the travel expenditure will also be reimbursed for one Conference in a year, normally. If there is more than one conference, the case will be decided upon individual merit, depending upon the quality/content of the paper and the level of the conference. The claim should be accompanied with all supporting documents including bills/vouchers etc.
3. The unspent amount out of this Rs 25,000/- per year can also be carried and for the next two years, to enable one to plan to attend an International Conference once in three years for which 50% expenses will be borne by the University and the remaining 50% to be arranged by the faculty from other sources such as grant from UGC, AICTE, DST etc.
4. The amount can also be utilized for attending any Faculty Development Programme. Workshop. Training Programme, Refresher Course etc. Normally, such courses can be attended during the period when classes are not being held. However, in case it is an important programme, the case can be considered on merits,
5. If any Journal requires some amount to be paid for publication of the paper, this amount can be utilized for that purpose also.
6. In addition to the expenditure mentioned above, the University will also like to provide an incentive out of the said amount, as follows:
 - a) For any paper publication in an International Journal as recommended by committee - Rs 3000 to 7000 /-
 - b) For any publication in a reputed National Journal - Rs 2,000 /-
7. For the Principal Investigator of a Sponsored Research (where there is no provision for any financial honorarium to the Teacher), quantum of the project is more than 2 Lacs . - Rs 5,000 /-



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8. For making recommendations on all these issues, the faculty member will move the application thru' his/her HOD which will be considered by a committee comprising of:

- 1) Dean - R&D (Coordinator)
- 2) Concerned HOD
- 3) F.O.
- 4) Dean, Academics
- 5) One HOD of the Allied Subject

The Committee will then put up the case to VC/PC for final decision.

This Research Incentive Scheme is approved by the Competent Authority and is applicable up to AY2022-23 .