

Research Policy

Office of Dean (Research & Development)



COER University

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FOREWORD

Reputation of any educational institution depends on research productivity and innovation. The success of a higher learning university in attaining its objectives is greatly contingent upon the alignment of the faculty with all the aspects of research initiatives, being undertaken at the University.

COER University is committed to be a Research and Innovation driven university. The aim of COER University is to see India become a global knowledge superpower through education, research and innovation. To attain this goal, it is absolutely important to pursue cutting-edge basic and applied research in all domains of studies in a transparent, responsible and ethical manner for advancement of knowledge and development of novel processes, technologies and products. It is equally important to ensure that the products and outcomes of such research are appropriately disseminated to reach the widest possible audience at both national and global levels. This policy provides a set of guidelines for conduct of research at all levels and is applicable to all employees and students of the University who may be involved in any form of research activity. The present research policy aims to help faculty and students to achieve excellence and contribute to organizations and society.

Table of Contents

1. Objectives	4
2. Research & Development Cell	5
3. Quality policy and Practices of the Research & Development Cell	5
4. Faculty Upgradation	6
5. Project Based Learning	7
6. Code of Ethics and Plagiarism	8
7. Paper Publication and Research Recognition Awards	9-11
8. Grant Seed Money	11
9. Sponsored Research and Industrial Consultancy	11
10. Concluding Remarks	13

1. Objectives

Research and Development (R&D) activities are the backbone of academic life. The initiatives of COER University are always in line with this objective. The basic aim has been to pursue knowledge through various programs for developing highly skilled technical manpower. The COER University has research programs aimed at advancing knowledge, improve our world, and shape the future.

Multi-disciplinary research is key to research vision and strategy to address the diverse, complex and demanding problems of today's society. Research activities are conducted collaboratively in the identified Research Groups. The research activities at COER University are sponsored by Government research funding as well as industries and help in strengthening the Undergraduate and Postgraduate Research Programs. International collaboration in research is also pursued. COER University is focusing on following objectives:

- A.** To create a favorable research environment.
- B.** To provide support and facilities to students and faculty members for the enhancement of their research potential.
- C.** To encourage the faculty members and students for publishing the papers in national/ international journals and conferences to achieve a target of one or more as peer reviewed journal papers published per year per faculty.
- D.** To encourage the students and faculty members for filing the patents.
- E.** To encourage the faculty members to write the proposals for government and private sector research grants.
- F.** To organize research based events such as conferences, workshops and expert lectures based on recent technological development.
- G.** To enhance the knowledge and exposure of students and faculty members by collaborating with top international universities/ organizations.
- H.** To publish E-Research Newsletter once in six months showcasing the research achievements of the university.
- I.** To create a network for research internship of students in collaboration with partner institutions in Indian and abroad.
- J.** To create a platform for industries through R&D assistance on industrial problems.
- K.** To reward the researchers for their achievements.

2. Research & Development Cell

The research activities are coordinated by the Dean (Research & Development) with assistance from faculty representatives of all departments. For this purpose a research cell is formed with one faculty representatives from each department for tenure of two years. Dean (Research & Development) presents the progress of research activities once in a semester in Board of Research, a committee chaired by Vice Chancellor.

3. Quality policy and Practices of the Research Cell

A. Roles and Responsibilities

- Department coordinators are responsible for coordinating the research activities of their departments like Final Year Projects, Consultancy projects, research based projects etc.
- Coordinators are required to maintain the proper documentation of all the activities related to their respective departments.
- The review committee duly constituted by the office of Research & Development is responsible for reviewing the progress of research of each department periodically.

B. Graduate and Post Graduate Final Year Projects (FYP) Guidelines and rules for FYP

- All activities related to final year projects will come under Research and Development Cell.
- Efforts shall be made to give research orientation to the assigned B.Tech/ M.Tech projects problems to encourage students to publish their research in peer reviewed journals.
- There shall be a departmental project coordinator who will be responsible for all FYP activities within the department.
- FYP shall be allotted to students at the end of the pre-final year. However, if students are in agreement with their respective supervisor wish to continue their PBL as FYP, they may continue with the prior intimation to the departmental project coordinator.
- Each FYP group shall have 2-3 students.
- FYP shall be allotted to students based on mutual concurrence between supervisor and students but the same shall be based on emerging technologies.
- FYP may contain interdisciplinary components and a co-supervisor may be allocated from different department for the same.
- One progress presentation will be done of each FYP at the end of semester.
- Performa of each meeting will be maintained.

- The projects should be decided based on application for emerging technologies.
- Each project should have at least one paper (review/ application based/ research based)in a conference/ Scopus Journal.
- Synopsis, project report and other documents shall follow prescribed format.
- Deserving projects will get partial financial support from Research & Development Cell.
- Any modification at department level should be informed to the Department ResearchCoordinator.
- Deserving FYPs will be enrolled for patent and a part of patent fee will be reimbursed by the College.
- Students will be provided with financial support to present their research work inNational/ International conferences.
- The hard bound copy along with e-copy of FYP shall be archived in Departmental Library and one copy with the research coordinator.
- The guidelines of FYP may be subject to modification in future.

4. Faculty Upgradation

For the academic and research upgradation, faculty members are encouraged to do the following assignments in each academic year:

A. Ph.D. Faculty members:

- Publication of one SCI/SCIE and one Scopus paper for Science and Technology faculty members and one SSCI/AHCI/Scopus and one UGC Care Group-1 for Humanities faculty members.
- Submission of one sponsored research project to funding agencies.
- Participation in two FDPs in an academic year.

B. Non-Ph.D. faculty members:

- Publication of two Scopus papers for Science and Technology faculty members andone Scopus and one UGC Care Group-1 for Humanities faculty members.
- Submission of one sponsored research project to funding agencies and
- Participation in two FDPs in a session.
- Faculty members, not registered for Ph.D. must initiate the formal registration.

5. Project Based Learning

Project Based Learning (PBL) is a student centric pedagogy that involves a dynamic classroom approach which is aimed at students acquiring a deeper knowledge through active exploration of real-world challenges and problems. It is a style of active learning and inquiry- based learning. The methodology is also recognized by AICTE under best practices.

From the year (2021-22) onwards COER University will lay special emphasis on PBL for students of each year (excluding final year) of B.Tech, M.Tech, BBA, BCA, MBA, MCA, and BSc. Agriculture. In view of this, all Heads of Departments are requested to assign innovative projects to students, one project to a group of 2-3 students to be completed in one academic year. The students studying in third and fourth semesters will be enrolled in Project Based Learning. The students can continue with the same project in next semester or can be assigned a new project duly recommended by the Supervisor allotted to them. The projects should be aimed at exciting the students of emerging issues related to their field of study. The students should find an element of research in the project for which a solution is to be found through relevant search and discussion with the supervisor. The projects may require doing experimental investigations or computer simulation or a systematic literature survey or any other approach. A list of guidelines to be followed for successful implementation of PBL is mentioned below:

A. Guidelines: Projects Based Learning (PBL)

- All the students (excluding final year students) will be enrolled in Project Based Learning (PBL).
- Under PBL, projects will be assigned in the areas identified for the respective semester/ year.
- Each PBL group will have 2-3 students.
- There should be a departmental PBL coordinator for each year to take care of all PBL activities within the department of that particular year.
- PBL coordinator will review the progress with supervisors and communicate the outcome to Departmental Research Coordinator once in two months.
- Each supervisor will meet his/her project group students regularly.
- The students should be encouraged to present their projects in an annual exhibition organized in the department. Incentives for good performers can be recommended by the HOD.
- Students should be encouraged to write at least one paper (review/ application based/ research based) for a Scopus Indexed Journal/Conference. The project report in soft bound and e-copy shall be archived in department library.
- The performance of students will be monitored by respective supervisors and a

record of the same will be maintained.

- The guidelines of PBL may subject to further modification in future.

6. Code of Ethics and Plagiarism

Ethics and plagiarism are the significant components in the research and publication. Sometimes it is observed that researchers claim others work as their own, which will degrade the reputation of the institution.

- A.** An Ethical Committee duly constituted by the office of Research & Development Cell of the university will assess the faculty researcher / PG student who produce their work in the form of Research Publication / Research Proposal / Thesis Work / Project Report.
- B.** Especially the research work of the faculty / PG student in the form of journal paper / projects must go through the process of plagiarism and has to maintain high academic and production standards.
- C.** Apart from this, the committee takes extra measures to ensure that the work is in accordance with the National/International standards.
- D.** The Project Guides and Scholars are asked to use the software for which access is provided by the University for detecting the plagiarism. All faculty/student researchers seeking for journal paper submission are required to submit the plagiarism report (maximum allowed limit 10%) to the committee for review. All UG/PG students have to submit plagiarism report (Maximum allowed limit 15%).
- E.** Any violation of the rule and other issue, complaints regarding plagiarism attracts disciplinary action to be imposed by committee. Such scholars shall be asked to submit a revised document within a stipulated time not exceeding 3 months or as decided by the committee.

Plagiarism Checker Software:

https://www.turnitin.com/login_page.asp?err=3400&lang=en_us

7. Paper Publication and Research Recognition Awards

- A.** Ph.D. faculty members of Science and Technology need to publish one paper in SCI/SCIE and one paper in Scopus Journal in an academic year. The list of journals can be checked on <https://ugccare.unipune.ac.in/Apps1/User/WebA/CAREList>.
- B.** Non PhD faculty members of Science and Technology need to publish two papers in Scopus Journal in an academic year. The list of journals can be checked on <https://ugccare.unipune.ac.in/Apps1/User/WebA/CAREList>.
- C.** Humanities faculty members need to publish one paper in SSCI/AHCI/Scopus and one paper in UGC Care Group 1 in an academic year. The list of journals can be checked on <https://ugccare.unipune.ac.in/Apps1/User/WebA/CAREList>.

D. Faculty members for research paper/ book/ book chapter/ patents publication with COER University as the whole and sole affiliating university will be awarded with incentives as mentioned below.

E. The guidelines may be subject to modification in future.

Research Incentive Policy

S No	Category	Amount of Incentives (Rs)	Policy Rules and Regulations
1.	Paper in SCI/SCIE/SSCI/AHCI indexed journal (Q1Category)	30,000	<ul style="list-style-type: none"> • DoI must be provided while claiming the Incentive.
2.	Paper in SCI/SCIE/SSCI/AHCI indexed journal (Q2Category)/ ABDC-A* category	20,000	
3.	Paper in SCI/SCIE/SSCI/AHCI indexed journal (Others)/ABDC-A category	10,000	
4.	Paper in Scopus/ESCI indexed journal	5,000	
5.	Paper in UGC Care Group-1/ ABDC- B & C category	2,000	
6.	Text Book with ISBN (Reputed Publishers like Pearson, Springer, BPB, Wiley, Taylor & Francis etc.)	20,000	<ul style="list-style-type: none"> • Book available online on the website of the publisher will only be considered for incentives. • Before Publication, Table of Contents and first page of every chapter is to submitted in the IQAC for verification. • After publication, both soft and hard copies must be submitted to IQAC for record-keeping. • Books available on e-commerce websites will only be considered for incentive.
7.	Edited Book with ISBN (Must be available online) (International/National)	5,000	
8.	Book Chapter (Text Book/Edited Book) with ISBN: Available online	2,000	<ul style="list-style-type: none"> • If 50% of Book Chapters are published in the book by the same author, book will be considered for incentive.
9.	Indian/US Utility Patent Granted (COER University as Applicant)	5 000 ,	<ul style="list-style-type: none"> • Since, COER University will be applicant, the patent must be duly approved by *Competent Authority (through Dean R&D) before applying

			<ul style="list-style-type: none"> All patent submissions must be made through the centralized login created by the Dean of Research and Development or the Dean of IQAC.
10.	Conference Papers (Scopus/Web of Science indexed proceeding)	2,500	<ul style="list-style-type: none"> DoI must be provided while claiming the Incentive.
11.	Research Grant from Govt. Funding Agencies	10% of the project cost sanctioned by funding agencies to P.I./CO-P.I	<ul style="list-style-type: none"> Research Grant Incentive will be evaluated for consideration if the funds are deposited into the university account, and it is imperative that the grant letter explicitly mentions the university's name.

REIMBURSEMENT POLICY

S No	Category	Amount (Rs)	Policy Rules and Regulations
1.	Text Book with ISBN (Must be available online)*	5,000	<ul style="list-style-type: none"> Book available online on the website of the publisher will only be considered for reimbursement and will not be considered for incentive. After publication, both soft and hard copies must be submitted to Dean (R&D) for record-keeping. Reimbursement will be only after publication of the book.
2.	Indian/US Utility Patent Granted (COER University as Applicant)	As per actual fees (Max. 20,000)	<ul style="list-style-type: none"> Before applying for grant prior approval from competent authority is mandatory. All reimbursement will be subjected to approval of the competent authority. The University will receive 75% of the revenue generated from the commercialization of the granted patent, while 25% will be allocated to Inventee.

3.	Conferences Paper (Scopus/Web of Science indexed proceeding)	Up to 5000	<ul style="list-style-type: none"> Reimbursement will be considered after the proceedings are published. DoI number is required at the time of reimbursement
4.	NPTEL Certification (with college/university selected as local chapter)	Score $\geq 75\%$	Full fee will be reimbursed
		Score between 60% - 74%	Half fee will be reimbursed
5.	Invited Talk	No reimbursement will be provided for Invited talks. Only Duty Leave, after the approval of competent authority and as per University rules will be sanctioned.	
6.	FDP/ STC/ STTP/ MDP/ Workshop	<ul style="list-style-type: none"> FDP's registration fee upto 2500/- will be reimbursed. Faculty members intending to participate in the offline mode of FDP must obtain approval from the competent authority prior to registration. Only two FDP/STC/STTP/MDP/Workshop per semester will be considered for reimbursement. 	

8. Grant of Seed Money

- A. Seed money shall be provided to the faculty members for implementing research and nurturing ideas at preliminary level.
- B. To the faculties who are beginners and want to implement the innovative ideas.
- C. A total seed money upto INR 5 lakhs will be granted to University researchers in a financial year, on the recommendation of screening committee formed by the Vice Chancellor. The maximum amount sanctioned to a faculty member shall not exceed INR 50,000/-.

9. Sponsored Research and Industrial Consultancy

A. Budget Heads

There will be a separate university account for project funds. All funds received for projects will be deposited in this account. Besides the funds for ongoing projects, this account will be used to maintain a number of funds of the university as described below:

University Development Fund (UDF): Overheads from projects and portions of payments made to consultants etc. will be credited to this fund as per details given below. The utilization of this fund will be decided by the Dean Research and Pro Vice Chancellor of COER University.

Professional Development Fund (PDF): PDF is a budget head of R&D funds of individual project investigators/ consultants/ staff which is created out of the following sources for professional expenses/ development of the concerned investigators/ consultants:

- Part of the overhead of sponsored research projects.
- Amount transferred from short-term courses that are not drawn as honorarium.
- Full or certain portion of the consultancy fee from consultancy projects
- Any other income with the approval by the Group Director

The account thus generated can be utilized by the investigators in the expenses towards professional development as given below though no honorarium is admissible from this PDF:

- Travel (within the country or abroad) for professional work.
- Purchase of books, journals, membership fees of professional societies.
- Conference (within country or abroad) related expenses.
- Purchase of consumables for professional work.
- Purchase of equipment
- Other expenditures such as-cost of photocopying, binding, cost of telephone calls, hiring of manpower, hiring of services such as taxis, caterers etc. needed for professional work.
- Any other special expenses permitted by the competent authority.

Intellectual Property Rights Facilitating Fund (IPRFF): The IPRFF fund is created out of the share(5% university overhead) and further augmented out of the earnings due to commercial exploitation of the patents and IPRs. This Fund shall be utilised by the University for updating the innovation, for filing new patent applications, protecting their rights against infringements, for creating awareness and building competency on IPR and related issues.

B. Costs

Cost of a research project will consist of equipment costs, university overheads, actual expenses, and payment to research scholars/staff/employees for consultancy projects, service tax on consultancy fees.

C. University Overhead Charges

For sponsored Research Projects, the university will forward proposals with overheads 20% of the total project amount to the funding agency. However, the actual overhead will be determined on what the funding agency agrees to, in consultation with the Dean Research/ Group Director.

For Consultancy Projects, thirty percent (30%) of the total project cost will be charged to the funding agency as university overhead normally.

For testing services, the university overhead will be the estimated as per the cost of

testing service charges and will be deposited in University Development Fund (UDF).

The university overhead charges will have following components:

- 65% of the amount to the University Development fund (UDF).
- 30% to the Professional Development Fund (PDF) of the PI (in case there are Co-PI, this amount will be distributed proportionately to the PDFs of the investigators involved).
- 5% to the Intellectual Property Rights Facilitating Fund (IPRFF).

10. Concluding Remarks

The Research Policy outlined above is expected to serve as a reference for all concerned. For executive action, appropriate notification should be issued as and when required. Further, the policy should be reviewed once in a years to make it relevant to the needs of prevailing practices.