

Annexure D
Policy for Promotion of Research

Research Policy

Research productivity is of paramount importance for the reputation of any educational institution. KMV has recommended to its Faculty a number of guidelines to ensure that the conduct of a research is of high quality and of ethical standards. KMV expects its faculty members and students to comply with these policies diligently.

Objectives

- To create an enabling environment within the KMV to foster a research culture.
- To create, maintain and enhance infrastructure to enable conduct of state-of-the-art research
- To ensure adequate support to faculty, researchers and students in their research activities through internal and external funding.
- To ensure publications in quality journals indexed in Scopus/Web of Science and/or with impact factor.
- To encourage faculty to undertake interdisciplinary and socially useful research with potential for commercialization.
- To establish Research Centres within the institutions and extend research consultancy to outsiders.
- To encourage the faculty to enter research collaborations and linkages nationally and globally.

Research Committee

Prof. (Dr.) Atima Sharma Dwivedi	Principal KMV, Chairperson
Dr. Jatinder Pal	Department of Economics (Dean Research)
Dr. Gopi Sharma	Department of Physics
Dr. Manmohan Singh	Department of Physics
Mrs. Narinderjit Kaur	Department of Chemistry
Mrs. Natasha Sharma	Department of Mathematics

Guidelines and Instructions

- A research forum will be organized once in a month. Each department, especially post graduate departments, will showcase their respective research. The investigators, along with their students working under seed money grant, will present their ideas, findings and

Annexure (D)

experiences. Research forum will also organize invited talks periodically on research methodology, IPRs and research orientation.

- The appointments and promotions will be linked to research and academic activities and strictly in accordance with UGC/Government ordinances.
- Members of the faculty should undertake research leading to quality publications capable of generation of Intellectual property rights with potential for commercialization and with social relevance.
- Research activities of teachers, research fellows and students will be supported through the grants from central, state government agencies and college funds. (for detail see Seed Money Policy).
- It will be ensured that research papers are published in UGC approved Journals preferably with Impact Factor. Faculty can explore the Scopus to find list of journals for their respective subjects.
- Research should be promoted at Departmental level in collaboration with students. Departments should publish journals having research papers by faculty as well as students.
- Research Awards:
 - In each year faculty will be given “Award of Excellence in Research” of Rs. 5000/- approximately. Research outcome will be evaluated as per latest CAS UGC guidelines. Only those research activities will be considered for award where the researcher has acknowledged KMV as their working institution. Senior and junior categories will be decided according to Nature of job of the applicant.
 - Awards will also be given separately/ award of Rs. 2000/- to UG and PG students under Faculty of Languages, Science, Social Science, IT and Performing Arts. Each faculty will short list the research activities of students and submit the same to the research committee.

Research committee will submit the short listed applicants (both faculty and students) to an external committee (nominated by The Principal) for further evaluation. The external committee will submit its recommendations to the Research Committee.

Annexure (D)

- In case of travel from project funds, for distance more than 500 KM air fare can be availed.
- To attend seminar/conference/workshops duty leave applications, along with acceptance of letter/invitation letter, should be submitted to Research cell, IQAC one month prior to the seminar/conference/workshops. Certificate of participation must also be submitted to Research Cell, IQAC after attending the conference.
- Workshops/interactions on research methodology should be organized to promote research.
- Website for online journals should be actively used.

ETHICS POLICY

Researchers must in all areas of their research demonstrate Honesty and integrity. All the research activities of faculty in each area should be of good quality adhering to highest standards of ethics. The college encourages publications in journals indexed in Scopus/Web of Science. Faculty/students/research fellows must submit the undertaking that research work has not been published/presented/communicated elsewhere and all the citations are acknowledged carefully to avoid the issues involved in plagiarism.

Annexure (D)

SEED MONEY POLICY FOR RESEARCH

Kanya Maha Vidyalaya seeks to strengthen research and innovation activities in the college by motivating teachers and students who are not getting external funding. For this, it is desirable to have Seed money scheme. This will enable the faculty and students to engage in research work until sponsored projects from outside agencies are secured.

ELIGIBILITY

- Faculty should be working fulltime with the college and should have at least M. Phil degree.
- They have to sign an agreement that He/she will continue to work with the institution till the project is completed. In case the PI is leaving the institute, then he/she must deposit the granted seed money amount and assets created thereon to the office before leaving the institute.
- The PI should not be availing another grant from external agency for the same project.
- The PI should publish at least one research papers along with the names of co-investigators in UGC approved list of Journals.
- Seed money will be provided for only one project/scheme to an individual.
- The department of PI should have basic infrastructure to support research.

SEED MONEY GRANT

All the faculties including Social Sciences, Commerce, Languages, IT, Performing Arts and Sciences can avail seed money grant for research projects. One faculty member must choose two students as team members and proposal can be submitted to meet Recurring expenses, and/or Non-Recurring. Applications will be screened by expert committee in Dean Research office and short listed applicants will be asked to make presentations. Based on recommendations of expert committee seed money will be allocated up to Maximum Rs.30, 000 per project. One team can submit one project proposal only. Different documentation formats associated with project can be availed from Dean Research and can also be downloaded from college website. Selected Principal Investigators will have to submit progress report at the end of each semester. Duration of project will be of 1 year and extendable if required depending on progress made.

Annexure (D)

The funds will be released in two parts. First part 50% to be released at the time of sanction and the second part will be given only after recommendations by the mid-term review by the expert committee. For any further queries please contact Dr.Jatinder Pal, Dean Research.

Non-Recurring Grants

- a. Equipment (Minor equipment only)
- b. Books and Journals

The equipment as well as books & journals grants may be utilized to procure the essential equipment and books & journals needed for the proposed research work. The equipment and books & journals acquired by the Principal Investigator under a Project must be deposited to Institution after the completion of the project.

Recurring Grant

(a) Hiring Services

This is meant for specialized technical work, such as sample analysis, for which the University/Institution either has no infrastructure or such services are available on payment basis.

(b) Contingency

The admissible contingency grant may be utilized on spares for apparatus, photo-stat copies and microfilms, typing, stationary, postage, internet, fax, computation and printing needed for the project. Expenditure towards the audit fee may also be claimed under contingency head.

(c)**Special Needs** Assistance may be provided for any other special requirement in connection with the project which is not covered under any other 'Head' of assistance under the scheme.

(d) Chemicals and Consumables

To meet expenditure on chemicals, glassware and other consumable items

(e) Travel and Field Work

The amount allocated under the head travel/field work is to be utilized for data collection and collection of other information such as documents and visit to libraries within the general scope and sphere of the ongoing project. This should not be used for attending conferences, seminars, workshops and training courses etc. They may also avail special casual leave/duty leave for field work/collection of data as per rules. This grant is not meant for lodging in case of outstation visits.

Annexure (D)

KANYA MAHA VIDYALAY, JALANDHAR FORMAT FOR SUBMISSION OF PROPOSAL FOR RESEARCH PROJECT

PART – A

1. Broad Subject
2. Area of Specialization
3. Duration
4. Principal Investigator i.
Name:
 - ii. Sex: M/F
 - iii. Date of Birth:
 - iv. Qualification:
 - v. Designation:
 - vi. Name of the Department
 - vi. Address:
 - vii. Email/Phone:
5. Co-investigator (1)
 - i. Name of the Student
 - ii. Class:
 - iii. Roll Number:
 - iv. Address:
 - v. Contact
6. Co-investigator (2)
 - i. Name of the Student
 - ii. Class:
 - iii. Roll Number:
 - iv. Address:
 - v. Contact
7. Teaching and Research Experience of Principal Investigator :
 - (a) Teaching experience: UG _____ Years; PG _____ Years
 - (b) Research experience:
 - (c) Publication:
Papers Published:
Accepted:
Communicated:
Books Published:
Accepted:
Communicated:
(Please enclose the list of papers and books published and/or accepted during last five years)

Annexure (D)

PART – B

Proposed Research Work

8 (i) Project Title

(ii) Introduction

(iii) Objectives

(iv) Methodology

(v) Semester-wise Plan of work and targets to be achieved.

9. Financial Assistance required

Item	Estimated Expenditure
------	-----------------------

i. Books and Journals

ii. Equipment, if needed

iii. Field Work and Travel

iv. Chemicals and glassware

v. Contingency (including special needs)

vi. Hiring Services

Total:

1. Any other information which the teacher may like to give in support of this proposal

To certify that:

- a. General physical facilities, such as furniture/space etc., are available in the Department.
- b. I shall abide by the rules governing the scheme in case assistance is provided to me from the Institute.
- c. I shall complete the project within the stipulated period. If I fail to do so and if the Research Committee is not satisfied with the progress of the research project, the Office may terminate the project immediately and ask for the refund of the entire amount (with interest) released by the Institute.
- d. The above research Project is not funded by any other agency.

Signature
Principal Investigator

Co-Investigators

Annexure (D)

KanyaMahaVidyalaya, Jalandhar

Detail of Expenditure of Project under Seed Money

1. Name of Principal Investigator _____
2. Names of Co Investigators _____
3. Deptt. of PI _____
4. Approval Letter No. and Date _____
5. Title of the Research Project _____
6. Effective date of starting the project _____
7. a. Period of Expenditure: From _____ to _____
b. Details of Expenditure _____

S.No.	Item	Amount Approved (Rs.)	Expenditure Incurred (Rs.)
i.	Books & Journals		
ii.	Equipment		
iii.	Contingency including special needs		
iv.	Field Work/Travel (Give details in the proforma _____).		
v.	Hiring Services		
vi.	Chemicals & Glassware		

Annexure (D)

7. If as a result of check or audit objection some irregularly is noticed at later date, action will be taken to refund, adjust or regularize the objected amounts.

8. It is certified that the grant of Rs. _____ (Rupees _____ only) received from the KanyaMahaVidyalaya, Jalandhar under the scheme of Seed Money for Research Projects entitled _____ vide letter No. _____

dated _____ has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the Institute.

Signature
Principal Investigator

Co-Investigators

Annexure (D)

KanyaMahaVidyalaya, Jalandhar

Utilization Certificate

Certified that the grant of Rs. _____Rupees_____ only)
received from the Kanya Maha Vidyalaya under the scheme of Seed Money for Research
entitled_____

Vide letter No.____dated_____has been fully utilized for the purpose for which it was sanctioned and in
accordance with the terms and conditions laid down by the Institution.

SIGNATURE OF THE
PRINCIPAL INVESTIGATOR

Kanya Maha Vidyalaya, Jalandhar

Annual/Final Report of the work done on the Research Project. (Report to be submitted within 6 weeks after completion of each year)

1. Project report No. 1st /Final _____
2. Reference No. _____
3. Period of report: from _____ to _____
4. Title of research project _____
5. (a) Name of the Principal Investigator _____
(b) Deptt. _____
6. Name of the Co-investigators _____
7. Effective date of starting of the project _____
8. Grant approved and expenditure incurred during the period of the report:
 - a. Total amount approved Rs. _____
 - b. Total expenditure Rs. _____
 - c. Report of the work done: (Please attach a separate sheet)
9. Work done so far and results achieved and publications, if any, resulting from the work (Give details of the papers and names of the journals in which it has been published or accepted for publication _____)
10. Has the progress been according to original plan of work and towards achieving the objective, If not, state reasons

Signature of the Principal Investigator

Signature of the Principal Co-Investigator

Kanya Maha Vidyalaya, Jalandhar

FINAL REPORT OF THE PROJECT

1. Title Of The Project.....
2. Name and Address of the Principal Investigator
3. Name of the Department
4. Names Of Co-Investigators
5. Approval Letter No. And Date
6. Date of Implementation
7. Tenure of The Project
8. Total Grant Allocated
9. Total Grant Received
10. Final Expenditure
11. Title of The Project
12. Objectives of The Project
13. Whether Objectives Were Achieved
- (Give Details)
13. Achievements from The Project
14. Summary of The Findings
- (In 500 Words)
15. Contribution to The Society
- (Give Details)
16. No. of Publications out of The Project
- (Please Attach)

Principal Investigator

Co-Investigators