RESEARCH & DEVELOPMENT POLICY

Content

1. __INTRODUCTION__

BFGI always strives to promote research in all the emerging areas and is committed to promote research activities to address global challenges and well-being of the society. To build on these aims, BFGI has exclusively established the Department of Research & Innovation to promote quality research and research infrastructure. This policy not only describes the various schemes and incentives for the faculty but is also the torch bearer to establish the research ecosystem in the campus.

2. __OBJECTIVES__

The objective of this policy is to encourage the faculty to

- enhance the quality research and integrate research with education
- develop and safeguard the technology and file the Intellectual Property generated in BFGI campus
- enhance the funding through extramural grant from Government Agency and Industry through writing the research project
- create and maintain of research infrastructure through funded projects
- be resource person for their department and college

3. **INCENTIVE FOR QUALITY RESEARCH**

3.1 RESEARCH PAPER

3.1.1 Incentive is only to Research Paper published in Science Citation Index (SCI), Social Science Citation Index (SSCI) and Arts & Humanities Citation Index (A&HCI) products of Thomson Reuter and accessed through Web of Science
(i) SCI/SSCI/A&HCI Journals with impact factor 0.5-1: Rs 2000/-
(ii) SCI/SSCI/A&HCI Journals with impact factor 1.1-2: Rs 3000/-
(iii) SCI/SSCI/A&HCI Journals with impact factor 2.1-3: Rs 4000/-
(iv) SCI/SSCI/A&HCI Journals with impact factor 3.1-4: Rs 5000/-
(v) SCI/SSCI/A&HCI Journals with impact factor 4.1-5: Rs 6000/-
(vi) SCI/SSCI/A&HCI Journals with impact factor more than 5: Rs 7500/-

3.1.2 Additional Advantage

3.1.2.1 If faculty publishes two or more than 2 Research Papers in SCI/SCOPUS indexed Journals then he/she will be liable for 3% increment in salary.
3.1.2.2 To promote Research Publications the faculty who had published three or more than three Research Papers in the Journals listed in UGC CARE list will also be liable for 3% increment in salary.
3.1.2.3 *Faculty could avail the above said incentive under Research Paper category if*
(i) He/She is employee of BFGI
(ii) He/She is 1st/2nd/Corresponding Author or Supervisor/Co-Supervisor in the paper
(iii) He/She must have mentioned the name of college of Baba Farid Group in which he/she is presently working
(iv) He/She has not availed registration grant from BFGI for the same paper Incentive/Increment will be dispersed to only one author of the paper
(v) Incentive amount will be dispersed one time.

3.2 RESEARCH PROJECT
3.2.1 Incentive and Additional Advantage
3.2.1.1 PI & Co-PI who gets the Research Project **Sanctioned** by Government Agency, both will be liable for 3% increment in salary, But the incentive of 1% will be dispersed to PI only (If he is employ of BFGI)
3.2.1.2 In case the PI of the **sanctioned** Research Project is from other college/university and Co-PI is from BFGI then Co-PI will be entitled for 3% increment only.He/She will not be eligible for 1% Incentive
3.2.1.3 Faculty who **submit** the Research Project to Government agency as PI is liable for 3% increment in salary
3.2.1.4 Faculty who **submit** the Research Project to Government agency as Co-PI (where PI is from other College/University) is liable for 3% increment in salary

3.2.2 *Faculty could avail the above said incentive under Research Project category if*
(i) He/She is employee of BFGI

(ii) 1% incentive to PI will be dispersed in proportionate to the grant transferred into the account of the respective BFGI college

3.3 PATENTS

3.3.1   Incentive of Rs 2500/- for filing (1stpublication) of his/her technology in Patent Journal and Rs 20,000/- for granting of patent

3.3.2   **Additional Advantage**

3.3.2.1 Faculty member who have filed the patent (1st publication) with the Baba Farid affiliation is liable for 3% increment in salary

3.3.2.2 Faculty member who have been granted the patent with the Baba Farid affiliation is liable for 6% increment in salary

3.3.3   *Faculty could avail the above said incentive under Patent category if*
(i) 100% patent filing fee is borne by the BFGI.

(ii) He/She is employee of BFGI

(iii) Baba Farid Group of Institutions, Bathinda must be the Applicant of patent

(iv) Maximum Two Faculty members will be considered for increment as per the recommendation of Principal
(v) Incentive will be dispersed to only Leading Inventor
(vi) Incentive/Increment will be considered only if publication of technology is through BFGI
(vii) Faculty has to abide with BFGI IPR Policy

3.4 OTHER IPRs (TRADEMARK, DESIGN REGISTRATION ETC.)

3.4.1   Incentive of Rs 10,000/- for granting of IPR such as (Design Registration, Design of Integrated Circuit and New Plant Variety Registration)
3.4.2   *Faculty could avail the above said incentive under Other IPRs category if*
    3.4.2.1 He/She is employee of BFGI
    3.4.2.2 Baba Farid Group of Institutions, Bathinda must be the owner of IPR
    3.4.2.3 Faculty has to abide with BFGI IPR Policy

3.5 PhD SUPERVISORS FOR HIGH QUALITY RESEARCH
3.5.1   Faculty member guiding two or more PhD scholar(s) and Synopsis has been submitted in the current Academic Year then he/she will be liable for 3% increment in salary
3.5.2   Faculty member in whose supervision at-least 1 Ph.D. candidate has completed the Ph.D (Thesis Submitted) will be liable for 3% increment in salary

3.6 INITIATIVE TAKEN BY FACULTY TO UPLIFT THE RESPECTIVE DEPARTMENT/COLLEGE

3.6.1   Faculty member with whose initiatives and enthusiasm, BFGI is able to establish the Centre of Excellence or Industrial Lab with External Funding of at-least 5,00,000/- will be liable for 3% increment in salary

Note:
   A. Increments as mentioned in 3.1.2, 3.2.1, 3.3.2, 3.5 & 3.6 will be considered only for one achievement not as accumulatively
   B. All the research benefits will be considered/calculatedas per the Academic Year

4. FINANCIAL ASSISTANCE FOR RESEARCH PROJECT GRANT

The BFGI is running with the aim "Academic Excellence for Empowerment". BFGI is willing to create research-oriented faculty along with an industry-academic environment. With the same aspiration, BFGI is providing Research grants for in-house faculty under **Financial Assistance for Research Project Grant Policy**. Under this policy, there is a provision of providing financial assistance for young, regular & research-oriented faculty to research in their specific field. This Policy is supposed to support advanced knowledge and disseminate it.

4.1 ELIGIBILITY:

4.1.1 The faculty of BFGI can avail this financial grant if they fulfil the following eligibility criteria:

(i) Regular Faculty working in any constituent college of BFGI

(ii) Faculty members having Ph.D. Degree in their academic field

(iii) Faculty having at least 2 years of experience in BFGI
   Or
Three or more than three Research Papers in SCI Journals (In case of Science and Engineering Programs); Five or more than Five Research Papers in UGC CARE List (In case of Arts, Humanities, Management, Commerce and Languages)

4.1.2   Age of Researcher should less than 50 Years

4.1.3   Desirables from the faculty for submitting the Research Proposal

4.1.3.1 Involve one more faculty of BFGI as a Co-PI

4.1.3.2 Involve 3-5 students of BFGI with Project

4.2 CALL FOR PROPOSAL

Proposals will be called twice in the academic session that is in May and November

4.3 NATURE OF FINANCIAL ASSISTANCE:

4.3.1   The financial assistance provided for a research project will be up to Rs. 2.00 lacs.

4.3.2   The Principal Investigator can utilize the grant for books & journals, equipment & software, fieldwork and travel, Consumables (Chemicals and glassware), and contingency. The PI has to give an undertaking that

equipment, books and Journals required for completion of the Project are not available in BFGI

4.3.3 Any item purchased under the project will be the property of the college and PI has to submit it in the College library/Department/Store after the completion of the project.

4.3.4 Any equipment purchased under the project should be kept in the College Campus

4.3.5 The breakup of grant proposal is as under

| Books & Journals (10%) |
| Equipment& Software (60%) |
| Fieldwork and travel (10%) |
| Consumable such as Chemicals, glassware, etc. (15%) |
| Contingency (5%) |

4.4 PRE-EVALUATION:

Initially, Research Proposal will be scrutinized by Dean (R&I), BFGI. After securitizing the selected proposals will be put forwarded to the Selection Committee which will have the following members:

(i) Principal of College (Chairperson of Committee)
(ii) The Head of the respective department
(iii) One Subject Expert from the other constituent college of BFGI
(iv) At least one Subject Expert (External Expert).
(v) Dean of Respective Academic Faculty
(vi) Dean Research & Innovation, BFGI

Selection Committee will meet twice in the academic session that is in the month of June and December

4.5 TENURE:

The tenure of the project will be for one and half years (18 months). The effective date of implementation of the project will be given by the BFGI in approval-cum-sanction letter.

4.6 PERFORMANCE MONITORING AND EVALUATION:

4.6.1 The principal investigator has to submit a half-yearly progress report, which should include the technical details about the progress of the ongoing project

in a scientific way. It should also include all the details of expenditures performed in the past six months. This report will be examined by the subject expert of the evaluation committee. If the Principal investigator fails to send the report or the report sent is not satisfactory, the committee may discontinue the project funding.

4.6.2 Institute can also demand the quarterly report from PI

4.6.3 Mid-term monitoring and evaluation meeting for ongoing projects will be organized half-yearly. The Evaluation Committee will decide the continuance of the project on the recommendations of the Mid-Term Evaluation Committee. If Principal Investigator (or co-investigator) fails to attend (or present progress report) mid-term review meetings, the Committee may discontinue/ cancel the project.

4.6.4 After the completion of a project, PI will prepare a complete closing report including project outcomes and audit of the finance, and present to the Evaluation Committee for final assessment.

4.7 PROCEDURE FOR RELEASE OF GRANT

4.7.1 The first installment i.e. 70% of the total grant will be released after the recommendations of the Selection Committee and final approval by Honorable Chairman, BFGI.

4.7.2 In special case, if more than 70% of the grant is required before the 1st half-yearly Evaluation Committee meeting, then it will be subjected to the recommendation of the Selection Committee and final approval of Honorable Chairman, BFGI

4.7.3 The grant for the Research Proposal will be released in the College Account

4.7.4 The second instalment i.e. 20% of the total grant will only be released after receiving of half-yearly progress report, statement of expenditure and utilization certificate of 1st installment of grant.

4.7.5 The third instalment i.e. 10% of the total grant will be released on receipt of the following documents:

4.7.5.1 Final report of the project along with a soft copy.

4.7.5.2 A consolidated itemwise detailed statement of expenditure incurred during the complete project period in the prescribed proforma duly signed by the Principal and the Principal Investigator

4.7.5.3 A consolidated Utilization Certificate for the amount utilized towards the project duly signed by Chartered Accountant, Principal and Principal Investigator in the prescribed proforma.

4.7.5.4 Research Project proposal which has to be submitted to Government Agency for further funding

4.7.5.5 The Principal Investigator is to settle the accounts within one month on completion of the project.

4.7.5.6 All the procurement related to the project will be executed as per BFGI Rules and Regulation

4.8 GUIDELINES FOR FORMULATING PROPOSALS:

4.8.1 Orient your Research objective to a few specific outputs, which could be possible in 18 months.

4.8.2 While writing the proposal, please ensure that scientific and technical details are spelled out.

4.8.3 The proposal should have specific, concrete, quantifiable objectives and hypothesis.

4.8.4 The proposal should be based on innovative technologies/ ideas. Major programs of extension based on proven technologies are not considered.

4.8.5 Results of ongoing and completed projects of the principal investigator must be reflected in the formulation of a new proposal.

4.9 DOCUMENTS/ENCLOSURES REQUIRED WITH THE PROPOSAL:

4.9.1 Proposal properly forwarded through the Head of Department and Principal of College

4.9.2 Details of Budget

4.9.3 Complete Biodata of the PI & Co-PI

4.10 EXPECTED OUTCOMES

While bestowing the grant BFGI expects from PI that his/her research should generate quantitative outcomes as well as provide some value to society. Technology development and publication will be the evidence of success of the Project. But following are the minimum expectation required before submitting the final report

(i) PI should submit the Research Project to Government Agency for further funding within one month of the submission of the Project.

(ii) At least 2 Research Papers published in SCI/Scopus Indexed Journals (In case of Science and Engineering Programs); 2 Research Papers in UGC CARE List (In case of Arts, Humanities, Management, Commerce and Languages) from the research project.

4.11 Note:

4.11.1 The publication should be from the Research Project

4.11.2 PI must be as the first author in the publication

4.11.3 While submitting the research paper name of the college in which PI is

4.11.4 working must be mentioned in the address/affiliation.

4.11.5 The PI should properly acknowledge the BFGI wherever he/she publish or present the research

4.11.6 A faculty member cannot avail of the grant from BFGI for the same proposal

4.11.7 Faculty cannot apply for another project before the completion of the Research Project faculty cannot apply for another project

5. FINANCIAL ASSISTANCE TO PRESENT RESEARCH PAPER IN INTERNATIONAL CONFERENCE OUT OF INDIA

5.1 Rs. 50,000/- or 50% of TA/DA and registration whichever is less will be given to the faculty member ONCE IN 3 YEARS who will be going for paper presentation in the International conference held abroad.

5.2 Eligibility

5.2.1 Financial assistance may be given to those faculty members who have completed three years of services at BFGI.

5.2.2 In case any faculty member has not completed three years & wishes to avail this facility, this financial assistance may be given to him/her as a loan and all the formalities should be completed, required for loan. Till the time he/she complete his/her three years at BFGI, he/she should be liable to pay the loan amount proportionately and after three years full amount (as per policy that is Rs. 50,000/- or 50% of TA/DA and registration whichever is less) shall be waived off.

5.3 Guidelines

5.3.1 The financial assistance will be given to the Faculty member of Baba Farid Group of Institutions (BFGI)

5.3.2 Faculty member would have to take prior approval from college Principal to attend the conference abroad

5.3.3 The name of college of Baba Farid Group in which he/she is presently working must be mentioned on the Certificate and Paper/Abstract with the name of faculty who had presented the paper

5.3.4 Faculty member not have availed registration grant from BFGI for the same paper

5.3.5 Financial Assistance will be given to only one author of the paper for the Oral Paper Presentation

5.3.6 Financial Assistance will be given once in the three years.

6. FINANCIAL ASSISTANCE TO PRESENT RESEARCH PAPER IN NATIONAL/INTERNATIONAL CONFERENCE IN INDIA

6.1 Financial Assistance for presentation of Research paper is Rs. 5000/- or 50% of TA/DA and registration whichever is less will be paid TWICE IN A CALENDER YEAR to the faculty member for presenting a research paper

6.2 **Eligibility**

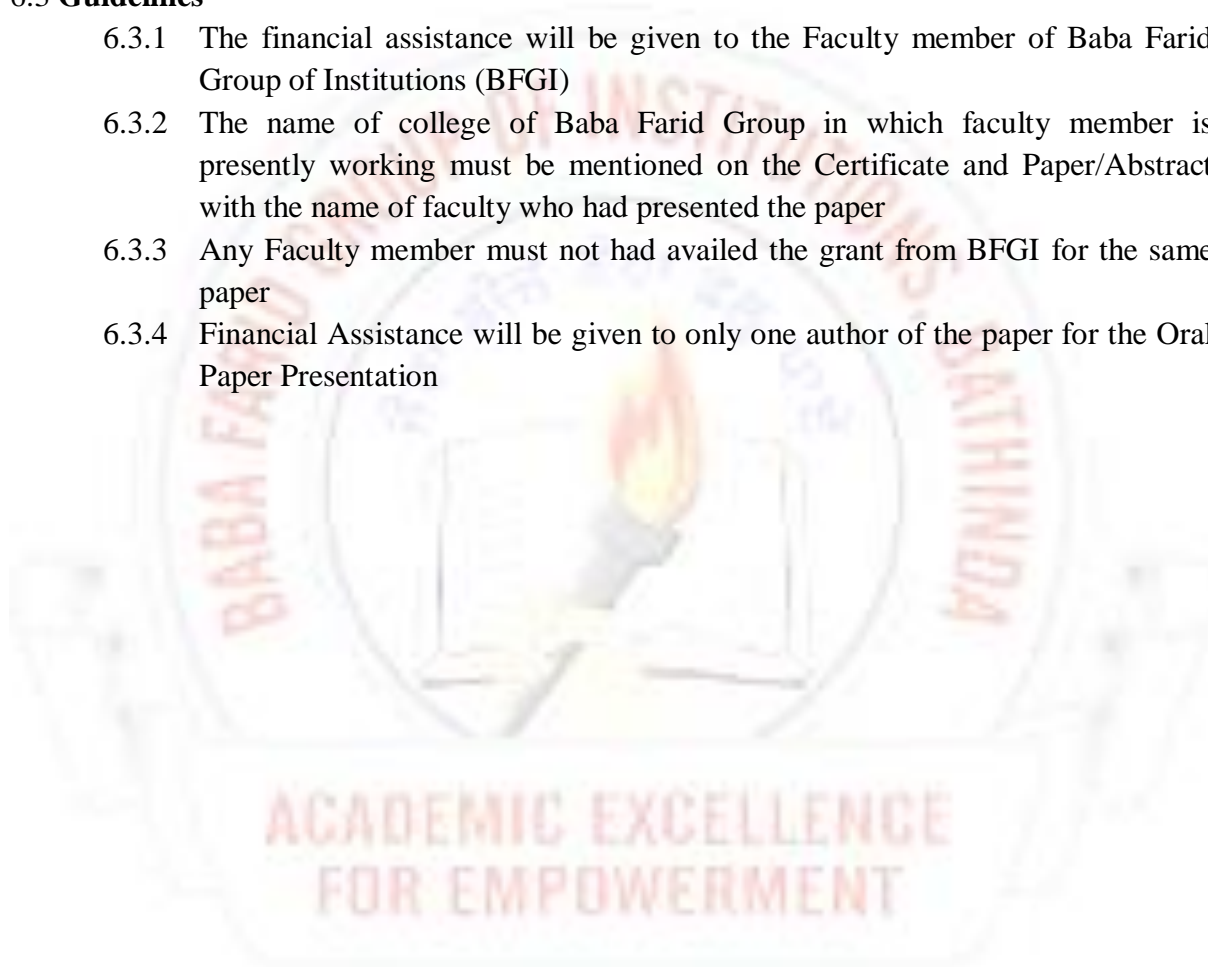   6.2.1   Faculty member should be full time teaching faculty of BFGI.

6.3 **Guidelines**

    6.3.1   The financial assistance will be given to the Faculty member of Baba Farid Group of Institutions (BFGI)

    6.3.2   The name of college of Baba Farid Group in which faculty member is presently working must be mentioned on the Certificate and Paper/Abstract with the name of faculty who had presented the paper

    6.3.3   Any Faculty member must not had availed the grant from BFGI for the same paper

    6.3.4   Financial Assistance will be given to only one author of the paper for the Oral Paper Presentation

7. FINANCIAL ASSISTANCE FOR PUBLICATION IN UGC APPROVED LIST OF JOURNALS

7.1 Financial Assistance for Publication of Research paper in UGC APPROVED LIST OF JOURNALSis Rs. 1500/- or 50% of cost for publication of papers whichever is less will be paid ONCE IN A CALENDER YEAR to the faculty member.

7.2 Eligibility
    7.2.1   Faculty member should be full time teaching faculty of BFGI.

7.3 Guidelines
    7.3.1   The financial assistance will be given to the Faculty member of Baba Farid Group of Institutions (BFGI)

    7.3.2   The name of college of Baba Farid Group in which faculty member is presently working must be mentioned on the Paper with the name of faculty

    7.3.3   Any Faculty member must not had availed the grant from BFGI for the same paper

    7.3.4   Financial Assistance will be given to only one author of the paper

    7.3.5   Financial Assistance will be given twice in a years.
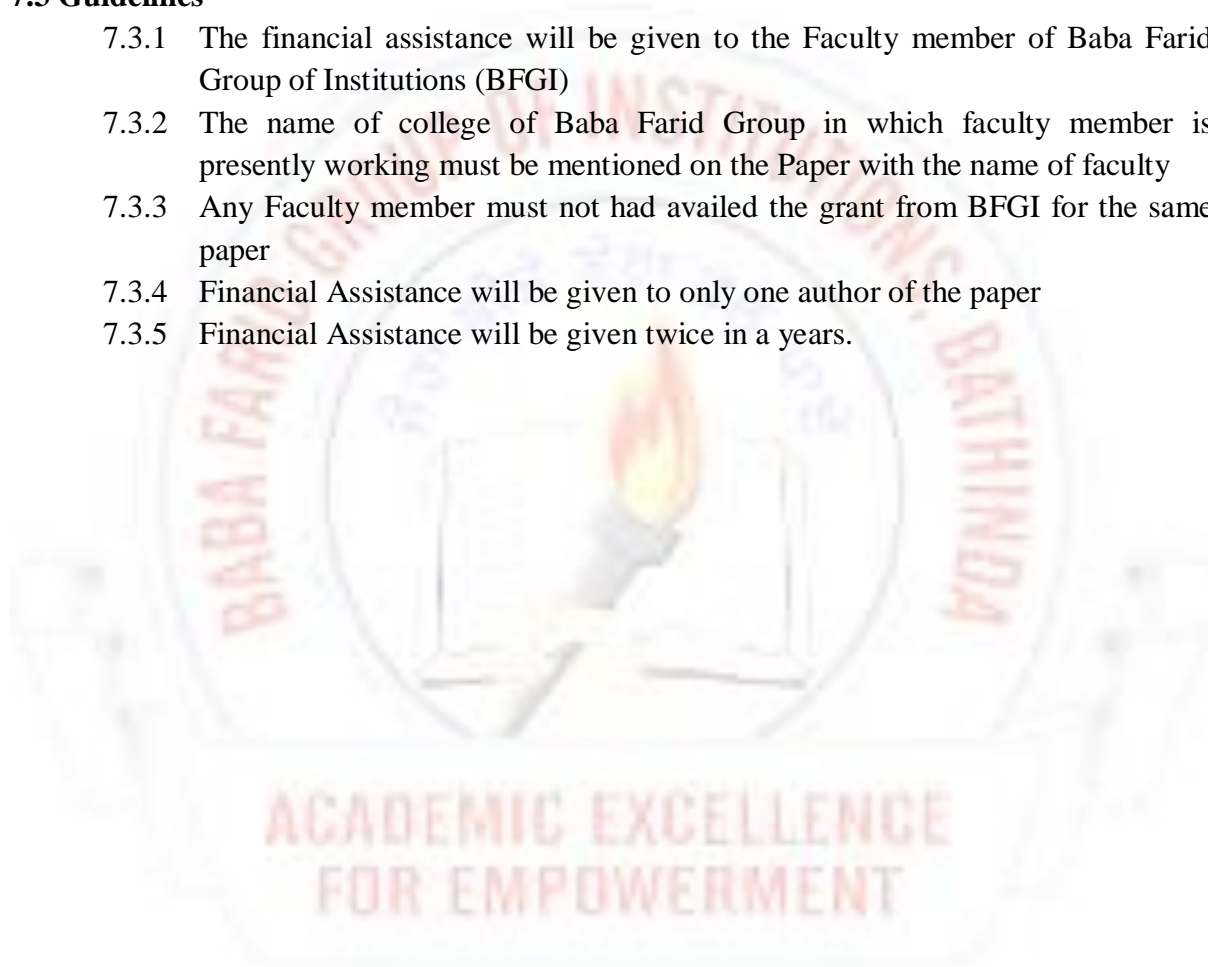
8. POLICY FOR RESEARCH FACULTY

Research is the backbone of Higher Education Institution,so to promote Research in the BFGI, it has been envisaged that each Department of the constituent colleges of BFGI should have 1-2 **Research Faculty**. Facultymember having proven record of research in his specific domain will be considered as the **Research Faculty**. If the departments already have such type of faculty then Head of Department should recommend his/her name for the Research Faculty to the respective Principal and if not, fresh recruitment should be done in the department. These faculty members along with Head of Department will contribute to develop the Research ecosystem in the Department

8.1 Eligibility

- 8.1.1 BFGI Faculty who holds Ph.D. degree
- 8.1.2 Three or more than three Research Papers in SCI Journals (In case of Science and Engineering Programs); Five or more than Five Research Papers in UGC CARE List (In case of Arts, Humanities, Management, Commerce and Languages)
- 8.1.3 Preferably handled a Research Project in his/her career

Appointment of these faculty will be done through proper documentation and will be total prerogative of HoD and Principal whom they appoint

8.2 Benefits
- 8.2.1 The workload of these faculty members can be reduced to 25%-50% than the actual workload allocated to other faculty members
- 8.2.2 The annual amount of Rs 10,000/- should be provided to the Research Faculty as an contingency for:
  - 8.2.2.1 The purchase of books
  - 8.2.2.2 Subscription of Journal/software
  - 8.2.2.3 Equipment

8.3 Responsibilities
- 8.3.1 Research faculty should have to publish atleast two Research Paper in the
- 8.3.2 SCI Journals (In case of Science and Engineering Programmes);
- 8.3.3 UGC CARE List (In case of Arts, Management, Commerce and Languages)
- 8.3.4 Apply atleast one Research Project in the Government Granting Institute
- 8.3.5 To look after the Live Projects of the Department and ensure their quality so that Intellectual Property (IP) could be generated from it.

9. <u>DEPARTMENT MENTOR</u>

BFGI is striving the heights of excellence in the academics but still we are lagging behind in research, technology generation and commercialization. So to enhance the culture of quality-research and innovation in BFGI campus and down-the-line into the department, the Department Mentor could be the great source of information. **Department Mentor** should be highly qualified and Research Scientist/faculty from the reputed university in the specific field of Department. **Department Mentor** could be excellent source to uplift the Research and Innovation in the department.

9.1 Eligibility
9.1.1   Associate Professor/Professor from the reputed University or Institute of National Importance (IITs/NITs etc.)
9.1.2   High Quality of Research Background
9.1.3   Department Mentor should be in the core field of the Department

9.2 No. of Interactions
9.2.1   2 interactions in a semester
9.2.2   1 could be through online Mode

9.3 Honorarium and TA/DA
9.3.1   Rs 10,000/- as an honorarium per semester
9.3.2   For the Visit to campus TA: Rs 10 per Km + Toll

9.4 Responsibilities of Mentor Faculty
9.4.1   To suggest various granting institutes where Research Projects could be submitted
9.4.2   Assist in finalizing the Live Project and Certificate Course of the Department
9.4.3   New Pathways in Research

10. <u>AMENDMENTS & PERIODIC REVIEW</u>
The policy is subject to periodical review and amendments. It will be the responsibility of the faculty member to update themselves from time to time regarding amendments in policy and procedures.

AFFILIATION TO BE USED IN THE RESEARCH PAPER

Name of the College	Name of Department
Baba Farid College	Department of Commerce
	Department of Management
	Department of Biotechnology
	Department of Physics
	Department of Chemistry
	Department of Mathematics
	Department of Agriculture
	Department of Tourism
	Department of Geography
	Department of Zoology
	Department of Botany
	Department of Computer Science
	Department of English
	Department of Punjabi
	Department of Economics
	Department of History
	Department of Political Science
Baba Farid College of Engineering and Technology	Department of Mechanical Engineering
	Department of Civil Engineering
	Department of Computer Science Engineering
	Department of Electrical Engineering
	Department of Applied Science
Baba Farid College of Management and Technology	**NA**
Baba Farid College of Education	**NA**