

Note-Sheet

27-06-2022

Sub: New Research Policy

A New Research Policy to promote Innovation & Research at CDGI is prepared after detailed discussions with the HoDs, the Principal and the Group Director.

Put up for your kind perusal and direction.



Professor In-charge

Department of Innovation & Research

Principal

Research policy is very vital & significant for institute via NAAC, NBA, AICTE, RGPV & ranking agencies. It may be must in MEP.
Put for your kind guidance & direction.

Group Director

Agreed as contained and recommended in the main note.



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Sub: New Research Policy

The New Research Policy to promote Innovation & Research at CDGI prepared by the department of Innovation & Research was discussed at stretch. Certain improvements suggested during the meeting held on 29 March 2022 at CDGI conference room have been incorporated after detailed discussions.

The Policy is aimed to promote Research orientation.


HoD- CS


HoD-IT


HoD-EC


HoD-CE


HoD-ME


Professor In-charge
Innovation & Research

Research (Promotion) Policy

at Chameli Devi Group of Institutions, Indore



GUIDELINES

April 2022



Department of Innovation and Research

**CDGI
Indore**



Preamble-

Research guides action, gather evidence for theories, and contribute to the growth of knowledge in data analysis. Research skills are an important component of the writing process because they allow authors to discover information and build an outline for their writing project, whether creative or academic. By building systematic and effective research techniques, students become knowledgeable about any topic. Research is equally important in business decision-making because it can assist in making better decisions when combined with their experience and intuition.

CDGI encourages and strongly promote its staff to actively conduct research projects/consultancy projects in the field of their expertise/allied fields. This policy has been formed to encourage and motivate staff members to actively involve themselves in genuine research work.

The research projects/activities undertaken by Faculty under following categories will be promoted and may be rewarded as per norms.

A. Projects

- i. Projects with financial assistance by sponsoring agencies.
- ii. Projects with financial assistance by the CDGI Management.
- iii. Collaborative Projects with other institutions/individuals/government bodies.

B. Intellectual Property Rights (IPR)

- i. Patent Filing
- ii. Design Filing
- iii. Copyright

C. Publications

- i. Publication of Research paper in SCI/ ESCI/ Scopus / WoS / UGC Care listed journal.
- ii. Publication of Books

D. Attended

- i. Paper Presentation in National/ International Conference
- ii. FDP (One Week)/STTP (One Week)/ Workshop/ Seminar (3 Days)

E. Skill development

F. Organizing Seminar / Workshops / Conference/ FDP/ STTP/ Event/ Webinar

- i. Funded
- ii. Collaboration with reputed Organization like IEEE, IIT, etc.
- iii. Inter Group Activity (within CDGI institutes)

G. Expert Talk/ FDP/ MDP

Remuneration& Expenses approval Procedure (Online/ Offline)

H. Membership of Professional bodies

The above points are detailed on the following pages.



Projects

Key terms and definitions-

- **PI- Principal Investigator-** The title of Principal Investigator (PI) identifies the individual responsible for the conduct of the project. This responsibility includes the intellectual conduct of the project, fiscal accountability, administrative components and the projects' compliance to relevant policies and regulations. For that reason, Principal Investigators must have a reasonable prospect for committed employment at CDGI. Only full-time faculty members may routinely serve as PIs, Co-PIs, or Co-Is on sponsored programs. Title eligible for PI are- Professor and Associate Professor.
- **Co-PI-** Co-Principal Investigator from CDGI. Title eligible for Co-PI are- Professor, Associate Professor and Assistant Professor. PhD is must.
- **Co-I-** Co-Investigator from CDGI. Title eligible for Co-I is- Assistant Professor

Any collaborative projects shall have a Co-PI/PI from the collaborative institution depending on the nature of the project.

A (i) Financial assistance by sponsoring agencies: The projects to be carried out under financial assistance from external agencies will be submitted officially and shall be duly forwarded by the Dean-R&I OR Principal, CDGI to the sponsoring agency. On grant of the project, the PI/Co-PI shall submit progress reports (including financial status of the project/Utilization certificate) to the sponsoring agency as per terms of the grant, with a copy to the Dean-I&R OR Principal, CDGI.

Particular	Incentive to Convenor or PI or equivalent, in Rs.	Incentive to Program Coordinator or Co-PI or equivalent, in Rs.
a. For Funding from Rs.50,000 to Rs.99,999	5,000	3,000
b. For Funding from Rs.1,00,000 to Rs.2,00,000	10,00	6,000
c. For Funding greater than Rs. 2,00,000	20,000	10,000
d. For pre structured funding	As per the funding agency norm	As per the funding agency norm

A (ii) Grants by CDGI: To encourage research activity CDGI will grant research projects (Internal Projects) from its own financial resources. The faculty will apply for internal projects in the prescribed pro-forma, giving activity details and time line along with financial assistance required from the Institute. A three-member committee will evaluate the proposals and make its recommendation with regard to (a) technical suitability and (b) financial inputs for consideration of the competent authority to sanction the project. The research must be published in SCI journal.



The three-member committee will comprise of- Group Director, Principal and Dean- Research & Innovation. The committee shall meet periodically to consider the project proposals submitted by the faculty.

A (iii) Collaborative Projects with other institutions/individuals: The projects to be carried out under collaboration with other organization will require administrative permission from the Group Director. In the collaborative projects, the responsibility of each collaborative organization, the infrastructure of each organization to be used for the project and the financial sharing details should be clearly spelt out. The team from CDGI side should preferably have a PI and a Co-PI or two Co-PI.

Note-

- The Research Papers/Intellectual Property arising from the collaborative Research Project should bear the name of both the organizations.
- In the case of Consultancy Projects, the consultancy amount received from the sponsoring agency will be shared between Faculty and CDGI in the ratio of up to 2:1. This may be decided on case-to-case basis.

A. Intellectual Property Rights

B (i) Patent Filing

The complete process of Patent filing will be supported by the institute.

A faculty member will file a patent as inventor with the institute, CDGI as applicant. All applicable Government fees for application filing, early publication and examination will be paid by the institute. The patent will be in the name of the institute while the inventors will be the faculty members and/or students. Following fee will be applicable for reimbursement under this policy.

(a) Patent Application Filing	Rs. 1,600
(b) Early Publication Fee	Rs. 2,500
(c) Filing request for Examination	Rs. 4,000

A reward for a successful Filing and Publication of a patent as per above will be Rs 12,000 per patent and reward for Grant of patent will be Rs. 15,000 per patent to the inventors. These amounts will be paid on production of proof of successful filing and publication of patent.

B (ii) Design Filing

The government fee up to Rs. 1,500 will be reimbursed on successful filing and a reward of Rs. 5,000 will be awarded per registration.

B (iii) Copyright Filing

The government fee of Rs. 550 will be reimbursed on successful filing and a reward of Rs. 3,500 will be awarded per registration.

Group Director

Principal, CDGI

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B. Publications

C (i) Publication of Research paper in SCI/Scopus journal:

If a faculty publishes a paper in a SCI/Scopus/WoS indexed or UGC Care listed journal, he/she will be entitled for reward as mentioned below-

- | | |
|----------------------------------|--------------------|
| i. SCI / ESCI indexed Journal | Rs. 15,000 |
| ii. Scopus / WoS indexed Journal | Rs. 7,000 to 9,000 |
| iii. UGC Care listed journal | Rs. 2,000 |
- a) In case of more than one authors, only ONE staff member, currently on roll of CDGI, and is amongst the first three in the list of authors published in the paper, is eligible to avail this monetary benefit.
- b) The current indexing (as on the date of publication of paper) of the International Journal in which the paper is published will be considered and not the rating prior to or later to date of publication.
- c) Staff members eligible for the monetary reward will submit an application to the concerned HOD in a prescribed format (Soft Copy) along with copy of the paper.
- d) HODs will scrutinize the application and ascertain that the applicant is eligible for monetary incentive as per prescribed guidelines.
- e) HODs will forward the scrutinized application to Professor-In-charge of DIR for further processing.

C (ii) Publication of Books

CDGI encourages its faculties to author books on areas of their expertise. Only a ISBN bearing book authored by a faculty as First, second or third author is eligible for applying for incentive as follows-

1. Publication with renowned Publication like PHI, TMH, Elsevier etc. (Print/ e-Book)- Rs 10,000 per book.
2. International (Print/ e-Book)- Rs. 3,000 per book
3. National (Print/ e-Book)- Rs. 2,000 per book

If there are two or more authors from CDGI itself, the incentive will be awarded combinedly. Submission of a copy of the published book in institute library is must.

C. Attended

D (i) Paper Presentation in National/International conference:

CDGI encourages its faculty to make presentations of their research only in reputed National/International conferences/IEEE of which proceeding is published in SCI/Scopus/WoS indexed journal. They may be granted on-duty-leave. Faculty has to apply via HoD.

D (ii) Session Chair at International conference:

If a teaching staff attends an international Research Conference as Session Chair, he/she may be granted on-duty-leave. Faculty has to apply via respective HoD.

D (iii) FDP (One Week)/ STTP (One Week)/ Seminar (3 Days)/ Workshop/ Seminar (3 Days)

CDGI encourages its faculties and researchers to develop themselves by attending in FDPs, STTP, Seminar/Workshops.



The application has to be sent to the HoD in advance and the final approval will be given by the Professor In-charge of DIR / The Principal. Maximum number of such permissions will be 02 for week long program and 02 for 3 -day program. However, a maximum total of 03 nos. programs of such type will be permitted under this clause.

1. The attending faculty will have to conduct a seminar session for the students of the concerned branch and year.
2. For Offline program the faculty will be provided with: Paid Leave.
3. For Online (In office) the faculty will be awarded with 50 % of the registration Fee of the program or Rs.2,000 whichever is less.

D. Skill Development

In order to keep pace with the fast-changing technology and businesses, the faculties also need to skill them up. This in turn will make the students more adaptive to the career needs. CDGI promotes the faculties to undergo the skill development programs. It includes MOOCS.

The fee for the programs will partially (50%) be borne by the institute. However, the right to grant approval for the training be with the principal of the institute. He/she will grant permission looking into the usefulness of the training for the students and the institute.

E. Organizing Activities like Seminar / Workshops / Conference/ FDP/ STTP

F (i) Funded activity: The institute will pay incentive upto Rs. 5,000 to the Convener and Rs. 3,000 to the Program Coordinator of activities (Seminar / Workshops / Conference/ FDP/ STTP) that are funded by external agency. The incentives will be as follows-

Particular	Incentive to Convenor or PI or equivalent, in Rs.	Incentive to Program Coordinator or Co-PI or equivalent, in Rs.
e. For Funding up to Rs 5,000 to Rs.9,999	1,000	500
f. For Funding up to Rs 10,000 to Rs.20,000	2,500	1,000
g. For Funding greater than Rs. 20,000.	5,000	3,000
h. For pre structured funding	As per the funding agency norm	As per the funding agency norm

The HoDs are required to fairly encourage the faculty members to participate.

F (ii) In Collaboration with reputed Organization like IEEE, IIT, etc.: The institute will pay reward of Rs. 2,000 to the Convener and Rs. 1,000 to the Program Coordinator for organising these activities.



F. Expert Talk/ FDP

Remuneration & Expenses approval Procedure (Online/ Offline)

CDGI encourages all to invite experts from reputed Industries and Organizations to deliver Talk on areas or topic of interest as decided by the Principal and HoD of the concerned department.

To organize an expert talk with honorarium to an Industry expert/Serving Officer/Non-Serving Officer/Subject Expert/Eminent person/Scientist/Researcher as guest faculty to the Chameli Devi Group of Institutions (CDGI), following guidelines will apply-

1. A person who visits once or at most two time in institution to deliver a talk of a specified topic/subject and vice versa the Visiting faculty is who visit the institution for particular semester or year regularly will be termed as a Guest Faculty.
2. This guideline is for the guest faculty who is invited once or twice in a year to deliver an expert talk at CDGI.
3. The guidelines are applicable to all the group institution of Chameli Devi Group of Institutions.
4. All departments and institutes are authorised to invite a guest faculty within the approved annual budget.
5. A guest faculty may be invited with the due permission of the principal of the concerned institute. The principal may permit for the talk while keeping the Group Director intimated in advance.
6. The topic/area of the talk must be relevant to the course and career requirements of the students.
7. In case, the expert is from a location outside Indore, the TA/DA will be finalised by the Group Director.
8. The guideline will be applicable for a period of 2 years. It will be revised no later than 2 years.
9. Following are the recommended rates of honorarium to an expert per talk-

S. No.	Particulars of the Expert	Honorarium per talk in Rs.	
		Offline mode	Online mode
1	Professor / Associate Professor from IIT / IIM / BITS/ IIIT / IISc or Scientist 'G', or higher, from Central government Labs, organisation or DRDO.	5000	3000
2	Professor / Associate Professor from SGSITS / NIT / NMIMS/Symbiosis/GIM/IMT/IMI or Scientist 'F' Scientist 'E', Scientist 'D' from Central government Labs or DRDO	3000	2000
3	Industry Experts- Officers with more than 15 years of domain experience	3000	2000
4	Industry Owners with more than 15 years of experience	3000	2000
5	Consultants with more than 10 years of consulting experience in the same field	3000	2000
6	Industry Experts- Officers with 5-14 years of domain experience	2000	1000
7	Retired Professors/Industry Experts/Scientists	2000	1000
8	Others (with due permission of the Principal/Group Director)	1500	1000
9	Alumni talk (Alumni having work experience of more than 7 yrs.)	1500	1500
10	Alumni talk (Alumni having work experience of more than 3 yrs.)	1000	1000

Group Director

Principal, CDGI

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G. Membership of professional bodies

- The staff member having Life membership of professional body will be given weightage in recruitment.
- The details of this weightage will be mentioned in the recruitment policy of CDGI.
- Faculties on regular rolls of CDGI will be reimbursed the membership fee as follows-

S. No.	Particulars	Reimbursement of Fee	
		Applicable norm	Maximum limit on reimbursement, Rs.
1	Faculty serving CDGI for more than 10 years.	50%	3,000
2	Faculty serving CDGI for more than 5 years but less than 10 years.	30%	2,000

In case, the institute needs membership in context of requirements of a regulatory authority, the institute will pay the entire membership fee.

Note:

1. Recipient of benefit under this policy has to submit a copy of the record/proof/document to the HR office of CDGI.
2. The permission to apply under any of the clause will be via the HoD and the final rights to consider and approve will be with the Professor in-charge of Department of Innovation and Research, CDGI.
3. All of the above-mentioned guidelines may be amended from time to time in tune with the institutional policies.
4. The policy and the rewards mentioned in the policy to be reviewed every two years to match with the scenario and requirements.



Chameil Devi Group of Institutions, Indore
Department of Research and Innovation
Consultancy Policy



A (iii) Collaborative Projects with other institutions/individuals: The projects to be carried out under collaboration with other organization will require administrative permission from the Higher Authority. In the collaborative projects, the responsibility of each collaborative organization, the infrastructure of each organization to be used for the project and the financial sharing details should be clearly spelt out. The team from CDGI side should preferably have a PI and a Co-PI or two Co-PI.

The Research Papers/Intellectual Property arising from the collaborative Research Project should bear the name of both the organizations.

Institute will get 50%

Faculty members (PI, Co-PI and team members) – 35%

Miscellaneous – 15%

Group Director

Principal, CDGI

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