

POORNIMA UNIVERSITY JAIPUR



Research & Consultancy Policy

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Chapter 1

About ASRC

Advanced Studies and Research Center

Advanced Studies & Research Center at PU is constantly moving to the pinnacles of research. With state-of-the-art facilities and resources the focus is on honoring the Analytical and Intuitive skills. The University provides Ph.D. Program in Engineering, Management, Commerce, Applied Science, Public Health, Design & Architecture etc.

Some of the major thrust areas of research at PU, Renewable Energy, Water resources & Environmental Engineering, AI, Cloud & IOT, Banking & Financial Services, Entrepreneurship, Sustainable Architecture and Remote Sensing & Health Systems.

Doctoral Program @ PU

Ph.D. is mostly self-driven and self-taught degree with the supervisor gently aiding the process. The Program and supervisor help mostly in creating an atmosphere and environment in which the scholar gets motivated to excel. Hence, while doing a Ph.D. from Poornima University, the scholar becomes self-motivated and committed, and willing to work hard.

In this time consuming and complex process our effective and positive supervisors significantly influence the quality of Ph.D. Our positive induction process brings out the perfect research work with following advantages, Events & Activities:

- Regular PhD.
- Rich pool of highly experienced supervisors.
- Regular conduction of International /National Conferences, Workshops, Seminars and Expert talks etc.
- PhD. Course in accordance with latest UGC guidelines
- Course work designed by experts from IITs, NITs & Industries.
- Regular use of Turnitin software, IEEE subscription.
- Experts coming from other institutions like IIT, NIT, Central Universities and abroad for special lectures and evaluation.
- Individual attention, guidance and support.
- Opportunities for team research in focus areas.
- Up gradation of communication, presentation & research skills.
- Inculcation of critical and innovative thinking.
- Quality research publications and outcome.
- Critical evaluation processes.
- Unique Learning Opportunity.
- Regular Workshops & Trainings as per need.
- Concept of critical analysis of literature re-views.
- Exposure to research process & concepts.

VISION

To emerge as a globally renowned research and knowledge-driven University through cutting-edge technology, innovation and excellence in multidisciplinary fields to serve society and industry.

MISSION

- To encourage & inculcate research and innovation practices in faculty members and scholars.
- To provide scientific industrial research and development atmosphere that maximizes the technical, economic, environmental and societal benefit.
- To facilitate collaboration and networking with industries and external funding agencies in order to excel in multi-disciplinary fields.
- To promote National & International Conferences/Seminars/Workshops in association with professional bodies for innovative and beneficial outcomes.
- To become of renowned center for creation and dissimulation of knowledge

OBJECTIVE

To ensure quality research at M. Tech and Ph.D. level- Primary

To inculcate research process in Master's degree students leading to fetch a good quality dissertation report and the publications.

To inculcate research methodology and its concepts in Ph.D. students leading to a strong thesis proposal and a quality research work and publications thereafter.

To motivate Master's / Doctoral degree students to create groups and work either on University thrust areas or new emerging areas in Engineering, Sciences, Management and Commerce.

To motivate faculty and students for quality research through team / group formation on certain specific areas leading to establishment of centers of excellence, quality publications and patents.

To spread & cultivate research habits and practices among all the faculty and students at large.

To get the funding through research grants for specific projects from DST, MNRE, UGC etc.

Chapter 2

Research Ethics Policy

Research and Publication Ethics Policy

Poornima University gives utmost importance in encouraging the scholars & faculty members for the conduct of research by adopting specific codes, rules, and policies relating to research ethics which are as follows:

Honesty:

There should be honesty and fairness in proposing, performing and reporting research work. One is required to honestly report data, results, methods and procedures, and publication status. Fabrication, falsification and misrepresentation of data won't be considered as ethical.

Objectivity:

Objectivity conveys the idea of distancing oneself from whatever has been studied and so findings depend on the nature of what was studied rather than on the personality, beliefs and values of the researcher. Moreover, one should try to avoid bias ness in designing the experiments, analysis and interpretation of the data, peer review, taking decisions related to personnel, writing grant, preparing expert testimony and dealing with other aspects of research.

Integrity:

It characterizes both the institution and individual researchers belonging to that institution. As far as the individual is concerned, it is a feature of moral character and experience and the institution is required to create an environment that endorses responsible conduct by implementing standards of assured quality, reliability, and legitimacy.

Carefulness:

It indicated taking care while carrying out a research to avoid careless mistakes. One should keep reviewing the research work carefully and ensure that the outcomes are reliable & credible. While playing the role of a peer reviewer too, one is expected to do the job effectively. Altogether, there shouldn't be any avoidance or negligence while eliminating the errors.

Openness:

One should always be prepared to share data and results, along with any new tools that have been developed while publishing one's findings as it will help to enhance the knowledge. One should always be open to criticism and innovative ideas.

Respect for Intellectual Property

One should avoid copying others' work. There can be negative repercussions for this act of plagiarism, hence, one should ask for permission before using others' tools or methods, unpublished data or results. One should learn to respect the provisions of copyright & patents and develop understanding towards intellectual property rights.

Confidentiality:

One should give absolute importance to the information provided in confidence. Following set guidelines in order to protect the sensitive data, is very much mandatory. One is expected to protect the confidential communications such as documents submitted for publication and grants, trade & military secrets etc.

Responsible Publication:

One should publish to enrich the research quality and knowledge, not only to strengthen the career. This indicates that one's contribution towards the research field has to be beneficial for the society as well.

Responsible Mentoring:

It helps to educate, mentor, and advise students. Promote their welfare and allow them to make their own decisions. The mentors should act responsibly and execute research in a proficient manner which can assist in imparting valuable lessons to aspiring researchers. It is also the responsibility of the mentor to clearly assert the expected results and create an environment where smooth communication is encouraged. In fact, Mentors are expected to develop with their scholars or trainees a proper schedule for completing specific objectives.

Respect for Colleagues:

Giving respect to the colleagues in the workplace creates healthy and productive working dynamic. There are various ways to inculcate a respectful attitude in an organization like clear professional communication, sharing credits of success, balanced division of workloads etc.

Social Responsibility:

Social responsibility indicates that one should be accountable for fulfilling the civic duty which means actions of an individual must benefit the whole of society. It is also about balancing between the economic growth and the welfare of society and the environment. If one attains this equilibrium, then it can be said that the social responsibility is accomplished.

Non-Discrimination:

One should avoid discrimination against colleagues or students on the basis of sex, race, ethnicity, or other factors that are not related to their scientific competence and integrity.

Competence:

The focus should be on maintaining and improving one's own professional competence and getting expertise through lifelong education and learning. One is required to take careful steps while promoting the work of specific research field.

Legality:

Know and obey relevant laws and institutional and governmental policies.

Plagiarism Check

Plagiarism check is another important focus that the university insists for all the UG/ PG/ Ph.D. level before submission must be checked by plagiarism as per UGC guideline. Plagiarism software turnitin has been provided to all the Deans and HoDs for checking their schools and departments research articles, research proposals and research project reports besides using plagiarism check to regulate the student assignments.

University encourages various departments to conduct workshops in research methodology where ethics in research is an integral part of the workshops. Awareness is also created to faculty members by invited talks in ethics in research. Ethics in research is also taught for Ph.D. research scholars as part of their course work, where ethics is an essential part of the course work. In addition, Poornima University has IPR policy in place.

- **Constitution of Research Ethics Committee**

The Research Ethics Committee shall consist of the following members, namely:

- President - Chairman;
- Pro-President / Provost –Member -(Senior administrative officers)
- Registrar - (Senior administrative officers)
- All Deans & Heads- Member (s)
- Dean (R&D) - Member Secretary

Chapter 3

Types of Research Promoted by PU

3.1 Academic Research

3.1.1 Doctor of Philosophy (Ph.D.) Rules and Regulations

I. Preamble

Poornima University, Jaipur offers broad-based research Program leading to the award of Ph.D. degree. The research work may be characterized either by discovery of new facts or enunciation of a new theory or theories or by fresh interpretation of known facts or development of equipment making a distinct advancement in instrument technology. Promotion to productivity and creativity is the basic tenet underlying the research Program. It should bear evidence of the capacity of the research scholar for critical examination, analysis and sound judgment as well as his ability to carry out independent investigation, design or development. The award of Ph.D. degree is in recognition of high academic achievements and application of knowledge to the solution of real life problems in every sphere. The University encourages research in interdisciplinary areas and provides excellent opportunities for research work in the modern era of 21st century. The rules and regulations for the Ph.D. degree to be awarded by this University have been revised as per UGC Regulations 2016 and University Grants Commission (Minimum Standards and Procedure for Award of M. Phil / Ph.D. Degrees) (1st& 2nd amendment) Regulations, 2018.

II. Definitions

1. **“University”** shall mean the Poornima University, Jaipur.
2. **“Candidate/Applicant”** shall mean a person who has applied for the Ph.D. Program but is not yet registered for the same.
3. **“Ph.D.”** shall mean the degree of Doctor of Philosophy.
4. **“Degree”** shall mean the degree of Doctor of Philosophy (Ph.D.) of the University.
5. **“COE”** shall mean Controller of Examinations of the University.
6. **“ASRC”** shall mean Advance Study and Research Committee.
7. **“DRC”** shall mean a Departmental Research Committee.
8. **“BOS”** shall mean the Board of Studies of the Department.
9. **“Supervisor(s)”** shall mean a regular member of the University approved by the ASRC on the recommendation of the SRC to guide/supervise the research work of the research scholar.
10. **“Joint-Supervisor”** shall mean second supervisor who may be a member of the academic staff of the University/other outside expert, other than the Supervisor, and approved by the ASRC on the recommendation of the DRC to guide/supervise the research work of the research scholar.
11. **“Caretaker Supervisor”** shall mean a member of the academic staff appointed to act as the supervisor of the research scholar in the absence of the original Supervisor before and/or after submission of the thesis.

12. **“Minimum Duration”** shall mean the minimum period for which a research scholar must be student of the University, prior to the claim of Final Thesis submission.
13. **“The date of Registration” shall be** the date of presentation of thesis proposal to SRC or the later date, as and when the candidate qualifies the eligibility criteria subjected to the condition that the ASRC/President accepts the proposal.
14. **“Registration Period”** shall mean the length of period commencing from successful completion of course work till the submission of thesis.
15. **“Research Scholar”** shall mean a person registered for the Ph.D. Program and devoting adequate time for completing the requirements of this degree.

Note: In this Ordinance where ever ‘He’ and ‘His’ occurs, these shall mean to imply ‘he/she’ and ‘his/her’ respectively.

III. Applicability

1. This Ordinance shall apply to the Program leading to the degree of Doctor of Philosophy (Ph.D.) in relevant Field.
2. The University shall provide facilities for studies and research leading to award of the degree of Doctor of Philosophy. The Program shall be conducted at and through the University, subject to the guidelines laid down by the Academic Council.
3. A Research Scholar shall be required to pursue his research work or any prescribed course work at the University/approved institution and/or industry under the guidance of approved supervisor(s).

The ASRC may permit a research scholar to carry out either part time or full time research work outside the University at a Research Centre approved by the University. Further, the ASRC may also permit the research scholar to work at his place of employment provided adequate facilities for research on the proposed topic of research are available there to the satisfaction of the ASRC.

In the absence of such facilities, the research scholar will have to pursue his research work at the University.

IV. Advanced Studies & Research Committee (ASRC)

As per the Section 21 (iv) of the Poornima University Act, Advanced Studies & Research Committee is constituted for preparing plans for research and higher studies in the University and supervise the execution of the same.

1. Constitution

The Advanced Studies & Research Committee shall consist of the following members, namely:

- i. President - Chairman;
- ii. Pro-President -Member
- iii. Provost-Member
- iv. Deans and Professors of all Schools-Member(s)
- v. One senior teacher not below the rank of Associate Professor or equivalent nominated by the Chairperson -Member

- vi. Coordinator Research-teacher/officer not below the rank of Associate Professor or equivalent to be nominated by the President - Member;
- vii. Such number of External experts from the relevant fields co-opted by the President for specific meetings.
- viii. Dean (R&D) - Member Secretary

All nominated members shall hold their membership for a period of two years. However, the persons so nominated shall be eligible for re-nomination for further terms.

2. Powers and Functions of the Advanced Studies & Research Committee (ASRC)

- i. The Advanced Studies & Research Committee shall regulate and oversee the formulation and conduct of Doctoral and Post-Doctoral instructions and all research Programs of the University, in accordance with the directions of the Academic Council;
- ii. The Advanced Studies & Research Committee shall consider and may approve recommendations of the Boards of Studies and School Research Committees on all academic matters within the scope of Clause (i);
- iii. The Advanced Studies & Research Committee shall formulate procedure for consideration and approval of proposals for registration for studies at doctoral level degrees, and for all other matters concerning the supervision and evaluation of research work under such doctoral Programs, and recommend them to the Academic Council;
- iv. On behalf of the Committee, the President may act on recommendations given by examiners on Ph.D. thesis and take necessary decisions based on the relevant Ordinances or Regulations made under the Statutes;
- v. The Advanced Studies & Research Committee may recommend to the Academic Council criteria for formulation and execution of research proposals by teachers and/or scholars attached to the University;
- vi. The minutes of the meeting of the Advanced Studies & Research Committee shall be placed before the Academic Council for consideration; and
- vii. The Advanced Studies & Research Committee may make recommendations to the Academic Council on all matters within the scope of its functions.
- viii. The quorum of the ASRC shall be not less than two-third of its members.
- ix. To meet as and when required.

Departmental Research Committee (DRC)

1. There shall be a Departmental Research Committee (DRC) for each Department of the University consisting of the following: -
 - i. Head of the concerned Departments/Senior most faculty of the Dept. – **Chairman, DRC**
 - ii. Dean of the concerned School- **Member**
 - iii. At least One Professor, One Associate Professors and One Assistant Professor (holding doctoral degree) are the member of DRC or members nominated by the President –**Member(s)**
 - iv. Dean (R&D) - Member Secretary

- v. One external expert, to be nominated by the President on the recommendation of the Dean (R & D).
2. The DRC may meet as often as necessary in the interest of academic excellence.
 3. The quorum of the DRC shall be not less than one-third of its members.
 4. The DRC shall perform the following functions, namely:-
 - i. To shortlist the eligible candidates;
 - ii. To prepare the syllabus for Entrance Test for Ph.D. Program;
 - iii. To conduct entrance exam and interviews as per norms laid down;
 - iv. To recommend the names of selected candidates to ASRC for approval;
 - v. to examine and recommend the candidates for registration to Ph. D. Program at the end of course work;
 - vi. To determine the course content for 'course work' of Ph.D. Program;
 - vii. To recommend names of successful Ph.D. scholars to the ASRC for approval and award of degree;
 - viii. To perform such other functions as are required by the ASRC or any authority or any Statute or Ordinance of Poornima University, Jaipur.
 - ix. To receive the recommendation of RAC for each six monthly report & Synopsis of research scholar, review it and communicate it to ASRC for approval.

Research Advisory Committee (RAC)

1. There shall be a **Research Advisory Committee (RAC)** for each Scholar of the University consisting of the following: -

Constitution:

- | | |
|--|------------------|
| • Research Supervisor | Convener |
| • Joint-Supervisor (if any) | Member |
| • One / Two subject expert(s) from Members within the Department | Member(s) |
| • At least one faculty member from Member(s) outside the Department in PU or external to PU. | Member(s) |
| • Dean (R&D) | Member Secretary |

Note:

- There will be a Research Advisory Committee (RAC) for each research scholar registered in the Department.
- The RAC shall be proposed by the research supervisor (After selecting the candidate for provisional registration) and recommended by the DRC for approval by ASRC.

- The quorum of the RAC shall be not less than one-third of its members

The RAC shall perform the following functions:

- To monitor the progress of the scholar's work and all issues related to him/her during his/ her stay in the university, up to the actual award of the degree.
- To evaluate and communicate the six-monthly assessment reports about the progress of the research work to DRC, until the scholar submits the Synopsis of his/her thesis.
- To assess and approve the research proposal and synopsis.
- To assess the Pre-synopsis seminar and communicate the results to the DRC.
- To meet as and when required.
- In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the DRC with specific reasons for cancellation of the registration of the research scholar.
- To perform such other functions as are required by the DRC/ ASRC or any authority or any Statute or Ordinance of Poornima University, Jaipur

VII Admission Notification

Poornima University, Jaipur shall notify the following before start of each semester on the University Website and /or advertisement in the national or regional newspaper:

1. Number of seats available in each School /Department / Subject
2. Eligibility Criteria
3. Fee Details
4. Important Dates
5. Admission procedure including Entrance Test i.e. Written Test & Personal Interview

VIII. Categories of Candidates for Admission to Ph.D. Program

1. Full Time candidates:

- A Full Time candidate shall have to remain in the University for Full time during working hours of the University for minimum three years including course work duration.
- Such candidates are eligible for applying to receive assistantship from the University or fellowship from CSIR/UGC or any other funding agency to cover his/her living expenses and expenditure on his/her research work.

2. Part Time Candidates:

A Part Time candidate shall have to attend the six month course work of the University as per the UGC guidelines 2016. The part time candidates shall have to work in the University recognized research lab / organization for his/her research work. Both full time and part time candidates shall have to submit progress report and make the presentation to DRC every six months.

IX. Modes of Doctoral Program

1.Full Time 2. Part Time

- i. To opt for registration to Ph.D. Program as a full time candidate or part time candidate.
- ii. If the candidate opts for registration to Ph.D. Program, he/she shall submit research proposal and make the presentation to the DRC.

X. Duration of Program

1. After the successful completion of course work, the Ph.D. Scholar shall proceed for Registration Process & shall undertake research work and produce a draft thesis within a reasonable time but not less than minimum prescribed time.
2. The duration of the Ph.D. Program shall be calculated from the Date of Admission till the submission of Thesis. As per UGC guidelines 2016, in any case minimum duration from the date of admission to Final Thesis Submission shall not be less than three years.
3. Duration of Course is minimum three years from the date of admission for both full time and part time candidates and a maximum of six years.
4. The scholar can apply for extension of registration before expiration of minimum prescribed time as mentioned above. For such applications ASRC can approve extension of registration by one year every time with a maximum of three extensions. Failing to submit the application for extension every time may lead to cancellation of Ph.D. registration.
5. The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

XI. Course Work:

1. After having been admitted, each Ph.D. student shall be required to undertake course work for a minimum period of one semester. The course work shall be treated as pre Ph.D. preparation & it includes the following five courses as listed in table 1. A candidate must secure minimum of C grade in each subject and total SGPA of 6.0 in the course work to become eligible for Ph. D registration. Recommendation of ASRC shall be essential component in addition to minimum SGPA for registration to the Program. The course work shall include the following subjects with varying contents as per requirements of specific School / Department.

Table 1: Scheme of Ph.D. Course work

Paper	Title	Credits
I	Research Methodology	4
II	Writing & Presentation Skills in Research	2
III	Research and Publication Ethics	2

IV	Area Specific Course	2
V	Review Paper & its Presentation	2

2. Paper I, II and III shall be applicable for all schools / department whereas Paper IV shall be area specific paper as applicable to individual candidate. In order to clear Paper V the Candidate will prepare a review paper and would be required to present the same before as per ESE time table.
3. Once the Candidate clears the Course works scoring minimum SGPA as laid down previously the candidate will have to prepare Thesis Proposal after going through exhaustive and in depth literature review and will make the presentation to RAC after the proposal is ready as per requirements. The DRC may suggest modification / revision of proposal / title of research and ask for presentation again after stipulated time as the DRC deems fit.
4. The candidate belonging to Full Time and Part Time category, shall be given TWO more chances to qualify the course work, else admission may stand cancelled. In such case if candidate wishes to pursue Ph.D. shall go through entire selection process (Entrance Test and Interview) again. Further, if the student fails to complete Thesis Proposal preparation and presentation as a part of course work requirements within two years from the date of his/her admission, the admission may stand cancelled with the approval of ASRC. In case of delay, the candidate must apply to ASRC for consideration. However, this application is required to be submitted to ASRC prior to completion of two years and complete justification has to be provided by the candidate with specific recommendation of the supervisor. The ASRC shall have the right to accept or reject the application.
5. A candidate shall ordinarily be allowed only two attempts for presentation before the DRC. In case the Research Plan of a candidate is not approved within the limitations prescribed in this clause, a third attempt may be allowed only with the approval of the President on the recommendation of the ASRC.
6. The supervisor(s) shall be allocated by DRC with approval of ASRC during the course work.
7. After successful completion of course work DRC shall recommend the names of the candidates along with topic of research and their supervisor(s) to the ASRC for approval.

XII. Registration of the Ph.D. Candidate:

Consequent to satisfactory completion of course work with minimum SGPA requirement as specified above and recommendations of DRC, the eligible candidates shall be registered to the Ph. D. Program after the approval of ASRC/President. A registration letter shall be issued to all such candidates.

XIII. Admission Eligibility

A candidate possessing any one of the following qualifications shall be eligible to apply for admission to a Ph.D. Program of the University:

1. A Master's degree in Engineering/ Technology/ Science/ Architecture/ Humanities Commerce/ Management/ Design of a recognized Indian University, or a degree approved by the Association of Indian Universities, or any other equivalent qualification in the relevant field to the satisfaction of the Academic Council of the University, with not less than 55 % marks in aggregate or its equivalent grade B in the UGC 7-point scale

(or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation agency which is approved, recognized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

2. Provided that a relaxation of 5 % of marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC (Non-Creamy layers)/Differently-abled category in the entrance examination conducted by the Universities.
3. Provided further that, if in spite of the above relaxation, the seats allotted for SC/ST/OBC (Non Creamy layer)/Differently-Abled categories remain unfilled, the concerned Universities shall launch a Special Admission Drive, for that particular category within one month from the date of closure of admissions of General Category. The concerned University will devise its own admission procedure, along with eligibility conditions to ensure that most of the seats under these categories are filled.”
4. A relaxation of 5% of marks from 55 % to 50% or an equivalent relaxation of grade shall be allowed for candidates who had obtained their Master’s degree prior to 19th September 1991. The eligibility of 55% (or an equivalent grade) and the relaxation shall be permissible on qualifying marks without including grace marks.

XIV. Reservation Policy

National/State reservation/UGC policy as applicable to the University shall be followed while granting admission to the Ph.D. Program.

XV. Admission Process

The candidate shall apply for admission in the prescribed form available from the Registrar accounts office of the University. The applicant shall explain his eligibility, mention the topic of his proposed research and enclose a statement/synopsis of the work that he intends to be doing or may have done on the subject or topic.

Applicants who are in employment of any organization either in India or abroad will be eligible for admission as Research Candidate provided:

1. They fulfill qualifications and/or experience laid down in Clause XII above;
2. The applicant proves to the satisfaction of the DRC/ASRC that his employment duties will permit him to devote sufficient time for research work and prescribed course, if any;
3. The application for admission is endorsed by the Head of applicant’s employing organization, and
4. If the applicant has been serving in any organization located in a country other than India then such a research scholar shall further satisfy the DRC/ASRC that his stay outside the country shall not debar him/her in having warranted guidance for his/her research work from the Supervisor(s).
5. Each candidate shall be required to take a University **Research Aptitude Test (RAT)** which shall consist of two parts:
 - i. Written Examination of a total of two hours: This shall consist of two parts;
 - Part 1: Research Aptitude (Objective Type)

- Part 2: Subject Related Short Essay Type Questions (Attempt 5 out of 8) 10 marks each
 - Minimum 50 % marks would be required to be eligible for personal interview.
 - ii. Personal Interview: The interview shall be based on following aspects, viz. whether:
 - The candidate possesses the competence for the proposed research;
 - The proposed area of research can contribute to new/additional knowledge.
 - iii. However, the candidates who have qualified UGC-NET/UGC-CSIR (JRF) examination/SLET/GATE/Teacher fellowship holders or have passed M. Phil. shall be exempted from RAT.
7. On clearance of the Research Aptitude Test (RAT) and Interview, DRC shall recommend the names of the candidates to ASRC for approval for admission to the Program.
 8. Upon admission, the candidate would be required to take the admission by paying prescribed fees and carry out the course work as specified in XI above.

XVI. Transfer from other Universities

1. A candidate who has been admitted in (or has registered for) Ph.D. degree Program in any other recognized university and meets the requisite qualifications for admission to Ph.D. Program of the University as prescribed in clause (XII) may be allowed to transfer his/her admission to the University provided
 - a. he/she provides a no objection certificate from the previous university,
 - b. the concerned DRC recommends, and
 - c. the ASRC of the University approves the transfer
2. Further, the extent of transfer of credits earned towards pre-Ph.D courses, publications and progress of research etc. by the candidate at the previous university to the University shall be decided by the ASRC of the University.
3. In such cases of transfer, the date of admission in the University shall be decided by the ASRC in view of the date of admission/registration in the previous university and the extent of academic progress as mentioned in the clause (b) above. The candidate shall be required to fulfill the remaining requirements as decided by the respective DRC of the University.
4. The candidate shall submit the requisite application and the fees to the University

XVII. Allocation of Research Supervisors

1. Each candidate shall have supervisor(s), duly approved by the University, as provided in this clause.
2. The ASRC, on the recommendation of the DRC, shall consider the names of the Supervisor(s) and if it approves the same, these shall be appointed after obtaining approval of the President. If the names proposed by the DRC are not approved, the candidate may be asked to suggest other names, or, in exceptional circumstances assigned by the ASRC on recommendations of DRC, with the concurrence of the candidate and the supervisor (if any), and approval of the President.

3. At any given time, the faculty of the Poornima University shall not have more than eight research scholars in case of a Professor, six research scholars in case of an Associate Professor and not more than four research scholars in case of an Assistant Professor.
4. In case of topics which are of inter-disciplinary nature where the department concerned feels that expertise in the department has to be supplemented from outside, there can be a joint-supervisor in addition to the University supervisor from outside department/ faculty/ college / institution subjected to approval of ASRC.
5. In case of joint-supervisor guiding a scholar along with University Supervisor, the seat allocation to the University supervisor shall be counted as half.
6. A change of Supervisor shall be permitted/ assigned in case of inability or non-availability of the Supervisor. The ASRC, on recommendation of the DRC, shall seek approval from the President for appointment of a Caretaker Supervisor/new Supervisor.
7. The following persons may act as supervisors after recommendations of DRC and approval of ASRC/President:
 - 7.1 Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
 - 7.2 Only a full time regular teacher of the concerned University can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor / Joint Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the RAC/DRC.
 - 7.3 The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.
 - 7.4 In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

XVIII. Performance Monitoring after Registration

1. The academic/research progress of each research scholar will be monitored by the RAC. For this purpose, each candidate shall be asked to submit a progress report at the end of each semester through his supervisor(s).
2. On receipt of the progress report, each Scholar shall be asked to have a presentation before the RAC to review the progress made.
3. The RAC after having considered the progress report of each research scholar shall recommend any of the following: i) Satisfactory Progress along with observations/modifications, or ii) Unsatisfactory progress and issuance of a warning to the research

scholar and making recommendation of steps necessary to improve his performance in consultation with the supervisor(s).

4. The University shall provide basic facilities to the candidates. In case of additional requirements, either the candidate may submit research proposal for such requirements to appropriate external agencies for grant or may carry out the required experiments in recognized laboratories / Institutions. However, the proposal to the external agencies should be submitted through the University.
5. If the candidate is issued a letter with unsatisfactory progress two times, the minimum registration period for allowing a candidate to submit the thesis shall be increased by one semester however every time a warning in writing shall be issued.
6. A candidate shall be required to get no dues and pay all the due fees as prescribed by the University from time to time.

XIX. Pre-Thesis Submission Presentation

1. A pre-thesis submission presentation by the research scholars before the RAC is an essential requirement. On completion of the research work, the research scholar shall submit two copies of the summary of his research work including bibliography along with a covering letter mentioning to arrange Pre-thesis presentation to the DRC through his supervisor(s), before at least four months of minimum prescribed time/ Minimum duration as above, and make a presentation at which faculty members and other research scholars/students may be present.
2. The research scholar shall be required to submit his thesis within six months from the date of approval to recommendations of RAC for thesis submission. However, in case a candidate fails to submit his/her thesis within the stipulated time and has suitable justification for the same, the RAC may grant an extension of not more than one & a half months, i.e., the research scholar may be allowed to submit his/her thesis within a period not exceeding seven & a half months from the date of approval for permission to thesis submission.
3. The research scholar will be required to submit a certificate from his supervisor(s) in the prescribed format countersigned by the Dean /Head of the Department that the work embodied in the thesis entitled “ _____ ” is original and has been carried out by the research scholar and that it has not been submitted in full or in part for any other diploma or degree of this or any other University.

XX. Thesis Submission

1. The thesis shall be a piece of research work characterized either by discovery of new facts or enunciation of a new theory or theories or by fresh interpretation of known facts or development of equipment making a distinct advancement in instrument technology. It should bear evidence of the research scholar's capacity for analysis and sound judgment as well as his ability to carry out independent investigation, design or development. A thesis may be supplemented by published work, if necessary. No part of the thesis or supplementary published work shall have been submitted for the award of any other diploma or degree anywhere.
2. The thesis shall be written in English in specified format in accordance with the instructions contained in Annexure-B to this Ordinance, until otherwise required by the specific discipline. In case the thesis to be submitted is written in language other than English, the same shall be approved by the Vice Chancellor on the recommendation of the DRC/ASRC.

3. A research scholar may submit his thesis within the time period as stipulated in clause IX of this Ordinance, provided he has:
 - i. Completed the minimum period of registration as provided in clause IX.
 - ii. Published research papers in refereed journal (One SCI or One equivalent international journal of repute / Two Scopus / Two ABDC indexed) and make two papers presentation in reputed international conferences/seminars (IEEE/Springer/ACM/Elsevier/Others).
4. However, wherever it has not been possible to do so, then this fact must be brought to the notice of the DRC along with sufficient reasons to justify as to why the thesis should be accepted in the absence of two published research paper. The justification should be acceptable to DRC/ ASRC and the President of the University. However, if the research paper has been accepted for publication, the same shall be treated as under publication and the SRC can approve the submission of the thesis.
5. Soft Copy of the Thesis on CD/ DVD along with five (four + no. of supervisors) hard copies of the thesis and five copies of summary of the thesis in soft binding for record shall be submitted in the School, where the Research Scholar has been registered. The same shall be forwarded to the COE for evaluation. In case a research scholar is being supervised by one or more supervisors, appropriate number of additional copies must be prepared to provide them one copy each.

Appointment of Examiners

1. A panel of at least six experts in the area of research work which may include experts from outside India would be suggested by the supervisor(s) and placed before the DRC for its recommendations. The DRC may delete/add any of the name(s) proposed by the supervisor(s).
2. A person from the same laboratory /institutions where the research scholar is employed, cannot be appointed as an external examiner. Further a person from a laboratory/institution/approved research center to which the Supervisor of the research scholar belongs, cannot be appointed as an external examiner.
3. On receipt of the summary & draft of the final thesis, the Dean of the School/ Dean (R&D) shall send the panel of examiners as approved by the DRC to ASRC which then shall be forwarded to the Controller of Examination who shall get the Board of Examiners approved from the President, for the thesis. The Board shall consist of one internal examiner from amongst the supervisor(s), and two external examiners from India or abroad. However, out of the two external examiners selected, at least one shall be from outside the state of Rajasthan. The examiners shall normally be chosen from the panel of examiners recommended by the DRC/ASRC. In case one or more external examiners so appointed decline to examine the thesis, another external examiner shall be appointed out of the panel. In case the panel gets exhausted, the DRC shall recommend additional names.

XXII. Evaluation of Thesis

1. Each external examiner will be requested to submit a detailed assessment report and his recommendations on a prescribed Performa to the COE within three months of the date of receiving the thesis.

2. In case the assessment report is not received from an external examiner within four months, the President may appoint another external examiner from the panel of examiners for evaluating the thesis.
3. The external examiners shall be required to state categorically whether in their individual opinion, the thesis should be:
 - i. Accepted for the award of Ph.D. degree, or
 - ii. Referred to the research scholar for submission in the revised form, or
 - iii. Rejected.

The external examiners shall state the reasons for recommending/resubmission/rejection of the thesis. If resubmission is recommended, the external examiners shall specifically indicate the modifications that need to be incorporated in the thesis by the research scholar.

4. On receipt of reports from all the external examiners the COE shall place them before the members of DRC who will pursue the reports and recommend one of the following:
 - i. If the examiners are unanimous that the thesis be accepted for the award of the degree, the research scholar would be required to appear for oral defense.
 - ii. If the examiners are unanimous that the thesis should be rejected or that the thesis be submitted in a revised form then the result be declared accordingly or the research scholar be informed to submit the thesis in a revised form.
 - iii. If there is no unanimity between examiners, an additional external expert shall be appointed as examiner to evaluate the thesis. The report of the additional external examiner, along with all the earlier reports shall be considered by the DRC/ASRC and a recommendation made either to accept the thesis for the award of the degree or reject the same.
 - iv. In case the research scholar is being required to submit a revised thesis, he/she will submit the same within a period of one year from the date of communication in this regard from the COE. However, in exceptional circumstances, this period may be extended by the DRC/ ASRC by one more year but the total revision time shall not exceed two years in any case. The revised thesis shall depict the current month and year & shall be sent for assessment to the original panel of external examiners. In the event of one or more original external examiners not being available, an additional external examiner may be appointed.

XXIII. Oral Defense

1. A research scholar, whose thesis is recommended for acceptance in accordance with the provision of clause XX on the basis of thesis evaluation, shall be required to defend his work/thesis orally before a duly constituted committee, hereinafter referred to as Oral Defence Committee (ODC) during working hours of the University at the University premises. Any deviation from this procedure should have prior permission of the President.
2. ODC shall be constituted by the President of the University comprising of the following:
 1. Dean R&D as the Chairman of ODC
 2. One senior Professor of the University designated as the Chairman (as nominee of President)

3. At least one of the External Examiners who has evaluated the thesis. If none of the external examiners is available for the conduct of the oral defense, an alternative external examiner shall be appointed by the President for this purpose only.
4. All Supervisor(s)
5. Dean of the concerned school
6. Head of the concerned Department.

The above mentioned Committee shall submit its report to the COE for further necessary action.

3. On the completion of all the stages of the examination, the COE shall put before the ASRC, the report of the ODC to Academic Council for approval of one of the following:
 - a. that the degree of Ph.D. be awarded, or
 - b. that the candidate be advised to carry out additional work and resubmit the thesis again after incorporating the suggestions of the ODC.
 - c. that the degree of Ph.D. not be awarded.

The Chairman of Academic Council shall approve on behalf of the council.

In case of (b) above, the RAC shall communicate to the research scholar a list of all such corrections and modifications. The candidate will have to submit corrected thesis before one year from the date of issuance of such letter. COE shall send the corrected thesis to the external examiner who attended ODC, members and chairman ODC for their recommendations for the award of degree. If the examiner rejects again, the degree will not be awarded.

After getting the recommendations for the award of degree, COE will follow the same process of approval as above. The research scholar shall, thereafter, submit two hard-bound copies and soft copy on CD/ DVD of the thesis incorporating all necessary corrections/modifications.

XXIV. Award of the Degree

The Degree shall be awarded by the University provided that:

1. The ASRC recommends & Academic Council approves,
2. The research scholar produces a “No Dues Certificate” in the prescribed form,
3. The research scholar has submitted two hard bound copies of the thesis; one for the Department Library and one for the Central Library. These should incorporate all necessary corrections/modifications and have the consent of the DRC.
4. Hard bound copies and CD ROM of the Ph.D. thesis as specified above are submitted after the oral Defense examination. This must contain the following copyright certificate in the beginning of the thesis, on a separate page on the left side:
©Poornima University, Jaipur – Rajasthan (India). All rights reserved
5. The date of approval by ASRC/ Academic Council or the President on behalf shall be the date of completion of the degree.

XXV. Leave and Attendance

The Research Scholar, who has joined the research Program on a full time basis, shall be entitled to avail leave as per Leave Rules/Attendance Rules formulated and amended from time to time by the University. An outline of leave rule is annexed (Annexure II).

XXVI. Plagiarism Policy and Regulation

Plagiarism Verification: Plagiarism has been reported in thesis matters in last few years. If a student is found indulged into it, this may damage reputation of University. Therefore, electronic version of every Ph.D. thesis shall be verified for any known/unknown plagiarism. Each candidate shall submit thesis and, the report of such check. An outline of Plagiarism Policy and Regulation is annexed (Annexure III).

XXVII. General

Notwithstanding anything contained in this Ordinance, all categories of research scholars shall be governed by the rules and procedures framed by the Academic Council on this behalf, and in force from time to time.

XXVIII. Interpretation and Unforeseen Issues

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of difference of interpretation, the President may take a decision, after obtaining if necessary the opinion/advice of a Committee consisting of any or all the Provost,/Dean/ASRC . The decision of the President shall be final and binding.



3.1.2 Leave rules for Ph.D. Scholars

1. Students may be granted leave on application made through supervisor to Dean (R&D). Applications must be submitted well in advance of the date of commencement of the leave requested. The leave rules are applicable to both part time and full time scholars, unless it is explicitly stated in any clause.
2. **Vacation and Casual Leave (For Full Time Scholars Only):**
 - a. The vacation leave is allowed only during the vacation period(s) of the Institute and up to a maximum of 30 days at a time. A Ph.D. student becomes entitled to the vacation leave of 15 days in a semester. The vacation leave not availed in one semester is carried over to the next semester up to a maximum of 15 days.
 - b. A Ph.D. student is also entitled to the casual leave of 8 days during a semester. However, a maximum of 4 days of casual leave can be availed at a given time. The casual leave cannot be combined with any other kind of leave, and the casual leave not availed in one semester is not carried over to the next semester.
3. **Medical Leave:**
 - a. The medical leave is allowed only when it is supported by a medical certificate and is up to a maximum of 15 days at a time.
 - b. A Ph.D. student becomes entitled to a medical leave of 8 days in a semester. The medical leave not availed in one semester is carried over to the next semester up to a maximum of 8 days.
4. **Maternity Leave/Child Care Leave:**
 - a. A female Ph.D. student may be granted maternity leave/ child care leave for a maximum of 240 days.
 - b. Maternity leave up to 6 weeks can also be granted for miscarriage including medical termination of pregnancy, if supported by a proper medical certificate.
 - c. Maternity leave can be combined with vacation or semester leave and is not associated with any loss of financial assistantship.
5. **Semester Leave:**
 - a. Semester leave for one semester at a time may be sanctioned for bonafide reasons as deemed appropriate by the leave sanctioning authority.
 - b. A semester leave would directly lead to extension in the Ph.D. period by a semester.
 - c. In the case of sanctioned leave for a period of 4 weeks or more at a stretch, the leave is converted to semester leave.
6. **Academic leave:**

Academic leave is permitted on the following grounds.

 - a. To attend conferences/seminars/workshops/trainings/short-term courses. A maximum of 15 days of leave is permissible in a calendar year.

- b. A maximum of 30 days of leave in a calendar year is permissible for field trips such as data collection, survey work, etc. Dean (R&D) sanctions academic leave on recommendation of the Supervisor and Dean of the respective School.
 - c. Academic leave of more than 60 days but up to a maximum of 12 months is also permissible to carry out part of the research in another institute/R&D Lab/industry in India or abroad. For sanction of such a leave, a letter of consent from the host institute is required. This leave is permissible only after the student has passed the coursework. On recommendations of the Supervisor, the DRC may approve such an academic leave. Such cases are also to be reported to the Academic Council.
 - d. A Ph.D. student can be permitted (on his/her application recommended by the supervisor) to proceed for academic activities outside the Institute (without taking any leave) to carry out field work, library work, computational work, experimental work, research work and to attend one day conference and courses in the town.
 - e. A student granted academic leave for one or more semesters, pays prescribed fees in every semester. If a progress date falls during the period of academic leave, a student completes the progress procedures at the expiry of his/her academic leave.
 - f. There may be a loss of duration of period to be counted towards submission of thesis if the period of academic leave exceeds the permitted duration.
7. Although Ph.D. Program shall be for a maximum period of six years, the women candidates and Persons with Disability may be allowed relaxation of two years in the maximum duration, provided leaves had been sanctioned in advanced.
 8. Student from the institute without sanctioned leave may result in the termination of the Ph.D. Program.
 9. **Unless a Ph.D. student is on sanctioned semester leave, he/she must submit her progress report with no dues for every semester till he/she submits his/her thesis.**

3.1.3 Plagiarism Policy and Regulation

1. Preamble

Poornima University, Jaipur has been established by the Rajasthan State Legislature and is approved by University Grants Commission under Section 2(f) with the right to confer degrees as per Section 22 (1) of the UGC Act, 1956.

The University enjoys healthy growth over a period of time producing well-disciplined and well-groomed Graduate, Post Graduate and Ph.D. students and various disciplines. The University started its Ph.D. Program from the Academic Session 2012-13.

A student/researcher/faculty/staff is required to have ethical and moral values in his academic pursuit. The student/researcher/faculty/staff is expected to produce and submit original and genuine work. In the present era, huge amount of information is available on the internet and online as source material. In this context, plagiarism has become a serious problem. Recently, University Grants Commission's (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 published in Gazette of India, has come into the force. Thus, in compliance of the UGC's Regulations, Poornima University, Jaipur is also exercising the following regulations pertaining to plagiarism.

2. Definitions

'Plagiarism' is the "wrongful appropriation" and "stealing and publication" of another author's "language, thoughts, ideas, or expressions" and the representation of them as one's own original work. Plagiarism is considered academic dishonesty.

Methods of Plagiarism:

- (a) Quoting directly another person's language, data, illustration, tables, etc. without due acknowledgement of the source.
- (b) Copying a section of book/article/report/monograph/dissertation/thesis without proper citation.
- (c) Buying, stealing or borrowing assignments, experiments/results.
- (d) Paragraphing the work of others without due acknowledgements.
- (e) Using ideas of someone else without crediting the originator.
- (f) Copying, cutting and pasting from the internet or online source and submitting as one's own work without giving proper reference/citation.

Self-Plagiarism

Self-Plagiarism is the use of one's own previous work in another context without citing that it was used previously.

3. Objectives

- 3.1 To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.
- 3.2 To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.

3.3. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of university committing the act of plagiarism.

4. Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- i. All quoted work reproduced with all necessary permission and /or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.

Note:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

5. Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Level 0: Similarities up to 10% - Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

6. Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the **Departmental Academic Integrity Panel (DAIP)**. Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the **Institutional Academic Integrity Panel (IAIP)** of the University.

The authorities of University can also take suo motu notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the university on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

Procedure:

Scholar shall submit the report generated on the plagiarism checking software like Turnitin / Urkund or similar type of software, of his draft thesis along with a soft copy of the draft thesis for the consideration of Departmental Research Committee.

7. Departmental Academic Integrity Panel (DAIP)

- i. All Departments in HEI shall notify a DAIP whose composition shall be as given below:
 - a. Chairman - Head of the Department
 - b. Member - Senior academician from outside the department, to be nominated by the President.
 - c. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department.

The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

- ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iii. The DAIP shall have the power to assess the level of plagiarism and recommend penalty (ies) accordingly.
- iv. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

8. Institutional Academic Integrity Panel (IAIP)

- i. University shall notify a IAIP whose composition shall be as given below:
 - a. Chairman - Pro-President /Dean/Senior Academician of the university.
 - b. Member - Senior Academician other than Chairman, to be nominated by the President.
 - c. Member - One member nominated by the President from outside the university
 - d. Member - A person well versed with anti-plagiarism tools, to be nominated by the President of the university.

The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

- ii. The IAIP shall consider the recommendations of DAIP.
- iii. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- iv. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of university.
- v. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- vi. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the university within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- viii. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

9. Procedure for reconciliation of plagiarism reports

(1) If a draft thesis is found plagiarized and is reported to Departmental Research Committee then the Departmental Research Committee shall call the candidate to hear the candidate's view. On hearing the candidate, the Departmental Research Committee shall submit its recommendations keeping in view of the following guidelines:

- (a) The similarity between documents is within the limit (not more than 10%) for putting some original results in proper context and all original sources are correctly cited. The similarity is not of such nature which directly affects the original findings of research. No further action is required. Candidate may be permitted to submit the thesis.

- (b) **Self-plagiarism:** “Regarding self-plagiarism or cases where published work of the student is shown Plagiarised in the check, only these articles should be excluded from the check, other article of student or supervisor should not be excluded from the check.” Similarity contents are from candidate’s previous published work without proper citation. Candidate will be required to resubmit the work with proper citations. If the published work is co-authored by others, the researcher shall submit a consent letter from co-author(s) and publisher permitting him to use the work in his thesis.
 - (c) **Low- level plagiarism:** When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents marginally outside the limit, the candidate may be allowed to resubmit the work with proper citations.
 - (d) **Mid-level Plagiarism:** Failure to cite proper citations, copying few paragraphs only. Intent to cheat is very low and may be due to lack of knowledge. The similarity between documents is outside the limit. The candidate may be allowed to resubmit the work with proper citation and with a warning not to repeat the mistake again otherwise registration in the Program will be cancelled.
 - (e) **High- level plagiarism:** Deliberate and planned attempt to copy the work done by someone else. Large amount of data taken from someone else’s work, art work copying, source code copying etc. Intention to cheat is very clear. The candidate’s registration may be cancelled.
- (2) The thesis resubmitted as recommended by the Departmental Research Committee in view of clauses (1)(a) to (d), will be again placed before Departmental Research Committee and the candidate will also be required to be present to substantiate the necessary improvements made by him in the thesis.

10. Plagiarism reported after the of Award of Degree

- (a) In case, any plagiarism is reported to the University when a Ph.D. degree has already been awarded, the President may constitute an expert committee to enquire into charges of plagiarism and the committee will submit its report with recommendations.
- (b) The expert committee may give the opportunity of hearing to the concerned parties as it deems fit.
- (c) The President will place the report along with recommendations of the committee before the Academic Council for its consideration and action.

11. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the university only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

11.1 Penalties in case of plagiarism in submission of thesis and dissertations

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

- i. Level 0: Similarities upto 10% - Minor Similarities, no penalty.**

- ii. **Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.**
- iii. **Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.**
- iv. **Level 3: Similarities above 60% -Such student registration for that Program shall be cancelled.**

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the President.

11.2 Penalties in case of plagiarism in academic and research publications

I. Level 0: Similarities up to 10% - Minor similarities, no penalty.

II. Level 1: Similarities above 10% to 40%

i) Shall be asked to withdraw manuscript.

III. Level 2: Similarities above 40% to 60%

i) Shall be asked to withdraw manuscript.

ii) Shall be denied a right to one annual increment.

iii) Shall not be allowed to be a supervisor to any new Master's and Ph.D. Student/scholar for a period of two years.

IV. Level 3: Similarities above 60%

i) Shall be asked to withdraw manuscript.

ii) Shall be denied a right to two successive annual increments.

iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the university.

Note 2: Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the president.

Note3: University shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the president is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the President, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the university.

Note 5: If there is any complaint of plagiarism against the Head of Department/Authorities at the institution level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.

Note 6: If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed /investigated.

12. Removal of Difficulty

Poornima University, Jaipur reserves the right to remove difficulty/difficulties in the course of implementations of these Regulations as per PU, norms.

3.2 Research & Development

3.2.1 Research Promotion Policy

Poornima University believes not only in dissimilation of knowledge, but also in generation of knowledge, which is possible only when all the team members of the University, whether Faculty or students, are provided good support & environment to involve themselves in Innovation & Research.

Taking this as the primary objective, PU has been providing following support to all the academicians who are interested in giving back to society, by creating new ideas (PU R&D Support Schemes) :

- Finding and applying for external funding
- Proposal preparation and submission
- Seed grants for Research Idea's
- JRF/ SRF/RA
- Protection of Research outcomes
- Motivational Grants & Incentives

In addition, following policies have been surfaced under the Research Promotion Scheme to create an innovative environment for nurturing, promoting and elevating the research activities at Poornima University:

- Technical Publication Incentive Scheme
- Consultancy & Research Incentive Scheme of Poornima (CRISP)
- Promotional Scheme for Patents and Copyrights
- Scheme of Pursuing Ph.D. for Professional Progression at Poornima (SP-5)
- Guideline for Participation in Conference/ Seminar/ Workshop/ Trainings/Symposia etc.

The following basic duties in supporting and conducting research at PU shall be applied:

Protecting the Right of All to Do Research: The primary guidelines of PU in supporting research shall be to protect the rights of all the individuals, be it faculty members, students, or non-academic research staff, to get involved in multidisciplinary research activities. Participants in the research process shall be free to carry out their research work according to their comfort, provided the principles of research ethics are always respected. The University shall also acknowledge the eligibility of all its researchers, including students, for financial support by the University within the limit of its resources and its priorities for funding research projects coming from various programs & research centers. In return, any researcher at PU shall assume responsibility for protecting the best interests of the University when carrying out any kind of research, including the rights of the University as detailed in any contract pertaining to a research activity or the general duties of researchers towards the University.

Possible misconduct by researchers shall be dealt according to the general academic policies and by the appropriate committees or panels.

Disclosure of Research Results: The University shall not participate in research projects classified as secret or constrained by any secrecy-of-results agreements of any kind, except upon the explicit approval of the President and in concordance with the research ethical principles. In particular, the University shall not approve its researchers to be involved in research the results of which cannot be disclosed publicly due to the researcher's possible agreement with an outside party involved in or sponsoring the said research.

The faculty members, students, and non-academic staff shall be having similar rights to publish and disseminate research results, and the obligation to disclose research methods and results, including those related to artistic production, as well as to demonstrate their compliance and transparency with regard to the general principles.

The University does, however, recognize that the fundamental principles of research ethics are allowed for specific forms of constraint and confidentiality in order to protect personal and private information that might have been used in the course of the research process.

Departments, Research Centers and Laboratories: Research at PU shall be undertaken as part of the activities to be performed by the basic academic units of the University, i.e. the departments, faculties, research centers, interdisciplinary units and laboratories. In line with its declared commitment to enhance research for the service of the community, be it in a local, national, regional or international setting, PU emphasizes on the need of all the academic units to engage in interdisciplinary research besides their basic internal scholarly work. Accordingly, PU strongly encourages research networks amongst its various academic units in order to achieve the following:

- Secure optimal conditions which enable active members in the individual departments and units to do research.
- Support international / national research projects and coordinate between individual researchers and University research centers.
- Establish and promote national and international funding programs by connecting the University with as many external academic institutions and exchange programs as possible.
- Cooperate with the private and public sectors, nationally and internationally, in order to promote funded cooperative research.
- Work with representatives of the local community in order to disseminate research results that are beneficial to the mission of the University and to the economic and social advancement
- Ensure that the results of research carried out at PU are integrated into the teaching learning process as far as possible.

3.2.2 Research Policy for Seed Money

Introduction:

Seed Money Scheme (SMS), sponsored by Poornima University Jaipur, will support different areas of research for regular faculty/ principal investigator(s). Seed funding under this scheme is to be used to initiate/continue the research work of the faculty.

Research and Development is a systematic process of basic and applied research to discover a solution for problems faced by society or creating new knowledge and products. It may result in the form of patents, research publications and copyright etc.

Seed Money Scheme (SMS) has been initiated by the University with the approval of Board of Management (BOM) & Financial Committee (FC) to provide minor research grant in different areas to motivate faculty members and enhance their research interests, which may lead to major research proposals for submission to National / International funding agencies.

Objective:

- Seed Money Minor Research Projects/Research Grant shall be allocated for creating specialized research resources in the area of expertise of the faculty member.
- To develop innovative or interdisciplinary approaches or methodologies.
- Technological / Software developments, translation into prototypes / patents / copyrights / publications.
- The scheme is to accelerate the possibility to receive the financial support from external agencies in future.

Preference will be given to proposals that:

- Have a high potential for external funding
- Have significant scientific merit
- Represent a new direction for the Principal Investigator (PI)
- Build or strengthen inter-disciplinary research partnerships

Grant Amount: Normally, the Seed Money Minor Research Projects/Research Grant shall be limited to Rs. 2.0 lac, however, in exceptional cases; it may go up to Rs. 10.0 lacs with the approval of Planning and Monitoring Board.

Applicant Eligibility:

1. Regular faculty members are eligible to apply under the scheme.
2. Principal Investigator (PI) must have Ph.D. degree / PG degree with 02 years of experience and minimum designation will be Assistant Professor.
3. Those who have submitted their Ph.D. thesis will also be eligible as PI.
4. To encourage research, Assistant Professor with PG degree may also apply as Co-PI under seed money scheme.
5. Co-PI(s) satisfying the criteria of PI, can submit a separate proposal as PI under SMS.
6. The age of the PI/Co-PI should not be more than 60 years.

7. At a time, one PI will be eligible for one project under SMS but he/she may be associated with any number of projects under SMS as Co-PI.
8. Only those projects, which were earlier applied to Government. /outside funding agencies and have not been approved for funding will be considered for seed money funding.

**The SMS will be discontinued in case where the PI will resign or remains absent for more than 90 days with sanctioned or unsanctioned leave. Prior to leaving the University, PI has to deliver a formal presentation in the respective department before the committee duly constituted by Dean Research regarding the progress of the project and PI needs to submit utilization certificate as per the format. No dues must be taken from Dean Research regarding the project under SMS. In case where Co-PI is applicable, he/she can continue the project with proper approval.

Content of the Proposal: As per the attached Format (Annexure-1) for Seed Money Minor Research Projects/Research Grant.

Process: Seed Money Minor Research Projects/Research Grant shall be allocated only in creating specialized research resources in their area of expertise duly recommended by Proposal Evaluation Committee under the Chairmanship President / Pro-President, all the selected projects will be finalize with the approval of the Planning and Monitoring Board.

Proposal Evaluation Committee:

1. President / Pro-President (Chairman)
2. Registrar
3. Two subject experts Members (One should be outside of PU)
4. Dean of concerned School (Member)
5. HOD of concerned Department (Member)
6. Dean Research (Member Secretary)

Guidelines for Seed Money Minor Research Projects/Research Grant:

1. Seed Money Minor Research Projects/Research Grant shall be sanctioned only for creating specialized research resources in their respective area of expertise.
2. The project is limited for a maximum of two years or Seed money can be renewed after 2 years (depends on Project Progression)
3. Progress report for every six months need to be submitted to Dean (Research) & Registrar in the form of budget utilization and achieving the objectives.
4. The Research Proposals must be received in the office of Dean (Research), Poornima University on or before the last date of submission decided with due approval of the Competent Authority, for seeking such proposals from all Faculty members as per the prescribed format.
5. All such Research Proposals would be scrutinized by a University level Research Project Evaluation Committee duly approved by President. The committee may adopt any suitable criteria before recommending a given Research Proposal.
6. No TA/DA/Registration-fee would be permitted for incurring expenses by Faculty Member for participation in any Workshop/Training Program/ Conferences/ meetings/ out of the Seed Money Minor Research Projects grant.
7. All the Faculty Members after getting sanction order should work for timely execution of their Research projects by following university procurement and payment norms. In case of any difficulty what so ever, the concerned Faculty Member should report the matter as per norms to respective Deans through HODs well in time. This would ensure timely completion of Research

projects as per set deliverables and outcomes in larger interest of institute & to honor the very spirit of allotment of the Seed Money Minor Research Projects/Research Grant.

8. The Project Evaluation Committee shall monitor the planned research outcome/performance in respect of each Seed Money Minor Research Project through annual review meeting.
9. All purchases have to be done as per University norms.
10. All items procured under a given Research Project shall remain within concerned Department for use by faculty/students after completion of the project.
11. The Faculty Members may seek help of IPR cell for further support to enhance visibility of research findings by using institutional linkages, infrastructure, patent filings, copyright etc.
12. These guidelines have been framed with a view to strengthen key information base related with utilization of Seed Money Minor Research Projects Grant. The University has right to add/withdraw or modify the guidelines at any time.
13. A maximum of 50 research projects would be funded every year with the approval of Board of Management (BOM) & Financial Committee (FC)
14. The PI would submit half yearly report of the work done to Dean Research. The second year grant will be sanctioned only after the successful completion of the first year.
15. After completion of the minor research project, a final report must be prepared and submitted to ASRC.
16. The PI will ensure that the project is completed within the stipulated time and the final report is submitted well in time. In case of failure to achieve the desired project outcome, the PI will be liable to be debarred by the University for such seed money for next two years
17. Society membership will not be reimbursed under this Scheme
18. IPR rights of the research outcome will be shared amongst University & PI/Co-PI, as per IPR Policy of the University
19. Minimum Expected Outcome of Seed Money:
 - a) One SCI or Two Scopus Publications.
 - b) At least equal amount of funding to be obtained from Government funding Agencies/ Industry.
 - c) One patent/ Copyright as outcome of the work.



PROPOSAL SUBMISSION

The proposal submission will be open throughout the year. The project proposal should be submitted as per format attached herewith

Application format for Research Seed Money

1. Title of the Project:
2. Name, address & experience of Investigator(s):
(Cell No. and e-mail are mandatory)
3. Title of the Research Proposal (150 Ch.):
4. Broad Subject area/field of classification:
5. Project Type(s) (Basic Research/Applied Research/Developmental/Demonstration/Others :
6. Broad objectives of the project (300 Ch.):
7. Precise objectives of the project:
8. Applications/Socioeconomic importance (The relevance, if any, to the utilization and management of the natural resources of the State):
9. Abstract (500 Ch.):
10. Details of state of the art in the research area and literature review done by the investigator:
11. Details of any preliminary work done by the investigator:
12. Particulars of equipment required (only to govt. /govt. supported institutions):
13. Particulars of any other facilities required:
14. Particulars of the facilities that will be provided by the institution where this project will be implemented:
15. Whether the project was submitted to any other organization for financial support, If so, the names of the institutions and their decisions may be indicated:
16. Whether at present receiving support from any other organisation other than your present department. If so, full particulars of these may be given:
17. Budget estimate for the project:

S.No.	Items	Amount (Rs.)
1.	Details of Equipment	
2.	Travel Expenditure	
3.	Research Literature	
4.	Contingency	
5.	Other (specify)	

18. The sources of funding the project including funds from other agencies from which financial assistance is obtained/expected to be obtained, and the quantum of assistance from each agency.

Name & Signature of PI

Name & Signature of Co-PI

Date:

3.2.3 Research Resource Mobilization

Objectives of the Scheme

- To encourage and enhance the flow of resources / participation coming from the society for university development.
- To encourage faculty members to provide consultancy.
- To encourage active research, provide incentives to the faculty members, students and scholars involved in society and its development activities.
- To provide adequate infrastructure in terms of space and equipment and support facilities for research.
- To encourage university to collaborate with other agencies, research institutions and bodies for sharing research facilities.
- To diversify and expand its resource base in supporting the achievement of the strategic plans, goals overall growth of this university.
- To identify and analyze the resources available for program priorities, policies and efficient budget allocation.
- To maximize the use of internally & externally generated fund so as to enhance & strengthen deep relation with stakeholders.

Introduction

The Poornima University operates student centric policies with focus on skill based research driven quality education which should be accessible and affordable by youth of rural and urban areas. The cardinal principle of management in the University is to provide best resources to the students & faculty to meet the above requirement and run the University for realizing the vision and mission of the University.

Resources

The University acquires three types of resources i.e. Human Resources, Equipment & Material Resources and Infrastructural Resources.

1. Human Resources

The University ensures the contribution of qualified manpower and research scholars to run the research mobilization.

Appointment of Teachers

The posts of Assistant Professors, Associate Professor and Professors are laid down by the PU norms in coherence with UGC norms.

Appointment of Non-Technical Staff

The number of officers/supervisors required for non-technical are laid down by the PU norms.

2. Equipment & Material Resources

Based on the Strategic Plan, the requirement of equipment & material resources is taken care of by respective departments in Board of Studies and consolidated at university level by Academic Council, Board of Management & Financial Committee.

3. Infrastructural Resources

It's a part of academics where all facilities are provided with updated technologies and equipment. The significance of R&D can be highlighted as:

- To promote research and development activities in the University.
- To equip the student and the faculty members with latest advancement in the technological areas.
- To provide consultancy and research in innovative areas.
- To enhance the education with research orientation fulfilling the technical needs of industries.

In-House Support

In house support is provided by PU to teachers for research purposes like:

1. Seed money for research projects
2. Granting study leave for research field work
3. Undertaking appraisals of institutional functioning and documentation
4. Facilitating research by providing organizational supports
5. Organizing research circle / internal seminar / interactive session on research

Also PU has created an eco-system for innovations and other initiatives for creation and transfer of knowledge:

Poornima University's efforts to create an innovative eco-system include

1. Participative efforts (brain storming, think tank, etc.) to identify possible and needed innovations
2. Encouragement to novel ideas
3. Official approval and support for innovative try-outs
4. Material and procedural supports

Funds Mobilization

The University also mobilizes its resources from funds generated from Self-financing and Vocational courses run by the University. All expenses of contingent nature are spent from this fund after getting approval from the Registrar / President of the University and thereafter it is finally approved by the through BOM & financial committees (FC)

Resource mobilization is also carried out by following means:

- Students' fees
- Fund received from Shanti Education Society
- Research grants received from various government and non-government agencies.
- Fund received from alumni donors

To facilitate the above initiatives, the University provides space on lease to various commercial utility facilities for students, faculty members and officials of the University Optimum utilization of funds is ensured through:-

- Adequate funds are allocated for effective teaching-learning practices that include Orientation Programs, Workshops, Inter-disciplinary activities, training Programs, Refresher Courses that ensures quality education.
- Budget is utilized to meet day to day operational and administrative expenses and maintenance of fixed assets.
- Enhancement of library facilities needs to augment learning teaching practices and accordingly requisite funds are utilized every year.
- Adequate funds are utilized for development and maintenance of infrastructure of the University.
- Some funds are allocated for social service activities as part of social responsibilities like Poornima Paathshala and other activity clubs. Main motto of resource mobilization and optimal utilization of resources is to put Poornima University on bench mark in tune with quality teaching and unique growth of students.

Budget Estimates of Expenditure

The budget estimates for Major research project (More than 3 lakhs) is to be prepared on the basis of the guidelines given as under. Applicants for minor research project may make suitable changes in the budget heads as per the budget and actual requirement.

S. No.	Broad Expenditure Heads	Value
1	Project Expenses	75% Maximum can be 85% including Project Expenses in case JRF/RA is appointed
2	Research Staff : Full time / Part-time/Hired Services	PU norms for JRF/SRF/Research Associate will be applicable
3	Fieldwork: Travel/Logistics/Boarding, etc.	3% of the Total grant (PU norms will be applicable)
4	Contingency	5% of Project or as per the letter of Granting body (Which so ever is minimum)

5	Overheads	7% of the Total Grant to be charged by the University as per norms
6	Incentive amount for (PI & Other)	As per CRISP Policy of PU (Additional to the grant received by the PI)

Note:

1. The Department and PI should make every effort to put all the equipment available in the laboratories to effective use
2. The books and journals acquired by the PI under a Major or Minor Research Project must be deposited to either the departmental library or the central library at the end of the project. They should become institutional property.
3. The admissible contingency grant may be utilized on spares for apparatus, photo state copies and microfilms, typing, stationary, postage, telephone calls, internet, fax, computation and printing needed in connection with the project.
4. CONSULTANCY PROJECTS: Faculty members may offer technical consultancy services to governments, industries and private individuals, based on his / her competence, acting as PI of the project. These projects should provide challenges to and benefit the professional competence of the faculty member; else the University shall not accept to undertake the project. Further, the institute shall not be liable in any way for the negative fallout of any consultancy service offered by the PI.

3.2.4 Consultancy & Research Incentive Scheme of Poornima (CRISP)

University gives incentives to their staff on successful completion of Sponsored Research Projects & Consultancies under **Consultancy & Research Incentive Scheme of Poornima (CRISP)**. The details of the schemes are as follows:

1. Preamble

In the light of changing economic scenario, government policies and priorities of Poornima, the University considers sponsored research and industrial consultancy projects as an important means for extending benefit of scientific research work at the university to the sponsoring agencies broadening the experience base of the Institute community and as a tool for contributing to the country's and economic growth. Therefore, as a matter of policy, the university encourages its faculty members to undertake research and consultancy work as a measure of scientific/ technical collaboration with outside agencies. Appropriate research and consultancy projects, in addition, for providing much needed service to the government and industry, also benefit the concerned faculty members and the institute in several ways. They enrich the professional experience and knowledge of faculty members and thus make them better educators. Research and consultancy projects provide a first-hand knowledge of the current problems of industry and the emerging area which is very helpful in tuning the curriculum the national needs. The faculty members get an opportunity to apply their ideas for finding out the solutions to the problems in emerging areas. Furthermore, the consultancy work also provides incentives for their contribution to all categories of staff.

2. Categorization of Grants/ Projects

- **Category A: Government funded research projects** – *This type of research based project work that do not require existing institutional infrastructure but helps in creation of assets through government funded research projects and are based on the expertise of the consultant.* The assignments under this category are of highly specialized nature and must be handled with utmost sincerity as they may have far reaching impact on academia as well as society. Thus, any compromise in the execution of such assignments may tarnish the image of the institution. Keeping this in view, it is mandatory to ensure that the concerned consultant possess proper academic qualifications and well established credentials in the area of project.
- **Category B: Design, development & infrastructure based consultancy**– *This type of Consultancy will involve use of institution's computational facilities / software / hardware, testing of sample/ component/ product against a standard and other technical, physical infrastructure by the client.* The institution will undertake testing jobs provided testing facilities and expertise that are available in the institution itself. The consultant must undertake any consultancy assignment under this category only after ensuring that the machine/ equipment used for testing is duly calibrated and provide accurate results against

a reference / standard. It is understood that the testing equipment will be used only by the consultant(s) and not by the client.

- **Category C: Skill & knowledge based consultancy** –*This type of consultancy will NOT involve use of institution’s computational facilities / software / hardware but is based on the expertise of the consultant.* Keeping this in view, it is mandatory to ensure that the concerned consultant possess proper academic qualifications and well established credentials in the area of consultancy.

3. Incentive Amount

Category	Incentive to the consultant / Principal investigator lie the principal faculty)	Incentive to the supporting team members (faculty & staff)	Date of grant of incentive
A	8 % of the total grant amount, but limited to a maximum of half of annual gross salary of consultant (to be given from resources of institution)	2% of the total grant amount (On sole discretion of the consultant/ principal faculty & to be given from resources of institution)	After the completion of project & obtaining NOC from grant disbursing agency auditing firm(s)
B	40/o of the total project grant received (this also includes all types of taxes which are applied on	On sole discretion of the consultant / principal faculty	As & when grant is received
C	80% of the total project grant received (this also includes all types of taxes which are applied on	On sole discretion of the consultant / principal faculty	As & when grant is received

4. Important Points

- 4.1. Individuals or Departments shall take up projects after obtaining NOC from Director (Admin & Finance), Poornima University via President / Pro-President / Registrar.**
- 4.2.** All funds in connection with above mentioned consultancy/ projects should be received in the name of the institute only. The account will be maintained & controlled by office of Director (Admin & Finance).
- 4.3.** The time spent by a faculty/ consultant on such projects should not exceed one day per working week plus one day during week end, thus a total of 104 man days during the calendar year.
- 4.4.** Report(s) and data collected/ originated out of project will be the joint intellectual property of the sponsor, consultant & Poornima University which can be used by the sponsor, consultant & institution for its own use only and cannot be disclosed to any other party without obtaining the NOC of sponsor, consultant & institution

- 4.5. The report of the project / consultancy will be kept by consultant for a period of 03 years from the date of closure of the project and for routine testing from the date of issue of report.
- 4.6. If a prima-facie case of malpractice and/or misconduct is established by a fact finding committee against a staff member in connection with project(s), the Director (Admin & Finance), on the recommendation of Head of Institution may prohibit the concerned faculty / staff member to take part in any new project as consultant till such time that a final decision is taken by the appropriate authority in the matter. However, in such cases the concerned faculty/ staff member will be expected to complete his/her obligations in the on-going project(s) with which he/she is connected, in order that the on-going projects and obligations to the sponsor do not suffer.
- 4.7. All purchases under projects shall be made through the Purchase Manager, Poornima University. In case of equipment which is to be carried outside, the same should be insured before they are taken out.
- 4.8. The faculty may engage student(s) of Poornima as student assistants for the project work.
- 4.9. The most expeditious and convenient mode of travel should be used to minimize period of absence from the Institute. Admissible DA or actual boarding & lodging expenses and expenses on local travel by taxi will be reimbursed against receipt.
- 5. Documents to maintain** Consultant faculty member through his team members will maintain:
 - 5.1. Attendance Records of the Consultant(s), supporting staff etc. with man-hours spent during execution of project.
 - 5.2. Inspection / Site Visit Register to record any site visit by the Consultant(s) be maintained. The suggestions rendered by the Consultant(s) during site visit along with remarks of the clients must be recorded. Further, if any expert advice by external expert is required during the Consultancy project, the same may also be recorded along with the remarks of the Consultant(s).
 - 5.3. Salary / Payment Record of all payments made to Consultant(s), supporting staff etc.
 - 5.4. Consumable and Non-Consumable Register for recording hire/purchase of all equipment, materials, all consumables, non-consumables items etc. and its utilization.
 - 5.5. Travel Register to record details of all expenditure incurred on travel.
 - 5.6. Log books and Warranty/Guarantee Record: Log books be used to record number of hours, laboratory equipment or hired or purchased equipment have been used. Besides, maintain warranty/guarantee certificates and also breakdown details of equipment.
 - 5.7. Correspondence File to maintain record of correspondence.
 - 5.8. Agreement/Contract File to maintain complete record of all agreements, contracts, drawings and other legal document.
 - 5.9. Work Progress Report of monthly progress report.
 - 5.10 Any Other Document as per the requirement of the client / nature of consultancy project, etc. shall also be maintained by the Consultant(s). At the time of completion of a consultancy project, the PI shall submit a copy of final report along with duly audited expenditure statement, utilization certificate and completion certificate from the client in the office of Registrar.

3.3. Research Centers at PU

Research center is to enable proper communication between faculty, scholars, students, and industry to enhance **research** opportunities, academic excellence, real-world problem solving, and knowledge creation and distribution.

Objectives of Research Centre:

The purposes of establishing a Research Centre are to:

- a. Encourage and facilitate collaborative and/or interdisciplinary research and augmentation of research networking capacity and infrastructure.
- b. Increase and effectively manage the resources and research support for its members and widen university community.
- c. Provide education and training in research and related skills, especially for graduate and undergraduate students and thereby improve the academic programs of their constituent academic units.
- d. Contribute to the university's strategic educational and research missions and to support synergies between research, teaching and learning.
- e. Transfer and mobilize knowledge gained through research for the benefit of the society and welfare of the communities.
- f. Enhance the reputation of its members, the constituent academic units, and the university through the quality of its work. Our research center tries to develop its own objectives and measurable goals to meet the purposes stated in this policy. We have dedicatedly been working with an approach to strengthen our foundation contribute towards its establishment.

Establishment of Research Centre

ASRC was established to facilitate research and education. The establishment of the research center leads to an intellectual environment that brings people together to solve societal problems. Center serves as a means of focusing resources to advance this goal. As there are two general criteria for the establishment of a Center or Institute:

- A. University exists; faculty are working together on research problems requiring an interdisciplinary approach; they are serving on each other's graduate student committees; regular research meetings or seminars involving the group take place. Center designation is a formal recognition of a center of excellence resulting from that group and its activities.
- B. A significant funding opportunity is available that requires a Center or other umbrella organization to exist in order to submit a proposal or to be competitive for an award. These funding opportunities must by nature be interdisciplinary and available for an extended period of time. Interim approval of Center status may be given in order to expedite the response to a funding opportunity or to provide a mechanism for a group to organize. Interim approval shall require the approval of all administrators normally involved in the Center/Institute approval process.

Procedure to establish a Research Center

A written proposal must be developed and approved in order to establish a Center. The proposal must contain the following elements:

1. Statement of Purpose
2. Mission Statement
3. Description of Proposed Activities
4. Evaluation Criteria
5. List of Participating Faculty
6. Justification
7. Structure
8. Space and Facilities Requirements
9. Funding
10. Submission of Center/Institute proposal – All submissions requesting the creation of a Research Center must be submitted to BOM through the Vice President / president for Research for approval

A. Center of Excellence in Solar Energy

Poornima University (PU) was established in Jaipur in year 2012 by Shanti Education Society, the promoter of Poornima University in year 2000, the leading educational group in Engineering & Management with a track record of thousands of Alumni working in India and abroad. With the challenging situation of global climate change and need of carbon credit control Poornima University has taken an initiative by setting up 100 KWp grid connected roof top solar PV energy system at the academic block of University. The installation of Solar Power Plant was supported with 30 % funding from MNRE. This system will be a feather in the caps of university with an enthusiasm to promote green and clean energy. It is also an inspiration as well as resource for the students for conducting study, research, development and applications of solar energy.

As per the advice of the Chairperson, PU has established center of excellence in solar energy with a focus of a concrete, feasible and detailed research and capacity building in solar energy.

Academic and research use of 100 kW rooftop solar power plant

- Involved 12 students of ME, CIV, EE from the beginning of commissioning of 100 KWp solar power plant installed at PU with focus to train them, Them theoretical and practical knowledge in the work and to aid then in similar industry. Along with the students 2 faculty members have also been identified who are monitoring, mentoring and providing technical guidance to the students.
- Visit to 100 kW solar power plant, PU has already been organized for approx. 5000 Students along with theoretical sessions in the year 2016 to 2019.
- Project work is given to selected students of B.Tech. M. Tech. and Ph.D.
- More than 10 Research Topics have been identified for 100 KWp Rooftop SPV.

Innovations

- PU-Synergy
- PCC in Solar Technology
- Self Help Group in Faculty Members
- Workshop on Mathematical Modeling and Design Optimization

- Pyramid Based Research
- Department Projects
- PU-Solar Club
- Inter-Department & Inter Institution Research
- Special Lectures(SPL), Interaction and Q & A Sessions on Research & Development

B. Centre of Excellence in Water Resources Engineering

The challenging situation of water scarcity and global climate change has increased water demand by human being and industries. The need of reuse of water is increased in the last four decades. Department of Civil Engineering, Poornima University is working in the field of water since its inception under the guidance of Dr. S. M. Seth, Emeritus Chairperson, Poornima University and Former Director, National Institute of Technology, Roorkee; and Dr. K.K.S. Bhatia, Former Scientist, NIH Roorkee and Former President, Poornima University Jaipur. In connection with the above work, Department of Civil Engineering, Poornima University has taken an initiative by setting up Centre of Excellence in Water Resources Engineering.

Water conservation includes all the policies, strategies and activities to sustainably manage the natural resource of fresh water, to protect the hydrosphere, and to meet the current and future human demand. Population, household size and growth and affluence all affect how much water is used. Factors such as climate change have increased pressures on natural water resources especially in manufacturing and agricultural irrigation.

Water is becoming more and scarcer with time both in the rural as well as the urban areas. This is largely because of bad management and wrong exploitation of water resources. Drinking water is a problem even in urban areas and so is the case in rural areas including water for irrigation. India has enough rains. Most of that water flows down into the sea taking with it the fertile top soil. It does not percolate down and as a result the ground water is also depleting fast, the water table is going down and down almost everywhere. There are technologies available, both in the modern sector as well as in the traditional sector for better water management

Water resource management is the activity of planning, developing, distributing and managing the optimum use of water resources. It is a sub-set of water cycle management. Ideally, water resource management planning has regard to all the competing demands for water and seeks to allocate water on an equitable basis to satisfy all uses and demands. Water is an essential resource for all life on the planet. Of the water resources on Earth only three percent of it is fresh and two-thirds of the freshwater is locked up in ice caps and glaciers. Of the remaining one percent, a fifth is in remote, inaccessible areas and much seasonal rainfall in monsoonal deluges and floods cannot easily be used. As time advances, water is becoming scarcer and having access to clean, safe, drinking water is limited to few countries. At present only about 0.08 percent of all the world's fresh water is exploited by mankind in ever increasing demand for sanitation, drinking, manufacturing, leisure and agriculture. Due to the small percentage of water remaining, optimizing the fresh water we have left from natural resources has been a continuous difficulty in several locations worldwide.

Much effort in water resource management is directed at optimizing the use of water and in minimizing the environmental impact of water use on the natural environment. The observation of water as an integral part of the ecosystem is based on integrated water resource management, where the quantity and quality of the ecosystem help to determine the nature of the natural resources.

Successful management of any resource requires accurate knowledge of the resource available, the uses to which it may be put, the competing demands for the resource, measures to and processes to

evaluate the significance and worth of competing demands and mechanisms to translate policy decisions into actions on the ground.

C. Center of Excellence- Machine Learning

Introduction

The Poornima University has started the Center of Excellence- Machine Learning Applications for Society in the School of Computer Science & Engineering in collaboration with Bannett University, Greater Noida, Uttar Pradesh. The collaboration has been done both the universities to share the research accomplishments in the fields of Machine Learning, Data Science and Machine Learning. Initially in 2018 the collaboration was done with a MoU where Bannett University was the Mentor Institute and Poornima University was the Nodal Center. Now the University is intended to establish itself as the Mentor Institute in the future expansions and want to excel its research dimensions in the field of Machine Learning. Under the Center of Excellence (CoE), the School of Computer Science & Engineering is committed to arrange special lectures, workshops and seminars by the people from industry, academic and research verticals.

Objectives and Purpose

Our Policy and Advocacy team conducts research and thought leadership activities on Machine Learning and its impacts on the Social Issues. The role of the Center of Excellence- Machine Learning Applications for Society is to primarily act in an advisory capacity to:

- Provide guidance on policy and issues relating to the research in the areas of Machine Learning.
- Identify current and emerging research in the areas of Machine Learning, Data Science and Artificial Intelligence.
- To integrate leading academic research with strategic applications in the areas of Data Science, Machine Learning and Artificial Intelligence.
- To conduct the special lectures, workshops and seminars by the people from industry academic and research verticals to educate the faculty and students with proper guidance.
- Develop an environment for the faculties and students so that they can carry out the research for the benefit of local surroundings. This environment will encourage the researchers not only from our university but also from the nearby areas to do research on local issues to develop alternative solutions, creating innovative multipurpose products at cheaper cost, solving medical issues, etc.
- The practical problems encountering during productivity cycles should be taken into the account while formulating research studies in that particular field. With this objective the Center of Excellence is committed to develop the projects for the benefit of society and its comfort.

Chapter 4
Policy for Promoting Research Outcomes
at PU

4.1 Policy for quality publication & Incentives

The Management of Poornima is pleased to declare the “Technical Publications Incentive Scheme” for faculty members and others for the session 2018-19 and onward. Under this scheme the publications must be related to broad academic disciplines relevant to subjects being dealt by the faculty member & must include the name of Poornima with the author’s name. The details are given below:

1. **Author Category:** It is the category where the faculty of Poornima has effectively contributed in the research work resulting in the said publication as an author or supervisor or guide. They are further divided into following three categories:
 - 1.1) **As Supervisor or guide:** The faculty applying as Supervisor or guide must ensure that the student they are guiding must be from Poornima.
 - 1.2) **As Student or research scholar:** It must be mentioned in the affiliation of the paper that the author is a student or research scholar at Poornima.
 - 1.3) **As Author:** The publications must be related with broad academic disciplines related to respective qualification or specialization and must include the name of Poornima in the publication.

2. Publication Category

Publication Category				Incentive	
2.1 Full Book					
a) Published in Int’l reputed publishers like McGraw Hill, Prentice Hall, Oxford University Press				10000	
b) Published in Nationally reputed publishers like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage etc.				7000	
c) Published in Regional / Local Publishers				3000	
2.2 Chapters in Book:					
a) Published in Int’l reputed publishers like McGraw Hill, Prentice Hall, Oxford University Press				5000	
b) Published in Nationally reputed publishers like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage etc.				3000	
c) Published in Regional / Local Publishers				1000	
Please Note: Minimum one chapter shall be related to broad academic discipline of author’s qualification or specialization. The publication of the same/similar work should not be repeated in any other book.					
2.3 Publications	Amount Rs.	Authored Publications		Guided Publications	
		1st Author / Single Author	Following Authors	PG/ PhD Scholar/ Single	Guide

				Author	
High Quality Publication (Maximum Limit= Rs. 15,000)					
a1. SCI, SSCI, ABDC, SCIMAGO & other Equivalent indexed Journal	10000	60%	40% (if number of co-authors are more than two then amount will be equally divided)	70%	30% (if number of guides are more than two then amount will be equally divided)
a2. E-SCI, E-SSCI, SCI-E indexed journals					
a3. IEEE Transaction not covered in category a1 & a2					
b1. IEEE, ACM, ELSEVIER, SPRINGER, EMERALD, EBSCO JOURNALS not covered in category a1, a2 & a3	5000				
b2. SCOPUS indexed Journals not covered in category a1, a2, a3 & b1					
b3. SCOPUS indexed Conference Proceedings (IEEE, ACM, Elsevier, Springer & Others)					
Average Quality Publication (Maximum Limit= Rs. 5000)					
c. UGC Approved Journals not covered in category a1, a2, a3, b1, b2 & b3	2500	60%	40% (if number of co-authors are more than two then amount will be equally divided)	70%	30% (if number of guides are more than two then amount will be equally divided)
d. International Journals Published Abroad	2500				
e. International Journals Published in India	2000				
f. International Conference organized outside India and not covered in category b3	2000				
g. National Journals/ International Conference in India	1500				
h. National Conference	1000				
i. Professional Article in Int'l/ Nat'l Magazine/ Newspaper	750				

1. Criteria for Award of Technical Incentive –

- 1.1. Incentive will be given to eligible faculty members (including non-teaching staff), who have completed minimum 1 Year or 255 WD till July 31 of the corresponding year at Poornima and continue to work with Poornima as on date of award of incentive.
- 1.2. Employees (full time/ part time/ guest/ research fellow/ research assistant etc.) other than a regular faculty is not eligible for incentive under this scheme.
- 1.3. Calculation of the incentive: The incentive to be given to an applicant will be calculated by dividing the total incentive among all the authors as per above table (irrespective of the institutions of the authors) but the incentive will be given to faculty working in Poornima Only.
- 1.4. Maximum amount to be awarded under this scheme in each academic year i.e. between 1st July & 30th June will be INR 15000.
- 1.5. Paper published by more than four authors will not be considered under this scheme.
- 1.6. Paper guided by more than two supervisors or guide will not be considered under this scheme.

- 1.7. Maximum 2 papers will be considered from a single conference and journal of the same month.
- 1.8. Applications under this scheme will be entertained through format E-20 only. (Each application would be examined separately, hence E 20 format should be unique for each claim).
- 1.9. Applications with all relevant information shall be entertained in July every year for publications during previous session / year.
- 1.10. Incomplete or not properly filled E-20 formats will not be considered for incentives.
- 2. In order to claim the Incentives, the following documents must be submitted to the Office of Registrar along with completely filled format E20:**
 - 2.1. Copy of proof of the publication category i.e. 2.3 (a1), 2.3 (b1), 2.3 (c) etc.
 - 2.2. Copy of notification of conference / seminar
 - 2.3. Copy of e-mail communication submitting the draft copy of the paper
 - 2.4. Copy of the acceptance mail communication
 - 2.5. Copy of the reviewer's remarks (in case of reviewed journals)
 - 2.5.1. ISSN Number; Impact Factor (Thompson); Editorial Board; Name of Publisher & age of Journal (in case of journals); Evidence of participation (in case of conference / seminar)
 - 2.6. Copy of Paper published in the proceedings of the journals/ conference / seminar
 - 2.7. Copy of Index page of journals/ conference / seminar proceedings.

Each year, the application needs to be submitted to the **Office of Registrar** in 1st week of August for previous academic session. On receiving applications, the Registrar will constitute an expert committee with prior approval of the Head of Institution within a fortnight for consideration of all applications for incentive for publications. The committee will submit report with its comments on each application and recommendations for giving incentive strictly in accordance with directives laid down above. The Registrar will compile these reports recommendations and place before the Head of Institution for approval. The Registrar will then send the finalized list to Finance Department for release of incentive amounts to be presented to concerned faculty members in faculty incentive program on 15th August every year. **In all matters related with this "Technical Publication Incentive Scheme", the decision of Management of Poornima would be final.**

4.2 Promotional Scheme for Patents & Copyrights

The Management of Poornima is pleased to declare the “PROMOTIONAL SCHEME FOR PATENTS & COPYRIGHTS” for faculty & staff members. This scheme will cover the registration / filing as well as award/ grant of copyrights and patents (including design registration, Silicon Chip Design etc). Following terms and conditions must be kept in mind by respective applicant/ patentee while filing the applications:

- The applicant / patentee must ensure that Poornima University is the joint applicant / partner in the complete process.
- A separate agreement must be jointly signed between the applicant/ patentee, other inventors & Poornima university before initiating the application process for each application.
- **50%** of the registration/ application fee (including all fees like government, consultancy, legal etc) will be borne by Poornima and rest **50%** by the applicant/ patentee.
- Upon award / grant of copyright or patent the applicant/ patentee is eligible for an incentive as per following table:

Category	Amount
Successful registration / application for Copyright/ Patent	INR 3000
Grant of Copyright	INR 3000
Publishing of Patent	INR 5000
Grant of Patent (Non-Commercial)	INR 30000
Grant of Patent (Commercial)	INR 50000

- Incentive will be given to the applicant/ patentee who has served Poornima for minimum 1 year.
- The incentive will be given to the principal applicant/ patentee only.
- The incentive will not be awarded for provisional copyrights / patent.
- In order to claim the Incentive the copy of proof of award/ grant of Copyright / patent must be submitted to the Office of Registrar.
- On receiving relevant documents, the Registrar will constitute an expert committee including a representative from the office of Chairman, Poornima University within a fortnight for consideration of all applications for such incentives
- The committee will submit a report with its comments on each application and recommendations for giving incentive strictly in accordance with directives laid down above.
- The Registrar will then send the finalized list to the Office of Chairman, Poornima University for final approval & disbursement of incentive.
- In all matters related with this “PROMOTIONAL SCHEME FOR PATENTS & COPYRIGHTS”, the decision of Management of Poornima would be final.
- **Constitution of PIPR Cell**

The Poornima IPR cell shall consist of the following members, namely:

- President - Chairman;

- Pro-President / Provost –Member -(Senior administrative officers)
- Registrar - (Senior administrative officers)
- All Deans & Heads- Member (s)
- Coordinator of the PIPR Cell- Coordinator of IQAC Cell

4.3 Scheme of Pursuing Ph.D. for Professional Progression at Poornima (SP5)

Management is delighted to announce the scheme for pursuing Ph.D. for professional progression at Poornima. This scheme is introduced in light of a recent circular released by UGC stating that Ph.D. Degree shall be a mandatory qualification for the post of Assistant Professor with effect from 01.07.2021.

Objectives:

- To enhance the number of Ph.D. faculty members working in Poomima Group by 01.07.2021
- Give thrust to R&D, create an innovative ecosystem and enhance Poomima's competitiveness amongst competitors

Eligibility:

All faculty & staff who have joined/ who will join Poornima Group on or before 01.07.2020

Terms & Conditions:

The scheme will come into effect from session 2018-19

- The scheme is applicable only if faculty/staff member take admission in Doctoral program of Poornima University (PU).
- The continuation of scheme for an individual is subject to performance review after every 6 months by office of Dean (Research & Development), PU
- After completion of Ph.D., re-fixation of salary will be done by management on the basis of prevailing remuneration provided in other private self-financed institutions (it will be fixed with effect from the date of provisional certificate or degree whichever is dated earlier)
- In case any faculty/ staff member leaves the organization (in any circumstances) during the tenure of Ph.D., the scholarship given under this scheme will be discontinued from the date of reliving.
- After completion of Ph.D., faculty / staff member has to stay at Poomima for ongoing academic semester (if Ph.D. is completed during the running of semester) or has to stay at Poornima for upcoming semester (if Ph.D. is completed during the semester breaks). The semester break will be counted as the duration between beginning of new semester & last teaching day of current semester.

Salient Features:

- Flat 50% Scholarship in annual fee (Tuition fee + Development fee)
- Flexibility to pay fees in monthly instalments by deduction of certain amount from monthly salary
- Relaxation in working hours/ teaching load as per following:

Post	No. of Sections	Reduced Load Per week (in hours)	No. of Sections	Reduced Load Per week (In hours)	No. of Sections	Reduced Load Per week (in hours)
HOD or equivalent	0-3	8-10	4-6	4-6	=> 7	0-2

Dy. HOD or equivalent	0-3	12-14	4-6	10-12	=> 7	8-10
Faculty						16-18 (against existing 22)
TA						24-26 (against existing 30)
Non-Teaching Staff (For Officers, Executives etc.)						Relaxation of 1 hour per day

How to apply

- Write to Dr. Sunil Kumar Gupta, Associate Dean (R&D), PU at dean.research@poornima.edu.in expressing your interest to pursue Ph.D. from PU under this scheme along with area of interest & details of past academic credentials.

Chapter 5

Guideline for Participation in Conference / Seminar/ Workshop / Trainings / Symposia etc.

Guideline for Participation in Conference/ Seminar/ Workshop/ Trainings/ Symposia Etc.

Management of Poornima University is pleased to introduce the revised guidelines for participation in conference/ seminar/ workshop/ trainings/ symposia (to be termed as activity) etc. by faculty & staff of constituent institutions of Poornima University. The guidelines are aimed to provide opportunity to all Faculty & Staff members to interact at international and national level.

Criteria for participation –

- **Each Faculty & Staff member will normally be allowed to attend one activity from either of the categories in a session** excluding those internally hosted by Poornima University itself by filling complete format: E-18A & E-18B available on website under download section.
- Under category B, for any paper having more than one author from Poornima University only first author would be allowed to attend the activity.
- For any exceptional situations, participation in more activities over & above of what is stated in the guidelines may be allowed but subject to the approval of Head of the Institution.
- The suggestive list of programs and limits of grants (including registration & TA/DA charges) & on duty leave for attending an activity to be debited & accounted from Institutional budget (available with head of institution) in case of categories A1 to A9 & from department budget (available with head of the department) in case of categories B1, B2 & B3 and paid by finance department shall be as under:

Category A – Skill & Knowledge Enhancement					
Category & Designation	Suggestive List of Programs (PS: the list is a brief suggestive list, other programs related to job role may be considered)	Grades	Maximum Exposure	Maximum Grant (in Rs.)	Max. OD Leaves
A.1 Protocol Holders	<ul style="list-style-type: none"> •Enhancing Performance of Staff •Managerial Skills for Principals •Effective Curriculum Implementation •Developing Healthy Work Culture in Technical Institutions •Developing Values, Attitudes and Managerial Skills in Teachers 	NA	International	50000	15

	<ul style="list-style-type: none"> •Induction Training Programmers for Newly Recruited Teachers •Faculty Development Program for effective teaching •Performance Appraisal of Teachers •Institutional Accreditation (NBA Guidelines) and Quality Management •Strengthening Institutions to produce high quality engineers for better employability •Training on Management Capacity Enhancement 				
A.2 Professors/ Dean / HODs /Associate Professor	<ul style="list-style-type: none"> •Effective Curriculum Implementation •Tools for Engineering Research •Personality Development •Enhancing Performance of Staff •Developing Values, Attitudes and Managerial Skills in Teachers •Intellectual Property Rights and Patenting •Project Planning, Execution and Evaluation •Academic support for weak Students •Strengthening Institutions to produce high quality engineers for better employability •Training on Management Capacity Enhancement •Enhancement of R&D and institutional consultancy activity 	P1	International	30000	10
		P2	International	25000	10
		A1	International	25000	10
		A2	National	10000	5
		B1	National	10000	5
		B2	Regional	8000	3
A.3 Assistant Professor /Research	<ul style="list-style-type: none"> •Tools for Engineering Research. •Effective Curriculum Implementation. 	P1	National	10000	6
		P2	National	8000	5
		A1	National	10000	6
		A2	National	7000	5
		B1	Regional	7000	3

Associate/ Lecturer	<ul style="list-style-type: none"> •Mentoring Coaching and Counseling •Preparing Students for Job Interview •Academic support for weak Students •Training of faculty for effective •Teaching Enhancement of R&D and institutional consultancy activity 	B2	Regional	6000	3
A.4 Technical Officers /Technical Assistants	•Laboratory Practices.	P1	National	8000	5
		P2	National	6000	5
		A1	Regional	6000	3
		A2	Regional	5000	3
		B1	Regional	4000	3
A.5 Registrar /Proctor /Officers	<ul style="list-style-type: none"> •Training Program to enhance the administrative skills •Effective Office Administration and Management. •Developing Healthy Work Culture in Technical Institutions. •Organizing Student Centered Activities. •Mentoring Coaching and Counseling. •Preparing Students for Job Interview •Personality Development 	P1	International	30000	10
		A1	National	20000	8
A.6 Dy. HOD /Tutor /Dy. Tutor /Warden	<ul style="list-style-type: none"> •Placement Preparatory Program. •Preparing Students for Job Interview •Career Guidance and Counseling •Academic support for weak Students 	P1	National	10000	6
		P2	National	8000	5
		A1	National	10000	6
		A2	Regional	7000	3
		B1	Regional	7000	3
		B2	Regional	6000	3
A.7 Executives /Office Executives	<ul style="list-style-type: none"> •Office Executives Training Program •Effective Listening Skills •Effective Communication Skills (oral and written) 	P1	National	10000	5
		A1	National	8000	5

	<ul style="list-style-type: none"> •Telephone Handling Skills (making and receiving calls, leaving message on voice mail) •Database Management •Report Preparation •Standard Office Procedure •Customer service interpersonal relations 	B1	Regional	4000	3
A.8 Library Staff	<ul style="list-style-type: none"> •Digital Library Management •Cloud Computing and Libraries •Digital Library with KOHA and GSDL 	P1	National	8000	5
		A1	National	6000	3
		B1	Regional	4000	3
A.9 Attendants / Drivers /Security Guards	<ul style="list-style-type: none"> •Report Preparation •Effective Listening Skills •Telephone Handling Skills •Defensive Driving Safety Training •Driver Training and Development Program •Security Guards Training Program 	P1	Regional	2000	3
		A1	Regional	1000	3
		B1	Regional	500	3
Category B – Technical (for all teaching staff)					
B.1	Participation, Full paper published& presented in an SCI/ IEEE or equivalent activity with proceeding available online	All	International	10000	5
B.2	Participation & Full paper published& presented in an International activity with publication in reputed journal with impact factor >.75	All	National	7000	5
B.3	Participation & Full paper published in an activity with publication available online	All	National	5000	5

In order to claim the grant / scholarship, the following documents must be submitted along with completely filled form E-18 to the office of Registrar at respective campuses.

- A copy of notification of conference / seminar
- Copy of e-mail communication submitting the draft copy of the paper
- Copy of e-mail as the acceptance of the invitation/ paper
- Original receipt towards payment of registration fee
- Copy of certificate (if provided) of participation and presentation of paper. Otherwise a declaration (in specified format) will have to be provided.

- Original Travel Tickets (when claiming TA/DA)

In all matters related to “Revised Guideline for participation in conference/ seminar/ workshop/ trainings/ symposia etc. by faculty & staff of constituent institutions of Poornima Foundation”, the decision of Management of Poornima Foundation would be final.

Chapter 6

Junior Research Fellow, Senior Research Fellow and Research Associate Recruitment Policy & Process

Junior Research Fellow, Senior Research Fellow and Research Associate Recruitment Policy & Process

Junior Research Fellow (JRF)

Candidates pursuing full time PG degree in any stream / branch / program in the Poornima University or required in any project shall be eligible for applying to the post of Junior Research Fellow in the respective Department.

Recruitment Process:

1. Applicant shall be eligible to take admission in only ONE scheme out of
 - **Entry Level Academic Scholarship** on basis of UG aggregate %. Candidate shall be admitted as a student for PG Programme.
 - **JRF Scholarship** on basis of UG aggregate %. Candidate shall be recruited as Junior Research Scholar, and shall be deputed in the Department.

2. Candidate shall apply in the prescribed format for JRF position.

3. Selection will be based on written test and / or interview of the short listed candidates.

JRF Scholarship Scheme Criteria:

Junior Research Fellow shall be paid monthly stipend according to below guidelines:

Criteria: B.Tech. %	Monthly Stipend	Remarks
60% - 69.99%	Rs. 8,000/-	Assignment of Teaching assistantship and Departmental Work
70% - 79.99%	Rs. 10,000	
80% and Above	Rs. 12,000	

Advantages:

- **Simultaneous academic experience of teaching assistantship while studying**
- **Involvement in Departments**
- **Interaction with Senior Faculty and students**
- **Monthly Stipend**
- **Facility of Faculty Transport**

Conditions:

1. The Fellow shall be designated in any one of the Departments, and shall be assigned Departmental responsibilities.
2. Fellow shall have to report to the HOD for six days a week.
3. The JRF shall be tenable initially for a period of one year which can be extended for one more year only on approval of competent authority and it will cease automatically at the end of two years.
4. The progress of such Fellow shall be reviewed every semester in relation to their roles, responsibilities and the progress of work. The scholarship paid shall be revised/ stopped/ discontinued by the authorities at any point of time on the basis of review report.

Roles & Responsibilities:

The JRF shall have following roles and responsibilities;

1. Minimum one course of UG degree, laboratory and tutorials not exceeding 12 hours/week.
2. Hold the charge of laboratory software /hardware related to R&D in his / her research area. Learn, do exercise, implement and assist in organizing workshops on these R&D facilities.
3. Organize at least one workshop in a year for bachelor degree students & provide hands on practise on specific hardware / software.
4. Assist SRF& guide bachelor degree students to learn & implement literature review concepts.
5. Minimum one publication in a standard conference /journal of repute every semester.
6. Assist in organizing R&D activities at University.

Senior Research Fellow (SRF)

Those pursuing full time doctoral degree in any stream / branch / program in the University or required in any project shall be eligible for applying to the post of Senior Research Fellow in the department.

Recruitment Process:

- Candidate shall apply in the prescribed format for SRF position.
- Selection will be based on written test and / or interview of the short listed candidates.

Scholarship:

Senior Research Fellow Scholars shall be paid scholarship of 16000/- to 20000/- rupees per month as the authorities deems fit, during the period of existence as SRF. The maximum duration of this period shall be of two years, further extension in exceptional cases be given for one year subjected to approval of University Authorities. It would be mandatory for these students to complete registration requirements within one year from the date of commencement of coursework classes; else their scholarship shall be discontinued. The progress of such scholars shall be reviewed every semester in relation to their roles, responsibilities and the research work. The scholarship paid shall be revised / stopped/ discontinued at any point of time by the authorities on the basis of review report.

Conditions:

1. The Fellow shall be designated in any one of the Departments, and shall be assigned Departmental responsibilities.
2. Fellow shall have to report to the HOD for six days a week.
3. The SRF shall be tenable initially for a period of one year which can be extended for one more year only on approval of competent authority and it will cease automatically at the end of two years.
4. The progress of such Fellow shall be reviewed every semester in relation to their roles, responsibilities and the progress of work. The scholarship paid shall be revised/ stopped/ discontinued by the authorities at any point of time on the basis of review report.

Roles & Responsibilities:

The SRF shall have following roles and responsibilities;

1. Minimum one course of Master's degree, laboratory and tutorials not exceeding 8 hours/week.
2. Hold the charge of laboratory software /hardware related to R&D. Learn, do exercises, implement, guide JRF and organize workshops on these R&D requirements & facilities.
3. Organize at least one workshop every semester for bachelor / Master's degree students & provide hands on practise on specific hardware / software.

4. Assist Supervisor/ faculty & guide bachelor's / Master's degree students to learn & implement literature review concepts.
5. Minimum one publication in a standard conference and one in reputed journal of repute every year.
6. Assist in organizing R&D activities at University.

Research Associate (RA)

The candidate having doctoral degree in any stream / branch / program shall be eligible to apply for the post of Research Associate. The applicant should have passed X, XII & Bachelor & Master degree and having Ph.D. Degree or has submitted his/her thesis of Ph.D. and waiting for the final viva.

Recruitment Process:

- Candidate shall apply in the prescribed format for RA position.
- Candidate applying in RA Scheme shall also submit a one page write up for the proposed research.
- Selection will be based on written test and / or interview of the short listed candidates.

Scholarship:

Research Associate shall be paid Rs. 30,000/- to 50,000/- per month as the authorities deems fit, during the period of existence as RA. The maximum duration of this period shall be of two years, further extension in exceptional cases be given for one year subjected to approval of University Authorities. The progress of the Research Associate shall be reviewed every semester in relation to the assigned roles, responsibilities and the research work. The payment of the Research Associate shall be revised / stopped/ discontinued at any point of time by the authorities on the basis of review report.

Age: Not more than 35 years

Important Instructions

1. The appointment of Research Associate shall be temporary in nature.
2. All the original testimonials shall be required for the verification purpose at the time of interview/joining.
3. No TA/DA shall be paid for appearing in the interview and/or joining of the position.
4. All the terms & conditions for this recruitment shall be as per the guidelines of Poornima University.
5. Candidates should have Excellent written, oral communication skills, strong motivation and commitment towards the research work.

How to Apply?

Candidates of Indian origin who meet the above criteria may send the latest CV to dean.research@poornima.edu.in

The online interview of the selected candidates will be held in the first week of August.

Requirement

1. Requirement

Two JRF, SRF and RA in each school of Poornima University.

2. Important Instructions

- i The appointment of JRF/SRF/RA shall be temporary in nature.
- ii All the original testimonials shall be required for the verification purpose at the time of interview/joining.
- iii No TA/DA shall be paid for appearing in the interview and/or joining of the position.
- iv All the terms & conditions for this recruitment shall be as per the guidelines of Poornima University.
- v Candidate should have Excellent written, oral communication skills, strong motivation and commitment towards the research work.

3. How to apply:

All the applicants are requested to apply in the prescribed format and also required to send their CV along with photocopy of all the relevant documents pertaining to the details of qualifications, age, experience etc. to **dean.research@poornima.edu.in**

Chapter 7

Incentives Scheme for teachers who receive state, national and international recognitions/awards

Incentives Scheme for Teachers Who Receive State, National and International Recognitions/Awards

Poornima University works on the policy of providing incentives to teachers who receive state, national and international recognitions/awards as Incentives for learning can be defined as an inducement or supplemental reward that serves as a motivational device for intended learning. Commendation and monetary incentive is a measure of influencing individual's drive to act towards desired direction. Monetary rewards comprised all rewards that have a monetary value and add up to total remuneration such as base pay, pay contingent on performance, contribution, competency or skill, pay related to service and financial recognition schemes. Various findings prove people work so that they can satisfy their various needs and wants from the reward they get. Therefore, a good monetary reward package attracts not only competent workers and retain them, but also determine their commitments and attitudes towards work, and teachers in Poornima University are not exception.

Key Points:

- Research suggests that incentive programs are most effective when implemented as part of a broader, holistic retention strategy, rather than as standalone initiatives.
- Individual pay-for-performance models have been shown to positively impact student performance. Several studies have shown that when teachers' pay is linked to students' academic outcomes, achievement increases. However, some researchers have noted that individual merit pay has negative consequences for teacher collaboration and commitment. In addition, financial incentives must be carefully gauged, so that they are neither too easy nor too difficult to attain.
- Research indicates that mentoring and induction programs are promising workplace incentives that may help to improve teacher retention. Though little conclusive research exists on the topic, early indicators suggest that these programs can work to reduce teacher turnover and attrition. Similarly, career ladders present an under-researched opportunity to increase teacher engagement and, in turn, improve retention rates.

Incentive Policy:

Poornima University provides incentives to the teachers who receive state, national and international recognitions/ awards through various ways:

1. Commendation and monetary incentive at a University function: The academicians get recognition on the occasion of Independence Day and Republic Day i.e. 15th August and 26th January respectively.
2. Commendation and medal at a University function: The teachers receive medals for their outstanding achievements at national or international level on the occasion of Teachers' Day.
3. Certificate of honor: Poornima University honours its intellectual academicians with the certificates in every Faculty Development Program and Department day.
4. Announcement in the Newsletter / website: The achievers get recognition and appreciation in the Quarterly Newsletters and Annual Magazine Spectrum.