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RESEARCH AND DEVELOPMENT POLICY
2017

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Version 1

RESEARCH AND DEVELOPMENT POLICY

2017

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UNIVERSITY
Shaping Lives...
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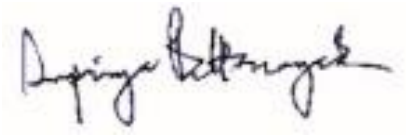
CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT
ODISHA

Foreword

The Centurion University of Technology and Management, Odisha (CUTM) is the first Private, multi-disciplinary state skill university in Odisha constituted "The Centurion University of Technology and Management, Orissa, Act of 2010". The University has been accorded the Status of "Skill University" and has been notified by the State Government through gazette notification no 1383 of 30 August 2017.The university has displayed competency in education and research through its academic programme and promotional activities in research and development. CUTM is engaged in exploring areas of research which can support local, national and global needs sustainability. The university has identified major areas of research which include Nano Technology, Plant Genomics, Bio-engineering, Biotechnology and Clinical Microbiology, Health, Solar micro -grid, Digital Humanity, Cyber Security and Digital Forensics, Material Science, Green Chemistry, VLSI Design, Drug Design and Delivery, Bio-remediation, Bio-diversity, Simulation and Modelling, Optimization Techniques, Process Control, Data Mining, Data Analytics, AI & ML, RGB, Multispectral and Hyperspectral Imaging, Energy Technology, Space Science, Agriculture and Fishery, Geo-Informatics, etc. The research policy of the university aims to create and support research culture among its staff and students. It aims to enrich and enhance the professional competence among the faculty members; develop scientific temper and research aptitude; help in realizing the vision and mission of the university; contribute to building to nation. The university adhere to all applicable rules and regulations as well as establish standards and norms relating to the safe and ethical conduct of research.



(Supriya Pattanayak)
Vice Chancellor,
Centurion University

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1. BRIEF STATEMENT

Centurion University of Technology and Management (CUTM) is committed to the pursuit of excellence in research and aiming to lead the national agenda across the spectrum of science, technology, humanities, agriculture and social responsibilities. Our commitment to the range of our interdisciplinary work is reflected in the sustenance of both applied research and basic research, which may yield a long-term impact. CUTM ensures that all the core and inter disciplines flourish in research by adopting the highest norms and standards of a scholarly undertaking. This document provides the information of research policy and promotional activity of CUTM. This document outlines the principles that should be taken into account while planning and conducting research. The principles that should be followed strictly, while recording, reporting and applying the results produced are emphasized.

2. OBJECTIVES

Through substantial core and multidisciplinary research, we plan to address a few of the most pressing problems of the twenty-first century in fields that are crucial to technology advancements, human health, and the environment. Our institute has worked hard to align its research priorities with the need for the country to become technologically independent. Our specific objectives are

i. Provide a world-class research environment and infrastructure.

ii. Create a platform for knowledge sharing and an environment that supports interdisciplinary and multidisciplinary partnerships.

iii. Publish papers in high-quality journals of international repute, file patents and transfer technologies to relevant industries.

iv. Recruit quality human resources for scientific research.

v. Promote industrial collaborations involving active and mutually beneficial R&D projects.

3. ACADEMIC RESEARCH GUIDELINES

i. In accordance with UGC regulation, CUTM has established its own Ph.D. Regulations, which outline all the rules that Ph.D. candidates and supervisors must adhere to from the time of registration through the completion of the candidate's degree.

ii. The Vice Chancellor, the Pro-Vice Chancellors, the Registrar, and the senior professors of the several departments make up the University Research committee with industry partners.

iii. The committee meets regularly to discuss matters pertaining to CUTM R&D operations, provide suggestions, share opinions, and accept norms in the Ph.D regulations.

iv. The essential lines of study allow graduate and undergraduate candidates to do research as a requirement for graduation. For a period of three years, PhD scholars are given direct funding from CUTM in the form of fellowships to aid in the completion of their study. In certain cases, the fellowship may extend by the Vice Chancellor another one year for completion of thesis work.

v. CUTM often provides incentives to the faculty members for publishing article in indexed journals based on the impact factor, patents issued, as well as for initiatives that get outside funding.

4. SPONSORED RESEARCH

The funding for research projects comes from sources outside of CUTM, including but not limited to state, national, or international governments, industrial partnerships, consulting projects and joint ventures between two institutional organizations.

5. RECRUITMENT OF JRFs FOR THE SPONSORED PROJECTS

i. An advertisement may be released calling for eligible Junior Research Fellows (JRFs) following which suitable candidates will be shortlisted.

ii. The shortlisted candidates shall be interviewed, and minutes of the meeting are also going to be recorded. A list of the students who were shortlisted but weren't chosen must be included in the enclosure for the minutes of the meeting.

iii. The expert committee will be constituted by the principal investigator of the sponsored project keeping the aim and deliverables in focus.

iv. The selected student has to join within 2 weeks and a joining report is to be submitted to the concerned authorities at the Directorate of Research.

v. In case a selected candidate cannot join within 2 weeks, he needs to take late joining permission from the Principal Investigator [PI]. The PI can also decide to select the next most suitable candidate from the waiting list (i.e., shortlisted but were not selected).

vi. In cases where in the JRF leaves within the first 6 months of selection, the students in the waiting list may be called upon in order to take their place. However, if more than 6 months have passed since the JRF left then the procedure needs to be redone from the beginning.

vii. The JRFs who have been appointed to carry out the work under a sponsored project are encouraged to register for Ph.D. at the earliest from the submission of his/her joining report but only after getting due permission from the Principal Investigator of the sponsored project.

6. RESPONSIBILITIES OF THE PRINCIPAL INVESTIGATOR (PI) AND CO-PI AFTER RECEIVING THE FUND

i. The PI and Co-PI are jointly responsible for ensuring that the rules and regulations of each funding organization are adhered to strictly.

ii. The Principal Investigator and Co- Principal Investigator must strictly adhere to the objectives mentioned in the proposal that has been approved by the funding agencies. Even small changes in work that deviate from the sanctioned work cannot be considered, without the knowledge of the sponsoring agencies.

iii. The Principal Investigator and Co Principal Investigator should open a new savings bank account for the monetary transactions related to the particular funded project jointly with the concerned higher authority of the respective faculty in the Institute.

iv. Funds directed towards non-recurring costs are to be used only for the purchase of instruments sanctioned in the project. It is not to be spent for any other instruments/recurring costs and the remaining unspent amount (if any) is to be returned promptly. PI/Co-PI has to get prior approval from the Registrar for DSIR certificate while purchasing the instrument for tax reduction.

v. Recurring charges including expenses for manpower, consumables, travel (domestic, international), contingency and administrative overheads are to be sent appropriately and according to the norms of the funding agency.

vi. Overhead charges are to be credited to the CUTM.

vii. A proper registry should be maintained for all project related to financial transactions with the signatures of PI.

viii. During the closure of every financial year, a Utilization Certificate (UC), Statement of Expenditure (SoE) and project report has to be submitted, according to the guidelines of the funding agency and uploading/updating of the same in their respective portal. The same should also be certified by the internal auditor or Charted Accountant before submitting to the Registrar of CUTM.

7. DEPARTURE OF PI

i. If the principal investigator (PI) leaves CUTM for another institution during the project's duration for any reason, the PI may transfer the project to his or her new place of employment with the prior approval of the funding agency in question.

ii. If the project is on the verge of completion, the Co-PI is authorized to manage the project and see it forward until its completion.

8. PROJECTS WITH INDUSTRIAL COLLABORATION

i. Based on mutual agreement, a Memorandum of Understanding (MoU) has to be executed between CUTM and the corresponding industry.

ii. The MoU must clearly enlist all deliverables including all shared publications, shared expenditures, manpower cost, property rights, and royalties etc., acknowledging both organizations in proportion to the shared expenses, before the commencement of any related work.

iii. The industry academia research projects are welcomed. Industrial PI/Co-PI are encouraged to visit CUTM and similarly CUTM faculty PI/Co-PI can visit the industry. During the visits, the PI/Co-PI from both the organizations have to meet the local expenses from the project funds.

9. JOINT PROJECTS UNDER TWO INSTITUTIONS

i. Based on mutual agreement, a Memorandum of Understanding (MoU) has to be entered into between CUTM and the other Institution.

ii. The MoU must clearly enlist all deliverables including all shared publications, shared expenditures, manpower, property rights, royalties etc., acknowledging both organizations in proportion to the shared expenses, before the commencement of any related work.

iii. All actions taken must precisely follow the rules of the two organizations involved and must accomplish all of the goals outlined in the accepted proposal.

10. PLANNING THE RESEARCH

All research projects should be conceived, designed and implemented according to the highest standards.

i. Clear documentation of the rationale for the study and any subsequent modifications, either in laboratory notebooks or in the project files. Each key document and any changes should be signed with date by the researcher responsible to establish the provenance of the study and protect intellectual property rights.

ii. Adherence to the current safety practices and ethical standards.

iii. Securing all necessary ethical and regulatory approvals.

iv. The economy in use of resources: - for example, not purchasing excess consumables than that are needed for the planned sample size and regular review for determining when to stop the experiments.

v. Regular review of the research progress is essential to identify new findings that can be taken into account and the project plan shall be modified accordingly.

11. CONDUCTING THE RESEARCH

i. The legal and ethical requirements relating to human participants and personal information should be familiar to each person involved in the study and they should know to whom to turn for advice.

ii. Equipment used to generate data should be suitable for the purpose, of appropriate

design and of adequate capacity. It should be calibrated and serviced regularly by trained staff so that the performance is optimal and the results can be trusted.

iii. A standard operating procedure (SOP) should be maintained for each piece of equipment. There should be easily accessible instructions for the safe shutdown of equipment in case of emergency.

iv. SOP should be documented for all routine methods to ensure that data are collected consistently. It should be written in simple language, readily accessible and ideally in a standardized format.

v. There should be clarity at the outset of the research programme to the ownership and use of, wherever relevant:

vi. Data and samples used or created in the course of research

vii. The results of the research

viii. The responsibility and procedures for the storage and disposal of data and samples should be made clear at the commencement of any project.

ix. Any research collaboration agreement relating to the research should contain some clauses describing necessary arrangements. Researchers should keep clear, accurate records of the procedures followed, and the approvals granted during the research process, including records of the interim results obtained as well as the final research outcomes.

x. This is necessary not only as a means of demonstrating proper research practice but also in case questions are subsequently asked about either about the conduct of research or the results obtained. Properly maintained notebooks may be used in evidence when establishing ownership of inventions.

xi. Retention of accurately recorded and retrievable results is essential for research. Primary research data must be retained in their original form within the institute. Researchers who are leaving the institute and would like to retain data for personal use must get permission from their team leader or head of the department. Publication of data does not negate the need to retain source data.

xii. All raw data should be recorded and retained in indexed laboratory notebooks with permanent binding and numbered pages or in an electronic dedicated notebook.

Machine printouts, questionnaires, chart recordings, autoradiographs etc. that cannot be attached to the main record should be retained in a separate ring-binder/folder that is cross-indexed with the main record.

xiii. Records in notebooks should be entered as soon as possible after the data are collected. Recorded data should be identified by the date of the record and/or date of collection. Supervisors should regularly review and "sign-off" notebooks of researchers to certify that records are complete and accurate.

xiv. Computer generated data should be backed-up regularly; duplicate copies should be held on a disc in a secure but readily accessible archive. Wherever feasible, a hard copy should be made of important data.

xv. Copies of relevant software, particularly the version used to process electronic data, must be retained along with the raw data to ensure future access.

12. OPENNESS

i. Whilst recognizing the need for researchers to protect their own academic and where appropriate their intellectual property rights (IPR), the institute encourages researchers to be as open as possible in discussing their work with other researchers and to the public. The aim of disseminating research is to increase knowledge and understanding: its purpose should not be primarily to seek publicity for the researcher, the institute, or the sponsor.

ii. Once the results have been published, the institute expects the researchers to make the relevant data and the materials available to other researchers, on request.

iii. However, it should be reliable with any ethical approvals and consents, which cover the data and materials, and any intellectual property rights associated with those publications.

iv. Procedures for managing the transfer of material in and out of the institute are outlined separately. It is recognized that publication of the results of research may need to be delayed for a reasonable period in order to protect the intellectual property arising from the research. Any such periods of delay in publication should be kept to a minimum and this should normally be no more than 3 months.

v. Researchers should be careful when discussing work that is not complete or has not been published, particularly if it has not undergone peer review. Exchange of

confidential information by e-mail is not recommended, especially if patent applications are anticipated.

13. PROFESSIONAL GUIDANCE AND LEGISLATION

Where available, the institute expects all researchers including students, trainees etc. to observe the standards of research practice set out in guidelines published by scientific and learned societies, and other relevant professional bodies. All researchers should be aware of the legal requirements, which regulate their work noting particularly health and safety legislation and data protection.

14. LEADERSHIP AND COOPERATION

Head of the institute and senior colleagues should ensure that a research atmosphere of mutual cooperation is created which all members of a research team are encouraged to develop their skills and in which the open exchange of ideas is fostered.

15. SUPERVISION

The Institute provides an appropriate direction of research and looks into the fact that research leaders are trained in supervisory skills. Research supervisors supervises all stages of the research process, including outlining or drawing up a hypothesis, preparing applications for grant and aid, protocol design, data recording and data analysis.

16. TRAINING

The institute will plan periodic courses to enable students and researchers to understand and adopt best practices in research as quickly as possible. Supervisors should encourage students and colleagues to attend relevant courses whenever offered as a part of their overall career development. Some of the indicative courses are:

- ✓ Research design
- ✓ Regulatory and ethics approvals and consents
- ✓ Equipment use
- ✓ Record keeping
- ✓ Data protection
- ✓ Management of intellectual property, including confidential information
- ✓ Use of materials requiring statutory registration such as radioisotopes, pathogenic and GM organisms
- ✓ Data management

- ✓ Using animals for experiments
- ✓ Regulations involving human subjects

17. PRIMARY DATA / SAMPLES / EQUIPMENT

i. Data generated in the course of research should be kept securely in paper or electronic format, as appropriate. Backup records should always be kept for data stored on a computer.

ii. Researchers should report any changes in the direction of sponsored research to the sponsoring agency or any other relevant body. Best practice would be to discuss any change in direction of the research with the sponsoring agency prior to its implementation.

18. INTELLECTUAL PROPERTY

i. Researchers must inform the Intellectual Property Cell (Coordinator of the program or the Director) of any intellectual property rights that may arise from externally funded research. Researchers must also inform to the sponsoring agency if they have been recommended to do so. Institute's policies for managing the intellectual property are under preparation.

ii. The institute's research as well as the funding from government agencies is done for public benefit and not for direct commercial or private gain.

iii. However, industrially sponsored research programs with definite objectives of finding solutions may have commercial gains. The public benefit may arise from education, i.e., gain of knowledge that is placed in the public domain, or the case of biomedical research, improvement in the treatment or care of patients or in the prevention or cure of diseases.

iv. Government funding or charities cannot be solely for the purpose of a commercial gain although commercial benefit from the exploitation of the results of the research may accrue to their inventors, the institute and by agreement to any sponsor of the research.

19. DISSEMINATION AND PUBLICATION OF RESULTS

i. The institute encourages publication of and dissemination of results of high-quality research but believes that researchers must do this responsibly and with

an awareness of the consequences of any such dissemination in the wider media.

ii. The institute tries to ensure that sponsors understand that researchers must have academic freedom and sponsors should not discourage publication or the dissemination of research or research findings.

iii. The Institute recommends that every effort should be made to inform the sponsors of any potential publication or dissemination of the research findings. This will enable the sponsor in question to have adequate time and accurate information to protect any arising intellectual property or plan their own public relations, in conjunction with the Institute. Publicity may be important to industrial sponsors and to fund-raising agencies and is increasingly important to institute itself.

iv. Researchers should take into account the following guidelines when publishing or disseminate their research or research findings including any plans they may have to publish or publicize research in a conference or in websites.

v. The sponsoring agency should be notified in advance when the research might be published, publicized or disseminated.

vi. Researchers should make every effort to make sure research is peer reviewed prior to it being published, publicized or disseminated. If research is placed in the public domain before peer review has been undertaken, the researcher must make this clear in any publicity.

vii. All funding sources must be acknowledged in any publication or publicity.

viii. Results of research should be published in an appropriate form, usually as papers in refereed journals.

ix. Anyone listed as an author on a paper should accept responsibility for ensuring that he or she is familiar with the contents of the paper and can identify his or her contribution to it. The practice of honorary authorship is unacceptable.

x. The contributions of formal collaborators and all others who directly assist or indirectly support the research should be both specified and properly acknowledged.

xi. Work should normally be published as a coherent entity rather than a series of small parts unless there is a legitimate need to demonstrate first discovery by publishing preliminary data.

xii. Quality rather than quantity is paramount; the proliferation of multi-author papers to increase quantity should be discouraged.

xiii. Authors must not publish the same data in different journals.

xiv. If an error is found that degrades the worth of published findings, the principal author must take efforts to publish a correction as soon as possible

xv. Where the findings are found to be in serious doubt, a retraction should be published speedily.

xvi. Where fraud is suspected, it should be dealt with the procedure dealing with "Misconduct in research".

20. INTEGRITY

CUTM provides an adequate structure to promote and promulgate good research practice, emphasizing integrity and rigor in research and expects that the researchers adhere to the highest standards of integrity. Researchers should be ethical and honest to their own course of actions while pursuing research and their responses to the actions of other researchers. This applies to the whole range of research activities including designing of experiments, generating and analyzing data, publishing results, reviewing the work of other researchers and applying for grants. The direct and indirect contributions of colleagues, collaborators and others contributors should be appropriately acknowledged. Researchers are accountable to the society, their profession, the institutes where the research is taking place, the staff and students involved and in particular, the sponsoring bodies. Jeopardizing research integrity can collapse the advancement of knowledge, society and human health. Hence, researchers are expected to understand and apply the following principles:

Plagiarism, deception, fabrication or falsification of results is regarded as a serious disciplinary offense. Researchers are encouraged to report cases of suspected misconduct and to do so in a responsible and appropriate manner.

21. CONFLICT OF INTEREST

A conflict arises when a person's judgment concerning a primary interest, such as scientific knowledge could be unduly influenced by financial gain or personal advancement.

Researchers must pay as much attention to perceived and potential conflicts of interest as to actual conflicts. How one is perceived to act influences the attitude and action of others, and the credibility of scientific research to larger extent. Researchers should declare and manage any real or potential conflicts of interest, both financial and professional. Areas of potential conflict include:

i. Where researchers have an existing or potential financial interest in the outcome of the research.
ii. Where there is a personal or private practice benefit, significantly dependent upon the outcome of research.
iii. Where the researcher's professional and personal gain arising from the research may be more than usual for research.

22. ABOUT MISCONDUCT

22.1 Principles

i. This policy is designed to support the research activity of Centurion University of Technology and Management (CUTM).
ii. The Institute is committed to ensuring that investigations are carried out as expeditiously as possible, at the same time ensuring the utmost degree of thoroughness.
iii. Where time limits are indicated these will be regarded as maximum limits and that all parties will work to ensure the prompt progression of the procedure.
iv. Employees accused of Scientific Misconduct ("Respondents") will be provided with a copy of this procedure and will be informed in writing of the detail of the allegation.
v. Where a Respondent resigns from or otherwise leaves the Institute, the complaint is nevertheless investigated as far as possible according to this procedure.
vi. The Institute will take disciplinary action against any individual who attempts to influence, victimize or intimidate the individual making the allegation of Scientific Misconduct (the "Complainant") or witnesses.

vii. The Institute is committed to protecting its employees from malicious accusations and will take action against any individual(s) responsible for such allegations.

viii. Individuals shall cooperate in the review of allegations and the conduct of assessments and investigations. They have an obligation to provide relevant evidence to the Vice Chancellor or Research Coordinator, in the Director's absence, is designated to receive and enquire on behalf of the institute into allegations of Scientific Misconduct.

ix. Proven misconduct in research is considered as a serious or gross misconduct and normally merit dismissal.

22.2 What Constitutes Misconduct?

Research misconduct or fraud in science refers to the fabrication, falsification, plagiarism and deception in proposing, carrying out or reporting results of research and deliberate, dangerous or negligent deviations from accepted practice in carrying out research. It includes failure to follow established protocols if this failure results in unreasonable risk or harm to humans, other vertebrates or the environment. It shall also include facilitating of misconduct in research by collusion in or concealment of, such actions by others, and any plan or conspiracy or attempt to do any of these things. Misconduct does not include honest error or honest differences in interpretation or judgment in evaluating research methods or results, or misconduct unrelated to the research process.

i. Fabrication – reporting of experiments never conducted

ii. Falsification – Misrepresentation or suppression of data to project the desired result

iii. Plagiarism – reporting another's data as one's own

iv. Fraud – Deliberate and willful suppression of previous work in publications to claim originality or to avoid quoting previous publications contrary to present results.

v. Breach of confidentiality, i.e., presenting as one's own ideas or data obtained from privileged access to original grants, manuscripts etc. is also considered a misdemeanor in the same category.

22.3 Reporting of Cases of Scientific Misconduct

i. All employees or individuals working within CUTM are required to report observed, suspected or apparent Scientific Misconduct to the Director in accordance with this policy.

ii. If an individual is unsure whether a suspected incident of misconduct falls within the definition of scientific misconduct, he or she should discuss this with the Director informally.

iii. CUTM will endeavor to organize seminars and workshops at regular intervals to create awareness among the research workers on issues related to integrity in the conduct of research. The website will provide access to articles, debates and examples of such misconduct to sensitize research workers about nature of questionable research practice.

22.4 Reporting and Evaluation of The Complaint

The charge of misconduct has serious implications for all concerned. Therefore, investigation related to the review of alleged misconduct will be kept confidential to the maximum extent possible. While investigating an allegation of misconduct, caution will have to be exercised to distinguish between differences in interpretation or unintended errors from the misrepresentation of information. Thus, the procedure adopted to address the issue of misconduct will perforce have to be flexible and determined on a case-to-case basis.

i. Reports of alleged misconduct are to be made directly to the office of the PhD Cell, Centurion University of Technology and Management.

ii. If a complainant makes an allegation to a Vice Chancellor informally, the Vice Chancellor may ask them to put such allegation in writing.

iii. Misconduct may be reported by either a staff of the CUTM anyone else. The identity of the complainant will not be revealed at this time.

iv. The Vice Chancellor shall, either himself or through an officer delegated the responsibility, shall cause to investigate **(i)** assess the allegations of research misconduct to determine if they fall within the definition of research misconduct and warrant an inquiry on the basis that the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified, and **(ii)** oversee enquiries and investigation.

v. A preliminary evaluation of the complaint will be made by the Vice Chancellor which may include consultation with other colleagues either independently or through the constitution of a committee and if the findings indicate that there are no reasonable grounds for the allegation, the complaint will be dismissed.

vi. Written report stating the reasons for the dismissal shall be policy documented and maintained in the office of the R&D Cell, but will not enter the subject's confidential file. The complainant will also be informed of the decision to dismiss the complaint.

vii. If the preliminary evaluation indicates that the allegation of misconduct warrants a full investigation, the following processes will be initiated with the appropriate records of procedures.

22.5 Investigation

i. The person against whom the complaint is being made (respondent) will be informed of the allegation.

ii. The Vice Chancellor will appoint a committee to conduct a full investigation into the allegations of misconduct.

iii. The committee will comprise of a chairperson, and two members, at least two of which will be experts from outside. The committee will be invested with complete confidentiality and will not be permitted to interact with Press or other faculty members individually during the course of the investigation. The committee is expected to function within the full cognizance of the rights of the respondent as well as the complainant.

iv. The scope of the committee shall be:

a. To investigate the accuracy of charge of misconduct.
b. To assess the extent and nature of alleged misconduct.
c. The relevance of any other material or information revealed during the course of the investigation into the alleged instance of misconduct.

22.6 Process of Enquiry

The committee will be given access to material that is required to complete the investigation with due diligence and accuracy which will include grant approvals, reports, primary data,

electronic records, manuscripts and any other material requested and considered relevant to the investigation. The committee will be given access to laboratory and will be permitted to interview the complainant, the respondent and any other laboratory staff, which the committee considers necessary to gather information. The committee is expected to complete the investigations and report submission within a period of 60 (sixty) days.

22.7 Outcome of The Investigation

i. The committee will submit its report with a recommended course of action to the Vice Chancellor within a week of completing the inquiry, explaining the modalities of the investigation, the source and method of obtaining information relevant to the investigation, the conclusions reached and the basis on which the conclusions are reached.

ii. A copy of the report will be provided to the respondent and an opportunity given to him to comment in writing on the report and its findings within 15 days. The written comments will be attached as annexure to the original report.

iii. The Vice Chancellor will discuss the report with Head of the Group. If the faculty against whom the complaint was lodged has been proved to have engaged him in research misconduct, the Vice Chancellor will take appropriate action, with the approval of the Board of Governors, which will be communicated to the Individual and will be entered in the personal file and service book.

iv. The individual may appeal to the Board of Governors against the decision of the Vice Chancellor and the Board's decision will be final and binding on the individual.

23. PROMOTIONS FOR RESEARCH

i. Seed money is given to the faculty members to set up their own research laboratories for carrying out research.

ii. Performance Incentives are given to the faculty members for journal publications and funded projects.

iii. Financial assistance is given to the faculty members and students to get patents for their innovative ideas/products.

iv. The faculty members and students are sent to International and National conferences /seminars/workshops for participation and presenting their papers.

24. SEED MONEY FOR RESEARCH

The Centurion University of Technology and Management (CUTM), Odisha in pursuance of fostering a research culture has determined to provide seed money to its faculty members every year. The university will provide financial assistant for research proposal which are not submitted to any external agency for funding. A humble beginning is being made with allocating an amount of Rs 50 lakhs for this purpose each year. A competitive process will be adopted to select proposals for the award of the same. The grant is meant for research in policy relevant areas which will provide significant inputs in policy formulation, implementation and evaluation. It applies to all disciplines taught at the University. The seed grant will be announced every year through registrar office. The value of each proposal should not exceed Rs 5 lakhs.

24.1 Purpose of the Seed Money Grant

i. The grant is meant for research in policy relevant areas which will provide significant inputs in policy formulation, implementation and evaluation. It applies to all disciplines taught at the University.

ii. The grant will also be provided for innovation and product development, for developing proof of concept in order to apply for large grants.

iii. The grant will also be provided for publications under the affiliation of Centurion University of Technology and Management, Odisha.

24.2 Seed Money Grant

i. The sanction amount is valid for payment during the financial year.

ii. The amount of the grant shall be drawn by the accounts officer and shall be disbursed to and credit to the Principal Investigator.

iii. The grant is subjected to adjustment on the basis of Utilization Certificate in the prescribed format. The PI shall maintain proper accounts of the expenditure, which shall be utilized, only on approved items of expenditure.

iv. Extensions in completion of the project will be allowed in special cases only (to be decided by the committee and the VC).

v. The PI of the project has to submit the final report/study to the Research Cell. faculty can also associate with academic from another institute outside Centurion University for technical expertise, whereas the funding will remain with the internal faculty.

24.3 Procedure for Application and Allocation of Grant

i. Individual faculty can take up projects after taking approval through proper channel. All funds in connection with projects will be given for purchase of kits, chemicals, equipment, software's consumables and local travel only. If any faculty wants to purchase equipment or software, then they have to claim it separately from the university. In the seed money grant, there is no provision to purchase equipment or software.

ii. The total duration of research project will be maximum 3 years.

iii. Preferably 40% of sanctioned amount will be used in the initial phase and remaining 60% will be used after satisfactory progress review during the project period.

iv. The Application and "Research Project Proposal Form along with CV" and "Format of Research Proposal Application" given in Appendix A duly completed must be submitted along with the declaration given in Appendix B. Proposal will be submitted to the Research Cell through proper channel or mail to seedmoney@cutm.ac.in. Research Cell will be responsible for assessment of the proposals by a committee (subject experts). Review comments have to be appropriately incorporated / addressed by the PI / Co-PI before final submission and grant of the project.

v. The project proposals have to be presented by the Pl /Co-PI before an Institute level committee.

vi. After obtaining approval from the Seed Money Project committee, Registrar will issue a sanctioning letter to the PI.

vii. The PI / Co-PIs will be required to present periodic review of their project work before a committee.

24.4 General Rules and Regulations for Seed Money

i. All purchases under the grant shall be made after taking financial approval from the competent authority. The project expenditure for equipment and consumables will be maintained in a separate stock register by Pl.

ii. It is the responsibility of the Pl/Co-PI to submit progress report of the project after every 6 months. They may be asked to make review presentations before a committee.

iii. Due care should be taken so that such projects undertaken do not interfere or affect any routine teaching or examination work.

iv. Report (s) and data collected/originated out of the project are the joint Intellectual Property of the sponsor, Pl and the Institute which can be used by the sponsor for its own use only and cannot be disclosed to a third party without prior consent of Pl and the Institute.

v. The Intellectual Property Rights (IPR) policy of the Institute shall be applicable.

vi. If a prima-facie case of malpractice and/or misconduct is established by the Institute against a faculty/staff member in connection with project(s), the committee may prohibit the concerned staff member to take part in any new project either as Principal Investigator or Co-Investigator, till such time that a final decision is taken by the appropriate authority in the matter. However, in such cases the concerned staff member will be expected to complete his/her obligations in the ongoing project(s) with which he/she is connected, in order that the ongoing projects and obligations to the sponsor do not suffer.

vii. If the PI is unable to complete the project in time extension can be given for another 6 months after obtaining approval through proper channel.

viii. If the PI is unable to complete the project due to some unavoidable circumstances (like medical leave, resignation etc.), the Co-PI can be asked

to continue the project as PI. In case the project is discontinued, the PI has to submit the report of work carried out till date and refund the amount spent on heads other than equipment/software and consumables.

ix. After completion of the project, the statement of expenditure and utilization certificate will be submitted by the Pl along with final report.

x. Feedback of the project would be prepared by the Pl or Co-P1 covering all important aspects including expenditure statement and put up to the Research Cell within 30 days from date of conclusion of project.

xi. After completion of the project, final report (all deliverables mentioned in the expected outcome in the project proposal) should be submitted to the Research Cell through proper channel with a soft copy for the record to be send to seedmoney@cutm.ac.in

xii. A completion certificate should be obtained by the PI from the Registrar's office for successful completion of the project based on which project account will be closed with intimation to the Research Cell and Vice Chancellor.

xiii. The Pl can involve students in the project by giving them part of the work in the form of assignments, testing, mini projects etc.

xiv. The PI/Co-PI is required to submit papers to conference or journal or file a patent based on the work carried out in the research project.

xv. The PI / Co-PI is also required to prepare follow-up proposal(s) to external sponsors.

24.5 Eligibility Conditions for New Research Project Proposal

The eligibility conditions for Principal Investigator and Co- Principal Investigator for the submission of research proposals under Seed Money Grant Scheme are given below:

i. Principal investigator must be a full-time faculty having minimum 2 years of experience.

ii. Priority will be given to the faculty submitting research proposal first time and preferably for the Assistant Professor.

iii. Principal Investigator is allowed to submit only one project at a time.

iv. Principal Investigator is not eligible to apply for a new project if any other project is ongoing under Seed Money Grant. Principal Investigator need to complete previous project and obtain certificate of completion for application new proposal.

v. The Principal Investigator who has completed the project earlier and is applying again for the research grant will be considered only after the fulfillment of the following conditions:

   a. Principal Investigator should have publications in National / International reputed journals (Published by prestigious institutes or governing bodies) based on previously completed Project under Seed grant. A committee will scrutinize the quality of publications.
   b. The final report and the statement of expenditure under Seed Grant should be submitted in a given stipulated time.
   c. Priority will be given to the faculty who have participated and or guided students in research competitions.

vi. The faculty PI/Co-PI should have specialization/taught courses/attended FDP in the area in which the research project is to be carried out.

24.6 Procedure for Purchase of Consumables/ Reagent Kits and Other Materials from Seed Money

The PI should submit their proposal for purchase of consumable / chemicals / reagent kits and other materials to the Research Cell for approval. The proposal should have the (a) Name of the PI, (b) Project Title and amount required (c) Suppliers name, address and contact details.

i. The purchase department will issue Purchase Order based on the lowest quotation to the supplier concern with intimation to the concerned PI.

ii. The supplier will deliver the consumable / reagent kits and material to the Central Stores of the University. The store in-charge will intimate to the PI after receiving the materials. PI will check the materials and to certify that they have received the goods as per P.O.

iii. Based on the certification of the PI and store in-charge, the account department will make payment to the supplier as per terms and conditions.

iv. The account department should maintain a separate account for seed money research grant.

v. Reimbursement of grants, expenditure will not be paid to the PI directly and will be only to the concerned firm henceforth.

25. PUBLICATION INCENTIVES

To further encourage faculty, students and research scholars to do research and publish in reputed journals and patents, the incentive system has been revised as below. The incentive will be paid only when the patent is in the name of the Centurion University and the publication carries the author's affiliation with Centurion University.

25.1 Publication in Scopus

i. Faculty pursuing Ph.D. will receive an incentive of Rs 10,000 on publication of a paper out of his/her research.

ii. A faculty, not presently pursuing Ph.D., will receive an incentive of Rs 20,000 on publication of a research paper.

25.2 Publication in Web of Science

i. Faculty pursuing Ph.D. will receive an incentive of Rs 15,000 on publication of a paper out of his/her research.

ii. A faculty, not presently pursuing Ph.D., will receive an incentive of Rs 25,000 on publication of a research paper.

25.3 Publication in UGC Approved Journals

i. Rs 5000 (based on the Impact factor of the journal) on publication of a paper out of his/her research.

25.4 Patents

i. For Patent publication, the required fee for it will be paid by Centurion University.

ii. In case of Patent Granted, faculty will receive an incentive of Rs 25,000.

25.5 Book Publication

For book publication, a faculty will receive an incentive as below.

a. International Publication – Rs.30, 000/-
b. National Publication - Rs. 15,000/-
c. Regional/Any other Publication- Rs. 10,000/-

26. PROVOST'S RESEARCH CONCLAVE FOR FACULTY

Centurion University announces annual research conclave titled "Provost's Research Conclave" which is an initiative to honour and reward faculty performance continuously. It is an annual award for faculty of CUTM Odisha and CUTM AP, which will be awarded in the Provost's Research conclave conducted on 4th and 5th September every year starting from 2021. The awards categories are:

26.1 Abdul Kalam Chair Professor; for Full Professors

i. 3 Nos. (1 in Engineering + 1 in Bio-Tech & Agriculture + 1 in Management)
ii. Validity is for 5 years
iii. 1,000 INR/month "honorarium" (added salary) for 5 years: 60,000 INR
iv. 40,000 INR Pre-approved Travel Grant towards attending conferences and STCs within 2 years

26.2 Distinguished Achiever Award; for Associate Professors

i. 5 Nos. (2 in Engineering + 2 in Bio-Tech & Agriculture + 1 in Management) 20,000 INR Cash Award.
ii. Rs. 20,000 Pre-approved Travel Grant towards attending conferences and Short-Term Courses within 1 year.

26.3 Eminent Achiever Award; for Assistant Professors

i. 7 Nos. (3 in Engineering + 3 in Bio-Tech & Agriculture + 1 in Management) 10,000 INR Cash Award.
ii. Rs. 20,000 Pre-approved Travel Grant towards attending conferences and Short-Term Courses within 1 year.

27. PROVOST'S RESEARCH AWARD FOR STUDENTS

Similarly, the Provost's research students' awards will be announced every year. The student's award will be given during the Convocation each year. The award categories are:

27.1 Best Thesis Award; for PhD Scholars (5 Nos.)

i. 5 Nos (2 in Engineering + 2 in Bio-Tech & Agriculture + 1 in Management)
ii. Criterion: Publications and Patents (if any)
iii. Rs. 20,000 INR Cash Award

27.2 Best Performance award; for PG students (10 Nos)

i. 10 Nos (4 in Engineering + 4 in Bio-Tech & Agriculture + 2 in Management)
ii. Criterion: CGPA & Publications (if any) + Opting for Ph.D. (if applicable)
iii. Rs. 10,000 INR Cash Award

27.3 Best Aspirant Mind Award; for UG students (10 Nos)

i. 10 Nos (4 in Engineering + 4 in Bio-Tech & Agriculture + 2 in Management)
ii. Criterion: Opting for Higher Studies (best GATE/CAT or GRE/GMAT scores, if too many applicants)
iii. Rs. 10,000 INR Cash Award

Appendix-A

Format of Research Proposal Application

1. Department :
2. Faculty PI :
3. Fully CO PI :
4. Major Field of Study :
5. Name of Guide :
6. Proposed Title :
7. Proposed date of start of research work :
8. Probable date of completion :
9. Place where research will be conducted :
10. Nature of research work :

(Experimental / Analytical /Both Experimental and Analytical.)

11.Give the proposal (according to the format given) justification and scope of the proposed research work in the attached sheets. Indicate, if possible, the practical use/policy implication of the probable results of the research work related to National Development.

Names & Signatures of Applicants:

Appendix-B

Declaration

This to Certify that, I Dr……. agreed for the below conditions.

(a) General Physical facilities required for proposed research work are available in the department, where the project will be undertaken.

(b) I / We shall abide by the rules and regulations of CUTM, Seed Money Grant Scheme and accept to be governed by all the terms and conditions laid down for this purpose in case assistance is provided to me/us for the said project.

(c) I /We shall complete the project within the stipulated period. If I/We fail to do so and if the CUTM is not satisfied with the progress of the said research project. CUTM may terminate the project immediately and ask for the refund of the amount received by me/ us.

(d) The research project entitles "----------" is not funded by any central government/state government/public sector agency during the period to which the grant relates. I will write the name of CUTM as an affiliation on any outcome of the research project work in terms of publication and patents.

Co- Investigator — Principal Investigator

(Name and Signature) — (Name and Signature)

Appendix-C

Research Project Proposal Form

1. Title of research proposal :

2. Introduction of research proposal :

3.Origin of research problem :

4. Interdisciplinary relevance :

5. Review of research and development in the subject:

(a)International status :

(b)National status :

6. Significance of the study in the context of current status :

7. Objectives :

8. Methodology :

9. Estimated budget :

10. Expected outcome :

11. References :

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CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA

CAMPUSES:

Paralakhemundi Campus
Village Alluri Nagar
P.O. – R Sitapur, Via- Uppalada
Paralakhemundi, Dist.- Gajapati
Odisha, India. PIN– 761211

Bhubaneswar Campus
Ramchandrapur
P.O. – Jatni, Bhubaneswar
Dist.- Khurda, Odisha,
India, PIN– 752050

Balangir Campus
Behind BSNL Office
IDCO land, Rajib Nagar
Dist.- Balangir, Odisha
India, PIN-767001

Rayagada Campus
IDCO Industrial Area
Pitamahal, Rayagada
Dist.-Rayagada, Odisha
India, PIN-765001

Balasore Campus
Gopalpur,
P.O.-Balasore
Dist.-Balasore, Odisha
India, PIN-756044

Chatrapur Campus
Ramchandrapur,
Kaliabali Chhak,
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