

Research Policy

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As approved by the Competent Authority and in supersession of the Research policy of the University earlier in force, the following Research policy of the University is issued to be effective till further orders.

Chapter 1 University Research and Development Initiatives

1.1. Introduction

LPU has initiated several schemes to promote academic and research activities. The aim of this initiative is to provide predictable benefits based upon achieving specific measurable quality-based outcomes. They are:

1. Research Appreciation Awards
2. Grants
 - Conference grant, Seed grant, University Multidisciplinary Research Project grants, Matching Funds and Membership Fees.
3. Incentives and Benefits
 - Cash Incentives, Leave Benefits, Research Facilitation to Staff / Faculty Members of the University Registered for PhD.

1.2. Research Awards

Research awards shall be presented to the achievers every year. The awards shall be based on the bonus points earned by the faculty/staff member through various activities mentioned in Annexure 1.1, subject to all terms and conditions mentioned in this policy. The awards are categorized as Research Excellence (A++), Research Appreciation Award (A+, A, B++ and B+) and Research Impact Award (Citations).

Faculty Category	Award Category	Publication points	Total points	Other condition	Award	Number of awards
Research Intensive Faculty and Advanced Research Group members	A++	220	260	i) Revenue Generation of Rs. 20 lakhs ii) atleast 3 papers indexed in both Scopus and WoS (Excluding ESCI)	1 Week visit (including travel dates) to any one International University in top 200 Universities (as per THE/ QS ranking) with maximum budget of 1 lakh and cash award of Rs. 20000	All RIFs irrespective of numbers who fulfil the criteria
	A+	200	240		Cash Award of Rs 50000	3
	A	180	220		Cash Award of Rs 40000	
	B++	160	200		Cash Award of Rs 30000	
Research Faculty	A++	170	200	i) Revenue Generation of Rs. 5 lakhs ii) atleast 3 papers indexed in both Scopus and WoS (Excluding ESCI)	1 Week visit (including travel dates) to any one International University in top 200 Universities (as per THE/ QS ranking) with maximum budget of 1	All RFs irrespective of numbers who fulfil the criteria

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					lakh and cash award of Rs. 20000	
	A+	150	190		Cash Award of Rs 50000	3
	A	130	170		Cash Award of Rs 40000	
	B++	110	150		Cash Award of Rs 30000	
Teaching Faculty	A++	120	160	i) Revenue Generation of Rs. 2 lakhs ii) atleast 2 papers indexed in both Scopus and WoS (Excluding ESCI)	1 Week visit (including travel dates) to any one International University in top 200 Universities (as per THE/QS ranking) with maximum budget of 1 lakh and cash award of Rs. 20000	All teaching Faculty irrespective of numbers who fulfil the criteria
	A+	100	140		Cash Award of Rs 50000	30
	A	80	120		Cash Award of Rs 40000	
	B++	60	100		Cash Award of Rs 30000	
Administrative staff	B+	10	20		Cash Award of Rs 10000	
Research impact Award [Once awarded, the same researcher will not be considered for next 5 years]	Category 1 (LFTS- 2 awards (one for science and one for engineering), LFAMS and LFBA – 1 award each) Category 2 (LFTS- 2 awards (one for science and one for engineering), LFAMS and LFBA – 1 award each)			Category 1: Citations on Publications of last two years and Cutoff 12 citations. Category 2: Citations on overall Publications and Cutoff 50 citations. Publication with LPU affiliation will only be considered, Self-citations will not be considered. Data should be fetched from scopus database.	Cash award of Rs. 10000	Citations received in 2019 will only be considered.

Note:

1. In case, if the award ceremony has to be preponed before the academic year, the cut off bonus points in each category of awards would be prorated based on the number of days.
2. Faculty members who will be awarded in Z category will not be considered for A, B, C and D category.
3. Revenue generation can be done through consultancy, external funded project from govt. or non govt. sources, training and certification, IPR commercialization.
4. For project funding, if the project is sanctioned and funds are received in multiple years, faculty member will be given option for claiming the whole amount once at the time of

sanctioning or instalment amount for each year.

5. Priority will be given to the faculty member having more publication points.
6. Surplus amount received by university shall only be considered for revenue generated from consultancy, training and certification and IPR commercialization.
7. Faculty members who qualify for any of the category but do not come under defined number of awards will be considered for consolation award of Rs. 10000 for maximum 30 top entries.

Process:

- Faculty members should submit their achievements to the University. It will be duly verified by DRD. Bonus points and benefits earned as per annexure 1.1, will be displayed on faculty members UMS account after verification.
- The compiled list of faculty members eligible to receive the awards will be forwarded by HoD, Department of Research facilitation to HR for remarks of any disciplinary cases.
- The committee constituted by HD, DRD in consultation with ED, Research and Innovation shall approve the final list of awardees.

Terms and Conditions for Calculation of Publication Bonus Points:

Publication bonus points will be calculated considering:

- All unpaid Publications in Journals indexed in Scopus or WoS with SJR or Impact Factor released.
- Only one paper per Conference proceedings (full paper) of IEEE / ACM / Springer / Elsevier / AIP etc. indexed in Scopus/WoS (excluding ESCI)
- All paid publications indexed in Scopus or WoS (excluding ESCI) with SJR > 0.3 or Impact Factor > 2 will be considered.
- Maximum 2 Published/ Granted Patents will be considered.
- Maximum 2 books/book chapters will be considered (As per Annexure 1.10).

1.3. Leave Benefits

Research and Academic Extension Leaves for Faculty and Staff Members

Faculty and staff members shall be awarded Research and Academic Extension Leave(s) through various research recognitions/awards and its allied activities as per Annexure 1.1.

Terms and Conditions

- There is no limit on the leave points that could be earned by the faculty member. Also, the earned leave points shall be carried forward to next academic year without any loss.
- Faculty can avail 8 days for international travel or 5 days for national travel during teaching period per semester. Rest of the earned leaves can be availed during non-teaching period.
- The leaves can be availed for conferences/workshops/seminars/symposia/faculty development programmes/evaluation/appearing in examination/ visiting funding agencies, lab, library, university for research work/data collection/data analysis/writing grant proposal (discussion or collaboration) /guest lecture / research paper writing / PhD Course work classes.

Career Enhancement Leaves for Faculty & Administrative Staff:

In order to encourage teaching & administrative staff in research and academic activities, as a goodwill gesture University provides Career Enhancement Leaves as per Annexure 1.3.

Terms and Conditions:

The leaves can be availed for

1. Examination, wherein the staff member
 - (a) Pursuing higher studies in recognized university as per approved list of LPU
 - (b) Pursuing recognized degree programme (not diploma programs) as per approved list of LPU.
 - (c) NOC from LPU prior to joining the programme. Such NOC and date sheet should be uploaded as proofs while applying
2. To attend training programmes as per approved list of LPU.
3. Acting as Resource Person / subject expert for development of educational e-learning delivery process/material e.g audio-video lectures for institutions recognized by UGC / equivalent regulatory body. Relevant document from hosting institution, specifying visit schedule would be required.
4. Cultural: Cultural events (National / International level) recognized by the concerned authority of India and as per approved list of LPU in the category of Music, dance, Theater, Fine Arts, Literary.
Position: As a Judge, Chief Guest, or Observer
5. Sports: Sports events (District, State, National, Senior national, International level sports) recognized by concerned sports federation and as per approved list of LPU.
Position: as a Coach, or Manager
6. Research work in relation to attend conference, seminar, symposia and of similar nature, data collection, laboratory experiments, field survey, library study. Conduct of PhD viva voce examination, relevant document from hosting institution, specifying visit schedule would be required.

Leave should be applied at least one week in advance.

1.4. Financial Support

1.4.1 Conference/Seminars/Workshops Grant

Lovely Professional University (LPU) is committed to increase the exposure of its teacher, student and staff by encouraging them to attend & present papers in national and international conferences and to attend seminars/workshops for their professional growth, academic interaction and excellence in research. Financial support includes registration fees and travel grant for attending conferences, workshops and seminars as per Annexure 1.1. HOF/HOS/HDs may also nominate teachers for conferences/seminars/workshops for financial support to teachers.

1.4.2 Membership of Professional Bodies

Faculty members are encouraged to be a part of recognised professional bodies and academic societies. University provides a financial support for their membership fees.

1.5. Earned Monetary Benefits

Earned monetary benefits against research achievements can also be used to attend and present paper in national and international conferences, for carrying out collaborative research work, visiting laboratories, for visiting scientist in funding agencies, workshops, seminars, faculty development programmes, membership to professional bodies, purchase of consumables, purchasing software, books, paying fees for open access journals, MOOCs certification fees.

1.6. Funding from External Sources for Travel Grant

Faculty members are encouraged to apply to funding agencies for travel grant. Suggested list of funding agencies is available in Annexure 1.4

1.7. Cash Incentives

Cash incentives would be awarded for various activities as per Annexure 1.1. All Cash incentives would be awarded at the end of Academic Year.

1.8. Research Facilitation to Staff / Faculty Members of the University Registered for PhD

University facilitates and encourages staff / faculty members to go for PhD degree. Two options are provided by the University and a faculty member can avail only one of the options.

Objectives:

- To motivate faculty and staff to go for Doctoral degree
- To create a research environment

Eligibility: All employees of the University who have registered for PhD degree are eligible.

Facilitation:

Option A: As a goodwill gesture of the University, staff members registered for PhD in LPU can meet their supervisors (staff of LPU) during official hours up to an extent of 2 hours per week. The time slot for the meeting will be clearly mentioned in his/her time table. However, it cannot be claimed as load relaxation or responsibility reduction.

Option B: Pay Proportionate Work (PPW) – as a phase-in to research initiation. The intent of this policy is to allow staff / faculty members to work at reduced pay in proportion to work reduction. The reduction in workload shall be up to 50%. For example, if a faculty member opts to go for 50% workload reduction, he can opt for either of the two options, subject to conditions.

- a. Half day daily
- b. Three days a week

For faculty members holding administrative responsibilities as head, the university may ask them to discontinue their headship for the duration of PPW. The monthly salary of the member on a reduced workload will be adjusted proportionally from the full-time base salary. Such staff / faculty members are also eligible for annual increments based on prorated PMS points obtained by them. PPW applies to proportionate reduction in teaching, research (scholarly activity), and administrative services, as defined for the individual staff / faculty member. PPW normally will be instituted at the staff / faculty member's request, and any staff / faculty member intending to exercise this option normally will give at least two months' notice in

writing before the start of the semester to HR through HoS / HD.

Terms and Conditions for PPW:

1. It is advised that it is in the interest of the staff / faculty members to plan and apply for PPW well in advance as per annexure 1.5 (At least two months before the start of the semester).
2. It cannot be less than one semester (i.e. 6 months) at one point of time and not more than one year and quarter as per academic session.
3. PPW cannot be claimed as a right. Acceptance or rejection of any PPW application shall be solely at the discretion of the University. Depending upon the exigencies of the University work, PPW may be refused or revoked by the authorities competent to sanction it. Under such a situation the faculty/staff member may be called back to join the duty immediately or otherwise as deemed appropriate.
4. A staff / faculty member on PPW is strictly prohibited to directly or indirectly engage either honorary or on remuneration in any other service or in any trade, business, consultation, vocation or occupation. Violation of the same shall be liable to disciplinary action.
5. A staff / faculty member shall be entitled to the CL/SL proportionately.
6. University hold the right to accept or reject the PPW application.

1.9. Seed Grant and Matching Funds

A. Seed Money for University Sponsored Projects

The Seed money is provided to teachers for carrying out their preliminary research work or to establish a research facility. The proposal for seed money can be submitted by an individual faculty or a group of faculty members based on the research areas. To review and approve the seed money proposals, the committee will consist of the followings: (i) DRD nominee, (ii) Research area expert and (iii) HOF/HOS or his/her representative. The faculty member/group can utilize the seed money for the purposes of equipment, consumables, travel expenses (related to surveys), software, research databases, stationary and testing & analysis etc. The seed money cannot be utilized for manpower. The application format for seed money is given in Annexure 1.2.

B. University Matching Grant for Externally Funded Projects

In order to support the faculty members having externally funded projects, University provides matching funds to strengthen the research infrastructure and ensure successful completion of the funded projects. The matching grant can be up to an extent of 50% of the project amount received from the external funding agency for the purpose of equipment, manpower and overhead. The faculty member can apply for matching grant in the form of an application submitted to HD, DRD with recommendations from the HOS and HOF of the respective school. The application should clearly justify the need for the matching grant along with the quantified outcome and details of the facility to be developed. A committee will review and provide the final decision.

1.10. University Multidisciplinary Research Project Grant (UMRPG)

The policy for interdisciplinary project is prepared with the objective to extend the benefit of serendipity to more number of people keeping the focus of “MULTIDISCIPLINARY” intact

and remembering the fact that one size does not fit all.

Scope: The scope of funding and benefits are limited to projects that are interdisciplinary in nature with the potential to technology transfer or start-up or external grant.

Eligibility:

Category 1: Group of faculty members from different disciplines

Category 2: Group of faculty members from different disciplines along with other research institutes/labs

Category 3: Group of faculty members from different disciplines along with industry collaboration

(Note: Only regular faculty members are eligible)

Application: The application format as in Annexure 1.6 duly filled and signed by the applicants shall be submitted to DRD.

For Category 2 and 3, MOU should be signed with the partnering organization clearly specifying the following

- Sponsorship details
- Support mechanism
- Duration
- Expectation
- IPR
- Revenue sharing
- Conflict resolution
- Termination

It is mandatory that the MOU is vetted by DLL.

Evaluation:

A panel consisting of

- HoF/HoS
- Subject experts* nominated by HD, DRD
- DRD nominee

*Subject Expert selection will be based on the following parameters.

1. Qualification (Preferable PhD)
2. Experience
3. Their Research work evidence through proof of publications, grant proposal submission, EPR.
4. Previous review reports shall also be considered.

Shall evaluate the proposal for necessary recommendation on

- Feasibility of the project
- Impact of the project on society
- Scope for IPR/startup/external funding
- Load relaxation to faculty members^a
- Funding^b
- Space requirement
- Duty leave to students^c
- Attendance benefit to students^d

- Number of course credits to students
- Stipend to student if applicable^e
- Duty leave to faculty member^f
- Duration of the project
- Working in labs after official hours and also to use sophisticated instruments.

For, a to f refer annexure 1.7.

HD, DRD shall review the remarks and recommendations and present it to higher authorities for approval.

Following relaxations are applicable for interdisciplinary projects

- Upto 30% of the project amount can be used for spot purchase.
- 100% IPR filing and related expenses will be borne by the University.
- Relaxation from invigilation duties to all faculty members involved in the project

Project Monitoring:

Every six months, sanctioned projects will be evaluated by at least three panel members on the basis of Half yearly progress report (format in annexure 1.9) may be followed by presentation. Project evaluation performa is provided in annexure 1.8

Outcome:

- IPR
- Publications in WoS/Scopus indexed journals
 - Technology transfer
 - Revenue generation / grants

1.11. Terms and Conditions

- Any grant/incentive/award/leaves cannot be claimed as a right and acceptance or rejection of any such request shall be solely at the discretion of the University.
- All the achievements claimed for awards/bonus points/leave points/Conference grant or any other benefit mentioned in this document, should have affiliation of “Lovely Professional University”. The present address in the manuscript shall not be considered for claiming any benefits.
- University reserves the right to exclude any journal indexed in WoS or Scopus for Benefits/grants/awards
- University reserves the right to exclude any publisher for publication of Books/Book Chapters for Benefits/grants/awards
- University reserves the right to modify or amend this Policy in whole or in part, at any time, and with/without notice.
- Where any doubt arises as to the interpretation of this policy, it shall be referred by the Division of Research and Development to higher authorities for a final decision.
- One leave point is equal to one leave. The un-availed leave points and benefits mentioned in annexure 1.1 shall be carried forward to the next academic year without any loss.
- All benefits will lapse if the faculty/staff leave the organization like leave points, bonus points and awards. Incentives will be given to all those faculty members who get relieved from university as per HR resignation policy.

- All balance leave points, benefits and bonus points will be forwarded to new UID assigned to faculty members (if re-joined immediately).
- For all the achievements whose benefit and incentives are calculated on the basis of SJR or Impact Factor (IF), the SJR of the journal available at the time of paper acceptance shall be considered. For example, if a journal is showing SJR xyz value or IF abc value for 2018 but after updation they are showing SJR xyz +/- value or IF abc +/- value for 2019 then in that case if the paper acceptance date is before the updation of website, we will consider SJR or IF of 2018.
- All the benefits cannot be encashed.
- This policy supersedes all existing research awards, facilitation, incentives and all such research promotion policies.
- For papers being published through conferences in scopus/wos indexed journal, conference grant can be applied.
- For consideration under awards category, no major or serious disciplinary case executed against faculty/staff in the academic year.
- Wherever students are involved in the research work, authorship shall be given to the students also.
- In case any candidate is found guilty at any stage of any Mal practice or academic dishonesty or misconduct or plagiarism including self-plagiarism, copyright infringement also including but not limited to misuse of his / her authority or position, misrepresentation, suppression of facts etc. or contravention of the university policy, then any or all of the awards, benefits, entitlements etc already awarded to such candidate may be withdrawn.

Research papers, Books/Book Chapters that are submitted to publication control room and Patents that are filled without following the regular university procedure shall not be fall under the purview of this policy.

Annexure 1.1
Benefits, Bonus Points and Leave points
Publications in Journals

Achievement and Activity	Journal type	Author Type		Benefits	Bonus Points		Leave Points
					(points for each)		
					Sciences	Management	
Paper in Scopus indexed refereed journal without SJR (Also Hindi, Punjabi journal listed in UGC)	Free	Single Author		Earned Monetary benefits / Incentive Rs. 8000	13	15	1
		Two Authors			9.1	10.5	1
		More than two Authors	First / Corresponding Author		9.1	10.5	1
			Co- Authors		3.9	4.5	1/N
	Paid	Single Author			6.5	7.5	1
		Two Authors			4.55	5.25	1
		More than two Authors	First / Corresponding Author		4.55	5.25	1
			Co- Authors		1.95	2.25	1/N
Paper in refereed journal indexed in Scopus or WoS with Impact factor (IF) <=1 or SJR<=0.13	Free	Single Author		Earned Monetary benefits / Incentive Rs.10000	18	20	1
		Two Authors			12.6	14	1
		More than two Authors	First / Corresponding Author		12.6	14	1
			Co- Authors		5.4	6	1/N
	Paid	Single Author			9	10	1
		Two Authors			6.3	7	1
		More than two Authors	First / Corresponding Author		6.3	7	1
			Co-Authors		2.7	3	1/N
Paper in refereed journal indexed in Scopus or WoS with Impact factor 1< IF <=2 or 0.13<SJR<=0.3	Free	Single Author		Earned Monetary benefits / Incentive Rs. 12000	23	25	1
		Two Authors			16.1	17.5	1
		More than two Authors	First / Corresponding Author		16.1	17.5	1
			Co- Authors		6.9	7.5	1/N
	Paid	Single Author			11.5	12.5	1
		Two Authors			8.05	8.75	1
		More than two Authors	First / Corresponding Author		8.05	8.75	1
			Co-Authors		3.45	3.75	1/N
Paper in	Free/Paid	Single Author		Earned	28	30	2

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refereed journal indexed in Scopus or WoS with Impact factor $2 < IF \leq 5$ or $0.3 < SJR \leq 1.0$		Two Authors		Monetary benefits / Incentive Rs. 15000	19.6	21	2
		More than two Authors	First / Corresponding Author		19.6	21	2
			Co- Authors		8.4	9	2/N
Paper in refereed journal indexed in Scopus or WoS with Impact factor $5 < IF \leq 10$ or $1 < SJR \leq 2$	Free/Paid	Single Author		Earned Monetary benefits / Incentive Rs. 20000	33	35	3
		Two Authors			23.1	24.5	3
		More than two Authors	First / Corresponding Author		23.1	24.5	3
			Co- Authors		9.9	10.5	3/N
Paper in refereed journal indexed in Scopus or WoS with Impact factor $10 < IF \leq 20$ or $2 < SJR \leq 4$ or Australian Business Deans Council (ABDC) (A rated) indexed in Scopus/WoS	Free/Paid	Single Author		Earned Monetary benefits / Incentive Rs. 30000	38	40	3
		Two Authors			26.6	28	3
		More than two Authors	First / Corresponding Author		26.6	28	3
			Co- Authors		11.4	12	3/N
Paper in refereed journal indexed in Scopus or WoS with Impact factor $20 < IF \leq 40$ or $4 < SJR \leq 8$	Free/Paid	Single Author		Earned Monetary benefits / Incentive Rs. 50000	43	45	4
		Two Authors			30.1	31.5	4
		More than two Authors	First / Corresponding Author		30.1	31.5	4
			Co- Authors		12.9	13.5	4/N
Paper in Financial Times(FT – 50), Australian Business Deans Council (ABDC) (A* rated), Association of Business School (ABS) (4* and 4 rated), American Mathematical	Free/Paid	Single Author		Earned Monetary benefits / Incentive Rs. 1 lakh	43	45	4
		Two Authors			30.1	31.5	4
		More than two Authors	First / Corresponding Author		30.1	31.5	4
			Co- Authors		12.9	13.5	4/N

Society (AMS) (A* rated) listed journals indexed in Scopus/WoS, IF > 40 or SJR >8							
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Earned Monetary Benefits will be Divided as Follows:

Number of authors	Role	Incentive share
Single Author Publication (LPU affiliation only)	Overall	100%
Two Authors Publication (LPU affiliation only)	First Author/Corresponding author	50% each
	First and Corresponding Author	70%
	Co-Author	30%
More than Two Authors (LPU affiliation only)	First Author/Corresponding author	35% each
	First and Corresponding Author	70%
	Co-Author	30% divided by the internal co-authors
Note: 1. If more than one first or corresponding authors (internal) are there in a publication, the bonus points, leave points and incentives amount will be divided for the defined category. 2. All that share belongs to external authors will considered lapse.		

Note: If more than one first or corresponding authors (internal) are there in a publication, the bonus points, leave points and incentives amount will be divided defined for that category.

ESCI publication will be given 5 bonus points for single author, 3.5 bonus points for two authors each and for more than two authors first and corresponding will get 3.5 each and rest 1.5 bonus point will be divided among all co-authors. This will not be counted towards target and this score will not be included in publication score with maximum 3 publications while calculating the award points.

Citations

Achievement/Activity	Benefit	Bonus points	Leave points	Remarks
Citation for papers published with LPU affiliation and cited in last 2 years (i.e. 2018 and 2019) will be considered.	NA	1	NIL	Scopus database citations only, Self citations will not be considered.

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For all citations of LPU affiliated papers received in the year 2019 by the faculty members. Incentives will be given in February 2020 as per budget	Cash incentive per paper as per budget approved	NA	NA	Citation from Scopus database, LPU affiliated publications will only be considered excluding self-citations, If one citation is received in one paper, then the cash incentive will be shared among all internal authors of the same paper, I.e 1 Citation divided by number of internal authors.
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Intellectual Property Rights

Achievement/Activity	Benefit	Applicability for cash incentives	Bonus points	Leave points	Remarks
Provisional patent filing	All cost will be borne by the University.	NA	10	2	Cash incentives, bonus points and leave points to be shared equally among inventors.
Patent filing (with full specification)	All cost will be borne by the University. Rs 10000 as cash benefit	Yes	20	3	
Direct complete filing	All cost will be borne by the University. Rs 15000 as incentive	Yes (filed without provisional with all data and working prototype)	30	5	
Data compilation and reply submission for FER (National)	All cost will be borne by the University. Rs 10000 as incentive	Yes (when all data and reports successfully submitted)	10	1	
Patent granted (National)	Cash incentive of Rs. 1 lakh	Yes	40	5	
International patent filing (National phase entry) After filing in India	All cost will be borne by the University. Rs 10000 as incentive per country.	Yes (when filed in specific country after Indian filing with all data and working prototype modifications)	40	5	
International patent filing (National phase entry) goes directly filling	All cost will be borne by the University. Rs 25000 as incentive per country with upper cap of Rs 50000.	Yes (when filed in specific country directly with all data and working prototype when Indian filing is not applicable)	40	5	
Data compilation and reply submission for FER (International)	All cost will be borne by the University. Rs 25000 as incentive with upper cap of Rs 50000	Yes (with successful submission of data and reports)	15	1	
International patent granted	Cash incentive of Rs. 2 lakhs per country with		60	5	

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	upper cap of Rs 4 Lakhs	Yes			
Commercialization of any IPR by faculty or staff members	20% of the licensing value	-	NIL	NIL	
Copyright filing	Copyright filing expenses will be borne by the University	-	2	NIL	
Copyright granted	Nil	-	5	1	
Design Registration filed	90% of the filing expenses shall be covered by the University	-	2	0	
Design Registration granted	NIL	-	6	1	
Income from IPR: - Upto 10 lakhs (Category A)	75% of income to Inventors	-	NIL	NIL	The share of inventor for upper category will take the base of maximum value for previous lower category.
Income from IPR: - 10 to 50 lakhs (Category B)	50% of income to Inventors	-	NIL	NIL	
Income from IPR: - 50 lakhs to 1 crore (Category C)	25% of income to Inventors	-	NIL	NIL	
Income from IPR: - Above 1 crore (Category D)	10% of income	-	NIL	NIL	

Conferences/Seminars/Symposia

Achievement/Activity	Level	Benefit	Bonus points	Leave points	Remarks
Full paper in National Conference indexed in Scopus / WoS	National	NIL	3	1	Only the author who is presenting will be eligible for leave points. All the authors will get full bonus points. 0.5 leave points for scopus- indexed conference in LPU. Faculty should apply for half day leave during their presentation. Faculty shall claim the earned leaves after presenting paper in the conference. No extra duty leave shall be given while going to conference.
Full International Conference paper indexed in Scopus/WoS (Subject to Publication)	National	LPU Conference grant Rs.200	5	3	For students – duty leave for the conference dates and registration fee will be provided maximum cap of Rs. 10000/-. Asia 50,000/-, Africa: 60,000/-, Europe: 80,000/- , North America, South America and Australia: 1 Lakhs
	International	50,000/- to 1 Lakh	7	6	

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Conference best paper award (indexed in scopus)	NIL	NIL	1	0	1 st / 2 nd / 3 rd place
Committee member/Expert/Reviewer for conferences	International	NIL	2	0	
	National	NIL	1	0	
Keynote speaker in conferences indexed in Scopus or WoS	International	NIL	10	6	For top 500 ranked Universities as per THE and QS (world ranking) conference grant to the extent of Rs.60000 will be provided. For all other Universities, earned monetary
	National	NIL	4	3	For top 500 ranked Universities as per THE and QS (world ranking) conference grant to the extent of Rs.20000 will be provided. For all other Universities, earned monetary
Keynote speaker in Non-indexed International Conferences	International	NIL	8	4	For top 100 ranked Universities as per THE and QS (world ranking) conference grant to the extent of Rs.60000 will be provided. For all other Universities, earned monetary
Session Chair in conferences indexed in Scopus or WoS	International	NIL	8	6	Earned monetary benefits can be used
	National	NIL	4	3	Earned monetary benefits can be used
Invited speaker / invited panel member in conferences	International	NIL	7	6	Earned monetary benefits can be used
	National	NIL	5	3	Earned monetary benefits can be used
Invited speaker/ invited panel member in non-indexed International conferences	International	NIL	6	4	Earned monetary benefits can be used
Chairman/ Chairperson/ Convenor/ Organizing secretary of a conference at LPU	National	NIL	8	2	If more than one Chairman/ Chairperson/ Convenor Organising/Joint Organising secretary in the conference, then points will be divided equally
	International	NIL	12	3	
Joint Organizing secretary of a conference at LPU	National	NIL	4	1	
	International	NIL	8	2	
Committee coordinators of conferences held at LPU		NIL	2	1	If the organizing secretary or joint organizing secretary is committee coordinator, then benefits can be claimed only as Organizing/Joint organizing secretary.
All committee members of conferences held at LPU		NIL	1	NIL	

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Session chair for conference held in LPU		NIL	1	NIL	
Organizing Secretary for Seminar/Symposia in LPU		NIL	4	1	If more than one Organising secretary in the conference, then points will be divided equally
Joint Organizing Secretary for Seminar/Symposia in LPU		NIL	3	NIL	If more than one Joint Organising secretary in the conference, then points will be divided equally
Committee coordinator for Seminar/ Symposia in LPU		NIL	2	NIL	
Committee member for Seminar/Symposia in LPU		NIL	1	NIL	

Books and Book Chapters

Achievement/ Activity	Level of Publisher	Benefit	Bonus points	Leave points	Remarks
Book indexed in Scopus/ WoS	International	Rs.30,000	30	3	List of publishers considered is mentioned in Annexure 1.10 and list will updated time to time for including new publishers as updated by scopus. For multiple authors in a book, the benefit, bonus points and leave points
	National	Rs.15,000	20		
Book chapter indexed in scopus/wos	International	Rs.10,000	10	1	Benefit, Bonus point and leave points can be claimed only once irrespective of the number of chapters contributed in a book. In case of multiple authors in a chapter, the benefit amount, bonus points and leave points will be divided among all internal authors. Book chapters published through conferences will not be considered for benefits. List of publishers considered is mentioned
	National	Rs.5,000	5		
Edited book in Scopus/wos		NIL	15	1	List of publishers considered is mentioned in Annexure 1.10
Edited book not indexed		NIL	10	NIL	
Book review for books indexed in Scopus/WoS		NIL	4	1	List of publishers considered is mentioned in Annexure 1.10
Books not indexed		NIL	10	NIL	

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Book chapters not indexed		NIL	4	NIL	
Book chapter review	Indexed in Scopus/WoS	NIL	2	NIL	List of publishers considered is mentioned in Annexure 1.10 and list will updated time to time for including new publishers as updated by scopus.
	Non-indexed	NIL	1	NIL	
Translation works in Indian and Foreign Languages by qualified faculties					
Chapter		NIL	3	NIL	Per Chapter and maximum of 6 points will be given in one book
Research Paper		NIL	3	NIL	Per research paper
Book		NIL	8	NIL	Per Book

Editorial Work

Achievement/Activity	Benefit	Bonus points	Leave points	Remarks
Chief Editor in Scopus/WoS indexed journal	NIL	20	3	Per academic year
Chief Editor in other Journals with ISSN/ISBN number		8	2	
Chief Editor in Scopus/WoS indexed Journal for more than 10 Years.	Cash incentives of Rs. 10000	30	5	
Letter to Editor/ Correspondence in Scopus/WoS indexed journal	NIL	4	1	
Special issue editor/guest editor in Scopus/WoS of unpaid journal indexed journal	Cash incentives of Rs. 10000	8	2	Ensure that atleast 50% papers should be from outside LPU. Not more than one paper from an author can be accepted. Undertaking should be attached. Special issue not published through conference will only be considered for benefits only.
Editorial board member in Scopus/WoS indexed journal	NIL	8	2	Per academic year
Editorial board member in other Journals with ISSN/ISBN number	NIL	2	NIL	

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Reviewer in Scopus/WoS indexed Journal	NIL	2	NIL	Per academic year maximum two points for one Journal
Reviewer in other Journals with ISSN/ISBN number	NIL	1	NIL	Per academic year maximum one point for one Journal
Reviewer to external funding agency	NIL	6	NIL	Per project
Internal reviewer of grant proposal (Within deadline)	NIL	4	NIL	If funded, cash incentive of Rs. 2000 will be given to each reviewer
Internal reviewer of patent presentation	NIL	2	NIL	

Grant Proposal Category A

Faculty of Sciences/Engineering/Agriculture/Medical/Veterinary Sciences

Achievement/ Activity		Benefit	Bonus points	Leave points	Remarks
Grant proposal (Amount Rs 1 Lakh to Rs.5 lakhs)	Submission	NIL	5	1	50% bonus points will be given to PI and all the Co-Pis will equally share rest 50%. In case of external PI or Co-PI, for the purpose of calculation of bonus points and leave points, external persons will not be taken into account. Note: To ensure the common understanding of the projects among PI and Co-PIs, DRD can assign the presentation responsibility to any of the investigators. In the event of PI leaving the organization, Co-Pis shall take the responsibility of carrying on the project.
	Approved	50% of overhead charges or 5% of project cost (whichever is higher) + 3 hours load relaxation for PI	10	4	
Grant proposal (Amount more than Rs.5 lakhs to 30 lakhs)	Submission	NIL	7.5	1	
	Approved	50% of overhead charges or 5% of project cost (whichever is higher)+ 5 hours load relaxation for PI and 3 hours load relaxation for Co-PI	15	8	
Grant proposal (Amount more than Rs.30 lakhs to 50 lakhs)	Submission	NIL	10	2	50% bonus points will be given to PI and all the Co-Pis will equally share rest 50%. In case of external PI or Co-PI, for the purpose of calculation of bonus points and leave points, external persons will not be taken into account. Note: To ensure the common understanding of the projects among PI and Co-PIs, DRD can assign the presentation responsibility to any of the investigators. In the event of PI leaving the organization, Co-Pis shall take the responsibility of carrying on the project.
	Approved	50% of overhead charges or 5% of project cost (whichever is higher) + 6 hours load relaxation for PI and 4 hours load relaxation for Co-PI	20	15	
Grant proposal (Amount more than Rs.50 lakhs to 100 lakhs)	Submission	NIL	15	2	
	Approved	50% of overhead charges or 5% of project cost (whichever is higher) + 8 hours load relaxation for PI and 4 hours load relaxation for Co-PI	25	17	

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Grant proposal (Amount more than Rs.50 lakhs to 1 crore)	Approved	50% of overhead charges or 5% of project cost (whichever is higher)+ 8 hours load relaxation for PI and 5 hours load relaxation for Co-PI	30	20	<p>The benefits given to the PI will be given to the Co-PI taking responsibility.</p> <p>The leave points will not be shared and will be given to all investigators.</p> <p>Incentives for sanctioned project shall be dispersed annually</p>
Grant proposal (Amount more than Rs.1 crore to 2 crore)	Submission	NIL	20	3	
	Approved	50% of overhead charges or 5% of project cost (whichever is higher)+ 10 hours load relaxation for PI and 6 hours load relaxation for Co-PI	40	25	
Grant proposal (Amount > 2 crore)	Submission	NIL	30	4	
	Approved	50% of overhead charges or 5% of project cost (whichever is higher) + 12 hours load relaxation for PI and 8 hours load relaxation for Co-PI	60	30	

Category B Faculty of Languages/Humanities/Arts/Social Sciences/Library/ Physical Education/Management

Achievement/ Activity		Benefit	Bonus points	Leave points	Remarks
Grant proposal (Amount Rs 1 Lakh to Rs.3 lakhs)	Submission	NIL	5	1	<p>The bonus points will be shared equally among investigators. Leave points will not be shared and will be given to all investigators</p>
	Approved	50% of overhead charges or 5% of project cost (whichever is higher)+ 3 hours load relaxation for PI	10	3	
Grant proposal (Amount more than Rs.3 lakhs to 5 lakhs)	Submission	NIL	7.5	1	
	Approved	50% of overhead charges or 5% of project cost (whichever is higher) + 5 hours load relaxation for PI and 3 hours load relaxation for Co-PI	15	5	

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Grant proposal (Amount more than Rs.5 lakhs to 20 lakhs)	Submission	NIL	10	2	
	Approved	50% of overhead charges or 5% of project cost (whichever is higher) + 6 hours load relaxation for PI and 4 hours load relaxation for Co-PI	20	8	
Grant proposal (Amount more than Rs.20 lakhs to 50 lakhs)	Submission	NIL	15	2	
	Approved	50% of overhead charges or 5% of project cost (whichever is higher)+ 8 hours load relaxation for PI and 5 hours load relaxation for Co-PI	30	15	
Grant proposal (Amount more than Rs.50 lakhs to 1 crore)	Submission	NIL	20	3	
	Approved	50% of overhead charges or 5% of project cost (whichever is higher) + 10 hours load relaxation for PI and 6 hours load relaxation for Co-PI	40	25	
Grant proposal (Amount > 1 crore)	Submission	NIL	30	4	
	Approved	50% of overhead charges or 5% of project cost (whichever is higher) + 12 hours load relaxation for PI and 8 hours load relaxation for Co-PI	60	30	

Miscellaneous

Achievement/Activity	Benefit	Bonus points	Leave points	Remarks
Invited speaker/ performance in TV/Radio	NIL	2/1/1	1	Based on category A/B/C
Industry collaboration for setting up of lab in DRD	NIL	12	2	

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Mentor for national level competition organized by prestigious industry or other research organization e.g. IBM Great Mind Challenge, NASA Competition Or National recognition/award received by the faculty from reputed professional bodies and agencies.	Category 1: Rs. 5,000 Category 2: Rs. 3,000	1 st Prize: 6 2 nd Prize: 4 3 rd Prize: 2 or Any other Achievement	Up to 2	*Committee will be formed and bonus points, leave points and incentives will decided upon committee recommendations
Mentor for International level competition organized by prestigious industry or other research organization Or International recognition/award received by the faculty from reputed professional bodies and agencies.	Category 1: Rs. 10,000 Category 2: Rs. 5,000	1 st Prize: 8 2 nd Prize: 6 3 rd Prize: 4 or Any other Achievement *	Up to 6	*Committee will be formed and bonus points, leave points and incentives will decided upon committee recommendations
UGC NET/ GATE /GPAT Cleared	50% of fees	NIL	NIL	Faculty who cleared in 2018-2019 (during their tenure in LPU) can claim in 2019-2020
Evaluation of Ph.D. thesis of other prestigious universities	India	5	NIL	In case of International Universities, Top 500 universities as per THE/QS will be considered.
	Abroad	10	NIL	
Conduction of Ph.D. Viva- Voce of candidates in other prestigious universities	NIL	5	1 or 2 or 3	If distance is more than 500 to 700 Kms 2 leave points and more than 700 Kms 3 leave points
Graduating a PhD student at LPU as Sole Supervisor	NIL	15	1	Awarded to supervisor after notification released by the University
Graduating a PhD student at LPU with Co-Supervisor(either internal or external)	NIL	10.5	1	10.5 points for Supervisor and 10.5 points for Co-Supervisor after notification released by the University
Research Guidance for M.Phil / PG student dissertation	NA	2	NA	For successful completion of thesis work with the maximum cap of 10 Points
Mentorship for external funding application approved for a LPU student	NA	2	NA	

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Supervisor for LPU Postdoc fellow	NA	8	NA	Per academic year
Working as Subject Expert in the Selection Committees of recognized institutions, such as Public Service Commission of a state and U.P.S.C.	NIL	2	NIL	
As member of Board of Studies in other prestigious universities	NIL	1	1	
As member of Selection Committee in other prestigious universities	NIL	2	1	
International co-authorship (Current affiliation of co-author should be from foreign university)	NIL	2	1	2 bonus points will be added with the bonus point already decided for that particular journal or conference category.
Starting of New e-journal : Monthly Quarterly Half yearly Annual	Chief Editor load relaxation Monthly – 10 hours Quarterly – 8 hours Half yearly – 5 hours Annually – 3 hours Co-Chief Editor load relaxation Monthly – 5 hours Quarterly – 4 hours Half yearly – 3 hours Annually – 2 hours	50 30 25 20		Points for mentioned for Chief Editor 50% points for Co- Chief editor
Faculty invited overseas by an University/ organization for research work and fully funded by host institute	NA	3	NA	RAEL earned and CEL can be utilized for this purpose
Development of e-Content in 4 quadrants for a complete course/e-book	NA	12	NA	Quadrant-I (e-Text) Quadrant-II (Self-Learning) Quadrant-III (Learn More / Source for Further reading / Web Resources) Quadrant-IV (Self- Assessment /Evaluation)
e-Content (developed in 4 quadrants) per module	NA	5	NA	RAEL earned and CEL can be utilized for this purpose Quadrant-I (e-Text)

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Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	NA	2	NA	Quadrant-II (Self-Learning) Quadrant-III (Learn More / Source for Further reading / Web Resources) Quadrant-IV (Self- Assessment /Evaluation) .
Editor of e-content for complete course/ paper /e-book	NA	10	NA	
MOU's with National Research Organizations/ Institutes / Industries (R&D) Departments Prior approval should be taken	Cash Incentive of Rs 10,000/- per MOU for Govt. Cash Incentive of Rs 5,000/- per MOU for Non- Govt.	8	2	On Successful completion
MOU's with International Research Organizations/ Institutes / Industries (R&D) Departments	Cash Incentive of Rs 20,000/- per MOU	10	NA	On Successful completion and Prior approval should be taken
Presentation for shortlisted grant proposal – call from external funding agency		TA/DA as per University policy	NIL	1 or 2 or 3
For Govt. Funded collaborative proposals submission which requires off campus stay (National/International)	NIL	NIL	NIL	Permission shall be given for the same at HD-DRD level
To meet scientists in funding agency after submission of grant proposal or during the execution of the approved project		TA/DA as per University policy	NIL	1 or 2 or 3
Seed money for Externally sponsored research projects		50% of the granted project amount will be given as the seed money to the investigator s to be availed during the project tenure.	NIL	NIL

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Project undertaken by faculty member given by DII (without funding)	If project duration is Less than 3 months	NIL	5	2	
	If project duration is in between 3 months to less than 6 months		10	4	
	If project duration is in between 6 months to less than 12 months		15	6	
	If project duration is more than 12 months		20	8	

Annexure 1.2 Seed Money Application Form

Name : _____ Email: _____
UID: _____ Mobile No: _____
School: _____ Project Title: _____
Name of Funding Agency: _____

Financial Information

I apply for a total of Rs _____ as seed money, which I will use for:

- ☐ Equipment ☐ Consumables ☐ Analysis & Testing ☐ Software License
☐ Field survey

For equipment provide details with cost

Any other usage

This seed money will lead to one or more than one of the following outcomes:

- ☐ Publication in Scopus indexed Journal with SJR >1 ☐ Patent ☐ Copy Rights

Any Other Outcome :

HOS Signature

PI Signature

Annexure 1.3

Career Enhancement Leaves for Faculty/Administrative Staff

Service Period (in LPU)	Leave
Less than 02 Years	2 CEL in an academic year
2 years to less than 5 years	3 CEL in an academic year
5years and above	5 CEL in an academic year

Annexure 1.4

Suggestive List of Funding Agencies (for Travel Grant)

ACM India IARCS travel grant

Microsoft Research India travel grants

Council of Scientific and Industrial Research

Department of Biotechnology, Govt. of India

Department of Science and Technology, Govt. of India

Indian Council of Medical Research

Centre for International cooperation in sciences CICS

International Brain research organization

Punjab State Council for Science and Technology

Indian Council of Agricultural Research

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Annexure 1.5 PPW Application Form

Date of Application: _____

School/Institute/Division: _____ Department: _____

Name: _____ Designation: _____ Unique ID: _____

Date of Joining: _____ Date of Confirmation: _____

PhD Registration (Date, University Name) : _____ (attach proof) Number of working days opting for: _____

Total work days = 3		Please tick any one combination
3 Full Days	0 Half Day	
0 Full Days	6 Half Days	
2 Full Days	2 Half Days	
1 Full Day	4 Half Days	

OR

Total work days = 4		Please tick any one combination
4 Full Days	0 Half Day	
2 Full Days	4 Half Days	
3 Full Days	2 Half Days	

OR

Total work days = 5		Please tick any one combination
5 Full Days	0 Half Day	
4 Full Days	2 Half Days	

Duration: From _____ to _____

Date: _____ Signature of the Applicant: _____

Remarks and Signature:

Initiating Authority 1	Initiating Authority 2	Forwarding Authority 1	Forwarding Authority 2	Recommending Authority

Annexure 1.6

Performa for Submitting Multidisciplinary R & D Project Proposal for Seeking Financial and other Support

1. Title of Project:
2. Chief Investigator
 - a) Name
 - b) Designation
 - c) Department
 - d) Address
3. Co-Investigator
 - a) Name
 - b) Designation
 - c) Department
 - d) Address
4. Other Investigators of the Project with their designations
5. Category of Project (Check one)

Category 1: Group of faculty members from different disciplines

Category 2: Group of faculty members from different disciplines along with other research institutes/labs

Category 3: Group of faculty members from different disciplines along with industry collaboration
6. Objective of the Project
7. Brief outline of the project with specific technology fall-outs
8. Expected outcome (as applicable)
 - IPR
 - Publications in WoS/Scopus indexed journals
 - Technology transfer
 - Revenue generation / grants
9. Agency with which link up is (Details may be given as applicable) established/proposed
10. Duration of Project
11. Half Yearly break-up of physical achievements with specific intermediate milestones (in terms of aims and objectives)
12. Name of other organisations jointly participating in the project (including organisation abroad)
13. Aim and Scope of the project (in terms of specific physical achievement)
14. Detailed description of the Project
15. Need, forecast and urgency for the technology proposed to be developed with justification such as importance of know-how, import substitution role, pay off w.r.t. purchase of know-how or development of technology competitiveness, technology exports, international, alliances possibilities etc.
16. Specific manner in which know-how generated here is envisaged to be translated into production, details regarding
 - a) the end product (with specifications to be attained etc.)
 - b) availability of pilot production facility in the organisation
17. a) Name of production agencies willing to productionise/use and market surveys if any made by them regarding demand for the product
- b) Alternative production/user agencies

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18. Name of other organisations in India or Abroad jointly participating in this effort, extent of their involvement, specific division of responsibility, accountability etc.
 19. Requirements (other than financial) required from the university
 20. Total Budget Outlay

Head	1 st	2 nd	3 rd	Total
Capital Equipment Rs.				
Consumable(s) Rs.				
Duty on import (If any) Rs.				
Manpower Rs.				
Travel & Training Rs.				
Contingencies Rs.				
Grand Total				
				Grand Total : Rs. _____

21. a) Contribution of Project Implementing/ & other Organisation in Total Budget Outlay	Rs.
b) LPU Contribution	Rs.

Signature of	Signature of	Signature of
Designation	Head of the School	Head of School
Date	Designation	Designation
	Date	Date

Signature of
Head of Faculty
Designation
Date

Signature of
Head of Division
Designation
Date

Annexure 1.7

Internal Guidelines for Evaluators

1. Load relaxation to faculty members

Amount of Project budget	PI (from each discipline)	Co-PI
< 3 lakhs	3 hours	2 hours
3 lakhs – 5 lakhs	5 hours	3 hours
5 lakhs – 10 lakhs	7 hours	4 hours

*If there are more than one Co-PI in a project, only one Co-PI will be given the load relaxation.

Load relaxation is applicable for the duration of the project.

2. Funding can be recommended upto Rs. 10 lakhs. In case if the panel feels that more amount could be sanctioned, that can also be mentioned in the remarks column.

- Panel can recommend 5 to 20 duty leaves in a semester
- Panel can recommend 5 % to 10 % Attendance benefit in a semester
- Maximum of Rs.5000
- Duty leave to faculty members

Amount of Project budget	PI (from each discipline)	Co-PI
< 3 lakhs	3 leaves	1 leave
3 lakhs – 5 lakhs	4 leaves	1 leave
5 lakhs – 10 lakhs	5 leaves	1 leave

Annexure 1.8

Performa for Project Progress Report Evaluation

1. Name of the Project
2. Name of PI(s) and Co-PI(s)
3. Name of the presenter
4. Summary of work done

5. Suggestions or any other recommendation

6. Satisfactory / Not Satisfactory

Annexure 1.9

Project Progress Report Submission Format

Project ID:

Title of the project:

Provide details of Work done:

Milestones achieved:

Achievements if any (attach proof):

Annexure 1.10

Publisher List for Books

Africa Institute of South Africa	Pan Stanford Publishing
African Books Collective	Penn State University Press
African Heritage Press	Peter Lang AG
African Minds for Urban LandMark	Peter Lang Publishing
African Studies Centre	Pfeiffer
American Counseling Association	Policy Press
American Educational Research Association	Polska Akademia Nauk
American Geophysical Union	Presses de l'Universite du Quebec
American Society of Civil Engineers (ASCE)	Princeton University Press
Anderson	Project Muse
Anthem Press	Purdue University Press
A-Press	R. Oldenbourg Verlag GmbH
Architectural Press	Red Hen Press
Association for Scottish Literary Studies	Resources for the Future
Atrium	Ringtaw Books
B.T. Batsford Ltd	Rochester Institute of Technology Press
Baylor University Press	Royal Asiatic Society
Bentham Science Publishers	Royal College of Obstetricians and Gynaecologists
Berghahn Books	Royal College of Psychiatrists
Bohn Stafleu van Loghum	Russell Sage Foundation
Brandeis University Press	Russian Academy of Sciences
Brill	Rutgers University Press
Brookings Institution Press	Safari Books Ltd
Butler Center Books	SAGE
CABI International	School for Advanced Research press (SAR press)
CABI Publishing	School of Oriental and African Studies
Cambridge University Press	SCPG Publishing Corporation
Carl Hanser Verlag	Scuola Normale Superiore
Carnegie Endowment for International Peace	Sellier European Law Publishers GmbH
Catholic University of America Press	Sense Publishers
Center for Korea Studies, University of Washington	Slavica Publishers
Center for Literary Computing	Society for Historical Archaeology
Central European University Press	Society for Vascular Medicine and Biology
Chandos	Southern Illinois University Press
Channel View Publications	SPIE
ChemTec Publishing	Springer Nature
Chinese University of Hong Kong	Stanford University Press
Chinese University Press	State University of New York Press
Cistercian Publications/Liturgical Press	Syracuse University Press
Cork University Press	T.M.C. Asser Press
Cornell University Press	Tagus Press
Council for the Development of Social Science Research in Africa	Taylor & Francis
Croom Helm	Taylor and Francis
Dartmouth College Press	TCU Press
David Fulton	Temple University Press
Deutscher Universitats Verlag	Terrace Books
Dickinson	Texas A&M University Press
Duke University Press	Texas State Historical Association

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Duquesne University Press	Texas Tech University Press
Earthscan	The Acorn Club
East Asia Program, Cornell University	The Feminist Press at the City University of New York
Edinburgh University Press	The International Institute for Strategic Studies
Edition Synapse	The Johns Hopkins University Press
Edward Elgar Publishing	The Kent State University Press
Elsevier	The Military Press
ELT Press	The University Libraries
Equinox Publishing Ltd	Transnational Publishers
Ernst und Sohn	Tufts University Press
Excerpta Medica	Twaweza Communications Limited
Feminist Press	Unam Press, University of Namibia
Focal Press	Universiteit Leiden
Fordham University Press	University of Adelaide Press
Fortress Press	University of Akron Press
Franciscan Institute Publications	University of Alabama Press
Future Medicine Ltd.	University of Alberta Press
Gallaudet University Press	University of Arizona Press
George Allen & Unwin Ltd	University of Arkansas Press
Georgetown University Press	University of British Colombia Press
Global Oriental Ltd	University of California Press
Greenwich Medical Media Ltd	University of Chicago Press
Gulf	University of Georgia Press
Hanser Gardner	University of Hawai Press
HarperCollinsAcademic	University of Hawaii Press
Harwood Academic Publishers	University of Illinois Press
Helena History Press	University of Iowa Press
Hong Kong University Press	University of Massachusetts Press
Hugo Heller	University of Michigan Press
IGI Global	University of Minnesota Press
Imperial College Press	University of Missouri Press
Indiana University Press	University of Nairobi, Faculty of Pharmacy
Institute of Southeast Asian Studies (ISEAS)	University of Nebraska Press
Institution of Engineering and Technology (IET)	University of Nevada Press
IOP Publishing	University of New Hampshire Press
IOS Press	University of New Mexico Press
ISEAS	University of North Carolina Press
Island Press-Center for Resource Economics	University of North Texas Press
J.B. Metzler'sche Verlagsbuchhandlung	University of Notre Dame Press
Jagiellonian University Press	University of Ottawa Press
Japan Library	University of Pennsylvania Press
Jewish Publication Society	University of Pittsburgh Press
John Benjamins Publishing Company	University of South Carolina
John Libbey Publishing	University of South Carolina Press
Johns Hopkins University Press	University of Tennessee Press
Karger Publishers	University of Texas Press
Karlsruher Institut für Technologie (KIT)	University of Toronto Press
Kent State University Press	University of Utah Press
Kogan Page	University of Vermont Press
Kyoto University	University of Virginia Press
Langaa Research and Publishing Common Initiative Group	University of Washington Press
Lawrence and Wishart	University of Wisconsin Press

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Leuven University Press	University Press of Colorado
Liberty Fund, Inc.	University Press of Florida
Library of Arabic Literature	University Press of Kansas
Liturgical Press	University Press of Kentucky
Liverpool University Press	University Press of Mississippi
Louisiana State University Press	University Press of New England
Malaysian Branch of the Royal Asiatic Society	University Press of Virginia
Manchester University Press	Univocal
Mathematical Association of America	Unwin Hyman Ltd
McGill-Queen's University Press	Utah State University Press
Methuen & Co	Vanderbilt University Press
Michigan State University Press	Verlag Helvetica Chimica Acta
Millpress Science Publishers	Vieweg and Teubner Verlag
Minnesota Historical Society Press	VS Verlag fur Sozialwissenschaften
MIT Press	W.E. Upjohn Institute
Mkuki na Nyota Publishers Ltd.	W.E. Upjohn Institute for Employment Research
Morgan and Claypool Publishers	Wageningen Academic Publishers
Morgan Kaufmann	Walter de Gruyter
Mzuni Press	Wayne State University Press
National Academies Press	Weaver Press
National Bureau of Asian Research	Wesleyan University Press
National University of Singapore Press	West Virginia University Press
New York University Press	Western Michigan University
Newnes	Western Michigan University Press
NFER-NELSON	Whurr Publishers Ltd
NIAS Press	Wildlife Society
Northeastern University Press	Wiley-Blackwell
Northern Illinois University Press	Wilfrid Laurier University Press
Northwestern University Press	Willan Publishing
Nova Science Publishers	William Andrew
NUS Press	Wit Press
Ohio State University Press	Wits University Press
Omohundro Institute of Early American History and Culture	Woburn Press
Oregon State University Press	Wolters Kluwer Health
Organisation for Economic Cooperation and Development (OECD)	World Scientific Publishing
Oxford University Press	Yale University Press

Chapter 2 Code of Ethics

Lovely Professional University strives to achieve academic excellence by providing highest quality education and by contributing to original and impactful research to solve industrial and societal problems. Therefore, academic integrity and research ethics of the highest level are expected from each and every member of LPU community including students, faculty, and staff. Academic integrity implies adherence to certain values and moral conduct in academics. Research ethics are commonly developed practices for creating awareness among researchers related to principles ensuring the scrutiny of research projects and accountability of people as responsible members of academic community to serve the society well. This policy shall be applicable to all students, faculty and other staff of the Lovely Professional University engaged in the research related activities.

This policy covers the followings:

1. Research Ethics
2. Anti-Plagiarism policy

2.1 Research Ethics – General Guidelines

- All faculty members are expected to adhere to core values like honesty, integrity and sincerity and conduct their research in such manner that the reliability and trust of the university should not be compromised or get affected.
- Researcher should keep and preserve raw data of research activity/project for a minimum period of five years with the university, unless requirement of longer period stipulated by the university or any concerned body for the purpose of specific work.
- The research aims of any study should benefit both society and industry and should cause no social harm.
- Researchers should make sure that an appropriate research method is selected on the basis of informed professional expertise.
- Researchers should endeavor to ensure factual accuracy and avoid falsification, fabrication, distortion, suppression or misinterpretation of data.
- Researchers should be able to extrapolate the consequences of research engagement for all participants and attempt to alleviate potential disadvantages of participation for any individual or category of person.
- Researchers should ensure that reporting and dissemination are carried out in a responsible manner.
- Researchers should ensure that methodology and findings are open for discussion and peer review.
- Researchers should ensure that any indebtedness to previous research as a source of knowledge, data, concepts and methodology should be fully acknowledged in all outputs.
- Due credit should be given to all the authors depending upon their contribution in the research work. If a student or a faculty/staff has worked in a project, and any publication of that project is published, then his/her name should be mentioned in the

authorship in the acknowledgement section of the manuscript depending on the quantum of their contribution.

- Authorship order should be decided in the early stage of a work. All authors must read the completed papers and must be willing to take complete responsibility of the data, interpretations and conclusions presented in the paper.
- The most significant contributor will be the first author of the manuscript. For all papers coming out of Masters degree or a Ph.D. thesis, the first author should preferably be Masters or Ph.D. student and the corresponding author should be supervisor.
- Honorary authorship is not permitted.
- The guidelines of the concerned journal should be followed for including name of all contributors in the paper.
- Particulars of the affiliation of the university should be mentioned as follows in all publications..... (specify Name), (specify designation) at(specify the name of the University)
- Students should publish their approved thesis or dissertation work with the consent of the supervisor, unless otherwise stipulated by the university.
- All potentially patentable inventions shall be disclosed to the university.
- All faculty/staff members shall specify affiliation/association with the university in all their research activities.
- All faculty/staff members shall update the affiliation or association with this university on various research platforms like research gate, google scholar, publons etc.

To ensure academic integrity and research ethics, two panels one at School level and another at University level are formulated. The Panel Composition is given below.

School Academic Integrity Panel (SAIP)

Chairman: HoS

Member Secretary: Research Coordinator

Member: Senior academician from outside the School, to be nominated by the head of School with minimum 10 publications in Scopus indexed journal (Q1, Q2 and Q3).

Member: A person well versed with anti-plagiarism tools

University Academic Integrity Panel (UAIP)

Chairman: ED, R & I

Co-Chairperson: HD, DRD

Member Secretary: DRD nominee

Member: HoF, concerned faculty

Member: One Senior academician nominated by chairman of UAIP of University from outside the University

Member: A person well versed with anti-plagiarism tools

The Chairman of SAIP and UAIP shall not be the same. The quorum for the meetings shall be 3 out of all panel members of SAIP and UAIP.

Creating awareness on academic integrity and research ethics

LPU from time to time shall conduct training programs to create awareness as per notification by UGC on promotion of Academic Integrity and prevention of plagiarism in higher educational institutions Regulations 2018-19.

2.2 Anti-plagiarism Policy

Plagiarism is one of the most serious violations of academic integrity and ethics. Anyone engaged in plagiarism threatens the values and beliefs of the academic integrity of the university and undermines his/her individual credibility in the community of research scholars. Plagiarism in any form is not permissible in the university and is a serious misconduct which is subject to strict disciplinary action against the person found guilty. The university has a zero tolerance policy on plagiarism.

Plagiarism is using, presenting or publishing work of another person as your own without proper citation or acknowledgement. Using words or ideas of others without proper reference or citation is plagiarism. It is very important to give credit, where it is due, to the other person by acknowledging the source of that information.

All published and unpublished material, materials downloaded from internet, copied from lecture handouts or any other source whether in manuscript, printed or electronic form, is covered by this definition. ‘Collusion’ is another form of plagiarism involving the unauthorised collaboration of students or other individuals in any piece of work. Following and such other acts as prescribed by the University from time to time shall be considered as the act of plagiarism:

- Writing someone else’s work as your own.
- Paraphrasing or copying ideas from someone else’s work without giving due credit
- Stealing unpublished raw data and publishing it without giving due credit.
- Failing to put the words/idea/ information within quotes “...”
- Giving incorrect information about the source of the quoted material.
- Changing words but copying the sentence structure of a source without giving credit.
- Copying many ideas or words from a source that it makes up the majority of your work irrespective of whether you have given credit or not.
- Writing or reusing one’s own specific words, images etc from previously published texts is known as self-plagiarism.
- Images are also a form of scientific data and ideally need to be presented as such. Manipulating an image related to your research and publishing the same, therefore, will clearly fall under the ambit of research misconduct which comes under plagiarism.
- If a previously published image is included in the manuscript or any publication material, you need to get explicit permission from the copyright holder (which might be either a

person, a journal, or a publisher) and needs to be cited clearly. Some images come under the category of “creative commons.” Under the “creative commons,” the images can be used free of charge, but with proper attribution.

- In case of images/information of any person, the authors should certify that they have obtained all appropriate consent forms. In the form, the individual/legal guardian should give consent for images and other personal informations to be reported. The individual/guardian should be informed that names and initials will not be published and due efforts will be made to conceal individuals identity, but anonymity cannot be guaranteed.
- The practice of presenting same research findings in more than one conferences (encore abstracts) except (i) the congress permits it; (ii) copyright requirements are respected; (iii) prior presentations are disclosed; and (iv) repeated presentation is to reach a different audience

Scope

This policy applies to all the written/unwritten and published/unpublished works produced at and for LPU. The written works include academic and research publications / IPR (research papers, books, articles, assignments, project reports, thesis (Masters, M. Phil. And Ph.D.), research reports, patent, copyright, design registration etc. The unpublished works also include experimental data. The plagiarism policy applies to all LPU community including students, faculty and staff. The HOS/COS/HOD/COD/Research Coordinator shall also be responsible to disseminate the information about plagiarism.

Reporting of cases of plagiarism

- It shall be the responsibility of the supervisor/corresponding author to check the paper/thesis etc. for plagiarism.
- The document should be subjected to appropriate plagiarism software prescribed by the university (e.g. Turnitin) and the supervisor should check the content manually too.
- If plagiarism is detected, the Head of the department will send his/her report based on software results and thorough study to School Academic Integrity Panel (SAIP), in the format prescribed in this policy as annexure 2.1

Dealing with Cases of Plagiarism

- Cases of Plagiarism will be investigated and dealt with by the School academic integrity committee (SAIP).
- The SAIP shall also be responsible to monitor the quality of published and un-published work including thesis.
- Proceedings of the SAIP shall be recorded and submitted to University Academic Integrity Panel (UAIP) by the Member Secretary and one copy maintained in the office of the Division of Research and Development (DRD) after signed by the Members and the Chairperson.
- The SAIP will dispose the case of plagiarisms reported to it within 30 Days of the reporting of the case to it and after affording reasonable opportunity to the concerned

student or faculty or staff as the case may be and shall submit its findings and recommend such disciplinary action as may be deemed fit in the specific case, to the UAIP.

- UAIP shall discuss the matter and final decision shall be communicated with in next 30 days.

For Penalties, SAIP and UAIP can Refer UGC Gazettee.

Level	Similarities	Penalties in case of plagiarism in submission of thesis and dissertations	Penalties in case of plagiarism in academic and research publications / IPR
Level 0	Upto 10%	Minor Similarities, no penalty.	Minor Similarities, no penalty.
Level 1	10% to 40%	Submit a revised thesis and dissertations within stipulated time period not exceeding 6 months.	Leave points, bonus points and incentives will be withdrawn if plagiarism is reported.
Level 2	40% to 60%	debarred from submitting a revised thesis and dissertations for a period of one year	withdraw manuscript, Shall be denied a right to one annual increment, Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
Level 3	Above 60%	registration for that programme shall be cancelled	Withdraw manuscript, Shall be denied a right to two annual increments, 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.

In case of repeated plagiarism, University shall take disciplinary action against faculty/staff/students including suspension or termination / withdrawal of degree.

2.3 Guidelines Related to Similarity Index for Availing Grant Benefits

- 10% is the maximum allowed value for similarity index for research publications, using Turnitin software for plagiarism detection. The publications having similarity index less than or equal to 10% are eligible for grant benefits as per URDI (University Research and Development Initiatives) policy.
- Publications having similarity index above 10% are not eligible for grant benefits.
- While performing the plagiarism check for similarity index, all quoted work reproduced with all necessary permission and/or attribution, all references, bibliography, table of content, preface and acknowledgements, all generic terms, laws, standard symbols and standards equations should be followed as per UGC guidelines.

- Plagiarism check is to be performed for fourteen consecutive words and less than fourteen matching words will not be considered as plagiarism.

2.4 Appeal

In case of grievance, the accused shall appeal to School Academic Integrity Panel. Upon receipt of such a complaint or allegation the School Academic Integrity Panel shall investigate the matter and submit its recommendations to the University Academic Integrity Panel for final decision. Terms and Conditions: Where any doubt arises as to the interpretation of this policy, it shall be referred to the Division of Research and Development for a final decision.

Annexure 2.1

Format for Reporting Plagiarism Cases to SAIP and DRD, along with the Supporting Documents

School Name:

Name of the accused:

UID/Registration Number

Designation:

Paper/Thesis title:

Course Title (NA in case of research publication):

Course code (NA in case of research publication):

Similarity % using software:

(Mention the name of the software used)

Details of the case:

Detected by:

Remarks of the detector with signature:

Remarks of the accused with signature:

Remarks of the HOS with signature:

Remarks from SAIP panel:

Chapter 3

Hosting Conferences in the University

3.1 Purpose

The University encourages faculty members to organize Conferences in collaboration with National and internationally recognized professional organizations.

3.2 Applicability

Proposal in the prescribed format for hosting conference should reach DRD at least 6 months prior to the conference date to get the approval of concerned authorities.

The University may provide a financial support as per the budget available.

(or)

The University may sponsor Cost of Conference Publication if the publication takes place in scopus indexed journals / proceedings of *relevant subject area of the discipline as per scopus database.

University may provide additional resources upon special request subject to approval of higher authorities.

University will also consider load relaxation for the convener and co-convener of the event for a specific semester decided by the HoS.

It is the responsibility of organizing secretary to accept quality papers after checking for plagiarism. Originality report of all accepted papers should be submitted to DRD.

Prior approval from higher authorities through DRD is also required for

- Conference material like brochure, banner, and conference kit
- Any kind of awards (except best paper award) to be given during the conference
- Seating arrangement plan at the main stage

Please refer:

- Performa for Sending Proposal including check list, details of Split-up Expenditure as per annexure [3.1].
- Performa for nominate Best Conference Award is also given in annexure [3.1]

*For example if Computer Science is organizing a conference, it shall publish paper in conference proceeding or journal in the same subject area (Computer Science) as per scopus database.

Annexure 3.1

Format for Sending Proposal to Division of Research and Development for Conducting National/International Conferences

Name of School:

Date on which the proposal is sent to DRD:

1	Title of the Conference	
2	Broad Area of Conference	1. 2. 3. 4.
3	State the Objectives of Conference	
4	State the Outcomes expected from Conference	1. 2. 3.
5	Subject of the conference with list of various technical sessions and/or workshops	
6	a. Name of Organizing Secretary b. Name of Joint Organizing Secretary (if any)	
7	a. Names of faculty convener and co-convener for whom load relaxation required (3 hours) b. Names of committee members	
8	Organizing agencies, if any	1. 2. 3.
9	Sponsoring agencies and collaborating agencies	1. 2. 3.
10	Proceedings publication details	

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11	Number of National and International delegates (separately) Expected to participate	1. 2. 3. 4.
12	Names (with complete address) of foreign delegates (Country-wise) proposed to be contacted/invited	1. 2. 3. 4.
13	Names of Keynote Speakers / Special Session Organizers	1. 2. 3. 4.
14	Names of Technical Committee members with their affiliation	1. 2. 3. 4.
15	Venue	1. 2. 3.
16	Scheduled dates (from and to)	1. PAPER SUBMISSION 2. PAPER ACCEPTANCE 3. CAMERA READY SUBMISSION 4. REGISTRATION 5. CONFERENCE DATE
17	Duration of Conference	
18	Target Audience (Expected Total Number of Participants)	a) Academic Institutions b) Industry c) International Participants d) Research Scholars

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		Total	
19	Registration Fee	a) Students / Postdocs b) Faculty / Scientists c) International Participants d) Industry	
		Total	
20	Total anticipated expenditure with break-up under major heads as per table below		

Details of Split-up Expenditure to conduct National/International Conferences

Sl. No.	Particulars	Unit	Quantity	Rate	Amount (in Rs.)
1	Venue and Logistic Arrangements				
2	Hospitality to Guests and Participants (a) Refreshment (b) Lunch (c) Tea/Snacks (d) Dinner				
3	Guest Faculty/ Experts/ Technical Speakers	a) TA			
		b) DA			
		c) Lodging			
		d) Honorarium			
4	Replication of Printed Training Materials, Stationeries, conference kit etc.				
5	Publication of Proceedings				
6	Miscellaneous expenses				
Total					

(Total in words...)

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Checklist

(Please complete the checklist with 'YES or NO' wherever applicable and attach the relevant document/certificates/papers along with the proposal)

Sl. No	Documents/Certificates/Papers Attached	YES/ NO
1.	Performa	
2.	Programme Brochure	
3.	Website content	
4.	Daily schedule of activities to be covered in the Conference/Workshop/ Seminar/Symposium	
5.	Split up of expected expenditure with supporting Documents	
6.	'Political Clearance or No Objection Certificate' from the Ministry of External Affairs, the Ministry of Home Affairs and other competent authorities of Government of India and State Government in respect of conduct of International conference and list of Foreign Delegates/Participants	
7.	List of invitees with mode of communication(Hard copy , Soft copy)	

Organizing Secretary

(Signature with Seal and Date)

HOS

(Signature with Seal & Date)

Recommendation of

HOF:.....

Remarks of HD,

DRD:.....

Submitted for approval of Higher authorities.

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Best Conference Award

The conferences organized at LPU shall be evaluated on the following parameters and the highest scoring conference would be awarded as “THE BEST CONFERENCE OF THE YEAR”.

Parameters	Points
Publication in Indexing in Scopus/WoS In case of Journal	Points as per URDI annexure 1.1 (Publication in Journal) * Number of articles
In case of conference proceedings by IEEE/ACM/Elsevier/Springer	5 * Number of articles
Revenue generation	Surplus or Deficit/25000 (max cap of 30 points) Where surplus will give positive points and deficit will lead to negative points
Speakers International (Speakers with more than 5 years experience)	
- From top 20 Universities (from THE or QS world rankings only)	15
- From top 200 Universities (from THE or QS world rankings only)	12
- From other Universities	10
Industry (Speakers with more than 10 years experience)	7
- Category ZB	6
- Category A	5
- Category B	
IIT/NIT/IIM/IISC	7
- Professor	5
- Associate	
Professor Funding agency/Research labs	3
- Scientist D	4
- Scientist E	5
- Scientist F	6
- Scientist G	7
- Scientist H	8
- Distinguished Scientist/Director and above	
Acceptance ratio	
<50%	5
<25%	10
International authors	2 per publication in addition to publication category mentioned above
Participants from India	
- Within the state (excluding LPU)	0.2 per registered participant
- Outside the state	0.4 per registered participant
- Outside India	1.0 per registered participant

Chapter 4 Policy for International Fellowship

4.1. Introduction

This policy aims to enhance existing research capabilities in LPU and introduce emerging areas of research. Research Fellowships, particularly, Postdoctoral Fellowship (PDF's) are important enabling steps in grooming young researchers. As researchers, they can make significant contributions to their chosen field under supreme guidance of top researchers in the world. In all disciplines, the principal objectives of any fellowships are to broaden/enhance their research expertise and to reinforce the background. In this context, this policy is divided into two parts.

Short term fellowship where faculty member can visit abroad to pursue research work in university of repute for 1 to 6 months. The letter of intent and support from host institute should be provided by the faculty member at the time of applying for short term fellowship.

Long term fellowship where the faculty member can visit abroad to pursue research work in form of postdoctoral fellow for 1 year may be extended up to 2 years in the same organization. In such cases where extension is required, the host institution shall write to the Registrar/Vice Chancellor of LPU and the final decision will be by the higher authorities of LPU.

4.2. Support from Lovely Professional University

Lovely Professional University is committed to provide all type of support to its faculty member ranging from career advancements to cutting-edge facilities. The support that LPU will provide to faculty members are:

For short term fellowship university will provide leave with full pay for the maximum period of three months and half pay up to next 3 months subject to fulfilling the expectations. University will also ensure that faculty will be considered for regular appraisals at the time of joining back based on the research achievements.

The benefits shall be applicable for

- Top 1000 Universities by Times Higher Education World University ranking
- Top 1000 Universities by QS World ranking,
- Top 500 Universities ranked by Academic Ranking of World Universities
- Top 200 Universities ranked by QS BRICS
- Top 200 Universities ranked by QS Asia and
- Top 200 Universities ranked subject-wise by QS.

For long term fellowship, it is expected that the faculty receives financial support from the host institute and the faculty will be given leave without pay and their position in the University will be protected. University will also ensure that faculty will be considered for regular appraisals at the time of joining back based on the research achievements. As a special gesture even for long term fellowships university will provide pay to the extent as per the table given below:

University Rank*	Salary
Top 20	50% of Salary
21 to 50	40% of Salary
51 to 100	30% of Salary
100 to 200	20% of Salary
201 to 500	10% of Salary

World University rankings as per Times Higher Education or QS

Faculty Member can also avail LPU Sponsored Travel Grant and their Earned Travel Grant as per terms and condition of URDI policy

4.3. Process

- a) Faculty member must fill the application form for availing Long/Short Term Fellowship in a prescribed format given in Annexure 4.1 and will submit to Department of Research Collaboration, DRD for further action.
- b) DRD will review the application form, opinion may be taken from the panel consisting of experts.
- c) DRD will take inputs from Division of HR and Division of Academic Affairs and submit for approval from higher authorities.

4.4. Eligibility

- Should hold a Ph.D. degree
- Should be a regular employee
- Minimum one year experience at LPU.

4.5. Expectations

- Expected to publish the results of the research they have conducted during the period with both affiliations i.e. LPU and host institute.
- For short term fellowships, faculty members are expected to come out with two research papers indexed both in WoS and Scopus within next one year.
- For long term fellowships, faculty members are expected to come out with three research papers indexed both in WoS and Scopus per year.
- Faculty must serve double the time in LPU he/she spent for fellowship. For example, if a faculty member has spent one year on fellowship, he must spend two years with LPU after joining back. If faculty member resigns from the services during the fellowship period or the period he/she supposed to serve in LPU after the term of fellowship, then he/she shall be liable to pay double the amount of compensation to the University as required normally.

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Annexure 4.1 Application Form for Applying Short/Long Term Fellowship

Name of The Faculty: _____ Department Name: _____

Faculty UID: _____ Designation: _____

Name of the Fellowship: _____

Funding Programme: _____

Country: _____

Application for: ☐ Short Term Fellowship ☐ Long Term Fellowship

Name of the host University offering fellowship: Ranking status of the host University:

Period from: _____ Period to: _____

Letter of Confirmation from host University attached (Yes/No) _____

If No, please provide reason :

☐ I will abide all the conditions mentioned in the fellowship policy. Additional Remarks by

Applicant:

Date and Signature of Applicant:

Remarks by HoS/HD:

Date and Signature of HoS/HD

Remarks by HoF:

Date and Signature of HoF

Remarks by HD, DAA:

Date and Signature of HD, DAA

Remarks by HD, HR:

Date and Signature of HD, HR

Remarks by HD, DRD:

Date and Signature of HD, DRD

Approval of Pertinent Authorities

Chapter 5

Central Instrumentation Facility (CIF) Policy

5.1 Introduction

Central Instrumentation Facility of LPU houses a wide range of high-end instruments for pushing the boundaries of research in science and technology to higher level. These instruments and facilities help the faculties, research scholars and students to carry out globally competitive research in basic, applied and medical sciences. The modern analytical instruments present in this facility offer a wide range of analytical methods/techniques for chemical/material testing and analysis. This consequently, will help researchers to publish their research findings in peer reviewed high impact factor journals. Ultimately, the concerted efforts of the centre will contribute to the upliftment of the society at large. The Centre also hopes for expansion of the facilities each year making it a core facility in the country. By realizing CIF we expect a prominent hub for pioneering and collaborative analytical research in our country. CIF runs under the purview of Division of Research and Development of the university and is expected to self-sustain by revenue generation for the upkeep and maintenance of the instruments. Hence, a nominal charge on sample testing and analysis will be collected from the users. The services of this facility are not limited only to the stakeholders of LPU but are extended to academic & research institutions, universities, industries and NGOs.

5.2 Objectives

- To provide modern analytical instrumentation facilities to accelerate fundamental and advanced research.
- To analyse samples received from researchers of LPU and other organizations.
- To provide reliable analytical results that can be used for patenting as well as publishing in high impact factor journals.
- To provide guidance and training to personnel for acquisition of data, operation and maintenance of sophisticated instruments.
- To create centres of excellence with partnering companies of international repute.
- To sign memorandum of understanding (MoU) for collaborative analytical research.
- To organize hands on workshops, seminars, conferences and symposia along with industrial and government partners in specific instrumentation.
- To award certification programmes in advanced instrumentation techniques.
- To offer expert guidance in data interpretation (challenging data), funding options and instrumentation in consonance with industrial experts.
- To create networking between research organizations on specific instrumentation for synergetic growth.

Within the framework of CIF, several centres are established and memorandums of understanding (MoU) with reputed companies for bilateral research have been deployed. For example we have “JEOL-LPU Centre of Excellence for Advanced Microscopic Studies, Bruker-LPU Centre of Excellence for Microstructural Studies, Perkin Elmer- LPU Centre of Excellence in Material Characterization, Shimadzu-LPU Centre for Advanced Chromatography and Mass Spectrometry, and Centre for Chemical Analysis and Testing”.

5.3 Sample Analysis

A list of instruments available at CIF and their scope is provided in Annexure-5.1. The details of analysis charges are listed in Annexure-5.2. Sample requisition forms for individual instruments are given in Annexure-5.3.

1. Samples will be analysed after the requisition is received by CIF from the user. If emergency analysis is required, special approval by recommendation of HD-DRD is required and Head, CIF will make all necessary arrangements on priority basis.
2. Priority will be given to faculty members running external funding projects.
3. Unless otherwise instructed, all samples will be held for a maximum period of 15 days under room temperature (or refrigerated at 0-10°C if specified).
4. Users will be contacted by UMS/email / phone once the samples are analysed.
5. The users are also given chance to use the software that comes along with the instrument for data processing and interpretation. For this a separate data analysis lab is established where the computers are preinstalled with all the software of various high-end instrument. A maximum of 1-hour time slot will be given per user for a log request on first come first basis by lodging a log request. If due to unforeseen situations if a user misses the session he/she is advised to rebook the slot once again and wait for their turn.
6. CIF will be obliged to calibrate the instruments periodically in collaboration with the companies using their standards.

5.4 Reports

1. Raw data in the form of analysis reports will be sent by email or the user may pick them up at the reception of CIF.
2. All the records will be stored for a maximum of one year following analysis.
3. Specifications of instrumental conditions utilized in the analysis as well as calibration curves, calculated concentrations, matching library data may be provided.
4. CIF will ensure to safeguard the data privacy and strictly preserve the IPR of the users.

Note: The format of the report is given in Annexure-5.4.

5.5 Timings

The facility is expected to run on all working days (from 9 am to 8 pm). However, users can deposit their samples from Monday to Friday (9am to 1pm) at the office of CIF. The facility will abide by the holidays of the University and remain closed on these days. Saturdays are reserved for maintenance of systems, meetings and events (workshops etc.). Users can collect their reports from 3-5pm (Monday to Friday) at the office of CIF.

5.6 Biosafety

Standard biosafety guidelines of governing bodies will be adopted for the running of the facility.

5.7 Waste Disposal

Standard waste disposal guidelines of the governing bodies will be categorically deployed for environmental safety.

5.8 Terms and Conditions

1. All publications of research work, where in the analytical services of the CIF, LPU have been made use of, shall be duly acknowledged (e.g., The services extended by the Central Instrumentation Facility (CIF), Lovely Professional University in the XRD analysis are duly acknowledged).
2. The content of our report should not be used for any advertisement, evidence, litigation or/and quote as certificate to a third party.
3. Separate samples should be submitted for different analysis.
4. Unstable (Easily reactive in atmosphere) materials are not accepted for analysis (unless specially requested. CIF will not take the responsibility of the results obtained by the analysis as the results are dependent on the stability of the material).
5. Explosive materials are not accepted for analysis.
6. Sample vials have to be sealed properly and labelled for reference purpose.
7. The users are also expected to label the standards wherever need to be analysed as one of the samples and give numbering accordingly.
8. Slots will be allotted to users on first come first serve basis. However, for multiple slot requests by any user, the slots will be allotted based on the discretion of CIF considering the availability of the instruments.

Annexure 5.1
List of instruments available at CIF

S. No.	Name of the Instrument	Make & Model	Scope
1.	Powder XRD	Bruker D8 Advance	<p>Bruker D8 Advance is a multi-purpose research X-ray diffractometer. It is unique in its ability to analyze sample (powders and thin films) on a single instrument without compromising the analyte. It is configured with an ultrafast super speed detector SSD-XE. D8 ADVANCE XRD system is approved by Atomic Energy Regulatory Board, Mumbai. This technique is used widely in Material Science for crystalline size, stress and crystalline phase identification.</p> <p>It can also be used in crystallographic study of biological, chemical and soil samples by measuring spacing between lattice planes and epitaxial growth of crystallites. XRD is mostly used for synthesized new unknown crystalline materials (Organic/Inorganic/Mineral) especially in electronic, material and pharma industry dealing with nanomaterials. The instrument is also equipped with ICDD, PDF2 data base.</p>
2.	Gas Chromatography with MS/MS and FID	Shimadzu TQ8040	<p>GC-MS/MS is used</p> <ul style="list-style-type: none"> • In research and development, production, impurity profiling and quality control departments of pharmaceutical, chemical, agricultural, and biotechnological industries. • In forensic toxicology to identify poisons and steroids in biological specimens. • In detecting pollutants, metabolites in serum and fatty acid profiling in microbes. • For the analysis of inorganic gases, aromatic solvents, detection of impurities and allergens in cosmetics.
3.	FE-SEM coupled with EDS detector; Au Sputter Coater	<p>JEOL JSM-7610F Plus</p> <p>EDS: OXFORD EDS LN2 free</p> <p>Au Coater: JEOL Smart Coater</p>	<p>JEOL FESEM can be used to visualize very tiny topographic details of variety of samples. The high power optics can provide high through put and high performance. It is suitable for high spatial resolution analysis. Further, 'Gentle Beam mode' can reduce the incident electron penetration to the specimen, so that even sensitive materials can be tested. Liquid nitrogen free cooling system for EDS is robust for excellent elemental analysis at low accelerating voltage.</p> <p>A few nanometer thick Gold-coating can be done on samples of low electrical conductivity to get high resolution images.</p>

4.	Electrochemical work station	Metrohm: Multi-Channel Autolab	Multi-channel Autolab is a multi-channel potentiostat/galvanostat which is useful in electrochemical measurements. The in-house available features provide (e.g., cyclic voltammetry, linear sweep voltammetry, chronoamperometry, impedance spectroscopy, charge discharge characteristics) powerful techniques for the understanding reaction kinetics, sensing materials, corrosion, energy conversion and storage studies.
5.	Fluorescence spectrometer	Perkin Elmer LS6500	Fluorescence spectrometry is a fast, simple and inexpensive method to determine the concentration of an analyte in solution based on its fluorescent properties. This instrument can be used to measure kinetic assays to understand complex biological processes and mechanics of enzyme inhibition. The technique is also used for the analysis of dyes, LEDs, tracers, solar cells, and organic electroluminescent materials.
6.	Refrigerated Centrifuge	Eppendorf Refrigerated Centrifuge 5804R	A low temperature centrifuge is used to determine sedimentation velocity, shape and mass of macromolecules, separation of phases, isolate viruses, organelles, membranes and biomolecules such as DNA, RNA and lipoproteins. This can also be used for phase separation of nanomaterials.
7.	Thermogravimetric analyser	Perkin Elmer TGA 4000	Thermogravimetric analyzers measure changes in mass as a function of increasing temperature or time with constant heating rate. TGA technique can be used to obtain <ul style="list-style-type: none"> • Compositional analysis, • Decomposition temperatures • Engine oil volatility • Flammability studies • Measurement of volatiles • Oxidative and thermal stabilities • Catalyst and coking studies
8.	Differential scanning calorimeter	Perkin Elmer DSC 6000	Differential Scanning Calorimeter (DSC) measures temperatures and heat flows associated with thermal transitions in a material. DSC technique can be used to obtain. <ul style="list-style-type: none"> • Glass transition temperature • Melting points • Crystallization time and temperatures • Heats of melting and crystallization • Percentage of crystallinity • Oxidative stabilities • Heat capacity • Purities

			<ul style="list-style-type: none"> • Thermal stabilities • Polymorphism
9.	Density meter	Axis Density Meter with analytical balance ALN-220	A density meter is a device that measures the density of the analytes.
10.	Viscometer	LABMAN model of LMDV-200 with small sample adaptor, low viscosity adaptor and software.	A viscometer is an instrument used to measure the viscosity of a fluid.
11.	Probe Sonicator	LABMAN MODEL PRO-500 with probe assembly of 9.5mm, 6 mm and 3mm	Sonicator is an electronic instrument that carries out sonication i.e., the application of sound energy to the sample of interest. The instrument converts electric energy to ultrasonic sound energy.
12.	Particle size and Zeta potential analyzer	Malvern Zetasizer Nano ZS90	The particle size analyzer is the ideal tool for sub-micron analysis of size and zeta potential of dispersed particles of mineral, chemical, ceramic, polymer, pharmaceutical and agricultural sciences.
13.	HPLC with RI and PDA detectors	Shimadzu Prominence I LC2030 Plus	<p>The technique is used in the analysis of pharmaceutical, toxicological, environmental, and biological samples.</p> <ul style="list-style-type: none"> • Qualitative analysis – Separation of thermally unstable chemical and biological compounds, e.g., drugs, organic chemicals, herbal medicines and plant extracts. • Quantitative analysis – To determine the concentration of a compound in a sample by measuring the height and area of the peak. • Trace analysis – Analysis of compounds present in very low concentrations in a sample. <p>RI detector (universal detector)-Any component that differs in refractive index from an elute can be detected despite its low sensitivity.</p>
14.	FTIR with Diamond ATR	Perkin-Elmer Spectrum 2 with ATR & Pellet accessories	Highly Sophisticated infrared spectroscopy system with Diamond ATR helps in nondestructive sample analysis.

Annexure 5.2
Analysis charges (in INR) for using instruments in CIF

S. No.	Instrument Name	Internal (per sample/per hour)	Academia/R&D (per sample/per hour)	Industry (per sample/per hour)
1	Powder XRD (Bruker D8 Advance)	150 per sample 300 per hour	350 per sample 700 per hour	1000 per sample 1200 per hour
2	GC*-MS/MS (Shimadzu TQ8040)	750 (Qualitative) /1500 (Quantitative)/3000 (per hour)	1500 (Qualitative)/4000(Quantitative)/10000 (per hour)	2000 (Qualitative)/5000(Quantitative)/15000 (per hour)
3	GC with FID*	500 (Qualitative)/1000 (Quantitative)/2000 (per hour)	1000 (Qualitative)/2000(Quantitative)/5000 (per hour)	1500 (Qualitative)/3000(Quantitative)/7000 (per hour)
4	MS/MS	500	800	1200
5	FE-SEM [#] coupled with EDS detector, Au Sputter Coater (FE-SEM: JEOL JSM-7610F Plus EDS: OXFORD EDS LN2 free, Au Coater: JEOL Smart Coater)	500 (FESEM), 750 (FESEM+EDAX+ mapping)	1000(FESEM), 1500 (FESEM+EDAX), 1800 (FESEM+EDAX+ mapping)	2000(FESEM), 3000 (FESEM+EDAX), 4000 (FESEM+EDAX+ mapping)
6	Electrochemical work station** (Metrohm: Multi-Channel Autolab AUT.MAC.204)	100 /200 (per hour)	300/800 (per hour)	500/1200 (per hour)
7	Fluorescence Spectrometer (Perkin Elmer LS6500)	50	300	500
8	Centrifuge (Eppendorf Refrigerated Centrifuge 5804R)	100 (per hour)	300 (per hour)	500 (per hour)
9	Thermogravimetric analyzer (Perkin Elmer TGA 4000)	150 (Extra INR100/100 °C rise in temperature after 600 °C up to 1000 °C, @ 10 °C/min)	500 (Extra INR 150/100 °C rise in temperature after 600 °C up to 1000 °C, @ 10 °C/min)	1000 (Extra INR 300/100 °C rise in temperature after 600 °C up to 1000°C, @ 10°C/min)
10	Differential scanning calorimeter ^{##} (Perkin Elmer DSC 6000)	200 per hour (RT to 450°C, @ 10 °C/min)	600 per hour (RT to 450°C, @ 10 °C/min)	1200 per hour (RT to 450°C, @ 10 °C/min)
		300 per hour (RT to -70 °C, @ -10 °C/min)	700 per hour (RT to -70 °C, @ -10 °C/min)	1500 per hour (RT to -70°C, @ -10 °C/min)

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11	Density meter (Axis Density Meter with analytical balance ALN-220)	50	200	500
12	Viscometer (LABMAN model of LMDV-200 with small sample adaptor, low viscosity adaptor and software.)	50	250	500
13	Particle size and Zeta potential analyzer (Malvern Zetasizer Nano ZS90)	100	500	1200
14	FTIR with Diamond ATR & Pellet accessories (Perkin Elmer Spectrum 2)	50	200	700
15	HPLC* with RI and PDA detector (Shimadzu Prominence I LC2030 Plus)	500 (Qualitative)/1000 (Quantitative)/3000 (per hour)	1000 (Qualitative)/2000(Quantitative)/5000 (per hour)	2000 (Qualitative)/4000(Quantitative)/10000 (per hour)

Note:

1. The user should provide standard/reference (compound/solution) for the analysis.
2. If instrument run time is more than 30 minutes for single sample analysis then hourly basis charges will be applicable.
3. For external users, @ 18.00 % GST or above (as per the prevailing norms) will be applicable in the above rate list.
4. Please add courier and CD charges of INR 100 (conditions applied).
5. * Specific column must be provided by user if required.
6. **The user should provide standard/reference compound (solution)/working electrodes and if someone need glassy carbon electrode from CIF, then INR 300 will be charged extra for electrode and binder used for it. For impedance measurement, the user is expected to provide fully prepared samples (e.g. pellets having silver contacts).
7. # Cost of gold coating is INR 100 per sample.
8. ## Alumina crucible will be used.
9. Sample requisition form for each instrument is available in the form of annexure 5.3.
10. After successful submission of filled sample requisition form and payment, the samples should reach CIF within seven working days along with a copy of acknowledgement receipt.

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Annexure 5.3 Requisition Forms in CIF

Lovely Professional University

Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411, Telephone no:

+911824444535, Fax no: +91824-506111, Email-id: cif@lpu.co.in

Requisition form for Powder XRD

Date: _____

Name of User:

Designation of User:

Contact No.:

Email ID:

Purpose of analysis:

No. of Samples:

Name of Guide/Supervisor:

Department:

User: Internal/External (if internal please specify registration no/UID)

Payment Options:

Option 1: Demand Draft

The DD (in favour of Lovely Professional University) should be submitted personally or by post at the following address: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Option 2: Online Transfer

Transfer cash in A/C no., Bank name....., IFSC code.....Use for PAYTM

Samples should be sent to: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411.

Information of Samples

Details (Chemical, Physical, Radioactive, Hazardous, others):

Specifications to be used during measurement

S. No.	Sample Name/ code	Nature of sample (e.g. Powder/ Thin Film)	Scanning range in 2-Theta (Degrees)	Scanning step in 2-Theta (Degrees)	Scanning rate (Degree/ min)	JCPDS mapping required (Yes/No)
1						
2						

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3						
4						
5						

Note: Maximum limit 5 samples per requisition form. If the sample(s) are hazardous to the personnel or equipment then kindly provide appropriate handling instructions. Kindly consult CIF for sample/sample preparation before bringing your samples for analysis. Attach extra sheet for any additional information. Samples should be very fine powder (If it is metal piece, the surface should be smooth and parallel to each other). Powder samples should be enough to cover 10 mm x 1 mm circular cavity. The metallic specimens should have a minimum physical dimension of 15 x 10 x 3 mm (not exceeding 5 mm thickness). Maximum time for each sample is 30 minutes. Exceeding 30 minutes, charges will be taken as per hour.

Undertaking

- I/We undertake to abide by the safety, standard sample preparation guidelines and precautions during testing of samples. I/We do understand the possibility of samples getting damaged during handling and analysis. I/We shall not claim for any loss/damage to samples.
- CIF shall not take any responsibility about the analysis, interpretation and publication of data acquired by the end user.
- We agree to acknowledge CIF, LPU in our publications and thesis if the results from CIF instrumentation are incorporated/used in them.
- I/We hereby declare that the results of the analysis will not be used for the settlement of any legal issue.
- CIF, LPU reserves the rights to return the samples without performing analysis and will refund the analytical charges under special circumstances.
- If the user requests to return the samples without performing analysis then 50% of the analysis charges will be refunded (GST paid will not be refunded).

Name and signature of the user

Name and signature of the supervisor/PI

Signature of the HOD with stamp

For office use only

Lab reference no:.....

No. of samples:.....

Invoice/Receipt no:.....

Samples received on:.....

Samples analyzed on:.....

Results delivered on:.....

Name and signature of operator

Name and signature of laboratory in-charge

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Central Instrumentation Facility (CIF) Lovely Professional University

Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411, Telephone no:

+911824444535, Fax no: +91824-506111, Email-id: cif@lpu.co.in

Requisition form for GC-MS/MS/GC-FID

Date: _____

Name of User:

Designation of User:

Contact No.:

Email ID:

Purpose of analysis:

No. of Samples:

Name of Guide/Supervisor:

Department:

User: Internal/External (if internal please specify registration no/UID)

Payment Options:

Option 1: Demand Draft

The DD (in favour of Lovely Professional University) should be submitted personally or by post at the following address: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Option 2: Online Transfer

Transfer cash in A/C no. _____, Bank name _____, IFSC code _____ Use _____ for PAYTM

Samples should be sent to: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Information of samples

Details (Chemical, Physical, Radioactive, Hazardous, others):

S. No.	Sample with nature (volatile/non-volatile)	Analysis type (Qualitative /Quantitative/Method development)	Column Type (with dimensions)	Temp. ramp (°C/min)	Initial oven Temp. (≈ 50°C)	Final oven temp. (≤ 325°C)	Solubility with preferred solvents	Temp. ramp (°C/min)	Expected mol. Wt. and	Required GC-MS/MS
1										
2										

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Note: Maximum limit 5 samples per requisition form. If the sample(s) are hazardous to the personnel or equipment then kindly provide appropriate handling instructions. Kindly consult CIF for sample/sample preparation before bringing your samples for analysis. Sample quantity required is 1ml with concentration of 1mg/100ml. Attach extra sheet for any additional information. Please ensure that sample does not contain water.

Undertaking

- I/We undertake to abide by the safety, standard sample preparation guidelines and precautions during testing of samples. I/We do understand the possibility of samples getting damaged during handling and analysis. I/We shall not claim for any loss/damage to samples.
- CIF shall not take any responsibility about the analysis, interpretation and publication of data acquired by the end user.
- We agree to acknowledge CIF, LPU in our publications and thesis if the results from CIF instrumentation are incorporated/used in them.
- I/We hereby declare that the results of the analysis will not be used for the settlement of any legal issue.
- CIF, LPU reserves the rights to return the samples without performing analysis and will refund the analytical charges (after deduction of GST) under special circumstances.

Name and signature of the user

Name and signature of the supervisor/PI

Signature of the HOD with stamp

For office use only

Lab reference no:.....

No. of samples:.....

Invoice/Receipt no:.....

Samples received on:.....

Samples analyzed on:.....

Results delivered on:...

Name and signature of operator

Name and signature of laboratory in-charge

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Central Instrumentation Facility (CIF)

Lovely Professional University

Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411, Telephone no:

+911824444535, Fax no: +91824-506111, Email-id: cif@lpu.co.in

Requisition form for FESEM

Date: _____

Name of User:

Designation of User:

Contact No.:

Email ID:

Purpose of analysis:

No. of Samples:

Name of Guide/Supervisor:

Department:

User: Internal/External (if internal please specify registration no/UID)

Payment options:

Option 1: Demand Draft

The DD (in favour of Lovely Professional University) should be submitted personally or by post at the following address: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Option 2: Online transfer

Transfer cash in A/C no., Bank name....., IFSC code.....Use for PAYTM

Samples should be sent to: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Information of samples

1. Total number of samples:

2. Please read carefully before filling the form.

In the Table, please mention the type of sample: Metallic/ Ceramic/ Polymer-Rubber/ Semiconductor/ Carbon materials/ Thin films or Others. For “Others”, please specify the details. Please also mention the type of detector to be used, whether Secondary Electron Detector (SE) or Back Scattered Electron Detector (BSE). No magnetic samples will be tested. Dimension of Thin films should not exceed 1cm*1cm.

Please mention whether EDAX study is required or not for samples. If yes, please mention the type of study required, whether: Qualitative microanalysis/ Quantitative microanalysis/ X-ray mapping/ Line scan or all of the above.

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A maximum of 5 samples per requisition form can be allowed. If the sample(s) are hazardous to the personnel or equipment then kindly provide appropriate handling instructions. Kindly consult CIF for sample/sample preparation before bringing your samples for analysis. Please provide sufficient amount of samples for the analysis.

3. Details of Samples

S. No.	Sample ID	Type of Sample	Gold coating required? (Yes/No)	Study using Detector	EDAX required? (Yes/No)	Type of EDS analysis
1						
2						
3						
4						
5						

Undertaking

- I/We undertake to abide by the safety, standard sample preparation guidelines and precautions during testing of samples. I/We do understand the possibility of samples getting damaged during handling and analysis. I/We shall not claim for any loss/damage to samples.
- CIF shall not take any responsibility about the analysis, interpretation and publication of data acquired by the end user.
- We agree to acknowledge CIF, LPU in our publications and thesis if the results from CIF instrumentation are incorporated/used in them.
- I/We hereby declare that the results of the analysis will not be used for the settlement of any legal issue.
- CIF, LPU reserves the rights to return the samples without performing analysis and will refund the analytical charges (after deduction of GST) under special circumstances.

Name and signature of the user

Name and signature of the supervisor/PI

Signature of the HOD with stamp

For office use only

Lab reference no:.....

No. of samples:.....

Invoice/Receipt no:.....

Samples received on:.....

Samples analyzed on:.....

Results delivered on:.....

Name and signature of operator

Name and signature of laboratory in-charge

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Central Instrumentation Facility (CIF)

Lovely Professional University

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+911824444535, Fax no: +91824-506111, Email-id: cif@lpu.co.in

Requisition form for Electrochemical Workstation

Date: _____

Name of User:

Designation of User:

Contact No.:

Email ID:

Purpose of analysis:

No. of Samples:

Name of Guide/Supervisor:

Department:

User: Internal/External (if internal please specify registration no/UID)

Payment options:

Option 1: Demand Draft

The DD (in favour of Lovely Professional University) should be submitted personally or by post at the following address: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Option 2: Online transfer

Transfer cash in A/C no., Bank name....., IFSC code.....Use for PAYTM

Samples should be sent to: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Information of samples

Details (Chemical, Physical, Radioactive, Hazardous, others):

Table: Measurement details

S. No.	Sample code/ID	Nature of sample (e.g., solid electrolyte, solution, thin film etc.)	Type of Measurement	Reference electrode	Set parameters
1					
2					

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Note: Maximum limit 5 samples per requisition form. If the sample(s) are hazardous to the personnel or equipment then kindly provide appropriate handling instructions. Kindly consult CIF for sample/sample preparation before bringing your samples for analysis. Attach extra sheet for any additional information. Please ensure that sample does not contain water.

Undertaking

- I/We undertake to abide by the safety, standard sample preparation guidelines and precautions during testing of samples. I/We do understand the possibility of samples getting damaged during handling and analysis. I/We shall not claim for any loss/damage to samples.
- CIF shall not take any responsibility about the analysis, interpretation and publication of data acquired by the end user.
- We agree to acknowledge CIF, LPU in our publications and thesis if the results from CIF instrumentation are incorporated/used in them.
- I/We hereby declare that the results of the analysis will not be used for the settlement of any legal issue.
- CIF, LPU reserves the rights to return the samples without performing analysis and will refund the analytical charges (after deduction of GST) under special circumstances.

Name and signature of the user

Name and signature of the supervisor/PI

Signature of the HOD with stamp

For office use only

Lab reference no:.....

No. of samples:.....

Invoice/Receipt no:.....

Samples received on:.....

Samples analyzed on:.....

Results delivered on:...

Name and signature of operator

Name and signature of laboratory in-charge

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Central Instrumentation Facility (CIF)

Lovely Professional University

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+911824444535, Fax no: +91824-506111, Email-id: cif@lpu.co.in

Requisition form for Fluorescence Spectroscopy

Date: _____

Name of User:

Designation of User:

Contact No.:

Email ID:

Purpose of analysis:

No. of Samples:

Name of Guide/Supervisor:

Department:

User: Internal/External (if internal please specify registration no/UID)

Payment options:

Option 1: Demand Draft

The DD (in favour of Lovely Professional University) should be submitted personally or by post at the following address: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Option 2: Online transfer

Transfer cash in A/C no., Bank name....., IFSC code.....Use for PAYTM

Samples should be sent to: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Information of samples

Details (Chemical, Physical, Radioactive, Hazardous, others):

Measurement details

S. No.	Sample code/ID	Nature of sample (e.g., liquid)	Composition of the samples	Solubility data	Primary filter (Excitation filter)	Secondary filter (Emission filter)	Information about standard/reference
1							
2							

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Note: Maximum limit 5 samples per requisition form. If the sample(s) are hazardous to the personnel or equipment then kindly provide appropriate handling instructions. Kindly consult CIF for sample/sample preparation before bringing your samples for analysis. Attach extra sheet for any additional information.

Undertaking

- I/We undertake to abide by the safety, standard sample preparation guidelines and precautions during testing of samples. I/We do understand the possibility of samples getting damaged during handling and analysis. I/We shall not claim for any loss/damage to samples.
- CIF shall not take any responsibility about the analysis, interpretation and publication of data acquired by the end user.
- We agree to acknowledge CIF, LPU in our publications and thesis if the results from CIF instrumentation are incorporated/used in them.
- I/We hereby declare that the results of the analysis will not be used for the settlement of any legal issue.
- CIF, LPU reserves the rights to return the samples without performing analysis and will refund the analytical charges (after deduction of GST) under special circumstances.

Name and signature of the user

Name and signature of the supervisor/PI

Signature of the HOD with stamp

For office use only

Lab reference no:.....

No. of samples:.....

Invoice/Receipt no:.....

Samples received on:.....

Samples analyzed on:.....

Results delivered on:...

Name and signature of operator

Name and signature of laboratory in-charge

LOVELY PROFESSIONAL UNIVERSITY

Central Instrumentation Facility (CIF)

Lovely Professional University

Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411, Telephone no:
+911824444535, Fax no: +91824-506111, Email-id: cif@lpu.co.in

Requisition form for Refrigerated Centrifuge

Date: _____

Name of User:

Designation of User:

Contact No.:

Email ID:

Purpose of analysis:

No. of Samples:

Name of Guide/Supervisor:

Department:

User: Internal/External (if internal please specify registration no/UID)

Payment options:

Option 1: Demand Draft

The DD (in favour of Lovely Professional University) should be submitted personally or by post at the following address: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Option 2: Online transfer

Transfer cash in A/C no., Bank name....., IFSC code.....Use for PAYTM

Samples should be sent to: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Information of samples

Details (Chemical, Physical, Radioactive, Hazardous, others):

Measurement details

S. No.	Sample code/ID	Nature of sample (e.g., DNA in solution)	Set parameters (e.g., Temperature)	No. of process cycles with duration	If any other
1					

LOVELY PROFESSIONAL UNIVERSITY

2					
---	--	--	--	--	--

Note: Maximum limit 5 samples per requisition form. If the sample(s) are hazardous to the personnel or equipment then kindly provide appropriate handling instructions. Kindly consult CIF for sample/sample preparation before bringing your samples for analysis. Attach extra sheet for any additional information.

Undertaking

- I/We undertake to abide by the safety, standard sample preparation guidelines and precautions during testing of samples. I/We do understand the possibility of samples getting damaged during handling and analysis. I/We shall not claim for any loss/damage to samples.
- CIF shall not take any responsibility about the analysis, interpretation and publication of data acquired by the end user.
- We agree to acknowledge CIF, LPU in our publications and thesis if the results from CIF instrumentation are incorporated/used in them.
- I/We hereby declare that the results of the analysis will not be used for the settlement of any legal issue.
- CIF, LPU reserves the rights to return the samples without performing analysis and will refund the analytical charges (after deduction of GST) under special circumstances.

Name and signature of the user

Name and signature of the supervisor/PI

Signature of the HOD with stamp

For office use only

Lab reference no:.....

No. of samples:.....

Invoice/Receipt no:.....

Samples received on:.....

Samples analyzed on:.....

Results delivered on:...

Name and signature of operator

Name and signature of laboratory in-charge

LOVELY PROFESSIONAL UNIVERSITY

Central Instrumentation Facility (CIF)

Lovely Professional University

Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411, Telephone no:

+911824444535, Fax no: +91824-506111, Email-id: cif@lpu.co.in

Requisition form for Thermo Gravimetric Analysis (TGA)

Date: _____

Name of User:

Designation of User:

Contact No.:

Email ID:

Purpose of analysis:

No. of Samples:

Name of Guide/Supervisor:

Department:

User: Internal/External (if internal please specify registration no/UID)

Payment options:

Option 1: Demand Draft

The DD (in favour of Lovely Professional University) should be submitted personally or by post at the following address: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Option 2: Online transfer

Transfer cash in A/C no., Bank name....., IFSC code.....Use for PAYTM

Samples should be sent to: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Information of samples

Details (Chemical, Physical, Radioactive, Hazardous, others): Please fill Table 2.

Table 1. Measurement details

S. No.	Sample code/Id	Nature of sample (e.g. Organic/ Inorganic Polymer/Alloys etc.)	Heating range		Heating rate	Atmosphere to be used N ₂ /Air	Aim of analysis (e.g. Tg determination, Melting point determination etc.)
			From	To			
1							

LOVELY PROFESSIONAL UNIVERSITY

2							
---	--	--	--	--	--	--	--

Table 2: Please furnish the following information for each sample.

Sample. Code	Ele. Compo	Mol. Formula	Whether it will react with Al ₂ O ₃ , Pt, Rh?	Whether the sample contains any of these materials?			Decomposition temperature (if known)	Tg (if known)	Melting point if known?
				Halogen	Toxic	Radioactive			

Note: Maximum limit 5 samples per requisition form. It is mandatory to fill all the fields in the above Table. If the sample(s) are hazardous to the personnel or equipment then kindly provide appropriate handling instructions. Kindly consult CIF for sample/sample preparation before bringing your samples for analysis. Please furnish other information about the sample in Table 2. Attach extra sheet for any additional information.

Undertaking

- I/We undertake to abide by the safety, standard sample preparation guidelines and precautions during testing of samples. I/We do understand the possibility of samples getting damaged during handling and analysis. I/We shall not claim for any loss/damage to samples.
- CIF shall not take any responsibility about the analysis, interpretation and publication of data acquired by the end user.
- We agree to acknowledge CIF, LPU in our publications and thesis if the results from CIF instrumentation are incorporated/used in them.
- I/We hereby declare that the results of the analysis will not be used for the settlement of any legal issue.
- CIF, LPU reserves the rights to return the samples without performing analysis and will refund the analytical charges (after deduction of GST) under special circumstances.

Name and signature of the user

Name and signature of the supervisor/PI

Signature of the HOD with stamp

For office use only

Lab reference no:.....

No. of samples:.....

Invoice/Receipt no:.....

Samples received on:.....

Samples analyzed on:.....

Results delivered on:.....

Name and signature of operator

Name and signature of laboratory in-charge

LOVELY PROFESSIONAL UNIVERSITY

Central Instrumentation Facility (CIF)

Lovely Professional University

Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411, Telephone no:

+911824444535, Fax no: +91824-506111, Email-id: cif@lpu.co.in

Requisition form for Differential Scanning Calorimeter (DSC)

Date: _____

Name of User:

Designation of User:

Contact No.:

Email ID:

Purpose of analysis:

No. of Samples:

Name of Guide/Supervisor:

Department:

User: Internal/External (if internal please specify registration no/UID)

Payment options:

Option 1: Demand Draft

The DD (in favour of Lovely Professional University) should be submitted personally or by post at the following address: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Option 2: Online transfer

Transfer cash in A/C no. _____, Bank name _____, IFSC code _____ Use _____ for PAYTM

Samples should be sent to: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Information of samples

Details (Chemical, Physical, Radioactive, Hazardous, others): Please fill Table 2.

Table 1: Measurement details.

S. No	Sample code/Id	Nature of sample (E.g. Organic/ Inorganic Polymer/Alloys etc.)	Heating range		Heating rate ³	Atmosphere to be used N ₂ /Air	Type of analysis required (DSC, TGA etc.)	Aim of analysis (E.g. Tg determination, Melting point determination etc.)
			From	To				
1								

LOVELY PROFESSIONAL UNIVERSITY

2								
---	--	--	--	--	--	--	--	--

Table 2: Please furnish the following information for each sample.

Sample code	Ele. Compo	Mol. Formula	Whether it will react with Al ₂ O ₃ , Pt, Rh?	Whether the sample contains any of these materials?			Decomposition temperature (if known)	Tg (if known)	Melting point if known?
				Halogen	Toxic	Radioactive			

Note: Maximum limit 5 samples per requisition form. It is mandatory to fill all the fields in the above Table 1. If the sample(s) are hazardous to the personnel or equipment then kindly provide appropriate handling instructions. Kindly consult CIF for sample/sample preparation before bringing your samples for analysis. Please furnish other information about the sample in Table 2. Attach extra sheet for any additional information.

Undertaking

- I/We undertake to abide by the safety, standard sample preparation guidelines and precautions during testing of samples. I/We do understand the possibility of samples getting damaged during handling and analysis. I/We shall not claim for any loss/damage to samples.
- CIF shall not take any responsibility about the analysis, interpretation and publication of data acquired by the end user.
- We agree to acknowledge CIF, LPU in our publications and thesis if the results from CIF instrumentation are incorporated/used in them.
- I/We hereby declare that the results of the analysis will not be used for the settlement of any legal issue.
- CIF, LPU reserves the rights to return the samples without performing analysis and will refund the analytical charges (after deduction of GST) under special circumstances.

Name and signature of the user

Name and signature of the supervisor/PI

Signature of the HOD with stamp

For office use only

Lab reference no:.....

No. of samples:.....

Invoice/Receipt no:.....

Samples received on:.....

Samples analyzed on:.....

Results delivered on:.....

Name and signature of operator

Name and signature of laboratory in-charge

LOVELY PROFESSIONAL UNIVERSITY

Central Instrumentation Facility (CIF)

Lovely Professional University

Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411, Telephone no:

+911824444535, Fax no: +91824-506111, Email-id: cif@lpu.co.in

Requisition form for Density Meter

Date: _____

Name of User:

Designation of User:

Contact No.:

Email ID:

Purpose of analysis:

No. of Samples:

Name of Guide/Supervisor:

Department:

User: Internal/External (if internal please specify registration no/UID)

Payment options:

Option 1: Demand Draft

The DD (in favour of Lovely Professional University) should be submitted personally or by post at the following address: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Option 2: Online transfer

Transfer cash in A/C no., Bank name....., IFSC code.....Use for PAYTM

Samples should be sent to: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Information of samples

Details (Chemical, Physical, Radioactive, Hazardous, others):

Measurement details

S. No.	Sample code/ID	Nature of sample (e.g., solution, gel etc.)	Set parameters (e.g., concentration)	If any other
1				
2				

LOVELY PROFESSIONAL UNIVERSITY

3				
4				
5				

Note: Maximum limit 5 samples per requisition form. If the sample(s) are hazardous to the personnel or equipment then kindly provide appropriate handling instructions. Kindly consult CIF for sample/sample preparation before bringing your samples for analysis. Attach extra sheet for any additional information.

Undertaking

- I/We undertake to abide by the safety, standard sample preparation guidelines and precautions during testing of samples. I/We do understand the possibility of samples getting damaged during handling and analysis. I/We shall not claim for any loss/damage to samples.
- CIF shall not take any responsibility about the analysis, interpretation and publication of data acquired by the end user.
- We agree to acknowledge CIF, LPU in our publications and thesis if the results from CIF instrumentation are incorporated/used in them.
- I/We hereby declare that the results of the analysis will not be used for the settlement of any legal issue.
- CIF, LPU reserves the rights to return the samples without performing analysis and will refund the analytical charges (after deduction of GST) under special circumstances.

Name and signature of the user

Name and signature of the supervisor/PI

Signature of the HOD with stamp

For office use only

Lab reference no:.....

No. of samples:.....

Invoice/Receipt no:.....

Samples received on:.....

Samples analyzed on:.....

Results delivered on:...

Name and signature of operator

Name and signature of laboratory in-charge

LOVELY PROFESSIONAL UNIVERSITY

Central Instrumentation Facility (CIF)

Lovely Professional University

Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411, Telephone no:

+911824444535, Fax no: +91824-506111, Email-id: cif@lpu.co.in

Requisition form for Viscometer

Date:_____

Name of User:

Designation of User:

Contact No.:

Email ID:

Purpose of analysis:

No. of Samples:

Name of Guide/Supervisor:

Department:

User: Internal/External (if internal please specify registration no/UID)

Payment options:

Option 1: Demand Draft

The DD (in favour of Lovely Professional University) should be submitted personally or by post at the following address: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Option 2: Online transfer

Transfer cash in A/C no., Bank name....., IFSC code.....Use for PAYTM

Samples should be sent to: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Information of samples

Details (Chemical, Physical, Radioactive, Hazardous, others):

Measurement details

S. No.	Sample code/ID	Nature of sample (e.g., solution, gel etc.)	Set parameters (e.g., concentration)	If any other
1				
2				

LOVELY PROFESSIONAL UNIVERSITY

3				
4				
5				

Note: Maximum limit 5 samples per requisition form. If the sample(s) are hazardous to the personnel or equipment then kindly provide appropriate handling instructions. Kindly consult CIF for sample/sample preparation before bringing your samples for analysis. Attach extra sheet for any additional information.

Undertaking

- I/We undertake to abide by the safety, standard sample preparation guidelines and precautions during testing of samples. I/We do understand the possibility of samples getting damaged during handling and analysis. I/We shall not claim for any loss/damage to samples.
- CIF shall not take any responsibility about the analysis, interpretation and publication of data acquired by the end user.
- We agree to acknowledge CIF, LPU in our publications and thesis if the results from CIF instrumentation are incorporated/used in them.
- I/We hereby declare that the results of the analysis will not be used for the settlement of any legal issue.
- CIF, LPU reserves the rights to return the samples without performing analysis and will refund the analytical charges (after deduction of GST) under special circumstances.

Name and signature of the user

Name and signature of the supervisor/PI

Signature of the HOD with stamp

For office use only

Lab reference no:.....

No. of samples:.....

Invoice/Receipt no:.....

Samples received on:.....

Samples analyzed on:.....

Results delivered on:...

Name and signature of operator

Name and signature of laboratory in-charge

LOVELY PROFESSIONAL UNIVERSITY

Central Instrumentation Facility (CIF) Lovely Professional University

Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411, Telephone no:

+911824444535, Fax no: +91824-506111, Email-id: cif@lpu.co.in

Requisition form for Particle Size and Zetapotential Analyzer

Date: _____

Name of User:

Designation of User:

Contact No.:

Email ID:

Purpose of analysis:

No. of Samples:

Name of Guide/Supervisor:

Department:

User: Internal/External (if internal please specify registration no/UID)

Payment options:

Option 1: Demand Draft

The DD (in favour of Lovely Professional University) should be submitted personally or by post at the following address: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Option 2: Online transfer

Transfer cash in A/C no., Bank name....., IFSC code.....Use for PAYTM

Samples should be sent to: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Information of samples

Details (Chemical, Physical, Radioactive, Hazardous, others):

Measurement details:

S. No.	Sample ID	Sample Type	Sample Location	Mode (Dry/Liquid)	Remarks*
1					
2					
3					
4					
5					

LOVELY PROFESSIONAL UNIVERSITY

Note: Maximum limit 5 samples per requisition form. If the sample(s) are hazardous to the personnel or equipment then kindly provide appropriate handling instructions. Kindly consult CIF for sample/sample preparation before bringing your samples for analysis. Attach extra sheet for any additional information. For liquid mode: 5 gm of sediment sample in pasty form (if the sample is estuarine/marine – make sure the sample is free from salinity, shells and organic matter). For dry Mode: 10 gm of sand sample (free from salinity and shells). Please specified the sample type (Sand/ Clay/ Soil/ Sediment/ Synthetic Material) and sample collection location (River/ Estuary Beach/ Offshore/ Others)

Undertaking

- I/We undertake to abide by the safety, standard sample preparation guidelines and precautions during testing of samples. I/We do understand the possibility of samples getting damaged during handling and analysis. I/We shall not claim for any loss/damage to samples.
- CIF shall not take any responsibility about the analysis, interpretation and publication of data acquired by the end user.
- We agree to acknowledge CIF, LPU in our publications and thesis if the results from CIF instrumentation are incorporated/used in them.
- I/We hereby declare that the results of the analysis will not be used for the settlement of any legal issue.
- CIF, LPU reserves the rights to return the samples without performing analysis and will refund the analytical charges (after deduction of GST) under special circumstances.

Name and signature of the user

Name and signature of the supervisor/PI

Signature of the HOD with stamp

For office use only

Lab reference no:.....

No. of samples:.....

Invoice/Receipt no:.....

Samples received on:.....

Samples analyzed on:.....

Results delivered on:...

Name and signature of operator

Name and signature of laboratory in-charge

LOVELY PROFESSIONAL UNIVERSITY

Central Instrumentation Facility (CIF)

Lovely Professional University

Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411, Telephone no:

+911824444535, Fax no: +91824-506111, Email-id: cif@lpu.co.in

Requisition form for FTIR with Diamond ATR

Date: _____

Name of User:

Designation of User:

Contact No.:

Email ID:

Purpose of analysis:

No. of Samples:

Name of Guide/Supervisor:

Department:

User: Internal/External (if internal please specify registration no/UID)

Payment options:

Option 1: Demand Draft

The DD (in favour of Lovely Professional University) should be submitted personally or by post at the following address: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Option 2: Online transfer

Transfer cash in A/C no., Bank name....., IFSC code.....Use for PAYTM

Samples should be sent to: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Information of samples

Details (Chemical, Physical, Radioactive, Hazardous, others):

Measurement details

S. No.	Sample code/ID	Nature of sample (e.g., solid, liquid)	Composition of the samples	Solubility data	IR range and mode required (Transmittance/Absorbance)	Matrix type (e.g., KBr etc.)
1						
2						

LOVELY PROFESSIONAL UNIVERSITY

3						
4						
5						

Note: Maximum limit 5 samples per requisition form. If the sample(s) are hazardous to the personnel or equipment then kindly provide appropriate handling instructions. Kindly consult CIF for sample/sample preparation before bringing your samples for analysis. Attach extra sheet for any additional information. Sample should not contain water/moisture.

Undertaking

- I/We undertake to abide by the safety, standard sample preparation guidelines and precautions during testing of samples. I/We do understand the possibility of samples getting damaged during handling and analysis. I/We shall not claim for any loss/damage to samples.
- CIF shall not take any responsibility about the analysis, interpretation and publication of data acquired by the end user.
- We agree to acknowledge CIF, LPU in our publications and thesis if the results from CIF instrumentation are incorporated/used in them.
- I/We hereby declare that the results of the analysis will not be used for the settlement of any legal issue.
- CIF, LPU reserves the rights to return the samples without performing analysis and will refund the analytical charges (after deduction of GST) under special circumstances.

Name and signature of the user
supervisor/PI

Name and signature of the

Signature of the HOD with stamp

For office use only

Lab reference no:.....

No. of samples:.....

Invoice/Receipt no:.....

Samples received on:.....

Samples analyzed on:.....

Results delivered on:...

Name and signature of operator

Name and signature of laboratory in-charge

LOVELY PROFESSIONAL UNIVERSITY

Central Instrumentation Facility (CIF)

Lovely Professional University

Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411, Telephone no:

+911824444535, Fax no: +91824-506111, Email-id: cif@lpu.co.in

Requisition form for HPLC

Date: _____

Name of User:

Designation of User:

Contact No.:

Email ID:

Purpose of analysis:

No. of Samples:

Name of Guide/Supervisor:

Department:

User: Internal/External (if internal please specify registration no/UID)

Payment options:

Option 1: Demand Draft

The DD (in favour of Lovely Professional University) should be submitted personally or by post at the following address: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) – 144411

Option 2: Online transfer

Transfer cash in A/C no., Bank name....., IFSC code.....Use for PAYTM

Samples should be sent to: Central Instrumentation Facility (CIF), Division of Research and Development, Block 38-106, Lovely Professional University, Jalandhar – Delhi G.T. Road, Phagwara, Punjab (India) - 144411

Information of samples

Details (Chemical, Physical, Radioactive, Hazardous, others)

Measurement details

S. No.	Sample Nature	Analysis type (Qualitative/Quantitative/Method development)	Column Type (with dimensions)	Injection volume (µl)	Column Temp. (°C)	Mode of operation (Isocratic/Gradient)	Flow rate (ml/min)	Run Time (Min.)	Mobile phase	Detector UV/VIS, PDA (λmax), RI
1										
2										

LOVELY PROFESSIONAL UNIVERSITY

3										
4										
5										

Note: Maximum limit 5 samples per requisition form. If the sample(s) are hazardous to the personnel or equipment then kindly provide appropriate handling instructions. Kindly consult CIF for sample/sample preparation before bringing your samples for analysis. Sample quantity required is 1ml with concentration of 1mg/ml.

Undertaking

- I/We undertake to abide by the safety, standard sample preparation guidelines and precautions during testing of samples. I/We do understand the possibility of samples getting damaged during handling and analysis. I/We shall not claim for any loss/damage to samples.
- CIF shall not take any responsibility about the analysis, interpretation and publication of data acquired by the end user.
- We agree to acknowledge CIF, LPU in our publications and thesis if the results from CIF instrumentation are incorporated/used in them.
- I/We hereby declare that the results of the analysis will not be used for the settlement of any legal issue.
- CIF, LPU reserves the rights to return the samples without performing analysis and will refund the analytical charges (after deduction of GST) under special circumstances.

Name and signature of the user

Name and signature of the supervisor/PI

Signature of the HOD with stamp

For office use only

Lab reference no:.....

No. of samples:.....

Invoice/Receipt no:.....

Samples received on:.....

Samples analyzed on:.....

Results delivered on:.....

Name and signature of operator

Name and signature of laboratory in-charge

LOVELY PROFESSIONAL UNIVERSITY

Annexure 5.4 Analysis Report

Lovely Professional University

Jalandhar - Delhi G.T. Road, Phagwara, Punjab (India) - 144411, Telephone:
+911824444535, Fax no: +91824-506111, Email-id: cif@lpu.co.in

Analysis Report

Customer address:

Requisition form ID:.....

Report No:.....

Sample receipt date:

Analysis report

Date:.....

Sample description:

TOTAL ANALYSIS RESULTS:

Sample ID	Analysis type	Result (Units)	Method of analysis	Instrument used	Sample analysis date with time
1					
2					
3					
4					
5					

Note: CIF will ensure to safeguard the data privacy and strictly preserve the IPR of the users.

We certify that the above reported values were obtained by use of procedures appropriate for the sample as submitted.

All results are given in CD attached to this report

Enclosures: Raw data obtained from the instrument.

Name and signature of operator

Reviewed and Approved By (Name and signature of laboratory in-charge):

Date:

Chapter 6

Intellectual Property Rights (IPR) Policy

6.1. Introduction

Lovely Professional University (LPU) is committed to excellence in teaching and research. The IPR policy of LPU aims to provide a framework to make, promote, support and protect the inventions of and for LPU. Another prospect is to increase the awareness of the knowledge asset and to undertake and promote consultancy, research projects and commercialization of inventions, innovations and research findings for the benefit of the society.

6.2. Applicability

This Intellectual Property Rights policy is applicable to all the faculty, staff, students and researchers of LPU and others related to LPU herein collectively referred as “LPU personnel” and their range of activities during their engagement/association with LPU including but not limited to teaching, research, study, consultancy, creating all kinds of work, also including documents, study material, prototypes, technology, innovations, software, websites, artistic work, designs etc.

6.3. Coverage of IPR Policy:

This policy covers and extends to intellectual property (IP) inter alia the following:

- a. New, useful, scientific and technological advancements in the form of innovations, inventions, products and processes, computer hardware and software, materials, biological varieties etc. which are patentable.
- b. Industrial and architectural designs, models, drawings, creative, artistic and literary works, teaching resource materials, generated records of research including thesis and dissertation, software, websites etc. which are covered under copyrights and designs.
- c. Trademarks, service marks, logos, Integrated circuit layout designs etc.
- d. Any potential IPR generated through consultancy, live, capstone or dissertation projects.

6.4. Objectives

The objectives of this policy are as follows:

- a. To foster, stimulate and encourage creative activities in the widest sense in all the areas including but not limited to areas of academics, research, consultancy and other activities of LPU.
- b. To protect the legitimate interest of all stakeholders of LPU and the society and to avoid conflict of opposing interests as far as possible.
- c. To provide transparent administrative system for the ownership, revenue distribution, control and transfer of IP.

6.5. Definitions

- **Priority date:** The date of filing of first application of patent for the respective technology.
- **Inventor(s)** – A person or group of persons who created/invented the respective IP, process, product or design etc as the case may be.

- **Applicant:** The entity who has applied for the patent and owns the legal right for the patent.
- **Technology transfer** - Technology transfer is the process of transferring research results, scientific knowledge, discoveries, processes, methods, technologies etc. from one organization to the other for further development and commercialization or otherwise
- **Assignment** – An assignment of IP involves transfer of ownership and permanently to the assignee by the inventor.
- **Prior art:** State of the art or background art) is constituted by all information that has been made available to the public in any form, before a given patent application date that might be relevant to a patent's claims of originality.
- **Author (s):** A person or group of persons who is the originator of literary or dramatic or artistic work.
- **LPU Personnel (s):** For the purpose of this policy the term “LPU personnel” shall also include constituency affiliates sponsoring body etc of LPU whatever it may be called unless otherwise specifically prescribed by LPU.

6.6. Ownership of Intellectual Property:

Lovely Professional University shall be the sole owner as application done as per general interpretation of IP and the concerned LPU Personnel who created the IP shall be the inventors.

- Any intellectual property that is made or designed or created by LPU personnel during their tenure of employment, research work or study or any other engagement/association at/with LPU and /or with use of LPU resources including but not limited to funds, time, facilities, equipment, manpower or any other resources.
- It has been developed under any contractor tie-up or arrangement or work for hire or adhoc, or outsourced by LPU.
- It has been developed with the use of external funds / facilities, including that of sponsored research or consultancy projects obtained in the name of or through LPU with or without any support or resource of LPU otherwise.
- It has been developed pursuant to an agreement/collaboration/arrangement where ownership has been specifically transferred to or vested with LPU.
- Any IP also including Software, technology, process etc. developed over a period of time with/through contribution of LPU personnel for LPU.

LPU shall share the ownership as applicant

- If the IP is a result of funds sponsored by an organization, other than LPU, then the IP will be shared between LPU and the sponsoring agency on case to case basis, as per mutual agreement between LPU and the concerned organization.
- When the IP has emerged as a result of an institutional/Industrial/any other consultancy, given by LPU, then the concerned organization and LPU shall jointly own the IP as per mutual agreement.
- When the IP has emerged as a result of collaborative research work by LPU and other collaborating organization without external funding from third party, the concerned collaborating organization and LPU shall jointly own the IP as per mutual agreement.
- If the IP has emerged as a result of collaborative research work by LPU and collaborating organization with support from external funding from third party, the concerned

collaborating organization, sponsoring third party and LPU shall jointly own the IP as per mutual agreement.

- When the IP has emerged out of the work carried out by LPU personnel during their visit to a third party/Institution/organization then it will be owned according to the terms and conditions defined in mutual agreement.

For sharing of IP as detailed above, the following guidelines shall be followed:

- If the external funding agency allows LPU to own the IP, then LPU may share its rights with other third party(ies), subject to their respective contribution.
- If the funds provided by a Government organization, then the ownership shall be decided in compliance with the ownership clauses defined by the respective funding organization for approval of the specific activity/project.
- In case of funds provided by a non-government agency, the ownership may be shared between LPU and funding agency, taking into consideration of relative contributions of parties involved.

6.7. Waiver of IP Rights

LPU shall own or reserve the right at all times to discontinue or proceed with the IP at any stage with any including but not limited to stage of its generation / creation, submission to concerned IP authorities and even thereafter during IP processing or granting or it seems appropriate.

6.8. Disclosure of Intellectual Property

LPU personnel are required to disclose the invention in the beginning i.e. at idea/development stage to DRD, LPU with preliminary information as per annexure 6.1a.

6.9. Internal Evaluation, Filing, Commercialization and Licensing of Patents

- Evaluation Intellectual Property Rights Cell, DRD at LPU will be the concerned office to coordinate the activities of evaluating, protecting, licensing and managing the activities.
- The concerned office may advise LPU personnel and the concerned regarding the management of intellectual property issues like ownership, confidentiality, seeking advice from experts, disclosure, patentability, transfer and allied matters.
- An invention will be patented only if it has commercial value and viability for production and marketing.
- A committee shall be constituted by the university which shall internally decide the feasibility, commercial value and related aspects on a case to case basis. The committee shall also act to the best of its knowledge to avoid scientific misconduct related to research and developmental activities. The committee shall also give advice on any idea if rejected by IPR cell in internal search and shall give an opportunity to the inventor to present before the panel with the concerned idea.
- If invention / idea is not approved by that committee but the concerned inventor requests to allow to proceed with that idea/invention. The same will be sent for evaluation by concerned patent organisation as decided by the university which may include Punjab State Council for Science & Technology (PSCST) or Law firm working with LPU.
- In the eventuality of rejection of an idea /invention after evaluating as per 8.3.2 the concerned inventor may be allowed to file respective invention/ idea in their names as applicant with prior approval of the competent authority of the university.

6.10. Process of Internal Evaluation for Patents:

For provisional filing:

The University shall proceed as early as possible for provisional filing:

1. The inventor shall disclose the invention to IPR cell, DRD in the prescribed format (Annexure 6.1a for provisional and 6.1b for complete)
2. IPR cell will do the initial search through paid patent database and other free databases.
3. The faculty needs to submit details of budget and prototype making for the idea to the IPR cell in DRD.
4. If the idea is found completely novel in external patent search and working within budget, then it will be filed immediately.
5. The drafting and filing will be done by IPR cell in DRD.
6. Once the provisional filing is done the faculty incharge shall come up with the working prototype within 10 months from the date of provisional filing.
7. The cases studies after the analysis of external search received

Case 1: Faculty Leaves the University After Provisional Filing: If the concerned faculty leaves the University after provisional filing then the HOS of the concerned school shall allot the same project to some other faculty for prototype development. The benefits of commercialization shall not be given to the faculty who leaves the organization without prototype development. The benefits of commercialization shall be given to the faculty who has further developed the prototype with his name to be included in the complete patent filing (government fees to be paid as per the additional forms of patent office by the University).

Case 2: Faculty Fails to Develop Working Prototype within Timeline: If the faculty fails to develop the prototype within 6- 10 month timeline then the faculty shall produce reasons for not developing the working prototype. The inventor can request for post-dating the application for six months. In such cases the government fees for post-dating shall be borne by the inventors. Action shall be taken against the faculty member if they are still not making the prototype on time. The action shall be taken as per the discretion of the panel.

Case 3: Internal Panel Rejects the Idea During Presentation: If our internal panel rejects the idea during presentation and faculty still feels to move forward with the idea. The second panel will be constituted by HD DRD and the advice from external law firm will be taken and if second panel approves then filing complete will be done within stipulated timeline as per IPO. If law firm and second panel also rejects then patent may be assigned to the inventor and cost of filing and other expenses shall be reimbursed from the inventor.

For Complete Filing:

1. The inventor/s shall disclose the invention to Intellectual Property Rights Cell, DRD in the prescribed format (Annexure 6.1b)
2. Intellectual Property Rights Cell, LPU will do the initial search/forward the description for patent search to relevant office for complete patent filing.
3. The patent search report will be given to the inventor.
4. The inventor/s shall be required to go through the search report and give comparative statement with existing prior art.
5. Presentation by the Inventor in front of the committee regarding the IP idea.

6. The recommended IP by the committee will be submitted to competent authority for approval for further processing of IPR.
7. For the approved IPR the inventor/s shall submit the IPR filing request to the university.

6.11. Constitution of Committee for Internal Evaluation

- (a) The committee for internal evaluation in the end of invention/ idea shall be constituted by the HD, DRD of the university.
- (b) The quorum of the committee shall be three-fourth members.
 - (i) HoF of respective discipline - Chairperson
 - (ii) HoS of respective school – Member
 - (iii) Nominee of the HD, DRD - Member Secretary
 - (iv) Two subject experts as nominated by HD, DRD
- (c) In the absence of HOF, HOS shall be the chairperson.

The committee experts shall give their remarks as per Annexure 6.2.

Note: The panel formed shall be above or at power of the cadre of the main inventor presenting. For example, if a Professor is presenting then panel members shall be Professor or above.

6.12. Filing

National Filing

IPR Intellectual Property Rights Cell, DRD will proceed with the filing of the IPR. LPU shall 100% charges of patent filing. For externally funded project 100% expenses will be borne from the project.

International Filing:

The international filing will be done on special recommendation of the panel members and committee as constituted by HD, DRD.

LPU shall bear 100% of filing charges in case of national filing. The inventors share will be reimbursed after the grant of the international patent. For external funded project the entire cost will be borne from the external project itself.

6.13. Commercialization

After the filing or granting of the patent (IP), commercialization will be made through licensing or assignment or otherwise as seems appropriate by the university.

6.14. Distribution of Income

The distribution of net income earned by commercialization of IP shall be funded after adjustment of relevant expenditures as prescribed by the university.

(in Rupees) Net Income	Inventor/s (%)	LPU (%)
Upto 10 lakhs	75	25
10 to 50 lakhs	50	50
50 to 1 crore	25	75
above 1 crore	10	90

6.15. Copyright

The Copyright shall be owned by the author(s) (Publication of Books):

The copyrights owned by the authors (faculty, researchers and students) for textbooks, research books, articles, monographs and other scholarly publications unless restricted by an agreement/understanding.

These may also include popular novels, poems, musical composition, and other works of artistic imagination, in-case any faculty or student prefers to work. The faculty or student or others concerned will keep LPU informed about such creations.

Revenue generated, if any, from such activities must be shared to LPU as per the prevailing rules of income from other professional activities/sources.

Copyright Owned by LPU (Artwork, Lab manuals, Software etc)

- (i) LPU shall be the owner of all copyright works including but not limited to software, teaching materials designed and developed by LPU personnel
- (ii) LPU will also be the owner of copyrights of works produced also other than including software teaching materials developed by person by utilising LPU resources, funds, time etc provide in the form of any of the resources or otherwise.
- (iii) No Objection Certificate in prescribed to Intellectual Property Rights Cell, DRD duly signed by all team members for the purpose of filing related to copyright by LPU (Annexure 6.3).
- (iv) The liability of infringement if found any shall lie on the inventor/author solely.
- (v) In case of joint filing, letter of authorization has to be given to LPU for filing (Annexure 6.4)

6.16. Commercialization of Copyrights

The distribution of income in case of copyright owned by LPU shall be as per the terms and conditions of the agreement with the publisher.

LPU personnel shall give the due NOC for filing as per Annexure 6.3.

LPU shall be the owner of the copyright on all teaching materials, software, prototypes, paintings, sculptures etc as developed by the employees or students of the institute as a part of any of the academic programmes/activities. However, the author/s shall have the right to use the material in his/her professional work including their own books, articles, monographs, speeches and other communications. The author/s shall have full rights to circulate the material as per the requirement with information being shared with the IPR cell, DRD.

A separate copyright agreement shall be signed with the author if required for commercialization as per advice from the legal department of LPU and further approval from the office of competent authority. The share of royalty for copyright and design registrations will be same as given in 6.15.

6.17. Other Copyrighted Material

LPU personnel

- (i) will respect protection offered by Indian Copyright Act of 1957 to all copyrighted material,

- (ii) would use copyrighted materials for only personal use, teaching and research purposes as permitted by Indian IP laws, and
- (iii) would not use copyrighted material in their thesis, publications, reports and other professional documents without taking explicit prior permission of the copyright holder.
- (iv) will be themselves responsible for reviewing and vetting their content for copyright compliance under the copyright act of India 1957.

In case of reproducing any pictures, diagrams etc as such, the faculty/ researcher should be able to provide the copyright compliance. Also, if author/s find someone using their copyrighted material, they will inform the DRD with the evidence/s i.e. proof of usage for further action.

6.18. Trade and Service Marks

Trade and service marks related (examples such as logos, symbols, phrases etc) to goods and services specified as per Indian patent office involving LPU will be owned by LPU. In-case of joint project/s, the cost of trade mark registration fees will be shared as per the terms mentioned in the mutual agreement between LPU and other organizations. This activity will be done only in specific cases in which the technology/ product (patents) is fully developed and ready for commercialization/market launch. An infringement if found, the inventor/author shall be present in all court proceedings in case of infringement.

6.19. Violation of Policy

Any LPU personnel, if found guilty of non-adherence or violation or breach in respect of provisions of this policy, shall be subject to strict disciplinary action as decided by the university including but not limited to termination or expulsion as the case may be in addition to action as per relevant laws of land.

6.20. Power to Amend or Make Modifications

The university reserves the power to make modification(s) in respect of any provision of this policy as it deems appropriate from time to time. Where any doubt arises as to the interpretation of this policy, the decision of the competent authority of the University shall be final and binding on all concerned.

6.21. Dispute Resolution

In case of any dispute or matter concerning the IPR policy, the grieving party may appeal to IPR Cell, DRD and Dean, DRD shall constitute a committee and the verdict of the committee shall be final.

6.22. Legal Jurisdiction

Dispute or any matter concerning this policy subject to the exclusive jurisdiction of courts of Phagwara, District Kapurthala, Punjab, India.

Annexure 6.1a

Invention Disclosure Form for Provisional Filing Invention Disclosure Form

Details of Invention for better understanding:

- 1. Title:** Title should be good and small enough to describe the invention.
- 2. Inventor(S)/ Student(S):** All fields in this column are mandatory to be filled

A. Full name	
Mobile Number	
Email (personal)	
UID/Registration number	
Permanent Address	
B. Full name	
Mobile Number	
Email (personal)	
UID/Registration number	
Permanent Address	

(For Additional Inventors, Please Add Rows)

3. Description of the Invention

- A. Problem Addressed by the Invention:** Please describe the basic problem which is being identified and addressed? (250 words)
 - B. State of the Art/ Research Gap:** Describe how what is the research gap being fulfilled. (250 words)
 - C. Detailed Description (Technical as well as non-Technical):** Provide detailed description about invention with drawings, pictures, sketches, circuit diagrams wherever necessary? (500 words)
 - D. Advantages of The Invention:** Share the results and advantages and superiority over the existing prior art (150 words)
- 4. Keywords:** Please provide right keywords for searching your invention.
 - 5. Potential Claims:** Please provide potential novelty and uniqueness in points of the system so that the claims can be written.

Signature of Inventor

Name of Inventor
with UID and
Department

Date

Annexure 6.1b

Invention Disclosure Form Complete Filing

Invention Disclosure Form

Details of Invention for better understanding:

- 1. TITLE:** Title should be good and small enough to describe the invention.
- 2. INVENTOR(S)/ STUDENT(S):** All fields in this column are mandatory to be filled

A. Full name	
Mobile Number	
Email (personal)	
UID/Registration number	
Permanent Address	
B. Full name	
Mobile Number	
Email (personal)	
UID/Registration number	
Permanent Address	

(For additional inventors, please add rows)

3. Description of the Invention

- A. Problem Addressed by the Invention:** Please describe the basic problem which is being identified and addressed? (250 words)
- B. State of the Art/ Research Gap:** Describe how what is the research gap being fulfilled. (250 words)
- C. Detailed Description:** Provide detailed description about invention with drawings, pictures, sketches, circuit diagrams wherever necessary? (500 words)
- D. Results and Advantages:** Share the results and advantages and superiority over the existing prior art (150 words)
- E. Alternatives/ Expansion:** Any variables which are necessary for your invention to be covered? (150 words)
- F. Working Prototype/ Formulation/ Design/Composition:** Is your working prototype or other ready? If no, how much time is required for the same. Give details
- G. Data:** Any clinical or comparative data necessary enough to support your invention

4. Use and Disclosure (Important): Please answer the following questions:

A. Have you described or shown your invention/ design to anyone or in any conference?	YES ()	NO ()
B. Have you made any attempts to commercialize your invention (for example, have you approached any companies about purchasing or manufacturing your invention)?	YES ()	NO ()
C. Has your invention been described in any printed publication, or any other form of media, such as the Internet?	YES ()	NO ()

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D. Do you have any collaboration with any other institute or organization on the same? Provide name and other details	YES ()	NO ()
E. Name of Regulatory body or any other approvals if required.	YES ()	NO ()

5. Provide links and dates of such activities if you have disclosed the information in public before sharing with us.
6. Provide the terms and conditions of the MOU also if the work is done in collaboration within or outside university.
7. Potential Chances of Commercialization
8. List of companies which can be contacted for commercialization along with the website link.
9. Market potential of the invention.
10. Any basic patent which has been used and we need to pay royalty to them.
11. **Filing Options:** Please indicate the level of your work which can be considered for provisional/ complete/ PCT filings
12. **Keywords:** Please provide right keywords for searching your invention.
13. **Log Books and Notebooks:** Please provide log books and note books with date when the idea was discussed with your team.

Signature of Inventor	Name of Inventor with UID and Department	Date
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Annexure 6.2

Evaluation Form for Patent/Copyright (Software/Design)

(To be completed by the HOF, HOS, HOD, COD, Dean DRD and the committee members)

Name of Inventor/Inventors:

UIDs/Registration Numbers:

Designation of the Inventors:

Title of Patent/Idea/Design/Copyright:

Sr. No	Evaluation parameter	Maximum Marks	Marks given	Remarks
1	Novelty of Idea/Design	20		
2	Non Obviousness- Superiority over existing	20		
3	Usefulness/Industrial scalability	20		
4	Research gap identified	20		
5	Chances of Success of Commercialization/Licensing	20		
6	Expected Outcome- Provisional/Complete/PCT/Specific country	-		Provisional/Complete/PCT/Specific country
7	Further study or data required	-		Yes/No
8	Expected Outcome- International filing	-		PCT/Country specific (Mention country)
9	International Collaboration if any	-		Yes/No (Provide details)
	Total	100		

(Minimum requirement: 60% in each and 75% aggregate)

Recommendations: _____

Reviewer name and ID _____

Date:

(Signature of Reviewer) _____

Annexure 6.3

No Objection Certificate from Authors/ Team Leaders/Photographer

To

**The Registrar of Copyrights
Copyrights office,**

Copyright Division
Department Of Industrial Policy & Promotion
Ministry of Commerce and Industry
Boudhik Sampada Bhawan
Plot No 32, Sector 14, Dwarka
New Delhi-110075

Subject: - Registration of Copyright for the Title

Dear Sir,

We have received a copy of the application for registration of copyrights of above cited works submitted by :

Lovely Professional University, Jalandhar Delhi GT Road, Phagwara-144411. The above work was created by us as Member of the Project Team for title:

We have no objection if the work is registered in the name of:- Lovely Professional University

And I/We hereby confirm that Lovely Professional University is the owner of all rights comprising copyright on the above work (s).

Thanking you,

Yours faithfully,

Place:

Date:

Annexure 6.4

Authorization Form

Ref number:

Date:

To,

The Registrar of Copyrights
Copyrights office,

Copyright Office, Copyright Division
Department of Industrial Policy & Promotion
Ministry of Commerce and Industry
Boudhik Sampada Bhawan
Plot No.32, Sector 14, Dwarka, New Delhi-110075

Subject: Authorization for registration, filings, renewal and maintenance of copyright

It is to inform that Dr. G. Geetha, Head, Division of Research and Development, Lovely Professional University is authorized for registration, filing, renewal and maintenance of copyright on the behalf of for Title:..... and all notices, requisitions and communications relating thereto may be sent to the address below:

Dr. G. Geetha

Head, Division of Research and Development,
Lovely Professional University, Jalandhar-Delhi G.T Road,
Phagwara, Punjab-144411

Thanking you.

Yours faithfully,

Chapter 7

Teaching Fellowship Policy for Full Time PhD Students

7.1 Objective of the Policy

The purpose of introducing teaching fellowships is to attract meritorious and research intensive scholars for pursuing Ph. D. at LPU. These fellowships are intended to produce quality scholars with relevant training for academic and academic-related careers in teaching and research. We hereby, float teaching fellowships to engage scholars in quality research and sharpening their teaching skills.

7.2 Eligibility Criteria for Teaching Fellowship

The fellowship is available to full time Ph. D. scholars of Lovely Professional University with good communication skills. Preference will be given to NET/GATE/GPAT qualified candidates, scholars from premier institutes and to those having previous teaching and research experience.

7.3 Duration of Fellowship

Upto 3 years (subject to successful completion of yearly review process).

7.4 Details of Fellowship

1. The teaching fellowship awardee will be paid an honorarium of Rs. 15,600/ per month (consolidated).
2. The scholar is required to take teaching load of **minimum six credits** with the possibility of: 6 L or (3 L + 6 P) or (3 L + 6 T) or (6 P + 6 T) or (12P / 12 T) subject to maximum of 9 hours.

7.5 Terms & Conditions

Following terms and conditions are applicable on scholars availing fellowship:

1. The scholar will perform all the duties & responsibilities related to his/her class such as maintenance of attendance, evaluation of CA components or assignments, etc.
2. He /she will attend the course coordinator meetings only.
3. Classroom teaching evaluation by concerned HOD will be applicable for them.
4. During the non-teaching period, such scholars may be given summer classes/invigilation or admission duty equivalent to minimum 6 credits or being decided by the University.
5. No administrative responsibilities would be given to the scholars during the tenure of fellowship.
6. One leave per month will be provided to them.
7. Morning biometric attendance is mandatory (morning & evening) on the day of classes.
8. The scholar is free to discontinue his/her fellowship subject to the completion of all the responsibilities given for teaching.

7.6 Research Targets During the Tenure of Fellowship

1. The scholar is availing teaching fellowship will be required to complete his/her Ph. D. course work and must clear SOTA within the first year of fellowship.

2. In second year of fellowship he/she has to publish minimum one paper in Scopus/WoS indexed Journal or have to present at least one paper in conferences /seminar (Scopus/WoS indexed).
3. In the third year of fellowship, scholar has to publish another paper indexed in Scopus/WoS Journals and have to present at least one paper in conferences/seminar (Scopus/ WoS indexed).

7.7 Fellowship Selection Process

After completion of course work, scholar will submit application in prescribed format to School of Research Degree Programmes with copy of his/her resume. The list of the candidates will be submitted to the HR for further processing.

7.8 Disbursement of Fellowship

The disbursement of fellowship will be processed by HR as per terms and conditions.

Important Note:

All previous policies (Research Fellowship/Teaching Assistantship) related to Ph. D. scholars will be null & void and this policy only will be applicable to all batches of Ph. D. Full Time scholars.

Note:

1. Number of teaching fellowship should be 10% of existing faculty members in the disciplines (CSE, Management, Social Sciences, Arts and languages, Physiotherapy, English).
2. For other disciplines (not mentioned above) teaching fellowships shall be 5% of existing faculty members.
3. Variations can be made on special approval of higher authorities.

7.9. Selection Criteria for Teaching Fellowship

Name of Candidate					
Registration No					
Date of Admission					
Email ID					
Mobile Number					
Discipline & School					
S. No.	Parameters	Maximum Marks	Marks Obtained	% weightage	Actual marks
1.	Teaching Skills				
	Professional Knowledge	10		15	
	Personality	10		03	
	Attitude	10		03	
	Communication	10		03	
	Teaching Seminar	10		06	
2.	Research Publications ^(a) (Scopus/WoS indexed) from Masters thesis	15		20	

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3.	Presentation skills and Query	15		20	
4.	NET / GATE / CSIR /GPAT Qualified	5		10	
5.	Gold Medalist/ Academic Honours/10 CGPA Holder in Masters	10		10	
6.	Master degree from premier institute ^(b)	5		10	
	Total	100		100	

Remarks of the Panel Member: -----

Signature of the Panel Member:

Marking parameters for:	Criteria
^a Research Publications	As per existing policy of DRD
^b Premier Institute	As per HR criteria

7.10. Candidate's Progress and Review of Fellowship

The progress of fellowship holder will be reviewed on completion of his/her 1st year of fellowship followed by review after completion of 2nd year of fellowship.

Review after 1 st year of fellowship [#]		Review after completion of 2 nd year of fellowship		
Ph.D course work marks -20%		Classroom teaching feedback by concerned HOD - 30%		
Classroom teaching feedback by concerned HOD - 30%		Students Feedback- 30%		
		Publications (Scopus/WoS indexed) - 20%		
Students Feedback - 30%		Paper presented in conferences/seminars (Scopus/WoS indexed) - 20%		
SOTA clearance - 20%				
# Candidate is expected to score 65% and above to qualify for continuation of fellowship.				
Parameters to review candidate progress for continuation of fellowship				
Parameters	Maximum Marks		Marks Obtained	
Ph. D. course work % / CGPA				
10	20			
9	15			
8	10			
7	05			
Marks scored in classroom teaching in evaluation by HOD (as per HR policy)				
	After 1 st year and onwards till completion of 2 nd year of fellowship	After completion of 2 nd year of fellowship	After 1 st year and onwards till completion of 2 nd year of fellowship	After completion of 2 nd year of fellowship
80 above	30	20		
Above 75-	25	16		

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80				
Above 70-75	20	12		
Above 65-70	15	08		
Above 60-65	10	04		
Average rating from students feedback (as per DAA policy)				
	After 1 st year and onwards till completion of 2 nd year of fellowship	After completion of 2 nd year of fellowship	After 1 st year and onwards till completion of 2 nd year of fellowship	After completion of 2 nd year of fellowship
5	30	20		
4	25	15		
3	20	10		
Below 3	15	05		
Publication (Scopus/WoS indexed)				
Minimum one in one year		Marks as per existing policy of DRD		
Paper presented in conference/seminar (Scopus/WoS indexed)				
Minimum one in one year		Marks as per existing policy of DRD		

Chapter 8

Endowment Chair Policy

8.1. Purpose

The purpose of Endowment Chair is to attract, recognize and retain scholars who are acknowledged by their peers as being eminent in their fields. It is a prestigious academic appointment in Lovely Professional University to promote excellence in teaching and research and to extend the frontiers of knowledge by hosting men and women who have won national and global acclaim for their novel contributions. The disbursement of the fund to the endowment chair will be from endowment fund raised from industry /academia/trust/society/alumni etc.

8.2. Objectives

- To increase visibility in terms of recognition/ rankings/citations
- To encourage world-renowned professionals to spend time at Lovely Professional University as distinguished visiting faculty
- To retain quality faculty at Lovely Professional University
- To help and mentor young faculty members in research and guide them to excellence.

8.3. Qualifications to be Nominated for Endowment Chair

- Will be a faculty of LPU or from outside the university.
- Should be a doctorate with proven track record of research
- Should have an excellent grants/ publications/ innovation profile.
- Should be able to take the academic activities to a higher level of excellence.
- Should be a distinguished scientist of the Nobel class from abroad.
- The primary requirement is that the Chair must be among the topmost in his/her field. The Chair will have enough academic freedom to pursue his/her research work, teaching and other innovative programs.

8.4. Selection Procedure

- A Chair may be nominated by institutions/departments/Centres from within LPU.
- If self-nominated, the applicant must submit a statement of purpose indicating a clear vision for building a new academic/research initiative in LPU.
- The chair should be willing to transfer knowledge and technology
- Confidential evaluations of the work of the nominee/applicant will be sought from two or more external experts who are well known in the field.
- The application along with the evaluations of the work of the candidate by experts will be placed before a selection committee of LPU headed by the Vice Chancellor.
- The tenure of a Chair is normally for two years and can be renewed if so recommended by the review committee.
- The selection committee will also fix the quantum of financial incentive (up to Rs. 5 lakhs per annum) to be paid to the Chair.

Times Higher Education World University Rankings or QS World University rankings	Prof In US\$	Associate Prof In US\$
1-20	7000	6500
21-50	6500	6000
51-100	6000	5500

100-200	5500	5000
201-300	5000	4500
301-500 onwards	4500	4000

8.5. Expectations from the Endowment Chair

- The Chair is expected to increase the overall visibility of the LPU, both nationally and internationally.
- The Chair would attract partnerships with the best institutions from abroad.
- The Chair is expected to pursue high quality research and produce high quality work in the respective area of expertise.
- The Chair is expected to develop and sustain a mentoring system for junior faculty members by providing advice and feedback on research and publication and help them to network.
- To carry out multiple research work in collaboration with LPU faculty members and present at least one strategic research project leading to successful grant from external funding agencies.
- Authoring scientific research papers, books/book chapter with LPU faculty members and research scholars
- Co-supervision to Masters and PhD students of LPU
- To participate in setting up of research infrastructure / knowledge parks / business incubators at LPU
- To participate in improving the curriculum and introducing new courses
- Offering workshops and seminars benefitting students and faculty members
- To participate in establishing and creating mutual educational programs, which lead LPU students to join the corresponding university.
- Offering faculty exchange programmes and at least one LPU faculty member should be benefitted every year.

8.6. Evaluation of Endowment Chair

- Every endowment Chair will submit half yearly reports.
- Every two years the Chair will be evaluated by a review committee at LPU chaired by the Vice Chancellor.
- The review committee of three members appointed by the Chancellor
- The review committee will decide the continuation or discontinuation of the Chair.
- The performance of the Chair will be presented to the Academic Council, LPU.

8.7. Travel and Hospitality:

All travel expenses (Economy airfare) and local hospitality shall be borne by the University for visiting chairs.

Chapter 9 Post-Doctoral Fellowship

9.1 Purpose

A foundation of the policy is to support the young talented researchers through extraordinary opportunity by offering funding for carrying out research at Lovely Professional University. This policy address young scholars to deepen their expertise, to acquire new skills, to work with additional resources and to make connections with others in their field. The Postdoc fellow will work under a faculty mentor of LPU, to enhance their professional skills to launch an independent career.

9.2 Objectives

- To provide LPU researchers and academic departments the opportunity to host postdoctoral fellows to strengthen their research.
- To strengthen globalization at Lovely Professional University and expand collaborative research networks internationally by hosting international Postdocs.
- To provide Lovely Professional University the opportunity to expand its research area incutting edge fields of current demand and to enhance its research productivity through high quality scientific publications and technology transfer.

9.3 Eligibility

- The applicant must have obtained Ph.D. degree from a recognized University. Those who have submitted their Ph.D. thesis and are awaiting award of the degree are also eligible to apply. However, such candidates, if selected, will be offered lower fellowship amount till they qualify the eligible degree.
- The upper age limit for the fellowship is 35 years at the time of the submission of application.

9.4 Nature and Duration of Support

- A Postdoc Fellow is an employee of the University and shall work under the direct supervision and mentorship of the Faculty Mentor.
- The fellowship is applicable for a maximum period of 2 years.
- The amount of Rs. 55,000 per month shall be given as fellowship and Rs. 35000 per month for those candidates who have submitted the thesis, but degree not awarded.
- Research Grant of Rs. 2,00,000 per annum shall be given to Postdoc to pursue research at Lovely Professional University.
- The fellowship amount for international applicants will be given as per the following Table.

World Ranking (QS and Times Higher Education)	Amount
Top 100	\$2000/month
Top 101-250	\$1750/month
Top 251-500	\$1500/month
All other International Research Fellows	\$1000/month

*Note: PhD degree will be considered for deciding fellowship amount based on QS and THE world university ranking

9.5 Selection Criteria

- The call for postdocs fellow will be notified through the university website www.lpu.in and through advertisement in newspaper.
- The applicant must submit a research proposal highlighting the objectives of the research work along with application form through university website.
- The shortlisting of candidates shall be done by an Expert Committee that will be nominated by the Division of Research and Development.
- The shortlisted applicants will be called for personal/online interview.
- Final selection will be done by higher authorities.

9.6 Facilities and Benefits

- The Postdoc will be provided with adequate working space, equipment or regular access to required equipment present within different schools, Central Instrumentation Facilities, basic administrative facilities, including IT network access, printing, internet use, an institutional email address, library facilities and access.
- Postdoc fellow's performance shall be evaluated after successful completion of fellowship based on research outcomes and based on that regular appointment as Research Faculty will be given to him/her which may further be converted to Research Intensive Faculty.

Important Points

- "Division for Research Development (DRD)" is the entity responsible for the administration of the postdoctoral research fellowships and ensuring that appointments, activities and terminations comply with the regulations of the University and that the terms of the policy
- Postdocs may or may not be involved in teaching and co-supervision of postgraduate students as per discretion of Faculty Mentor.
- A Faculty mentor shall not have more than two Postdoc fellows at any given time.
- The applicant can avail this fellowship only once in his/her entire career.

9.7 Termination of the Fellowship

- If any fellow wishes to terminate the fellowship, he/she shall submit the application through mentor to Division of Research and Development. The application shall further be submitted to Division of Human Resource.
- All the reports and data must be submitted to faculty mentor by the Postdoc Fellow.
- University and Faculty member holds exclusive right of publishing that data at any point of time.

Chapter 10

Research Intensive Faculty / Research Faculty / Teaching Faculty Recruitment, responsibilities and expected performance

10.1 Research Intensive faculty (RIF):

RIF are members of LPU faculty whose primary responsibility is to conduct research rather than instruction. Only PhD degree holders would be eligible for RIF. In addition, the following steps and criterion will be used for the selection and recruitment of RIF at LPU.

1. STEP 1 (Screening of applicants)

a) Criteria 1: (should fulfil any of the following two below mentioned requirements)

- a. At least 5 publications in Scopus/WoS indexed quality referred journals as a first author/corresponding author /supervisor of student thesis.
- b. Should have submitted two or more grant proposals for funding in last two years as a PI
- c. Have international exposure (either Ph.D. from an international university or Post Doctoral experience atleast one year at an overseas university of repute with significant number of refereed journal papers)

b) Criteria 2:

Faculty members who are having externally funded projects from DBT, DST etc as a PI and are running these research projects successfully at LPU.

2. STEP 2 (Selection)

Interview with a panel appointed by the Head, DRD constituting members from Internal and external experts

During the interview faculty will be asked to make a small presentation on the proposed research work and work plan for next 3 years. Work plan should include an outline of proposed accomplishments for every 3 months increments including establishing a new lab, number of Masters/PhD students to be recruited, number of research grants to be written for funding, number of research papers published, national/international to be attended, list of collaborators etc. Faculty should also come up with budgetary requirements to establish their independent research labs and idea for funding the labs.

The selected faculty for RIF/RF will sign a position responsibility statement.

10.1.1 Proposed benefits, exemption and relaxation to identified research intensive faculty:

- a. 50% subsidy on accommodation on the campus.
- b. Teaching load of one course of 3 credit hours.
- c. Lab space and independent office cabins will be provided
- d. Flexible office timing will be offered but faculty is expected to work for at least 8 hours per day in the University.

- e. All Examination duties will be exempted
- f. HRDC training (optional and not compulsory)
- g. Exemption from CDR activities and admission duties.
- h. Relaxation that RIF/RF are not appointed as CC or MCC coordinator and section Mentors. Relaxation from general faculty meetings
- i. University will give first priority for allocating masters and PhD students to research intensive faculty
- j. Generally, no administrative responsibility shall be given to research intensive faculty.

10.1.2 Expectations:

1. Research Intensive Faculty is expected to publish high quality research papers as first/Corresponding author.
2. Quality of publication:

Discipline	Quality of publication
Sciences	Cumulative expected impact factor* of 7.0 or Cumulative expected SJR of 2.0
Engineering and Computer Science	3 research papers with >1 Impact factor or >0.3 SJR
All others	Unpaid journals of highest quality indexed in Scopus/WoS

*Impact factor as per clarivate analytics journal citation report.

3. Faculty is expected to present atleast one paper in the National / International Conference indexed in Scopus/WoS. Travel grant as per URDI policy would be given.
4. RIF faculty are expected to write 3 or more grant proposals a year each with an average budget amount of about Rs. 25 to 50 lakhs and have about one grant proposal, funded annually, definitely by year 2.
5. Engineering and Science faculty are expected to file patent for new technological advances. Patent filing with complete specification will be considered in lieu of one publication equal to one Impact factor.
6. If technology transfer/licencing is successful, the revenue generated will be treated as an approved research grant.
7. Expected to guide Masters and PhD students.
8. RIF are expected to network with Industry, National/International research organizations/centers of excellence and overseas Universities for developing joint research projects and organize international conferences/visiting professorships.

10.1.3 Review of Performance:

There will be a quarterly review on the progress and performance of RIF faculty members and faculty should make themselves available for one-hour review meetings.

Parameters for evaluation – Number of Peer Reviewed Journal Publications, Quality of Peer Reviewed Journal Publications, Full Papers published in National/International Conference

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proceedings, IPR, Progress on research grant proposal submission, research grants proposals funded and collaborations made.

If quarterly review progress/performance is not satisfactory in two consecutive reviews meetings, a management plan for performance improvement will be developed for the faculty.

Parameters evaluation for	Max points	Points	Remarks
Category 1: Publications and IPR	40		
Publications		Writing - 2 Under review - 5 Accepted / Published - 10	If publication is made in the journal with expected Impact factor or SJR, each publication carries 10 points
Full paper publication in conferences		Accepted / Published -3	Publication in Scopus/WoS indexed conference proceedings carries 3 points
IPR filing		Provisional - 3 Complete - 10	
Tech transfer or licensing		15	
Category 2: Grants	40		
Grant Proposal submission		5	For every project (amount as per expectation)
Grants approved		25	For every project (amount as per expectation)
Category 3: Collaboration	15		
MOU		National (Govt. Research org.) - 5 International (Universities/Research organizations) - 10	For every MOU to be signed, prior approval should be taken
Joint Research work		Maximum 5 points	For joint research work with International Universities
Category 4: Others	5		
Any other research contribution not mentioned above		Maximum 5 points	For Editorial work, research news, events etc.

Budget:

Year	Research intensive faculty	Budget for research infrastructure (central and individual) *
Year 1	3% of total faculty strength	5 crores
Year 2	5% of total faculty strength	5 crores
Year 3	10% of total faculty strength	5 crores
Year 4	15% of total faculty strength	5 crores
Year 5	20% of total faculty strength	5 crores

*After Year 1, all RIF faculty will be recruited only by using external experts.

*for purchase of equipments and 10% may be used for consumables.

*this budget does not include furniture, salary and other incentives.

10.2 Research Faculty (RF):

Option given to faculty members for becoming Research Faculty within respective schools
Research Faculty members will have 50% Teaching (maximum 2 courses with 6-8 credit hours load) and 50% Research responsibilities.

10.2.1 Proposed benefits, exemption and relaxation to identified research faculty:

1. Teaching Load relaxation – 50% (maximum teaching load of two courses 6-8 credit hours)
2. Examination duty exemption. But question paper setting and evaluation duty of two courses will be part of the responsibility.
3. HRDC training is optional.
4. Exemption from admission duties
5. Relaxation that they are not appointed as CC or MCC coordinator. Relaxation from general faculty meetings.
6. Generally, no administrative responsibility shall be given to research faculty. (eg. Coordinators, HODs, HOS etc.)

10.2.2 Expectations:

1. Faculty is expected to publish high quality research papers as first/Corresponding author.
2. Quality of Publication

Discipline	Quality of publication
Sciences, Engineering and Computer Science	Cumulative expected impact factor* of 5.0 Or Cumulative expected SJR of 1.25
Engineering and Computer Science	2 research papers with >1 Impact factor or >0.3 SJR
All others	Unpaid journal indexed in Scopus/WoS

3. Research faculty are expected to write two or more grant proposals a year each with an average budget amount of about Rs 15 to 40 lakhs and have about one grant proposal; funded annually, definitely by year 2.
4. Guide MS and PhD students
5. Expected service for professional societies such as editorial boards.
6. Networking with industry/overseas universities for developing joint research projects.

10.2.3 Upgradation of RF to RIF:

Being a Research Faculty, if he/she shall fulfil the research expectations of RIF in a particular year, then they may be upgraded to RIF.

10.3 Teaching faculty (TF):

Faculty members in School may opt for 100% teaching.

Even if faculty member is opting for 100% teaching some minimum research outcome is expected as follows:

Category	Research Target
Faculty members in the rank of Professor or Associate Professor	Average of two papers in refereed journal per year in WoS/Scopus indexed journals
Faculty members in the rank of Assistant Professor	One conference full paper / Journal paper a year indexed in Scopus/Wos

Calculation for one research paper target:

If a paper has more than one LPU faculty member, then the target for paper will be divided equally among all the authors. For example, if a paper is written by 2 LPU faculty members, then each faculty target completion will be 0.5 each.

Note: Patent filing can be considered in lieu of 1 publication.

Terms and Conditions

- Any grant/incentive/award/leaves cannot be claimed as a right and acceptance or rejection of any such request shall be solely at the discretion of the University.
- All the achievements claimed for awards/bonus points/leave points/USCG/Conference grant or any other benefit mentioned in this document, should have affiliation of “Lovely Professional University”
- University reserves the right to exclude any journal indexed in WoS or Scopus for Benefits/grants/awards
- University reserves the right to exclude any publisher for publication of Books/Book Chapters for Benefits/grants/awards
- University reserves the right to modify or amend this Policy in whole or in part, at any time, and with/without notice.
- Where any doubt arises as to the interpretation of this policy, it shall be referred by the Division of Research and Development to higher authorities for a final decision.

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- One leave point is equal to one leave. The unavailed leave points and benefits mentioned in annexure 1.1 shall be carried forward to the next academic year only without any loss.
- All benefits will lapse if the faculty/staff leave the organization.
- All the benefits cannot be encashed.
- This policy supersedes all existing research awards, facilitation, incentives and all such research promotion policies.
- For papers being published through conferences in scopus/wos indexed journal, conference grant can be applied.
- For awards, no major or serious disciplinary case executed against faculty/staff in the academic year 2019-2020
- Wherever students are involved in the research work, authorship shall be given to the students also.
- In case any candidate is found guilty at any stage of any Mal practice or academic dishonesty or misconduct or plagiarism including self-plagiarism, copyright infringement also including but not limited to misuse of his / her authority or position, misrepresentation, suppression of facts etc. or contravention of the university policy, then any or all of the awards, benefits, entitlements etc already awarded to such candidate may be withdrawn.

Sd/-

(Registrar)