SAFI INSTITUTE OF ADVANCED STUDY
(AUTONOMOUS)

(Affiliated to the University of Calicut. Accredited by NAAC with A++)

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https://sias.edu.in/

Research Promotion Policy

Revised dtd 01-09-2023

Research Promotion Policy

Prologue

SAFI Institute of Advanced Study (SIAS) has been established with an aim to become a Centre of excellence in academics and research. To attain the same, the institution has developed research promotion council titled SIAS Directorate of Research (SIAS-DoR). It is the research and development wing of SIAS with the aim to endorse and to uplift the quality of education, research and innovation within the campus. The council undertakes various initiatives such us, conducting skill-based programme for students, building inter-departmental ventures within the college, taking up surveys, writing proposals to government and outside agencies for new projects, generate funds through sponsored projects etc. Council also focuses on social media campaigns and handles the Public Relation of the College. The vision of SIAS-DoR is to provide the skeleton for developing and implementing the research activities of SIAS on multidisciplinary interactive academic environment and to establish a socially useful and productive research culture.

Introduction

The research promotion policy of SIAS DoR has been intended to motivate the faculties and students to undertake quality research upholding high research ethics and to publish the findings in indexed journals. This policy contains the objectives, practice and guidelines to attain the same.

Governance

The governing body of SIAS DoR comprises a research advisory council which is headed by honorable Principal, the head of the institution. Principal will nominate a faculty among the eligible faculties as the research director and will go for final decision after the approval from college council. The research advisory council of SIAS DoR consists of Institution Head, Research Director, representatives of faculty members and student members from each department. All the faculties with PhD are members of SIAS DoR. Those departments who lacks a PhD holder can nominate the representative who is actively engaged in research by pursuing PhD or with a great enthusiasm towards research. All the student members in the research leader's development group (LDG) in SAFI leaders' academy are members of SIAS DoR. Those PG students who are having high research aptitude can be identified by the concerned HoDs or advisors and can be nominated towards student members of SIAS DoR.

Contact mail: siasdor@siasindia.org

Objectives of SIAS-DoR

1. Execution of quality research in a multidisciplinary array to promote sustainable development.
2. To conduct trainings/workshop/conferences in research methodology for students and teachers in their respective programs to develop the most appropriate methodology for their research.
3. To make them familiar with the art of using different research methods and techniques including statistical analysis.
4. To undertake surveys for the betterment of the institution and the society
5. To ensure quality publication in recognized journals and books.
6. To ensure high quality research with direct relevance to our country's needs, pertaining to both public and private sectors will be taken up.
7. To establish collaboration between Departments/ institutions/ centers and industry both in the public and private sectors at state and National level for resource mobilization.
8. To generate R & D funds through sponsored projects and consultancy services for further upgradation of libraries, computing facilities, laboratories and research facilities.

Guidelines

1. Guidelines for resource mobilization of research

a. All faculties are informed to apply for suitable major and minor research projects to the identified funding agencies as described in Annexure 1.
b. Faculties can also submit research proposals as co PIs, in collaboration with eligible institutions and industries.

2. Guidelines for conducting Seminars/conferences/trainings

Major Themes

1. All departments and concerned committees should conduct an invited talk on ethics of research and research methodology every academic year
2. All departments should conduct a hands-on training/workshop on appropriate Reference manager and statistical tools useful in research
3. All departments should aware the students about basic concepts of intellectual property rights (IPR) in the concerned discipline.
4. All departments should provide the final year UG and PG students programs or training on preparation and presentation of plagiarism free dissertations/projects.

Note please: Departments which intends to conduct a seminar/workshop/training in the above-mentioned themes should have both student and faculty convener and faculty convener should submit the proposal to Principal via Research Director through proper channel. The program convener should be responsible submitting the reports in the prescribed format (report format 1in Annexure, II)

3. Guidelines for Publication

The institution has an established publication division for quality publication. It also intends to enhance and support the creative academic and scientific writing among faculties and students.

Structure of SIAS Publication Division

Chairman- Principal

Convener-Research Director

Co Convener-Chief Librarian

The policies regarding different aspects of publication are as follows

Publication of proceedings on behalf of seminars and conferences

Faculties are directed to publish in proceedings with ISBN numbers. The publication division of SIAS research directorate will assist the faculties who are acting as the conveners of national or international conferences organized by SIAS or in association with any other institute/industry to get ISBN number by registering with Rajaram Mohan Roy ISBN agency, Govt.of India.

Publication of conference output with ISSN journals as special editions are also encouraged.

Publication as edited book/author.

Faculties or students who are intended to publish their work as edited book or book chapters can submit their proposals to the Chairman of publication division through convener. The proposal should contain the Title verso of the proposed book (in case of edited book) (Annexure III). The committee will analyze it and will do the needful to publish the same with SIAS publication division or in association with external publishers based on the proposal.

Publication Ethics

The articles intended to publish via SIAS publication division will be reviewed by external and internal reviewers and should not contain plagiarism. The authors can make use of plagiarism checking software 'Plagiarism Checker X' in the institution library and should submit the plagiarism checking report along with the article for review. Those articles which will not satisfy these conditions and originality of the article will be rejected.

Publication in journals

Faculties should publish quality research/review articles in indexed journals. Those faculties who are guiding PG/UG research projects in SIAS should publish the result output in recognized journals of concerned discipline.

4. **Monetary benefits provided by the institution**

   a. **Seed money for PhD.**

      SIAS has initiated the policy for providing monitory benefit for faculties who are not having PhD/eligible for PhD to pursue the same. The benefit will be in the form of seed money to start the admission procedures for PhD.

   b. **Seed money for Major/Minor Research**

      The institution provides an ecosystem for creation and transfer of knowledge. Eligible faculties can submit a research proposal for major/minor research project as per the conditions described as follows

      - Faculties should attain at least 3 years of experience in SIAS with UG/PG project/Dissertation guidance
      - Faculties should publish at least one first author paper in indexed journals
      - The proposal should contain the proposed financial requirements in various heads like chemicals, glass wares, project assistant, TA, outsourcing if any etc.
      - The PI should submit a valid self-declaration confirming his/her presence to complete the project

   c. **Financial support for oral/poster presentations or participations in Conferences/Seminars/Workshops/FDPs**

      As a part of faculty development policy of SIAS DoR, financial support in terms of fifty percentage of the total registration fee will be provided to faculties who are presenting a paper or poster in national or international conferences by the institution. Faculties should submit the self-attested copy of participation/presentation certificate along with proof of payment.

   d. **Financial support for Journal publication.**
      The institution will provide fifty percentage of total publication fee to publish in UGC care list 1 and II (Scopus/SCI/SSCI etc) indexed journals. The faculties can forward a letter for financial assistance along with proof of publication and payment done.

ANNEXURE 1
List of examples of Funding agencies for financial support

http://serb.gov.in/emr.php **SERB CORE RESEARCH GRANT**

http://serb.gov.in/emeq.php SERB **Empowerment and Equity Opportunities for Excellence in Science GRANT**

https://icssr.org/research-programme **ICSSR Research Programme**

https://icssr.org/research-projectsmajor-and-minor **ICSSR major and Minor Research Project**

https://romrp.ugc.ac.in/default.aspx **UGC Minor research programme for teachers**

https://mrp.ugc.ac.in/default.aspx **UGC Major research programme for teachers**

http://serb.gov.in/srgg.php **SERB Start-up Research Grant**

http://serb.gov.in/matrix.php **SERB research grant for Research in Mathematical sciences, Theoretical Sciences and Quantitative social science research**

https://www.education.gov.in/en/research_schemes **MHRD, Govt of India, Research schemes for higher education**

Annexure II

Report format of seminars/conferences/workshops/trainings

- The report should contain the title of the programme, Brochure, Programme agenda, detailed report of programme with outcome of programme, its impact on students/participants, geotagged photos of programme, signed attendance sheet from the participants/registration form (hardcopy if its an offline programme, excel sheet with details of participants if it is an online programme) and a short CV of the resource person.

- The permission letter from the head of the institution should also be attached with the reports.

- The name of the convener, other faculties who attended or coordinated the event should be present.

- If it is an online programme, the report should specify the platform (Gmeet/Zoom/Webex etc) and also should provide the link of the programme.

- If the programme has been recorded or published via YouTube, the link for the same should be provided. A feedback form of the participants and the appreciation certificate to the resource person should be attached

- The report should be concluded with the signature and details of the person who preparing the reports.

Annexure III

Format of Title verso for Proceedings/Book publication

Bio-Inventiyon'20-Two-day International Web Conference on Recent Advances in Biosciences. 5th and 6th November 2020

Chief Editors:
Dr. Asha B
Dr. Shabanamol S
Associate Editors
Ms. Sherin
Ms. Edna

Disclaimer: The authors of the papers are responsible for the technical content of their respective papers. The editor or the publisher is not responsible for it.

a. Publication allowance: -

As an appreciation towards publication by SAFI Faculties, it has been decided to provide the following amounts to the teachers in different criteria.

SI No:	Publication Type	Amount (INR)
1	SCOPUS/WoS Journal articles	6000/-
2	UGC CARE List Journal articles	5000/-
3	ISSN Peer reviewed Journal articles	2000/-
4	Patents	5000/-
5	ISBN Books/Book Chapters	2000/-
6	ISBN/ISSN proceedings	2000/-
7	ISBN of SAFI Publication Division	1000/-
8	ISSN/ISBN publication of Students	1000/-

Note to SI No: 8 in Item a-
- The publication appreciation for students, only single author publication (one student +/ faculty co-author) will be eligible for 1000/- author
- For publications containing more than one student (more than one student author/multiple student authors), the appreciation money 1000/- will be per group.

b. Support in Membership registration in Professional Bodies

Towards the purpose of membership fee registration in professional bodies, college will allocate 50% of membership fee or maximum of 3500/- whichever is less.

c. Financial Assistance for Research

I. For Doctoral Research
An amount of Rs 5000/- will be provided to faculties who have registered for PhD in a recognized university upon the following conditions
1. Submit the communication for registration
2. Submit Course work completion certificate

II. Private Research Grant (Major/Minor)
Applications are invited from the eligible faculties of SAFI Institute of Advanced Study to conduct Major/Minor research.

- Faculties are requested to submit the application in the prescribed format.
- Maximum of 3 lakhs and a minimum of 85,000/- will be the research grant.
- PIs should submit a yearly progression report and an audited expenditure statement report.
- The time limit for Minor research project is 3-6 months
- The time limit of Major research project is 1-2 years

d. BEST UG/PG projects

An appreciation cash award for UG and PG projects from Science, Arts and Humanities disciplines has been decided to execute from the academic year 2023-24

Prize money for BEST UG project (Group)- 3000 INR

Prize money for BEST PG Project (Single)- 2000 INR

-All the items mentioned in the addendum to the item number 4 will be effective from 01-06-2023-

NB: All the communications regarding financial assistance related to research and publication should be addressed to Hon. Principal and forwarded by Director of Research.