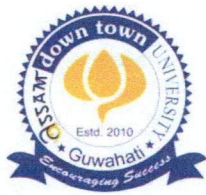


Research Policy

Assam down town University
Panikhaiti, Guwahati,
Assam-781026



Directorate of Research Assam down town University

Gandhinagar, Panikhaiti, Guwahati- 781026

(Permission Granted Via The ASSAM ACT. NO. VIII OF 2010, Gazette No. LGL9/2010/11)

| S.No. | POLICY PARTICULARS | |
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| 6. | Contact | Executive Directorate of Research |
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1. Introduction

Assam down town University's vision is committed to developing world-class research and academic programs in order to compete in the global market. Its research policy provides the necessary information about the University's various programs and initiatives. As an institution, the University aims to provide quality education and training so that students can develop their potential and contribute to society at large. As a leading university, we believe that through our studies, discoveries, and achievements, we can contribute to the development of India's Vision 2030.

1.1. Scope/ Applicability of the Policy

This document on Assam down town University (AdtU) Research Policy Guidelines will be applicable to all AdtU faculty, staff and students involved in any form of research activity.

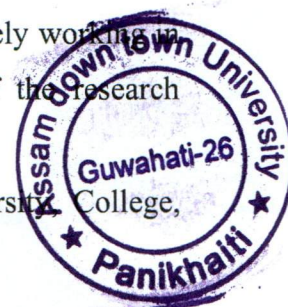
1.2. Policy Statement

The aim of AdtU is to contribute to make India a knowledge giant through education, research and innovation. To achieve this, it is of utmost importance to invest time, efforts and resources for cutting edge research in all Faculties of studies in a clear and responsible manner with ethical concerns for advancement of knowledge and development of novel processes, technologies and products. It is of importance to ensure that the outcomes of such research are aptly disseminated to reach the widest possible audience at both national and international levels. This policy includes a set of guidelines for conduction of research activities at all levels and is applicable to all full-time, part-time as well as contractual employees of the University and all students, whether full-time or part-time, of the University who may be involved in any form of research activity.

1.3. Definitions

1.3.1. "Administering Office" refers to the academic division, department, or unit in charge of complying with all University Policies and Acts and appropriately working in favor of the Principal Investigator (PI) for proper implementation of the research projects and programmes.

1.3.2. "Administrative Staff" refers to the employees workers of University and Department workers who are not teaching staff.



1.3.3. "Author" refers to any member of the University's Teaching or Administrative Staff, as well as any ADTU student or visitor who has written or developed a work.

1.3.4. The terms "commercialize" and "commercialization" refer to making a Work available for profit outside of the University, but do not cover the production or distribution of traditional texts by a recognized university or other academic press.

1.3.5. "Computer Software" refers to any set of instructions or statements, stated, fixed, embodied, or stored in any way, that are intended to be utilized directly or indirectly in a computer to achieve a certain result.

1.3.6. "Copyright" exists in works referred to in Section 13 of the 1957 Copyright Act. Copyright refers to the exclusive rights to perform or authorize the performance of any of the acts listed in Section 14 of the Copyright Act of 1957 in relation to a work.

1.3.7. "Direct Costs" refers to project costs that may be simply and precisely defined as such. Salary, pay, and benefits for research people, materials and supplies, travel, equipment, and space leasing are just a few examples.

1.3.8. "Indirect Costs" refers to project costs that cannot be clearly attributed to it; they are typically incurred for numerous projects, multiple researchers, or multiple University functions. Building depreciation, equipment depreciation, physical plant and maintenance (including utilities, hazardous waste disposal, and security), insurance, financial administration (including purchasing and accounting), and libraries are just a few examples.

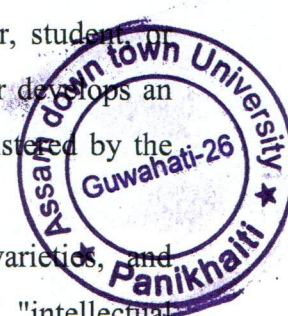
1.3.9. "Instructional Software" refers to computer software created for educational purposes that contains technology-enabled learning products in electronic format and allows for user interaction or makes use of multimedia products, or both.

1.3.10. An "invention" is a novel product or technique that involves a creative step and can be used in industry, whether it is patentable.

1.3.11. An "inventive step" is a feature of an invention that includes a technological advance above existing knowledge, has economic significance, or both, and is not obvious to a person versed in the art.

1.3.12. "Inventor" or "Inventors" means any person, including any member of the academic staff, librarian, administrative staff, postdoctoral fellow, visitor, student, or person holding an academic appointment at the University, who makes or develops an Invention using, in any way, University facilities, funds, or funds administered by the University.

1.3.13. Patents, copyright, trademarks, trade secrets, designs, plant varieties, and semiconductor integrated circuits layout design are all examples of "intellectual



property."

1.3.14. "Moral Rights" refers to all the Author's rights under the Copyright Act of 1957 and applicable law to claim authorship and safeguard the integrity of a Work.

1.3.15. "Net Revenue" refers to the royalties, licensing fees, and other income or equivalent financial return received from the commercialization of a work created with significant University resources, minus legal and other fees incurred directly in the process of establishing and maintaining legal protection of those rights.

1.3.16. "Principal Investigator" refers to the person in charge of a Research project and the research project's intellectual direction.

1.3.17. "Research Agreement" refers to any agreement entered or proposed to be entered into by the University in relation to research, including any sponsored research agreement (if any) and any agreement to provide or receive materials, information, or data, or any other tools to facilitate research.

1.3.18. "Research" refers to investigation or experimentation aimed at the discovery or interpretation of knowledge, systematic collection or revision of knowledge considering new facts or theories, the development and application of methodologies to increase knowledge, and the practical application of knowledge to specific problems or circumstances, as defined in any guidelines issued pursuant to the Policy.

1.3.19. "Sponsored Research" refers to research that has been done or is planned to be done with financial and/or other (e.g., in-kind) support, whether through a competition, a call for proposals, or any other agreement.

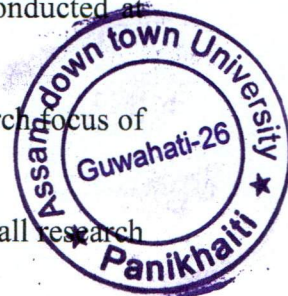
1.3.20. "Substantial Use of University Resources" refers to the University's extraordinary provision of resources, which may include, but is not limited to, release time from regularly assigned duties where the primary purpose is the creation of a Work; direct discretionary investment by the University of funds or staff, or the purchase of special equipment for the creation of a Work; extraordinary use of multimedia production personnel and facilities; and extraordinary exploitation of university resources. It would not generally involve the payment of a basic salary or the payment of administrative overhead expenditures.



1.4. Objectives of the Policy

AdtU also encourages its faculty and staff to involve in research activities through their primary commitment to engaging in teaching, research, industry connect, and other support activities that are consonant with the values of the University. In addition, to advance AdtU research and collaboration, it is apt and often desirable for faculty members to participate in both government-funded and private activities beyond AdtU campus by engaging in academic and professional activities including public service and consultancy that may ultimately benefit AdtU in fact, all AdtU faculty members are expected to undertake research activities in addition to their teaching and administrative responsibilities. All research activities should be undertaken in compliance of the University Research policies. AdtU's research objectives are given as follows:

- 1.4.1. Establish research as an integral part of the University's activities;
- 1.4.2. Retain and improve the quality of research undertaken;
- 1.4.3. Bring in maximum possible funding support for research from external sources;
- 1.4.4. Create transparent, effective, and efficient systems for maximizing research outputs;
- 1.4.5. Integrate research activities undertaken by the undergraduate, post-graduate and doctoral students with the research focus of the University in alignment with the national thrust areas; Create, maintain and enhance infrastructure to enable conduct of state-of-the-art research;
- 1.4.6. Provide a framework for conduct of research in a transparent, socially responsible and ethical manner;
- 1.4.7. Ensure a facilitating environment for conduct of high-quality original research by all individuals affiliated with the University and provide continued and effective support for pursuit of research activities;
- 1.4.8. Translate new knowledge, innovations, technologies and tools emerging out of research conducted at Amity into products and processes for commercialization or for societal benefit;
- 1.4.9. Protect Intellectual Property (IP) generated as a result of research conducted at Amity;
- 1.4.10. Integrate research activities undertaken by the students with the research focus of the University;
- 1.4.11. Create a rational, transparent and efficient system for management of all research processes;



1.4.12. Encourage and facilitate research collaborations within different Institutes of the University along with reputed Institutes, Universities and Research Organizations both in India and abroad;

1.4.13. Ensure effective dissemination of research activities and achievements of the University both internally and externally; and

14.14. Enhance the research profile of the University by effective dissemination of research activities and achievements of the University at all levels to maximize the impact and recognition of research done at AdtU at national and international levels.

1.5. Research Management

The overall research at AdtU is managed by the Directorate of Research (DoR) of AdtU. The university has a well laid down monitoring of the implementation of research works through 10 units of DoR viz. Research Projects, Publication, Website, Memorandum of Understanding, Lecture Series, Technology Transfer, Patent, Research Quality Assurance, Consultancy, and Administration, to execute the research activities effectively, which are headed by the officers and scientist. The organogram of DoR is mentioned below.

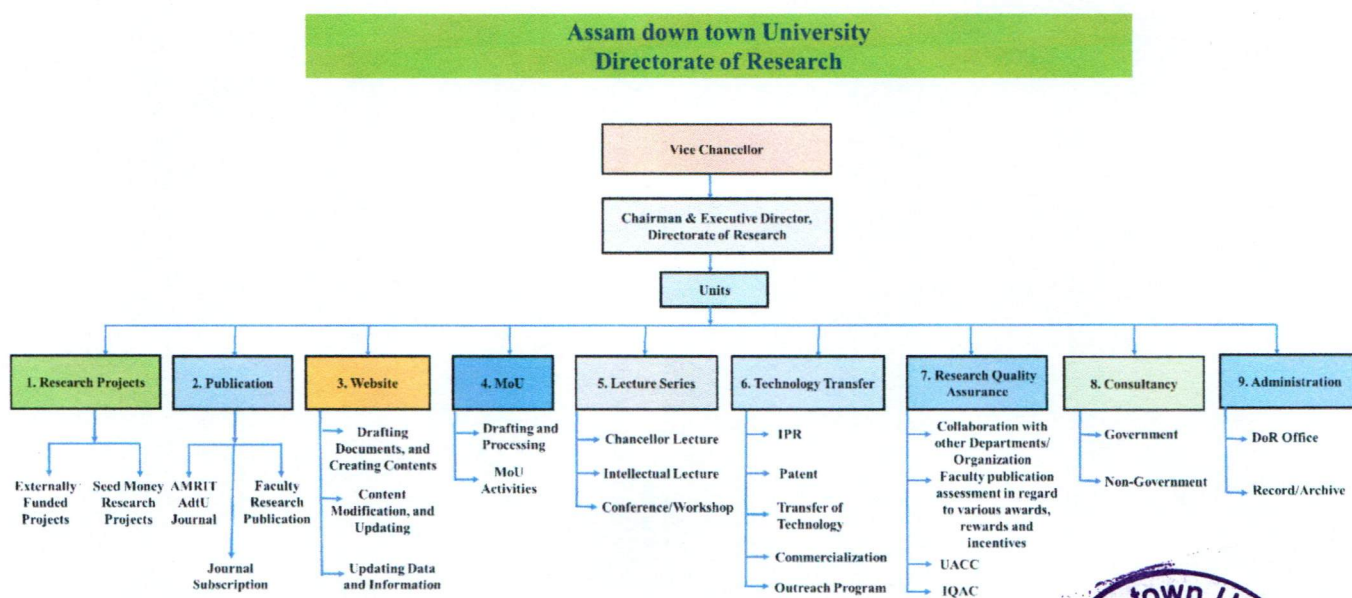


Figure 1. Organogram of Research Establishment



1.5.1. The Research Committee constitution:

- (i) Research Advisory Committee (BOR NOTIFY, IAAC noti)
- (ii) University Research Council
- (iii) University Internal Research Review Committee/Institutional Research Review Committee
- (iv) University External Research Review Committee
- (v) Board of Research (RAC notification)

Functions of various Research committees: (Date of notification for research)

- Research Advisory Committee will advice/suggest on thrust areas and disciplines for introducing research programmes and related activities for future development in research. This committee will also suggest on the infrastructural development related to Research and Innovation.
- Faculty Research Committee will look after the ongoing PhD activities in the concerned Faculty of Study as per the mandate laid down in AdtU PhD Regulation.
- University Internal Research Review Committee looks after the Seed Money Grant and other internal research activities.
- University External Research Review Committee looks after the ongoing extramural research activities of the university.

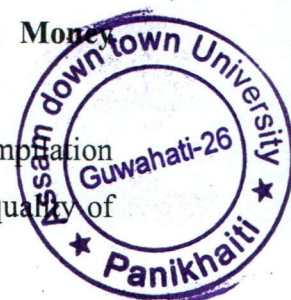
2. Research Promotion

2.1. Introduction

Research culture is promoted by improving its quality. Research culture will have a full impact on the University. When the frontiers/emerging areas are identified and Faculty members are encouraged by the necessary recognition, motivation, and promotional attitude of the Chancellor of University.

The following initiatives and resources would result in the promotion of research:

- Funding to promote the Research culture. A dedicated fund 'Seed Money Grant' is provided to encourage research.
- Courses in Research methodology, Information retrieval, Compilation of Reports, Compilation of Articles, IPR etc., in order to improve the quality of research outputs.
- Promotion and advocacy related to Research e.g. Recognition and Rewarding of



Research outputs, encouragement to attend Conferences/Symposia, as well as visits to Research Organizations

- Wherever possible the Faculty member may be given limited relaxation in teaching, invigilation duties and administration obligations for the duration of a Research Project.
- Involvement of Faculty members and students with expertise in the same domain area of research.
- Faculty development programmes for providing faculty with opportunities for the acquisition of new research skills.
- Expanding the library's resources in terms of subscription to online journals, research reports, relevant books & literature on research.
- Training of Faculty members/staff, Project Mentors/Promoters/Supervisors to ensure quality output of research carried out by students.
- Sabbatical leave for Research purposes.
- Joint/Collaborative Research projects with other Institutions and Industries.
- Maintaining research related databases.

3. Research Support

3.1. Incentive for Publishing Papers in Peer Reviewed Reputed Journals

The incentive is provided as per the University's guidelines to motivate faculty/research scholars to encourage publication in reputed journals.

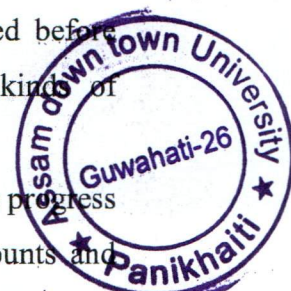
3.2. Faculty Award /Recognition in Research/Innovation

Awards and recognition based on outstanding contributions to both research and innovation are provided to faculty members annually. AdtU also provides rewards to those who have received awards or recognition for research and innovation from national and international bodies.

3.3. Funded Research Projects

The University has identified a list of funding agencies. The faculty can submit Major Research Project proposals to these agencies. These proposals are scrutinized before submitting the same to a funding agency. The University provides all kind of infrastructure facilities available for conducting a Major Research Project.

The University plans to evolve a mechanism through which it shall monitor the progress of Major Research Projects funded by an external agency, maintain its accounts and submit the utilizing certificate in time to the funding agency as per the requirement of



the funding agency.

The University shall provide funding on its own to certain important Major Research Projects where the funding from the outside agency is not possible. It shall reserve an appropriate budget for this purpose.

3.4. Seed Money For Research Projects

To promote work on prospective ideas of major Research Projects University would provide funding as seed money to faculty members

- A grant of seed money given to the full-time Faculty Members of ADTU, where the project proposal has potential to get the major grant from any of the government funding agencies or from Industries as a sponsored project.
- The call for Research Proposals would be made by Directorate of Research.
- All proposals received through proper channels would be evaluated for their quality by the Internal Research Review Committee.
- The grantee shall submit the final Report on the Research Project along with settlement of account as per University norms.
- It is mandatory to disseminate the outcome of Research in terms of paper publications (minimum 1 Journal publication)/ one patent/one copyright).

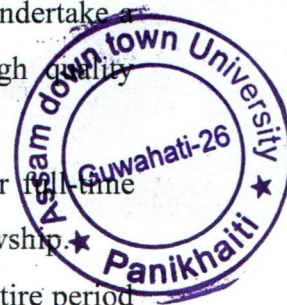
3.4. Financial Support for Intellectual Property Rights

Under the aegis of the University, a policy is also formulated to extend financial support for filing patent and copyright/ invention and others respectively as per the SOP and it may vary time to time.

3.5 Institutional Research Fellowship

The institute provides Fellowships in the form of JRF and SRF to deserving eligible full-time PhD scholars. The scheme is applicable for the candidates who pursue their research leading to a Ph.D. degree in different disciplines. The main objective of the Fellowship scheme is to provide an opportunity for full-time eligible Ph.D. scholars to undertake a study to contribute towards the R & D program of the university through quality research in selected areas.

- The PhD scholars should not be engaged in any part-time or full-time employment of any nature during the entire tenure of the Fellowship.
- The candidate must be full time at the University during the entire period of the fellowship.

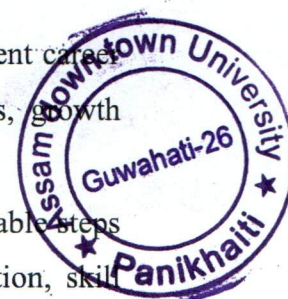


- Candidates with UGC-NET, NET-JRF or having good publications in JCR impact factor journals will be preferred for admission as full-time scholars.
- The age limit of the full-time PhD scholars at the time of admission shall not exceed 30 or 35 (with relaxation of age limit for woman scholars/SC/ST candidates for 5 years) years for General and SC/ST candidates, respectively.
- The candidates must be present full-time at the University the entire period of the fellowship.
- These PhD scholars availing the JRF/SRF should not be receiving any scholarship/Fellowship by whatever name is called from any other source.

3.6 Career Advancement

The vision of career advancement is to empower students with the knowledge, skills, and opportunities for successful and fulfilling careers, contributing positively to society and the global economy. In that respect, it assists students in exploring and pursuing opportunities for higher education, both domestically and internationally.

- A general counseling assessment is conducted to understand students' strengths, interests, personality traits, and career aspirations. This initial step helps in identifying potential career paths that align with their profiles.
- An assessment is conducted for students who are nominated by the Deans to conduct 1 to 1 Career Counselling Session. Based on the assessment, clear career goals are established in collaboration with the students. This step involves discussing short-term and long-term career objectives and outlining steps to achieve them.
- The University provide information on various career options, industries, and emerging fields. Students are exposed to diverse opportunities through seminars, workshops, and interactions with industry experts.
- The counselor assists students in evaluating the pros and cons of different career paths and making informed decisions. Factors such as job prospects, growth opportunities, and personal interests are considered during this phase.
- A personalized career development plan is formulated, outlining actionable steps toward achieving career goals. This plan may include further education, skill development, networking strategies, and gaining relevant experience through



internships.

- Continuous support is provided throughout the career development process. Counselors offer guidance on resume writing, interview preparation, and networking. Follow-up sessions help students stay on track and adapt their plans as needed.
- Periodic evaluation helps assess progress toward career goals and make necessary adjustments. Feedback from internships or job applications is used to refine career strategies and enhance employability.

