
STANDARD OPERATING PROCEDURE (SOP)
ON
RESEARCH, INNOVATIONS AND EXTENSION

CONTENTS

PREAMBLE	
RESEARCH, INNOVATIONS AND EXTENSION	
I.	Introduction
II.	Purpose
III.	Establishment of Research Advisory Committee
IV.	Policy regarding Research Activities <ul style="list-style-type: none">• Research Grants• Research Guides• Research Centre
V.	Creation of Innovative Ecosystem
VI.	Conduction of Workshops/Conference/Seminars on research related topics
VII.	Impetus to Research Publications And Awards <ul style="list-style-type: none">• Publication in Journals (International and National)• Publication in conferences (International and National)• Publication of books• Filing of patents and permission
VIII.	Collaborative Activities in the Institute <ul style="list-style-type: none">• Linkages• MoUs
IX.	Extension Activities in the Institute
	<ul style="list-style-type: none">• Establishment of Committees• Departmental Extension Activities• Individual Extension Activities

PREAMBLE

RESEARCH, INNOVATIONS AND EXTENSION

I. Introduction

The Institute will strive hard to develop a research culture in the institute. To achieve the motto and develop a sense of social responsibility, Institute will systematize the activities and will motivate the staff and students to actively participate in the social extension activities. The Institute will take due efforts to develop collaborations with institutions and organizations around.

II. Purpose

To motivate the staff members to apply for government and non-government grants including private agencies to help them enrich their personal research profile and in turn of the institute profile.

To create an ecosystem for innovation, initiatives for the creation and transfer of knowledge by conduction of activities like workshops/ conference, discussion with experts on the related topics.

Motivate the staff to publish their research in- journals (Inter-national and National), in conferences- organized by the Institute and other Institutes, in UGC care journals, in Scopus journals, and to publish books- reference and text books at national and international level.

Motivate staff members to file their research work for patents and acquire the same.

Expand the research work by collaborating with other institutions either through linkages or MoUs.

To help the stakeholders develop a feeling of social wellbeing by motivating them to participate in the extension activities organized by the Institute.

III. Establishment of Research Advisory Committee

The IQAC will establish the research advisory committee to inculcate and enhance the research culture in the institute. The research advisory will compose of the external experts and in house experts in the institute. The institute will also appoint an Academic Research Coordinator to act as an in-charge and coordinate research activities.

The functions of the committee:

- Conduct workshops/ conference/ seminars on Intellectual Property Rights.
- To apply for various funding agencies to establish research facilities in the institute.
- To conduct activities in the institute related to entrepreneurship skills and start-up.
- To participate in the activities initiated by the affiliating university.

Committee is submitting Action Taken Report to IQAC every year.

IV. Policy Regarding Research Activities

The institute will motivate the staff to undertake research activities at varied level and will also provide resource mobilization sources to the staff.

➤ Research Grants

The Research Advisory committee will motivate the staff to apply for grants announced by government and non-government agencies. The committee will provide information regarding announcements of grants by UGC for research purposes like major research projects, minor research projects and motivate the staff to apply for the same.

The affiliating university provides grants to conduct minor research projects. institute will motivate the staff to apply for the same.

For research grants, institute will provide the following facilities:

1. Duty leave or facility of half day leave to the teachers conducting research.
2. Quick reimbursement of research funds to the concerned teachers.
3. Facility of auditing of the funds to the staff before submission.
4. Infrastructural facilities like access to books and reference books, digital library, laboratory instruments and lab materials, computer and computer related software's and any other help required by the staff.
5. The institute will help the staff if they need the access to central university facilities like laboratory, library etc.
6. Any other facility required by staff to initiate or complete the research activity.

➤ **Research Guides**

The Institute will motivate the staff and create a research-oriented atmosphere so that maximum staff members register for their doctorate degree.

The staff will be motivated to apply for research guide ship.

➤ **Research Center**

One of the aims of the institute is to plan for establishment of research centers. The institute will motivate the staff to complete all the compliances to establish research center/s in the institute.

V. Conduction of Workshops/Conference/Seminars on research related topics

The institute will conduct Workshops/ Conferences/ Seminars on research related topics like

- Research Methodology
- Industry academia relations
- Innovations and innovative practices
- Entrepreneurship
- Start-up industries and facilities for start-up

The workshops will be conducted at International/ National/ institute level.

The IQAC will plan the seminars and conferences related to the topics and will organize them either independently or in collaboration with the departments.

VI. Impetus to Research Publications and Awards

The Institute will focus on creation of a research culture among the staff and students. For this, the research advisory committee will meet at-least twice a year and plan for the same.

Increasing the contribution of the teachers in research publications will be one of the important aims of the research committee.

The teachers will be provided with all the facilities like laboratory, library, duty leave etc. for the same.

The teachers who will be publishing their research in renowned journal like SCOPUS indexed journals/ web of science and other international indexed journals will be recognized by the institute. Teachers will be motivated to follow the ethics in publishing research paper and books.

The teachers will also be motivated to publish their research work in journals recognized by the UGC. The teachers will be provided with the due information regarding the same.

The teachers will be motivated to participate in international conferences organized by the institutions and organizations outside the country and within the country.

The Institute will recognize the teachers' getting awards and recognition during the presentation of their research work.

The teachers and students will be motivated to file their research work for publishing patents and or copy rights. The Institute will provide all the infrastructural and other support to the teachers.

VII. Collaborative Activities in the Institute

The research committee and IQAC will monitor the collaborations of the Institute with external agencies and Institutions. The collaborations will be for the following purposes:

- For conducting value added courses, Institute will collaborate with specialized institutions in the vicinity.
- For conducting activities like faculty exchange programs, internship, on the job training, research etc., institute will collaborate with various agencies.
- For conducting extension activities, Institute will collaborate with private societies, non-government organizations, clubs.
- For benefit of the students in co-curricular activities or academic or research activities, Institute will plan for the linkages.

The Institute will plan these collaborative activities in such a way that regular academic or support schedule of the institute is not hampered. Multiple MoUs can be made with such agencies.
