

RESEARCH & DEVELOPMENT CELL (RDC) POLICY

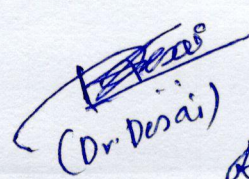
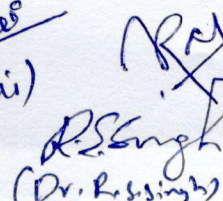
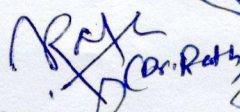
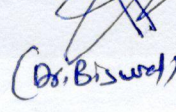
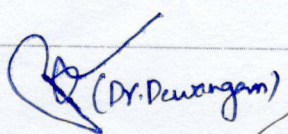
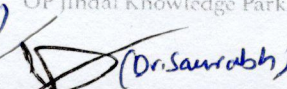
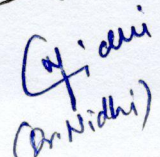
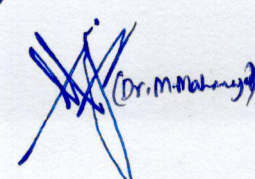
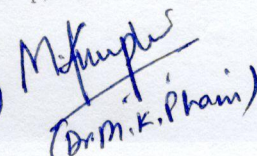
Name of the Document	Research & Development Cell (RDC) Policy
Prepared by	Director, Research and Development Cell (RDC)
Applicable for	All in-house members
Prepared on	04-02-2025
Version number	1.0
Reviewed by	RDC members
Approved by	Vice Chancellor, OPJU
Applicable from	08-02-2025
Review Frequency	01 year

Preamble: The Research and Development Cell (RDC) has been established at OP Jindal University (OPJU), Raigarh to nurture research culture into challenging areas of Engineering, Technology, Science, Humanities and Management, including multidisciplinary fields. The RDC is designed to increase the impact and prominence of scholarly research throughout the university. Under the auspices of the Research Advisory Council (RAC), the RDC will promote advancement, leadership and excellence in the pursuit of all areas of research, innovation and consultancy, university-wide. The core of the RDC are a group of OPJU faculty experts who are both accomplished and committed to promoting a culture of research excellence at OPJU.

Vision: To create a sustainable research ecosystem by which one can innovate and exhibit best-in-class research among the institutions globally.

Mission:

- ✓ Ensure training of faculty in cutting edge technologies
- ✓ Increase quality publications by creating a enriched research ambience in the university
- ✓ Promote advancement, leadership and excellence in the pursuit of all areas of research, university-wide
- ✓ To be top in the National Institutional Research Framework (NIRF) and make OPJU globally visible
- ✓ To promote innovation mind-set and encourage new technology developments
- ✓ To enrich the research facilities in the university and be a platform to enrich research in Central India

 (Dr. Desai)
  (Dr. R. Singh)
  (Dr. B. Singh)
  (Dr. Jain)
  (Dr. P. Singh)
  (Dr. Saurabh)
  (Dr. Nidhi)
  (Dr. M. Singh)
  (Dr. K. Phain)

- ✓ To align towards the goals of NEP 2020 and ensure best-in-class research

Objectives:

1. Promote a culture of research and scholarship amongst the faculty
2. Become a central repository of all research related activities
3. Vet and approve all research related activities
4. Ensure quality research and innovation in the university by educating the faculty/staff/students on a regular basis.

Constitution of RDC team:

Director:	Dr M. Kalyan Phani
Member:	Dr Nidhi Khobragade, SOE
Member:	Dr Sandeep Biswal, SOE
Member:	Dr Mukesh Desai, SOE
Member:	Dr Mahashakthi Mahamaya, SOE
Member:	Dr. Deepayan Priyadarshi, OPJUIC
Member:	Dr Bhupesh Dewangan, SOE
Member:	Dr. Amit Jain, SOE
Member:	Dr R.S. Singh, SOS
Member:	Dr J.P. Rath, SOM
Member:	Dr. Saurabh Gupta, SOM

Roles and Responsibilities of the RDC:

1. Create and report on all research activities on a periodic basis.
2. Make the research activities visible on the website and other appropriate forums.
3. Create and manage an annual faculty research budget and get it approved for each academic year.
4. The research committee will use its annual research fund to decide on merit which proposals to fund.
5. Put in place a process to approve and fund faculty participation in conferences.

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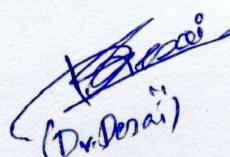
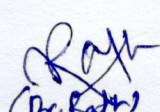
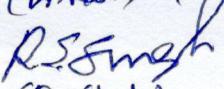
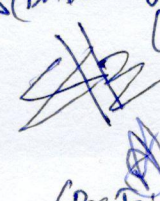
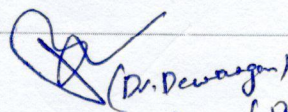
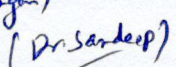
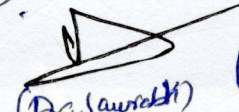
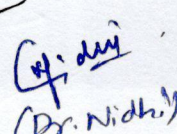
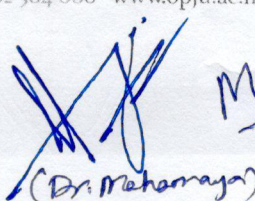
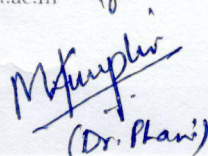
(Dr. Saurabh)

6. Create and monitor an incentive scheme for promoting research publications / patents.
7. Create a process to encourage and reward faculty engaged in research grants.
8. Formulate the rules for qualifying for the approval of grants / awards and seek the approval of the Vice Chancellor.
9. Ensure the enrichment and monitoring of the research facilities in the university

Rules and Regulations:

A: Attendance of Faculty Members/Full time Research Scholars at Conferences, Seminars, Scientific Meetings and Workshops

1. Financial support to attend a conference, seminar, scientific meeting and workshop is only provided to the permanent Professor, Associate Professor and Assistant Professor.
2. The topic of the conference, seminar, meeting or scientific workshop should be related to the applicant's discipline or duties.
3. The applicant should have spent at least one year or more in OPJU. During the probation period the faculty will be eligible for the incentives for publication and patents only with OPJU affiliations.
4. Participation should be in the name of the OP Jindal University and the article should be a peer reviewed article, and the event should be organized by a renowned organization.
5. The applicant should not be a passive participant and should have one of the following activities:
 - a) Presentation of a paper
 - b) Full length paper publication in a peer reviewed SCI/SCOPUS Indexed journal.
 - c) There should be clear evidences that the paper has been selected for presentation.
6. The topics of the conference, seminar, scientific meeting or workshop should be clear and focused and related to the interest of the university. Applicants should start making appropriate travel arrangements while awaiting approval of the request.
7. All the applications related to guest lectures or Invited talks or special invitees by the faculty/employees at other universities/organizations should be routed through RDC and final approval will be given by the Vice Chancellor. The details of the financial

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 (Dr. Singh)
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 (Dr. Sandeep)
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 (Dr. Nidhi)
 (Dr. Mahamaya)
 (Dr. Khan)

- support by the other university/Industry and certificate of appreciation/attendance or related documents along with Invitation letters should be submitted to RDC.
8. Application for national participation should be submitted one month prior to the event, similarly for foreign events, the applications should be submitted two months prior to the date of the event.
 9. After attending the event, a faculty member should submit a detailed scientific report and deliver pedagogy to the Department/RDC to share the experience. The documents related to his/her deputation shall be submitted through HOD/DEAN to the HR department for updating the same into personal file.
 10. The RDC may recommend one or more of the following to a faculty:
 - a) The actual registration charges for national and international events the reimbursement would be as per actual (ceiling to **Rs. 15,000/-**).
 - b) The travel expenses for international event as per actual upto **Rs. 30,000/-**.
 - c) The travel expenses for national event as per actual upto **Rs. 15,000/-**.
 11. The deputation is restricted during the period of examinations and summer duties of the universities. Candidate will be given On Duty/Special Leave.
 12. Each faculty can apply for academic events to an extent of maximum allotted amount of registration/travel (either national or international) annually.

B: Incentives for outstanding research articles, projects, research proposals, memberships, awards/recognitions and patents.

i. Publications in Peer Reviewed National and International Journals/Book Chapter/Conference Proceedings:

1. The University will award a maximum amount **Rs.10,000/-** per publication in any SCI/SSCI/ESCI/ABDC/ABS Indexed Peer reviewed International journals.
2. The University will award a maximum amount **Rs.7,500/-** per publication in the SCOPUS Indexed Peer reviewed National and International journals. A maximum of **5 articles** per faculty will be considered for incentives.

3. The University will award a maximum amount **Rs.4,000/-** per publication as book chapter in reputed publishers. A maximum of **5 articles** per faculty will be considered for incentives. All the papers should have the OPJU affiliation.
4. If more than one author involved in the publication from the university, the amount will be shared among them.
5. The corresponding author/main author of the publication would be eligible to get **60%** of the incentive amount and the remaining **40%** will be divided equally among the co-authors.

ii. Book / Edited Volume Publication:

RDC encourages its faculty to publish books/edited volumes with prestigious publishers. For reputed international book publishers and amount of **Rs. 25000/-** will be provided as an incentive. For reputed National publishers an incentive amount of **Rs. 10000/-** will be provided. The RDC team will evaluate the publisher and will send the recommendation to the Vice Chancellor for his approval. The incentive amount to the book author will be divided by the number of authors (internal or external) in the book. OPJU affiliation in the book is compulsory.

iii. Patent support:

For National or International Patents, the university will provide a maximum of **Rs. 25,000/-** after receiving the grant. The patentee should compulsorily communicate the patent filing with the RDC team by sending an email and also should communicate the step-by-step progress of the prosecution. Those patents which are not communicated timely to RDC team through email will not be accepted for incentive. Those patents which have more than 6 patentees from other organizations will be discouraged for any kind of financial support. **The patentee should communicate the payment transaction made during the patent filing/publication/granting process with the RDC team to claim the incentive amount. Any other form of IP (other than patents) will not be considered.** The incentive amount will be divided by the number of patentees (internal or external). One patent per faculty is allowed for incentive consideration or to a maximum of allotted amount.

iv. Externally Funded Research Projects:

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(Dr. Mahamaya)
(Dr. Phani)

The university will retain **50%** of total amount granted as overheads expenses and award the sum of **30%** to the principal investigator (PI) and **20%** will be equally divided among all co-principal investigators (CO-PI). The **50% of the overhead charges or maximum amount of Rs. 1,00,000/-** whichever is lower will be disbursed upon successful completion of the project. If there are university liability cost included in the project then the amount will be adjusted accordingly. The decision on the final disbursed amount will be taken by the Vice Chancellor.

v. OPJU SEED Money:

An initial seed amount of **Rs. 50,000/-** will granted to **mini projects** (worth upto **Rs. 3,00,000/-**) as a research support to the faculty/staff of the university. Further grant may be approved as per the progress of the project. Seed money requirements of **more than Rs. 3,00,000/-** will be considered to be as major project and **more than Rs. 10,00,000/-** will be considered as large-scale projects. The duration of the projects under the mini, major and large scale are upto **SIX months, TWO years and FIVE years** respectively. Major and Large-scale projects may need additional levels of reviews and approvals before consideration. The seed money can be claimed only by one investigator of the project and should be able to provide his explanation of the claim. In few cases two or more investigators can be considered based on the duration and scope of the project. Faculty/Staff/Students can claim the seed money only once in a year. The Seed money may be granted only after the approval from the RDC Director and Vice Chancellor of the University or any committee constituted on the recommendation of the Vice Chancellor. If there are no projects received from any school the amount can be utilized by remaining schools provided, they get the approval from RDC team. RDC will review the fund allocation every year in the month of December.

vi. Article Processing Charges (APC):

To foster the quality research by the faculty, the RDC has decided to support/recommend the research which is published in prestigious Open Access Journals. The Open Access Journal should be either SCOPUS/SCI Indexed high impact journal. An amount of **Rs.20,000/-** per research article will be provided to the faculty. One research article from each department/school in a year will be encouraged for the same. The faculty can claim APC only once in a year. Each department/school can take the advantage of claiming maximum of one APC within the allocated

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amount but after getting the approval from the Director, RDC. It is compulsory that the faculty publishing in the open access should be first author/corresponding author of the publication. If there is any unclaimed amount by any department in that case the amount can be used by the other department. But first they should have to pay the APC by their own and submit the bill and necessary documents to RDC and RDC team will review and at the end of the academic year the amount will be disbursed to the author (provided there is unclaimed amount).

vii. Fellowship/Awards/Recognitions for Faculty:

RDC encourages faculty members to apply for various fellowships/awards/recognitions from prestigious national and international agencies. **Rs. 5000/-** will be provided as an incentive to the faculty in case of Awards/Recognitions. For Fellowships, the incentive amount will be provided after the completion of the fellowship and upon joining back the university. Medal and certificate will be provided to the faculty receiving fellowships/awards/recognitions. The Awards/Fellowships/Recognitions will be evaluated by the RDC team and will submit the recommendation to Vice Chancellor for the approvals.

viii. Membership in Professional Bodies:

RDC encourages all the faculty members of the university to be associated with prestigious professional bodies of their individual domains. Prestigious professional bodies like ISTE, ASM, IIM, IEEE, AIST and others provide a platform to interact with professionals and technologists around the globe. These bodies also provide a maturity level in communicating the technological advancements in various meetings and provide monetary support for attending various scientific events. Only the faculty members will be eligible for the membership. Faculty members will be eligible for opting for only one membership in a year. Interested Faculty members of the department need to take prior approval for the membership routed through the HOD of the department and Director, RDC. The fund allocation will subject to the final approval by the Vice Chancellor.

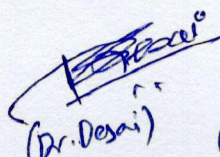
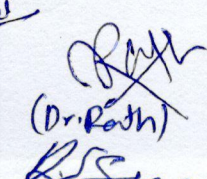
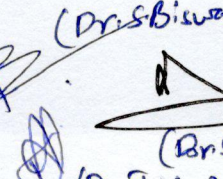
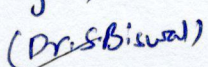
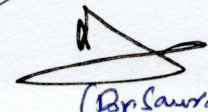
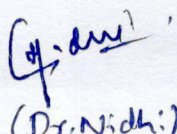
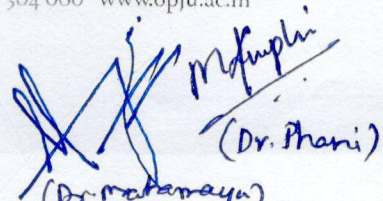
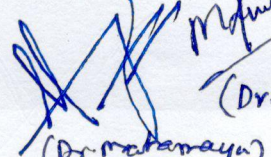
The incentives for faculty achievements along with Certificate / Medals will be distributed during the **STAFF RETREAT** conducted by the University. RDC team has all rights to evaluate all the

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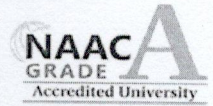
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 (Dr. Mani)
 (Dr. Mahapatra)



OPJU



faculty achievements & research related activities and will submit the recommendation to the Vice Chancellor. The decision taken by the Vice Chancellor will be final.

(Dr. Nidhi Khobragade)

(Dr. Sandeep Biswal)

(Dr. Mukesh Desai)

(Dr. Mahashakthi Mahamaya)

(Dr. Bhupesh Dewangan)

(Dr. R. S. Singh)

(Dr. J.P. Rath)

(Dr. Saurabh Gupta)

(Dr. Amit Jain)

(Dr. Deepayan Priyadarshi)

Recommended By:

(Dr. M. Kalyan Phani)

Director, RDC

Approved By:

(Dr. R.D. Patidar)

Vice Chancellor