

CHRIST (Deemed to be University)

BENGALURU – 29



CENTRE FOR RESEARCH - PROJECTS

MAJOR RESEARCH PROJECTS

REGULATIONS

2018

CHRIST (Deemed to be University) Bengaluru-29

Major Research Project Regulations 2018

Preamble:

Research and continuing activity form the backbone of a university. Traditionally, universities have been the centers for research, though the government has a network of science and technology laboratories for research & development, the major base for research remain within the universities.

Accordingly CHRIST (Deemed to be University), Bengaluru, assumes a responsive role in order to promote advanced academic research in diversified disciplines through the establishment of the Centre for Research-Projects in 2010. The Centre for Research-Projects in its endeavor to help society, businesses and enterprises to manage risk and uncertainty has different professional groups, who assist and take up 'pure', 'applied', inter-disciplinary, and multi-disciplinary research assignments. This research projects focus on various issues related to the economy, society, industry, Government agencies etc. in the form of Major Research Projects (MRPs), Monographs, Working Papers, Scholarly Book, and Instructional software.

The major research projects conceived by the Centre and executed by faculty members of CHRIST (Deemed to be University) at different levels in social sciences, natural and physical sciences and applied science disciplines, not only adds significant value to the society but are also important in the ever changing global scenario. The monograph, which is an in-depth study on a specific theme, concept or model, doctrine; treatise or a report, is published by the Centre to provide an in-depth insight to drive further research or application. Working Paper or Work paper that the Centre publishes provides scholars an opportunity to further deliberate and expand. Scholarly book is to provide an in depth examination of current events; discuss and reflect on original research; and discuss on professional expertise. Another level is Instructional software, sole purpose is to develop e-learning, simulation, gaming, mobile learning etc., applications to support instruction and/or learning.

After inception, the Centre has approved 104 MRPs, 45 monographs, and 77 working paper. The track record has been 44 MRPs, 22 Monographs and 38 Working papers.

For all the above projects, faculty members, industrial executives, scientists from institutions/organizations like the Indian Institute of Management, Bangalore; Indian Institute of Science, Bangalore; Institute for Social and Economic Change, Bangalore; National Law School of India University, Bangalore; Karnatak University, Dharwad; Gulbarga University, Gulbarga; Bangalore University, Bangalore ; PHILIPS, Bangalore; Institute for Fiscal Policy (Government of Karnataka) , Bangalore; Indian Statistical Institute, Bangalore; Azim Premji University, Bangalore; Vikram Sarabhai Space Centre, Trivandrum; ISRO, Bangalore; Indian Institute of Astrophysics; National Institute of Technology. Suratkal etc., are involved in the review of proposals and bi-annual reviews. These projects are approved with due internal vetting, external review and personal defense of proposal before a duly constituted committee.

The highlights of the projects are: *bi-annual reviews with external experts, publication of research papers, presentations at seminars/conferences, involvement of students, discussion with colleagues, inter-disciplinary approaches, panel discussions, interaction with experts, field surveys, involvement of departmental/deanery colleagues, and engagement of students.*

The initiatives have helped the researcher-professors to tie up with the institutions / departments / organizations; use facilities at other institutions & centre's; align the projects with sectoral / organizational expectations; assist the policy makers in formulation of policies; advance the research activities of national and international themes and collaborate with research institutions of national and international repute.

Major Research Projects Regulations 2018

CHRIST (Deemed to be University), with a view to promote advanced research in diversified faculty disciplines has established Centre for Research-Projects (CFR). The Centre has an exclusive division headed by the Associate Director to develop, promote and monitor Major Research Projects by the faculty groups of the University, which includes MRP, Monograph, Working Paper, Scholarly Book, and Instructional software.

The Centre for Research- Projects has the following specific objectives;

- To promote and facilitate advanced research among faculty members of CHRIST (Deemed to be University).
- To serve as a resource center providing professional guidance and technical support.
- To carry out independent research of significance on topics of academic and professional interest.
- To publish research material in appropriate media and to make available such published information to the end users.
- To develop and provide relevant data base support to faculty members and post graduate students pursuing doctoral and post doctoral research.
- To identify research areas and specify research topics of academic and practical significance.
- To develop & promote Consultancy Projects for application of knowledge for the advantage of the end users.
- To provide financial support to the faculty members to undertake research studies and to prescribe regulations for its effective usage.
- To facilitate the publication of reports submitted by the research scholars
- To organize such of the activities which directly or indirectly **facilitate** the research and consultancy activities

Major Research Projects:

Major Research Projects conceived by the Centre by participation of the faculty disciplines shall be significantly value adding and shall have duration of 2 -3 years. It shall be the responsibility of the academic departments to conceive the Major Research Project/s in their

relevant disciplines on a regular basis and avail the support and service of the Centre for Research - Projects for its effective conduct. The Head of the Department and the Dean of the Faculty must closely follow up on the progress of the Research Projects under their department/deanery for its compliance as specified in this Regulation and/or the Centre for Research - Projects. Research Programme under the CHRIST (Deemed to be University) Major Research Project Regulations will be an ongoing academic initiative. Any eligible faculty member may apply for financial support through his/her department with well-prepared proposals. The applications for financial support shall be considered throughout the year. However, the Centre for Research- Projects will announce the dates for receipt of the proposals twice a year.

Monograph:

A **Monograph** is a work of writing upon a single subject, usually by a single author. It is often a scholarly *essay* or learned *treatise*, and may be released in the manner of a *book* or *journal article*. It is by definition a single document that forms a complete text in itself. An author may therefore declare his own work to be a monograph by intent, or a reader or critic might define a given text as a monograph for the purpose of analysis. Normally it is used for a work intended to be a complete and detailed exposition of a substantial subject at a level more advanced than that of a textbook. Monographs form a component of the review literature in science and engineering.

- It is an **in-depth study on a specific concept**, model, organization, or project.
- It is an outcome **of fundamental research**.
- Higher educational institutions and research centers develop **monographs as reading material**.

Working Paper:

Working paper or **work paper** may refer to:

- A preliminary scientific or technical paper. Often, authors will release working papers to share ideas about a topic or to elicit feedback before submitting to a peer reviewed conference or academic journal.

- Sometimes the term working paper is used synonymously as *technical report*. Working papers are typically hosted on websites, belonging either to the author or the author's affiliated institution.

Objectives of writing working paper(s):

- To invite fellow researcher to share their views on the concept/area of research
- To initiate joint work with working executives/scientists/ NGOs/organization etc
- To make idea an inter-disciplinary and applied.
- To overcome typical idea sharing barriers in research
- To make paper(s) generally and globally applicable with respect to a concept or idea

Scholarly Book:

- Discuss and reflect on original research.
- Provide an in depth examination of current events.
- Discuss on professional expertise.

Instructional software:

- Software developed to support learning process, such as e-learning, simulations, gaming, mobile learning.
- Computer programs designed to deliver instructions or to assist in the delivery of instruction on a specific topic.

Project Guidelines:

I Research project process:

- Receipt of project proposal at Centre for Research - Projects
- Initial vetting by the CFR
- Resubmission of the project proposal to the CFR by the principal investigator
- Presentation at department level with HOD and Dean(s)
- Review of the project proposal by External
- Defense of proposal before the approval committee
- Advice of approval/modification/rejection:
- Financial Appraisal

- Completion of documentation, selection of start date, and release of first installment of financial support
- Bi annual submission of statement of account and progress report
Statement of account: Monthly – 5th of following month
Progress report : as on June 30th and Dec 31st
- Subsequent installments will be released at such intervals as may be prescribed in the approval letter, or at a duration ranging from 3 to 6 months, on submission of accounts.

II Project Duration:

Duration of **MRP** in social sciences/ humanities and commerce and management and Law will be 24 to 36 months extendable up to a maximum of 3 months with prior written permission of the CFR. In the case of Science and Engineering disciplines, the duration of the project will be 36 - 42 months extendable up to a maximum of 3 months with prior written permission of the CFR.

Monograph: 12 -18 months

Working Paper: 6 months

Scholarly Book: 18-24 months

Instructional software: 18 months

III Funding Support:

Research Expenses to meet the recurring and non-recurring costs of conducting the research including expenses on travel, data collection, printing and stationery, source materials, equipments etc. as detailed in the proposal subject to a maximum: For MRP

Hum &Lang/C&M/Law	:	Rs. 15 lacs
Science	:	Rs. 20 lacs*
Engineering	:	Rs. 20 lacs*

* May be considered at higher level depending on the project and concurrence of VC.

Monograph : Rs 600,000/- (may be considered at higher level on a case to case basis with the concurrence of VC)

Working Paper: A onetime funding of Rs. 25,000/-

Scholarly Book: Rs. 500,000/-

Instructional software: Rs. 350,000/-

Other eligible expenses:

- Project fellow(s) honorarium, if appointed with the approval of CFR
- Petrol expenses will be considered on justification, if sought, otherwise portion of claim
- Expenses incurred on departmental colleagues towards- tea, snacks etc. related to the project discussion/meet etc.
- Expenses incurred on training the RA on Technical/Analytical courses etc. with a condition that RA will not leave - within next one year of Training.

Ineligible expenses:

- No bill/Expenses towards internet will be entertained
- No expenses related to Spouse accompanying etc. will be considered
- Gifts to external experts may be purchased from CU or taken from CFR
- No expenses incurred to establish the Infrastructure at home will be considered
- Expenses toward analysis of data to externals(If required, internal expertise in CU may be taken with a reasonable cost)
- Project fellow, typing etc. assistantship of relatives will not be considered

IV Incentives:

Research Incentive up to Rs.10,000/- pm for MRP and Rs. 3,500/- pm for Monograph for the period of Project would be extended. This will be paid in arrears synchronizing with the progress reports and performance, calculated as per below matrix.

MRP Research Incentive Matrix

Score below	30	No incentive
Score	30	60% on eligibility of ` 60000
Score	31 to 35	70% on eligibility of ` 60000
Score	36 to 40	80% on eligibility of ` 60000
Score	41 to 45	90% on eligibility of ` 60000
Score	46to 50	100% on eligibility of ` 60000

- Based on performance-cum-formula
- 3 Bi annual incentives will be fully extended
- 4th & 5th only on publication/submission of two research paper related to project
- 6th incentive only on submission draft of project, defense of project, and publication/submission of 3rd research paper related to the project
- Faculty taking less than 5 sessions per week – 50% incentive
- Working paper, Scholarly book, and Instructional software – No incentives

V General Guidelines:

- No special leave or sabbatical would be generally permissible though may be considered in specific cases depending on exigencies.
- No exemption from regular work assignments will be permitted. However work schedules may be rationalized if so warranted by the nature of Research.
- Agreement of Commitment (Annexure-3) to be executed. This is an undertaking by the faculty member concerned to complete the research within the specified or extended time period (up to three months under exceptional circumstances) and to refund the funded amounts in full in the event of discontinuing service during the research period or within a period of 3 years from the completion of the Research. Refund due will be of the funded amounts for recurring costs, unaccounted non-recurring costs and for the incentives.

- Progress Report with prescribed details to be submitted as specified in the Advice of Approval, till the completion of the Research.
- At least two publications on the Project in a Refereed / Peer Reviewed Journal with high impact factor prior to submission of the final report.
- Where the proposal is submitted jointly with any other faculty member, it would be treated as an individual proposal in the name of the Principal Investigator who shall be responsible for compliance of the regulations.
- The Project Proposal may provide for engaging Research Assistant to assist in the Project. Proposed remuneration for such Assistant must be included in the Project Cost.
- If in the interest of the Project, if specific expertise has to be outsourced, Co-Investigator may be permitted from a different University/ Institution.
- The Principal Investigator may decide on amount of Research Incentive to be shared with the Co- Investigator.
- No new proposal shall be considered under this or any other Regulations where the proposer (Principal Investigator or the Co-Investigator) is yet to complete an already approved proposal.
- For attending conference/Workshop etc. within or outside India - **Permitted expense is Rs. 25,000/- (throughout the project only for MRP)**
- For attending conference/Seminar/Workshop – **Only PIs to the project is permitted.**

VI Disbursement cum Bank Account Procedure:

1. All disbursements under this Regulation will be by 'Account Payee' crossed cheques or by credit to the designated bank a/c of the Principal Investigator.
2. The Principal Investigator shall open a Savings Bank A/C with South Indian Bank, CHRIST (Deemed to be University) Branch in style ' Name of the PI A/C MRP No.- -----'.
3. Interest earned if any on the account must be accountable to the University as Project Receipts.
4. All payments from the account must be against proper invoices/vouchers duly endorsed / authorized by the Principal Investigator (PI)
5. All payments out of the account in excess of Rs.3000/- must be by 'Account Payee' crossed cheques.

6. Cash withdrawals from the account must be need based and be limited to Rs.10000/- during a month
7. Copy of the Bank Statement / Pass Book for the relevant period must be attached with the periodic statement of account
8. All resource materials (non-recurring expenses) procured for the Project must be accounted/ possessed to the University on completion of the Project. Failure in this regard will result in recovery of the applicable costs.

VII Submission requirements:

The Research proposal must be submitted strictly in accordance with the guidelines and in the prescribed formats. Faculty members can submit proposals either individually or in a team of two or more. In the case of joint research proposals, one of the faculty members will be the principal investigator. Principal investigator is obliged to meet all the contractual requirements of the project. Budgetary estimates for cost and time must be realistic. The project proposal must necessarily include the Application Form in the specified format (2 copies) and the Research Proposal with all details as specified (3 copies). Formats for these are available herein.

VIII Evaluation and Selection Criteria:

Research proposals will be considered on the following criteria:

- Broader Scope to conduct the study, or/& to contribute to the existing body of knowledge
- Significance to the discipline/inter-discipline or multi-discipline
- Relevance to the time – present or future, and socially
- Conceptual and theoretical soundness
- Methodology of Research
- Scope for application of research result(s)
- Feasibility of Project in terms of time, cost, resources etc.
- Collaborations and Tie-ups

IX Selection of Projects:

- The theme & the project proposal will be proposed by the prospective PI/CI
- Initial vetting will be done at CFR

- Draft proposal presentation at department level along with Dean, Director-CFR has to be organized by the PI in consultation with HOD
- External review & decision on acceptance of the project based on review committee
- Review committee comprises of External Reviewer, VC nominee, Dean and Director-CFR
- Faculty members of the Department and others also can participate in the same

X Reviewers and Review Process:

- Proposal, 1 & 2 bi annual -three different external reviewers
- CFR will choose the external reviewer. If required, in consultation with HOD/Dean(In exceptional case, PI)
- 3rd external reviewer will be continued till the end of project(May be changed by the CFR on technical or expertise grounds)
- 2nd review to the review- on case to case basis
- Participation of Dean/HOD/faculty members in Bi annual review
- CFR will invite Dean & HOD for proposal. For Bi annual reviews PI will invite Dean/HOD/faculty members. Whereas CFR will advise the Pis to invite the Dean/HOF/Faculty members

XI Eligibility of Principal Investigator:

- PhD (for Monograph M Phil)
- Full time service with CHRIST(Deemed to be University)- relaxation, with Dean's concurrence and approval by Vice Chancellor.
- Regular / Probation – after one year of service with CHRIST
- Under exceptional cases & due to technical reasons, Centre for research may ask HOD to nominate another Professor with / without PhD as Principal Investigator for the project
- As PI are with PhD, no RDC requirement for eligibility

XII Role of Principal Investigator:

- Monthly submission of Statement of accounts on or before 5th of following month
- Engagement of students & faculty

- Participate in seminar & conferences
- Organizing seminar & conferences related to MRP in consultation with HOD / Dean
- **Publication of 3 research papers in high impact factor journals (for Monograph – 2, and Working paper - 1) – Web of science/scopus/UGC recognized journal. Patents desired.**
- Effort to apply for external projects during & after the project
- Capitalization of consultancy opportunities
- Building rapport with Industries / Departments
- Discussion with HOD/faculty colleagues to add on to the syllabi, certificate course etc.
- Initiatives to reach the concerned industry, Government offices, funding agencies for part / extended funding requirement of project
- Should ensure that Research Assistant is fully engaged
- Should ensure financial prudence and for any unacceptable expenses PI would be responsible
- Other physical infrastructure / facilities for the project should be looked/managed by PI in consultation with HOD / CFO
- All equipment purchase
- Swapping of funds from the allotted heads of expenses will be permitted only with due approval of CFR
- Should develop the audio/video material with the help of CCD
- Should visit other universities/institute of repute to present his/her project work

XIII Requirement & selection of Co investigators:

- Totally at the discretion of PI. However to extend the benefit of research, and to ensure shared learning, CI(s) is encouraged
- CFR in consultation with PI, HOD & Dean, and based upon the reviews may propose another CI, from institute of repute, industry or Government departments

XIV Role of Co Investigator:

- Work along with the PI
- Discussion with PI, RA, and external agencies

- Be part of review meetings
- Participate in field visits
- Take part in development of proposal for external projects
- Should be ready to execute the Project, in the event of PI discontinuing the service etc.

XV Role of Research Assistant / Research Associate:

- Reporting to PI
- Maintenance of accounts related to project
- Bi annual report submission
- Liaison with CFR
- Any other tasks related to project as initiated by PI
- Any other tasks of the department as initiated by PI or advised by the PI
- Work timings 9.30 to 4.30 pm
- Leave: PI can sanction 12 paid leaves per year. Leave record to be checked randomly by CFR
- Requirement of infrastructure facilities (Lab) to be specified right at the proposal stage
- RA to be accommodated in the PI cabin-dealt on case to case basis

Note: For Monographs, Scholarly Book, and Instructional software on case to case basis, project fellow or assistant with the approval of CFR

XVI Remuneration to Research Assistant:

A. H&SS/ C and M/Law

- ▶ Rs. 18,000/- pm first 12m
- ▶ Rs. 19,000/- pm next 12m
- ▶ Rs. 20,000/- pm balance 6m

(If SLET/NET, Rs. 1000/- more)

B. Science

- ▶ Rs. 19,000/- pm first 12 m
- ▶ Rs. 20,000/- pm next 12 m
- ▶ Rs. 21000/- pm balance 6 m

(If SLET / NET, Rs. 1000/- pm more)

C. Engg & MCA

- ▶ Rs. 22,000/- pm first 12 m
- ▶ Rs. 23,000/- pm next 12 m
- ▶ Rs. 24,000/- pm balance 6m

- If B Tech students taken as TA, Rs. 13,000/- pm
- After 2 years of research assistantship, directly eligible for PhD admission in CU
- If RA with M Phil, after 1 year of Research Assistantship

Note: For Project Fellow

For XVI.A – Rs. 10,000/- pm

For XVI.B – Rs. 12,000/- pm

For XVI.C- Rs. 15,000/-pm

Note: New slabs of honorarium will be applicable to existing Research Assistants w.e.f. 1st June 2018.

XVII Committee on Appointment of RA:

- Single phased
Committee: PI/HOD/CFR / PO (Any three-PI is must)
Appointment order and Service Certificate to be issued by Personnel office
- RA - on probation
- Reporting to PI
- ID card, mail id to be provided(PI to ensure return on resignation of RA)
- Attendance through Biometric. Leave forms to be signed by PI and submitted to PO

XVIII Role of Dean(s) and HOD:

- Encouragement to potential faculty members
- Discussion on inter & multi disciplinary topics for collaborative projects and MRPs
- Participation in review process
- Encouraging faculty members to attend reviews
- Informal discussion at deanery at department level on the project
- Permitting students to participate in MRP related activities
- Feedback to CFR on any observation
- Information to CFR on External scholars visiting the departments
- Positive awareness of various projects to external agencies, researchers, institutions, officials, etc.
- Adjustment of academic activities of PIs, CIs to enable them to visit external agencies, experts, departments etc. without affecting to the normal academic and departmental work.
- Involve RA in departmental activities (monthly meetings, CD etc)

XIX Equipments of projects:

- Any modification/major repairs should be carried with due information to CFR
- All the equipments, books etc. to be returned to CFR (books to be submitted to library with copy to CFR)
- Equipments can be purchased by PI at the end of the project, by PI or any other person with a discount of 75%
- If any department wants to have such equipments, the proposal needs to be raised from HOD/Dean to CFR. Such proposal will be considered subject to availability, and on approval of CFO

XX Application to Externally Funded Projects:

Mandatory for projects sanctioned above the below specified amount,

- a. Engineering – above Rs. 40 lacs
- b. Science - above Rs. 20 lacs
- c. H&L/C/M/Law – above Rs. 12 lacs

XXI Incentive for Externally funded projects:

- i. Upto Rs. 10 lacs – 20% of sanctioned and spent.
- ii. Above Rs. 10 lacs and up to Rs. 20 lacs – 15% of sanctioned and spent.
- iii. Above Rs. 20 lacs and up to Rs. 50 lacs – 12.5 % of sanctioned and spent.

Note: Above Rs. 50 lacs will be decided on case to case basis.

XXII. Other Aspects : (Mandatory to MRP)

- Panel Discussion
- Departmental Presentation
- Student Fellowship
- Publication from student Fellowship 1 paper
- Engagement of PG students

XXIV Orientation to Research Assistants:

On ethics, culture and philosophy of CHRIST- June and Dec.

Sd/-
Vice Chancellor
Dr. Fr. Thomas C. Mathew