



**NEHRU GROUP
OF INSTITUTIONS**
TAMILNADU • KERALA
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RESEARCH AND DEVELOPMENT POLICIES AND GUIDELINES

The management is desirous of making a quantum jump on its Research and Developmental front. Quality Research coupled with integrity and loyalty is the mantra for all developments. Every research project should be **outcome based**, be it big or small ultimately leading to the **development of new products or processes with an objective of patenting**.

The incubation centres, New Gen-IEDC projects and Seed Money projects are to be fully availed of by the faculties. Extreme focus is emphasized on research publications in international and national top ranking journals.

Nehru Group of Institutions is all set to bring in an atmosphere of dedicated and intensive research in all its campuses and an in-built innovative research culture among all its faculties. The UG and PG research has to sume enough prioritization with an alarming sense of creativity among students.

Policies governing the faculties

Faculties are advised and encouraged to take up their doctoral programmes with a view to have almost all faculties with Ph. D. The existing faculties who do not possess a research degree shall register for Ph. D. at the earliest. The new recruits who are non Ph. D. holders also should register for Ph. D. at the earliest and complete the programme. The concerned Principals will give them a deadline for registration taking into consideration of every individual faculty so that the Departments and Colleges will have all faculties with Ph. D.

Faculties are encouraged to speed up their qualification approval or guideship from the affiliated universities and to ensure it without delay. Faculties are motivated to go in for the incubation facilities under Nehru Group of Institutions. It is desired that every faculty who has obtained doctoral degree should hold a minimum of one funded project from State / National Funding Agencies.

Faculties are duly motivated to identify and take up inter disciplinary research in their allied field specialization.

Institutional Policies on Incentives

Conferences / Seminars / Symposia / Workshops - participation within India

The faculty will be permitted to participate in Seminars / Conferences / Symposia / Workshops organized within India and are entitled to claim the registration fee subject to a maximum of Rs.2000/- per event. The management will also reimburse 50% of the cost on TA and DA (subject to a maximum of Rs.5000/-).

The quality of event will have to be assessed by the committee and the faculty has to submit a detailed report of the outcome of the work that is expected within a period of following ONE year time from the date of event. If the outcome/purpose is not met, the management wish to get back the amount from the concerned faculty after the stipulated time. The approval for the above is subject to the consent of the



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THREE member committee from Nehru Group of Institutions / outside panel. A faculty member can avail this facility only once in a semester.

Conferences / Seminars / Symposia / Workshops - participation outside India

In respect of participating in conferences / seminars / symposia / workshops outside India. The management will provide only the additional OD required for the purpose.

Eligibility criteria for the claim:

- ✓ Faculty member should have put in a minimum of one year service at the Nehru Group of Institutions.
- ✓ The faculty should have submitted research paper through the Principal / Management and it should have the acceptance by the organizers of the Conference/ Seminar for the presentation either oral or poster.
- ✓ The Proposal for participation should be submitted along with a copy of the article, the letter of acceptance and the letter of invitation for presenting the paper.
- ✓ In case of joint publication, only the senior author is eligible.
- ✓ The proposals should be submitted in the format prescribed and with the recommendations of the HoD / Principals' / committee concerned.
- ✓ The paper should have the quality clearance by the internal expert committee duly constituted by the management.
- ✓ The claim bill should be supported by the original bills of registration fees, travel and lodging receipts.
- ✓ The faculties should also submit an undertaking that he/she will serve for the Nehru Group of Institutions for a minimum of one academic year after the participation.

Publications

Books - International

For Text / Reference books authored by a single faculty, published by a reputed international publisher, the author is eligible for a lump sum incentive of Rs.5000/-. If the books are authored jointly by two faculties, the first author will be eligible for an incentive of Rs.3000/- and the second author is entitled for Rs.2000/-. If the books are published by more than two faculties, the first author is eligible for an incentive for Rs.3000/-. The second and subsequent authors are eligible for Rs.1000/- each. This incentive is allowed only once. Besides this, the management will issue a certificate of appreciation for quality publications.

Books - National

For text and reference books authored by a single faculty, published by a national publisher, the author is eligible for a lump sum incentive of Rs.3000/-. If the books are authored jointly by two faculties, the first author is eligible for an incentive of Rs.2000/- and the second author is eligible for Rs.1000/- as incentive. In case of the publication is done jointly with more than two faculties, the first author will be eligible for an incentive of Rs.1500/- and the second and subsequent authors are eligible for Rs.750/- each.



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Books - Local

For Text/ Reference books published by local publisher and authored by a single faculty, the author is eligible for an incentive of Rs.1500/-. If the books are authored jointly by two faculties, the first author will be eligible for an incentive of Rs.1000/- and the second author Rs.500/-. In case, the books are authored jointly by more than two faculties, the senior author is eligible for an incentive of Rs.750/- and the second and subsequent authors Rs.500/- each.

The approval for the above is based on the recommendation from NGI Committee / External Committee.

Articles - International

For the publication of works in reputed International Journals, the author is eligible for an incentive of Rs.5000/- for a single authored paper. In case of joint publication by two authors, the first author will be eligible for an incentive of Rs.3000/- while the second author is eligible for Rs.2000/-. In case of articles authored by more than two faculties, the senior author is eligible for an incentive of Rs.3000/- while the second and subsequent authors are eligible for an incentive of Rs.1000/- each.

The incentives mentioned above are applicable to the articles published by UG & PG students also. In addition, the management will award the student with a certificate of merit.

Articles - National

For publishing the works in reputed National level Journals, the author is entitled for an incentive of Rs.3000/- if it is a single authored paper. If the paper is written by two authors, the first author will be entitled for an incentive of Rs.2000/- while the second author for Rs.1000/-. In case of papers published jointly by more than two authors, the senior author is entitled for an incentive of Rs.1500/- while the second and subsequent authors will be entitled for Rs.750/- each.

The incentives mentioned above are applicable to the articles published by UG & PG students also. In addition, the management will issue a certificate of merit to the student.

Eligibility Criteria for the claim

- ✓ The faculty should have put in a minimum service of one year at the Nehru Group of Institutions.
- ✓ All publications and research papers should have the quality clearance by an internal expert committee duly formed by the management.
- ✓ The manuscript of the articles / books should have been forwarded through the concerned HoDs and Principals.
- ✓ A copy of the manuscript of the article / book should be submitted to the institution.
- ✓ A Special encomium will be laid on the publication of joint research papers with experts from leading institution or industry.
- ✓ Publications in either Science Citation Index (SCI), WEB of Science or SCOPUS Indexed or UGC referred journals will only be considered for the incentive.



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- ✓ He / She should also give an undertaking to the management that he/she will serve to the Nehru Group of Institutions atleast for a period of two years after receiving any such incentive.
- ✓ The work / publication should bring credit be to any one of the colleges of Nehru Group of Institutions.
- ✓ The proposal should come along with the reprints of articles published in the prescribed format and forwarded with the recommendation of the concerned HoD / Principal.

Patent

The management will be very much happy over the development of products and processes and obtaining patents. A lump sum amount of Rs.10,000/- will be provided as incentive for each patent. If the patent development is done jointly, the faculties will equally share the amount within them. The proposal for claim should contain all such necessary supporting documents and should be forwarded through the HoD and the Principal concerned

External Funding

The management will be pleased with the faculty who brings in external funding. For projects obtained exceeding Rupees one lakh funding, the faculty is entitled for an incentive of 1% of the total grant obtained. However, the incentive is limited to a **maximum of Rs.10,000/-**. The proposal for claim should be accompanied by the utilization certificate and all such supporting documents.

The internal (or the Seed Money) projects or other projects funded by NGI are not entitled for this incentive.

UG & PG Research Policies and Guidelines

Faculties with **doctoral degree** shall apply for the guideship and obtain the same fulfilling all the stipulations of the corresponding universities. It will be appreciated if each research guide has a minimum of three scholars for their guideship.

Candidates admitted to **M. Phil. and Ph. D.** on a **full time** basis should maintain a minimum of 75% attendance which includes short term trainings, workshops, seminars and conference etc., attended by them duly recommended by the guide/supervisor and with the prior approval of the Principal concerned. This minimum attendance level will be monitored on an academic year basis.

Part Time M. Phil. and Ph. D. candidates shall report to the Supervisor at least thirty days in an academic year. This period may include public and other holidays. In case of shortage of attendance for a candidate due to availing of leave on medical grounds, his / her minimum period of research shall be extended accordingly but within the maximum eligible period of research.

The scholars shall be permitted to undertake research jointly with the experts from outside colleges / industries with the approval of the research guide and with the permission of the Principals concerned by submitting the on duty forms.

The scholars are expected to follow the hierarchy for any clarifications related towards research and submission of synopsis and thesis.



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The guide and faculties are advised to see that every PG research project leads to at least one quality research publication in a highly indexed National Journal.

It is also desired that all under graduate research projects should possibly end up with a quality research paper in the Nehru Journal.

Institutional Support through infrastructure

For projects of internal nature, the management may consider providing seed money through the processing of eligible and beneficial projects. The management will provide the available basic infrastructure facilities of Nehru Group of Institutions for both internally funded projects as well as externally funded projects.

General rules and regulations

1. In all such cases, the decision of the management will be final. The scrutiny, screening and selection will be done by the management as per the norms and procedures formed from time to time.
2. All the above incentives are applicable only to regular employees of Nehru Group of Institutions and not for faculties engaged on contract basis or as visiting faculties.
3. The guidelines suggested must be considered important for the Annual Performance Index (API) scoring. Salary, Increment and Promotion will be strictly based upon the API scoring.
4. Each one of the faculties is expected to register their proficiency atleast in areas like Patent, Research Publications, Funded Projects, Seed Money Projects, Incubation Centre, etc.
5. No publication in paid-up or fake journals will be counted for any recognition or reward.
6. All research papers should be sent through the HoDs concerned.
7. The HoD and the guide (wherever applicable) are responsible to avoid plagiarism.
8. Before submission of a Thesis for M.Phil. or Ph. D., the candidate should make a presentation of his/her work in meeting of all faculty concerned for a thorough discussion, in the presence of the guide and the HoD.

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