



# **Assam Don Bosco University**

## **Policy for Research Promotion**

### **1. Research Policy and Research Support**

The main objective of ADBU's research policy is to increase knowledge and advance the educational program. Teaching and research are interdependent and both are adversely affected when considered as separate entities. These functions have, therefore, been integrated and entwined in the complete academic and administrative structure.

The University also owns responsibility to render social service, and in achieving this distinct responsibility undertakes research when it can do so without any detrimental effects to its academic functions. This is especially when the University's available personnel and facilities and its capability qualify it to perform a necessary service.

ADBU receives funds from government, industry and foundations. The University understands from experience with such fund handling as to the conditions under which it can be justified and the manner in which it can most effectively be integrated with other activities of the University. Further, funds also come in to provide support for the construction and renovation of facilities, scholarships and fellowships, curriculum improvement, teacher training, and other programs designed to strengthen graduate and undergraduate education. The appropriateness of these programs in relation to University activities and objectives have mostly been assessed using the same review procedures which are used in the review of research proposals. In the case of support provided under agreements which involve University obligations and contractual commitments to the sponsor, the allocation of administrative responsibility is the same as for sponsored research. This policy document therefore is also applicable to sponsored programs other than research.

#### **1.1 General Research Considerations**

1. ADBU is a private University, approved by the Government of Assam, performing particular functions abiding regulations. The University administration must retain proper control of the operations carried on in the name of the University and

remain free to operate without restrictions that would reduce its effectiveness.

2. The University should not compete with industry in industrial research or undertake activities that should be the responsibility of government organizations. However, secondary activity in such areas may be justified with the responsibility of an educational institution to render public service.
3. The University has a favorable environment for research owing to independence in work and relative simplicity in management, methods of accounting, and maintaining of key staff and facilities. ADBU cannot accept in research agreements any restrictive clauses that would jeopardize the very environment the University considers indispensable for the effective conduct of research.
4. ADBU and the funding agencies have a joint responsibility to provide not only the contractual and administrative environment but also the financial source for a sound program of research and investigation. In general, ADBU's resources are such that it can provide this environment only on a full cost-reimbursement basis, including direct and indirect costs.
5. No person is permitted to use University facilities for sponsored research unless approval has been taken through proper administrative procedures.

## **1.2 Criteria for Evaluating Research Proposals**

In addition to the general research considerations outlined in Section 1.1, the criteria to be used in evaluating the acceptability of a proposed research program include the following:

1. A departmental or interdepartmental laboratory of the University must be willing to accept responsibility for the project and must have faculty or staff members who are available and willing to supervise the project. The technical supervision of all research projects is the responsibility of the individuals directing those (Principal Investigators), who in turn are responsible to their departmental heads (unless this responsibility has been officially entrusted elsewhere).
2. The research project must not encroach on facilities and space required by the existing academic programs. Availability of space and equipment must be assured in advance by the department head and Director of concerned school or by the Vice Chancellor if any renovation or infrastructural changes are contemplated or if space outside the jurisdiction of the department head/school director will be involved.
3. The project execution should not overburden the academic staff and without affecting the academic activities.

4. The project must come within the volume of research (measured in rupees, space, personnel, and required amount of administrative attention) that the University can appropriately undertake. It must also fit into a balanced, overall program.

### **1.3 Financial Administration**

The Office of the Director of Research, Assam Don Bosco University is responsible for financial guidelines and procedures for sponsored research, including those intended to meet the requirements of grants and contracts. The Director of Research is the contracting officer of the University and is directly responsible for the arbitration and clarification of sponsored research contracts and grants for negotiating the reimbursement of indirect costs and employee benefits. However, the Vice Chancellor may delegate responsibilities, in part, to other officers of the University.

### **1.4 Transfer of Equipment**

Keeping in mind the University's educational objectives, ADBU must relinquish any property in which it has acquired ownership only when it would more effectually serve the scientific or educational purposes for which it was acquired or when it is necessary to fulfill ADBU obligations to donors or research sponsors.

Equipment under the control of or restrictions imposed by a research sponsor or donor will be disposed of complying to those restrictions. Equipment in which ADBU has ownership without restriction or limitation may be relinquished by ADBU only under limited circumstances. Consequently, project principal investigators who wish to initiate a request for disposition or transfer of equipment purchased under a sponsored project should consult the Director of Research/Other official designated by the Vice Chancellor in advance of the desired transfer date.

## **2. Free Interchange of Information (Open Research)**

ADBU encourages research and investigation into prospective intellectual areas with obligations to its faculty members, students and to the society at large. The virtues of a policy of open research and free interchange of information among scholars are indispensable to ADBU's responsibility and to the interests of the research community as a whole. As a general policy ADBU may not undertake, on the campus, classified research or research whose results may have publication restrictions from governmental or industrial research sponsors. Openness also requires that, once they are at ADBU, faculty, students, and scholars of foreign

origin will not have restricted access to ADBU's educational and research activities.

ADBU's on-campus research projects can be carried out complying with the principles of open exchange of knowledge and freedom of inquiry. ADBU recognizes that in specific cases, the quest of knowledge may involve critically significant but sensitive areas of technology where the immediate circulation of observations would not be in the best interests of society. In such cases, exceptions to the policies regarding publication, classification, and access by foreign faculty, students and research scholars may be made. However, such exceptions will be in those very rare cases where the area of work is crucially important to ADBU's educational mission and the exception is in the interest of the nation. If these conditions are not met, ADBU will decline or discontinue the activity and, if found apposite, propose it for consideration as off-campus project. The execution of restricted research on campus would radically affect the academic environment of the University and as such each project need to be reviewed and acted upon considering its impact on the University as a whole. No thesis should have a requirement that a student need to go for a security review upon its completion. Working on such a thesis may require prior approval of the Vice Chancellor. When graduate theses are involved, the Vice Chancellor shall discuss with the Board for Research, Innovation and Consultancy for taking decisions in cases that involve modification of existing policy and will inform the Board of all approvals.

### **3. Research with Humans as Subject**

The Vice Chancellor, ADBU after consultation with the Board of Research, Innovation and Consultancy may set up a special committee review every project utilizing humans as research subjects. Research on human samples may include investigation of physical, medical, radiological, psychological, sociological, and nutritional studies. This incorporates research performed at ADBU involving any form of ADBU support, such as funding, personnel, facilities, academic credit, or access to experimental subjects. Collaborative projects on human subjects with other institutions must be duly approved review/ethical boards of each institution. If the research involves use of radioactive materials or other sources of energy radiation, approval need to be taken from the committee set up by the Vice Chancellor and the activities under the project should comply with the guidelines set up by the Government of India.

### **4. Board of Research, Innovation and Consultancy**

The Board of Research, Innovation and Consultancy (BRIC) has been entrusted with the responsibility of institutionalizing Research Innovation which shall lead to the creation of patents and Intellectual Property Rights and consultancy in the University. The terms of reference of the Board are the Assam Don Bosco University Policy Documents on Patents and Intellectual Property Rights and on Consultancy.

Government-sponsored research work is usually carried out under contracts, cooperative agreements, or grants, depending on which agency is sponsoring the work and, to some extent, on the nature of the program. Although government grants and contracts are subject to differing statutory requirements and regulations, there is no significant difference between them in terms of ADBU research policy and administrative procedures. Grants from foundations, on the other hand, are usually more broadly defined with minimal administrative and contractual requirements. Foundations' objective is to assist the University's research program or to contribute to the advancement of existing systems and techniques.

#### **4.1 Procedures for Establishing Contracts or Government Grants**

The following procedures should be followed for any research project whether or not it is covered by a contract or grant:

1. Preliminary discussions may be carried out between a faculty member and a sponsor, but no proposals or commitments should be made without the approval of the Director Research and the BRIC.
2. Any faculty or staff members looking for funds from Government funding agency, industry, foundation, or individual shall need clearance from the Vice Chancellor (or his/her designate) through the appropriate director responsible for each source of support. This is necessary to confirm that there is no conflict of interest with existing agreements with the concerned funding agency or sponsor. A proposal for a sponsored research project must be approved by the head of the concerned department. The head of the department will ensure that the project is suitable for the department to undertake as a part of its educational and research program, infrastructural facilities can support the research work and human resource is available and willing to supervise the research work.
3. The Administrative Officer, Assam Don Bosco University should be consulted as to the availability of space in the concerned campuses, especially before entering into any space lease agreements.
4. After necessary approvals from the Office of the Director, Research (ODR) and head of concerned department, the proposal should be submitted to the Vice Chancellor/Pro Vice Chancellor for endorsement. Proposals for inter-departmental research need approvals from the heads of the departments concerned.
5. Renewals or extensions involving additional funds must be approved by the procedure outlined above.
6. All contracts and grants are handled by the ODR and signed by an official of the Institute designated by the Vice Chancellor. When negotiations have been completed, the ODR will issue a project number; establish a corresponding account; notify the Vice Chancellor, department heads, project supervisor and appropriate

administrative offices. and take whatever other steps are necessary so that the project supervisor may begin the research and make appropriate charges to project funds.

7. Proposals for modification of the terms or conditions of a contract or grant (like increase or decrease in the total estimated costs, change of the principal investigator, changes in the scope of the work or the timeline, etc.) should be forwarded by the ODR.

## **4.2 Intellectual Property Right Cell**

The IPR (Intellectual Property Right) Cell of Assam Don Bosco University (ADBU) institutes policy and procedures for revelation and assignment of ownership of inventions that are potentially patentable and are created in the course of work at ADBU or with considerable use of ADBU resources. The cell extends this requirement to faculty, staff, students (undergraduate, post graduate and doctoral), post-doctoral scholars and their associates. The aim of the University's policy on patents, copyrights, and other Intellectual Property is to make available the University's technology to industry and others for benefit of the general public, while providing recognition to individual inventors and encouraging the prompt and open dissemination of research results.

## **4.3 Liaison with industries**

BRIC serve as the interface between the faculty and staff at the University and the research, management, and operational activities of research-oriented industrial organizations. BRIC contributes through arranging Informal research meetings on matters of mutual interest with scientists and administrative people from funding companies, either on University campuses or at company locations. BRIC arranges formal symposia and seminars on topics of recent interest in science, engineering, social sciences and management. BRIC encourages faculty and research staff of the University to submit copies of publications, preprints as well as laboratory technical reports which is made available to the industry, For faculty and staff of the University, the BRIC provides the following:

1. A structure for learning about the technical needs and interests of prospective investing companies.
2. Prospects to enhance industrial interest in and support of research funds, research grants, consultancy and fellowships.
3. Opportunities to increase contacts with industry through both informal interactions and formal meetings. Such interactions can open up possibilities for sponsored research and other prospects.
4. Facilitate visits by ADBU faculty and staff to industrial laboratories and plants of companies.

5. Opportunities for placement of ADBU graduates in companies involved in joint research activities and consultancy projects.

## **5. Professional Development Allowance Fund (PDAF)**

### **5.1 Purpose of PDAF**

Assam Don Bosco University is committed to excellence and diversity in research and promoting the development of rigorous, critical and socially engaged research. We have a special interest in bringing critical theory, social and scientific research and educational practice to bear on one another in the enrichment of knowledge for faculty, students, staff, educational policymakers and all those passionate about knowledge, learning, educational and social justice.

In pursuit of these goals and to establish and maintain a vibrant research climate in the University, it has been decided to institute a Fund under name and title of 'Professional Development Allowance Fund' with an initial contribution from the funds of the university. It is intended to build up a sizeable corpus fund for the purpose by canvassing for contributions from industrial houses and foundations. The University will augment the fund with receipts from consultancy provided by the University and reimbursement of overhead charges realised from research projects.

The Professional Development Allowance Fund is ADBU's testament to:

1. Support and deliver research excellence ;
2. Continue research in critical grass roots and global issues which require cross disciplinary co-operation;
3. Explore collaborations with high quality research Universities in the country and internationally;
4. Establish centres of excellence with a thriving and innovative research culture which connect our academics to industry, business, government and the third sector nationally and internationally;
5. Equip our students with the required entrepreneurial capacity so that they can contribute to the growth of the knowledge economy.

The purpose of this policy document is to set out the principles and procedures governing Professional Development Allowance.

### **5.2 Eligibility**

- The policy is applicable to Faculty members who have completed two years of continuous service in Assam Don Bosco University and have subsequently been regularised in service.

- The applicant must have a consistent record of performance in teaching, research and extension activities with evidence for the same.
- The applicant must have a consistent track record of deliverables achieved towards department and Institution building.
- The applicant will need to make a formal application for availing Professional Development Allowance in the prescribed format which is recommended by Head of Department and Director of concerned School, vetted by Research Committee and approved by Board of Management.
- Any application for Professional Development Allowance will be prioritized and based on the record of research income/funding for University projects which have been brought on board by the Applicant including research output and patents achieved.

### **5.3 Terms and conditions**

1. A Professional Development Allowance of up to Rs. 1 lakh (Rupees One Lakh Only) is made available to a faculty member on reimbursable basis to enable:
  - Presentation of their research work in prestigious national (outside the State) and international level conferences/workshops/seminars/symposia/meetings;
  - Filing for national and international patents;
  - Making research visits to prestigious national (outside the State) and international Institutions/Universities/Research Organizations to develop research collaborations
  - Contingent expenses related to specific research work such as purchase of
    - i. Books
    - ii. Stationery
    - iii. Chemicals
    - iv. Minor laboratory instruments
    - v. Computer peripherals
2. Acceptance of a paper is a requirement for approval of expenses towards conferences. Expenses for a conference include cost of travel, local transport, overseas medical insurance, cost of visa, registration fee and living expenses.
3. Application for Professional Development Allowance for filing a patent must be evidenced by Application for Filing the Patent.



4. The contingent expenses cannot exceed the limit of Rs.30,000 (Rupees Thirty Thousand Only) from the total amount of Professional Development Allowance.
5. Sanction of funds under Professional Development Allowance at any given time will be subject to availability of funds for the scheme at the time of Application.
6. Allocation of funds under this scheme is at the discretion of the Board of Management and the allotment of funds under this scheme will be carried out by the Research Committee in consultation with the Director of the School.

#### **5.4 Limitations**

1. The Professional Development Allowance cannot be claimed as a right by every faculty member as it is based on a prescribed process detailed in the Policy for Application of Professional Development Allowance.
2. Professional Development Allowance cannot be availed during the period in which a faculty member is on leave or on lien.
3. The applicant agrees that the person shall refund to Assam Don Bosco the amount (*without interest*) availed as Professional Development Allowance if the person leaves the University prior to the completion of 2 consecutive years of service, from the date of availing Professional Development Allowance.
4. A person availing of the fee waiver for PhD at the University is entitled to apply for a limit of only 10% of the Professional Development Allowance.