



POLICY FOR **RESEARCH PROMOTION AND FACULTY DEVELOPMENT**

In response to the growing emphasis on research and faculty development in higher education institutions, as highlighted by the National Assessment and Accreditation Council (NAAC) and the National Education Policy (NEP) 2020, Rayburn College recognizes the need to establish a comprehensive policy for fostering a culture of academic excellence.

The 'Policy for Research Promotion and Faculty Development' aims to create a robust system for developing and strengthening the research ecosystem in the institute by promoting enhanced research productivity, encouraging knowledge creation and innovation, and facilitating collaborative projects across industry, research institutes, government, NGOs etc., thereby enhancing the quality of education and research at the institute and building the capacities of both faculty and students.

I. ENHANCING RESEARCH AWARENESS AND PROMOTING CAPACITY BUILDING

- 1.1. The institution shall organize discussions with eminent researchers and conduct national and international conferences, seminars, symposia, faculty development programs, and workshops on research methodology, IPR, and patenting to enhance research awareness among faculty.
- 1.2. The institution shall provide a conducive environment and motivation for faculty to pursue doctoral and post-doctoral research at reputed national and international universities and organizations.
- 1.3. The institution shall encourage faculty to undertake research projects in thrust areas in various subjects funded by various national and international agencies.
- 1.4. The institution shall explore new horizons of knowledge and ensure its practical implementation through collective efforts and quality research work.
- 1.5. The institution shall provide a creative atmosphere, complemented by adequate facilities and resources, in which higher studies and research thrive amongst the faculty and students.
- 1.6. The institution shall work to establish Centers of Excellence in thrust areas and set up Incubation Centers to motivate innovations and startups.
- 1.7. The institution shall mentor students to undertake minor research projects relevant to the society within which the institute is placed.
- 1.8. The institution shall endeavour to publish research works in renowned journals.



II. PLAGIARISM PREVENTION

- 2.1. The institution shall adopt strict measures to prevent plagiarism in research work.
- 2.2. Faculty members shall be required to submit their research work through a plagiarism checker tool before publication or presentation.
- 2.3. The institution shall provide training and workshops to faculty and students on proper citation practices and plagiarism prevention techniques.

III. POLICY ON RESEARCH INCENTIVES FOR QUALITY PUBLICATIONS

Institutional Research Publication Grant

To encourage the contribution towards the National Education Policy (NEP) 2020 of promoting quality research within the Higher Education Institution, the institute shall introduce the Institutional Research Publication Grant, consisting of a sum of Rs. 10,000, for all teaching faculties as an assistance towards the publication of single-authored monographs and books, or edited books as editor(s), subject to the meeting of the following criteria below:

1. That, the book qualifies as an *academic book* offering original scholarly material, and clearing the *Internal Evaluation* assessment;
2. That, the book is assigned a unique *International Standard Book Number* (ISBN) by a reputed publisher;
3. That, the book is published within the time-frame submitted to the Research and Development Cell;
4. That, the author agrees to organize a *book launch* event in the College, within a month of the publication;
5. That, the author at the time of publishing, is using Rayburn College affiliation.

Institutional Research Award

Similarly, to encourage publications of quality papers in reputed journals by the teaching faculties using Rayburn College affiliation, the institute introduces the Institutional Research Award, the details of which are as provided below:

Sl. No	Type	Criteria	Award Amount
1	Journal (UGC Care List or Scopus)	1. Impact factor 0-2	2500
		2. Impact Factor > 2	3000
2	Book Chapter	1. With reputed national publishers	2000
		2. With reputed international publishers	2500



3	Book Authors	1. Self-published with ISBN	3000
		2. With reputed national publishers	3500
		3. With reputed international publishers	4000

Note: Publication through conference participation sponsored by the institute will not be considered for incentive.

Procedure for Application

Any potential recipients of either rewards shall:

- (a) submit a copy of the publication to the Director, Research & Development Cell to be gifted to the College Library; and
- (b) submit a letter stating details about the publication and requesting the granting of the relevant award.

Note: Co-edited or co-authored articles and/or books shall be treated as single authors, and the reward amount shall be internally adjusted between said author(s).

IV. POLICY ON FACULTY PARTICIPATION IN CONFERENCES/WORKSHOPS/ FDP AND OTHER SHORT TERM COURSES

Participation in Conferences/Workshops/Faculty Development Programmes and other short term courses is a pre-requisite for any faculty to progress in the academic domain in a Higher Education Institution. To encourage such initiatives from the teaching faculties, the following entitlements for various research activities are listed as below:

Conferences/Workshops/Seminars etc.

Sl. No.	Details	Entitlement	Remarks
1.	National & International Conferences (within India)	1. Registration fee, subject to a ceiling of 4000 INR. - 50% reimbursement for the conferences held in institutions of repute/eminence. - 100% reimbursement if the conference papers are going to be published in quality Scopus indexed journals. 2. 50% TA, subject to a ceiling of 20000 INR 3. Conference to be counted as on duty, subject to class adjustments with HoD.	Note: - Only 5 faculties (and 1 from each department) will be supported each year, with each opportunity subject to evaluation and approval by the Management.
2.	International Conferences (outside India)	1. Registration fee, subject to a ceiling of 6000 INR. - 50% reimbursement for the conferences held in or organized by institutions of	Note: - Only 5 faculties (and 1 from each department) will be



		repute/eminence. - 100% reimbursement if the conference papers are going to be published in quality Scopus indexed journals. 2. No TA as of now – Faculty advised to raise own funds or make appeals for online presentations. 3. Conference to be counted as on duty, subject to class adjustments with HoD.	supported each year, with each opportunity subject to evaluation and approval by the Management.
3.	National Level Workshops/Short Term Courses	1. Registration fee, subject to a ceiling of Rs. 2000 INR 2. No TA 3. Workshop/Short Term Course to be counted as Academic Leave	Note: - Only 10 faculties (and 1 from each department) will be supported each semester, with each opportunity subject to evaluation and approval by the Management.

V. POLICY ON RESEARCH PROJECTS & GRANTS

The institute aims to create and support a research culture for developing and promoting scientific temper and research aptitudes among its teachers, staff and students. It helps to realize the vision and missions of the College and for contributing to national development by encouraging and facilitating their participation in research and related activities, and providing the required resources and appropriate facilities. The introduction and setting up of the Research and Development Cell is primarily to usher such assistance in the process of finding and applying for grants, and coordinating and supervising each of the projects obtained by the faculty members.

The Cell will strive to ensure that the research activities of the College conform to all applicable rules and regulation, as well as to the established standards and norms relating to safe and ethical conduct of research. Additionally, it will also ensure the timely submission of project deliverables within the stipulated time-frame.

All faculty members are encouraged to apply for various research projects, either individually or as a Department. Acknowledging that all research projects are applied and obtained in their capacity as Rayburn employees, all research projects obtained and/or approved shall follow the following procedures:

1. For projects obtained by individual faculty or departments where they are responsible for conducting the research work, the project budget shall include a line item covering charges



for the use of institutional name, resources and facilities, which shall be limited at 10 % of the sanctioned project amount.

2. For projects obtained by individual faculty or departments where the College is responsible for the implementation, an incentive of 10% of total project costs shall be given to the concerned faculty or department. They may or may not lead the project as Project Lead or Co-Lead.
3. For any research patent obtained, a one-time sum of 20,000 INR shall be granted to the concerned faculty or department.
4. All details of any projects undertaken, whether in an individual capacity or with a department, shall be submitted to the Director, Research and Development Cell. The Convenor is authorized to supervise and intervene, as and when such actions are deemed necessary.

VI. IMPLEMENTATION AND MONITORING

- 6.1. The Research & Development Cell shall be responsible for implementing and monitoring the various policies outlined in this document.
- 6.2. Periodic reviews and evaluations shall be conducted to ensure the effectiveness of these policies and to make necessary adjustments as needed.