

POLICY FOR RESEARCH FINANCIAL SUPPORT

(Approved in the 4th Governing Body Meeting held on 25th May 2024)



GIRIJANANDA CHOWDHURY UNIVERSITY

Hathkhowapara, Azara, Guwahati 781017, Assam

Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017



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1. PREAMBLE

The Girijananda Chowdhury University (GCU) is a private university in northeast India that was founded in 2022 by an act of the Assam legislative assembly. Before GCU was founded, the Girijananda Chowdhury Institute of Management and Technology (GIMT) and Girijananda Chowdhury Institute of Pharmaceutical Sciences (GIPS), for engineering and management and pharmacy, respectively, were established in Guwahati by the university's founding society, the Shrimanta Shankar Academy Society (SSA). GCU is committed towards its students and faculties by providing a platform for promoting, nurturing and supporting them towards a better future. The society also strongly believes giving back to society in a meaningful and impactful way to contribute to the well-being of communities and individuals

2. RATIONALE:

The rationale for providing financial support to faculties and students is rooted in the belief of the university ethical ground that investing in education and academic resources yields significant long-term benefits for individuals, institutions, and society as a whole.

3. OBJECTIVES

The policy for financial support to faculties and students of GCU are as follows:

3.1 Objectives for Teaching and supporting staff

3.1.1. Research, Innovation and Publication

- a) To provide funding to support faculty and supporting staff research projects, encouraging innovation and the development of new ideas.
- b) Facilitate the publication of research findings and scholarly works, promoting the dissemination of knowledge.

3.1.2. Professional Development

- a) Support faculty members and supporting staff in attending conferences, workshops, and training programs to enhance their skills and stay updated with the latest advancements in their field.



3.1.3. Recognition

- a) Recognize and reward outstanding faculty members and supporting staff to enhance job satisfaction and fostering a positive academic and research environment.

3.2. Objectives for Student support

3.2.1. Research Opportunities

- a) Foster student involvement in research projects by providing funding for internships, research assistantships, or independent research initiatives and innovation.
- b) Support students in participating in student exchange programs, internships, or conferences to enhance their global perspective in research.
- c) Offering recognition, rewards, and financial support to outstanding students who have excelled in research and development, demonstrated by receiving awards at conferences, symposiums, workshops, or other competitive platforms.

4. POLICY STATEMENTS

4A: Financial Support to FACULTIES and STAFF

4.1. Research and Innovation

4.1.1. As per the key indicator of NAAC under criterion 3 (Research, Innovations, and Extension) and its sub-criterion 3.1.2, which emphasizes the provision of initial funding (SEED money) to faculty members for research and development activities, the University is required to allocate a separate budget to the Research and Development (R&D) funds. The capped SEED amount per faculty member will be determined based on project quality, falling within the range of **Rs. 30,000 to Rs. 1,00,000**.

4.1.2. The SEED funds can be availed by individual faculty (independent research project) or by an incubatee (from university incubation centre).

4.1.3. The SEED money shall be disbursed in two instalments depending on the progress and productivity of the work. The PI is required to generate a six month progress report, presented to the RDC and process through proper channel (via. Registrar) for possible sanction of the 2nd instalment of funds.

4.1.4. The funding of SEED money shall be open to all and is not restricted or reserved to particular department/Schools. Deserving project with possible outcomes and rationality shall be selected and funded.



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- 4.1.5.** The university with the support of RDC shall form a steering committee every year for monitoring the research proposal of the faculty from time to time and framing the SOP for the smooth operation of the system.
- 4.1.6.** One project shall be allotted to a faculty at a time and the duration of the project shall be a minimum of 1 year and maximum of 2 year or which so ever is early. Subsequently, faculty who received funding from the university may avail the next project funding only after completion of the ongoing project with measurable outcomes in terms of publications or commercialization.
- 4.1.7.** Faculty members who hold a doctorate degree and possess a strong research profile may be eligible to apply for the SEED fund. Eligibility criteria will align with those specified in the standard guidelines of government funding bodies, such as DST, DBT, ICSSR, ICMR, SERB, and others.
- 4.1.8.** Faculty who have taken up projects from the university shall in turn and compulsorily deliver reproducible outcomes (in terms of research paper, patents, commercializable products etc.).
- 4.1.9.** In case if the faculty resign from the job, the Head of the department shall look after the matter during the tenure of the project and resolve the issues to successfully complete the project within the stipulated time. In this case, a co-Investigator may be involved in the project. The matter has to be intimated to the RDC at the earliest.
- 4.1.10.** It is the responsibility of the Principal Investigator along with the Head of the department to look after the progress of the project, submission of annual audit report, utilization certificate (with valid quotations and bills duly signed by the PI) and all other relevant documents to uphold the smooth completion of the assigned project.
- 4.1.11.** For any misutilization of funds, necessary action will be taken over the PI and the entire amount has to be refunded to the University with interest.
- 4.1.12.** For any financial related issues, the university section account officer along with the PI/Co-PI shall report to the RDC (Committee-I).
- 4.1.13.** All the purchase order (PO), bills, quotations and any other documents related with the project has to be passed through proper channel through the Registrar (GCU).



4.2. Professional Development

- 4.2.1. Financial Assistance to faculty members for attending seminars, symposium, conferences, workshops etc at **NATIONAL** level and recognized by DST, CSIR, DBT, ICSSR, MCI etc. or any reputed agencies may be provided with financial assistance after the approval of University authority. The financial assistance will be available once in academic years and in such cases the financial assistance will be limited to registration fee. **(Refer the incentive policy of GCU-ISRAD for more details).**
- 4.2.2. Financial Assistance to faculty members for attending seminars, symposium, Conferences etc at **INTERNATIONAL** level will be available once in two academic years and in such cases the financial assistance will be limited to registration fee (The amount of registration fees will be subjected to availability of university's R&D fund). The maximum capping amount for this section is provided in detail under the **incentive policy of GCU-ISRAD.**
- 4.2.3. Financial assistance shall be limited to R&D related events and funding shall be given to only those candidates presenting their research outcomes in terms of oral presentation or poster presentation. For faculties attending conference/FDP
- 4.2.4. Faculty who avail financial assistance from the university are required to prepare a detail report of their visit to the RDC inclusive of acceptance letter from organizers, a brief summary report, GPS tagged photo's, valid recognition certificates, possible outcome/collaboration from the visit or any other matter associated with the event. The receipt of registration fee shall be produce in original to the RDC for verification.
- 4.2.5. All faculties who avail financial assistance from the university shall maintain a separate file copy for future reference. A copy shall be submitted to RDC for documentation purpose.
- 4.2.6. The detail report may be asked to present by the faculty at the RDC meeting.
- 4.2.7. The university will not provide any financial assistance in advance. The amount of funds may be avail and reimburse only after submission and verification of all required documents through proper channel (via. the Registrar and Hon'ble Vice-chancellor).
- 4.2.8. Financial assistance will not be applicable to faculty who are invited (as resource person/speaker) to attend academic and research conferences/seminars which are



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sponsored or for which they have received remuneration, whether at the national or international level.

4.3. Publications

4.3.1. As per NAAC criteria 3.4.2. the institution shall provide incentives to teachers who receive state national and international recognition/award. The recognition may be in the form of awards including publication, research, innovation, patent, grants & funding, teaching excellence award, professional society award etc. As per NAAC four basic indicator is required to be assessed (i) Commendation and monetary incentive at university function; (ii) Commendation and medal at a university function; (iii) Certificate of honor; (iv) Announcement in the newsletter/website.

4.3.2. Publications of scientific papers in reputable journals will be awarded financial incentives upon approval by the Research and Development Cell (RDC). The RDC will determine the minimum standard requirements for the journals. Scopus and SCI journals with high impact factors will be particularly favourable for faculty receiving incentives. Detailed information about the incentive amounts allotted for publications in reputable journals is described in the university incentive scheme 'GCU-ISRAD'.

4.3.3. The incentives will only be applicable to the publications where university affiliation is mentioned.

4.3.4. If the paper has multiple authors, the financial incentives will be awarded to the first author or the corresponding author, provided they are affiliated with the university.

4.3.5. For incentives related to publication over patents, copyrights and trademarks the GCU-ISRAD scheme shall be referred and for revenue sharing system the Intellectual Property Rights (IPR) policy shall be referred.

4.4. Recognition & Awards

4.4.1. Faculty members receiving state, national, or international awards, fellowships, or projects will be recognized by the university during University foundation day or grant functions.

4.4.2. Highlights of research achievements of faculty members will be published in newsletters/social media/university websites. Appreciations letters will be issued.



4.4.3. Incentives related to this section will be provided in accordance with the GCU-ISRAD incentive scheme.

4B: Financial Support to STUDENTS

4.5. Research Opportunities

4.5.1. By offering funding for internships, research/teaching assistantships, or independent research projects, the university will encourage student participation in research projects.

4.5.2. The university will also support PG/UG/PhD/Post Doc students of GCU with basic consumables and lab facilities for running the project smoothly.

4.5.3. Financial assistance may be provided to students or scholars engaged in conferences, workshops, internships, conventions, research innovations, competitions, or international student exchange programs. However, support will only be extended to students who have earned distinction for the university in terms of positions, rankings, or prizes received at the respective events. In such instances, full reimbursement of the registration fee, as well as round-trip travel expenses may be considered.

4.5.4. Special scholarship scheme / teaching assistantship with remuneration for supporting regular Ph.D./Post-Doc candidates shall be introduced. This will be considered only for dedicated meritorious Research Scholars of the university.

5. Review of General Principles and amendments

5.1. The Policy for Research Financial Support shall be reviewed and amended annually by the University authorities, and shall be within the purview and framework of the guidelines specified by the university.

5.2. All the university stakeholders inclusive of faculty members, alumni, industry experts or management are welcome to submit their suggestions and expert opinion to the 'University Research Council' pertaining towards shaping this policy. All the suggestions will be brought and discussed for possible amendments.

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