

**POLICY FOR  
PROMOTION  
OF RESEARCH**

## Foreword

Uttar Pradesh Rajarshi Tandon Open University (UPRTOU), Prayagraj, has laid the emphasis on research and sustainable development, where research makes it possible to create knowledge, innovation, and newer insights that make extension activities and teaching more vibrant and scientific. UPRTOU, Prayagraj established in 1999 by the government of Uttar Pradesh, has been constantly focusing on research in diverse disciplines and it also offers various programmes like Diploma, UG, PG, and research programmes (Ph.D.) with due approval of the University Grant Commission, New Delhi, and the Government of Uttar Pradesh.

In current scenario of innovative Research and Developments, University has taken several efforts for promoting research talents among the teachers, Ph.D. scholars and others. To give ample opportunities for benefits like incentives for faculties receiving research fellowships and the allocation of specific corpus incentive funds for faculties for publishing research papers, books and book chapters in National and International reputed publishing houses. In addition, University also promotes research activities through financial assistance for attending National and International Conferences, Faculty Development Programmes (FDP) and others MOOCs related courses for fostering novelty of “knowledge ecosystem”.

University also support by providing up to fifty percent of travel expenses for National and International collaborative research oriented exchange programmes with reputed Universities and agencies to the faculties. Faculties also encouraged time to time by the University through different types of awards/fellowships like annual best teacher awards, international fellowship and state/national level awards including medals, certificates, cash prizes etc. The benefit of travel expenses and leaves for seminar/conferences/symposia to the faculties and academic consultants is also provided by the University.

Besides, the quality is the more concern of the research, so that different committees have been framed by the University. In this context, a comprehensive policy is framed for the enrichment of reliable research in the University and for the socially relevant research outcomes. On my part, I will strive to the best of my abilities to place the UPRTOU amongst the leading providers of Higher Education in the country, particularly in education through distance learning.

Lets open our mind for innovative ideas with learn, unlearn and relearn.

Prof. Seema Singh  
Vice Chancellor  
UPRTOU,  
Prayagraj.

## Policy for Promotion of Research

### **Objective:**

Education is a dynamic process so research and extension activities are integral part of the teaching in Indian Universities. Hence, it requires constant updating which is possible only with a vibrant research aptitude. Research makes it possible to create knowledge, innovation and newer insights that make extension activities and teaching more vibrant and scientific.

In order to promote research activities among faculty members of the University, the guidelines for research promotion are categorized as:-

- 1 Incentives by the University for Research Projects, Publications and Research related activities.
- 2 Financial assistance for attending National and International Conferences/ Seminars and Faculty Development Programmes.
- 3 Financial assistance for pursuing Ph.D.

### **1. Incentives by the University for Research Projects, Publications and Research related activities**

- i) The regular faculty (Principal Investigator) submitting a research project for funding and **getting a sanction by the funding agency** (government / other) shall be awarded a monetary reward of 5% (five percent) of the total received funding, after completion of the project.
- ii) The regular/contractual faculty submitting a research project (**Format 1**) through proper channel to the UPRTOU for funding may get a maximum of Rs. 2,50,000/-. The duration of the research project will be 2 to 3 years only, and release of the second installment will depend on the performance, evaluated by the concerned committee. The faculty will have to give an undertaking on a non-judicial stamp that he/she will continue to work in the university till the end of the project i.e. up to 2 or 3 years; failure of this will require return of the granted funds.
- iii) Faculty (Regular/Contractual) members publishing Book/Chapter in the reputed international publishing house or in edited volumes will be awarded a suitable cash prize of Rs 5,000/- subject to a maximum publication of one Book/Chapter in an academic year.
- iv) Faculty (Regular/Contractual) members publishing Books/Chapters in the reputed National publishing house in edited volumes will be awarded a suitable cash prize of Rs 2,000/- subject to a maximum publication of one Book/Chapter in an academic year.
- v) Publication of scientific articles in SCI/ SCIE/SCOPUS/Web of Science/PUBMED/ UGC care journals, shall be awarded incentive as per the following:
  - a. SCI/ SCIE listed journals. Rs. 7,500/- (Seven thousand five hundred only), **or**
  - b. SCOPUS/ PUBMED/ Web of Science journals- Rs. 3,500/- (Three thousand five hundred only), **or**
  - c. UGC Care listed journals. Rs. 1,000/- (One thousand only).In case the publication is in joint names/authorship, the incentive shall be appropriately distributed to internal authors of the paper as per their contribution in the article. The contribution shall be decided by the corresponding author.
- vi) Regular faculty members receiving award/fellowship/patent (copyright) shall be awarded cash prize accordingly:
  - (a) International award/fellowship: Rs. 7,500/- (Seven thousand five hundred only),
  - (b) State/National level award/fellowship: Rs. 2,500/- (Two thousand five hundred only).
  - (c) Patent/Copyright: Rs. 5,000/- (Five thousand only).
- vii) Annual Best Teacher award for regular faculty shall be awarded according to parameters judged by the committee constituted by the competent authority. The award shall include a certificate, medal and be awarded with a cash prize of Rs. 5,000/-.
- viii) The researcher is permitted to use the infrastructural facilities like research equipments available within the University, with prior approval through proper channel. A letter of appreciation from concern Director would be given to researcher for extraordinary research work.
- ix) Regular/contract faculty, if does an FDP program from NPTEL or completed the MOOCs course through SWAYAM, then examination fee (if any paid to NPTEL/SWAYAM) will be refunded after producing the certificate of successful completion.

2. **Financial assistance for attending National and International Conferences and Faculty Development Programmes**

**(I) OBJECTIVE**

To encourage the faculty for attending the National/International conferences/seminar/symposia/workshops and short duration training programmes.

**(II) GUIDELINES FOR FINANCIAL ASSISTANCE TO TEACHERS TO ATTEND THE CONFERENCES/SEMINARS/ SYMPOSIA ETC. IN INDIA OR ABROAD**

**II.1 For Regular Faculty**

- A. Teachers going under any International collaboration exchange programmes with CSIR, DST, ICSSR, ICAR, AICTE, NCTE, RCI, MCI and other agencies of similar reputation may be provided financial assistance up to 50% of the travel expenses or Rs. 1,00,000/-\* whichever is less in addition to maximum 10 days academic leaves. However, the works and detailed plan of such visits should be submitted to the Director of the concerned school of the University.
- B. Financial assistance to teachers for attending the conferences/seminars/symposia etc. at National level will be available once in an academic year. In such case, the Financial assistance will be limited to travel expenditure (actual train fare-AC-2 Tier or equivalent air fare) and registration fee to a maximum of Rs. 30,000/-\*.
- C. Financial assistance to teachers for attending the conferences/seminars/symposia etc. abroad/ Internationally will be available once in two academic years. In such cases, the financial assistance will be limited to Travel expenditure and Registration fee to a maximum of Rs. 50,000/-\*.
- D. Normally, one teacher per department/unit will be allowed to attend the same conference in India or abroad.
- E. Financial assistance and permission to travel will be granted only when acceptance of papers from organizers have been received.

**Note- \*:** In case, if expenses are not met by the organizing University/ Institute/ Agency.

**II.2 For Academic Consultant/Asst. Professor (Contractual)**

- a. An Academic Consultant/Asst. Professor (Contractual) shall be given 10 (ten) days academic leave (including travel days) to attend the seminar/conferences/symposia/FDP/STC during one academic session. The following financial assistance will be provided:
  - (i) Travel assistance (actual train fare-AC-III Tier or equivalent) and
  - (ii) Registration fee up to Rs. 10,000/-, in case, if expense is not met by the organizing agency.

**(III) PROCEDURE OF APPLYING FOR FINANCIAL ASSISTANCE FOR ATTENDING SEMINAR/CONFERENCES/SYMPOSIA ETC ABROAD AND INDIA.**

- a. The prescribed application form (**Annexure-I**) is to be used for conference/symposia/seminar etc. in India and abroad.
- b. Application duly forwarded by the Director of concerned school with their specific recommendation should reach the Office of the Director, Centre for Internal Quality Assurance (CIQA) preferably 07 days before the date of the programme (even if, the acceptance letter is not received which should be submitted as soon as it is received) along with the following documents:
  - I. A soft copy of the full text of documents/papers prepared by the teacher for presentation at the National/ International conference/ seminars/ symposia/ congress/ workshops. The details of training programme, (even if of short duration) should be provided.

**II.** Brief details of the organizers, title of the programme, place and duration of the conference etc. in which the paper is proposed to be presented or participation is desired.

**III.** A copy of the letter of invitation from the organizers of the conference/seminar/symposium/ FDP/STC/Training Programme etc, accepting the paper for presentation, immediately after it is received or a copy of the letter from the organizer inviting the teacher to chair a session/section and mentioning details of the financial support offered etc. should also be enclosed.

**IV.** In case of conference / seminars / symposia / congress / workshops / training programme of short duration, the invitation or other relevant documents should be attached.

- c. The Head of Institution will approve the leave to teachers for attending any event in abroad or India.

#### **(IV) FOLLOW-UP ACTION FOR ABROAD AND INDIA**

**a.** The teachers not utilizing their sanctioned amount for whatever reason should immediately inform the Director of concerned school within a week to enable others to utilize the amount so released.

**b.** Deputed teachers after attending conferences should provide a participation certificate and submit the bills within one month of return from the conference for the settlement of the account.

#### **(V) DEPUTATION WITHOUT FINANCIAL SUPPORT ABROAD AND INDIA**

**a)** Teacher seeking permission to attend conferences/seminars/symposia/ workshop / training programme in India or abroad without financial support from the University but seeking academic leave only, should also follow the same procedure as mentioned in procedure of applying for financial assistance for attending conferences/seminars/symposia etc abroad and India.

**b)** Such teachers should fulfill all the requirements listed above, but the frequency restriction (once in 2 years only for abroad and once in an academic year for India) shall not apply to them.

**c)** Such teachers shall be granted leave as per the University rules.

### **3. Financial assistance for pursuing Ph.D (Only for regular faculty)**

The Objective of these guidelines is to encourage the faculty member to improve their qualifications by pursuing Ph.D. programme available in the University. Any teacher of the University can enroll for the Ph.D. programme as per the procedure laid down by the University.

- (i.) A teacher who is admitted to the Ph.D. course shall be provided fee concession to the tune of 50% of the fee charged for the programme.
- (ii.) A teacher shall be provided Rs. 10,000/- per annum as contingency fund for stationery, travel to research institutes, purchase of book etc. However, the books purchased will be deposited with the School library after completion of the Ph.D.
- (iii.) The teacher will have to take an undertaking that he/she shall continue to be in the employment of the University for two years after completing the Ph.D.
- (iv.) Notwithstanding, regular faculty will continue with their routine daily duties (as and when assigned) during the Ph. D. course/ work.

#### **Obligations:**

- (i) PI will not club two different sanctioned projects to utilize grants.
- (ii) PI will adhere to their proposed plan of research; any deviation should immediately be brought in the knowledge of the Director, CIQA through concerned Director of the school.
- (iii) If any PI wishes to surrender the project/ grant, decision of the Director of concerned school will be final to allocate that Project/ grant to Co-PI or other related faculty.

**U. P. RAJARSHI TANDON OPEN UNIVERSITY  
PRYAGRAJ – 211021**

**APPLICATION FORM FOR APPLYING FINANCIAL ASSISTANCE FOR ATTENDING  
SEMINAR/ CONFERENCES/ SYMPOSIA/ FDP/ STC**

**(Filled-in application is to be submitted to the office of the Director, CIQA, Through Proper Channel)**

1.	Name of the Faculty			
2.	Name of the Subject and School			
3.	Organizer Name			
4.	Title of Seminar/Conferences/ Symposia/ FDP /STC			
5.	Title of Paper (in case of Conference/Seminar/Symposia) [Attach full text of paper as annexure]			
6.	Whether Paper is accepted? (Tick Yes/ No)	If yes, Attach the Acceptance letter		
7.	Visit Category	India / Abroad	Place of Visit:	
	Duration of the Programme with date/s			
8.	Month and Year of last financial assistance availed from the university, if any (Attach document):			
9.	Is financial assistance under travel grant is met by organizer, and/ other agency?	If yes, amount of travel grant: (Attach Letter)		
		If No, amount required:		
10.	Is financial assistance under Registration fee is met by organizer, and/ other agency?	If yes, amount of registration fees (Attach Letter):		
		If No, amount of registration fee required:		
<b>List of Enclosures</b> (please provide in this order only):			<b>Mark Tick</b>	
1.	Copy of the letter of invitation from the organizers of the conference/seminar/symposium accepting the paper for presentation, immediately after it is received or a copy of the letter from the organizer inviting the teacher to chair a session/section.			
2.	Copy of the full text of paper			
3.	Copy of the paper acceptance letter			
4.	Copy of last financial assistance availed from the university, if applicable.			
5.	Copy of the amount of travel grant provided by other Govt. agency/organizers, if applicable			
6.	Copy of the amount of registration fee provided by other Govt. agency/organizers, if applicable			

**Place:**

**Date:**

**(Name & Signature of the Applicant)**

Recommendation of Director, School of studies		Recommendation of Director, CIQA		Approval of Vice Chancellor	
Recommended	Not Recommended	Recommended	Not Recommended	Recommended	Not Recommended
Signature and Seal		Signature and Seal		(Signature with seal)	

## Format-1

### Format of application form for submission of proposal for research project under UPRTOU Policy for Promotion of Research

#### Part-A General Information

1. Name of School:
3. Topic of research:
4. Area of specialization:
5. Period:
6. Principal Investigator (P.I.):
  - i. Name
  - ii. Gender (male/female)
  - iii. Date of birth
  - iv. Category (General/SC/ST/OBC).
  - v. Educational qualifications
  - vi. Designation
  - vii. Mobile No:
  - viii. Email:
  
7. Experience of the P.I. in teaching and research:
  - (a) Teaching Experience: UG.....Years                      PG.....Years
  - (b) Research Experience:
  - (c) Publications:
    - i. Published papers:
    - ii. Published Books:
  - (d) Details of research projects done / conducted in the past  
*(Please attach a list of research papers and books published under five years along with a copy of detailed resume)*
  
8. Experience of co-principal investigator (Co-P.I.) in teaching and research:
  - (a) Teaching Experience: UG ..... years PG ..... . The year
  - (b) Research Experience: ..... years
  - (c) Publications:
    - i. Published papers:
    - ii. Published Books:
  - (d) Details of research projects done / conducted in the past:  
*(Please attach a list of research papers and books published under five years along with a copy of detailed resume)*
  
9. Other details (if any)

**PART B**  
**Description of proposed research work**

1. Project:

- i. Title of the research work:
- ii. Introduction:
- iii. Description of the introduction (with reference to research at the national/international level)
- iv. Objectives:
- v. Year wise plan of methodology tasks and goals to achieve the objective:
- vi. Expected Outcomes and Social/Academic Impact:

2. Financial Need:

Grand Total (first year, second year, third year) =

S. No.	Item	1st year	2nd year	3rd year
1.	Details of non-recurring expenditure (equipment etc.)			
2.				
	Man Power			
	Contingency			
	Consumables			
	Travel/Field work			
	Overhead charges (10%)			
3.	Total			

3. Has the teacher received assistance from any other institution for any other research project? If yes, then mention:

- i. Name of the institution from where the aid is approved
  - ii. Number and date of sanction letter by which assistance was approved
  - iii. Amount approved and utilized
  - iv. Title of the project for which assistance was approved
  - v. If the project is completed, has the project work been published.
4. Any other information regarding the proposed research (if required)



## **Certificate**

It is certified that:

- a) Common infrastructure facilities like furniture/space etc. in the school/department/institution are available.
- b) If assistance is provided to me for the above project, then I will abide by the rules governing this scheme.
- c) I will complete the project within the stipulated period. If I am unable to complete it and if the UPRTOU is not satisfied with the progress of the research project, the project may be terminated forthwith.

Signature of the Principal Investigator (P.I.)  
and Co-Principal Investigator (Co-P.I.)  
(Date/stamp)

Signature of the Head of the Institute  
(Date/Stamp)