



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2733530 :: registrar@cottonuniversity.ac.in

No.: CU/REGOFF/2017/017/ 7529 A

Date: 3rd July, 2023

NOTIFICATION

In pursuant to the Res. No. EC/2023/29/2 of the Executive Council in its 29th meeting held on 22 June, 2023 the following policy documents are notified and implemented in Cotton University with immediate effect.

Sl. No.	Policy Name
1	Cotton University Research Policy
2	Policy for the Students' Grievance Redressal Mechanism, 2023
3	Policy for Students' Fellowship, 2023
4	Policy for Slow and Advanced Learners
5	Policy document on Intellectual Property Rights, 2023
6	Policy document for granting financial support to university teachers for attending national and international conferences/ seminars/ workshops/ symposia under faculty development programme (FDP)
7	Policy Documents on In-House Research Project & Guidelines
8	Guidelines for In-House Departmental Projects

This has been issued with approval of the Hon'ble Vice Chancellor, Cotton University subject to the post facto approval of the Executive Council.



Registrar

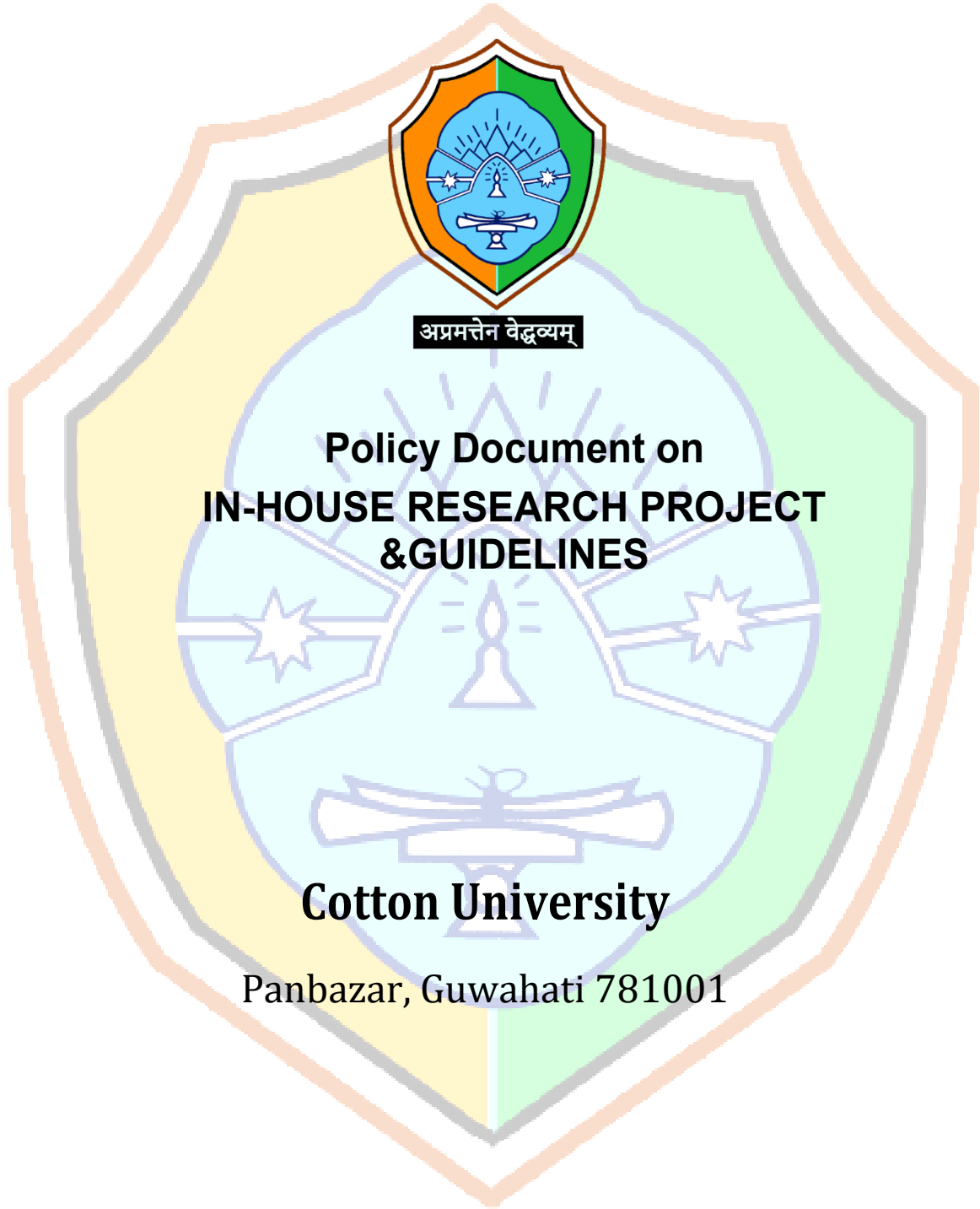
Memo No.: CU/REGOFF/2017/017/ 7529 (A) (H)

Date: 3rd July, 2023

Copy for information to:

1. Pro-Vice Chancellor, CU for kind information.
2. PS to Vice Chancellor for kind appraisal of the Hon'ble Vice Chancellor, CU
3. All Deans of CU for kind information.
4. All Officers/ HoDs of CU for kind information.
- ✓ 5. Coordinator, IQAC for kind information.
6. CSM to upload the notice in CU website with the Policy documents.
7. Notice Board
8. Office File


Registrar 3/7/23



**Policy Document on
IN-HOUSE RESEARCH PROJECT
& GUIDELINES**

Cotton University

Panbazar, Guwahati 781001

अप्रमत्तेन वेद्ध्यम्

Guidelines for In-House Research Project

1. Objective:

The purpose of the research financial assistance is to provide opportunities to regularly appointed faculty members of Cotton University (hereinafter “the University”) to pursue research in their area(s) of interest.

2. Title of the Scheme: The research grant borne by the University shall be called Grant for In-House Research Project (IHRP).

3. Eligibility Criteria:

3.1 The faculty members appointed in regular mode in sanctioned posts are eligible to apply for the grant.

3.2 The faculty should have minimum of 3 years of service left in the University from the last date of submission of application.

4. Tenure and Slots

4.1 **Tenure:** 18 months

4.2 **Slots :** 50 or as decided by the University

5. Financial Assistance

5.1 The quantum of support under the scheme is (i) 1.5 Lacs for the faculty members belonging to Faculties of Physical, Chemical and Mathematical (PCM); Life Sciences (LSc) and Earth Sciences (Esc) and (ii) 1.0 Lac for the faculty members belonging to Faculties of Human and Social Sciences(HSS); Language, Literature and Linguistics (LLL).

5.2 The grant can be utilized for purchasing items like minor equipment, consumables, contingencies, fieldwork, travel etc.

5.3 The grant **cannot** be used for international travel, purchasing laptop/printer/furniture items or for appointing project assistant or research fellow.

5.4 The quantum of funds under these heads can be decided by the recipient depending on his / her needs, if not stated otherwise in the call for projects.

5.5 The items / equipments purchased from this grant shall be property of the University.

6. Selection Process

6.1 The call for the project proposals from the intended regular faculty of the University shall be notified and uploaded in the University website as well as circulated through emails of all faculty members.

6.2 The submitted proposals shall be evaluated for their merits by the referees (experts) of the fields.

6.3 On the basis of the scores received from referees, the final merit list will be generated which will be notified in the University website

6.4 The University reserves the right to withdraw/cancel the award of Research Grant without assigning any reason thereof.

7. Activation of Grant

7.1 The faculty member shall submit the acceptance letter for the Research Grant within 20 days from the date of issue of Award letter failing which the Research Grant will be treated as cancelled. In special circumstances with due approval of the competent authority, it may be extended for a maximum period up to 30 days from the date of issue of award letter.

7.2 The tenure of Research Grant shall commence from the release of first installment of research grant.

8. Procedure for release of grant

8.1 The grant will be released in three installments. Initially 50% of the total sanctioned amount and after 9 months, PI shall submit the progress report which will be reviewed by an assessment committee constituted by Dean, R&D and on recommendation of the satisfactory progress, the second installment i.e., 25% of the sanctioned grant will be released. The final installment 25% will be released on the reimbursement basis after getting the utilization certificate from finance branch of the University.

Note:

a. No extension is permissible beyond the total period of 18 months if not otherwise notified by the competent authority, at the end of the notified period, the research grant shall cease with immediate effect. Any claim/reference to the expenditure incurred beyond the tenure of the period will be illegal.

b. Whereas in case of maternity leave, a period of 6 months will be relaxed either in joining or in completion deadlines as special case.

9. Feedback:

9.1 After completion of the research work, the PI shall submit the summary of the research work along with the research papers published. PI should duly acknowledge the IHRP grant in the publication or presentation of the work.

10. Termination of Award

The Grant is liable to be terminated in case of:

- a) The awardee leaves the University by the way of resigning or on-lien/deputation for more than 4 months
- b) Misconduct.
- c) The awardee is found ineligible later.
- d) Any false/misleading information furnished by the awardee or any fraudulent activity by the Awardees shall lead to action against him/her as per rules.
- e) Plagiarism or unethical practices.

- f) Any corrupt practices by the awardee.
- g) Violation of terms and conditions of the fellowship.

Before terminating/cancelling the Grant, the faculty member shall be given opportunity to defend himself/herself.

ANNEXURE-I
[FORMAT FOR INFORMATION OF PI and Co-PI]

1. Principal Investigator

- (a). Name:
- (b). Sex: M/F
- (c). Date of Birth:
- (d). Qualification:
- (e). Designation:
- (f). Department:
- (g). Residence Address:

2. Co – Investigator(s), if any:

- (a). Name:
- (b). Sex: M/F
- (c). Date of Birth:
- (d). Qualification:
- (e). Designation:
- (f). Department:
- (g). Residence Address

3. Name of the Department where the project will be undertaken:

4. Teaching and Research Experience of Principal Investigator:

- (a) Teaching experience: UG _____ Years PG _____ Years

Subin

(b) Research experience:

5. No. of Publication:(Only SCI indexing Journals/Reputed peer reviewed journals)

**ANNEXURE-II
(Project Proposal)**

1. Project Title:
2. Introduction:
 - (a) Origin of the research problem:
 - (b) Interdisciplinary relevance:
2. Review of Research and Development in the broad field (in brief):
 - (a) International status:
 - (b) National Status:
3. Significance of the study (in brief):
4. Objectives:
5. Methodology:
6. Month-wise Plan of work and targets to be achieved.
7. Details of collaboration, if any intended:
8. Budget details:
 - a) For Faculties of PCM/LSc/Esc

Subhm

अप्रमत्तेन वेद्मव्यम्

Budget Head	Amount (Rs)	Fund (%)
Minor Equipment/Books & Journals/Software		
Chemical and Consumables		
DomesticTravel/Conference/Field work		
Hiring services		
Contingency	10,500	7%
Total	1,50,000	

b) For Faculties of HSS/LLL/ Departments of Law and Commerce

Budget head	Amount (Rs)	Fund (%)
Minor Equipment/Book& Journals/Software/ consumables		
DomesticTravel/Conference/Workshop		
Field work		
Hiring services		
Contingency	7,000	7%
Total	1,00,000	

1. I/we shall abide by the rules governing the scheme if the fund for the project is provided to me/us by the University.
2. I/we shall complete the project within the stipulated period. If the progress of the project is not found satisfactory by the University, the project may be terminated immediately and then I/we shall be liable to refund the amount received by me/us.
3. The above research Project is not funded by any other agency.

Name & Signature (a) Principal Investigator:

(b) Co- Investigator:

Signature

अप्रमत्तेन वेद्मव्यम्