



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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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.

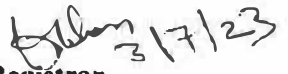

Registrar

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



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Cotton University welcomes the participation of its Departments and Centres for undertaking Departmental Projects for societal engagement, outreach and possible revenue generation as a part of their academic activities. This initiative is broadly inspired by the UGC's vision of "*fostering social responsibility and community engagement in higher education institutions in India*", as has been visualized in the National Education Policy 2020. The primary objectives of such projects shall be within the ambit of the following objectives:

- The project outcomes should be designed based on a community outreach model with a mandatory component for societal benefit which might also lead to revenue earning for the University.
- The project should help promoting deeper interactions between higher educational institutions and local communities for identification and solution of real-life problems faced by the communities in a spirit of mutual benefit.
- The university also encourages undertaking research projects in partnership with local community through community-based research methods.
- To fulfil the commitments of the University towards community/social outreach the submitted projects may lay special emphasis on imparting extension education on areas pertaining to skill based education or biodiversity conservation, enabling the participant to be self-reliant, as envisioned in the Hon'ble PM's *Aatma Nirbhar Bharat Abhiyaan*
- Special emphasis may be laid on addressing local issues and providing for remedies through sustainable living/community approaches through collaborative ventures with communities. This may later be highlighted as the "Best practices" for the University.
- The University is looking to offer its services to the society in the form of products/services and provide a platform for testing such ventures at a lab-to-market /pilot scale to pave a roadmap for future start ups.
- Such projects may be designed keeping in mind the present infrastructure, with a proposal amounting to a maximum of Rs. 2 lakhs, for the smooth implementation of the proposal.

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1. General guidelines:

The general guidelines of the project are as follows:

- i. Each Departmental Project shall be headed by a team comprising of a Principal Investigator (PI) and Co-PIs who will be responsible for formulating the project proposal, implementation and execution of the sanctioned project. **The PI (Head of Department or any other senior faculty) shall involve at least 50% of the other departmental faculty and staff, who may be the Co-PIs, for the project.** The PI shall apply for the project as per the format in Annexure I, to the Dean R&D, Cotton University. PIs should have four years of service remaining.
- ii. Projects granted by the University after screening shall be registered with the Office of the Dean R&D Cotton University, and each project shall be allotted a unique ID. The PI shall handle all communications with the University, citing this ID after the project has been accepted. S/he will furnish the intermediate and final reports and submit a statement of account and/or utilization certificate through the Finance Section to the Dean R&D, Cotton University.
- iii. Separate accounts shall be setup for each project and the expenditures and incomes generated for all sanctioned projects are subject to audit by central and/or state audit mechanisms, as per University norms.
- iv. Time devoted for sponsored research project shall be accounted in addition to the normal/assigned duties of the department/University. No relaxation will be entertained in this regard.
- v. Any revenue being generated as a result of such ventures shall be shared between the participating Department and the University. The revenue share of the departments shall be used for the self-sustenance of the project and the up-gradation of departmental infrastructure. The proposed sharing of revenue in case of projects intended for revenue generation shall be as follows:

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| Year | Department Share | University Share |
|------|------------------|------------------|
| 1 | 60% | 40% |
| 2 | 60% | 40% |
| 3 | 50% | 50% |
| 4 | 50% | 50% |
| 5 | 50% | 50% |

ANNEXURE-I
Application Format

- I. **Broad Subject:**
- II. **Area of Specialization:**
- III. **Duration:**
- IV. **Principal Investigator:**
 - a) **Name:**
 - b) **Designation:**
 - c) **Date of Superannuation:**
 - d) **Office Address:**
- V. **Co – Investigator(s):**
- VI. **Name of the Department where the project will be undertaken:**
- VII. **Teaching and Research Experience of Principal Investigator:**
 - (a) **Teaching experience:**
 - (b) **Research experience:**
- VIII. **No. of Publications:**

(b) Research experience:

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ANNEXURE-II

Proposed Research Work

1. Project Title:

2. Introduction:

(a) Origin of the research problem:

(b) Societal relevance:

3. Review of Research and Development in the subject:

a) International Status:

b) National Status:

4. Significance of the study:

5. Objectives:

6. Methodology:

7. Month-wise plan of work and targets to be achieved

8. Details of collaboration, if any intended:

9. Financial Assistance required:

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| ITEM | EXPENDITURE (in Rupees) |
|---|-------------------------|
| Minor Equipment (if any, not exceeding 1 lakh) | |
| Consumables | |
| Field work and Travel (if any) | |
| Workshops (if any) | |
| Contingency Expenses | |
| Total: | |

N.B.: The project grant shall be provided for the first year only. Following the first year, it is expected that the project shall run on a self-sustaining mode.

Name & Signature:

Principal Investigator:

Co- Investigator(s):

Head of the Department:

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