SIDDHARTHA
ACADEMY OF HIGHER EDUCATION
An Institution DEEMED TO BE UNIVERSITY
(Under Section 3 of UGC Act, 1956)

RESEARCH, DEVELOPMENT AND CONSULTANCY

Preamble

The Research and Development (R&D) Policy at **Siddhartha Academy of Higher Education (Deemed to be University)** has been crafted in alignment with the **National Education Policy NEP-2020**, which emphasizes the critical role of research and innovation in fostering a knowledge-driven society. In today's globalized world, the need for research-intensive institutions is more pronounced than ever, as they serve as hubs of creativity, innovation, and societal advancement.

This R&D Policy aims to build a robust research ecosystem that supports faculty, students, and research scholars in their pursuit of knowledge and innovation. By encouraging interdisciplinary research, industry collaboration, and technology transfer, the policy aligns with NEP's vision to transform higher education institutions into centers of high-quality research that contribute to the nation's socio-economic development. In line with NEP's emphasis on developing India as a global knowledge superpower, Siddhartha University is committed to addressing regional, national, and global challenges through impactful research initiatives.

The policy outlines structured mechanisms for fostering innovation, securing research funding, and establishing partnerships with industries and research institutions worldwide. It provides guidelines for responsible research practices, ensuring ethical compliance and a framework for intellectual property management. By nurturing a vibrant culture of inquiry, **Siddhartha University** seeks to empower its researchers to contribute to the national and global knowledge economy, address pressing societal challenges, and drive sustainable development.

Vision

To be a Centre of Excellence in Education, Innovation and Research with Global presence in Arts, Science, Technology, Medicine, Management, Legal and Social Studies in enriching the frontier areas of National and International Importance.

Mission

- To create a transformative educational experience for students focused on problem solving skills, communication abilities, and interpersonal relations and leadership.
- To cultivate a vibrant university community for attracting and retaining diverse, world-class talent creating a collaborative environment open to the free exchange of ideas where research, creativity, innovation and entrepreneurship can flourish and ensuring individuals to achieve their full potential.
- To impact society in a pragmatic manner regionally, nationally, and globally by engaging with industry, outstanding national and international universities and research organizations.
- To be a global University that nurtures excellence in education and innovation for creating a knowledgeable society.

Objectives

I. Encouraging Innovation and Research Excellence

To create a dynamic research environment that encourages innovation and excellence across all disciplines, empowering faculty, students, and scholars to engage in impactful research. This vision aligns with NEP 2020, promoting creativity, critical thinking, and knowledge creation within higher education.

Key Initiatives:

- ❖ **Promoting High-Quality Research:** Encourage the publication of research in high-impact journals, securing patents, and achieving national and international recognition.
  - **Supporting Cutting-Edge Research Infrastructure:** Provide advanced laboratories, computing resources, and technical support to enable researchers to conduct world-class research.
  - **Rewarding Research Excellence:** Establish awards and incentives for outstanding research contributions to recognize and motivate faculty, students, and research scholars who demonstrate research excellence and innovation.

II. Fostering Interdisciplinary Collaboration

- ❖ **To foster a collaborative** research culture where diverse disciplines work together to address complex, real-world problems and generate innovative solutions, aligning with NEP 2020's vision of promoting cross-disciplinary learning and research.

Key Initiatives:

- **Establishing Collaborative Research Centers:** Create interdisciplinary research centers focused on priority areas such as sustainability, artificial intelligence, healthcare, and digital transformation.
- **Encouraging Cross-Departmental Projects:** Support projects that bring together faculty and students from different departments to leverage diverse expertise and perspectives.
- **Facilitating Partnerships Beyond Academia:** Partner with industry, government bodies, and non-governmental organizations to bring practical insights into academic research and enhance its applicability to society.

III. Aligning with National and Global Research Priorities

- ❖ **To direct research** efforts toward national priorities and global challenges, thereby contributing to the socio-economic development of India and sustainable growth worldwide. This objective aligns with the NEP 2020's vision of transforming India into a global knowledge leader and promoting research that addresses critical areas such as healthcare, climate change, clean energy, and digital innovation.

Key Initiatives:

- **Focusing on Priority Research Areas:** Prioritize research in fields highlighted by national and international bodies, including sustainable development, clean energy, biotechnology, cybersecurity, and rural development.
- **Promoting Research for Societal Impact:** Encourage research projects that address pressing societal issues, with an emphasis on outcomes that can be translated into public policy or community-based solutions.
- **Engaging with Government and Global Funding Opportunities:** Actively pursue research grants from national agencies (like DST, DBT and UGC) and international organizations to support projects that align with India's development goals and the United Nations Sustainable Development Goals (SDGs).
- **Addressing Local and Regional Needs:** Conduct region-specific research to address local challenges, such as water management, agricultural advancements,

and rural healthcare, supporting NEP 2020's goal of addressing the diverse needs of India's communities.

4.1. Governance

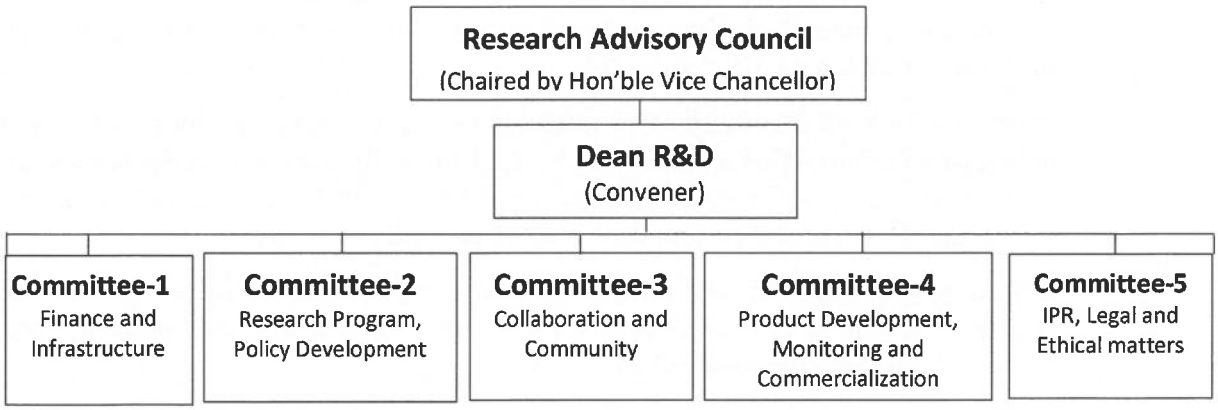
4.1.1 Role of the R&D Cell

The R&D Cell at Siddhartha Academy of Higher Education (Deemed to be University) is central to the implementation, monitoring, and continuous improvement of the R&D policy. The R&D Cell is headed by the Vice Chancellor / Pro Vice Chancellor or his / her nominee as the apex body of R&D Cell. The Dean nominated by Vice Chancellor among the distinguished researchers from the university, will head various committees to drive the governance. The cell ensures alignment of research activities with the University's strategic goals and oversees the **ethical, financial, and operational** aspects of research initiatives.

❖ **Key responsibilities of the R&D Cell include:**

- Formulating and updating research policies to meet University goals and comply with national standards.
- Approving and evaluating research proposals for quality, relevance, and feasibility.
- Overseeing the allocation of internal funding (Seed Grant) and resources to support research activities.
- Monitoring progress of ongoing projects and providing guidance for successful project execution.
- Recognizing and rewarding outstanding research achievements by faculty, students, and research scholars.

The R&D Cell also plays a critical role in fostering interdisciplinary collaboration, promoting a culture of innovation, and encouraging participation in external funding and partnership opportunities. The composition of the University's Research and Development Cell (RDC) is meticulously structured in accordance with UGC guidelines (as depicted schematically below).



4.1.2. Roles of Department Heads and Faculty Researchers

The roles of department heads and faculty researchers are vital to achieving the research objectives of University. Each department head is responsible for promoting a strong research culture within their department, supporting faculty, students, and research

scholars in their research endeavours, and ensuring alignment with the University's strategic research priorities.

❖ **Department Heads:**

- Act as facilitators of research within their respective departments, encouraging faculty and students to undertake meaningful research projects.
- Coordinate with the R&D Cell to manage departmental research activities, ensure policy compliance, and support interdisciplinary initiatives.
- Organize departmental seminars, workshops, and training sessions to enhance research skills and knowledge.

❖ **Faculty Researchers:**

- Lead and conduct research projects, mentor students and research scholars, and actively seek external funding and collaboration opportunities.
- Contribute to the institution's research output through publications, presentations, patents, and innovations.
- Ensure ethical and responsible research practices, and collaborate with other faculty members for interdisciplinary research projects when appropriate.

4.1.3. Institutional Support Mechanisms

Siddhartha Academy of Higher Education (Deemed to be University) is committed to providing comprehensive support mechanisms that enable and enhance research consultancy, innovation and intellectual capital. The institution recognizes that a robust support system is essential for faculty, students, and research scholars to achieve research excellence. Key support mechanisms include:

- **Research Centres of Excellence:** Relevant efforts are made by each department to excel in one focused area and get recognized as 'Center of Excellence'. The University supports in this process through research funds. The institution encourages both Unitary and Hub and Spoke Model Multi specialization Centres as far as the Sponsored Centres of Excellence are concerned. Permissible infrastructural and such other support systems are arranged / offered for the purposeful running of the said centres.
- **Research by Seed Funding:** Seed funding is a system where faculty members are provided with initial financial support by the University to kick-start their research. It's the concept to offer a fundamental hand-holding in research in order that the young faculty expand their proposal and obtain funded projects.
- **Training and Capacity Building:** Organizing workshops, seminars, and training programs to enhance research skills, including grant writing, data analysis, and advanced, research methodologies.
- **Collaboration and Networking Support:** Facilitating connections with industry, government, and other academic institutions to encourage collaboration, knowledge sharing, and the translation of research into practical applications.

- **Administrative and Technical Support:** Providing dedicated administrative and technical assistance for project management, reporting, and compliance to ease the logistical burden on researchers.

4.1.4. Ph.D. Programme Regulations

Ph.D. admissions and R&D policy, candidates must meet eligibility criteria, appear for the SRCAT exam, and undergo a personal interview, with selection based on SRCAT exam score, PG degree marks, research proposal, and interview.

- Preference may be given to candidates with valid GATE score for selection.
- A valid SRCAT score is mandatory for both full-time and part-time admissions.
- The candidates with valid score in UGC NET / APSET / APRCET are exempted from SRCAT (Siddhartha Research Common Admission Test).
- If case of any candidate working in government recognized R&D institutions at Scientist Level with minimum two years of experience, the candidate may be exempted from SRCAT based on the recommendations of Vice Chancellor.
- The University Ph.D. programme regulations is given in Appendix - II.

4.2. Research Thrust Areas

Siddhartha Academy of Higher Education (Deemed to be University) is dedicated to advancing knowledge across a range of core research domains that align with the expertise and academic strengths of its departments. These domains serve as foundational pillars for the institution's research activities and include:

- **Engineering and Technology:** Research in traditional engineering fields such as Civil, Mechanical, Electrical, and Electronics Engineering, focusing on areas such as structural engineering, materials science, energy systems, automation, and smart technologies.
- **Computer Science and Information Technology:** Studies in Artificial Intelligence, Machine Learning, Data Science, Cyber Security, Software Engineering, and Network Systems that address contemporary digital challenges and drive technological progress.
- **Sciences and Applied Mathematics:** Fundamental and applied research in physics, chemistry, and mathematics, contributing to advancements in theoretical understanding as well as practical applications in engineering and technology.
- **Humanities and Management:** Research in areas such as human-centered design, communication studies, sustainable development, organizational behavior, and management practices that contribute to societal well-being and effective industry practices.

In addition to its core research domains, the University places a strong emphasis on emerging areas of priority that address critical and evolving challenges in the national and global context. These areas represent high-impact fields where interdisciplinary collaboration and innovative solutions are essential. Key emerging areas of focus include Artificial Intelligence and Machine Learning, Cyber Security and Data Privacy, Sustainable and Renewable Energy, Healthcare and Biomedical Engineering, Smart Infrastructure and Urban Development, Internet of Things (IoT) and Advanced Connectivity etc.,

By prioritizing these emerging areas, the University seeks to position itself at the forefront of transformative research that addresses pressing global challenges and meets the future demands of society.

4.3. Metrics and Evaluation Criteria

4.3.1. Overview of Evaluation Metrics

The R&D policy at Siddhartha Academy of Higher Education (deemed to be University) establishes clear metrics and evaluation criteria to assess the quality, impact, and productivity of research efforts across the University. These metrics guide researchers in aligning their work with University's goals and support transparent, objective evaluations that reward excellence. The metrics cover a range of areas, including publications, patenting, funding, interdisciplinary work, societal impact, and infrastructure development.

4.3.2. Performance Based Appraisal System (PBAS)

Performance-Based Appraisal System (PBAS) is an open, formal, and systematic procedure designed to improve organizational effectiveness in response to the ever-changing higher education scenario in India. In addition, PBAS records help assess the caliber of faculty members for further recognition and encouragement.

PBAS enables employees to understand their roles, thereby fostering commitment towards achieving both personal and institutional goals.

The structured Appraisal Format is considered by the Head and the Employer of the institution while sanctioning faculty increments and promotions, as applicable, in each academic year. The Head of the Institution defines departmental targets and faculty goals in alignment with the University's vision and the requirements of regulatory bodies every academic year.

The appraisal system evaluates performance on a scale of 1,000 points. The weightage assigned to various parameters depends on the faculty cadre. For example:

Curricular activities: 350 to 600 points
Co-curricular activities: 100 to 150 points
Research & Development (R&D): 150 to 300 points
Administrative and Extra-curricular activities: 100 to 200 points

4.3.3. Publication and Patenting Metrics

Publications and patents are critical indicators of research productivity and innovation. Metrics in this category include :

- **Publication Quality:** Emphasis on publishing in high-impact journals and reputable conferences. Metrics may include impact factor, citation count, and journal rankings.
- **Patents Filed and Granted:** Recognizing researchers who secure patents, with additional weight given to those that lead to industry applications.
- **Research Awards and Citations:** Acknowledging highly cited papers, prestigious research awards, and recognitions by academic and professional bodies.

4.3.4. Funding Acquisition and Industry Collaboration

Securing external funding and fostering industry partnerships are vital for sustaining impactful research. Metrics include:

- **External Grants and Sponsorships**: Amount of external funding obtained through competitive grants and industry sponsorships.
- **Industry Partnerships:** The number and quality of collaborative projects with industry, with a focus on those that result in practical applications and technology transfer.
- **Funding Diversity and Repeat Collaborations:** Encouraging a diverse funding portfolio and long-term partnerships with multiple organizations.

4.3.5. Interdisciplinary and International Collaboration

Interdisciplinary and global collaborations enrich research and extend its impact. Metrics in this area include :

- **Collaborative Publications:** Number of research publications co-authored with researchers from other departments or institutions, both nationally and internationally.
- **Interdisciplinary Projects:** Active participation in projects that span multiple academic fields and departments.
- **International Research Partnerships:** Formal collaborations with international universities and research institutions.

4.3.6. Student Involvement in Research

Engaging students and research scholars in research fosters innovation and prepares the next generation of researchers. Metrics include :

- **Student Research Participation:** Number of students and research scholars involved in research projects, internships, and assistantships.
- **Student Co-authored Publications:** Recognizing student contributions to research publications and conference presentations.
- **Mentorship and Training Opportunities:** Availability and effectiveness of mentorship programs for student researchers.

4.3.7. Societal and Policy Impact Metrics

Research that addresses societal challenges and influences policy is essential to University's mission. Evaluation criteria include :

- **Social Impact Projects:** Research that contributes to solving real-world societal problems, particularly in areas aligned with national and global priorities.
- **Policy Contributions:** Research that has informed or shaped policy decisions, including contributions to government or public reports and advisory roles.
- **Community Engagement:** Projects involving direct interaction with or benefits to local communities, NGOs, or public health initiatives.

4.3.8. Infrastructure and Capacity Building

Developing research infrastructure and capacity is critical to sustaining a high-quality research environment. Metrics include :

- **Infrastructure Development:** Investments in research labs, facilities, and advanced technology to support cutting-edge research.
- **Training and Skill Development Programs:** Offering workshops, seminars, and training sessions to build researchers' skills in advanced methodologies and tools.
- **Resource Accessibility:** Evaluation of the accessibility and adequacy of resources provided to faculty, students, and research scholars.

Through these metrics and evaluation criteria, Siddhartha University aims to foster a vibrant and impactful research culture, rewarding high-quality work and encouraging on-going improvement and collaboration across all areas of research.

4.4. Research Recognition

4.4.1. Scoring Breakdown and Point Allocation

The scoring and point allocation system provides a structured method for evaluating research activities, ensuring transparency and consistency in recognizing outstanding research efforts. Each research metric is assigned a specific weight based on its significance and impact on the overall goals of Siddhartha Academy of Higher Education, an institution Deemed to be University. Researchers are awarded points for their achievements, and these points contribute to their overall research performance score.

❖ **Publication and Patents (25%)**

- Quality of journals and conferences (15 points)
- Number of patents filed and granted (10 points)

❖ **Funding Acquisition and Industry Collaboration (20%)**

- External funding secured (15 points)
- Industry collaborations (5 points)

❖ **Interdisciplinary and International Collaboration (15%)**

- Interdisciplinary projects and publications (10 points)
- International collaborations and partnerships (5 points)

❖ **Student Involvement in Research (15%)**

- Number of students and research scholars involved (10 points)
- Co-authored publications by students (5 points)

❖ **Societal and Policy Impact (15%)**

- Social impact projects (10 points)
- Contributions to policy and community engagement (5 points)

❖ **Infrastructure and Capacity Building (10%)**

- Research infrastructure development (5 points)
- Training and skill development programs (5 points)

4.4.2. Research Excellence Awards

The Research Excellence Awards are presented annually to honor exceptional research performance in various categories. These awards aim to motivate and celebrate ground breaking research that contributes to the institution's goals of innovation, societal impact, and academic excellence.

Categories for the Research Excellence Awards may include:

- **Best Researcher of the Year**: Awarded to a faculty member with the highest research score across all metrics, recognizing their overall contributions to research excellence.
- **Outstanding Student Researcher:** Awarded to a student or research scholar whose research has demonstrated exceptional quality, innovation, and societal impact.

These awards are designed to provide public recognition for outstanding research, encourage continuous improvement, and inspire others to engage in high-quality research.

4.4.3. Annual Recognition Programs

In addition to the Research Excellence Awards, University organizes annual recognition programs to celebrate the achievements of faculty, students, and research scholars. These programs serve as a platform for acknowledging research accomplishments, fostering a sense of community, and motivating individuals to maintain high research standards.

Recognition programs may include :

- **Research Achievement Ceremonies:** A formal event to highlight key research achievements, such as significant publications, patents, and industry collaborations.
- **Student and Faculty Research Showcases:** Events where students, faculty, and research scholars present their research projects, allowing for peer-to-peer learning and feedback.
- **Workshops and Seminars:** Hosting workshops and seminars that highlight best practices in research, featuring prominent speakers and successful researchers as role models.

Through these recognition programs, University aims to build a culture of research excellence and ensure that outstanding contributions are celebrated across the academic community.

4.5. Funding and Resources

4.5.1. Institutional Funding Support (Seed Money)

Siddhartha Academy of Higher Education (Deemed to be University) provides seed funding to support the initiation of promising research projects. Seed money aims to help researchers develop their ideas into full-scale research initiatives by covering initial expenses such as project design, data collection, and early-stage prototyping. This funding serves as a catalyst for innovation and encourages researchers to explore new research directions with the potential for significant impact.

❖ **Key features of the Institutional Funding Support**

- **Eligibility:** Open to faculty members, students, and research scholars who propose innovative, high-potential research projects that align with the strategic objectives of the University.
- **Amount:** Seed funding is provided on a case-by-case basis, with minimum one lakh and a maximum funding limit determined by the project's scope and research goals.
- **Project Duration:** Typically awarded for projects in the initial stages (up to 1 year), with possible extensions depending on progress and outcomes.
- **Usage:** Funds can be used for project-related expenses, including equipment, materials, software, and data acquisition.

This support is designed to help researchers establish a solid foundation for their projects, allowing them to seek larger external funding once initial results are obtained.

4.5.2. External Grant Opportunities

External grants are a critical source of funding for advancing high-impact research at the University. The schools actively support researchers in applying for national and international funding opportunities from government agencies, private foundations, industry partnerships, and research councils.

❖ **Key features of External Grant Opportunities**

- **Government Grants:** Faculty and researchers are encouraged to apply for funding from national bodies such as the Department of Science and Technology (DST), Ministry of Human Resource Development (MHRD), and other central and state government initiatives focused on scientific research and innovation.
- **Industry Partnerships:** Collaboration with industry players can lead to significant funding opportunities for applied research projects, particularly in emerging technologies such as artificial intelligence, robotics, and sustainable energy.
- **International Grants:** Researchers are also encouraged to apply for global funding opportunities, including those from organizations such as the World Bank, United Nations, European Union, and international research foundations, to promote cross-border collaboration and knowledge exchange.
- **Collaborative Grants:** University supports interdisciplinary research teams in securing collaborative funding from consortiums and joint initiatives with other academic institutions, industries, and government entities.

4.5.3. Research Infrastructure Development

Research infrastructure is a vital enabler of high-quality research, and University is committed to building and maintaining state-of-the-art facilities and resources. The development and expansion of research infrastructure are aimed at providing faculty, students, and research scholars with the tools and environment necessary for conducting cutting-edge research.

❖ **Key components of Research Infrastructure Development include:**

- **Laboratories and Equipment:** Investment in advanced laboratories equipped with the latest tools and technologies to support diverse research activities in areas such as engineering, technology, health sciences, and humanities.

- **Digital and Computational Resources:** High-performance computing clusters, data storage, and software licenses are made available to researchers working with complex data, simulations, and artificial intelligence models.
- **Research Spaces:** Establishment of dedicated research spaces such as innovation hubs, maker labs, and collaborative workspaces to encourage interdisciplinary and cross-functional interactions among researchers.
- **Access to External Resources:** Collaborates with external research institutions and libraries to provide researchers with access to global research databases, journals, and repositories, ensuring they stay connected to the latest developments in their fields.

By investing in research infrastructure, the University ensures that its faculty, students, and research scholars have the necessary environment and tools to excel in their work, fostering innovation and enabling impactful research outcomes.

4.6. Intellectual Property Rights (IPR) and Patents

4.6.1. IPR Policy Overview

Intellectual Property Rights (IPR) play a crucial role in safeguarding the innovations and research outcomes produced at Siddhartha Academy of Higher Education (Deemed to be University). The institution is committed to fostering a research environment where faculty, students, and research scholars are encouraged to innovate and protect their intellectual creations. The IPR policy aims to provide clear guidelines on the protection, management, and commercialization of intellectual property generated through research.

❖ **Key objectives of the IPR policy include:**

- **Protection of Innovations:** Ensuring that the intellectual property generated through research is protected through patents, copyrights, trademarks, or trade secrets, as appropriate.
- **Encouraging Innovation and Creativity:** Promoting a culture of innovation by ensuring that researchers understand the importance of IPR in safeguarding their inventions and discoveries.
- **Collaboration and Licensing:** Facilitating the transfer of technology and knowledge through collaborations with industries, government bodies, and academic institutions, enabling commercialization of research outputs.
- **Fair Benefit Sharing:** Establishing a fair mechanism for benefit-sharing from commercialization among the researchers, the institution, and other stakeholders involved in the research process.

The IPR policy ensures that researchers have a clear understanding of the ownership rights of intellectual property, the procedures for filing patents, and how commercialization of innovations can occur. The policy also outlines how the institution will support researchers in protecting and capitalizing on their intellectual property.

4.6.2. Guidelines for Patenting and Commercialization

The guidelines for patenting and commercialization are designed to help researchers navigate the process of protecting and capitalizing on their inventions. These guidelines

ensure that the process is systematic, transparent, and supportive of both academic and industry needs.

❖ **Key guidelines for patenting and commercialization include**

- **Disclosure of Inventions:** To initiate the patenting and commercialization process, researchers must disclose any new invention or innovative idea to the institution's Intellectual Property Rights (IPR) office as early as possible. The disclosure should contain comprehensive details, including
  - ➢ **Description of Novelty:** A clear, detailed explanation highlighting what makes the invention unique compared to existing technologies or methods.
  - ➢ **Potential Applications:** Information on how the invention can be applied in practical settings, such as industry, healthcare, or other sectors.
  - ➢ **Supporting Research Data:** Experimental results, studies, or analysis that validate the novelty and feasibility of the invention.
- **Patent Filing Process:** The patent filing process at University is facilitated by the IQAC Cell, which supports researchers through each step.
  - ➢ Any innovation by student or faculty is to be encouraged towards patent.
  - ➢ The institute should create awareness about IPR among faculty, researchers and students from time to time.
  - ➢ A thorough scrutiny is to be carried out both at department and institute level IPR committee before applying for patent.
  - ➢ Incorporating Institutional affiliation is mandatory for submission of Patent claims/proposals either to Indian offices or to overseas establishments/ registries
  - ➢ The University will bear all the expenses for filing application.
  - ➢ If the patent is commercialized, the sharing of earning is to be done between the researcher and the University.
  - ➢ The institute IPR policy will be placed in the University website
- **Ownership and Rights:** The ownership of patents generated through research at the University typically belongs to the institution. The policy governing ownership specifies the following :
  - ➢ **Institutional Resources Utilization:** When researchers use institutional facilities, funding, or resources to develop an invention, University retains ownership of the resulting IP.
  - ➢ **Independent Inventions:** If an invention is developed independently by a researcher without the use of institutional resources, the researcher may retain ownership, as specified by the IPR policy.
- **Commercialization Support:** The institution provides comprehensive support to researchers aiming to commercialize their inventions
  - ➢ **Industry Partnerships:** University actively encourages partnerships with industries, helping bridge the gap between academic research and market needs. These partnerships facilitate licensing agreements that can lead to successful commercialization.

- **Startups:** Researchers with commercially viable ideas can receive support to establish startups or spin-offs. The University provides resources such as mentorship, access to incubation facilities, and guidance on securing funding. This support ecosystem empowers researchers to develop their innovations into successful enterprises.

- **Confidentiality and Non-Disclosure Agreements (NDAs):** Protecting intellectual property is crucial during commercialization discussions. Researchers must adhere to the following protocols.
  - **Confidentiality Agreements:** Any discussions related to potential commercialization should be protected by confidentiality agreements to ensure that proprietary information is not disclosed prematurely.
  - **Non-Disclosure Agreements (NDAs):** Before engaging with external partners or sharing details about the invention, NDAs must be signed to secure the IP and prevent unauthorized use or dissemination.
- **Revenue Sharing:** Revenue generated from the commercialization of intellectual property is shared between University and the inventors involved. The revenue-sharing structure is outlined in the IPR policy, ensuring that:
  - **Benefit Sharing:** Researchers receive a fair share of the financial benefits from licensing or commercialization.
  - **Pre-Determined Distribution Formula:** The exact revenue distribution is detailed in the formal agreement between the institution and the inventors. This model incentivizes researchers to pursue innovative projects and contribute to the commercialization process.
- **Patents and Publications:** It is essential for researchers to file for patent protection before publicly disclosing any findings that could lead to a patentable invention. Public disclosure, such as publishing research results in journals or presenting at conferences, can compromise the novelty required for patentability. To balance the need for academic publishing and IP protection, University advises:
  - **File Patents Before Publication:** Researchers should coordinate with the IPR office to file patent applications before publishing their research findings.
  - **Strategic Timing:** By timing the patent filing to coincide with planned publications, researchers can ensure that their work is protected while also fulfilling academic obligations.
- **IPR Training and Awareness:** To enhance the understanding of intellectual property rights and the importance of protecting innovations, Siddhartha University conducts regular training and awareness programs.
  - **Workshops and Seminars:** Faculty, students, and research scholars are encouraged to participate in workshops focused on IP fundamentals, patent filing processes, and commercialization strategies.
  - **Educational Programs:** Integrating IP awareness into the curriculum helps build a culture of innovation and ensures that all researchers are well-versed in protecting their work.

4.7. Consultancy Guidelines

4.7.1. Consultancy Policy Overview

Siddhartha Academy of Higher Education (Deemed to be University) encourages faculty members, research scholars, and students to engage in consultancy activities that not only enhance the institution's visibility but also provide solutions to real-world problems faced by industries, government bodies, and non-governmental organizations. The consultancy services offered by the faculty and research team are expected to be aligned with the expertise available at the institution, thus fostering both academic and industry collaboration.

❖ **The primary objective of the Consultancy Policy is to:**

- **Leverage Institutional Expertise:** Utilize the knowledge, skills, and research expertise of faculty, students, and research scholars to provide consulting services in various domains, contributing to innovation and problem-solving for external stakeholders.
- **Foster Industry-Academia Collaboration:** Strengthen partnerships with industries, government agencies, and other organizations to promote applied research and transfer of knowledge.
- **Generate Revenue:** Create a sustainable stream of income for the institution and incentivize researchers for their contributions to consultancy projects.
- **Enhance Professional Development:** Provide faculty, students, and research scholars with opportunities to apply their academic knowledge in solving real-world problems, thereby enhancing their professional growth.

4.7.2 Criteria for Consultancy Projects

To ensure that consultancy projects are conducted with the highest standards of professionalism and ethical responsibility, Siddhartha University has outlined the following criteria for undertaking consultancy services.

- **Relevance to Expertise:** Consultancy projects should align with the expertise available within the faculty, students, and research scholars. Faculty members must ensure that they have the required knowledge and skills to undertake the project effectively.
- **Institutional Benefit:** Consultancy projects should bring value to the institution, whether through direct financial revenue, research collaboration opportunities, or enhancing the institution's reputation in the industry.
- **Ethical and Legal Considerations:** Consultancy work must adhere to all applicable ethical, legal, and regulatory guidelines. This includes compliance with intellectual property rights, non-disclosure agreements (NDAs), and confidentiality clauses in the case of sensitive or proprietary information.
- **Project Duration and Scope:** Consultancy projects should be clearly defined with specific deliverables, timelines, and outcomes. The scope of work should be well-articulated to ensure that both the client and consultant have a mutual understanding of the project goals.
- **Client Relationship:** Consultancy services may be provided to a variety of external stakeholders, including industries, government agencies, and private enterprises. The institution will ensure that all projects have formal contracts, including terms and conditions, mutually agreed upon by the institution and the client.

- **Interdisciplinary Collaboration:** Interdisciplinary teams may be formed for consultancy projects to bring diverse expertise to address complex problems. Collaborative projects that integrate multiple departments or disciplines will be encouraged to enhance the scope and impact of consultancy services.

4.7.3. Revenue Sharing and Incentives

To incentivize and promote consultancy engagement, Siddhartha University has established a revenue-sharing model that ensures fair compensation for faculty, students, and research scholars involved in consultancy projects. Key components of the revenue-sharing and incentives scheme include:

❖ **Revenue Distribution:**

- A percentage of the income generated from the consultancy project will be allocated to the individual faculty members or research scholars involved in the project. This share will be determined based on the level of contribution and involvement in the project.
- The remaining revenue will be shared between the department, the institution, and the central research fund to support further research activities and infrastructure development.

❖ **Incentives for Faculty, Students, and Research Scholars**

- Faculty members, research scholars, and students will receive financial incentives based on the revenue generated by their participation in the consultancy projects. These incentives may include direct payments, research grants, or funding for further professional development.
- Faculty members and research scholars are encouraged to engage students in consultancy projects as part of their academic learning experience. Students who contribute meaningfully to consultancy projects may receive stipends, internships, or certificates of participation.

❖ **Support for Further Research**

- A portion of the revenue generated through consultancy projects will be reinvested in supporting future research initiatives, including funding for new projects, the purchase of equipment, or the development of research infrastructure.

❖ **Recognition and Career Advancement**

- Faculty, research scholars, and students who engage in high-impact consultancy work may receive institutional recognition in the form of awards, certificates, or public acknowledgment of their contributions. This recognition can play a significant role in career advancement, academic reputation, and professional growth.

❖ **Sustainability of Consultancy Projects**

- Consultancy projects that demonstrate significant impact and long-term potential may be developed into full-scale partnerships or collaborations. Such projects may be continued in the form of contracts, research grants, or industry-academia collaborations that provide on-going revenue streams for the institution.

4.8. Documentation and Reporting Guidelines

4.8.1. Reporting Requirements for Departments and Individuals

To ensure effective tracking, transparency, and accountability of research activities, Siddhartha Academy of Higher Education (Deemed to be University) establishes clear reporting requirements for departments, faculty, students, and research scholars. These reports provide a comprehensive overview of research progress, resource utilization, and outcomes, allowing the institution to assess the alignment of research projects with institutional goals and priorities.

❖ **Departmental Reports**

- **Frequency:** Departments are required to submit biannual reports (every six months) outlining the research activities conducted, progress of on-going projects, funding secured, publications, patents, and any industry collaborations.
- **Content:** The report should include a summary of the research objectives, milestones achieved, challenges faced, and any significant outputs or innovations. A financial breakdown of how funds were utilized should also be provided.
- **Responsible Parties:** The Head of the Department (HOD) will compile and submit the report with inputs from faculty members, research scholars, and students.

❖ **Individual Researcher Reports**

- **Frequency:** Researchers (faculty, students, and research scholars) are required to submit an annual report summarizing their research activities for the year.
- **Content:** The individual report should detail the research outcomes, including publications, patents, conference presentations, collaborations, and any societal or policy impact. Researchers must also include a self-assessment of their progress towards the research objectives, challenges encountered, and future directions.
- **Responsible Parties:** Individual researchers are responsible for preparing and submitting their reports to their respective department heads and the R&D committee.

❖ **Annual Institutional Research Report**

- **Frequency:** An annual report will be prepared by the R&D committee, aggregating the departmental and individual reports.
- **Content:** This report will provide an overview of the institution's research activities, highlighting key achievements, funding secured, inter-departmental collaborations, and overall research output. The report will also identify areas for improvement and future research priorities.

4.8.2. Record-Keeping and Performance Tracking

Accurate and consistent record-keeping is essential for maintaining the integrity of research and enabling performance tracking. Siddhartha University emphasizes proper documentation of all research-related activities and the establishment of a systematic mechanism for monitoring performance.

❖ **Research Project Documentation**

- Each research project must maintain a detailed record, including project proposals, funding agreements, progress reports, publications, and any patents

or intellectual property generated. These records must be submitted to the department head and R&D committee for evaluation.

- Projects should also document any industry partnerships, collaboration agreements, and external funding sources.

❖ **Performance Tracking System**

- **Digital Research Database:** Siddhartha University will implement a centralized digital platform to track and monitor all research activities. This database will store data on ongoing projects, funding, publications, patents, and collaboration details. Researchers will be required to update their project status regularly.
- **Researcher Performance Tracking:** Researchers will be evaluated based on their adherence to milestones, quality of outputs, and their contribution to the institution's strategic research goals. A point-based system, as outlined in the Scoring and Recognition section, will be used to assess the performance of faculty, students, and research scholars.
- **Evaluation and Feedback:** The R&D committee will regularly review the progress of projects based on the documentation and performance metrics. Feedback will be provided to help researchers overcome challenges and improve the outcomes of their research activities.

4.9. Research Monitoring and Review

4.9.1. Review by the R&D Cell

To ensure the alignment of research activities with University goals and to maintain high standards of research output, the R&D Cell conducts a bi-annual review of research publications, ongoing research projects, initiatives, patents and performance. These reviews serve as a platform to assess the progress, quality, and impact of research across the institution.

❖ Key components of the bi-annual review process include:

- **Review Schedule:** The R&D Cell conducts reviews every six months, following the submission of departmental and individual research reports. These reviews are scheduled to provide timely feedback and ensure that research projects remain on track.
- **Assessment Criteria:** The reviews will focus on key performance indicators such as :
  - ➢ Achievement of research milestones
  - ➢ Quality of research outputs (publications, patents, and prototypes)
  - ➢ Funding utilization and industry collaborations
  - ➢ Student and research scholar involvement in projects
  - ➢ Societal impact and contribution to policy
  - ➢ Adherence to timelines and project goals

❖ **Review Process**

- **Presentation:** Department heads and individual researchers will present a summary of their research progress, outcomes, and any challenges faced.
- **Panel Evaluation:** The R&D Cell, along with external experts if needed, will evaluate the presentation based on the established metrics and provide constructive feedback.
- **Recommendations:** Based on the review, the committee will offer recommendations for improvement, suggest new directions for research, and identify additional resources or support needed to enhance research productivity and impact.

❖ **Outcome Documentation:** The results of the bi-annual review will be documented and communicated to the concerned departments and researchers. This report will include an evaluation of the performance, recommendations for improvement, and any follow-up actions required.

4.9.2. Feedback and Improvement Processes

The feedback and improvement processes are designed to create a continuous cycle of growth and excellence in research activities. Regular feedback allows researchers to reflect on their work, improve their methodologies, and achieve better outcomes. This process is an integral part of maintaining a dynamic and responsive research environment.

❖ Key elements of the feedback and improvement processes include :

- **Feedback Mechanisms:**
  - ➢ **From the R&D Cell:** After each bi-annual review, the R&D Cell will provide detailed feedback to departments, faculty members, and researchers. The feedback will cover areas of strength as well as areas requiring improvement, with specific recommendations for addressing challenges and optimizing research strategies.
  - ➢ **Peer-to-Peer Feedback:** Researchers are encouraged to engage in peer reviews and collaborative discussions within and across departments. This peer-driven feedback process promotes knowledge sharing, enhances collaboration, and fosters a culture of collective improvement.
- **Performance Analysis and Adjustments**
  - ➢ **Annual Performance Review:** At the end of each academic year, individual researchers will receive a comprehensive performance review based on their research achievements, publication records, funding success, and contributions to interdisciplinary and international collaborations. This review helps identify areas for professional development and improvement.
  - ➢ **Goal Setting:** The R&D Cell and department heads will work with individual researchers to set realistic and achievable goals for the following year. These goals will be aligned with both the researcher's interests and the institution's strategic research priorities.
  - ➢ **Continuous Support:** Researchers who are facing challenges in meeting their targets will receive support in the form of additional resources, mentoring, or training. For example, researchers may be offered workshops on writing competitive grant proposals, or support for engaging in high-impact collaborations.

- **Adapting to Changing Needs:** The feedback process is designed to be flexible and responsive to the evolving needs of the research community. As new research priorities emerge whether due to technological advancements, industry trends, or societal needs the University will revise its feedback and improvement strategies to align with these changes.
- **Documentation of Progress:** All feedback and improvement activities will be documented in individual and departmental records. These records will provide a transparent track record of research progress, challenges, and the actions taken to address them.

4.10. Integrity and Ethics

4.10.1. Ethical Research Conduct

At Siddhartha academy of Higher Education (Deemed to be University), ethical conduct in research is of paramount importance. All research activities undertaken by faculty members, students, and research scholars must adhere to the highest standards of ethical responsibility. Ethical research practices not only ensure the credibility and integrity of research findings but also contribute to the overall advancement of knowledge in a manner that is responsible and beneficial to society.

❖ Key principles of ethical research conduct include

- **Honesty and Integrity:** Researchers must maintain honesty and integrity in all aspects of their research, including the design, data collection, analysis, and reporting. Fabrication, falsification, or misrepresentation of research results is strictly prohibited.
- **Respect for Human and Animal Subjects:** Any research involving human participants or animals must be conducted with the utmost respect for their well-being, dignity, and rights. All research involving human subjects must be reviewed and approved by the institutional ethics committee to ensure compliance with ethical standards.
- **Informed Consent:** For research involving human subjects, informed consent must be obtained from participants prior to their involvement. Researchers should provide participants with clear information about the study's purpose, procedures, risks, and benefits.
- **Confidentiality and Privacy:** Researchers must protect the confidentiality and privacy of participants and research data. Sensitive information should only be disclosed when necessary and with proper consent, ensuring compliance with data protection laws.
- **Avoiding Conflicts of Interest:** Researchers must disclose any potential conflicts of interest that may compromise the objectivity or credibility of the research. This includes financial interests, personal relationships, or professional biases that may influence research outcomes.
- **Plagiarism Prevention:** Plagiarism, including the use of others' ideas, data, or text without proper attribution, is strictly prohibited. Researchers are expected to acknowledge the sources of all materials and ideas used in their work.
- **Fair Collaboration:** Collaborative research should be conducted in a spirit of fairness, with equal acknowledgment of the contributions of all researchers.

Authorship credit should be assigned based on substantial intellectual contributions to the research.

- **Environmental and Social Responsibility:** Researchers should consider the potential environmental and societal impacts of their research. Efforts should be made to ensure that research contributes positively to society, reduces harm, and adheres to sustainability principles.

4.11. Capacity Building and Training Programs

4.11.1. Workshops, Seminars, and Training

At Siddhartha University, capacity building is a cornerstone of fostering a vibrant and sustainable research ecosystem. The institution is committed to providing its faculty, students, and research scholars with ample opportunities to enhance their skills, stay updated with the latest research trends, and foster professional development. A variety of workshops, seminars, and training programs are organized to facilitate continuous learning and skill enhancement.

❖ Key components of workshops, seminars, and training programs include:

- **Research Skill Development:** The institution organizes specialized workshops and training sessions to help faculty, students, and research scholars build essential research skills such as literature review, research methodology, data analysis, and academic writing. These workshops are tailored to address different research areas and levels of expertise.
- **Emerging Research Areas:** Seminars and conferences are conducted to familiarize participants with emerging trends in technology, engineering, and interdisciplinary fields. These events bring in experts from academia, industry, and government sectors to present cutting-edge research, share knowledge, and foster collaborative discussions.
- **Collaboration with Industry and Academia:** The university promotes industry-academia collaboration by hosting guest lectures, seminars, and symposia with experts and practitioners from leading industries. These events not only enhance research collaboration but also provide insight into real-world applications of academic research.
- **Research Funding and Grant Writing:** Regular workshops are conducted to educate faculty and research scholars on the processes and strategies for applying for research grants, including how to write competitive proposals and navigate funding mechanisms from governmental and non-governmental sources.
- **Technology and Tools Training:** Research scholars and faculty are trained in using advanced research tools, data analytics software, simulation tools, and high-performance computing (HPC) systems. These training programs help improve efficiency and the quality of research outputs.
- **Conferences and Networking Opportunities:** The institution encourages participation in national and international conferences by organizing internal events that align with these global discussions. Researchers are also provided with the opportunity to present their work and network with experts in their fields, gaining exposure and feedback from the academic and professional communities.

- **Advanced Research Training:** Faculty members are provided with opportunities to pursue advanced research training through specialized courses, online programs, and workshops that allow them to upgrade their knowledge and skills in their specific areas of interest.
- **Collaborative Research Programs:** The institution encourages faculty to participate in collaborative research initiatives both within and outside the institution. This may involve partnerships with industry, other academic institutions, and government research bodies. Faculty members are also supported in seeking interdisciplinary research collaborations to broaden their expertise and research impact.
- **Mentorship Programs:** Senior faculty members provide mentorship to junior faculty, research scholars, and students. This initiative is designed to foster a supportive research culture, where experienced faculty guide others in navigating the complexities of research, publishing, and securing funding.
- **Research Leadership Development:** Aimed at faculty members with leadership potential, these initiatives focus on developing skills necessary for taking on leadership roles within the research domain, such as leading research groups, managing large projects, and guiding interdisciplinary teams. This is achieved through leadership seminars, management workshops, and exposure to best practices in research administration.
- **Academic Publishing and Presentation:** Training sessions and workshops on academic writing, manuscript preparation, and publication in high-impact journals are held to help faculty members enhance their academic writing skills and increase their research visibility in top-tier journals. Faculty are also encouraged to present their research at national and international conferences, which are vital for establishing academic credibility and recognition.
- **Research Collaboration and Funding Opportunities:** Faculty development programs focus on helping faculty identify and apply for research funding opportunities from national and international funding agencies. The institution also organizes sessions that explore the strategies for building strong research proposals and cultivating long-term relationships with funding bodies.
- **Teaching and Research Integration:** Faculty development initiatives emphasize the integration of teaching and research. Faculty are encouraged to involve students in research projects and use research findings in their teaching, thereby creating a research-driven learning environment.
- **Work-Life Balance and Well-Being:** Recognizing the challenges faced by faculty in balancing research, teaching, and personal responsibilities, the institution provides programs to promote faculty well-being. These include stress management workshops, wellness programs, and flexible work arrangements to foster a healthy and productive work-life balance.

Through these workshops, seminars, and faculty development initiatives, University aims to create an environment that encourages continuous learning, professional growth, and collaboration, ultimately enhancing the overall research capacity and impact of the institution.

4.12. Policy Implementation and Amendments

4.12.1. Implementation

The effective execution of the R&D policy at Siddhartha University is vital for achieving the institution's research goals. The rollout will be done in a systematic and step-by-step approach, ensuring that all stakeholders' faculty, students, and research scholar are well-informed, properly trained, and fully aligned with the updated policy framework. The implementation is as follows:

❖ **Initial Awareness and Communication**

- Ensure that all faculty members, research scholars, and students are informed about the R&D policy, its objectives, scope, and guidelines.
- Distribute the policy document to all faculty members, research scholars, and students.
- Conduct orientation sessions and workshops to explain key policy provisions and implementation steps.
- Create a dedicated webpage or portal for easy access to the policy and related resources.

4.12.2. Procedure for Policy Review and Amendments

To ensure that the R&D policy remains relevant, effective, and aligned with the evolving research landscape, University will undertake periodic reviews and updates. This process will involve multiple stakeholders and will be conducted in a transparent and structured manner.

❖ **The procedure for policy review and amendments is as follows:**

- An annual review of the R&D policy will be conducted by the R&D Cell. During this review, the committee will assess the effectiveness of the policy in achieving its objectives and identify areas for improvement.
- A formal feedback mechanism will be put in place for faculty, students, and research scholars to submit suggestions or concerns regarding the R&D policy. This could be in the form of surveys, focus group discussions, or direct feedback to the R&D Cell.
- Based on the findings from the annual review and feedback from stakeholders, the R&D Committee will propose amendments or updates to the policy. These proposals will be discussed with relevant stakeholders, including faculty, department heads, and senior management.
- Once the amendments have been discussed and finalized, they will be submitted to the university's governing body for approval. After approval, the revised policy will be communicated to all stakeholders, and the implementation of the amendments will follow.

4.13. Conclusion

4.13.1. Summary of Policy Benefits

The R&D policy at Siddhartha academy of Higher Education (Deemed to be University) is designed to foster a dynamic and sustainable research ecosystem that benefits all stakeholders, including faculty, students, and research scholars. The policy offers a structured framework to support high-quality research, innovation, and collaboration across various disciplines. Key benefits of the policy include :

- **Enhanced Research Excellence:** The policy encourages rigorous research practices, interdisciplinary collaboration, and the pursuit of innovative solutions to address real-world challenges. It provides clear guidelines for measuring and rewarding research excellence, ensuring that faculty and students are motivated to produce high-impact, high-quality research.
- **Fostering Innovation and Industry Collaboration:** By prioritizing industry-academia partnerships, the policy creates opportunities for research scholars and faculty to collaborate with industries, government agencies, and international organizations. These partnerships help translate academic research into practical applications, fostering innovation and economic development.
- **Capacity Building and Professional Development:** The policy supports continuous learning and skill enhancement through capacity-building initiatives, workshops, seminars, and faculty development programs. These efforts ensure that researchers stay updated with the latest methodologies, technologies, and research trends, enhancing their professional growth.
- **Focus on Ethical Research Practices:** A strong emphasis on ethical research conduct and compliance with institutional and regulatory standards ensures that the research carried out at the institution maintains integrity, transparency, and respect for participants' rights. This focus on ethics contributes to the credibility and trustworthiness of the institution's research output.
- **Comprehensive Support for Research Funding:** The policy outlines clear mechanisms for securing both internal and external funding, including seed money for research initiatives and guidance on grant applications. This financial support enables researchers to explore new ideas and execute high-quality research projects.
- **Recognition and Motivation for Researchers:** Through a structured scoring and recognition system, the policy ensures that outstanding contributions in research are acknowledged and rewarded. Research excellence awards and annual recognition programs provide the motivation for researchers to continue pushing the boundaries of knowledge.

4.13.2. Encouragement for Active Participation

The success of this policy relies on the active participation of all faculty, research scholars, and students. Each stakeholder plays a crucial role in driving research initiatives, creating a collaborative research environment, and contributing to the institution's reputation for excellence.

- **For Faculty:** Faculty members are encouraged to lead research initiatives, engage in collaborative projects, and contribute to the mentoring of research scholars. Their leadership and active involvement will set the tone for the research culture within the institution.
- **For Research Scholars and Students:** Research scholars and students are integral to the implementation of the policy. Their participation in research projects, capacity-building programs, and collaborative initiatives will not only enrich their academic experiences but also contribute to the broader research agenda of the institution.

- **For All Stakeholders:** Collaboration and communication between faculty, research scholars, industry partners, and governmental agencies are critical. By fostering a spirit of cooperation and knowledge exchange, the University aims to create a thriving research ecosystem that drives innovation and impacts society positively.

The institution encourages all members of its academic community to actively contribute to the success of the R&D policy, ensuring that the goals set forth are achieved and that the college continues to play a leading role in research and development at national and global levels.

4.14. Appendices

4.14.1. Glossary of Terms

The following glossary defines key terms used in the R&D policy to ensure clarity and consistency throughout the document

- **Research & Development (R&D):** A systematic process of investigating new knowledge, technologies, or methodologies with the aim of advancing scientific, technological, and academic understanding, leading to innovation and societal benefits.
- **Intellectual Property Rights (IPR):** Legal rights granted to individuals or organizations for their creations, inventions, or innovations, allowing them to control the use, distribution, and commercialization of their intellectual work.
- **Seed Money:** Initial financial support provided by the institution to faculty and research scholars to kickstart research projects, pilot studies, or exploratory investigations.
- **Industry-Academia Collaboration:** Partnerships between academic institutions and industries aimed at advancing research, innovation, and technology transfer through joint research projects, internships, and other collaborative efforts.
- **Impact Factor:** A measure used to evaluate the significance of a research journal, based on the number of times its articles are cited by other researchers within a given time period.
- **Ethical Research Conduct:** The adherence to accepted ethical standards in research, including honesty, integrity, and respect for human and animal subjects, as well as compliance with legal and institutional regulations.
- **Interdisciplinary Collaboration:** Research that integrates knowledge, methods, and perspectives from multiple academic disciplines to address complex problems or explore new areas of investigation.
- **Patent:** A legal right granted to an inventor or organization that prevents others from making, using, or selling their invention without permission.
- **Grant Writing:** The process of preparing a formal proposal to secure research funding from external sources, such as government agencies, industry, or non-profit organizations.
- **Research Metrics:** Quantitative measures used to assess the output, quality, and impact of research activities, including publications, patents, citations, and funding.

- **Collaboration Metrics:** Indicators that evaluate the extent of research collaboration within the institution and with external partners, including industry, academic institutions, and international collaborators.

4.14.2. Templates for Documentation and Reporting

The following templates will be used to standardize documentation and reporting related to research activities. These templates help maintain consistency and ensure that all necessary information is captured accurately.

- **Research Project Proposal Template:** A standard format for submitting research proposals, including sections for objectives, methodology, expected outcomes, and required funding.
- **Research Progress Report Template:** A template to report on the status of ongoing research projects, including milestones achieved, challenges encountered, and updates on objectives.
- **Seed Funding Application Template:** A format for applying for seed funding, detailing the project's scope, objectives, and resource requirements.
- **Publication Incentives Template:** A standardized form for reporting research publications, including journal name, impact factor, publication date, and citation count.
- **Patent Application Template:** A format for applying patent application with innovation details, novelty with detail report.
- **Research Collaboration Agreement Template**: A document to formalize collaborations between the University and external organizations, including terms of engagement, resource sharing, and intellectual property agreements.
- **Ethical Compliance Form:** A document that ensures all research activities comply with institutional and national ethical standards, including human or animal subject consent.

4.14.3. Contact Information for R&D Cell:

For queries, clarifications, or further guidance regarding the R&D policy, stakeholders can reach out to the R&D Cell using the following contact information: University Website – Research (https://www.vrsiddhartha.ac.in/r-and-d/)

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