



Guru Nanak College (Autonomous)

(Affiliated to University of Madras & Re-Accredited At "A" Grade by NAAC)
No. 161, Guru Nanak Salai, Velachery, Chennai - 600042, Tamil Nadu
Website: www.gurunanakcollege.edu.in

RESEARCH PROMOTION POLICY



GURU NANAK COLLEGE (AUTONOMOUS)

Guru Nanak Salai, Velachery, Chennai - 42
Affiliated to the University of Madras
Re -Accredited @ 'A Grade' by NAAC
A Unit of Guru Nanak Educational Society®

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Sardar Rajinder Singh Bhasin
President

Sardar Manjit Singh Nayar
General Secretary & Correspondent

Dr. M.G. Ragunathan M.Sc.,M.Phil.,Ph.D.,PGDESD
Principal

RESEARCH PROMOTION POLICY

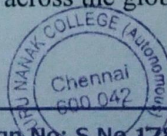
Guru Nanak Centre for Research (GNCR) was established in the year 2019, to commemorate the 550th Birth Anniversary of Shri Guru Nanak Devji to monitor, encourage and develop best research practices.

As a Centre for Excellence, GNCR includes a broad spectrum of interdisciplinary and multidisciplinary research activities open to all researchers and academicians of Guru Nanak College (Autonomous), widening its horizon encompassing all Schools - Science, Humanities, Commerce, Management, IT and Languages. It is a premier Research Centre with a cutting edge knowledge on the recent trends in Research by Academicians and Research Scholars in different disciplines funded by various Governmental and Non - Governmental agencies. GNCR has in its fold, the women Scientists under the DST and researchers under UGC-JRF schemes. The research projects undertaken by the research centers under GNCR is recognized by various funding agencies, such as DST, UGC, ICSSR, Ministry of Human Resource Development and TNSCST.

The Centre through its research facilities such as Data Analytics Lab, Student Research Club, Central Instrumentation Facility, GNCR YouTube Channel and IPR Cell provides a platform for under graduates to enhance their innovative ideas in the realm of multi-disciplinary research. The Institution provides seed money grant to Faculty members and Students for research leading to patenting and product development.

GNCR includes G.S. Gill Research Institute, an Autonomous Research Institute which is recognized by the University of Madras for M.Phil in Zoology and Ph.D on Insect - Plant Interaction.

GNCR spreads its wings to online interactions across the globe by conducting Workshops,



PRINCIPAL

GURU NANAK COLLEGE(AUTONOMOUS)

Registered Office : Guru Nanak Educational Society® Old Regn No: S.No.178/70 New Regn No: S.No.636 of 2019
Administrative Block, Guru Nanak College Campus, VELACHERY, CHENNAI - 600 042

New No.161, Old No.53, Guru Nanak Salai, Velachery, Chennai-600 042.

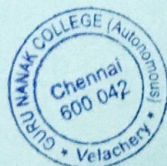
Phone : 22552080 Email : gnccao@gmail.com / gnesvelachery2015@gmail.com

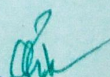
Seminars, Conferences, Faculty Development Programs, Research Development Program, Industry Academia Conclaves and Certificate Courses.

OBJECTIVES

- To promote basic and applied research, disseminate and update scientific knowledge amongst academicians and to carry forward the findings of applied research to the benefit of the Community.
- To nurture a research culture for the development of passion for research.
- To create an ecosystem integrated with infrastructure and facilities for quality research leading to creativity, innovation and entrepreneurship.
- To monitor the conduct of responsible and ethical research for the attainment of excellence.
- To assist and assure quality publications in reputed journals indexed in ABDC, ABS, Scopus and Web of Science.
- To equip Faculty members towards scientific writing by way of Books and Book chapters.
- To sensitize Faculty members on patents, innovation, product development and consultancy.
- To develop an ambience for experimenting inter, multi and trans-disciplinary areas of research.
- To encourage collaborations and participation with Academic Institutions and Industries at National and International levels for advanced knowledge.

Research Promotion Policy of Guru Nanak College (Autonomous) is based on the advancement in human knowledge and well-being through various research activities. Guru Nanak College (Autonomous) is fully committed to create vibrant research environment through Guru Nanak Centre for Research. The research policy establishes a strong integrated research ecosystem to cater the researchers in all aspects of research. Revision and regular updation in the Research policy is done as per recommendations and suggestions of the Research Coordination Committee and Dean Research after approval by the Principal.




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VISION

An essential component of the research policy is to establish and integrate a system of sustainable research and development.

- To build procedures to conduct multi-disciplinary research across various disciplines for the exploration of feasible solutions.
- To serve as a hub for individual projects with an out-of-box thinking.
- To provide an opportunity to explore new avenues and approaches in increasing the visibility of research.
- To increase the capacity building of research.
- To increase multi-disciplinary interphase research activities.

Scope of the Research Promotion Policy

This policy implies to every individual involved in research under the auspices of the College.

ORGANISATION

The Structural composition consists of Chairperson, Convener and Research Coordination Committee Members.

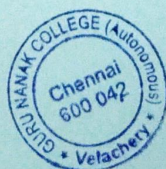
Chairperson	-	Principal
Convener	-	Dean Research
Committee Member	-	Research Coordination committee (RCC) comprising- of senior Faculty members with Ph. D guideship.


Chairperson

The Principal shall be the Chairman, who will preside over all its deliberations and activities. During his absence of long-term nature, he may relegate his responsibilities to his nominee.

ADMINISTRATION

The Principal, Dean Research and the Research Coordination Committee will be responsible for Academic and Administrative issues related to research promotion and Management. The RCC along with monitoring the research related activities will also sensitize and support the researchers in submitting project proposals to funding agencies.




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RESEARCH COORDINATION COMMITTEE (RCC)

The RCC will be an advisory body to guide research endeavors of the Institution. The Committee consists of members who are research guides in various disciplines. They are responsible for research activities in a collective manner, as well as to provide support in building quality framework in research. The RCC will meet once in 3 months or as and when meeting is called for, to decide the general guidelines to be followed in ensuring quality research. All major activities are to be approved by the Chairperson, Convener and RCC members.

Roles and Responsibilities of Research Coordination Committee

RCC will actively engage in the formulation of the research policy encompassing all research related matters which impact on the strategic objectives of the Institution by providing advice and assistance to facilitate development activities on research and provide guidance in conducting programmes related to research methodology and in identifying potential areas of research.

- Committee shall organize Orientation/Sensitization Programs / Conferences /Workshops/Seminars/Training/FDP/RDP for Faculty members, Students and Researchers regarding research methodology, research integrity, and research ethics.
- Committee will work in close ties with Industries and Government to promote technical exchange and collaborations on projects with significant potential for future growth and value.

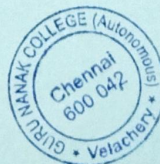
RESEARCH COURSES


Admission Process

The Guru Nanak Centre for Research conducts a common entrance examination to all the Departments offering M.Phil. and Ph.D. programmes. The centralized admission will be done based on the vacancies and specialization chosen by the applicant. Candidates will be selected by merit list and will be allocated research guides in respective disciplines. The UGC Guidelines 2018 is followed for admission into the Ph.D programme.

The below mentioned **Original Certificates** are to be submitted along with the application form during the time of admission by the candidate

- Birth Certificate / S.S.L.C. Certificate




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- Community Certificate
- Statement of Marks (10+2/UG/PG)
- Transfer Certificate of the last studied course
- No Objection Certificate (NOC) must be provided by the **Part-Time** candidates from the Head of the institution where the candidate is currently employed.

Eligibility

The eligibility for M.Phil and Ph.D programmes are as per regulations of University of Madras.

M.Phil: <https://www.unom.ac.in/webportal/uploads/downloads/mphil-regulations-2018.pdf>

Ph.D: https://www.unom.ac.in/webportal/uploads/downloads/PhD_Regulations%202018_20180313045802_34065.pdf

Research Advisory Committee (RAC)

- GNCR shall approve the Research Advisory Committee members for all research programmes.
- RAC of not less than **Three members** are constituted with the approval of the University of Madras for every registered candidate.
- RAC shall consist of the Supervisor as its Convener, the Head of the Department concerned provided he/she is a recognized Supervisor and one other member from the neighboring Institution who is an expert in the subject and is also a recognized supervisor for guiding Ph.D. scholars in that Institution.
- Every **Six months** commencing from the date of provisional registration, the candidate shall submit progress report in the prescribed format and the same should be submitted to the University.

RESEARCH POLICY STATEMENTS

- The Guru Nanak Centre for Research collaborates with National and International bodies for Faculty and Student Exchange Programs, consultancy projects and collaborative research.
- IPR cell monitors proprietary information, patents and intellectual property developed from the Institution.



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- The active functioning of “Student Research Club” ensures healthy and active participation from Student community of the College to ignite socially relevant and scientifically imperative research projects.
- The “Data Analytics Lab” acts as a platform to extend various consultancy services and research support services to both internal and external members.
- “Central Instrumentation Facility” caters to internal and external research Community for conduct of research activities.
- The in-house Journal, Guru Nanak Journal of Multi-Disciplinary Research with ISSN number 2277-1409 acts as a tool to publish the research outcomes and also serves as a knowledge sharing portal at National and International levels.
- Submission of research Papers/Projects/Dissertations/Thesis are strictly monitored and recommended by the RCC.
- The Guru Nanak Centre for Research ensures highest ethical standards of conducts in all research practices of the College.
- In collaboration with Guru Nanak Centre for Research, Schools / Departments are encouraged to organize Research Conferences / Seminars / Workshops at Regional / National / International levels for the expansion of research activities of the College.

Research Monitoring

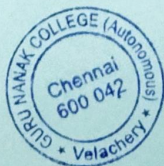
Plagiarism Disciplinary Authority

The Plagiarism Disciplinary Authority (PDA) Committee has been constituted to eliminate and prevent the unfair practices or plagiarism in research. The PDA functions as per guidelines issued by University Grants Commission, New Delhi for the assessment of academic and research contributions carried for the award of various degrees at Under-graduate, Masters and Research level by the contributor of the Institution in the form of Thesis, Dissertation, Publications of research Papers, projects, chapters in Books, full-fledged Books and any other similar works. The RCC diligently monitors the extent to which elements of academic integrity and originality are observed in various research practices adopted by the Institution.

Plagiarism Disciplinary Authority (PDA) Committee

Chairperson - Principal

Convener - Dean Research



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Members of the Committee

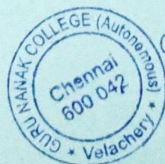
Research Supervisors and Senior Faculty members who have strong research experience serve as the members of the Committee.

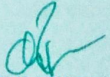
Role and Responsibilities Plagiarism Disciplinary Authority (PDA) committee

The role of the PDA is to curb the academic dishonesty and research misconduct such as Plagiarism, Cheating, Misinterpretation of research publications and utilizing previously submitted work. As per UGC guidelines of level of Plagiarism is checked in four levels (Similarities up to 10%; above 10% to 40%; above 40% to 60% and above 60). The plagiarism software is used to check the similarity of research work before the submission for award of degrees or publications. The member of the academic Community who is suspected with appropriate proof that a case of plagiarism has happened in any document, action will be taken as recommended by the Plagiarism Disciplinary Authority Committee, Research Coordination Committee and the authorities of the Institution.

Code of Conduct for Plagiarism

- Every relevant claims in research through publications or oral presentations must be substantiated ethically.
- Sensitization workshops are organized for UG, PG, M.Phil, Ph.D students and Faculty members on ethical and legal issues pertaining to Plagiarism.
- GNCR scrutinizes the Thesis submitted by candidates of all disciplines in both M.Phil. and Ph.D programmes.
- It also monitors research articles for Plagiarism before external submission.
- Plagiarism if found in paraphrasing, research articles, Thesis the candidate is subjected to severe punishment as recommended by the PDA Members.
- Candidates while submission of the projects/Thesis need to submit a declaration certificate mentioning that the work is not part of any other Thesis or research publication or project report counter signed by the Project Supervisor/Research Supervisor.




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Clinical and Animal Related Studies

Clinical and animal related studies are done as per recommendations of ICMR and an in house ethical committee monitors and guides the Students. Animal and clinical studies are carried after the approval of the ethical Committee.

Promotion of Research

1. Conducting Investigations

Faculty members and researchers of Guru Nanak College (Autonomous) are expected to conduct research that results in high-quality publications, present papers at National/International Conferences, develop products and prototypes with commercialization potential and do research with social relevance.

2. Faculty and researcher responsibilities

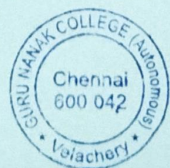
Along with other academic responsibilities, research productivity will be considered one of the criteria for Faculty appraisal.

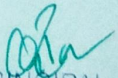
3. Faculty Appraisal

The research conducted by Faculty members will have a substantial impact on their career advancement. The quality of research output will be measured by research papers published at National and International levels (ABS, ABDC, Web of Science, Scopus, UGC care list), Patents produced at National and International levels, Innovations (Commercialized/In-process), Start-up grants received, Fellowships received from National and International bodies, Fellowships received with monetary benefits, Awards received at National and International levels, Awards with monetary recognition, Seed Money grant received (Host Institution/State/National/International levels), Membership in professional bodies, Book and Chapters written, Major & Minor projects (Ongoing/Completed), Consultancy provided/Consultancy Revenue generated, Funds received from Government and Non-Government organizations and other research contributions such as (reviewer for Books and Journals, external Committee Members for research Committee/viva-voce, Research Guideship (Internal and external), UG/PG/M.Phil/Ph.D projects completed/guided.

4. Conference and Seminar Participation

Faculty members who have completed one year of service in the Institution are eligible to apply for grant to participate in Conferences and Seminars. Conference sponsored by UGC or




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AICTE will be given preference. The Guru Nanak College (Autonomous) shall reimburse the expenditure for registration, travel, Boarding and lodging expenses and local conveyance associated with the Conferences / Seminars on submission of communication details, Bills, Vouchers, Certificate and Report as per research policy of the Institution.

5. Management of Research

The overall administrative aspects related to research will be monitored by the Principal, Dean Research, RCC Committee members who will report directly to the General Secretary and Correspondent.

6. Training programs

Sensitization Programs / Seminars / Workshops / Conferences/ Conclaves on research shall be organized by GNCR in association with various Departments to understand the nuances of research.

7. Resource Mobilization for Research

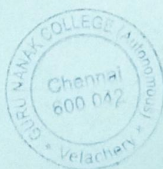
A distinct 'Budget Category' for Research is being established for the goal of earmarking, generating, and allocating money for research, which will also transform into innovative and entrepreneurial successes. This 'Budget Category' for research grant assistance is divided into two sections:


- i. **Intramural Funds:** The College offers intramural financing for seed money schemes, conferences, intellectual property activities and best paper award based on quality and impact of research paper.
- ii. **Extramural Money:** Extramural Projects and Consultancy funds will be pooled through State, National, and International funding agencies from government and Non-government sectors.

8. SEED MONEY GRANT

Seed Money Policy

Guru Nanak College (Autonomous) gives financial support to Faculties and Students to carry out multidisciplinary research in all disciplines in the form of Seed Money for research and Innovations. The Guru Nanak Centre for Research is the nodal agency in receiving proposals from researchers and disbursing the grant. The main objective of this Scheme is to promote innovative research contributing to sustainable development.




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ELIGIBILITY

The Faculties and Students seeking financial support for innovative research, building of equipment, designing a device or prototype can apply for this grant against the call for by the Guru Nanak Centre for research once a year. Only one proposal can be submitted by an applicant during a year. Any proposal rejected should not be resubmitted. Research proposals related to Health sector, Societal Needs, Artificial Intelligence and Environment are given priority.

SELECTION

The proposals received will be shortlisted and called for a presentation before the External Committee Members. The Committee will scrutinize the proposals and recommend based on Novelty, Contribution to Society, Innovation leading to product development and viability of project for external funding. The decision of the Committee will be final. Applicants who are granted seed money will be eligible to apply after two years from the receipt of the grant.

RULES FOR SEED MONEY GRANT

A maximum of 10 research projects would be funded every year.

I) Eligibility

This grant is for all full-time teaching staff of Guru Nanak College (both Shift I and II) and UG, PG students having Staff mentors. Priority is given to proposals with prior work and publications available related to the proposal.

II) Duration of the Project:

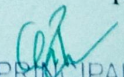
The duration of the project is for 12 months. In exceptional cases maximum up to six months' extension may be given on the recommendation of Research Coordination Committee.

III) Selection Process

1. Faculty members shall submit a proposal in the prescribed format upon call for.
2. Applicants can include Co-PI if need arise.
3. The proposal will be reviewed and shortlisted by the Research Coordination

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Committee and recommended to the external committee members.

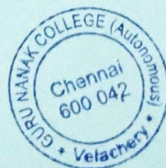
4. The shortlisted applicants will present the proposal before the external Selection Committee Members.
5. Proposals suggested by the external Selection Committee Members for revision can resubmit the proposal for further consideration. Any proposal upon revision in objectives, methodology or budget as per suggestions of the selection committee members can be resubmitted for further consideration.
6. The selected proposals will be placed before the Research Coordination Committee for approval. The approved proposals will be recommended to the Chairman of the committee (Principal) and General Secretary and Correspondent for release of the grant.
7. After the selection process the Principal Investigator will submit a letter of acceptance/undertaking to complete the project as per guidelines specified.
8. Thereafter, the faculty can begin their study.

IV) Award of Grant and Utilization of Fund

After scrutiny of research proposals, 50 % of the sanctioned amount will be released as a first instalment and remaining funds will be sanctioned after evaluation of the mid-term project report.

V) Assessment Criteria

- i. Dean Research in consultation with the Chairman and Research Coordination Committee shall fix the committee / individuals for quarterly review of the research conducted. This will also provide an analysis of the project's financial records.
- ii. The principal investigator is required to submit a mid-term report outlining the progress of the research.
- iii. At the end of the project, the principal investigator shall submit a comprehensive report describing the completion of the work, progress achieved (in terms of publications, data collected, etc.), future scope along with utilization certificate with bills and vouchers.



- iv. The grant period shall not extend the date specified. Under extra ordinary circumstances the Grant period upon recommendation of the Research Coordination Committee, Convener and Chairman may extend as suggested.
- v. Faculty are not allowed to employ research fellows, interns, or research assistants to assist in their project.
- vi. The seed money does not include travel expenses for attending conferences and seminars.
- vii. The Seed grant should not be used for organizing conferences, lectures, seminar or any other activities.
- viii. Any intellectual property created during the process of such a project is subjected to the College's general intellectual property rules and guidelines.

9. Monetary Incentives for Research Promotion

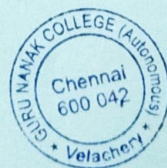
The Faculty members who publish quality research articles in high impact factor journal will be given monetary incentives. The RCC will scrutinize the publications submitted by the faculty members and recommend the eligible publications for incentives. The monetary incentives provided will be equally shared with co-authors subject to authors from Guru Nanak College (Autonomous), Chennai. Innovation of Faculty members in the form of patents will be recognized with monetary incentives. The IPR Cell and RCC members will scrutinize the selection process of patents referred for monetary benefits.


10. IPR

The IPR cell of the Institution aims to educate academic and non-academic personnel, researchers, alumni, and outside organizations about the practices of establishing and protecting Intellectual Property Rights and commitments within the framework of the Research policy of Guru Nanak College.

OBJECTIVES

- To foster academic and intellectual independence, as well as to protect inventor's rights in the production and commercialization of Intellectual Property by providing legal assistance where ever possible.
- To develop an atmosphere for gaining information on inventions and innovations.




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- To create an IPR community that is compatible with the Institution's educational purpose by extending a realistic IP management strategy.

Strategic Vision and Mission of IPR cell

- To conduct outreach programmes in the form of workshops, programmes, and conferences on areas of IPR.
- Disseminate information on patents, patent regime in India and abroad and validation facets.
- Include guidance on prospective initiatives about patent registration processes.
- Motivate Faculty members and Students to pursue patentable works.
- To build an IP database for effective networking between all Stakeholders and build an IPR community with contributions from Industries, Government agencies and Non-Government organizations.

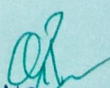
11. Consultancy

Guru Nanak College (Autonomous) has an incredible consultancy policy which enables the Faculty members to acquire consultancy projects from Industries/Institutions. It plays as a vital role connecting a distance between Academics, Industry and Corporates. A teacher consultant should draft a revenue sharing format and get it approved by the RCC through the Convener and Chairman before execution.

Consultancy Framework

- NAME CLAUSE
- OBJECT CLAUSE
 - Information Gathering
 - Mode of Consultancy
 - Income Generation
 - Honorary



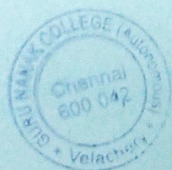

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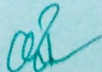
- Types of Consultancy
- Advisory Consultancy
- General Consultancy

- Member Survey
- Administrative procedures & Approval
- Financial practices
- Schedules
- Meeting and minutes
- Annual Calendar
- Measurement
- Recommendations
- Report submission
- Amendment to the contract
- Confidentiality
- Compliance
- Termination

Consultancy Policy

Consulting is a practice of providing a third party (industry/Government/Non-Government organization/ other educational institutions/firms/other entities) with expertise on respective fields. The consultancy service can be provided either for advisory or for implementation of services. Guru Nanak College (Autonomous) considers Consultancy as an important role bridging a gap between academics and industry/corporates. The college encourages the faculty members and students under the guidance of the teachers to provide consultancy services by sharing their expertise knowledge for the welfare of the society as a whole.




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Consultancy services will be provided by

- Faculty members of GNC
- Students of GNC under the guidance of faculty members shall abide by the GNC Consultancy policy.
- The consultancy services should not be against the interest of the college /role of the teacher in the college/ public policy.
- The faculty members shall avail on-duty with regards to meeting/ any visits to client place related to their consultancy services. The on-duty will be provided on submission of documents.

NAME CLAUSE

- I. Consultancy by any department of Guru Nanak College(Autonomous), will carry the brand name of Guru Nanak College (Autonomous).

OBJECT CLAUSE

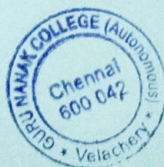
The objects for which the consultancy can be established are :-

1. Information Gathering

- 1.1 Individual(s) who are the employees of Guru Nanak College (Autonomous), inclined in providing consultancy must gather the details of the company/ NGOs/ Firm/ AOP/ BOI/ Individual to which the services are rendered and must verify the authenticity of the same.
- 1.2 Mode of Consultancy
 - Income Generation
 - Honorary
- 1.3 Types of Consultancy
 - Advisory Consultancy
 - General Consultancy

1.3.1 Advisory Consultancy

Where the services include science, technological, managerial and training or any other skilled advice given to a client solely on the basis of available specialist expertise and experience of person (s), and do not include the usage of any facility of Guru Nanak College (Autonomous), as well as any survey, comprehensive research, or report preparation/submission.



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1.3.2 General Consultancy:

Where the services include science, technological, managerial and training or any other skilled advice given to a client solely on the basis of available specialist expertise and experience of person (s), and shall include the minimal usage of infrastructural facilities required to fulfil the objectives of the consulting assignment.

2. Member Survey

The prospective consultant must analyze the number of beneficiaries on either side and ascertain the consultancy fee in case of income generation activity or ascertain the social impact / benefit in case of honorary services.

3. Administrative procedures & Approval

- 3.1 All consulting facilities of Guru Nanak College are centralized.
- 3.2 The consultant activities shall be handled at the level of the respective Head of Department
- 3.3 The prospective consultant(s) intended to provide consultancy services to Industry/ Corporates/NGOs/Firm/AOP/BOI/Individual has to obtain prior permission by furnishing the details of Industry/ Corporates /NGOs/Firm/AOP/BOI/Individual and type of consultancy provided whether Income Generation or honorary, from the Principal and Management before accepting to provide such services. Individuals should not take tasks explicitly.
- 3.4 Any consultancy services taken up in good faith between the consultant and the client, the obligations and responsibilities of both parties being limited by the standard terms and conditions, or Specific agreement or Memorandum of Understanding (MoU) to be signed in case of consultancy services agreed for any entity other than individual describing the details of consultancy services. MOU of such services shall cover various aspects such as role and responsibilities of the parties, non-disclosure of confidential information, deliverables, milestones, payment schedules, disputes, arbitration, liability, IPR matters, etc.
- 3.5 Departments shall keep archives of consulting work, including professional and financial documents.

4. Financial practices:

- 4.1 Consulting costs shall be paid on the basis of the form of work.



4.2 The payment is in accordance with Standard Consultancy Services as per the GNC catalogue.

4.3 The catalogue shall be revised based on the current standards applicable.

5. Schedules

5.1 Meeting and minutes

Meeting is to be scheduled at regular intervals not more than 3 months to review the progress of project. The minutes shall be prepared and recorded after every meeting.

5.2 Annual Calendar

The project shall be planned and update in annual calendar (if necessary)

5.3 Measurement

The actual performance on each stage of the project shall be measured with the standard fixed by the client and to be discussed in the meeting.

5.4 Recommendations

Recommendations shall be given on review of the performance at each stage and follow up.

6. Report submission

A report to be prepared and submitted along with original copies of all documents related to all consultancy services undertaken by the faculty member to the college for accounting and auditing purposes.

7. Amendment to the contract

The Principal upon recommendations from the committee in consultation with the management would recommend amendments and revisions to the consultancy related policy document on the basis of knowledge and input from stakeholders and others. The Council board would study and implement the recommended amendments into the regulation.

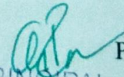
8. Confidentiality

The inputs or data's shared by the client for the purpose of consultancy services will be kept confidential by the institution. The same is expected from the client.

9. Compliance

All cases of lack of clarity on any issue, or any ambiguity, or subjectivity in interpretation, must be reported to the General Secretary of the College, whose decision will be final and binding. The faculty engaged in the Consultancy activities should comply with the Consultancy policy




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GURU NANAK COLLEGE(AUTONOMOUS)
GURU NANAK SALAI,
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of the College. Notwithstanding the above, and keeping in mind the best interests of Guru Nanak College, consultancy may be taken up in exceptional cases, not covered by the above rules, with prior approval of the General Secretary & Correspondent of the college.

10. Termination

All cases of lack of clarity on any issue, or any ambiguity, or subjectivity in interpretation during the process of consultancy, must be reported to the General Secretary of the College, whose decision will be final for continuity or termination of the service on mutual basis.

12. Memorandum of Understanding (MoU)

The Guru Nanak College (Autonomous) collaborates with various Industries, Institutions and Organizations at National and International levels for research promotion activities. The MoU's related to research focuses on publications, Student exchange, Faculty exchange, resource sharing related to education, clinical and animal related studies.

MoU Framework

- Information Gathering
- Purpose of Collaboration
- Approval
- Authorized signatory
- The date, month and the year of signing of MoU.
- Period of MoU
- Amendment to the agreement (if any)
- Confidentiality
- Legal
- Notices
- Schedules
- Termination
- Obligation

The Memorandum of Understanding (MoU) serves as a written understanding of mutually agreed principles, with common goals to guide the academic and research activities between Guru Nanak College (Autonomous) and the external third party (Industry/Government/Non-Government organization/ other educational institutions/firms/other

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GURU NANAK SALAI,
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entities) with expertise on respective fields. The general purpose of this collaboration is to stimulate and provide research opportunity, internships, jointly organize Seminars, Conferences, and academic Workshops on topics of mutual interests, publish Books and disseminate knowledge. Guru Nanak College (Autonomous) considers MoU as an important pathway for the benefit of the students by gaining practical exposures of their curriculum from the external experts through various modes and thus bridging the gap between academics and corporate world.

The external third party who wish to sign MoU with Guru Nanak College (Autonomous) or the Students or faculty members of the college to utilize the services mentioned in the MoUs should abide by the GNC MoU policy.

NAME CLAUSE

I. MoU agreement to any outsiders by any department of Guru Nanak College (Autonomous), will carry the brand name of Guru Nanak College (Autonomous).

The detailed address of both the parties entering into agreement must be mentioned.

OBJECT CLAUSE

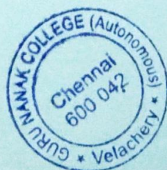
The object for which the MoU can be established are :-

1. Information Gathering

1.1 Faculty members who are the employees of Guru Nanak College (Autonomous), acting as an intermediary for signing the MoU between the college and the external third party must gather the details of the industry/Government/Non-Government organization/ other educational institutions/ NGOs/Firms/AOP/BOI/ other entities and must verify the authenticity of the same.

1.2 Purpose of Collaboration is to

- Provide research opportunity
- Internships
- Jointly organize seminars, conferences, FDPs and academic workshops on topics of mutual interest
- Career awareness programme for Students,
- Publish books
- Release journals
- Exchange of course materials, case studies and other academic/research inputs
- Extending support in developing curriculum and other education programmes



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GURU NANAK SALAI,
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- Providing placement to the Students
- Consultancy services from the Faculty members / Students under the guidance of the Faculty members
- Dissemination of knowledge.

2. Approval

The prospective Faculty member acting as an intermediary for signing the MoU between the college and the external third party has the responsibility to obtain prior permission from the Principal and the General Secretary with a draft MoU by furnishing the details of Industry/Government/Non-Government organization/other educational Institutions/NGOs/Firms/AOP/BOI/other entities with the purpose of collaboration.

3. Authorized signatory

The MoU is to be witnessed and signed by the authorized signatory of the college and the external third party with the institution seal of both the parties.

4. The date, month and the year of signing of MoU.
5. Duration of MoU
6. Amendment to the agreement (if any)

The Principal upon recommendations from the committee in consultation with the management would recommend amendments and revisions to the MoU document on the basis of knowledge and input from stakeholders and others. The Council board would study and implement the recommended amendments into the regulation.

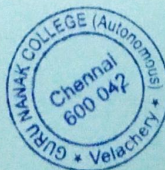
7. Confidentiality

The inputs or data shared by the client for the MoU will be kept confidential by the institution. The same is expected from the external party.

8. Legality (if any)

Cases with lack of clarity on any issue, or any ambiguity, or subjectivity in interpretation, must be reported to the General Secretary of the College, whose decision will be final and binding. Notwithstanding the above, and keeping in mind the best interests of Guru Nanak College, MoU may be taken up in exceptional cases, not covered by the above rules, with prior approval of the General Secretary & Correspondent of the college.

9. Notices



10. Schedules

10.1 Meeting and minutes

Meeting to be scheduled at regular intervals as and when necessary and the minutes shall be prepared and recorded after every meeting.

10.2 Beneficiary

The beneficiaries of the MoU are to be recorded then and there.

10.3 Report

An annual report has to be submitted. It should also be presented when required.

11. Recommendations

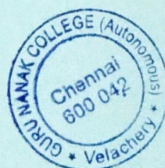
Recommendations shall be given annually by the council members at the collegeon review of the report.

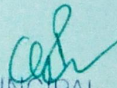
12. Termination

Cases of lack of clarity on any issue, or any ambiguity, or subjectivity in interpretation during the process of MoU, must be reported to the General Secretary of the College, whose decision will be final either for continuity or termination of the service on mutual basis.

II. OBLIGATION

- The services mentioned in the MoU should not be against the interest of the college / State/ Country/ role of the teacher in the college / opposing public policy.
- The faculty members shall avail on-duty with regards to meeting/ visits to external thirdparty place related to the discussion on service matters in MoU for the effective benefit of mutual parties.




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Appendix – A



**GURU NANAK CENTRE FOR RESEARCH
GURU NANAK COLLEGE (AUTONOMOUS)
VELACHERY, CHENNAI - 42
TRAVEL GRANT PROPOSAL FOR RESEARCH**

PART – I

1. Broad Subject :
2. Area of Specialization :
3. Duration :
4. Name of the Faculty :
 i. Gender :
 ii. Department :
 iii. Qualification :
 iv. Designation :
 v. Email/Phone :

5. Teaching and Research Experience of Principal Investigator:

- (a) Teaching experience :
(b) Research experience :
(c) Publication (s) :

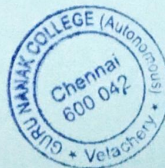
Papers Published	Accepted	Communicated	Books Published	Accepted	Communicated

PART – II

6. Proposed Conference for Participation

- (ii) Title of the Paper Accepted :
(iii) Venue of the Conference :
(iv) Date of the Conference :
(v) Sponsoring Agency of the Conference :
(vi) Societal relevance of the Conference :

7. Financial Assistance required /Item of Estimated Expenditure:



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8. Outcome(s) of this Conference:

**9. Whether the teacher has received support for the Travel grant from any other agency?
Yes/No**

If so, please indicate:

- i. Name of the agency from which the assistance was approved
- ii. Amount approved and utilized
- iii. Title and place of the conference for which assistance was approved

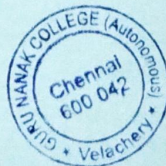
10. Any other information which the teacher may like to give in support for this proposal

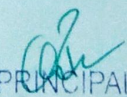
Signature of the Applicant

Signature of the Head of the Department

Signature of the Dean Research

Signature of the Principal




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Appendix – B



**GURU NANAK CENTRE FOR RESEARCH
GURU NANAK COLLEGE (AUTONOMOUS)
VELACHERY, CHENNAI - 42
SEED MONEY GRANT PROPOSAL**

PART – I

- 1. Broad Subject :
- 2. Area of Specialization :
- 3. Duration :
- 4. Principal Investigator :
- Co-PI (If Any) :
- i. Gender :
- ii. Department :
- iii. Qualification :
- iv. Designation :
- v. Email/Phone :

5a. Teaching and Research Experience of Principal Investigator:

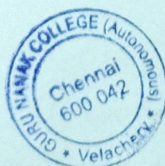
- (a) Teaching experience :
- (b) Research experience :
- (c) Publication (s) :

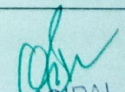
Papers Published	Accepted	Communicated	Books Published	Accepted	Communicated

5b. Teaching and Research Experience of Co-PI:

- (a) Teaching experience : UG -
- PG -
- (b) Research experience : M.Phil -
- Ph.D. -
- (c) Publication(s) :

Papers Published	Accepted	Communicated	Books Published	Accepted	Communicated




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PART - II

6. Proposed Research Work

- (i) Project Title :
- (ii) Introduction :
- (iii) Objectives of the Study :
- (iv) Methodology :
- (v) Plan of work and targets to be achieved :

S.NO	Plan of Work	Month
1.		
2.		
3.		
4.		

(vi) Societal relevance of the project :

7. Financial Assistance required/Item of Estimated Expenditure:

S.NO	ITEM	Estimated Expenditure (in RS.)	
1.	<u>i. Field Work and Travel</u> Data Collection		
2.	<u>ii. Overheads (including special needs)</u> Stationeries		
	DTP		
	Other overheads		
	Report preparation		
	TOTAL		

8. Outcome(s) of this project:

9. Whether the teacher has received support for the research project from any other agency?

Yes/No

If so, please indicate:

- i. Name of the agency from which the assistance was approved
- ii. Amount approved and utilized
- iii. Title of the project for which assistance was approved

10. Any other information which the teacher may like to give in support for this proposal

11. List of experts in this field of research other than Tamil Nadu (at least 3)

Signature of the Co-PI

Signature of the PI


Signature of the HOD

Signature of the Dean Research

Signature of the Principal

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GURU NANAK SALAI,
VELACHERY, CHENNAI - 600 042

PART – II

6. STRUCTURE OF THE RESEARCH PROPOSAL

- I. Project Title :
II. Introduction :
III. Objectives of the Study :
IV. Methodology :

(v) Plan of work and targets to be achieved :

S.NO	Plan of Work	Month
1.		
2.		
3.		
4.		

(vi) Societal relevance of the project :

7. Financial Assistance required /Item of Estimated Expenditure:

S.NO	BUDGET	Estimated Expenditure (in RS.)	
1.	<u>i. Field Work and Travel</u> Data Collection		
2.	<u>ii. Overheads (including special needs)</u> Stationeries		
	DTP		
	Other overheads		
	Report preparation		
	TOTAL		

8. Outcome(s) of this project:

9. Whether the teacher has received support for the research project from any other agency?

Yes/No

10. References

If so, please indicate:

- i. Name of the agency from which the assistance was approved
ii. Amount approved and utilized
iii. Title of the project for which assistance was approved

11. Any other information which the teacher may like to give in support of this proposal

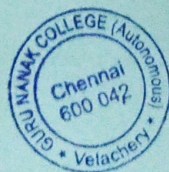
Signature of the PI

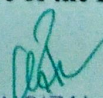
Signature of the Co-PI

Signature of the HOD

Signature of the Dean Research

Signature of the Principal




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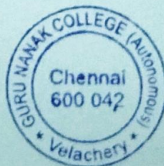
GURU NANAK COLLEGE (AUTONOMOUS)
(Affiliated to university of Madras and Re-accredited at A Grade By NAAC)
Guru Nanak Salai, Velachery, Chennai 600042

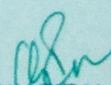
GURU NANAK CENTRE FOR RESEARCH (GNCR)

UNDERTAKING FROM THE PRINCIPAL INVESTIGATOR(S)

I _____ Department _____
of _____ residing at _____
have been selected for Seed money grant for the Project Entitled _____

- I am aware, that the term of the project is _____ months/ years.
- I accept that, the general physical facilities required for proposed research work are available in the Department/ Institution, where project will be undertaken.
- I/We shall abide by the rules and regulations of Guru Nanak College Seed Money Grant Scheme and accept to be governed by all the terms and conditions laid down by the Institution.
- I/ We shall complete the project within the stipulated period.
- I/ We are aware that incomplete project or non-submission of timely report may lead to recovery of Fund.
- The above research project is not funded by any Central Government/ State Government/ Public Sector agency during the period to which the grant relates.
- The name of Guru Nanak Centre for Research, Guru Nanak College (Autonomous) as an affiliation should be included on any outcome of the research project work in terms of publication and patents.
- It is the responsibility of the PI to submit midterm progress report of the project after every 6 months.




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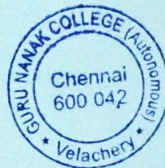
- Due care should be taken, that the project undertaken does not interfere or affect any routine teaching or academic work.
- After completion of the project, the statement of expenditure and utilization certificate will be submitted by the PI along with final report.
- All the communications pertained to the grant should be duly forwarded by the Head of the Department

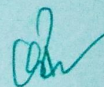
Co- PI
(Name and Signature)

Principal Investigator
(Name and Signature)

Signature of the Dean Research

Signature of the Principal




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GURU NANAK SALAI,
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
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GURU NANAK CENTRE FOR RESEARCH (GNCR)

PROJECT COMPLETION REPORT

1. Project File No:
2. Title of Research Project:
3. Name of the Principal Investigator:
4. Name of the Co-Investigator:
5. Name the Department:
6. Effective date of starting of the Project:
7. Grant approved and expenditure incurred during the period of the report:
8. Total amount approved Rs.
9. Total expenditure Rs.
10. Period of the Report submitted: From: To:




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11. Report of the work done: (Please attach a separate sheet as annexure)

i. Brief Objective of the Project:

ii. Work done so far and results achieved and publications, if any, resulting from the work

(Give details of the papers and names of the journals in which it has been published or accepted for publication or communicated)

iv. Has the project been submitted for external funding, if so give details including status and if not, state reasons

1. Please indicate the difficulties, if any, experienced in implementing the project

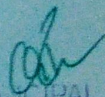
Signature of the Co-PI

Signature of the Principal Investigator

Signature of the Dean Research

Signature of the Principal




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GURU NANAK SALAI,
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GURU NANAK CENTRE FOR RESEARCH (GNCR)

PAYMENT VOUCHER

From
 To
 The Principal
 Guru Nanak College
 Chennai-42

Financial approval of the First/Second Instalment under the Seed Money grant 2019- 2020 of
 Rs. (Rupees
 only) received from the Guru Nanak College (Autonomous) for
 the Project entitled

 GNCR project No..... dated

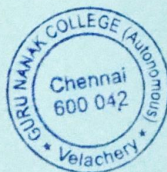
Voucher No: _____

Signature of the Co-Principal Investigator

Signature of the Principal Investigator

Signature of the Research Dean

Signature of the Principal



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 GURU NANAK SALAI,
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(Affiliated to university of Madras and Re-accredited at A Grade By NAAC)
Guru Nanak Salai, Velachery, Chennai 600042

UTILIZATION CERTIFICATE

Certified that the grant of Rs. (Rupees
..... only) received from the Guru Nanak College (Autonomous)
under the Seed Money grant 2019- 2020 entitled
.....

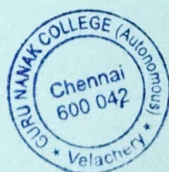
GNCR project File No..... dated has been fully utilized
for the purpose for which it was sanctioned and in accordance with the terms and conditions laid
down by Guru Nanak College (Autonomous), Velachery , Chennai -600 042.

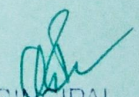
Signature of the Co-PI

Signature of the Principal Investigator

Signature of the Dean Research

Signature of the Principal




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