



**RESEARCH PROMOTION  
POLICY 2020**  
*(with effect from 1<sup>st</sup> July, 2020)*



R & D Policy

**Asian Law College**  
Plot A2, Sector 125, Noida, Uttar Pradesh, 201303



## Abbreviations

AEG	Asian Education Group
ALC	Asian Law College
BCI	Bar Council of India
CCSU	Choudhary Charan Singh University
CSR	Corporate Social Responsibility
DST	Department of Science & Technology
FDP	Faculty Development Programme
GOI	Government of India
ICAR	Indian Council of Agricultural Research
ICCR	Indian Council of Cultural Relations
ICHR	Indian Council of Historical Research
ICPR	Indian Council of Philosophical Research
ICSSR	Indian Council of Social Science Research
ILI	Indian Law Institute
IIM	Indian Institute of Management
IIT	Indian Institute of Technology
INSA	Indian National Science Academy
MCI	Medical Council of India
MHRD	Ministry of Human Resource Development
NAAC	National Assessment and Accreditation Council
NEP	National Education Policy
NGO	Non-Governmental Organization
NIRF	National Institute Ranking Framework
NITI	National Institution for Transforming India
ODL	On Duty Leave
RPP	Research Promotion Policy
SDG	Sustainable Development Goal
UGC	University Grants Commission



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# Research & Promotion Policy (RPP)

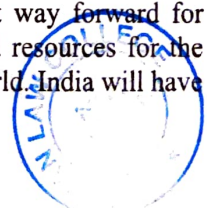
## 1. Introduction

Education is the single most predominant apparatus for social, cultural and economic transformation and research is an important parameter for any institution. In contemporary India, it has become a huge responsibility of all the stakeholders both from public and private institutions to get engaged in serious academics and research that has a tremendous future outcome. The Government of India (GOI) and the Ministry of Human Research Development (MHRD) in the last five years have stressed more on the research and development of the nation. **Moreover, the New Education Policy Draft 2019<sup>1</sup> also stresses on research and development as prerequisites for funding and also institutional ranking.**

Education is fundamental for achieving full human potential, developing an equitable and just society, and promoting national development. Providing universal access to quality education is the key to India's continued ascent, and leadership on the global stage in terms of economic growth, social justice and equality, scientific advancement, national integration, and cultural preservation. Universal high-quality education is the best way forward for developing and maximizing our country's rich talents and resources for the good of the individual, the society, the country, and the world. India will have

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<sup>1</sup> <https://mhrd.gov.in/draft-national-education-policy-2019-revised>





the highest population of young people in the world over the next decade, and our ability to provide high-quality educational opportunities to them will determine the future of our country. The vision of India's new education system has accordingly been crafted to ensure that it touches the life of each and every citizen, consistent with their ability to contribute to many growing developmental imperatives of this country on the one hand, and towards creating a just and equitable society on the other. This National Education Policy 2020 is the first education policy of the 21st century and aims to address the many growing developmental imperatives of our country. This Policy proposes the revision and revamping of all aspects of the education structure, including its regulation and governance, to create a new system that is aligned with the aspirational goals of 21st century education, including SDG4, while building upon India's traditions and value systems (NEP, 2020).

The government and its various associating bodies started many new initiatives, where they have been collaborated with many research institutions to conduct the research. The National Institution for Transforming India (NITI) Ayog looks after and promotes innovative and sustainable goal-oriented research both at the macro and micro levels. Therefore, Asian Law College (ALC) has taken this initiative to strengthen Research and Development. Therefore, the central goal of the ALC is to contribute as a micro-unit towards the national development of the country.

## 2. Preamble & Vision

The Asian Law College (ALC) has a policy to promote socio-legal research, public policy based research, incubation, innovation, creative ideas, promotional and developmental initiatives & strategies.

The vision with which Asian Law College, part of Asian Education Group, was set up was to promote excellence in the field of legal education and to fulfil the ever increasing demand of legal professionals for a growing legal world. Our endeavour is to produce lawyers who will be efficient in the art of advocacy, both at the trial and at appellate level. Asian Law College with its vision "Growth with Education" makes sure that the journey of a young law aspirant transforms him/her to an independent, capable and responsible legal professional. The focus of ALC is on justice education. The institute's vision is to shape a better future for mankind by producing efficient and socially responsible aspirants. By developing good and worthy professionals, the institute wants to assist in the overall progress and development of its students. To ensure this, the institute has mapped each course and their learning outcome with the programme education objective and learning outcome. In addition to this, the institute emphasizes on experiential learning by applying innovative pedagogy, that is, focus is also on affective domains in addition to individual's subjective development.





Asian Law College is looking at bringing about a paradigm shift in providing quality legal education in the country. The aim is to add new dimensions in legal education which would integrate global standards, thereby providing a domain which would further liberty and innovation in the effective pursuit of legal thoughts.

Research promotion policy is an initiative taken up by the Asian Law College (ALC) to strengthen both academics and research. **'Academics'** for ALC means implementing a holistic education policy that meets the global standards. **'Research'** means to conduct research scientifically in those areas which are the need of the hour and to give consistent support to the public and private institution. The central goal of academics and research is to strengthen education, research, and to contribute in the nation's progress and growth. Education is a dynamic process. It requires constant updating. This updating is possible only with a vibrant research aptitude. Research makes it possible to create knowledge, innovation and newer insights that make extension activities and teaching more vibrant and scientific. The policy has been formulated to set the direction and standards of research in addition to the assurance of quality and ethics in the process.

### 3. Objectives

*The policy provides a broad framework to guide research and integrity of the scholarly inquiry. The objectives of the policy are as follows:*

1. To position Asian Law College (ALC) as a world-class institute/college for socio-legal studies.
2. To promote an interdisciplinary approach, and convergence of theoretical and applied research.
3. To promote outcome-based research for the development of public policy, improved quality of life of the general population, economic prosperity, social cohesion, inclusive growth, sustainable development, and community identity (the arts, culture, and quality of life) that will benefit and enrich society at large.
4. To encourage cluster research projects and tap opportunities to create high-value global infrastructure in select fields through national and international consortia models.





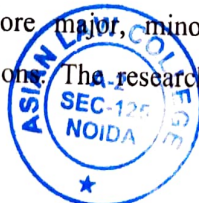
5. To consolidate information on faculty research projects funded by the University under various schemes.
6. To consolidate information on Research funded by sources outside the University.
7. To foster academia-research-industry partnership by encouraging cross mobility of experts and the establishment of large R & D facilities in PPP mode with provision for benefit sharing.
8. To generate an overall Research Profile of the Institute, and periodically review the output, identify gap areas and examine means of supporting research in deserving cases and emerging areas.
9. To ensure integrity, quality, and ethics in research.

## **4. Methodology of Implementation of Research Promotion Policy**

The focus of the research and promotion policy is to conduct socio-legal research, environmental research, research in International relations, research in Health, Education, Gender, Agriculture, Law, sustainable development etc.

It would prepare and initiate promotional strategies for the betterment of society and the nation. The research activity plan would be prepared on an annual basis. The research outcome and progress meeting would be conducted once a week. The research promotion team would prepare and submit the monthly activities report to the concerned authority.

The research promotion policy would explore major, minor and CSR initiatives of both public and private institutions. The research promotion





policy would also prepare a detailed report on the issues and challenges of the country and international developments for ex. the Sustainable Development Goals (SDG's).

The Research Promotion Policy would encourage talks, conferences, seminars, workshops, which are relevant and need of the hour. All the research activities would be carried forward after the approval given by the research committee and the research director.

## 5. Research and Promotion Policy

The central aim and objective of the research and promotion policy are to **conduct research and to contribute to the research and development of the nation**. The research and promotion policy has focus on the four things; **One**, Research Projects; **Two**, Faculty Development; **Third**, Policy for Students Academic Excellence and **Fourth**, Development of the Institution.

### 5.1. Research Projects

**RESEARCH**: 'means an activity of systematic inquiry that seeks answers to a problem'.

**PROJECTS**: 'means an individual or collaborative enterprise that is carefully planned to achieve a particular aim'.

The Research projects part looks into the **Major** and **Minor** projects<sup>2</sup>, **CSR** initiatives and **Promotional** strategies.

#### 5.1.1. Major Research Projects

Research Committee, ALC, will identify a list of funding agencies to which faculty can submit research project proposals. These proposals will be scrutinized by the research committee before submitting the same to a funding agency. ALC provides all kinds of infrastructure facilities available for conducting a Major Research Project. ALC plans to evolve a mechanism through which it shall monitor the progress of Major Research Projects funded by an external agency, maintain its accounts and submit the utilization certificate in time to the funding agency as per the requirement of the funding agency.

<sup>2</sup> The budget for Minor Projects would be up to Rs. 4.99 lakh. For Major Projects, it could be Rs. 5-15 lakh. Large inter-disciplinary and inter-institutional studies involving a number of scholars could also be proposed with a budget from Rs 15-50 lakh or above. However, the Steering Committee's decision regarding budget will be final (ICSSR, <http://impress-icssr.res.in/wp-content/uploads/2018/10/Guidelines-Project.pdf>)





### **5.1.2. Minor Research Projects**

The research and promotion policy committee would explore all the minor projects.

### **5.1.3. Collaborative Research Projects**

Institute to institute or industry Interaction is the need of the hour today. Research & Promotion at ALC plans to closely work with different universities, colleges industries, and different organizations. Industries and business organizations are facing different kinds of problems and many of them would like to have help from ALC to find solutions to their problems. For this, an Industry-Sponsored Research Project can be undertaken in which an organization can sponsor a project and the experts of the institution concerned can conduct research on this project for which the financial support will come from the organization. This will lead to three kinds of benefit:

- a) *The researcher will get exposure to the concerned area of research;*
- b) *The industry or the institute will get solutions to its problem;*
- c) *The researcher, institution, and industry can earn revenue; and*
- d) *The society will benefit from the research output.*

### **5.1.4. Corporate Social Responsibility (CSR)**

The Research and Promotion policy committee will identify all the significant areas that could be selected for focused and empirical research. It would prepare a detailed report on the CSR initiatives undertaken in India and the world.

### **5.1.5. Welfarian Initiatives:**

ALC would look into the various programmes and policies of the government to work henceforth to promote them for the welfare of the society. It would initiate various awareness campaigns of the government schemes in the interest of the peoples, society and the nation.

### **5.1.6. Research Grant Bodies (Public/Private):**

The research and promotion committee would explore research projects both in public and private institutions. To enumerate a few preferred institutions:

**Public Institutions:** UGC, ICSSR, ICHR, ICCR, ICPR, DST, Ministries, etc.

**Private Institutions:** CSR initiatives, Industrial research, Promotional Strategies, Corporate research, etc.

The Research and Promotion policy will collaborate for research projects with institutions that have 12(B) or (f) status of UGC.



### **5.1.7. Important for Faculty Members ( for dissemination of information by the research committee)**

1. Faculty members should be aware of the Major, Minor & CSR projects & initiatives.
2. Each Faculty with a doctorate would require to take one Major or Minor projects in a year.
3. Faculty members pursuing a doctorate and have completed half the time of the Ph.D. duration would require taking one CSR initiative in a year.
4. Each Faculty member should plan, develop and execute one central/state government's initiative in a year.
5. Each Faculty member has to help in the creation and development of any new centers initiated by the Research and Promotion committee.

### **5.1.8. Incentives for Conducting Outstanding Research**

1. The faculty (Principal Investigator) **submitting a research project for extramural funding** by government / other agencies (for more than Rs. 3, 00,000), previously approved by the Research Promotion Committee shall be awarded a monetary reward of Rs10000 per project.
2. The faculty (Principal Investigator) submitting a research project for extramural funding and getting a sanction by the funding agency (government/other) shall be awarded a monetary reward of 2% (two percent) of the total funding.

## **5.2. Policy Guidelines for Support to Faculty to Attend Conferences & Seminar in India and Abroad**

**5.2.1. Participation:** The faculty of Asian Law College are encouraged to be actively engaged in research and also enhance and broaden their knowledge by participating in seminars/workshop/ conferences. Research finds its expression through publications in learned journals and presentation of papers in Conferences and Seminars.

**5.2.2. Policy:** The following Policy Guidelines are laid down for providing financial support to Faculty members for attending Conferences / Seminars in India and abroad:

### **1. Eligibility**

Faculty members with regular appointments are eligible.

## 2. Frequency of Support

- (i) National Conferences / Seminars: Not more than twice a year and not more than the upper limit of financial support.
- (ii) International Conferences / Seminars: Not more than once in two years.

## 3. Level of Conferences/Seminars

The Conference/Seminar, to have an assurance that they are well recognized and are of general standard. Standard, are expected to be organized by an Institution of a good standard or professionally high repute or a Statutory Body. Where such indicators are not conclusively clear, the standard and quality of the paper accepted for presentation will reflect the standard and level of the Conference / Seminar.

## 4. Requirements for Participation

### (i) Essential:

- (a) The paper should have been accepted for presentation.
- (b) The paper must be peer-reviewed in the Department / Centre to ensure that it is of sufficiently high quality and standard

### (ii). Preference Criteria:

- (a) The applicant has been invited to chair one or more sessions
- (b) The applicant has been invited to deliver 'a keynote /plenary/inaugural address.
- (c) The applicant has been invited to present the paper/papers in the International/National Conference.

## 5. Financial Support

As a policy, partial financial support will be provided to faculty members. The partial support will cover:

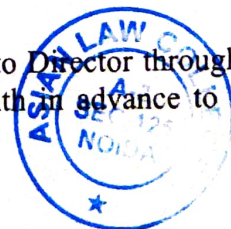
- (a). Full Registration Fee
- (b). 50% of travel cost and daily allowance

## 6. Complementary Support

Several organizations support participation in Conferences / Seminars being held abroad such as DST, INSA, UGC, CSIR, ICSSR, ICCR, ICHR, ICPR, DBT, etc. The faculty concerned should be encouraged to apply for complimentary financial support also from the concerned organizations.

## 7. Procedure

The following documents will be forwarded to Director through the Head of the Institution for approval at least one month in advance to give time for proper Processing;





- (a). Synopsis and a copy of the paper to be presented
- (b). Certificate from the Author about the originality of the paper and "No Objection" Certificates from the Co-Authors, if any
- (c). Brochures of Seminar / Conference
- (d). Letter of Acceptance / Invitation from the organizers.
- (e). Detailed information about the organizers of the International Conference/Seminar and their credibility.
- (f). Detailed recommendation of the Head of the Institution
- (g). Documentary proof of action taken on Para's above for complementary. Financial support and progress thereafter:

## **8. Expenditure details as under:**

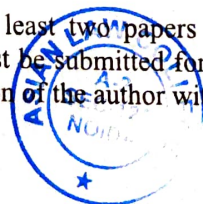
- (i) Registration Fee
  - a) International Conferences / Symposia / Workshops and a like held abroad, the upper limit would be Rs 20, 000/- (twenty thousand rupees) or equivalent
  - b) National / International Seminars / Conferences held in India, upper limit Rs 5,000/- (Five thousand rupees) or equivalent.
  - c) Wherever project funding is concerned the registration, travel, etc., no limit on National Conferences was kept.
  - d) Teachers going under any international collaboration exchange program with CSIR, DST, ICSSR, ICAR, MCI, ILI, ICCR, ICHR, ICPR, and other agencies of similar reputation may be provided financial assistance up to 50% of the travel expenses or Rs. 20,000/- whichever is less in addition to a maximum of 10 days academic leaves. However, the works and detailed plan of such visits should be submitted to the Director, AEG.

## **9. Other Important Points to Consider:**

- I. **Peer Review** to be followed at 2 levels, if necessary.
- II. Since **patenting** is essential, a warning note has to be given to the intending authors that patenting is not possible, if scientific discovery is published/presented in any Journal / Conferences, as it falls in the public domain.
- III. It was felt necessary that the intending authors of Asian Law College (ALC) should ensure that no material has **been picked up without proper reference** to the **original author(s)**.
- IV. To take care of the **patenting** and **plagiarism** (plagiarism detection is the process of locating instances of plagiarism with work or document). The Research and Promotion would check the plagiarism of the paper and make aware of the author about it.
- V. The existing guidelines and Proforma for the conferences will be updated.

## **10. Important for Faculty Members**

**10.1.** Every faculty member must publish at least two papers per year in reputed journals. One paper per semester must be submitted for publication and proof of acceptance indicating the affiliation of the author with Asian law





School must be submitted to the Research & Promotion committee. Papers not mentioning the affiliation with ALC will not be considered as faculty publication. One self-attested copy of publication must be submitted to research and innovation committee within 7 days of publication.

10.2. One book in a year must be published by ALC faculty.

10.3. One Bi-annual journal must be published by Asian Law College in every academic year.

### 11. Incentives for Outstanding Research Publications

For promoting quality research, outstanding research contributions done by faculty shall be recognized through incentives as under: Following monetary incentives will be awarded for outstanding publications by faculty:

S.No.	Publication Category	Incentive Amount
1.	SCOPUS Journal	Rs10,000
2.	UGC-Care List	Rs 5,000
3.	Book with an international publisher (publishers from countries recognized for their academic excellence)	Rs 20,000
4.	Book with the national publisher (Only reference books and textbooks. Question banks, Model papers, etc. will not be considered.)	Rs 12,000
5.	Chapters in edited books with international publishers and editors (from countries recognized for their academic excellence)	Rs 6,000
6.	Chapters in edited books with national publishers and editors (recognized for their academic excellence)	Rs 5,000

### Incentives to Faculty Members for Accelerating Research

Incentives for External Grants for Research and Establishment of Research Centers			
Sl. No.	Type of Grant	Incentive to PI (Rs.)	Note
1	Research Projects	10% of the sanctioned grant	In case of Co-PI(s), 5% of the sanctioned grant is for the PI and the remaining 5% will be shared equally among the Co-PI(s)
2	Infrastructure Developmental Projects	5% of the sanctioned	In case of Co-PI(s), 2.5% of the sanctioned grant is for the PI and the



## **Regulations for Division & Distribution of Incentive Amount**

**11.1.** If all the authors are amongst ALC faculties, then the first author will get 60% of the incentive amount and rest will be distributed equally among the other authors.

**11.2.** If the authors are amongst ALC faculties and ALC students, then 75% of the incentive amount will be awarded to the faculty and 25% to the students. In case of more than one faculty or a student being the authors, the amount will be distributed as per the recommendation of the first author regarding the contribution of each author.

**11.3.** If one (or more) of the author/s is/are external to ALC, then the incentive amount will be divided by the total number of authors and the equal part (one share) of the total amount will be disbursed to the contributors from ALC. The prize amount of the external author/s will be subtracted from the total amount.

### **11.4. Incentive in terms of Awards**

**Best Researcher Award** to be given annually based evaluation of the faculty and recommendation by the Research Committee.

**Annual Best Faculty Award** shall be awarded according to parameters judged by the committee constituted by the competent authority. The award shall include a certificate, medal, and a suitably awarded cash prize.

### **11.5. Incentive in terms of weightage in performance appraisal**

Career advancement and annual increment in salary would be based on publications along with teaching, research, and administrative responsibilities with 35% weightage to research publications. Increment and promotion may be withheld for faculty not exhibiting serious efforts towards excelling in research. Papers published in peer-reviewed journals other than those listed above will be considered as publication in other refereed journals but will not be eligible for monetary incentives.

## **5.3. Policy for Students Academic Excellence**

**5.3.1. Academic Excellence:** The research and innovation committee would work in the academic excellence of the students. A Monthly report will be prepared based on the overall interactions and participation of the students in the activities conducted by the faculty members, management and the administration.

**5.3.2. To Create Platforms for Students:** The students would be given a platform where they can explore their talent and skills. Students with



extraordinary skills would be asked to handle at least one research initiative under the supervision of the research innovation committee.

**5.3.3. Various Cells and Clubs of ALC:** The cells and clubs helps in the overall development of the personality & shaping the career of students.

## 5.4. Development of Asian Law College (ALC)

**5.4.1. Policy Review:** The research innovation committee would review all the policies of the various governing institutions like MHRD, UGC, ILI, NAAC, NIRF, Institute of Eminence, etc. on annual basis

**5.4.2. Training:** The research innovation committee would conduct workshops to train the faculty members.

**5.4.3. Holistic Vision & Development:** The research innovation committee would look into the diversity of the enrolled students, scholarship to students belonging to marginalized sections of the society, reservation policy of the government and the policy of the concerned governing institutions.

**5.4.4. Creation of New Centres:** It would create new centres (relevant) under the supervision of the research innovation committee.

**5.4.5. Collaborations:** The research innovation committee would collaborate with the top institutions of the country and the world to promote any significant research & innovation activity.

**5.4.6. Model Village:** The research and innovation committee will assist the Legal Aid Committee could adopt one village each year and try to make it socially & legally aware of their basic rights. It also highlights various programmes and policies of the government.

**5.4.7. Outreach Programmes:** The research committee would start various outreach activities to highlight the role and significance of ALC programmes.

## 5.5. Leave Rules

Faculty member(s) attending Conferences/Seminars may be granted "Duty Leave" for the period of Conferences/Seminars and the actual journey period

Policy on Guidelines will ensure speedy processing of applications for grants to attend the Conferences / Seminars/Symposium/Relevant talks or meetings

5.5.1. Duty Leave may be granted for



1. Attending conferences, congresses, symposia, and seminars on the behalf of the college or with the permission of the college.
2. Duty leave should be also given for attending meetings in the UGC, NAAC or any significant governing body, where a teacher is invited to share expertise with academic bodies, government or NGO.
3. Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the college and accepted by the director or the concerned authority.
4. For performing any other duty of the university.
5. Leave granted to a teacher shall not exceed seven days in a year.
6. Approval of leave from Director AEG is mandatory.

### **5.5.2. Leave for attending Faculty Development Programme (FDP)**

1. Maximum 7 days, 'On Duty' Leave can be availed after approval from Director AEG for attending one-week Faculty Development Programs during internship break after even semester when classes are not running.
2. These 7 OD will be additional to the leave mentioned in point 1 above. No OD can be availed for FDPs of less than five days duration.
3. The expenses towards registration fee, travel and stay for Conferences, FDPs, etc. would be reimbursed up to a maximum of Rs. 10,000/- in an academic year.
4. Reimbursement will be given for paper presentations at International Conferences outside India or Conferences at IIMs, IITs and other institutes of repute in India as approved by Research Committee at ALC.
5. Reimbursement for FDP's will be approved by Director AEG based on relevance and outcome in terms of effective professional development of faculty after undergoing the FDP and enhanced contribution of the faculty to ALC as a result of the development.

### **5.5.3. Sabbatical Leave/Academic Leave**

1. Sabbatical leave would be granted to the permanent faculty members who complete two years of their service with the institution to undertake study or research or any other academic pursuit.
2. The duration of the leave shall not exceed one year.
3. A faculty member who has availed himself/herself of the study leave; would not be entitled to the sabbatical leave.

### **5.5.4. Quarantine Leave:**

The head of the institution or the executive council may grant quarantine leave in exceptional cases, like medical or any other instant emergency. Grant for the reasons to be recorded.

### **5.5.5. Maternity Leave**

Maternity leave may be granted to a women teacher for a period not exceeding than 135 days, to be availed of twice in the entire career. The leave



would be approved by the head of the institution. The sanction of the leave would be as per the norms of the institution. If the service of the teachers is satisfactory, then her position would remain safe until the duration of the leave has not been completed. But, a teacher would be appointed against her position temporarily for a specific period.

#### **5.5.6. Paternity Leave**

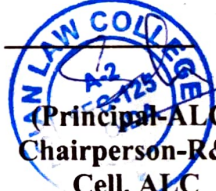
Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided the limit is up to two children. For this leave, a teacher has to request the concerned authority/head of the institution to grant him paternity leave. Faculty member has to submit the medical documents to claim paternity leave.

#### **5.5.7. Substitution Leave**

Leave request without providing proper substitution of the lectures whether planned or unplanned will not be approved until and unless substitutions are provided by the concerned faculty who desires to take leave.

#### **5.5.8. Sandwich Leave Rule**

As per the sandwich leave policy, if you take leave just before and after public holidays, your public holiday (which is a general holiday or a Saturday/Sunday) will be counted as part of your annual leaves.



(Principal-ALC)  
Chairperson-R&D  
Cell, ALC  
Chairperson, R&D Cell