BMSSA RESEARCH POLICY

BMS School of Architecture recognizes the importance of keeping its faculty up-to-date with the latest knowledge in research and thus encourages all the members to continue their personal academic and professional development. The Vision statement of the School also puts due importance to research and aims to make BMSSA a 'world-class research centre'. The BMSSA Research Policy provides the framework through which the BMS Educational Trust extends benevolence and encouragement to all the faculty members in their pursuit of academic and professional excellence.

Contents

1. BMSSA *ANWESHANA* (previously CIDM)

BMSSA- ANWESHANA or the Research centre, BMSSA is recognized as a **VTU Research centre**, by Executive Council Resolution no 2.3.2 dated 10-06-2014 (previously called as CIDM, and as a joint venture with BMSIT). Besides promoting faculty research, BMSSA has been successfully conducting a PG course in Urban Design and PhD in Architecture as Research centre activities since 2014.

2. BMSSA Research Council (RC)

BMSSA Research Council (RC), a five-member committee, chaired by the Director, with at least one external member from the other institution, two faculty representatives from Professor and Associate Professor cadres (one of whom would be the Research Centre Coordinator) and the Administrative Officer, BMSSA, with a **quorum of minimum three**, would plan, review and execute the Research Policy. The meetings of the same, as scheduled and moderated by the Director, **at least once a semester** (during July- August and January- February), would be to:

- Create expenditure plan for the **annual research budget**;
- Ensure adherence to the institutional **Code of Ethics**;
- **Allocate funds** for proposed faculty research and development activities as elaborated below;
- **Monitor progress** of both external and in-house funded research projects, PhD research scholars;
- **Revise the policy guidelines** at the end of the policy term.

3. Faculty Research Promotion

3.1 In-House Research Grants

3.1.1 In-House Research Grants: Focus Areas

The Research Council would conduct **annual 'Call for Research Proposals'** from faculty members for in-house research funding.

- While all relevant research focus would be encouraged, faculty would be directed to consider and make use of the School Research Infrastructure i.e. **Climatology Lab, Acoustics Lab, Clay Lab and Carpentry lab.** Issues of national/ regional importance, as periodically identified by the **GoI and GoK as areas of research focus**, should also be encouraged to be taken up as in-house funded research projects. Studio exercises taken

up during the semester, would also be encouraged to be designed keeping a critical mode of inquiry and then developed as research projects.

- The **'Call for Papers' for various conferences/ journals** would be periodically collated by RC and conveyed to faculty members. In-house research projects may be modelled after such calls.

- Funded Research Projects would be approved solely based on the merit of the proposal, preparedness and record of the principal investigator (PI) and CO-PI-s.

- Initial amount compulsorily must be only used for research rated direct expenses only.
- **All instruments/ equipment purchased under this scheme shall remain the property of BMSSA. (details under Research Equipment later)**
- **Research must be published in an UGC-CARE (I & II) indexed journal.**
- BMSSA would be mentioned as the facilitator and funding agency in all related publications while ownership rights of the research outcome would rest with the investigator.

3.2 Externally Funded Research Grants

3.2.1 Externally Funded Research Grants: Administrative Aid to facilitate applications

The 'Call for proposals' from various funding agencies would be periodically collated by RC and conveyed to faculty members. Call of proposals from various state and central organizations like SERB, DST, VGST, Ministry of Housing and Urban affairs (mohua.gov.in), ASI, etc., will be brought to the notice by the RC to all the faculty members. Faculty should be encouraged to collaborate with external institutions and organizations and generate external funds for research.

- RC would ensure that proposals to be submitted to external agencies are suitably helped with prompt administrative response and paperwork.

3.2.2 Externally Funded Research Grants: Faculty Incentives

- Incentive would be extended (05% of the total financial amount received, subject to a maximum of Rs 20,000 per grant) to each faculty team, successful in obtaining external research grant of any amount, to be distributed equally among PI, Co-PI, staff and students (as listed in the proposal). Incentives would be paid only to individuals affiliated to BMSSA.

NOTE: Provided if grant given to BMSSA, it is not applicable to Co-PI if PI is from other institution.

Eligibility	All **full-time core** faculty members, successful in obtaining external grants, are eligible to apply.			
Incentive Amount	**05% of the total financial amount actually transacted under an external grant, upon completion of the project.** **(subject to a maximum of ₹ 15,000/ external grant)** **(to be distributed equally among all team members)**			
Required Documents	● Copy of Grant Award letter ● Proposal ● Proof of transaction of full grant money from external agency/ successful completion certificate from funding agency.			
Approving Authority	Assistant Professor as PI	Associate Professor as PI	Professor as PI	Director as PI
	AO, Director	AO, Director	AO, Director	AO/ Chairman-BoG

*Incentive amount to be authorized for disbursement after verification of documents and compliance by relevant authority/ Director.
*Incentive to be paid only if Institutional Grant is facilitated through BMSSA.
*Incentive to be paid from research budget. Grant amount to be faithfully utilized for execution of the research as proposed to funding agency.
*Incentive to be awarded only after receiving successful completion certificate from funding agency or transaction of full amount.

3.3 Faculty Research Skill Development Initiatives

3.3.1 Faculty Research Skill Development Initiatives: Hosting of Workshops/ Seminars/ Conferences/ FDP-s/ Exchange Programs

● Each semester, RC must propose and execute programs that improve research acumen amongst faculty and students including guest lectures, workshops, FDP-s, software courses etc.

● BMSSA should host an **Annual online conference ('*ANWESHANA)*'** to provide a platform to showcase research work among the architectural fraternity.

  o **₹ One lakh (or as decided by the competent authority) of the annual budget must be allocated for the annual conference.**

  o Conference theme and call for papers to be decided by the RC.

- RC must also decide on the conference committee, constituted from among the faculty members and guest mentors, and monitor the hosting of the event.
- **RC must monitor that ANWESANA Conference Proceedings are published with an ISBN number.**

3.3.2 Faculty Research Skill Development Initiatives: Monetary and Infrastructural Support for Research

	Personal Book/ Journal Subscription Allowance	**Personal Equipment Allowance**
Faculty of all cadres	**₹ 1000/ faculty**	**₹ 1000/ faculty**
Required documents	Application Form (Appendix II) Expense Records	Application Form (Appendix II) Expense Records
Eligibility	All full-time core faculty members, who have completed **one year of service,** are eligible to apply.	
Approving Authority	AO	

* Faculty may apply for **either book or equipment allowance** in a year.

* Allowance to be paid **only as reimbursement,** after verification of documents by AO.

* Eligibility for applying allowance:

1. Should have published in atleast SCI journal in the last two years from the date of application.
2. Should have received atleast one Research Grant from external agency.

4. Faculty Publication Promotion

4.1 Desirable Minimum Publication Requirement (for each faculty cadre)

Faculty Cadre	**Minimum Publication Requirement (*desirable*)**	**Publication type**	Desirable Publication requirement from all full-time core faculty and to be given significant credit in annual faculty performance evaluation by the Director. **Publications in paid/ unrecognized journals/ magazines/ newspapers/ conference**
Assistant Professor	**01 in two years of service**	UGC-CARE (I & II) Indexed Journals / Conference Proceedings with ISBN	
Associate Professor	**01 every year of service**	UGC-CARE (I & II) Indexed Journals of Repute/ Conference Proceedings with ISBN	
Professor	**02 every year of service**	01 in UGC-CARE (I & II) Indexed Journals 01 in Conference Proceedings Or BOTH in UGC-CARE (I & II) Indexed Journals with ISBN	

			proceedings without ISBN do not qualify.

* Indexed Journal of Repute mean Journals **indexed** in any one of the five indices- Science Citation Index Expanded (SCIE), Social Sciences Citation Index (SSCI), Arts & Humanities Citation Index (AHCI), SCOPUS and UGC group I journals.

4.2 Reputed Journal Publication Incentive

4.2.1 Reputed Journal Publication Incentive: Eligibility

- All full-time core faculty members are eligible to apply.
- Monetary incentives would be considered **ONLY if the journal is indexed** in any one of the five indices- Science Citation Index Expanded (SCIE), Social Sciences Citation Index (SSCI), Arts & Humanities Citation Index (AHCI), SCOPUS and UGC group I journals (qualified through UGC-CARE (I & II) protocols as per **UGC-CARE (I & II) list).**
- In case of publications with multiple authors, the incentive will be paid **ONLY to BMSSA faculty members.**
  - If co-authors have associations with different institutes, the **Applicant must be the first author** to be eligible for incentive.
  - **In case all co-authors are faculty members of BMSSA, the amount would be equally distributed (without consideration for first or second author status).**

4.2.2 Reputed Journal Publication Incentive: Selection and Fund Allocation Process

Eligibility	All full-time core faculty members are eligible to apply.			
Incentive Amount	**Refer: Chapter 7.0:Research Promotion, page – 35 of Management Norms for staff**			
Required Documents	- Copy of Article with DOI - Proof of Journal Indexing status (Direct landing page) **Author Affiliation to BMSSA**			
Approving Authority	Assistant Professor	Associate Professor	Professor	Director
	AO, Director	AO, Director	AO, Director	AO/ Chairman-BoG
*Incentive amount to be authorized for disbursement after verification of documents and compliance by relevant authority/ Director.				

4.3 Financial Assistance for Attending International/ National Conference

4.3.1 Financial Assistance for Attending International/ National Conference: Eligibility

- **Refer: Chapter 9.0: Deputation of Faculty to Training, Page – 39 of Management Norms for staff.**

4.3.2 Financial Assistance for Attending International/ National Conference: Selection and Fund Allocation Process

Eligibility	All full-time core faculty members, who have completed **one year of service,** are eligible to apply.			
Allowance	**Chapter 9.0: (9.1.1) Deputation of Faculty to Training, Page – 39 of Management Norms for staff.**			
Required Documents	• Copy of Acceptance of Abstract/ Invite letter, Conference program • Registration fees payment receipt • Actual Expense Records (Tickets, Bills) • **Copy of Conference Proceedings with <u>VERIFIED</u> ISBN**			
Approving Authority	Assistant Professor	Associate Professor	Professor	Director
	AO, Director	AO, Director	AO, Director	AO/ Chairman-BoG

*In case of international conferences of repute being held outside the country, in a **discretionary, case** by case basis, **faculty members, who have put in more than two years of service, may be given an allowance up to ₹ 50,000 once every two years (to be approved by Chairman-BOG)**
* Allowance to be given as reimbursement after verification of documents and compliance by relevant authority/ Director, and after proceedings publication with ISBN and not as advance.

5. Postgraduate and PhD Research

5.1 Research Assistantships/Teaching Assistanceship

Post-graduate students and PhD scholars may be employed as research assistants through proper channel under any received research grants and paid a monthly stipend as per the norms. All PG students and PhD scholars are automatically eligible to apply.

Post graduate students and Ph.D scholars (full time) be employted as teaching assistant with a maximum teaching load of 6 hours.

The RC has the discretion to call for interviews and extend this benefit to EXTERNAL applicants found eligible, on a case-by-case basis. Externally funded research projects, with a provision to

employ research assistants, may be allowed to do so with strict adherence to norms of funding agency, transparent recruitment process and with due approval from Director, BMSSA and Chairman, BOG.

5.2 Periodic Review of Research Progress

Only if instructed by the Director, RC may monitor progress of research scholars. RC may suggest mitigation measures to the Director if periodic progress reviews etc. or any other norm is found lacking.

5.3 Procurement of Research Equipment/ Software from Equipment Bank

PhD Research scholars registered in BMSSA Research Centre (VTU) may apply to the Research Centre, with endorsement from their research guides, for procuring equipment or software, essential for their doctoral research. The same may be procured via Equipment Bank, subject to approval from competent authority, and after the due procurement process of inviting quotations and yearly budgetary provisions.

On a discretionary case by case basis, faculty members undertaking research or responsible for setting up research labs in the school may also apply for research equipment, including software, following the same application protocol.

Eligibility	PhD Research scholars registered in BMSSA Research Centre (VTU) (Discretionary: Faculty members, undertaking research and responsible for setting up of research labs)
Budget	Variable yearly budgetary provisions ~ ₹ 50,000/ year or as approved
Required Documents	Application, in writing, from PhD Research scholar, endorsed by research supervisor, through BMSSA research centre, clearly citing - need of equipment - approximate cost - cost of maintenance - life of equipment - projected return of investment in the form of research outcome (faculty applications may be endorsed by Director)
Application Endorsement	Research supervisor or Director, BMSSA (as applicable)
Approving Authority	Chairman, BOG
Procurement	As per established procurement protocol, after approval

Maintenance	As per established maintenance protocol, after procurement
Dissemination for usage	**Deposit amount:** Research Scholars may, in writing, apply to rent out Research Centre equipment for use outside BMSSA premises, after paying a **deposit amount of 10%** o**f actual procurement cost** to the college account. Deposit amount would be returned after scrutinizing the condition of equipment after return of the same. **Rental period and rental fee**: At a time, equipment may be rented for use outside BMSSA premises, by research scholars, after payment of a token **six-monthly/quarterly/annually rental fee (to be decided by Director, BMSSA)** Any extension must be after due application and approval.
Replacement Clause	In case of any major damage to research equipment, the same has to be replaced/ paid for by the concerned research scholar. Decisions regarding status of equipment would be made by equipment bank staff and vetted by the Director.

6. Budgetary Provisions

Clause	Details	Number of cases	Amount (₹)
3.2 Externally Funded Research Grants	05% of the total financial amount actually transacted under an external grant (subject to a maximum of ₹ 15,000/ external grant)	Assuming 02 eligible applications/year	30,000
3.3.1 Annual conference 'ANWESHAN'	Annual online conference 'ANWESHANA'	Annual	1,00,000
3.3.2 Monetary and Infrastructural Support for Research	Personal Book OR Personal Equipment Allowance ₹ 1000/ faculty/ year	Assuming 50 applications	50,000
4.2 Reputed Journal Publication Incentive	₹ 10,000/ publication (REGARDLESS OF NUMBER OF AUTHORS) (no upper limit of UGC-CARE (I & II) indexed journal publications)	Assuming 10 eligible publications/year	100,000
4.3 Financial Assistance for Attending International/ National Conference	₹ 10,000/ faculty/ conference or actuals (registration fee and/or travel and/or boarding etc. as per KCSR) whichever is less; (Subject to a maximum of ₹ 10,000/ faculty/ year) In case of international conferences of repute being held outside the country, in a discretionary, case by case basis, faculty members may be given an allowance up to ₹50,000 once every two year	Rs.10,00/- (approximately) For National/International conferences /workshops/seminars in India. Rs. 50,000/- Paper presentation at International Conferences/workshops/seminars Abroad	60,000/- to 1,00,000/-
5.1 Research Assistantships	To be allowed only for externally funded research, with provision for employing RAs		0
5.3 Research Equipment	As per requirement		50,000 – 75,000
Estimates are only indicative. Budgetary amount may be re-allocated by RC as per discretion.			~ Five lakh

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