



**SILVER OAK
UNIVERSITY**
EDUCATION TO INNOVATION

RESEARCH PROMOTION POLICY

Introduction

The Centre for Research (SOU-RDC) at Silver Oak University plays a pivotal role in advancing the institution's research ecosystem. The Centre envisions fostering society-oriented, evidence-based, and translational research by encouraging both Faculty and students to undertake meaningful research initiatives that contribute to societal development. To realize this vision, SOU-RDC has established a comprehensive framework of policies and has launched various initiatives aimed at strengthening research and development across the university.

The Research Promotion Policy of Silver Oak University is designed to support its academicians, research staff, and stakeholders in their pursuit of excellence in research, innovation, and entrepreneurship. This institutional commitment to research excellence is intended not only to elevate the university's academic standing but also to serve the broader interests of society.

Silver Oak University offers an enabling ecosystem for conducting quality research across diverse academic disciplines. Faculty and researchers are encouraged to actively seek external research funding. On other hand, the university also remains committed to extending financial support, wherever feasible, to facilitate significant R&D efforts.

This policy serves as a guiding document rather than an exhaustive list of regulations. It is intended to instill core values such as honesty, integrity, trust, accountability, responsibility, openness, and collaboration among faculty and students, while upholding academic freedom. However, it is imperative faculty research conducted under the university's banner aligns with universally accepted national and international laws, ethical standards, and policies. Under no circumstances should the university platform be used in ways that conflict with national security, interests, or policy frameworks.

The primary aim of this policy is to cultivate, promote, and strengthen research and scholarly activities among the university's faculty and students, thereby enhancing the quality, relevance, and impact of their R&D contributions.

Objectives

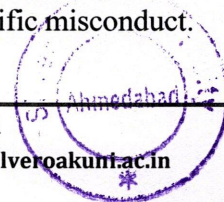
This Research Promotion Policy aims to support and strengthen research culture among the faculty members of Silver Oak University. The key objectives of the policy are as follows:

- To raise awareness among faculty about research processes, procedures, institutional guidelines, and the incentives and awards available to promote quality research.
- To encourage faculty members to leverage their academic and technical expertise in offering consultancy and research-based services to external agencies and industries, thereby fostering industry growth and generating revenue to strengthen the university's R&D ecosystem.
- To uphold high standards of research integrity by promoting adherence to universally accepted ethical norms and scientific best practices, and by discouraging any form of scientific misconduct.

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- To cultivate a strong scientific mindset among faculty, establishing Silver Oak University as a research-driven institution.
- To motivate faculty to protect their research outcomes through appropriate intellectual property mechanisms—including patents, copyrights, and other IPR tools—as per the University's IPR Policy.
- To coordinate and integrate research and development activities across all departments and institutes of the university through the SOU-RDC.
- To continuously monitor and review research projects for quality assurance and timely progress through the SOU-RDC.
- To provide robust administrative and technical support systems that facilitate faculty engagement in high-quality R&D and scholarly activities.
- To expand the University's research footprint and strengthen external collaborations through the establishment of Centres of Excellence in key thrust areas.
- To promote the dissemination of research findings through publication in reputable, high-impact, peer-reviewed journals and academic platforms.

Scope

This policy applies to all academic and research staff at Silver Oak University who are involved in teaching, scholarly activities, and research. It governs the research-related processes, practices, and support mechanisms for faculty members engaged in publishing papers in reputable journals, undertaking research projects, and contributing to the university's broader research goals. Additionally, it extends to supporting staff whose roles contribute to the facilitation and administration of research activities within the university.

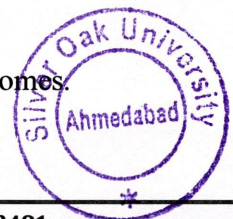
Research Governance and Administration

Silver Oak University is committed to fostering a robust research ecosystem through transparent governance, structured administrative processes, and a culture of academic integrity. The university has established the Silver Oak University Research and Development Cell (SOU-RDC) as the central body responsible for overseeing all research-related activities. This cell formulates policies, streamlines the submission and evaluation of research proposals, allocates seed money, and ensures optimal utilization of research resources. Emphasis is laid on maintaining the highest standards of research ethics, safety, and data management. Through these mechanisms, the university ensures accountability, facilitates effective decision-making, and promotes a conducive environment for high-quality research across disciplines.

The SOU-RDC is tasked with formulating, implementing, and monitoring research policies and governance frameworks to support high-quality research. It ensures that research activities align with the University's strategic vision, national priorities, and global standards.

Key responsibilities include:

- Ensuring academic quality and standardization in research processes and outcomes.



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- Maintaining transparency and accountability through regular meetings, reporting mechanisms, and reviews.

This framework ensures robust governance, effective decision-making, and ethical management of the University's R&D ecosystem.

Submission and Processing of Research Proposals

All research proposals, whether for external grants or internal support, must be routed through the SOU-RDC. The Cell ensures timely submission, compliance with funding guidelines, and technical rigor.

- External Proposals: Faculty must submit the proposal draft at least ten days before the agency's deadline. The SOU-RDC will assist with quality review, budgeting, and institutional approvals.
- Internal Funding (Seed Money): Faculty can apply for minor research grants by submitting a proposal, which will be evaluated by a Evaluation Committee.
- Other Proposals: Applications related to travel grants, expert talks, IPR filing, journal/book publication incentives, and research awards must also be processed through the SOU-RDC using standardized formats and annexures.

All submissions are evaluated based on merit, feasibility, alignment with institutional goals, and budget justification.

Seed Money for Research Projects

To foster a culture of research and innovation, SOU offers Minor Research Project Grants (Seed Money) to faculty. These grants enable preliminary investigations, experimental setups, surveys and preparation of proposals for external funding.

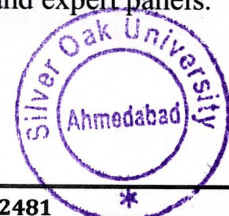
Key Features:

- Open for all faculty members
- Applications are evaluated by a Evaluation Committee.
- Eligible expenditures: equipment, consumables, survey travel, software, databases, pilot tests, and analysis.
- Manpower costs are not permitted under seed money.

All grants must be utilized within given timeline as per the sanction order, with mandatory submission of a Utilization Certificate (UC) and a brief research outcome report.

Research Planning, Safety, and Data Management

Research must be well-planned, safe, and data-driven. SOU encourages meticulous design of research objectives, methodologies, and contingency strategies, with guidance from mentors and expert panels.



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Safety Protocols:

- Minimum two-person rule in laboratories.
- Use of protective gear and availability of firefighting equipment.
- Strict adherence to waste management norms (biological, chemical, electronic).
- No research shall endanger the health of researchers, staff, or the environment.

Data Management:

- Principal Investigators are responsible for data retention for at least three years post-publication.
- In cases of misconduct allegations, data must be retained until the issue is resolved.
- Ownership of research data lies with SOU unless externally funded with other contractual obligations.
- Students' research data must be retained until the awarding of their degrees.

Ethical and Legal Implications of Research

All researchers at SOU must adhere to the highest standards of professional ethics, national laws, and global best practices. The SOU-RDC oversees the ethical compliance of all research projects, ensuring that scholars are aware of their responsibilities to society, the environment, and the profession.

Key Ethical Guidelines:

- Adherence to guidelines issued by national bodies such as ICMR, UGC, and DST.
- Mandatory clearance from the Ethics Committee for research involving human/animal subjects.
- Confidentiality, data privacy, and informed consent must be ensured in all human-centric research.
- Research involving indigenous knowledge or bio-resources must comply with Biodiversity Act provisions.

Preventing Scientific Misconduct

SOU maintains a zero-tolerance policy toward research misconduct, including data fabrication, plagiarism, falsification, or misrepresentation.

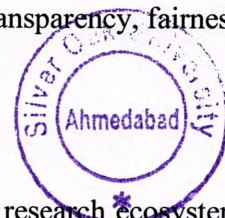
Preventive Measures:

- Mandatory plagiarism checks for all theses, research papers, and reports using approved software.
- Clear penalties for violations, ranging from rejection of work to disciplinary action.

The University is committed to promoting a research culture built on honesty, transparency, fairness, and accountability, thereby strengthening public trust and academic credibility.

Faculty, Student, and Interdisciplinary Research Support

Silver Oak University (SOU) is committed to building a vibrant and inclusive research ecosystem that supports the growth of faculty, students, and interdisciplinary collaboration. The University recognizes



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that excellence in research emerges from sustained institutional support, access to resources, and structured mentoring at all academic levels. The SOU-RDC, in collaboration with constituent institutions and departments, provides robust facilitation for research activities across disciplines, ensuring alignment with national development goals and global standards. From faculty-led innovations and student-driven inquiry to interdisciplinary problem-solving, SOU fosters a research culture rooted in curiosity, ethics, and societal impact.

Faculty Research and Intellectual Property

SOU offers comprehensive support to faculty members for undertaking high-quality research through internal grants, infrastructure access, and IP facilitation. The University promotes publications in high-impact journals, conference participation, book writing, and consultancy. Faculty are encouraged to file design, utility, and process patents, with institutional support available for prior art searches, application drafting, and filing fees. The SOU-RDC ensures timely processing of research proposals, publication incentives, travel grants, and patent-related assistance. Special commendation certificates and Research Excellence Awards are also instituted to recognize outstanding faculty contributions.

Support for Student Research Projects

To develop early research aptitude among students, SOU encourages Ph.D. and PG students to engage in guided project-based research under faculty mentorship. Students may participate in national research competitions, innovation challenges, or undertake problem-solving projects with real-world relevance. Limited internal support may be extended for consumables, testing, and prototyping, depending on project merit and availability of resources. The SOU-RDC also facilitates student-led research exhibitions, interdepartmental innovation showcases, and collaborative research activities. Students are sensitized on ethical research practices, IP awareness, and responsible authorship.

Ph.D. Program and Research Expectations

The Ph.D. program at SOU is governed by structured guidelines aligned with UGC (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, focusing on academic rigour, originality, and societal relevance. Registered research scholars are expected to complete coursework, regular progress evaluations as per university norms governed by Research Advisory Committees. All doctoral research must pass mandatory plagiarism checks before submission as per UGC norms. The SOU-RDC also assists in collaborative Ph.D. research with external institutes and industries.

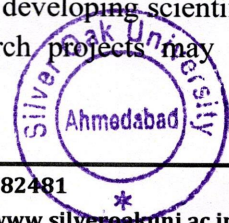
Research Programs at UG/PG Level

Under NEP 2020 guidelines, SOU actively promotes research-oriented learning at UG and PG levels through inclusion of mini projects, research methodology training, and capstone projects. Institutions are encouraged to organize student research conclaves, hackathons, and field studies that culminate in presentations, reports, or publishable papers. Select PG students may be involved in funded faculty projects or independent research under faculty supervision. Emphasis is placed on developing scientific temper, analytical skills, and ethical responsibility. Exceptional UG/PG research projects may be

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considered for awards, internships, or further incubation support.

Promotion of Interdisciplinary Research

SOU strongly advocates interdisciplinary and multidisciplinary research that addresses complex societal challenges through integrative thinking. The University facilitates cross-departmental collaborations via Centers of Excellence, joint projects, and interdisciplinary seed grants. Faculty and students are encouraged to co-develop research proposals spanning engineering, management, sciences, humanities, and emerging domains like AI, sustainability, and health sciences. The SOU-RDC organizes workshops and brainstorming sessions to foster such collaborations and ensures institutional support for resource-sharing, IP rights, and project documentation in multi-disciplinary settings.

Research Incentives, Funding, and Collaboration

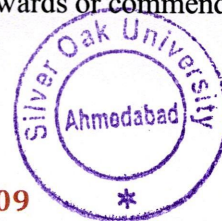
Silver Oak University (SOU) actively promotes a research-conducive environment by offering financial incentives, academic recognition, and external engagement opportunities for its researchers. The University believes that well-structured incentives and strategic collaborations significantly enhance research quality, visibility, and impact. Through the SOU-RDC, various schemes are institutionalized to support publications, patents, funded projects, and consultancy. Furthermore, partnerships with industry, academia, and R&D organizations are encouraged to promote translational and need-based research. These efforts not only build research competencies among faculty and students but also align institutional goals with national and global research priorities.

Publication Support and Incentives

SOU provides incentives for quality research publications in peer-reviewed, indexed, and high-impact journals. Faculty and research scholars are encouraged to publish in Scopus, Web of Science, and UGC CARE-listed journals, with financial assistance. Each year, the SOU-RDC reviews publication data and recommends eligible cases for publication-based rewards as per FASF attached in **Annexure 1**. In addition, faculty are supported to present papers at reputed national and international conferences. The SOU-RDC will review submitted journal and ensures that predatory or non-indexed publications are not entertained for recognition or incentives.

Patent Filing and IPR Awareness

Recognizing the value of intellectual capital, SOU extends institutional support for patent filing, copyright registration, and design protection. The University covers costs for prior art search, drafting, filing, and processing of patents through its internal IPR cell. Regular IPR awareness programs, workshops, and patent clinics are conducted in association with national IP offices, attorneys, and experts. Faculty and students are trained in innovation disclosure, IP commercialization, and technology transfer mechanisms. Inventors whose patents are granted or commercialized may receive financial rewards or commendations from the University.



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Expert Lectures and Professional Development

SOU supports research capacity building by organizing expert lectures, workshops, and faculty development programs (FDPs) on advanced research methodologies, data analysis tools, grant writing, and publishing ethics. Distinguished academicians, industry experts, and international collaborators are invited for talks, panel discussions, and research colloquiums. Faculty members are encouraged to participate in external FDPs, conferences, and training programs, with duty leave and financial assistance through “Financial Support for Conferences, Workshops, Membership fees for professional bodies (FSCWM)” These initiatives enhance the research capabilities of faculty and scholars, foster domain expertise, and improve overall academic output.

Research Funding Schemes and Extramural Projects

The University operates a structured Seed Money Scheme to fund early-stage research ideas and pilot studies proposed by faculty members. Faculty are also encouraged to apply for extramural funding from agencies such as SERB, DST, DBT, AICTE, ICSSR, and international sponsors. The SOU-RDC assists in identifying funding calls, preparing proposals, managing compliance, and tracking project outcomes. Interdisciplinary, industry-linked, and socially relevant projects are given priority in funding evaluations.

Collaborative and Industrial Research

SOU promotes strategic collaborations with industries, academic institutions, research labs, and government bodies to bridge the gap between academic research and societal applications. Faculty members are encouraged to undertake industry-sponsored research, consultancy assignments, and collaborative projects that result in publications, patents, or product development. The University has clear revenue-sharing model under consultancy policy for the faculty members. The University facilitates signing of MoUs with external partners, joint workshops, and knowledge exchange programs. Centre of Excellence and incubation facilities serve as platforms for co-creation of technology and innovation, while ensuring due diligence on IP rights and research responsibilities in collaborative engagements.

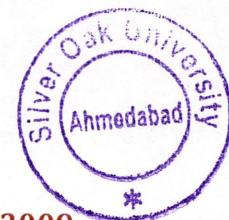
Silver Oak University's Research Promotion Policy serves as a strategic framework to nurture a vibrant research ecosystem that is ethical, interdisciplinary, and innovation-driven. By integrating structured support, clear governance, and strong incentives, the University reaffirms its commitment to advancing knowledge, fostering intellectual property, and addressing societal challenges through impactful research. All stakeholders are encouraged to actively participate in and uphold the spirit of this policy to collectively elevate the institution's research excellence and global standing.

Attached Annexures

Annexure 1: Application for Extramural Research Project

Annexure 2: Faculty Research Excellence Awards

Annexure 3: Financial Assistance Scheme for Faculties (FASF)



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Annexure 1





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Application for Extramural Research Project

A. Personal Details

1. Name of the Principal Investigator (PI):
2. Designation of PI:
3. Name of Department:
4. Name of College:
5. Name of School:
6. Contact details: Mob- _____ E-mail: _____

B. Project Details (Attach Sanction letter):

1. Type of Project:
 Research Project (Gov) Research Project (Non- Gov) Consultancy
2. Title of the Project:
3. Duration of the Project:
4. Name of the funding agency:
5. Total Budget sanctioned by the funding agency:
6. Grant received in the current financial year:

Date:

Signature of Applicant

Head of the Institute

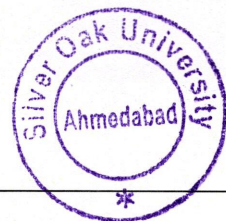
Dean Research





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Annexure 2





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Faculty Research Excellence Awards

Academic Year (_____)

1. Name of the Applicant:
2. Designation:
3. Name of Department:
4. Name of College:
5. Name of School:

A. Research contribution [Attach Copies of the Article(s)]

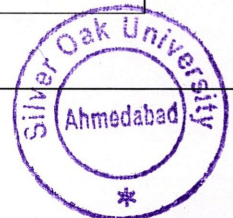
Title of the article:	
Name of Journal, Vol., Year:	
Publisher:	
Indexed in:	
Impact factor:	

B. Patents (Attach relevant documents/certificates)

Type of Patents (Indian/International):	
Title:	
Patent No.:	
Status (Granted/Published):	
Month and Year of Publication:	

C. Paper presentation in conferences/invited lectures as resource person in seminar/conference/Abstract presentation in conference proceeding (Attach Copy of the certificates):

Title of the paper/Invited talk/Keynote address:	
Name and place of the conference/symposium:	
Status (National/International):	
Mode of Presentation [Oral/Poster]:	
Date and time of presentation:	





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Whether the presentation won any prize (If yes, attach certificate):

--

D. Research Projects (Attach relevant documents)

Research Projects (applied/sanctioned)	
Title of the project:	
Name of the funding agency:	
Total amount applied for:	
Duration:	
Your status in the project (whether PI or Co-PI:	

It is certified that the information provided above by me is correct and true to the best of my knowledge and belief. I personally shall be responsible for any wrong information provided in this proforma.

Date:

Signature of Applicant

Head of the Institute

(For Office Use Only)

Category	A	B	C	D	Total
Points					



Dean Research



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Marking system to be used for self-assessment for Proforma-I:

A. Research Papers

- | | | |
|-------|--|-----------|
| (i) | In UGC listed Journals without an Impact factor | 05 Points |
| (ii) | In Scopus listed Journals without an impact factor | 10 Points |
| (iii) | In UGC listed Journals with Impact Factor up to 1 | 15 Points |
| (iv) | In UGC listed Journals with Impact Factor between 1-2 | 20 Points |
| (v) | In UGC listed Journals with Impact Factor between 2-5 | 25 Points |
| (vi) | In UGC listed Journals with Impact Factor between 5-10 | 30 Points |
| (vii) | In UGC listed Journals with Impact Factor > 10 | 35 Points |

(*Impact Factor will be calculated for journals listed in Scopus/ WoScience/PubMed)

B. Patents

- | | | |
|-------|--|-----------|
| (i) | Indian patent application filed/published | 10 points |
| (ii) | International patent application published | 20 points |
| (iii) | Indian Patent Granted | 30 Points |
| (iv) | International Patent Granted | 40 Points |

C. Conference proceeding

- | | | |
|------|---|-----------|
| (i) | Publication of proceeding in National conference | 10 Points |
| (ii) | Publication of proceeding in international conference | 20 Points |

D. Projects

- | | | |
|------|--|-----------|
| (i) | Sanctioned projects to Indian funding agencies | |
| | • Amount asked for (up to 5 lakhs) | 10 Points |
| | • Amount asked for (5- 10 lakhs) | 15 Points |
| | • Amount asked for (10- 30 lakhs) | 20 Points |
| | • Amount asked for (30- 50 lakhs) | 25 Points |
| | • Amount asked for (Above 50 lakhs) | 30 Points |
| (ii) | Sanctioned projects to international funding agencies | |
| | • Amount asked for (up to 50 lakh) | 25 Points |
| | • Amount asked for (> 50 lakhs) | 50 Points |





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Annexure 3



**FINANCIAL
ASSISTANCE SCHEME
FOR FACULTIES
(FASF)**



1. Introduction:

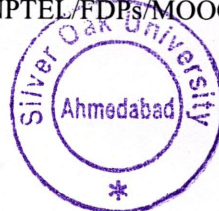
Silver Oak University (SOU) is introducing a policy to encourage research culture in the university by introducing the **Financial Assistance Scheme for Faculties (FASF)**, which will recognize faculty efforts to publish research papers, review papers, books, book chapters, patents in prestigious national and international journals and provide recognized platforms around the world.

2. Objectives:

- 2.1 To encourage staff members to publish high- quality research work.
- 2.2 To provide financial assistance for publishing patents, copy rights, technology transfer and research/review articles in esteemed national or international journals.
- 2.3 To give financial support for the full book and book chapters in the peer-reviewed journal and other recognized platforms.
- 2.4 To provide financial assistance to the faculties for participation in NPTEL, FDPs, SWAYAM and MOOCs.

3. Guidelines for Financial Assistance for Publishing Research Papers, Review Papers, Books, Book Chapters, Copy rights, Technology transfer and Patents in Prestigious National/International Journals and Recognized Platforms

- 3.1 The staff member must be employed in one of the institutes of the university.
- 3.2 Only research articles published and available (Online) in Scopus/Web of Science/PubMed journal are eligible for the prize in terms of a money.
- 3.3 A monetary prize of **Rs. 15,000/-** will be awarded for papers (published and available online) in Scopus/Web of Science/PubMed journals with SOU affiliation.
- 3.4 A monetary prize of **Rs. 10,000/-** will be awarded for full book publication with ISBN number with SOU affiliation (As a First Author/Corresponding Author), and **Rs. 3,000/-** will be offered for each published chapter in book with ISBN number with SOU affiliation (As a First Author/Corresponding Author).
- 3.5 A monetary prize of **Rs. 5000/-** will be given for a granted design patent, Copy right, Technology Transfer and **Rs. 25000/-** will be awarded for a granted utility patent where SOU act as a first applicant.
- 3.6 A Registration Money will be awarded for participation in NPTEL/FDPs/MOOCs, subject to prior approval from the Research and Development Cell.



3.7 Staff members may apply for an award under this program at any point during the academic year.

3.8 The application will be reviewed by an expert committee under the Chairmanship of Dean (Research). The committee will examine the quality of research articles as well as the credibility of the journal in which they are published. The judgment of the Hon'ble Provost shall be final, and no further communication from applicants will be entertained.

Expert Committee:

- | | |
|--------------------------------|----------|
| 1. Dean (Research) | Chairman |
| 2. IQAC Chairperson | Member |
| 3. Head of concerned Institute | Member |
| 4. Invited Member | Member |

3.9 Faculty members who are pursuing a Ph.D. or postgraduate program will not be eligible for the incentive, as publication is a part of their academic requirement (**refer Annexure-IV**).

3.10 In the context of collaborative authors at SOU, only one author must apply for financial aid under this initiative.

3.11 When applying for financial support under this policy, all Co-authors must provide a statement about the applicant in the manner attached in **Annexure-II**.

3.12 The hard copy of the research paper, proof of indexing and affiliation, together with the application, must be submitted to the SOU RDC within the time frame.



ANNEXURE-I

Application form to avail financial assistance for the publication of Research paper, review paper, full book, book chapter and patent.

Application Details:	
Name:	
Designation:	
Department:	
College Name:	
School Name:	
Mobile No.:	
E-mail ID:	

Details of Research/Review Paper published in Scopus/WoS/PubMed listed Journal:	
Title of Research/Review Paper:	
Name of Co-author(s) with Designation & Organization:	
Name of Journal:	
Journal Publication house/University/Institute:	
ISSN No.:	
Impact Factor:	
Cite Score:	
Volume and Page No.:	
Month & Year of Publication:	

Details of Full Book/Book Chapter:	
Title of Book:	
Title of Book Chapter:	
Name of Co-author(s) with Designation & Organization:	
Book Publication house/University/Institute:	
ISBN No.:	
Volume and Page No.:	
Month & Year of Publication:	



Details of Patent/Copy right/Technology Transfer:	
National/International:	
Date of Publication:	
Registration No.:	
Title of Patent/Copy right/Technology Transfer:	
Filing No.:	

Signature of Applicant

Forwarded by:

**Signature and Stamp
of
Head of Department**

**Signature and Stamp
of
Head of Institute**

Encl.:

1. Full Research/Review Paper; Book/Book Chapter, Patent Details
2. Proof of Journal for listed in PubMed/Scopus/Web of Science



ANNEXURE-II

UNDERTAKING FOR APPLICANT

We hereby declare that the research paper entitled “ _____ ” is the outcome of our collaborative efforts and our indebtedness to other works published; references, if any, have been fully acknowledged. If we are found guilty of copying from another report or published material and presenting it as our own, or exceeding the plagiarism limit, we realize that we will be held accountable and punished by the institution. We also confirm that if multiple authors are involved from SOU, the below applicant is the sole claimant for the incentive.

Name of Co-Author(s)	Signature

Signature of Applicant:

Date:



ANNEXURE-III

The application/proposal for the approval to avail the reimbursement of financial assistance for participation in Faculty Development Program/NPTEL/MOOCs

Faculty Details:	
Name:	
Designation:	
Department:	
College Name:	
School Name:	
Mobile No.:	
E-mail ID:	

Title of the Faculty Development Program/NPTEL/MOOCs	
Date(s) of Event:	
Registration fees:	
Details of Event:	

Signature of Applicant

Forwarded by:

**Signature and Stamp
of
Head of Department**

**Signature and Stamp
of
Head of Institute**

Encl.:

1. Receipt of Registration fee
2. Copy of Certificate
3. Any further supporting papers



ANNEXURE-IV

I _____ working as
_____ in _____ at Silver Oak University,
hereby declare that the research paper titled

_____ published in
_____ (Scopus/PubMed/WoS Indexed) is not part of my Ph.D. or
postgraduate academic requirement.

I understand that any false declaration may lead to the cancellation of the incentive.

Name:

Designation:

Department:

Date:

Signature:

