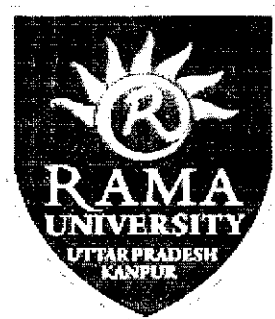


RESEARCH INCENTIVE SCHEME

(Revised - w.e.f Aug 2021)



Research & Development Cell

RAMA UNIVERSITY UTTAR PRADESH

NH-91, Near Mandhana Railway Station Rania City, Mandhana - Bithoor Rd,
Kanpur, Uttar Pradesh 209217

RESEARCH POLICIES

Title : Rama University - Research
Cell

**Effective
Date** : 18th August 2021

**Issuing
Authority** : Vice-Chancellor/Director

**Responsible
Officer(s)** : Registrar

**Purpose of
this Policy
revision** : The purpose of this policy/revised is to establish
consistent Guidelines for Academic Research and
Innovation as well as R&D activities in the
University.




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Rama University Research Policy

Rapid growth in scientific knowledge is an indication of quest for discovery and has an impact on economic and societal development. Science, technology and innovation is often initiated at the University research environment. Research and developmental activities create and disseminate new knowledge in range of fields, promote innovation and motivate better learning and teaching among students and faculty members of our University. Research is the foundation of knowledge that brings new energy, builds state-of-the-art facilities, promotes research publications, develops collaborations and becomes part of active community that shares the mission objectives. Taking these into considerations, following research policies have been framed for the University.

Objectives

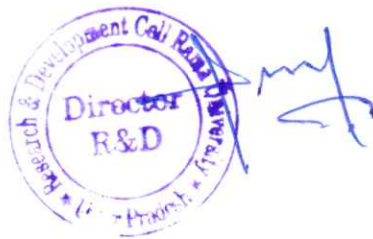
1. Creating conducive research environment with focus on outcome based research.
2. Provide support and encouragement to faculty/students for realization and enhancement of research potential.
3. Encouragement in publishing research papers in quality journals like Scopus, web of science and UGC approved journals.
4. Encouraging and assisting researchers in filing and obtaining patents.
5. Organizing lectures/symposia/workshops on Intellectual Property Rights i.e. IPR (drafting and filing patents) to aid researchers in better understanding of their rights and protection against unfair competition and plagiarism.
6. Promote interdisciplinary research.
7. Strengthen linkages through national/international collaborations and partnerships with key reputed institutions, industry, government, policy makers and funding agencies of research.
8. Incentive is given to faculty for research recognition award at State, National & International level.




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Quality Related Parameters in Rama University- R&D Cell

- Promoting research culture
- Adequate teaching staff
- Strengthening library holding and services
- Formalizing the feedback mechanism
- Enhancing the computer facilities and services
- Increasing program options, curriculum updating and choice based curriculum
- Making teaching-learning more participatory and ICT enabled
- Infrastructure facility and learning resources
- Career guidance and counseling
- Organization and management
- IQAC (Internal Quality Assessment Committee)
- Incentive policy for research & development work.
- Centralized dedicated Research & Development cell.




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Chairman, Advisory Committee:

Sl.	Name of the Committee Member	Role	Affiliation
1	Dr. Janardhana Amarnath BJ	Chairman	Vice Chancellor, Rama University
2	Dr. Girja Shanker Sharma	Advisor	Ret. Prof. Dr. Bhim Rao Ambedkar University Agra/Member




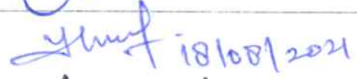


Research Committee Members

1	Dr. Janardhana Amarnath BJ	V.C./CHAIRMAN
2	Dr. Prateek Singh	Director
3	Dr. Anu Singh	Treasures/Member
4	Shri Prabhat Ranjan	Registrar/Secretary
5	Dr. Preeti Singh	The Finance Officer/Member
6	Mrs. Jasmi Manu	Principal Rama Nursing College Kanpur
7	Dr. Hari Om Sharan	Dean – Academic Affairs
8	Mr. Samir Kumar Mishra	Asst. Director – Research
9	Dr. Bijendra Nigam	Principal Paramedical - Member
10	Dr. Vaishali Dhingra	Dean, FCM Member
11	Dr. P.K.Singh	Nominated Member

In case of any dispute the Vice Chancellor's decision shall be final.



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Committee Members	Role	Signature
Dr. Janardhana Amarnath BJ	Chairman/Vice Chancellor	
Dr. Girja Shanker Sharma	Advisor	
Dr. Prateek Singh	Director	
Dr. Anu Singh	Treasurer/Member	
Shri Prabhat Ranjan	Registrar/Secretary	
Dr. Preeti Singh	The Finance Officer/Member	
Mrs. Jasmi Manu	Principal Rama Nursing College Kanpur	 18.08.21.
Dr. Hari Om Sharan	Dean – Academic Affairs	 18/08/2021
Mr. Samir Kumar Mishra	Asst. Director – Research	 18 th Aug 2021
Dr. Bijendra Nigam	Principal Paramedical Member	 18 th Aug 2021
Dr. Vaishali Dhingra	Dean, FCM Member	 v. dhingra
Dr. P.K. Singh	Nominated Member	

Date: 18th Aug 2021

Place :
Rama University Uttar
Pradesh

1.




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2. Research Policy and Research Support

The primary aim of the research strategy of Rama University is to increase awareness and advance the educational program. Teaching and study are interdependent and, when viewed as separate bodies, both are adversely affected. Therefore, in the complete academic and administrative structure, these roles have been incorporated and connected.

The University still has the duty to provide social service, and study is carried out when it can do so without any adverse impact on its academic roles in achieving this separate responsibility. This is particularly where the staff and facilities available to the University and its capacity qualify it to perform a required service.

Rama University receives government, business and foundation support. Through experience with such fund management, the University recognizes the circumstances under which it can be justified and the way in which it can be most efficiently incorporated with the University's other activities. In addition, funding is also given to support the construction and rehabilitation of buildings, scholarships, and fellowships, enhancement of the curriculum, preparation of teachers and other initiatives aimed at improving graduate and undergraduate education. For the most part, the appropriateness of these services in relation to the activities and goals of the university has been measured using the same evaluation methods used in the review of study proposals. The division of administrative responsibility is the same as for funded research in the case of funding given under agreements involving university responsibilities and contractual commitments to the sponsor. Consequently, the policy document is also applicable to funded initiatives other than science.

1. General Research Considerations

1. Rama University is a private University, performing specific capacities withstanding guidelines. The University organization should hold appropriate




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control of the activities carried on for the sake of the University and stay allowed to work without limitations that would decrease its viability.

2. The University ought not contend with industry in modern research or embrace exercises that ought to be the obligation of government associations. Be that as it may, auxiliary action in such territories might be supported with the duty of an instructive establishment to deliver public assistance.
3. The University has an ideal climate for research inferable from freedom in work and relative effortlessness in administration, strategies for book keeping, and keeping up of key staff and offices. RAMA University can't acknowledge in examination arrangements any prohibitive provisions that would imperil the very climate the University thinks about essential for the compelling behavior of exploration.
4. Rama University and the subsidizing offices have a joint duty to give the authoritative and regulatory climate as well as the monetary hotspot for a sound program of examination. All in all, Rama University's assets are with the end goal that it can give this climate just on a full expense repayment premise, including immediate and roundabout expenses.
5. No individual is allowed to utilize University offices for supported examination except if endorsement has been taken through appropriate managerial techniques.




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Agenda discussed & Finalized

1	Books	20,000 (Rewards)	First Author - 20,000
2	Refereed Journal	5000	As per norms (Refer Annexure I A)
3	UGC Journal (Group 1st)	2000	As per norms (Refer Annexure I B)
4	Copyrights	5000	If Author & Co-Author- 3000 and 2000 (Refer Annexure I C)
5	Conferences/Workshops	100% of Registration Fees for faculty	Approval letter from Dean is required to process the fees.
6	Patents registration	11000	After Filing (Refer Annexure I D)
7	Patents	10000	After Publishing
8	Books Chapter	3000	With reputed publisher
9	Projects/Patents/Copyrights/Trademark	Revenue Sharing- 75% : 25%	As per University Norm
10	MOU	TA/DA	Appreciation letter
11	FDP	DL with T&C	As per HR Policy
12	Faculty Award	5,000 - 10,000	International - 10,000, National - 5,000 (Annexure I E)
13	Peer Review Committee	50,000/30,000/1000USD	As per University policy (Refer Annexure II)
14	Dept. Awards	10000	(Annexure I F)
15	Faculty/Institute Awards	20000	
16	University Awards	30000	




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Type	Acceptable	Details	Note
Media Publication	News paper / Print media / Electronic media / Magazine will be counted	Personal blogs , University blog not acceptable	Any credentials/person/author /inventor/applicant outside of Rama University in any research documents will not consider for any financial support.
MoU	Approval letter from University and Other party	As per polices	
Seed Money	Approval letter from University	Projects in curriculum of programs are not counted	
Short Term Courses	Approval letter from University	Content already coverd in curriculum	
Startup-Incubation	Approval letter from University		
Video - Lectures	Approval from Dean mass-com	Self recording not counted	
Patents	All patent carring name of Rama University Counted towards dept progress		
	International /National patent with first applicant from University	Only reimbursed	
	As first applicant	Only reimbursed	
	As a second or subsequent applicant	Towards dept progress	
	As a first inventor	Only Incentive	
	As a second or subsequent inventor	Towards dept progress	
	As a first applicant and first	Registration + Incentive	



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	inventor	
Research Paper	All papers with name of Rama University Counted towards dept progress	
	As first author	Incentive
	As a second or subsequent author	Towards dept progress
	As a corresponding author	Towards dept progress
Book Chapters	Chapter Edited as a first Author	Incentive to chapter editor
	Chapter Edited as second or subsequent editor in book(s) written by author (first) currently working in the university	No Incentive (counted toward progress)

Type	Acceptable	Not Acceptable/ avoid
(Awards) Teachers who received awards	Only State, National and International level from Government/Govt. recognised bodies will be considered.	Awards that are local in nature cannot be considered. (For Ex: Avoid awards from urban local bodies/Panchayat etc.) Intra and inter university / institution will not be considered. Participation / presentation certificates – during paper presentation etc., are not considered. Participation / presentation certificates in workshops / conferences etc., are not to be included.



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Fellowship/financial support by various agencies for advanced studies/ research	Documents for all awards are compulsory	Awards without any financial support are not to be included (E.g: Best Teacher Award, Certificate of Appreciation).
Awards / recognitions received for research/innovations by the institution/research scholars/students		Participation / presentation certificates in workshops / conferences etc., are not to be included.
awards received by the Institution, its teachers and students from Government /Government recognised bodies in recognition of the extension activities	Awards received only to the extension activities carried out are to be included.	Awards that are local in nature will not be considered. For Ex: Avoid awards from urban local bodies/Panchayat etc. Awards by individuals will not to be considered. Awards from own trust / sister institutions not to be considered.
Book Chapters	Chapter Edited in book(s) written by author (first) outside of university. Chapter Edited in book(s) written by author (first) currently working in the university	Books without ISBN or AISN is not acceptable
Books	Book with valid ISBN or ebook with valid AISN number For hardcopy ISBN is mandatory Minimum 200 Pages (not a question bank) Minimum 3 copies required	Question Bank/Only Research Paper /Lab Manual/Objective Question/ Non Academic




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	Incentive as per R&D policy	
E-content	<ul style="list-style-type: none"> • Quadrant-I is e-Tutorial: which shall contain: Video and Audio Content in an organised form, Animation, Simulations, video demonstrations, Virtual Labs, etc. • Quadrant-II is e-Content: which shall contain: PDF, Text, e-Books, illustrations, video demonstrations, documents and Interactive simulations wherever required. • Quadrant-III is Web Resources: which shall contain: Related Links, Wikipedia Development of Course, Open source Content on Internet, Case Studies, books includinge-books, research papers & journals, Anecdotal information, Historical development of the subject, Articles, etc. • Quadrant-IV is Self-Assessment: which shall contain: Problems and Solutions, which could be in the form of Multiple Choice Questions, Fill in the blanks, 	Without approval of Dean-Academics Claimed documents will not valid.



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	<p>Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQs, Clarifications on general misconceptions.</p>	
<p>Extension Activity & Outreach Programs</p>	<p>Extension and outreach programs conducted by the institution including those through NSS/NCC/Red cross/YRC (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organized in collaboration with industry, community and NGOs) Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and collaborating agency Can be supplemented with Newspaper reports of events.</p>	<p>Events conducted for the benefit of their own students not to be included under outreach programs</p>




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Rama University Journal of Medical Sciences (RUJMS)

On special recommendation of Honorable Chancellor

1. An Incentive of Rs. 5000/- (Rupees Five Thousand only) for articles published in RUJMS (Rama University Journal of Medical Sciences) shall be given to First Author of "Original articles" Only.

2. Only Five Best "Original Articles" shall be published in each issue of RUJMS. The decision of editorial board will be final in selection of articles to be published.

Note: For extra-ordinary work and contribution to R&D Cell, an Appreciation Letter by Honorable Chancellor will be granted along with aforementioned rewards

RESEARCH INCENTIVE SCHEME IN BRIEF

OBJECTIVE OF THE SCHEME

The primary objective of the proposed incentive scheme is to motivate the faculty Members of our University to undertake quality research, consultancy, and other research work.

Related Activities

- All faculty members are encouraged to do research.
- Faculty members are encouraged to apply for seed money from funding agencies or industries relevant to their field of interest.
- The management will consider seed money for the research projects if the proof of concept is established by the faculty.
- Faculty members shall be permitted to attend conference/workshop relevant to their field of research in India or Abroad with on-duty leave. The registration fee shall be reimbursed.




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- Partial financial support may be provided for the faculty members who are invited as a keynote speaker/plenary lecturer in conference/seminar, etc and if financial support is not provided by the organizers or any other funding agencies.
- Faculty members shall apply for the travel grant to the funding agencies.
- An increment benefit will be provided to faculty/staff members for their contribution to research work.
- The incentives will be granted for the faculty members who received research grants from various funding agencies


Policy for Research and Consultancy Projects

- The Institute follows a unique Incentive scheme to reward the faculty for the Research and Consultancy Project works carried out in the respective year. This scheme is introduced by the Management to impart research culture and to motivate faculty towards identifying new innovations. The incentive scheme is as per the table below.
- The consultancy work will be carried out under the research cell of Rama University, Kanpur UP.
- The revenue generated will be deposited in the Institution account. This is done to avoid misuse of funds. The Institute will provide the remuneration to the respective faculty as per the below chart, based on the revenue generated **after the completion of every consultancy work.**
- The students should be motivated towards participation in industrial consultancy projects.

Eligibility:

- This policy applies to all faculty and staff of Rama University, Kanpur UP.




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- The faculty members involving in the conduct of a consultancy service can avail on-duty for industrial visit and meeting industry person for discussion related to consultancy work.
- The faculty or staff must ensure that the consultancy work does not create a conflict of interest with the role of the faculty in the University.

Circumstances under which consulting activity may be permitted

- The organization requiring consultancy services from faculty or the department shall write to the research cell indicating the expertise required.
- The principal on receiving the request from the organization shall inform to the department concerned.
- The head of the department shall nominate the faculty or a group of faculty having the required expertise and get permission from the Dean.
- In considering whether or not permission will be given for consulting activity, the Dean will take into account such factors as the compatibility of the activity with the responsibilities and commitments of the faculty member(s), potential conflicts of interest and the use of institution resources.
- An MoU may be signed between the organization and the department towards the nature of consultancy work and the commercials involved in the presence of the Dean.
- The faculty or a group of faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the research cell through the head of the department.

Research Papers & Guidelines:




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(Research paper for incentive/ grant /TA/DA/Fund must comes under these points)

1-Research papers (in related area/subject) published in recognized and reputable journals and periodicals, having ISBN/ ISSN numbers.

2- Conference proceedings (in related area/subject) as full papers, etc. (Abstracts not to be included).

3- Text/Subject or Reference Books (in related area/subject) published by International/National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers.

4- Chapter in Text/Subject or Reference Books (in related area/subject) published by International/National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers (Chapter in self-Edited volume should not be considered)

5- Text/Subject or Reference Books/ Journals Edited (in related area/subject) and published by International/National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers

6- Books translated (in related area/subject) and published by International/ National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers

7- Chapters (in related area/subject) contributed to edited knowledge based volumes published by International/National publishers / State and Central Govt. Publications with ISBN/ ISSN numbers (Chapter in self-Edited volume should not be considered)

8- Popular article (in related area/subject) in proceedings/ newsletter of learned bodies/ societies or Newspaper article in area of interest.

The Research Score for papers would be augmented as follows:




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Travel Polices:

Project Investigators and consultants are permitted to visit on field work, attend meetings conferences, seminars and workshops, within the country, utilizing the funds of the project /

Consultancy, subject to provision, with prior permission of the Director, Rama University or by the University authorities on the recommendation of the Dean/Research cell etc. All the visits of project and consultancy staff, including for promotional visits and for project presentation, shall be approved by Director/Registrar Rama University. The claim bill towards, the visits within 200km (to and fro) distance from the institution may be admitted with the prior approval of the concerned Head of the Department.

All travel related to projects will be **treated as on duty**. All travel related to Consultancy and testing will be treated as **special casual leave** to which the faculty Member/staff is entitled. Travel related to the project, Consultancy, Testing of the Departments will be permitted by Director of University. Their requests are to be routed through the Head of the Department to the Research cell (in the prescribed form). The principal investigator of projects Must take care of the total expenditure for travel shall not exceed the amount, allotted under

This head in the project. With regard to claiming of taxi I auto fare the actual can be claimed

for traveling to / from the Airport / Railway Station with due certification of the receipt..

TA & DA norms for faculty members wherein expenses are booked under the head Projects & Consultancy the **DA settlement will be as per the guidelines given below:**

Journey

By Train: Up to 2 tier A/C (Ticket should be produced.)

By Air: As per eligibility (Boarding pass should be produced). If the flight ticket is booked through a travel agent, Service charge paid by the agent can also be claimed.




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By Road: If private vehicles are hired, original printed and stamped receipts along with printed trip sheet with vehicle number will only be accepted. For field visits, if the journey commences from Kanpur, effort should be made to hire the vehicle through Logistic Centre. Written permission to hire a vehicle should be obtained from the university before the journey.

By Train: 3 AC train fare on actual can be borne by the institute with prior permission.

Accommodation will be reimbursed for actual expenses on production of receipts.

Expenses: For Projects sponsored by Govt. Funding agency / CTDT: Actual Bills to be furnished subject to a maximum of Rs 3,000/- for class A cities and Rs. 2,000/- for other places or in case of no bills available, Rs 500/- for 'A' Class cities and Rs.1,000/- for other places will be reimbursed as a lump sum

Projects supported by Pvt., funding agency and for consultancy: The amount will be reimbursed based on the actual expenses on production of receipts. Boarding charges of Rs. 1000/- per day lump sum will be offered. Apart from this, any other incidental charges should be informed. The number of days should be informed in advance to the research cell of the Rama University and written permission should be obtained for the same.

TA & DA for Project/consultancy staff, Students involved in Projects/ consultancy and Technical staff wherein expenses are booked under the head Projects & Consultancy shall be reimbursed for their travel and accommodation expenses based on their certification/ recommendation by the consultants/investigators.


Journey: By Train: Sleeper class for Field Assistant / Technical Assistant / Project In-Charge.

Number of Days: The number of days should be informed to the CTDT office in the advance and written permission should be obtained.

Registration Fees

When a registration fee is payable documentary evidence, i.e. conference brochure should be enclosed. The Registration fee will be drawn by cheque/DD in favor of the




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organizers/conference account and handed over to the investigator participant the project Investigator/consultant may also make payment of registration fee directly and claim Reimbursement later producing the documentary evidence.

Advance for TA/DA

When an advance for travel is required, it should be specifically mentioned in the TA/DA Approval request and in the case of Air Travel a copy of the Performa invoice for airfare /train ticket/e-ticket should be enclosed.

Refreshment and Hospitality Expenses

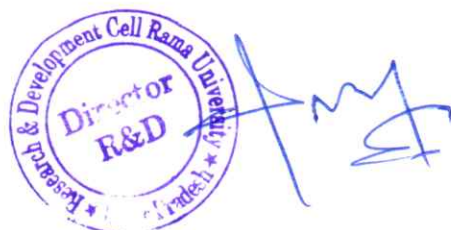
Contingent grant in projects can be used for refreshment expenses and to meet the local conveyance, accommodation and hospitality expenses for visiting members and review teams. The reimbursement will be based on the submission of the original bills with certification by the investigator professional body or member.


MoU/Agreements/Contracts

All MOU's relating to Projects, Consultancy, Testing, and Training will be processed by The Director and placed in the Syndicate for approval. The MOU's will be signed by the Registrar, Rama University. All Memoranda "of agreements/contracts for consultancy work shall be signed by the Consultants with the prior approval of Director Rama University.

Incentives

When a consultant would like to keep a portion of his consultancy, testing fee with the University for other purposes, then he is permitted to deposit it in the Professional Development Fund (Rama University Account). Individual accounts will be maintained by the Centre for all faculty members belonging to the Department / Centre for contributions through both Consultancy and sponsored projects. This amount can be utilized for the purposes such as travel, visits abroad, telephone expenses, professional body membership, health & accident insurance during India and abroad, refreshments and hospitality expenses relating to projects and consultancy as detailed below.




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1. TA / DA, taxi fare and registration fee for attending a conference / workshop / symposium / Seminar/meeting etc., or deliver an invited lecture (subject to the sanction of appropriate leave by the competent authority) to a place in India or abroad and for making exploratory visits for Further sponsored research/consultancy work, with advance approval of Director Rama University.
2. Purchase of professional Books, journals, stationery including computer stationery, Software or data on any storage medium.
3. Equipment/ Electronic Gadget, Mobile Phones, Laptop, Palmtop, iPod can be purchased and taken into the stock register of the University.




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Annexure I A

(A) For any author who publishes their paper in any reputed/referred journal with the position 1st as an author will reward with the 5 thousand as incentives

(B) In a UGC journal author also secure the first position as an author for this incentive

- Web of Science/Thomson Reuters (Clarivate Analytics) with Science Citation Index/Science Citation Index Expanded/Emerging Science Citation Index
- Elsevier/Science Direct/SCOPUS
- PubMed/PubMed Central
- Journal published by Wiley Online Library
- Journal published by Tylor & Francis
- Journal published by Informa
- Journal published by Hindawi
- Journal published by Springer
- All transactions of IEEE.
- Journal published by NATURE

- Thomson Reuters/SCIENCE CITATION INDEX (SCI)/ Scopus Journal.
- PMC-NCBI/PUBMED/NAAS Rating
- UGC Approved Journals



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Annexure I B

(A) For any author who publishes their paper in any reputed/referred journal with the position 1st as an author will reward with the 5 thousand as incentives

(B) In a UGC journal author also secure the first position as an author for this incentive

- Web of Science/Thomson Reuters (Clarivate Analytics) with Science Citation Index/Science Citation Index Expanded/Emerging Science Citation Index
- Elsevier/Science Direct/SCOPUS
- PubMed/PubMed Central
- Journal published by Wiley Online Library
- Journal published by Tylor & Francis
- Journal published by Informa
- Journal published by Hindawi
- Journal published by Springer
- All transactions of IEEE.
- Journal published by NATURE

- Thomson Reuters/SCIENCE CITATION INDEX (SCI)/ Scopus Journal.
- PMC-NCBI/PUBMED/NAAS Rating
- UGC Approved Journals



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Annexure I C

Only for selected Faculty that will recommended by respective Dean/HoD, documents must be in use of Rama University.

On special recommendation of committee / Director/VC of University.



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Annexure I D

Maximum total of Rs.11000/- will provided to all applicants as a reimbursement amount. In case of variation in amount to the related bills, University will pay maximum 11000/- amount as registration fees for National patent.



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Annexure I E

Type	Acceptable	Not Acceptable/ avoid
(Awards) Teachers who received awards	Only State, National and International level from Government/Govt. recognised bodies will be considered.	Awards that are local in nature cannot be considered. (For Ex: Avoid awards from urban local bodies/Panchayat etc.) Intra and inter university / institution will not be considered. Participation / presentation certificates – during paper presentation etc., are not considered. Participation / presentation certificates in workshops / conferences etc., are not to be included.
Fellowship/financial support by various agencies for advanced studies/ research	Documents for all awards are compulsory	Awards without any financial support are not to be included (E.g: Best Teacher Award, Certificate of Appreciation).
Awards / recognitions received for research/innovations by the institution/research scholars/students		Participation / presentation certificates in workshops / conferences etc., are not to be included.
awards received by the Institution, its teachers and students from Government /Government recognised bodies in recognition of the extension activities	Awards received only to the extension activities carried out are to be included.	Awards that are local in nature will not be considered. For Ex: Avoid awards from urban local bodies/Panchayat etc. Awards by individuals will not to be considered. Awards from own trust / sister institutions not to be considered.



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Annexure I F

If any faculty members proactively help to receive reputed awards to any Dept. /Faculty/University of Rama Group then said amount will be provided to respective faculty.

Name & recommendation must be provided by respective HoD/Dean/Principal.



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