THEIVANAI AMMAL COLLEGE FOR WOMEN (Autonomous)

(Affiliated to the Annamalai University, Chidambaram - Tamil Nadu)

(Accredited by NAAC (3rd Cycle) with CGPA of 3.2/4 at 'A' Grade), (Recognized under 2(f) and 12(B) by UGC)

DST-FIST Sponsored College under 'College as a whole' Scheme.

Villupuram - Tamil Nadu, Pincode:- 605401, Phone:- 04146 - 259674, Website:- www.tacw.in | Email:- info@tacw.in

RESEARCH ADVISORY COMMITTEE

Research Committee

     The Research Committee of Theivanai Ammal College for women comprises of highly qualified, motivated and talented persons who have embarked on frontier careers in research and development in varied areas. The main objective of Research Committee is to explore new avenues of knowledge, encourage and promote research culture in the College.

Guidelines for Conducting Research:

1. Motivation and Encouragement: Heads of Departments (HoDs) should actively motivate and encourage individual staff members to initiate and engage in research activities.

2. **Utilizing Infrastructure:** Staff pursuing part-time or full-time research can use the institution's infrastructure facilities to support their research endeavors.

3. **Lab Facility Usage:** With prior approval, staff can use laboratory facilities for research purposes during holidays.

4. **Research Publications**: Staff are encouraged to publish their research in refereed and peer-reviewed journals with a good impact factor, affiliating their work with TACW

5. **Co-authorship Decisions:** Researchers can decide on co-authorship for their publications.

6. **Funding Proposals**: Staff can write and submit proposals to funding agencies based on their field of interest.

7. **Project Leadership**: The staff member who conceives and initiates a project is designated as the Principal Investigator (P.I.), while supporting staff will be co-investigators.

8. **Non-Ph.D. Staff Participation**: Staff members without a Ph.D. can participate as co-investigators by identifying a P.I.

TACW/IQAC / SOP

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RESEARCH ADVISORY COMMITTEE

9. **Inclusivity in Authorship and Leadership**: It is not mandatory to include senior professors or HoDs as co-authors in publications or as P.I./co-investigators in funded projects.

Research Advisory committee

Internal

1. **Dr. S. Akila, M.Sc., M.Phil., (Ph.D).,**
   Principal   & Associate Professor of Mathematics
2. **Dr. J. Kalaimathi, M.Sc., M.Phil., Ph.D. SET**
   Dean of Research & Associate Professor of Biochemistry
3. **Dr.S. Manimegalai, M.Sc., Ph.D.**
   Dean (A), Associate Professor of Computer Science
4. **Dr.S. Selvakumar, M.Com., M.Phil., Ph.D., MBA**
   Associate Professor,Commerce
5. **Dr.A. Muthuraja, M.Sc., Ph.D.**
   Assistant Professor of Physics & Placement Coordinator
6. **Tmt .B.Sridevi, M.Sc., M.Phil., (Ph.D).,**
   COE, Head & Assistant Professor of Biochemistry
7. **Ms.R.Rajeswari, M.A., M.Phil, SET,(Ph.D.)**
   Dean (S),Assistant Professor of English
8. **Dr.A. Muthuvel, M.Sc., M.Phil., Ph.D.**
   Head & Assistant Professor of Physics
9. **Dr.V. Manikandan, M.A M.Phil.,NET., Ph.D.**
   Head & Assistant Professor of Tamil

External Experts

1. **Dr.A. Gnanamani**

   Chief Scientist, Head, Microbiology Lab

   CSIR-Central Leather Research Institute,

   Adyar, Chennai - 600 020

2. **Dr. S. Rajesh Kumar**

   Professor and Chief scientist, Nanobiomedicine Lab,

   Saveetha Dental college and Hospitals, Saveetha University

   Tamil Nadu, India,

Functions:

1. **Regular Meetings**: The committee will meet at least once each semester.

2. **Adhoc and Emergency Meetings:** The Chairperson can call for adhoc and emergency meetings whenever necessary.

3. **Approval of Changes:** Any modifications to existing research programs, schemes, or activities must be reported to and approved by the research committee.

4. **Monitoring by Chairperson:** The Chairperson has the authority to oversee the activities and progress of research initiatives.

5. **Policy Formulation:** The RAC helps in developing, updating, and refining the Code of Ethics for Research. This includes setting clear guidelines on ethical research practices, data management, publication policies, and conflict of interest situations and to make strategic decisions, take corrective actions, and prepare or update policies as required by regulatory bodies such as UGC, NAAC, and Annamalai University, as well as the college's own policies approved by the Governing Council

6. **Training and Awareness:** Organizing workshops, seminars, and training sessions on research ethics for faculty, researchers, and students to ensure everyone is aware of the ethical standards and practices.

7. **Ethical Review:** The committee reviews all research proposals to ensure they meet ethical standards before any research is conducted. This includes assessing potential ethical implications, risks to participants, and the overall integrity of the research.

8. **Regular Audits:** Conducting regular audits of ongoing research projects to ensure compliance with the ethical guidelines.

9. **Handling Violations:** Acting as the body that investigates reports of ethical violations or misconduct in research. This includes providing a fair hearing and determining appropriate actions or sanctions if needed.

10. **Strategic Guidance:** Offering strategic advice to the institution's administration regarding the direction of research initiatives, priorities, and policies.

11. **Conflict Resolution:** Acting as a mediator in cases of disputes or disagreements in research activities, particularly those involving ethical issues or misconduct.

12. **Feedback Mechanisms:** Establishing and managing feedback mechanisms to receive inputs from faculty and students on the research environment and ethical practices.

13. **Review of Policies:** Regularly reviewing and updating the Code of Ethics for Research to reflect new challenges, technologies, and societal expectations.

In summary, the Research Advisory Committee in an autonomous arts and science college is pivotal in embedding a strong ethical foundation into the fabric of academic and research activities. By fulfilling these roles, the RAC ensures that the college not only maintains high ethical standards but also fosters an environment of responsible and innovative research.

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RESEARCH PROMOTION POLICY

TACW has a Research Advisory committee which facilitates, promotes and monitors research activities. The total Research and Development activities are organized into the following these categories.

The research policy of TACW serves as an overall framework for research activities that may be carried out in this institution
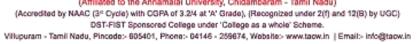
- A) Establishment of the Research Facilities
- B) Resource Mobilization for Research
- C) Compliance of research Ethics
- D) Dissemination of Research Work
- E) Innovation Ecosystem
- F) Academic, Research & Industrial Collaboration
- G) Outreach programs for society & training
- H) Incentives & Awards for Research Achievement

Objectives

- All the faculty members are encouraged to conduct research in the focused as well as interdisciplinary areas of research.

- Faculty members are appreciated with appropriate monitory incentives for their publications in either Web of Science or Scopus indexed journals and the fund received from the government agencies for the project proposals.

- Faculty members with Master Degree are permitted to pursue Ph.D. under Part Time mode in the TACW and other reputed institutions for full time Ph.D candidate's stipend shall be provided.

- The UG and PG projects shall be research focused and lead to publications in the indexed journals.

- Every faculty member with Ph.D. qualification shall apply for a minimum of one funded project. The required seed money for internal projects will be provided by the Institution through seed money scheme.

- To create an enabling environment within the College in order to foster a research culture as well as provide required support through research framework and guidelines.

- To ensure high level of efficient and effective support system to facilitate faculty and researchers in their research activities.

- To create awareness and opportunities in R&D among the students and faculty and to create research culture in every department.

- To undertake research activities and projects offered by agencies such as UGC, DBT, DST, DRDO, CSIR, AICTE, ICSSR, etc.

- To assist the students to apply funding for conducting research under student project scheme to various funding agencies like TNSCST, DBT etc.

- To assist for applying and getting funds for conducting Seminar/Workshop/FDP from various available funding agencies.

- To work with various departments to establish and develop faculty research priorities on interdisciplinary areas.

- To ensure publications in quality journals, indexed in Scopus/Web of Science and Indian Citation Index with good impact factor.

- To nurture an environment of undertaking socially useful research to get patent along with potential for commercialization.

- To have interdisciplinary collaborations and partnerships nationally and globally.

- To coordinate faculty level workshops and staff development activities on research-related issues.

- To encourage development of activities to attract the best research oriented higher degree students.

- To maintain effective links with government departments, authorities, business, and commerce and industry organizations relevant to the college research activities

Functions

- The Research Cell will oversee all research-related activities.

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RESEARCH PROMOTION POLICY

- The Research Cell will update and propose policies to promote research.

- Members of the Research Cell will coordinate the research activities and assist the Research Cell in developing and overseeing these activities.

- The Research Cell will guide the process of seed money funding, monitor and evaluate the progress of intramural funding research within communities.

- The institute acknowledges the research efforts of its faculty and research students by providing incentives for publishing papers, contributing to the institution h-index through citations, securing funded projects, and obtaining patents.

- Quality of research will be monitored by various committees, including the Research Advisory Committee, Ethics Committee, and IPR cell which oversee research at different stages

- Motivate research scholars to publish in reputable journals, incentives are offered for each of their publications.

Financial Support for Research Paper Presentation at National/International Conferences

1. Faculty members can receive financial support up to Rs. 10,000 per year for attending conferences within India.

2. For international conferences, faculty members are eligible for up to Rs. 50,000 per year, with the support claimable once every two years.

3. Eligibility: A faculty should have completed one year of service in the institution and must submit the required documents.

Introduction

Theivanai Ammal College for Women (A) encourages the inspired brains to innovate through research for which it extends support in the form of Research Seed Money. The foremost objective of this scheme is to provide financial assistance to initiate research in Arts / Science / Commerce / Management.

Eligibility

Interested faculty Members who is willing to be a Principal Investigator (PI), shall be currently working in Theivanai Ammal College for Women (A) will submit their applications for seed money in the following prescribed format, to the Dean of Research at Theivanai Ammal College for Women (A).

Proposals should not exceed 1,500 words or 5 pages and must include components mentioned in Annexure I:

Important Dates

The schedule for the Seed money Grant is as follows:

- Call for Applications   : 1st Week of July (annually)
- Application Submission Deadline   : 1st Week of August (annually)
  Award of Seed Money after Scrutiny   : 3rd Week of August (annually)
- Review of the Work   : 1st Week of December
- Report Submission   : 4th Week of May

Rules for grant of Seed Money

1. These rules shall be known as 'Rules of Scheme for Research Seed Money'.

2. The teachers / faculty members working in TACW are eligible to make application seeking Seed Money.

3. The scheme is implemented with a view to provide seed money in the form of grants to promote research work in Arts / Science / Commerce / Management with particular relevance to the Socio-

economic development of the Villupuram region with social relevance, industrial development and technology adoption.

4. The maximum eligible funding for a project is limited to ₹100,000/-.

5. Subject to availability of funds, proposals will be scrutinized by a Research Advisory Committee as nominated by the Principal.

6. The recommendations of the Research Advisory Committee shall be forward to the Principal / Secretary of TACW for approval and subsequent sanctioning of Grants in favour of recommended proposals submitted by the faculty members.

7. Financial assistance will be released directly to the Principal Investigator.

8. The date of start of the project shall begin from the date of approval as mentioned in sanction order irrespective of the actual date of release of grants.

9. Project duration is limited to a maximum of 12 months.

10. A progress report and fund utilization report must be submitted after six months. Any unutilized funds must be refunded within the prescribed time limit.

11. The recipient / awardee shall comply, with such other conditions as may be suggested in the 'guidelines' issued in this regard from time to time.

12. The investigators shall make a presentation of the outcome of the research before a committee constituted for the purpose.

13. On completion of the project, 1 copy of the final project report shall be submitted to the Principal through head of the department after getting the scrutinized and approved by the Dean of Research

14. The Utilization Certificate (UC) must be submitted along with the final report, countersigned by the Head of the Department and Dean of Research

15. When the Principal Investigator (PI) wishes to leave the Institution, then it is the responsibility of the PI to inform the same to the Principal

through Research Committee. And in turn the Principal, in consultation with Research Committee and the Head of the Department, shall evolve steps to ensure successful completion of the project, before relieving the PI.

16. After the completion of the projects Awardees are expected to publish their findings in recognized journals, acknowledging their institutional affiliation.

These guidelines aim to facilitate research initiatives at Theivanai Ammal College for Women (A) and promote academic excellence and innovation.

Annexure I:

Research Project Proposal Format

a. Statement of the Problem / Introduction

b. Literature Review

c. Research Methodology

    i.   Title of the study

    ii.   Objectives

    iii.   Sampling Procedure

    iv.   Data Collection / Sample Collection

    v.   Lab Analysis / Statistical Analysis

    vi.   Expected Outcomes

d. Time Frame

e. Budget with justifications

The Research Ethics Committee is established to address any concerns or grievances that scholars and research supervisors may have regarding their research. This committee comprises five members, with the Principal serving as the President and the remaining four members nominated by the President.

Additionally, the college provides various facilities to support research activities:

- A well-equipped library operates from 9:30 a.m. to 5:30 p.m., offering access to a wide range of resources including online journals, magazines, and e-books. Students also have the option to make photocopies of necessary documents.

- The college features an advanced internet center with high-speed connectivity of 50 Mbps, facilitating researchers' engagement in their work.

- Sufficient laboratory facilities are available across all research departments, enabling scholars to conduct research in their respective fields effectively.

Functions:

Policy Development: The committee can contribute to the development and refinement of research ethics policies tailored to the specific context and needs of the institution.

Assessing Research Protocols: Conducting ethical review of research proposals submitted by faculty, students, or external researchers to ensure they comply with ethical standards

Ongoing Monitoring: Monitoring ongoing research projects to ensure continued adherence to ethical guidelines throughout the research process.

Responding to Ethical Concerns: Addressing and investigating any ethical concerns or breaches raised during the course of research activities

Ethics Education and Training: Organizing workshops, seminars, or training sessions to educate researchers, faculty, and students about ethical principles and best practices in research.

Assessment of Research Proposals: Evaluating all research proposals to ensure they comply with the ethical standards set forth in the Code of Ethics. This includes considering the potential impact of research on participants, society, and the environment.

Approval of Research Projects: Granting ethical approval for proposed research

projects after a thorough review process, which might include risk assessment and ensuring informed consent procedures are in place.

Providing Guidance: Offering guidance and support to researchers facing ethical dilemmas or seeking clarification on ethical issues in their research projects.

Ethical Consultation: Serving as a resource for the research community, offering consultations on ethical matters and facilitating ethical decision-making.

Quality Assurance: Engaging in continuous improvement efforts to enhance the effectiveness and efficiency of the ethical review process.

Feedback Mechanisms: Soliciting feedback from researchers and stakeholders to identify areas for improvement and address concerns.

By fulfilling these functions, the Research Ethics Committee plays a critical role in promoting ethical research conduct, protecting the rights and welfare of research participants, and upholding the integrity of research outcomes.

TACW Research Ethics Committee:

The following are the guidelines to put in place an ethical committee in Theivanai Ammal College for Women (Autonomous) with effect from 2015:

 a. Name of the Committee: Research Ethics Committee

 b. Constitution / Members of the Committee: The Research Ethics Committee shall consist of a President and three other members as detailed below:

President	- Principal of the College (1)
Members	- Three senior faculty members as nominated by the president (3)
Member Secretary	- Member Secretary of Research Committee (1)

c. Responsibilities:

- To review the ethical safeguards of the proposed research.
- To ensure the rights, safety and well-being of the trial subjects / respondents / participants.

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RESEARCH ETHICS COMMITTEE

- To enquire the complaints against research supervisors / guides / candidates and make suitable recommendations to the President

d. **Meetings:**

Regular meetings: There shall be regular ethics committee meetings once in every semester.

Emergency Meetings: A meeting shall be called for by the member secretary on receiving the advices from the President, whenever there arises emergency situations Note: A request letter may be submitted to the member secretary, by any interested person who seeks an emergency meeting to absolve any issue related to her / his research.

The importance of adhering to ethical norms in research is manifold, primarily to enhance the quality and authenticity of research in pursuit of knowledge and truth. By prohibiting the manipulation or falsification of research data and tackling plagiarism, TACW aims to produce quality research that contributes to sustainable solutions.

The principles guiding ethical research at TACW include:

Objectivity: Maintaining independence and truthfulness in research, while minimizing personal bias.

Integrity: Upholding strong moral principles, intellectual honesty, and taking personal responsibility for one's research actions and omissions.

Confidentiality: Respecting the privacy, autonomy, values, and dignity of all research subjects, and carefully managing sensitive information.

Transparency: Being open and clear about research decisions and providing justifications for actions taken.

Honesty: Demonstrating an unbiased and truthful approach in conducting and reporting research.

These principles ensure that research conducted at TACW adheres to the highest ethical standards, contributing significantly to the field of education and beyond.

The Theivanai Ammal College for Women, renowned for its tradition of excellence, is a prominent arts and science educational institution in Tamil Nadu. Affiliated with Annamalai University, TACW gained autonomy in 2008 and stands as a leader in higher education in India. The college commits to academic excellence while ensuring the holistic development of students. Over 36 years, TACW has offered a variety of programs in both traditional and

emerging fields, including Arts, Science, Management, International Studies, Information Technology, Biochemistry, Chemistry, and Clinical Nutrition. The curriculum is designed to promote national development, enhance global competencies, and equip students with the necessary skills to thrive in a competitive work environment.

Publication and Collaboration Norms

- Publications should follow discipline-specific best practices.
- Authors must clearly identify their contributions to research outputs (articles, patents, books, products).
- Authors should accept personal responsibility for their research outputs.
- Collaborators' contributions should be properly acknowledged with their permission.
- Honorary authorships are discouraged.
- Research Misconduct

The following practices are considered research misconduct and can result in disciplinary action:

- Piracy
- Abuse of Intellectual Property Rights
- Misuse of research resources
- Substance abuse
- Defamation, harassment, or bullying
- Impersonation or fraud
- Sabotage
- Denying access to resources or information
- Falsely claiming others' achievements as one's own
- Sanctions

Depending on the severity of misconduct, the ethics committee may recommend:

- Written warnings
- Loss of privileges
- Fines
- Compensation for losses

- Public apologies

- Suspension

- Dismissal (only in severe cases and after due process)

- Plagiarism penalties as per the College.

Policy Implementation

The Research Ethics Committee is responsible for revising and updating these guidelines to ensure ethical research practices are maintained. Reports of ethical breaches are reviewed by the Research Ethics Committee, which then recommends sanctions to the Dean of Research and the Principal

Research Code of Ethics

The College has established a comprehensive Code of Ethics to ensure the fair and ethical conduct of research activities. All researchers are required to adhere strictly to these guidelines.

Honesty: Researchers and their supervisors must maintain honesty in the collection, reporting, and publication of data.

Objectivity: Researchers must remain unbiased when selecting samples, analyzing data, and in all aspects where objectivity is essential.

Integrity: Researchers should align their actions with their research plans, maintaining personal integrity throughout the process.

Carefulness: Researchers must take great care to avoid duplication and errors when drafting their reports.

Transparency: Researchers should be open and transparent in sharing their ideas, resources, and results.

Confidentiality: Researchers must keep government and defense-related documents confidential.

Accountability: Researchers are personally accountable for their research activities and should be prepared to answer questions from various societal sectors.

Originality: Researchers should foster creativity and originality in their work.

Fairness: Researchers must obtain proper permissions to use unpublished data and avoid plagiarism entirely.

Publication: Researchers should seek to publish their results authentically. Mentoring:

- Researchers are expected to mentor emerging researchers and students, fulfilling a moral responsibility.

- Indiscrimination: Researchers should not discriminate based on gender, religion, or ethnicity, and should promote cordial relations among all people.

Social Responsibility: Researchers should aim to promote social harmony, peace, and environmental sustainability through their research.

This Code of Ethics ensures that all research conducted under the College's auspices upholds the highest standards of ethical practice and contributes positively to society.

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PLAGIARISM POLICY

The Dean of research and Development cell at Theivanai Ammal College for Women is committed to fostering a culture of academic integrity, emphasizing the importance of ethical writing practices. To uphold this commitment, stringent measures are implemented to prevent plagiarism, starting from the classroom assignments to the submission of dissertations and theses at both the Undergraduate and Postgraduate levels. Students, scholars, and faculty are educated on the significance of acknowledging sources in their work to uphold moral and ethical standards in academic writing. Plagiarism, defined as the appropriation of another's ideas for personal or professional gain, undermines academic integrity and tarnishes the reputation of the institution and its academic programs. Theivanai Ammal College for Women maintains that research should contribute to the advancement of knowledge and must be original. The Dean of Research ensures that faculty and scholars understand the repercussions of both intentional and unintentional plagiarism, emphasizing the importance of maintaining academic honesty and fostering intellectual growth.

Plagiarism Check

According to the guidelines set forth by UGC (Minimum Standards and Procedure for Award of M.PHIL./PH.D Degrees) Regulations, 2018…

Scholars are responsible for ensuring the absence of plagiarism in their dissertation/thesis prior to submission for evaluation. At TACW, it is mandatory for research scholars to provide a declaration affirming the originality of their work and a certification from their Research Supervisor confirming its freedom from plagiarism. Additionally, scholars must declare that the work has not been previously submitted for the attainment of any other degree within the same institution or any other institution.

The College Controller of Examination facilitates plagiarism verification services for Ph.D. theses, M.Phil. dissertations, projects, papers presented at conferences/workshops, and abstracts. Students, research scholars, and staff members are required to submit their documents for plagiarism checking along with the necessary application and proof of online

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PLAGIARISM POLICY

payment acknowledgment to the COE via email. To ensure authenticity, every thesis, journal article, and dissertation must be accompanied by a plagiarism report. Submission of documents for plagiarism checking should be sent via email to_____.

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CONSULTANCY POLICY

TACW promote the faculty members to share their expertise to the industries and organizations in need. Research Advisory committee conducts orientation programme and creates awareness to involve the faculty members in the consultancy work. This policy provides a guideline for the faculty members to undergo projects /corporate Training

Consultancy Objectives:

- Knowledge and expertise sharing with external agencies.
- Promoting & facilitating better collaboration with industries etc.
- Generating Revenue
- To share their expertise & enhance their skills.

Consultancy Guidelines

The clients who wants to avail the consultancy services from the faculty or from the department can make a requisition to the Principal clearly specifying the kind of expertise needed.

- Communication is sent to the concern department through the Principal.
- While granting permission to carry on the consultancy services, factors such as the human resource potential, possible obstacles and potential conflicts and the access of the institutional resources are taken into account.
- Faculty members are permitted to take up private sector including educational institution.

College Consultancy

Consultancy should be offered after getting approval from the head of the institution.

Faculty members should ensure that there is no set back in the existing responsibilities during the consultancy period.

Consultancy should be within the area of expertise of the faculty to some extent

1. Letter from the corporate to whom training was imparted along with the fee paid.
2. Letter from the beneficiary of the consultancy along with details of the consultancy fee.

Distribution of Revenue:

Sl .No	Particulars	Institution	Faculty
1	For Utilizing the Space and the Equipment's of the Institute	80 %	20%
2	For Providing Expertise	20%	80%

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INNOVATION AND ENTREPRENEURSHIP POLICY

1. Strategies and Governance

a. The college has formulated a well-defined and sustainable financial strategy in order to reduce the organizational constraints to Network on the entrepreneurial agenda.

  i. A minimum of l% fund of the total annual budget of the institution will be allocated for funding and supporting innovation and entrepreneurship related activities through creation of separate 'Innovation fund'.

  ii. The institution also focuses on raising external funding from government (State and Central) such as DST, DBT, MHRD, AICTE, DSIR. CSIR, BIRAC, NSTEDB, NRDC, Start-up India, Invest India. MSDE, MSME, etc. and non-government sources.

  iii. To support technology incubators, the institute may approach private and corporate sectors to generate funds, under Corporate Social Responsibility (CSR) as per Section 135 of the Companies Act, 2013.

b. Institutional programs such as conferences, convocations, workshops, etc. are given major importance of innovation and entrepreneurial agenda.

c. The institution focuses to develop and implement I & E Policy for the entire institute in order to integrate the entrepreneurial activities across the departments, faculties, within the institutes.

d. Product to market strategy for start-ups is developed by the institute on case to case basis.

e. Development of entrepreneurship culture should not be limited within the boundaries of the institution.

2. Start-ups Enabling Institutional Infrastructure

a. The institution has a full-fledged and functioning MHRD's Innovation Cell, NISP, and EDC. IEDC, Innovation Cell, Start-up Cell, Student Clubs, etc. are the purpose of supporting Incubation/ acceleration and mobilizing resources from internal and external sources.

Institution will facilitate the start-up activities/ technology development by allowing students/ faculty/ staff to use institute infrastructure and facilities, as per the choice of the potential

entrepreneur in the following manners:

    i. Short-term/ six-month/ one-year part-time entrepreneurship training.

    ii. Mentorship support on regular basis.

    iii. Facilitation in a variety of areas including technology development, ideation, creativity, design thinking, fund raising, financial management, cash-flow, management, new venture planning, business development, product development, social entrepreneurship, product-costing, marketing, brand-development, human resource management as well as law and regulations impacting a business.

    iv. The institute will guide the start-ups to other seed-fund providers/ angel funds/ venture funds or itself may set up seed-fund once the incubation activities mature.

3. Organizational Capacity, Human Resources and Incentives

a. The institution has recruited staffs who have a strong innovation and entrepreneurial industrial experience, behavior and attitude. This is to help in fostering the I&E culture. Career Development Programs are conducted frequently for faculty and staff members for their upskilling in entrepreneurial activities

b. Faculty and departments of the institution are encouraged to work in coherence and cross-departmental linkages are strengthened through shared faculty, cross-faculty teaching and research in order to gain maximum utilization of internal resources and knowledge.

c. Periodically external subject matter experts such as guest lecturers or alumni are invited for strategic advice and bringing in skills which are not available internally.

d. Faculty and staffs are encouraged to do courses on innovation, entrepreneurship management and venture development.

e. ln order to attract and retain right people, the institution has developed academic and non-academic incentives and reward mechanisms for all staff and stakeholders that actively contribute and support entrepreneurship agenda and activities.

    i. The reward system for the staff may include sabbaticals, office and lab space for

entrepreneurial activities, reduced teaching loads, awards, trainings, etc.

ii. Faculty Performance indicator is devised as a matrix that is used for evaluation of annual performance.

4. **Creating Innovation Pipeline and Pathways for Entrepreneurs at Institute Level**

a. To ensure exposure of maximum students to innovation and pre incubation activities at their early stage and to support the pathway from ideation to innovation to market, mechanisms are devised at institution level.

   i. The institution takes at most care in spreading awareness among students, faculty and staff about the value of entrepreneurship and its role in career development or employability.

   ii. Students/ staff are taught that innovation (technology, process or business innovation) is a mechanism to solve the problems of the society and consumers. Entrepreneurs should innovate with focus on the market niche.

   iii. Students are encouraged to develop entrepreneurial mind set through experiential learning by exposing them to training in cognitive skills (e.g. design thinking, critical thinking, etc.), by inviting first generation local entrepreneurs or experts to address young minds. Initiatives like idea and innovation competitions, hackathons, workshops, boot camps, seminars, conferences, exhibitions, mentoring by academic and industry personnel, throwing real life challenges. Awards and recognition should be routinely organized.

   iv. The students are prepared for creating the start-up through the education; integration of education activities with enterprise-related activities should be done.

b. The institution has a full-fledged Institution's Innovation Councils (IICs) as per the guidelines of MHRD's Innovation Cell and allocate appropriate budget for its activities. IIC guide institutions in conducting various activities related to innovation, start-up and entrepreneurship development.
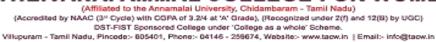
c. For strengthening the innovation funnel of the: institution, access to financing must be opened for the potential entrepreneurs.

i. Networking events are organized to create a platform for the budding entrepreneurs to meet investors and pitch their ideas.

ii. Provide business incubation facilities: Premises is given at subsidized cost. Laboratories, research facilities, IT services, training, mentoring, etc. are given full access to the new start-ups.

iii. A culture for all the start-ups and entrepreneurs is promoted to understand that money is not FREE and is risk capital. They are allowed to utilize these funds and return. While funding is taking risk on the entrepreneur, it is an obligation of the entrepreneur to make every effort possible to prove that the Institution / Funding agency did right in funding him/her.

5.0 Entrepreneurial Impact Assessment

5.1 TACW Innovation and Entrepreneurship policy for student and faculty proposes periodic assessment to evaluate the impact of entrepreneurial initiatives such as pre-incubation, incubation. Entrepreneurship education will be imparted using well defined evaluation parameters. Impact assessment would be performed on following activities.

- Participation of students in awareness programs, Webinars, Seminars, workshops, and trainings on entrepreneurship, IPR, start up, industry linkages
- Satisfaction of participants in all the events
- Participation in various idea, PoC, Prototype, B-plan competitions and hackathons
- Number of startups registrations and company incorporation
- Utilization of support system provided at institute level such as incubation, preincubation facilities
- Number of knowledge exchange initiatives
- Faculty and students engaged in the entrepreneurship activities
- Number of curriculum projects addressing real life problems

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INNOVATION AND ENTREPRENEURSHIP POLICY

- Number of ideas, POC, Prototypes and MVPs

- Product development and launching in the market

- Participation in pitching for fund raising and grants/support from government and non-government agencies

- IPR application filing, grant and commercialization

- Entrepreneurial strategy is reviewed and improved strategy will be developed using the outcome and information of previous impact assessments

The institutional research committee will review the progress of I & E activities periodically. The committee will review the entrepreneurial impact assessment.