

QUALITY POLICY

RESEARCH





Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University Coimbatore)
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2nd Cycle)
Dr. N.G.P. - Kalapatti Road Coimbatore-641048 Tamil Nadu India
Web: www.drngpasc.ac.in | Email: info@drngpasc.ac.in | Phone: +91-422-2369100

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Research

RESEARCH POLICY

This policy document presents principles and commitment to promote research aptitude, culture and scientific temper among the faculty members, scholars and students; identify significant socially relevant research areas; facilitate institution's vision and mission realization and contribute to the national development. It is also keen to adhere to all applicable rules and regulations of Bharathiar University, Coimbatore and University Grants Commission (UGC), New Delhi relating to the conduct of research. The research policy provides a broader research framework with the following principles and objectives:

Principles

The Academic Council of our institution hereby affirms the following research principles:

- Foster meritorious research within the available and limited resources
- Extend support for proposals, reports and publications writing and patent filing, etc.
- Adhere to established professional ethics and personal rights
- Integrate researchers interest in subject matter selection
- Research findings should be accessible and available for scrutiny and criticism

The above principles provide a broad framework to guide research and scholarly inquiry at all levels: Bachelors to Ph.D. programmes.

Objectives

- Establish and sustain system of research, and promote innovation and intellectual capital
- Incentive to the generation of intellectual capital
- Engage in consultancy and extension activities, and take research findings to the society
- Establish research partnerships with national and global institutions through MoU
- Ensure integrity, quality and ethics in research
- Motivate faculty to utilize the skills towards enhancement of knowledge
- Mobilize research funding from Government and Non-government agencies





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- Coordinate research activities, align them with institution's vision and mission, and national development goals
- Promote interdisciplinary research and implement research-based learning
- Create awareness on Intellectual Property Rights
- Institute mechanism for granting study, sabbatical and on-duty leave, workload reduction and seed money support, etc. to deserving faculty members, scholars and students
- Create an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Thrust Areas

This policy encourages researchers to identify global research trends in their respective discipline and presents flexibility to choose accordingly their own research topics. However, this policy identifies the following broader thrust areas:

- Health, Hygiene and Sanitation
- Food, Sustainable Agriculture and Poverty Alleviation
- Women and Child welfare
- Clean Air and Water
- Waste Management and Re-cycling
- Renewable Energy
- Sustainable Employment
- Green and Bio-economy
- Education, ICT and Employment

Research Programmes

Institution offers 23 research programmes [M.Phil. (12)/ Ph.D. (11)] in 12 need based disciplines during the academic year 2018-19, and planning to introduce new programmes in the next academic year.





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Research at UG & PG Level

Research component is included in the curriculum of both UG and PG programmes to promote creativity and research temperament under the concept of graduate research. Accordingly, group research project, lab on project (LoP) and individual project are included in the curricula of Bachelors and Masters programmes respectively. Students defend their dissertation during the *viva-voce* examination.

Research Committee

The research committee is constituted with the Principal as Chairman, Dean-R&D as Convener and two senior faculty members as Coordinators (Male-1 and Female-1) and faculty members (one faculty member/department) nominated by the Principal as members. The ways and means of improving research activities will be discussed in the meeting.

Objective

- Consistently review and monitor research activities to promote quality

Role

- The committee shall review the research programmes and projects of the institution
- The committee shall monitor the progress of research programmes and projects
- The committee shall ensure that research programmes and projects conducted at the institution are aligned with stated research code and objectives

Research Code

Institution expects all its researchers shoulder responsibility to foster a research environment with intellectual honesty and integrity. Any deviation will be viewed seriously and handled in appropriate manner. Institution undertakes to comply with the provisions of UGC Regulations on Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions-2017 (Draft Policy Note No. F. 1-18/2010 (CPP-II) dated 1st September 2017).

- Institutional researchers are expected to maintain high standards of integrity, honesty and professionalism
- Research committee will monitor institutional research activities with a defined Standard Operating Procedures (SOP)





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- Institution follows the regulations of affiliated University and the UGC on plagiarism and research misconducts
- Affiliated university provides access to scholars to screen their thesis for plagiarism before submission. Institution offers similar access to researchers to screen their manuscripts and proposals for plagiarism

Research Guidelines

The following are the general guidelines to be adopted from this academic year 2018-19 without fail:

- The HoDs should motivate and encourage initiating research by individual faculty
- The faculty, who are pursuing part time/ full time research, can utilize the available infrastructure facility for doing research
- The faculty can also use the lab facility for doing research during holidays with prior one time approval
- Individual faculty can bring out research publications in referred and peer-reviewed journals along with good impact factor with institution affiliation
- The faculty who involve in research can decide the co-authorship(s) in paper publication
- The faculty can write proposal to any funding agency on their field of interest
- The faculty responsible in conceiving and bringing out the project is the P.I. and who are supporting will be co-investigators
- In case, if the faculty not holding the Ph.D., he/she can identify the P.I. wherein the faculty can be the co-investigator
- The co-authorship in the paper publication and the P.I./ co-investigatorship in funded proposals are not mandatory to include the senior professor/ HoD without any contributions
- It is directed to use the following heads to claim the expenditure for all the projects hereafter:-
 - ✓ Equipment
 - ✓ Salary-SRF/ JRF (Fellowship)
 - ✓ Travel
 - ✓ Consumables





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- ✓ Contingencies
- ✓ Overheads
- ✓ All payments exceeds Rs.500/- should be made only through electronic transfer/ cheque
- All the Principal Investigators/ Co-ordinators of the ongoing projects/ schemes are directed to maintain the following files;
 - ✓ Letter-in
 - ✓ Letter-out
 - ✓ Accounts (Bills)
 - ✓ Progress Report
 - ✓ Equipment
 - ✓ Consumables
 - ✓ Contingencies
 - ✓ Salary

Research Forum

Every research department may have Research Forum comprising of faculty, scholars, motivated PG and UG students, and entrusted to perform the following activities:

- Invite and interact with the scientists and experts from their field of interest
- Collect and disseminate information on summer fellowships offered at IISc, IITs, NITs and other institutions and industries
- Collect and disseminate projects announcements by various funding agencies such as Tamil Nadu State Council for Science and Technology (TNSCST), Department of Science and Technology (DST) and University Grants Commission (UGC)
- Organize regular discussion on recent developments in research

Roles and responsibilities of UG/ PG Project Coordinators (PCs)

- The concern Class Advisor(s) of UG/ PG project performing student batch will be the UG/ PG **Project Coordinator(s) (PCs)**
- Before the commencement of UG/ PG classes, HoD should convene a faculty meeting to identify all possible research areas for the department and assign expertise faculty for each domain





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- PCs should communicate the core research areas and faculty expertise of department to UG/ PG students within a week of class commencement
- PCs should orient UG/ PG students in selecting research topic and collecting review of literature, methodology, etc. This process should be completed within 3 weeks
- Student shall make PPT presentation (3 slides only) highlighting Research Area(s), Literature Review and Methodology. Based on the student research interest and faculty expertise (available), the PCs in consultation with the HoD will assign project guides. This process should be completed at the 5th week
- PCs should prepare UG/ PG student project list including the guide and cost involved and submitted to **Overall Project Coordinator (OPC)**
- Every week for an hour, the departmental project review meeting shall be organized where each student/ team will present progress report for 10 minutes. Project guide(s) should also be present during the student presentation. Members presiding over the review meeting should give suggestions for project work improvement
- OPC will organize monthly meeting wherein the project progress shall be discussed
- PCs will issue general guidelines and other regulations for the dissertation preparation and should be followed accordingly
- Draft copy of the thesis shall be submitted to Dean-R&D
- From this academic year 2018-19, it is the responsibility of the concerned guide to ensure that student projects are submitted for publication in free journals where student should be a 1st author and the guide is a corresponding author. Authors who have contributed (directly or indirectly) may be co-authors
- It is mandatory to get the communication ID before proceeding for publication
- The acknowledgement column should include the following
 - ✓ Funding agency (only in externally funded projects)
 - ✓ Lab facility from host institutions
 - ✓ DST-FIST Scheme
 - ✓ DBT-Star Scheme
 - ✓ Management
 - ✓ Principal
 - ✓ Dean-R&D



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Roles and responsibilities of Overall Project Coordinator (OPC)

- **The Overall Project Coordinator (OPC)** is responsible for student allotment, implementation and monitoring of project progress and outcome at various stages
- OPC shall convene monthly Project Review meeting between 3.15 pm to 4.15 pm on any day except on Tuesdays and Thursdays
- Project review committee comprises with Principal/ Principal Nominee, Dean-R&D, OPC, PCs and the HoD
- Issues, non-availability of resources if any to be discussed in the project review meeting and the report to be submitted to Principal's office through Dean-R&D
- OPC shall give guidelines for the preparation of dissertation
 - ✓ overall thesis format/ spacing
 - ✓ certificate format
 - ✓ font type and size
 - ✓ bibliographic style
- It is the responsibility of the OPC to ensure that:
 - ✓ all project work is converted into research paper
 - ✓ the students are motivated to choose research as their career
 - ✓ translational research should be encouraged
 - ✓ Start-up project's to be motivated
- At the end of academic year, projects list and the resultant publications should be submitted to Dean-R&D/ Principal's office

Research Projects and Funding

Research project support received from Government and other sponsoring agencies are important resources for infrastructure augmentation, and faculty and institutional visibility, besides complementary teaching. Institution's Research Committee would identify a list of funding agencies and develop seed money scheme to conceive research ideas and realize the project. For collaborative research, there will be a formal agreement between the parties involved in the project. Then, the proposal can be submitted to the agency for the financial assistance. One of the main objectives of this research policy is to mobilize research funding from Government/Non-government agencies, industries and others.



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Seed Money

- Seed money support is provided to faculty members to do bench-mark (pilot studies) of their choice and then develop projects for extramural support (separate policy document is available at the institutional website)

External Funds

- All researchers are encouraged to get funds for research through submitting research proposals to Government and Non-government agencies

Guidelines to appoint Junior Research Fellow (JRF) and Senior Research Fellow (SRF) in funded projects/ Management sponsored projects

- The selection committee to appoint JRF and SRF shall be constituted
- The following are the composition of the committee:
Chairman - Principal
Dean - Research and Development
HoD - Principal Investigator (P.I.) affiliated departmental
Subject Expert- Concerned area of research (TA/ DA shall be availed from research fund)

Selection Process

- The advertisement should be given in one national (English)/ regional (Tamil) daily and display in the notice boards of different Colleges/ Research Labs/ Universities
- Initial screening of the application based on the required qualification
- Sending call letters 15 days in advance for interview after scrutiny
- The interview consists of entrance test and the personal interview on the concerned research area
- Candidates will be interviewed by the selection committee
- Committee will finalize the suitable candidates and list their names as per the ranking
- The approval of the selected candidate shall be obtained from the Management
- The appointment order will be released by the Chairman of the selection committee
- The fellowship for the JRF/SRF will be as per the norms prescribed by the funding agency





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Promotion of JRF to SRF

- The progress of the JRF candidates will be reviewed by the committee after completion of 2 years of JRF position
- Based on the performance, publication of research papers and progress of the research work, the committee may/may not recommend the promotion to SRF
- The Principal will release the promotion order
- The candidates are eligible to receive the Senior Research Fellowship based on the terms and conditions of the funding agency, after their promotion from JRF

Purchase Policy

- Institution has formulated a purchase policy to facilitate and streamline procurement and delivery system (separate policy document is available at the institutional website)

Centers of Excellence

The institution would create an environment for each faculty wherein faculty, scholars and students work in a specific research area. This will facilitate specific research activities such that the unit will progressively evolve into a “Centre of Excellence”.

Intellectual Property Rights

Institution will strengthen innovation in research leading to filing of patents for which all technical and financial support would be extended through ‘Center for Intellectual Property Rights’. If any innovation is accomplished, the institution shall encourage the researchers to patent it. The institution bears all expenditure for filing application for the patent. If the patent is commercialized, the earning is to be shared between inventor and the institution on 80:20 basis. The Center for Intellectual Property Rights shall create awareness on IP rights among faculty, researchers and scholars from time to time.

S. No.	IP Filing	IP sharing (%)
1.	Applicant: Institution	20
2.	Inventor : Researchers	80





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Research Promotion

Recognition of research contributions of researchers through providing research incentives and awards are the steps taken to promote research at our institution.

I. Research Incentives:

- Principal Investigators of funded projects will be rewarded with cash incentives
- Institution accords high priority recognizing the outcomes of research (award of Ph.D. degree, publication, patent, and others). Publications in peer-reviewed/ indexed Journals as well as those presentations made in Conferences/ Seminars/ Symposia if that result in ISBN/ ISSN numbered proceedings attract cash incentives
- Research Advisors whose scholar is successful with the Ph.D. degree and two International publications (with Thompson Reuters *IF*) can claim cash incentive
- A successful research proposal will be given seed money for carrying out the research project

S. No.	Type of Research activity	Honorarium to be paid
1.	Publication in SCOPUS/ SCI/ SSCI indexed journal with affiliation to Dr. N.G.P. Arts and Science College only	<ul style="list-style-type: none">• Rs.1000/- per paper publication• The incentive given shall be equally shared by all the contributors our college
2.	Filing of Patent <ul style="list-style-type: none">• Application will be submitted in the name of our College• Inventor will be the concerned Faculty/ Student	<ul style="list-style-type: none">• Rs. 2,500/- (Indian Patent) (To be shared equally among the inventors from our college)• Rs. 10,000/- (International Patent) (To be shared equally among the inventors from our college)• Application and processing charges will be paid by the Management
3.	Publication of Books (Published by Reputed National Publishers only)	Rs.2000/- per published book





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4.	Funded Research Projects Total Cost of the Project should be above 15 lakhs: <ul style="list-style-type: none">• 1 Funded project• More than 1 sanctioned project	<ul style="list-style-type: none">• Exemption from 1 theory paper (4/5 h)• 3% (maximum Rs.25,000/- as one time) of the total project cost will be paid as honorarium at the end of the financial year• Establishment of Research Center in their specialization• The PI will be appointed as the Coordinator of the Center
5.	Referral professor	<ul style="list-style-type: none">• Depends upon contribution of the referral professor by way of funded projects to our institution name. The referee staff will be honored
6.	To attend and present research findings in international conferences abroad (it is suggested that the faculty member shall approach funding agency for travel grant)	<ul style="list-style-type: none">• Registration fee will be sponsored by the Management
7.	To attend and present research findings within India (National Conference)	<ul style="list-style-type: none">• Travel support in 3rd A/C by train and registration fee will be sponsored by the Management
8.	Supervision of the Patentable Lab on Project emerging from Students	<ul style="list-style-type: none">• Will be honored with a sum of Rs.5,000/- (The incentives given shall be equally shared by all the contributors)
9.	In-house Projects	<ul style="list-style-type: none">• Based on the merit of the proposal, total funding will be decided
10.	Seed Funding	<ul style="list-style-type: none">• Based on the merit of the proposal, total funding will be decided

II. Research Awards

Sri Nalla Gounder Research awards

Sri Nalla Gounder Research Awards are annually conferred to students, scholars and faculty members in recognition of their outstanding contributions to respective discipline (Basic and Applied Sciences, Biosciences, Computer Science, Commerce, Management and Humanities) through quality of noted research related activities in the form of research





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projects, research paper reviews, product development, case studies etc. The awards are given in the following categories:

- **Best Project award**
- **Best Research paper review award**
- **Best Products award**
- **Best Creative writer award**
- **Best Case study award**
- **Best Work paper award**

Selection Criteria

- The award shall be for outstanding contributions to the advancement of knowledge in the following disciplines
 - ✓ **Basic and Applied Sciences**
 - ✓ **Biosciences**
 - ✓ **Computer Science**
 - ✓ **Commerce**
 - ✓ **Management**
 - ✓ **Humanities**
- The award consists of a shield and a certificate citing the recipient's contribution
- Nominations are open to students, research scholars, and faculty members of the institution
- Selection of awardees will be done by a committee of subject experts appointed by the Principal
- Best Product will be selected by a committee of experts based on novelty, application, creativity and value addition contributed by the product to human/ animal/ community welfare
- The best work paper will be selected by a committee of experts based on theoretical and practical innovations, ingenuity and importance of the research in current needs





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Research Plagiarism

Institution aims to ensure integrity, quality and ethics in research. However, plagiarism as an act obscures the stated research principles. Therefore, the institution follows the following procedures and norms to prevent that from happening;

- All research work must be plagiarism free
- Researchers are encouraged to disseminate their research findings in their own words
- The M.Phil./Ph.D. thesis must be checked for plagiarism (e.g. using Urkund software) before submitting it to the University
- Research manuscripts/ proposals must be checked for plagiarism using any anti-plagiarism software (Urkund/ SEO tools/ DupliChecker, Copyleaks, PaperRater, Plagiarism Checker, etc.) before submitting them to publishers/ funding agencies
- The maximum plagiarism level accepted is 30%. However, this limit will be reviewed periodically
- In effect, researchers must furnish undertaking that their work is original and the plagiarism is within the acceptable limit
- Violation of any of the stated norms will invite necessary disciplinary action of Plagiarism Disciplinary Committee constituted by the Principal

Campus Publication

Research activities and their outcomes are the important academic literatures determining the institution's teaching-learning functions. Faculty members academic and research output assume greater significance to the concerned individuals and the institution in ranking and accreditation processes. Therefore, steps should be taken to establish an in-house multi-disciplinary publication that over the years may evolve into a multi-disciplinary journal and indexed in national/international citation systems.

Faculty Improvement Programme (FIP)

Institution considers faculty development through improvement programmes is vital to strengthen teaching, learning, research and innovation outcomes of faculty, scholars and students. Therefore, institution proposes to grant on-duty/sabbatical leave to faculty



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members to enroll and complete various improvement programmes. Faculty members who have

- registered for part-time Ph.D. will be given six months on-duty leave (without pay) to complete thesis submission
- received post-doctoral training offer will be given on-duty leave (without pay) for the entire duration
- received national/international visiting fellowship will be given on-duty leave (with pay) for the entire duration

Consultancy

Institution considers consultancy activity is a part of the “Knowledge Exchange” portfolio which is vital to higher education functioning. The activity is oriented towards garnering recognition to the faculty members and institution, besides revenue earning. Consultancy may be offered with well defined terms and conditions between the client and consultant, and it is open to all faculty members, scholars and students (separate policy document is available at the institutional website)

Innovation & Incubation

NGPnnovation is an educational hybrid ecosystem which nurtures research temperament, innovation, skill enhancement, IPR generation/transfer and start-up/entrepreneurial ventures. It aims to provide a common platform for students, scholars and faculty members of the institution to discuss and transform their ideas into projects, process/products/ start-ups/ businesses, etc. The ecosystem will provide necessary infrastructure, access to research centers, assistance for fund mobilization, mentoring and guidance to convert their ideas into socially relevant, economically viable and environment friendly projects from the identified thrust areas. The successful projects will be converted into on campus start-ups as well as in the adopted villages. Institution will adopt an Innovation & Incubation Policy to provide guidance and procedures for operational management.

Extension Services [DrNGP Institutional Social Responsibilities (DrNGP ISR)]

The sole aim of DrNGP ISR is to reach the fruits of research, teaching and learning of higher education institution to the benefit of neighboring communities. This exposure is





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expected to create a sense of social justice and social concern among students. This service will be executed through awareness and training platforms. The students of all the academic programmes are required to participate and earn one credit. Academic departments can choose any one of the adopted villages, nominate one faculty member to orient students and the community members, and involve them in extension activities. The main activities of the programme are as follow;

- Awareness/training programmes on Environment, Health, Nutrition, Breast Feeding, etc.
- Awareness/training camps on Literacy
- Awareness/training programmes Government schemes
- Facilitation of drinking water, electricity, transport, patta for housing, road-laying services, etc., implementation through Government and Voluntary agencies mobilisation
- Awareness/training camps on Banking & Insurance, Finance, Tax filing, etc.




(Prof. Dr. V. Rajendran)
Principal





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