

Christ Academy Institute for Advanced Studies

Research Policy Amendment Record

Policy Name : Centre for Research Research Promotion Policy 2025
Amendment No : 001
Effective Date : January 1, 2026
Amendments to Section : Clause 3.5 Recognition and Incentive Scheme, 8 SEED Money Scheme & 10 Best Student Researcher Award

Incentive Amendments

Amendments in reference: Staff Welfare and Support Policy

Amendment to Section: 3.5 Recognition and Incentive Scheme (Revised)

SEED Project Amendments

8. CAIAS SEED MONEY SCHEME: MINOR AND MAJOR PROJECTS

Section No.	Clause / Area	Original Provision	Amended Provision
8.2.2	How to apply	Applicants are required to submit an online application along with the research proposal, annexures, and other necessary documents in the prescribed format. If required by the Centre for Research, hard copies must also be submitted within the specified deadline.	Applicants are required to submit an online application along with the research proposal AI usage less than 25% and overall similarity not exceeding 10%, annexures, and other necessary documents in the prescribed format. If required by the Centre for Research, hard copies must also be submitted within the specified deadline.
8.4	Period for sanction of projects	The maximum number of	The maximum number of

		major/minor projects granted by CAIAS per academic year (1st June to 31st May), department-wise as per the given Table 5.	major/minor projects granted by CAIAS per calendar year (1st January to 31st December) , department-wise as per the given Table 5.
8.6.2 (Note)	Re-appropriation of funds	Re-allocation between sub-heads permitted up to 10% of the allocated amount for a specific head. Re-appropriation beyond 10% requires prior approval of CAIAS Centre for Research.	Retained as per the original. In addition, Project Directors of Major Projects may utilise up to 10% of the total sanctioned grant towards one publication charge, by proportionately reducing any approved budget head. If publication charges are paid from the project grant, the research team shall not be eligible to claim publication incentives for the same publication. For secondary research projects, the department may utilise a maximum of 25% of the sanctioned funds for the purchase of books and materials only, provided no fieldwork is required.
8.8.1	Qualification of project staff	Postgraduate degree in the relevant discipline with at least 55% marks. Preference to NET,	Retained as per original. Additionally, professionals with a postgraduate degree

		Ph.D., and research experience.	working in corporate/industry may be engaged for short-term consultancy or technical assistant roles, especially when no research staff are recruited.
8.10	Monitoring of Research Projects	The project will be monitored through periodic progress reports submitted in the prescribed format (Annexure IV). If the progress is unsatisfactory or CAIAS guidelines are violated, the project may be terminated. In such cases, the entire grant must be refunded with 10% penal interest.	Furthermore, in cases where the Project Director or Co-Project Director is relieved from academic responsibilities, the final decision shall rest with the CAIAS Management, based on the progress and performance of the Seed Money Project.
8.11.1	Publication requirement – Minor Projects	At least one research paper to be published in a Scopus or Web of Science-indexed journal within 6 months of submitting the final report.	At least one research paper to be published in a Scopus or Web of Science-indexed journal within one year of project completion, followed by three months for preparation and submission of the final report.
8.11.2	Publication requirement – Major Projects	Three research papers to be published in Scopus or Web of Science-indexed journals	Maximum three research outputs required: one Scopus-indexed conference paper or

		within 6 months of submitting the final report.	book chapter, to be completed within one year and two Scopus/Web of Science-indexed journal paper and to be completed before project period completion, followed by six months for submission of the final report and awaiting Scopus indexing for the third paper.
8.11.6	Mandatory publication requirements from minor and major projects	It is mandatory that the project director or co-project director be listed as the first or second author on the paper. External researchers from other reputable institutions may be added as authors (starting from the third author onwards) based on their significant contributions to the study.	Max. 5 authors allowed including project director and co-project director
8.12.1 c)	Completion of the Study	A plagiarism report for the final project report, certified by the CAIAS Library, must be attached to the project report. Reports with plagiarism exceeding 10% will not be accepted. The plagiarism should be	A plagiarism report for the final project report, certified by the CAIAS Library, must be attached to the project report. Reports with overall similarity exceed 20% will not be accepted. The plagiarism should be

		certified by a standard plagiarism detection software (Eg.: Turnitin) or any other prescribed software from the CAIAS Library at the time of submission. The AI usage in the project report should be less than 20%. The Centre for Research reserves all rights to cross-examine any plagiarism and AI usage in the report. Any unethical behaviour or violation of plagiarism and AI policies will be taken seriously and may result in the cancellation of the seed money award and the refunding of the full project funding.	certified by a standard plagiarism detection software (Eg.: Turnitin) or any other prescribed software from the CAIAS Library at the time of submission. The AI usage in the project report should be less than 25%. The Centre for Research reserves all rights to cross-examine any plagiarism and AI usage in the report. Any unethical behaviour or violation of plagiarism and AI policies will be taken seriously and may result in the cancellation of the seed money award and the refunding of the full project funding.
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Note

In the Research Promotion Policy 2025, Clause 10 (Pages 40–41), Table 7—*Scoring Criteria and Research Points for the Best Student Researcher Award*—has been removed. The evaluation criteria will henceforth be determined by the CFR team based on overall student performance.