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# **UNIVERSITY RESEARCH POLICY**

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## **OVERVIEW**

Soon after the establishment of J S University in 2015, the University started Research and Development Cell as a nodal agency dedicated for promoting research, technology development and extension activities. Apart from anchoring the Ph.D. Programme of the University, it sought to nurture R&D activities in the frontier areas of science, cutting edge technologies and publication of research journals. The Cell also sowed the seeds interdisciplinary research and collaboration with various institutions of repute and industry as well.

### **Research Policy Statement**

Over a period of time, in tune with its Vision and Mission, the University has sought to develop research in a big way, to support disruptive innovation and to give impetus to accelerated entrepreneurship. The Policy in this regard is geared towards creating and strengthening an ecosystem that inspires, motivates and promotes faculty and students to undertake research projects, generate knowledge, protect intellectual rights, and publish findings for the larger good of the mankind.

### **Purpose**

The purpose of this Research Policy is to create a vibrant and conducive atmosphere of research for faculty and students in order to have an overall framework within which the relevant research activities are undertaken with expected outcomes.

### **Scope**

The Policy applies to all the faculty/staff, research scholars and students of the University, who are engaged in any form of research activity which includes:

Creation of conducive atmosphere to foster are search culture for promotion of quality research.

Extending research base by increasing intake of Ph.D. Scholars' and assigning them research topics on selected thematic areas.

Providing required support through research framework and guidelines for research and facilitation of faculty and students for research promotion.

Development of infrastructural facility and Human resource to establish a strong R&D base.

Protection of generated IPR by facilitating the faculty to file a large number of patents, copy rights, etc.

Incentivizing faculty/Staff and students for patents, research publications, process, product development, attending conferences/ seminars, membership of professional societies.

### **Approach**

Creating an enabling environment for capability and capacity building for cutting edge

Research and development.

Formulation of shorter and long term R&D road map with time bound milestones by respective Schools.

Undertaking interdisciplinary and multidisciplinary research and developing national and global collaborations and partnerships.

Providing seed fund to young faculty for promoting their innovative ideas which on maturity should lead to external funding.

Encouraging the faculty to formulate projects for external funds, both from national and international agencies.

Enhancing Industry –Academia interaction for translating research into products, processes and recommendations for industrial and societal cause.

Motivating the faculty, scholars, staff and students for filing patents in order to protect IPRs and facilitate them to get the patents commercialized.

Encouraging and incentivizing the faculty for research publications in SCI and Scopus indexed or other equivalent peer-reviewed/ reputed indexed journals.

Organizing conferences, seminars, workshops, etc. for research promotion.

Organizing the brain storming session, invited open talks of eminent personalities from Academia, R&D organizations, and Industries.

Supporting faculty for high end research training and outsourcing testing facility.

### **DEFINITIONS**

**Author:** An author is as defined under Section 2 (d) of the Copyright Act, 1957.

**Collaborative Activity:** Means research undertaken by faculty/ researcher/ student in the University, in cooperation with industry and/ or another researcher(s), who are not from the University. Means the Researcher who contributed to the creation of Intellectual Property (IP) (essentially copyrights and designs etc.)

**Design:** means is as defined under Section 2 (d) of the Designs Act, 2000

**External Partners:** includes Government of India, State Government(s), Local Government, Government Departments, Foreign Governments, International Organizations, Public Sector Undertakings (PSUs), all types of Private Sector Organizations, Multinational Corporations, Non-Governmental Organizations, and/ or other institutions that provide research projects or consultancy assignments to Researcher(s) of the University on regular or irregular basis; or any combination(s) of the above,

**Moral Rights:** means moral rights as enshrined under section 57 of the Copyright Act, 1957, which include the right to paternity and the right to integrity.

**Intellectual Property(IP):** means Intellectual Property, as provided under Article I of the Agreement on Trade Related Aspect so Intellectual Property Rights (TRIPS), refers to all categories of intellectual property that are subject of Sections 1 to 7 of Part II of the TRIPS Agreement.

**Intellectual Property Rights:** means ownership and associated rights relating to aforementioned Intellectual Property, either registered or unregistered, and including applications or rights to apply for them and together with all extensions and renewals of them, and in each and every case, all rights or forms of protection having equivalent or similar effect anywhere in the world.

**Inventor:** means the Researcher who contributed to the creation of the Intellectual Property (essentially patents)

**Patents:** means as defined under section 2 (1) (m) of The Patents Act, 1970 ("patent" means a patent for any invention granted under this Act)

**Plant Variety:** means as defined under section 2 (zap) of The Protection of Plant Varieties and Farmers' Rights Act, 2001

**Researcher:** means; (a) academic and non-academic staff; (b) undergraduate, postgraduate, doctoral and post-doctoral students; (c) visiting scientists; who use the resources of the University or otherwise participate in any research project(s) administered by the University.

**Research Agreement:** means Research Service Agreement, Cooperative Research and Development Agreement, Material Transfer Agreement, Confidentiality Agreement, Consultancy Agreement and any other type of agreement concerning research pursued by

Researchers and/or IP created at the academic institution.

**Royalty:** means payment made to Researcher/ Inventor/ Author of the University for legal use of a patented invention or any Intellectual Property when licensed or assigned.

**Semiconductor Integrated Circuit:** means as defined under Section 2(r) of the Semiconductor Integrated Circuits Layout Design Act, 2000.

Sufficient Disclosure: means detailed description of features essential for carrying out the invention so as to meet the statutory requirements.

Trade Mark: means as defined under Section 2 (zb) of the Trade Marks Act, 1999.

University: means J.S. University.

## **STATUTORY FRAMEWORK**

### **Dean, Research and Development**

In accordance with Statute of the University Statutes, the University shall have a Dean, Research and Development, who shall be overall in-charge of the Ph.D. programme. He shall also ensure quality research, formulation of research projects by faculty and submission of research proposals for grant by government/industry.

### **Ph.D. Ordinances**

In pursuance of the UGC (Minimum standards and procedure for the awards of M.Phil./Ph.D. degree) Regulation, 2009, as amended from time to time, the University has framed Ph.D. Ordinance to govern award of degree of Doctor of Philosophy (Ph.D.) in the diverse disciplines of knowledge, as approved by its Academic Council from time to time.

This ordinance shall be called the Doctor of Philosophy (Ph.D.) Ordinance.

This Ordinance shall come into effect from the date of its approval by the Executive Council of the University.

Ph.D. shall be treated as one programme. The University shall award degree of Doctor of Philosophy (Ph.D.) in the disciplines of Agricultural Sciences, Arts, Education, Physical Education, Engineering, Humanities, Law, Commerce & Management, Mass Journalism, Science, Social Sciences, and other related/allied disciplines as approved by the Academic Council from time-to-time.

Persons with Ph.D. degree will be associated with conduct of Ph.D. programme.

Vice-Chancellor shall appoint a Professor with proven background to the position of Dean, Research and Development.

Dean, Research and Development will be the overall in-charge of the Ph.D. programme.

Members of Research and Development Cell (RDC) will assist the Dean, Research and Development in smooth conduct of Ph.D. Programme.

Research Advisory Committee

According to Statute ..of the University Statutes, the Research Advisory committee (RAC) is the principal statutory research body providing a larger holistic vision for research and innovation to be undertaken by the University.

The RAC shall comprise of:

All the Deans of Schools;

Dean, Academics;

Head of the concerned Department/ Centre of studies

Two experts in subject area(s) either from J.S. University or from other Universities/ Institutions.

Research Coordinator/ Incharge.

Dean, Research& Development(Member Secretary)

All the members of the Research Advisory Committee, other than the ex-officio members, shall hold membership for a term of two years.

The Research Advisory Committee shall meet as often as may be necessary but not less than one time during an academic year. The Committee may devise its own procedure for the conduct of the meetings.

The Research Advisory Committee shall be the principal research body of the University and shall provide the larger holistic vision, there search to be undertaken, including prioritization of the research areas.

The Committee will develop and house other knowledge capabilities that may include referral and participatory networks of scholars and industry experts.

The Committee may select e-resources such as e-journals, e-books, on-line lectures, reference material and reference websites for students and faculty.

The Committee, shall develop, sustain and manage:

Incubation/Innovation Centre, basic work shop for entrepreneurs;

Develop business models and field test products and services; and development of start-up ventures.

The Committee shall advise the Deans of Schools in matters relating to industry sponsored research and consultancy, as also in facilitating the faculty in procuring equipment necessary to conduct research/consultancy work, recruitment of project staff.

The Committee shall suggest necessary steps to improve the quality benchmark in the matter of research; as also filing of research patents and registration of designs. It will also work towards protection of IPRs and its awareness.

The Committee shall monitor the quality of research publications as also shall provide guidance for submission of research proposals for funding by external agencies.

The Committee shall oversee all the issues related to bio-safety and ethics and help the Deans develop necessary safe guards against scientific misconduct and plagiarism.

The Deans shall report every matter relating to plagiarism and scientific misconduct to the Committee which will, after due consideration, make necessary recommendations to the competent authorities for appropriate penal action.

There commendations made by the Research Advisory Committee shall be reported to the Executive Council.

#### **Research Degree Committee (RDC)**

The Head of the Department:     Convener

Dean Academics         :         Member

Dean of concerned school     :         Member

Dean Research and Development : Member

Two Eminent Academicians\* :Members

\*The eminent academicians will be nominated by the Vice-Chancellor.

Research Degree Committee shall deal with policy matters and make recommendations regarding conferment of award of Ph.D. degree.

Facilitating the student for Research Plan Formulation and its presentation to DRC for approval.

Regular monitoring of the progress of research work and submission of six-monthly progress report.

Publication of quality research papers

Facilitating the student for Pre Ph.D. Research Work Presentation, prerequisite for thesis submission

Preparing student for thesis viva voce/defense before external examiner.



Facilitating the student for submission of thesis to the office of Dean Research and Development as per checklist.

### **Doctoral Research Committee (DRC)**

DRC shall be responsible for regular monitoring of the progress of research work of the student. A student shall appear before the Doctoral Research Committee at least once in six months to make a presentation of the progress of his/her work for evaluation and further guidance.

### **Eligibility for Admission**

Student fulfilling the following criteria shall be eligible for admission.

Students for admission to the Ph.D. programme shall have a Master's degree in concerned discipline or a professional degree declared equivalent to the Master's degree by the

Corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency, which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed to the students belonging to SC/ST/OBC (non-creamy layer)/differently abled and other categories of candidates as per the Government notification, adopted by the University, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above is permissible based only on the qualifying marks without including the grace mark procedures.

### **Duration of the Ph.D. Programme**

Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years from the date of admission.

Extension beyond the maximum limit can be given up to a maximum of two years for recorded reasons by the Vice Chancellor on the recommendations of RAC and Dean Research and Development.

The female candidates and persons with disability (more than 40 %) may be allowed an

This policy is to encourage the faculty members to propagate their innovative ideas through Seed Research Proposals, which can be further translated into major research projects and submitted to the external agencies for funding.

The faculty should be rewarded the seed project financial support once only during the tenure at J S University as Principal Investigator (PI). Co-PI can also be there in an inter-disciplinary project.

Normally, one faculty member only from the same Department should be considered as PI or Co-PI.

The provision of seed money grant is for a maximum period of two years. In case of any delay in the projects, it is expected from PIs/Co-PI to take extension of the project from Dean Research and update the Internal Quality Assurance Cell (IQAC) accordingly.

Normally, a grant up to Rs. 2 Lakh may be rewarded, based on the merit of the proposal and decision of the committee constituted by Vice Chancellor. However, there should be no such ceiling for cutting edge research & development work, based on assessment of the need in this regard and availability of funds.

The expert guidance of Professors, Professor Emeritus, Distinguished Professors, Visiting Professors, as per their expertise, are expected to be Mentor in these projects.

It is expected from PI/Co-PI to timely submit the utilization certificate to the Office of Director, Research and Development and also to the IQAC.

Dean Research shall review and monitor the progress of the sanctioned project periodically and

Submit their report to the Vice Chancellor and IQAC.

After completion of the Seed Money Project, the final report must be prepared as per the prescribed format and submitted to the office of Dean Research and IQAC for record purpose.

The process Flow Chart for Seed Money Minor Research Proposal shall be as under:

(Enclosure-1)

Title of the Project

FORMAT FOR SUBMISSION OF SEED FUND PROJECT J S UNIVERSITY, SHIKOHABAD

Name & Designation of the PI, Department and School, E-Mail & Mob. number

Name & Designation of Co-PIs, Department & School for Inter disciplinary Research Project (Not more than one Co-PI), E Mail & Mob. number

Additional relaxation of maximum two years' duration. In addition, the female candidates may be provided up to 240 days' relaxation for maternity/childcare once in the entire duration of Ph.D. programme.

### **Procedure of Admission**

Entrance Test shall be conducted by the University twice a year, normally in January and July. Only those students securing at least 50% marks in written examination shall be considered for admission.

Students with M.Phil. Degree or equivalent degree from any Institute/University recognized by the UGC or qualified with fellowship/ scholarship offered by the University, National and International Agency /NET/ GATE score shall be exempted from entrance test. However, such students will have to appear for the interview.

Foreign students who fulfil eligibility criteria will be admitted after an online test/interview. Persons who are in regular employment in Academic Institutions, ResearchInstitute/Corporate/Industry/PublicUndertaking/GovernmentSector, at a level not less than the level equivalent to Assistant Professor, and having five years of experience will be eligible for admission through specially conducted entrance test.

The University shall decide on biannual basis a manageable number of Ph.D. students to be admitted in different Departments/ Schools based on the number of available eligible supervisors and academic/research facilities, keeping in mind the norms regarding the scholar-teacher ratio, laboratory, library and other facilities.

The admission shall be based on the criteria notified by the University, keeping in view the guidelines/ norms prescribed by the UGC and other discipline specific statutory bodies.

The university shall admit students by a two stage process (i) an entrance test conducted by Controller of Examination (CoE) and(ii)an interview in the subject area of the candidate to be conducted by a committee constituted by Dean Research and Development.

The entrance test shall have two sections for a total of 70Marks.

Core subject(50MCQs)

Research aptitude(20MCQs)

Allocation of Research Supervisor

A supervisor to a student shall be allocated by DRC after admission to the programme from amongst the regular faculty members belonging to any department of the University, holding a doctoral degree and having domain expertise in the broader area of research interest of the

student. Student's preference for a supervisor shall be taken into account while allotment is made.

Any regular full-time faculty of the University with a Ph.D. degree will be eligible as Research Supervisor/Co-supervisor.

A co-supervisor from the University may also be allocated by DRC. Normally both supervisor and co-supervisor shall be from same or different departments.

A co-supervisor from any other recognized institution may be appointed by DRC on the recommendations of Dean Research and Development, and approval of the Vice Chancellor, if eligible otherwise for appointment as a supervisor.

Retired faculty working in the University with a Ph.D. degree may also be appointed as co-supervisor by DRC on the recommendation of Dean Research and Development, and approval of the Vice Chancellor.

In case of interdisciplinary research, considering the administrative aspect, eligible faculty of any department of the University can be appointed as supervisor

A research supervisor/co-supervisor, who is a Professor at any given point of time, can not guide more than eight (8) Ph.D. students. An Associate Professor as research supervisor can guide a maximum of six (6) Ph.D. students and an Assistant Professor as research supervisor can guide up to a maximum of four (4) Ph.D. students at a given point of time. Professors, Associate Professors, and Assistant Professors, acting as a supervisor must have published at least 5, 3 and 2 research papers respectively in refereed Journals prior to appointment as Supervisor.

In case a supervisor of a Ph.D. student retires and or leaves the University or is unable to supervise for any other reason, RAC on the recommendations of Dean Research and Development, and approval of the Vice-chancellor shall appoint another faculty as a supervisor of the student concerned.

If a Ph.D. student is expected to submit his thesis or has submitted, and there is no supervisor, Dean of the School can appoint an administrative supervisor on the recommendations of Dean Research and Development, and approval of the Vice Chancellor.

### **Course Work**

Each student admitted with a Master's degree shall complete a minimum work for his/her Ph.D. programme. This would include courses on Research Methodology (05 credits), Research and Publication Ethics (02credits), and Innovative Research Approaches (in concerned subject) (05Credits) as compulsory courses.

All students admitted to the Ph.D. programme shall be required to complete the coursework during the initial one or two semesters.

Student holding MPhil degree and admitted to the Ph.D. programme may be exempted from the Ph.D. course work if he has already done the same, but have to do Research and Publication Ethics courses of 2credits.

### **Comprehensive Examination**

Each Ph.D. student needs to qualify a comprehensive examination as per guidelines. The comprehensive examination will be conducted by the DRC.

I. Qualified

II. Repeat

A student will normally have only two attempts for qualifying in the comprehensive examination. However, the Vice-Chancellor on the recommendations of DRC and Dean Research and Development can relax this norm. If the student fails to clear comprehensive examination in four attempts, admission to Ph.D. programme will stand cancelled.

### **Research Plan**

Students qualified based on the comprehensive examination shall submit a research plan in the prescribed format to DRC through research supervisor.

The supervisor shall prepare the student to present the research plan before DRC in the presence of an External Expert, and Dean Research & Development or his /her Nominee. Approval of the research plan shall be accorded by Dean Research and Development. External Expert shall be nominated by the Vice-Chancellor on the recommendations of Dean Research and Development.

Research Plan/ Synopsis approval should generally be completed within 12 months of completion of course work. However, the Vice-Chancellor may relax the time duration up to 18 months based on the recommendations of DRC and Dean Research and Development.

### **Registration**

The date of admission of each PhD student shall be taken as the date of registration to Ph.D. Programme.

### **Review of the Progress**

Each student will submit a progress report at the end of each semester in the prescribed format to DRC for review.

In case the progress of student is not found satisfactory, the DRC shall record the reasons for the same and suggest corrective measures. If the student fails to implement the corrective measures for two consecutive reporting periods, the DRC through RAC may recommend to Dean Research and Development for cancellation of registration of the student.

### **Transfer of Credits**

Dean Research and Development may consider transfer of credits for course work done as an admitted candidate elsewhere subject to (i) earning required credits and passing the course and (ii) selection to Ph.D. programme through UGC approved norms. However, in all cases, a candidate shall present a research plan to DRC for approval by Dean Research and Development.

Dean Research and Development with the approval of the Vice Chancellor may allow up to one- year relaxation in the time required for submission of thesis based on the time spent in other institution.

### **Pre Requisite for Thesis Submission**

A student can submit Ph.D. thesis only after 36months of his admission. Publication/acceptance of one(1) research papers indexed in Scopus/SCI/WoS/PubMed/ UGC care listed journal.

Presentation of two research papers in national/international conferences/symposia post admission.

### **Pre Ph.D. Thesis Submission Presentation**

On completion of the research work, the student shall submit through DRC a copy of synopsis to Dean Research and Development, who in turn, will advise RDC to conduct a pre-submission open presentation in the presence of Dean Research and Development and or his Nominee. The External Expert, to the extent possible, should be the same as appointed by Vice Chancellor for Research Plan evaluation. However, in case the same External Expert is not available, Dean Research and Development may appoint any other suitable expert with the approval of the Vice Chancellor.

Ph.D. Coordinator(s) shall coordinate with supervisors for presentation of 4-5 pre Ph.D. research work, to the extent possible, in a slot with the same External Expert.

DRC will make one of the following recommendations:

Satisfactory for submission

Modification or more work required in the light of suggestions

In case the committee recommends some more work, the student shall give another presentation. If the student fails in the second presentation, the committee may recommend to Dean Research and development for cancellation of registration. Based on the performance of the student, the thesis submission presentation will be approved by the Director Research and Development.

Panel of Examiners

The supervisor will submit a panel of the examiners with their brief bio-data drawn from premier Institutes/Universities/Organizations (other than J S University) to the Dean Research and Development. The panel will have minimum of four examiners, working in related areas, each from U.P. and Outside state. The Vice Chancellor may accept, reject or partially accept the panel. He may in turn also modify the panel as he deems fit. Out of the accepted panel, the Vice-Chancellor may approve the names of two examiners, one from out of state. Supervisor of the Ph.D. student shall be the third examiner.

Submission of Thesis

Normally, a student should submit the thesis along with requisite documents to the office of Dean Research and Development within 90 days of pre Ph.D. thesis presentation approval, failing which he/she has to present his thesis work again for evaluation.

After satisfactory check of the thesis for plagiarism / similarity, the Controller of Examination (CoE) will send the synopsis of the thesis to the examiners for their consent for evaluation. On receipt of the consent, the thesis would be sent to them for evaluation. If the consent of the examiners is not received within one month, the synopsis of the thesis may be sent to the next examiner as approved by the Vice-Chancellor.

Thesis Report

The examiners will be required to submit the evaluation report within a maximum period of two(02) months from the date of dispatch of the thesis. The CoE will give a reminder once in 15 days, if the examiner does not respond within a month. In case the examiner does not respond after two reminders, the CoE may send the thesis to an alternate examiner.

The examiners will recommend

The thesis be accepted after successful completion of viva-voce examination.

The thesis be revised incorporating the comments of examiners and verified before Viva-voce.

The thesis be revised incorporating the comments of examiners and be resubmitted.

The thesis be not accepted.

Final Viva Voce of Ph.D. Thesis:

If all the three examiners recommend the award of degree, open defence (viva voce) examination be conducted in the office of Dean Research and Development/online as the case may be.

If one of the examiner's report is unsatisfactory, thesis is send to fourth examiner.

If more than one examiner's report is unsatisfactory, thesis be rejected for award of degree and registration be cancelled.

The University shall develop appropriate process so as to complete the entire process of evaluation of Ph.D. thesis preferably within a period of six months from the date of submission of the thesis.

If the performance of the student in the viva-voce examination is unsatisfactory, he/she will be asked to reappear after a month but not later than six months. If unsatisfactory on second attempt, the student will not be awarded degree and registration will get cancelled.

Award of Degree

On successful completion of viva-voce examination, CoE and Dean Research and Development, with the approval of Vice Chancellor, will issue a letter mentioning that the student has completed all the requirements and shall receive the Ph.D. degree in the forthcoming convocation.

The Controller of Examination shall be responsible for all the matters related to examinations.

Plagiarism

Maximum permissible similarity limit in Ph.D. thesis shall be 10%, as prescribed by the UGC vide notification dated 23rd July, 2018 (Self similarity out of publication of Ph.D. work will, however, not be counted) In case of any plagiarism reported against any student at any stage, even after the award of degree, necessary action will be taken by the University as per guidelines of UGC, which could include cancellation of registration / Withdrawal of degree.

Depository with Inflibnet

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree, CoE shall submit an electronic copy of the Ph.D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions.



#### Award of Degrees to the Students Admitted to the Ph.D. Programme Prior to Implementation of this Ordinance

Award of degrees to students admitted to the Ph.D. programme before the implementation of this ordinance shall be governed by the provisions of the Ph.D. Ordinances of the University notified from time to time.

#### Power to Relax

Vice Chancellor, the Chairperson of the Academic Council, in exceptional circumstances, may relax any of the provisions of the said ordinances to remove any difficulty. In case of any dispute, the decision of the Vice Chancellor shall be final.

### RESEARCH PROMOTION POLICY

#### Preamble

J S University is an academic institution of higher learning, dedicated to excellence in teaching and research. In addition to offering a number of academic programmes at Undergraduate, Post- graduate and Ph.D. levels, the University encourages its faculty, scholars, and students towards making contribution for larger good of the society.

In this document, the generic guidelines and the processes for Incentivizing the faculty and students, who receive State, National and International Recognitions /Awards, have been outlined for general information, guidance and compliance.

#### Introduction

Faculty plays a valuable and vital role in the performance of any University; therefore, the University is committed to recognizing and rewarding faculty members who have exceptionally contributed to the society and the nation through the research, innovation and extension/outreach programme. The Incentive Scheme for State, National and International Awards and Recognitions is an important channel to promote motivation at the work place and to build up a culture that is favourable for accomplishing organizational objective and to make faculty feel respected and appreciated for the good work done. Such an initiative will also contribute to generate knowledge, enhance social and economic impact of the university on communities, support enterprising and innovative spirit of the faculty, etc. Essentially, the University encourages its faculty to get involved in various research, innovation and extension activities that may benefit the society and the country at large.

The Incentive Policy seeks to:

Encourage its faculty for research, innovation, and out reach activities

Acknowledge the individual and team contributions for the good work done at State, National and International level; and

Nurture a sense of ownership and leadership for notable performance.

#### Scope

This policy is applicable to all the faculty and students of the University. The policy aims to provide incentives to a faculty and student who receive State, National and International awards/recognitions in addition to the awards/ recognition schemes available for research promotion of the University.

#### Students Research Support

##### Guidelines for award of Fellowship cum Assistantship to Ph.D. Students

In order to encourage research activities and attract meritorious students in Ph.D. programme, the University Awards Fellowship cum Teaching Assistantship for fulltime Ph.D. students. Following are the guidelines:

Fellowship-cum-Assistantship shall be awarded only ,UGC-J.R.F./CSIR-J.R.F. students.

Teaching Assistant ship will be offered only to those Ph.D. Scholars who have successfully completed their course work with minimum 7.0 CGPA. Fellowship-Cum-Assistant ship will be awarded for a period up to 3 years.

Progress of the work of the Ph.D. scholar will be monitored by SRC every six months and the Fellowship-cum-Assistantship will be renewed based on satisfactory progress.

#### Consultancy Project Support

The University encourages the staff members and students to take up consultancy and corporate training projects. These projects are the two-way benefitting ways to enhance their exposure to the expectations of external stakeholders as well as extending their expertise to the support of society and industry.

The University adopts the following policy for the support of Consultancy and Corporate Training Projects:

The staff members of the University are set free to submit the proposals of the feasible services of consultancy and corporate training to potential clients with appropriate citations of the University Affiliation.

Experience of PI& Co-PI(Not more than one page)

Cost of the Project (Rs. In Lakh):

PDC (Probable Date of completion) in Months (Normally 1 Year):

Introduction

Global Status of the theme area of the project(Not more than one page)

National Status of the theme area of the project (Not more than one page)

Gaps Identified

Bridging the Gaps

Objectives

Methodology

Time line linked activity chart

Breakup of Cost

Expected Outcome

Future plan to submit a major project to any funding agency (Should be submitted immediately after completion of Seed Fund Project)

Selected References

(Name & Signatures of PI) (Name & Signatures of Co-PI, if any) Dated: Dated:

For warding of Head of Department

Recommendation of Dean of the School

(Enclosure-2)

PROJECT TITLE

SEED MONEY PROJECT COMPLETION REPORT

SUBMITTED BY

(Name of Principal Investigator)

Details of the Department and School

The proposals are expected to be reviewed and approved by the University Research Committee/Departmental Deans/Registrar/Vice Chancellor as seems appropriate depending on the nature of the project.

The beneficiary (buyer) of the service needs to release a work order in the name of the university or the selected consultant with mentioning of the appropriate affiliation of the consultant.

The University shall support the projects only if they have appropriate mentioning of its name in the appropriate affiliation/citation.

The University reserves the right to assign the consultant to the project as per the expertise and experience in the favor of success of the project.

The Consultant needs to take responsibility of the quality and timeliness of the service as per the work order / agreement with the buyer.

The University shall offer to the consultant its common infrastructure for the project.

The bill of the consultancy shall be raised as per the terms of the order/agreement.

The amount received by the University as the revenue of the Consultancy/Corporate Training shall be shared with the Consultant in the ratio of 10 (University) : 90 (Consultant) after deduction of expenses incurred in delivery of the service as spent by the University.

#### Research Projects: Policy for Seed Money

Research and Development is a systematic activity of basic and applied research to discover solution for problems faced by society or creating new products and knowledge. Seed Money Scheme has been initiated by the University in the year 2017 to provide seed research grant to the faculty members under different areas of research with an intent to:

To support and enhance the research capabilities of the faculty for the generation of proposal to apply for Government/ Private funded research projects.

To motivate the faculty members and enhance their research activities.

It may result in the form of IP - research, publications, patents and copyright etc. The broader objective of the scheme is to prepare a platform to accelerate the possibility for applying high value projects with financial support from external agencies. The applicant must clearly and convincingly demonstrate that the proposed project represents a new research direction in an area likely to attract external funding.

#### Scope of the Policy

Date of Sanction      Date of Completion

Part A– Summary Report

Project Objectives

Deliverables

Specific Outcome(Please give details)

Patent, if any

Product/Process developed/ technology transferred

List of Publications arising from the Project (attach Copies of the Papers)

Linkages established

Project Budget (Final)

6.Suggestions for Utilization of Project Outcome

(Give tangible road map, name specific Industrial Units)

Part B–Comprehensive Report

(The Comprehensive Report should be precise in detail and self-contained)

Project Title:

Product/ Process as an outcome of the Project, identify beneficiaries

Scientific Description (Give Specifications/ Standards for the same)

Methodology adopted (Statebrieflyin300words, paste picture if any)

Scientific/Industrial Invention giving underlying Basis (Provide sufficient details)

Further Effort required, if any, to get full Benefits or enhance Utilization.

Recommendations for Utilization of the Product/Process. Give details.

Output of the Project:

Research papers/ publications/posters:

Patent filings:

Participation in conference/training workshops attended:

Status of the submission of the project to any External Funding Agencies(Y/N),If yes give the detail.

Signatures and Name of PI      Signatures and Name of Co-PI

Incentive to Faculty Members for Research, Patent, Publication

To motivate of the faculty members and enhance their Research and Development (R&D) activities in the University, the following financial support and reward scheme has been worked out:

Reward for Publication and Grant of Patents

To motivate the Faculty Members for their innovative research leading to publication and grant of patents, the University has decided to give the following rewards to faculty members for their published and granted patents:

Patents Published: Rs. 5,000/-

Patents Granted:Rs10,000/-

\*The awards received should be of high merit. To ensure fairness, the awards/recognitions received by the faculty and students from any organization, which is run or recognized by the State, National and International agencies shall only be considered. Awards which are routine in nature or are given out on financial consideration are out of the scope of this policy and will not be considered under this scheme.

## PROTECTING INTELLECTUAL PROPERTY RIGHTS

### Preamble

J S University always recognizes the importance of strong and vibrant IPR (Intellectual Property Rights) culture, permeating entire research and academic community. The University has created an ecosystem of protecting intellectual property rights of its academic community, in centivising the researchers and academic community to come up with quality publications as well as innovative solutions.

A paradigm shift is happening at the national policy level in the framework of innovations and innovation culture with ushering in of National IPR Policy, 2016, National Innovation and Startup Policy, 2019 for Students and Faculty as well as with the contours of new Science, Technology and Innovation Policy, taking shape under the aegis of DST. It has there fore, become necessary for the University to re-fashion its Policy on Intellectual Property Rights, in tune with these major policy frameworks and for keeping pace with the changing times and paradigms.

## Objectives

To protect Intellectual Property (IP) Rights generated by faculty, students, and staff of the University, by translating their creative and innovative work into IP rights;

To formulate an efficient, fair, and transparent administrative process for ownership control and assignment of IP rights and sharing of revenues generated by IP, created and owned by the University;

To promote collaborations between academia and industry through better clarity on IP ownership and IP licensing;

To provide a framework to foster innovation and creativity in the domains of technology, sciences, and humanities by nurturing new ideas and research, in an ethical environment through a balanced IP management approach;

To create mechanism for knowledge generation and its commercial exploitation so as to augment the financial self-sustenance goals of the University and to reward faculty and researchers

To create a better eco-system for innovation and entrepreneurship.

## Scope of IPR Policy

The Policy shall apply to all Intellectual Property created at the University, as well as, all IP rights associated therewith.

This Policy shall apply to all Researchers of the University including

Academic and non-academic staff

Undergraduate, postgraduate, doctoral and post-doctoral students;

Visiting scientists; who use there sources of the University or otherwise participate in any research project(s) administered by the University.

## Publications

Researchers should be aware that premature public disclosure in any form may result in loss of potential IP rights. As such, they should make all reasonable efforts to identify any protectable IP as early as possible. Further, Researchers shall keep appropriate records of their research work and make reasonable efforts to ensure that only those individuals within University who have a need to have access to such records for the performance of their duties are granted such access.

Researchers are duty bound to identify any potential IPRs resulting from their research work and provide full, complete and accurate information to IPR Cell so as to enable it to sufficiently assess the technical and related features, ownership, commercial potential and IP protection that might be applicable to such IP.

#### Ownership of IP Rights

##### Patents

The ownership rights over all inventions whether made by Researcher (in furtherance of his responsibilities with University), developed by utilising the resources of University, or with the mix of funds, resources and/or facilities of University, shall ordinarily be vested with University.

In case the University determines that an invention was made by a Researcher on his own time and unrelated to his responsibilities towards the University, and was conceived or reduced to practice without the use of resources of the University, then the ownership rights over such invention shall vest with the Researcher.

##### Copyright

The University recognizes that globally Researchers prefer to publish their research outcomes or creative works in the form of journal articles, papers presented in conferences, news paper articles, or as books. The ownership rights in such scholarly and academic works, generated utilising resources of University, including books, articles, student projects/ dissertations/ theses, lecture notes, audio or visual aids for giving lectures shall ordinarily be vested with the Author(s). However, the University shall have non-exclusive, perpetual, royalty free license, on world-wide basis, to use such scholarly and academic works for academic and teaching purposes.

Copy right to thesis/ dissertation work shall be owned by the student and research guide jointly. However, such copyright shall only pertain to the document itself or to the form in which the research findings or creative work are documented, whereas ownership of invention/ development described in the thesis will be owned by the University. Notwithstanding any copyright, University shall have non-exclusive, perpetual, royalty free license, on world-wide basis, to use such created thesis/ dissertation work for teaching and academic purposes.

The ownership rights in lecture videos or Massive Open Online Courses (MOOCs), films, plays, and musical works, institutional materials including, but not limited to, course syllabi, curricula, exam questions, exam instructions, and papers/ reports specifically commissioned by University, shall vest with the University. The moral rights shall continue to vest with the author(s) wherever applicable.



## Trade Marks

The ownership rights in all trademarks involving University shall vest with University. University may allow use of its name and trademarks by Third party only under assigned agreement. Third Party shall take prior approval of University about the manner in which the name of University and its trademark(s) are to be used in any media including print and electronic media.

## Industrial Designs

The ownership rights over all industrial designs, whether made by Researcher, utilizing the resources of University, or with the mix of funds, resources and/or facilities of University, shall vest with the University.

In case, the University determines that the industrial design was created by Researcher on his/her own time and unrelated to his/her responsibilities towards University and was conceived or reduced to practice without the use of resources of University, then the ownership rights over such industrial design shall vest with the Researcher.

## IPGeneratedfromResearchConductedinCollaborationwithExternalpartners

Ownership of IP, generated during research conducted in collaboration with external partners, shall be determined as per the terms and conditions in the agreement signed between the concerned parties. However, unless agreed otherwise, the University, shall normally retain perpetual, royalty free license, on world-wide basis, to use such generated IP for research and educational purposes.

## IP Generated by Contractors, Consultants and Vendors

All IPs generated by contractors, consultants or vendors, as part of their engagement with University, will be owned by the University, unless agreed to otherwise as part of the contract.

## Trade Secrets and Know how Information

University may designate certain confidential information as a Trade Secret. In that event, all Researchers will be obligated to maintain secrecy of the Trade Secret. Researchers and faculty, in order to protect the information exchanged or being exchanged with Third party must sign Non- Disclosure Agreement (NDA) with such third party. Trade secrets and know- how information should only be exchanged with Third party in writing after getting written clearance from IPR Cell.

## Monitoring and Responding to Infringement of IPR

In case of any IP the University owns, or co-owns with a collaborator, the university will evolve mechanisms to monitor infringement of IPR by another organization, and suitably

respond to any infringement. The university will make every effort to ensure that its own Researchers, faculty and students do not infringe upon IP rights owned by third parties.

#### Licensing and Commercialization

University shall make best possible efforts to license out the IP generated with creative efforts of its Researchers. The University may sign a MOU with any facilitating agency to encourage the inventors to commercialize their intellectual property by organizing specific industry interactions for showcasing the University inventions.

University will encourage the inventors to facilitate commercialize their IP through their own professional networks. However, any formal arrangement for technology transfer shall be carried out only by IPR Cell.

When a third party is interested in commercializing an IP after inspecting its relevant technology profile, they may apply to IPR Cell for the same. A license fee will be decided by the IPR Cell in consultation with the inventor. The University will require the third party to sign a confidentiality agreement undertaking to maintain the confidentiality of all information disclosed.

In order to ensure early commercialization and encourage the researcher to take active initiative for this purpose, the sharing of revenue sharing will be 90:10 by the Researcher and University respectively from the date of signing of any technology transfer agreement. However, the sharing of revenue beyond Rs 50 Lakh shall be guided by the following table, in case total revenue reaches Rs 50 lakh in any particular financial year

Total earnings for any single individual Researcher for any particular financial year, in any case shall always be capped at Rs 150 Lakh and any remaining amount shall be shared by the University.

continues as a Researcher at the university. If more than one Researcher is involved in the generation of IP, all the Researchers would qualify for benefit sharing in that IP with equal share

With regard to the IP-related revenue earned by the university, 50% of the revenue may be used for creating the University's IP management fund. This fund may be utilized for any activity relating to commercialization and maintenance of IPRs or obtaining IPRs in any other country, or for capacity building in the area of IP protection. Further, 50% of the share may be paid to the University as administrative charges.

#### Financial Support

All IPR applications generated by Researchers shall be filed in the name of the University

The Researcher(s), before filing of IPR applications, shall sign an IPR Assignment and Royalty Sharing Agreement with the University having following provisions:

Researcher(s) shall be provided a copy of the license agreement in case the concerned IPR is licensed to third party (ies) by the University for the purposes of commercialization.

Researcher(s) shall be provided their share of royalty as per the provisions provided the IPR Policy and his/their share shall be continued to be paid, irrespective of their continuance with the University as a Researcher.

University shall ensure timely payment of their due at their last known address.

University shall have right to abandon the concerned IPR, in case University fails to license the concerned IPR within 10 years of its grant.

IPR Cell working under the administrative control of the University shall be the nodal agency for handling filing, prosecution, grant, maintenance etc. of IPR applications. Dean, Research and Development shall be the signing authority on behalf of the Vice Chancellor/ University.

All expenditure on filing, prosecution, grant, maintenance etc. of such IPR applications in the name of the University shall be borne by the University.

Decision on expenditure related to filing, prosecution, grant, maintenance etc. of all IPR applications, filed jointly in the name of the University and any third party, shall be taken on case-to-case basis by the Dean, Research and Development, taking into account the terms and conditions of agreement signed with such third party, if any.

#### Encouraging Entrepreneurship and Start-ups

To promote and encourage entrepreneurial activities, the University may reassign, under an agreement, its ownership of an intellectual property to Researcher, who opt to market, protect and license it on his own with minimal involvement of University. The fees to be paid to University by such assignee(s) shall comprise all expenditure related to filing, prosecution, grant and maintenance of protected IP and licensing expenses and appropriate amount of royalties, equity or other values.

#### Incentive Scheme for IPR Filing

Shall implement incentive scheme which shall be notified by the University from time to time.

#### Commercialization through Spin off and Startup

University generated IP can be licensed out to a third party or even to a spin-off company or start-up company being set up by the Researcher(s) himself/ themselves. All such licensing agreements, in particular, where the third party is also the Inventor, would be carefully

examined by the University to determine that no conflict of interest occurs as a result of their execution. The third party, when interested in any such transfer of rights, must demonstrate, in advance, the technical and business capability to commercialize such licensed IP.

The license may be subject to additional terms and conditions, such as revenue sharing with the University or reimbursement of the cost of statutory protection. If the University finds that the third party has not taken steps to commercialize the IP within two years of acceptance of the license, the University will be free to revoke such license.

University shall have a perpetual, non-exclusive royalty-free license, on world-wide basis, to use such licensed IP for its own teaching and academic work.

#### Liability of the University for Infringement of IPR

The University will not be liable or responsible in any manner for the violation of the IP rights of third party (ies) by its Researchers, faculty, students or collaborator in the event of any claim or criminal or civil action or suits or proceedings initiated by third parties for infringement of their IP rights.

#### Term

Term of the IPR Policy shall be five (05) years initially from the effective date and shall be automatically renewed thereafter every year.

#### Disputes and Appeals

University may appoint a committee of experts to address the concerns of the aggrieved person(s) or Researcher(s) regarding the implementation of the Policy, or the validity or breach thereof, and all disputes there under shall be dealt with by this committee. The decision taken by this committee should be within a prescribed time period from submission of said concern. Any dispute remaining shall be decided by the Vice Chancellor, whose decision shall be final.

#### Applicable Law

Settlement of any remaining legal issue, if any, pertaining to interpretation of the Policy shall be done under The Arbitration and Reconciliation Act, 1996, as amended time to time, with place of settlement being in Shikohabad, Uttar Pradesh.

#### Amendments

Any amendment/ modification in this IPR Policy shall be applicable only when approved in writing by Statutory Authority of the University.

#### Implementing Agency

The implementing agency for the Policy shall be the IPR Cell, working under the administrative control of Dean (Research and Development).

#### Ethics in Academic Research

The University, while ensuring a free academic environment for research and development, is committed to promote and maintain ethical principles in the process of academic research, and to entrench and recognize the transparency of the culture of honesty in all institutional activities. The University expects the highest possible standard so integrity during the conduction of academic research and/or in case of supporting any academic research activities. For example, a Ph.D. thesis/ PG dissertation submission requires a plagiarism check by the competent authority before it is accepted for evaluation. In this direction, the University has subscribed and used software meant for plagiarism check.

Present policy elaborates on guidelines so that a comprehensive mechanism for academic probity, integrity, and anti- plagiarism is in place. The University adopts UGC guidelines issued from time to time for academic integrity and plagiarism check in its complete form.

#### Academic Autonomy, Integrity and Accountability

**Academic autonomy:** Academic autonomy is the liberty to pursue the knowledge and conduct research without any difficult intervention. Violation of the recognized academic research norms degrades the institution reputation and is considered as an offense.

**Academic integrity:** Academic integrity is the commitment to trust worthiness, objectivity, admiration, accountability, and acceptability. Academic integrity involves academic research to follow an amplified proficient level, comprising applicable research scheme and structure, adhere to high-level research ethics, and comply with the requirements of professional and regulatory research guidelines and research ethics frameworks issued in appropriate fields. It is intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property.

**Academic Honesty:** Academia must have the pursuit of truth, awareness, and thoughtful by needful knowledge and trust worthiness in education, training, and research.

**Trust:** Academia should create an atmosphere of mutual trust to encourage the free exchange of ideas and enable everyone to realize their full potential.

**Fairness:** Academia should strive to ensure fairness in institutional standards, practices and procedures, and fairness in interactions among community members.

**Respect:** An academic community should promote respect for mutual respect.

**Responsibility:** An academic community should maintain excellent values in learning, teaching and research.

Communication: The academic community should wide spread its original research findings.

#### Institutional Responsibilities

The Vice Chancellor, Dean Research, and Deans of the School are primarily accountable for encouraging and implementing a transparent academic atmosphere, full of decent and high professional ethical standards in academic research. University expects from all members to build and preserve an atmosphere of mutual cooperation, exchange of ideas and development of academic research skills. It is also anticipated by the academic staff to provide the appropriate supervision and guidance to researchers based on the nature of their academic disciplines and related research models.

The appropriate training in research design, methodology, equipment use, data management, record keeping, data protection and publishing the original research work is also expected.

#### Publication Practice and the University Central Repository

The university expects and encourages students, research scholars and faculty members to publish their research work in reputed peer reviewed journals by following the under mentioned points;

Acknowledgement: Reporting authors must acknowledge the J.S. University in case of the use of University facilities like Infrastructural/laboratory/other re-source especially for the research purpose. This applies to all research outputs, including those published in Ph.D., PG and UG thesis/dissertations.

Affiliation: Reporting authors must follow format for indicating affiliation ( Name of Department, Name of Faculty, J S University, Shikohabad). Example: Department of Physics, Faculty of Science, J S University, Shikohabad, India.

University Central Repository i.e.e-Zone: The details of the published research papers (Scopus, WoS, PubMed/ UGC CARE) must be submitted to the University's Central Repository. Contribution in terms of publications of books/ book chapters in edited volumes and papers in National/ International conference-proceedings also to be submitted to University central repository. Similarly, a copy of the thesis/ dissertation of PG/ UG students is to be submitted to the INFLIBNET to make it accessible to all Institutions

#### Misconduct in Academic Research

Research Misconduct in academic research means (but not limited to) the following:  
Plagiarism: Intentionally copying idea/thoughts, text, data or other works (or any combination thereof) without consent and acknowledgement.

Piracy: Intentionally exploiting the thoughts of others without proper recognition.  
Misinterpretation: Unfairly signifying the thoughts or work of others, whether for personal or self-interest.

Fabrication and falsification of data: Alteration of information related to research and consultancy/training, wrong information or citations in any formal academic activity.

Professional misconduct: Arbitrary, prejudiced or exploitative teaching behaviour.

#### Procedures for Investigation of Research Misconduct

Commencement of actions: Any one can file a complaint about academic misconduct to the respective School Dean. Such complaints need to be reinforced by adequate evidence. The dean will decide whether the claims are sufficient to warrant examination by the University Ethics Committee. The person who raised the allegation should be required to submit the foundation for the accusation in writing. The Ethics Committee may carry out:

A preliminary investigation to determine whether the allegations have sufficient content and warrant a more thorough investigation;

For mal in quires may include consultation or participation of external experts when necessary.

Investigation: Where possible, the scrutiny will include inspection of all applicable records, comprising, but not limited to associated research data; computer files; publications and related correspondence. For fair judgment, the external member may be invited. All individuals interviewed during the investigation will be required to respect the personal nature of the investigation.

Investigation report and recommendations: The Ethics Committee will prepare a report based on the formal investigation and findings and submit to the Vice Chancellor.

Based on the investigation report and the recommendations of the Ethics Committee, the University, may take an appropriate decision, this may include (but is not limited to):

Resubmit assignments or academic works

Fail the exam or designated exercises; or the failing grade of the whole course

Depending on the importance of the work to the grade of the whole course

A letter of condemnation issued by the University on the recommendation of Ethics Committee, which may or may not be recorded in the scholar's file

Suspend the program

Suspension of award/contract

Revocation of degree or certificate

### **Constitution of Ethics Committee**

The Ethics Committee will have the following composition:

Vice-Chancellor, Chairperson

Dean Research and Development, Convenor

Two Professors/Associate Professors, Members

Concerned Head of Department, Member

### **Responsibilities of the Ethics Committee**

To guide on compliance with Ethics in Academic Research on various research activities of the University.

To provide the guidance and academic support to research scholars on ethical issues in teaching, research and other academic activities.

To seek advice from Research Advisory Committee, Academic Council and the Executive Board of the University on various policies that maybe required to receive funding from specific research sponsors.

To work as an investigation/consultation agency for any disputes related to research ethics.

Make recommendations regarding the measures (if any) that should be taken on the results of the investigation.

### **Plagiarism and Similarity Check**

Plagiarism is the practice of taking some one else's work or idea and passing them as one's own. It is an academic offence and scientific misconduct, which includes copying someone's text without citation, improper or inadequate citation, paraphrasing without citation, paraphrasing with different meaning, self-plagiarism (own previous publications) etc.

Similarity with copied text (%) from other sources with proper citation. Similarity is not plagiarism, if credit is given where it is due.

Permissible Similarity Limit: Maximum permissible similarity limit shall be 10% for Ph.D./ PG & 15% for UG students. In case of any plagiarism reported against any student at any stage, even after the award of degree, necessary action will be taken by the University as per guidelines of UGC, which could include cancellation of registration / withdrawal of degree.



Plagiarism Prevention: The University strictly deal with anti-plagiarism norms to minimize the plagiarism as low as zero percent.

Plagiarism prevention norms shall be applicable to all students, research scholars and faculty members of the University.

Research publications (conference paper, research paper, review article), research proposal, Ph.D. synopsis, Ph.D. thesis, UG/PG project work shall be submitted to the University along with a self-declaration statement about its plagiarism & similarity check.

The submitted work will be thoroughly checked for plagiarism and similarity using Turnitin software by concerned faculty/ respective supervisor/mentor. However, the quoted text, bibliography, matching up to 14 words should be set as the exclusion criteria. If similarity exceeds the permissible limit, the manuscript should be modified suitably to fit in the admissible range.

Documents to undergo plagiarism check include research papers, thesis, dissertations, books, chapter (s) in books, opinions, assignments where teacher specifically prescribes the limits, publications in print or electronic media. It shall exclude material written in mid-term and end-term examination answer scripts, where the author has taken specific permission before reproduction, references, bibliography, table of contents, preface generic terms, laws, standard equations and acknowledgements.

#### Penalties

The Research Committee shall go into details of the breach of academic integrity and shall recommend to Vice Chancellor for penalties which in the mildest case could be warning and in severest cases it could be dismissal of the employee or debarring the student / scholar. The committee shall recommend penalties as per UCG guidelines, where applicable, only after the misconduct has been established beyond reasonable doubt and the individual has been provided

enough opportunities to defend in fair and transparent manner. Executive council (EC) shall be the final deciding authority in the case of employees and Vice Chancellor shall be the final deciding authority in the case of students / scholars. The University shall reserve the right to cancel the degree / award /credit so given when the academic misconduct is established long after the conferment as per the policy guidelines for withdrawal of degrees. If found guilty of plagiarism, the concerned research worker will be liable for penalty as may be decided by the Ethics Committee of the University, which may include any of the following

#### **Rejection of the work.**

Rustication from the academic programme of the University (for students).

Disciplinary actions /Termination of the job (for employees).

Any other as decided by the Ethics Committee.