Swarrnim Startup & Innovation University

(Minimum Standards and Procedure

for Awards of Ph.D. Degree)

Regulations - 2024

(Effective from 1st July 2024)

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Swarrnim Startup & Innovation University
(Minimum Standards and Procedure for Awards of Ph.D. Degree) Regulations 2024
(Effective from 1st July 2024)

PhD 1.   **Short title, Application and Commencement:**

1.1 These Regulations may be called Swarrnim (Minimum Admission Standards and Procedure for Award of Ph.D. Degrees) Regulations, 2024.

1.2 These will apply to every Faculty / Constituent/ Associate of Swarrnim Startup & Innovation University, Gandhinagar, Gujrat

1.3 These will come into force from first day of July 2024.

PhD 2.   **Eligibility criteria:**

Subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission to the Ph.D. Programme:

2.1 Candidates will have, a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 60% marks in aggregate or its equivalent grade or an equivalent degree from a foreign educational Institution, accredited by any 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.

2.2 Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/ Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Iniversity Grants Commission (UGC) from time to time.

2.3 Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of educational institutions, will be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/ Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

PhD 3.   Duration of the Programme:

3.1 The Ph.D programme will be for a minimum duration of three years, (including course work) and **a maximum of six years.**
   * Extension beyond the above limits will be subject to recommendations given by RAC (Research Advisory Committee) and approval by university.
   * The maximum extension period will not exceed more than **TWO** years.

3.2 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years in the maximum duration. In addition, the women candidates may be provided Maternity Leave and Child Care Leave once in the entire duration for up to 240 days.

3.3 Ph. D (Part time) programme will be for a minimum duration of four years, (including course work) and **a maximum of eight years.**
   * Extension beyond the above limits will be subject to recommendations given by RAC (Research Advisory Committee) and approval by university.
   * The maximum extension period will not exceed more than **TWO** years.

PhD 4.   Procedure for admission:

4.1   The university to conduct Ph.D. programme, will:

4.1.1 Decide number of Ph.D. scholars to be admitted depending on the number of available Research Supervisors, varied facilities available and the norms regarding the Research Scholar- Supervisor ratio (as indicated in clause 5.7).

4.1.2 University will notify on its website and through advertisement in newspapers, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination center(s) where entrance test(s) will be conducted and all other relevant information for the benefit of the candidates;

Ragin Ravindrabhai Shah

4.2 The admission procedure applicable as notified by the university, in consonance with the UGC and other statutory bodies **will be as per clause 4.3**.

4.3 *The University will admit candidates by a two stage process:*

4.3.1 He/She should satisfy the minimum eligibility criteria as defined in clause **PhD 2**.

4.3.2 *Stage 1*. Applicants have to clear an Entrance Test (Swarrnim Ph. D Entrance Test- SPET) with 50% qualifying marks. The syllabus of the Entrance Test will comprise of subject specific and Research Methodology/ Aptitude components. The Entrance Test will be conducted at the Centre(s) notified in advance at the level of the individual and as mentioned in **clause 1.2**

4.3.2.1 Candidates who have qualified in National level examinations such as GATE / CSIR – UGC JRF / NET / SLET / GPAT OR latest Swarrnim Ph. D Entrance Test- (SPET) will be directly eligible for stage 2.

4.3.3 *Stage 2*. Short-listed candidates after SPET will be personally interacted by a University Committee regarding their proposed research work. Final list will be displayed after interactions.

SPET Criteria:

(i) Questions for Research Aptitude & Methodology and respective Subjects will be of 50% weightage each.

(ii) The interactive session with research applicants will be of 50 marks and will be distributed towards :

    a. Content and Significance of presentation
    b. Domain Knowledge
    c. Language
    d. Quality of overall presentation
    e. Competence

4.4 The University will maintain the list of all the Ph.D. registered scholars. The list will include the name of the registered candidate, the topic of his/her research, the name of his/her supervisor/co-supervisor, date of enrolment/registration on which the fees are paid.

PhD 5. Research Supervisor/Co-supervisor: Eligibility criteria to be a Research Supervisor, Co- Supervisor, Number of Ph.D. scholars permissible per Supervisor, etc.

5.1 Any regular Professor /Associate Professor with a Ph.D. degree will be recognized as PhD supervisor. Regular Assistant Professor with a

Ph.D. degree and at least four research publications in journals listed in WoS / Scopus, Granted patents, and proven R&D proficiency may be recognized as Research supervisor.

5.2 In case of Faculty of Medicines, the review articles may be considered in lieu of Research Papers after expert opinion

5.3 Only a full time faculty member of the University can act as a supervisor. The external supervisors are not allowed. Based on research need a Co-supervisor may be allowed from other departments/Institutions/organizations on approval of Doctoral advisory committee.

5.4 Procedure for approval of supervisors: A Standing Committee will look into all the applications of PhD Supervisors. The formation of the committee is as under:
   a. Dean (Research & Development)
   b. Coordinator PhD program
   c. Dean of the Faculty from which supervisor application is received.
   d. Dean from other Faculty nominated by Provost.
   e. Advisors/Experts as required.

5.5 The Research Supervisor allocation for a selected research scholar will be decided by the Department/Institute concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as evident from their selection.

5.6 In case of topics which are of an interdisciplinary nature, wherein the Department/Institution concerned feels that the expertise in the Department has to be supplemented from outside. The Department, along with the Research Supervisor from the Department itself, may appoint a Co-Supervisor from outside the Department/ Faculty/Institution.

5.7 A Research Supervisor, who is a **Professor**, can guide up to **Eight Ph.D. scholars**. An **Associate Professor** as Research Supervisor can guide up to **six Ph.D.** scholars and an **Assistant Professor** as Research Supervisor can guide up to **four Ph.D.** scholars.

5.8 In case PhD supervisor leaves SSIU due to any circumstances; he/she can be allowed to continue as Supervisor / Co- supervisor, if the Scholar is likely to submit his/her thesis/synopsis for PhD degree, **within 12 months**. Otherwise, the scholar registered under him/her will be transferred through the DAC to another supervisor.

PhD 6. Course Work: Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.

6.1 There will be a course work of **minimum of 14 credits** to be undertaken by a Research Scholar. **The course work will be treated as a prerequisite for Ph.D.**

Course Title	Credit
Research Methodology **(Core course)**	2
Quantitative Techniques/ Mathematics **(Core course)**	2
Academic Writing **(Core course)**	2
Research and Publishing Ethics (RPE) (University Level) **(Core course)**	2
Departmental Domain-Specific course 1	2
Departmental Domain-Specific course 2	2
Supervisor Specific Course	2
Total Credits	**14**

6.2 The courses other than core courses will be suggested by concerned Research Supervisor and approved by DAC, considered to be required for pursuance of Ph.D. research.

6.3 All courses prescribed for course work will be in conformity with the credit hour instructional requirement of SSIU and will specify (a) content, (b) instructional and (c) assessment methods.

6.4 The Department where the scholar pursues his/her research may prescribe the additional course(s) other than in **clause 6.2** to him/her based on the recommendations of the Research Advisory Committee (RAC), of the research scholar.

6.5 Generally, candidates admitted to the Ph.D. programs will be required to complete the course work prescribed by the University during the initial two semesters.

6.6 The Dean on recommendation of RAC may exempt (Partially/Fully) a candidate from the course work if he/she holds M.Phil. Degree.

6.7 Scholar has to obtain a minimum of **55% of marks or its equivalent grade** in the course work in order to be eligible to continue in the PhD

programme.

6.8 The credit of MOOC / Online courses may be considered.

PhD 7. Research Advisory Committee and its functions:

7.1. There will be a Research Advisory Committee (RAC) for each Ph.D. scholar. The Research Supervisor of the scholar will be the Convener of this RAC. The other members will be Dean, Head of the department, Co-supervisor, if any, and two experts nominated by the Provost/Dean from outside the University. The Dean will communicate names of RAC members and any subsequent changes in its composition to the URC (University Research Cell).This Committee will have the following responsibilities:

- To review the research proposal and finalize the topic of research;
- To guide the research scholar to develop the study design and methodology of Research and identify the course(s) that he/she may have to do.
- To periodically review and guide in the progress of the research work of the Research scholar.
- Any other matters directly affecting the pursuance of Ph.D. research.

7.2. A research scholar will prepare work progress report and make presentation of the same at least **once in six months** for evaluation to the RAC. The research supervisor will submit the six monthly evaluation reports to the URC with a copy to the research scholar.

7.3. In case the progress of the research scholar is unsatisfactory, the RAC will record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the RAC may recommend with specific reasons for cancellation of the registration of the research scholar.

PHD 8. Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:

8.1 Upon satisfactory completion of course work, and obtaining the grade prescribed in **sub-clause 6.8** as the case may be, the Ph.D. scholar will be required to undertake research work and produce a thesis within a timeframe as stipulated under **clause PhD 3**.

8.2 (a) Prior to the submission of the synopsis, the scholar will make a presentation in the Department before the Research Advisory Committee

and internal committee formed for Synopsis and Thesis as per SSIU guidelines. The presentation is open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the synopsis before submitting.

(b) The scholar should submit TWO copies of the synopsis along with Synopsis submission fees within ONE month to university.

(c) The scholar has to submit THREE SPIRAL bound copies (printed on both sides as per the thesis writing scheme of the university) of Thesis within NINE months after the synopsis submission.

(d) After incorporating the suggestions/corrections by the Referee(s) and after viva-voce examination, **FOUR copies** of final hardbound thesis (In book form) and soft copy, as a pdf file, should be submitted to the URC. Only after receiving the same, scholar will be eligible for the award of the Degree.

8.3 **Ph.D. Scholars must publish at least TWO research papers** in refereed journals indexed in **Web of Science or Scopus***, and make two paper presentations at national/international conferences/seminars before the submission of the thesis for adjudication. They have to produce evidence for the same in the form of certificates.
[***Special Note: In the faculty of Medical Sciences and Faculty of Management, liberal arts, and other social sciences the journal publication in the approved list by the university will be considered while submitting the Thesis]**

8.4 At least TWO external reviewers not in employment of SSIU will evaluate the Ph.D. Thesis. At least one reviewer will be from outside the state/country.

8.5 The scholar will have to defend public *viva-voice* of the thesis after the evaluation report(s) of both the external examiner(s) on the thesis are received as satisfactory and including their recommendations. If one of the evaluation reports of the external examiner is unsatisfactory and does not recommend *viva-voce*, then the university will take remedial measures like asking candidate to rectify / rewrite the thesis, reworking on research and similar. Thereafter, the university will send the thesis to external examiner out of the approved panel of examiners. The *viva-voce* examination will be held only if the report of the latest examiner is received satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis will be rejected and the research scholar will be declared ineligible for the award of the degree.

Ragin Ravindrabhai Shah

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PhD.9 Research ethics

9.1 Highest standards of ethical behavior are expected from research scholars while undertaking their research work. Any violation of the same and similar academic dishonesty be treated very seriously, inviting disciplinary actions for research scholar/ supervisor.

9.2 While submitting for evaluation, the thesis will have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution

PhD.10 Treatment of Ph.D. programme through Distance Mode/Part-time:

10.1 As per UGC guidelines "Notwithstanding anything contained in these Regulations or any other Rule or Regulation, for the time being in force, no Institution will conduct Ph.D. Programme through distance and/ or online mode.

10.2 Part-time PhD is allowed provided all the conditions mentioned in the extant Ph.D. Regulations are met.

10.3 The scholar will submit a "No Objection Certificate" for a part-time Ph.D. programme from the appropriate authority in the organization where thecandidate is employed, clearly stating that:

- The candidate is permitted to pursue studies on a part-time basis.
- His/her official duties permit him/her to devote sufficient time for research.
- If required, he/she will be relieved from the duty to complete the course work.

PhD.11 Depository with INFLIBNET:

11.1 Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Institution concerned may submit an electronic copy of the Ph. D. Thesis to the INFLIBNET, for hosting the same to make it accessible to all Institutions/Colleges.

PhD.12 Award of Degree:

Prior to the actual award of the degree, the University will issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of the UGC Regulations.

PhD.13 Authority of University:

(i) The university may take any action necessary for sustaining quality of PhD program in the matter not included/not clarified in these guidelines.

(ii) University from time-to-time may issue advisories for enhancing quality of PhD programs.

University Policy for Research & Publication by the Faculty Members

The university recognizes the potential of its faculty and strongly encourages the faculty to persue research in current area addressing the industrial/societal problem. The institution, on its part, is committed to facilitate the faculty members for publication of their research work in well reputed indexed journals as well as book publication by the implementation of a well-defined policy.

Research Policy Framework is outlined below:

1) 10,000/- Rs per International Research/Review publication (Scopus/Science Citation Index-SCI/Social Science Citation Index-SSCI/Web of Science-WoS indexed) in reputed journal ≥ 2 impact factor as a main author.

2) 5,000/- Rs per International Research/Review publication (Scopus/Science Citation Index-SCI/Social Science Citation Index-SSCI/Web of Science-WoS indexed) in reputed journal ≥ 2 impact factor as a corresponding author.

3) 5,000/- Rs per National Research/ Review publication (Scopus/Science Citation Index-SCI/Social Science Citation Index-SSCI/Web of Science-WoS indexed) in reputed journal ≥ 2 impact factor as a main author.

4) 2,000/- Rs per National Research/ Review publication (Scopus/Science Citation Index-SCI/Social Science Citation Index-SSCI/Web of Science-WoS indexed) in reputed journal ≥ 2 impact factor as a corresponding author.

5) 5,000/- Rs per International Research/Review publication (Scopus/Science Citation Index-SCI/Social Science Citation Index-SSCI/Web of Science-WoS indexed) in reputed journal
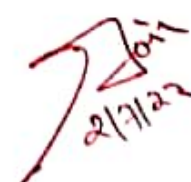
having impact factor between 1 and 2 as a main author.

6) 3,000/- Rs per International Research/Review publication (Scopus/Science Citation Index-SCI/Social Science Citation Index-SSCI/Web of Science-WoS indexed) in reputed journal having impact factor between 1 and 2 as a corresponding author.

7) 1500/- Rs per National Research/ Review publication (Scopus/Science Citation Index-SCI/Social Science Citation Index-SSCI/Web of Science-WoS indexed) in reputed journal having impact factor between 1 and 2 as a main author or corresponding author.

8) 5000/-Rs. for being main author in International book publication/Edited Book (Scopus Indexed).

9) 2500/-Rs. for being co-author in International book publication/Edited Book (Scopus Indexed).

10) 2500/-Rs. for main author in National book publication/Edited Book (Scopus Indexed).

11) 1500/-Rs. for co-author in National book publication (Scopus Indexed).

12) 1000/- Rs. for main author in chapter writing in international book publication (Scopus Indexed).

13) 500/-Rs for co-author in chapter writing in international book publication (Scopus Indexed).

1. Prepared by

2. Checked by

3. Approved by

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Swarrnim Startup & Innovation University
(Research Promotion Policy)
(Effective from 1st July 2024)

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Swarrnim Startup & Innovation University

(Research Promotion Policy)
2024
Effective from 1ˢᵗ July 2024

Research Promotion Policy

1. Background

Quality research is important for the development of society and in turn country as well. Research is the mother of knowledge and make the person enthusiastic for taking more and more challenges. Research is the key to develop facilities and as outcome it may add patents and publications including collaborations with institutions and industries. It also helps to modify learning methods and teaching pedagogy. Thus, Swarrnim Startup & Innovation University also focuses on inculcating a scientific outlook, critical thinking, analytical approach and reasoning along with the development of specialized skill and knowledge. Considering startup and innovation as core activities at Swarrnim Startup & Innovation University, this Research Policy has been developed.

2. Purpose

The Research Policy is created with the purpose to create a clean and motivating ecosystem for research among faculty members and researchers in the Swarrnim Startup & Innovation University Gandhinagar. The policy shall serve as an inclusive framework developed in agreement with the University Act and Statutes, within which the research activities shall be carried out.

3. Scope

This policy shall be implemented in all the, constituent Colleges and departments of the University. It will be as broad guideline for all in-house and collaborative research programmes and activities.

4. Objectives

a. To create an enabling environment within Swarrnim Startup & Innovation University in order to administer a research culture and to provide required support through research framework.
b. To draw the attention of research towards priority of national and global interest.
c. To ensure effective and efficient support system to facilitate research activities.
d. To ensure reliability and confidentiality of data and records of research.
e. To ensure quality publications in journal of repute (Scopus/Web of Science) and/or journals with impact factor.
f. To establish Research Centers with potential for Excellence.
   To create interdisciplinary collaborations and partnerships.

5. General Guidelines

a. Every faculty member conduct research in the area where the probability of getting fund is maximum. They may also go for inter-disciplinary research in their chosen fields of specialization or research area.

b. Research outcome should be concrete like quality publication, is expected to lead to quality publications, presentations in National/International conferences of repute, generation of Intellectual property with potential for commercialization, socially useful outcome and other similar research activities.

c. Faculty publication are expected preferably in Web of Science or SCOPUS or indexed peer-reviewed UGC-CARE journals.

d. Research output shall be considered one of the criteria for faculty recruitment and promotion along with other academic responsibilities.

e. The University shall recruit such faculty members and researchers who have demonstrable/demonstrated capability in research. Faculty promotion shall significantly depend on research undertaken by them. The quality of research output, especially research publications, may be assessed on the established yardsticks such as Impact Factor (IF), Citations and h-index, extra-mural projects, Patents, National and International collaboration, which will be revised from time- to-time as appropriate in accordance with research exigencies.

f. The University endorses admission of Post-doctoral fellows in focused areas of research.

g. Faculty with Ph.D degree shall apply for at least one extra-mural/government funded project.

h. The University shall provide the basic infrastructure required to conduct research.

i. All eligible Departments shall strive for recognition by National/International agencies through schemes/funding such as DST-FIST, SAP, CAS etc.

j. The faculty of all the Departments of the University shall tie-up with industries and corporate bodies to undertake sponsored research in emerging areas and those relevant to industry.

k. All innovative and product-oriented research projects shall be extended support by University for filing patents on successful completion, suitable recognition and financial support/appreciation shall be given to those faculty with patents.

l. All research conducted shall be governed by IPR policy.

m. The faculty and research students/fellows/associates should strictly adhere to ethical practices. This applies to all activities including, Experimental design, data recording and analysis, funding, publishing results, acknowledgement of contribution of research partners, scholars, collaborators and funding agencies, etc.

n. The faculty and researchers must refrain from plagiarism, deception or the fabrication and/or falsification of data or any other research misconduct.

o. The faculty and researchers should report cases of suspected misconduct in a responsible and appropriate manner for investigation of allegations of research misconduct.

p. The faculty and researchers should identify, declare and rectify well in time, any real or potential conflict of interest whether legal, ethical, moral, financial, personal or of any other nature

q. Eminent and enterprising professionals from the industry shall be invited to take up joint resource projects with the University faculty.

r. The faculty are encouraged to select society specific problems and conduct research and provide feasible solutions. Such research topics could include problems related to environment and climate change, chronic diseases and health care, women and child welfare and protection, etc.,

s. The faculty shall adopt villages in the neighborhood, investigate the problems, find solutions and implement the same using technology expertise.

t. Faculty and Students shall be encouraged to participate in the extension and outreach programmes organized by the University.

u. The faculty shall act as resource persons in workshops and conferences conducted outside Integral University premises and also to train school/colleges teachers/NGOs/government employees/industry personnel's.

v. The University shall sign MoUs with Research Institutions for sharing research facilities and to work in other educational institutions as part of faculty exchange programme.

6. General Guidelines for Extra-mural Research Projects

a. All research will be carried out according to the guidelines of respective funding agency and/or the principles and policies laid out by Integral University

b. Primary responsibility for research data and account management during any research project or programme lies with the Principal Investigator (PI).

c. The PI will be responsible for clarifying responsibilities where data ownership may be ambiguous (in case of a multi-institutional project). If a PI leaves Integral University, the concerned Co-Investigator or if no Co-investigator or Co-investigator is from other University/Institute, the concerned Head of Department should ensure that appropriate provisions are made for project completion/surrender/refund of balance funds/Utilization certificates/expenditure statement, inventory of all major or minor equipments/furniture, etc. project progress report, data access and project staff.

d. Every member of a research team should be familiar with the data requirements of the research funding agency/organization and of Integral University policy.

e. The PI involved in a joint research project, including overseas, an agreement must be reached in writing with the collaborating organizations on issues pertaining to intellectual property, confidentiality and copyright, sharing commercial returns, responsibility for ethics and safety clearances, and reporting to appropriate agencies

f. The research collaborators must identify a person to be involved in the management of research data, primary materials and other items to be retained at the end of the project.

g. The PI shall follow established financial procedures of University for expenditure. The PI/Co-PI with overall responsibility for an individual research project should ensure that it runs within its allocated budget, and that no penalties are incurred by failure to meet the funder or sponsor's requirements.

h. Each project shall have a data management plan that is produced at funding application stage or at the beginning of the project.

i. All research data shall be stored in either electronic or paper form for a minimum of 08 years after the end of a project. The research data to be archived must be associated with metadata which meets minimum standards. The metadata should be sufficient to enable other researchers to understand how it was created or acquired.

j. Research data may be submitted to national or international data services and repositories where available or as required by the funding agency or publishers and this will replace the need for local archiving;

k. Exclusive rights to reuse or publish research data should not be handed over to commercial publishers or agents without retaining the rights to make the data access for re-use, unless this is a condition of the funding

7. Research Guidance Roles and Responsibilities

a. The faculty and research staff should ensure that a research climate of mutual co-operation is created in which all members of a research team are encouraged to develop their skills and open exchange of ideas are fostered. Research good practice includes effective mentoring of young, motivated and inexperienced researchers for development of qualified and skilled human resources for Higher education, Research and Innovation.

b. The supervision of research must be carried out as described in the University's Ordinances and Regulations.

c. The research guide will supervise the research work at all stages including developing of hypothesis, protocol design, data recording, data analysis, preparation of manuscripts, reading drafts and commenting on these in detail both in writing and verbally and the presentation of research output.

d. In case the record of supervision is poor or where his or her students have regularly failed to submit or complete dissertation/thesis, the University will consider barring the research guide from further supervision.

e. Research students must provide their supervisors with all files of raw data, appropriately labelled, before submission of the thesis.

8. Ph. D. Programme

The Degree of Doctor of Philosophy may be awarded in all such disciplines/programmes of the University as are recognized for the purpose as per Statutes, Ordinances and regulations governing Degree of Doctor of Philosophy in the Integral University.

I. Research and Development Committee for each Department

a. Dean, Doctoral Studies or Vice-Chancellor Designate (Chairperson)
b. Dean, Research & Development - Vice-Chairperson
c. Dean, Faculty Concerned - Member Secretary
d. Head of the Department - Convener
e. One Internal Expert from the University - Member (To be nominated by the Vice Chancellor or his designate on the recommendation of Chairperson)

f. One External Expert of the field to be - Member (To be nominated by the Vice Chancellor or his designate on the recommendation of Chairperson)

g. Supervisor(s) - Member

h. Special invitee(s) by the Chairperson – Member

The meetings of the Research Development Committee will be convened twice a year by the Head of the Departments and Chaired by the Dean, Doctoral Studies or Vice- Chancellor Designate (Chairperson). Majority of the members shall form the quorum

II. **Examination Sub-Committee/Review Committee**
   All the details research work, reports of the examiners including the report on viva-voce exam shall be placed before the Examination Sub-Committee consisting of the following:

   a. Vice-Chancellor (Chairperson)
   b. Registrar
   c. Dean, Doctoral Studies
   d. Dean, Research & Development
   e. Dean, Faculty of Health & Medical Sciences
   f. Dean, Faculty of Science
   g. Dean, Faculty of Engineering
   h. Dean, Faculty of Pharmacy
   i. Dean, Humanities & Social Sciences
   j. Dean, Faculty of Agricultural Science & Technology
   k. Controller of Examination (Member Secretary)
   l. Any other person whom the Vice-Chancellor may like to co-opt.

9. **University Support for the Promotion of Research.**

   a. **Provision for Seed grant** to young faculty for initiating research through in-house funded research projects Seed Grant to New Faculty: The University shall offer seed grant as a one-time grant on competitive basis to faculty members in the University. This is done to help initiate their research engagement through the establishment of requisite research facilities.

   b. **Publication Charges:** Financial Support will be provided towards publication charges of papers that are published in peer reviewed journals of high impact factors. Also, the publication charges of Books from Renowned Publishers: The faculty members who get acceptance for publication of their high quality work with prestigious publishers may be provided partial financial support for publication (quantum of minimum/maximum amount shall be approved by Vice Chancellor on case to case basis).

   c. **Dedicated bench/person in Finance section for Major and Minor Research Projects:** The University has allocated responsibility to distinct finance branches and

dedicated staff for handling major research projects, minor research projects, university grants and other aspects related to research projects.

d. **Awards, Fellowships and Recognitions Excellence Awards for Faculty and students:** University faculty and students shall be encouraged with Excellence Awards on the Foundation Day (3rd November) of the University every year for outstanding contribution in research and Innovation.

e. **University Research Fellowships:** The University shall award University Research Fellowship to all such candidates who secure top rank in each academic programme in the University PhD Entrance Examination every year.

f. **Financial Assistance to participants in Conferences/ Seminars/ Symposia/ Workshops:** The faculty will be provided financial support out of the allocated funds for attending Conferences, Seminars & Workshops in order to keep them updated with the innovations & development going on in the field of research & development.

g. **Participation in Faculty Development Programme:** The faculty without Ph.D. degree will be motivated to register for Ph.D. programme either in-house or at some other prestigious institutes as part-time teacher-candidate.

h. **Promotion and Funding of Research activities**

   i. Promotion of research, academic excellence and innovations will be the top priority of the university. The university will consider individual researchers and/or research groups for various incentives and recognition for publication of research papers, undertaking of research projects and initiating work of advance studies, leading to innovation in their respective fields.

   ii. The University may also fund the publication cost only if the publication has good impact factor, a n d the university is acknowledged properly and have prior permission. Fund will be granted only after publication of the paper and submission of transaction receipt for publication cost.

   iii. In order to encourage the best practices, innovation, research, and to promote healthy competition amongst the Faculty members and Students, the University will institute the following awards which will be conferred to the winners during Foundation Day Function of the University each year.

   1. **Outstanding Researcher of the Year Award (for Teachers):** (Arts/ Social Sciences/ Management (Award: Trophy, prize of Rs. One lakh as Research Grant & Citation).

   2. **Outstanding Researcher of the Year Award (for Teachers):** (Sciences/Biological Sciences/Engineering) (Award: Trophy, prize of Rs. Two lakh as Research Grant& Citation).

   3. **Budding Innovator Award (for University Students):** For developing any innovative product/ novel prototype/ path breaking research carried out by individual or group during academic year (Award: Trophy and Cash prize of Rs. Ten thousand).

   4. For the awards listed above, the eligible participants are required to submit the biodata along with publications, articles, books etc. pertaining to the particular award for the last two academic sessions. The documents shall be thoroughly scrutinized by the Expert

Ragin Ravindrab hai Shah

Committee constituted by Hon'ble Vice Chancellor of the University for making recommendation for awards

i. **To create a road map for establishment of Centres of Excellence in defined research areas:** Efforts may be made for collaborative research with other institutes/agencies of national relevance to conduct research in strategic areas of national importance and ensure joint funding for cutting-edge research. Adequate space may also be provided to set up such centres and drive benefits from extramural support.

j. **Expansion and Upgradation of Central Instrumentation Facilities/Departmental Central Research Facilities:** The centralized facility shall be accessible to all Departments and Centres. The existing facilities shall be enriched with sophisticated analytical and other advanced equipment's to be developed as State-of-the-art research facility to support cutting edge research in Science & technology.

k. **Promoting Effective Documentation of Research on the Departmental & University websites:** Data related to Projects, Progress reports, publication details to be uploaded and updated on quarterly basis.

l. **Access to Turnitin or other originality check software:** Faculty members to ensure that the articles being published are original and faculty and students are sensitized about it.

m. **Establishment of IPR Cell:** To facilitate faculty and researchers of the University for patent filing and searches, GI registration, Copyrights, Industrial design, Electronic circuit copyrights, New drugs, New Plant Varieties NPVs, etc. Building up capacity of subject specific patent landscaping has been envisioned. The patent cell will assist the University to file patent applications in India/abroad and execute other documents; execute license, and material transfer agreements; enter into confidentiality and non-disclosure agreements. The nature of assistance in terms of logistics, financial and legal support is specified

10. Academic Integrity and Prevention of Plagiarism

Plagiarism is defined as an 'act of academic dishonesty and breach of ethics. It involves using someone else's work as one's own'. The University Grants Commission, Govt. of India, has set guidelines to ensure academic integrity and eliminate plagiarism from higher educational institutions in India as per the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018. These apply to all Faculty, research students, and staff of Integral University.

11. Publication and Intellectual Property Right (IPR) issues

a. The University encourages its researchers to be as open as possible in discussing their work with other researchers and with the public, of course protecting their own research interests, and to seek protection for any intellectual property identified during the course of the research.

b. For published work, the University expects researchers to make available relevant data and materials to other researchers, on request, with ethics approvals and consents which cover the data and materials and any intellectual property rights.

c. Researchers must adhere to the requirements of research funders regarding the handling, preservation and deposit of research data.

d. Intellectual property includes patents, registered designs, copyright, design rights, creative work, including research and development.

e. According to Indian Patent act 1940, the intellectual property created during an employee's normal or specifically assigned activities belongs to the employer. Where work is being carried out under contract with an outside agency, specific provisions about IPR may apply.

f. The agreement of all co-authors/contributors must be sought as to the convention of authorship and the order of names to appear on publications resulting from work prior to any submission for publication.

g. The lead author on any paper must ensure that all co-authors are familiar with, and approve of, the contents of the paper and can identify their contributions prior to submission for peer review.

h. Anyone listed as an author on a paper should accept responsibility for ensuring that he/she is familiar with the contents of the paper and can identify his/her contribution to it.

i. The practice of honorary authorship is discouraged.

j. Legal framework/ Ethics/ Research involving human subjects and other experimental animals be strictly adhered to and in compliance with the statutory, ethical and contractual obligations. All research projects that involve human or animal subjects, must secure the prior approval of the ethics committee.

12. Conflicts of Interest

Disclosure of any potential conflict of interest is essential for the responsible conduct of research.

a. Researchers have an obligation to disclose any affiliation with, or financial involvement in, any organization or entity with a direct interest in the subject matter or materials of researchers.

b. If a conflict of interest arises at the time of reporting or proposing research, and this conflict of interest has the potential to influence research and investigations, publication and grant applications, the researcher must disclose the details "in confidence" to the RDC/Dean, Research & Development who will examine whether a conflict of interest exists and, if so, what further action should be taken.

c. In the case that a conflict of interest is identified will include consultation with the concerned PI/researcher and may also involve consultation with the funding agency or other parties to ensure that the conflict of interest does not compromise the research, or the University's interests.

d. Under some circumstances, it may be necessary to reject or terminate a research project, or to disclose the conflict of interest to the editors of journals or the readers

of published work arising from the research. After considering the reports of the examiners, the Committee shall make such recommendation to the Executive Council as it deems proper.

13. Custodian of Policy

The implementation and updating of Research Policy shall be carried out by the office of the Dean, Research & Development of the University until regulations for custody and electronic archiving of all approved policy documents and amendments are framed and adopted.