

PEOPLE'S UNIVERSITY, BHOPAL



RESEARCH POLICY & GUIDELINES
FOR RESEARCH PROCEDURES

[Signature]
Registrar
People's University
Bhopal (M.P.)

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Vice Chancellor
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Bhanpur, Bhopal

PREAMBLE

People's University is established and incorporated by the State Government Notification on 4th May 2011 by Madhya Pradesh Legislature through an amendment in Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam-2007 as Madhya Pradesh Act (No.18 of 2011). The university is empowered to award degrees as specified by UGC under Section 22 of the UGC Act 1956 through its main campus in regular mode. Our journey began with an objective of *"Nurturing Humanity through Health & Educational Excellence"*.

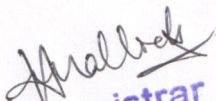
Research requires the cooperation of individuals with a broad range of expertise and the use of a wide variety of materials, equipments and infrastructure. People's University has developed research policy and guidelines designed to ensure that these activities are conducted with integrity and with due regard for the health, safety, and privacy of everyone concerned.

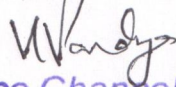
The present research policy has following objectives

1. To create research environment throughout and at all levels in all the constituent units/institutions.
2. To draw the research attention towards priority of national/regional/local interest.
3. To make authentic information in the areas of health and technology.
4. Strategic management and monitoring of research performance.
5. Encouraging the faculty members for getting the funds from related national and international funding agencies and coordinate this activity.
6. Ensure research data and records are accurate, complete, authentic and reliable and the confidentiality and the anonymisation requirements are achieved
7. Administration of the Research, Innovation and Strategy budget and the co-ordination of the Research Excellence Framework.
8. Maximize research efficiency by comply with the Data Protection and Freedom of Information

People's University expects

1. All research will be carried out according to the principles laid out by People's University
2. Primary responsibility for research data management during any research project or programme lies with the principal investigator
3. The principal investigator will be responsible for clarifying responsibilities where data ownership may be ambiguous (e.g. in a multi-partner collaboration). If a PI leaves People's


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University their Head of Department should ensure that appropriate provision has been made for data access


4. Every member of a research team should be familiar with the data requirements of the organisation funding their research and of this University policy
5. Each project will have a data management plan that is produced at funding application stage or at the beginning of the project. Note that some funders will have more rigorous conditions than those described here
6. As a minimum, research data directly associated with publications should be archived
7. All 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, and, if it is to be made openly available, to discover it and assess its reuse potential;
8. All research data will be stored in either electronic or paper form for a minimum of 10 years after the end of a project, unless ethical considerations, participant confidentiality, Funding agency requirements or external agencies;
9. Research data will be submitted to national or international data services and repositories where available or required by either funders or publishers and this will replace the need for local archiving;
10. 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 openly available for re-use, unless this is a condition of the funding.

Purpose

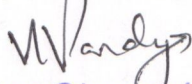
This policy support the development and implementation of research in People's university, where the staff can carry out their required research obligation, in which students can be engaged and be supported in their research.

Scope of the Research Policy

University expects the highest standards of integrity to be adhered to by its researchers. University seeks to promote and promulgate good research practice, emphasising integrity and rigour in research, and to create a culture. This guideline applies to all staff and students involved in the research process involved in the organization directly or indirectly.



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Definition

Researches includes the discovery and development which lead to new or significantly improved insights and use of existing knowledge in experimental development to produce new or substantially improved construction, design, devices, materials, products and processes. It excludes routine testing and analysis and development of teaching materials. This policy only includes those who has obligation to carry out research and does not include whose obligations are limited to administration or teaching and who are not primarily for the purposes of research.

Institution objectives & Research priorities

The University wants to raise the research profile of the affiliated institutes, focusing the areas for research excellence and to maximize external research funding. So that it will be beneficial and promote the University's areas of research excellence and build the University's research reputation. It also help to develop facilitate interdisciplinary and multidisciplinary relationships and will engage with other research institutions and industries

The research should be consistent with the strategic interests of the University. Even though, research can also be aligned to the priorities of research funders and competitive with other bidders for the fund. It should be of high quality, Substantial and approved by all council

It will also focuses on the development of research and analytical skills, identification social needs and its solutions regarding social, behavioural, financial and health problems of the people in the region and identification of new areas of research.

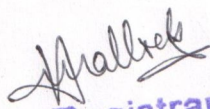
Thrust areas of Research

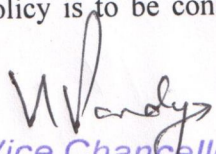
The under taken Researchers should be under the trust area of the university/ institute. Other research area can taken for research with special permission from the Head of the School and Vice Chancellor.

Research guidelines

Requirement to undertake research

To perform research, engage in scholarship and publishing the findings are the right and requirement of all academic staff. Procuring research funds from appropriate source is the right by all academic staff. The requirement to undertake research is a career prospect and over time will be balanced as appropriate with the other obligations of academic staff including significant administrative responsibilities. Nothing in this policy is to be construed to prevent Heads of


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Institute from allocating teaching and other responsibilities with correspond to the research record of academic staff.

Format and procedure for conducting research

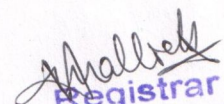
1. Researchers should be honest in respect of their own actions in research and in their responses to the actions of other researchers. This applies to the whole range of research work, including, Experimental design, Generating and analysing data, Applying for funding, Publishing results, Properly acknowledging the direct and indirect contribution of colleagues, research students, collaborators and others.
2. All researchers must refrain from plagiarism, deception or the fabrication or falsification of results or any other action that could be interpreted as research misconduct.
3. Researchers are encouraged to report cases of suspected misconduct and to do so in a responsible and appropriate manner, in line with the University's Procedure for the investigation of allegations of research misconduct.
4. Researchers should identify, declare and manage any real or potential conflict of interest whether legal, ethical, moral, financial, personal or of any other nature, so that it does not become a complicating or actionable issue.

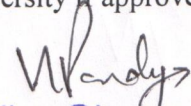
Research planning and execution

Each unit should develop and implement its research plan. These plans have to be developed by the head of the unit with vice-Chancellor's consultation.

The research plan should be reviewed annually in consultation with their Head of institute. This plan should include research objectives, timetables and expected outputs. It should also reflect any special agreements reached regarding the apportioning of teaching, administration and research duties and research training and/or development opportunities for research according to the career stage of the staff member. All research plans are required to be developed to make opportunities for collaboration.

1. Researcher/team should identify the subject/area of research and Prepare review of literature and research design. Research proposal should be initiated only if approved by the HOI/departmental head.
2. Presentation to HOI and the faculty of the Institute/departmental presentation by non-teaching staff.
3. Initiation of research proposal to the University if approved by the HOI/departmental head.


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4. Presentation by the researcher/team to the University
5. Approval/modification and resubmission/rejection by the University.

Types of research

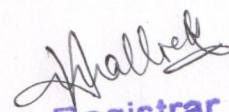
1. Laboratory research.
2. Social/library research.
3. Hypothetical research
4. Research for formulation of research scales.
5. Quantitative and qualitative research.

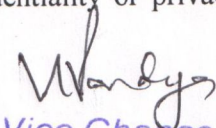
Integration of Research into other activities of the institute

Research is required to be conducted in conjunction with the academic activities and should not be taken as independent activity. Students of management, engineering, pharmaceutical, nursing, hotel management and health sciences should be co-opted in the research activities right from its inception. A joint team of students and faculty may undertake research without any institutional boundaries. Contribution made by each member must be acknowledged by the team member where ever applicable. Ethical standards should be maintained by all the participants.

Publication and Intellectual Property Right (IPR) issues

1. While recognising the need for researchers to protect their own research interests, and to seek protection for any intellectual property identified during the course of the research, the University encourages its researchers to be as open as possible in discussing their work with other researchers and with the public.
2. Once results have been published, the University expects researchers to make available relevant data and materials to other researchers, on request, provided that this is consistent with any ethics approvals and consents which cover the data and materials and any intellectual property rights in them.
3. The University recognises that publication of the results of research may need to be delayed for a reasonable period pending protection of intellectual property arising from the research or the due process that may be required by a sponsoring or funding organisation. However, any such periods of delay in publication should be kept to a minimum and the duration should be agreed in advance with a sponsor or other funder. Such considerations also include the need to observe any contractual, confidentiality or privacy obligations entered into in


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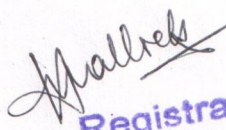

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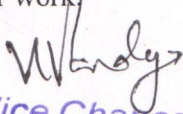
respect of the research or the need to ensure the protection of any intellectual property arising out of the research.

4. Researchers must adhere to the requirements of research funders regarding the handling, preservation and deposit of research data.
5. Intellectual property includes patents, registered designs, copyright, design rights and know-how. Creative work, including research and development, can lead to intellectual property rights (IPR) and some of these can be protected under one or more headings.
6. In patent law, 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.
7. Researchers who identify IPR should follow The University Code of Practice on Intellectual Property Rights
8. 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.
9. Researchers should make all reasonable efforts to disseminate their research results as widely as possible to the academic community.
10. 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.
11. 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.
12. The practice of honorary authorship is unacceptable.
13. The contributions of formal collaborators and all others who directly assist or indirectly support the research should be properly acknowledged.

Legal framework/ Ethics/ Research involving human subjects

The researchers are expected to observe the standards of research practice set out in guidelines by scientific societies in their disciplines and in compliance with all other relevant professional bodies, statutory, ethical and contractual obligations. All researchers must familiarise themselves with the legal requirements which regulate their work.


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Researchers are expected to take steps to stay informed of governmental, institutional and any other regulations, standards or policies in proposing, conducting and reporting research.

All research projects and teaching programme that involve human or animal subjects, must secure the prior approval of the relevant ethics committee

Research involving human samples


Approval from the appropriate research ethics committee(s) must be sought for all research involving human participants, samples or data in accordance with the University's policies and procedures. Approvals from other all regulatory bodies are necessary. Research which requires ethical approval must not commence until this approval has been obtained, nor deviate from the approved protocol without new ethical approval. Researchers shall carry out investigations or interventions only with the valid informed consent of participants, having taken all reasonable steps to ensure that they have adequately understood the nature of the investigation or intervention and its anticipated consequences. Researchers should ensure the confidentiality of personal information relating to the participants in research, and that the research fulfils any legal requirements.

Research involving animals

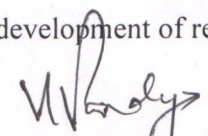
Research involving animals requires approval under the Animals (Scientific Procedures) Act. Researchers must ensure that appropriate personal and project licences are in place. Stringent safeguards on animal pain and suffering and other legal requirements to ensure the care and welfare of animals must be put in place and observed. At an early stage in the research design researchers should consider opportunities for the reduction, replacement and refinement of animal involvement. Prior to conduct the research involving animals, approval from appropriate authority must be sought for all research.

Roles & responsibilities of researcher(s)

A research community free of discrimination should be promoted and encouraged in line with legislation and the University's policies on equality. Senior academic 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 in which the open exchange of ideas is fostered. Research Concordat, good practice should include mentoring of young, less senior and inexperienced researchers as a mechanism for the development of research activity.



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The supervision of research must be carried out as described in the appropriate *Regulations* and associated guidance by the University's *Ordinances*

It is expected that supervisors of research students will supervise all stages of the research process, including 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.

Experienced members of staff must ensure that those who are less experienced have an opportunity to gain supervisory practice and that their contribution to supervision is formally acknowledged.

Where there is a conflict of interest between a student and his/her supervisor, the code of practice in the Research ordinance of the university should be followed.


Supervisors of research students are expected to undertake training appropriate to their role, in line with the requirements of the University.

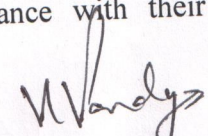
Where an individual's record of supervision is poor or where his or her students have regularly failed to submit or complete, the University will consider barring that individual from further supervision.

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

Research management:

1. Researchers should take all reasonable measures to ensure they meet sponsor, institutional, legal, ethical and moral obligations in managing and carrying out projects.
2. Researchers are expected to familiarise themselves with the terms and conditions of any research contract or agreement entered into by the University on their behalf.
3. Researchers should follow established University financial procedures for expenditure.
4. The principal or chief investigator with overall responsibility for an individual research programme should ensure that it runs within its allocated budget, and ensure that no penalties are incurred by failure to meet the funder or sponsor's requirements.
5. The person with overall responsibility for the research programme must ensure that the full agreements has been obtained in accordance with their current research governance obligations.


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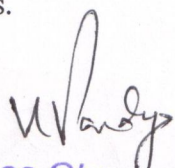
6. Advice and policy in research matters is coordinated through University Research Committee, (Allocations and Investment, Staff Development, Intellectual Property and Scholarships Committee), Faculty Research Committees and Institutional Research Committees (graduate and Postgraduate)
7. Vice Chancellor chair's the University Research Committee, and is the University's senior research management body. It advises the Academic Board on research strategies to be pursued, develops policy and reviews the function. Faculty level research committees by Dean have to advise the University Research Committee and their own faculties. It should also establish research activities for their staff and students. The Research Office manages and administers all research projects (both internal and external research), university research, fund externally research fund and research staff. The coordination of subcommittees (Allocations and Investment, Staff Development, Intellectual Property and Scholarships Committee) of the University Research Committee and information to staff and students are to be provided by the Research Office. It should assist the University Research Committee and monitor developments in research policy. The Research Office ways private sector research contracts, consultancy services, intellectual property management and commercialization.
8. The SJPN Trust of People's University will manage funds for research and scholarship at People's university.

Development of research skills

Responsibility for good research practice lies with all members of the research community, but particularly with Research Institute Directors, Heads of Schools, Research Group leaders, grant holders, supervisors and principal or chief investigators. It is expected that the principal or chief investigator will be the line manager of staff employed under a grant and will have overall responsibility for the design, conduct and reporting of the study to the funder and/or sponsor. All researchers must undertake appropriate training

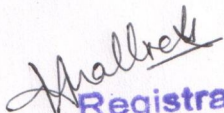
Line managers/principal/chief investigators must ensure that staff are given time and support to attend appropriate staff development courses.

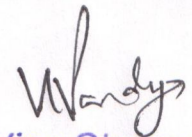

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Dissemination of research results

1. Researchers should clarify at the outset of the programme any issues regarding the ownership of the data and samples used or created in the course of the research and also the results of the work.
 2. Any issues regarding ownership should be resolved and appropriate material transfer agreements or similar contracts put in place before the research commences.
 3. Researchers must keep clear and accurate records of the procedures followed and the approvals granted during the research process, including records of interim results obtained as well as of the final research outcomes. This is necessary not only as a means of demonstrating proper research practice, but also in case questions are subsequently asked about the conduct of the research.
 4. Consent forms and data generated in the course of research should be kept securely in paper or electronic format, as appropriate.
 5. Personal identification/contact information and codes to access anonymised data should be kept separately from the raw data.
 6. Updated back-up records of irreplaceable data must always be kept on a University-based personal computer or secure server accessible to all members of the research team.
 7. Laboratory notebooks should be kept, where appropriate, and each key document and any changes should be signed and dated. Pages should not be torn from the notebooks and writing should not be in pencil.
 8. Data should be stored in such a way as to allow a complete retrospective audit and records should be monitored regularly to ensure their completeness and accuracy.
 9. The University expects such data to be held securely for a minimum period of 6 years from completion of the work; however, research based on clinical samples or relating to public health might require longer storage to allow for long-term follow-up to occur.
 10. Data or samples should be retained for more than 6 years if stipulated by the funder of the research.
 11. All stored data and samples should be clearly marked with a "do not dispose of before" date.
- Storage of human samples must comply with the University's licence under the Human Tissue Act.


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12. All data and research materials generated in the course of research are important to the University as they might contain intellectual property of significant value or be relevant to ongoing or future studies.
13. Originals of all data must be transferred to the researcher's line manager or supervisor at the end of the period of employment or study, and the whereabouts of all other materials or samples must be clearly indicated.

Resources for support of Research/ Grants

University Research Fund

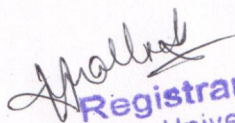
The university research fund is administrated, managed by the vice-chancellor under his responsibility. It supports research which is aligned closely with University's trust and priority area and on the basis of research performance. The University will expect maximum range of outcomes/result from staff and student research. A portion of the fund supports career researchers and is allocated by the University Research Committee. The grant is considered annually by the University Research Committee on the basis of the University's strategic priorities. The University Research Committee is responsible for the detailed criterion for the allocation of these grants. The grants for this fund are developed in consultation with the Trust.

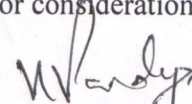
Promotion and funding of research activities

People's University also encourages undertaking of various research projects funded by various national and international funding agencies. Such types of projects will be highly encouraged and rewards will be given after approval of ethical & Research Committee. Internal Projects: The mini projects which are not funded externally are also appreciated with financial assistance. Ordinarily Rs 1,00,000/- per project may be granted, if found suitable and appropriate at University level, for internal project as seed money. This may be enhanced as and when required as per acceptability and scope of research thereafter. The internal project proposals are to be submitted with clearance/approval of RAC of concerned institute, through head of the institute.

Regulations for financial aids towards research project funded by people's university

1. To encourage research activities, consolidated amount may be granted as per requirement and rationale of research projects if approved by Research Committee/Ethical Committee.
2. Quantum of grants is based on the requirement of individual projects.
3. The head of the Institutions after approval of Research Committee and Ethical Committee will forward the project report to the University for consideration of financial assistance.


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4. Research work will be under IPR of People's University. Research scholar shall seek prior written permission for presentation/publication of the research works in part or full and acknowledge duly.
5. If the work is not completed within stipulated time Research Committee may consider extending the time, if required.
6. Acknowledgement to the People's University shall be necessary while publishing research work.

External contracts/external research

All applications for external funding are to be submitted through research office, depending on the characteristics of the contract. The office has to liaise with the applicant(s), Heads of institute, Directors and the funder. Academic leave are allocated at faculty level. Staffs are eligible to apply for leave in support of their research.

Evaluation and Monitoring of Performance

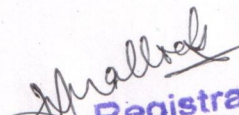
The Vice-Chancellor will monitor the performance against their research plans and the Staff should participate in the assessment the performance of internal and external research. The research performance of individual staff should be monitored and evaluated. Staffs are required to supply full and accurate details of their research outputs on an annual basis to their Head of the institute who will supply the information to the Research Office. The Research Office will publish an annual list of staff and student publication.

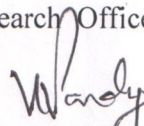
Recruitment and Staff Development

When new academic staffs are recruited, their research record or potential must have a high priority during the appointments process. Responsibility for oversight of this relaxes with the relevant Vice-Chancellor. Heads of institute are required to consider workload issues in the distribution of supervisory responsibilities. Heads of institute should ensure that newly appointed staff are familiar with research evaluations, research training and funding opportunities and the importance of publishing in suitable venues, both within the University and external to it.

Student Research

Research students make a vital contribution to the research environment and output of the University. Heads of institute are responsible for ensuring that the management of research degrees complies with University policy and are required to provide an annual report on compliance to the Vice-Chancellor through Research Office. Vice-Chancellor and Heads of


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institute are responsible for ensuring that faculties and institutes are making appropriate budgetary provision for the support of student research.

Implementation, Evaluation and Review (and revision) of the policy

To ensure that they are in compliance with all legal, regulatory, procedural and other requirements, studies may be subject to review or audit at any time. A committee may be formed by the university to carry out amendments, modifications and additions to the existing research policy from time to time depending upon the requirements. Notwithstanding the above, the policy will be reviewed every two years.

Other reference documents (Other research related documents) Documents of the research work approved by the university, whether financed by it or not, shall be the property of the university and shall have the copy rights. All provisions of copy right act shall be applicable to the research work.


Handling Complaints in Research and Conflicts Of Interest in Research: When research is planned to be conducted by the individual/group of researchers, a proper documentation shall be carried out by the team leader and approved by the HOI. Issues pertaining to distribution of work, credits, recognition, awards, publications, role of supporting organisation and sponsoring organizations, and any other issue that is not covered by these policy shall be well defined. Issue of misunderstanding, conflict shall be resolved at HOI level and documented. In case the issue is not resolved at HOI level, the same will be forwarded to the University along with recommendations of the HOI for further action. University will be the final authority and the decision of the university shall be binding on all the parties to the issue.

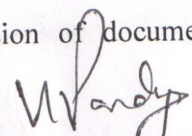
Legislative Compliance: There is no specific legislation directing this policy.

In case of public grievance, university shall take appropriate action. They may hire legal expert in this regard. All expenditure shall be borne by the university.

University support to research: Promotion of research, academic excellence and innovations will be the top priority of the university. The faculties are reliable for consideration 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.

People's University will fund the publication cost only if the publication has good impact factor, where the university is acknowledged properly and have pre-permission. Fund will be granted only after publication of the paper and submission of documents publication cost paid.


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Reimbursement will be only if the person attends symposium/conference/workshop/seminar with prior permission for reimbursement as per the university norms. A copy of particulars is to be submitted to the People's University and prior permission is to be taken. All the financial assistance will be given to those faculty members only who have completed one year service in the Institution of People's University/People's Group. The Guidelines to Promote Research-Academic Achievements & Innovations can be reviewed yearly.

Research Policy Committee Structure

Vice chancellor-Chair person

Members:

- HOI of the Institute the faculty represents
- Subject expert/Guide.
- One expert from the educational fraternity (outside member).
- One expert from the educational fraternity (internal member) nominated by Vice Chancellor.
- Registrar –Member secretary

The University Research Fund: It must be understood that money spent on research and development of the faculty is an investment for the organization.

Approval Agency: Vice Chancellor

Approval Dates: All the projects shall be considered for approval twice a year. The months shall be June and December. The dates shall be decided by the registrar of the university and informed to all the institutes.

Contact Person: Dy Registrar Academics/person nominated by the Vice Chancellor

References

Animal Ethics Policy

Human Ethics Policy

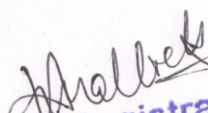
Intellectual Property Policy

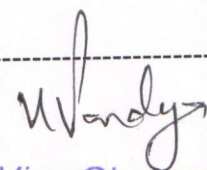
Consultancy Policy

PhD Policy: Approving, Enrolling, Supervising and Examining Candidates

HR Policy for Research

Code of Ethics


Registrar
People's University
Bhopal (M.P.)


Vice Chancellor
People's University
Bhanpur, Bhopal

Appendix A

Application to Carry Out Research

1. Name(s) of Faculty/staff/individuals with address, tele No:

(a) -----

(b) -----

(c) -----

2. Areas of research:-----

3. Specific topic of the research:-----

4. Organisation where research is to be carried out:-----

5. Sponsored/Non sponsored:-----

(Attach letter of intent)

6. Amount of grant required, state with justification:-----

7. What organizational support are you getting:

8. Why do you feel the research is necessary:

9. Outcome of research:

10. What social/organizational benefit shall be accrued due to the research

Signature(s) of Applicants

(a)-----

(b)-----

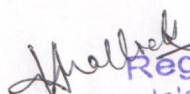
(c)-----

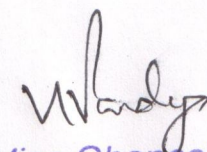
Recommendations of the HOI -----

(Signature)

Approved/Not Approved

(Signature of VC)


Registrar
People's University


Vice Chancellor
People's University
Bhanpur, Bhopal