



**BABA GHULAM SHAH BADSHAH UNIVERSITY**  
Rajouri, J & K

## Research Promotion Policy

(Notified by OM No. BGSBU/Reg/17/3460-A, dated 24.05.2017)

### 1. Background:

Quality research is one of the key drivers for achieving socio-economic transformation, and to reap demographic dividends in our country and to foster global knowledge society. Research is the foundation of knowledge that brings new energy, help build state of the art facilities, enhances research publications, and develop collaborations and linkages with industry for realizing the common objectives. Research and developmental activities create and disseminate new knowledge in a wide range of fields, promotes innovation, which eventually accentuate the learning-teaching ecosystem in the University. Thus, Baba Ghulam Shah Badshah University, Rajouri focuses on fostering a scientific outlook, critical thinking, analytical approach and reasoning apart from developing specialized subject knowledge. Considering the science, technology and innovation as core activities at BGSBU, the following Research Policy has been developed and implemented.

### 2. Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

- I. "Act" means the Baba Ghulam Shah Badshah University Act, Act No. XVI of 2002
- II. "University" means the Baba Ghulam Shah Badshah University as defined under Section 2(I) of the Act ;
- III. "Statutes", "Ordinances" and "Regulations" means respectively, the Statutes, Ordinances and Regulations of the University mean Statutes as defined under Section 2 (g) of the Act;
- IV. "College" means a college maintained by the University as defined under Section 2 (a) of the Act;
- V. "DRC" means Departmental Research Committee as constituted under Chapter XXXI, (clause 6) of these Statutes and would mean the Department/ Centre /College where the candidate is being or has been registered;
- VI. "BoRS" means the Board of Research Studies as defined under Chapter XXXI;
- VII. "External Examiner" means an examiner who is not on the pay rolls of the BGSBU
- VIII. "Registration" means registration of candidates for M.Phil/ Ph.D. granted by the BORS under these Statutes and Includes re-registration also;
- IX. M.Phil. means Master of Philosophy as conferred under the Statutes (Chapter XXX)
- X. "Ph.D." means Doctor of Philosophy as conferred under the Statutes (Chapter XXXI)

- XI. **Research:** It is original, independent enquiry based on certain premise, undertaken to test a postulate and add to the existing body of knowledge. It involves investigation of an experimental or critical nature driven by hypothesis or intellectual proposition subject to rigorous assessment by experts in a given discipline. It encompasses facts, observations or experiences on which an argument, theory or test is based and could be retested.
- XII. **Research Data** means Data including but are not limited to: laboratory notebooks; field notebooks; primary research data (including research data in hardcopy or in computer readable form); questionnaires; audiotapes; videotapes; models; photographs; films; test responses. It may be descriptive or visual or numerical or may be raw or analyzed, experimental or observational.

### **3. Purpose**

The purpose of the Research Policy is to create a clean and vibrant ecosystem for research and environment of free enquiry among faculty and researchers in the Baba Ghulam Shah Badshah University, Rajouri. The policy shall serve as an inclusive framework developed in consonance with the University Act, Statutes, Ordinances and Regulations within which the research activities may be carried out.

### **4. Scope**

This is a BGSBU Research Policy, implementable in all School of Studies, Centers and constituent Colleges and will serve as a guideline for all in-house and collaborative research programme and activities.

### **5. Objectives**

- a. To create an enabling environment within BGSBU in order to foster a research culture as well as provide required support through research framework and guidelines.
- b. To captivate the research attention towards priority of national/regional/local interest.
- c. To ensure high level of efficient and effective support system to facilitate faculty and researchers in their research activities.
- d. To ensure accuracy, precision, authenticity, validity, reliability and confidentiality of research data and record.
- e. To ensure publications in quality journals, indexed in Scopus/Web of Science and/or with impact factor.
- f. To nurture an environment of undertaking socially useful research with potential for commercialization.
- g. To establish Research Centers with potential for Excellence.
- h. To forge interdisciplinary collaborations and partnerships nationally and globally.

### **6. Policy and General Guidelines**

- a. All eligible (non-Ph.D) faculty shall register for doctoral program either internally or in other reputed Universities/Institutions under Quality Improvement Programme(QIP).



- b. Faculty of each Department shall conduct research in focused/thrust areas of research identified by central funding agencies in addition to research problems of local importance, and are also encouraged to identify inter-disciplinary research in their chosen field of specialization or research area.
- c. Faculty research 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 activity.
- d. Faculty publication are expected preferably in Web of Science or SCOPUS or indexed peer-reviewed journals.
- e. Research output shall be considered one of the criteria for faculty recruitment and promotion along with other academic responsibilities.
- f. The University shall recruit such faculty members and researchers who have demonstrable/demonstrated capability in research. Faculty promotion may significantly depend on research undertaken. The quality of research output, especially research publications, may be assessed on the established yardsticks such as Impact Factor (IF), Citations and h-factor, besides no. of extra-mural projects, Patents, National and International collaboration, which will be revised from time-to-time as appropriate.
- g. The University promotes admission of Post-doctoral fellows in focused areas of research.
- h. Faculty with Ph.D degrees shall apply for at least one extra-mural/government funded project.
- i. The University shall provide the basic infrastructure required to conduct research.
- j. All eligible Departments shall strive for recognition by National/International agencies through schemes/funding such as DST-FIST, SAP, CAS etc.,
- k. The faculty of all the Departments of the University shall tie-up with industries and corporate bodies to undertake funded research in emerging areas and industry relevant areas.
- l. All innovative projects of faculty shall be extended all support for filing patents unsuccessful completion, suitable recognition and financial support/appreciation shall be given to those faculty with patents.
- m. Meritorious research work by faculty shall be awarded with monetary incentives.
- n. All research conducted shall be covered by IPR and copyright protected.
- o. The faculty and research students/fellows/associates should exhibit honesty in their own actions in research and in their responses to the actions of other researchers. 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.
- p. The faculty and all researchers must refrain from plagiarism, deception or the fabrication and/or falsification of data or any other research misconduct.
- q. The faculty and researchers should report cases of suspected misconduct in a responsible and appropriate manner for the investigation of allegations of research misconduct.
- r. The faculty and researchers should identify, declare and manage any real or potential conflict of interest whether legal, ethical, moral, financial, personal or of any other nature well in time.
- s. Eminent and enterprising professionals from the industry shall be invited to take up joint resource projects with the University faculty.
- t. 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.,





- u. The University faculty shall adopt village in the neighborhood, investigate the problems, find solutions and implement the same using technology expertise/transfer.
- v. Faculty and Students shall be encouraged to participate in the extension and outreach programmes organized by the University.
- w. The faculty shall act as resource persons in workshops and conferences conducted outside BGSB University premises and to train school/colleges teachers/NGOs/government employees/industry personnel's.
- x. The University shall sign MoUs with Research Institutions within and outside state for sharing research facilities and to work in other educational institutions as part of faculty exchange programme.

**7. 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 BGSB University
- b. Primary responsibility for research data and account management during any research project or programme lies with the Principal Investigator (PI).
- c. The Principal Investigator (PI) will be responsible for clarifying responsibilities where data ownership may be ambiguous (in case of a multi-institutional project). If a PI leaves BGSBU 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 have been made for project completion/surrender/refund of balance funds/Utilization certificates/expenditure statement, inventory of all major or minor equipment's/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 this 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 University financial procedures 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;



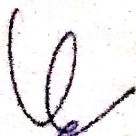


- k. Exclusive rights to reuse or publish research data should not be handed over to commercial publishers or agents without retaining the rights to make the data access for re-use, unless this is a condition of the funding.

#### **8. 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 is 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 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 labeled, before submission of the thesis.

#### **9. 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 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.
  - 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.

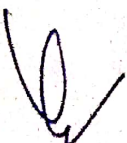
#### **10. Conflicts of Interest**

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 DRC/BoRs/DAA 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.

#### **11. University Support to Research**

- I. **University Research Fellowships:** The University shall award University Research Fellowship to the candidate, who secures top rank in the University Ph.D and M.Phil Entrance Examination in each subject category.
- II. **Financial Assistance to participants in Conferences/Seminars/Symposia/Workshops:** The faculty will provided financial support in selected cases to attend Conferences, Seminars & Workshops to keep them updated with the innovations & development going on in the field of research & development.
- III. **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. University will extended all logistic support towards the completion of the Ph.D. programme.
- IV. **Promotion and Funding of Research Activities:**
  - a) 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.
  - b) The University may also 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 transaction receipt for publication cost.





- c) 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 (15th of December each year).

- i. **Outstanding researcher of the year award (for Teachers): (Arts/ Social Sciences/ Management (Award: Trophy, prize of Rs. Two lakh as Research Grant & citation).**
- ii. **Outstanding researcher of the year award (for Teachers): (Sciences/Biological Sciences/Engineering) (Award: Trophy, prize of Rs. Two lakh as Research Grant & citation).**
- iii. **Best Innovation Award (for Teachers): Unique innovation developed and displayed by individual or group during the academic year (Award: Trophy and prize of Rs. One lakh as Research Grant).**
- iv. **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 [Teacher(s) or student(s)] (Award: Trophy and Cash prize of Rs. Ten thousand).**

For awards listed above, the eligible participants shall be asked to submit the bio-data along with publications, articles, books etc pertaining to the particular award for the last five academic sessions. The documents shall be thoroughly scrutinized by the Expert Committee constituted by Hon'ble Vice Chancellor of the University, while making recommendation for awards.

#### **12. M. Phil. Programme (Act & Statutes Chapter XXX, Clauses 10 and 11)**

The M. Phil. Programme in the School of Studies/Department will be administered by an M. Phil. Committee under the supervision of the Board of Research Studies of the concerned School/Department.

The M. Phil. Committee will consist of:

1. Professors and Associate Professors of the School/Department, and
2. Such other teachers/Scientists as have been approved by the Board of Research Studies as supervisors to guide research.

The Dean of the School/ Head of the Department shall be the Chairman of the Committee.

#### **13. Ph.D. Programme (Act & Statutes Chapter XXXI, Clauses 10 and 11)**

The Degree of Doctor of Philosophy may be awarded in such programmes of the University as are recognized for the purpose as per Statutes governing Degree of Doctor of Philosophy

- i. **Departmental Research Committee for each subject will consist of the following**
  1. Dean of the School/ Head of the Department,
  2. One Professor, one Associate Professor and
  3. One Assistant Professor (Professor, Associate Professor & Assistant Professor by rotation) and such other teacher(s), whose participation may be considered necessary by the Dean of the School / Head of the Department.



The meetings of the Departmental Research Committee will be convened and Chaired by the Dean of the School /Head of the Department. Majority of the members shall form the quorum.

II. **Board of Research Studies (BoRS) will consist of the following**

1. Vice Chancellor (Chair)
2. Dean of the School
3. Head of the Department,
4. External subject experts
5. Dean Academic Affairs

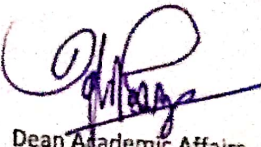
III. **Review Committee:** The reports of the examiners including the report on viva-voce test shall be placed before a Review Committee consisting of the following:

1. Vice-Chancellor;
2. Dean of the School;
3. Head of the Department;
4. Supervisor(s); and
5. Any other person whom the Vice-Chancellor may like to co-opt.

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

**14. Custodian of Policy**

The Implementation and updating of Research Policy shall be carried out by the office of the Dean, Academic Affairs, and Academic Section of the University. The Research Policy shall have a research advisory body to function under Vice Chancellor, to assist and advice in matters related to research within BGSB University. Each research area is monitored by the concerned Dean, School of Studies who reports the progress and prospectus to Board of Research. The BoRS is headed by the Vice Chancellor. The Board takes all strategic decisions, corrective actions, preparing, updating policies as per the UGC norms.

  
Dean Academic Affairs  
BGSB University