



**KARANJIA AUTONOMOUS COLLEGE, KARANJIA,
DIST- MAYURBHANJ, ODISHA
RESEARCH POLICY**

PREAMBLE

Keeping view with its Vision & Mission, KARANJIA AUTONOMOUS COLLEGE, KARANJIA has established the "Research Committee" under the direction of the Principal to promote the research ambience, create and sustain a research culture, motivate staff and students to engage in research activities. The aim is to inspire, guide and coordinate the initiatives of the staff and students towards doctoral research in the science and the humanities, towards major and minor research projects, towards organizing of national and international conferences, towards presentation of research papers and their publication in reputed journals, and similar other research-related matters. The Research Committee encompasses in its ambit all research activities and personnel under KARANJIA AUTONOMOUS COLLEGE, KARANJIA including staff, students and research scholars.

OBJECTIVES OF RESEARCH

1. To create and promote a culture of research among the faculty and staff of KARANJIA AUTONOMOUS COLLEGE, KARANJIA.
2. To identify research areas and specify research topics of academic, practical and socially relevant issues.
3. To organize seminars/conferences/workshops on research topics and training programmes in research methodology.
4. To ensure quality, integrity and ethics in research.
5. To publish research material in appropriate media and to make available such published information to the end users.
6. To facilitate the publication of reports submitted by the research scholars.
7. To establish a right kind of Research Culture through various research initiatives and programmes.
8. To encourage faculty members to publish research papers and undertake various research projects of social and economic importance.
9. To create awareness in society through various research initiatives and by giving due publicity to the socially useful research project.
10. To establish linkage with industries and business organisations to identify potential areas of research, service and other basic research enquiry.
11. To organize various workshops to develop appropriate research skills among the scholars and faculty members.
12. To depute faculty members to various workshops, symposium, seminars and conferences in their respective fields as well as in the areas of contemporary importance.
13. To develop suitable infrastructure in the college to help undertake different research projects.
14. To undertake all other such activities which will inculcate research culture in the college.

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CODE OF ETHICS IN RESEARCH

KARANJIA AUTONOMOUS COLLEGE, KARANJIA is committed to promote and maintain high standards of integrity and accountability in the conduct of academic research and is keen to introduce a culture of honesty and transparency. The college is dedicated to free academic environment to conduct research and publish, subject to the norms and standards of scholarly analysis. Every researcher should advance the knowledge, mission, and values of our profession, and maintain and enhance its validity through rigorous study, active dissemination and discussion, and responsible criticism. The faculty, research staff, and students will abide and fulfill the responsibilities and obligations as per the guidelines issued by Research Committee.

KARANJIA AUTONOMOUS COLLEGE, KARANJIA abides by the following **Research Ethics**:

- I. Conduct all research activities in accordance with the accepted standards of our discipline.
- II. Ensure the accuracy of the data gathered and/or used in our research.
- III. Ensure that only the correct data, information, and research results shall be reported in journals, conferences, and symposium.
- IV. Not to plagiarize; that is, to present portions of another's report or data as our own and Cite clearly all sources of information and data used in the research.
- V. Give proper acknowledgment and credit to resource/fund agencies
- VI. Provide assistance to other researchers in the area of your expertise.
- VII. Acknowledge the material contributions of others in our research undertaking.
- VIII. Keep detailed and complete records of research.
- IX. Be transparent in the use and disbursement of resources for the research.
- X. Declare promptly any conflict of interest in our engagement in research and Presentation of research results.
- XI. Ensure that our research results are accessible to the public once the research is concluded or as soon as is reasonable.
- XII. Respect the confidentiality of sources by not using or releasing data and information revealed to us in confidence.

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- XIII. Call the attention of the public and the authorities to any hazard we observe that threatens human and environmental safety.
- XIV. Avoid making misleading or exaggerated statements, or publicizing equivocal research findings as fact.
- XV. Observe safety practices in all our research activities.
- XVI. Avoid deliberate violation or circumvention of regulations governing research.
- XVII. Refrain from causing harm, stress or pain to any animal in any experiment that does not contribute any substantial benefit to humanity.
- (VIII. Ensure that laboratory wastes are properly disposed or treated, and our research activities do not result in environmental degradation.
- XIX. To conduct research that serves the needs and promotes the best interests i.e. respect cultural, individual, and role differences among research participants and consumers, including those based on age, sex, gender identity, sexual orientation, nationality, and ethnicity.
- XX. Avoid research practices and reports which create biases and prejudices.
- XXI. Protect our participants' right to privacy and confidentiality.
- XXII. Safeguard the rights and welfare of persons and communities whose status and vulnerabilities may impair autonomous decision-making.

PLAGIARISM POLICY

The students and their guides/ supervisors, before submitting the thesis or synopsis or any kind of document, must follow the plagiarism checking policy decided by UGC. This policy is given in following link.

https://www.ugc.ac.in/pdfnews/8864815_UGC-Public-Notice-on-Draft-UGC-Regulations,-2017.pdf

The scholars must follow the criteria given below for plagiarism checking:

1. The thesis/dissertation must be subjected to plagiarism check using the authenticate software.
2. The document at the time of its submission for adjudication must accompany a plagiarism checked report generated by the authenticate software.
3. The scholars and supervisors are herewith advised to follow the following exclusion criteria at the time of actual checking of the document.
 - a. Quotes ('...' Or "...") used in the manuscript
 - b. Bibliography or References
 - c. Common words or Phrases like ("the," "an," "a," "and," "but," "of" and so forth)
 - d. Small word matches up to 10 words

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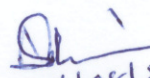
- e. Similarity up to 2% or less than 2%
 - f. Author name(s)
 - g. Affiliation details
 - h. Mathematical or Statistical formulae
 - i. Anything that is considered 'common knowledge'
4. The cumulative similarity matching up to a maximum of 15% shall be permitted. However, the supervisors should encourage the students to limit similarity matching below 10%.
5. The supervisors are also advised to do away with self-plagiarism.
6. The certificate obtained after plagiarism checking by the Research Committee, has to be submitted, along with the thesis/dissertation at the time of its final submission.

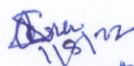
CONCLUSION

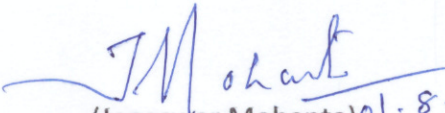
KARANJIA AUTONOMOUS COLLEGE, KARANJIA has decided to encourage all its departments to engage the faculties in creative, innovative and socially useful research projects. The research policy laid out above is the first step towards this venture. It will be implemented on an experimental basis. The management will then review and revise the policies if necessary in consultation with the stakeholders. It is hoped that all the staffs and students will endeavor to take research in KARANJIA AUTONOMOUS COLLEGE, KARANJIA to achieve new heights.

Members of Research Committee

1. Dr. Nusrat Salim, HOD, History
2. Subash Chandra Jena, HOD, Pol. Science
3. Dr. Priyajeet Sinha, Lecturer in Botany


01/08/22


1/8/22
Priyajeet Sinha
1/8/22


(Jageswar Mohanta) 01.8.22
PRINCIPAL
KARANJIA AUTONOMOUS COLLEGE
KARANJIA, MAYURBHANJ


01.08.22
(Dr. Abani Kanta Dash)
CONVENOR
RESEARCH COMMITTEE



COMMON RESEARCH POLICY AND PROCEDURES FOR STATE UNIVERSITIES OF ODISHA

**ODISHA STATE HIGHER EDUCATION COUNCIL
(OSHEC)
2021**

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A Model Guideline on the Conduct of Research in State Public Universities and Higher Education Institutions Coming under Higher Education Department, Government of Odisha: Policy & Procedures

1. Preamble

The higher education institutions (HEIs) provide the foundation of research and development of a country. India has nearly 1000 universities and 40,000 HEIs of varying categories. Amongst the major stakeholders, the faculty and the research scholars actively contribute to research-development-innovation tasks whereas the students stay engaged in learning activities with research remaining marginal. The research scholars are the mainstay of all R&D activities in an HEI and must be provided with due facilities, guidance, and clarity in administrative processes that impact their activities. It is these scholars who create new knowledge and products out of their original research leading to innovation. In actuality, the entire gamut of Research, Development, and Innovation activities in an HEI are a complex mixture of many diverse components, such as guiding UG and PG projects, teaching/mentoring M.Phil. and Doctoral students, carrying out sponsored research, dissemination of research outcomes through publications, looking after instruments, management of IPR, consultancy, etc. to name a few.

Though each university has evolved its research policy and implementation protocol, the rapid development of technology, increased dependence of socioeconomic development on research and fast-changing student aspiration level for competing in the global arena have necessitated new directions in research policies at HEIs of the state. The critical issues that must find a place in research policy at the level of universities are plagiarism, periodic rigorous

review, individual research committee, timely implementation of guideship, maintaining strict timelines for registration, thesis submission, evaluation, and viva voce examinations, etc. Inordinate delays in these steps hamper the careers of the students. Similarly, it is seen that various universities handle funded research administration in a widely disparate manner. Though the university receives an overhead grant from the funding agency, no administrative support is provided to the researcher resulting in widespread discontent. Therefore, there is an urgency to develop general guidelines and procedures to manage the research ecosystem in the HEIs in Odisha.

Keeping in view the above preamble, it is proposed to place a suggestive model research guideline for the state. The aim of this research guideline on procedures is not to supersede the pertinent ordinances and regulations of the HEIs related to the quality of work. Rather, this document will focus on the standard operating procedure (SOP) that will be helpful to the university and students in the long run.

2. Scope of the Model Research Guideline

1. To set procedures and timelines for admission, pre-research course, registration process, guide allotment, periodic review, thesis submission, and degree awarding for students working for a research degree
2. To set procedures and guidelines for anti-plagiarism check and uploading of research work to UGC designated portals
3. To set procedures and guidelines for the management of faculty research (with external or internal funding), publications, other intellectual properties, consultancy, etc.
4. To set procedures for UG and PG students' research through funded projects or collaborative research with faculty.
5. Guidelines for award of advanced research degrees like D.Sc., D. Lit., LLD, etc.

3. UG-PG dissertations

1. As depicted in the model CBCS regulations issued by the department and adopted by all universities, all faculty must put up UG and/or PG projects to be worked under their supervision for students well in advance of the final semester.
2. The eligible students will then be working with the Supervisor during the final semester wherein the respective supervisor will guide them to acquire relevant skills like library search, literature survey, fieldwork, data analysis, and thesis writing, etc. as required under the project.
3. The project report must be duly checked by the supervisor who will make sure that the material has not been lifted from the internet or other existing sources.
4. In case of good quality original work, the supervisor will try to publish the material in an appropriate peer-reviewed journal/ UGC Care journal.
5. The Project report/dissertation needs to be submitted by [before the commencement of the final Semester examination] March/April of the degree completion year. Assessment of the Project report/dissertation will be done as per the model curriculum and result/grade published within one month of submission.

4. Research leading to M.Phil. and Ph.D. Degrees

Eligibility for admission to M. Phil. and Ph.D. Programs will be as per notification by UGC or the appropriate agency of Ministry of Education, Govt. of India as issued from time to time. The admission to these programs will be through an advertisement in April, followed by an entrance examination (Research Eligibility Test, RET) and an interview by the respective universities. To be called for an interview the following conditions will apply.

- Successful clearance of the written part of RET scoring at least 50% marks (relaxation of 5 % of marks for the candidates belonging to SC/ST/OBC (Non-Creamy layers)/Differently-abled category). For the selection of candidates, a weightage of 70% to the written test and 30% to the performance in the admission interview shall be given.
OR
- Qualification in NET/JRF (conducted by the UGC/CSIR/DET/other national testing agencies with eligibility for research in the same subject or relevant subject), GATE or INSPIRE Fellowship, Maulana Azad Fellowship, UGC National Fellowship for SC, ST, and OBC candidates, and/or such other research fellowships awarded by the state and the central funding agencies. For such candidates, the entrance examination will be exempted and performance in the Interview will be the sole criterion.
OR
- Possession of an M.Phil. degree from any University recognized by the UGC where the M. Phil course content must compulsorily include the research methodology, research, and publication ethics, and ICT apart from the subject-related courses as prescribed by UGC. For such candidates, the entrance examination will be exempted and performance in the Interview will be the sole criterion.

The syllabus of the Entrance Test, as far as practicable, shall consist of 50% from research methodology and 50% from the subject concerned. The number of candidates empanelled will be at the maximum of 20% more than the number of vacancies available with the university depending on available vacancies with individual guides. The number of vacancies and the name of respective guides must be available on the University's website in advance. Following selection, the selected candidates will be required to do a pre-doctoral course as per UGC/ME guidelines. Candidates with M.Phil. degree or those who have completed a pre-doctoral course successfully from a UGC-recognized university in the same subject will be exempted from the pre-doctoral coursework provided their qualifying degree has been obtained within the last 5 years. For example, to be eligible to register for Ph.D. in 2021, the candidate must have completed Pre-Ph.D. or equivalent (M.Phil.) course qualifying examinations in the same subject and obtained the certificate during 2016.

The candidates covered by University-Institution or University-Industry MoU or Executive Ph.D. being offered by any particular University will be assessed based on interview performance only.

The pre-doctoral coursework for working candidates covered under MoU or Executive Ph.D. could be planned through seminars, reading courses, and/or online/offline courses for equivalent credits. All will, however, appear at the end-term examination where the minimum pass percentage would be 50% or B+ grade. All requirements as notified by UGC/ME for Pre-doctoral coursework must however be completed.

The allotment of Supervisor/Advisor should be made through mutual discussion with the candidate by the Subject Research Committee (SRC) within 30 days from the date of admission into the Ph.D. program. The candidates will evolve their research problem through mutual discussion with the designated supervisor.

The candidates will be required to make a presentation of their research problem and plan of execution in front of the SRC before the final examination of the Predoctoral course. The Ph.D. registration must be completed by the institution within 30 days of completion of the pre-doctoral course. For candidates with M.Phil. who are exempted from pre-doctoral coursework or completed pre-doctoral coursework will be registered within a month following approval of their plan of execution and research design by the SRC

At the time of registration of the Ph.D., a research advisory committee (RAC) including two advisors as recommended by the Supervisor and the supervisor himself would be formed by the SRC for each candidate to monitor the progress of the Ph.D. work. They will discharge their responsibility in confidence with the supervisor and/or co-supervisor of the Ph.D. student. The student may like to discuss her/his problems linked to the Ph.D. work with the advisors anytime with permission from the Supervisor or Co-supervisor. There will be an annual review by the RAC with reports submitted regularly to the SRC and Controller of Examination (CoE).

4.1 Submission of synopsis and registration

1. The Ph.D. scholars exempted from the 'coursework' should submit the synopsis before SRC within two months from the date of the allotment of Supervisor.
2. The Ph.D. Scholars undergoing coursework should submit the synopsis before the end-term examination of the 'coursework.'
3. The synopsis submitted by a scholar should be presented before the SRC for modification and necessary correction if any. The proceedings of the SRC meeting with the final synopsis of the Ph.D. scholars should be submitted by the Chairperson, SRC to the CoE within seven days from the date of the SRC meeting.
4. On approval by the RAC, a registration letter should be issued to Ph.D. Scholars within seven days from the date of receipt of the final synopsis along with the application form and requisite fees.
5. The Research Advisory Committee (RAC) should be convened within 15 days from the receipt of the approved synopsis from the SRC.

4.2 Pre-Ph.D. Thesis Presentation before Submission

1. The RAC will review the progress of the candidate on an annual basis and submit its report to the respective SRC. The Ph.D. Scholars shall be allowed to apply for the Pre-Ph.D. Thesis Submission Presentation through their Supervisors and Chairperson, SRC to the CoE/Registrar after the minimum elapsed time of 24 months from the date of registration [with an intimation to the CoE] with approval from RAC.

4.3 Submission of Final Thesis

1. The Ph.D. Scholars are to submit four (04) hard copies of the thesis with an electronic copy (PDF format) within **Three Months** of the Pre-Ph.D. seminar.
2. At the time of Thesis Submission, the Scholars have to produce the evidence of publication [print copies] of at least two research papers on the topic of the Ph.D. thesis in UGC-CARE list journals during the Ph. D. period. These papers will be included in the thesis.
3. The guide will have the responsibility to get the thesis checked through permissible anti-plagiarism checks (Ouriginal, Turnitin, iThenticate, or any other prescribed by the respective university). The Institutional Ethics Committee (IEC) clearance certificate and anti-plagiarism certificate signed by the designated authority of the respective university are required to be submitted during the submission of the thesis.
4. The publications submitted in support of the Ph.D. thesis submission should be based on the Ph.D. work of the student.

4.4 Evaluation of Thesis

The adjudicators for the evaluation of the thesis will be selected by Vice-Chancellor from the panel of Eight Examiners being shortlisted by the Chairperson, SRC.

4.5 Dispatch of Thesis

1. The Ph.D. thesis will be dispatched to the adjudicators within a maximum of 10 days from the receipt of total documents along with the hard & soft copies of the thesis from the scholar duly forwarded by the supervisor.
2. The panel of adjudicators should be finalized two months before the expected date of the submission of the Ph.D. thesis and their consent obtained. The expected date should be communicated to the University by the Ph.D. student and/or her/his supervisor.
3. A consent letter or otherwise from all the adjudicators shall be procured by the office of the CoE in advance within one month of the list being finalized. In case necessary a second list should be finalized within seven days of refusal from the selected adjudicators and consent requests sent. Communication should be made through email and confirmation obtained.

4.6 Period of Evaluation of Thesis

1. A maximum of six weeks may be given to the adjudicators for the evaluation of the thesis. Follow-up action may be initiated after 30 days from the date of dispatch of the thesis to the adjudicators. In case of noncompliance beyond 45 days, correspondence with the 3rd Examiner shall be initiated after obtaining approval from the Vice-Chancellor.

4.7 Conduct of Viva Voce

1. The Viva Voce Examination shall be conducted within 15 days from the receipt of the reports from all adjudicators. The viva-voce committee will consist of the RAC, the external examiner, one member of SRC, and a nominee of the Vice-Chancellor. The committee will be chaired by the HoD of the concerned department and convened by the guide.
2. In case any of the adjudicators do not agree to an award of Ph. D. degree to the thesis and have provided reasons thereof, the comments of all adjudicators are to be forwarded to SRC and the guide. SRC will meet and discuss the future course of action for the candidate.
3. The viva-voce will be an open forum and notified well in advance. All the committee members will be provided with a copy of the comments of the adjudicators. The committee members will be given the privilege of examining first following which, the others can raise their queries.

4.8 Notification

1. Result Notification will be made within seven working days from the date of the Viva-Voce Examination.

4.9 Completion of Ph.D. Degree

1. The entire process of award of Ph.D. degree starting from the date of thesis submission to notification is to be completed within 120 days.
2. In instances of revision of the Ph.D. thesis, the result should be published within 90 days following submission of the revised Ph.D. thesis.

4.10 Completion of M. Phil. Degree

1. The entire process of award of M. Phil. degree starting from the date of examination is to be completed within 30 days.
2. For a candidate who has completed an M.Phil. degree from the any State University of Odisha, there will be no need of doing an additional Pre Ph.D. coursework in the same subject.

5. D.Sc., D. Litt., LLD Degree

These degrees being the highest research degrees and indicators of the academic brand of the university must be awarded along with due decorum and discretion. In many universities D.Sc., D.Litt., LLD degrees are strictly honorary. However, for universities that wish to maintain the normal academic process for these degrees, the eligibility to apply for these degrees, the criteria for submission of the thesis, and the assessment must withstand the strictest scrutiny. While universities may formulate their guidelines concerning D.Sc., D.Litt., LLD degrees, the minimum eligibility must be the completion of five years beyond Ph.D. and

at least 8 publications in UGC care journals during the post Ph.D. period. Unlike the practice being followed in many universities, the concept of guides will not apply to these degrees. The minimum period for submission of the D.Sc., D. Litt., LLD theses will be 4 years from the date of registration with 10 publications (beyond the date of registration) listed in journals in the UGC care list. The thesis checked for less than 10% minimum plagiarism (excluding self-plagiarism) will be examined by 3 examiners including one foreign examiner. The minimum average grade-point on a scale of 10 for the award of D.Sc., D. Litt., LLD degree will be 8. The process of examination/viva-voce will remain the same with the examining committee to be constituted by the Vice-Chancellor under advice from the concerned SRC/s.

6. Place of Research at the Affiliated Colleges

The university will recognize the place of research at the affiliated colleges if the following conditions are met:

1. The affiliated college imparts PG teaching in the subject of the research.
2. The college has at least one qualified Ph.D. guide in the subject concerned as per the UGC guidelines and has at least two teachers with a Ph.D. degree in the same subject including the eligible guide.
3. The basic requirements for conducting a Ph D. Program in a specific subject are available in the college.
4. The place of research will be candidate-specific.

6.1 Benefits of Colleges being declared as Place of Research

1. The recognition and declaration of the place of work for Ph.D. research will enable qualified teachers at the affiliated colleges to guide doctoral research.
2. The students will be benefited from the opening of the new place of research.
3. The decentralization of the place of research will fetch a considerable number of dividends to the parent University at the time of NAAC accreditation and NIRF rankings.

6.2 Guideship for Ph.D./M.Phil. Degrees

1. The regulation on guideship will be as per UGC guidelines as applicable from time to time. However, existing guides will maintain their guideship status post-superannuation for 5 years or until all the students registered under her/him submit their theses, whichever is earlier. However, the superannuated faculty will not be permitted to take fresh students beyond superannuation.
2. Faculty posted in Government and Aided Colleges recognized as guides with any State University will maintain their guideship status with the existing university on transfer to any other college within the state.
3. The incumbent Vice-Chancellors, if they are eligible guides in their parent institution, will continue in their status as an M.Phil./Ph.D. guide in that institution.

7. Submission of Electronic copy of the Thesis/ Dissertation (ETD) to INFLIBNET

It is mandatory to submit an ETD at the time of submission of the Ph.D. thesis. The University shall submit a soft copy to the UGC within a period of 30 days after the award of the degree, for hosting the same in INFLIBNET, accessible to all Institutions /Universities.

8. Anti-Plagiarism Policy

1. 'Plagiarism' means the act of copying or paraphrasing others' work or ideas into your work without full acknowledgment.
2. All academic documents, such as theses, dissertations, project reports, field study reports, and project proposals, etc. have to be checked for plagiarism.
3. 'Collusion' means involvement of unauthorized collaboration of students with others in a piece of academic work. This is another form of plagiarism. For example, the publications in support of the Ph.D. thesis should be authored by the Ph.D. student herself/himself along with her/his supervisor/co-supervisor. If it is necessary to have collaboration in some instances then prior approval should be sought from the competent authority of the university.
4. Broadly the act of plagiarism will include all or any one of the following: (a) Verbatim quotation without clear acknowledgment; (b) Paraphrasing; (c) Cutting and pasting from online sources; (d) Collusion; (e) Inaccurate citation; (f) Failure to acknowledge
5. The students and their guides/ supervisors, before submitting the thesis, or synopsis, or any kind of academic document, related to the curriculum of the university, must follow the below-given criteria for plagiarism checking.
6. The candidate will submit a declaration that the thesis is free from plagiarism or produce a certificate from the institutional plagiarism cell to that effect.
7. Plagiarism check should be carried out using the iThenticate/Ouriginal software or any other software, like Copyleaks provided to each supervisor by the Controller of Examination (CoE).
8. The supervisors are herewith advised to follow the exclusion criteria outlined below at the time of actual checking of the document.
 - (a) Quotes ('...' Or "...") used in the manuscript
 - (b) Bibliography or References
 - (c) Common words or Phrases like ("the," "an," "a," "and," "but," "of" and so forth)
 - (d) Small word matches up to 10 words
 - (e) Similarity up to 10% or less than 10%
 - (f) Author name(s)
 - (g) Affiliation details
 - (h) Mathematical or statistical formulae
 - (i) Anything that is considered 'common knowledge.'
9. The cumulative similarity matching up to a maximum of 15% shall be permitted. However, the supervisors should encourage the students to limit similarity matching below 10%.

10. The supervisors are also advised to do away with self-plagiarism. However, the materials and methods section and the results section of previously published research papers/articles [if they contribute to the similarity] of the candidate who is submitting the thesis or dissertation shall be excluded, provided the findings reported in the paper relates to her/his Ph.D. work.
11. The plagiarism report along with the thesis/dissertation should be forwarded by the guide through the head of the Department to the CoE. The CoE is the ultimate authority to check the plagiarism status, and his report shall be final for taking action as deemed fit.
12. The certificate obtained after plagiarism checking by the CoE has to be submitted, along with the thesis/dissertation at the time of its final submission.

9. Execution of Funded Research Projects for faculty and Institution

Externally funded research is the lifeblood of many of the top research universities in the world. As both fundamentals, as well as societally useful applied research and innovations, remain one of the major components of any HEI, there is a need of securing continued external funding to support sustained research activities in identified thrust areas. The extramural funding for research is normally available from two major sources, namely. Government and Industry. In India, considering the ground situation and the need to build up a research ecosystem, Government is the major source of funding. The various major funding is channelized through the Department of Science and Technology (DST and DST-SERB), Department of Biotechnology (DBT), UGC/MHRD, ICSSR, and various Ministries like Atomic Energy, Space, Defence, Steel, Environment, and state DST, etc, for directed basic and applied research projects. In addition, one can ally with the Government of India bilateral collaboration projects, IAEA, and other international grants/funds including UN organizations. Lately, a few Industries, like NALCO, SAIL, and TATAs have also initiated funding through their R&D Departments. Innovation funding is available through various innovation and start-up initiatives of the Government of India. It is necessary therefore that the faculty in universities take advantage of these sources to develop a significant research footprint for their universities. The universities in their turn must recognize research as a major activity and create an administrative eco-system that supports research actively. The following guidelines will apply.

- 9.1 The HEIs will create a Research and Development Cell (RDC) to actively promote, facilitate and manage the funded research schemes and the corresponding investigators. It will also assist the researcher who is a recipient of the funded research scheme in the execution of the project. The cell will be managed by the director of research or equivalent and will be supported by appropriate clerical staff.
- 9.2 The RDC will work in coordination with the IPR cell of the HEI. In case the HEI does not have an IPR cell, RDC will also be mandated with the IPR facilitation task.
- 9.3 The various development work towards research sensitization, facilitation, workshops on proposal writing, etc. will be funded from the overhead amount

(institute share) received from the extramural project from the funding agencies. 50% of the overhead amount will be utilized towards improving the quality of facilities in the PI's department and 50% is to be shared with RDC.

9.4 The following guidelines may be implemented for the financial management of the external funding received by the university/HEI:

- a. The sanction letter is to be shared amongst the researcher (PI), Registrar, Finance Officer, Director Research/Head RDC.
- b. After receipt of funds by the HEI, the amount received minus overhead amount if any must be transferred to a separate bank account to be operated by the PI under the approval of the university authority within two weeks maximum.
- c. Out of the overhead component, if any, 50% is to be assigned to RDC for research promotion activities as detailed in section 9.3 above. The other 50% is to be transferred to the concerned Department (HoD) for up-gradation of research facilities.
- d. Expenditures on the project and generation of annual audit as well as timely UC submission to the funding agency must follow the due process at the university on time. Under no circumstances, an undue delay that affects the project adversely must be tolerated.

9.5 The RDC should provide minor grant support to the teachers and researchers for writing grant proposals and for attending project review meetings, thematic research meetings, etc.

9.6 Any files related to research projects should not be kept pending for more than three working days by the RDC or the Finance Cell of the University.

9.7 The HEIs administration should provide all technical support to the PI and Co-PIs. The research grants minus the overhead must be transferred to an official account of the PI who will follow due process for expenditure on the project and will submit the audited account to be approved by the RDC, Registrar, CoF, and the Vice-Chancellor

9.8 The HEIs should facilitate procurements of equipment, glassware, chemicals, and other items without any delay.

9.9 The administration of the HEI should ensure timely submission of the UC and Project Completion Report to the funding agency.

10. Publications

Researchers at the HEIs should practice the aphorism, "Publish and Flourish" in place of "Publish or Perish." Researchers should publish their findings following the UGC guidelines.

1. They should use all appropriate means to publish their papers in Web of Science (WoS) and Scopus journals. It will be appropriate to mention here that both WoS and Scopus

journals are included in the UGC-CARE list. They should publish their findings in UGC-CARE list journals.

2. The UGC-CARE List has only TWO groups, instead of the original FOUR groups to simplify the search process. These are NOT hierarchic or ranked groups.

[UGC-CARE List Group I](#)

Journals found qualified through UGC-CARE protocols

[UGC-CARE List Group II](#)

Journals indexed in globally recognized databases

The information given above is excerpted from the following link.

<https://ugccare.unipune.ac.in/apps1/home/index>

3. Researchers should ensure that their research articles are free from data fabrication, falsification, and plagiarism
4. Researchers should not suppress negative findings as they are as important as the positive findings.
5. Include appropriate acknowledgment and declare a conflict-of-interest statement at the end of the article/review.
6. Researchers must avoid duplicate publications. This is considered an extreme form of plagiarism. It means the publication of the same (identical) article in two different journals.
7. Researchers must avoid multiple publications, i.e., writing and publishing multiple papers based on the same research/study. It is considered a piecemeal publication.
8. Researchers must avoid multiple submissions of articles. The same article is submitted to different journals simultaneously.

11. Authorship and Ethics

Authorship ethics is one of the most important aspects of academic integrity in research. Therefore, periodic briefings on the authorship practices should be carried out for the students and researchers.

1. The UGC has also given different weights for authors at different positions in a research article. As per the UGC Regulation 2018 [https://www.ugc.ac.in/pdfnews/4033931_UGC-Regulation_min_Qualification_Jul2018.pdf], the First/Principal/Corresponding author gets 70% credit, whereas other co-authors get 30% credit.
2. The Ph.D. scholar should always get the first author position provided the article is based on the findings emerging from the Student's Ph.D. work. The Supervisor/Co-supervisor, any one of them should be in the corresponding/principal author's position.

11.1 Institutional Ethics Committee for Human Research (IEC-HR)

All universities should have IEC for human research. Ethical clearance from the IEC is mandatory for researchers, who are using humans as the subjects of their research. Even

people using inventories/ questionnaires directed towards human subjects in their research need to get approval from the IEC for human research.

While constituting the IEC for human research following web pages should be referred to:

https://main.icmr.nic.in/sites/default/files/guidelines/ICMR_Ethical_Guidelines_2017.pdf

https://www.icmr.gov.in/pdf/covid/techdoc/EC_Guidance_COVID19_06052020.pdf

<https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Ethics-Committee/Ethics-Committee-Registration/>

11.2 Institutional Animal Ethics Committee (IAEC)

All universities should have IAEC. Ethical clearance from the IAEC is mandatory for the researchers working with animals as experimental models.

While constituting the IAEC, the following web pages should be referred to:

<http://cpcsea.nic.in/Auth/index.aspx>

http://cpcsea.nic.in/Content/%2055_1_GUIDELINES.aspx

Institutional Plant and Microbes Ethics Committee (IPMEC) need also to be constituted in HEIs of Odisha. The HEIs should develop this in line with the IEC for Human Research and IAEC.

12. Patents and Consultancy

Patents are an important milestone and have their value as intellectual property. The RDC or patent cell in every HEI must work towards sensitizing researchers on relevant guidelines on patenting and procedures.

A researcher working in the HEI and desirous of patenting a product or a process must apply to describe the invention and intent of patenting to the Head of the HEI through the RDC or IPR cell. The cell will be instrumental in checking and assessing the viability of the patent through an expert committee.

For Patents that are the outcome of funded research, prior permission of the funding agency regarding the patent application, ownership, and royalty sharing must be obtained.

In the case of the HEI, the following revenue sharing may be considered

The revenue generated from the consultancy, IPR, technology transfer, and licensing should follow the following scheme of sharing among all the stakeholders.

Inventor/Consultant	70.0%	Incentives
HEI linked to the Consultant and Inventor	30.0%	Infrastructure development and administrative costs