



JSS MAHAVIDYAPEETHA

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RESEARCH POLICY

Introduction

A culture of research is of paramount importance to the future strategic development of JSS University Noida which lays the foundations for strengthening the bridge between teaching and research. JSS University Noida is committed to develop a thriving community of researchers that impacts upon both higher education and the wider society. Presenting research findings and enhancing one's skills through continuing professional development are essential for the strategic development of a research culture within JSS University Noida. The promotion and enhancement of scholarly activity through the practice of research is supported by the Research Office. A research environment needs to be created wherein academic staffs need to be encouraged to engage with research as a process, drawing support from the Research Office aiming for excellence in research output. Taking these into considerations, JSS University Noida has framed and implemented its Research Policy.

Purpose of Research Policy

The purpose of the Research Policy is to establish a vibrant research atmosphere among academic staff and inculcate research aptitude among the students. It also provides framework for the growth and implementation of research activities at JSS University Noida (JSS UNIVERSITY). It aims to create research aptitude and ethical values for conducting quality research to solve contemporary challenging problems and thereby helping to accomplish the Vision and mission of the college.

Scope

This Research Policy forms the basis for the conduction of the research in the college and it serve as the guiding principle for the functioning of the Research Office of the college. The aim is to inspire, guide and coordinate the initiatives of faculty members pursuing

research towards submission of major and minor research projects, organizing of national and international conferences/Workshops/FDPs, submission of research papers and their publication in reputed journals, and similar other research-related matters.

Custodian of the Policy

The implementation and updating of the research policy are carried out by the Research Office of the college. The Research Policy shall have a Research Advisory Committee to function with Vice Chancellor as the chairman, to assist and advise in matters related to research within the college.

Objectives of Research

This research policy provides a comprehensive framework to guide researchers with the following objectives:

- i. To create and promote a culture of research among the faculty and staff to achieve the vision and missions of JSS University Noida (JSS UNIVERSITY).
- ii. To identify research themes which maps the research areas of the faculty and staff members and conduct research in these areas which has social relevance.
- iii. To organize seminars/conferences/workshops on research themes.
- iv. To ensure value, integrity and ethics in research.
- v. To publish research material in sci/Scopus/WoS indexed journals and also to facilitate the presentation of the research work through academic events such as workshops/seminars/conference.
- vi. To identify and inform researchers about various research proposal call for by different funding agencies.
- vii. To act as a facilitator by providing professional guidance and technical support for submission of research proposals to various funding agencies, submission and publication of patents and establishing consultancy with industry partners.

- viii. To promote interdisciplinary research, provide guidance and support for preparing and undertaking joint research projects by establishing collaboration with external experts and publish the research findings in sci/Scopus/WoS indexed journal.
- ix. To promote collaborations with International and national academic institutions of higher learning and promote linkage with Industry.

General policy and guidelines in publishing research output

- Authorship criteria should be strictly followed. A person can be included as an author if he /she satisfies the following criteria
 1. Should contribute in conceiving and designing of the study
 2. Should contribute in acquisition and interpretation of data
 3. Should contribute in critical assessment of intellectual content
 4. The order of authors should be proportional to the contribution towards research work
- Due credit should be given to JSS University Noida in the acknowledgement section
- It is mandatory that in the publication from JSS UNIVERSITY, need to ensure the Institutional affiliation of the researcher should be mentioned as JSS University, NOIDA
- The research work carried out by the students, faculty researchers, and staff shall be based on original ideas and shall not have any similarities.
- It is encouraged to publish research outcomes in non-paid journals which are indexed in Sci/Scopus/WoS
- A copy of the publication should be submitted to research office
- JSS University shall recruit such faculty members who have demonstrable/demonstrated capability in research.

- Faculty promotion and annual increment 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), journals which are indexed in Sci/Scopus/WoS and will be revised suitably from time-to-time.

General policy and guidelines in submission of Sponsored Research Proposals

- Norms to be followed to designate as PI and Co-PI for Sponsored Research Proposal. A person can be designated as PI and Co-PI for Sponsored Research Proposal if he /she satisfies the following criteria
 1. The subject area of the proposal should encompass the research area of the PI and Co-PI
 2. PI and Co-PI should have relevant research publications in the subject area of the proposal
 3. Should contribute in conceiving and designing of the study of the project
 4. Should contribute in acquisition and interpretation of data
 5. Should contribute in critical assessment of intellectual content
 6. Same individual should not always assign themselves as PI and Co-PI, they should give opportunity for other researchers in the same area for submission.
- Each funding agency has its own format and guidelines. The proposal should be submitted after thoroughly going through the guidelines.
- While making an estimate of the funds required for a project, the following budget heads may be taken into account:
 - i. Salary of Project Staff
 - ii. Equipment
 - iii. Consumables
 - iv. Travel (domestic, international)

v. Contingency

vi. Administrative Overheads

- Proposal will be submitted to the Dean Research. Dean Research will arrange to get review comments from the subject experts. Review comments will be appropriately incorporated / addressed by the faculty before final submission.
- Proposal will be presented by the faculty before an Institute level committee, consisting of Principal, Dean Research, HoD and 2 Faculty members nominated by Dean Research.
- After incorporating the comments PI should submit the proposal to Principal for endorsement and other process.
 - A copy of the submission should be given to office of Dean R&D.
 - Implementation of Project begins after the receipt of funds from the funding agency
- The project expense for equipment and consumables will be maintained in a register by PI.
- Purchase of consumables and other equipment should be coordinated by Department of Stores of JSS UNIVERSITY
- The statement of expenditure and utilization certificate will be prepared at every financial year end by the Accounts officer and sent by the PI to the sponsoring agency through the Dean Research.
- PI should send timely reports and other deliverables to the sponsoring agency through the Dean Research. Statement of account to be submitted will be made available to the PI on request by the Accounts officer.
- After completion of the project, final report should be submitted to the funding agency through the Dean Research with a soft copy for the record of the Dean Research.
- A completion certificate should be obtained by the PI from the funding agency for successful completion of the project.
- The project file will be closed with the submission of the final project report.

- Collaborative projects between two or more institutes can be submitted only after the approval of respective authorities. The funds will be received by the host institute of the PI and the host institute will transfer the funds to the collaborative institutes/organizations as specified in the project proposals. If the funding agency agrees, funds can be released separately, to the participating institutes.
- The follow up of proposals submitted should be coordinated by the research office with the help of the Liaison officer under the guidance of Principal/Dean.
- Faculty promotion and annual increment may significantly depend on research undertaken. The quality of research output, may be assessed on the established yardsticks based on the research project submitted and sanctioned.

General policy and guidelines in submission of Proposals seeking Fund for Improvement of Science & Technology Infrastructure and conduction of Courses/ Seminars/Symposia/Conferences/Workshop

- In order to bring awareness, as well as to provide exposure to state-of-the-art subjects in diverse areas of science and technology, the faculty and academic staff of the Institute can organize Courses/ Seminars/ Symposia/ Conferences/Workshops seeking funding support from various funding agencies.
- There are also certain grants given to the Institute by funding agencies for purposes of infrastructure improvement and lab improvement (MODROBS).
- The proposal submission for Improvement of S&T Infrastructure and conduction of Courses/ Seminars/Symposia/Conferences/Workshop will be coordinated by the concerned Engineering department, endorsed by the Principal/Dean.
- A copy of the submission should be given to office of Dean R&D

- A common format of brochure of specific events is provided in the college website (need to prepare and upload on the website)

Guiding notes for conduction of National and International Conferences

Conferences are a vital part of research ecosystem, and academicians across the globe voluntarily put effort in organizing conference.

- For organizing any Conferences request must be sent through HoD to Dean Research who may obtain necessary approval of the Principal/Dean Research.
- Principal/Dean Research will seek approval from the headquarters for organizing the conference.
- The Institute provides partial support for organizing Conferences which help in improving the visibility of the Institute.
- The Organizing Secretary of the conference can submit proposals seeking fund from funding agencies for conduction of the conference with the help of Research office.
- Organizing Secretary should submit the proposal to Principal/Dean for endorsement and further process.
- Organizing Secretary should submit the proposal to various publishing partners of the conference proceedings with the help of Research office.
- The fund received will be credited to the institute account and the account should be audited by the Institute Accounts officer before closing.

Code of Ethics for Research

All faculty and staff members pursuing research in the college are expected to maintain high standards of integrity, honesty and professionalism in respect of all the work undertaken by them. An ethics committee has been constituted and a Standard Operating Procedures (SOP) is adopted for monitoring research activities of the college. The objective of this SOP is to contribute to the effective functioning of the Committee by ensuring a

qualitative and consistent ethical review mechanism for health and biomedical research involving human participants.

Institution recognizes that in a significant number of cases the involvement of an Institutional Research Ethics Committee may be necessary and expects all researchers embarked on research involving human participants or personal data to consider the ethical risks of their work. An Institutional Research Ethics Committee has been constituted to guide, in case of doubt and to plan the research carefully, not least to ensure scientific validity, and to consider any ethical issues.

Procedure to be adopted by researchers

1. Every research project in individual Department should be preceded by consideration of ethical issues, including general issues of research governance, plagiarism, and whether or not the research involves human participants.
2. The Institutional Research Ethics Committee recommend that individual self-assessment is carried out by the researcher who will undertake the research.
3. In the first instance advice should be sought at a local level. Undergraduate and Postgraduate students should seek the advice of their supervisor or mentor. Staff, or any other person conducting research on Institutional premises, should seek advice from the Head of Department.
4. The aim of this assessment is for the researcher concerned to consider whether any ethical concerns are raised. If there are no ethical concerns, then the researcher may proceed with their research work. However, if the researcher has any doubts concerning the ethics of their proposed research work, or whenever the research involves human subjects, the researcher should approach Institutional Research Ethics Committee.
5. For all studies involving human participants, self-assessment is not sufficient, and the applicant should inform the Institutional Research Ethics Committee of the nature of the study. This should be done using the review form. This form should be completed and

sent to registrar@jssuninoida.edu.in in with a copy to arr@jssuninoida.edu.in together with an example participant information sheet and participant consent form. Any other documentation that you may have, such as questionnaires or user manuals, should also be submitted.

6. The Ethics Committee will consider your application and will offer pragmatic guidance on likely risks and legal constraints, as well as assessing the adequacy of problematic research proposals.

7. The Ethics Committee will approve the proposal and the research can go ahead if no major ethical issues found.

8. If Institutional Research Ethics Committee consider that they are unable to provide the level of necessary review they will refer the case to the Research Ethics Committee at the headquarters University Research Ethics Committee.

Conclusion

The research policy of JSS UNIVERSITY provides a framework for the growth and implementation of research activities at JSS University Noida (JSSUN). Research policy will help to create a research environment wherein academic staff are encouraged to engage with research as a process, drawing support from the Research Office aiming for excellence in research output. It will be implemented for a period of one year from the date of approval. Management will review and revise the policy, if necessary, in consultation with the stake holders.

Dr. Mamatha TG

Registrar

ANNEXURE

R&D INCENTIVES & BENEFITS FOR FACULTY MEMBERS

In order to inculcate and imbibe a vibrant research culture at JSS University, Noida (JSSATE-N) the policy for awarding incentives and other benefits for the Faculty Members to motivate and involve in R&D Activities is being enhanced.

CATEGORY 1: Research Publications, Book Publications and Patents

*All incentives will be paid only if “JSS University, Noida” is the affiliation in all the required correspondences and evidentiary documents/papers.

**Above Incentives will be provided once a publication is indexed/appears in Scopus/WoS, Journal, Patents are granted/ published. The incentives will be paid for only ONE author of JSS University, Noida, if multiple authors are from JSS University, Noida. Incentive will be given for FIRST author/Corresponding author among JSS University, Noida faculty only.

All publications with documentary evidences must be approved by PRINCIPAL, VICE-PRINCIPAL & Dean R&D.

1. Research Papers published in referred journals & book chapters (SCI/ WOS/ SCOPUS) are as below

1 st Author	2 nd Author/Corresponding author/Supervisor	3 rd Author /Co-Supervisor
Rs. 3000/-	Rs. 2000/-	Rs 1000/-

2. Faculty can claim publication charges for research papers in quality journals indexed in Scopus / WoS and conferences (Scopus/WoS) limited to Rs. 12,000/- in total in an academic year.

3. Patent Expenses for IPR (Patent/design/trademark/copyright/GI) filing, publishing, FER and attorney fee will be borne by JSS University, Noida if college is only applicant.

CATEGORY 2: Guidelines for deputation of staff to attend Conferences, seminars, Workshops, training programmes etc., and for payment of Travelling Allowance, etc

The teaching and other staff of JSS UNIVERSITY are allowed to participate in events like Conference, Symposia, Seminars, Workshops, Training Programmes etc., The Participation can be within the country and abroad to present scientific and research findings in national and international forums, to update their knowledge with reference to the latest developments that have taken place in the various field of their study, to interact with leading scientist and academicians and develop goodwill and support for the development of the institution.

The following guidelines are prescribed to regulate the selection of the staff and entitlement of TA, DA etc.,

1. Eligibility:

- i. Only such staff members who have completed their probation period and have still a minimum of three years of service (with reference to the date of superannuation) will be deputed to attend these conferences, seminars etc.,
- ii. One staff member can be deputed to attend such events only once in a calendar year.
- iii. Deputation of staff to attend Quality Improvement Programme/ Training Programmes exceeding two weeks duration (excluding journey days) will not be more than once in two years.
- iv. Deputation of staff for participating in international events will not be more than once in three years.
- v. Staff will be deputed to attend the events only in cases where scientific paper presentation is accepted as presenting author for oral/poster

presentation at the said conference, etc, or he/she has been invited as a speaker/ chairman of a scientific session at the said conference.

- vi. The staff deputed to attend national conferences, seminars, workshops, etc., falling during the working days of the institution shall not at any given time, exceed 15% of the strength of the department concerned.
- vii. Request by the staff in the enclosed proforma placed at Annexure should invariably be routed through the Head of the Department to the Principal/Vice Chancellor at least 15 days in advance of the event if held within the country and 45 days, if held outside the country. Such requests should be supported by the following.
 - a) Letter of the organizers/ sponsors of the event accepting the paper for being presented in the conference etc., or inviting the staff to deliver a talk or preside over a scientific session.
 - b) Specific recommendation of the head of the Department.
 - c) Details of assistance (in cash or kind) to be provided by the organizers/ sponsors.
 - d) Details of financial assistance from sources other than JSS UNIVERSITY (Copies of sanctions and extent of assistance etc., to be sent)
 - e) Breakup of the assistance required from JSS UNIVERSITY
 - f) Benefits of the event to the institution.

2. Entitlement:

- (i) The period of attending the event including journey time will be treated as official duty. If the participants desire to spend more time than the actual days of the event and journey, they may do so by availing EL/CL at his/her credit but with prior approval of the principal/Vice Chancellor.
- (ii) For attending such conferences/ symposia/ training etc., within the country the staff will be entitled to the following financial support from the institution.

- (a) TA and DA as per the rules of the institution. A certificate of his/ her participation issued by the organizer should invariably accompany the TA claims. In cases where the organizers pay TA/DA, no claim from the participants will be entertained.
 - (b) Registration charges up to a maximum of Rs. 2000/- for national and Rs. 5000/- for international conferences/ symposia/ training etc., in India if not waived/ made complimentary by the organizers.
 - (c) If the participant staff receives travel grants/ financial support from any other organization/ department; all such amounts received shall be informed and paid to the Institute.
- (iii) For attending events abroad with prior approval, the participant will be entitled to the following financial support from the Institution.
- (a) Registration charges in full up to a maximum of \$ 800, if not waived/ made complementary by the organizers.
 - (b) Half of the International airfare in economy class for travel to the country where the conference is held and back to India, provided it is not sponsored by any other agency.
 - (c) Daily allowances at 50% of the approved rates, not exceeding seven days of the event, whichever is less.
 - (d) If the participants receive grants/ financial support from other funding agencies, the same will be informed to the college authorities and such grants support received in excess towards travel within India, International travel, registration charges and boarding and lodging expense (DA) out of payments claimed in the TA bill and as loan shall be remitted to the institution.
3. **Report on Return:** Every member of staff availing such financial assistance from the Institution should on his return submit a brief written report about his participation in the workshop/ Seminar/ training etc., highlighting his individual contribution. In case of International Seminars/ Conferences, he/she will have

to make a presentation to the Principal/VC and other faculty members of the Institution regarding the benefits accrued from the workshop/ seminar/ training etc.,

4. **Claims:** The individual claims from participating staff in the TA bills prescribed form should be preferred immediately on return and in any case no later than one month of return. The TA claims should be supported by counterfoils of Air Tickets, other journey tickets, vouchers etc., in proof of performing the journey and incurring other expenses. It should contain all items of expenditure involving those already incurred by the institution on behalf of the concerned staff by way of reservation by rail/ air, advances etc., In addition, the TA bill should invariably be accompanied by the certificate of attendance issued by the organizers of the conferences/ symposium/ workshop, etc.,

CATEGORY 3: Granting of permission to the faculty members of the JSS University Noida to pursue PhD programs on Part-Time basis, under faculty development program.

Adverting to the cited subject, management will provide permission to the faculty members of the academy who wish to pursue PhD programs on part time/ Week end courses with universities, based on the following terms and conditions:

1. Faculties, who wish to enroll for PhD programs and attend the courses during week days, will be provided with two half-day permission on two in a week. However, such faculties have to execute a bond for serving the institution for at least three years after completion of PhD/M.Tech program.
2. The faculties can avail leave without affecting their work load.
3. In case the faculties who wish to leave the academy before completion of the bond period are liable to pay Rs 75,000/- in lieu of the bond period.
4. However, the academy to ensure that the faculties availing the above facilities are to execute the service bond/ agreement on relevant stamp papers, thereby adhering to the terms and conditions of the service bond/ agreements executed.

Dr Mamatha TG

Registrar