

ವಿಜಯನಗರ ಶ್ರೀ ಕೃಷ್ಣದೇವರಾಯ ವಿಶ್ವವಿದ್ಯಾಲಯ
ಜ್ಞಾನಸಾಗರ ಆವರಣ, ಬಳ್ಳಾರಿ-583105

Vijayanagara Sri Krishnadevaraya University
Jnanasagara Campus, Ballari - 583105



Policy for Promotion of Research and Code of Ethics

With effect from May 2022, Revision:0

Policy for promotion of Research and Code of Ethics

1. Preamble

The influence of higher educational capital on society is predominant and the availability of this capital is prerequisite for development of the nation. Over the years, globally there is an increased focus on this capital, which spurs innovation, invention, critical thinking and a source of knowledge base for the society. The universities are the nurturers of this capital, the fame and recognition of these learning centers rests on its high quality research, experiments, and other academic endeavours. For overall advancement, teaching and research should go hand in hand and there should be considerable emphasis on professional research. On this path, the Vijayanagara Sri Krishnadevaraya University is striving to develop itself into an institute of excellence in education and research, endeavours to have its own policy which not-only facilitate but also influence innovative research which augment the contribution to the society. These activities, in the long-run will put the university to its distinction.

2. Research Advisory Committee (RAC)

The University shall establish Research Advisory Committee (RAC) in the campus which will provide research and administrative support for the operation of sponsored research, consultancy and other R&D related activities in the University.

The composition of RAC is as follows:

a) Vice-Chancellor	Chairman
b) Registrar	Member
c) Finance Officer	Member
d) Deans of Faculty	Member
e) Director, PMEB	Member Secretary

The RAC shall meet at least thrice in an academic calendar and the Member Secretary is responsible for conducting and maintaining the proceedings of the meeting.

The Research and Development Center (RDC) of the University will work under RAC for the promotion of Research related activities.

3. Research and Development Center (RDC)

The University shall establish Research and Development Cell (RDC). The Director for Research and Development Center (RDC) is nominated by the Hon'ble Vice Chancellor. The Director shall be a prominent researcher in the University. The Director RDC will head various R and D committees to drive the research governance. The various committees under RDC shall include:

- i) Finance and Infrastructure,
- ii) Research Program and Policy Development,
- iii) Collaboration and Consultancy,
- iv) Product Development, Monitoring and Commercialization, and
- v) IPR, Legal and Ethical Matters

The various members of the above committees are nominated by the Director, RDC on approval from RAC.

4. Objectives of RDC

- Primary objective of the RDC is to encourage faculty to obtain external funding - the promotion of the department as well as professional development.
- To establish external linkages, the RDC boosts for inter-departmental collaboration, inter-University/institutional partnerships at national and international levels.
- Secondary objective of the RDC is to strengthen the overall research profile of the University which is primary for rankings.
- Strengthen and promote the Academia-Industry collaboration.

5. Responsibilities

The RDC is responsible for establishment and promotion of excellence in research, development, consultancy and training activities. It shall enhance the quality of research programmes, projects and the research infrastructure in the University.

The center shall collect the information relating to research and development activities- such as call for proposals of individual/collaborative research projects from funding agencies, international/national conference/seminars and the same to be circulated to the concerned departments and to be posted in university website. The center will encourage its faculty and

other academic staff to undertake sponsored research and consultancy projects in order to strengthen the research profile of the University.

6. Promotion of Research

6.1. Research Promotion for Faculty

i. Conference funding within the country

The University will provide financial assistance for paper presentation within the country in conferences/seminars or for attending one capacity building programmes/workshop.

ii. Conference funding outside country

The University shall encourage faculties to get international exposure and share their research by providing financial assistance for paper presentation outside the country. The funding shall be provided as per University norms.

iii. Seed Money for young faculty

To encourage research activities among young teachers, the University shall provide start-up grant in terms of Seed Money. The Seed Money shall be provided to faculties as per Seed Money policy.

iv. Annual awards for Best Research publication/ Projects/Consultancy work/Patent

The University shall recognize and reward high quality and outcome based research publications of teachers/research scholars. The faculty-wise “Best research paper award” shall be provided annually, wherein the research paper is declared best by a board of experts. Further, the University shall reward teachers receiving state/national/International fellowships/awards. The awards shall also be provided to faculty who fetch funding for projects, take up consultancy work and publish patents.

v. Encouragement for Post-Doctoral fellowship for young faculty

The University aim to identify motivated young researchers and provide them support to carry Post-doctoral research work within/outside the country. The support shall be in terms of salary protection and study leave, for a period of maximum two years.

vi. Faculty exchange programme

The University supports faculty exchange programs to teach or to conduct research for one semester or an academic year at an overseas University/Institution. The University shall provide support in terms of salary protection and study leave for a period maximum of one year. The faculty members will benefit from exposure to a culturally diverse and competitive

faculty make-up in overseas universities. The faculty exchange programs present a unique opportunity for interaction between foreign and Indian universities.

6.2. RESEARCH PROMOTION FOR STUDENTS

i. Encouragement for student internship programme

The internship programmes will equip students with practical experience. The departments to offer internships to students for academic credits. The students can earn work experience by participating in an internship.

ii. Encouragement for students to publish their projects

The University to develop research culture among students by introducing research projects as mandatory academic credit. The University shall encourage the students to publish their research projects in journals/books. Further, the University shall reward students who have published in a reputed journal.

iii. Student Exchange Program

The University shall allow research students to carry their research work for 3-6 months in a year in premiere institutes or abroad on invitation or in collaborative projects.

7. CODE OF RESEARCH ETHICS

7.1. Objectives

- To create academic awareness about responsible conduct of research, promotion of academic integrity and prevention of misconduct including plagiarism among students, researchers and faculty members of university.
- To establish institutional mechanism through education and training to facilitate responsible conduct of research and deterrence from plagiarism. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism.

7.2. Ethical principles followed by University

Integrity: Researchers are expected to maintain the highest standards of honesty and integrity at all times.

Respect: Researchers must operate according to acceptable standards and must have respect for themselves, their colleagues, professional and academic community, human research subjects, the environment and the society.

Beneficence and non-maleficence: Researchers have an obligation first towards non-maleficence and then to ensure that their research aims at some overall good, more in particular to the industry, knowledge body and lastly to the Society.

Justice: Researchers ensures the fair distribution of both the burdens and benefits of research and is of particular relevance when research involves human participants.

7.3. Academic freedom and dissemination of research results

Plagiarism Policy: Teaching & research is a noble profession based on extremely high moral values. Ethics and honesty are the two most important components of the academic activities be it teaching or research. There cannot be any room for claiming the credit for the work he/she has not undertaken. Many times it is observed that some of the “academicians” knowingly or unknowingly publish or present other’s work as their own. Ideas too are borrowed without acknowledging the persons who have first conceived the idea. Such acts affect healthy academic atmosphere in the institute which will also harm the reputation of the institute as well as the individual. For the purpose of creating awareness about plagiarism, the faculties/researchers of our university are being informed.

Definition of Plagiarism: Plagiarism is the “wrongful appropriation” and “stealing and publication” of another author’s “language, thoughts, ideas, or expressions” and the representation of them as one’s own original work. Plagiarism is considered academic dishonesty and a breach of journalistic ethics. It is subject to sanctions like penalties, suspension, and even expulsion. Plagiarism is not in itself a crime, but can constitute copyright infringement. In academia and industry, it is a serious ethical offense. Plagiarism and copyright infringement overlap to a considerable extent, but they are not equivalent concepts, and many types of plagiarism do not constitute copyright infringement, which is defined by copyright law and may be adjudicated by courts. Plagiarism is not defined or punished by law, but rather by institutions (including professional associations, educational institutions, and commercial entities, such as publishing companies). Plagiarism could be intentional (dishonest plagiarism) or non-intentional (negligent plagiarism).

Negligent Plagiarism: Negligent plagiarism means innocently or carelessly presenting another person’s work as one’s own without acknowledging the Source. It arises from one’s inadequate knowledge and competency in writing. It is also due to careless

attitude resulting into non-compliance of standard verification procedures. In this type of plagiarism, the degree of copying is not substantial.

Dishonest Plagiarism: Dishonest plagiarism means knowingly and deliberately presenting another person's work as one's own work without acknowledging the Source. It involves intentional copying of substantial proportions of the other's work without written or unwritten permission and also without acknowledging the source.

Detecting Plagiarism: The detection of plagiarism and judgement to be made by a person who understand the subject and who is also aware of the definition of plagiarism. Such person should also be aware of the tools available to detect the plagiarism. Therefore, it is important for an academic institute to have in place a policy on plagiarism to avoid such type of acts. All researchers are required to submit a signed statement that they are aware of the plagiarism policy of the Institute and no part of their research work is not copied in any form and it is their own creation. The author has given due credit to the earlier authors whose work has been referred to.

- a. For establishing the originality of the submitted manuscripts, the plagiarism software is used to know the originality of the manuscript / article / research report etc.
- b. In case of plagiarism or un-originality is detected or suspected, an action on account of misconduct will be taken against the plagiarizing authors. This may include approaching the third parties including their affiliating institutions and other research organizations for verification and authenticity, of the matter presented.
- c. The submitted plagiarized documents may also be shared with the original authors or third parties for high-lighting the misconduct by the plagiarizing authors.
- d. In severe / repeated incidences, the author / faculty member / student will be black listed or may ever be subject to expulsion if deemed fit.

Curbing Plagiarism

- a. The Examination section shall declare and implement appropriate online software so as to ensure that documents such as PhD thesis, dissertation, term papers, reports, publications or any other such documents are free from plagiarism at the time of their submission.
- b. Every student submitting a PhD thesis, dissertation, technical papers or any other such documents to the supervisor/guide shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free from plagiarism.

- c. Every faculty- researcher submitting a thesis, dissertation, technical papers or any other such documents to the Board of Anti-Plagiarism and shall submit an undertaking indicating that the document has been prepared by him or her.
- d. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the institution.
- e. Each supervisor/guide shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free.
- f. Zero Tolerance Policy in core area: The core work carried out by the student, faculty, staff and researcher shall be based on original ideas and shall be covered by Zero Tolerance Policy on plagiarism. In case plagiarism is established in the core work claimed then “Research, Innovation and Consultancy Centre” of the institution shall suggest for revision of work until it gets plagiarism free. The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations.

Levels of Plagiarism: As per UGC Norms and its modification time to time

8. Guidelines for Operation of R&D Projects

8.1 Administrative Approval/Sanction:

- i) The Co-ordinator/Principal Investigator (PI) should obtain a formal administrative sanction, for the item (head) wise expenditure of the grants (as awarded by the funding agency) for the entire duration of the project, i.e., from the date of implementation to the termination of the project from the Vice-Chancellor. There is no need to seek further administrative approval except for purchase of equipment wherein, the PI/Co-ordinator shall get the approval for the specifications and subsequent purchase.
- ii) The Co-ordinator/Principal Investigator may draw advances directly from the Finance Officer (F.O), without seeking further administrative sanction. The Finance Officer is authorized to release advances to the Co-ordinator/Principal Investigator as and when requested. The Co-ordinator/Principal Investigator should submit the proposed item- wise expenditure and plan of action while applying for advance. Further, the advance taken should be settled by submitting bills directly to the Finance Officer.

8.2 Selection of Project Fellows/JRF/SRF/Project Assistants:

For appointment of any research staff sanctioned in the research project a 'Selection Committee' be constituted which shall consist of a) Co-ordinator/Principal Investigator, b) Deputy Co-ordinator/ Co-Investigator, if any c) Chairperson of the Department, d) Subject Expert from outside the University and e) Director, R I C shall be constituted and the selection shall be approved by the Committee. The Co-ordinator/Principal Investigator will convene the meeting. Wherever the Chairman himself is the PI/Co-ordinator, the Dean of the Concerned Faculty shall be in the Committee as the Chairman. Attendance of the external member as subject expert is mandatory.

8.3 Purchase of Equipment and Consumables(if any)/ Carrying out and Minor Civil Works:

- i) The Co-ordinator/Principal Investigator may spend upto Rs.10,000/- (Rupees Twenty Thousand only) at a time on any item without calling for comparative quotations. This includes minor civil works related to renovation/ alteration/ electric work/ civil works pertaining to laboratory/ animal house, directly or through Resident Engineer.
- ii) For purchase of individual item (s) costing above Rs.10,000/- and less than Rs.100,000/- comparative quotation shall be called from at least 4-6 suppliers/ dealers. However, there should be a minimum of 3 quotations while finalizing the purchase order. This will not apply for purchases that are covered under the Rate Contract.
- iii) For Purchase of items of more than or equal to Rs. 1,00,000(1 lakh) the provisions of the Karnataka Transparency in Public Procurement Act, 2001 should be followed.
- iv) Items whose prices are approved by the Government of Karnataka and or DGS and D, Government of India can also be directly purchased without calling quotations.
- v) For purchase of items directly from the sole manufacturers, suppliers or distributors, of Indian/Foreign materials in India and from standard company show rooms it is not necessary to obtain comparative quotations. The relevant

provisions of the KTCP Act. 2000 may be followed. The single quotation obtained from any of the above suppliers may be used to place orders with the approval of the Vice-Chancellor.

- vi) The equipment or(and) furniture, consumables procured under the research grants shall be first entered into Stock Register Book of the concerned project maintained by Principal Investigator/Coordinator for individual grants. The PI/Co-ordinator shall also maintain a logbook documenting the use of the equipment. After retirement/ leaving the University, the Principal Investigator shall return all the equipment/ furniture to the Chairman of Department (COD) who will in turn distribute the same among the faculty members of the department in consultation with the Department Council. All the equipment shall remain in the department to which the Principal Investigator belongs, irrespective of the Department to which a Co-Principal Investigator may belong.

8.4 . Purchase of Books:

The books may be purchased directly from the suppliers/ dealers without calling for quotations with at least 10% discount except in case of publication of Government/ Scientific Organizations after the approval from Registrar. In case of foreign books, the bills should accompany the price proof and Good offices committee (GOC) conversion rate applicable at the time of supply.

8.5 . Field Work:

- i) In projects where fieldwork is a component, the Co-ordinator/Principal Investigator is encouraged to take up field works as far as possible on holidays and weekends. Where fieldworks are carried out on working days, the Co-ordinator/Principal Investigator may undertake the fieldwork after permission from the Registrar. The Principal Investigator on approval from the Registrar may sanction duty leave and TA/DA to the personnel etc. working under the project. The teachers working in the coordinated projects may undertake field trips after obtaining permission from the Registrar for field works. However, the investigators should plan their field works without affecting the departmental works i.e., teaching, conduct of examination works, etc.

The field investigators/local field investigators may be appointed by the PI/co-ordinator by the prior permission from the Registrar and they may be paid the actual TA, admissible DA and remuneration equivalent to the daily remuneration given to the Class –C employees to the university. However, the local field investigators are eligible only for remuneration wherever there is provision for payment of remuneration to the informants, a separate approval need to be taken for the same, from the Vice- Chancellor. Further, these items need to be specifically mentioned in the proposal sanction order itself.

8.6 . Library reference work/laboratory outside the university/ attending conferences / workshops / seminars

- i) The co-ordinator/ Principal investigator and the entire person working under the sanctioned project are permitted to visit institutions for the above purposes under prior consent of the Registrar without affecting Examination work of University and Department works/ functions etc. The registration fee for seminar/ Symposium/ Conference/ Workshop may be claimed out of the project grant, if permitted by the funding agencies.
- ii) The Principal Investigator on approval from Registrar is authorized to sanction TA/DA to the respective project personnel (e.g.Co-Investigators, JRF, SRF Project Assistant, Postdoctoral Fellows, Research Associates, etc.) for tra related to the project, out of the project funds.

8.7 . TA/DA to Project Personnel: TA/DA to Project Personnel will be as per rules of the University. However, those drawing a salary (fellowship) of Rs.10,000/- or more per month are eligible for II AC rail fare. The PI/ Coordinator is authorized to sanction TA/DA on approval from Registrar for undertaking activities related to item 8.5 and 8.6 above, to research personnel (e.g. JRF, SRF, Project Assistant, Postdoctoral Fellows, Research Associates, Co-Investigator etc) and teacher participating in the Project.

The Principal Investigator/ Co-ordinators are eligible to claim actual expenses on boarding and lodging by producing valid receipts.

8.8. Vehicle Hiring: The Co-ordinators/ Principal Investigator may hire taxi whenever needed for conduct of fieldwork or other project related work. In case of car, the current rate admissible by the University (per km) and payment for minimum of 300 km per day is allowed. In field works in interior areas like forests, hills etc. a higher taxi fare may be allowed by the Registrar on special request. Hiring of Jeep/ tempo is permitted as per the existing market rates. However, a formal approval from the Vice-Chancellor is necessary in such cases where hiring charges exceed the rates approved by the University. In case of short distance field works or other project related work (*less than 150 km each way*) the investigator may also use own cars and claim Rs.9.00 per km. However, for the use of own cars, the maximum permissible travel shall be 300 km per day at a time.

8.9 . Photocopying and Typing Charges:

In order to obtain quality service in Photocopying and typing works, the prevailing market rates as certified by the Co-ordinator/ Principal Investigator are allowed.

8.10. Appointment of Secretarial Assistant/ Lab cum Field Attendant:

In case there is a provision to appoint Secretarial Assistant/ Lab cum Field Attendant they may be paid out of hiring charges. The said personnel may be appointed after obtaining approval from the Registrar.

The remuneration for the various personnel shall be as follows:

Secretarial Assistance: Maximum Rs.2000/- p.m subject to availability of funds.

Peon/ Attender: Rs.600/- p.m

The payment shall be made only to personnel working in Departments and only in case of departmental projects.

In case of full time secretarial assistance, the wages as paid to the Class-C employees working on contract basis in the University (Rs.762 as on 01.10.2021 and the wages may be modified as per revisions by Govt) shall be paid. Prior approval of the Registrar should be obtained for such appointments as well as payments.

8.11.Overhead Charges:

Some R and D agencies provide overhead grants for providing the necessary infrastructure for the project work. This includes maintenance of equipment and benefits to the personnel employed in the project. The funds may be used for the

following purposes on need basis on approval from Vice Chancellor. Procurement of the equipment and accessories, air conditioner, stabilizer, UPS, batteries, exhaust fan, animal cages, aquarium, dust free cabins, computer and its peripherals, printer, scanner, photocopier (Xerox machine), Fax Machine, phone, electrodes, optical/electronic components, photographic equipment, spares, consumables (Chemicals, Glassware, insecticides, fungicides, farm yard manure, pots for growing plants, thin sections of rocks), books, scientific journals and for payment of reprint charges, charges for publication and postage. The overhead funds may also be utilized for alteration of laboratory facilities, purchase of furniture and any other expenditure related to the project including travel. However, a valid justification need to be furnished for the above said expenditure.

Note: The policy is subject to periodic review

Date of Approval by Syndicate: 05/05/2022

Registrar
REGISTRAR

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Vice-Chancellor
VICE-CHANCELLOR,

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