

General Shivdev Singh Diwan Gurbachan Singh
Khalsa College Patiala



RESEARCH POLICY

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Policy for Promotion of Research

1. Introduction

General Shivdev Singh Diwan Gurbachan Singh Khalsa College Patiala is a premier Autonomous College of the region standing on a rich legacy of academic excellence of sixty years. Our inclination intensely leans towards research and development. Khalsa College is known for its strategic, multidisciplinary research activities in the field of commerce & Management, Humanities, Physics, Chemistry, Agriculture, Music, Computer Applications, Bio-Technology and Mathematics. Research makes it possible to create knowledge, innovation and new insights for extension activities and making teaching more systematic and vibrant. Khalsa College has significant place for research activities and encourages all staff members and students to involve in the outcome-based research. The College nurtures various research activities that offer a plethora of opportunities for research funding in vibrant multidisciplinary environment.

General Shivdev Singh Diwan Gurbachan Singh Khalsa College Patiala is committed to be a Research and Innovation driven educational institution of the region. The college aims to pursue cutting-edge basic, targeted, and applied research in all domains/ faculty of studies in a transparent, responsible and ethical manner for advancement of knowledge and development of novel processes, technologies and products. It is equally important to ensure that the products and outcomes of such research are appropriately disseminated to reach the widest possible audience at both national and global levels.

This policy provides a set of guidelines for conduct of research at all levels and is applicable to all permanent of the College and students who may be involved in any form of research activity.

1.1 Purpose of the Policy

The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and researchers in GENERAL SHIVDEV SINGH DIWAN GURBACHAN SINGH Khalsa College Patiala. The policy shall serve as an overall framework within which research activities may be carried out.

1.2 Research Objectives

General Shivdev Singh Diwan Gurbachan Singh Khalsa College encourages its faculty and students to serve its research goals. All faculty members are expected to undertake research activities in addition to their teaching and administrative responsibilities. All research activities should be undertaken in compliance of the Autonomous College Research policies. The research objectives are to –



1. Affirm research as an integral activity at the College;
2. Maintain and enhance the quality of research undertaken;
3. Maximize funding support for research through external and internal sources;
4. Create transparent, effective and efficient systems for maximizing research outputs;
5. Provide a framework for conduct of research in a transparent, socially responsible and ethical manner;
6. Ensure a facilitating environment for conduct of high-quality original research by all individuals affiliated with the College and provide continued and effective support for pursuit of research activities;
7. Translate new knowledge, innovations, technologies and tools emerging out of research conducted at College into products and processes for societal benefit;
8. Protect Intellectual Property (IP) generated as a result of research conducted at College;
9. Create a rational, transparent and efficient system for management of all research processes;
10. Ensure effective dissemination of research activities and achievements of the College both internally and externally; and
11. Enhance the research profile of the College by effective dissemination of research activities and achievements of the College at all levels to maximize the impact and recognition of research done at Khalsa College Patiala at national and international levels

2. Research Management

2.1 Composition of College Research Committee

The **College Research Committee (CRC)** is headed by the Dean Research and will include Five (05) faculty members from different disciplines of the College.

2.2 The Role and Function of the CRC

- To make recommendations to the Principal on matters related to research promotion and infrastructure.
- While it is expected that the researchers will use their knowledge and skills to undertake the research, the college support the research activities and may also help to generate funds to complete their research activities. The extent of support will be decided based on the potential of research outcome on peer review. It is expected from the researcher to ensure potential benefits to the College.



- CRC will also facilitate designing of custom-made faculty development Programmes, workshops and seminars in advanced areas to improve upon the skills of College faculty and researchers and help them overcome their weaknesses in order to maximize their contribution to the College.
- The members of the Committee will also decide on the Long and Short-term Research Strategies in specific areas as well as monitor and review research work.

3 Code of Ethics

General Shivdev Singh Diwan Gurbachan Singh Khalsa College Patiala strives to achieve academic excellence by providing highest quality education and by contributing to original and impactful research to solve industrial and societal problems. Therefore, academic integrity and research ethics of the highest level are expected from each and every member of Khalsa College community including students, faculty, and staff. Academic integrity implies adherence to certain values and moral conduct in academics. Research ethics are commonly developed practices for creating awareness among researchers related to principles ensuring the scrutiny of research projects and accountability of people as responsible members of academic community to serve the society well. This policy shall be applicable to all students, faculty and other staff of the College engaged in the research related activities. There will be separate ethics committee in order to ensure the conduct the ethical research.

This policy covers the followings:

1. Research Ethics
2. Anti-Plagiarism policy

3.1 Research Ethics – General Guidelines

- All faculty members are expected to adhere to core values like honesty, integrity and sincerity and conduct their research in such manner that the reliability and trust of the university should not be compromised or get affected.
- The research aims of any study should benefit both society and industry and should cause no social harm.
- Researchers should make sure that an appropriate research method is selected on the basis of informed professional expertise.
- Researchers should endeavor to ensure factual accuracy and avoid falsification, fabrication, distortion, suppression or misinterpretation of data.



- Researchers should be able to extrapolate the consequences of research engagement for all participants and attempt to alleviate potential disadvantages of participation for any individual or category of person.
- Researchers should ensure that reporting and dissemination are carried out in a responsible manner.
- Researchers should ensure that methodology and findings are open for discussion and peer review.
- Researchers should ensure that any indebtedness to previous research as a source of knowledge, data, concepts and methodology should be fully acknowledged in all outputs.
- Due credit should be given to all the authors depending upon their contribution in the research work. If a student or a faculty/staff has worked in a project, and any publication of that project is published, then his/her name should be mentioned in the authorship in the acknowledgement section of the manuscript depending on the quantum of their contribution.
- Authorship order should be decided in the early stage of a work. All authors must read the completed papers and must be willing to take complete responsibility of the data, interpretations and conclusions presented in the paper.
- All potentially patentable inventions shall be disclosed to the college.
- All faculty/staff members shall update the affiliation or association with this college on various research platforms like research gate, google scholar, publons etc.

3.2 Anti-plagiarism Policy

Plagiarism is one of the most serious violations of academic integrity and ethics. Anyone engaged in plagiarism threatens the values and beliefs of the academic integrity of the college and undermines his/her individual credibility in the community of research scholars. Plagiarism in any form is not permissible in the university and is a serious misconduct which is subject to strict disciplinary action against the person found guilty. The college has a zero-tolerance policy on



plagiarism.

Plagiarism is using, presenting or publishing work of another person as your own without proper citation or acknowledgement. Using words or ideas of others without proper reference or citation is plagiarism. It is very important to give credit, where it is due, to the other person by acknowledging the source of that information.

All published and unpublished material, materials downloaded from internet, copied from lecture handouts or any other source whether in manuscript, printed or electronic form, is covered by this definition. 'Collusion' is another form of plagiarism involving the unauthorized collaboration of students or other individuals in any piece of work. Following and such other acts as prescribed by the College from time to time shall be considered as the act of plagiarism:

- Writing someone else's work as your own.
- Paraphrasing or copying ideas from someone else's work without giving due credit
- Stealing unpublished raw data and publishing it without giving due credit.
- Failing to put the words/idea/ information within quotes "... "
- Giving incorrect information about the source of the quoted material.
- Changing words but copying the sentence structure of a source without giving credit.
- Copying many ideas or words from a source that it makes up the majority of your work irrespective of whether you have given credit or not.
- Writing or reusing one's own specific words, images etc. from previously published texts is known as self-plagiarism.
- Images are also a form of scientific data and ideally need to be presented as such. Manipulating an image related to your research and publishing the same, therefore, will clearly fall under the ambit of research misconduct which comes under plagiarism.
- If a previously published image is included in the manuscript or any publication material, you need to get explicit permission from the copyright holder (which might be either a person, a journal, or a publisher) and needs to be cited clearly. Some images come under the category of "creative commons." Under the "creative commons," the images can be used free of charge, but with proper attribution.
- In case of images/information of any person, the authors should certify that they have obtained all appropriate consent forms. In the form, the individual/legal guardian should give consent for images and other personal information's to be reported. The individual/guardian should be informed that names and initials will not be published and due efforts will be made to conceal individual's identity, but anonymity cannot be



guaranteed.

3.3 Dealing with Plagiarism Cases

Cases of Plagiarism will be investigated and dealt with by the Dean Research who shall also be responsible to monitor the quality of published and un-published work including thesis. Upto 10 % of plagiarism is accepted and in case it is found above than 10% the researcher in the submission of the research thesis and in case it is found above than 10% than the researcher would be asked to submit the revised thesis.

4. Overview: Rights & Responsibilities

4.1 Responsibilities of Researchers

In the best interest of the College, research and quality researchers and the concerned units are obliged to:

- Disseminate the results and findings of research without suppression, distortion or modification induced/ prompted by personalities/agencies /factors extraneous to research.
- Adhere to the university rules and norms while engaging in external consultation services and consultation.
- Make due efforts to publish in Peer reviewed quality journals/ books and to obtain patents.
- Make ethical and responsible use of research facilities.
- Maintain the highest standards of honesty integrity and ethical behaviour in research work.
- Keep accurate academic professional or employment credentials/ records and maintain integrity.
- Obtain prior approval of the research by the concerned agencies wherever necessary and obligatory and meet prescribed norms/ conditions.
- Adopt methods appropriate to the aims of the research and ensure that includes a justified by the results.
- Maintain proper and complete records including research data and primary material

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and provide access and reference to the legitimate interested parties.

- Restrict research authorship to only those who have made significant intellectual loss or scholarly contributions to the research and its output.
- Not too involved in Plagiarism and Intellectual Property Rights violation other relevant works need to acknowledge appropriately and accurately in accordance with their research procedures and /or prior permission has to be obtained from the concerned as the case may be.
- Be aware of appropriate health and safety procedures for his/ her Research and maintenance of the same in the laboratory workplace.

5. Hosting Conferences/Seminars/ Workshops

The college research wing encourages faculty members to organize Conferences/seminars or workshops in collaboration with National and internationally recognized professional organizations to enhance the skills of the faculty and researchers. General Shivdev Singh Diwan Gurbachan Singh Khalsa College Patiala is committed to increase the exposure of its teacher, student and staff by encouraging them to attend & present papers in national and international conferences and to attend seminars/workshops for their professional growth, academic interaction and excellence in research. A well equipment up to date "Prof. Piara Singh Padam Research Centre" is established in the college to provide a highly productive and conducive environment for research.

6. Seed Money as Research Grant

The funds are sanctioned by the College for the Minor Projects approved by the CRC. The Seed money is provided to teachers for carrying out their preliminary research work or to establish a research facility. The proposal for seed money can be submitted by an individual faculty or a group of faculty members based on the research areas. To review and approve the seed money proposals, the screening committee is appointed by the Principal. The committee will consist of the followings: (i) The Principal of the College (ii) Deputy Principal (iii) The Dean Research (iv) The External Expert, (v) Special Invitee appointed by College Principal.

The Project period is one year from the date of sanction and is expected to be conducted by the faculty member himself or herself. Hence no manpower would be supported in the Grant.



The faculty member/group can utilize the seed money for the purposes of equipment, consumables, travel expenses (related to surveys), software, research databases, stationary and testing & analysis etc.

It is expected that the Researcher shall submit the report of the research done to The Dean Research after the completion of one year. The extension for the final submission can be granted on the approval from The Principal and the Dean Research.

7. Human Subjects and Scientific Research

General Shivdev Singh Diwan Gurbachan Singh Khalsa College Research Policy immensely focuses on the human subject-based research protection.

- i. All members of the College who may like to be involved in any research – in sciences or social science/humanities involving human subjects must be knowledgeable about these laws and their requirements. The primary responsibility in this respect lies with the CRC so that there is an institutional system to protect human subjects.
- ii. The CRC will perform prospective and continuing review of each research protocol involving human subjects, including an evaluation of its risks and benefits to the human subjects. The Committee will also check on the informed consent document, particularly as to its description of the risks and benefits as well as consider any unanticipated problems, possible non-compliance, and other information and incidents that might affect this research protocol. From time to time, training for all investigators, research staff, students in the laws and provisions of use of human subjects in research will be organized.
- iii. Anyone who knows that, or has reason to believe that human research is being conducted in an unethical manner or not in compliance with the laws must report the matter promptly to the Dean Research of Khalsa College, Patiala. Non-compliance, protocol deviations, and violations are dealt with by the CRC and College administration strictly. These may, in extreme cases, result in administrative, civil, or criminal penalties against the concerned individuals and the organizations, including termination of employment, contract, or other relationships.
- iv. There are number of laws governing clinical research in India. These include the following, and CRC would like all researchers to adhere to these laws and regulations:
 - Drugs and Cosmetics Act - 1940
 - Medical Council of India Act - 1956 (amended in 2002)
 - Central Council for Indian Medicine Act - 1970
 - Guidelines for Exchange of Biological Material (MOH order, 1997)
 - The Biomedical Research on Human Subjects (regulation, control and safeguards) Bill - 2005



8. Research Misconduct

The provisions under this heading – namely, ‘Research Misconduct’ deals with the procedures to be followed in the event of Allegations, Counter-Allegations, Investigations, and Reporting of any actual or perceived misconduct, for which the required notifications to the funding agencies may also have to be sent. There is no doubt that each member of the University, whether faculty or administrator or research staff, or technical personnel and students, has a responsibility to foster an academic environment conducive to free and fair research. Therefore, research misconduct can be extremely troubling – even if it is raised infrequently.

Khalsa College definition of research misconduct, and procedures for investigating and reporting allegations of misconduct, will conform to the regulations of the governmental and other funding agencies which may have some elaborate policies on this subject. These will be applicable to the research proposed as well as to the research conducted or reported at. "**Research misconduct**" is defined as fabrication (making up data or results, and recording or reporting them), falsification (manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented), or plagiarism (appropriation of another person's ideas, processes, results, or words without giving appropriate credit) in proposing, performing, or reviewing research, or in reporting research results.

If the misconduct is committed intentionally, or knowingly, and if the allegation is proven by the College Research Committee or any of its sub-committees set up to look into such allegations, even instances of failure to supervise adequately, and other lapses from professional conduct or neglect of academic duties could come under its preview. Findings (with respect to research misconduct) of serious academic deficiencies are to be addressed by the Dean Research, or by the Principal.

9 Application of General Principles & Other Matters (in case of Minor Projects)

9.1 Minor Research Projects.

Guidelines for Providing Grants to Researchers for Minor Research Projects.

9.1.1 Introduction and Objectives



The proposal is to encourage young researchers in the college and to motivate them to carry out research work with seed money the college provide financial support to meet the requirements for individual and excellent research in their field of interest

9.1.2 Eligibility: All permanent regular assistant professors working in the various graduate and post graduate departments and who are serving in the college continuously are eligible to avail the grant under the Minor Research Project.

A working teacher can avail only one project scheme of the college at a given time. The one which is offered an accepted first irrespective of the principal investigator must be completed before the other offer is accepted. Failure to abide by this rule shall make the Principal Investigator liable to refund the entire amount paid by the College. It would be the responsibility of the Principal Investigator and the Dean Research for the total accountability of the project. After completion of one project the teacher can undertake another project. It is necessary for the Principal Investigator should publish one paper in a reputed journal in the form of books articles presentation and seminar etc. from the set project completed.

9.1.3 Nature of Assistance:

The quantum of assistance for research project will be as under:

Minor Research Project in all disciplines depends upon the proposal and committee decision.

Non-Recurring Grants:

- a. Equipment
- b. Books and Journals: The equipment as well as books and journals grant may be utilized to procure the essential equipment and books and journals needed for the proposed research work.

The equipment and books & journals acquired by the Principal Investigator under a Minor Research Project must be deposited to the departmental library or the central library after the completion of the project which will be the College.

9.1.4 Recurring Grant

- i. **Contingency:** The admissible contingency grant may be utilized on spares for apparatus,



photo-stat copies and micro films, typing, stationary postage Telugu phone calls internet fax computation and printing need for the project expenditure to was the audit fee may also be claimed under the contingency head.

- ii. **Chemicals and Consumables:** To meet the expenditure on chemicals glassware and other consumable items.
- iii. **Travel and Field Work:** The amount allocated on the head travel/ field work is to be utilized for the data collection and collection of other information such as documents and visits to the library is within the general scope and sphere of the ongoing project. This should not be used for attending conferences, seminars, workshops, and training courses etc. They may also avail special casual leave/ duty leave for the fieldwork/ collection of data as per the university rules.
- iv. **Re-Appropriation:** The Principal Investigator may re-appropriate maximum 20% of the recurring grant allocated under each head with the permission of Dean Research with the justifications.
- v. **Tenure and Implementation:** one year. The effective date of the implementation of the project will be mentioned in the approval-cum-sanction letter.

9.1.5 Procedure for Applying

All The eligible teachers in the College may submit the Minor Research Proposal application in the prescribed format to the Dean Research through the proper channel against the call for the proposal in the College notice.

9.1.6 Procedure for the Release of Grants

The first installment of the grant will comprise of 60% and rest 40% will be released on the final submission of completion documents and the expenditure and utilization certificate.

List of completion documents as follows:

- i. A copy of the final project report along with a soft copy.
- ii. A consolidated item-wise detailed statement of expenditure incurred during the complete project period needs to be submitted.

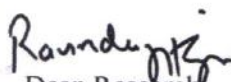


List of completion documents as follows:

- i. A copy of the final project report along with a soft copy.
- ii. A consolidated item-wise detailed statement of expenditure incurred during the complete project period needs to be submitted.
- iii. The Unutilized grant if any may be refunded immediately through the demand draft drawn in the favour of The Principal Khalsa College Patiala.
- iv. It is mandatory to publish one paper in UGC care list journal.
- v. The principal investigator Institutions are expected to settle the accounts immediately on the completion of the project and no representation will be entertained on this behalf.

9.1.7 General

- i. After finalization of the selection procedure of the Minor Research Project the name of the selected Principal Investigators will be posted on the College website.
- ii. The PI's should check the names and send the acceptance certificate duly forwarded by the Dean Research/ Principal of the College immediately to the Dean Research/ The Principal to enable the College to send the approval sanction letters.
- iii. Project is non-transferable in any case.
- iv. If a principal investigator failed to complete the project he she has to refund the entire amount released with the interest.
- v. Extension is only possible with the due permission of The Principal and The Dean Research.


Dean Research



Principal
General Shivdev Singh Diwan Gurbachan Singh
Khalsa College, Patiala


College Principal