

PEOPLE'S UNIVERSITY, BHOPAL



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RESEARCH POLICY & GUIDELINES FOR RESEARCH PROCEDURES

W. K. Malhotra
Registrar
People's University,
Bhopal (M.P.)

W. K. Malhotra
Vice Chancellor
People's University
Bhanpur, Bhopal

PREAMBLE

People's University is established and incorporated by the State Government Notification on 4th May 2011 by Madhya Pradesh Legislature through an amendment in Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam-2007 as Madhya Pradesh Act (No.18 of 2011). The university is empowered to award degrees as specified by UGC under Section 22 of the UGC Act 1956 through its main campus in regular mode. Our journey began with an objective of "Nurturing Humanity through Health & Educational Excellence".

Research requires the cooperation of individuals with a broad range of expertise and the use of a wide variety of materials, equipments and infrastructure. People's University has developed research policy and guidelines designed to ensure that these activities are conducted with integrity and with due regard for the health, safety, and privacy of everyone concerned.


The present research policy has following objectives

1. To create research environment throughout and at all levels in all the constituent units/institutions.
2. To draw the research attention towards priority of national/regional/local interest.
3. To make authentic information in the areas of health and technology.
4. Strategic management and monitoring of research performance.
5. Encouraging the faculty members for getting the funds from related national and international funding agencies and coordinate this activity.
6. Ensure research data and records are accurate, complete, authentic and reliable and the confidentiality and the anonymisation requirements are achieved
7. Administration of the Research, Innovation and Strategy budget and the co-ordination of the Research Excellence Framework.
8. Maximize research efficiency by comply with the Data Protection and Freedom of Information

People's University expects

1. All research will be carried out according to the principles laid out by People's University
2. Primary responsibility for research data management during any research project or programme lies with the principal investigator
3. The principal investigator will be responsible for clarifying responsibilities where data ownership may be ambiguous (e.g. in a multi-partner collaboration). If a PI leaves People's


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People's University
Bhanpur, Bhopal

University their Head of Department should ensure that appropriate provision has been made for data access

4. Every member of a research team should be familiar with the data requirements of the organisation funding their research and of this University policy
5. Each project will have a data management plan that is produced at funding application stage or at the beginning of the project. Note that some funders will have more rigorous conditions than those described here
6. As a minimum, research data directly associated with publications should be archived
7. All research data to be archived must be associated with metadata which meets minimum standards. The metadata should be sufficient to enable other researchers to understand how it was created or acquired, and, if it is to be made openly available, to discover it and assess its reuse potential;
8. All research data will be stored in either electronic or paper form for a minimum of 10 years after the end of a project, unless ethical considerations, participant confidentiality, Funding agency requirements or external agencies;
9. Research data will be submitted to national or international data services and repositories where available or required by either funders or publishers and this will replace the need for local archiving;
10. Exclusive rights to reuse or publish research data should not be handed over to commercial publishers or agents without retaining the rights to make the data openly available for re-use, unless this is a condition of the funding.

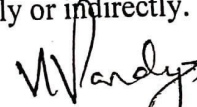
Purpose

This policy support the development and implementation of research in People's university, where the staff can carry out their required research obligation, in which students can be engaged and be supported in their research.

Scope of the Research Policy

University expects the highest standards of integrity to be adhered to by its researchers. University seeks to promote and promulgate good research practice, emphasising integrity and rigour in research, and to create a culture. This guideline applies to all staff and students involved in the research process involved in the organization directly or indirectly.


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Definition

Researches includes the discovery and development which lead to new or significantly improved insights and use of existing knowledge in experimental development to produce new or substantially improved construction, design, devices, materials, products and processes. It excludes routine testing and analysis and development of teaching materials. This policy only includes those who has obligation to carry out research and does not include whose obligations are limited to administration or teaching and who are not primarily for the purposes of research.

Institution objectives & Research priorities

The University wants to raise the research profile of the affiliated institutes, focusing the areas for research excellence and to maximize external research funding. So that it will be beneficial and promote the University's areas of research excellence and build the University's research reputation. It also help to develop facilitate interdisciplinary and multidisciplinary relationships and will engage with other research institutions and industries

The research should be consistent with the strategic interests of the University. Even though research can also be aligned to the priorities of research funders and competitive with other bidders for the fund. It should be of high quality, Substantial and approved by all council

It will also focuses on the development of research and analytical skills, identification social needs and its solutions regarding social, behavioural, financial and health problems of the people in the region and identification of new areas of research.

Thrust areas of Research

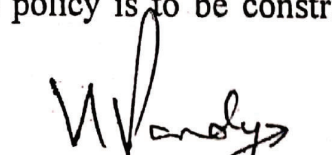
The under taken Researchers should be under the trust area of the university/ institute. Other research area can taken for research with special permission from the Head of the School and Vice Chancellor.

Research guidelines

Requirement to undertake research

To perform research, engage in scholarship and publishing the findings are the right and requirement of all academic staff. Procuring research funds from appropriate source is the right by all academic staff. The requirement to undertake research is a career prospect and over time will be balanced as appropriate with the other obligations of academic staff including significant administrative responsibilities. Nothing in this policy is to be construed to prevent Heads


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Institute from allocating teaching and other responsibilities with correspond to the research record of academic staff.

Format and procedure for conducting research

1. Researchers should be honest in respect of their own actions in research and in their responses to the actions of other researchers. This applies to the whole range of research work, including, Experimental design, Generating and analysing data, Applying for funding, Publishing results, Properly acknowledging the direct and indirect contribution of colleagues, research students, collaborators and others.
2. All researchers must refrain from plagiarism, deception or the fabrication or falsification of results or any other action that could be interpreted as research misconduct.
3. Researchers are encouraged to report cases of suspected misconduct and to do so in a responsible and appropriate manner, in line with the University's Procedure for the investigation of allegations of research misconduct.
4. Researchers should identify, declare and manage any real or potential conflict of interest whether legal, ethical, moral, financial, personal or of any other nature, so that it does not become a complicating or actionable issue.

Research planning and execution

Each unit should develop and implement its research plan. These plans have to be developed by the head of the unit with vice-Chancellor's consultation.

The research plan should be reviewed annually in consultation with their Head of institute. This plan should include research objectives, timetables and expected outputs. It should also reflect any special agreements reached regarding the apportioning of teaching, administration and research duties and research training and/or development opportunities for research according to the career stage of the staff member. All research plans are required to be developed to make opportunities for collaboration.

1. Researcher/team should identify the subject/area of research and Prepare review of literature and research design. Research proposal should be initiated only if approved by the HOI/departmental head.
2. Presentation to HOI and the faculty of the Institute/departmental presentation by non-teaching staff.
3. Initiation of research proposal to the University if approved by the HOI/departmental head.

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4. Presentation by the researcher/team to the University
5. Approval/modification and resubmission/rejection by the University.

Types of research


1. Laboratory research.
2. Social/library research.
3. Hypothetical research
4. Research for formulation of research scales.
5. Quantitative and qualitative research.

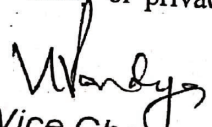
Integration of Research into other activities of the institute

Research is required to be conducted in conjunction with the academic activities and should not be taken as independent activity. Students of management, engineering, pharmaceutical, nursing, hotel management and health sciences should be co-opted in the research activities right from its inception. A joint team of students and faculty may undertake research without any institutional boundaries. Contribution made by each member must be acknowledged by the team member where ever applicable. Ethical standards should be maintained by all the participants.

Publication and Intellectual Property Right (IPR) issues

1. While recognising the need for researchers to protect their own research interests, and to seek protection for any intellectual property identified during the course of the research, the University encourages its researchers to be as open as possible in discussing their work with other researchers and with the public.
2. Once results have been published, the University expects researchers to make available relevant data and materials to other researchers, on request, provided that this is consistent with any ethics approvals and consents which cover the data and materials and any intellectual property rights in them.
3. The University recognises that publication of the results of research may need to be delayed for a reasonable period pending protection of intellectual property arising from the research or the due process that may be required by a sponsoring or funding organisation. However, any such periods of delay in publication should be kept to a minimum and the duration should be agreed in advance with a sponsor or other funder. Such considerations also include the need to observe any contractual, confidentiality or privacy obligations entered into in


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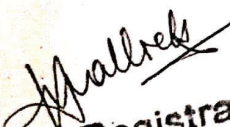

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People's University
Bhanpur, Bhopal

respect of the research or the need to ensure the protection of any intellectual property arising out of the research.

4. Researchers must adhere to the requirements of research funders regarding the handling, preservation and deposit of research data.
5. Intellectual property includes patents, registered designs, copyright, design rights and know-how. Creative work, including research and development, can lead to intellectual property rights (IPR) and some of these can be protected under one or more headings.
6. In patent law, the intellectual property created during an employee's normal or specifically assigned activities belongs to the employer. Where work is being carried out under contract with an outside agency, specific provisions about IPR may apply.
7. Researchers who identify IPR should follow The University Code of Practice on Intellectual Property Rights
8. The agreement of all co-authors/contributors must be sought as to the convention of authorship and the order of names to appear on publications resulting from work prior to any submission for publication.
9. Researchers should make all reasonable efforts to disseminate their research results as widely as possible to the academic community.
10. The lead author on any paper must ensure that all co-authors are familiar with, and approve of, the contents of the paper and can identify their contributions prior to submission for peer review.
11. Anyone listed as an author on a paper should accept responsibility for ensuring that he/she is familiar with the contents of the paper and can identify his/her contribution to it.
12. The practice of honorary authorship is unacceptable.
13. The contributions of formal collaborators and all others who directly assist or indirectly support the research should be properly acknowledged.

Legal framework/ Ethics/ Research involving human subjects

The researchers are expected to observe the standards of research practice set out in guidelines by scientific societies in their disciplines and in compliance with all other relevant professional bodies, statutory, ethical and contractual obligations. All researchers must familiarise themselves with the legal requirements which regulate their work.


Registrar
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Researchers are expected to take steps to stay informed of governmental, institutional and any other regulations, standards or policies in proposing, conducting and reporting research. All research projects and teaching programme that involve human or animal subjects, must secure the prior approval of the relevant ethics committee

Research involving human samples


Approval from the appropriate research ethics committee(s) must be sought for all research involving human participants, samples or data in accordance with the University's policies and procedures. Approvals from other all regulatory bodies are necessary. Research which requires ethical approval must not commence until this approval has been obtained, nor deviate from the approved protocol without new ethical approval. Researchers shall carry out investigations or interventions only with the valid informed consent of participants, having taken all reasonable steps to ensure that they have adequately understood the nature of the investigation or intervention and its anticipated consequences. Researchers should ensure the confidentiality of personal information relating to the participants in research, and that the research fulfils any legal requirements.

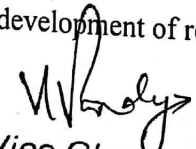
Research involving animals

Research involving animals requires approval under the Animals (Scientific Procedures) Act. Researchers must ensure that appropriate personal and project licences are in place. Stringent safeguards on animal pain and suffering and other legal requirements to ensure the care and welfare of animals must be put in place and observed. At an early stage in the research design researchers should consider opportunities for the reduction, replacement and refinement of animal involvement. Prior to conduct the research involving animals, approval from appropriate authority must be sought for all research.

Roles & responsibilities of researcher(s)

A research community free of discrimination should be promoted and encouraged in line with legislation and the University's policies on equality. Senior academic and research staff should ensure that a research climate of mutual co-operation is created in which all members of a research team are encouraged to develop their skills and in which the open exchange of ideas is fostered. Research Concordat, good practice should include mentoring of young, less senior and inexperienced researchers as a mechanism for the development of research activity.


Registrar
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The supervision of research must be carried out as described in the appropriate *Regulations* and associated guidance by the University's *Ordinances*

It is expected that supervisors of research students will supervise all stages of the research process, including hypothesis, protocol design, data recording, data analysis, preparation of manuscripts, reading drafts and commenting on these in detail both in writing and verbally and the presentation of research output.

Experienced members of staff must ensure that those who are less experienced have an opportunity to gain supervisory practice and that their contribution to supervision is formally acknowledged.

Where there is a conflict of interest between a student and his/her supervisor, the code of practice in the Research ordinance of the university should be followed.

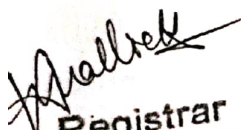
Supervisors of research students are expected to undertake training appropriate to their role, in line with the requirements of the University.

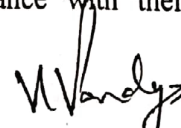
Where an individual's record of supervision is poor or where his or her students have regularly failed to submit or complete, the University will consider barring that individual from further supervision.

Research students must provide their supervisors with all files of raw data, appropriately labelled, before submission of the thesis.

Research management:

1. Researchers should take all reasonable measures to ensure they meet sponsor, institutional, legal, ethical and moral obligations in managing and carrying out projects.
2. Researchers are expected to familiarise themselves with the terms and conditions of any research contract or agreement entered into by the University on their behalf.
3. Researchers should follow established University financial procedures for expenditure.
4. The principal or chief investigator with overall responsibility for an individual research programme should ensure that it runs within its allocated budget, and ensure that no penalties are incurred by failure to meet the funder or sponsor's requirements.
5. The person with overall responsibility for the research programme must ensure that the full agreements has been obtained in accordance with their current research governance obligations.


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