

-2300
11/2/19



Internal Quality Assurance Cell (IQAC)
SGT UNIVERSITY

SGTU/IQAC/2019/3D

To,
The Registrar,
SGT University,
Gurugram.


Sub: Draft Proposal for 3 policies of SGT University namely Consultancy, Research and Anti-plagiarism policy.

Dear Sir,


I am herewith forwarding you the draft of the Consultancy Policy, Research policy and anti-plagiarism policy of the University prepared by IQAC and duly approved by Director Academics.

You are hereby requested to get it approved by the Vice-Chancellor.

Thank you,
Regards,


Dr. M. S. Sidhu, 11/2/2019
Director, IQAC,
SGT University, Gurugram

Draft proposal for the policies i.e Consultancy, Research and anti plagiarism has been submitted by the Director IQAC, which has already been approved by the Director - IQAC. Submitted for the consideration and approval, P.S.

Approved. Put up in next AC Meeting
→ 
re/pvc

Talwar
11/02/19

Registrar
SGT University
Budhera, Gurugram



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY
(UGC Approved)

Gurugram, Delhi-NCR

Budhera, Gurugram-Badli Road, Gurugram (Haryana) – 122505 Ph. : 0124-2278183, 2278184, 2278185



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DEAN, RESEARCH AND DEVELOPMENT

Research Policy



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1. Preamble:

SGT University believes in the philosophy of nurturing young minds to stimulate them to challenge the conventional, find solutions to pressing issues, investigate new ideas, innovate and finally disseminate the results. All the researchers should abide by the principles of honesty, integrity, trust, accountability, collegiality, and meet the high standards of ethics.

This policy is for to all Research conducted by faculty members, research scholars, Post doctoral fellows, Post graduate students, Graduate students or any other person involved in any kind of research at SGT University.

2. Objectives of the SGT University Research Policy:

The objectives of the Research Policy are given below:-

- a. To promote research culture among faculty members & students
- b. To promote, provide and support ecosystem for research
- c. To ensure ethics in research
- d. To provide guidance and monitor research activities.
- e. To promote dissemination of research findings through publications, workshops, presentation etc.
- f. To promote & facilitate collaboration with national & international Universities, research labs, corporate etc.
- g. To promote interdisciplinary research.
- h. To promote any other research activity not covered above.



3. Research Priorities of SGT University:

Research Priorities of SGT University are based on national and regional needs. There will also be aligned with the thrust areas as decided from time to time by research bodies / councils/ and other Government agencies such as DST, ICMR, DBT, CSIR, ICAR etc. and the concerned ministries, e.g. Health, Agriculture, Pharmacy, Ayurveda & Human Resource Development.

4. Research Policy Guidelines:

A research cell will be created with Dean, Research & Development, SGT University, as the head of Research Cell. Following are the responsibilities of the research cell:

a. Central Registry of Research Projects/Publications / Patents

A central registry of all the titles of research undertaken in the form of faculty research, departmental research, research done by Postgraduate students, PhD scholars, Post Doctoral fellows, Undergraduates be maintained.

A central registry of all the titles of the Extramural / intramural funded projects be by whom maintained by the Research Cell.

b. Research Funds/Grants Management

The research cell shall be responsible for the management of funds received and disbursed in regard to every funded project, and maintains the audited records of the same. It facilitates smooth transfer of funds and the necessary communications with the funding bodies. It shall also facilitate to provide all the information related to the various funding bodies and the thrust areas. The fund allocation process shall be monitored by the office of Dean, Research & Development, & Dean R&D shall be the contact person for research related financial and non-financial management services including the costing and pricing of Extramural Research and Consultancy.



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c. Central registry of conferences/workshops/ other academic events conducted & attended by various departments /faculty

All the conferences, workshops & other academic events conducted and attended by the faculty and departments of the University shall be documented by the respective Faculties. The details of the financial assistance provided by the University to the faculty members shall also be documented by the Office of Dean, R&D.

d. Financial assistance to attend Conferences/workshops/other academic events at National and International level

The Research cell of SGT University shall also provide financial assistance to the faculty members attending the National and International Conferences as per the existing guidelines for travel grant.

e. Research Promotion & Incentives for high quality research:

In order to promote publications in high repute journals & development of patents, incentives for excellence in research shall be awarded. The incentives in the form of kind / cash awards, fast track promotions etc shall be announced by the office of the Pro-VC time to time.

f. Intramural Research Grants: In order to promote in-house research by faculty members and students, to the University shall provide seed money as intramural grant to the faculty members and students to pursue a research project/proof of concept. The proposal of the research project from faculty or student shall be evaluated by committee headed by Dean, Research and Development and if found suitable shall be recommended for intramural grant.

g. Research publication support:

The publication of research and scholarly articles etc are encouraged in highly Indexed journals like Scopus, Web of science, Pubmed etc. All publications must



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be routed through the **central publication cell**. Every manuscript shall be assigned a manuscript number after it is duly checked for plagiarism through anti-plagiarism software. The similarity index of 10% or less shall be acceptable for scientific papers to continue the process of submission for publication.

The status of the paper must be updated to this cell regularly through email by the author(s). The published article must be submitted in hard copy/ soft copy to central publication cell.

h. Maintenance of records of service related matter of the research personnel

Employment of Research personnel and their management will be monitored by the Research cell. Maintenance of records related to the recruitment, maintenance, payment to the staff and audits shall also be done by this committee.

i. Conduction of workshops/seminars related to Research

The Research cell shall also conduct workshops/seminars on basics of research, research methodology, ethics in research and publishing, scientific writing, research databases etc to update the students, research scholars, faculty members about the basic and advanced research.

5. Ethics & Misconduct:

The Research shall always by highest ethical mandrels.

Following looks at the ethical angle of the research and also check for any academic & research misconduct.

- a. Plagiarism Policy-** This policy ensures non-plagiarism in all research work at SGTU (in accordance with the UGC guidelines for plagiarism), and also deals with the actions on ethical misconduct by the faculty / student.



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- b. **IEC- Institutional Human Ethical Committee** - for Clinical Research. Research projects that involve human subjects, including those undertaken as part of a teaching program, must be approved in advance by the respective institutional ethical committees.
- c. **IAEC- Institutional Animal Ethics Committee**- Research projects that involves use of animals, including those undertaken as part of a teaching program, must be approved in advance by the Animal Ethics committee.
- d. **Council for Bio Medical Research (CBMR):**

CBMR shall guide and monitor the research related activities of the Health related faculties. Its objectives are:

- To encourage faculty members of the health related Faculties to submit research projects for extra mural grants.
- To organize lectures, workshops, seminars related to research methodology, publication, ethics, Good Clinical Practices.
- To establish research collaborations with other institutions.
- To assist in submission of research publication of faculty members / students.

5. **Doctoral research:**

The doctoral research work and award of doctoral degrees shall be as per the Revised Ordinance for Award of Degrees 2017, SGT University. Various committees under it also monitor the research and ethics at SGT University.

6. **Publication and Intellectual Property:**

The University expects all University Research outputs to be disseminated & publicly available, to the extent permitted by law, Research outputs may be filed as required in the University's Intellectual Property Rights(IPR) Cell. Staff and students are required to comply with the SGT University's Intellectual Property Rights(IPR) Policy.



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7. Consultancy:

For a sustainable future and to realize the University goals of progression towards the list of best universities, consultancy activities are promoted. The faculty shall abide by the SGT University Consultancy & Extension Policy, for all the consultancy related activities.

8. Dissemination of research results:

The researcher may use various tools for dissemination like, research reports, peer-reviewed papers, conference presentations, press releases, radio spots, community dramas, developing policy briefs, printing of brochures, making cartoon clips, writing internet blogs etc.,.

9. Following documents also provide support to the Research policy of SGTU and are referenced in the research policy:

- a. Ordinance for award of M.Phil, Ph.d and D.Lit (Honoris Causa), D.Sc (Honoris Causa) Degrees 2017.
- b. IPR (Intellectual Property Rights) Policy & Perspectives
- c. Institutional Animals Ethics Committee (IAEC)
- d. Council of Biomedical Research
- e. SGTU Plagiarism Policy
- f. Consultancy Policy