



SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
UGC Approved Meerut



UNIVERSITY
RESEARCH POLICY



Research Policy

Sl. No.	Particulars	Description
1	Policy Number	U-30/SVSU/2015/37
2	Policy Structure	The policy encompasses ways and means for conducting world-class basic and applied research and creative activities to develop knowledge and contribute to the economic growth and social advancement of nation and benefit humanity as a whole.
3	Scope of the Policy	The policy is meant for all kinds of research activities undertaken by the faculty and students in both extramural as well as internal funded projects. The policy also ensures genuineness and originality of research.
4	Policy Status	Original
5	Originated By	Vice-Chancellor's Office
6	Reviewed By	Director, Internal Quality Assurance Cell (IQAC), Swami Vivekanand Subharti University, Meerut
7	Effective Date of Policy	04/09/2015
8	Approving Authority	The Academic and Executive Council, Swami Vivekanand Subharti University, Meerut
9	Amendment Number	SVSU/URC/772
		U-209/SVSU/2016/1425
		U-748/SVSU/2018/1409
		U-748/SVSU/2020/2679
10	Effective Date of Amended Policy	03/03/2016
		09/11/2016
		06/08/2018
		22/12/2020



RESEARCH COMMITTEE OF UNIVERSITY

I am directed to convey that the University has framed Research Policy and Hon'ble Vice-Chancellor has constituted the Research Committee of the University as follows:

- Dr. A.K. Asthana, Principal-SMC : Chairman
- Dr. Banwari Lal, HOD-Lib. & Inf. Sc. : Deputy Chairman
- All Deans of Faculty : Member

The Chairman-Research Committee is requested to circulate the Research Policy of the University to all the concerned and call a meeting at an early date so that appropriate action by the Deans of Faculty can be initiated.

The Chairman is also requested to keep this office informed for the agenda whenever a meeting of Research Committee is scheduled & progress achieved than after.

University Research Advisory Board (URAB)

The Swami Vivekanand Subharti University Meerut will have a University Research Advisory Board (URAB) for research advice and to promote and improve the research quality. The University Research Advisory Board will comprise of external and internal members of the University. The nominated external members should be distinguished/ eminent scientist /faculty of various disciplines of national /interactional repute from national institutions or national government governing bodies. The Research Advisory Board will give advice to the University Research Committee (URC) and University to promote and improve the research quality.

Composition of University Research Advisory Board (URAB):

- A. Chairman, University Research Advisory Board (URAB)
- B. Additional Chairman, University Research Advisory Board (URAB)
- C. Deputy Chairman, University Research Advisory Board (URAB)
- D. Members (External and Internal), University Research Advisory Board (URAB)
- E. Member Secretary, University Research Advisory Board (URAB)



University Research Advisory Board (URAB), SVSU, Meerut (Annexure-I)
Office Bearers of the University Research Advisory Board (URAB), SVSU, Meerut

- 1. Prof. V. M. Katoch, Chairman**
MD, FNASc, FNAMS, FASc, FNA
Former Secretary, Department of Health Research, MHFW, Govt. of India &
Former Director General, Indian Council of Medical Research (ICMR),
Former Director, JALMA-ICMR, Agra
New Delhi-1 10 068, India
Ph. 0 11-26588204 Mobile: 9910053701
Email: vishwamohan.katoch@yahoo.co.in
- 2. Prof. G. P. Talwar, Padma Shushan, Additional Chairman**
Doctorate of Sciences, D.Sc., FAMS, FASc, FNASc, FNA, FRCOG, FWAAS
Director Research, Talwar Research Foundation,
E-8 Neb Valley New Delhi-1 10 068
Founder Director, National Institute of Immunology, New Delhi and Former Prof.
& Head, Department of Biochemistry, AIIMS, New Delhi Mobile No.:
8800322055 Email: gptalwar@gmail.com
- 3. Dr. Mukti Bhatnagar, Deputy Chairman**
MD, PGDMCH, PGDGM
Professor, Department of Medicine,
Subharti Medical College,
Swami Vivekanand Subharti University, Meerut.
- 4. Prof. Laiji Singh, Ph.D., FASc, FNASc, FNA, Padamshri Member**
Managing Director, Genome Foundation, India
Former Director, Centre for Cellular and Molecular Biology, Hyderabad
Former Bhatnagar Fellow, CSIR Delhi
Former Vice Chancellor, Banaras Hindu University, Varanasi
Mobile: 9848037558 Telephone (office): 040-27160053
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- 5. Prof. Y. K. Gupta, Member**
MD, FAMS, FNASc, FIPS, FLAN, FST, FIACS, FAEB
Prof. & Head, Department of Pharmacology,
AIIMS, Ansari Nagar, New Delhi — 110029
National Scientific Co-ordinator, Pharmacovigilance
Program of India Former, Director, CSIR-IITR, Lucknow
Former President, Society of Toxicology India and Indian Pharmacological Society
Phone : 011-26593282, 9868868457, Email : yk.ykgupta@gmail.com



6. **Prof. Sunita Saxena, Member**
MD Director & Scientist-G,
National Institute of Pathology (ICMR), Safdarjang Hospital Campus,
Post Box No.4909, New Delhi — 110029
Telephone (off): 26198402-406 EXT.209/2 121213
Email: saxenas@icmr.org.in, sunita_saxena@yahoo.com
7. **Dr. N. K. Ahuja, Member**
MDS
Vice Chancellor
Swami Vivekanand Subharti University, Meerut
8. **Dr. A.K. Asthana, Member**
MD
Chairman, University Research Committee, SVSU Principal,
Subharti Medical College
Swami Vivekanand Subharti University, Meerut
9. **Dr. P. P. Khoshla, Member**
MD
Prof. & Head, Department of Pharmacology Subharti Medical College
Swami Vivekanand Subharti University, Meerut
10. **Dr. Vaibhav Goyal Bhartiya, Member**
LL.D.
Principal, Sardar Patel Subharti Institute of Law
Swami Vivekanand Subharti University, Meerut
11. **Dr. Sanjay Kumar, Member Secretary**
Ph.D.
Senior Research Officer & Head, CRS Subharti Medical College
Swami Vivekanand Subharti University, Meerut

Agreed to accept after July 2016

12. **Prof. Y. D. Sharma, Member**
Ph.D., FNA, FNASc, FASc.
Professor and Head,
Department of Biotechnology,
All India Institute of Medical Sciences (AIIMS), Ansari Nagar,
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GUIDELINES FOR SEED MONEY

Swami Vivekanand Subharti University, Meerut is realizing that As NAAC peer team suggestions, there is a dire need to streamline research process and methodologies, hence forth, this policy to allocate seed money is being circulated to all concerned vide U-209/SVSU/2016/1425 dated 09/11/2016.

The purpose of providing seed money is to promote research and innovation at the university campus. The seed money grants will help the University's researchers for establishing themselves in research as well as outside researchers to incubate the ideas which are product based and have a noticeable outcome and impact on social welfare.

The seed money can be provided to-

1. Any researcher of the university (teachers, research staff and students).
2. An incubator company if the company is registered.

The seed money support can be provided for taking up the following-

1. **Instrument:** the seed money can be granted to purchase instruments from seed money project.
2. **Product development:** while developing a product, the researcher may need types of equipment, testing in other laboratories or may feel the need of availing some technical staff, which can be transferred after assessing the requirement from Principal Investigator.
3. **Manpower:** the seed money can be used for hiring research assistants or technical assistants or other staff (based on research criteria), as per need of the project. Salaries of such staff shall be paid directly by the university but that will be deducted from the sanctioned amount of that particular project.
4. **For publicizing the research or its output:** the seed money can also be utilized for promoting the research/ innovation or the output of the project, or through publishing the findings or developing the new product, as the case may be.
5. **Mentoring:** the seed money can also be used for paying the fee of mentors.



6. **Consumable items:** such as papers, pen or other consumable items can also be purchased from the seed money. Seed money can also be used for any justified requirement with the consent of the competent authorities.

Though Seed Money cannot be used for any kind of personal cause e.g. Loan repayment or travelling to attend conferences etc.

Monitoring for utilization of seed money:

In order to ensure the proper utilization of seed money, the consumption of the funds shall be monitored by detailed panelist/ Supervisors continuously. The monitoring of the seed fund shall be done to ensure if –

- (a) The funds are being spent purposefully.
- (b) All the research activities mentioned in the research proposal are being taken up and completed in a timely manner. These points will be addressed in the bi-annual progress review meeting of the research committee.
- (c) The record for all the assets been purchased from the seed money is being properly maintained or not.
- (d) The annual reports have been submitted by the researchers.
- (e) The research papers or intellectual property (e.g. Patents/ Copyrights/Industrial designs etc.) are being produced.

Process for getting seed money:

Any researcher may submit a research proposal to the university. The principle investigator of the project will present the proposal in the meeting of research committee. The university will grant seed money to a research project only if the research committee will find it purposeful and will recommend it for seed money.

Purchasing/ procurement of the material/equipment/hiring of research staff:

1. The seed money award for small/ minor research projects will be made directly to the principal investigator, with 50% of the sanctioned funds held in reserve.



2. For significant/ major research initiatives, the university will supply the necessary materials / machines / equipment / manpower via its normal procurement process.
3. It shall be the university administration's prerogative to distinguish between minor and major projects.
4. Additionally, it is worth mentioning that whenever possible, the university's current resources (e.g., manpower, equipment, etc.) may be utilized in seed money projects.

Process of procurement:

1. After getting the proposal sanctioned, the principle investigator will forward men and material indenting to the Registrar for initiating the procurement process.
2. The registrar office with the help of research committee will evaluate the Principal Investigator's men and material requirement.
3. Once requirement of men and material is approved, the registrar will send the PI's requirement to the university purchase department.
4. The Purchase department facilitate availability of material following University's Purchase protocols and once delivered issued to Principal Investigator.
5. Men requirement will be fulfilled primarily from available manpower within the University until unless there is a specific requirement which university cannot fulfill from available manpower short term contract can be extended to an expert. For Available manpower Registrar will issue temporary transfer letter for the period of the Project.

Travelling Expenses:

University will extent all kind of logistic support to Principal Investigator through University transport services. However, Principal Investigator have to make prior booking to save conflicts.

Progress Report:

Principal Investigator have to submit progress report in a time bound manner. Detailed Research committee will evaluate major research projects at least once in every six months whereas, minor projects can be evaluated on free will of Research Committee.



Completion Report:

Once Project gets completed, principal Investigator will submit the completion report to research committee and update them with the final outcome. If outcome is a product// material P.I. will donate it to the University and University may use it for further research or incubation or as a product. However in case if outcome are findings, it will be submitted to the University for further Research or publication with the University Name in it as facilitator.

UNIVERSITY RESEARCH AND PATENT CELL (URPC) **SWAMI VIVEKANAND SUBHARTI UNIVERSITY**

Part - I

I. Vision

To develop Swami Vivekanand Subharti University into an outstanding research University by conducting world-class basic and applied research and creative activities that develops knowledge and contribute to the economic growth and social advancement of nation and benefit humanity as a whole.

To get these original research work 'Patented' to protect the Intellectual Rights of the researcher and for the encouragement of the students and the faculty.

II. Mission

To develop and expand innovative research programs and research personnel that align well with institutional mission and strategic plan, address important national and global needs, and through technology transfer, commercialization and human resource development act as a catalyst for economic and social development of state and the nation.

III. Constitution:

A. Chief Patron – Vice Chancellor,

B. Patrons –

1. C.E.O.
2. Pro VC,
3. Chairmen of the University Research Committees,
4. In-charge Patent Wing,
5. Nominee of the Trust.
6. Finance Officer



IV. Broad objectives of the University Research and Patent Cell (URPC):

1. To make and regularly update the Research Policy for the University and formulate guidelines to carry out the Research and Patents.
2. To consolidate information on University Research projects funded by the University under various schemes
3. To consolidate information on Research and Patents funded by sources outside the University.
4. To provide overall guidance to University Research Committees and Patent Cell.
5. To assess and approve the seed money for various proposed projects.
6. To ensure correct use of the grants received or given for research projects.
7. Ensure genuine ness and originality of research- Check Plagiarism.
8. The University Patents will be considered and more ideas may be discussed.
9. Working Methodology
 - (i) The URPC will meet once every three months compulsorily to discuss and follow up all the ongoing projects, upcoming projects and to consider any other agenda.
 - (ii) The URPC may be called at any time will the consultation with the members for discussing any issue if needed.
 - (iii) The approval of at least 75% members will be necessary for approval of any project.

V. University Research Committees (URC):

There will be three research committees of the University. One medical and two non-medical (A and B):

A. University Research Committee (URC-M) (Medical) –

1. Members from sr. no. (i) to (v) to be nominated by the Vice Chancellor.
 - (i) Chairman – Director Medical- Dr. A.K.Asthana
 - (ii) Vice Chairman- Dean Faculty of Medicine - Dr. A.K.Srivastava
 - (iii) Deputy Chairman – Dr. Nikhil Srivastava
 - (iv) Member Secretary – Dr. P.P. Khosla,
 - (v) Addl. Member Secretary- Dr Abhay
 - (vi) Clerical Staff – To be nominated by the Chairman.
- (i) Colleges/Faculties covered are Medical, Dental, Physiotherapy, Nursing, Paramedical, and Naturopathy and Yoga.



B. University Research Committee (URC-NM-A) (Non – Medical- A) –

1. Members from sr. no. (i) to (iii) to be nominated by the Vice Chancellor.
 - (i) Chairman – Dr. Heero Hito,
 - (ii) Deputy Chairman – Dr. U.K.Singh,
 - (iii) Member Secretary – Dr. Pooja Gupta,
 - (iv) Members- All the Chairmen of all the IRCs.,
 - (v) Clerical Staff – To be nominated by the Chairman.
- (i) Colleges/Faculties covered: Education, Pharmacy, Journalism and Mass Communication, Hotel Management, Home Science, Fine Arts and Fashion Design along with Departments of Performing Arts,
- (ii) School of Buddhist Studies along with Department of Languages.

C. University Research Committee (URC-NM-B) (Non – Medical- B) –

1. Members from sr. no. (i) to (iv) to be nominated by the Vice Chancellor.
 - (i) Advisor- Dr. Ashwani Kumar,
 - (ii) Chairman – Dr. Vaibhav Bhartiya,
 - (iii) Deputy Chairman – Dr Ashok Kumar,
 - (iv) Member Secretary – Dr. Tyagi Management College,
 - (v) Members- All the Chairmen of all the IRCs.,
 - (vi) Clerical Staff – To be nominated by the Chairman.
- A. Colleges/Faculties covered: Engineering, Law, Management, Faculty of Science, and Library and Social Science.

VI. Broad objectives of the University Research Committees (URCs):

1. To follow the policies laid down by the University Research and Patent Cell.
2. To implement Ph.D./M.Phil./research Programmes and ordinance related to it.
3. To administer various grants and fellowships under schemes accepted by the University.
4. To explore funding sources in India and abroad and create linkages as desirable.
5. To generate an overall Research Profile of the University, and periodically review the output, identify gap areas and examine means of supporting research in deserving cases and emerging areas.
6. To support undergraduate research and facilitate travel grant to faculty in Institutions,
7. To grant academic approval to National and International Conferences by Institute/Department.



8. To facilitate activities related to Intellectual Property Rights,
9. To advise regarding Foreign Travel for teachers,
10. To advise regarding attending the Conference by the teachers exclusively for research purposes.
11. To recommend for National /International MoUs to the URPC
12. To get more ideas and research Patents done.

VII. Institutional Research Committees (IRC): Each faculty/institution will have an institutional research committee.

1. Constitution –

- (i) Chairman – Dean of the Faculty/Institution. (In case the College is a separate entity under the same faculty)
- (ii) Members - All Chairmen of DLRCs.
- (iii) Optional Members- The Chairman will appoint from amongst the faculty and other staff of the faculty, if required:
 - a. Planning Officer,
 - b. Coordinator,
 - c. Finance officer
 - d. Statistician,
 - e. Inter-disciplinary Resource Person (IRP),
 - f. External Resource Person.

2. Dean will be responsible for the working of the Institutional Research Committee.

3. Each Institutional Research Committee will also have Institutional Ethics Committee (where applicable)

4. The committee will meet once a month or earlier as per needs to deliberate various ongoing Research Activities in the faculty/institution. It shall also have the following responsibilities-

- (i) To stimulate and encourage ideas for encouraging future research projects
- (ii) To evaluate the Research Proposals
- (iii) To guide and encourage faculty members to conduct research in their departments, getting funds, screen presentations /publications sent to conferences/journals and help by reviewing and providing constructive criticism to improve the quality of work.
- (iv) To ensure that requirements as per regulatory guidelines applicable to the project have been fulfilled.



- (v) Ensure genuineness and originality of research.
- (vi) To get and work on ideas for patents.

VIII. Department Level Research Committees (DLRC) - In each department, there shall be a departmental research committee.

1. Structure and functions of Departmental Research Committee

- (i) Chairman- Head of Department,
- (ii) All the Professors in the Department,
- (iii) One Associate Professor/Readers in the Department by rotation according to seniority;
- (iv) One Assistant Professor/Lecturers in the Department qualified to be Supervisor(s) by rotation according to seniority;
- (v) Any other professional relevant for the project as decided by head with the permission of the V.C. if the person is from outside the University.

2. Principal investigators and Co-investigators will be nominated by the Head of the Department.

3. Chairman of the DLRC will report to Dean/Chairman Institutional Research Committee.

4. Functions of Departmental Research Committee:

- (i) To ensuring that the post-graduation student has acquired skills needed for his project.
- (ii) Peer review and guidance for Postgraduate/Doctoral research projects.
- (iii) To provide suggestions to research project that are not part of degree of a candidate.
- (iv) Ensuring the research has complied with university and regulatory guidelines applicable to the research project.
- (v) Ensure genuineness and originality of research.
- (vi) To get and work on ideas for patents.

IX. Methodology

1. All proposals of the DLRC will be sent to IRC and IRC will forward then to the respective URC.
2. URC will finalize the projects or send them back for modifications.
3. In cases where seed money is required from the University or grant is required from any outside agency/government the project shall be sent to URPC for consideration and approval.



4. In case of printing of books, proceedings etc approval shall be taken for URPC.
5. In case of organizing National or International, Seminars/Workshops/Conferences except for any intra University activity, the proposal shall be sent to the VC through proper channel, who will either give the approval or will refer the issue to the URPC.

X. Patent Cell-

1. Structure

- (i) Advisor - Mrs. Pooja,
- (ii) Chairperson – C.E.O.
- (iii) Deputy Chairperson: Dr. Krishna Murty
- (iv) Secretary – Mr. Ghosh
- (v) Clerical support shall be provided by the CEO

2. Methodology–

- (i) The candidates will submit the proposals to the secretary who will refer that to the Advisor for scrutiny.
- (ii) After the scrutiny, if the proposal is satisfactory, the Advisor will refer the proposal to the CEO for approval.
- (iii) The CEO will either give the approval or will refer the proposal to the URPC for consideration.
- (iv) After approving the proposal along with the conditions of the patent, the CEO will send the proposal back to the Advisor for further action.

XI. Modifications -

Any modification in the scheme can be made by the URPC.



PREAMBLE

Continuous up gradation of knowledge through research is the highlight of any center of higher education. Research forms the basis of continuum in the creation of the wealth of knowledge and is the basis of all disciplines. It directly contributes to social well-being, health, culture, economic development and the advancement of individual, society at large and nation as whole. Research thrives in the ambiance where freedom of inquiry and the right to disseminate the results thereof coexist. A research bent of mind will always challenge the conventional and question what exists and why. However, with academic freedom comes the responsibility to ensure that all research: is governed by the principles of honesty, integrity, trust, accountability and collegiality; meets high scientific and ethical standards; is conducted with honest and thoughtful inquiry, rigorous analysis, and accountability for the use of professional standards; and seeks to increase knowledge in ways that do not harm but benefit society.

Swami Vivekanand Subharti University has always been a proponent of the research culture and the research is advanced by the ongoing education of its members in matters of research integrity, and by adopting and following appropriate policies within which research should be conducted.

Research Directives

So as to appropriately address the research policy we need to define its various aspects.

“**University Research Council**” is the supreme body of University that will oversee all the research being carried out in the University and will facilitate the researchers in all possible manners for promoting the research culture.

Central Research Committee (hereafter called CRC) and the policies of the Central Research Committee will be applicable on the entire University.

The CRC will comprise of the following:-

- | | | |
|----|--|----------|
| 1. | Hon’ble Vice-Chancellor | Chairman |
| 2. | Chief Executive Officer or her nominee | Member |



- | | | |
|----|--------------------------------|------------------|
| 3. | Pro-Vice-Chancellor | Member |
| 4. | Finance Advisor or his nominee | Member |
| 5. | Joint Director (Research) | Member Secretary |

“**Agency**” means the body which is sponsoring the research which can be an organization, government or private, national or international, supporting the research in whole or in part.

“**Guide/Co-Guide**” means the in charge of a particular researcher under whom the research is being conducted.

“**Corresponding Author**” means the person primarily responsible for any submission for publication

“**Data**” means the recorded information in both physical and electronic forms which is acceptable universally without any ambiguity.

“**Legal Person**” includes corporations, partnerships, associations, foundations, organizations, government agencies, and any other entity or body.

“**Plagiarism**” refers to the depiction of any published or unpublished work without the due recognition to the actual author and claiming to be one’s own work

“**Principal Investigator**” is the person who has key accountability to devise, conduct and supervise the research.

“**Policies**” mean the regulations and guidelines of the University/Standard universally acceptable documents concerning the conduct of Research and related matters as they may exist from time to time.

“**Research**” is the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous knowledge to the extent that it leads to new and creative outcomes



“Research Misconduct” includes fabrication, falsification, plagiarism, misappropriation of intellectual property rights of another, or any other conduct that constitutes a significant departure from the ethical standards

Basic Obligations of the Researcher for the Research

The primary responsibility for the selection and conduct of Research shall rest with the Researcher and he or she shall:

- (i) uphold the highest standards of honesty, veracity and principled behavior while conducting any research;
- (ii) familiarize himself or herself with and abide by the rules and regulations which will be periodically updated by the University Research Council
- (iii) not feign his or her scholastic, professional credentials or work experience;
- (iv) Obtain necessary approvals and follow standard operating procedures, before engaging in any kind of research activity. .

The University shall be conducting periodic review of all the research related activities and will oversee that the information is disseminated to all the researchers through proper documentation.

The concerned institutes wherever the research activities are being carried out shall ensure that the students who engage in research are aware of their obligations in respect of academic integrity and the ethical standards of Research

A guide/co guide of students engaged in Research shall be responsible for providing the students with all research related documents which the students have been asked to sign and disclose to them concerning publication, use of data, and ownership of intellectual property that may directly or indirectly influence a student’s decision to participate in the research.



Regulation on the Conduct of External Research

A Researcher engaged in external research which is not part of her or his academic/professional duties in the University shall

- (i) disclose all the research elements involved and should not interfere by any means in the standard academic/professional duties of a researcher that he/she has towards the University
- (ii) Not make use of University personnel, students, services, facilities, equipment or supplies in such Research. However if the researcher wants to make use of such facilities and can justify their use, he/she may :
 - a. obtain written permission from the University Research Council
 - b. Make appropriate compensation by means of financial arrangements to reimburse the University.

Research Data

A Researcher shall be responsible for collecting all records concerning human and animal subjects in accordance with the international laws. A Researcher shall respect the laws governing access to personal information and privacy in his or her collection and use of Data. A Researcher shall not use or publish Data which he or she knows to be, or has reasonable grounds to believe are, false or of unknown provenance unless it is so identified.

All data generated should be verifiable by third parties and confirm to international norms and practices. A Researcher shall retain Data either for the period specified by the funding agency supporting the Research; or a period of seven (7) years from publication of the Data.

Data shall be retained by a Principal Investigator or the department or institute and should be made readily available for verification.



Collaborative Data

Research collaborators, at the commencement of their collaboration, shall make all reasonable efforts to reach agreement, preferably in writing, on their rights to, and future use of, Data. In the absence of an agreement between Research collaborators, the decision of the University Research Council will be final and binding upon on and all.

Disputes Resolution in Collaborative Research

The disputants can resolve the disputes however if they are unable to do so, they have various platforms for resolution of disputes

Level I – Mutual resolution between disputants amicably

Level II- Head of the Concerned Institute

Level III- University Research Council

Level IV – Vice Chancellor of the University.

The University shall assist in facilitating the resolution of disputes between Research collaborators and the decision of the University Research Council will be final and binding upon one and all.

Research Funds

It is the duty of a researcher to ensure that all research funds, intramural/extramural are used with honesty, integrity and accountability. A Researcher shall acknowledge, in all published works resulting from his or her Research, all Agencies and other public and private funding sources which supported his or her Research.

Research Involving Human Subjects

A Researcher conducting Research involving human subjects shall:

- (i) conduct such Research in accordance with the Universal guidelines and ethical standards;
- (ii) respect the legal and moral rights of the research participants



A Researcher can only use the premises or facilities of the University for human based trials and experiments after due approval from the University Ethical Committee. The researcher shall inform the participants about health risks, ill effects or benefits of participating in human trials. A Researcher shall not accept any personal/financial benefit for:

- (i) recruiting human subjects;
- (ii) a particular number of human subjects successfully completing the study or trial or for successfully completing it within a specific timeframe;

Research Involving Animals

A Researcher conducting Research involving animals shall:

- (i) conduct such Research in accordance with the Universally acceptable ethical standards; and
- (ii) Comply with the policies and guidelines of the animal care.

Ghost Research

A Researcher shall not enter into any arrangement with any agency to conduct any Research under the auspices of the University, or on University premises or using Students, academic, administrative or support staff, or University resources or facilities on the understanding that the conduct of the Research is to be kept secret.

Perilous Research

A Researcher proposing to engage in Research activities that pose a recognizable inherent risk of accidental injury to persons or property shall:

- (i) obtain all necessary approvals required for hazardous materials,
- (ii) Notify those who are at risk.

If there is an inherent risk of physical injury to persons or property who has reasonable cause to believe that injury to person or property has occurred or is imminent shall:



- (i) take appropriate measures to address the situation in accordance with the University's emergency policies
- (ii) report the incident or potential threat

Commercialization of Research

The University shall respect the decision of a Researcher not to commercialize his or her invention, software or other discovery before entering into an agreement with him/her.

Negotiation of Research Related Agreements

All Research Related Agreements must be approved and executed according to the University Research Council relating to the conclusion of such agreements.

Research Publication

A Researcher shall ensure that all the completed research projects are duly published within one year of the completion of the research projects without any misrepresentation of any kind. The delay in publication may be agreed to only in exceptional cases and shall require:

- (i) the written consent of the Student; and
- (ii) the written approval of:
 - a. the Researcher
 - b. the chairman of the University Research Council

A Researcher shall be responsible for following the accepted practice of his or her discipline relating to the publication of Research. The researcher should see to it that:

- (i) the submission of manuscripts should not be done to more than one journal at a time and
- (ii) No duplicate publication of manuscript is done.

A Researcher shall not manipulate the data or images in any way so as to favor an agency or any person with a vested interest in the findings of Research.



A Researcher shall be responsible for seeing to it that he/she is being publicly acknowledged. A Researcher at all times shall acknowledge his or her affiliation with the University in all publications resulting from Research undertaken, however, if a researcher is no longer a member of the University, then he/she may stop acknowledging the University but still has to appropriately acknowledge the University if the publication is arising when he/she was part of the University. Ghost authorship in any form in any field is ethically unacceptable.

Plagiarism

Plagiarism by definition means “the practice of taking someone else's work or ideas and passing them off as one's own”. It involves illegal use of phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work including from internet without acknowledging the source for such an act. Some instances of plagiarism, self-plagiarism, and even some writing practices that might otherwise be acceptable can constitute copyright infringement. Researchers are strongly encouraged to become familiar with basic elements of copyright law. Researchers should strictly adhere to the spirit of ethical writing and avoid reusing their own previously published text. Authors should strive to obtain the actual published paper. When the published paper cannot be obtained, cite the specific version of the material being used, whether it is conference presentation, abstract, or an unpublished manuscript. Always consult the primary literature. The references used should only be those that are directly related to its contents.

1. Research work having more than 30 percent of the content from another individual’s material will be treated as amounting to plagiarism
2. The researcher shall also submit an affidavit of plagiarism free and original research work.
3. The researcher shall acknowledge the contributions of others and the source of their ideas.
4. Always acknowledge every source even when we are paraphrasing or condensing a material.



5. The researcher shall always run the research material through the anti-plagiarism software meant to check duplication of content.
6. If a researcher must rely on a secondary source to describe the contents of a primary source, s/he should consult writing manuals used in his or her discipline to follow the proper convention to do so. Always indicate the actual source of the information being reported.
7. Only those individuals who have made substantiated contributions to a project merit authorship and a mention. Faculty/Student must exercise great care to neither award authorship to them whose contributions do not merit it, nor to deny authorship and due credit to the work of students.

Authorship

A Researcher shall ensure that authorship of published work includes all those and only those who have made significant scholarly contributions to the work and who share responsibility and accountability for the results. A Researcher shall ensure that where a co-authored publication is based primarily on the work of a Student, including a dissertation or thesis the Student is granted due prominence in the list of co-authors in accordance with the established practices of the discipline. A person who provides only administrative and/or managerial services to a collaborative Research endeavor shall not qualify for co-authorship.

Responsibilities of Corresponding Author

Prior to the submission of a manuscript for publication, the Corresponding Author shall:

- (i) ensure to obtain the consent of the co-authors to the order of attribution of authorship;
- (ii) Ensure that persons who have made useful contributions are appropriately acknowledged.
- (iii) Provide each co-author an opportunity to comment on the manuscript prior to its submission for publication; and



- (iv) Provide each co-author with a copy of the manuscript submitted for publication.

Ownership of Intellectual Property

Research collaborators shall reach an agreement, consistent with the International Intellectual Property Laws. If an external agency has an interest in the research, the Research collaborators, the University Research Council and the Principal Investigator shall establish by contract suggesting:

- (i) possession of intellectual property rights
- (ii) the rights and obligations of the research collaborators / principal investigator / University to apply for and obtain copyrights / patents
- (iii) The prerogative of the involved parties to in any associated royalties.

Conflict Of Interest

A Researcher shall disclose to all stakeholders about (including other institutions, Agencies, conference organizers and participants, and journals and publishers) any conflict of interest that might influence decisions pertaining to research.

Research Misconduct

Any action that is inconsistent with integrity, honesty or is not confirming to this policy shall be deemed as a disciplinary offence and, where appropriate, shall be investigated in accordance with the University guidelines. However the researcher may not be held liable because of honest errors, differences of interpretation or judgment relating to Data, and results that are reasonable in light of the circumstances in which they are made or reached.

Review of Regulation

This Regulation shall be reviewed periodically and amendments thereof will become part of this research policy.



University constituted “University Research Council” as apex body for all the matters related to research vide order no. U-748/SVSU/2020/2197 dated 23/11/2020.

Swami Vivekanand Subharti University since its inception has made mammoth effort in the field of Research to make a positive effect on society. In order to make our research methodology in relation to our University has to be dynamic to meet University Principal's and at the same time being private University keeping it financial viable. Accordingly, I have been ordered to constitute University Research Council to smoothen the functioning of the Research Cell in the University to promote research innovations in the University and registering these innovative ideas, for the betterment of humanity and the society at large. "University Research Council" which will function under the Honorable Vice Chancellor as Chairman.

Every college/department will form a College Research Committee where HOI's/ HOD's are requested to keep an experienced and well versed faculty as Chairman, while 2 to 3 young energetic faculty/student with research mindset and a secretary. These College Research Committee will meet every month and evaluate college research performance and suggest improvements to HOI with a copy to meeting minutes forwarded to VC office as soft copy.

On second stage Chairman of College Research Committee by default becomes member of the University Research Council, giving every college a representation in council. University Research Council will meet every quarter i.e. once in three months and minimum 70% of members have to attend the meeting.

The University Research Council, will be the final authority to suggest and update University Management on Research, Innovation, Startup, Patent related activities and getting grants from outside agencies. The Constitution of University Research Council can be as follows:

- Chairman Honorable Vice Chancellor
- Chief Advisor to Chairman Dr. Heero Hito, President MTVBRC Trust
- Director Dr. Vijay Wadhwan, Pro Vice-Chancellor



- Member Dr. Anil Kumar, Professor
- Member Dr. Mukul Kumar, Joint Director-Research
- Member Dr. Kritanjli Jain
- Member All Chairman of College Research Committee
- Member Secretary Dr. Anirudh Srivastva, Research Associate, CRIC

The detailed rules and the way of functioning shall be formulated by the URC under the guidance of Chairman- URC till then URC will function as per Chairmen directives. College/Department Research Committee Constitution should be completed before 25.11.2020 so Chairman Name can be added in University Research Council.

First meeting of University Research Council will be held on 27.11.2020 in University Conference Hall/ 14:30 Hours under the Chairmanship of Honorable Vice-Chancellor.

OBJECTIVES OF UNIVERSITY RESEARCH COUNCIL

The following are the amendments in the Research Policy

1. The University will have a University Research Council (URC) and all the previous research committees of the University will cease to exist. All the matters related to research will be taken up by this committee and will be the final authority regarding the research related activities.
2. The URC will have Chairman (Hon'ble Vice Chancellor), Director (Pro Vice Chancellor), Advisor (As appointed by Hon'ble Vice Chancellor), Joint Director (Head of Incubation and Research Centre of University) and members from all the constituent colleges.
3. The members of the URC of all the constituent institutes will be the Heads of Research in their respective colleges.
4. All the research heads of respective institutes will convene a meeting every month about the research activities of their college (Format will be provided) and submit the report of the same to the Director before the last day of the month. The URC will be convened once in three months.
5. It is mandatory for all the constituent colleges of the University to submit at least two research projects for funding to external agencies in collaboration with the Central Incubation & Research Centre (CRIC),
6. The CRIC department will explore all the avenues of research grants available from time to time and keep informing the respective institutions about the grants available and facilitate the institutions in applying for the grants.
7. All the research related work will have to be published in the form of research papers/scientific papers/ in Scopus/Web of Science/ PubMed/ UGC care journals. The



Research publications should be checked for plagiarism and the maximum permissible limit is 30% inclusive of Review of Literature whereas the plagiarism should not be more than 10% excluding review of literature as per new guidelines.

8. All the research proposal being submitted for external grants, articles and patents will be screened by CRIC department and forwarded. to URC committees for approval. As the meeting of the URC will be convened once in three months, any emergency proposals can be directly brought to the notice of The Director, URC who can take appropriate action as per the direction of the Chairman URC.
9. The seed money grant policy will be reviewed from time to time. All the viable projects should be submitted first for the external funding and if the external funding is not available, then the URC can be approached for the seed money. The CRIC will critically evaluate the project and can suggest whether seed money can be provided or not.
10. CRIC will provide the list of specialized equipment and instrument details available with various colleges and the colleges can utilize the equipment after obtaining due permission from the concerned college.
11. All the information regarding the research projects submitted for external grant should be with the CRIC in hard and soft copy. The CRIC will submit the status report of the research projects every month to the Chairman and Director of URC and the same has to be presented by CRIC in the URC meeting.
12. All the finances related to the external funding will be managed by the concerned institutes and the reports of the same will be submitted to URC from time to time.
13. The Principal Investigator for any project will be fully responsible for the project and if any discrepancy arises the principal investigator will have to explain the same. If the principal investigator leaves the project midway, the onus of the project will be shifted to the co-principal investigator.
14. URC will promote and arrange research orientated workshops in the colleges to promote research and foster partnerships under MoU's with industry, and other academic partners.
15. *To minimize plagiarism of research proposals and other research related activities, the URC will direct the procurement and upgradation of various anti plagiarism related software.*
16. *URC will motivate faculties (clinical and non-clinical) to conduct collaborative research within university campus between different institutes.*
17. *The CRIC will motivate the PhD scholars and other research officers working with the University to come up with novel and original ideas and the workable projects will be submitted for patents/copyrights etc. after due approval of URC.*
18. *All the HOI's/HOD's should motivate researchers and the faculty can plan their research activities by dedicating one hour every day or one day in a week just for the research related works after due consultation with the respective HOI's/HOD's.*
19. *Any major purchases for the funded projects should be done only after due consultation and consent of the URC.*
20. *All the colleges will promote the research by employing JRF's/SRF's/Research trainees for the projects which have external funding. All the interested candidates applying for these posts will have to submit an application to the respective institute. The respective*



Deans/HOI's/HOD's can conduct an interview and their suggestions can be forwarded to the University Research Council and they can be employed till the culmination of specific research projects. However, in case of exceptional circumstances where the URC meeting is not due and the project has to be started immediately, the concerned researcher can apply to Director URC and the same can be permitted after obtaining due permission from the Hon'ble Vice Chancellor.



Chapter - 2

SEED MONEY AND RESEARCH GRANT POLICY

1. Research Grant

Research grant can be given to any faculty in any college of or student pursuing any full time course in Swami Vivekanand Subharti University, A faculty member, any non-teaching staff who projects any unique idea, on the recommendation of the URPC or may be taken up sumo motto by the patrons or chief patrons.

2. Nomenclature

- a) **Seed Money:** Seed money is money that is given to someone to help them start a new business or project.
- b) **Research Grant:** Research grants are made available by various institutions to help fund research efforts made by individuals, universities, and other groups.

The amount of seed money/research grant;

- a) It shall be allocated in the budget for the University.
- b) The proposal should have details of the financials involved in each stage/sub stage of the project

3. Approval

- a) If the project and the financials proposed are approved then the seed money will be given.
- b) The seed money/research grant will be given as credit note. The investigator will submit their bills and payment will be made directly to the vendor of the equipment/laboratory/chemicals etc. However, the Vice



Chancellor and the CEO will have the right to make modification in the process of payment.

- c) The candidate will submit the bills and summary of expenditure at the end of the 50% of the amount spent.

4. Time Frame

- a) The researcher will have to specify the time he/she will require to complete the project/research.
- b) It is expected that the time frame will be maintained by all the researchers in accordance to what has been mentioned in their proposal and in the approval letter.
- c) In case, the researcher requires extension of time, then the researcher will apply to the DRC for the same. The DRC may approve the extension on its own up to 25 % of the scheduled total time of the project.
- d) If the researcher requires/requests an extension of more than above period then a request will be forwarded with the comments (recommendation or otherwise) to the respective URC. The URC will be authorized to give extension of another 25 % of the scheduled total time of the project over and above the extension given by the DRC.
- e) In case the researcher requires more extension then the request will be forwarded to the Vice Chancellor with the comments of the DRC and URC.
- f) The decision of the Hon'ble Vice Chancellor will be final.

5. Research Grant for Incubation

- a) The URPC may forward and recommend those proposals with potential for commercialization, to the Chief Patron for permission for incubation center which may train students for starting their own Startups.



- b) The chief patron may forward the proposal for financial advice to the finance committee.

6. Research Grant for Start Ups

- a) Proposals may be forwarded by IISP duly certified and recommended for the sanction of grant for starting of a startup.
- b) The proposals will be considered by the respective URPC committee (depending on the field of Startup)
- c) URPC will send the proposal with its comments/recommendation to the Chief Patron, who may sanction the proposal or if he is not convinced may reject the proposal with comments.

9. Modifications

Any modification in the scheme can be made by the Chief Patron after discussion with Patrons of this policy only on the recommendation of the URPC.

**ANNEXURE-D**

₹ 100/- Non Judicial Stamp Paper

UNDERTAKING BY THE PRINCIPAL INVESTIGATOR

I, Dr./Mr. _____ S/D/W of
Sh. _____ R/o _____
_____ do hereby solemnly affirm, undertake and declare as under:-

1. That I am currently employed with the Swami Vivekanand Subharti University, Meerut (University) and working as _____ (Post) in _____ (College) and have applied for financial assistance in the form of Seed Money/Research Grant from the University for the Research Project _____
2. That I undertake that I will not leave the job before the completion of the research work and its acceptance by the competent authority of the University for which Financial Assistance would be given to me.
3. However In case I leave the job without completion of the task / research work for which financial assistance was given to me then I do hereby declare that:
 - a. I have no objection if University allocates this project to any other researcher or the faculty member.
 - b. The intellectual property rights of the project / research project will remain with the University and I will not be claim any right in this research project.
 - c. That I will not publish this work under my name anywhere else.
 - d. That I will not pursue this research in any other organization where I will work hereafter.
4. That I undertake to abide by all directives, rules and regulations and other instructions issued by the University from time to time.
5. That I accept that the result of the research work will be the intellectual property of the University and me jointly. I will not publish any article/book or use the research work in any other way without the written consent of the Vice Chancellor of the University and also without mentioning the name of the University prominently.

I declare that the averments made from point no. 1 to 5 herein above are true to the best of my knowledge and belief and no part of it is false and nothing has been concealed.

Date: _____

Place: _____

Deponent

Contact No. _____

E-mail ID _____

Aadhar Card No. _____

Bank A/c No. _____

Bank Details _____