Policy for
Research and Development
(w.e.f Session 2015-16)

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1. General Research Overview

1.1 Introduction: A significant and essential component of tertiary education is research and its accompanying activities. The JIS University agrees with this assumption, and research is considered to be one of the university's core functions, along with teaching and volunteer work.

The aforementioned three roles are interrelated and complementary to each other, making it necessary to constantly understand the relative importance of each, even though research is significant in and of itself.

1.2 Definition: In this context, research is defined as any activity that aims to create one or more scientific findings, such as knowledge generation, knowledge restructuring, and skills acquisition.

Depending on the primary objective for which the research is conducted, the creation and publication of research findings as well as the reading of research papers at professional conferences and seminars are included; the following examples may be distinguished:

- Researches are conducted largely for academic or instructional purposes and in which a staff member might promote, co-promote, or supervise students, such as postgraduate and undergraduate students.
- Staff employees that conduct research primarily to advance their educational credentials.
- Research and development projects carried out under contract or after consultation.
- Research and development carried out specifically to produce research results (and not primarily for one of the above reasons). Included are actions taken using university funding or in accordance with contracts with outside organizations.

1.3 Categories of Research: The following distinctions can be made based on the study's goals:

1.3.1 **Basic research** is an innovative and methodical examination carried out primarily to advance knowledge. Thus, the goals of basic research include the growth of knowledge, the identification of new research areas, or the resolution or justification of issues fundamental to the fields of knowledge.

1.3.2 **Applied research** is a creative and methodical examination with the overarching goal of developing particular practical applications. Possible practical goals of applied research are to identify potential applications for basic research or devise fresh approaches to attaining precise, predetermined goals.

1.3.3 **Developmental research** is the methodical process of using prior knowledge obtained through research and/or practical experience in order to design, evaluate, and adapt services, processes, systems, materials, products, or devices with the intention of putting them into use and/or manufacturing them, or to significantly improve existing ones. Development is focused on creating new applications for knowledge as well as adapting and enhancing current technologies in the fields of humanities and natural sciences, whether they are domestically produced or imported.

1.4 Research at the JIS University: Although basic, applied (problem-solving) and developmental research are not always seen in isolation, the JIS University wishes to actively promote Applied and Developmental Research by:

- Encouraging research outputs and developing a relevant research culture.
- Increasing the research budget available.
- Evaluating its research policies on a regular basis.
- Recognizing research performance and conducting research effectively.

1.5 Management of Research: The JIS University's faculty level, where the competence in particular fields/areas lies, is responsible for the active management of research.

- The University Management's responsibility is to foster an atmosphere that supports successful research focused at fostering the development of research skills and expertise among faculty, staff, and students.
- The University's Research Cell offers grants and incentives to assist with the costs of deserving research projects, and it distributes research funds to specific researchers, faculties, and departments.
- These significant aspects of personal development should also have a positive impact on the quality of education.
- Encouraging faculty, departments, and staff to participate in external organization events and programmes.

1.6 Research Output: Research results could take the following forms:

- Original research papers and reviews that are published in a publication that has been approved for the topic specialty, as required by the Department of Education for financial aid purposes.
- books and book chapters for the subject expert (including conference proceeding, dissertations, theses and reports on contract research conforming to the definition of research above).
- Patents
- artefacts, along with procedures and technical models/prototypes.
- Unique and innovative products, such as those for the food industry, software, the visual arts, and design, as well as other outputs that are not acknowledged as accredited by the regulatory body/bodies, will be assessed through peer review in accordance with the Research Policy and other documents adopted by JIS University.

2. **Research Objectives:** The following study goals have been established:

- To advance all areas of study that enhances instruction and learning, the community, and the public and private sectors of the nation.
- For students and researchers to be able to synthesize, or behave in a seriously deliberate, supported, responsible, creative, and problem-solving manner.
- To encourage the growth of a research culture, assist faculty, staff, and students in fostering research, and by doing so, create a research environment that is renowned for its scientific excellence.
- The establishment of infrastructure is part of the process of fostering an atmosphere that is conducive to research.
- To secure funding from organizations like the Department of Atomic Energy, Department of Biotechnology (DBT), Council of Scientific and Industrial Research (CSIR), Aeronautics Research and Development Board (ARDB), Board of Research in Nuclear Sciences (BRNS), Atomic Energy Regulatory Board (AERB), Council of Scientific and Industrial Research (CSIR), Defense Research & Development Organization (DRDO), and other sources, including the private and public sectors.

- To encourage collaboration with business and industry for research and collaborative initiatives, as well as contract research.
- To offer necessary liaison and research-related services at a local, national, and worldwide level.

To fulfill the university's social responsibility through
- The advancement of human capital's knowledge and skills.
- Research that supports the growth of the economy as a whole.
- The creation of technology for the community's benefit.
- The betterment of the environment, such as study on pollution and initiatives to uplift communities with poor environments.

3. **Research Policy:** Academic staff members are encouraged to actively pursue research outside of their responsibilities as lecturers.
- Lecture duties and research tasks are complementary. Research helps to enhance and broaden a lecturer's subject-specific knowledge and expertise. This research is driven by needs that will improve the quality of high-level workforce training and the use of knowledge and expertise for the good of the community.
- The University does not impose any restrictions on the type of research that is conducted, but attention should be paid in particular to important applied, development, and problem-solving components of research.
- Research projects can be carried out by one person or a group of people. In particular skill areas, well-coordinated projects by expert researchers in multidisciplinary teams must produce the best outcomes. It is encouraged to integrate with research networks.
- The publication of recognized outputs, patents, artefacts, and peer review are supposed to serve as indicators of staff efforts toward achieving accepted national and worldwide standards.
- Academic units should support students in continuing their education and participating in ongoing research projects.
- Contact between people on a national and international level should be actively encouraged, particularly regular contact with professionals working in related fields. It is important to promote international expert collaboration in research projects that span national boundaries.
- The essential library and information services, as well as the necessary information sources (databases, books, and magazines) to facilitate study, should be made available.

4. **The Research Cell:** The Research Cell's (RC) primary duties include initiating, organizing, and assessing research projects, providing support for infrastructure needs, and promoting the dissemination of findings in reliable sources. The committee is responsible for making sure the highest standards are upheld.

5. **Faculty/Departmental Research Committee:** A faculty research committee/ departmental research committee oversees research within faculties. This research committee's goal is to promote faculty- and department-level research.

6. **Research Promotion and Resource Mobilization:** Research is strengthened by enhancing research's scope and quality. A research culture won't really take hold unless growth opportunities are recognized and personnel are motivated by management's appropriate attitude, motivation, and recognition, not by being forced to participate in

research.

The following tools aid in the growth of research:

- Financing seed money for fostering this culture.
- Research methodology, information retrieval, report layout, article compilation, and other topics are maintained to help the research outputs are of higher quality.
- Research-related promotion and advocacy activities include visiting research institutions, encouraging people to attend symposia, and recognizing and awarding research outputs.
- If possible, reducing the lecturer's responsibilities for administration, grading, and teaching during a research project
- Ensuring that new hires adopt a research-focused mindset.
- Participation of personnel in authorized research emphasis areas.
- Staff growth by giving them opportunities to learn new research techniques.
- Extending the research literature in the library.
- To guarantee the caliber of student research results, staff and project mentors, promoters, and supervisors are trained.
- Sabbatical leave for research.
- Keeping track of all the research the university conducts.
- Joint investigations with other organizations and experts.
- Maintaining databases for research, such as ones for equipment.
- There is infrastructure to support post-graduate students, such as the Post-graduate Center.

7. Evaluation Of Research: The effectiveness of staff research is evaluated using the following criteria.

- The quantity and caliber of employees who receive outside funding for their research.
- The qualifications and competency of individual staff members.
- Research outputs evaluated in comparison to the national norm of two publications per staff member annually.
- Staff participation in editorial boards, consultation groups, external examinations, and reviewers
- Peer assessment and approval on a national and worldwide scale.
- Projects involving many institutions' research are led by staff personnel.

8. Funding Of Research

- Each year, the JIS University will set up a fund for research and development. These funds will be used in accordance with the rules and procedures of the financial system as seed money.
- Both the public and private sectors could provide funding for research.
- Postgraduate students will have access to awards and grants.
- Post-doctoral research fellows are eligible to seek for grants to support their studies and publish papers at conferences. Application forms must be filled out and submitted using the same guidelines as those used for applications from permanent employees.
- The Central Research Committee will not provide conference travel funding to students working on research projects.

Amendments In Research & Development Policy 2016

9. Policy for Obtaining Seed Money for Research (Ammend on 2016)

It is suggested that faculty members and aspiring researchers at the university receive early seed funds in order to start their research facilities. The results of these studies will aid academics who wish to submit large-scale research proposals to various funding bodies, including both public and private institutions/agencies. It will inspire educators to actively participate in research that also needs to concentrate on guiding PhD research scholars, post-graduate students, and undergraduate students to carry out research. When providing projects with seed money, the following procedures shall be followed:

- Grants and funding will be approved on a case-by-case basis in accordance with the demands of the research project. The Doctoral Research Committee's choice to approve or disapprove a research project will be final.
- Faculty members having PhD and/or without PhDs are eligible to apply for funding.
- The proposal should be distinctly focused on regional challenges, real-world applicability, and academic growth of parent organization in terms of outreach and research. Additionally, it needs to outline the project's goals, strategies, deliverables, and results in the form of publications, patents, etc.
- The merits to be taken into account when sanctioning research projects will depend on:
    - a. The project's potential for application
    - b. The potential future application of the research findings.
    - c. Any potential innovation based on study results
    - d. Paper publication and patent application scope
- Seed money can be used to purchase books, journals, chemicals, and can be used as contingency funds. The use of a small grant is also permitted for fieldwork, surveys, and travel. Similar to this, a small portion of the approved funds may also be used to pay service fees for analytical purposes.
- For projects in the sciences and engineering, the financing will not exceed Rs. 25,000.00 each research project, and for projects in the humanities and social sciences, it will not exceed Rs. 10,000.00 each research project.
- Using seed money will not be allowed for membership or subscription fees for any services, filing fees for patents, or publication costs.
- The project's maximum duration is one year, and it cannot be extended in any circumstances.
- Should the teacher(s) or investigator(s) fail to finish the project, they must reimburse the university for the whole sum sanctioned, plus interest at a rate of 10% annually.
- The "Central Purchase Committee" will be used to carry out the purchases for research projects funded by seed money.

Amendments In Research & Development Policy 2017

10. Support for Conference Participation

The institution will support faculty participation in national and international conferences financially and encourage it. To be clear, this support is not an offer from the Institute, and faculty members should not feel they have a right to it automatically. The Central Research Cell (CRC), which will suggest the case for final approval by the Vice-Chancellor, will handle requests for financial help or support for attending conferences.

The following standards must be followed as higher limit when evaluating the academic member's request for financial assistance:

Events	Higher Limit of the Money
Conferences in Kolkata:	INR 4000
Conferences in India outside the Kolkata:	INR 15000
Conferences outside India:	INT 50000

JIS University Research Code Of Ethics

10.1 Preamble: The JIS University's research code expresses the norms and ideals that are upheld there and to which every researcher their pledges to adhere when doing their study.

The JIS University conducts and supports research in an effort to develop a just and productive society by identifying practical answers to issues. The JIS University works to fairly distribute and responsibly use the resources and advantages of its research and other research-based services in the interests of the Indian society at large as it carries out this duty. Consequently, the JIS University tries to pursue research with the highest standards of integrity and excellence in science, but also with a consciousness of social responsibility, and at all times with appropriate consideration for each person's dignity and fundamental human rights.

The JIS University is committed to this goal and upholds the values of academic independence, integrity, and honesty in addition to scientific responsibility and critical engagement. Always think of these ideas in terms of how they relate to one another and are coherent with one another. These concepts are expressed in the relationship between the researcher and participants in study the research community, society, study subjects, study subjects' sponsors/clients, and study participants.

10.2 The researcher and the field of research

- All researchers at the JIS University are expected to uphold the highest ethical and safety standards, especially when using human and animal subjects.
- All research is conducted in a manner that respects science. The researcher (or research team) accepts responsibility for the planning, methods, and execution of the study; designs the investigation to maximize the validity of the results; discloses the limitations of the results; and, where appropriate, suggests potential alternate interpretations.
- It is recognized that fellow researchers have the right to choose among a number of paradigms, approaches, and procedures. The professional codes of particular

specialties are respected and acknowledged for their authority.

- Researchers are prohibited from abusing their positions for personal advantage, such as using student ideas that they then patent as their own.
- That any reports, publications, or visual presentations made by the researcher or research team properly credit the JIS University for any money or resource support received.

10.3 The society and the JIS University

- The JIS University is devoted to conducting research that would improve the welfare and standard of living for all segments of society via the efforts of its researchers.
- The JIS University strives to better the less fortunate segment of society through its research and various forms of service. The university's scholars are sensitive to all sorts of injustice and inequality in society.
- The JIS University acknowledges the freedom of access to research findings and information and always respects the rights of the individual; however, the rights of the individual and those of other institutions shall be protected in accordance with the Indian Constitution.

10.4 The investigator and others involved in the research process

- The researcher always takes into account the ethical acceptability and the foreseen repercussions of the research when planning and carrying out a study.
- If a conflict arises between the researcher's interests and those of specific participants, the latter's interests are supposed to take precedence. The researcher should be always conscious of the possibility that the study could harm the participant's circumstances and position. Never should other cultural, social, and personal values be sacrificed in the name of research or the pursuit of knowledge.
- A clear and equitable agreement is formed with participants before their participation in the study is requested. Every component of the study, including its goals and ramifications, that can reasonably be expected to affect participants' willingness to participate is disclosed to them by the researcher when appropriate. The researcher always takes care to get the subjects' informed consent.
- The researcher respects people's choice to decline involvement in research and to end it at any time.
- The participant is protected by the researcher from anticipated physical, psychological, or social injury or suffering that could occur during the research or as a result of it. The rights or interests of more vulnerable participants, such as children and the elderly, are of particular concern to the researcher. The participants or their guardians are properly notified in advance when there is a danger of injury. The researcher is accountable for recognizing, and where practical, undoing, any unintended and unwanted repercussions of their research.
- Unless the participant consents to its dissemination, information gathered during the study process that could identify a participant is treated as confidential.
  The researcher and the research's sponsor or clients.
- Contract research follows the customary guidelines when conducted on behalf of sponsors or clients. The following are some of these conventions:
- The sponsor/client must provide the researcher with an explicit research mandate that clearly outlines the requirements and terms of the research or service (research problems, time range, etc.).

- An explicit agreement or contract between the researcher(s) and client/sponsor should be drafted after acceptance of the commission.
- The researcher acknowledges that the sponsor or client has the right to inquire about the execution of the research or service at any time during the research process. Sponsor or client influence, however, that could compromise the study's scientific validity or harm research participants' interests is inappropriate.
- Only with the participants' express written consent will information that could identify specific research participants be given to the study's sponsors or clients.
- The researcher shall take into account all of the guidelines in the research code when a customer or sponsor wants confidentiality in the reporting of study results. Even if such publication should take place after an embargo period, the researcher should discuss the prospect of publication of findings in scientific journals with the sponsors or clients of the research. In some circumstances, the researcher may even decide that maintaining the findings' secrecy is necessary to safeguard the research participants' interests.
- The JIS University will not do research on behalf of covert organizations or organizations that are unable to explain how a certain study result will be applied.

10.5 Postscript: Every time they do or oversee study, researchers must embrace ethical, social, and scientific responsibility. All researchers should assess the potential environmental effects of their work and identify such effects, however remote they may be.
- Where necessary, faculty research committees are in charge of seeing that a research project receives ethics approval.
- The Central Research Committee's Executive Committee establishes the Ethics Committee, which has the authority to choose experts in accordance with the research project.
- Wherever research on nutrition or health is conducted, the University of the Witwatersrand Medical Ethics Committee is consulted.

Amendments In Research & Development Policy 2018

11.JIS University Policy on Intellectual Property

11.1 Preamble: Technological advancement frequently manifests itself in inventions or designs as a result of applied research and development. Such development is crucial for advancing the economy and raising the standard of living. In order to ensure that all rights that may accrue are appropriately safeguarded, usage or exploitation of such technological advancement is typically restricted to the author or this person's nominee through adequate protection.

An invention must be of a technical nature, innovative, inventive, and useful in commerce, industry, or agriculture in order to qualify for patent protection, whereas a functional design must be unique, not previously existing, and intended for industrial multiplication.

Before filing a request for the creation's protection, prospective inventors or designers should take precautions to prevent disclosure of the relevant creation. Thus, before taking any action, members of the university faculty are advised to conduct the necessary research.

11.2 Generic Principles of Policy

- The national laws governing intellectual property and its protection will always be acknowledged and applied by the policy.
- The University agrees to: Promote, encourage, and support all University-wide initiatives that have the potential to lead to patents, usable designs, or other forms of relevant protection.
- Work together with all parties interested in producing relevant works that will benefit both the University and those parties.
- Create efficient systems and practices for acquiring the proper protection, and
- Make sure that any financial gains from the rights acquired via the appropriate creation are distributed fairly.

11.3 Assessment

All issues pertaining to the proper type of protection will be taken into consideration, advised on, and decided by the inventors (where necessary an assessment committee can be established according to the project). All disclosed information will be kept private and confidential. The Research Cell will receive reports from the inventors.

The Dean: Research and Development: Keep a record of all patents and projects; evaluate relevant works with relation to their practical and economic worth; and, determine whether a design or technology would be eligible for funding,

- Give suggestions on how to make a product or functional design more marketable, feasible, and operational.
- Provide guidance on the University's engagement in the exploitation and registration of a suitable creation,
- Provide written notice of the University's decision to the staff no later than three months from the creator's submission date.
- Aid employees with legal contracts, such as those pertaining to secrecy and any agreements with third parties.

11.4 Staff members' inventions

- According to recognized legal principles, the University is entitled to any rights that result from inventions or designs made by University staff members while they were working there. In this regard, the University will take into account all submissions and advise the University (Executive Management Committee) regarding the best course of action.
- If it is determined that an invention or a functional design was created outside the scope of one's job, the university may still be entitled to remuneration if university equipment or other resources were utilized.
- Upon the creation of a suitable work in which the University may have a stake, a staff member may:
- Attend to filing a provisional patent application in the individual's name for an invention, and then provide the committee with any necessary patent papers.
- Ask the committee to set up the submission of a provisional patent application and provide it with the necessary supporting papers.
- If the design is functional, take care of filing a design application in your own name and then presenting the committee with the necessary supporting papers,
- Ask the committee to set up the submission of a design application and provide the necessary supporting documentation. When the committee receives the necessary documents in any of the aforementioned situations, it must be accompanied by the dean's or director's endorsement.

- The committee may, if it is thought essential, designate a suitably qualified professional to handle certain parts of obtaining protection or other relevant matters.
- After all expenses incurred by the university have been paid, the following financial benefits will be awarded from the commercialization of any ideas or designs in which the university has an interest:

    60 % of inventor
    30% University
    10% Department

- Prior to financial advantages being delivered, the University's costs and expenses will be subtracted.
- Staff members may ask the assessment committee for assistance with proper searches, exploitation, and future development of the creation in cases where the university has an interest. The University will handle any expenses in the manner described above.
- The University or a company or institution participating in the commercialization of the innovation will accept full responsibility for all actions performed in order to obtain international protection.
- Ad hoc decisions regarding how to manage staff creations that also include students, study leaders, or promoters will be made in consideration of the relative rights of the parties involved.
- Any question, idea, or possibility relating to inventions or designs that is not covered in this text will be handled on an as-needed basis by the relevant committee or the Dean of Technology Transfer and Innovation.

12. Research Misconduct

Any fabrication, falsification, or plagiarism in the planning, carrying out, or reviewing of research, as well as in the reporting of the research's findings, is considered research misconduct. Honest mistakes or differences of opinion, authorship disputes without instances of plagiarism and violations of other University standards are not considered to be research misconduct (e.g., sexual harassment policy). The university thinks that the fundamental tenets of research are under danger when misbehavior occurs. The University is required to establish a process for responding to all claims of misconduct and to make sure that the procedures for any inquiry, investigation, and adjudication are clear and equitable for all parties.