



DPG DEGREE COLLEGE

(Approved by AICTE & Affiliated to MDU, Rohtak)

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RESEARCH POLICY

&

GUIDELINES

Published by

The Research and Extension Committee

of

D.P.G. DEGREE COLLEGE

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RESEARCH POLICY AND GUIDELINES DOCUMENT

TITLE	DPG DEGREE COLLEGE RESEARCH POLICY AND GUIDELINES
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ISSUING AUTHORITY	The Principal
Director	Dr. Amita Singh

EXECUTION AUTHORITY	D.P.G. Degree College Research Committee
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PURPOSE OF POLICY	The purpose of this policy document is to establish consistent guidelines for Academic Research and Innovation in DPG degree college
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DATE EFFECTIVE FROM	2024
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DATE OF NEXT REVIEW	2025
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CONVENOR OF COMMITTEE	Dr. Amita Singh (Asst. Prof.) – HoD, Dept. of Botany
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	Name & Designation	Department
MEMBERS OF COMMITTEE	Extrenal members	
	Dr. S.P. Khartkar(Prof) MDU university	Chemistry
	Dr. Rajesh Punia (Prof) MDU university	Physics
	Dr. Nasib singh Gill (Prof) MDU university	Computer science
	Dr. Anil Chillar (Prof) MDU university	Life Sciences
	Dr. Shama Parveen (Asst. Prof.)	Physics
	Dr. Asha (Asst. Prof.)	Life Sciences
	Dr. Shailja (Asst. Prof.)	Zoology
	Dr. Ravinder (Asst. Prof.)	Arts and Humanities
	Dr. Diksha (Asst. Prof.)	Chemistry
	Ms. Geetanjali (Asst. Prof.)	Commerce

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DPG DEGREE COLLEGE

A. SCOPE OF THE POLICY

This document on Research Policy Guidelines will apply to the following category of persons engaged in any form of research activity;

- Faculty Members
- Research scholars registered under Research Guides who are currently faculty of the institution
- Students

B. POLICY STATEMENT

DPG Degree College is committed to being a Research and Innovation Driven Institution. One of the primary aims of our college is to see India become a global knowledge pioneer through education, research, and innovation. To attain this goal, it is absolutely important to pursue cutting-edge basic, targeted, and applied research in all domains/ faculty of studies in a transparent, responsible, and ethical manner for the advancement of knowledge and development of novel processes, technologies, and products. It is equally important to ensure that the products and outcomes of such research are appropriately disseminated to reach the widest possible audience at both national and global levels. This policy provides a set of guidelines for the conduct of research at all levels and applies to all full-time, part-time as well as contractual employees of the College and all students, whether full-time or part-time, of the College, who may be involved in any form of research activity.

- At the outset, it could be broadly stated that policy is to ensure that individual scholars are free to select their broad and narrow disciplines, or inter-disciplinary perspectives to narrow down the subject matter of their research. They are also free to form their own opinion, theories, explanations, and findings in their research report where they draw certain conclusions, subject to the approval of the guiding faculty.
- However, these findings and conclusions must be open to both internal (through a Research Sub-Committee mechanism) and external scrutiny (by individuals and agencies that assess and evaluate innovations, proposed patents, and research). All research reports are also open to ratification as required by the College's expectations on Openness in Research.
- Research Committee DOES NOT permit the use of a research or survey methodology or technique that violates professional ethics about the health, safety, privacy, and other personal rights of human subjects or to the infliction of injury or pain on animals and living organisms.
- The College does not encourage any speculations or discussions on any kind of platform (including social media) concerning the political or moral impropriety or the uses which might be made of its results of research.
- It is also mandatory to ensure that research platforms are not used to argue against the widely acclaimed research positions or the national policies of India, or the universally accepted

international laws and provisions.

C. RESEARCH OBJECTIVES

The research committee encourages its faculty to serve its research goals through their primary commitment to engaging in teaching, research, industry connection, and other support activities that are consonant with the values of the institution. In addition, to further research and collaboration initiatives, it also is appropriate and often desirable for faculty members to participate in both government-funded and private activities beyond this campus by engaging in academic and professional activities including public service and consulting that may incidentally also hold the College in high regard. All faculty members are expected to undertake research activities in addition to their teaching and administrative responsibilities. All research activities should be undertaken in compliance with the Research Policies issued under the authority of the College. Our key research objectives are to -

- Affirm research as an integral activity at the College
- Maintain and enhance the quality of research undertaken
- Maximize funding support for research through external and internal sources
- Create transparent, effective, and efficient systems for maximizing research outputs
- Integrate research activities undertaken by the undergraduate, postgraduate and doctoral students with the research focus of the College in alignment with the national thrust areas
- Create, maintain and enhance infrastructure to enable the conduct of state-of-the-art research
- Provide a framework for conduct of research in a transparent, socially responsible, and ethical manner
- Translate new knowledge, innovations, technologies, and tools emerging out of research conducted at DPG degree college into products and processes for commercialization or societal benefit
- Protect Intellectual Property (IP) generated as a result of research conducted at the College;
- Encourage and facilitate research collaborations with reputed Institutes and Research Organizations.
- Ensure effective dissemination of research activities and achievements of the college both internally and externally

D. RESEARCH MANAGEMENT AND FUNDING

The Research Committee will be headed by the convenor and will include six (6) faculty researchers from different departments of the College and two (4) eminent experts from outside the College. In the absence of the head of the committee, the meeting will be chaired by the senior-most of the committee members. The Committee will meet at least twice a year to review research progress, offer critical comments, and suggest corrective measures to enhance the research activities of the College.

Funding shall be allocated by the Government and Non-Government organizations for research projects undertaken by the faculty members. Proposals for such projects shall be presented to the Research committee, who will evaluate the eligibility criteria and merit of the project and finance the same. Projects under this umbrella are subject to all the policy requirements as specified in this policy document.

For DPG faculty who have not yet applied for Ph.D. degrees/do not have designated research Guides (Ideation stage- for assured progress on all fronts)

MAIN COMMITTEE

SUB-COMMITTEE

FACULTY MEMBERS

- Shall assign broad areas for research relevant to current scenarios, based on focus areas of national interest/Global progress and allocate them to sub-committees in relevant fields of study
- HOD(s) shall segregate allocated research areas into articles & research publications between faculty with < 3 years' experience and > 3 years' experience in research. Minimum two outputs per faculty annually.
- Shall Produce articles and Publish research papers bi-annually on allocated topics. Attend progress review meetings

E. ROLE AND FUNCTIONS OF THE DPG-RC

- To create a conducive environment for the promotion of research and innovation activities at the institution.
- To identify potential areas of research and encourage faculty members to apply for major, and minor research projects and also undertake collaborative research.
- To organize Workshops and Faculty Development Programs in Research Methodology and research paper writing.
- All the students/faculties have to ensure that those documents such as a dissertation, publications, or any other such documents are free of plagiarism at the time of their submission.
- Every student submitting a dissertation, or any other such documents to the College shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.

F. RESPONSIBILITIES OF THE RESEARCH TEAM

a) Responsibility towards faculty and students

Faculty members must be aware of their obligations to staff and students working as part of the research team. It is particularly important that at least annually, each faculty member should review intellectual and tangible property rights and responsibilities, with all members of the group under his or her direction, including staff, students, and visiting scholars. The College is committed to demonstrating support and appreciation for its research staff. To that end, faculty members are encouraged to provide staff development opportunities (such as FDPs and special Training Courses or Workshops) and, if possible, a mentor relationship for those in their research group.

b) Health and Safety

Each faculty member is responsible for advising and helping members of his or her team in appropriate health, and safety procedures that must be taken to work in a particular area of research, and for management of those procedures in his or her office or laboratory. Project guides are directly responsible for assure the periodic inspection of lab facilities, taking corrective measures – if required, and cooperating in any inspections. Faculty members also need to ensure that approved research protocols for the use of human and animal subjects in research are obtained and followed.

G. EXTERNAL CONSULTATION ACTIVITIES OF ACADEMIC STAFF

The members of the academic staff or research personnel may be allowed to engage in outside consulting activities under conditions outlined in the Clauses under Conflict of Commitment and Interest for Academic Staff and Other Teaching Staff.

H. PATENTS AND COPYRIGHTS

IPR cell is also working in college to conduct workshops, seminars, and training courses on IPR. IPR cell also guides publishing patents.

I. RESEARCH MISCONDUCT

- **"Research misconduct"** is defined as fabrication (making up data or results, and recording or reporting them), falsification (manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented), or plagiarism (appropriation of another person's ideas, processes, results, or words without giving appropriate credit) in proposing, performing, or reviewing research, or in reporting research results. This definition of research misconduct, and procedures for investigating and reporting allegations of misconduct, will conform to the regulations of the governmental and other funding agencies which may have some elaborate policies on this subject. These will apply to the research proposed as well as to the research conducted or reported.
- If the misconduct is committed intentionally, or knowingly, and if the allegation is proven by the Research Committee or any of its sub-committees set up to look into such allegations, even instances of failure to supervise adequately and other lapses from professional conduct or neglect of academic duties could come under its purview. Findings (concerning research misconduct) of serious academic deficiencies are to be addressed by the concerned Principal, initiating the relevant disciplinary processes, as may be deemed appropriate.

J. RETENTION OF AND ACCESS TO RESEARCH DATA

- It will be ensured by the PIs that research data is appropriately recorded, archived for a reasonable period, and available for review under the appropriate circumstances as may be decided by the research committee. This is because accurate and appropriate records are an essential component of any research project.
- Both the College and the Project Guide have responsibilities and rights concerning access to,

use of, and maintenance of original research data.

- The PI is responsible for the maintenance and retention of research data that may be necessary for the reconstruction and evaluation of reported results of research and the events and processes leading to those results. It is the responsibility of the PI to determine what needs to be retained under this policy.
- For all projects, the PIs should adopt an orderly system of data organization and should communicate the chosen system to all members of a research group and the appropriate administrative personnel as a matter of research protocol.
- To avoid any possible allegations of scientific misconduct or conflict of interest, data must be retained until such issues are fully resolved.
- Wherever students are involved, data must be retained at least until the degree is awarded or until it is clear that the students have abandoned the work. Beyond this usual period of retention, as specified, the destruction of the research record is at the discretion of the PI and his or her department or laboratory.
- Wherever or whenever necessary, the Main Committee may direct the PI to assure needed and appropriate access to the data to other faculty members for advanced research.

K. FINANCIAL RESPONSIBILITY FOR FUNDED RESEARCH PROJECTS

➤ Incentives for Research Endeavors:

All project guides are mandatory required to maintain an account statement in the prescribed format, with supporting documents for all expenses incurred on the projects. All guides should be well-versed in the standard financial practices including accounting procedures based on which they would be required to deal with the Finance & Accounts Office of the College to conduct research work. Wherever excerpts are required, specific approval on file/-email must be obtained from the College administration.

➤ Academic Research :

The Teachers and Research Scholars will carry out research in frontier areas resulting in publication of research papers/project outcomes in renowned journals indexed in Scopus/Web of Science/PubMed/Indian Citation Index/UGC Care List and/or with 4 sound impact factor. The teachers shall ensure the quality of the Research Reports to avoid plagiarism and malpractices. The Teachers and Research Scholars should not publish the articles in predatory journals and avoid the malpractices including falsifying the results, artificial construction of research results, Misinterpretation of results, etc. The UG and PG students should be encouraged to take research based projects. To provide financial assistance for publication of research papers and research.

- **Research Seed Money** Keeping in mind the transitory gap in receiving research funds from various funding agencies (UGC, DST, DBT, CSIR, ICSSR, etc.) for grant in aid programme and scarcity of research funds for teachers working under self-financed programme, parent trust CPSM shall support the faculties by providing seed money to initiate Research Projects.

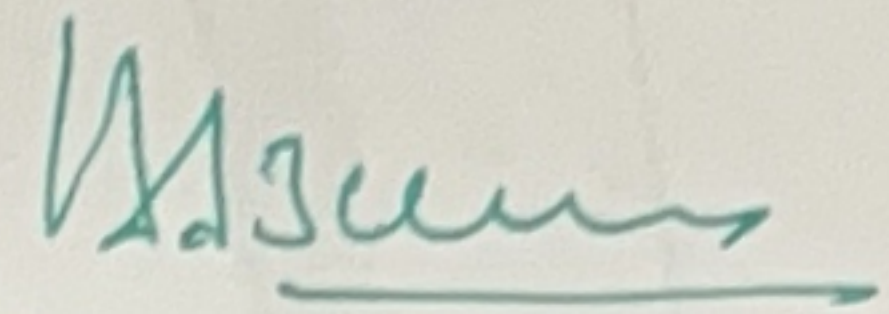
FINANCIAL ASSISTANCE FOR PAPER PRESENTATION / PUBLICATIONS/ MEMBERSHIP FEE

Given below are the norms for getting the financial assistance from the institution regarding Paper Presentations / Publications/Membership fee of any professional bodies by the faculty members at the National and International level with immediate effect.

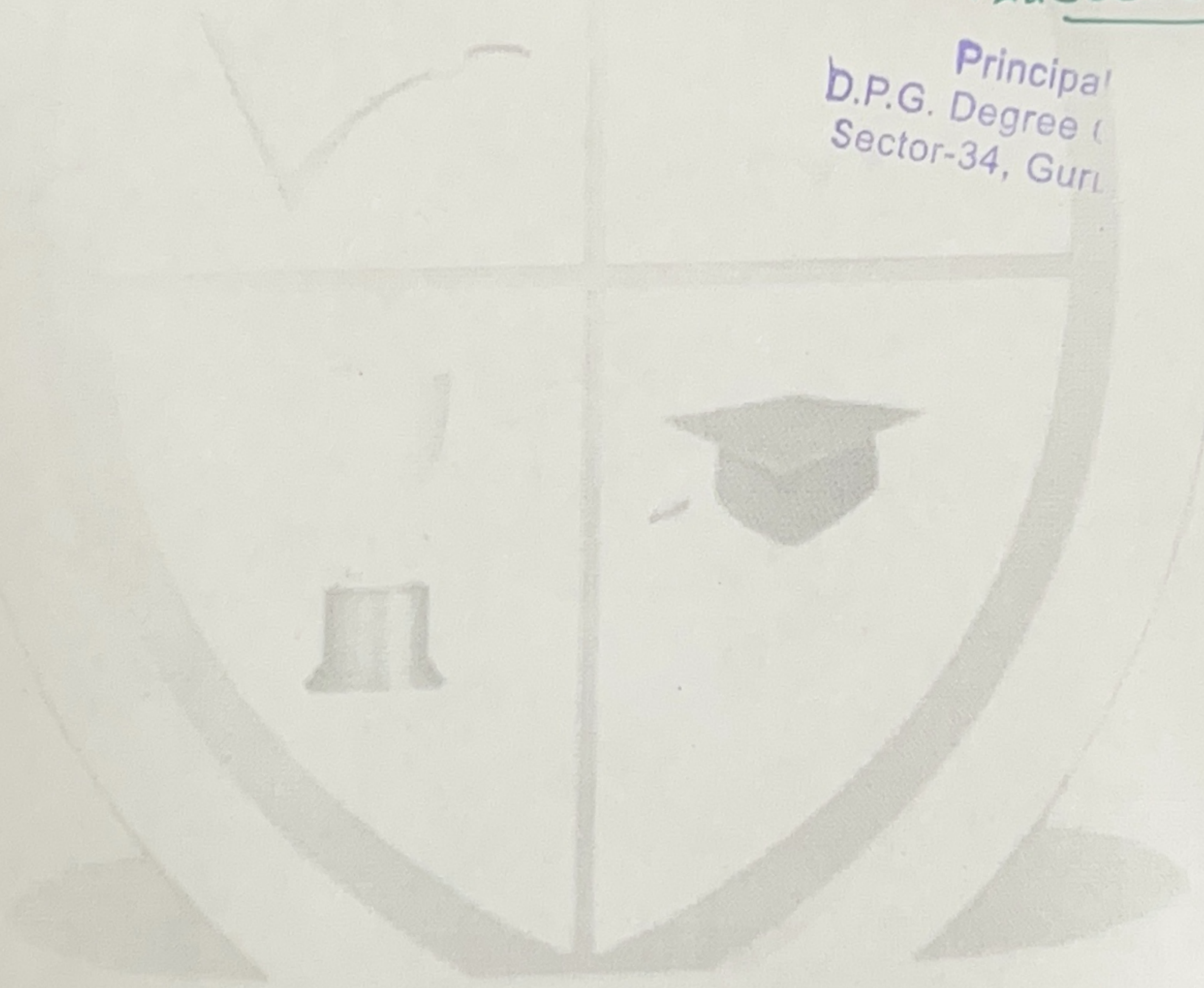
1. A letter is to be put-up to the Principal, recommended by the concerned Head of the Department, enclosing a copy of communication received from the organizers accepting the presentation / publication of the paper. The letter must necessarily give an estimate of expenditure involved Registration fee.
2. The paper must be presented by the faculty members by the name of DPG Degree College. This presentation can be either before or after receiving the acceptance letter from the conference organizers / publisher.
3. After the presentation of the paper in the conference, a claim is to be made by the faculty member giving the details of registration expenditure incurred showing the proof of such expenditure.
4. The actual expenditure incurred in the above forms, subject to a maximum of **Rs.2,000/- in a year** will be sanctioned to the faculty member for paper presentations in the Conferences subject to the validity of the conference.
5. Faculty members presenting papers in International conferences abroad will be eligible for a financial assistance of **Rs.5,000/-**.
6. Faculty members publishing papers in international journals are eligible to claim the expenditure involved in getting the paper published, subject to a maximum amount of **Rs.2,000/- in a year** and validity of the journal.
7. Faculty members who have completed 2 years of their service in DPG Degree College are eligible for financial assistance of their annual professional membership charges from the college subject to a maximum amount of **Rs. 1000** in a year and validity of the registration certificate.

8- Faculty Members who have completed 5 years of their service in DPG Degree College are eligible for financial assistance of **50%** of their life time professional membership charges subject to the maximum amount of Rs.5000 and validity of the registration certificate.

9-A faculty member can avail such financial assistance from the Institute, to an extent of two conferences in a calendar year out of which only one can be for presentation abroad. However, the claim for international journal paper printing expenditure can be made once in a year irrespective of the claim for the presentation in Conference. If the faculty member presents papers more than twice in any calendar year, the financial assistance cannot be extended for those additional presentations. However, the period of absence on all such paper presentations will be treated as academic leave.



Principal
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