

JECRC University Jaipur

No.: JU/URC Meeting /Minutes/2016/Research Policy

Dated: 24th Novembr 2016

Minutes of URC Meeting held on 23rd November 2016

A special meeting of the **University Research Committee (URC)** was held on 23rd November 2016 in the Board Room, Engineering Block, JU to discuss the draft of "**Policy Document for Promotion of Research**" for the University.



This Policy Document will be followed in all research related activities and applied to all Faculty members, Staff and Students of the JECRC University.

The document is attached herewith, which was discussed in length, recommended by all the members of URC and approved by the President, JECRC University for the needful implementation, circulation and further practice w.e.f. 23rd November 2016 itself.

The following members were present in the meeting-

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| 1. Prof. D.P. Mishra, President, JU | :Chairman, URC |  |
| 2. Prof. R.N. Prasad, Dean, SoS and SoH | :Member, URC |  |
| 3. Prof. Ram Rattan, Dean, SoE | :Member, URC |  |
| 4. Prof. Mahesh Chand Koolwal, Dean, Law | :Member, URC |  |
| 5. Prof. Widhi Dubey, Director, SoS | :Member, URC |  |
| 6. Prof. Pajul Agarwal, Director, SoM | :Member, URC | |
| 7. Prof. Sanjay K. Sharma, Asso. Dean, Research | :Member Secretary, URC |  |

At the end, Prof. Sanjay K. Sharma, Associate Dean, Research expressed his gratitude and thanks to all members for being available and to the President for presiding the meeting and needful approvals.





JECRC University, Jaipur

Policy Document for Promotion of Research

1. **Purpose:** This policy establishes the research environment within which academic staff, postgraduate research students and Ph. D. Scholars carry out their Research. It also provides an overarching framework for the development and implementation of all research management at JECRC University, Jaipur (JU).
2. **Organizational Scope:** This is a University-wide statute. The policy states the University position with regard to its research activities.
3. **Policy:** As part of its commitment to the creation and dissemination of knowledge, the JECRC University will foster an environment of open inquiry and academic freedom in which individuals can pursue scholarly activities. To this end, the University will-
 - i. Ensure and promote the highest standards of scholarly practice and ethical conduct.
 - ii. Ensure that human research participants are treated safely and with respect.
 - iii. Ensure that teaching and research activities involving animals are performed with full respect for animal welfare.
 - iv. Ensure that principles of stewardship are applied to research records, protecting the integrity of the assets.
 - v. Support and develop research and scholarship through prudent resource management and the securing of external funding.
4. **Policy Content and Guidelines**
 - 4.1 Each Faculty member will carry out independent Research, or creative activities that are appropriate to their discipline. In doing so they will, individually or in collaboration with colleagues:
 - i. supervise Research students;
 - ii. broadly disseminate Research results (i.e. through more than one medium or one audience) including through their teaching practices and, where appropriate, protect the results of their Research;

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- iii. be active within appropriate professional and discipline communities and external stakeholders;
- iv. contribute to the Research environment and culture of JU through activities such as mentoring, engagement in new Research initiatives and strengthening the Research infrastructure; and
- v. Participate in initiatives designed to secure financial support for Research activities from external sources (including for example, government funding, industry partnerships and contracts, philanthropic gifts, Research translation and commercialisation opportunities).

4.2 The requirement to undertake Research is a career expectation and will be balanced with the other obligations of academic staff including teaching and administrative responsibilities.

4.3 Nothing in this policy is to be construed so as to prevent Heads of School from allocating teaching and other responsibilities in the light of the Research record of academic staff.

5. Statutory and Ethics Obligations:

- i. Academic staff and students are required to carry out their Research in compliance with all the University's obligations under legislation and any ethical and contractual obligations.
- ii. Research projects that involve human or animal subjects, including those undertaken as part of a teaching programme, must be approved in advance (As per the Human Ethics Policy of the State as well as of Country)
- iii. All Academic staff, students, and visitors of the University are required to make themselves aware and follow the contents of the University Health and Safety Policy and the Health and Safety section of the University's website.

6. Research Management Policy and advice in Research matters is coordinated through a number of bodies and committees:

- i. URC, chaired by the President, is the University's senior research management body. It advises Academic Board on Research strategies

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- to be pursued, develops policy (including strategic and scholarships policy for Research students) and reviews progress in these areas.
- ii. Faculties and Schools are required to establish Research committees called Research Protocol Evaluation Committee (RPEC) to support the research activities of their staff, postgraduate and Ph. D. thesis students.
 - iii. Both committees are expected to comply with the implementation of research policies. RPECs are chaired by Deans to advise the URC and their own faculties on Research matters.
 - iv. The Research Office provides research services for staff, faculty and students of the University.
 - v. The Research Office also provides the support includes but is not limited to:
 - a. Assisting URC with coordinating the activities of its subcommittees and monitoring external Research policy developments
 - b. Managing the URC agendas and meetings.
 - c. Managing the internal administration of the research Activities.
 - d. Securing and supporting external Research funding from the public and private sectors
 - e. Monitoring and reporting on externally funded Research grants
 - f. Providing professional development opportunities for staff to enhance their Research performance.

7. Resources in Support of Research:

(a) University Research Fund (URF)

- i. The general principle governing the allocation of all Research funding in the University is that it is an investment intended to maximise the range of outcomes that the University expects to result from staff and student Research. The Allocations and Investment Subcommittee of the URC allocates grants from this fund.
- ii. A portion of the URF supports early career researchers and staff at Lecturer/Senior Lecturer level who are in their first five years at JECRC University who have not previously received external Research funding support and is allocated by a subcommittee of the Allocations and Investment Subcommittee of the URC.

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- iii. A portion of the URF is allocated to strategic support of external funding bids and partnerships.
- iv. Faculty and School Research Grants Faculties and Schools may allocate Research funding according to their internal processes.

7. External contracts/external Research provisions and obligations:

- i. All applications for any external Research funding are to be submitted through the Research Office.
- ii. All research contracted by an external party is administered by the Research Office.
- iii. The Research Office provides the contract, financial and non-financial management services for the University's grant management process.
- iv. Academic staff are expected to comply with the Management of External Research, Consultancy and Related Contracts Policy in the costing and pricing of external Research and consultancy. They may also do Research or consultancy under the Entitlement to Undertake Private Work Policy and are required to report such activity to their Head of School.
- v. Academic staff are eligible to apply for leave in support of their Research including Research and Study Leave, Overseas Conference Leave, and Exchange Leave. Faculty committees recommend the award of such academic leave to the URC for approval.

8. Research Planning:

Each Faculty, and its constituent academic units, is required to develop and implement its own Research plan that is consistent with and delivers to the University Research Strategy and the University Strategic Plan.

9. Evaluation and Monitoring of Performance:

- a. The concerned RPEC has responsibility for the evaluation of the Research performance of an individual and will advise the URC for the needful actions.
- b. The relevant RPEC and Dean will monitor the performance of schools and Research centres in accord with the evaluation of the University's Research performance.
- c. Staff and students are required to half yearly submit the progress report of his/ her work through which their Head of School (or delegate), Director (or Delegate) or RPEC will evaluate their Research performance.

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d. Staff and students are required to supply full and accurate details of their Research outputs as required by their Head of School (or delegate)/Director (or delegate). This shall be done at least half yearly. The information will be supplied to the Research Office.

10. Other than this Policy Document the Faculty, staff and students will abide by the Rules and Regulations laid by the University time to time. Also, they will follow the Ph.D. Ordinance and related guidelines for their research activities.

Dr. Ravi Rattan
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24.11.2016

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