



**RNB**

GLOBAL UNIVERSITY

Educating stars for tomorrow

# Research Policy

DOC ID201901280002

**RNB GLOBAL UNIVERSITY**

RNB Global City, Ganganagar Road,  
Bikaner, Rajasthan 334601

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## PREFACE

The **RNB Global University** aims to encourage academic sovereignty and empowerment, in learning, risk taking, and engagement in exploratory research in the fields among its faculty and students. It would persuade aspiring researchers and scholars to pursue their research ambitions, in line with the vision and the mission of the university and promising trends in the global market. University shall focus on interdisciplinary research, particularly applied research. The University shall work with a wide range of research partners including industry, government, non-profit organizations, community organizations, industry associations and research institutes in India and abroad to develop solutions and solve real world problems.

Research at **RNB Global University** will be anchored at the graduate level, both process and product, and expand to a new level in graduate and doctoral programs. Faculty and students involved with the undergraduate programmes would have easy and effective inter-disciplinary in knowledge sharing, research and project work with postgraduate students.

This document defines the framework for the development and implementation of research and innovation activities at the **RNB Global University** and aims to foster a research culture and increase the innovation within the university by promoting research and development in pioneering scientific fields. , Engineering and human sciences. It also encourages undergraduate, postgraduate and doctoral candidates and faculties to undertake research in emerging fields of engineering and non-technology covering multidisciplinary fields. This will enhance the joint research capacities of aspiring researchers and stakeholders by participating in conferences, workshops, project competitions and will lead to tangible research results outcomes.

The mission will foster an encouraging environment for research practices that produce consistent and significant results for the country in general and the region in particular.

This will foster the creation of an enabling environment for the establishment of centers of excellence for research and development and the dissemination of knowledge and its relevant applications in the region, country and the world. It will also lead to an improvement in the Research Index of professors and students through interdisciplinary / multidisciplinary / trans-disciplinary research.

## **Aims and Objectives of Research at RNBGU**

The aim and Objectives of Research Department is to:

- a) Develop and adopt policies, systems, process and procedures to improve the research capacity of academic staff and students.
- b) Manage research activities throughout the University in the form of doctoral studies, competitive research projects, contract research projects in collaboration with National and International partner organizations.
- c) Create visibility as the University's fundamental contact for information and supervision for researchers, potential external research funding agencies and internal research and support communities.
- d) The code governing of the University's research practices requires that research projects and publications be conducted in an ethical manner and according to best practices.
- e) Promote a culture of research excellence by providing opportunities to conduct high quality research and disseminate research in appropriately ranked academic journals.

## CHAPTER I

### Ph.D. Program Rules & Regulations

RNB Global University, Bikaner (RNBGU) offers the Research Degree programs leading to the award of degree, Doctor of Philosophy (Ph. D). Admissions for Ph.D. programs at RNBGU Campus are conducted twice a year, for January and July sessions. A Ph.D. program is offered in two modes-Full time and Part time. RNBGU does not offer its Ph.D. program in distance learning mode. Hence, coursework, participation in various interactions, submission of progress reports through presentations etc. on regular basis is mandatory during the program.

RNBGU encourages interdisciplinary research and exchange of ideas and knowledge in various related fields. Consequently, it also allows scholars to have a Co-guide from outside RNBGU as per university rules. The main Guide for the scholar during the Ph.D. program will be from RNBGU, appointed as per the research topic and Guide availability.

#### Designation of the Course

The Doctor of Philosophy (Ph.D.) degree is one of the highest academic degrees awarded by RNBGU and requires extensive study and intellectual effort. It is awarded to a candidate who, as per these regulations, has submitted a thesis or dissertation, on the basis of original and independent research in any particular subject/discipline, or more than one discipline (interdisciplinary), and which makes a contribution to the advancement of knowledge in science, technology, management, law, humanities & social sciences.

#### Duration of the Ph.D. program

The duration of Ph.D. program **including course work** for the two categories of scholars is as under:

**Full time Candidates:** Minimum 3 years & maximum 6 years

**Part-time Candidates:** Minimum 4 years & maximum 6 years.

Extension beyond the above limits will be permitted by the President of the University, on the recommendation of the Supervisor duly forwarded by the Dean Research. Such extension can be granted for a period of maximum one year and on providing proof of reasonable reasons.

The women candidates and persons with disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the



women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

### **Categories of Candidates**

The following category of candidates shall be admitted into the Ph.D. program:

**Full time Ph.D. scholars:** A Full-time Ph.D. scholar shall mean a candidate devoting full time for research & is not employed anywhere, including self-employment.

**Full time RNB Scholarship holders:** Candidates who qualify for scholarship of the RNB Global University in the Eligibility Test for Ph.D. program. These candidates are eligible for grant-in-aid/scholarships under the Ram Bajaj Foundation scholarship program on the basis of their merit in Pre-Ph.D. Admission Test. Only the full-time candidates without any financial support will be eligible to get these Scholarships. These scholars may be required to take up to 12 hours of academic responsibilities/lectures in a week at the University.

Candidate having clear UGC-NET/SLET/GATE/JRF/UGC- CSIR/etc. would be given priority & preference for such scholarships & in most of the cases, they may automatically qualify for the scholarships, however they need to apply for **such scholarship through scholarship application form**

**Part-time Scholars (External):** A part-time Ph.D. scholar shall mean a candidate who is devoting a part of his time towards the pursuit of the Ph.D. program while discharging his official /employment obligations. Research scholars who are presently employed in any School/College/Institute/University/Industry/Self-Employed can opt for Part Time Ph.D. Such candidate should furnish a "Consent & No objection certificate" from his/her parent organization. However, they will have to complete the course work as a regular research scholar.

**Part time RNBGU Scholars (Internal):** Teachers or Admin staff who are in employment as a Faculty member or taking up any administrative job at RNBGU, opting for Ph.D. program will have to complete the Course Work as a regular research scholar.

Such Scholars shall be considered as Part-time Ph.D. Scholars. These Faculty members or admin staff may apply to the University for Full Pay Leave for the period of Course Work. The President of the RNBGU may grant "Full Pay Study Leave" to the faculty members or admin staff for Fridays and Saturdays for the duration of the Course Work. Provided that this sanction of leave shall be subject to a condition that "if they leave the RNB Global University service during the Part-time Ph.D. Course of four years or in case of discontinuance of service at the RNB Global University (including Course Work), the Full Pay Study Leave, so granted, would be deducted from their EL or balance payments." Such

grant shall also be subject to payment of the difference of the fees availed as an employee of RNBGU & any other conditions that the President may think fit.

### **Eligibility criteria for admission to Ph.D. program**

The following persons are eligible to seek admission to the Ph.D. program:

Candidate shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, **with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale or 5.5 CGPA in the 10 point scale** (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

Candidates who have cleared the M.Phil. Course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree in the same Institution in an integrated program. However course work will be required for M.Phil. passed research scholars from other institutes/Universities other than RNBGU.

The candidates who qualify UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/ teacher fellowship holder or have passed M.Phil. Program shall be given direct admission to Ph.D. Course Work and **they need not appear for Ph.D. Entrance Examination & can directly appear for the personal interview.**

A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as per the decision of the Commission from time to time.

A person who's M.Phil. dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D. program of the same Institution;

Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. program.

## **Program Structure**

**The Ph.D. Program consists of the following stages:**

- Pre-Ph.D. Entrance Examination
- Personal Interview
- Provisional Registration
- Ph.D. Course Work
- Evaluation of Course Work
- Appointment of Supervisor
- Pre-synopsis Seminar
- Research Proposal Submission and Assessment
- Enrolment confirmation/cancellation of candidates
- Finalization of Research Scheme
- Research Progress Assessments ( once every 6 months)
- Pre-Submission of Thesis Seminar
- Summary/Synopsis Submission
- Ph.D. Thesis Submission & Assessment
- Viva-Voce
- Award of Degree

## **Ph.D. Admission Notifications**

The RNB Global University shall notify well in advance through its website and through advertisement in at least two (2) national newspapers, of which at least one shall be in the regional language, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination Centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates;

**RNBGU shall adhere to the National/State-level reservation policy, as applicable.**

RNBGU shall admit candidates by a two-stage process through an Entrance Test (Pre-Ph.D. Entrance Examination) with qualifying marks as 50%.

There shall be two sessions for selection/provisional registration of research scholars in an academic year:

**First Session** – July to December.

**Second Session** – January to June.

Selection to the Ph. D programs would be based on Pre-Ph.D. Entrance Examination to be held in June for Course work commencing from July and December for Course work commencing in January each year.

### **Application for admission as Research Scholar**

Eligible candidates desirous of admission into the Ph.D. program must complete and submit the online application form [link available on university website ([www.rnbglobal.edu.in](http://www.rnbglobal.edu.in)) and the **Pre-Ph.D. Test fee of Rs. 1,100/-**. (Fees is non- refundable). Fees is to be paid by “SBI Collect” Tab given on the University webpage.

Bank Details:

#### **State Bank of India,**

Branch Industrial Area, Village Khara, Bikaner (Raj) Current A/c No. 61276471798 IFSC Code: SBIN: 0031725

The candidate shall send a print out of the completed application form along with required enclosures (see list of enclosures) in A4 size envelope by speed post, so, as to reach positively by the due/lastdate. to the office of:-

Dean Research

**RNB Global University, RNB Global city, Sri Ganganagar Road Bikaner (Raj.) 334601**

#### **List of Enclosures:**

- Payment copy / Challan
- Copies of all mark sheets, degree certificates, or provisional certificate if they have passed their qualifying degree.
- Copy of OBC/SC/ST category certificate if applicable.
- Copy of experience and NOC certificate for part time candidates.

Candidates shall normally be eligible for admission to the Ph.D. Program in the discipline in which they have obtained the Master's degree. It shall, however, be open to a candidate to apply for admission in another discipline/inter- disciplinary, related to the subject/subjects in which he/she has obtained Master's degree.

## **Selection Process (Pre-Ph. D Entrance Examination & Interview details)**

Selection will be based on both entrance test & interview. There will be two papers for entrance to each Ph.D. program called 'Pre-Ph.D. Entrance Examination' and examination for both the papers shall be conducted in a single session of 3 hours duration. Duration for Paper-I will be of one hour, and duration for Paper-II will be two hours.

### **Paper-I**

Paper -I shall be of general nature, intended to assess the teaching/research aptitude of the candidate. It will primarily be designed to test reasoning ability, comprehension, divergent thinking and general awareness of the candidate.

Paper-I shall be **common to all** the applicants for testing the General Knowledge, Research Aptitude, covering approximately equal questions from following areas:

- General Awareness
- English Language
- Logical Reasoning
- Quantitative Analysis
- History of India, Post-Independence
- General Science
- Current affairs
- Constitution of India
- Significance of research and
- Methods of Data analysis and interpretation of data
- Fifty (50) multiple choice questions with one correct answer of each question will be asked. Each correct answer will be awarded two marks.

The candidate will have to obtain minimum 50% marks in the Paper-I failing which Paper-II will not be evaluated.

### **Paper -II (Subject Specific)**

Paper II shall be intended to assess the domain of knowledge in the subject of the candidate. It would be of the standard of the master's degree in the subject. One hundred (100) multiple choice questions with one correct answer of each question will be asked. Each correct answer will be awarded two marks. The candidate will have to obtain minimum 50% marks in the Paper-II to be eligible for Personal Interview. **Personal Interview**

- Candidates clearing the written Pre-Ph.D. Entrance Examination shall be called to attend a Personal Interview.
- An Interview Board shall consist minimum of the followings:

- Dean of the School concerned
- Convener One Senior Faculty from the Department concerned Member One Professor other than the Department concerned
- Member Dean Research
- Member Secretary

**The candidates are required to discuss their research interest/area or through a presentation giving the below details:**

- Object of his study;
- Problem statement
- Scope of Research subject he intends to undertake;
- Any Research Plan;
- Possible benefits to academics of his discipline or society in general

**The Interview Board shall consider the following aspects, viz. whether:**

- the candidate possesses the competence for the proposed research;
- the research work can be suitably undertaken at the University;
- the proposed area of research can contribute to new/additional knowledge.

Each member of the Board shall judge his suitability and mark in 100 marks scale to undertake research work as follow:

<b>S. No.</b>	<b>Category</b>	<b>Marks</b>
1.	Academic capability of the candidate	20 marks
2.	Understanding of the subject	20 marks
3.	Presentation Delivery, confidence, impression	20 marks
4.	Competence for the proposed research	20 marks
5.	Possible contribution of the proposed research to new knowledge & Society	20 Marks

A candidate to be eligible for enrolment for Ph.D. must obtain a minimum of 50% of marks calculated as average of all marks awarded by the members of the Interview Board.

## Selected Candidates

Candidates selected in Personal Interview are eligible for Enrollment for the course work after the payment of the required fees.

## Fee structure

S. No.	Particulars	Amount
1	One time fees <b>Including:</b> Registration Fee Rs 10,000/- Enrolment Fee Rs 9,000/- Caution Money (Refundable Rs. 1,000/-, (iv) Examination Fee for course work Rs 10,000/-	
2	First year Annual Fees	Rs. 55,000/-
3	Second year Annual Fees	Rs. 55,000/-
4	Third year Annual Fees	Rs. 55,000/-
5	Fourth year Annual Fees (Applicable only for Part-Time Research Scholars)	Rs. 55,000/-
6	Annual Fee for Full time RNB Scholarship holders (Scholarship of Rs. 10,000 per year)	Rs. 45,000/-
7	Lab/ Experimentation Fee (If applicable)	Rs. 10,000/-
8	Thesis Submission & Convocation Fee (One-time at the time of submission of thesis)	Rs. 30,000/-

- The eligible candidates shall enroll themselves for Ph. D program by filling an Enrolment Form and pay fees before pursuing the course work. The candidates who are required to do the Ph.D. Course work as per rules will fill up the form by the stipulated date with fees in order to join the course work.
- They shall be provisionally enrolled for Ph.D. on payment of fees as required and join the Course Work and stand enrolled only after being declared successful at the examination after the Course Work.
- The research scholars are required to submit the fees through State Bank of India, Payment collection Mode "SBI Collect". The research scholar will receive a receipt of his/ her payment viz SBI on his/her mobile number filled at the time of making payment.
- On University website there is a link for "SBI Collect" under the Admissions. The fee paid through any other mode will not be acceptable.

### **Register of Ph.D. Scholars**

The University shall maintain the list of all the Ph.D. registered research scholar on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

### **Commencement of Coursework**

**Tentative class timings during coursework period: Ph.D. Full time:** All working days, 9.00 am-5.00 pm  
**Ph.D. Part time:** Friday - Saturday, 9.00 am-5.00 pm

### **Ph.D. Course Work**

- The courses required to be taken by the research scholar will normally be from the list of courses prescribed as PG courses in the school and will be evaluated as per the normal evaluation procedure for them. Attendance regulations of RNBGU will apply to research scholars as well.
- A minimum of 75% attendance is required, for the duration of the course work, to sit in the end term examinations.
- If the course assigned to the research scholar is not part of the list of PG courses, it may be taken as a 'self-study' course. A faculty in the department will be assigned to evaluate the self-study course, which the scholar will study by himself/herself. The syllabus of the self-study course shall be approved by the Faculty Board with the recommendation of Research Advisory Committee RAC.



- Minimum Course Work Credit requirement-Out of the total credits required (14 or 16, see below table), only one self-study course of 4 credits or two self-study course(s) each with a maximum of 2 credits are permitted with the recommendation of the Research Advisory Committee (RAC).
- The course work must be completed within one year of provisional registration with a minimum CGPA of 6.0.

## Program Scheme for Ph.D. course work

RNB Global University follows the UGC Guidelines 2016, for Course Work for Ph.D. The Ph.D. Course Work shall be of six months duration July to December and January to June in each academic year. All research Scholars must complete the course work requirements within a period of 1 year maximum, in order to continue with their research. The Program Scheme & Syllabus for Course Work Program along with examination pattern is as follows:

S. No	Subject Code	Course Name	L	T	P	Credits
1.	77000100	Research Methodology -1	2	0	2	3
2.	77000200	Research Problem, Interpretation & Report Writing	2	0	2	3
	77000600	Research and Publication Ethics	2	0	0	2
3.	-	Subject Specific-I**	2	0	4	4
4.	-	Subject Specific – II** (Only for Interdisciplinary Research work)	2	0	0	2
5.	77000300	One Published Article	-	-	-	2
6.	77000400	Two Seminars or One Workshop of Minimum three days	-	-	-	2
7.	77000500	One Online Certificate Course on Subject specific of your research from any National or International MOOC platform, of 3 or 4 credits.				3 or 4
<b>Total Credits</b>			<b>5</b>	<b>0</b>	<b>9</b>	<b>19/20</b>
<b>Total Credits (For Interdisciplinary Research work)</b>			<b>7</b>	<b>0</b>	<b>9</b>	<b>21/22</b>

\*\* : Subject Specific papers will be added as & when required in discussions with RAC & approval of Dean Research

## **Syllabus for Ph.D. Course Work: Annexure -2**

Look for separate detailed program scheme.

The completion of Ph.D. course work shall be essential for synopsis submission.

Functionaries for Research Work

### **Research Board**

#### **Constitution**

President                      Convener

All Deans                      Member

Senior Faculty member nominated by President

Member Registrar      Member

Dean Research              Member              -

Secretary

Note: There shall be one Research Board for the entire university.

#### **Functions:**

- To frame and revise policies for Research development and the Ph.D. program.
- To ensure that all norms and regulations pertaining to the Ph.D. program are strictly followed.
- To make periodic review of ordinances, regulations and instructions pertaining to the Ph.D. program and to recommend to the Academic Council any modifications thereof.
- To recommend names of qualified teacher of the University who can undertake & guide research work
- To suggest ways to maintain quality in research
- To ensure prevention of plagiarism
- To ensure compliance of UGC regulations regarding Ph.D. degrees
- To suggest or modify process of registration & enrollment.
- To suggest or modify process of evaluation etc.
- To scrutinize the bio-data of prospective external research co-supervisors
- To approve the issue of registration letters.
- To conduct at least one meeting in each semester.

- Any other matter, that needs to be considered for the betterment of research activities of the University

### **Dean Research**

There shall be a Dean Research for the University.

#### **Functions:**

- To conduct the Ph.D. Entrance Examination twice in a year.
- To coordinate the research activity of all departments, including selection and admission of research scholars.
- To counsel research scholars about the Rules and Regulations of the Ph.D. Program.
- To call the Research Board meeting for exceptional cases/ policy changes, etc.
- To act as a Member Secretary of the Research Board Meetings
- To record the minutes of the meetings
- To issue letters of registration/enrollment/other to research scholars, as necessary
- To counsel/guide the research scholars about the Rules & Regulations of the Ph.D. Programme
- Any other work, that he may be assigned to perform, by the guidance/approval of the Research Board
- **Research Advisory Committee (RAC) Constitution**
- **Dean Chairman**
- **Dean Research Member**
- **All Professors Members**
- **One Associate Professor Member**
- **One Assistant Professor Member**

#### **Board and RAC.**

- To recommend the panel of members (as proposed by the supervisor) for formation of RAC for approval by Research Board.
- To consider any matter related to the research program of the department.
- To conduct at least two meetings in each semester and send the proceedings to Dean Research, RNB Global University

#### **Research Advisory Committee (RAC)**

- There will be a Research Advisory Committee (RAC) for each research scholar registered in the Department

## **Constitution**

Research Supervisor  
Convener

Co-supervisor (if any) Member

Two subject experts from Members With in the School

Members At least one faculty member either from another

School of RNBGU or External to RNBGU

Member

The RAC shall be proposed by the research supervisor (after Course Work) and recommended to Research Board.

## **Functions**

This Committee shall have the following functions:

- To review the research proposal and finalize the topic of research
- To assess & to approve the research synopsis
- To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- To periodically review and assist in the progress of the research work of the research scholar.
- A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Dean Research, with a copy to the research scholar.
- In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Dean
- Research with specific reasons for cancellation of the registration of the research scholar.
- To meet as & when required

## **Eligibility for Research Supervisor**

- Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor.

- Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- Only a full-time regular faculty of the University can act as a supervisor. The external supervisors are not allowed. However; Co-Supervisor can be allowed from other departments of the same School at RNBGU or from other Schools of RNBGU for inter-disciplinary areas or from outside of RNBGU as an external co-supervisor from other University/College/Institute/Laboratories/etc, fulfilling eligibility criteria, as per the UGC regulations 2016, with the approval of the Research Advisory Committee.
- A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars

### **Functions of Research Supervisor**

- To guide the scholar to select a topic for research
- To suggest the courses for doctoral course work
- To monitor the progress of the scholar
- To suggest a panel of examiners to the RAC.
- To approve and forward all applications of the scholar
- To provide or arrange for facilities to carry out research
- To arrange for a change of supervisor(s) as per clause , in the event of his leaving the University or going away from the University for a period of more than one year.
- To ensure that the scholar has deposited all the fees regularly.

### **Allocation of Research Supervisor**

- The allocation of Research Supervisor for a selected research scholar shall be decided by the School/department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.
- In case of topics which are of inter-disciplinary nature where the School/Department concerned feels that the expertise in the School/Department has to be supplemented from outside, the School/Department may appoint a Research Supervisor from the School/Department itself, who shall be known as the

Research Supervisor, and a Co-Supervisor from outside the School/Department, on such terms and conditions as may be specified and agreed upon by the Research Board. For a research scholar number of co-supervisors should not be more than two.

- In case of relocation of a woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

**Change of Supervisor:** In exceptional cases, applications from a research scholar for change of research supervisor(s) shall be permitted, on recommendation of the RAC after obtaining the consent of the present and proposed supervisor(s).

**Supervisor on leave or passing away:**

- If the research supervisor is on official leave for more than one year, or passes away, a new supervisor will be appointed by the RAC from the School/Department, subject to approval by Research Board.
- A Research Supervisor, who leaves the University on retirement or on resignation may continue to supervise, if gives his consent in writing and the Research Scholar agrees in writing to continue research work with such supervisor, if so approved by the University.

**Guidelines for Registration as Ph.D. Co-Supervisor at RNBGU by Non-RNBGU faculty:**

- Application for appointment as an external co-supervisor will be sent through the supervisor of the research scholar at RNBGU, based on his/her requirement.
- The eligibility of the proposed external co-supervisor will be ascertained by the RAC and approved by the Research Board.
- The approved person will then be registered as external co-supervisor of RNBGU for the duration of the research scholar's work at RNBGU.
- Direct applications from any person desirous of becoming external co-supervisor at RNBGU will not be entertained.
- The Co-supervisor must be from the relevant area

### **Completion of Course Work**

- Research scholars must complete the course requirement within a period of 1 year, in order to continue with their research. Their registration shall be confirmed only after completion of the course work. Failure to complete the course work within the stipulated period may lead to automatic cancellation of registration.
- Course Work Evaluation Research supervisors shall arrange to conduct the sessional
- and final examinations for the course work of their research scholars, get the answer scripts evaluated by the concerned teacher and send the marks to the Controller of Examinations, along with a copy of the syllabus, the question papers and the original answer scripts of the course work.
- One Seminar of 2 credits is permitted. The research Scholar has to submit the report in the prescribed format.
- One Workshop of at least three days or two seminars of 2 credits is permitted

### **Research Proposal Submission and Assessment**

- On successful completion of Course work, the University will allow the commencement of research on a specified topic under the supervision of a regular faculty of the University. The Scholar shall be enrolled for Ph.D. The Enrolment shall be from retrospective date of the commencement of Course Work. He is required to deposit on an yearly basis the Annual Fee. The period of Course Work shall be counted in his period spent for the Ph.D. program.
- The Research Scholar shall submit his Research Proposal on a topic with the approval of his designated Research Supervisor/Supervisors along with the Research Design and Research Plan to Research Advisory Committee (RAC) within six months of the completion of Course work in case of Full Time Research Scholars and within twelve months in case of Part-Time Research scholars. The Research Advisory Committee (RAC) shall forward the Proposal with its approval to the Research Dean.

### **Research Proposal Submission**

A research scholar has to submit one copy of the synopsis of the proposed thesis, along with a soft copy in PDF format (on CD) to the Controller of Examination, through Dean Research, forwarded by research supervisor and RAC

The synopsis should consist of a maximum of 20 pages, and should include the following:

- Title of the thesis
- Introduction



- Brief literature review
- Objectives and Significance of research work
- Hypothesis
- Research Plan
- Methodology to be adopted
- Chapterization
- Papers/patents published
- Conclusion
- References
- The synopsis will not be accepted if it does not contain the above sections.
- At the time of submission of the synopsis, the research scholar has to submit a certificate from the Dean Research that the pre-synopsis seminar has been completed satisfactorily.
- The Research Dean shall put the Research Proposal before the Research Board with his comments. The Research Board shall approve the Research Proposal as suitable to proceed for research leading to the degree of Ph.D.

#### **Commencement of Research work on Specified topic**

On approval of Research Proposal by the Research Board, the Research Scholar shall commence his research work on the approved Research topic in accordance with the approved Research Plan under the supervision of designated Research Supervisor in the Faculty. He has to submit his Progress Report to the supervisor as and when required by him and a six-monthly report to the Research Dean after being approved by the RAC.

#### **Conversion of Full-time Registration to Part-time and Vice-Versa**

RNBGU may permit the conversion of registration from full-time to part-time basis and vice-versa in respect of registered scholars for valid reasons, with the approval of the President, but will not be changed as full time from part time in the last year of research work. For these scholars, the minimum and maximum period of research will be decided on pro-rata basis, based on the period already completed in full-time/part-time mode.

#### **Transfer Case from another University to RNBGU**

Under normal circumstances, a candidate registered for Ph.D. in another university wanting to register for Ph.D. at RNBGU, will be treated as a fresh Ph.D. candidate and will be required to go through the complete registration process. No credit will be given for work done in the previous registration. However, in special cases, such as the Supervisor joining RNBGU, the Research Board may permit a candidate registered with the Supervisor in his/her earlier university, to transfer accumulated credits and register at RNBGU.

Registration for Ph.D. for such candidates will be through a protocol presentation covering all details of the case and work already done, to the Research Board. The Research Board, if satisfied with merits of the case, may recommend registration at RNBGU.

In case the Research Board is satisfied, it may allow transfer of credits for the course work completed during the earlier registration. It may also allow the work done during the earlier registration, and not earlier published for award of another degree/diploma in another university, while assessing, the sufficiency of research work done for award of Ph.D.

Such candidates will be required to submit a letter regarding withdrawal of registration for Ph.D. from the previous university.

### **Research Progress Assessment**

Every six months, research scholars must submit a progress report in prescribed format to indicate satisfactory progress to the RAC, until submission the synopsis of the thesis. The RAC will evaluate the progress through an open seminar and submit the evaluation report in prescribed format to the Coordinator Ph.D. Program. Failure to submit half yearly reports shall lead to automatic cancellation of registration.

### **Registration Confirmation/Cancellation**

- Failure to present the research proposal before the RAC, within specified period, shall lead to automatic cancellation of the registration.
- When a research scholar is not recommended by the RAC for confirmation of registration at the end of the present of his/her progress report, he/she shall continue to pursue research for a further period not exceeding six months, at the end of which he/she shall present another progress report for assessment by the RAC. If the report is found satisfactory, the RAC will confirm the registration and permit the candidate to continue with his/her research.
- A research scholar, who is not recommended even at the second time by the RAC, shall not be permitted to continue his/her research and the provisional registration shall be cancelled.

### **Change of Area of Research**

- In general, change of title of thesis will not be permitted. However, requests for change of research specialization (within the approved broad area) shall be submitted to RAC and with the prescribed fee. Such requests shall be permitted only once.
- Ph.D research scholar may within one year of her/his registration modify the proposal of her/his subject with the approval of Dean Research on the

recommendations of RAC. Provided that the President, on the recommendation of Dean Research may allow modification to be made in the proposal even after one year if the proposed modification does not involve any major changes.

### **Pre-Submission Seminar and Summary Submission**

- Prior to the submission of the summary of the thesis, a comprehensive internal assessment of the research work should be made by Research Advisory Committee (RAC) through a Pre-Submission of Thesis Seminar. This will be open to all faculty members and other research scholars. The research scholar can submit the summary only if the RAC are satisfied about the quality of the work for submission as a Ph.D. Thesis.
- Prior to the Pre-Submission of Thesis Seminar, the research scholar is required to give at least two satisfactory research progress assessment seminars on the topic of his research and have at least two papers published preferably in indexed journals and have two papers presented in any Conference/Seminar.
- A research scholar whose registration has been confirmed, and who has completed his/her research work and is sure of compiling the results into a thesis within three months prior to the completion of the minimum required duration of research, has to submit one copy of the Summary of the proposed thesis, along with a soft copy in PDF format (on CD) to the Controller of Examination, through Dean Research forwarded by research supervisor.

**The Summary should consist of a maximum of 20 pages, and should include the following:**

- Title of the thesis
- Introduction
- Brief literature review
- Objectives and scope of research work
- Methodology
- Original contributions
- Conclusion
- Papers published

### **References**

- The Summary will not be accepted if it does not contain the above sections. At the time of submission of the Summary, the research scholar has to submit the following certificates (not required for soft copy):

- Certificate from the Dean Research that the Pre-Submission of Thesis Seminar has been completed satisfactorily.
- Certificates with regard to the completion of the work under the supervision of the supervisor from the supervisor and the Dean of the School concerned.

#### **Ph.D. Thesis submission**

- Prior to thesis submission, the Research scholars must publish at least two research paper in refereed journal and have two papers presented in Conferences/Seminars or have attended one workshop of a minimum three days duration and produce evidence of the same in the form of presentation certificates and/or reprints.
- Within three months from the date of submission of Summary of the thesis, but after completion of the minimum required period of research, a scholar may submit the thesis to the Controller of Examinations, through Dean Research, after getting it signed by the research supervisor and forwarded by the Research Advisory Committee (RAC). Before submitting the thesis to the University for Examination, it should be checked through plagiarism policy software and the corresponding certificates for the same be submitted along with the thesis.
- Four soft bound copies of the thesis along with two CDs containing a soft copy in pdf format and additional supplementary material, if any, should also be submitted along with the thesis.
- The thesis shall be in the format prescribed by the University. In cases where the submission is delayed beyond three months after the submission of the synopsis, the University may initiate necessary action based on the recommendation of Research Advisory Committee (RAC).
- The scholar may be given extension to submit the thesis, for valid reasons only, in blocks of 6 months each, after the submission of Summary by the Research Board. For such extensions, the scholar has to pay the prescribed fee.
- Along with the thesis, the research scholar shall submit the requisite forms containing the authorization from the supervisor(s) for submission of the thesis, details of research publications and a certificate from the Accounts section that there are no dues against him.
- Each research scholar and supervisor shall furnish a certificate that the thesis submitted is a record of research work done by the scholar during the period of study under the supervisor and that has not been submitted for the award of any other degree anywhere.
- The Ph.D. Summary and thesis shall be submitted in English, except in language subjects where the thesis shall be in that language.
- The thesis will be sent to the examiners by COE. The supervisor will also be examiner of the thesis.

- Modifications/ minor revisions/corrections, if any, as recommended by the examiners, would be incorporated by the scholar and reported in the viva voce examination if the candidate accepts. However, if the candidate desires to contest, he/she will have to do so in the Viva-Voce examination. The recommendation will have to be satisfied by the candidate in the Viva-Voce examination.
- After viva-voce examination scholar is required to submit corrected 3 hard bound copies of thesis with CD to COE office. The final bound copies would be kept one each in library, department and COE office.

### **Panel of Examiners for Thesis**

A panel of nine external examiners, at least three of whom are from out of Rajasthan and one from outside India as far as possible, shall be submitted/ recommended for approval to the President, by the Supervisor/RAC for adjudicating the thesis. However, in respect of Indian Language, Arts and Humanities, if the RAC justifies that the subject matter of the thesis needs no reference to a foreign examiner, a panel of seven examiners from India itself, may be suggested, stating the reasons for the same.

- The following guidelines are to be followed while preparing the list of examiners:
- The examiners must have a Ph.D. degree.
- They should have adequate research publications in the field related to the research work of the scholar.
- They should not have been involved, directly or indirectly, in any research work of the scholar such as co-authoring, content validation, etc.
- They should not be related to the scholar or supervisor.
- The name of a former faculty of RNB Global University shall not be recommended as an external examiner until at least three years have elapsed after his/her leaving service.
- The research supervisor should also submit the full contact details of the examiners including their email-id, telephone/fax/mobile numbers.
- Along with a list of examiners, a brief CV of the examiners (with the selected list of recent publications in the field related to the research work of the scholar) must be attached.
- When a supervisor is submitting the lists simultaneously for more than one scholar, there should be no overlap of names in the lists.
- The list shall be signed by the supervisor, RAC members. The list shall also indicate the details of the thesis i.e. name/registration number of the scholar and title of the Ph.D. thesis.
- The list of examiners must be prepared confidentially, and the scholar should not be involved in the process.

- The University reserves the right to select suitable examiners who may not figure in the submitted list.
- While submitting the list, the supervisor should ensure that it is complete in all respects as per the guidelines, so that the evaluation process can be carried out by the University smoothly and expeditiously.

### **Evaluation of the Thesis**

As soon as the Summary of the Thesis and panel of examiners are received, the Research Board shall take steps to finalize the board of examiners consisting of 3 experts, of whom one shall be from outside Rajasthan and two from within India, without waiting for the thesis, after due verification of the fulfillment of the requirement prescribed.

The thesis submitted in soft copy and hard copies shall be subjected to checking for plagiarism on the best available software.

### **Originality Report Guidelines**

- The report generated by the software upon submission of a thesis/dissertation for screening, only displays what percentage of submitted text is similar to or matching with the information sources included in the database. This is done through the Similarity Index, which is a percentage of words in the paper that match all the primary sources to all words in the document.
- As a general rule, a submitted text having an overall similarity index of more than the prescribed limit will be considered. (The prescribed permissible limit: The substantial common material shall be taken as any common material exceeding 20% in area of sciences basic as well as applied and technology and 30% in Humanities and Social Sciences, Law, Management and Education).
- The overall similarity index excluding bibliography/references must be around permissible limit or less with not more than 5% similarity from one particular source.
- A high matching percentage does not automatically mean that plagiarism has occurred and a low percentage does not mean that it has not occurred. In other words, the software generated report cannot be taken for granted and human judgment is needed to determine whether the matching text is plagiarized. This can be done only by cross checking the individual matching portions of the submitted thesis/report with the corresponding sources by the committee consisting of Dean of the School, Supervisor and a Professor from School, to be nominated by Dean Research.
- A thesis with an overall similarity index of more than permissible limit may also be accepted provided it is formed by cumulating more number of unintentional

individual matches constituted of common phrases and professional jargons/terminology of not more than two lines of continuous text.

- Similarly, a submission with an overall similarity index of less than permissible limit may also be considered as plagiarized and hence liable to be rejected if there are instances of continuous blocks of matching text of two or more lines not constituted of common phrases and professional jargons/terminology.
- Also, if matching with a particular source, even though small, occurs across the length of a submitted thesis it could be an attempt to hide plagiarism and hence will not be allowed.

### **Statement requirements**

- It is the responsibility of the research scholar to ensure that the dissertation/thesis is free of plagiarism which means that no part of the dissertation has been copied from other sources and all sources used for the dissertation have been properly cited.
- All research scholars are required to check their thesis, project reports, etc. through plagiarism detection software. The supervisors are required to sit with their research scholars and run the thesis or project report through plagiarism detection software in order to provide guidance on any revisions that may be required as a result of this process.

### **Compliance Statements:**

- All research scholars are required to submit a signed statement that they are aware of the plagiarism policy of the University and no part of their work be it assignment, term paper, project report, thesis or dissertation etc is not copied in any form and it is their own creation.
- Candidate shall submit the report generated on the plagiarism checking software of his draft thesis along with a soft copy of the draft thesis for the consideration of School Research Committee.
- Supervisors must sign the relevant forms indicating that the research scholar has indeed run their work through a plagiarism detection software.
- The thesis shall be sent by the COE for evaluation to the three examiners one of whom shall be the Research Supervisor.
- Each examiner shall be requested to send his/her report within 2 months from the date of receipt of thesis, to the Controller of Examinations.
- If acceptance is not received from the first panel within 45 days, the Research Board shall call for an additional panel of 6 names from the RAC.

- The report of the examiner would be in prescribed format. The examiner would be required to tick any one from A, B, C, D. The corresponding recommendation would be given in the space provided in the form.
- The copies of the examiners reports, when received, shall be confidentially made available to the Dean Research, who will send comments on these reports for consideration of the President.
- On the basis of the examiners Reports, the Dean Research will decide whether the thesis be accepted for the vive-voce examination or be rejected or be referred again to a new examiner.
- The thesis will be processed further for vive-voce examination only when two of the examiners recommended for the award.
- If any examiner asks for modification and/or resubmission of thesis, the scholar will be required to do so. The thesis may be resubmitted after incorporating the modifications in the light of the examiner's comments within a period of 3-12 month. The thesis so resubmitted will be preferably examined by the same examiner. If two examiners give a definite recommendation against the award of the degree, the thesis will be rejected.
- A thesis rejected by two examiners may be resubmitted after revision, incorporating the required modification and /or alterations and/or additions etc. in the light of the examiners' comments. This submission shall be made not earlier than three months and not later than one year. The thesis so resubmitted may be examined either by the same examiner or by a new examiner.
- Rejection of the thesis so resubmitted will disqualify the candidate from further consideration for the award of the Ph.D. degree, on the topic of the research chosen by him.

**A Brief about Plagiarism for better understanding attached as Annexure-1.**

**Viva-Voce**

- The open viva-voce examination shall be conducted by the RAC at the place where the research scholar has carried out his/her Ph.D. research, in the presence of one of the Indian examiners. Supervisor will also be part of the board for viva-voce examination.
- The viva-voce shall primarily be designed to test the understanding of the scholar on the subject matter of the thesis and competence in the general field of study. The scholar shall be asked to make a brief presentation before the panel, wherein all the questions raised by the examiners and the audience have to be answered.



- The RAC shall submit its report in the prescribed form to the Controller of Examinations within two days after the completion of viva-voce examination. It is the responsibility of the research supervisor to see that all necessary corrections are incorporated in the final version of the thesis before sending the RAC report to the Controller of Examination.
- A pass in the viva-voce is examination compulsory. If a scholar fails in the examination, he/she shall be allowed to re-appear before a panel constituted for this purpose, by the Research Board once again, after 3 months from the date of first viva-voce. If he/she fails again, his/her candidature for the degree shall be rejected.

### **Award of the Degree/ Provisional Certificate**

- After satisfactory completion of the viva-voce examination, the report of viva-voce is submitted to the office of CoE by the concerned School/department for approval by Convener, Research Board.
- Provisional Certificate, if requested, will be issued on payment of prescribed fee.
- The Provisional Certificate will be valid till the next convocation of the University.
- The date of award of Provisional Certificate will be the date of approval by the Convener, Research Board.

### **Re-Registration**

- Scholars who do not complete the Ph.D. work within the prescribed maximum time limit will be given only one chance to re-register for Ph.D., provided they continue on the same topic under the same supervisor. They must apply for re-registration prior to the expiry of the prescribed maximum period.
- These re-registered scholars are permitted to submit the synopsis and thesis after one year but not later than two years after re-registration. Re-registered scholars will continue to be governed by the same Regulations under which they have been previously registered. However, the fees must be paid as per the Regulations in force.

### **Cancellation of Registration**

- Requests for cancellation of the Ph.D. registration may be submitted either by the research supervisor or by the scholar. However, the final decision rests with the Research Board.
- The cancellation may be revoked upon request within three months to maximum of 5 years after the date of cancellation by paying the prescribed cancellation revoke fee, along with the fees due to the University. After this period, the registration shall be cancelled once for all.

## **Teaching Assistantship**

- A few teaching assistantships will be made available to research scholars, based on the teaching and other requirements of respective School/departments and approved by Research Board. For the assistantship to continue, the supervisor will certify every month, that the scholar has completed the work assigned to him. The form would be countersigned by the HoD and submitted to the Dean Research for release of assistantship.
- Teaching Assistants (TA) will be given 8 to 12 hours work load in a week. This may be in the form of one theory with some practical classes.
- Dean, will assign the work load to teaching assistants for the courses assigned to the respective departments only after distributing the requisite work load to their faculty members.
- Teaching Assistantship can be for three years at the maximum, but sanction will be given for semester wise.

## **Degree Requirements**

The degree requirements of scholars for the Ph.D. program are as follows:

- Earn credits in the course work, as per the Program scheme, with a minimum CGPA of 6.0 completed within the first year of provisional registration.
- Satisfactory completion of all the stages of the program.
- Satisfactory defense of thesis
- Termination from the Program
- A scholar's Ph.D. procedure will be terminated under the following circumstances.
- If he/she fails to complete the course work within the first year of provisional registration with a minimum CGPA of 6.0.
- If he/she fails to submit a satisfactory Research Proposal in three attempts.
- If the Ph.D. thesis has not been accepted after two resubmissions.
- If disciplinary action has been taken against him/her on the recommendation of the appropriate committee.
- If he/she gets continuous non-satisfactory 6th month progress report.
- If he/she not able to submit Ph.D. thesis within 6 years.
- If he/she does not respond to the emails.

## CHAPTER – II

### Intellectual Policy Rights

#### Policy and Framework

**RNB Global University**, has dedicated to research, teaching, and extension of knowledge to the public. The University recognizes its responsibility to produce and disseminate knowledge. Inherent in this responsibility is the need to encourage the production of creative and scholarly works and the development of new and useful materials, devices, processes, and other intellectual property, some of which may have potential commercial value. These activities contribute to the professional development of the individuals involved, enhance the reputation of the University, provide additional educational opportunities to students, and promote social well being.

Technological and social developments in recent years have broadened the scope of information and technology that can have potential commercial value and, therefore, should be treated as assets subject to University ownership and control. In addition to new machines, compositions of matter, and written materials which traditionally have been the subject of patents and copyrights, computersoftware, video courses, etc. are now normal outcomes of University activities. Thus, a broad policy covering all aspects of intellectual property needs to be created to provide widespread protection to the originators of such property.

Over the past decade, appreciation of the commercial value of intellectual property has grown both within the academic community and in the society at large. Concerns related to confidentiality, publication, and ownership of intellectual property are now commonplace. The pace of modern science, resulting in new and useful inventions, initiated a need for a central policy in determining thecourse of the creation, protection, and commercialization of intellectual propertyin the University.

This IP Policy applies to all University employees and students, regular or contractual. Every member of the academic community, student, non-teaching and teaching staff alike, must be knowledgeable about intellectual property bothto protect their own rights and to respect the rights of others.

The University IP Policy is intended to encourage a healthy atmosphere conducive to research and development through a generous system of rewards and incentives for the creation and dissemination of original work.

## **Intellectual Property Rights**

Intellectual property refers to creations of the mind: inventions, literary, artistic works, symbols, names and images used in commerce. Intellectual property is divided into two categories: Industrial Property includes patents for inventions, trademarks, industrial designs and geographical indications.

Copyright covers literary works (such as novels, poems and plays), films, music, artistic works (e.g., drawings, paintings, photographs and sculptures) and architectural design. Rights related to copyright include those of performing artists in their performances, producers of phonograms in their recordings, and broad-casters in their radio and television programs.

Intellectual property rights are like any other property right. They allow creators, or owners, of patents, trademarks or copyrighted works to benefit from their own work or investment in a creation. These rights are outlined in Article 27 of the Universal Declaration of Human Rights, which provides for the right to benefit from the protection of moral and material interests resulting from authorship of scientific, literary or artistic productions.

### **Need: Intellectual Property Rights**

Intellectual property protection is critical to fostering innovation. Without protection of ideas, businesses and individuals would not reap the full benefits of their inventions and would focus less on research and development. Similarly, artists would not be fully compensated for their creations and cultural vitality would suffer as a result.

The intellectual property rights were essentially recognized and accepted all over the world due to some very important reasons. Some of the reasons for accepting these rights are:-

- Intellectual Property Drives Economic Growth and Competitiveness
  - Strong and Enforced Intellectual Property Rights Protect Consumers
  - Strong IP rights help consumers make an educated choice about the safety, reliability, and effectiveness of their purchases.
  - Intellectual Property Helps Generate Breakthrough Solutions to Global Challenges
  - Intellectual Property Rights Encourage Innovation and Reward Entrepreneurs
- Bringing all of these important and diverse points together is the fact that protecting IP is an impartial issue that is shared by a broad coalition of interests.
- These rights are embraced by all sectors of industry small, medium and large companies alike and by labor organizations, consumer groups, and other trade associations.

**Applicable to:**

This policy covers all staff, faculty members, students and also persons engaged in sponsored schemes and projects, from Government and Private funding agencies and any other initiatives of the Institute as well as visiting scientists/ professors/personnel who participate in the research work being carried out at the Institute.

**Definitions:**

**Intellectual property (IP)** refers to creations of the intellect for which a monopoly is assigned to designated owners by law. Intellectual property rights (IPRs) are the rights granted to the creators of IP, and include trademarks, copy-right, patents, industrial design rights, and in some jurisdictions trade secrets. Artistic works including music and literature, as well as discoveries, inventions, words, phrases, symbols, and designs can all be protected as intellectual property.

Copyright is a legal right created by the law of a country that grants the creator of original work exclusive rights for its use and distribution. This is usually only for a limited time. A copyright is a legal device that gives the creator of a literary, artistic, musical, or other creative work the sole right to publish and sell that work. Copyright owners have the right to control the reproduction of their work, including the right to receive payment for that reproduction. An author may grant or sell those rights to others, including publishers or recording companies. Violation of a copyright is called infringement.

Database is a collection of information that is organized so that it can be easily accessed, managed and updated. Data is organized into rows, columns and tables, and it is indexed to make it easier to find relevant information. Data gets updated, expanded and deleted as new information is added. Databases process workloads to create and update themselves, querying the data they contain and running applications against it. Database right is considered to be a property right, comparable to but distinct from copyright, that exists to recognize the investment that is made in compiling a database, even when this does not involve the “creative” aspect that is reflected by copy-right.

Patent is an exclusive right or rights granted by a government to an inventor for a limited time period in exchange for the public disclosure of an invention. Examples of classes of patents include business method patents, software patents, biological patents and chemical patents. In general, the granting of a patent is dependent on passing tests of patentability, patentable subject matter, novelty (i.e. new), inventive step or non-obviousness and industrial applicability (or utility).

## **Design rights**

**There are two types of design rights: the registered design right (Registered Design Act 1949) and the unregistered design right.**

A registered design protects the visual appearance of a product or item and gives you exclusive rights for that appearance to the extent that, if necessary, there is a legal right to stop an unauthorized party from producing or using your design. Design right protects the shape of a three-dimensional design. It subsists if the design is recorded on paper, or if an article has been made according to that design. It does not subsist in designs made before the commencement of part of the 1988 Act relevant to design right. It has rules on qualification for protection by both citizenship of the designer and place of the designing. Qualifying countries include the United Kingdom, the rest of the European Economic Area and British overseas territories. The registered design right provides up to 25 years protection.

The unregistered design right is similar to copyright in that it attaches automatically when a new design is created. However, its length is much more limited, since it only lasts for 10 years after it was first sold or 15 years after it was created whichever is earliest. It was introduced into British law by the Copyright Trade Marks Distinctive design, graphics, logo, symbols, words, or any combination thereof that uniquely identifies a firm and/or its goods or services, guarantees the item's genuineness, and gives it owner the legal rights to prevent the trademark's unauthorized use. A trademark must be:

- Distinctive instead of descriptive,
- Affixed to the item sold, and
- Registered with the appropriate authority to obtain legal ownership and protection rights.

Trademark rights are granted usually for 7 to 20 years and, unlike in case of patents, are renewable indefinitely. These rights are protected worldwide by international intellectual property treaties and may be assigned by their owner to other parties.

**Assignment** The intellectual property assignment is a transfer of an owner's rights, title and interest in certain intellectual property rights. The transferring party ("assignor") transfers to the receiving party ("assignee") its property in intellectual property rights, such as patents, trademarks, industrial designs and copyrights. The owner of the intellectual property rights may transfer all or part of his rights e.g. the copyright owner could assign only some of his economic prerogatives. The transfer of intellectual property rights is made upon a payment of a lump sum or royalties. Unlike

license agreements, which grant permission to use intellectual property under certain conditions, as a general rule assignments are transfers of property rights, with no conditions under which the rights will be used. For Trademarks: An assignment is a transfer of ownership of a trademark application or trademark registration from one entity to another. For Patents: An assignment involves the sale and transfer of ownership of a patent by the assignor to the assignee. For Copyright: An assignment is a transfer of the copyright owner's economic rights. In contrast to the economic rights under copyright, moral rights cannot be sold or assigned to another person (moral rights are the right to be identified as the author of the work or to object to derogatory treatment or to a distortion or mutilation of the work, to protect the personality and reputation of authors).

### **Ownership:**

**In-House Research:** All rights in respect of investigations carried out at the University shall vest in and be the absolute property of the University except in respect of the activities carried out jointly with other institutions or agencies or under a sponsorship by an agency, in which case the ownership will be decided and agreed upon mutually.

**Sponsored Research:** Intellectual Property Rights (IPR) of inventions arising out of research projects undertaken on behalf of the sponsoring agencies shall be taken jointly in the name of the University and sponsoring agencies, when the sponsoring agencies bear the cost of filing and maintaining of the IPR equally. If the sponsoring agencies are not forthcoming, the University at its discretion may file the application with absolute ownership and University will meet the entire cost of filing and protection of IPR.

**Collaborative Research:** All intellectual property jointly created, authored, discovered, invented, conceived or reduced to practice during the course of collaborative research undertaken jointly by University with Collaborating Institutions, shall be jointly owned; and the Collaborating Institutions will be requested to bear the cost of filing and maintenance of the IPR. In case the Collaborating Institutions are not forthcoming to bear fully the cost of filing and maintenance, if considered expedient by the Institute, the University will share the cost equitably with the Collaborating Institutions. Where the Collaborating Institutions are not forthcoming for filing joint IPR application, the University at its discretion may file the application with absolute ownership and University will meet the entire cost of filing and protection of IPR.

**License and licensing:** A license is an official permission or permit to do, use, or own something (as well as the document of that permission or permit). In particular, a license may be issued by authorities, to allow an activity that would otherwise be forbidden. It may require paying a fee or proving a capability. The requirement may

also serve to keep the authorities informed on a type of activity, and to give them the opportunity to set conditions and limitations. A licensor may grant a license under intellectual property laws to authorize a use (such as copying software or using a (patented) invention)) to a licensee, sparing the licensee from a claim of infringement brought by the licensor. A license under intellectual property commonly has several components beyond the grant itself, including a term, territory, renewal provisions, and other limitations deemed vital to the licensor.

**Term:** many licenses are valid for a particular length of time. This protects the licensor should the value of the license increase, or market conditions change. It also preserves enforceability by ensuring that no license extends beyond the term of the agreement.

**Territory:** a license may stipulate what territory the rights pertain to.

## **Objectives**

**The major objectives of the IP policy of RNB Global University are:**

- To provide a superior environment to the faculty, students and research scholars of the University for creation, protection, and commercialization of intellectual property and to stimulate innovation.
- To encourage research, scholarship, and a spirit of inquiry, thereby generating new knowledge.
- To facilitate the transfer of knowledge and technology to intending users to promote utilization of such resources for benefit of the society.
- To provide an administrative system to determine the commercial significance of discoveries and developments and to assist in bringing these into public use.
- To provide for an equitable distribution of economic gains resulting from new intellectual property among the developer, author, or inventor (the originator), the University, and, where applicable, the sponsor.
- To provide incentives to originators in the form of personal development, professional recognition, and financial compensation.
- To safeguard, review and manage the intellectual property so that it may receive adequate and appropriate legal protection against unauthorized use.
- To encourage students at all levels to develop patentable technologies and to provide financial assistance from the University to the extent possible.
- To create awareness on IPR through conducting seminars, conferences, invited talks and lectures, and training programs among the academic community.
- To create respect for other people's intellectual property among members of the University community.



## **Scope of the Policy**

This policy covers all rights arising from intellectual property devised, created, or made by the faculty, staff and students in the course of their employment by the University irrespective of the eligibility of these rights for registration. The IP arising from academic research includes patents, designs, trademarks, service marks, copyright, know-how and undisclosed information.

## **Purpose**

The main purpose of the IP Policy of RNB Global University is to establish appropriate principles for creation, protection, ownership and management of intellectual property in the University. The endeavor is to provide an intellectual property environment that encourages the development of inventions and other intellectual creations for the best interest of the public, the creator, and the re- search sponsor, if any, and will permit the timely protection and disclosure of such intellectual property either by development and commercialization after securing available protection, by publication, or both.

This Policy is further intended to protect the respective interests of all participants by ensuring that the benefits of such property accrue to the public, to the inventor, to the University and to sponsors of specific research projects in varying degrees of protection, monetary return and recognition, as circumstances justify or require.

## **Administration of the Policy**

The powers and responsibilities to amend and implement IPR Policy by various entities are described below:

### **a) Powers to amend IPR Policy**

RNB Global University, through its Governing Body will have the full power to make changes to the IPR policy or bring out a new policy as and when it is felt necessary. This can happen in view of changes in government policies or other national and international developments including treaties and legal judgments. The changes or the new policy shall be applicable to all faculty/students/project/staff/supporting staff/visitors

Responsibility to create/amend procedures and processes for implementation of IPR Policy

RNB Global University through its Vice Chancellor will have full powers to create and amend administrative mechanism from time to time in view, of the changing needs creating administrative bodies and entrusting role and responsibilities to various individual(s)/existing entities for evolving detailed procedures and to facilitate implementation of the IPR policy of the RNB Global University.

### **b) Appeal Procedure**

In case of any conflict, grievance regarding ownership of IP, processing of IP proposals, procedures adopted for implementation of IPR policy and interpretation of various clauses of IPR policy, any aggrieved person can appeal to the administrative body formed for the purpose to resolve the issue. In case the appellant is not satisfied with the decision of such a body, he/she can appeal to the Vice Chancellor of RNB Global University whose decision shall be final.

### **c) IP Infringement**

In case of violation/infringement of any intellectual property rights such as patent infringement by the RNB Global University faculty/ students/ project staff/ supporting staff/ visitors or any third party infringing upon the IPR of RNB Global University inventor, RNB Global University would constitute an appropriate administrative body, which would first investigate the matter and make recommendations to the Vice Chancellor for resolution of such violation / infringement / In case of any third party infringing upon IPR of RNB Global University, the above administrative body would investigate and make recommendations to the Vice Chancellor including need for any legal course of action.

### **Provisions of policy for Staff, Students & Visitors**

The key provisions of this Policy regarding Intellectual Property Rights of Staff, Students and Visitors are summarized below:

#### **d) Staff**

The University shall own all Intellectual Property Rights in works generated by Staff in the course of their employment with the University

However, the University will normally only enforce such rights under a limited set of circumstances, including where the work was generated using a substantial use of University resources or personnel, where the work is an Institutional Work, or where the work is subject to an agreement signed by the Staff which requires the Staff to assign rights to the University or a third party.

Intellectual Property Rights in works generated by Staff in the course of an exchange with another institution shall be dealt with by the mutual agreement of the two institutions in accordance with their respective Intellectual Property Rights policies. It is recommended that a formal agreement regarding Intellectual Property Rights is entered into between the two institutions as early as possible.

### **e) Students**

The University may assert ownership of Intellectual Property Rights for works generated by Students in the course of study. However, the University shall not assert ownership of

#### **Intellectual Property Rights in the following circumstances:**

Where the work is not an Institutional Work. For the avoidance of doubt works created in connection with graduate assistantships or scholarship grants to Students to pursue academic activities towards an advanced degree shall not be considered to be Institutional Works; or Where there has not been a substantial use of University resources or personnel; (or) where the work consists of Student coursework or a Student's contribution to a written thesis

### **f) Visitors**

As a result of any Visitor having access to and use of any University facilities, equipment, accommodation or intellectual property, or participating in any teaching or research activities of the University, the University may require the Visitor to:

#### **Sign a confidentiality agreement in a form approved by the University**

Disclose to the University, immediately upon creation, full details on any Intellectual Property Rights created by the Visitor

Do all things and sign all instruments necessary to assign such Intellectual Property Rights to the University; and/ (or) give consent in relation to any moral rights he or she may have in the relevant work.

#### **Grants, Sponsored Works and Specially funded works**

In the event a grant from a government agency or private sponsor contains provisions governing intellectual property and/or rights to the property, these provisions take precedence over this policy. Faculty and staff should understand any such provisions before agreeing to a different allocation of rights than set forth in this policy. The ownership of commissioned work done by faculty for the College will be governed by the contract agreement.

#### **Application of policy**

This policy applies to Staff, Students and Visitors of the University. This Policy constitutes an understanding which is binding on the University and on the Staff, Students and Visitors to whom this Policy applies, as a condition for participating in research programs at the University, for the use of University funds or facilities, or for commencing employment or studies with the University. This Policy shall be

incorporated in all employment contracts for Staff joining the University after this Policy has been implemented.

### **Transparency of IP Administration**

The University will inform the creators of Intellectual Property of progress regarding filing of the patent, commercialization and/ or disposition of the intellectual property. The University and the creators shall maintain complete transparency in sharing information at all stages of the process. The creators shall keep the University informed of updates or development of the Intellectual property, which lead to tangible effects on the property.

### **Revenue sharing**

The revenue arising out of licensing of IP and royalty would be shared in the appropriate Ratio (currently, this ratio is 60:40) between the inventor(s) and the University. Where RNB Global University reassigns the right of the IP to its investor(s), the inventor(s) shall reimburse all the costs incurred by RNB Global University, which include protection, maintenance, marketing and other associated costs.

### **Confidentiality**

It is important that any information about a potentially patentable Invention is not prematurely disclosed. Telling a third party about the information generated by a research project could constitute a disclosure and may mean that the invention loses the necessary quality of novelty, resulting in the Invention becoming un-patentable. In the event that Staff and/or Students need to discuss the details of an Invention with outside academics or potential developers, they should ensure that a non-disclosure agreement has been executed before disclosing any information about the Invention.

## CHAPTER- III

### **Research Ethics Policy:**

#### **Guidelines on Research Ethics**

RNB Global University expects all its members to adhere to the highest standards of academic ethics. This document will serve as a guide to implement these standards in all the departments on the University campus. These are prepared taking into account different contexts of academic life which include teaching, conducting research, publishing papers and books, training and administration. A variety of situations where accidental or deliberate misconduct can occur are considered. In the event of any allegation or possibility of misconduct having occurred, the appropriate remedial and / or disciplinary procedures are described herein. It is advisable for all academic members (including faculty, postdoctoral or project researchers and students at all levels) to familiarize themselves with its contents.

### **Conduct of Research**

#### **Ethical responsibilities**

In research projects/dissertations there is usually a Principal Investigator (PI) / Research Supervisor or a set of co-PIs / co guides who lead the project / guide the dissertation. They should monitor the research procedures and formulate policies for recording data and compiling results. These policies should be made known to all collaborators. The PI should specially ensure the supervision and appropriate mentoring of young researchers including students and postdoctoral fellows.

Despite the above, all individuals participating in a research project are responsible for their own actions and should make sure these are consistent with, and uphold, high ethical standards. In particular, younger researchers including students and postdoctoral fellows have their own obligations to carefully follow ethical principles in their research. Unethical behavior on their part cannot be justified by the claim that they were following a mentor's instructions.

### **Data management**

In both independent and collaborative research, every effort must be made to ensure that data are collected and computations performed with complete honesty. Fabrication, falsification or improper manipulation of data are highly unethical and must not be resorted to. Researchers have a duty to familiarize themselves with the methods of

handling, processing and storing data that are considered acceptable/unacceptable in their own field. They should be aware that the correctness and originality of a research publication can be questioned, even long after publication. Particularly with experimental work, defending the publication requires properly recorded raw data to be produced. Its absence will typically be treated as suspicious. A well maintained lab notebook provides not only a permanent record of results and protocols for future publications, but also serves as critical evidence for a claim of priority in the case of patent applications and as proof of adherence to appropriate ethical standards. Tampering with or manipulating records in a laboratory notebook is unacceptable. It is recommended that research related data, lab notebooks and material be stored in a secure but accessible manner.

### **Ownership**

Physical materials including lab notebooks, data sets etc. arising out of research performed at University, will remain the property of RNB Global University unless explicitly decided otherwise. The same holds for software and processes having commercial value.

### **Responsible use of funds**

The management of research funds requires adherence to RNB Global University financial policies and regulations as well as policies of the respective funding agencies. This is applicable to both funds received from University and from external granting agencies. Efforts should be made to ensure reasonable and efficient use of resources following transparent and fair processes.

### **Sharing of equipment / facilities**

Equipment / facilities installed at RNB Global University is expected to be shared in a collegial spirit with colleagues who require access for their own research, as long as such access does not impede the original purpose for which the equipment / facility was created. In such situations, the PI can decide on details such as who actually operates the equipment and at what times, as long as sharing is willingly facilitated and transparent procedures are in place.

### **Safety and environment**

Research activity must not endanger other people or the environment in any way. RNB Global University expects all its members to incorporate safety and environmental concerns into their research practices. Environmental guidelines, regulations and laws must be followed and appropriate licenses / permits and clearances obtained for the

handling, storage or disposal of hazardous material. Within experimental laboratories RNB Global University and PIs have joint responsibility for ensuring that the work area is safe, and that research practices of the group do not endanger the research team, visitors or the public. In this regard the PI is expected to encourage team members to undergo appropriate training to maintain safety and environmental standards, and also to advise the Institute about any safety measures that need to be put in place.

### **Responsibilities of a Research Supervisor**

Research supervisors should display the highest ethical standards when dealing with students. Conflict issues should be identified and dealt with as soon as possible. Claims and counter-claims about relative contributions in a research study need to be handled with manifest fairness and clarity.

It is recommended that students meet regularly with their doctoral research committee, whose role is to monitor the progress of the student's thesis work, to ensure the student and thesis advisor work efficiently to meet the relevant deadlines, and to mediate resolution of disputes should they arise.

### **Publications**

#### **Authorship**

For the authorship of research publications all listed authors of a publication should have contributed significantly to it. It is unethical to include anyone as an author of a paper without their knowledge and clear consent.

Researchers should familiarize themselves with the standards in their field and the criteria laid down by the journal to which their work is submitted. Deliberate failure to follow these criteria would be treated as ethical misconduct, not only towards the journal but also towards University.

#### **Plagiarism**

The Oxford Dictionary defines plagiarism as *“the practice of taking someone else's work or ideas and passing them off as one's own”*. In the context of scientific research, it can involve unattributed lifting of textual material or scientific ideas or actual research results. The most extreme example would be a deliberate attempt to pass off someone else's entire research project as one's own.

However, it can also involve (deliberate or unintentional) incorporation of some ideas or results of other researchers, without proper attribution, within one's own research publication. Though the degree of severity can vary, plagiarism always amounts to ethical

misconduct and requires redressal. The use of someone else's work in one's own is not by itself unethical. A limited amount of textual material in someone else's paper can be copied if it is clearly marked as a quote (typically by enclosing it within quotation marks) *and* the source is explicitly cited where the quote starts and ends.

Alternatively, text may be paraphrased with a general indication of where the concepts originated. Occasional re-ordering or substituting of words is not sufficient to count as paraphrasing: the recommended procedure is to read and understand the source material, then put it away and express the idea in one's own words. Besides textual material, the incorporation of ideas, figures, graphs etc. from other sources in a manner that conveys a false impression that they are original amounts to plagiarism.

Taking one's own published results and reproducing them in another work as if they were new is "self-plagiarism". "Duplicate publication" – submitting the same research results to two or more journals and treating them as separate publications – is also a form of self-plagiarism and must be avoided.

Plagiarism is an issue not only for scientific publications but also for internal reports, textbooks, monographs and grant proposals. The considerations above apply equally in all these cases.

### **Thesis writing**

A thesis typically involves collecting a large amount of material, both previously established and original. The manner of presentation must be such as to make clear what has been taken from other sources with appropriate acknowledgement and permissions if required, and what is the original content. For a student, thesis writing is often the first major occasion that requires taking personal responsibility to handle ethical issues. Guidance should be imparted by the supervisor to make sure that data is presented appropriately and plagiarism, even inadvertent, is avoided. Similarity to one's own published data in the thesis is acceptable only if it is within the period of research.

### **Responsibility of referees**

Faculty members who are asked to review a manuscript or a research proposal have a responsibility to ensure that they do not misuse their advance access to the information and ideas in these documents. The use of such advance access to publish a competing work, or carry out research that pre-empts the proposed project, would be highly unethical.



## **1. Confidentiality**

Several aspects of academia require the maintaining of strict confidentiality. The proceedings and Minutes of certain meetings, as also assessments for hiring and promotion, are not to be discussed publicly. It is particularly important for the RNB Global University that candidates about whom positive or negative comments are made in confidence by specific members should not hear about these in a way that can create resentment or an inappropriate sense of obligation. Unauthorized circulation of confidential Minutes or other privileged communications, within or outside RNB Global University, amounts to a serious breach of academic ethics. For this purpose, it is best to consider all official emails and communications on such matters to be confidential unless it has been expressly clarified to the contrary.

## CHAPTER-IV

### Resource Mobilization Policies

#### Introduction

The University operates student centric policies with focus on skill based research driven quality education which should be accessible and affordable by youth of rural and urban areas. The cardinal principle of management in the University is to provide best resources to the students & faculty to meet the above requirement and run the University for realizing the vision and mission of the University. This document draws the policies for resource mobilization.

#### Resource Mobilization Policy

- 1) Diversify and expand the resource base in supporting the achievement of the strategic plans, goals and overall growth.
- 2) Identify and analyze the resources available for programme priorities, policies, research, infrastructure up gradation and maintenance in addition to efficient budget allocation.
- 3) Understand and analyze the current funding landscape, resource availability and support commitment from stakeholders and agencies.
- 4) Maximize use of internally generated income so as to expand meaningful relations with stakeholders.

#### Resources

The University needs three types of resources i.e. Human Resources, Equipment & Material Resources and Infrastructural Resources.

##### ▪ Human Resources

The University will ensure that qualified manpower needed to run the educational courses as per the laid down norms of concerned regulatory authority is available. For Officers of the University and other supporting staff the procedure laid down by statutes, ordinances and govt policies will be followed.

##### ▪ Appointment of Teachers

The posts of Assistant Professors, Associate Professor and Professors are laid down by relevant regulating authorities like AICTE, UGC, BCI etc. Posts as prescribed by regulating authorities for the department to operate courses will be approved by Governing Body. For any additional requirement or to fill up the vacant posts the matter will be taken up with

the Governing Body through Academic Council by respective Depts. After approval of Governing Body the University will initiate the recruitment process.

▪ **Selection and Recruitment Process for Teachers**

As per the vacancies approved by the Governing Body requirement as per the statute, the Registrar will publish the vacancies in the news papers. All the applications will be scrutinized by HR Department. A Selection Board will be constituted by the University in accordance with laid down norms by the Statute. The Selection Board will have a representative from Regulatory Commission and experts of respective department. The Selection Board will carry out interview, demonstration etc to make a panel of selected candidates as per the merit. The Selection Board will be headed by the VC. Appointments will be done as per the approved vacancies based on actual reporting against appointment letters issued by the Registrar.

▪ **Appointment of Non Technical Staff**

The number of officers/supervisors required for non technical work is laid down by the statutes, act and laid down norms. The Registrar will take up the matter for effective recruitment as per approval of the Governing Body.

▪ **Mobilization of Students against Intake**

The important part of cash inflow in budget outlay is the student admission and resulting fees received from them. In order to ensure that maximum seats are filled against approved intake following mobilization plan is implemented.

• **Quality Education & Infrastructure.** The University is to ensure that best teachers and world class infrastructure is available so the satisfied students' work as ambassadors to mobilize new admissions.

• **Advertisements & Publicity.** The University should spend certain amount decided in the budget annually on this head to mobilize admissions effectively and create a brand value.

• **Infrastructure & Facilities.** This attracts quality intake and enhances mobility to attract maximum admission. Efforts therefore are made for ensuring world class facilities.

• **Counseling and Guidance.** The Counseling Cell mobilizes admission with quality intake by effective action plan counseling Cell will be therefore provided with matching resources to meet the action plan.

**EQUIPMENT & MATERIAL RESOURCES**

Based on the Strategic Plan the requirement of equipment & material resources will be worked out by respective departments in BoS and consolidated at university level by Academic Council and BoM. The requirement will be examined at Governing Body level in details.

## ▪ **INFRASTRUCTURAL RESOURCES**

In order to operate the approved academic programmes effectively and provide administrative support, the building and basic infrastructural requirements will be worked out by the Building Committee in terms of financial load and time needed. The Registrar will provide these inputs in budgetary preparation.

## ▪ **FUNDS MOBILISATION**

On the basis of Student Intake, Faculty requirements, Lab/library/material need and infrastructural need, the details of funds requirement will be examined and cash inflow/out flow will be worked out at BoS, Academic Council, BoM and Finance Committee. A Resource Mobilization Plan will be made and put up to the Governing Body with following broad outlines.

### ▪ **Mobilization Plans**

The Governing Body will deliberate and clear the Budget and Associated Action Plan with Following Options to Maximize Funds Mobilization

#### **Maximize Cash Inflow.**

VC and Registrar will take necessary steps to ensure that admissions are done as per plans, fees is received on time and efforts are made to materialize inflow from fees and other planned resources.

#### **Minimize Cash Out Flow.**

VC and Registrar will ensure, through proper purchasing process and “Conserve and Care Policy of Running Expenses” that cash out flow is minimum as per approved budget.

In addition to resource mobilization, every effort is made to maintain the existing resources. The University has a well-established machinery and set of procedures for maintenance of infrastructure and equipment. This is primarily achieved through the monitoring of various committees.

### **Maintenance**

- Building maintenance and infrastructure up gradation is achieved through regular monitoring by the Management and the Planning Committee and devising suitable proposals for implementation.
- Allocation of adequate budget for annual maintenance of University infrastructure by the management.
- Sufficient support staff is maintained to upkeep infrastructure including toilets.
- Water Purifiers are regularly serviced.
- Painting, roof maintenance plumbing maintenance and repairs done, including sewer systems as per requirement.

- Mechanical equipment is repaired regularly.
- Provisions of Classroom Maintenance including furniture, doors and windows.
- General and emergency repairs are done with the management or department funds.
- The water tanks and well are cleaned regularly.

### **Laboratory Maintenance**

- A cost effective approach is followed for the laboratory maintenance. Annual stock verification of chemicals, glassware and all other lab equipment done.
- Mechanical and lab equipment are repaired and maintained by the lab assistants and complicated repairs are done.
- Calibration and Refurbishing of laboratory equipment are done regularly.
- Wastage from laboratories is minimized using green protocol and reuse solvents.

### **ICT Maintenance**

- System Administrator for maintenance of major equipment, ICT instruments and UPS.
- The college has broadband facility and a dedicated server. All electronic equipment is protected by UPS or generator facility.
- In order to minimize e-waste, computers are serviced and reused.

### **Library Maintenance**

- Automating the library facilities using integrated library management software Work on maintenance and digitizing of books, manuscripts and reports in progress.
- Maintenance and utilization of library resources are done through strictly following the library rules. The maximum period of loan for books is 14 days.
- A book, if damaged or lost by a member, has to be compensated with fine.

### **Sports facilities maintenance**

- Regular inspection and maintenance of sports equipment and of sports field.
- Giving top priority to the safety of the students by renewing protective guards.
- The equipments in Gymnasium are regularly serviced and new ones purchased as per requirement.

### **Monitoring**

The implementation and deviations from the plan will be monitored at the level of Deans, Registrar, Finance Officers and VC and discussed at the BoS, AC and BoM. VC may call periodic meeting of all concerned to monitor the progress and issue suitable instructions. Any major corrective measures will be applied after approval of the GB, if required.

### Research Fund Mobilization Policy

S. No.	Broad Expenditure Heads	Value
1	Project Expenses	80%-85% (including Equipment)
2	Research Staff : Full time / Part-time	As per guidelines of sponsoring body of the project, JRF/SRF/Research Associate will be applicable
3	Fieldwork: Travel/Logistics/Boarding, etc.	5% of the Total grant
4	Contingency & overheads	10% of Project or as per the letter of Granting body

**Note:**

1. The Department and PI should make every effort to put all the equipment available in the laboratories to effective use
2. The books and journals acquired by the PI under a Major or Minor Research Project must be deposited to either the departmental library or the central library at the end of the project. They should become institutional property.
3. The admissible contingency grant may be utilized on spares for apparatus, photo state copies and microfilms, typing, stationary, postage, telephone calls, internet, fax, computation and printing needed in connection with the project.