

Research Policy



Chaudhary Ranbir Singh University, Jind

(Established by the State Legislature Act 28 of 2014)

(Recognised u/s 2(f) and 12(B) of UGC Act, 1956)

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1. Research Policy Statement

Chaudhary Ranbir Singh University, Jind is a State Government University committed to promote research, innovation & entrepreneurship as well as ensure that the outcomes of the same benefit the society.

2. Applicability of the Research policy

The policy applies to all the faculty members, teaching & non-teaching staff, research scholars and students of university who are engaged in any form of research & innovation activity. All research activities will be undertaken in accordance with the university's regulatory and ethical considerations.

3. Objectives

- (i) To explore technological development opportunities in common application areas for the welfare of the people of our country.
- (ii) To encourage and incentivize faculty members of the university for research publications in Web of Science / SCI and Scopus Index or other equivalent peer-reviewed / reputed / prestigious indexed journals.
- (iii) To organize research promotion events like summits, conferences, seminars, workshops, expert lectures and panel discussion through talks with eminent personalities from reputed institutions and industries etc.
- (iv) To motivate faculty members, research scholars, staff and students to apply for patent and also encourage to present research papers in national and/or international conferences/ workshops having ISSN/ISBN.
- (v) To provide appropriate facilities and infrastructure for the advancement of research at campus.
- (vi) To take Initiatives for signing MoU's with reputed national/international institutions and/or industries for collaborative consultancy and research projects, etc.
- (vii) To identify the technical problems faced by the industry and find effective solutions for the same through research projects and consultancy work, etc.



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Research Promotion Board (RPB)



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Research Promotion Board (RPB)

The Research Promotion Board (RPB) is the principal research body of the University and provides the larger holistic vision, the research to be undertaken by the University, including prioritization of the research areas.

The Research Promotion Board will take cognizance of the problems being faced by the teachers/researchers for submission of their proposals/projects to various Government agencies like SAP, FIST, DST etc. Policy matters related to research will also be put in the board meeting for consideration before putting it in Academic Council for approval.

Constitution of Research Promotion Board

Sr. No.	Constituent	Number	Designation
1	Vice-Chancellor	1	Chairman
2	Dean Academic Affairs	1	Ex-officio Member
3	Dean Research & Development	1	Ex-officio Member
4	Director IQAC	1	Ex-officio Member
5	UGC coordinator	1	Ex-officio Member
6	External outstanding experts from leading Research Organizations / Institutions / Industries / Corporate / Academia Representative in different domains nominated by the Vice-Chancellor	Two Professors, One Associate Professor & One Assistant Professor	Members

Research Promotion Board may be expanded with the inclusion of more members as necessary.

The Dean (R&D) shall be guided by the RPB. The RPB meetings should be held at least twice in a year. The Research Policy shall also be reviewed in every two years.



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Research Award policy for facilitating the faculty/students for outstanding research



Guidelines for the Award for Published Paper(s) of the Researchers of Chaudhary Ranbir Singh University, Jind

The cash awards will be presented to researchers in the recognition of importance of the published research work to celebrate the individual excellence in research. The publications considered must be listed in SCI and Scopus Index or other equivalent peer-reviewed / reputed / prestigious indexed journals. The awards will be granted for the journal papers published in each year (1st July – 30th June, Published along with DOI, pagination and year of Publication). A call will be circulated annually and the entry form consisting of published research papers qualifying the selection criteria must be completed and returned. The publication made in the journals, which seeks publication fee, shall not be considered for cash awards.

DEFINITIONS:

- * **“University”** shall mean Chaudhary Ranbir Singh University, Jind.
- * **Paper:** Any publication appearing in indexed journal as mentioned in selection criteria, excluding letters to the editor and editorials. The publication must be electronically available online.
- * **University Faculty:** An individual who is a regular faculty/Contractual faculty /Adjunct Faculty of the Chaudhary Ranbir Singh University, Jind.
- * **University Student:** An individual who is registered for any degree in the Chaudhary Ranbir Singh University, Jind.
- * **Researcher:** An Individual who is either a University faculty or a University student.

AWARD CATEGORY & SELECTION CRITERIA:

Award Category: Cash prize up to the maximum of Rs. 20,000/- will be awarded along with certificate of merit. Further, the cash prize categories basing upon indexing and Thomson Reuters Impact Factor shall be as under:

Cash prize of Rs. 1000/- per paper: Paper(s) Published in a Journal indexed as mentioned in selection criteria without impact factor.

Cash Prize of Rs. 2500/- per paper: Paper(s) Published in a Journal indexed as mentioned in selection criteria with impact factor up to 1.00.

Cash Prize of Rs. 5000/- per paper: Paper(s) Published in a Journal indexed as mentioned in selection criteria with impact factor above 1.00 but up to 2.00.

Cash Prize of Rs. 10000/-: Paper Published in a Journal indexed as mentioned in selection criteria with impact factor above 2.00 but up to 3.00.

Cash Prize of Rs. 15000/-: Paper Published in a Journal indexed as mentioned in selection criteria with impact factor above 3.00 but up to 5.00.

Cash Prize of Rs. 20000/-: Paper Published in a Journal indexed as mentioned in selection criteria with impact factor above 5.00.

Selection Criteria: The publications considered must be listed in SCI, Scopus, ABDC and SCI Expanded indexed journals with impact factor (Thomson Reuters). The following is an illustrative list for the publications:


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1. Proceedings of Royal Society
2. American Mathematical Society
3. American Physical Society
4. American Society of Civil Engineers (ASCE)
5. American Society of Mechanical Engineers (ASME)
6. IEEE Transactions
7. Association for computing machinery (ACM) Transaction
8. Institute of Civil Engineering Publishing, London
9. Institute of Mechanical Engineering, London
10. American Society of Testing Materials (ASTM)
11. Nature Publishing Group
12. IEEE Journals
13. Springer
14. Elsevier (Science Direct)
15. oxford University Press
16. Pergamon Elsevier Science Ltd
17. Cambridge University Press
18. Wiley- Blackwell
19. Blackwell Publishing
20. John Wiley & Sons
21. Institute of Engineering and Technology (IET)
22. Biomedical Central Ltd
23. MIT Press
24. Indian University Press
25. American Meteorological Society
26. American Physiological Society
27. American Society of Microbiology
28. American Chemical Society
29. American Institute of Physics
30. IOP Publishing Ltd
31. Massachusetts Medical Society
32. IOS Press
33. Princeton University Press
34. Society of industrial and Applied Mathematics
35. Proceedings of National Academy of Sciences of the USA
36. Taylor and Francis Publishing
37. American Society of Mechanical Engineers (ASME)
38. Emerald
39. Elsevier
40. Sage Publications

In addition to the above list, SCI Scopus, ABDC and SCI expanded indexed journal not included in the



above list having Impact Factor (Thomson Reuters) shall also be considered for the award.

REGULATIONS FOR DIVISION AND DISTRIBUTION OF AWARD PRIZE

Case 1:

If all the authors are amongst the university faculties, then first/corresponding author will decide the individual author's contribution for the purpose of distribution of prize amount.

Case 2:

If the authors are amongst the university faculties and the university scholars/students, then university faculty (whose name appears first in the paper) will decide the individual author's contribution for the purpose of distribution of prize amount.

Case 3:

If one (or more) of the author/s/is/are external to the university, then the prize amount will be divided by total number of authors and the equal part (one share) of the total prize amount will be disbursed to the university contributors. The prize amount of the external author will be subtracted from the total prize amount. However outside authors will not be benefitted as per university policy.

The guidelines will be implemented with effect from **1st April, 2026.**



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Guidelines for Carrying Out Sponsored Research Projects



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1. Introduction

Chaudhary Ranbir Singh University, Jind, considers the need to facilitate the research and development activities systematically to lay strong foundation and register growth in research by generation of resources, research collaborations and establishing links with industry as well as with social organizations. The University will handle the project management aspects related to accounts, purchases, recruitment, audits, liaisons with sponsors, and prepare the status reports, by the following rules and regulations.

2. Scope

The rules and regulations are applicable to all activities stated therein.

The proposals submitted by a Department/ Center/ Employee of the University or by the University as such.

Sponsored Research Projects involving external funding sources.

International Research Collaborations involving international funding sources or international collaborators

Industry/ Organization Sponsored Projects, Industrial Consultancy involving funding from industry

3. Definitions

Sponsored Research Project means a time and cost bound project sponsored by government, public, private, national/international agencies or autonomous bodies.

Sponsor means the organization that offers a sponsored Project to the Chaudhary Ranbir Singh University, Jind, and provides necessary financial support for successful completion of the project in time.

Principal Investigator (PI) means a member of the faculty who submits the project proposal and negotiates with the sponsor and is instrumental in getting the project funding.

Co-Investigator or Co-principal Investigator (Co-PI) means a working/retired faculty member co-opted by the PI to work jointly with him/her and approved by the funding agency. In the absence of PI (PI goes abroad for long time, PI gets retired, PI leaves the university), Co-PI will become in-charge of project as per norms of funding agency.

The project staff includes research technical and office personnel.

DRD means Dean (Research and Development) of Chaudhary Ranbir Singh University, Jind.

4. Submission of the Project Proposals

a. The PI will complete the project initiation form as per Form I/Annexure I for submission of Research Project to the various funding agencies and submit to DRD through the chairperson of the concerned department. The Chairperson shall ensure that it would be possible for the department to accommodate the work of the research project.



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b. In case, the project is to be sponsored by a non-government agency, a statement on the terms and conditions of the project including the rights of patents and royalties must be spelled out clearly through a MOU/Agreement (to be vetted by Legal officer of the university) to be signed by the Registrar, DRD of the university and PI and the competent authority of the funding agency.

5. Sanction of the Project

a. The sanction letter and details of the amount sanctioned under different Budget heads, duration of the project and other terms and conditions shall be communicated to the Account Branch for entering the grant in the grant register by the PI.

b. The date of the start of the Project will be taken as the date when the first installment of the Grant is received. In case of any conflict, the guidelines of the funding agency shall supersede.

6. Operation of the projects

Procedure for purchase of equipments, consumables, up gradation, repairs, annual maintenance contracts (AMC), renovation and TA/DA expenses.

All purchases shall be executed by a Committee called the 'Project Purchase Committee (PPC)' for each project consisting of the DRD's nominee, chairperson of the department, PI (convener), Co-PI (if any) and one/two members of the Teaching Faculty.

An imprest amount equivalent to 5% of the total contingency grant with a ceiling of Rs.10,000/- will be provided to the PI for smooth running of the Project.

a. Purchase of items(s) up to Rs.10,000/- can be effected by the PI without inviting quotations.

b. Purchase above Rs 10,000/- will be affected by inviting quotations or by spot quotation from the reputed firms (minimum three) by the PPC. E-Tenders/GEM will be used by the purchase department of the university as per university/ funding agency rules.

c. The DRD will maintain a list of all the equipments costing more than Rs.2 lacs that have been purchased in the university by different PIs in various departments. New purchases shall be added to the list as and when orders are placed.

d. Consumables may be purchased from standard Indian or foreign companies as per university rules. Special requirement, if any, in this regard will be approved by the Vice Chancellor.

The University TA/DA rules/rules will normally be applicable to all sponsored research projects for field work and visits in Haryana or outside Haryana (in India or abroad). However, keeping in view the time-bound nature of the projects, the PI/Co-PI/research staff will be allowed to travel by taxi/own car/by air irrespective of their entitlement on the approval of Vice-Chancellor.

The PI, Co-PI and the Project Staff shall be allowed to avail the leave to carry out the field work or collaborative work in another Laboratory relating to research work of the Project (In India or Abroad).



on the approval of DRD for a leave upto 10 days in a year. Beyond that the approval shall be given by the Vice Chancellor on the recommendation of DRD. All such requests shall be forwarded by concerned chairperson.

The Secretarial assistance:- To look after the processing of bills, preparation of accounts reports, utilization certificate and other project related secretarial work a person may be hired on the Govt. Approved rates by PI in consent with DRD chairpersons.

The appointment of clearing agent:- The clearing of the imported equipment and other items at the airport is a very tedious and time consuming process. In order to save time and energy of the PI, the University shall appoint a clearing agent. The charges of the agent for each case shall be met out of the corresponding project budget head. Further, the University will provide a suitable vehicle if needed to bring the imported items from the airport.

Annual statement of expenditure and utilization certificate:- The PI shall prepare the statement of expenditure and utilization certificate of every project by 30th April of the relevant year and send the same to the DRD/Accounts Branch for confirmation or reconciliation for onward transmission to the funding agency, or vice-versa.

7. Management of Overhead Charges

Out of the total overhead charges in the project, 20% share shall be transferred to the University Accounts, 20% will be credited to the DRD fund and will assist the faculty members in establishing the research labs or other such facilities. Remaining 60% of the overhead charges shall be at the disposal of the PI. The funds under this head can be utilized by the PI during the Project period on items as per prescribed procedures and norms of the University and the funding agency.

8. Infrastructure:

Expenses related to

- * Laboratory maintenance & renovation
- * purchase/ repair of furniture, air conditioners, Personal Computers, Laptops and Printers
- * Repair and up-gradation of scientific equipments and purchase of minor accessories of equipment.
- * Advertisements in the newspapers of positions as well as other public notices.

Hiring of manpower including secretarial assistance (typing /computer operation/accounting /bills etc.) shall be subjected to approval by the DRD as appropriate at university/State Govt. approved rates. Assistance of student of Master's and Ph.D. course not getting any financial support can be provided at the rate of Rs. 125/- hour with a maximum limit of 25 hours per week after getting approval of the DRD.

Expenses to meet local, domestic or international travels, hotel expenses, DA, registration fee for participation of PI, Co-PI and project staff in conference/symposia and for visit to other laboratories (in



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India and abroad) for discussion or for collaborative research work subject to prior approval of the PI (upto Rs. 5000/-), DRD (upto Rs. 20,000/-) and Vice-Chancellor for the expenses above Rs. 20,000/-.

Expense to meet filing of Indian patent will be as per University/ State Govt. rules. The expense of the membership fee of various professionals/academic societies can also be met out of PIs share.

Provision of communication facilities including installation and the periodical bills payment of Internet (Wi-Fi), telephone, intercom, fax and E-mail in the office /laboratory of the PI/ Co-PI charge on STD/ISD call made from actual telephone or public call office and E-mail charge for project work may be paid from this head on actual basis.

Annual maintenance contract (AMC) fee/charges for the equipments, computers/printers, air conditioner etc.. The allotment of AMC of the technical instruments upto Rs. 50,000/- shall be executed by the PI after the approval of DRD. Beyond Rs. 50,000/- the AMC will be awarded by the PI after the approval of Vice-Chancellor through DRD.

The unspent amount from the 60% share of the PI from overhead charges shall be transferred to the DRD fund after three months of the final closing of the Project.

9. Appointments

For appointments under the project, the PI will send the draft advertisement to the DRD for approval, who will return it to the PI for notification/advertisement after giving approval. Application should be invited after giving wide publicity/as per the funding agency rules regarding the vacancies. The terms and conditions of the appointments can be decided by a committee duly constituted by the Vice-Chancellor on the recommendation of DRD, if required.

10. Maintenance of Stock Registers

Each project should have separate stock register for consumable and non-consumable items to be maintained by PI or his/her office. The non-consumable items/equipments shall be transferred to the regular stock register of the department/university after completion of the project unless otherwise stated by the funding agency.

11. Interim Progress and Accounts Reports of the Project

The PI shall prepare the progress report along with the statement of accounts which will be submitted to the Accounts Branch through DRD. These statements will be used by the Accounts Branch for preparing the utilization certificates (UC) to be submitted to the funding agency.

12. Final Technical and Financial Report of the Project

The final technical report shall be prepared by the PI in accordance with the requirements of the funding agency and submitted to the DRD for approval. However, the submission of the technical report to the funding agency will be the responsibility of the PI.

The final financial report including UC shall be prepared by the Accounts Branch in consultation with PI as per the requirements of the funding agency and submitted to the Registrar for approval.



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submission of the required financial reports, approved by the Registrar, to the concerned agencies will be the responsibility of the PI.

13. Closing of the projects

After the preparation of the final technical and financial reports on the closing of the projects, the following activities will be taken up:

- a. Transfer of equipments and non-consumable items to the department/university through proper transaction in the stock registers.
- b. Closure of Project stock registers
- c. Return of unutilized funds to the funding agency along with UC.
- d. Any other activity as mandated as by funding agency or university authorities.

14. Filing of Patents

In case of the PI creates/invents a novel product having commercial significance or develops a technique which may have industrial application, DRD will initiate process for filing a patent through a negotiated settlement involving the PI, the funding agency and the University. All costs related to filing as well as maintenance of patent (Indian, International or any other patent) will be paid out of DRD funds.

15. Generation of Income

Any income from the project up to Rs. 10,000/- shall be used by the PI as per the approval of DRD.

Any income beyond Rs. 10,000/- but up to Rs. 25,000/- shall be spent by the PI as per the approval of Vice-Chancellor.

An income beyond Rs. 20,000/- may be returned to the funding agency after deduction of Rs. 20000/- or utilized by the university as per the decision of the Vice-Chancellor.



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FORMAT FOR FORWARDING RESEARCH PROJECTS PROPOSALS

(Enclose two copies of project proposal with this form)

1. Name of the Principal Investigator (PI) :
2. Designation :
3. Date of Birth/Retirement :
4. Department/Centre :
5. Name of the Co-Principal Investigator (if any) :
6. Designation :
7. Date of Birth :
8. Department/Centre :
9. Title of the Project :
10. Duration of the Project : from ___ To ___
11. Funding Agency :
- i. Total Funds requested including salaries Without overhead charges :
12. Overhead charges asked :
- i. Whether the account of the earlier Completed projects finally closed :
13. If not, the reasons for the same :
14. Information to be provided by the Principal Investigator
 - i. Total number of ongoing Projects :
 - ii. Total number of Projects completed in the last 10 years :
 - iii. The following information for each project (ongoing or completed) should be given on separate sheet:
Title of the project,
Funding Agency,
Total Grant of the project, Date of Commencement, Date of completion.

I understand that (i) University will not provide any funds for the project work, equipment, salaries or contingencies, (ii) Any electrical wiring, water pipes and drains, etc. Within the laboratory, renovation and air conditioning has to be met out of the 60% of the overhead budget and/or Department funds, (iii) Any extra space for the project has to be settled within the Department, University may not provide any additional space.

The investigators will follow the norms for the operation of the project framed from time to time by the DRD.

Signature of the Investigator : ___ Date : ___

Signature of the Co-Investigator (if any) : ___ Date : ___


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Head of the Department

Signature: seal

Date:

Notes:

a) Two copies of the project proposal, one for the signature of the competent university authority and one for the records will be sent to the office of DRD. The investigator should get the signed copy collected within 2-5 days of submission, required copies with forwarding letters should be sent to the funding agency, directly or through the department by the PI.

b) Co – Investigator who is not retiring before the date of the completion of the project is essential if the investigator is retiring before the date of completion of the project.

c) The university may/ may not forward the project proposal even if the answer to Q.14 (in Annexure-1) is No.

d) A copy of the norms for operation of the project will be sent along with the acknowledgement of the first installment of the money to the DRD.



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FORMAT FOR CLOSING RESEARCH PROJECT

(Submit 5 copies) Name of the terminated/completed project

1. Name of the PI :
2. Designation :
3. Department/Centre :
4. Name of the Co-PI, if any :
5. Designation :
6. Department/centre :
7. Duration of the project : Date of the commencement :

Date of completion :

Reasons for delay, if any :

8. Funding agency :
9. Total funds received including salaries without overhead charges :
10. Total overhead charge received :
11. Whether the final account of the Completed project for all the Years have been submitted and Closed if not, reasons thereof :
12. Amount of the unspent balance :
13. Whether the unspent balance is to be returned to the sponsoring agency :
14. Whether the final technical and financial report of the project for onward transmission to the sponsoring agency, is enclosed or not.
15. List of non-consumable articles

S.No. | items (s) | date of purchase | cost at time of purchase

Whether transferred to the University/Department. If yes, details thereof. If no, reasons thereof.

16. Whether all the advance have been rendered and reconciled with the finance office. If not, reason thereof.

Signature of the investigator : _____

Date : _____

Signature of the Co-PI : _____

Date : _____

(If any)

Name : Head of the Department

Signature : _____

Date : _____

Seal



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Code of Ethics for Research



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UNIVERSITY GRANTS COMMISSION NOTIFICATION

UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018

New Delhi, the 23rd July, 2018

F. 1-18/2010(CPP-II).—

Preamble

Whereas, University Grants Commission (UGC), as per UGC Act, 1956, is mandated to coordinate and determine the standards of higher education;

And whereas, assessment of academic and research work done leading to the partial fulfillment for the award of degrees at Masters and Research level, by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work, reflects the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by Higher Educational Institutions (HEIs);

Therefore, in exercise of the powers conferred by clause (j) of Section 12 read with clauses (f) and (g) of subsection (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following regulations:—

1. Short title, application and commencement –

- a. These regulations shall be called the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.
- b. They shall apply to the students, faculty, researchers and staff of all Higher Educational Institutions in the country.
- c. These regulations shall come into force from the date of their notification in the Official Gazette.

THE GAZETTE OF INDIA: EXTRAORDINARY [PART III—SEC. 4]

2. Definitions – In these regulations, unless the context otherwise requires—

- a. "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- b. "Author" includes a student or a faculty or a researcher or staff of Higher Educational Institution (HEI) who claims to be the creator of the work under consideration;
- c. "Commission" means the University Grants Commission as defined in the University Grants Commission Act, 1956;
- d. "Common Knowledge" means a well known fact, quote, figure or information that is known to most of the people;
- e. "Degree" means any such degree specified by the University Grants Commission, by notification in the



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Official Gazette, under section 22 of the University Grants Commission Act, 1956;

- f. "Departmental Academic Integrity Panel" shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- g. "Faculty" refers to a person who is teaching and/or guiding students enrolled in an HEI in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc.;
- h. "Higher Educational Institution (HEI)" means a university recognized under section 2(f) of the UGC Act, 1956 or an institution deemed to be university under section 3 of the UGC Act, 1956 or an affiliating college / institution or a constituent unit of a university;
- i. "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
- j. "Institutional Academic Integrity Panel" shall mean the body constituted at Institutional level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level;
- k. "Notification" means a notification published in the Official Gazette and the expression "notify" with its cognate meanings and grammatical variation shall be construed accordingly;
- l. "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.
- m. "Programme" means a programme of study leading to the award of a masters and research level degree;
- n. "Researcher" refers to a person conducting academic / scientific research in HEIs;
- o. "Script" includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment / opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of an HEI; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;
- p. "Source" means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (1);
- q. "Staff" refers to all non-teaching staff working in HEIs in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- r. "Student" means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);
- s. "University" means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, and includes an institution deemed to be university under section 3 of the UGC Act, 1956;
- t. "Year" means the academic session in which a proven offence has been committed.



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Words and expressions used not defined in these regulations but defined in the University Grants Commission Act, 1956 shall have the meanings respectively assigned to them in UGC Act, 1956.

3. Objectives

To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.

To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.

3.3. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of HEI committing the act of plagiarism.

4. Duties of HEI:

Every HEI should establish the mechanism as prescribed in these regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

5. Awareness Programs and Trainings:

(a) HEI shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.

(b) HEI shall conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.

(c) HEI shall:

i. Include the cardinal principles of academic integrity in the curricular of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. as a compulsory course work/module.

ii. Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.

iii. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the HEI.

iv. Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.

v. Establish facility equipped with modern technologies for detection of plagiarism.

vi. Encourage student, faculty, researcher and staff to register on international researcher's Registry Systems.


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6. Curbing Plagiarism

- a) HEI shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
- b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.
- c) Every student submitting a thesis, dissertation, or any other such documents to the HEI shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the HEI.
- e) HEI shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the HEI website.
- f) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- g) HEI shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
- h) HEI shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

7. Similarity checks for exclusion from Plagiarism

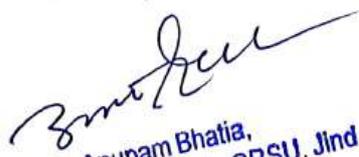
The similarity checks for plagiarism shall exclude the following:

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.

Note:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

8. Levels of Plagiarism


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Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Level 0: Similarities upto 10% - Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

9. Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the HEI.

The authorities of HEI can also take suo motu notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the HEI on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

10. Departmental Academic Integrity Panel (DAIP)

i. All Departments in HEI shall notify a DAIP whose composition shall be as given below:

- a. Chairman - Head of the Department
- b. Member - senior academician from outside the department, to be nominated by the head of HEI.
- c. Member - A person well versed with anti plagiarism tools, to be nominated by the Head of the Department.

The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

- ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iii. The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- iv. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

11. Institutional Academic Integrity Panel (IAIP) - formation of IAIP & DAIP

i. HEI shall notify an IAIP whose composition shall be as given below:

- a. Chairman - Pro-VC/Dean/Senior Academician of the HEI.
- b. Member - Senior Academician other than Chairman, to be nominated by the Head of HEI.
- c. Member - One member nominated by the Head of HEI from outside the HEI
- d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the HEI.



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The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

- ii. The IAIP shall consider the recommendations of DAIP.
- iii. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- iv. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of HEI.
- v. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- vi. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the HEI within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- vii. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

12. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the HEI only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself, in a fair or transparent manner.

Penalties in case of plagiarism in submission of thesis and dissertations

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

- i. Level 0: Similarities upto 10% - Minor Similarities, no penalty.
- ii. Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii. Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.
- iv. Level 3: Similarities above 60% - Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.

Note 3: AI Plagiarism is not acceptable at any level of Research.

Penalties in case of plagiarism in academic and research publications


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I. Level 0: Similarities up to 10% - Minor similarities, no penalty.

II. Level 1: Similarities above 10% to 40%

i. Shall be asked to withdraw manuscript.

III. Level 2: Similarities above 40% to 60%

i. Shall be asked to withdraw manuscript.

ii. Shall be denied a right to one annual increment.

iii. Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.

IV. Level 3: Similarities above 60%

i. Shall be asked to withdraw manuscript.

ii. Shall be denied a right to two successive annual increments.

iii. Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated, then the disciplinary action including suspension/termination as per service rules shall be taken by the HEI. The same Penalty will be imposed in case of AI Plagiarism.

Note 2: Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Head of the Institution.

Note 3: HEIs shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the HEI is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Head of an HEI, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the HEI.

Note 5: If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.

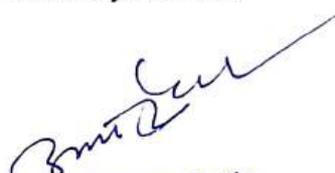
Note 6: If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

13. Removal of Difficulty

UGC reserves the right to remove difficulty/difficulties in the course of implementations of these Regulations in consultation with the Government of India/ Ministry of Human Resource Development.

14. Software:

Turnitin / any other software prescribed by UGC or other regulatory body for checking plagiarism/similarity index will be strictly followed.


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