



# **Research & Development Policy**

**Name of the College**

**Shyampur Siddheswari Mahavidyalaya**

**Ajodhya, Shyampur, Howrah, Pin-711312**

**Affiliated to the University of Calcutta**

**Approved by UGC under Section 2(f) and 12(B)**

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## INTRODUCTION

Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, and develops Institute–Industry collaborations. Research and development activities create and disseminate new knowledge and promote innovation that motivates better learning and teaching among faculties and students at Shyampur Siddheswari Mahavidyalaya.

Research Policy ensures enhancement of professional competencies, promotes scientific temper, research aptitudes as well as inculcates innovative mindsets of all learners.

The **R&D Cell** will enable the faculty and students to pursue research & innovation and participate in promotion of R&D activities as well as pursue consultancy works, in this endeavor, this document states the Research policy and guidelines so that individuals involved in research activities will abide by certain rules and regulations pertinent to research.

**The pursuance of social impactful and industry-oriented research are accomplished with the following objectives:**

- ✓ Institute offers freedom of thought and expression to the researchers in selection of **research** topic and identification of problem-solving methods.
- ✓ The institute provides research support in terms of infrastructural facility, modern tools, advanced software, hardware etc. to encourage young and experienced faculty to nurture their interests towards exploration and innovation.
- ✓ Institute extends opportunities to researchers to collaborate with premier academic institutes, reputed R & D Institutes and **renowned** organizations through faculty development programs, funded projects, Consultancy works etc.
- ✓ The Institute recommends maintaining confidentiality, wherever the research calls for confidentiality.
- ✓ Institute encourages to carryout multi-disciplinary research along with individual domain research.
- ✓ Faculty members and students must adhere to the principles of honesty, accuracy, morality and faithfulness so that the knowledge is represented without distortion of the truth while doing research.
- ✓ Institute expects that research activities are committed to high standards of ethics, integrity, and conduct.
- ✓ Institute encourages publishing articles in prestigious journals and conference proceedings of international repute, filing of patents, and transfer of technology through a defined innovation ecosystem.
- ✓ The institute will gleefully provide whatever aid needed to continue the research trip/expedition inside its bounds, as well as promote the registration to granting of patents and publication of research papers in journals, and conference proceedings of international

repute.

- ✓ The equipment, hardware and software **procured** through internal or external grants should be accessible to all stake holders within the college, based on the availability.

## RESEARCH OUTCOMES

- ✓ The outcomes of the research are documented securely and retrievable, available to other researchers wherever possible. In case of all types of publications; Institutional affiliation should be mentioned.
- ✓ Granted Patent rights will be in the favor of both College & Inventor(s).
- ✓ The Consultancy grants will be utilized for augmenting R&D facilities.



## R&D COMMITTEE:

An Institute level **R&D Committee** shall be formed as per guidelines with a member from each dept.

The R&D Cell comprises the following members.

- Principal, Chairman (ex officio member)
- Dean (R&D)/R&D Convener- Secretary (ex officio member)
- Head\* of all Academic Departments (ex officio member)
- Senior Faculty members\*- Nominated by the HoD of all the Departments.
- Members from Academia
- Members from Research Institution/Members from Industry

\*Preferably with PhD qualification

The committee will be responsible for achieving the following targets for the academic year, as mentioned below.

**HoDs will be responsible for the Department level R&D targets.**

#### **DEPARTMENT**

- Research proposals to be submitted to the National/State Funding agencies.  
Target-2 per department
- Research projects to be sanctioned.  
Target- 1 per department, each project with minimum of 5 lakhs funding
- Research publications
  - **Journal indexed by Science Citation Index(SCI)/Science Citation Index Expanded (SCIE)**– at least 1 per faculty per year
  - **Scopus/ Web of Science (WoS)**-- at least 2 per faculty per year
  - Journal in UGC Care List/ Social Sciences Citation Index /Arts and Humanities Citation Index – at least 1 per faculty per year
- Patents to be filed 2 per department.
- Books to be published (with ISBN)- 1 per department.

#### **INSTITUTE/DEPARTMENT:**

- At least one workshop per semester to motivate students and faculty towards R & D activities.
- At least one FDP (min 5 days) per semester to be organized in emerging areas.
- At least one Idea competition- best ideas to be funded by the institution.
- At least one Workshop on IPR and R & D proposal submission
- One International Conference to be organized in emerging areas.
- One National Conference per department to be organized in emerging areas.
- One Technical Symposium (hardware and software) to be conducted.
- Two MOUs with Industries & R&D / Premier Institutes
- Institutional Journal to be published (with ISSN)- 1

#### **RESEARCH AT UG AND PG LEVEL**

Main objective is to develop the research insight among budding engineers/technocrats so that they can solve complex engineering problems related to societal needs. In order to achieve that following necessary actions to be taken

- In the pre-final and final years of the course, undergraduates must successfully complete a major and minor project under the guidance and mentorship of faculty members.
- 1 publication per UG project in Journal or as Conference Proceedings.
- The research environment is also carefully cultivated for postgraduate students
- PG dissertation must be guided and supervised by the faculty members with a focus on industry orientation/contemporary research topics.
- 1 publication per PG project in WoS/SCI/SCIE/SCOPUS indexed journal.

### MINOR RESEARCH PROJECT & SEED GRANT ALLOCATION:

- The Institute has set aside fund for the implementation of research activities to encourage young researchers and faculty members to pursue research projects.
- The **funding [Seed Money]** will be allocated based on the Research and Development Cell's decision through proper scrutiny of submitted proposals.
- Sanctioned projects would be duly evaluated by Project Evaluation Committee.

### MAJOR RESEARCH PROJECT

- The institution has established partnerships with several funding bodies to assist Major research projects carried out by both academics and students.
- The research effort will be inspected by the funding agency, and the funds will be awarded in accordance with their terms and conditions.
- Project duration to be strictly followed with a focus on achievement of targets.

### RESPONSIBILITIES OF R&D CELL

The **R&D Cell** shall be responsible for implementing the R&D policy by working closely with the college management.

The specific roles and functions of the **R&D Cell** will be as follows:

- Guide and encourage the faculty & students in undertaking research.
- Provide research facilities in terms of laboratory equipment, Software, research journals, magazines, financial support for publication for attending Conferences etc.
- Allocate research fund for providing seed money.
- Organize workshops/training programs to promote research culture on campus.
- Facilitate industry to use the infrastructure of the college and sponsor research projects.
- Guide and assist in Patent filing to granting and finally to technology transfer through mentorship.
- Facilitate Inter-departmental/interdisciplinary research projects.
- Provide support related to Memorandum of Understanding (MoU), Non-Disclosure Agreements (NDA), Work Agreements, Copyrights / Trademarks, Licensing and Expression of Interests while collaborations and execution of the projects.
- Maintain a database of research and development activities to track individual and group research and development performance to promote excellence and productivity.
- Oversee the implementation of the Code of Research Ethics for ethical research activity.
- To develop incentive schemes to encourage teachers and students to participate in research.
- To check academic malpractices and plagiarism: The following steps to be used to ensure that the research work is original:
  - Plagiarism is tracked using a variety of software, notably the 'Ithenticate' software.
  - Before proceeding, the supervisor analyses the Overall Similarity Index (OSI).
  - For researchers, the OSI must be below 20%. For all sources, the Individual Source Similarity Index (ISI) must be less than 10%.
  - In UG & PG projects any violation of plagiarism rules may result in the cancellation of the semester's project, as well as the cancellation of enrollment for the course.
- To promote and celebrate the process, each of the Institute's departments has to invent techniques on a regular basis to excel in the sphere of research in certain fields of study, and the organization of experts in that area will be dubbed the Centre of Excellence.
- Provide opportunities to carry out outreach programs and be a part of nation building.

## CODE OF RESEARCH ETHICS

This Code of Ethics in Research sets forth general principles of ethical conduct to guide UG/PG students/scholars toward the highest ideals of scholarly research. The principles mentioned herein represent goals and requisite standards that should direct researchers to an ethical course of action.

### **I. The Principle of Integrity and Honesty:**

Truthfulness towards the research findings-preserves, extends, and communicate truth.

#### **A. Competence in the conduct of research**

- a) Conduct all research activities in accordance with the accepted standards of our discipline

#### **B. Accuracy of research data and reports**

- a) Ensure that only the correct data, information, and research results are reported in journals, conferences, and reports to clients in case of collaborative work.

#### **C. Acknowledgment of sources of data/information or other contribution to the research:**

- a) Cite clearly all sources of information and data that we use which are not the results of our own research
- b) Give proper acknowledgment and credit to resource/funding sources of our research.

#### **D. Openness and responsibility in the conduct and presentation of research**

- a) Declare promptly any conflict of interest in our engagement in research and presentation of research results

#### **E. Safeguarding the integrity of the profession**

- a) Report violations of any of the principles and rules found here to the office or committee that has been duly mandated to evaluate and act on possible violations of this ethical code.

### **2. The Principle of Justice and Fairness:**

- a) Respect the confidentiality and proprietary rights of peers, colleagues, and students whose material reviewed for publication, presentation, or funding by a grant.

- b) Credit of others' contribution, resources, and materials utilized in research:

Grant authorship in accordance with the significance of collaborators' contribution in the research.

- c) Recognition of intellectual property rights (i.e., copyright, patents): Distribute fairly the legal ownership of the research and/or its products among the stakeholders

### **3. The Principle of Safety and Beneficence**

**a) Responsible dissemination of scientific knowledge to the public:** Inform the community of scientific knowledge pertaining to human practices, attitudes, events, and other phenomena that present unequivocal and significant risk or benefit to human welfare

b) Refrain from causing harm, stress or pain to any animal in any experiment that does not contribute any substantial benefit to human society that has not been discovered already. For experiments on animals which cannot be avoided, it is our duty to treat them humanely, minimize the pain and to undertake curative measures thereafter.

c) Ensure that laboratory wastes are properly disposed or treated, and our research activities do not result in environmental degradation

d) Point out to our clients potential dangers or threats to their interest

### **Appointment and Composition of the Research Ethics Committee**

The Research Ethics Committee is appointed by the Academic Council upon nomination by the Principal.

The Committee shall be composed of six voting members:

- External Senior Professor (in relevant domain related to the Institute), Chairman

- Principal,
- The Legal advisor/Data Protection Officer
- Expert in IPR protection
- One Industry Expert
- One Senior faculty members
- Dean of Research/Convener R&D Cell-Secretary

System Admin/Librarian as advisor(s) to the Committee with voice but no vote.

The members' mandate is for two years – renewable once.

In case of conflict of interests, members of the Ethics Committee shall be temporarily replaced by substitutes nominated by the Principal.

### **Tasks of the Ethics Committee**

- to provide advice and guidance to the faculty members on all matters pertaining to academic research ethics
- to advise the Academic Council on compliance with the 'Code of Ethics in Academic Research' of the various academic activities at the Institute
- to provide guidance and academic support to students on ethical issues in respect of teaching, research and other academic activities. On an entirely voluntary basis, researchers may ask the Ethics Committee for consultation on ethical aspects of their research.
- to confirm to external parties on behalf of the Institute compliance with ethical standards in respect of research projects undertaken.
- to advise the Academic Council of any policies that may be required in relation to accepting funds from particular sponsors of research
- to act as an investigative/consultative body for any disputed matter concerning research ethics and conduct.

### **CODE OF ETHICS FOR RESEARCH PUBLICAITONS, PATENTING**

The following code of ethics and conduct must be followed by all students, faculty members, and related authorities:

- All research projects must be competent and carried out in accordance with the relevant authorities' principles and recommendations.
- To be published in reputed journals, magazines (with ISBN/ISSN), conference proceedings (with ISBN/ISSN) and other venues, the research effort must be original in every way.
- In terms of originality, the data obtained from the research must be justified and error-free.
- Avoid complicated affirmations or derivations that could cause confusion.
- No content or information may be plagiarized in any way.
- Acknowledgements and citations must be properly done.
- The article must be written in a clear context so that reviewers, editors, and readers may understand every topic.
- Standard template should be followed, but it must be flexible enough to modify as needed.
- The confidentiality of the sources used must be protected and preserved.



## **Research Advisory Committee**

The Institute shall have a Research Advisory Committee (RAC) mainly to frame guidelines pertaining to the conduct of PG, Ph.D and Post-Doctoral research programmes offered by it on the lines prescribed by the UGC.

- The composition of RAC shall be as follows:

**The Research Advisory Committee is appointed by the Academic Council upon nomination by the Principal.**

The Committee shall be composed of :

- Principal, Chairman
- Dean of Research, Convener
- External Academic Experts recommended by the Academic Council
- External Academic Experts from the Affiliating University
- Industry Experts recommended by the Academic Council
- Convener Institution Innovation Council
- Senior faculty members nominated by Institution Innovation Council

The members' mandate is for two years – renewable once.

In case of conflict of interests, members of the Research Advisory Committee shall be temporarily replaced by substitutes nominated by the Principal.

All the members of RAC, shall be nominated by the Academic Council.

The RAC shall meet at least twice in an academic year, before the scheduled dates of Academic Council meeting.

One-third of the members of the Committee shall form the quorum.

### **Functions:**

- a. The Institute shall have a Research Advisory Committee mainly to frame guidelines pertaining to the conduct of PG, Ph.D and Post-Doctoral research programmes offered by it on the lines prescribed by the affiliating University and UGC.
- b. prescribe suitable guidelines for declaring the permanent teachers to be the research guides of Doctoral/Post Doctoral programmes from time to time.
- c. prescribe guidelines for fixing the areas of specializations for each department/faculty/Centre.
- d. lay down guidelines for the conduct of inter-disciplinary research programmes in the departments/faculty.
- e. suggest the priority areas of research in the departments/faculty particularly with reference to the role and responsibility of the Institute taking into account the facilities available in the Institute, the major thrust areas accepted for the concerned department/faculty and expertise of the faculty members.

- f. consider any matter referred to it by the Academic Council or the HoI and submit its report.
- g. perform such other functions as may be assigned to it by the Authorities / Academic Council.

## R&D INCENTIVES POLICY FOR FACULTY & STAFF

The Institute follows a unique incentive scheme to reward the faculty & staff for the research and consultancy works carried out in the respective year. This scheme is introduced by the management to impart research culture and to motivate faculty towards identifying new innovations.

### Incentives for Research Publications & activities:

Sno	Activity	Incentive (in Rs)/year per Faculty
1	Publication of paper in <b>Journal indexed by Science Citation Index(SCI)/Science Citation Index Expanded (SCIE)</b>	<b>5,000 each / paper</b> Max 2 authors in a paper from same department and Institute
2	Publication of paper in Scopus / Web of Science (WoS)/ UGC indexed CARE journals / Book Chapters/ Social Sciences Citation Index /Arts and Humanities Citation Index	<b>2,500 each / paper</b> Max 2 authors in a paper from same department and Institute
3	Publication of Books (Single author)	<b>5,000/Book</b>
4	Publication of Books (Joint author)	<b>3750/Book</b>
5	Publication of Books (Multiple author-3 <sup>rd</sup> or more)	<b>2,000/Book</b> Max 2 authors in a paper from same department and Institute
6	Patent (If granted)	<b>10000 each / patent</b> Max 4 inventors from same department and Institute
7	Patent (If published)	<b>2500 each / patent</b> Max 4 from same department/Institute
8	Faculty visiting other institution as speaker/Session Chair/Chairperson of an event (Maximum one time in a semester)/Member of Board of Statutory Bodies/Core Member of reputed Organizations -	<b>1000 per faculty if as speaker/Session Chair</b>  <b>2000 per faculty if as Chairperson/Board Member/Core Member</b>
9	Development of MOOCs courses (SWAYAM platform)	<b>5000 per course</b>

10	Awards	1000 per faculty													
11	Publication of ISSN/e-ISSN Journal (Own Institutional Journal by the Institute)	50000 per Institute													
12	Consultancy and Testing services	<table><tr><td>Consultancy Amount</td><td>Award Amount per consultancy</td></tr><tr><td>25000-50000</td><td>2500</td></tr><tr><td>50001-99999</td><td>5000</td></tr><tr><td>100000-250000</td><td>10000</td></tr><tr><td>250001-500000</td><td>25000</td></tr><tr><td>Above 500000</td><td>10% of the Consultancy value</td></tr></table>		Consultancy Amount	Award Amount per consultancy	25000-50000	2500	50001-99999	5000	100000-250000	10000	250001-500000	25000	Above 500000	10% of the Consultancy value
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13	Ph.D Guidance (Degree Awarded)	5000 / Guide/Student													
14	Ph.D Guidance (Registered)- Only in the year when registration is done	1500 / Guide/Student													
15	Ph.D Awarded (during the year)	1000 per teacher													
16	Ph.D Enrolment (during the year)	500 per teacher													

#### INCENTIVE FOR RESEARCH PROJECT GRANTS

SNo	Category	Name	Research Incentive
1	Funded Research Projects from Govt. organizations, R&D Organizations, Industry, University etc.	Principal Investigator	<b>1% of the Received Fund (Maximum up to 25000 per project)</b>
		Co-investigator	<b>0.5% of the Received Fund (Maximum up to 10000 per project)</b>

#### Note:

- Incentive shall be given, only after the Utilization Certificate (UC) is approved by the funding agency.
- (\*) – Above mentioned incentives applicable only when the Research projects approvals are completely processed and got approved by the faculty themselves. **In other cases, the incentive will be 50% of above mentioned.**
- Faculty members recipient of the incentives need to **render their service in the college for minimum of two years**, else they need to reimburse the incentive.
- Prior permission & approval need to be taken from the management before starting of any of the activity.
- **Necessary formats for all the incentive schemes will be shared by the R & D cell and concerned personnel need to follow the formats.**

## AWARD POLICY FOR STUDENTS

Sno	Activity	Incentive (in Rs)
1.	Seed funding for best projects <i>(Participating in National level competitions like SIH, Viswakarma Awards, Electrothan, Bengalathon etc.,)</i>	1 <sup>st</sup> Ranked- Rs.50000 2 <sup>nd</sup> Ranked- Rs.30000 3 <sup>rd</sup> Ranked- Rs.15000
2.	Publication of paper in <b>Journals Indexed by SCI/SCIE</b>	<b>4,000 per paper</b> Max 4 per paper from same department/Institute.
3.	Publication of paper in Scopus/ <b>WoS</b> /UGC indexed journals/Book Chapters/ Social Sciences Citation Index /Arts and Humanities Citation Index	<b>2,000 per paper</b> Max 4 per paper from same department/Institute.
4.	Paper Presentation in reputed Conferences	<b>Registration fee Maximum up to 5000/- per paper [Maximum 4 papers in a year per department]</b>
5.	Toppers (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> ) in Presenting models in Project expos outside the Institution	<b>Registration fee Maximum up to 5000/- (Individual/Team as applicable)</b>
6.	Patent (If granted)	<b>5000 per patent</b> Max 5 from same department.
7.	Awards / medals for outstanding performance in sports / cultural activities at University / state / national / international level	<b>1000/student</b>
8.	Students qualifying in state/ national / international level examinations (eg: IIT / JAM / NET / SLET / GATE / GMAT / GPAT / CLAT / CAT / GRE / TOEFL / IELTS / Civil Services / State government examinations etc.)	<b>2500/student</b>

**NOTE:** It is mandatory to associate Institute name, to avail the proposed incentive

### SUBMISSION OF THE CLAIM

The applicant must provide the following documentation within one month of the date of publication/conference/seminar/FDP, etc., to ensure timely action in releasing the grant:

- A statement of account must be given to the Institute for reimbursement, detailing all expenses incurred on the various items listed above.
- Xerox Copy of Certificate of Presentation in Conferences / Symposiums / Workshops / Publications (self-attested) (s).
- Original Cash Memo/Receipt to be submitted and duly signed by the Supervisor and

concerned HoD.

- Bank Details to be provided as needed.

## **CONSULTANCY POLICY:**

### **Consultancy Programme:**

The members of the academic staff of the Institute should be permitted to engage themselves in Consultancy practice to such an extent, which does not interfere with the discharge of their duties.

The reasons being:

Many departments offer expertise and a host of specialized facilities which can be used by academia and industry and are of mutual benefit. In addition, it gives recognition to the Institute. Consultancy/Sponsored Research projects provide enrichment of the experience and knowledge through interacting in the professional sphere. The Academics also get a chance of experimenting under actual service conditions.

Consultancy also provides an opportunity to students to see the sphere of their chosen profession.

Rules

- All Consultancy should be affiliated to the Institute.

#### **II. Research Consultancy**

- Individual consultancy should be recognized through the R&D Cell of the Institute.
- A detailed project proposal will need to be prepared. The costing of the project must give details of the following:

(i) Cost of equipment, material & books: The estimated cost of equipment and/or books to be procured for the project needs to be given explicitly. The purchase will be regulated in accordance with the purchase rules and the items purchased will be the property of the Department after completion of the project.

The cost has to be given under following heads :

- (a) Equipment/spares/accessories
- (b) Consumables
- (c) Books

Fee for Scientific/Technical Advice:

If needed such fee can be charged by external experts not exceeding 10% of the total Consultancy charge.

The total cost should be limited to 20 % to be decided by the R&D Cell based on the total value of the Consultancy.

(ii) The Overhead for the use of Institutional infrastructure:

The overheads include use of laboratory space electricity, water and computing facilities (if needed). This cost also includes any infrastructural built up if needed. This overhead must be 40% of the total Consultancy charge.

(iv) Travel:

The travel expenses are to be borne by the Client directly. If no rates are settled then in the project proposal travel needs to be included and estimated costs need be given for actual national/International travel. The payment will be made as per Institute's rules under the head TA/DA.

(v) Contingent expenses :

An estimated cost for Contingent expenses (postal expenses, fax, telephone, stationery etc.) not exceeding 10% of the total project cost can be included.

(vi) Honorarium/Remuneration to Consultants & Other Staff members/Students :

Honorarium/Remuneration will be paid to Consultants and other staff members/students for technical as well as administrative help in carrying out the Consultancy work. A written break up has to be prepared in Consultation with Dean, as to how the 30% of the total value is to be shared among various contributors:

- Principal Investigator
- Other faculty Members
- Technical staff directly involved
- Students, if involved
- Administrative staff
- Fee for Scientific/Technical advise

#### **Guidelines for Industry Collaboration:**

The Institute shall actively seek collaboration with major Industry players. All such proposals will require approval of the Head of the Institute (HoI), in consultation with the R&D Cell, based on whether the proposed collaboration would be in the interest of the Institute in the long run.

- The total Consultancy charges shall be shared as follows :

- (i) Consultants & Other staff members/Students : 30%
- (ii) Overhead for the use of Institutional infrastructure: 40%
- (iii) Contingent expenses: 10%
- (iv) Equipment Procurement / Fee for Scientific & Technical Advice: 20 %

- No ceiling limit is laid down with regards to the total amount of the Consultancy charge. However, such practice should not interfere with the regular duties of the individual persons. The administrative staff has to work in addition to their duties.
- The Consultant / Principal Investigator will directly deal with the client in all matters regarding the Consultancy job.
- A certificate from the client that the work has been completed satisfactorily is required.
- At the end of the consultancy project Utilization Report and Completion Certificate should be submitted by the competent authority.

## **INTELLECTUAL PROPERTY RIGHTS (IPR) POLICY:**

Creativity and innovation have been the driving force behind the growth of any Institute towards academic excellence. The state and the nation needs such innovating minds to be nurtured properly for the future of the country. The main focus of every higher educational institution is to build technical and ethical human resources for the entire societal development.

The inventions of an organization through human resources may be in the form of products, ideas, designs and so on. The actual challenge is to transfer intellectual assets of an organization to commercial products for the benefit of society. In compliance with National policy and fulfillment of its vision and mission, Shyampur Siddheswari Mahavidyalaya has taken the active initiative to promote the innovations and to facilitate protection of such innovations that generated at Shyampur Siddheswari Mahavidyalaya. To sustain the focus and to support of these goals, Shyampur Siddheswari Mahavidyalaya has framed its IPR policies for systematic intra and inter-institutional knowledge management. It also aims to recognize the importance of innovations and supports in protecting and transforming the original work of students and faculty members into products and processes for commercialization. The IPR policy is designed in a way to provide conducive and competitive environment within the campus.

### **Objectives of the IPR Policy:**

- **IPR awareness creation:** By organizing awareness programs to sensitize and motivate the faculty members & students in the campus and disseminating awareness about rights to protect intellectual property and related legal issues.
- **Foster creativity and innovation:** By organizing idea Contest, Hackathons, Technical Symposium etc. at the institute level to ensure participation of students at National and International levels.
- **Generation of IPRs:** By providing proper support to innovators for knowledge creation and execution.
- **Commercialization of IPRs:** By developing industry relationships and initiating entrepreneurship & start-up business.

### **Features:**

The key features of such IPR policies are as follows:

- Encourage, initiate, promote, and protect scientific inventions and research which leads to new products/processes/designs development.
- Implement a professional autonomy and process set for the inventions and innovations made through institutional research to make them readily available for the common people by transferring the knowledge from institution to commercial society.
- Establish standards for recognizing the rights and responsibilities of the Institution, inventors and their industrial collaborators with respect to intellectual works carried out at the Institution.
- Inspire, support and afford conjointly beneficial rewards to the main stakeholders of the Institution and others who assisted to transfer Institutional intellectual property to the public through commercial channels.
- Improve the reputation of the Institution as an academic research institution and a member of society by supporting and encouraging novel research activities which lead to provide noble intellectual assets to the Institution.
- 

### **Applicability:**

This IPR policy is applicable for all staff members and students of Shyampur Siddheswari Mahavidyalaya who involved in invention/creation of any kind of intellectual property such as patent, copyright, trade mark, trade secret, design, confidential information and integrated circuit's layout etc.

### **Ownership**

- Institute shall be the sole owner of all the inventions/creations (Patents, Designs, Copyrights, Circuit layouts etc.) in whole that developed in the institute utilizing its resources. All IPRs would be filed with the Institute as applicant and concerned person(s) involved in the project as inventor(s).
- If the invention is a result of joint work carried out at Shyampur Siddheswari Mahavidyalaya, with support from external organization/agency in any form such as financial assistance provided by the external agency, ownership of the intellectual property will be based on the mutual agreement of the Institute with the external agency/organization.
- In case the inventor leaves the Institute due to some reason, it shall be mandatory for the inventor to assign the intellectual property rights to the Institute before leaving the institute.
- Under all circumstances, Shyampur Siddheswari Mahavidyalaya reserves the right to use intellectual property for any purpose.
- Special emphasis to given on Inter-Institutional, Industry-Institute IPR filing/Design grant/Copyright submission.

### **Obtaining IPR and Fee for the potential creations**

Inventor shall provide the necessary inputs and information for filing IPR application with the Institution. Institute will bear the cost involved for accessing the intellectual property information databases, patent filing and registration and other associated tasks with filing to granting of the application.

Special emphasis to given on IPR filing/Design grant/Copyright submission through the Idea o Meter Platform to receive necessary funds for prototype development and commercialization.



## **Commercialization**

Institute shall attempt to market the intellectual property based on the market demand for the intellectual property to which it has ownership or joint ownership. The creator(s) are expected to support in this process. If the institute has not been able to commercialize the creative work in a reasonable time frame; the creator may approach the IPR cell for the reassignment of property rights.

## **Revenue Sharing**

Institute and inventor revenue sharing ratio will be 60:40. In the case of multiple inventors, every inventor will get equal share or as per agreed terms.

For intellectual property owned between institution and industry, as in the case of collaborative research, sharing of revenue and patenting fees will be as per the agreement with the collaborating industry provided that the industry also shares the patenting fees.

# **INNOVATION & STARTUP POLICY (ISP)**

## **ABSTRACT**

The Innovation and Startup Policy (NISP) of the Shyampur Siddheswari Mahavidyalaya will encourage and motivate the students and faculty members to actively engage in innovation and entrepreneurship related activities. This framework will also facilitate the institute administration in bringing uniformity in terms of Intellectual Property ownership, management, technology, licensing, and Institutional Startup policy. This enables in creation of a robust innovation and startup ecosystem within and beyond the campus.

## **Guidelines for Implementing the Innovation and Startup Policy in the institute**

These guidelines will enable the faculty, staff, and students to participate in Innovation and Entrepreneurship (I&E) related activities.

## **Innovation and Startup Policy for the Faculty and Students**

### **1. Strategies and Governance**

- i. Minimum 1% fund (as per NISP guideline) of the total annual budget of the institution shall be allocated for funding and supporting innovation and startups related activities through the creation of separate 'Innovation fund'.
- ii. Proposals shall be sent for external funding to different government (state and central) agencies such as DST, DBT, BIRAC, DSIR, CSIR, TIFAC, MHRD, AICTE, NSTEDB, NRDC, Startup India, Invest India, MeitY, MSDE, MSME, AP Innovation society etc. and various non-government agencies.
- iii. Institute may also raise the funds through sponsorships, Alumni support and

donations. The Institute should actively engage alumni network for promoting Innovation & Entrepreneurship (I&E).

## **2. Startups enabling Institutional Infrastructure**

- i. This Pre-Incubation/Incubation facility shall be accessible 24X7 to students, staff and faculty of all disciplines and departments.
- ii. Providing seminar halls, cubical workspace, Conference halls, internet, library, telephone and transportation facility for all the students and staff members who are interested in Innovation & Entrepreneurship (I&E) and Start Up related activities.
- iii. The startups promotion is processed with the help of promoting team constituting with Institutional Startup committee, distinguished Alumni experts and reputed industrial experts.

## **3. Nurturing Innovations and Startups**

To nurture the young innovative minds towards Innovation & Entrepreneurship (I&E) and Start Up related activities, the institute should take necessary initiatives to motivate and encourage the bright students. Some of the initiative includes:

- Short-term/ six-month/ one-year part-time entrepreneurship training.
- Mentorship support on a regular basis to encourage, promoting and fulfilling the objectives and goals.
- Mentoring and other relevant services through Pre-incubation/Incubation unit's in-return for fees, equity sharing and/or zero payment basis.
- The modalities regarding Equity Sharing in Startups supported through these units will depend upon the nature of services offered by these units.
- Facility support in a variety of areas including technology development, ideation, creativity, design thinking, fundraising, financial management, new venture planning, business model development, product development, brand-development, human resource management as well as law and regulations impacting a business.
  - Institute may also link the startups to other seed-fund providers/ angel funds/ venture funds or itself may set up seed-fund once the incubation activities mature.
  - The Institute Intellectual Property Rights (IPR) cell shall help intellectual property protection. Allow licensing of IPR from Institute to start up.
  - Students and faculty members intending to initiate a startup based on the technology developed or co-developed by them or the technology owned by the institute allowed to take a license in the said technology on easy term, either in terms of equity in the venture and/ or license fees and/or royalty to obviate the early-stage financial burden of the promoters.
- 4. Product Ownership Rights for Technologies Developed by Institute will be processed with respect to as the case applied in coordination with Institutional Startup formulation committee of the institute.

## **5. Creating Innovation Pipeline and Pathways for Entrepreneurs at Institute**

## **Level**

- i. Spreading awareness among students, faculty and staff about the value of entrepreneurship and its role in career development or employability should be a part of the institutional entrepreneurial agenda
- ii. Students/ staff should be taught that innovation (technology, process or business innovation) is a mechanism to solve the problems of the society and consumers. Entrepreneurs should innovate with focus on the market niche.
- iii. Students should be encouraged to develop entrepreneurial mindset through learning by exposing them to train in cognitive skills (e.g. design thinking, critical thinking, etc.), by inviting first generation local entrepreneurs or experts to address young minds.
- iv. Initiatives like idea and innovation competitions, Hackathons, workshops, boot camps, seminars, conferences, exhibitions, mentoring by academic and industry personnel, throwing real life challenges, awards and recognition should be routinely organized.
- v. To prepare the students for creating the start up through the education, integration of education activities with enterprise-related activities should be done.

## **6. Norms to promote the Faculty Startups**

For better coordination of the entrepreneurial activities, norms for faculty to do startups should be created by the institutes.

- i. Role of faculty may vary in different phases such as owner/ direct promoter, mentor, consultant or as on-board member of the startup.
- ii. Institutes should work on developing a policy on 'conflict of interests' to ensure that the day to day activities of the faculty member will not suffer to his/her involvement in the startup activities.
- iii. Faculty startup may consist of faculty members alone or with students or with faculty member of other institutes or with alumni or with other entrepreneurs.
- iv. In case the faculty/ staff member hold the executive or managerial position for more than three months in a startup, they will go for sabbatical/ leave without pay/ utilize existing leave etc. as per the leave policy of the Institute
- v. Faculty must clearly separate and distinguish the on-going research activity at the institute from the work conducted at the startup/ company.
- vi. In case of selection of a faculty start up by an outside national or international accelerator, a maximum leave may be permitted on case to case basis.
- vii. Faculty must not accept gifts/kinds from the startup.
- viii. Faculty must not involve research staff or other staff of institute in activities at the startup and vice-versa.

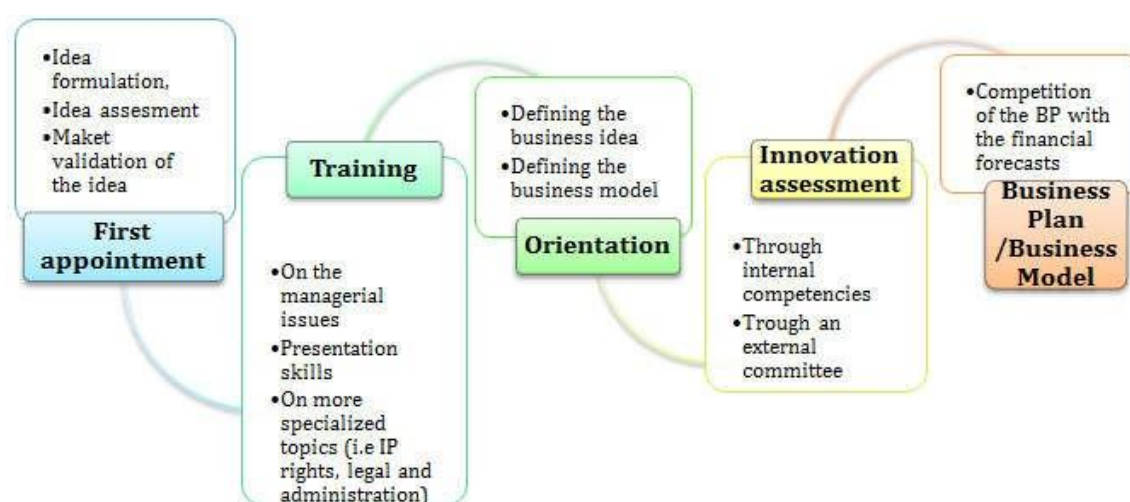
## **7. Pedagogy and Learning Interventions for Entrepreneurship Development**

- i. Student clubs/ bodies/ departments must be created for organizing competitions, boot camps, workshops, awards, etc. These bodies should be involved in institutional strategy planning to ensure enhancement of the student's thinking, creativity and responding ability.
- ii. Institutes should start annual 'INNOVATION & ENTREPRENEURSHIP AWARD' to

recognize the outstanding ideas, successful enterprises and contributors for motivating, promoting and stabilizing the innovation and enterprises ecosystem within the campus.

- iii. For creating awareness among the students, the teaching methods should include case studies on business failure and real-life experience reports by startups. Sessions by Industry experts.
- iv. Tolerating and encouraging failures: Our systems are not designed for tolerating and encouraging failure. Failures need to be elaborately analyzed and debated to imbibe that failure is a part of life, thus helping in reducing the social stigma associated with it. Very importantly, this should be a part of Institute's philosophy and culture.
- v. Innovation champions should be nominated from within the students/ faculty/ staff for each department/ stream of study.

## 8. Innovative ideas of the students and faculty processed with as shown in fig. from ideastage to business model plan.



## POLICY ON MAINTAINING ACADEMIC INTEGRITY AND ANTI PLAGIARISM

### General

UGC has recently issued guidelines on the above subject vide its gazette notification of 23 July 2018 [F. 1-18/2010(CPP-II) Dated 23/07/2018];and whereas, assessment of academic and research work done leading to the partial fulfilment for the award of degrees at Undergraduate, 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 the Institute.

### Definitions

The definitions as given in UGC regulations, shall apply. However, some Important ones are

reproduced below:

- (a) “Academic Integrity” is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- (b) “R&D Ethics Committee” to investigate allegations of plagiarism;
- (c) “R&D Ethics Committee” should 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 Institute level;
- (d) “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own.
- (e) “Script” includes research paper, thesis, dissertation, chapters in books, full-fledged books, term papers, project reports, course work 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; however, this shall exclude assignments, essays and answer scripts etc.;
- (f) “Source” means the published primary and secondary material from any source whatsoever and includes

### **Scope of Policy**

This policy and procedures thereto, aim to describe the steps instituted by the Institute to curb academic dishonesty and research misconduct in the form of:

- (a) Plagiarism: – Includes incorporating quotation(s) or paraphrasing from the work of another person (s) without acknowledgment and Copying or representing or submitting the work of another person as one’s own.
- (b) Cheating: Attempting to gain unfair advantage in an assessment by dishonest means and includes cheating in an examination, soliciting or receiving information or providing information to, another student or any other unauthorized source through written and printed material, including electronic and digital sources and devices, with the intent to deceive while completing an examination.
- (c) Misinterpretation of research and publication: Fabrication, falsification of research work, research publications as book chapters, journal articles and/or conference publications.
- (d) Utilizing Previously submitted work: Submitting academic/ research related material that has been previously submitted in whole or in substantial part in another course, without prior and expressed consent of the mentor/ teacher.

5. The policy shall not only be applicable for Masters and PhD degree documents, but may also be extended to the Undergraduate programs.

### **7. What is to be excluded from similarity checks**

- (a) The similarity checks for plagiarism shall exclude the following:
- (b) All quoted work reproduced with all necessary permission and/or attribution.
- (c) All references, bibliography, table of content, preface and acknowledgements.
- (d) 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: would be quantified into following levels in ascending order of severity for the purpose of its definition:**

- (a) Level 0: Similarities up to 10%
- (b) Level 1: Similarities above 10% to 15%
- (c) Level 2: Similarities above 15% to 20%
- (d) Level 3: Similarities 20% to 25%

Rejected for Similarities above 25%

**Detection and Reporting**

If any member of the academic community who suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the R&D Ethics Committee. Upon receipt of such a complaint or allegation the R&D Ethics Committee shall investigate the matter and submit its recommendations to the R&D Cell.

**Penalties Which Can be Imposed**

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Undergraduate, Masters and Research programs and on researcher, faculty & staff of the Institute 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.

**18. Penalties in case of plagiarism in submission of thesis and dissertations**

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

- (I) Level 0: Similarities up to 10% - Minor Similarities, no penalty.
- (II) Level 1: Similarities above 10% to 15% - Such student shall be asked to submit a revised script with necessary corrections within Fifteen days form the date of presentation/scrutiny.
- (III) Level 2: Similarities above 15% to 25% - Such student shall be asked to submit a revised script with necessary corrections within One month form the date of presentation/scrutiny.
- (IV) Level 3: Similarities above 25% - Such student shall be asked to submit a Resubmit the entire manuscript after six months form the date of presentation/scrutiny.