



**GOVT. DIGVIJAY AUTONOMOUS PG
COLLEGE,
RAJNANDGAON, CG**

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RESEARCH POLICY

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Establishment of Policy for Promotion of Research

Govt. Digvijay Autonomous PG College Rajnandgaon, Chhattisgarh is committed to promote research culture in the campus by establishing Committee on Research and implementing specific and goal oriented research activities / schemes to facilitate research activities to be undertaken by the faculty members independently or collaboratively involving industry and students. There shall be the following research facilities established with required budgetary allocation

I. Research Regulations

The research regulations for Ph.D., is prepared and implemented as shown below:

Research Regulations

The College offers Research Programmes (Full Time and Part Time) in the thirteen disciplines.

Eligibility for Ph.D. Research Programme (Full time/ Part time)

The candidates should have passed a PG degree course (i.e., SSLC+HSC+UG+PG) or (SSLC+Pre-degree+1+UG+PG) or 10-year SSLC plus 3-year Diploma plus two year UG degree and two year PG (10+3+2+2) . A candidate possessing a PG degree with 17 years of total duration of study alone is eligible for admission to Ph.D. Programme.

Candidates belonging to the following categories are eligible to register for Ph.D.(Full Time / Part Time) Programme:

1. A candidate having a minimum of 55% (5% relaxation for SC/ST candidates in the minimum eligibility) marks in the qualifying examinations.
2. The part-time candidates belonging to any one of the following categories are eligible:
 - a. Working as a teacher in Department of the University/or an affiliated College of this University /Higher Secondary School/High School/Middle School/Polytechnics with in Chhattisgarh, recognized/approved by the Government.
 - b. Scientists/Research fellows/Research assistants/Technical assistants/Project assistants/Project Fellows/Research associates/appointed in the research projects funded by recognized agencies/Government/Industries are also eligible to register for Ph.D. at University Departments, Affiliated Colleges, Research Institutions, or R & D Centre/Laboratories
 - c. For candidates other than a teacher, any permanent staff in a Government Office/ Private or Public Ltd., Company/a recognized factory/institution/research institution / Educational Institution/business/ with a minimum period of two years of experience after obtaining their Master's degree with a minimum of 55% of marks (staff includes Board of Directors, Proprietor and Partner) are eligible for part time for Ph.D. registration in the relevant discipline.

Note:

- i. Recognized factory means an industrial establishment and regulated by the Factories Act.
- ii. Recognized institution means any institution registered with the

Registrar of Societies and has been duly audited by a recognized auditor for the last three years from the date of application and duly supported by an audit certificate.

- iii. Recognized business means a business organization duly registered with Commercial Tax Department and three years standing in their business.
 - iv. Private/Public Ltd., Company registered under the Companies Act.
 - d. Candidate working as a Guest Lecturer in a Govt. College or a Govt. Aided College in Chhattisgarh is allowed for registration, subject to the production of NOC and Service Certificate from his/her employer.
 - e. A candidate already holding a Ph.D. degree in a discipline / subject specialization is eligible to register for a second Ph.D. degree in another discipline / subject specialization.
3. Transfer Certificate need not be insisted for admission to part-time Ph.D Programme.

Duration of Ph. D Programme

PG Degree Holders		
Period	Minimum Period	Maximum Period
Full Time	3 Years	5 Years
Part Time	4 Years	6 Years

Dissertation

Candidates shall be required to choose a research problem in his/her chosen area of research and submit a dissertation incorporating the results of his/her investigation, carried out under the supervision of a recognized Supervisor.

Procedure for Admission

The parent University of our college publishes the notification in the University Website or advertise in the leading newspapers for Ph.D. admissions. Admissions shall be made through a Common Entrance Test (CET) followed by an interview of total 100 marks.

UGC/CSIR-JRF NET/SLET/GATE/ Teacher fellowship holders / Scientist working in DRDO /faculty of Air Force Administrative College/foreign candidates need not appear for Common Entrance Test.

The interview committee should be formed with the following members.

- 1) Principal/Dean of the concern discipline
- 2) Head of the Department / Head of the Division
- 3) Recognized guides of the Department / Division

Selection of Supervisor

The Research Supervisor for the selected candidates for Ph.D. Programme shall be decided by the Interview Committee where the research interest of the candidate,

available specializations in the Department and vacancy position under each Research Supervisor shall be taken into consideration.

Rules for Change of Supervisor

The change of Supervisor is not entertained during the normal course of research programme. If any of the supervisor has resigned or in case of demise during the course of research, new supervisor will be allotted from the qualified Research Supervisors of the same Department with the consent of the Principal. This change of Supervisor will be effective only by the approval of the Registrar of Hemchand Yadav University Durg Chhattisgarh. The research scholar shall continue and complete the remaining research with the direct supervision of the newly allotted Supervisor.

Fees

The prescribed fees for the programme shall be displayed in the college notice board and it is to be paid by all candidates every year before the last date.

Fees will be collected until submission of Thesis, even during the extension period.

Rules for Attendance

Full Time research scholars should be present every day and attendance to be signed in a separate register maintained by the College office. The Part Time scholars are expected to be present twice in a month to the department and consult their Supervisor for the regular review of their research.

Research Colloquium

The Research Colloquium will be conducted once in two months and all Full-Time and Part-Time Scholars should attend and present before Research Board, their research progress carried out by them and obtain their consent for the continuance of their research. They are also expected to fix the further task to be accomplished. Besides that, every research scholar is required to take active participation in International/National conference/seminar organized by our college or other institutions.

Teaching Assistance

Every Full-Time Scholar should be engaged with the minimum of 8 Hours per Week in Teaching (Theory/ Practical) as per the direction of Head of the Department. Each Scholar is required to maintain a separate Diary for the classes handled by him with the initials of the HOD.

Rules for Doctoral Committee

As per the norms of Hemchand Yadav University Durg Chhattisgarh, every scholar should undergo at least two Doctoral Committee Meetings during the period of his/her study. The committee shall consist of three members including the Supervisor, the Head of the department and an External Member nominated by Hemchand Yadav University Durg Chhattisgarh. The first doctoral committee

meeting shall be arranged within 9 months from the date of registration in case of Full Time scholar and within 18 months in case of Part Time scholar, in which the scholar is expected to present his/her research proposal with the aid of the Power Point Presentation. The proposal should contain the Review of Literature, Research Problem, Objectives, Scope, Methodology, Hypothesis framed and limitations of the study. At the time of first DC meeting the scholar should possess in depth knowledge in the field of his/her research subject and should have published one paper in refereed journal. The second DC meeting shall be arranged before the submission of synopsis by the researcher in which the committee assesses the quantum of work completed by the researcher, publication in the refereed journal and the pre Ph.D. presentation by the researcher.

Constitution of Research Advisory Committee

A Research Advisory Committee is hereby constituted to promote the innovative and industrially relevant research to be undertaken by the faculty members of this institution with high quality accuracy and outputs with marketing potentiality. The research committee constitutes of 5 members nominated as below:

1. Principal & Secretary, the Chairperson
2. Three senior faculty members as nominated by the Chair person
3. And one Member Secretary

A policy in this respect is prepared and implemented as shown below:

Policy on Promotion of Academic Research

A policy on academic research faculty to promote faculty involvement in research and developmental activities shall be prepared and implemented. This policy shall deal with the higher education of faculty members and faculty publication.

A well-defined policy shall be prepared and implemented to encourage the enrolment of faculty in Ph.D programmes and to declare suitable incentives for Ph.D holders and to those publish research articles in journals and reputed journals.

A policy in this respect is prepared and implemented as shown below:

Policy on Seed Money for Internal Research

- a) Every faculty is eligible to apply for internal project which shall lead to collaborative/externally funded research projects.
- b) The college shall provide the basic infrastructure required to conduct research projects.
- c) Faculties are encouraged to identify inter-disciplinary research in their chosen field of research.
- d) All innovative projects of faculty completed using the seed money are earmarked for filing patents. Further, suitable recognition and remuneration will be given to those faculties with patents.
- e) Faculty members shall take appropriate actions to get their innovations covered by IPR and copyright protected.

A policy in this respect is prepared and implemented as shown below:

Policy on Scheme for Research Seed Money

Introduction

SNR Sons Charitable Trust is an ardent promoter of Education in this part of the country which runs about 15 educational institutions to promote quality education and research. The Trust always strives to boost the application of technological advancement for the benefit of the Society. The trust always encourages the inspired brains to innovate through research for which it extends support in the form of Research Seed Money. The foremost objective of this scheme is to provide financial assistance to initiate research in Arts / Science / Commerce / Management / Technology streams.

Eligibility

Any faculty member, who is willing to be a Principal Investigator (PI), shall be currently working in Govt. Digvijay Autonomous PG College Rajnandgaon, Chhattisgarh, and shall make application for seed money along with one or two more inspired faculty members/students who have the fire to innovate and achieve the goals in a given time frame.

Proposal Format & Methodology

1. A willing faculty researcher shall submit application for seed money in the prescribed format in duplicate to the Convener, Research Committee of college.
2. The proposals (not more than 1,500 words / 5 pages) must be in the prescribed format with following broad based information:
 - a. Statement of the Problem / Introduction
 - b. Literature Review
 - c. Research methodology
 - i. Title of the study
 - ii. Objectives
 - iii. Physical Areas
 - iv. Sampling Procedure
 - v. Data Collection / Sample Collection
 - vi. Lab Analysis / Statistical Analysis
 - vii. Expected Outcomes
 - d. Time Frame
 - e. Budget with justifications

Rules for grant of Seed Money

1. These rules shall be known as 'Rules of Scheme for Research Seed Money'.

2. The teachers / faculty members working in college are eligible to make application seeking Seed Money.
3. Financial assistance is limited to specific items of expenditure or to cover a part of the expenditure on the specific budgetary items.
4. The scheme is implemented with a view to provide seed money in the form of grants to promote research work in Arts / Science / Commerce / Management / Technology with particular relevance to the Socio-economic development of the Coimbatore region with social relevance, industrial development and technology adoption.
5. The maximum eligible funding for a project is limited to ₹.50,000/-.
6. Subject to availability of funds, proposals will be scrutinized by a Research Committee as nominated by the Principal / Secretary.
7. The recommendations of the Research Committee shall be forward to the Principal/Secretary of college for approval and subsequent sanctioning of grants in favour of recommended proposals submitted by the faculty members.
8. Financial assistance will be released directly to the Principal Investigator.
9. The date of start of the project shall begin from the date of approval as mentioned in sanction order irrespective of the actual date of release of grants.
10. The project duration is limited to a maximum of 12 months (1 year).
11. The progress report and utilization of funds shall be reported on completion of six (6) months.
12. The whole or part of the grant that remains unutilized within the prescribed time limit should be refunded.
13. The recipient/awardee shall comply, with such other conditions as may be suggested in the 'guidelines' issued in this regard from time to time.
14. The investigators shall make a presentation of the outcome of the research before a committee constituted for the purpose.
15. On completion of the project, 2 copies of the final project report shall be submitted to the Principal / Secretary through head of the department after getting the scrutinized and approved by the Convener of the Research Committee.
16. The Utilization Certificate (UC) and Statement of Expenditure (SE) must be submitted along with final report of the project countersigned by the Head of the Department and Convener of the Research Committee.
17. When the Principal Investigator (PI) wishes to leave the Institution, then it is the

responsibility of the PI to inform the same to the Principal through Research Committee. And in turn the Principal, in consultation with Research Committee and the Head of the Department, shall evolve steps to ensure successful completion of the project, before relieving the PI.

18. After the completion of the projects the Awardees/Investigators must publish the reports / findings in the form of scientific papers in UGC Approved Journals and/or other popularly and internationally recognized journals.
19. In the case of sharing of commercial values generated, the following shall be the norms to be adopted:
 - a. The ownership of the knowledge generated from the project will be jointly owned by the College and the Awardee, as detailed below:
 - i. The college holds the right to benefits to the extent of the financial assistance provided by the college and
 - ii. 10% of the market value of such knowledge generated.
 - b. While publishing reports/research articles in the journals, the Awardees/ Investigators must acknowledge:
 - i. The Institutional Affiliation of the Investigators and
 - ii. That the grant is received under the Scheme of Research Seed Money extended by Govt. Digvijay Autonomous PG College Rajnandgaon, Chhattisgarh.

Policy on Consultancy Projects

The college recognizes that Consultancy is an effective way to disseminate knowledge and committed to make it accessible the available faculty expertise through service to industry and society.

The college, as a socially responsible institution wants to make an early and direct impact on society through consultancy, whereas maintaining balance between consultancy and the traditional roles as a teacher. All Research and Non-research consultancies are governed by the established norms as described in the Policy on Consultancy Projects.

Policy on Innovations, Incubations and Entrepreneur Development

The college shall promote Innovations, Incubation, and Entrepreneurial Development among the teachers and students leading to development of innovative, commercially viable and socially relevant products / materials which shall lead to Patents and Copyrights.

Policy on Ethical Research

Research Ethics Committee

The Ethics Committee is constituted for the benefit of the scholar and research supervisor to settle their grievances related to their research. The committee consists of five members including the Principal as the President and other four members nominated by the president.

Other Facilities

The college has equipped with well-established library functions from 8.30 a.m. to 5.30 p.m. The e-learning facilities with number of online journals, magazines and e-book facilities are inbuilt within the library. The library offers facility to students to take photo copies of their needed documents. The college has sophisticated internet center with 50 Mbps connectivity to enable the researchers to involve in their research work. It has sufficient laboratory facilities in all discipline of research departments to carry out the research work in their respective field of research.

Regulations

The candidates will be governed by the Ph.D regulations of Hemchand Yadav University Durg Chhattisgarh, amended from time to time.

Establishment of Intellectual Property Rights (IPR) Cell

Steps shall be taken to establish an Intellectual Property Right Cell to assist the researchers and inventors to get protected their inventions and intellectual properties. A separate cell shall be created with the assistance from Central and/or state government.

Constitution of Research Advisory Committee

A Research Advisory Committee has been constituted to promote the innovative and industrially relevant research to be undertaken by the faculty members of this institution with high quality accuracy and outputs with marketing potentiality. The members of the Research Advisory Committee are:

1. Principal & Secretary, the Chairperson
2. Eight senior faculty members as nominated by the Chair person, and
3. One Coordinator

Research Advisory Committee Regulations

- i. The committee shall meet at least once in a semester.
- ii. Adhoc and emergency meetings shall be convened by the Chairperson whenever required.
- iii. Any changes in existing research oriented programmes / schemes / activities shall be brought to the notice of the research committee and approval of the committee is mandated.
- iv. The Chairperson of the research committee is empowered to monitor the

activities and progress of the research activities.

- v. The chairperson is vested with powers to take all strategic decisions, corrective actions, preparing and updating policies as per rules and regulations as required by apex bodies like the UGC, NAAC, AICTE, and Hemchand Yadav University Durg Chhattisgarh as well as policies framed by our own college from time to time and approved by Governing Council of the College.

Policy on Promotion of Academic Research

2. The faculty members on roll but without Ph.D. degree must register for doctoral program.
3. Faculty of each department shall conduct research in focused areas. It is mandatory to publish research articles/project results in UGC indexed / WEB of Science / SCOPUS indexed journals.
4. It is the duty of the faculty researchers to ensure the quality of the paper and a prior plagiarism check before journal publications is a must.
5. The student projects (PG / M.Phil / Ph.D) must be research focused.
6. The faculty members guiding Ph.D shall be given supervisor incentive.

Policy on Innovations, Incubations and Entrepreneurial Development

Govt. Digvijay Autonomous PG College Rajnandgaon strives to promote Innovations, Incubations, Entrepreneur Development among teachers and students leading to development of innovative, commercially viable and socially relevant products / materials which shall lead to Patents and Copyrights. The Policy adopted by the college in this respect is as follows:

- a) College shall establish a Centre for Innovation & Incubation to inculcate the culture of innovation in the young and budding researchers in the institution.
- b) The innovation center may be instrumental by organizing various kinds of programmes such as ideation programs, collection of innovations from research undertaken in respect of academic research, funded research, consultancy projects and innovations / incubations.
- c) Necessary steps shall be taken to ensure that every major invention achieved out of conducting research shall be incubated in the incubation centre which will be augmented from time to time.
- d) Potential Student Innovators may be identified and allowed to select an incubated product and use the same to be developed in large scale through separately established start-up.
- e) The Entrepreneur cell of the College shall take steps to plan for providing training to the Incubates. The training imparted shall be designed in such a way that it may prepare the students to become successful entrepreneurs.
- f) The student start-up companies shall be promoted in the campus by way of

- extending financial support to the every innovation shall lead to filing a Patent.
- g) The college shall provide support required for filing the patents and also for completing the ground work required to get the patents registered and licensed.
 - h) The college shall also encourage the teachers and researchers to apply and acquire Copyrights for their publications / Books / Monographs.
 - i) Rewards shall be instituted and given to the faculty and student achievers in appropriate monetary and non-monetary format.

Code of Ethics and Policy on Ethical Research

Introduction

Govt. Digvijay Autonomous PG College Rajnandgaon, Chhattisgarh, formerly known as SNR Sons College is one among the most renowned Arts and Science Educational Institutions in the country, where excellence is a tradition. College, though affiliated to Hemchand Yadav University Durg Chhattisgarh.

The College is at the forefront of higher education in India by balancing its commitment to academic excellence with emphasis on all-round development of students. The College has a splendid record of 62 magnificent years of service in the field of education offering courses in traditional Arts and Science courses and in emerging areas such as various Management courses, International Studies, Information Technology and Biotechnology. The curriculum promotes national development, fosters global competencies and facilitates skills training to meet the challenges of a competitive workplace.

The college also offers the following Ph.D. (Full-time and Part-time) Research Programmes:

- Commerce
- Chemistry
- Hindi
- Economics
- Political Science
- History
- Zoology
- Botany
- Sanskrit
- Physics
- Biotechnology
- Mathematics
- English

Scope and coverage

The Research Ethics Committee shall regulate the matter pertaining to:

- a. Ethical Research Practices
- b. Plagiarism prevention through DRILL BIT Software

Need for Code of Ethics and Policy on Ethical Research

Sri Ramakrishna College sees many a reasons to adhere to ethical norms in research.

The foremost among them is promoting quality research in search of knowledge and truth. It is equally important that prohibitions against artificially constructing, falsifying, or misrepresenting research data and curbing the practice of plagiarism will ensure quality research that contribute to find lasting solutions.

Principles of Ethical Research

Govt. Digvijay Autonomous PG College Rajnandgaon, Chhattisgarh adopt the following principles in ethical research:

- **Objectivity:** Consciously upholding the values of being independent and true and avoiding individual subjectivity.
- **Integrity:** Adopting a high level of academic moral character, and intellectual honesty as well as assuming personal responsibility for the actions committed and omitted by the researcher.
- **Confidentiality:** The researchers must respect the privacy, autonomy, diversity, values and dignity of research subjects and must be very sensitive while disclosing the information and data of public interest by ensuring the privacy and confidentiality of the source of information.
- **Transparency:** The researchers must be as open as possible with respect to the decisions made and provide justifications for their actions.
- **Honesty:** The researchers must possess unbiased and honest attitude in knowing and stating the truth.

Digvijay College Research Ethics Committee

The following are the guidelines to put in place an ethical committee in Govt. Digvijay Autonomous PG College Rajnandgaon, Chhattisgarh (Autonomous) with effect from 1st January 2016:

- a. Name of the Committee: Research Ethics Committee
- b. Constitution / Members of the Committee:

The Research Ethics Committee shall consist of a President and three other members as detailed below:

President	-	Principal of the College (1)
Member	-	Three senior faculty members as nominated by the president (3)
Member Secretary (1)	-	Member Secretary of Research Committee

c. Responsibilities:

2. To review the ethical safeguards of the proposed research.
3. To ensure the rights, safety and well-being of the trial subjects / respondents / participants.
4. To enquire the complaints against research supervisors / guides / candidates and make suitable recommendations to the President

d. Meetings:

Regular meetings: There shall be regular ethics committee meetings once in

every semester.

Emergency Meetings: A meeting shall be called for by the member secretary on receiving the advices from the President, whenever there arises emergency situations

Note: A request letter may be submitted to the member secretary, by any interested person who seeks an emergency meeting to absolve any issue related to her / his research

Publication of the Code of Ethics and Policy on Ethical Research

The college shall publicize the **Code of Ethics and Policy on Ethical Research** by circulating the same among the research guides / supervisors, registered research candidates, teaching staff of the college as well as published in the College Website in a prominent manner so as to attract the attention of the interested persons.

Establishment of Intellectual Property Rights (IPR) Cell

Steps shall be taken to establish an Intellectual Property Right Cell to assist the researchers and inventors to get protected their inventions and intellectual properties. A separate cell shall be created with the assistance from Central and/or state government.

- a) The college shall constitute a cell called 'Intellectual Property Rights Cell' with immediate effect.
- b) Appropriate actions / steps be taken to get financial support and approval from Central Government Agencies like DST / DBT / AICTE, etc and State Government Agencies like TNSCST for the IPR Cell.
- c) Awareness Activities / Programmes shall be organized with financial support from governmental agencies as well as industrial bodies, apart from self-supported awareness programmes.
- d) Capacity Building programmes shall be organized with suitable expertise available within and outside the institution.
- e) Faculty members shall be encouraged to undergo relevant diploma / certificate courses on Intellectual Property Rights, offered by NPTEL / SWAYAM / Coursera, etc.
- f) The College shall provide required support to the faculty for filing applications under IPR law such as patents / trademarks / copyright when it has been proved by the faculty that such a filing is necessary to protect the value of the research done.
- g) The faculty/students who are awarded incubation projects leading to entrepreneur development ventures / commercially viable products shall take appropriate initiatives to get Patents for their projects and ideas are protected under Copyrights law.
- h) The College shall provide appropriate monetary and non-monetary incentives to those faculty and students who get patents for their products / successful prototypes.

Organizing funded Seminars / Conferences / Workshops

1. 5% of the receipt value for a single member team.
2. 8% of the receipt value for a team of two or more members (variable %, as per the involvement)

**Attending Seminars / Conferences / Workshops outside Chhattisgarh /
outside India**

1. Registration fee will be paid by the college.
2. On-duty will be extended including a day prior and a day after the programme.
3. Once in a year it can be availed.



Principal

