



APEX UNIVERSITY

Rajasthan

INDIA

UNIVERSITY RESEARCH POLICY

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1.0: PURPOSE OF THE POLICY

Apex University, Jaipur is committed to develop as a leading institution in research and development by actively participating in furthering the culture of research among all its faculties, research scholars, academic associates, scientists and students. This commitment will draw on the vast experience in doctoral and post graduate education thus providing opportunities to enhance its reputation globally among leading researchers and institutions.

Further on to support research activities the University would mobilise its resources - to provide infrastructure which would include state of the art research laboratories, latest technology tools; to conduct workshops/seminars on Intellectual Property Rights (IPR), Research Methodology, Research Grant writing; to mediate and materialize Industry – Academic collaborations; to create an eco-system for innovations and entrepreneurship with an Incubation centre, entrepreneurship cell and a large library of published works, much of which would be drawn from the research activities in the University.

Research at the University is envisioned to proceed through academic freedom to all its researchers. Integrity of the research process is of utmost importance; to achieve this the University has developed policies on research ethics and accountability through transparency.



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Besides being a mere bibliometric indicator, the University recognises that research scholarship outputs are wide ranging. Observing the social justice goals the University provides equal access to research opportunities.

To sum up the University recognises that through research activities the faculty, students and all others involved are scientific and cultural agents of change and excellence.

2.0: AIMS OF THE POLICY

- A) To extend a guideline for the conduction and publication of the research work.
- B) To define and prioritize the areas of research which are scheduled to be conducted.
- C) To support research work by providing appropriate infrastructure
- D) To establish rational, transparent, merit based decision-making systems for the allocation of financial and other support for research.
- E) To provide quality research for the motivation of the faculty members.
- F) To seamlessly integrate post graduate research into the main research systems through necessary facilities.

3.0 GENERAL GUIDELINES IN PUBLISHING THE RESEARCH OUTPUTS

The criteria of authorship is to be strictly followed vide this policy. To be considered as an author one has to fulfil all of the following:

- A) Contribution in conceiving and designing of the research study.
- B) Contribution in acquisition, analysis or interpretation of data.
- C) Contribution in the critical evaluation of the intellectual content.
- D) Taking consent of all authors for the publication and make sure their contribution is free from plagiarism.
- E) The order of authors must be proportional to the contribution towards the research work.
- F) Credit to be mentioned to the University in the acknowledgement section of the publication.

4.0 PRECAUTIONS TO BE TAKEN WHILE CHOOSING A JOURNAL FOR PUBLICATION

- A) Publications are to be in good reputed journals preferably those indexed in Scopus / PubMed / Web of Science and UGC approved journals.
- B) Predatory journals are to be avoided.

5.0 THE RESEARCH SUPPORT BY THE APEX UNIVERSITY, JAIPUR

In view of the proactive research policy promulgated by the Board of Management the following special norms are given for research:



- A) Research funding will be provided as seed money for the projects.
- B) Introduction of Annual Research Award, best Teacher Award & young researcher award.
- C) Financial support in the form of reimbursable registration fees for attending National / International conferences.

6.0 RESEARCH FUNDING

- A) The whole purpose of the seed money is to enable the researcher to carry out the preliminary work. The data obtained from this preliminary work can be used for attracting extramural research funds from funding agencies such as DBT, DST, etc.
- B) Seed money will be provided by The Apex University, Jaipur, to all such principle investigators who desire to undertake research. The duration of the project will be minimum 6 months to maximum 3 years.
- C) Amount of seed money sanctioned will normally range from Rs 10,000 to Rs. 1Lacs depending on the merit of the project. However, it can be decreased or increased depending on decision of screening committee in order to ensure quality of project.
- D) For every investigator it is mandatory to submit 6 monthly progress reports and submit utilization certificate and statement of expenditure along with project completion report on submission of which the University will issue project completion certificate.
- E) In order to encourage full time research scholars for the Ph.D. work and for the post-doctoral research work fellowships will be provided.

7.0 NORMS AND STANDARDS FOR SUBMISSION OF RESEARCH PROPOSALS

- A) The Principal Investigator shall be responsible for all academic activities and he/she shall be expected to complete the project within the stipulated period.
- B) The funds earmarked under the particular heads shall be utilised for that purpose only.
- C) On receipt of approval letter, the Principal Investigator, should inform the University of his/her consent to undertake the project and send an acceptance letter. The Principal Investigator shall send the 'Acceptance Letter' within 2 weeks from the date of issue of approval Letter, failing which the approval shall be liable to be cancelled.
- D) All the assets generated out of the funds for the project including equipment, books and journals shall be the property of the host institution.
- E) The results of the study on the project supported by the University may be published by the Investigator/s with due credit to Institution.
- F) A spiral bound copy of the final report of work done on the project along with a CD, shall be submitted to the University, on completion of the research project.



G) A copy of the Final Report of the work done may be kept in the Library of the University.

8.0 RESEARCH INCENTIVES

The University is focussed to provide incentives to all those who have excelled in research activity and have contributed effectively at National & International levels.

In order to strengthen the research activities, the following incentives for the faculty and PG students have been proposed by the University. They being –

a) The international & national conference registration fees will be reimbursed on submission of receipt by a faculty member when he / she has contributed in the deliberation of the conference in the way of:

i) Presentation of a paper.

ii) Chairing a session.

iii) Judging a scientific paper.

iv) Delivering a guest lecture.

v) The delegate registration fess will be reimbursed on the submission of receipt of a PG student if she / he has presented a paper in the conference.

vi) An amount of Rs. 5,000/- will be given for a publication in 'Scopus, Web of Science & Pub Med' indexed journals, Rs. 3000/-, for a publication in 'Indian Citation Indexed journals or UGC approved journals. An amount of Rs. 10,000/- will be given for a patent that is published in the Indian Patent Journal, World Intellectual Property Organisation and other well – known international patent databases .

9.0 PLAGIARISM CHECK

It is mandatory for all the faculty and students to get the plagiarism check before submitting the document to the respective authority. This is because Apex University ensures a complete review of various ethical aspects of the project proposals received and to execute the same without bias and influence that could affect their objectivity.

10.0 CO-ORDINATION OF RESEARCH

A) The Board of Research will be headed by the Hon'ble President and the Registrar will be the Member Secretary.

B) The Dean (Research) has overall responsibility to oversee and monitor research affairs and also responsible for the implementation of the Research Policy and advising the Academic Council on Research related matters.

Furthermore, the Research Board shall be responsible for:

i) Updating the Research Policy and operational procedures which shall assist in setting out research priorities, securing funding, planning research, providing capacity building and monitoring research.



- ii) Dissemination of research findings and conference/seminar outputs.
- iii) Coordinating research and consultancy services.
- iv) Promoting high quality publications
- v) Filing patents.

11.0 CODE OF ETHICS IN RESEARCH

Scope of Publication Ethics Policy of Apex University, Jaipur.

- i) This policy applies to all publications, whether from research conducted by students, faculty, Visiting scholars, adjunct or honorary faculty.
- ii) Any collaborative work published with AU collaboration is covered by this policy.
- iii) This policy is applicable to all types of publications irrespective of study type. Publications including primary study or secondary data are included. This policy applies to all types of publications where the authors are affiliated to AU irrespective of the place of publication whether journals, conference proceedings, book chapters and books.

One of the objectives of this Policy is to emphasise the importance of Research integrity, and adherence to publication ethics at AU. It is based on the guidelines laid by the Ethics Committee.

The policy deals with the following major areas of publication ethics:

- i) Ethics approval.
- ii) Research misconduct – Data manipulation and research fraud.
- iii) Plagiarism
- iv) Simultaneous submission.
- v) Duplicate publication
- vi) Ethics authorship.
- vii) Conflict of interest
- viii) Choice of journal for publication
- ix) Uploading on Shodhganga

i) Ethics approval

All publications arising from Apex University must necessarily be a result of appropriate ethics practices. The Research protocol should be approved by the University Ethics Committee. The Research Scholar and the corresponding guide will be held responsible for any deviance from standard documentation process.

ii) Research misconduct – Data manipulation and research fraud.

Research misconduct will be dealt with very strictly by the UEC (University Ethics Committee). Fabrication that involves manipulation of data or



fabrication that involves presenting results not drawn from the data generated by the reported research are serious forms of research misconduct. Such cases identified at the time of manuscript submission or even after publication will invite strict disciplinary action. Authors are required to store all research records including raw data for long period after publication.

A committee constituted of the President, Registrar & Dean (Research) will have the authority to investigate and recommend action in cases of research misconduct.

iii) Plagiarism

The Apex University discourages plagiarism of any type in research publications. Access to "Turnitin" software for similarity check with published work has been provided to all faculty. The faculty are also supposed to check theses for plagiarism before final approval. The University encourages students and supervisors to follow the guidance of Ethics Committee on best practices in these publishing. Plagiarised work will not be allowed to proceed to submission as per the rules laid by the Publications Management Committee.

iv) Simultaneous submission.

Submission of the same manuscript in multiple journals simultaneously will not be allowed.

v) Duplicate publication

The Publication Committee oversees the manuscript submission and ensures that there can be no duplicate submission what so ever. However, if inadvertent publication is found then the author has to withdraw the publication at the earliest,

vi) Ethics about authorship.

The Apex University recommends the following criteria to be reviewed for authorship:

- i. Drafting the work and revising critically for important intellectual content.
- ii) Final approval before publication.
- iii) Follow standard practices ensuring all those who have contributed are named on the manuscript and no non-contributor is given credit for the work. Also the group of authors collectively decides the order of the authors.
- iv) Unethical authorship practices such as guest authorship, ghost authorship or gifted authorships are discouraged.

vii) Conflict of interest

It is mandatory requirement to register a manuscript with the Publication Committee in order to check non-declaration of potential conflicts of interests.



viii) Choice of journal for publication

The Apex University strongly discourages publication in predatory journals and participation in conferences or workshops organised by predatory publisher groups. It is recommended that authors should publish in journals supported by the UGC – CARE. Ideally the authors should publish in Group A & Group B – journals in the UGC Care list.

ix) Uploading on Shodhganga

All thesis will be uploaded on Shodhganga for wider dissemination of knowledge created by research.

12.0 EXTRAMURAL FUNDING

Any researcher fulfilling eligibility criteria of funding agencies is free to apply for external funding. Research proposal will be routed through the HoD of the Department, Dean (Research), President and then sent to the funding agencies. The University gives seed money for completing preliminary work and apply for external funds to pursue his/her research.

The Principal Investigator of the project is supposed to give the budget for the project under the two following heads:

- 1) Non recurring (e.g.: Equipment)
- 2) Recurring (Consumables, Manpower, etc)

The equipment and accessories bought from the project is to be retained in the laboratory for the work of other researchers. In case the equipment price exceeds that provisioned in the budget made in the project proposal the University may consider to pay the difference depending upon the need and utility of the same.

Consumables bought for the project are to be utilised for research purpose only to complete the objectives of the project and to carry out planned research work.

Man power asked for the smooth running of the project (JRF / SRF/Project Assistant / Post-doctoral fellow) will be paid fellowship/ salary as per the norms of the funding agency in question. There will be no binding on Apex University to pay the same salary to the JRF/SRF, Project Assistant / Post-doctoral fellow.

As per the norms of the funding agencies provision is to be made for overhead charges varying from 10% to 15% .The rate at which the institutional charge will be levied on the on the extra mural project shall be decided by the President in consultation of the principal investigator.

