

Dr. APJ Abdul Kalam Technical University

Lucknow 226031

(Formerly UP Technical University)

Policy for promotion of research and innovation

Objectives

1. To strengthen the institutional capacity for research and encourage its faculty and researchers to achieve its research goals through their commitment to engage in research, industry connect, collaboration with other universities and scientific institutions of repute, both in India and abroad, that are in consonance with the vision and mission of the University.
2. To maximize research funding through extramural research grants.
3. To provide research seed money (RSM), and to incentivize the best performers in research.
4. To integrate research activities with the thrust areas of research of the University which are drawn keeping in view the local, regional and national needs, present and future, and also sustainable development goals.
5. To create, strengthen and maintain state-of- the-art research infrastructure to facilitate cutting-edge research activity.
6. To translate new knowledge, technology, innovations emerging out of the research at University into products, processes and services for the benefit of the society.
7. Protection of Intellectual Property Right (IPR) arising out of the research conducted by the University fraternity.
8. To ensure effective dissemination of research outcomes of the University both within and outside.

Scope

This policy will be adopted by the constituent institutes and institutes of the University and the affiliated colleges for promotion of research and innovation by the University, from the date of approval.

Office of Research and Development

Office of Dean Research & Development of an Institution (the Office) is set up to provide specialized administrative and managerial support for the operation of sponsored research, consultancy and other R&D related activities of the Institution. The research philosophy has progressed from inter-departmental collaboration, to inter-institutional partnerships at national and international levels. The scope and scale of research has substantially evolved from the era of student theses to funded projects to interdisciplinary research programs at national and international levels. The Office facilitates interaction with external agencies, both national and international. It also promotes and manages Industry interactions and all externally funded research and development projects as well as patents. The Office acts as a liaison between the Institution and funding agency to undertake sponsored projects, with approval of the University.

Dean, Research and Development of the Institutions of the University

Dean's selection is done in consultation with the Vice-Chancellor for a period of 3 years.

Research and Development Committee of the Institutions of the University

A Committee is constituted with responsibilities of providing impetus to the research and development activities and to provide support, advice and assist the Dean: Research and Development. It has representation from all departments and inter-disciplinary programs. The body has become a vibrant entity to discuss policy issues and the committee highlights shortcomings in procedural matters and thus sharpens the performance of the Office.

R & D projects

The R&D activity aims at innovation and technological development through academic and research collaborations with universities, governments and industries to meet the immediate as

well as futuristic needs of the society and industry. The scope and scale of research has substantially evolved from the era of student theses to funded projects to interdisciplinary research programs. The faculty, research staff and students conduct research with goals and objectives ranging from intellectual curiosity, addressing contemporary challenges, developing technology, or writing scholarly publications. Consequently, the Institutions of the University have facilitated a healthy ambience for research – both in terms of state-of-the-art infrastructure and scholastics. The goal is to encourage and cultivate an environment to carry out fundamental as well as applied research activities in the professional fields. Accordingly, the members of the Institutions of the University take initiative to work on local, regional, national and global challenges and to try to find amicable solutions to mitigate them by using efficient techniques.

Research Idea: Generate a list of best ideas from your research area in which you are interested. As a Principal Investigator (PI), you should take into account your professional interest in identifying new and important research questions. Organisation of brainstorming with a group helps in terms of idea mapping. Moreover, identifying ideas that are innovative in one is comfortable requires refinement of research ideas in terms of its implementability within the availability of scarce resources. One could establish an internal review panel as a team to discuss the efficacy of the proposed study. The team will concentrate on the improvement of the scientific content of the proposal.

Funding Agency: One needs to learn about the funding agency in terms of its mission, research priorities, available financial resources, recent awards and current announcements. Faculty should initiate interaction with the HoD/Dean and seek required information on matching the research Idea and objectives of the agency. Faculty should visit the funding agency, if necessary and volunteer to serve on the review panel. Faculty needs to read and analyse the solicitation of the agency's grant application.

Proposal Description

Title: It is the summary of the proposed study. It shall be a good match to the proposed themes of the funding agency. Moreover, it should be easily remembered by the reader cum reviewer.

Summary of the Proposal: One needs to highlight the aims and overview of the research plan. It should demonstrate the importance of the study and generate interest to the reviewer.

Research Statement: Faculty should incorporate the relevance of the proposed study, the focus of the study and a rational plan to achieve the study goal(s).

Objectives: The proposal should establish the overall direction of the proposed study. In the case of several objectives faculty should state the action, the behaviour and the standard against which it will be measured.

Literature Review: Faculty needs to incorporate important work in a concise manner in the proposed study. In addition, faculty should try to advance the knowledge.

Study Design: It shall be simple and clear. Moreover, the design should be based on the study objectives. You may need to discuss with the expert in research methods, if necessary, to obtain suggestions on sample design, data measurement, collection and analysis.

Ethics/ IPRs: Funding agencies are concerned with ethical issues of the scientific experimentation on humans, animals, etc. PIs are responsible for upholding academic integrity.

Viable research budget and term: It consists of direct and indirect costs of the proposed study. Moreover, provide rationale for each budget item within the lines of the objectives of the study. It is advisable to seek assistance from the concerned staff. It is necessary to check your calculations before you submit it to the funding agency.

Benefits to the academia and the society: The proposed study should contribute to the knowledge base and find solutions to the society's problems. The relevant design and finding of the study should be disseminated to the targeted groups of the society. The information sharing strategy could be worked out in consultation with stakeholders. The funding agencies provide incentives to the PIs to share the findings of the study. Thus, the investigator could incorporate the cost of the dissemination in the proposed budget of the study.

Type of Research Projects

(1) Initiation grant The Institutions of the University will grant new faculty for initiating research. The proposal should include a description of research that he/she wishes to conduct over the period of maximum 3 years. It is a platform meant to help new faculty to prepare for subsequent proposal submissions. The initiation grant is for an amount of Rs 10 lakhs at present to procure research equipment, PC, printer, UPS, books, furniture, miscellaneous items and

domestic travel for the purpose of initiating projects. It does not include appointing staff and conference travel (for which other sources are available). Proposal is presented by the new faculty before a committee, consisting of DORD.

(2) Sponsored Research Projects Sponsored project refers to one in which the PI does not charge honoraria/consultation fee. For a project sponsored by a government agency, no honorarium in any form can be claimed. Amount may be used by the PIs as approved in the respective budget head by the funding agency.

A proposal that satisfies all the conditions will be forwarded by the Dean: R&D. Any deviation from the norms (e.g. reduction of overhead) will have to be discussed and explicitly approved. The approving authority for any relaxation is the Dean: R&D. The Office will make a suitable record of the proposal, and then courier the project proposal to the concerned agency along with the cover letter. Alternatively, it may be given to the PI for forwarding it to the agency. The softcopy of the proposal will be sent to the Office for records. After completion of the project, the final report should be submitted to the funding agency. A completion certificate should be obtained from the funding agency for successful completion of the project based on which project account will be closed.

Individual projects The Institutions of the University encourage investigation of basic and applied areas of science and technology, high end technology development in the form of sponsored projects. Research grants for such projects are given by government agencies and industries (both national and international). These projects are usually of 2-5 years duration with periodic appraisals, while research objectives and goals may be refined along the way.

Collaborative projects Faculty may also participate in collaborative projects with other domestic or foreign partners. In such projects, even though there may be an overall project, there must be a separate budget and scope of work statement to be done by the faculty and staff. The Institution will treat this like any other sponsored project.

The Institution soon after receiving the sanction letter from the Sponsoring Agency allows the Project Investigators to initiate the project work by duly hiring the personnel, spending on consumables, using the infrastructure and resources, in anticipation of the release of the Funds. The money received through Grants is parked in the Current Account and does not earn any

interest on the Grants received. Neither the Institute charges any interest from the Funding agencies in case of delay in reimbursement of expenditure or transfer of the Funds pledged by the agency towards the execution of the Projects by the PIs.

These projects are headed by a Principal Investigator (PI), and may have Co-Principal Investigators (co-PIs)/administrative PI (to operate the project, in case PI is out of station) and the deliverables are the responsibility of the PIs. For each sponsored project, the entire expenditure for the operation of the project is required to be met out of funds provided by the sponsoring agency. The responsibility for operation of the project lies with the PI. While making an estimate of the funds required for a project, the following budget heads should be taken into account: Salary of Project Staff, Equipment, Consumables, Travel (domestic, international), Contingency, and Overheads.

(3) Consultancy Projects

The Institutions of the University have expertise in various research areas to provide knowledge and intellectual inputs which are of interest to the industry. It encourages its faculty to undertake consultancy work which is an important tool in industrial growth of the Country.

A consultancy project/task/work is one, where faculty and research staff provide knowledge and intellectual knowledge to industry (within India/outside India), primarily for their purposes. This is effectively a contract work in which all outputs belong to the sponsor. It is desirable that payments for consultancy be routed through the Institutions of the University. This means that whenever payments are done, they should come in the name of the Institution, which will then do the needful for complying with statutory laws and then give the honorarium to the faculty/staff.

The requirement originates from the industry concerned. The faculty is expected to estimate the time and cost required to accomplish the task. In case of a consultancy project, normally based on the requirement, the proposal is prepared by the PI. It should specifically mention breakage of funds, normally consultancy fee as the primary component. It may also have a budget for supporting manpower, equipment, travel contingency and other such costs to execute the consultancy project.

A MoU/agreement that satisfies all the conditions will be approved by the Institutions of the University. When MoU is clear from all angles and acceptable to both the parties, it is sent to the

Vice-Chancellor for approval along with the Note File (summary of MoU). After approval, PI/HOD/DORD/Director as the case may be along with witnesses to sign the MoU.

(4) Testing Projects

The word refers to examining a component or a product against a standard. Examples could be testing the strength of concrete in a construction, compaction strength of soil, calibration of pressure gauges, and chemical identification of unknown species. Testing is commonly accomplished in general-purpose laboratories and does not require elaborate preparation or data analysis. Testing is commonly accomplished in general purpose laboratories and does not require elaborate preparation or data analysis.

The procedure for overall operation of the project is similar to that of consultancy projects. The MoU/agreement should be submitted to the Dean: Research & Development (after getting it forwarded by the Director of the Institute) for signature. Forwarding is required to ensure that sufficient resources are available, and the project can be executed. The Office will make a suitable record of the proposal, and then courier the project proposal to the concerned agency along with the cover letter. Alternatively, it may be given to the PI for forwarding it to the agency. The softcopy of the proposal will be sent to the Office for records. The Dean R&D is the competent authority for approving all project proposals.

(5) Institute's supported projects

It is anticipated that sustained long-term support to research and coherent research groups will deliver immense overall advantage. Against this background, the University has proposed the creation of a plan budget for research. Based on the yearly approvals, a total yearly budget of Rs 3 – 4 crores may be available, with the budget likely to grow (significantly) in the future. A total of 4-5 projects would be approved every year, each project being proposed for a period of 3 years. Projects would be selected from detailed proposals submitted to the Institutions of the University. The proposals would necessarily be in extremely important and attractive areas. They would be reviewed by a panel of experts, including some external members, if necessary. The quality of the proposal would be the primary factor guiding its selection for financial support. Proposals would ideally be interdisciplinary. They would be developed by a team of faculty and staff from within the Institutions of the University.

The investigators would have considerable flexibility in using the money, subject to initial approval by the expert committee. Projects funded by the Institutions of the University would be carefully monitored. Publications, PhD students, and patents would be used as indicators of success. It is hoped that stable financial support will enable our faculty to forge new directions, accept grand challenges, and make a dent in the international scene. In view of the University decision to financially support research of faculty and staff using internal resources, the following strategy for selection and monitoring of projects, including implementation details and deadlines will be adopted.

Call for proposals: Office of Dean: R&D will announce the call for proposals from the staff. The call will include the thrust areas, though proposals would be welcome from all domains of science and technology. Interesting proposals involving social sciences will also be considered. Proposals can be developed by individuals though it is likely that high quality proposals would be inter-disciplinary and hence originate from a group. Proposals will have to be in the DST format. Financial support will be provided for up to a period of three years.

Review process: Proposals will be reviewed by a committee. The committee may seek the opinion of international experts to evaluate the proposal. Such experts may be suggested by the investigator in the proposal itself. Quality, originality and the likelihood of high impact would be the guiding principles during the evaluation. Presentations may be arranged to gauge the originality and importance of the proposed research. The committee will make decisions with respect to the suitability of the proposal for financial support as well as other aspects such as time-frame requested, cost of equipment, consumables, staff, expenses towards travel, and workshops-conferences that the investigator may wish to organize. The recommendation of the committee, forwarded by Dean: R&D will be submitted to the Director for final approval.

Administrative issues: The committee for evaluating sponsoring projects would be composed of the faculty of the Institution. The committee will have a membership of six with Dean: R&D as the Chairman. In addition, each proposal will be independently reviewed by 2-3 subject experts. The committee will advise on areas of research that the Institution should undertake and identify areas of collaboration with leading groups around the world.

Timeline: Call for proposals would be launched in early January every year. Proposals will be due on 31st January. Review (internal and external) is expected to be complete by 31st March.

Presentations would be held in mid of April and all decisions would be announced by the last week of April. Reviews of ongoing projects would be arranged in October each year.

Procurement of Consumables: The Consumables required for the project should be requested to the Dean R&D and can be procured with the approval of the Director of the Institution for a maximum amount of 5 lakhs, beyond which the approval needs to be obtained from the University through the proper channel. The Institutes may identify appropriate vendors for the purchase of Consumables at selective rates on a yearly basis.

Identifying areas of research: This step is understandably the most important. Science and technology evolve at galloping speeds – an aspect that requires flexibility in the choice of research disciplines, investment, as well as faculty recruitment. Research directions could be driven by pure excitement and curiosity. More importantly, certain breakthroughs create new opportunities and avenues of research. The possibility of commercializing ideas, products, devices, and processes will call for sustained funding in specific areas. Ideas may flow from the industry or the Government. Research may be driven by crisis situations or concerns related to national security.

Evaluation: Progress would be closely monitored, using external experts, if necessary. High impact publications would be the first step in this evaluation. Financial support will also be viewed as an investment for bringing in major projects and awards. Contribution to national goals in missions such as health, communications, energy, environment, and water will be suitably recognized.

(6) Special grants

Sometimes, there are special grants given for purposes like grants for infrastructure improvement, lab improvement, conference (from DST/CSIR etc.), donations (e.g. alumni) etc., where no direct deliverables are envisaged. Such grants may be treated as a project for operational reasons. The decision will be taken on a case-by-case basis by the Dean R&D.

(7) Travel grants

Travel support is given by the funding agency for specific travel support. All travel expenditures are paid out of this account. The Office will look at any travel advance and settlement or reimbursement of the travel expenses from such grant.

(8) Students Projects

Students are generally encouraged to collaborate and assist the faculty members and the designated research professionals to carry out any research project. Normally, students work on the idea developed by the faculty or staff funded by the external agency. The results of the project are documented in the form of publications, IPRs. Sometimes, external agencies fund the project where students are allowed to participate in terms of ideas; they get the opportunity to gain guidance from experts to further work in the area.

Committee for Acquisition of Research Equipment (CARE)

Major equipment in the areas of research where a long-felt need exists or for new thrust areas of research is the main focus of the CARE scheme. Proposals for purchase of major research equipment are invited from or a group of faculty members drawn from Institutions of the University. Every year, a typical amount of 2.5-3 crore is available for CARE scheme. The proposals are to be submitted to the University taking into account the scope of the Scheme. The proposals need to be duly forwarded by the concerned Head(s) of the Departments / Institutes. It is essential that the proposal involves at least two departments/institutes and at least six users, who will be clearly identified in the proposal. The proposers will identify one Department / Institute as the lead Department/Institute of the proposal. The Head(s) of the other Department(s)/Institute(s) associated with the proposal will also be required to co-forward the proposal along with the Head of the lead Department/Institute. The lead Department/Institute is expected to contribute significantly to the infrastructural support required, such as space and manpower, for the equipment to be purchased. The other associated Department(s)/Institute(s) can contribute in terms of running and maintenance costs of the equipment.

It is understood that the proposer/head of the lead department/institute will ensure providing fair access to all the participating users or any new user, identified later, without any discrimination, failing which the facility may be transferred to another unit/department or alternate coordinator may be assigned. There is no restriction on the number of proposals from a Department/Institute.

The CARE committee will review all the proposals. The committee is chaired by the Dean, R&D and the committee members. Its recommendations will be forwarded to the Vice-Chancellor, and the Dean, R&D will make the final announcement as per the approval of the Vice-Chancellor.

The Department of Science and Technology (DST) has a FIST scheme to build infrastructure facilities in universities and higher educational institutions. The grant under this scheme is provided for strengthening infrastructure of the identified department in teaching and research and is to be spent exclusively for the said purpose. The FIST account is opened in the University Office for grants received. Operation of the project is just like any other project account.

Fellowships

Fellowships are of 3 kinds:

- Student fellowships: Students apply to CSIR or UGC for fellowship.
- Professional fellowships: Faculty applies for fellowships of various organizations e.g. BOYSCAST, Swarnajayanti, Ramanna fellowship, J.C. Bose. They need to submit the proposal along with the application. Funding agency declares award of fellowships.
- The facilities and resources provided by the Institution for such fellows is at par with the regular faculty of the same cadre in the Institution. The Director of the Institution ensures that the fellows add value to the University through research and innovation carried out in their respective Institution.
- Emeritus fellowships: Retired faculty applies for fellowships to UGC, AICTE.

In case of student fellowship, a letter is received by the Institutions of the University, based on which appointment letter is given to the student and salary is released. In case of professional fellowships, faculty applies for fellowships of various organizations e.g. BOYSCAST, Swarnajayanti, Ramanna fellowship, J.C. Bose. They need to submit the proposal along with the application. Funding agency declares award of fellowships. In this case, a normal project account is opened in the Office for fellowship received. Operation of the project is just like any other project account. In case of emeritus fellowships, retired faculty apply for fellowships to UGC, AICTE. After receiving such a fellowship, an appointment letter is given to the faculty who starts working in the Institutions of the University and salary is released by the Institution Office.

Development of Technical Education

Self financing courses

In order to encourage awareness as well as to provide exposure to state-of-the-art subjects in diverse areas of science and technology, the faculty and academic staff offers courses for faculty members of various NITs, government engineering colleges, private colleges, researchers from National R&D Laboratories as well as professionals from private industries. The participants belonging to industry pay a registration fee to participate in such courses. Courses last for a week to two weeks and can be of intense experience. The Institutions of the University aim to encourage such courses at the high end to contribute to skill development in the working professionals as well as generate revenue for the Institutions.

Organizing Conferences/ symposium/ workshops

Conferences/ symposiums/ workshops are an important part of the academic and research world, and academicians across the world voluntarily put effort in conference organization. Generally, the organizations, where these volunteers work, provide direct and indirect support for such conferences. The Institutions will provide support for organizing conferences. The Institutions of the University encourage the use of its facilities for conferences. It is expected that conferences will have minimal or no impact on regular academics.

For organizing any self financing courses, workshops, conferences, seminars, requests have to be routed through Head, or Director. PIs may avail available resources like visiting hostels, event management and auditorium. If a faculty (or research staff) member is part of the organizing group of a conference, then the Institution will permit (and facilitate) opening of a separate bank account in the name of the conference event, which will be jointly operated by the faculty member who is associated with the event, and some other conference organizer (general chair, or the finance chair). Such accounts may only be opened with explicit permission, and must be closed within six months of completion of the event. The account should be audited by the Institution designated person before closing. The responsibility of operating the account, fulfilling the tax obligations, etc. rests entirely with the Conference Organizers – the Institution is only a facilitator.

Filing and Management of Patents

The University's scope and scale of pursuing research has substantially evolved to include collaborative projects, technology mission, technology transfer and IPR. IPRs are generated by the faculty while working on projects funded by either Institutions of the University or external agencies. IPR is a buzz word in the global economy. The Institutions of the University should try to keep its rights intact as far as possible. Sharing of IPRs is decided by negotiations with the funding agency and on a case to case basis. These IPRs are generated by faculty/staff/students individually or in collaboration, for the purposes of any revenues will be treated as property of the University. The University will, on a case-by-case basis, get into an agreement with the creator(s) of the IPR, regarding the sharing of revenues that may accrue by selling/leasing/granting rights/etc. of such IPR.

Contract/Agreements

The research philosophy has progressed from inter-departmental collaboration, to inter-institutional partnerships at national and international levels. The Institutions of the University needs to sign several Memorandum of Understanding/contracts/agreements with Indian as well as international academic/research institutions and industries to strengthen its collaborative research efforts either for carrying research. The objectives of these MoUs are promoting, strengthening, maintaining scientific and academic cooperation, exchange of faculty, students, staff, technology transfer, sharing of intellectual property for the purposes of engineering research, and educational programs, sharing scientific instruments of common interest. While getting into these research/academic agreements with agencies, laboratories, organizations, and companies, the document that is prepared needs to be couched in the right language. It carries legal weightage and can be very important under certain circumstances.

Incubation Cell

Entrepreneurship support through the Incubation Cell of the Institution in collaboration with GOI to foster innovation, research, and entrepreneurial activities in technology-based areas. Incubation Cell provides a platform to start-ups prospective entrepreneurs and intrapreneurs (faculty, academic staff, alumni, and students) to convert their innovative ideas into commercially viable products. All applications are evaluated by the Evaluation Committee for

residency in the Incubation Cell. Each successful applicant approved for membership by the Evaluation Committee will have to execute a License Agreement for space utilization with the Institution. The Incubation Cell provides facilities like seed money, in campus accommodation, mentoring by faculty members, business plan development, business promotion, incubation space, office support, library and documentation, assistance in obtaining finance, advertisement agencies, legal experts, advantages of electronic and animation cell, and access to resources of the Institute. More details are available in the Annexure.

Publication Ethics

Ethics approval

All publications arising from the Institutions of the University must necessarily be a result of appropriate ethics practices. The research protocol should have been approved by the Ethics Committee. The approval of the Committee should have been obtained before study commencement and periodic updates to the Committee must be documented. The principal investigator and the corresponding author will be held responsible for any deviance from standard documentation practices.

Research misconduct - Data manipulation and research fraud

Research misconduct will be dealt with very strictly by the Institutions of the University. 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 of research misconduct identified at the time of manuscript submission or even after publication will invite strict disciplinary action. Authors are required to safely store all research records including raw data for a long period after publication. A committee constituted by the Director headed by the Dean R&D will have the authority to investigate and recommend action in cases of suspected research misconduct.

Plagiarism

The University discourages plagiarism in research publications. The faculty are required to also check theses for plagiarism before final approval. The Institutions of the University encourage students and supervisors to follow the guidelines on best practices. The Institutions of the

University create awareness about refraining from plagiarism through regular workshops. Plagiarized work will not be allowed to proceed to submission as per the rules of the University. The Institutions of the University ensure a complete review of various ethical aspects of the project proposals received and execute the same without bias and influence, that could affect their objectivity. The University has provided plagiarism detection kits to all Directors/Principals and Heads of the Department, to check the dissertations, theses and article manuscripts to be sent for publications. It is mandatory for all the faculty and students to get the plagiarism check before submitting a document to the respective authority.

Simultaneous Submission

In the urge to publish more in less time, authors can be tempted to disregard journal requirements of submitting to another journal at a time and often submit the same manuscript simultaneously to more than one journal. The Institutions require to document a manuscript with the Publication Management Committee before submission. However, if such simultaneous submission by any affiliate is found during the peer review or noticed by other means, the group of authors will be held responsible and strict disciplinary action will be taken by the Institution.

Duplicate Publication

The Publication Management Committee oversees the manuscript submission and ensures there can be no duplicate submission by any affiliates. However, in case inadvertent duplicate submissions are noticed, the Institution will constitute a committee under the chairmanship of the Dean R&D to investigate the matter. If found guilty of duplicate publication, the authors will need to withdraw the paper in addition to other disciplinary action by the Institution.

Ethics about authorship

The authors are advised to follow standard practices ensuring all those who have contributed are named on the manuscript and no non contributor is given credit for the work. The group of authors collectively decides the order of authorship. The Institutions of the University strictly discourage unethical authorship practices such as guest authorship, ghost authorship or gifted authorships. Department heads are encouraged to promote a culture of publication ethics discouraging the above mentioned unethical authorship practices. The Institutions of the University promote ethical authorship practices by regular awareness meetings and workshops.

Confidential reporting of cases of guest, gifted or ghost authorship to the Dean R&D is allowed and will be investigated and dealt with appropriately. Authorship criteria should be strictly followed. A person can be included as a author if he/she fulfils ALL of the following:

- Contribution in conceiving and designing of the study.
- Contribution in acquisition, analysis or interpretation of data.
- Contribution in the critical evaluation of intellectual content.
- Take consent of all the authors for the publication and their contribution is free from plagiarism.
- The order of authors must be directly proportional to the contribution towards the research work.
- A copy of the publication must be submitted to the Dean's Office.
- Due credit should be given to the Institution in the publication.

Conflicts of interest

The University encourages all authors to declare any financial, social, personal interests that may be seen as conflicting with the research conducted. The mandatory requirement to register a manuscript with the Publication Management Committee is a mechanism to check non declaration of potential conflicts of interest. However in case of intentional or accidental non declaration of conflicts of interest by any affiliate will invite strict disciplinary action and possibly requirement to declare these as an erratum to the publication.

Choice of journal for publication

The Institutions of the University strongly discourage publication in predatory journals and participation in conferences or workshops organized by predatory publisher groups. The corresponding author is responsible for ensuring the journal is not a predatory one. Precautions should be taken while choosing a journal for publication. It is encouraged to publish in good quality reputed journals. It is also encouraged to publish the research results in the journals which are indexed in SCI/ Scopus/ Web of Science and UGC approved journals. Authors may decide the journal depending upon the quality of the work.

Safety

All faculty, staff, employees and students must adhere to the highest standards for the safe operation of facilities and the protection of our environment, employees, students, and the people of the communities in which we work. This includes all department/laboratory rules and precautions about working alone, lab work environment, time at work, and use of personal protective equipment (PPE), continuously improving safety practices in light of advances in technology and new understandings in safety, health, and environmental science, receive and understand safety training appropriate to their level of activity in the laboratory, take responsibility for personal safety as well as the safety of others in the work area, notify everyone in the immediate vicinity of hazardous situations or operations and follow all alarms, warnings, and directions from emergency management staff. All hazardous waste shall be managed in accordance with GOI regulations.