

RESEARCH POLICY



B. J. B. Autonomous College
Bhubaneswar 751 014
ODISHA

TABLE OF CONTENTS

Sl. No.	Description	Page No.
1.	Preamble	2
2.	Objectives of Research Policy	2
3.	Scope of the Research Policy	3
4.	Research Advisory Council (RAC) and committees	3
5.	Research guidelines	4
6.	Conduct of Research	4
7.	Research Project	4
8.	Research Ethics	5
9.	Publications	6
10	Policy on innovations, incubations, and entrepreneur development	6

PREAMBLE

Research is one of the major components of Higher Education Institutions (HEI) after teaching-learning and greatly helps in attaining the objectives of HEI. Research activities help to create and disseminate new avenues in knowledge, and promote innovation. Research-enabled teaching facilitates efficient learning among students.

B.J.B. Autonomous College, a premier educational institution of the State, focuses on the promotion of research culture by complementing it with teaching-learning where freedom of inquiry, thought, expression, and publication are given the fullest protection. A research policy of the college will further strengthen the research aptitudes of all learners to realise the vision and missions of the college.

This policy document presents broad principles on research activities of the college conforming to all applicable rules and regulations as well as to the established standards and norms relating to the safe and ethical conduct of research.

The College follows the Ph.D. regulations of affiliated Utkal University, Bhubaneswar, and the model research guidelines of Odisha State Higher Education Council for the conduct of research in “State Public Universities and Higher Education Institutions Coming under Higher Education Department, Government of Odisha”.

OBJECTIVES OF THE RESEARCH POLICY

1. To create and promote scientific temper and research aptitudes among the faculty and students of the College.
2. To Strengthen the institutional capacity for planning, budgeting, facilities, and resources for the smooth conduct of Research.
3. Fostering socially relevant research and promoting multidisciplinary research
4. Identifying, collaborating, and establishing linkages including MoUs with National/International/Govt/ Non-Governmental/ Industry/ Research organizations and Local agencies for widening the scope of the research opportunities and funding.
5. Encouraging and facilitating the publication of research work/projects in reputed academic journals or filing patent/IPR and also facilitating the presentation of the research work through academic events such as workshops/seminars/conferences.
6. To ensure quality, integrity, and ethics in research.
7. To facilitate providing professional guidance, technical support, and recommendations for financial assistance.
8. To felicitate the faculty with ‘Certificates of Appreciation’ for quality publications (Research papers, patents, and books), receiving awards/recognitions at state, national, and international levels by the authority.

SCOPE OF THE RESEARCH POLICY

1. The scope of the research policy shall apply to all the researchers of the college

- All staff (temporary and permanent) actively involved in teaching, research, and consultancy.
- All students registered with the college – UG, PG, and doctoral candidates.
- All mentors, guides, external experts, and industry partners associated with any of the research activities of the college.

2. The policy shall apply to all the research and related activities of the college

RESEARCH ADVISORY COUNCIL (RAC) AND COMMITTEES

The College has constituted a Research Advisory Council (RAC) headed by the Principal as the apex body of Research and Development of the college. Research and Development Cell and various committees are formed as per UGC guidelines (https://www.ugc.gov.in/pdfnews/6347789_RDC-Guideline.pdf) to drive the governance.

Research Advisory Council

Chairperson: Principal, B.J.B. Autonomous College, Bhubaneswar

Members:

1. Dr. Madhubrata Satpathy, Vice-Principal
2. Prof. Sabita Harichandan (Administrative Bursar)
3. Dr. Baikunthanath Swain (Associate Academic Bursar)
4. Prof. Deepak Kumar Behera, VC, KISS Deemed to be University
5. Prof. J. Dandapat, Director, R & D, Utkal University

Research and Development Cell

Director, RDC Prof. Rita Das (Chemistry)

The RDC comprises five committees with the following compositions.

COMMITTEE-1: Finance and Infrastructure

Convenor: Prof. Tribikrama Sarangi (Accounts Bursar)

Members:

1. Dr. Pradeep Kumar Prusty (Associate Account Bursar)
2. Dr. Lekha Das (Psychology)
3. Sri Biswambar Pati (Economics)

COMMITTEE-2: Research Program, Policy Development

Convenor: Dr. Bibhabari Bal (Sociology)

Members:

1. Dr. Priyanka Kar (Zoology)
2. Dr. Kanan Patra (B.Ed.)
3. Dr Geetanjali Panda (Anthropology)
4. Dr. Saroj Kumar Rout (Chemistry)

COMMITTEE-3: Collaboration and Community

Convenor: Dr. Puspashree Puhan (Botany)

Members:

1. Dr. Debadutta Das (Chemistry)
2. Dr. Prangya Paramita Priyadarshini Das (Psychology)
3. Smt. Sasmita Panda (Chemistry)

COMMITTEE-4: Product Development, Monitoring and Commercialization

Convenor: Dr. Nisha Jain (Commerce)
Members: 1. Dr. Subhranshu Behera (Odia)
2. Dr. Ranjita Nayak (Commerce)
3. Dr. Abhisek Upadhyay (English)

COMMITTEE-5: IPR, Legal and Ethical Matters

Convenor: Prof. Renuka Sahu (Chemistry)
Members: 1. Dr. Niranjana Acharya (Legal Bursar)
2. Dr. Rekha Das (English)
3. Sri Sujit Kumar Mishra (Associate Legal Bursar)

RESEARCH GUIDELINES

CONDUCT OF RESEARCH

- Faculty members and research scholars are free to select the subject matter of their research, to seek support from any legal financial source for their work, and to arrive at their findings and conclusions.
- Research techniques should not violate established professional ethics about the health, safety, privacy, and other personal rights of human beings or the infliction of injury or pain on animals.
- The college shall create an environment conducive to research by providing basic facilities such as space, library, lab facilities, and funding if available, based on the educational merit of the proposed research
- Research misconduct such as distortion, fabrication, plagiarism, or other severe nonconformity from established practices in submitting proposals, carrying out research, and publication of results shall be avoided.
- Researchers are encouraged to share their research work with their peers and promote discussion which may lead to new ideas.
- For research involving human and non-human participants, the research shall follow the ethical policies of the concerned agency and obtain the necessary permission.

RESEARCH PROJECTS

- Faculty members of the college are urged to take up sponsored research projects (Minor or Major) and encouraged to apply projects to different state/national level agencies for funding.

- The project proposal shall be applied by the Principal Investigator (PI) and routed through the Research & Development Cell to the Principal for approval.
- The candidate shall abide by the requirements and guidelines of the college and the funding agency for operating the project.
- The PI is responsible for maintaining the accounts, keeping a stock register of the equipment/consumables purchased, auditing and also for submission of annual/final utilization certificates and audited statements of account to the concerned funding agency.

RESEARCH ETHICS

The College shall strictly adhere to the following research ethics in all forms of research activities.

- **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 concerning the decisions made and provide justifications for their actions.
- **Honesty:** The researchers must possess an unbiased and honest attitude in knowing and stating the truth.
- For research involving humans and animals, the researchers should strictly adhere to the ethical policy on animal dissection as prescribed by the University Grants Commission (UGC) (https://www.ugc.ac.in/pdfnews/6686154_guideline.pdf) and the Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA (http://cpcsea.nic.in/Content/55_1_GUIDELINES.aspx)). Ethical clearance shall be obtained from the affiliating University Institutional Animal Ethics Committees (IAECs) (<https://utkaluniversity.ac.in/research-development/>) for undertaking such research.

PUBLICATIONS

- The college encourages faculty and students to publish their research work responsibly. The original reproduced data generated through research should be preferably published in UGC-indexed/ PubMed-indexed/Web of Science or Scopus-indexed journals.
- In principle, the research findings should not be reported in the public media before publication except where there is a contractual arrangement.
- In the case of any novel research findings, the researcher should first file a patent application. The college would facilitate the filing of a patent/IPR if any researcher approaches the Head of the Institution.
- The plagiarism check of research papers and thesis/dissertation should be done using standard software (such as DrillBit-Extreme 'Plagiarism Detection Software', Turnitin or iThenticate) before submission to the journal for publication and University for evaluation, respectively.
- An author should not submit substantially similar work to more than one publisher for publication.
- Due authorship shall be made in the research outputs who have made a significant intellectual or scholarly contribution to the research and agreed to be listed as an author
- Proper citations of other works shall be given in the research publication.
- Due acknowledgment to institutions, funding agencies, and others shall be given in all published outcomes of the research.
- Disclose and manage any actual, potential, or perceived conflicts of interest;

POLICY ON INNOVATIONS, INCUBATIONS, AND ENTREPRENEUR DEVELOPMENT

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


Director
Research Development Cell




Principal
BJB Autonomous College
PRINCIPAL
B.J.B College (Autonomous)
Bhubaneswar

INTELLECTUAL PROPERTY POLICY



**B. J. B. Autonomous College
Bhubaneswar 751 014
ODISHA**

INTELLECTUAL PROPERTY POLICY

The college underlines the importance of Intellectual Property (IP) and encourages the faculty, and students to document their innovative and creative outputs to identify and protect their IP. As per UGC guidelines, the college constituted “IPR, Legal and Ethical Matters” under the Research Development Cell (RDC) to:

- Create awareness about IP & IPR among faculties and students
- To handhold students and faculty to identify IP in their day-to-day activities and leverage it for academic excellence
- Impart training on future endeavours in patent filing processes.
- To conduct workshops, seminars, and trainings on IPR by experts.

Intellectual Property (IP).

- Intellectual Property (IP) is an intangible knowledge product resulting from the intellectual output of the inventor(s), namely faculty members, staff, and students of the College.
- It is an outcome of in-house or sponsored research, industrial consulting or other forms of collaborative research and development and shall be owned by the institute.
- Any product of the human intellect that is unique, novel, and non-obvious and which qualifies for protection under relevant acts of the national policy governing patent, copyright, etc., and developed at College belongs to BJB College by way of agreements.
- IP can be of the following forms: know-how, and other proprietary concepts, solutions, and processes, including an invention, scientific or technological development, and even computer software/database, genetically engineered microorganisms and business models, musical/art processes, and other forms as described in the Patents Act, 1970, Patent Rules, 2003 and all the subsequent amendments thereof.
- The above forms of IP can be protected, under domestic and international IP laws, if protection of IP is seen necessary both by the Inventor(s) and BJB College.

Intellectual Property Rights (IPRs).

Intellectual Property Rights means the rights derived from the IP e.g. Patents, registered designs, copyrights, etc.

Revenue sharing

The revenue accruing out of the commercial exploitation of IP (i.e. the technology transfer fee and subsequent royalty payments) would be shared appropriately between the inventor(s) and the college as per the 70:30 ratio between the inventor(s) and BJB College. Where the college reassigns the right to IP to its inventor(s)/creator(s), he/she/they shall reimburse all the costs incurred by the college, which include protection, maintenance, marketing, and other associated costs.

Conflict of Interest:

The inventor(s) are required to disclose any conflict of interest or potential conflict of interest, if the inventor (s) and/or their immediate family have a stake in a licensee or potential licensee company, then they are required to disclose the stake they and/or their immediate family have in the company.

A license or an assignment of rights for a patent to a company in which the inventor(s) have a stake shall be subject to the approval of the RDC.

Dispute Resolution

In case of any disputes between the college and the inventors regarding the implementation of the IP policy, the aggrieved party may appeal to the Principal of the College. Efforts shall be made to address the concerns of the aggrieved party. The decision of the Principal in this regard would be final and binding

Anything not covered; the IP policy of the affiliating Utkal University shall be followed for all purposes.

Rita Des
Director
Research Development Cell



Shakti
Principal
BJB Autonomous College
Bhubaneswar

ANTI-PLAGIARISM POLICY



**B. J. B. Autonomous College
Bhubaneswar 751 014
ODISHA**

ANTI-PLAGIARISM POLICY

The college follows the anti-plagiarism policy outlined in the model research guidelines of the Odisha State Higher Education Council OSHEC.

1. 'Plagiarism' means the act of copying or paraphrasing others' work or ideas into your work without full acknowledgment.
2. All academic documents, such as theses, dissertations, project reports, field study reports, and project proposals, etc. have to be checked for plagiarism.
3. 'Collusion' means involvement of unauthorized collaboration of students with others in a piece of academic work. This is another form of plagiarism. For example, the publications in support of the Ph.D. thesis should be authored by the Ph.D. student herself/himself along with her/his supervisor/co-supervisor. If it is necessary to have collaboration in some instances then prior approval should be sought from the competent authority of the university.
4. Broadly the act of plagiarism will include all or any one of the following: (a) Verbatim quotation without clear acknowledgment; (b) Paraphrasing; (c) Cutting and pasting from online sources; (d) Collusion; (e) Inaccurate citation; (f) Failure to acknowledge
5. The students and their guides/ supervisors, before submitting the thesis, or synopsis, or any kind of academic document, related to the curriculum of the university, must follow the below-given criteria for plagiarism checking.
6. The candidate will submit a declaration that the thesis is free from plagiarism or produce a certificate from the institutional plagiarism cell to that effect.
7. Plagiarism check should be carried out using the DrillBit-Extreme Plagiarism Detection Software, iThenticate, Ouriginal software, or any other software, like Copy leaks provided to each supervisor by the Controller of Examination (CoE).
8. The supervisors are herewith advised to follow the exclusion criteria outlined below at the time of actual checking of the document.
 - (a) Quotes ('...' Or "...") used in the manuscript
 - (b) Bibliography or References
 - (c) Common words or Phrases like ("the," "an," "a," "and," "but," "of" and so forth)
 - (d) Small word matches up to 10 words
 - (e) Similarity up to 15% or less than 15%
 - (f) Author name(s)
 - (g) Affiliation details
 - (h) Mathematical or statistical formulae
 - (i) Anything that is considered 'common knowledge.'
9. The cumulative similarity matching up to a maximum of 15% shall be permitted. However, the supervisors should encourage the students to limit similarity matching below 10%.

10. The supervisors are also advised to do away with self-plagiarism. However, the materials and methods section and the results section of previously published research papers/articles [if they contribute to the similarity] of the candidate who is submitting the thesis or dissertation shall be excluded, provided the findings reported in the paper relate to her/his Ph.D. work.
11. The plagiarism report along with the thesis/dissertation should be forwarded by the guide through the head of the Department to the CoE. The CoE is the ultimate authority to check the plagiarism status, and his report shall be final for taking action as deemed fit.
12. The certificate obtained after plagiarism checking by the CoE has to be submitted, along with the thesis/dissertation at the time of its final submission.

Rita Das
Director
Research Development Cell



Principa
Principal
BJB Autonomous College
PRINCIPAL
B.J.B College (Autonomous)
Bhubaneswar