VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA

RAJASTHAN

3.1.1

Policy for
Promotion of Research

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Vardhaman Mahaveer Open University
Kota (Rajasthan)

Policy for Promotion of Research

1. **Introduction**

   VMOU engages in research as part of its mission around learning and discovery. The university has as part of its mission the pursuit of scholarship. The university makes all efforts to be a spirited, resourceful, and inspiring place to learn and to workwhere fundamental or applied research, research-based scholarship or scholarly activity are carried out.

2. **Constitution of University Research Board :**

   The purpose of University Research Board is to enhance the long – term quality and quantity of research related activities by recognizing the key areas of research feasible with the available expertise in the University. The Board's scope encompasses faculty research, sponsored research, collaborative research and student research.

   Objectives:

   2.1 The Board shall promote and support basic, innovative and applied research, inter and multi disciplinary research as well as production of scholarly and creative works. In compliance of the mission of the University, the Research Board shall also support the research specific to changing needs of the skill jobs and society with interdisciplinary approach and collaborations with the national and international centers of excellence.

   2.2 The Board shall recognize the crucial importance of freedom of thought and expression in the pursuit of research excellence and the innovation of knowledge.

   2.3 It shall serve as an advocate for observance to high standards of research ethics, integrity and conduct.

   2.4

   Composition of University Research Board

   The Research Board shall consist of the following:

Vice-Chancellor	Chairperson
All the Professors*	Member
Academic faculty of Academic Council	Member
(*To be nominated by the Vice-Chancellor*)	
Directors of Schools	Member
Research SupervisorsMember	
Director, Research	Member Secretary

Note:

   (i) *In case there is no Professor in the subject/discipline, the Vice-Chancellor shall nominate the Professor(s) of the concerned subject/discipline from other Universities.

   (ii) Director (Research) shall act as Member Secretary of the Research Board.

   (iii) The term of office of the nominated members shall be of two years from the date of nomination. A member can be re-nominated for another term. One-third of the

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total membership shall form the quorum for the meeting.

There shall be a **Research Advisory Committee** for each Ph.D. scholar. The Research Supervisor of the scholar shall be the convener of this Committee.

Research The Advisory Committee will be constituted by the Director of the concerned school. The Research Advisory Committee will consist of the following members

1.	Research Supervisor	Convener
2.	All Faculty members (Relevant to the concerned Subject) of the concerned School	Member
3.	One faculty member from the school	Member

If, the RAC quorum (minimum 2 members) is incomplete, then, Vice-Chancellor shall nominate member from any other school.

This Committee shall have the following responsibilities:

- o To review the research proposal and finalize the topic of research for approval of the Research Board;
- o To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- o To periodically review and assist in the progress of the research work of the research scholar.
- o A research scholar shall submit a six monthly progress report to Research Advisory Committee for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Director Research with a copy to the research scholar.

In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures within stipulated time. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to Director Research with specific reasons for cancellation of the registration of the research scholar.

3. Resource Mobilization for Research

To promote and excel research in the University, the URC shall recommend the allocation of research fund under following categories:

- "Minor Project Money" to Faculty member(s) for starting research work in the field of his/her specialization. The research work by faculty member(s) in such cases should lead to a project capable of getting funding from external funding agencies.
- For establishing centralized research facilities.
- To support Faculty members/students for attending the Conference/workshop.
- Allocation of funds for Research Scholarship for PG and Ph.D. students.
- To conduct International/National Conferences/Workshops.

The Director, Research Division shall conduct seminar/workshop for the faculty members and research students for awareness to get research funding from external agencies. All application for any external research funding shall be submitted through the RC Office.

4. Compliance of Research Ethics:

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The University Research Board shall ensure the good research practices in the University. Research Ethics Policy of the University shall be developed by URC incorporating points such as:

- Compliance with Legislation, Guidelines and Codes such as legislation for Copy Right, Intellectual Property Right, Human Rights, Animal Protection and Environmental protection for research. In addition to legislation, the guidelines and codes issued by the governing agencies such as University Grants Commission (UGC), Indian Council of Medical research shall also be complied by the University for Research Activities from time to time.
- Ethics for research involving Human Participation in research fields of Social Sciences, Media Studies, and Sciences should comply with the codes and practices issued by Government of India.
- Ethics for research involving Animals in the experimentation- The codes and practices issued by Government of India should be complied with.

5.   **Plagiarism Policy:** UGCPlagiarism Policy and Regulations -2018*

Vardhman Mahaveer Open University, Kota, established in 1987, is recognized by the UGC Act, 1956. The University has department of Social Sciences, Humanities, Science, Commerce & Management, Education, Journalism and Library Science & Information wherein research is carried out. The student/researcher/faculty/staff is expected to produce and submit the original and genuine work. In the present era, a huge corpus of information is available on the internet and online as source material. In this context, plagiarism has become a serious problem. Recently, University Grants Commission's (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 published in Gazette of India, has come into force. Thus, in compliance with the UGC's Regulations, VMOU, Kota has adopted the UGC plagiarism policy.

Definitions:
"*Plagiarism*" is the unacknowledged use of another person's work as one's own work. Plagiarism involves copying of phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work including from internet without acknowledgment of the source.
Methods of Plagiarism:
(a) Quoting directly another person's language, data, illustration, tables, etc. without due acknowledgment of the source.
(b) Copying a section of book/article/report/monograph/dissertation/thesis without proper citation.
(c) Buying, stealing or borrowing assignments, experiments/results.
(d) Paragraphing the work of others without due acknowledgments.
(e) Using ideas of someone else without crediting the originator.
(f) Copying, cutting and pasting from the internet or online source and submitting as one's own work without giving proper reference/citation.
(g) And any other means which have not been listed here.

Self-Plagiarism: Copying/reproducing, in part or whole one's own published work without giving proper reference to that work.
Golden Rule to avoid the Plagiarism:

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(a) Always give the due credit to the original author (s) and give the proper citation and proper reference.

(b) Place the sentence in inverted commas, if you quote text verbatim. The research work carried out by the student, faculty, researcher, and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

i.   Level 0: Similarities up to 10% - Minor similarities, no penalty
ii.   Level 1: Similarities above 10% to 40%
iii.   Level 2: Similarities above 40% to 60%
iv.   Level 3: Similarities above 60%

Procedure for Submission of Documents for Plagiarism check:

The University already has a subscription of a Plagiarism Check Software. Any student, faculty, researcher and staff who wish to submit his/her final thesis, dissertation, research paper or any other such documents to the university or to some other agency, shall be required to submit the soft copy of the thesis/ dissertation/ manuscript to the Director Research for the plagiarism check prior to final submission. The Director Research shall supply the soft copy of the report generated on the plagiarism checking software and soft copy of the document to the concerned supervisor and the concerned candidate.

Procedure for the reconciliation of plagiarism reports:

If a case of plagiarism is found in the report generated on the plagiarism checking software by the INFLIBNET, the Director Research shall call a meeting with the concerned supervisor and Director of the concerned School to consider the report and shall summon the candidate to hear the candidate's view. They shall follow the principles of natural justice while deciding about the allegation of plagiarism against the faculty and researcher. On hearing the candidate, the concerned supervisor shall submit its recommendations in view of the received guidelines after the meeting.

The Research Director, then, shall exclude the following at the time of performing the check:

- All quoted work reproduced with all necessary permission and/or attribution
- All references, bibliography, table of content, preface and acknowledgments.
- Phrases
- All generic terms, laws, standard symbols and standards equations.
- Name of University, Departments etc.

Penalties in case of plagiarism in the submission of thesis and dissertations:

- **Level 0**: The similarity between documents is within the limit (not more than 10%) for putting some original results in proper context and all original sources are correctly cited. The similarity is not of such nature that directly affects the original findings of research. No further action is required.

- **Level 1** : When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents outside the limit (above 10% to 40%), then the Research Advisory Committee may recommend that candidate may be allowed to resubmit the work with proper citations within a stipulated time period not exceeding 6 months.

- *Level 2*: Failure to cite proper citations, copying few paragraphs only. Intent to cheat is very low and may be due to lack of knowledge. The similarity between documents is outside the limit (above 40% to 60%). Then the Research Advisory Committee may recommend to the Research Department and Supervisor that the candidate shall be debarred from submitting a revised script for a period of one year and shall be allowed to resubmit the work with proper citation and with a warning not to repeat the mistake otherwise registration in the programme will be canceled.
- *Level 3*: Deliberate and planned attempt to copy the work done by someone else. A large amount of data has been copied, artwork copying, source code copying etc. Intention to cheat is very clear. The similarity between documents is outside the limit (above 60%). Then the Research Advisory committee may recommend to Research Department and Supervisor that the candidate's registration may be canceled.

Self- Plagiarism while submitting the thesis:

1.   Regarding self-plagiarism or cases where published work of the student is shown Plagiarism in the check, a certificate has to be issued by the supervisor specifying and attaching the articles that have been published by the student from the thesis work. Only these articles should be excluded from the check; no other article of student or supervisor should be excluded from the check.

Similarly, if contents are from candidate's previous published work without proper citation, the candidate will be required to resubmit the work with proper citations. If the published work is co-authored by the others, the researcher shall submit a consent letter from co-author(s) and publisher permitting him to use the work in his thesis.

2.   Every student submitting a thesis/ dissertation, or any other such documents to the University shall be required to submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the university.

3.   Every supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free.
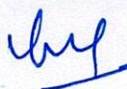
4.   Soft copies of all Masters, Research program's dissertations and thesis shall be submitted to INFLIBNET within the stipulated time after the award of degrees for hosting in the digital repository under the "ShodhGanga e-repository".

5   All the thesis/dissertation/ paper/publication and other in-house publications of the university shall be displayed on the Institutional Repository on the university's website and linked with e contents .

6.   **Dissemination of Research Work**
- The Research Board shall prepare the Intellectual Property Policy of the university as per the IPR law of Government of India and get it approved by the Academic Council.
- The faculty members shall be advised to get their research work published in peer reviewed indexed journals in the list of UGC approved journals.
- The faculty members shall be encouraged to present their research work in the conferences organized by premium HEIs/Research Organizations/Societies.

A Collaboration policy considering the academic, research and industrial collaboration to share the knowledge practices, experimental facilities for the purpose of growth of the university to create new knowledge and human resource shall be developed by Research Board.

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7. Minor Research Project Fund

A Minor Research Project Fund is created to promote research environment in the Universality. The general principle governing the allocation of all Research funding in the University is that it is an investment intended to maximize the range of research outcomes that the University expects to result from faculty members and students research work. The fund shall be utilized for various research promotional activities and research scholarship on the recommendations of the Research Board. The University provide financial assistance for the items like books and journals, equipment, contingency, stationery, chemical and consumables, fieldwork and travels.

8. Outreach Programs for Society and Industry

Various extension activities shall be carried out by the University for working in the local, regional, national and global societies and thus contributing positively to community life.

9. Incentives and Awards for Research Achievement

In order to promote research activities, the university shall award certificates to the faculty members for their achievements in any field as given below:

Organizing Conference: If a faculty member receives partial or full funding from a government body/ agency to organize conference/ workshop, a letter of appreciation may be provided to the faculty member.
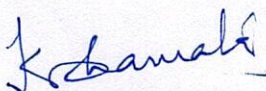
Consultancy: If a faculty member gets a research consultancy, a letter of appreciation may be issued to the faculty member. Profit sharing shall be done as per the university norms.

Books/Chapters Publication: A letter of appreciation for the Chapter and Book published by a reputed publisher may be awarded to the faculty member.

Financial Support for attending Research/Education/ODL Conference in India or abroad: To encourage the faculty members and Directors of the university to attend Research/Education/ODL Conference in India or abroad, financial support in the form of Travelling Allowance etc. may be awarded to the faculty members and Directors as per University norms.

Citations: For citations of Research Publications in SCOPUS/WOS/UGC indexed/approved journals a letter of appreciation may be awarded to the faculty member stating the number of citations awarded.

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