

# ***RESEARCH POLICY***



**Punjabi University**  
**Patiala, Punjab (INDIA)**

**2024**

# **RESEARCH POLICY**

## **1. Preamble**

The research policy aims to realise the vision and mission of the Punjabi University, Patiala by providing broad guidelines for research and development activities to achieve excellence in research and development

## **2. Objectives**

This policy provides a framework for all research and development works being carried out at the University, its neighborhood campuses and colleges. This research policy provides research guidelines to various departments/ neighborhood campuses/ colleges to enhance & support departmental facilities in the laboratories and the centralized research facilities by keeping the quality and integrity intact. The objectives of the present research policy are:

- To develop dynamic research environment in the University by promoting research, development and innovation activities
- To ensure integrity, quality and ethics in research
- To facilitate the smooth implementation of Research Schemes/Projects
- To facilitate national and international research collaborations
- To encourage industry-academia collaborations
- To promote interdisciplinary Research
- To facilitate researchers of eminence to visit the Campus

## **3. Promotion of Research**

The University has a well-organized framework for promotion of research, development and innovation activities as follows:

**3.1 Monitoring of Research Activities:** The University has a well-planned system to monitor the research activities in the University. With an aim to get good output of the research activities, the research is monitored by a three-tier system in the University at Departmental level, Faculty level and University level.

**3.1.1 Department Level:** The research and developmental activities at departmental level are managed and monitored through Departmental Research Board (DRB) and Examiners Panel Committee (EPC).

**A. Departmental Research Board (DRB)** is constituted in each department to monitor the research activities. The functions of the DRB are:

- To facilitate submission of research proposals by the faculty and students to various bodies/funding agencies.
- To monitor the progress of research conducted by the Research Scholars of the department
- To consider all other matters related to research in the department

The Composition of DRB is as under:

- (a) Head of the Department (Chairperson),
- (b) (i) All Professors in the subject, employed in Punjabi University, Patiala,  
(ii) Associate Professors and Assistant Professors who hold Ph.D. Degree.

- (c) One/two teachers from allied/supporting departments to be nominated by the Dean, Academic Affairs

**B. Examiners Panel Committee (EPC)** is constituted at departmental level to constitute panel of experts for evaluation of Ph.D. thesis. The Composition of EPC is as under:

- (a) The Head of the Department (Chairperson),
- (b) All Professors in the Department,
- (c) If there is no Professor other than Head of the Department or the Head of the Department is an Associate Professor, a Professor from an allied subject/department to be nominated by Dean, Academic Affairs,
- (d) Supervisor of the Candidate,
- (e) Where the quorum is incomplete, Vice-Chancellor may nominate one or two Professors from allied subject/department

**3.1.2 Faculty Level:** The research and developmental activities at faculty level are monitored through Dean of the respective Faculty through Comprehensive Report Review Committee (CRRC), Screening Committee and Thesis Publication Committee. The composition of these committees is as under:

**A. Comprehensive Report Review Committee (CRRC):**

- (a) Dean of the Faculty concerned (Chairperson)
- (b) Head of the Department
- (c) Supervisor and Co-supervisor, if any.

**B. Screening Committee**

- (a) The Dean of the Faculty (Chairperson)
- (b) The Head of the Department
- (c) The Supervisor of the Candidate
- (d) One or Two Professors from within the Faculty to be nominated by the Vice-Chancellor
- (e) Where quorum is incomplete, the Vice-Chancellor may nominate one or two Professors from relevant/allied subjects

**C. Thesis Publication Committee**

- (a) Dean of the Faculty (Chairperson)
- (b) Head of the Department
- (c) Supervisor

**3.1.3 University Level:** The overall quality of research is monitored by the following committees under the Chairmanship of the Vice-Chancellor at University Level. The composition of these committees is as under:

**A. Research Advisory Council**

- (a) Vice-Chancellor (Chairman)
- (b) The Dean, Academic Affairs (Convenor)
- (c) Director, Research Development Cell (Member)
- (d) Dean, Research (Member)
- (e) Director, Planning and Monitoring (Member)
- (f) Finance Officer (Member)
- (g) Director, Entrepreneurships, Innovation and Career Hub (Member)
- (h) Professor Incharge, IPR and Technology Transfer Cell (Member)
- (i) Director IQAC (Member)

**B. Board of Post-Graduate Studies and Research (BPSAR)**

- (a) Vice-Chancellor (Chairperson)
- (b) The Dean, Academic Affairs
- (c) The Dean Research
- (d) The Dean of Faculty
- (e) All Professors and the Heads of University teaching departments in the faculty
- (f) Two experts from outside the University to be nominated by the Vice-Chancellor.

**C. Research Award Committee (RAC)**

- (a) Vice-Chancellor (Chairperson)
- (b) Dean, Academic Affairs
- (c) Dean Research
- (d) Dean of the Faculty
- (e) All Heads of the Departments in the Faculty and one Professor from each department in the faculty by rotation according to seniority for a term of two years.
- (f) Concerned supervisor of the candidate.

**3.1.4 Dissemination of University's Research:** The University disseminates its research by submitting its all Ph.D. thesis to Shodh Ganga database, a digital repository of Indian electronic theses and dissertations (ETDs), to make it publicly accessible over internet as per UGC guidelines. This platform provides access to the research conducted in Indian universities and institutions and managed by the Information and Library Network Centre (INFLIBNET), UGC, New Delhi. In addition, Punjabi University's main library maintains hard copies of all Ph.D. thesis and makes available these copies to public and researchers for consultation/reference.

**3.1.5 Research Development Cell (RDC):** In addition to the above, the University has Research Development Cell (RDC) to achieve the targets of Atma Nirbhar Bharat and to play a pivotal role in catalyzing multidisciplinary/transdisciplinary and translational research culture mandated in NEP 2020.

**3.2 Policy of the University to Promote Research in its Constituent Colleges/ Affiliated Colleges:** Punjabi University has a policy to promote research in its various campuses, constituent colleges and affiliated Colleges. To ensure this:

- Pro-active role is played by the University through RDC by encouraging the college teachers to actively involve themselves in research. The regular college teachers holding Ph.D. degree and meeting other conditions as per University PhD ordinances are entitled for supervising Ph.D. thesis.
- The college teachers are encouraged to collaborate with the laboratories and other research groups of the University to carry their research work efficiently. They can also access the research facilities, library and other resources of the University.
- College teachers are regularly invited to attend different conferences/ workshops/ seminars organized by the University.
- Malviya Mission for Teachers Training Centre (MMTTC) organizes regular as well as need-based Refresher Courses on research methodology for the University and College teachers.

#### **4. Mechanisms and Resources to Support Research Activities in the University**

The University has set mechanisms to support research and provide various resources and infrastructure facilities for the promotion of research activities.

**4.1 Execution of Funded Research Projects:** The University extends full support for the implementation of research projects undertaken by the individual researchers with the support of various funding agencies as per set rules and regulations of the University. The University administration with clear procedural guidelines gives full support to Research Purchase committees at the level of Departments and the University, to take autonomous decisions thereby promoting transparency and accountability. The Planning and Monitoring Cell of the University also facilitates the submission of research proposals of individual researchers/ departments for funding to different bodies/agencies. Other facilities provided by the university are :

- **Advance funds for sanctioned projects:** On request of Principal Investigator (PI), the University provides advance funding for research projects under admissible heads as per set rules and regulations of the University.
- **Timely release of grants:** The University releases grants required to operate the project on the request made by PI soon after receiving the sanction letter.
- **Timely auditing:** The University facilitates auditing of accounts of each project by the Punjab State Auditing officials posted at the campus with the help of Finance and Accounts department of the University
- **Submission of utilization certificate to the funding authorities:** In case of ongoing projects, the University issues Provisional Utilization Certificate after due audit and verification, and forwards the same to funding agency for the release of subsequent grants. The final utilization certificate is also issued to the PIs on the completion of the projects after due audit of the accounts as per set rules and regulations of the University.

**4.2 Post Doctoral Fellowships/ Research Associateships:** The University has made a provision of appointment of Research Associates in various departments. The University encourages the Research Scholars to apply for the Post Doctoral Fellowships (PDFs)/ Research Associateship of UGC, CSIR, and other national and international agencies by offering the necessary infrastructural and laboratory facilities in respective Departments.

**4.3 Sabbatical Leave and Study Leave for the Faculty Members:** Punjabi University is following a system of paying full salary (Pay and Allowances) to the University teachers for carrying out doctoral and post-doctoral research as per University and UGC guidelines.

**4.4 Funding for Participating in Conferences and Seminars within the Country and Abroad:** The faculty members are encouraged to attend seminars and conferences, within the country, or abroad. Their faculty members are supported through the sanction of duty leave for the purpose as per norms of the University and other regulatory bodies.

## 5. Promotion of Interdisciplinary Research

The University has since long recognized the importance of interdisciplinary exchange of ideas and encourages and promotes inter-disciplinary teaching and research. The University continues to explore all possible ways of interconnecting researchers across the disciplines working in different but interrelated research areas as under:

- **Between/among Different Departments of the University:** The interdisciplinary research among different departments is promoted through:
  - (a) the recognition of research supervisors of allied subjects in each department,
  - (b) the collaboration of teachers of different departments to guide a Ph.D. of interdisciplinary nature as supervisor and co-supervisor, and
  - (c) submission of the joint research proposals to various funding agencies. For example, the Department of Biotechnology (DBT)- Interdisciplinary Programme of Life Sciences (DBT-IPLS) has been initiated in the University which has activated research by overcoming interdisciplinary boundaries among different departments of life sciences of the University
- **Collaboration with national/international institutes/industries:** Punjabi University encourages individual teachers and departments to establish various types of teaching and research collaboration with national and international institutes.

## 6. Workshops/Training/Sensitization Programmes to Promote Research Culture on the Campus

The University has given full freedom to all its teaching and research departments for conducting workshops and other training programmes with adequate financial and administrative support. There is a provision to arrange the lectures of eminent personalities in the University. The MMTTC of the University and Sophisticated Instrumentation Centre are also playing an important role in promoting research by way of holding special workshops on research methodology for Research Scholars.

## 7. The University Facilitates Researchers of Eminence to Visit the Campus as Adjunct Professors

The University hosts the visit of eminent nationally and internationally renowned professors/researchers from India and foreign countries, and bears the local hospitality expenses for such visitors. The University invites outstanding researchers for delivering talks on various occasions and platforms, and to participate in various academic activities. These deliberations play a major role in promoting research atmosphere in the campus.

## 8. Promotion of Industry-Academia Collaborations and Consultancy Services

The University gives full freedom to all its teaching and research departments to collaborate with Industry and other organizations. The faculty members can have collaborative research projects with the industry. University promotes consultancy research in order to make its direct impact on the society. The University facilitates its faculty members with proper benefit sharing mechanism to undertake consultancy projects from industry and other organizations as per rules and regulations of the Punjabi University, Patiala.

## 9. Research Facilities

The University has various facilities to facilitate research, development and innovation culture.

**9.1 Infrastructure Facilities to Facilitate Research:** There is constant process of renewal and up gradation of the research infrastructure in the University to serve current needs. Each University department is well equipped in terms of laboratory equipment, instruments and library facilities for conduct of research activity by the faculty and students.

**9.2 University Science Instrumentation Centre (USIC):** The University has a University Science Instrumentation Centre (USIC), meant to help various departments for maintenance of their scientific equipments thus keeping instruments functional.

**9.3 Information Resource Centre for Researchers:** Bhai Kahan Singh Nabha Library at Punjabi University, Patiala with all its ICT facilities serve as major Information Resource Centre to cater to the needs of the students and researchers. The University has excellent Library resources including e- Journals and other online resources like INFLIBNET. The central library also has a computer lab for the members to access information resources available online.

In addition to above, the University has a well-established computer network and secure internet facility for teachers, students and research scholars.

**9.4 Specialized Research Centres/Workstation On-campus and Off-campus to Address the Special Challenges/Needs of Research Programmes:** The University has following specialized research centers/facilities:

**9.4.1 Sophisticated Instrument Centre (SIC):** Punjabi University, Patiala has established a Sophisticated Instrument Centre in which sophisticated measuring and analyzing instruments are installed as a central facility for all the departments of the University for students and faculty. These sophisticated instruments are SEM, HPTLC, RT-PCR, GEL-DOC, Flash Chromatograph, Deep Freezer Centrifuge, Millipore water purification system, micro photographic unit, PCR etc. The facility is open for neighboring institutes of the region. It also runs training programmes in technical skills for the benefit of students, research scholars, scientific community and staff from different departments. The facilities of this centre go a long way in improving the quality of research being carried out in the various departments of the University and also of the region.

**9.4.2 The Main University Library (Bhai Kahn Singh Nabha Library):** The University main library housed in a spacious modern building stocks book volumes and subscribes to various national and international journals. The latest text, reference and research books are added regularly every year. The library has a majestic reading hall, which has a capacity for 400 readers where they can sit and consult reference books and other relevant literature. Special reading rooms have been made available for students who wish to work in calm and comfortable surroundings. The library is actively participating in the INFLIBNET programme.

- 9.4.3 Dr. Ganda Singh Punjabi Reference Library:** A specialized wing called the Punjabi Reference Library has been added in the recent past. The aim of this library is to build up a strong collection on Punjab History, Culture, Sikhism, Punjabi Language and Literature.
- 9.4.4 Entrepreneurship, Innovation and Career Hub (EICH):** Entrepreneurship, Innovation and Career Hub (EICH) has been set up in the University as a combination of Technology Park, Entrepreneurship Centre, Incubation Centre and Innovation Centre. EICH mission is to impart skills and provide the required ecosystem where ideas can be transformed into enterprises, through different business models. EICH aims to impart entrepreneurship education, provide mentorship and support for pilot-scale production and testing through in-house facilities, along with various tie-ups with external agencies. EICH is open for students, research scholars and the faculty members from different departments to come together to explore the potential domains where start-ups can be launched and this hub gives opportunities to stakeholders to work together in overlapping areas of interest.
- 9.4.5 Intellectual Property Rights and Technology Transfer Cell:** An Intellectual Property Rights (IPRs) and Technology Transfer Cell has been established in Punjabi University, Patiala to look after the activities related to the Intellectual Property Rights and Technology Transfer of the Institution. IPRs cell organizes various workshops, seminars and special lectures on IPRs and technology transfer to create awareness among faculty, research scholars and students of the Institution. The University has its well-placed IPR and Technology Transfer policy to facilitate the registration and protection of IPRs including Patents, Copyrights, Designs and other related IPRs created from the research and development works of the University. The cell also facilitates the transfer of technologies developed by the University students, research scholars and the faculty.
- 9.4.6 University Computer Centre:** The University Computer Centre of the University provides central facility to cater the needs of Students, Research Scholars, Faculty and various administrative and examination wings of the University administration. The Centre has established a local area network and all University Departments enjoy the facilities of Internet and e-mail through this network. The Centre as well as the teaching Departments are equipped with the latest computers and software. The University Computer Centre also established another laboratory for Internet access. The laboratory caters to the needs of students, faculty and administrative staff of the University.
- 9.4.7 Centre for Census Studies and Research (CCSR):** CCSR is an Interdisciplinary Research Centre at Punjabi University Patiala. CCSR is a second workstation in North set up in May 2013 for research on micro-data from census under the MOU signed by Punjabi University Patiala and Directorate of Census Operations, Punjab. While the census organization does publish important summary indicators



and tables from the data collected, the massive data at the unit level have huge potential for in-depth analysis of social-economic-demographic conditions of India's Population. The massive data at the unit level have huge potential for in-depth analysis of social-economic-demographic conditions of India's Population.

**9.4.8 Dr. Balbir Singh Sahitya Kendra, Dehradun (Uttarakhand):** this centre is the nucleus of advanced study for research in comparative religion, philosophy and culture. There is a rich library with rare books and manuscripts bequeathed by Bhai Vir Singh, Balbir Singh and Prof. Puran Singh, the doyens of Punjabi literature. It has facilities for visiting scholars and University researchers to carry out research on comparative religion, Sikh studies and history & culture of Punjab.

**9.4.9 Estate of Norah Richards and Sobha Singh Art Gallery and Museum:** Punjabi University has undertaken the responsibility of maintaining the estate of Norah Richards at Andretta, Himachal Pradesh and Sobha Singh Art Gallery and Museum. The arrangements have been made for faculty members and students who wish to carry out study and research in the fields of arts, theatre and television.

**9.5 Centres of National Recognition/Repute:** The University also houses some research centres of national/international repute working in different thrust areas.

**9.5.1 Research Centre for Technical Development of Punjabi Language, Literature and Culture:** This has been established on the Punjabi University, Campus. The objective of the centre is to give fillip to research in the development of Punjabi Language, expand the network of usage of Punjabi, make available E-learning of Punjabi Language globally and help overcome the limitations imposed by scripts (Gurmukhi and Shahmukhi). The most important achievement of this centre is the development of a Gurmukhi to Shahmukhi (Urdu) transliteration software. This software named Sangam can be used to convert any Punjabi text typed in Gurmukhi script to Shahmukhi script. A website for online teaching of Punjabi has also been developed by the centre. The website aims to fulfill the long pending demand of Punjabis settled outside Punjab and abroad for learning Punjabi on internet while sitting in their homes.

**9.5.2 Centre for South West Asia Study (Pakistan and Afghanistan):** The Centre was established in 2007 as UGC's study centre. Presently the centre is focusing on economic, social, political and cultural affairs of India, Pakistan and Afghanistan. The centre is also planning to include other neighbouring countries like Bangladesh, Bhutan, Iran, Iraq and Nepal. The main focus will be on economy, society, polity, cultural affairs and security concerns.

**9.5.3 Centre for Development Economics and Innovation Studies:** The centre (CDEIS) has been established with financial support from the Ministry of

Finance, Government of India at Punjabi University, Patiala in April, 2012. The CDEIS is a research organization with worldwide activities and interests. Its purpose is to develop network of researchers working in the areas of development process and policy making in the emerging economies. The Centre is engaged in conducting research studies in the areas of national innovation system and innovation policies, organizes Conferences and workshops as well as field surveys and training programmes. The CDEIS has also started invited lecture series with an aim of enhancing and strengthening the knowledge and research base of the faculty.

**9.5.4 Chairs as Specific Study Centres:** In addition to above the University has established Specific Study Centres for research under the name of the CHAIRS which have been actively working in creation of knowledge in specific domains.

## **10. Policy of the University on Research Ethics, Biosafety, Academic Honesty and to Check Malpractices and Plagiarism in Research**

All stakeholders involved in research at University are expected to observe the highest standards of integrity, ethics, morality, academic honesty and professionalism. The faculty members, research scholars and students are required to carry out their research in compliance with all the University's obligations under various rules and regulations of the University notified from time to time. The University monitors and regulates on Research Ethics, Biosafety, Academic Honesty and to Check Malpractices and Plagiarism in Research through various committees and procedures. The University has a system to monitor and screen the research work submitted for the award of Ph. D. degree. The policy on Plagiarism in detail is given in the Ph.D. ordinances of the University as per UGC guidelines. In addition, University has following committees to monitor research ethics, animal ethics and biosafety:

**10.1 Institutional Ethics Committee (IEC):** The University has constituted Institutional Ethics Committee as per guidelines of Indian Council for Medical Research (ICMR) to monitor and grant approval for research involving human subjects. University's Institutional Ethics Committee (IEC), plays a critical role in monitoring and regulating research activities to ensure ethical standards are maintained in research carried out in the University. IEC ensures that research involving human subjects adheres to ethical principles and standards. This includes respecting the rights, safety, and well-being of participants. The committee reviews research proposals and studies before they begin to ensure that they meet ethical guidelines and regulatory requirements. The IEC ensures that participants are fully informed about the nature of the research, its potential risks, and their rights, and that they provide voluntary, informed consent. The IEC reviews and approves research protocols, consent forms, and related documents to ensure that the research is designed to minimize risks and maximize potential benefits.

**10.2 Institutional Animal Ethics Committee:** The University has well placed Institutional Animal Ethics Committee (IAEC) constituted as per guidelines of Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal

Husbandry and Dairying, Government of India, New Delhi. University's Institutional Animal Ethics Committee (IAEC), is responsible for overseeing and ensuring the ethical treatment of animals used in research, teaching, and testing. The University IAEC ensures that all research and activities involving animals adhere to ethical standards, minimizing suffering and ensuring humane treatment. The committee reviews research protocols involving animals to ensure that they are designed to minimize animal use and distress, and that any potential harm is justified by the potential benefits of the research. IAEC ensures that research activities comply with regulations, guidelines, and institutional policies related to animal welfare.

**10.3 Institutional Biosafety Committee (IBSC):** The University has constituted Institutional Biosafety Committee (IBSC) as per guidelines of Department of Biotechnology, Ministry of Science and Technology, Government of India, New Delhi. An Institutional Biosafety Committee (IBC) is responsible for monitoring and ensuring the safe handling, use, and disposal of biological materials in research and other applications undertaken in the University. The IBC plays a crucial role in maintaining safety standards and regulatory compliance in facilities that work with potentially hazardous biological agents. The IBC ensures that research and activities involving biological agents, including microorganisms, genetically modified organisms, and hazardous biological materials, are conducted safely in the University. The committee reviews research proposals to evaluate the potential risks associated with biological materials and to ensure that appropriate biosafety measures are in place. The IBC ensures that all research activities comply with relevant biosafety regulations, guidelines, and institutional policies.