



2012

RESEARCH POLICY

Introduction

The aim of the research policy is to provide the research among various departments/ colleges keeping the quality and integrity intact to enhance & support the centralized research facilities & facilities in the lab,

- To maintain research activities in the University.
- To facilitate the smooth implementation of Research Schemes/Projects.
- To promote interdisciplinary Research.
- To promote a Research culture on campus.
- To facilitate researchers of eminence to visit the Campus.

1. Promotion of Research

1.1 The University has a system to monitor research activities in the University. With an aim to get good output the research is monitored by a three tier system.

I. AT DEPARTMENT LEVEL(DRB, EPC)

- 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 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

Composition of DRB

- (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

- EXAMINERS PANEL COMMITTEE (EPC)

- (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 a 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

II. AT FACULTY LEVEL

The research and development is looked after by ten Deans of faculty. The committees are

- COMPREHENSIVE REPORT REVIEW COMMITTEE (CRRC)

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

- SCREENING COMMITTEE

- (a) The Dean of the Faculty (Chairperson)

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- (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
- **THESIS PUBLICATION COMMITTEE**
 - a. Dean of the Faculty (Chairperson)
 - b. Head of the Department
 - c. Supervisor

III. OVERALL

Overall the quality of research is monitored by the following committees under the Chairmanship of the Vice-Chancellor.

- **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.
- **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.

1.2. The Policy of the University to promote research in its Affiliated/ Constituent Colleges:-

Punjabi University has a policy to promote research in the various campuses, constituent colleges and affiliated Colleges. To ensure this:

- Pro-active role is played by the University by encouraging the college teachers to actively involve themselves in research. The regular college teachers holding Ph.D degree are entitled for supervising Ph.D. thesis. Many students have been awarded Ph.D degrees under the supervision of college teachers.
- The college teachers can collaborate with the labs and other research groups of University and carry on their research work. They can also access the library and other resources of the University.
- College teachers are regularly invited to attend different conferences/ workshops/ seminars organized by the University.
- Human Resource Development Centre (Academic Staff College) has been established which organizes regular as well as need-based Refresher Courses on research methodology for the University and College teachers.

1.3. The proactive mechanisms adopted by the University to facilitate the smooth implementation of research schemes/projects:-

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The University has positive attitude and extends full support while implementing the research projects by the individual researchers within the framework of rules and regulations. 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.

• **Advancing Funds for sanctioned projects :**

- On request of Principal Investigator (PI), the University provides advance funding under admissible heads.

- **Simplification of procedures related to sanctions/purchases to be made by the investigators :** As per the sanctioned budget and items to be procured, PI can procure each item worth upto Rs.2000/- without the approval of Purchase Committee

- **Autonomy to the principal investigator/coordinator for utilizing overhead charges :** Full autonomy is extended to PIs to utilize the grant sanctioned under 'Overhead Charges' to the extent of 50%. However, the PI needs to spend the amount by following the regular procedure.

- **Timely release of grants:** Soon after receiving the sanction letter, the University releases grants required to operate the project on the request made by PI. The PIs are allowed to open a separate Bank Account if required to facilitate purchases as well as payments.

- **Timely auditing:** The University facilitates auditing of accounts of each project by the Punjab State Auditing officials posted at the campus.

- **Submission of utilization certificate to the funding authorities** In the case of the ongoing project the University issues Provisional Utilization Certificate after due verification and forward the same to funding agency for the release of subsequent grants. Final utilization certificate is also issued to the PIs on the completion of the projects.

1.4. 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 and that are working in different research areas.

Between/among different departments/schools of the University

Interdisciplinary research among different departments is promoted through

- The recognition of research supervisors of allied subjects in each department
- The collaboration of teachers of different departments to guide a Ph.D. project of interdisciplinary nature as supervisor and co-supervisor
- Submission of the joint research proposals to various funding agencies. In recent times, The Department of Biotechnology (DBT)- Interdisciplinary Programme of Life Sciences (DBT-IPLS) has been initiated in the University which has made ground to activate research and overcome interdisciplinary boundaries among the departments of life sciences of the University

Collaboration with national/international institutes/industries.

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Several departments in Punjabi University have established various types teaching and research collaboration with national and international institutes.

1.5. Workshops/Training Programmes /Sensitization Programmes to promote a Research culture on 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. The HRD centre (Academic Staff College) 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.

1.6. 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 within and foreign countries and always bears the local hospitality expenses for such visitors. The University welcomes any outstanding researcher for delivering talks at various occasions and platforms and also participates in various academic activities on honorary basis. These deliberations play a major role in promoting research atmosphere in the campus.

1.7. Post Doctoral Fellowships/ Research Associateships

University has made a provision of appointment of Research Associates in various departments. University does not award the post-doctoral fellowships from its sources. However it encourages the Research Scholars to apply for the Post Doctoral Fellowships (PDFs)/ Research Associateship of UGC, CSIR, and other national and international agencies by providing the necessary infrastructural and laboratory facilities in respective Departments.

1.8. Sabbatical leave and Study leave for professors

The Punjabi University is following a system of paying the full salary (Pay and Allowances) to University teachers for a period of ONE year in the entire service for carrying out post-doctoral research overseas.

1.9. Funding for participating in conferences and seminars with in the country and abroad

Faculty members are encouraged to attend seminars and conferences, within the country, or abroad, and are readily sanctioned on duty leave for the purpose. The University also meets maximum of the expenses related to participation in conferences/seminars as per UGC Norms.

2. SUPPORT FOR SCHOLARS

(i) Research Support for Students



Most courses in the University have a strong research orientation, with small research projects forming an integral part of the training of post-graduate students.

- For students of M.Sc degree in Botany & M.Sc. Biotechnology a provision is made for carrying out dissertation as a part of M.Sc degree. All the expenses related to the completion of dissertation such as field surveys for collecting samples, chemical analysis, *in-situ* measurements and finally generating data are met from the amount earmarked for each Department in the University Budget for each Academic year.
- Similarly a research project work is mandatory for students of M.Pharm., M.Tech.
- The University also offers Ph.D. and M.Phil programme. Admission to Ph.D. programme are made in July every year through an entrance test. The research progress of the scholars is monitored by a DRB at the department level.
- Students are also given travel grant to participate and present papers in national conferences.
- The Basic Science Research (BSR) scheme is providing financial support to conduct small research projects in science departments (Botany, Chemistry, Human Genetics, Forensic Science, Zoology).

(ii) University Research Fellowship (URF)

In addition to this, the Punjabi University provides fellowships to Research Scholars (URF) funds.

(iii) Junior Research Fellowships (JRF)

A number of Research Scholars are receiving fellowships either through the selection of national level tests conducted by UGC, CSIR, etc., or through special schemes (RGNF, MANF, INSPIRE, SAP) promoted by UGC and DST, and also under various sponsored research schemes awarded to faculty.

(iv) Filing for Patents

University has taken special efforts to encourage its faculty to file patents. In this regards, University has created a special cell.

3 RESEARCH FACILITIES

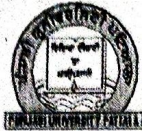
3.1. Improvement of its infrastructure requirements to facilitate research

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. This is especially so in the science departments, but in the humanities also, necessary facilities are created.

3.2 Information Resource Centre to cater to the needs of Researchers

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

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In addition to above the University has a well established computer network and net facility is provided to teachers, students and Research Scholars.

3.3. University Science Instrumentation Centre (USIC)

We have a University Science Instrumentation Centre (USIC), which is mainly meant to help various Departments in maintaining their scientific equipments thus keeping instruments functional, USIC imparts technical knowhow to the needy and thereby cater to the need of the entire University.

3.4. Specialized Research Centres / Workstation on-campus and off-campus to address the special challenges of Research Programmes

The University has following specialized research centres

Sophisticated Instrument Centre: Punjabi University, Patiala has established a Sophisticated Instrument Centre in which costly measuring and analyzing instruments are installed as a centre facility for all the departments of the University. Research students are benefited with this facility. It also runs training programmes in technical skills for the benefit of 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 science departments of the University and also of the region.

The Centre houses the following Sophisticated Instruments:

- 1) SEM
- 2) HPTLC
- 3) RTPCR
- 4) GEL DOC
- 5) FLASH CHROMATOGRAPH
- 6) DEEP FREEZER CENTRIFUGE
- 7) MILLIPORE WATER PURIFICATION SYSTEM
- 8) MICRO PHOTOGRAPHIC UNIT
- 9) PCR

The Main University Library(Bhai Kahn Singh Nabha Library), housed in a spacious modern building stocks more than 4,20,000 volumes and subscribes to more than six hundred journals. Latest books are added regularly every year. The library is kept open for 360 days of the year from 8.15 a.m. to 8.15 p.m. every day. 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.

Dr. Ganda Singh Punjabi Reference Library: A new 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.

Educational Multi Media Research Centre (EMMRC) located in Punjabi University, has been promoted under the Consortium for Educational Communication (ECE) Programme of Inter-University Centre of University Grants Commission for Countrywide Class Room teaching through educational films being telecast by the Doordarshan. This Centre has a well-equipped



full-fledged shooting studio which is being upgraded with the latest digital apparatus.

The **Computer Centre of the University** provides central facility to cater the needs of students, Research Scholars, faculty and the various 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, staff and wards of the staff of the University.

Centre for Census Studies and Research Punjabi University, Patiala: 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 form 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.

Dr. Balbir Singh Sahitya Kendra, Dehradun (Uttarakhand), is the nucleus of advanced study for research in comparative religion, philosophy & 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 & University researchers to carry out research on comparative religion, Sikh studies and history & culture of Punjab.

The University has undertaken the responsibility of maintaining the estate of Norah Richards at Andretta, Himachal Pradesh. Arrangements have been made for faculty members and students who wish to carry out study and research in the fields of theatre and television.

3.5. Centres of National Recognition/Repute

Name of Departments working like a National Facility.

An **Advance Centre for Technical Development of Punjabi Language, Literature and Culture** has also 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.

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.

Centre for Development Economics and Innovation Studies: The centre (CDEIS) has been

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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.

In addition to above the University has established study centres for research under the name of CHAIRS which has been actively working in creation of knowledge.

4. Policy of the University to check malpractices and plagiarism in Research

The University has constituted a special cell to monitor and screen the research work submitted for the award of Ph. D as per the UGC guidelines. If plagiarism or copying is established, the quantum of punishment to be recommended by the committee, can be any one of the following:-

- (i) the candidate will be asked to revise the Thesis/Project Report
- (ii) the Thesis/Project Report will be rejected.
- (iii) the candidate will be debarred and also the supervisor will be debarred from supervising Ph.D./ M.Phil./Project Report.