



TANTIA UNIVERSITY

Sri Ganganagar (Rajasthan)-335002

RESEARCH POLICY

1. Introduction

Tantia University is dedicated to establishing world-class research and academic programs that compete on a global scale. The University's research policy outlines key information regarding its various initiatives and programs. As an institution, the University aims to deliver quality education and training, enabling students to develop their potential and contribute positively to society.

The University's prime motive is not only to develop lawyers, managers, researchers and doctors but professionals with human values who make noteworthy contributions to society. Tantia University supports its students to succeed at every level to become well-rounded individuals and skilled professionals.

1.1. Scope/Applicability of the Policy

The Tantia University Research Policy Guidelines apply to all faculty, staff, and students involved in research activities at the University.

1.2. Policy Statement

Tantia University's mission is to contribute to making India a global knowledge leader through education, research, and innovation. To achieve this, it is essential to invest in cutting-edge research across all Faculties, ensuring a responsible and ethical approach to advancing knowledge and developing new technologies and processes. It is equally important that research outcomes are widely disseminated at national and international levels. This policy provides guidelines for conducting research activities at the University and is applicable to all full-time, part-time, and contractual employees, as well as students engaged in research activities.

1.3. Definitions

- **"Administering Office"** refers to the academic division or department responsible for ensuring compliance with University policies and supporting the Principal Investigator (PI) in managing research projects.
- **"Administrative Staff"** refers to University employees who are not part of the teaching faculty.

- **"Author"** includes any member of the University's teaching or administrative staff, students, or visitors who have created a written work.
- **"Commercialize" or "Commercialization"** refers to making a work available for profit outside the University, excluding the production or distribution of academic texts by recognized publishers.
- **"Computer Software"** refers to a set of instructions or statements, stored in any format, intended to be used in a computer for a specific result.
- **"Copyright"** is defined as per the Copyright Act of 1957, conferring exclusive rights to perform or authorize certain acts related to a work.
- **"Direct Costs"** are clearly identifiable project costs, such as salaries, materials, equipment, and travel.
- **"Indirect Costs"** are expenses that cannot be directly attributed to a project, including building maintenance, utilities, insurance, and administrative overhead.
- **"Instructional Software"** refers to educational software that involves interactive or multimedia components.
- **"Invention"** refers to a new product or process that involves an inventive step and has industrial applicability, whether or not it is patentable.
- **"Inventive Step"** denotes a feature of an invention that represents technological progress or economic significance and is not obvious to someone skilled in the field.
- **"Net Revenue"** refers to income from commercializing a work, after deducting legal and other direct expenses incurred in securing intellectual property rights.
- **"Principal Investigator"** is the individual responsible for the intellectual direction of a research project.
- **"Research Agreement"** refers to any agreement related to research, including sponsored research agreements and material transfer agreements.
- **"Research"** involves investigation, experimentation, and the application of knowledge to specific problems or circumstances.
- **"Sponsored Research"** is research funded by external organizations or through agreements with other institutions.
- **"Substantial Use of University Resources"** refers to significant University support, such as funding, specialized equipment, or staff resources, provided for the creation of a work.

Objectives of Research and Development Cell

- Foster a research-driven ecosystem at the University.
- Enhance faculty research awareness by organizing seminars, conferences, and workshops on research methods and intellectual property rights.
- Encourage faculty to pursue doctoral and post-doctoral opportunities at leading national and international institutions.
- Promote participation in research projects funded by national and international organizations in advanced fields.
- Identify new areas of research and apply findings practically through collaboration and high-quality studies.
- Facilitate collaborative research with internationally renowned institutions and industries.
- Publish research in reputable journals.
- Guide and motivate students to engage in global competitions and hackathons.
- Innovate and file patents, leading to grant acquisition.

Functions of Research Committees

- **Research Advisory Committee:** Provides advice on key research areas, future programs, and infrastructure development related to research and innovation.
- **Directorate of Research:** Oversees ongoing PhD activities as per Tanta University's PhD regulations. The Directorate of Research is comprised of academic members from various Faculty of the university. The team is responsible for maintaining efficient and smooth coordination of the university's research and development initiatives, thereby contributing to the university's overall growth. The members will contribute to the promotion of research and development efforts of Tanta University. The Directorate of Research Dept. will plan, promote, and assess university Research activities, such as financed Research projects and consultancy initiatives. The members will meet once a month to discuss the status of

ongoing programmes, set annual goals, and devise methods for accomplishing those objectives.

2. Research Promotion

2.1. Introduction

The University is committed to fostering a research culture by improving its quality. Research promotion will be achieved by identifying emerging fields and motivating faculty through recognition and support from the University Chancellor. The following initiatives aim to enhance research:

- Funding through the 'Seed Money Grant' to encourage research.
- Courses in research methodology, report compilation, and intellectual property rights to improve research output.
- Recognition and rewards for research contributions, and support for attending conferences.
- Faculty may be granted limited relief from teaching duties during research projects.
- Involvement of faculty and students with expertise in research areas.
- Faculty development programs to enhance research skills.
- Expansion of library resources with subscriptions to journals and research literature.
- Training faculty, staff, and project mentors to ensure high-quality student research output.
- Sabbatical leave for research purposes.
- Joint research projects with other institutions and industries.
- Maintenance of research-related databases.

3. Research Support

3.1. Incentives for Publishing in Peer-Reviewed Journals

Incentives are provided to motivate faculty and researchers to publish in reputable journals.

3.2. Faculty Awards for Research and Innovation

Annual awards recognize outstanding contributions to research and innovation, with additional rewards for national and international recognition.

3.3. Funded Research Projects

Faculty are encouraged to submit research proposals to identified funding agencies, with the University providing necessary infrastructure for conducting major projects. Projects funded by external agencies are monitored for progress, and funding is also provided for projects that cannot secure external funding.

3.4. Seed Money for Research Projects

The University provides seed money to faculty for promising research projects, with the expectation of outcomes such as publications, patents, or copyrights.

3.5. Financial Support for Intellectual Property Rights

The University extends financial support for filing patents and copyrights according to established guidelines.

3.6. Institutional Research Fellowship

Fellowships are available to full-time PhD scholars, allowing them to contribute to the University's efforts. Scholars must commit full-time to their research without outside employment.

Career Advancement

The University aims to empower students with the skills and knowledge necessary for successful careers. This involves:

- General counseling assessments to identify students' strengths and career goals.
- One-on-one career counseling sessions to establish clear objectives.
- Providing information on career opportunities and emerging fields.
- Personalized career development plans.
- Continuous support through resume writing, interview preparation, and networking.
- Periodic evaluations to assess progress and make adjustments to career strategies.

POLICY ON PLAGIARISM

The University aims to foster and maintain an ethos of honesty and academic integrity. All staff and research scholars have an obligation to act in an ethical manner, consistent with the requirements of academic integrity. Tania University has a well-defined policy on plagiarism in place in order to avoid acts of academic dishonesty. Plagiarism is a serious academic offence that may be easy to commit unintentionally, it is defined by the act not the intention. It is the responsibility of all research scholars to familiarize themselves with the University's policy on plagiarism. The research scholars are advised to seek guidance from their teachers/staff member/supervisor.

DEFINITION OF PLAGIARISM

Plagiarism is defined as the passing off of another person's work as if it were one's own, by claiming credit for something that was actually done by someone else. Plagiarism is an act of fraud committed knowingly or unknowingly by stealing someone else's work, idea (both scientific and literary work) and/or published materials. The act of plagiarism can be manifested in the form of publishing someone else's work, audio and video broadcasting, or circulation of copied words and images, ideas and opinions, discoveries, artwork and music, recordings or computer generated work (like circuitry, software or computer programmes, websites-internet content).

Plagiarism takes many forms. Some common types of plagiarism include:

- (a) Copying and Pasting (copying and pasting portions of text from online journal articles or websites without proper citation)
- (b) Downloading or buying research papers (Downloading a free paper from a web site or paying to download a paper and submitting it as your own work).
- (c) Paraphrasing of another's work by simply changing a few words or altering the order of presentation without clear identification, appropriate reference and acknowledgement.
- (d) Copying or submitting someone else's written or creative work (in the form of words, images, ideas, opinions, graphics, formula, discoveries,

invention, artwork, design, music, recordings, choreography, photographs, software, computer programmes).

(e) Submitting a work/document that had been submitted previously. Submitting a work that had been prepared by falsification / fabrication of data.

(f) Submitting a collaborative work without obtaining consent from the concerned collaborator.

(g) Submitting a cross language content translation and use without reference to original work.

(h) Using work of a third party (for a fee/free) and represented by a research scholar as his or her own work (Ghost writing).

(i) Indulging in acts of collusion and purloining—

(i) Collusion-Different research scholars submit work that is so alike in content that similarity goes beyond coincidence. This is contrary to the declaration given by the research scholar that the given work is their own and has not previously been submitted for assessment for award of a degree.

(ii) Under purloining form of plagiarism, a research scholar takes information/text/data without the consent or knowledge of another research scholar and submits it as his or her own.

(j) There are instances that the sources are cited but it is still considered plagiarized. For example:

(i) The writer mentions an author's name for a source, but neglects to include specific information on the location of the material referenced (forgotten footnote).

(ii) The writer provides inaccurate information regarding the sources, making it impossible to find them.

(iii) The writer properly cites a source, but neglects to put in quotation marks, text that has been copied word-for-word, or closes to it.

(iv) The writer properly cites all sources, paraphrasing and using quotations appropriately. The catch? The document contains almost no original work. Accordingly, plagiarism is not only limited to copying someone else's work completely, or in part, but also tweaking of a portion or portions from several sources so as to make it read as original work. In some instances, copying

from one's own work can be an act of plagiarism, if the published material is copyright protected and was previously transferred to a publication house.

How to detect Plagiarism?

It is the prime responsibility of faculty members and research scholars to distinguish between original content and plagiarized work. The detection of plagiarism is a judgment to be made by a person who understands the subject and who is also aware of the definition of plagiarism. Common methods of detection of plagiarism are

- i. A portion of work or whole of it is found belonging to another author and a formal complaint is received about it.
- ii. A sudden change is found in the style of writing of a text inconsistent with the style used in the entire text- reported by examiner / evaluator.
- iii. Under Software based detection a soft copy of the work is uploaded in plagiarism detection software. The common material content is found in submitted work and the original work in the database.

Software Settings

While performing the plagiarism check using software the following optional settings may invariably be set to reduce the percentage of matching.

- (a) Exclude Quotations, methodology, legal quotes, bibliography, and phrases.
- (b) Exclude Small Matches up to 10 word counts. (This is to exclude the matching of common phrases and established facts related to the topic which may come across the documents)
- (c) Exclude Small similarity less than 1%.
- (d) Exclude Mathematical, statistical and scientific Formula
- (e) Exclude the title of the paper, name of the institute, department, author name etc. from screening to reduce the percentage of matching.
- (f) Exclude one's own published work

Materials to be screened

It is mandatory to screen through plagiarism detection software the Ph.D. theses, postgraduate dissertations, project reports before submission to Tanta University, Sri Ganganagar i.e. before presenting the pre-submission seminar.

The faculty, staff and research scholars are also encouraged to screen all the research papers they prepare to communicate to national and international journals and research proposals/reports to different agencies.

Examples of Fabrication

(a) In the social sciences, a researcher/interviewer completing a questionnaire for a fictitious subject that was never interviewed.

(b) In the biological sciences, the creation of a data set for an experiment that was never actually conducted. The practice of adding fictitious data to a real data set collected during an actual experiment for the purpose of providing additional statistical validity.

(c) In clinical research the insertion of a clinical note into the research record to indicate compliance with an element of the protocol.

Guidelines on Do's:

- (a) Only One's original work to be submitted,
- (b) Precise and accurate citation of others' work,
- (c) Any downloaded information from internet to be appropriately created/referenced,
- (d) Submitted material should not contain any artwork, pictures, and graphics from someone else's work and such materials should be authentic with no use of others' electronic storage media.

Guidelines on Don'ts:

The following must be avoided unless source of material/information is credited appropriately:

- (a) Direct or indirect copying,
- (b) Any act of translation without proper accreditation,
- (c) Paraphrasing others' work,

- (d) Tweaking and piecing together work of others,
- (e) Resubmission of one's own or someone else's work,
- (f) Claim of a collaborative work without consent from the concerned collaborator(s) (includes unauthorized collaboration and claiming a collaborative work as an independent one or vice versa),
- (g) Ghost writing — i.e. writing a document(s) on someone's behalf Tool.

SEED MONEY POLICY

Introduction

Directorate of Research involves a structured process of basic and applied research aimed at finding solutions to societal challenges or creating new knowledge and products through innovative methods. This research can lead to patents, publications, copyrights, and other intellectual property.

Tantia University has introduced the Seed Money Scheme (SMS) to offer small grants for research projects across various fields, fostering faculty research engagement and interest. As many funding agencies require prior research experience, the SMS aims to assist faculty members in launching their research projects by providing initial funding to help them build a foundation for future grant applications.

Objectives

- To motivate young faculty members to engage in research and innovation.
- To enhance faculty research efforts, preparing them to apply for external funding.
- To increase the University's intellectual property (IPR) portfolio through quality publications, product development, and process innovations.

Scope of the Policy

- This policy encourages Tanita University's regular faculty to submit innovative Seed Research Proposals.
- Any regular faculty member of TU can submit a proposal and serve as the Principal Investigator (PI).
- One faculty member may serve as a Co-Principal Investigator (Co-PI).
- Grants ranging from ₹1 lakh to ₹3 lakhs may be awarded, with the possibility of increased funding based on project scope.
- Faculty members can be part of a maximum of two projects funded under this scheme, with potential exceptions approved by committee.
- Interdisciplinary project proposals are encouraged.

- Expected project outcomes include patents, technological solutions, product/process development, or publications in peer-reviewed journals, acknowledging TU's contribution.

Nature and Duration of Support

- Seed money grants are available for one year and may cover equipment, software, consumables, travel, and accommodation (if necessary). The duration may be extended as needed.
- The purchase of desktops, laptops, or printers is not allowed under this scheme.

Eligibility

All full-time faculty members of Tania University are eligible for the TU-SMS.

Procedure

- The University Research Committee (URC) will identify focus areas for TU-SMS, with revisions made annually based on evolving needs.
- Notifications will be issued inviting applications for the Seed Money Scheme on an annual basis.
- Faculty interested in the scheme must submit a proposal to the Director of Research, with approval from their Head of School/Dean/Director. Joint proposals are allowed, but only one faculty member may serve as PI and the other as Co-PI.
- Proposals will be reviewed by a Seed Scheme Committee (SSC), which will also conduct presentations/interviews with applicants.
- SSC will submit its recommendations to the URC, and final approval will be sought from the Vice-Chancellor (VC) of TU.
- Rejected proposals may be resubmitted after making necessary revisions as suggested by the committee.
- Approved proposals will be forwarded to the Registrar for the issuance of sanction letters, with copies sent to the finance department, the faculty member, and the head of the school.
- A senior faculty member or external expert may be appointed as a mentor, if required.

Evaluation

- Faculty members must submit progress reports every semester, which will be reviewed by SSC.
- Progress reviews will assess both research progress and expenses incurred.
- Funding may be withheld at any stage based on SSC recommendations.
- If the research progress is unsatisfactory, the committee may recommend withdrawing the grant.
- Upon completion, faculty members must submit a final report to the URC, including a plagiarism report and copies of research outputs, for submission to the Registrar's office.

Guidelines

- If a PI leaves the University, the Co-PI may take over as PI, or the project may be transferred to another faculty member in the same school, with approval from the Dean and the Vice-Chancellor.
- PIs must submit progress reports every six months for review by URC-nominated personnel.
- Equipment procurement, use, and maintenance must follow University policy.
- The PI must submit a utilization certificate (UC) to the VC's Office and IQAC in a timely manner.
- The project completion report must be submitted to the School of Research, IQAC, and the VC's Office for record keeping.
- Any intellectual property generated from SMS-funded projects will adhere to TU's IPR guidelines.
- The University will provide extensive support throughout the research process, as required.