



Shri B.P.B.Arts and M.H.G.Commerce College, Unjha



**INTELLECTUAL
PROPERTY RIGHTS**

SHRI B.P.B.ARTS AND M.H.G.COMMERCE COLLEGE, UNJHA

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INSTITUTIONAL POLICY FOR FINANCIAL SUPPORT AND RESEARCH

INTRODUCTION:

Research and publication are the important endeavors of an academic scholar. As a part of awareness and advocating research activities, the institution always allows researchers to access its resources for genuine research activities. Its library and internet facilities are often utilized by the researchers of the campus. As far as creating awareness is concerned, the institution has recently organized a national seminar to attract young and seasoned researchers to create awareness and to share their findings with fellow researchers. The institute often arranges scholarly lectures of renowned researchers to advocate research activities and create an atmosphere. The lectures of renowned researchers like Dr. Amrit Patel, Dr. Ghanshyam Shah, and Dr. K.C. Barot etc. have provided guidance to students and community to initiate research activity.



The institution has **Mahatma Gandhi Memorial Library and Research Center**. The institution is aware of the new emerging areas of research. To meet the need, it always develops its infrastructural facilities and enhances the library resources. The separate department chambers with computer, internet facility and intercom facilities have been allotted to the faculty members. The institute is planning for

departmental library and subscription to various e-journals and e-libraries. It also plans to provide LAN connections to connect all the departments to share their documents and research findings. The college is also planning to provide the library catalogue in a software program to all the faculty members to save time and provide easy access to all the available books of the college library. The principal often invites suggestions from the faculty members to enhance the library resources and infrastructural facilities for promoting research activities

The research activities of the college and its faculties confined to various subjects



of humanities, economics and psychology as it is an Arts and Commerce college.

The institution always encourages teachers to participate in various national and international seminars, conferences and symposiums. The institution

provides internet access to all the teachers. The institution allows teachers to borrow more books from the library for their research purpose. The principal also encourages the faculties to apply for UGC sponsored research project. The principal and the office provide all necessary documents for applying. After the project is sanctioned and the grant is received it is handed over immediately to the principal investigator of the project. Any investigator hasn't demanded for reduction of his/her work load, the college authority may consider the demand if it is required by the investigator. The institution often sanctions leave as per the requirement of the investigator. It provides necessary documents and also motivates the research scholars for smooth progress.

AIMS, OBJECTIVE AND FUNCTIONS OF THE CELL:

- To help the library staff in updating and arranging all books systematically.
- To make students aware of how to locate books by using the catalogues.
- To assist the library staff to keep books and the library neat and clean.
- To maintain a record of all books with their prices.
- To circulate and provide IPRs protection information, orientation and facilities to University researchers & students.
- To purchase useful reference books and textbooks
- To guide & advise researchers on how to obtain & sustain patents, trademarks and help them approach patent information centre (PIC).
- To select new books and magazines for display
- To organize various IPR awareness programmes, workshops and seminars in colleges.
- To organize workshops on API, Fundamental Rights, Copy Rights, RTI Act., Patent Rights, Plagiarism, etc.

CODE OF ETHICS IN RESEARCH TO CHECK PLAGIARISM IN RESEARCH

Shri B.P.B.Arts and M.H.G.Commerce College, Unjha is committed to promote research and publication among the faculty members and students. It is our strong belief that research must be free from plagiarism, unethical ways, malpractices and it must maintain high quality. The college is affiliated to Hemchandracharya North Gujarat University, Patan and it follows strictly the rules and provisions laid down by U.G.C. and the University. The UGC Letter Reg.: UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 was published on 07-08/2018.

- As per the norms and rules for the M.Phil./Ph.D. supervisors decided by the University, the responsibility is with the respective supervisor to ensure that there is no plagiarism in the research work carried out by their students.
- URKUND is the software and automated tool for detecting plagiarism for the faculty and students of the Hemchandracharya North Gujarat University, Patan and its affiliated colleges and check their thesis using the same.
- The Intellectual Property Rights Cell or Research Advisory Cell of the college monitors all the ethics related issues.
- The cell also organizes workshop and seminars to promote quality research work among faculty and students.
- The cell also supervises research activity and takes proper care of research facilities of the campus.
- The cell suggests various provisions and correction derived from U.G.C. and the University.

- The cell also suggests providing research facilities, subscribing research journals, reference works, e books and database required for research.

RESEARCH FACILITIES:

The institution assists the teachers by providing him all necessary documents required for application or submission, and also grants leave, if required. It also provides necessary help for utilization certificate and submission of the final report. Moreover, the institute provides free access to the internet for their research activity and correspondence. It has already given laptop to each of the faculty with a 4 GB pen drive. It has also provided a computer system to each of the departments to help the department in its academic activities.

1. RESEARCH CENTRE: (For Faculty and Students)

College had developed a research centre in the library where separate research corner is given to the staff and students with 24 hrs internet service, desktop computer and online resources.

2. DEPARTMENT RESEARCH ZONE:

College has also developed separate departments as research hub where a faculty can involve themselves in research activities. In respective departments, they are given separate laptops, pen drives, and desktop computers with internet facilities.

LIST OF EQUIPMENTS PROVIDED FOR RESEARCH

Name of the instrument	Quantity
Laptops Provided by the institution	20
Laser Printer	05
Pen drives to Faculties	20
Department Computers	04
Research Zone Computers	02

COMPOSITION OF THE INTELLECTUAL PROPERTY RIGHTS CELL:

Research Cell will have the following composition

- Principal – Chairperson
- Coordinator – Member Secretary
- Two teachers – Members

Research Cell may be expanded with the inclusion of more members as necessary. It may also set up and promote 'Action Groups' for managing specific projects/activities.

AIM AND VISION OF THE POLICY

The research policy of the college aims to promote, create and support a research culture among its teachers, staff and students and leverage it for enriching and enhancing the professional competence of the faculty members; for developing and promoting scientific temper and research aptitudes of all learners; for realising the vision and missions of the college and for contributing to national development by establishing an institutional fund and plan for facilitating their participation in research and related activities and by providing the required resources and appropriate facilities.

It also aims at ensuring that the research activities of the college conform to all applicable rules and regulation as well as to the established standards and norms relating to safe and ethical conduct of research.

SCOPE OF THE POLICY

This policy shall apply to all the researchers of the college and for the purpose of this policy 'researchers' are defined to include

1. All staff, temporary and permanent, who are active in teaching, research, administration and provision of any form of support to the core functions of the college;
2. All students registered with the college;
3. All mentors, guides, external experts and sponsors associated with any of the research activities of the college
4. All academic and administrative departments of the college;

This policy shall apply to all the research and related activities of the college and for the purpose of this policy research and related activities will inter alia include

1. Research activities including basic, strategic and applied research undertaken either for fulfilling the requirements of academic degrees or for solving problems
2. Scholarly activities intended to expand knowledge boundaries by analysis, synthesis and interpretation of ideas and information by making use of rigorous methodologies
3. Knowledge compilation and communication initiatives for keeping abreast of academic developments in any knowledge domain such as writing of textbooks, chapters of textbooks, monographs; developing/updating curriculum, etc.

4. Creative activities involving the generation of new ideas, innovations, hypotheses, images, performances or artefacts, including design in any field of knowledge which leads to the development of new knowledge, understanding or expertise;
5. Research projects of students undertaken as part of the curriculum or for enriching it
6. Publication, presentation and communication of the research outcomes and related activities

OBJECTIVES OF THE POLICY

- To strengthen the institutional capacity for strategic, technical and operational planning, budgeting and control of all research activities of the college
- To create and administer a research fund for supporting and facilitating research initiatives and projects of faculty members and students
- To develop rules, procedures and guidelines for granting research support, instituting awards, and supporting all other related activities
- To develop rules, procedures and guidelines for granting study leave, sabbatical leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities
- To provide a modality of for proper coordination of all research activities of the college and aligning these to the vision and missions of the college and national development goals.
- To prepare and regularly update the research agenda of the college outlining the preferred focus areas and priorities of research activities to be supported
- To guide faculty members in the effective integration research projects with the regular curriculum implementation and curriculum enrichment activities
- To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organisations
- To promote interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects

- To define an enabling framework for researchers to obtain sponsorships for research projects and which makes the participating researchers responsible for the successful implementation of the project
- To develop and promote linkages with the Research Council of the University of Delhi and enable all the researchers of the college to benefit from the activities and programmes of the council
- To identify and establish linkages including MOU s for long term relationships with national and international research organisations for widening the scope of research opportunities and funding options available to the teachers and students of the college.
- To identify and establish linkages including MOU s for long term relationships with industry bodies and individual companies for creating opportunities for teachers and students of the college to involve themselves in real life research projects and obtaining sponsorships
- To encourage and facilitate the publication of the research work/projects in reputed academic journals
- To encourage and facilitate the presentation/communication of the research work/projects as well as their findings and recommendations through academic events such as workshops/seminars/guest lectures or the media
- To compile data on all the research work/projects undertaken by the teachers and students in to a database for easy monitoring and analysis of the progress being made by them from year to year
- To provide a mechanism for ensure that academic staff attain the desired mix of teaching, research and consultancy outputs so as to achieve the level stated in the College mission;
- To draw up and adopt a research code, which informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research
- To prepare and implement a research quality assurance mechanism for ensuring that all research activities of the college conform to standard quality specifications
- To develop, prescribe and administer rules and procedures to ensure the compliance of all researchers to the research quality assurance framework, the research code and all the applicable rules and regulations.
- The Unjha Education Board, Unjha managed Shri B.P.Brahmbhatt Arts And M.H.Guru Commerce College, Unjha forms a policy that the faculty

member whoever participates and presents a paper in any workshop/ seminar/ conference in the country shall be awarded the registration fees for the same.

- The faculties shall not claim travel allowance for this academic journey. The faculty member shall produce the original receipt of registration and claim this fees before the end of that particular financial year.
- Faculty members must produce original receipt of the participated event.
- Faculty members can claim Duty Leave for that event with prior approval of the Principal.
- At the time of the claim, faculty member shall submit the certificate of the event to IQAC and IPR Cell.
- The Principal, IQAC Coordinator and IPR Cell Convener will decide the final allotment of the grants to the faculty member.

Research Policy Implementation Mechanism

The Research Cell of the college shall be responsible for implementing this research policy of the college by working closely with the college management. The specific roles and functions of the research cell will be as follows

1. Facilitate the faculty in undertaking research and will work with the college management to set up a research fund for providing seed money
2. Provide research facilities in terms of laboratory equipment, research journals, books and research incentives etc. required by the faculty.
3. Encourage and promote a research culture (eg. teaching work load remission, opportunities for attending conferences etc.).
4. Encourage the faculty to undertake research by collaborating with other research organisations/ industry.
5. Create suitable procedures for giving due recognition for guiding research.
6. Facilitate the establishment of specific research units/ centres by funding agencies / university.
7. Organise workshops/ training programmes/ sensitisation programmes are conducted by the institution to promote a research culture on campus.
8. Prepare budgets for supporting students' research projects.
9. Invite industry to use the research facilities of the college and sponsor research projects.

10. Approach National and international organisations such as UGC, ICSSR, ICHR, ICPR, DST, DBT, UNESCO, UNICEF to fund major and minor research projects undertaken by the faculty / students
11. Make efforts to improve the availability of research infrastructure requirements to facilitate research.
12. Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
13. Facilitate Interdepartmental / interdisciplinary research projects.
14. Institute research awards.
15. Create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.
16. Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.
17. Create and maintain a database of research work and research projects undertaken by the faculty and students as well as collect data by metrics such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc.
18. Publicise the research expertise and consultancy capabilities available in the college.
19. Facilitate the provision consultancy services to industries / Government / Non- Government organizations / community/ public.
20. Prepare Rules & Guidelines for Grant of Research related leave and other remissions
21. Prepare Guidelines for design and evaluation of curriculum oriented research projects
22. Prepare a college research agenda with relative priorities.