



OFFICE OF DEAN RESEARCH STUDIES
UNIVERSITY OF JAMMU
JAMMU

NOTIFICATION

Vice Chancellor, in anticipation of approval of University Council, is pleased to approve the Research Policy 2023-24 (Research and Development Cell), under aegis of office of Dean Research Studies, University of Jammu, Jammu as per Annexure.

The Research Policy is available on the University Website:
www.jammuuniversity.ac.in

Sd/
Dean Research Studies

No: DRS/24/ 5719 - 5770
Dated 5/02/2024

Copy to:-

1. Special Secretary to Vice-Chancellor for the kind information of the Hon'ble Vice Chancellor please
2. Sr.P.A. to Dean Academic Affairs/Dean Research Studies/Dean Planning & Development.
3. Sr.P.A. to Registrar/Controller of Examination/Director CDC/ Director DD &OE.
4. All Deans/ HODs/Conveners/ Rectors/Directors of the offsite Campuses.
5. I/c Director, DIQA / I/c Librarian, Dhanvantri Library,
6. I/c Coordination Section alongwith photocopy of Research Policy for necessary action.
7. I/c University Website for uploading on the University Website.
8. Guard file.

Assistant Registrar (DRS)

5/2/2024



**Office of Dean Research Studies
University of Jammu, Jammu
Jammu & Kashmir, India**

**Research Policy
(2023-24)
(Research & Development Cell)**

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1. DEAN RESEARCH STUDIES

1.1 Introduction

The office of Dean of Research Studies was established in 2011 so as to steer the vision of the University in the research domain and implement the research agenda. Earlier there was a section called as Research & Awards section which dealt in the matters of research activities of the University of Jammu. Accordingly, the office functions under the overall supervision of the Dean of Research Studies.

1.1.1 Powers and Functions of Dean Research Studies (Notification No. 4 of 2013 dated 04.03.2013)

The office of the Dean Research Studies:

1. Shall work to facilitate and promote quality research in University/ Satellite Campuses/ and recognised research centres/ laboratories.
2. Shall coordinate, supervise, and recommend to the Vice-Chancellor for the approval of the admission of students to Ph.D./D.Sc./D.Lit./DLL/PDF/any other research programmes in various faculties.
3. Shall recommend to the Vice-Chancellor in consultation with Dean Academic Affairs and Deans of the Faculties, modifications, amendments in the statutes governing the admission of students to Ph.D./D.Sc./D.Lit./DLL and other research programmes for placement before relevant statutory bodies (if necessary).
4. Shall coordinate and facilitate a timely Board of Research Studies meeting in various faculties.
5. Shall coordinate and facilitate the submission of research project proposals to various funding agencies by Principal Investigators and will also be responsible for their internal monitoring. For this purpose, a Projects and Planning Cell would be created, which would function under Dean Research Studies and the Cell would be responsible for the timely disposal of all matters, including financial issues related to research projects, fellowships and scholarships.
6. Shall recommend to the Vice-Chancellor recurring and non-recurring expenditure provided under the sanctioned research projects(s).
7. Shall be responsible for signing the Utilisation Certificates of research projects and their timely submission to concerned funding agencies.



8. Shall provide necessary guidance and encourage teachers/researchers to write research project proposals and suggest incentives or other initiatives to the Vice-Chancellor for the purpose.
9. Shall liaison with relevant international, national/regional agencies/organisations/groups/individuals for financial support and promotion of quality research in the University.
10. Shall make efforts to position the University in such a manner that it carries out research on problems of immediate concern to the Jammu & Kashmir State and contribute towards the sustainable development of the state (local and regional).
11. Shall scrutinize and recommend the research proposals received from various University Departments/ Centres/ Institutes and other related research programmes to the Vice-Chancellor for approval.
12. Shall supervise and promote the quality of Research Journal(s) published by the University.
13. Shall recommend as Chairperson of a committee (to be formed by the Vice-Chancellor) the allocation of plan and non-plan research grants received by the University to various departments/research centres based on their needs and contributions.
14. Shall identify key areas of research in the University in consultation with Deans and HODs and ensure their promotion to achieve national eminence in such areas.
15. Shall prepare an annual research report and identify the initiatives to be taken to promote/maintain quality of the research work.
16. Shall keep track of research funding schemes/special calls advertised by various funding agencies, both national and international, and sensitise the University faculty and other stakeholders (including research scholars/students) to apply for funding to promote his/her innovative pursuits.
17. In the absence of the Vice-Chancellor, the Dean of Research Studies shall chair the meetings of the Board of Research Studies (BORS) and other research and development committees.
18. Shall be responsible to sign the Utilisation Certificates for funds besides the financial and legal authorities of the University sanctioned under various sponsored projects.
19. Communicate approval to the proposals of Heads of the Departments for deputing delegates from the University to conferences, seminars and workshops after these are



recommended by concerned HoDs, Deans and formally approved by the Vice-Chancellor

20. Shall be responsible for the effective utilisation of grants from Central/State agencies for the development of research-related infrastructure.
21. Shall be responsible for the timely purchase/procurement of scientific equipment in consultation with a duly constituted Purchase/Technical Committee to be nominated by the Vice-Chancellor.
22. Shall be responsible for receiving and disbursing financial support offered by various funding agencies for projects related to research and infrastructure development.
23. Shall supervise and carry out any other work related to the research to be assigned by the Vice-Chancellor.

1.1.2 Boards of Research Studies

At present, there is a Board of Research Studies in the following eight faculties of the University:

- Faculty of Science
- Faculty of Social Science
- Faculty of Life Sciences
- Faculty of Mathematical Science
- Faculty of Business Studies
- Faculty of Arts
- Faculty of Education
- Faculty of Law

1.1.3 Powers and Functions of the Boards of Research Studies

Each Board shall have the following powers and functions, namely:

- To consider and grant applications for registration for the research degrees in the light of the recommendations made by the Head of the Post-Graduate Department concerned.
- To appoint supervisors for the guidance of research studies.
- To prescribe the maximum number of research scholars to be guided as per the norms.
- To submit to the Academic Council suggestions and proposals for organising or improving the research studies at the University.



- To consider any other matter referred to it by the Academic Council, the Syndicate, and the University Council.



2. RESEARCH AND DEVELOPMENT CELL

2.1 Introduction

The National Education Policy (NEP) 2020 envisages the promotion of quality research within the Higher Education system. Research and innovation are important aspects to enhance quality education by the Higher Education Institutions (HEIs). Societal challenges of our country can only be addressed by having a strong and vibrant higher education ecosystem with an emphasis on research, innovation, and technology development. The integration of Research, Innovation and Technology Development is the foundation of Atma-Nirbhar Bharat (Self-reliant India). The establishment of the Research and Development Cell (R&DC) at the University of Jammu is aimed at enabling the attainment of targets set by Atma-Nirbhar Bharat and is expected to play a crucial role in catalysing the multidisciplinary, transdisciplinary, and translational research culture mandated in NEP 2020.

As per the guidelines issued by the University Grants Commission regarding the establishment of the **Research and Development Cell** in Higher Education Institutions, Research and Development Cell has been constituted under the aegis of the office of **Dean Research Studies**, comprising of five components. These components are executed through the respective committees constituted along the themes. The five components are as follows:

1. Research & Development Programme
2. Collaboration and Community
3. Finance and Infrastructure
4. Product Development, Monitoring and Commercialisation
5. IPR, Legal and Ethical Matters

2.1.1 Vision and Mission

- To put in place a robust mechanism for developing and strengthening the research ecosystem within the University in accordance with the provisions of NEP-2020.
- To create a congenial ecosystem environment for enhanced research productivity.
- To promote collaboration across industry, government, community-based organisations, and agencies at the local, national, and international levels.
- To facilitate greater access to research through optimum utilisation and mobilisation of existing resources and funding.



2.1.2 Objectives

- To build an organisational or intra-institutional structure with role-based functions for R&DC, formulate Research Policy for the University, identify thrust areas of research, and form related cluster groups, frontline teams, or consortiums of researchers.
- To help the University create research policies for recruitment of research personnel, procurement of equipment, and financial management with sufficient autonomy for the Principal Investigator(s) and propagate research outcomes to stakeholders and the public at large.
- To put in place policies to promote researchers and innovators, identify potential collaborators from industry, research organisations, academic institutions, and other stakeholders for cooperation and synergistic partnerships.
- To act as a mediator between researchers and relevant research funding agencies, provide guidance in the preparation and submission of project proposals, and post-sanctioning of the grants to supervise adherence to timelines.
- To create mechanisms for coordination among other cells and centres dealing with University-industry interlinkage, incubation, innovation and entrepreneurship development, and intellectual property rights (IPR).
- To develop an institutional research information system through Internal Quality Assurance Cell (IQAC) for sharing the status of ongoing or completed research projects, programmes, expertise, resources, etc., and making effective use of Information & Communication Technology (ICT) for preparing the database of in-house experts to provide industrial consultancy and services.
- To engage and optimally utilise the services of superannuated active faculty and scientists in the capacity building of talented young minds in research and to promote mobility of researchers across institutions and R&D labs.
- To serve as a nodal centre for ideation and conceptualisation of research topics and themes across the disciplines by organising workshops and training programmes and ensuring the integrity and ethical practices of research activities, including clearance of the ethical committee wherever and whenever needed.

2.1.3 Functions

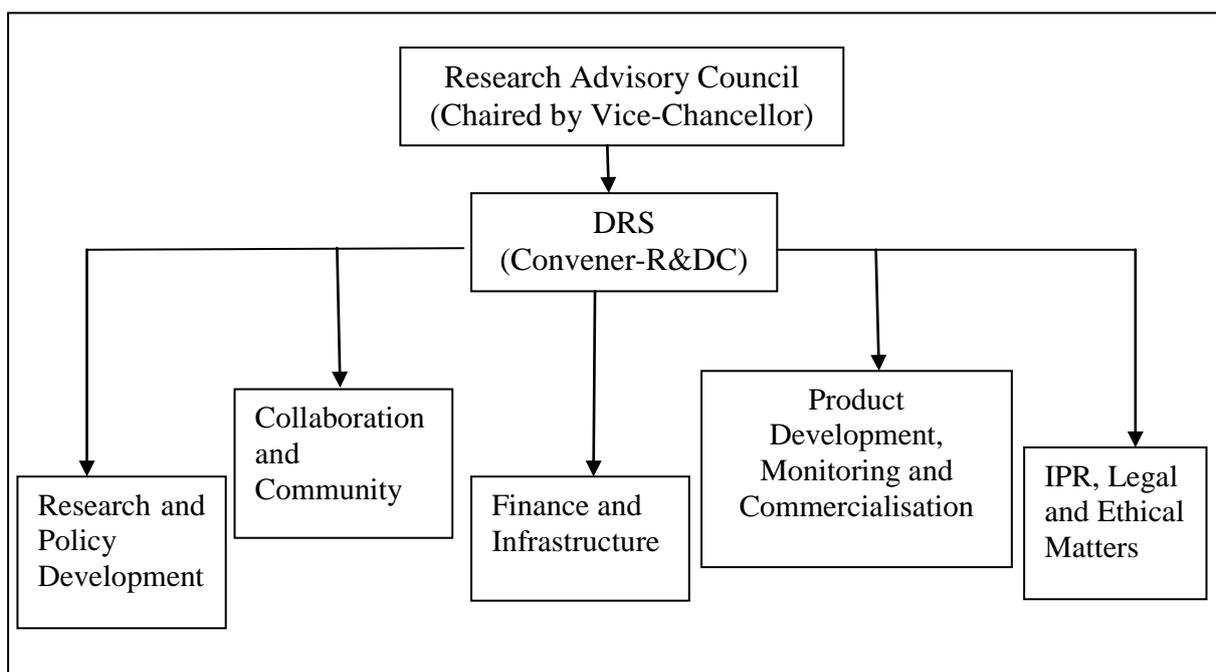
The establishment of the R&DC would facilitate the creation of a research ecosystem for impactful and sustained research output. Human resources (researchers and faculty),



intellectual capital (knowledge and skills), governance (regulation and policies), and financial resources (funding and grants), all address the fundamental components of such an ecosystem, namely the generation of knowledge and facilitation of research, innovation, and technology development for industrial and societal benefits.

2.1.4 Governance

An efficient governance mechanism that ensures functional autonomy, transparency, accountability, and adaptability by strengthening interlinkages to create a conducive research environment. The University of Jammu can foster the human elements (faculty, staff, scholars, and students), logistics (land, buildings, and facilities), knowledge resources (research equipment, project utilities, and consumables), fund flow, etc. through steady, proficient, effective governance (rules, norms, and policies) and financial (grants and funds) management. Establishing effective and reliable research governance in R&DC at University of Jammu requires dedicated leadership and administrative structure for research, under the direction of experienced researchers. The Research Governance will have a Research Advisory Council (RAC) headed by the Vice-Chancellor or his nominee as the apex body of the R&DC. DRS will be the Convener of the R&DC and will lead various committees responsible for driving governance. R&DC may form multiple committees to smoothen its functioning with respective committee members nominated by the DRS and approved by RAC. The organisational structure of R&DC comprising of various committees for specified functions, may be as follows:



Note: As per UGC components



2.1.5 Administration

Established organisational structures (bodies, authorities, and committees) will facilitate the planning, implementation, and monitoring of research activities in University of Jammu and formulate rules, regulations, and policy frameworks for the utilisation of facilities and resources at University of Jammu. A strategy adopted to integrate multiple functional units can support institutional research under a single-window operational system for effective administration. The activities of R&DC will be mentored and monitored by various committees for devising research models, technology, appraisal, foresight, and review functions, mediating sectoral R&D progress, and IPR protection. R&DC should keep in close contact with the Ministry Innovation Cell to make use of various innovative plans for facilitating the researchers.



3. RESEARCH POLICY

3.1 Introduction

According to the National Education Policy (NEP) 2020, universities have mainly been divided into research-intensive and teaching-intensive. Given that the University of Jammu is a research-intensive institution with teaching as its main focus, a strong research policy that gives direction and support to high-caliber research becomes a crucial element.

The University of Jammu aims to establish itself as a leading research University in the world. Through the creation and use of knowledge, it continuously adjusts to shifting social realities. It conducts research in over 39 disciplines at the M.Phil. and Ph.D. levels (the M.Phil. programme was discontinued after the adoption of NEP-20), in addition to providing post-graduate students with research exposure through dissertations and projects during the third and fourth semesters of their post-graduate programmes. The faculty members have distinguished themselves in their fields of study and contributed significantly to the University. The University has received funding from the DST-PURSE Project (Phase I and II), DST-FIST, RUSA, and other programmes in appreciation of the research work it has conducted. Through research initiatives supported by DST, UGC, ICMR, CSIR, DAE, DRDO, ICSSR, ICAR, ICHR, etc., extra-mural funds of crores have been sanctioned to the University.

With the rapid changes taking place in societal, technological, and cultural aspects, research and the knowledge generated therefrom have become key tools for improving society and elevating our country. Any University hoping to compete on a national and international scale needs a strong research ecosystem. The NEP (2020) places a strong emphasis on a culture of interdisciplinary, transdisciplinary and multidisciplinary research that fosters innovation. With a synergistic approach to research that begins at the college level and has integration with higher education, the policy aims to totally alter and revolutionise the quality of research in the academic environment.

The research policy of the University of Jammu has been framed in accordance with the ideals as envisioned in the NEP (2020), keeping thrust on the socio-economic and socio-scientific issues confronting society, especially in the Union Territory of Jammu and Kashmir. It offers



a vision that aims to advance integrated research activities at the University and to specify the role of the University of Jammu in contributing knowledge to the current globalised world. The University of Jammu is devoted towards pursuing excellence in research, and the policy is anticipated to provide guidance for improving its research ecosystem.

3.1.1 Research Purpose

With the rapid changes taking place in societal, technological, and cultural aspects, research and knowledge generation have become key tools for uplifting society and taking our nation to a greater height. A robust research ecosystem is needed by any University aspiring to compete at national and international levels. NEP (2020) also lays emphasis on a culture of research in inter-disciplinary areas leading to innovation and oriented towards solving societal problems. The policy envisions completely changing and transforming the quality of research in the academic ecosystem through a synergistic approach to research, starting at the school level and integrating it into higher education. The research policy of the University of Jammu has been framed in accordance with the ideas envisioned in NEP (2020).

The research policy of the University has been drafted so as to provide focus, clarity, and vision for the development of research pursuits in the University and to define the role of the University of Jammu in providing knowledge inputs in the current globalised world. The policy is expected to provide direction to enhance the research ecosystem of the University.

3.1.2 Research Vision

The University aims to extend the frontiers of knowledge, stimulate creativity and innovation, and solve real-world problems. It is accepted that investment in research infrastructure, human resources, and building national and international partnerships are crucial elements of the research ecosystem. The University pledges to provide the best of these to all stakeholders so as to enhance their contribution in strategic emerging areas of research.

3.1.3 Objectives

- Creating an enabling environment within the University in order to foster a research culture and provide support through a research framework and guidelines.



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- Ensuring a high level of efficiency and effectiveness in the support system to facilitate faculty and researchers in their research pursuits.
 - Encouraging publications in quality journals, filing patents, and developing cutting-edge technologies with scope for commercialisation.
 - Nurturing an environment for undertaking socially useful research with a specific focus on strategic issues within Jammu and Kashmir State.
 - Establishing inter-disciplinary research centres within the University with potential for excellence.
 - Promoting inter-disciplinary collaborations and partnerships at the state, national, and international levels.

3.2 University of Jammu Research Fund (UoJRF)

The University Research Fund has been instituted by the University of Jammu vide University Council Notification No. 01 of 2019 dated 29.07.2019. It aims to strengthen the research activities of the departments/centres/offsite campuses. The quality of research and teaching serves as one of the major factors for prestigious accreditation to the University by NAAC. The said fund shall provide bedrock for the young and upcoming faculty members/scientists/researchers of the University to bank on assured financial support for continuous engagement in research that shall benefit academic pursuits of the University.

3.2.1 Aims and Objectives

The University of Jammu Research Fund (UoJRF) aims to support the permanent teaching faculty and scientists working in the main campus and offsite campuses in developing ideas with disruptive innovation potential through concrete projects (Independent, Interdisciplinary, Multidisciplinary or Transdisciplinary). The UoJRF also intends to provide research support to faculty members and scientists to motivate them to undertake quality research projects. The University of Jammu, through this fund strives to develop research ecosystem in the university, where every researcher shall be given opportunity to translate novel ideas into reality and create a foundation for obtaining larger funding from extramural sources. Through this financial support the office of DRS seeks to promote close academic interaction with industry and society to develop innovative technologies and promote intellectual capital.



3.3 Constitution of Committees

I. Research Appellate Committee (RAC)

The following committee shall be constituted to address the issues related to admission to the research programmes of the University in a timely manner:

- Vice-Chancellor - **(Chairperson)**
- Dean Research Studies - **Member**
- Two Deans of Faculties nominated by the Vice-Chancellor
- Assistant Registrar (R&A) - **Member Secretary**

The Committee shall be constituted every two years.

- Its meeting shall be held within 30 working days after the completion of the research admission schedule (in case appeals are received).
- The applicants can apply on plain paper, stating their reason for appeal, and submit all necessary documents to support their application to the concerned head of the department within 7 working days after the completion of the admission process.
- The HoD shall place the appeals received (if any) in the Departmental Research Committee (DRC) and submit only those applications that have genuine grievances along with clear-cut recommendations from the DRC to the DRS office within five working days.
- The DRS office shall compile appeals (if any) received from various departments and present them before the Research Appellate Committee on the scheduled date.

The decision of the Research Appellate Committee shall be final and binding on all applicants.

II. Centralised Research Admission Committee (CRAC)

The Committee shall be constituted by Vice Chancellor to handle issues related to Ph.D. admission, including delayed condonation cases.

The committee, consisting of the following members, shall be constituted every two years:

- Dean Research Studies - **(Convener)**
- Three Deans of Faculties nominated by the Vice-Chancellor



- Assistant Registrar (R&A) - **Member Secretary**

III. Research Grievances Committee (RGC)

The Research Grievances Committee (RGC) consisting of the following members shall be constituted every two years:

- Dean Research Studies - **(Convener)**
- Three Deans of Faculties nominated by the Vice-Chancellor
- Assistant Registrar (R&A) - **Member Secretary**

The Committee shall look into the grievances received by the DRS office and approved by the Vice-Chancellor for placing them in the RGC. The Committee shall meet as often as may be required and submit recommendations for each case to the Dean of Research Studies, which shall be submitted to the competent authority for approval.

3.4 Research Integrity and Responsible Conduct of Research

I. Anti-plagiarism measures adopted

Plagiarism of any kind is unacceptable, and researchers are encouraged to use novel ideas and acknowledge original ideas at the University. The University abides by all UGC regulations in full. The University has established departmental and institutional-level committees (DAIP and IAIP) to carry out the tasks given to these committees by the UGC.

A well-developed section in the Central Library of the University is equipped with the latest anti-plagiarism software, and all research publications (Ph.D. theses, books, and research publications) are scrutinised at various levels to prevent any misconduct. The University is currently using the Original Plagiarism checker. Original Plagiarism Checker is an award-winning software solution that combines text matching with writing style analysis, enabling educators and users to assess the authenticity of any research text, regardless of language. The services of this software are provided free of charge by INFLIBNET to all the universities that have signed MoU.

II. Institutional Ethical Committee



In order to ensure a competent review of all ethical aspects of project proposals received and to provide advice to researchers on all aspects of the welfare and safety of the research participants after ensuring the scientific soundness of the proposed research, an Animal and Human Experimentation Institutional Ethical Committee has been constituted by the Hon'ble Vice-Chancellor, University of Jammu, comprising of the following:

- Chairperson
- One-two persons from basic sciences area
- One-two clinicians from various institutes
- One legal expert or retired judge
- One social scientist or representative of a non-governmental agency
- One philosopher/ethicist/theologist
- One layperson from the community
- Member Secretary

3.5 Thrust Areas of Research

In order to promote interdisciplinary research and address real issues and problems faced by society, the research clusters have been established at the University to promote innovative and interdisciplinary research. Producing patents/consultancy projects and collaborations with industry and leading research institutions would be mandatory for various centres of research clusters.

The following thrust areas have been identified:

- Data Science and Artificial Intelligence/Machine learning.
- Nanotechnology & Material Science
- Drug discovery
- Genomics and Virology, Genomics, Proteomics
- Plant & Microbial Genetic Research
- Condensed Matter Physics (Crystal Growth and X-ray Crystallography)
- High Energy Physics
- Nuclear Physics
- Electronics



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- Human Development
 - Plant, Animal, Fungal & Microbial Genetics
 - Bio-diversity & Plant/Animal Disease and Stress Biology, Physiology & Management
 - Climatic Change and Sustainable Development
 - Organizational, Business Innovation and Entrepreneurship Research
 - Latest trends in library
 - Media, Culture & Society
 - Languages and Arts.
 - Cultural Studies
 - Indian Ethos
 - Indian Knowledge Systems
 - Business Studies
 - Philosophy and Literature
 - Indian Languages
 - Social Sciences

Note: *The list is indicative in nature and University reserves the right to add/modify the areas specified.*



4. Research & Policy Development (R&DC-I)

4.1 Submission of the project proposals

The Principal Investigator (PI) will complete the project submission form as per the prescribed format (Annexure-I) and as per the guidelines of the funding agency.

- All proposals for submission of research projects to the various funding agencies should be forwarded through the head of the concerned department, the Rector of Campus/Director of the campus, or the director of the centre or institute, who will certify the possibility to accommodate the research project work and staff within the existing laboratory space. The PI of the proposed project shall clearly state the extra space that would be needed, if any, and the HOD or Director of the Institute shall certify the availability of the same. The proposal must be cleared by the head of the department or director of the centre or institute within three working days.
- The project proposal with complete details of the financial requirement for capital expenditure (mentioning the name of the equipment and other infrastructure requirements along with the estimated cost), as well as details of the recurring expenditure and the total duration of the project, must be submitted to the office of the Dean of Research Studies and shall be processed within seven working days.
- The project proposals submitted to different funding agencies must ask for overhead charges as per the norms and guidelines of the funding agencies. If there are no guidelines prescribed by the funding agency regarding overhead charges, in that case, 10% overhead charges shall be considered while submitting the project proposal.
- Project assistant/s, field assistant/s, project fellow/s, or JRF/s may be included in the proposal as per the norms of funding agencies.
- If the project is with a non-government agency, a statement on the terms and conditions of the project, including the rights to patents and royalties, must be clearly spelled out.
- If a memorandum of understanding is to be signed at a later stage, the exact terms and conditions of the MOU, including the summary of the finalised project, shall be submitted to the office of the Dean of Research Studies.



4.2 Sanction of the projects

The sanction letter and details of the amount sanctioned under different budget heads, the duration of the project, and other terms and conditions shall be communicated immediately to the office of Dean Research Studies and Grants Section as and when the sanction letter is received by the Principal Investigator. Further, a copy of every sanction letter as well as revisions to the sanction letter or release of funds must be communicated to the office of Dean Research Studies and Grants Section immediately by the PI upon receipt from the funding agency (Annexure-II).

4.3 Operation of projects

- A Departmental Purchase Committee of the relevant department must recommend all purchases after following the proper procedures in accordance with the University of Jammu's financial norms.
- All purchases regarding the project shall be made according to the notified financial codes i.e. GFR, etc.
- After carefully examining the tenders and quotations, the Principal Investigator (PI)/Competent Authority, as the case may be, will sign the purchase order.
- Payment of all the bills will be made through the Online Digital Mode (PFMS) by the Grant Section in favour of the concerned vendor. In the event that payment is to be made by PI, the same shall be made online in digital mode as per the guidelines of the Government of India.
- TA/DA in the project for field work and visits outside the Jammu for attending conferences, seminars, and symposia can be paid as per the guidelines of the funding agency and/or University of Jammu norms applicable to PI/Co-PI/Research Scholars working in the project upon approval and justification by the PI.
- On the recommendation of the concerned Head of the Department and Dean of Research Studies, the PI/Co-PI and staff will need the approval of the competent authority for the time spent conducting project-related fieldwork or working collaboratively in another laboratory.
- Re-appropriation of funds under various budget heads of a project shall be allowed only if the concerned funding agency permits.



4.3.1 Annual Statement of Expenditure and Utilisation Certificate

Principal Investigator shall prepare a statement of expenditure and Utilisation Certificate within the stipulated time period prescribed by the funding agency. The Utilisation Certificate and Statement of Expenditure must be submitted to the Grants Section for confirmation, cross-checking, and onward transmission to the funding agency.

4.3.2 Management of Overheads

- From overall funding, excluding the cost of equipment, 50% of the overhead shall be shared with the University and shall be deposited from the Account to University Research Funds (UoJRF), and 50% shall be retained by the PI.
- The overhead charges shall be kept at the disposal of the PI to meet his or her contingency requirements. Funds under this head can be utilised by PI up to nine months beyond the tenure of the project. Any unspent amount from the PI share will be transferred to University funds after the closing date.

The PI can use his or her share of the overhead charges to pay for the following expenses:

- Infrastructure.
- Repair and upgradation of scientific equipment; maintenance of services; purchase of minor accessories, etc.
- Cost of advertisements in newspapers for project positions.
- Hiring manpower, including secretarial assistance, is subject to approval by competent authority as per University norms.
- Expenses to meet travel, registration fees for participation in conferences and symposia, and visits to another laboratory for collaborative work.
- Publication charges for research articles in peer-reviewed journals.

4.3.3 Research Project Funded by an Agency other than the Government

The proposal for research projects funded by non-government agencies will be submitted with a minimum cost of 20% as overhead charges, or as prescribed by the agency.



4.3.4 Appointments and Engagements

- For appointments/engagements to the position under Project, applications shall be invited after giving wide publicity regarding the vacancies.
- In cases where vacancies are for a period of up to six months, such posts need not be advertised but shall be circulated in the departments of the University and on the University's website.
- In cases where vacancies are for more than six months, such vacancies need to be advertised in the local newspaper and on the University's website.
- In case where vacancies are for more than one year, such vacancies need to be advertised in at least one national newspaper. The same vacancy shall be advertised on the University website for at least three weeks.
- The Principal Investigator will seek the applications. The office of DRS shall conduct selection process for the eligible shortlisted candidates.

The Appointment Committee consists of the following members:

- Dean of Research Studies (**Chairperson**)
- Dean of the concerned Faculty
- Head of the Department of the concerned Faculty
- External Expert
- Principal Investigator
- Assistant Registrar (R&A)

The appointment/engagement letters shall be issued to candidates by the office of the Dean of Research Studies. A copy of the appointment letter shall also be sent to the Registrar/Gants Section. All appointment letters shall clearly indicate the terms and conditions of appointments.

- Appointment/engagement of staff in the project is on a purely temporary basis for the duration of the project only, and the appointed staff will have no claim for regular appointments in the University on the termination of the project. An undertaking shall be taken by the PI from the staff being appointed to the project.
- The staff employment/engagement in the projects will be governed by the same rules and conditions of service as applicable to temporary employees at the University from



time-to-time, except in those projects where the conditions have been laid down by the sponsoring body.

- The leave or leave given to the staff under projects will be admissible to the same extent as it is admissible to other employees of the University, unless sponsors specify otherwise. The Principal Investigator will be competent to sanction leave to the extent admissible.
- The copy of the joining letter of the selected candidate should be countersigned by the Principal Investigator and sent to the office of Dean Research Studies/Grants Section. A copy of the joining letter may be retained by the Principal Investigator.

4.3.5 Settlement of Bills

- The payment of bills and clearance of accounts is one of the most important aspects of the smooth running of the project. If the Grants Section has a procedural objection to the bill, it will be sent back to PI in a week's time. Bills that are in order will be cleared, and payment shall be released through online or digital mode within three weeks of the submission of bills. If the bill is not settled within three weeks' time from the date of submission, PI shall report to the branch head.
- If any note-sheets or bills of purchase are sent to the Grant Section, the concerned branch shall acknowledge receipt of the note-sheets or bills.

4.3.6 Maintenance of Stock Registers

- Each project shall have a separate stock register for assets, consumables, and non-consumable articles.
- A separate account shall be opened with full details for each article.
- All entries in the stock register shall be signed by the Principal Investigator.
- Physical verification of stock shall be conducted at least once a year, and a report shall be sent to the Joint Registrar (Finance).
- Equipment purchased specifically will be the property of the University on the termination of the project, and stock shall be entered in the departmental stock register, clearly showing that the item or equipment has been purchased from the project. After the closure of the project, a copy of the handover or takeover, duly signed by the PI



and Head of the Department, shall be submitted to the Joint Registrar for record and verification by the Audit.

4.4 Interim Progress and Accounts Reports for the Project

The PI shall prepare the progress report along with the settlement of accounts, which should be submitted to the Grants Section, who would verify it within a week of submission of accounts. The reports and accounts on verification shall be returned to the PI for onward transmission to the funding agency. Any minor discrepancy can be solved after going through the accounts again and solving it mutually. The reports and accounts shall be audited by an approved auditor of the University, and the same will be allocated by the internal audit section of the University.

4.5 Closure of the project

The closure of the project shall be done within six months of its completion. The final and technical report shall be prepared by the PI in accordance with the requirements of the funding agency and submitted to the Finance Branch for verification of financial aspects and the signature of the registrar before being forwarded to the funding agency (Annexure III).

4.5.1 Statement of Final Accounts

- The statement of final accounts showing year-wise expenditure and a list of articles (consumables and non-consumables) left over from the time of termination of the project and purchased out of the project funds shall be sent in triplicate to the Finance Officer in the prescribed Performa (Annexure III) and verified by the Internal Audit Officer of the University. These articles may be transferred to the stock register. In the event that the department does not want these articles, they will be auctioned following due procedure.
- The list of articles will be given to the Head of the Department for entering permanent assets in the stock register within four weeks of their submission. After making entries at respective pages in the stock register, these must be provided to the Finance Branch for an internal audit for further verification. It is mandatory for the department to enter



all the entries on the proper pages and hand them over to the concerned person for research. If PI does not want to use them further, they are taken back to the stores.

- The PI and Head of the Department shall ensure that all pieces of equipment that are beyond repair are written off following due procedure. In the event of any missing item under this category, the cost to be recovered from PI (before issuing the No Dues Certificate) will be decided by the competent authority in consultation with the Head of the Department and Finance Officer.



5. Collaboration and Community (R&DC-II)

5.1 Introduction

Research collaboration that emphasises cooperation between different researchers and research centres to achieve common aims and improve scientific production is the need of the hour. In order to create a vibrant and sustainable research ecosystem in HEI, it is suggested that collaboration be developed and strengthened at three levels:

- Intra-University Collaborations
- Inter-University Collaborations
- Community-Level Collaborations

5.1.1 Intra-University Collaborations

Intra-University research collaboration may provide opportunities for investigators to learn how approaches from complementary disciplines may be applied to existing problems and lead to the development of innovative solutions.

In order to accomplish this, the following guidelines shall be applicable:

- Creating a flexible research ecosystem with ample focus on multi- and transdisciplinary research studies. Across faculties, research boards shall be formulated to reflect appreciation of changing research paradigms.
- More emphasis is placed on the joint supervision of research candidates. Supervisors who can offer different yet complementary perspectives, knowledge, experience, and skills shall be motivated to work as joint supervisors.
- Enhanced ability to share and exchange resources. A mutually beneficial arrangement of sharing resources (humans, equipment, data, databases, research labs and sites, etc.) shall be focused upon.

5.1.2 Inter-University Collaborations

There is an urgent need for research collaborations among University departments and between universities and other research institutions and organisations, with a specific focus on facilitating and supporting the development of new research partnerships across disciplines



with a vision of promoting the element of interdisciplinary/ transdisciplinary/ multidisciplinary research.

- More MOUs shall be in place among universities and research institutions. Researchers and faculty exchange programmes shall be emphasised. Resource sharing among institutions shall also be promoted.
- Joint research proposals among collaborating institutions shall be submitted to funding agencies.
- The colleges affiliated with a University or in proximity to the University shall be provided strategic support for developing research.

5.1.3 Community-Level Collaborations

Researchers can integrate community partnership, equity, and respect into their research practices. Community engagement leads to more equitable and applicable research. Suggested measures for community-level collaboration include:

- Inclusion of social and community representatives (NGOs, community-based organisations, representatives of PRIs, social activists, industry representatives, etc.) at different levels of HEI/ research bodies.
- Provision of allocating fixed credits for community-oriented practical work for coursework scholars.
- Seeking and acknowledging the inputs of community stakeholders at the time of designing and formulating a research proposal.



6. Finance and Infrastructure (R&DC-III)

6.1 Finance

- The source of finance was proposed to be either the University of Jammu Research Fund, RUSA (Innovation and Research), a fee mobilised from Ph.D. students at the time of admission, or any other source, whichever is feasible.
- To identify potential sponsors from industry, academia, and research organisations for an effective partnership.
- To provide sufficient autonomy to the Principal Investigator to propagate research outcomes to stakeholders.
- In the initial phase, Rs. 50,000 can be provided to Assistant Professors and Rs. 1,00,000 to Associate Professors and Professors for research proposals as per the existing guidelines of the RUSA/ UoJRF/ any other grant.
- To serve as a nodal centre for ideation and conceptualisation of research topics and themes by organising workshops and training programmes.

All the existing guidelines for research and finance will be extended to the Research and Development Cell to accommodate the projects taken up by the University and any financial assistance to be given for these projects.

6.2 Infrastructure

- R&DC shall provide support for setting of research infrastructure in University.
- It shall develop an institutional research information system for preparing a database of in-house experts for consultancy and related services.
- It shall assist the departments in establishing research labs.
- It shall act as a liaison between interdepartmental exchanges of research setups and infrastructure.



7. Product Development, Monitoring and Commercialisation

(R&DC-IV)

7.1 Introduction and Purpose

Higher educational institutions around the world are focusing on creating a knowledge economy through education, research, and innovation. The Product Development, Monitoring, and Commercialization (PDMC) aspect of the R&DC at the University of Jammu plays a crucial role in this endeavour by promoting research and innovation in various fields and ensuring that the institution's products of commercial importance are original and of high quality, and meet the academic integrity principles of the institution. The PDMC plays a critical role by promoting and cultivating new technologies, ideas, and inventions that may emerge from the academic community. It shall provide the necessary support to research teams to ensure that their research is conducted in a structured and comprehensive manner and has practical applications which can be commercialised. It shall also work towards creating an entrepreneurial culture in higher educational institutions to encourage the development of start-ups within the ethical guidelines set by the regulatory bodies to ensure that all research activities carried out are ethical and have no negative impact on society or the environment.

7.2 Guidelines

The following guidelines shall be followed for the development, monitoring, and commercialisation of products:

- ***Identification of Potential Products:*** To identify potential products that various departments could develop on their own or through a transdisciplinary or multidisciplinary collaborative approach.
- ***Forming Product Development Teams:*** To assemble teams comprising experts from different fields to develop identified products. The R&DC will assist in identifying experts and forming teams.
- ***Conducting Market Research:*** To conduct market research to identify the demand for developed products. The R&DC will provide the necessary support and guidance for conducting market research.



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- ***Developing the Product:*** Product development teams shall work together to develop the product. The R&DC will provide the necessary support and guidance for product development.
 - ***Monitoring the Product:*** To monitor the product to ensure that it meets desired objectives. The R&DC will provide the necessary support and guidance for monitoring the product.
 - ***Commercialisation of the Product:*** To explore various commercialisation options for the product. The R&DC will provide the necessary support and guidance for commercialising the product.

7.3 Product Development

Product development is a critical stage in the commercialisation process. It involves converting innovative ideas and research outcomes into marketable products or services that can generate revenues for the institution. It follows a structured approach to product development, focusing on identification of the market need, concept development, design and prototyping, testing and validation, and final product development. To establish a product development process, the faculty, students, and other stakeholders will be encouraged to carry out the following:

- ***Idea Generation:*** To invite novel ideas regarding developing new products, techniques, processes, services, technology, etc. under all the domains of sciences, humanities, languages, etc. To encourage and support faculty members and students to generate innovative ideas that can be converted into marketable products or services.
- ***Idea Evaluation:*** To scrutinise the proposals submitted by various departments and faculties after the evaluation process. The selection will be based on the feasibility of the proposal in terms of relevance to the stakeholders and community and potential for commercialisation.
- ***Research and Development:*** To facilitate such initiatives by providing necessary resources and infrastructure and connecting to mentors and experts required throughout the journey. The emphasis would be to encourage research in developing new



techniques, processes, services, technology-based products, etc. for the benefit of society at large.

**** The product can be in the form, not limited to, professional services, literary works that are compiled or created, technology-based (software or hardware development), databases, novel computational methods and techniques, chemical, physical, or biological processes and innovations, circuits and systems, models, or any other form of new or innovative research concepts, methods, or systems.**

7.4 Monitoring

PDMC shall monitor the progress of the research activities carried out at the University of Jammu, its campuses, and affiliated colleges. It shall conduct regular reviews of the research projects to ensure that they are on track and have the potential to be commercialised. It shall also provide support to research teams in overcoming any challenges that they encounter during the research process.

Monitoring is an essential component of the product development and commercialisation process. PDMC shall establish a system for monitoring the progress of each project. This will include regular meetings to discuss the progress and challenges faced by the project team. It shall ensure that project timelines are met and the project remains within budget. It shall establish a monitoring system that tracks the performance of the products and services launched in the market. The robust monitoring of the progress of the research would be undertaken as follows:

- **Progress Monitoring:** To submit the progress report after every three months. The experts in the respective fields would conduct the review and internal evaluation of the ongoing research.
- **Quality Control:** To ensure that the product or service is following and adhering to the ethical practices and guidelines (if required). The experts will also oversee whether the quality standards are followed.
- **Continuous Improvement:** To analyse the necessary improvements to the product or service to enhance its performance in later stages after the objectives were met by the teams.



7.5 Commercialisation

PDMC shall work towards commercialising the research products developed at the University of Jammu, its campuses, and affiliated colleges. The R&DC shall identify potential investors and industry partners to collaborate with to introduce the products to market. Additionally, the R&DC shall provide support and connect the research teams to experts and committees for protecting their intellectual property rights and filing for patents. The cell shall also work towards creating an entrepreneurial culture in higher educational institutions to encourage the development of startups.

Commercialisation is the process of taking a product or service to market, establishing its brand, and generating revenues. The PDMC shall establish a commercialisation process that includes the following steps:

- To establish networking with industries, government and private agencies, institutions, and universities within India and abroad.
- To work with networking partners to ensure that the developed product is launched successfully and meets the institution's financial goals.

PDMC shall work with the marketing team to ensure that the developed product is launched successfully and is properly commercialised. This involves developing a strategy for marketing, promotion, branding, and selling the products to the target market. The R&DC shall provide the necessary support to the marketing team, including product information, training, and technical support.

7.6 Compliance and Ethical Considerations

PDMC shall work with experts to comply with all relevant laws and regulations related to product development, monitoring, and commercialisation. It shall ensure that all research activities carried out at the University of Jammu are ethical and adhere to the guidelines set by the regulatory bodies. It shall also ensure that the research products developed have no negative impact on society or the environment.



7.6.1 Review

PDMC shall periodically review its product development, monitoring, and commercialisation processes to ensure their continued effectiveness. It shall identify areas for improvement and implement the necessary changes to improve the process.

7.6.2 Training and Awareness

PDMC will conduct regular training sessions and awareness campaigns to ensure that all stakeholders involved in the product development, monitoring, and commercialisation process are informed and up-to-date.

7.7 Course of future action

- **Identification:** Novel ideas for research from all the departments of the University of Jammu and later from its campuses and affiliated colleges will be invited through circulars.
- **Constitution of Expert Committees:** Forming committees of experts from the relevant fields for screening the ideas and proposals for the necessary funding and resources required for ensuring outcome-based research.
- **Progress Evaluation:** Review, revision, and continuous evaluation of the project from time to time. At this stage, collaboration and cooperation from industrialists, scientists, the community, governments, farmers, etc. shall be sought.
- **Marketability:** The prototype or final product, service, technique, technology, process, etc. shall be marketed after complying with necessary legal and procedural formalities.



8. IPR, Legal and Ethical Matters (R&DC-V)

8.1 Introduction

Whereas it is expedient to protect and enforce intellectual property rights (IPR) in the University of Jammu, it is necessary to adopt an IPR policy that shall contribute to the promotion of technological innovation and the transfer and dissemination of technology, to the mutual advantage of University stakeholders and users of technological knowledge, in a manner conducive to the social and economic welfare of India, especially the University of Jammu, and to a balance of rights and obligations between the stakeholders and users. The University of Jammu hereby adopts and implements the University of Jammu Intellectual Property Rights Policy, subject to be reviewed from time to time.

The University of Jammu Stakeholders include the University of Jammu, as an institution; the Faculty of the University; research scientists from within the University or collaborators, visiting scientists, or guest faculty from other institutes or industries working in collaborative research; research scholars and officers working in the University; visiting research students from other institutes involved in collaborative and funded research; funding agencies; and industry partners.

8.1.1 Objectives

The IPR refers to a wide range of rights:

- Patents for inventions
- Copyrights for literary works (including a computer programme, artistic work, dramatic work, cinematic films, sound recordings, performer's rights, etc.)
- Trademarks, including service marks.
- Industrial Designs.
- Geographical Indications.
- Integrated Circuits.
- Plant Variety and Breeders Rights.
- Protection of biodiversity and traditional knowledge.



The IPR enables the inventors and owners of the IPR (stakeholders) to earn recognition and financial benefit from their original creations. An intellectual property rights policy is the cornerstone of a knowledge-based economy and innovation, and for stakeholders, the University of Jammu Intellectual Property Rights Policy intends to achieve the following objectives:

- To generate awareness about IPR amongst the stakeholders of the University and society.
- To facilitate innovation and creativity in the areas of technology and research in the branch of studies undertaken at the University of Jammu by nurturing new ideas and ethical research.
- To protect intellectual property (IP) rights generated by stakeholders at the University of Jammu by modelling their creativity and innovation into IP rights.
- To lay down an efficient, fair, and transparent administrative process for ownership control, assignment of IP rights, and sharing of revenues generated by IP, created and owned by the stakeholders.
- To develop R&D solutions for the development of new products and processes through contract and collaborative research.
- To promote more collaborations between academia and industry through better clarity on IP regulations and IP licensing.
- To develop the mechanism for IP licenses, assignments, and profit sharing.
- To create a mechanism for the commercial viability of IP rights. The purpose of IP commercialisation is also to augment the financial self-sustenance goals of the University of Jammu and its research activities.
- To develop a scheme for promotional and economic avenues for faculty and researchers.
- To establish an IPR cell for supporting all innovation, creativity, and other related activities for students, research scholars, faculty members, and other stakeholders acting as the nodal agency for the University of Jammu for IPR Policy.



8.2 Ownership of IP and allocation of IP rights

8.2.1 Types of Support for Research

Ownership rights over IP generated at the University of Jammu vary according to the source of the grant and the resources used for the research leading to the generation of the IP. Hence, it is important to understand the different contexts in which IP may be generated within the University of Jammu, for example:

- The research undertaken by stakeholders in the normal course of their appointment or engagement with the University of Jammu uses substantial support from the University, including the research facilities and infrastructure available at the University.
- The research has been undertaken by stakeholders in the normal course of their appointment or engagement with the University, using incidental support from the University.
- The research has been undertaken by stakeholders with substantial support from an external source, including funding agencies and industry partners.

8.2.2 Research with ‘Substantial Support and Incidental Support from the University of Jammu’

- All patents and inventions acquired or developed by the stakeholders by utilising the substantial/ incidental resources of the University of Jammu shall vest with the stakeholders depending upon the sharing agreements developed by the IPR Cell from time-to-time.
- All active pharmaceutical ingredients (APIs) extracted and developed by the stakeholders shall vest with the stakeholders depending upon the sharing agreements developed by the IPR Cell from time-to-time.
- All microorganisms, bacteria, viruses, etc. developed by the stakeholders shall vest with the stakeholders depending upon the sharing agreements developed by the IPR Cell from time-to-time.



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- The copyright in literary, dramatic, artistic, or musical works, cinematic work, and sound recordings by the stakeholders shall vest with the stakeholders depending upon the sharing agreements developed by the IPR Cell from time-to-time.
 - Copyright in any institutional materials, including course syllabi, curricula, exam questions, exam instructions, papers or reports, any lecture videos, or Massive Open Online Courses (MOOCs) specifically commissioned by the University of Jammu, shall vest with the University of Jammu.
 - The ownership rights over any other form of IP generated with substantial/ incidental support from the University, including but not limited to software, know-how, designs, plant varieties, and integrated circuits developed by the stakeholders, shall vest with the stakeholders depending upon the sharing agreements developed by the IPR Cell from time-to-time.
 - The stakeholder shall have a non-exclusive, royalty-free, irrevocable, and worldwide license to use the work for any purpose, including sharing it through open-access repositories, subject to the terms and conditions laid down by the IPR Cell of the University of Jammu.

8.2.3 Research with ‘Substantial Support from External Partners’

- With regard to research conducted with substantial support from external partners, ownership of IP shall be determined as per the terms and conditions of the agreement signed between the stakeholders and the external partner. However, the stakeholder shall grant the University of Jammu and the funding agency, as the case may be, a non-exclusive, royalty-free, irrevocable, and worldwide license to use the work for any purpose, including sharing it through open-access repositories, subject to the terms and conditions laid down by the IPR Cell of the University of Jammu.
- In the absence of a specific agreement between the stakeholders and the external partner who is providing substantial research support, the stakeholders and external partner shall resolve the issue of joint ownership of IP by sharing the benefits in proportion to their relative contributions. However, in the event of commercialisation of these



research outputs, the revenue shall be shared with the stakeholders and external partners (as the case may be) as per the determination by the IPR Cell.

- The University of Jammu shall ensure, through a specific agreement with an external partner, that the copyright in any institutional materials, including course syllabi, curricula, papers or reports, any lecture videos, or Massive Open Online Courses (MOOCs) prepared under the specific instructions of the University shall vest with the University.

8.3 IP and consultancy assignments

The operation of all consultancy assignments shall be processed and administered centrally by the IPR Cell of the University of Jammu under the aegis of office of DRS. Any intellectual property arising from the consultancy project will be jointly owned by the University of Jammu and the consulting firm, depending upon the terms agreed upon by the parties.

8.4 IP rights sharing

The IP rights can be shared depending on the agreement between the various stakeholders based on licenses or assignments to be determined by the IPR Cell. Such licenses and assignments may include:

8.4.1 Exclusive Licensing and Assignments

The licensor or assignor licenses or assigns the IP solely to one licensee or assignee, all the rights concerning the IP applicable for specified terms and through the territory of India or abroad.

8.4.2 Non-Exclusive Licensing/Assignments

The licensor or assignor is permitted to enter into agreements with more than one entity for the use and exploitation of the IP on different terms and conditions dealing with different activities.



8.4.3 Sub-Licensing/Assignments

This is applicable when a licensee or assignee wishes to further license or assign the IP to another party(s). Permissions pertaining to sub-licensing or assignment need to be explicitly clarified in the agreement between the stakeholders and the licensee(s) or assignee(s).

8.5 Entrepreneurship, Start-ups, and IPRs

To promote and encourage entrepreneurial activities by stakeholders, ownership of the IP rights within the ambit of the IPR policy may be assigned to startups for better marketability and commercial exploitation.

8.6 Confidentiality, Data protection and Privacy

All users of information, documents, and/or data within the University of Jammu must ensure that the same is always held securely and that all activities pertaining to such information, documents, and/or data will be kept confidential by the user(s) and will be used only for the purpose of such activities. The University of Jammu shall strive to protect the data and personal information against unauthorised access, loss, destruction, or breach. The IPR Cell shall formulate proper non-disclosure agreements with the user(s) in place to secure such confidential information, documents, and/or data.

Notwithstanding the above, any information that falls within one of the following shall not be treated as confidential information:

- already in the public domain;
- is required by law or regulation to be disclosed;
- is independently developed by the researcher, and
- is received from a third party having no obligations of confidentiality to the disclosing party.

8.7 IPR Cell

An IPR Cell of the University of Jammu shall be the interface between the stakeholders and the IP attorney to guide and help the faculty and students of the University of Jammu in developing and protecting the IPRs.



8.7.1 Constitution of the IPR Cell

The IPR cell shall consist of the following:

- The Vice-Chancellor of the University of Jammu (Chairperson).
- Four (04) faculty members from the faculties of science, life sciences, medicine, and engineering (to be nominated by the Chairperson).
- Three (03) faculty members from the faculties of social sciences, arts and humanities, and law (to be nominated by the Chairperson).
- Three (03) experts from the fields of IPR and industry (to be nominated by the Chairperson).
- The Patent Officer.
- The Registrar or his nominee shall act as a member-secretary.
- The convener of the IPR cell shall be one of the senior-most faculty members (to be nominated by the Chairperson).

8.7.2 Role and Responsibilities of the IPR Cell

- To create awareness about IP rights among the stakeholders.
- To develop the scientific environment for conducive ethical research and innovation at the University of Jammu.
- To oversee the implementation of all recommendations and decisions pertaining to IP management at the University.
- To guide the University of Jammu with regard to entering into agreements relating to IPRs.
- To suggest changes in the IPR Policy or new policies as and when deemed necessary in tune with national and international law, policies, and treaties.
- To facilitate patent filing, copyrights, and other IPR registrations with proper agencies in India and abroad.
- To support the stakeholders in negotiating technology transfers.
- To develop the scheme for benefit sharing of the IPRs with the stakeholders and shall negotiate benefit-sharing agreements with the third parties.



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- To determine the terms of licenses and assignments and can assign all the rights to the startups of the University of Jammu for marketability and commercial exploitation.
 - To enter into partnerships with the third party through MoUs, agreements, or any other arrangements for the conduct of research and innovation and the development of IPRs.
 - To have its own funds allocated by the University of Jammu out of its resources for the proper implementation of the IPR Policy.
 - To allocate funds from the IPR Cell Fund for the creation of IP rights by stakeholders.
 - To help in creating awareness about different open initiatives like open access, open data, and open source software and help the stakeholders comply with the open access mandates of the government, funding agencies, and the University of Jammu.
 - To keep proper records of all IP applications from the University of Jammu.
 - While replying to applications under the Right to Information Act 2005 (“RTI Act”), IPR Cell may ensure that the novelty of the innovations (for the purpose of patent protection) shall not be defeated.
 - In cases of allegations of infringements of IPRs by any researcher of the University of Jammu or any third party, the University of Jammu may refer the matter to the IPR Cell and seek its opinion on the appropriate course of action.
 - In cases wherein any third party infringes upon the IPRs of the University of Jammu, the University shall seek the opinion of the IPR Cell on the appropriate action to be taken, and the IPR Cell may make recommendations to the Vice Chancellor for any legal course of action.
 - To have all other ancillary powers in consonance with the objectives of the IPR Policy for effective implementation and management of IPRs at the University of Jammu.

8.7.3 Settlement of Disputes

The IPR Cell shall determine the disputes emerging out of the IPR Policy and IPR issues concerning the parties to the disputes through negotiation and mediation. The IPR disputes shall be governed by the IPR laws of India and the laws applicable in Jammu and Kashmir for the time being in force. All commercialisation agreements shall mention that the University of



Jammu is protected and indemnified from all liability arising from the development and commercialisation of the IP.



DEFINITIONS

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

- “Academic Council” means the Academic Council of the University.
- “Affiliated college” means an institution imparting instruction up to the Bachelor’s degree excluding integrated Honours, Post-graduate and professional degree courses recognised by the University concerned in accordance with the provisions of the Act and the Statutes.
- “College” means an institution maintained or admitted to its privileges by the University concerned and includes a constituent college.
- “Constituent college” means an institution recognised as such by the Syndicate of the University concerned in accordance with the provisions of the Act and the Statutes.
- “Faculties”, “Boards of Studies”, “Board of Inspection” and “Boards of Research Studies” mean the “Faculties”, “Boards of Studies”, “Board of Inspection” and “Boards of Research Studies” of a University.
- “Head of the Department” means the head of a University Teaching Department who has the status of a Professor or an Associate Professor in the University and where any University has no teaching department in a subject, the senior most Professor in that subject in an affiliated or a constituent college.
- “Principal” means the head of a college.
- “Statutes” and “Regulations” mean respectively the Statutes and Regulations of a University made or continued under this Act.
- “Syndicate” means the Syndicate of a University.
- “Teacher” means a person giving instructions on behalf of a University, in the teaching department of a University, constituent or affiliated college, and includes a Principal, Professor, Associate Professor, Assistant Professor, Director of Physical Education, Director of the Bureau of Educational and Vocational Guidance and a teacher of Teachers’ Training College, and such member of staff of a University Library as the Syndicate of a University may declare to be a teacher.
- “University” means the University of Jammu, as the case may be;
- “University Council” means the University Council of a University.



ANNEXURES



ANNEXURE- I
PROJECT PROPOSAL SUBMISSION FORM

1. **Name of PI and Co-PI (if any):**

2. **Department & Faculty:**

3. **Name of the Funding Agency:**

4. **Title of the Project:**

5. **Tenure of the Project:**

6. **Projected Budget Estimate:**

A. Non-Recurring

a. Equipment

b. Other Assets

c. Total Non-Recurring Grant

B. Recurring Grant

a. Manpower and salaries

b. Consumables

c. Contingency

d. Any other expense (please specify)

Total Recurring Grant

C. Overhead

D. Total grant requested

Signatures of PI and Co-PI

Recommendation of Head, Director, or Rector:



Approved or Not Approved

Dean Research Studies

Note:

1. The faculty who has attained the age of 60 years (two years before the date of retirement) cannot submit a project proposal as PI; however, if he or she wishes to execute a project, he or she may submit the proposal as Co-PI, and the PI will be a regular faculty member of the University who is below 60 years of age. During the continuation of the project, when a PI attains the age of 62, all the documents, bills, utilisation certificates, etc. pertaining to his or her project should be signed by both the PI and the co-PI (permanent teacher of the department). The Co-PI will be responsible for all the assets, pending advances, and subsequent transactions under the project.
2. The PI should stop signing all the financial documents at least six months before the due date of his or her superannuation in order to facilitate the issuance of no-dues certificates to him or her.
3. No project proposal should be forwarded by the University to the funding agency if two or more tenure-expired projects are pending closure by the concerned PI.



ANNEXURE- II

PROJECT INITIATION FORM

(Enclose 2 copies of the project proposals with this form)

1. **Name of the Principal Investigator:**
2. **Designation:**
3. **Date of Birth:**
4. **Department, Centre, or Institute:**
5. **Name of the Co-Investigator:**
6. **Designation:**
7. **Date of Birth:**
8. **Department, Centre, or Institute:**
9. **Proposal approved by the University on:**
10. **Title of the Project:**
11. **Duration of the project:**
 - From:
 - To:
12. **Funding Agency:**
13. **Details of Funding Sanctioned:**

A. Non-Recurring Grant

- a. Equipment
- b. Other Assets
- c. Total Non-Recurring Grant

B. Recurring Grant

- a. Manpower and salaries
- b. Consumables
- c. Contingency

Total Recurring Grant

C. Overhead

D. Total Grant Sanctioned



15. Requirements from the University:

- a. Space
- b. Funding

We certify that no civil or electrical modifications shall be carried out without the permission of the University Engineering Department and DPC. We will follow the norms for the operation of projects framed from time to time by the Research Advisory Committee.

Signature of the Principal Investigator:

Date:

Signature of the Co-Investigator:

Date:



ANNEXURE- III

PROJECT CLOSURE FORM (Submit 5 copies)

Closure of the Terminated / Completed Project entitled:

The above noted project has terminated / completed on:

Details of the project:

- 1. Name of the Principal Investigator:**
- 2. Designation:**
- 3. Department/ Centre/ Institute:**
- 4. Name of the Co-Investigator:**
- 5. Designation:**
- 6. Department/ Centre/ Institute:**
- 7. Title of the Project:**
- 8. Duration of the Project**
 - Date of Commencement:
 - Date of Completion:
- 9. Funding Agency:**
- 10. Total funds received excluding overhead charges:**
- 11. Total overhead charges received**
- 12. Whether the final accounts of the completed projects for all the years have been submitted. If not, reasons thereof.**
- 13. Amount of the unspent balance:**
- 14. Whether the unspent balance is to be returned to the sponsoring body:**
- 15. Whether the certificate of no liability against the project to enable the University to refund the unspent balance. If any, to these sponsoring body is enclosed or not. If not, reasons thereof.**



16. Whether the final Technical Report of the project for onward transmission to the sponsoring body, is enclosed or not, reasons thereof.

17. List of non-consumable articles:

S. No.	Item/s	Date of Purchase	Cost at the time of Purchase	Present Condition	Whether transferred to the Department (Details thereof)

18. Whether all the advances have been rendered and reconciled with the Finance office, if not, reason thereof.

Signature of the Principal Investigator:

Date:

Signature of the Co-Investigator:

Date:

Head of the Department / Director of Centre / Institute:

Signature:

Seal

Date:

General Financial Rules 2017 as amended from time-to-time should be strictly followed for procurement.