

Research Policy Document



**Approval Sought by the Board of Governors at its Meeting held on
26/09/2014 (Resolution No. 3.1e) and
Board of Management at its Meeting held on 24/01/2014
(Resolution No. 2e) and 30 Apr. 2014 (Resolution No. 4)**



Ref. No.: MSRUAS/DSR/2014/101

Date: 03 October 2014

NOTIFICATION

In pursuance of the following decisions taken by the Board of Management and Board of Governors, it is hereby notified to all concerned that the "Research Policy" is hereby published:

- Research Policy approved by Board of Management at its Meetings held on 24 Jan. 2014 (Resolution No. 2e) and 30 Apr. 2014 (Resolution No. 4)
- Research Policy approved by Board of Governors at its Meeting held on 26 Sept. 2014 (Resolution No. 3.1e)

The Research Policy will be useful to all the concerned. This will come into force with immediate effect.

(Prof. Govind R. Kadambi)

Pro Vice Chancellor – Research
Pro Vice Chancellor

M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054.

Copy to:

1. PS to Chancellor for the kind information of Hon'ble Chancellor M.S. Ramaiah University of Applied Sciences, Bengaluru
2. PS to Vice Chancellor for the kind information of Hon'ble Vice Chancellor M.S. Ramaiah University of Applied Sciences, Bengaluru
3. Pro Vice Chancellors M.S. Ramaiah University of Applied Sciences, Bengaluru
4. Registrar M.S. Ramaiah University of Applied Sciences, Bengaluru
5. All Deans and Directors

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Research @ MSRUAS

Background

M.S. Ramaiah University of Applied Sciences (MSRUAS), sponsored by Gokula Education Foundation (Medical), was established as a private University under an act of Government of Karnataka vide notification dated 30 December 2013. The University started academic activities from the year 2014-15 at its two campuses, namely: Gnanagangothri Campus (predominantly for Health Sciences) and Peenya Campus (for Engineering Sciences).

MSRUAS has a strong focus on Applied Research. The research programmes could originate from industry, research establishments or business organisations. The aim of doctoral research programme is to produce researchers who can advance theory and practice in Science, Engineering, Health, Humanities and Business, and enhance the contributions to Society. Further, Research Programmes encourage creativity, analytical thinking, critical analysis, and innovative problem-solving as well as develop within each candidate the expertise and skills necessary to be an effective educator and faculty member.

The University has actively worked with National and International organisations in government, public and private sectors to carryout research and generate knowledge for the benefit of the Society. Research Organisations like ISRO, DRDO, DST, DBT and Central Ministries like Power, New and Renewable Energy, Environment and Forest, Human Resources, Agriculture, IT and Electronics and Industries have provided finance and research grants for advanced research in the past. So far the University faculties has undertaken more than 90 funded research projects and have filed more than 50 patents.

Summarizing, RUAS envisages to be a premier Research and Innovation University of International Stature in the coming decade with the state-of-the-art laboratory facilities, libraries, resource centers and the proven Global educational practices.



Research Management – Research Innovation and Council

The Research activities and initiatives are governed by the Research and Innovation Council (RIC) of the University. The Members of RIC include:

Sl. No.	Name	Designation	Membership
1	Prof. S.R. Shankapal	Vice Chancellor	Chairperson
2	Prof. Govind R. Kadambi	Pro-Vice Chancellor - Research	Member-Secretary
3	Dr. Sundaresh D. C.	Pro-Vice Chancellor - Health Sciences	Member
4	Prof. Saraswathy G. Rao	Academic Registrar	Member
5	Mr. N.C. Shekar	Registrar and Chief Finance Officer	Member
6	Prof. H.K. Narahari	Dean-FET	Member
7	Prof. B.V. Sreenivasa Murthy	Dean-FDS	Member
8	Prof. V. Madhavan	Dean– FPH	Member
9	Dr. Girija Gopalarathnam	Consultant	Member
10	Prof. B.N. Raghunandan	Retd. Scientist, IISC - Bangalore	Member
11	Dr. S. Srinivasa Rao	CVRDE – DRDO, Chennai	Member
12	Dr. M.S. Muthumurugan	Sri Ramachandra University, Porur - Chennai	Member
13	Dr. T. Thangamariappan	Biocon Bristol Myers Squibb R & D Centre, Bangalore	Member
14	Dr. K.M. Sharath Kumar	Asst. Director – Research	Member



Aim of the Research Policy

The aim of the Research Policy is to provide guidelines for Faculty Members to carry out contemporary Scholarly work. The activities of the Research Division are broadly categorized into:

1. Academic Research
2. Sponsored Research
3. Consultancy
4. Publication
5. Patents



1. MoUs and Non-Disclosure Agreement

RUAS encourages Faculty Members to undertake collaborative projects with Universities, R&D Organizations, Industries and Public Sector Undertakings. The University signs collaborative research agreements and Non-Disclosure Agreements (NDAs) with Organizations/Institutions pursuing Research on topics of mutual interest to provide a platform for Faculty Members to carry out contemporary research.

The MoUs and NDAs shall be signed for Sponsored Research and Industrial Consultancy Projects. In case of Sponsored Research, the University shall sign and provide declaration as per the format provided by the Funding Agency. With regard to Industrial Consultancy, the NDA shall be executed as per the Standard Template of University or mutually agreed Industry template.

All signed MoUs and NDAs shall be in the repository of Registrar's Office. The Research Division shall coordinate the execution of MoU & NDA process and the concerned Faculty Member or Principal Investigator (PI) shall be requested to contact Director – Research. On behalf of RUAS, the Authorized Signatories for MoUs and NDAs shall be the Registrar and the Vice Chancellor of the University.

2. Ethics in Research

Publication Ethics of research findings in peer-reviewed journals of impeccable standing is always an aspiration of a researcher. The Quality of journal and its academic reach hinge on the academic contributions and professional ethics exhibited by the Faculty Members. Since research is a systematic and scientific approach in search of knowledge and its dissemination; it is essential that certain ethical guidelines be adhered by everyone involved in the publication of research paper to sustain the continued Quality of the journal. Some of the widely accepted norms and standard ethical practices to be adopted by the Faculty Members can be summarized as follows:

i. Originality and Reporting Standards

Authors are the primary contributors for the academic standard of the journal. The



research reported in the submitted manuscript should be the original work and shall not be published apriori or currently shall not be under review for any publication elsewhere. Since research is an honour and privilege, Authors have the bounden obligation to reveal the research findings adopting the rule of revealing "**Whole Truth, Only the Truth and Nothing but the Truth**" philosophy. It is the responsibility of the Authors to ensure that all the information and pertinent details be provided in the research paper to facilitate a reasonably knowledgeable researcher to prove, validate and verify the results and claims reported in the paper

ii. Acknowledgement of Sources

If tables or figures are reproduced from another source, a letter from the copyright holder (usually the Publisher), stating the authorization to reproduce the material must be attached along with the manuscript. Information availed from any source irrespective of the quantity should be acknowledged in the research paper by citing the source of information in the recommended format stipulated by the journal

iii. Authorship of the Paper

All the individuals who have contributed to the formulation of the research problem, implementation and execution as well as in the verification shall be provided due credit as an Author. All contributors to the research findings reported in the manuscript shall be included in the list of Authorship and all the Authors listed in the manuscript shall have clear identifiable contributions to the manuscript

iv. Hazards and Human or Animal Subjects

Manuscripts with research findings involving hazards and human or animal subjects shall not be submitted to the journal without the granted ethical clearance. The responsibility of obtaining the clearance from the appropriate ethical committee solely rests on the corresponding Author. However, the University has Committees on Human and Animal Ethics in place to review and grant ethical clearance

v. Disclosure and Conflicts of Interest

Any implicit or explicit financial obligations/conflict of interest of the Authors pertaining to a research theme shall not influence the research findings and the associated interpretation or inference reported in the paper



vi. Fundamental Errors in Published Works

Authors are solely responsible for correctness and authenticity of facts, figure, statements and opinion reported in the manuscript under consideration. Authors are duty bound to notify any correction or retraction to deal with any inaccuracy, error or misrepresentation in the published version of the paper, discovered subsequent to its publication. The University shall not be responsible for the intended errors in published works

vii. Plagiarism

It is the responsibility of the Authors to maintain the academic Quality of the manuscript conforming to the required standards to ward off plagiarism issues. The University has adopted anti-plagiarism software and made Plagiarism report compulsory for all research programs, thesis, dissertation and assignment submissions

3. Publications

The University encourages the Faculty Members to publish in Scopus, Pubmed, Web of Science indexed journals. Research Profile of the individual Faculty Member shall be updated on a dynamic basis on the University Website. The publication details in the University website are updated on a monthly basis. In view of this, the Faculty Members are required to update the Faculty - Publication Coordinator on a monthly basis. Every Faculty Member is expected to publish at least one paper, on an average, in a reputed journal per annum and another one in a reputed Conference Proceedings. The publication details of RUAS can be found at http://www.msruas.ac.in/research/research_publications.

In addition, the University publishes three journals, namely, SASTech Journal, Journal of Dental and Orofacial Research. The Journals have two issues (January and August of Every Year). There is no publication charges and manuscripts are accepted from outside as well. The details of in-house journals are available in the below links:

<http://www.sastechjournal.com/>

<http://www.idorjournal.com/>

Publication of '*Book of Abstracts*' (of Student Projects) and '*Reflections*' (a magazine dedicated to bringing out the highlights of the Academic and Research achievements of the University). In order to facilitate the compilation and the publication, two separate

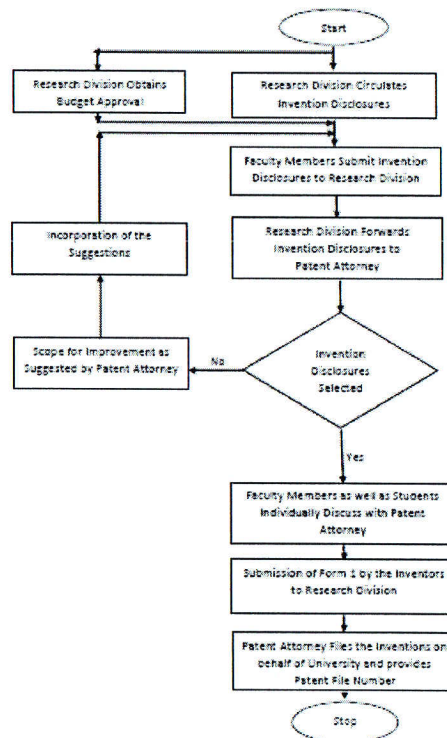


Publication Committees comprising participation from all the Faculties/Schools are in place. Both are published annually during the Convocation.

4. Patents

RUAS encourages Faculty Members to protect their intellectual property/knowledge by filing patents every year. Currently, the University has filed more than 150 patents and 16 patents are awarded (national and international). The list of filed and awarded patents are available at http://www.msruas.ac.in/research/research_patents. The Research Division coordinates filing of Patents on a yearly basis. The Invention Disclosure Form (Annexure 01) will be sent by the Research Division to all the Faculty Members usually in the Month of September every year. Faculty Members shall fill the Invention Disclosure Form and submit to the Research Division to process further with regard to filing of Patents. The flowchart for the evaluation of Invention Disclosure and its subsequent selection for filing the Patent is shown in Fig. 1.

Figure 1. Process for Patent Filing



5. Incentives

In addition to the Research heritage of successfully completing the Sponsored Research and



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Industrial Consultancy projects, the Faculty Members are eligible for Incentives. The details of Incentive Policies are as follows:

5.1 Incentive Policy for Sponsored Research

The Incentive Policy is explained in Table 2:

Table 2. Incentive Policy for Completing Sponsored Research Project

Sl. No.	Value of Sponsored Research Projects	Incentive (%)	Notes
		PI and Team	
1	Grants Awarded for Purchase of Equipment (upto Rs. 50.00 Lakhs)	5 % of Equipment Value	PI may at his/her discretion choose to share the incentive with other staff. RUAS to be advised by PI on such sharing ratios
2	Grants Awarded for Purchase of Equipment (exceeding Rs. 50.00 Lakhs)	7.50% of Equipment Value	

5.2 Incentive Policy for Industrial Consultancy

Industrial Consultancy is coordinated by the Techno Center. Faculty Members engaged in Consultancy Projects are remunerated for the time spent and depending upon the scope and nature of the work (case to case basis). The Consultancy Policy is drafted on lines similar to Incentive Schemes of Sponsored Research and Training & Life Long Learning Division. Broadly, it is proposed that the net surplus earned from the Consultancy activities be shared on a case to case basis as between the Investigating Team and University respectively.

6. Fee Concession to Employees

The University is aspiring that all the Faculty Members shall have Doctoral Degree in the Years to come. In view of this, the Faculty Members are encouraged to register for Research Programs of RUAS. Moreover, 50% reduction in the annual tuition fee is offered to the Staff Members of RUAS. More than 100 Faculty Members are currently pursuing Research Programs at the University. Faculty Members may also register for Ph.D. in other Institutions/Universities of repute.

7. Support for Organizing Events (Conference, Seminars, Workshops etc.)

The Organizing Committee for the proposed Event shall contact the Research Division to organize



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Conference, Seminars, Workshop with prior approval from the respective HoD and Dean. Along with the request, a tentative Budget needs to be submitted as per Annexure 02 for conducting the Event. The Budget shall comprise details of Expenses and avenues for Revenue Generation as well as Sponsorships. The Pro Vice Chancellor (Research) and the Chief Financial Officer shall review and send their recommendation to the Vice Chancellor for the final approval. Figure 2 shows the process for providing Support for Organizing Events at RUAS:

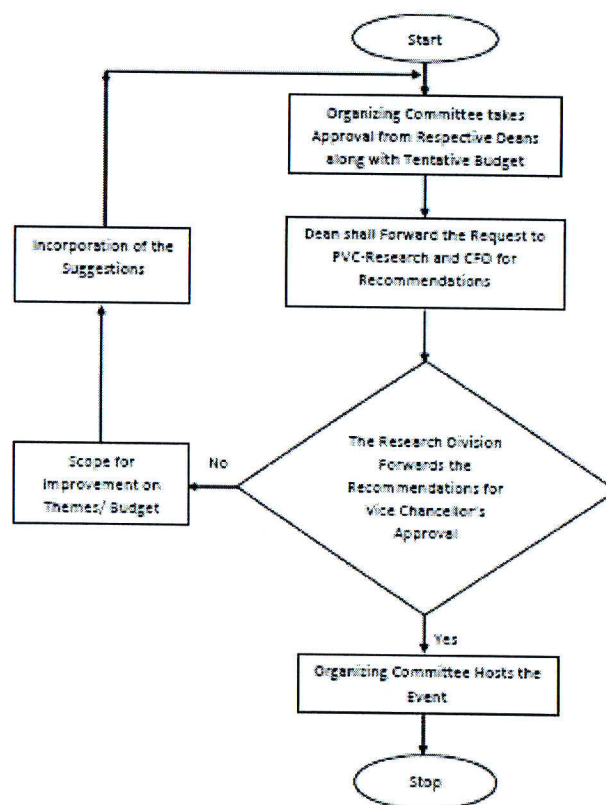


Figure 2. Support for Organizing Events (Conference, Seminars, Workshops etc.)

8. Support for Presenting Papers at Conference

Since many of the Conference organizers make the attendance mandatory for publication of the article, the University shall try to support travel and subsistence of the participant subject to the availability of Funds. The Faculty Members are encouraged to utilize Travel Funds from Sponsored Research, Grants-in-Aid, Collaborative or Consultancy Projects for which they are working instead of depending on Institutional Funds. The application needs to be submitted to the Research Coordinator of the concerned Faculty as per Annexure 03. The categories of support



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for presenting Papers at Conferences are as follows:

a) Local Conferences:

- ✓ Registration amount not exceeding Rs. 5,000/- shall be paid by the University and only the presenter shall be supported
- ✓ All-inclusive subsistence allowance of Rs. 500/- shall be paid per Conference to the presenter. Original receipt for the Registration amount and a self-certified receipt for the subsistence expenditure have to be provided to the Research Coordinator of the concerned Faculty after attending the Conference

b) National (non-local) Conferences:

- ✓ Registration amount not exceeding Rs. 5,000/- shall be paid by the University and only the Presenter shall be supported
- ✓ Travelling shall be supported with the limit set at A/C 3 tier train fare by the shortest normal route. After return, the participant shall provide the original receipt of the Registration from the Conference organizers along with copy of the ticket for travel
- ✓ Accommodation and subsistence charges shall be borne by the Presenter

c) International Conference:

- ✓ International travel to attend a Conference shall be permitted only if there is a travel grant under Sponsored Research /Consultancy Project sanctioned to the Investigating Team. Therefore, the details of allowances shall be decided on a case by case basis based on the norms set by the Funding or Sponsoring Agency. The flow chart to avail the financial support by the Faculty Members is reported in Fig. 3:



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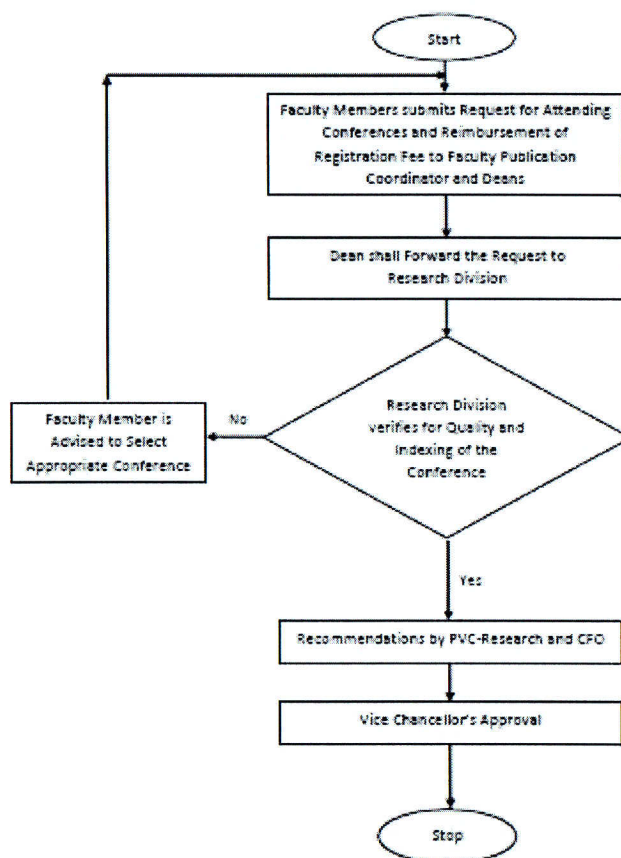


Figure 3. Financial Support for Faculty Members Attending Conference

9. Supervisor Selection for Research Programs

During the Coursework, the Research Division shall provide the Scholar with an Application for the allotment of Research Supervisor. The List of Approved Supervisors of RUAS is available at http://www.msruas.ac.in/doctoral_research. The Scholar may review the list and propose three probable Supervisors based on his/her Specific Topic of Research. After receiving the request from the Scholar, the Research Division shall discuss with probable Supervisors. The Supervisors shall be allotted with the consultation of pertinent Dean, HoD, and the suggested Supervisory list. With the approval of the Pro-Vice Chancellor (Research), an official communication about the allotted Supervisor shall be sent to the Scholar, Supervisor, Faculty Research Coordinators, HoDs and Deans.



10. Submission of Proposals to External Funding Agency

Intimation of Research Calls shall be communicated by the Research Division to all the Faculty Members of the University. Based on the deadline of the Call, the Principal Investigator (PI) can prepare the proposal and the same may be reviewed by the Expert Team constituted by HoD and Dean. After the review, the updated Proposal is forwarded to the office of Pro Vice Chancellors for the final review. In parallel, the Research Division shall facilitate the PI pertaining to the administrative details and obtaining Declaration from the Head of the Institute.



Annexures



Handwritten signature in blue ink.

Annexure – 01

Template for Invention Disclosure

1. Title of Invention:
2. Names of Inventors (Sur Name, Middle Name, First Name) with Name of Department/Faculty with E-mail Id:
3. Date of Reporting of Invention:
4. Brief Summary of Invention:
5. Detailed Description of Invention with detailed information including Drawings/Flow Chart/Results:
6. Discussion of Novelty of the Invention and the advantages of the solution the invention provides:
7. Complete Details of Prior art or Published literature which are closely related to the proposed invention and how the proposed invention is different from the existing solutions:
8. Possible short term and long term commercial applications:
9. Details of competing products (if any):

Signatures of all Inventors with Date:



Annexure – 02

Budget Format for Conducting Events (Conferences, Seminars etc.)

Proposed Budget for _____

Name of Research Center/Department:

Head of the Research Center/Department/Faculty:

Incharge:

Sl. No.	Expenditure (A)				Revenue (B)				
	Item Description	Quantity in Nos	Unit Price in INR	Total in INR	Quantity in Nos	Unit Price in INR	Gross Amount in INR	GST 18%	Net Amount in INR
1.									
2.									
3.									
4.									
5.									
6.									
			Total				Total		
	Grand Total	Revenue (B) – Expenditure (A) = _____ Total Income in INR							

Date:

Place: Bangalore

Signature of Chair – Organizing Committee



Annexure – 03

M.S. Ramaiah University of Applied Sciences

University House, Gnanagangothri Campus, New BEL Road, MSR Nagar, Bangalore – 560 054

Permission for Attending a Conference/Workshop/Symposium

The applicant should fill this form and submit the application along with the enclosures to in the Office of the Research Department; Don't erase any print from the form and use 'strike off' option if not applicable.

Name, Designation & ID Number :

Department :

Title of the Conference/
Workshop/ Seminar :

Place : Date : Duration :

Type of Presentation : Invited / Oral / Poster / Participation

Have you got permission to publish
the work ? The reference no &
Date of clearance :

Particulars of Conference/
Workshop/Seminar attended in
the current financial year :

Expenses:

Details		MSRUAS Contribution	Other Contribution
a.	Registration Fee		
b.	TA		
Total			

Project No (if to be debited from Project Funding):

Budget head:

Place:

Date :

PI Name:

Applicant

**Approved/ Not Approved/
Payment of registration fee sanctioned**

**Information recorded by
Research Division**



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Initiated by	Comments	Signature
Faculty Publication Coordinator		
Head of the Department (HoD)		
Dean's Office		
PVC's Office		
VC's Office		

Initiated by	Scholar / Faculty member	Submitted to	Head
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Enclosures	Abstract Copy of the letter of invitation / acceptance Conference pamphlet / website Clearance letter issued by the Office of the research Department for publication If no paper is presented, justification for participation		
Notes	1. Please submit the filled in form at the Office of the Research Dept for approval 2. Preference will be given to the presenting author 3. Payment for registration and travel is subject to availability of funds		

