GITAM: GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(Deemed to be University u/s 3 of the UGC Act, 1956)

A Category – I Deemed to be University

Visakhapatnam | Hyderabad | Bengaluru

The Policy for

Research

Contents

1   Preamble

Gandhi Institute of Technology and Management (GITAM) is committed to developing an outstanding research ecosystem and positioning itself as a world-class research University. It envisions to provide the foundation for innovation, transformation and translation across all the disciplines in the University by promoting interdisciplinary research and merging of theoretical and applied research to achieve long term impact.

The University Research Policy establishes the overarching framework and guidance for the development and implementation of research activities in the University. It also defines the research ecosystem within which the research staff, academic staff and research scholars carry out their research.

Research Philosophy

GITAM adopts a fair research policy that promotes research activities upholding the ethics, integrity of scholarly inquiries in any branch human of knowledge, critically examines existing knowledge systems and scrutinizes the traditionally established systems to remove fallacies through intense investigations.

2   Objective

To create an enabling research and innovation ecosystem to address the issues of national relevance and to pursue path breaking research that unravels the secrets of nature.

Specific Objectives:

- To create goal-oriented research and innovation clusters by bringing experienced mid and early career faculty of GITAM.

- To establish state of the art laboratories by bringing matching grants from national and international funding agencies and industry.

- To lead young faculty towards the path of excellence by providing excellent research facilities.

- To encourage top performers by providing fast track promotions / financial incentives.

- To attract young talent to research and innovation.

3   Research Governance

GITAM Research Advisory Council (GRAC), an advisory body assists and advises Research and Development Cell (RDC), GITAM to develop broad research framework of GITAM University and on strategies to be followed to implement research plans approved by the Academic Advisory Board (AAB) of GITAM. GRAC also scrutinizes the implementation framework and assist RDC to develop good governance strategies to administer research activities of GITAM. Detailed composition of GRAC is shown in Appendix-I.

4   Policy and Guidelines

4.1   Institutional Regulatory Framework

GITAM promotes research work of highest standards pursued with impeccable honesty and integrity. Research proposals shall be scrutinized by Institutional Ethics Committee (IEC) and Institutional Bio-safety Committee (IBSC), and such research activities approved by the institutional regulatory bodies will alone be implemented in GITAM. If research work requires usage of animals such proposals need to be cleared by Institutional Animal Ethics Committee (IAEC). The data of such research should be recorded and stored ethically and securely. The composition of institutional regulatory bodies such as IEC, IBAC and IEAC are shown in Appendix-II.

4.2   Recruitment and Promotion Policy

GITAM will recruit faculty with exceptional academic Caliber and provide an academic ecosystem that enables them to transform into academic leaders. Top performers will be identified and provide Fast-track promotions and financial incentives to such faculty.

4.3   Sabbatical Leave

High-performing faculty are given sabbatical leaves once for every five years of continued service to encourage their participation in research /book-writing activities. Sabbatical Leaves recommended by respective Schools are scrutinized and approved by the Research Advisory Councils, and the Board of Management respectively.

4.4   Study Leave

Study Leaves are granted to the faculty if they obtain prestigious overseas/national fellowships from National/International agencies.

4.5   Research Incentives

GITAM proposes to establish Multidisciplinary Units of Research for Translational Initiatives (MURTI) and it will be established across all the three campuses. Faculty with research grants and proven publication records are given the opportunity to associate with MURTI to intensify their participation in interdisciplinary activities. Faculty associated with MURTIs will be given reduced teaching load with flexible working hours and are relieved from the routine administrative responsibilities. Along with the Distinguished Professors, MURTI faculty will also report directly to the Vice-Chancellor or the Pro Vice-Chancellor depending on the campus affiliation.

Age of superannuation of GITAM faculty is sixty years. However, the services of faculty working in MURTI will be extended till they attain the age of sixty-five. If the performance of MURTI's faculty is exemplary, their continuation beyond the age of 65 is also considered on a case-by-case basis.

4.6   MURTI-Excellence Fellowships:

GITAM Research Admission Test (GREAT) will be conducted annually to attract talent from throughout the country to GITAM. The candidates who have obtained exceptional rank in the GREAT examination will be given MURTI Excellence Fellowship and each MURTI-Fellow is entitled to receive an amount of INR 40,000 per month as a Fellowship. The MURTI Excellence Fellow will be working under the supervision of a faculty and their progress evaluation and recommendation for continuation will be monitored/ assessed by the Doctoral Advisory Committee,

constituted as per the PhD Admissions Regulations 2023.

4.7 *Distinguished Faculty*

GITAM on the advice of the Academic Advisory Board invites senior and established faculty of international repute as Distinguished Professors. The Distinguished Professors are placedin MURTI to work on an interdisciplinary goal-oriented research projects in association with the mid and early career faculty of GITAM. The Distinguished Professors directly report to the Vice-Chancellor. However, if they are working in GITAM other than the Visakhapatnam campus, they directly report to the respective Campus Pro Vice-Chancellors. The Distinguished Professors associated with MURTI's are exempted from the routine governance of GITAM and exempted from the adherence to institutional timings.

5   Research Management

The research work of each scholar will be monitored and guided by a research supervisor under whom the student is formally registered. The progress of each student is monitored by a three-member Doctoral Advisory Committee (DAC) consisting of i) research supervisor, ii) a faculty member of the same department and iii) a faculty of the sister department of the respective School. End of each semester, the Head of the Department convenes a Doctoral Advisory Committee meeting to monitor the progress of a student. The recommendations of the DAC duly forwarded by the Head of the Institute/ Dean and shall reach the Research & Development Cell for taking further necessary action.

6   Project Management

GITAM procurement policies approved and amended by the Board of Management from time to time should be strictly followed while implementing the research work. The Chief Financial Officer is responsible for submitting the Statement of Expenditure and the Utilization Certificates at the end of each financial year in consultation with the Principal Investigator (PI) and the Research & Development Cell. Submission of the progress report to the funding agency is the responsibility of the PI by marking a copy to the Research & Development Cell, as soon as the

project is completed. The Research & Development Cell is responsible for maintaining the repository of Progress Reports, Publications, and Patents.

7 Research Enterprise

GITAM follows a unique IPR (Intellectual Property Rights) Policy. The research with translational potential is encouraged to file provisional National/ International Patents. The Principal Investigator initiate the proposal of filing a patent. The Research & Development Cell (RDC) after receiving the provisional patent applications evaluates the potential of the claims by referring them to an Expert Committee constituted by the Vice-Chancellor. On receiving the recommendations of the Expert Committee, the RDC proceeds with the filing of the patent.

All necessary procedures and expenditures involved in filing the patent applications will be borne by the Research & Development Cell. The IPR generated will be the property of GITAM. However, the Inventor/Principal Investigator gets a royalty if revenue is generated due to commercialization product protected under IPR.

The faculty of GITAM are encouraged to participate in startup culture. They can pre-incubate their idea with Venture Development Centre or incubate a start-up in any incubation centre at GITAM to test the viability of the startup and to validate the translational potential of theirresearch.

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Annexure – I: Research Governance

1. GITAM Research Advisory Council (GRAC)

The Vice-Chancellor on the advice of Academic Advisory Board (AAB) will constitute the GITAM Research Advisory Council which will be responsible for defining the Long-term Research Strategy for GITAM. This Council will be the OWNER of the strategy. This will comprise of Research Advisors of International reputation, Deans and Director R&D. The main functions of the Council are to:

i. An overall University research enterprise, including, but not limited by enumeration, to:

- Strategic planning to maximize the research productivity of faculty and staff, and to support highly innovative, transformative research.

- Allocation of flexible resources, such as support of research competitions, matching funds for grants, funding for recruitment and retentions, and honouring research contributions.

- Major campus-wide research programs and issues.

- Compliance processes and committees.

- Approval and review of the performance of the existing policies governing research centres.

- Review and approval of the establishment of new, and closing of existing, standalone research centres.

ii. Brings to the attention of the Vice-Chancellor and Director-R&D views and opinions of the faculty and staff. In turn, members are responsible for assisting the Office of the Vice-Chancellor in helping to communicate the research resources of the Vice- Chancellor office.

iii. Advises and counsels the Vice Chancellor and Director-R&D in the formulation of the research policy.

iv. Creates subcommittees to study specific topics, as needed.

2. Institute Research Council (IRC)

i) The Vice-Chancellor in consultation with Dean of respective disciplines and campus heads (where applicable), will select and appoint the members of the IRC. The IRC is responsible for establishing strategic directions and defining the 5-Year Research Plans for each Department and Institute; thus, they are the OWNER and the IMPLEMENTER of the Research Plans. The individual HoDs will work closely with the Deans/HoIs of respective institutes to ensure department-wise implementation, monitoring and reporting of progress of research plans. The composition of the IRC is as below:

ii)

Dean	Chairperson
Director/Principal	Co - Chair
All HoDs in the Institution	Members
All the DRC Chairs in the Institution	Members
One of the DRC Chair nominated by the HOI	Convener

Note: In case there is no Dean appointed for a particular discipline, the Director/Principal will become the Chairperson of the Committee.

iii) Functions of the Institute Research Council:

- To formulate and implement the Institute's/School's Research Strategy.

- To facilitate the development of research infrastructure and resources of the Institute.

- To evaluate and approve the Department Research Strategies.

- To review the progress of Departments/Research Groups against the deliverables and Key Performance Indicators.

- To monitor the Ph.D. Program, including admissions, the constitution of DRC, RAC, and the progress of all the Ph.D. scholars.

- To facilitate and promote interdisciplinary research between Departments and other Institutes (internal and external to the University).

- To encourage faculty to apply for external funding opportunities.

- To promote research ethics and best practices among the faculty and students.

3. Department Research Committee (DRC)

i) The Chairperson of IRC in consultation with Head of the Institute, will select and appoint the members of the DRC from the applicants based on the criteria set in Annexure II. Department Research Committee should comprise of:

One of acknowledged researcher of the Department	Chairperson
One member from the Board of Studies of the Department	Member
Up to five eligible Research Supervisors of the Department. (In case of smaller departments all the eligible research supervisors will be a part of the DRC)	Members
One member from the eligible Research Supervisors of the Department.	Convener

Note: Where the departments of any Institute/School at individual campuses are small, constitution of DRC is not possible. In such circumstances, the Deans/Directors/Principals can determine the DRC of which Institute/School the smaller department can operate under

ii) Functions and responsibilities of the Departmental Research Committee:

- To formulate and implement the Department Research Strategy.

- To monitor the research activities in the Department including funded projects, publications, and patents.

- To review the progress of the faculty members and Ph.D. scholars of

thedepartment.

- To support the early career researchers and other researchers of the Department indetermining the research priorities.

- To identify leading journals in the discipline where the faculty can publish.

- To review the research infrastructure required by the Department.

- To allocate research supervisors' and constitute the Research Advisory Committeefor each Ph.D. scholar.

- To encourage faculty to apply for external funding opportunities.

- To promote research ethics and best practices among the faculty and students.

Annexure – II: Composition of Institutional Regulatory Bodies

i. Composition of Institutional Animal Ethics Committee (IAEC)

S. No.	Composition	Designation in IAEC
1	Biological Scientist, Chairperson	Chairperson
2	Scientist In charge of Animal House Facility	Member Secretary
3	Scientist from different biological discipline	Member
4	Scientist from different biological discipline	Member
5	Veterinarian	Member
6	Main Nominee	Member
7	Link Nominee	Member
8	Scientist from outside of the Institute	Member
9	Socially Aware Nominee	Member

ii.   Institutional Biosafety Committee (IBSC)

S. No.	Composition	Designation in IBSC
1	The Head of the organization or his/her designate (suitable senior officer)	Chairperson
2	Member with medical qualifications with knowledge about Biosafety Level 3 or 4 facilities and be able to offer advice on specialized containment requirements.	Biosafety Officer
3	Outside expert nominated by DBT who oversees the activities to ensure that biosafety aspects are being fully adhered by the organization.	DBT Nominee
4	Preferably scientists engaged in rDNA work & non-GE hazardous microorganisms.	Outside Expert Member
5	Preferably scientists engaged in rDNA work & non-GE hazardous microorganisms.	Internal Expert Member
6	Preferably scientists engaged in rDNA work & non-GE hazardous microorganisms.	Internal Expert Member
7	Preferably scientists engaged in rDNA work & non-GE hazardous microorganisms.	Internal Expert Member
8	One of the internal members	Member Secretary

iii. Institutional Ethics Committee (IEC)

S. No.	Composition	Designation in IEC
1	The Head of the organization	Chairperson
2	One or two persons from basic medical science area	Member
3	One or two clinicians from various institutes	Member
4	Legal expert	Member
5	Social Scientist	Member
6	Representative of non-governmental voluntary agency	Member
7	One philosopher/ethicist/theologian	Member
8	One of the internal members	Member Secretary

Annexure – III: Research Activities

The total Research activities of the University shall be organized into three categories: **Academic Research**, **Sponsored Research** and **Extramural Research**.

People can take up (and are encouraged to take up) any of the three kinds of projects, as long as they are within the scope and boundaries of the overall research strategy and the 5-year plans. The decision on which external projects to accept rests firstly with the Directors of the Centres of Excellence and thereafter subjected to an established process.

1. *Academic Research*

In order to promote academic research, the following norms shall be observed.

- Research staff, scholars and faculty shall conduct research in focused areas which are part of the 5-year plan defined by the RPG.

- Each member of Research staff, scholars and faculty are expected to regularly **publish their research work** in reputed indexed journals (WEB of SCIENCE, SCOPUS, ABDC etc.). Annual performance appraisals will be based, in part, on research output.

- The Board of Studies of the respective departments / institutions should ensure that the BTech, MTech and MBA projects shall be research focused too, in addition to the conventional academic lines.

- Students are encouraged to participate in the extension and outreach programmes organized by the University.

2. *Sponsored Research*

Research is an integral and important part of any higher education system. GITAM actively promotes research among its staff and students. In addition to basic research, which is the backbone of any applied research, the Institute also gives adequate importance and support to applied research. In order to promote sponsored research, the following norms shall be observed:

- All the departments would aim to apply for national and international funding

calls.

- Schools are encouraged to create research groups to focus on core research areas and inter-disciplinary research.

- Faculty are encouraged to engage and collaborate with industry and academia to apply for funding calls.

- The University shall identify the highly valued & innovative projects and motivate those Investigators to work with the Chief Scientist to convert the ideas into patents and products.

3. *Extramural Research*

- Eminent professionals and entrepreneurs from the industry shall be invited to take up joint collaborative projects with the university faculty.

- The faculty shall also take up such research topics related to Society at large like chronic diseases, health disorders including mental health, issues of Children / Aged / Women etc.

- The Institution shall also permit the faculty to work in other educational institutions as part of the faculty exchange programs, as well as sabbaticals. Such appointments are earned based on the quality and impact of the research work.

- The University shall set up Excellence Centres in the frontier areas of research, which shall be open to faculty, students and industry persons to conduct research.

- While putting every effort for funding from the Government sector, the Institute, through its existing collaborations with industries, shall try to involve the corporate sector as well, in funding of research projects.

Annexure – IV: Research Outcomes & General Guidelines

- The University encourages publication and dissemination of results of research in high- quality journals.

- All publications will conform to the requirements of the Intellectual Property Rights Policy of GITAM, and any other relevant contractual obligations (e.g., research done with / for external or corporate sponsors).

- In line with this, the University will implement a clear approval process that takes into account the need for scholars and students to publish their research, sponsor requirements, IPR and technology transfer policies, etc.

- Such an approval process will ensure that proposed publications have followed a rigorous protocol of internal peer review, ethical and statutory compliance, authorship, sponsor details, conflict of interest and plagiarism statements, etc. The ultimate responsibility for ensuring compliance lies with the Lead or Corresponding Author and his/her immediate supervisor.

- All research data, finding, documents, etc., shall be archived in an appropriate system following good research practice guidelines, so that these are available to other researchers on request. The research material, including laboratory notebooks, computer files, data sheets, etc. are the property of GITAM and cannot be shared with external parties without the express written permission of GITAM. Separate rules apply for Patents and IPR.

- Procedures for transfer of material in and out of the institute are detailed separately.

- The publication of the results of research may need to be delayed for a reasonable period in order to protect the intellectual property arising from the research, as normally experienced. Such delays in publication should be kept to a minimum, but not more than 3 months.

- Researchers shall keep in mind the needs for confidentiality and IPR issues and should only share information about research projects in a manner that is in line with existing confidentiality policies.

- Wherever available, the institute expects all researchers including students, trainees etc. to observe the standards of research practice set out in guidelines published by Scientific and learned societies, and other relevant professional bodies.

- The Researchers are to be aware of the statutory requirements, with regard to recording of their work, particularly related to Health & Safety Legislation and safeguarding of data.

- Head of the institute and senior colleagues should ensure that a research atmosphere of mutual cooperation exists, and the members of the research team are encouraged to develop their skills and advanced knowledge.

- The institute will plan periodical courses to enable students and researchers to learn and follow the best practices in research on a time bound framework. Research Supervisors should encourage the Research Scholars and colleagues to attend relevant courses, as a part of the career development programs.

- Data generated during research should be kept securely in paper or electronic format, as appropriate. Backup records should always be kept for data stored on a computer.

- Researchers should report any changes in the direction of sponsored research to the sponsoring agency. The Researchers should discuss any change regarding the research with the sponsoring agency, much prior to its implementation.

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