



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)

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RESEARCH AND CONSULTANCY POLICY

Name of Policy		Department responsible	All Department
	Research Policy	Prepared by	Prof. (Dr.) Sisir Kanta Pattnaik
	Institute Department	Checked by	Prof. (Dr.) Arun Kumar Parida
Effective date	05/07/2018	Approved by	Principal
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STATEMENT

Gandhi Institute of Technology & Management, Bhubaneswar is established with a vision, "To be an Institute of excellence providing cutting edge technology to produce industry ready professionals". The institute is committed to serve the society by conducting state of the art research to address the grand challenges and opportunities of the future and the publication policy intended to produce publications to define the vision and mission of the Institution in its attempt to scale the heights of excellence for the effective, meaningful dissemination of knowledge, information about the Institution and promotion of creativity for the benefit of its stake holders. GITAM is also committed to encourage Consultancy as an effort to fulfil its Vision and Mission, using the expertise available for promoting and profession and excellence in serving the Society through Consultancy.

OBJECTIVES

- Provide proactive research culture and state-of-the-art infrastructure
- Create the culture for inter-departmental and inter-institution/ university collaborations for inter – disciplinary/ multi-disciplinary research
- Create and promote quality human resources (UG and PG students, research scholars and faculty members) for scientific research
- Promote academic and industrial collaborations involving active and mutually beneficial R&D projects

- Publish research papers in high-quality journals of national and international repute, file patents and transfer technologies to relevant industries
- To ensure that the institutional standards governing the production of publication are adhered to.
- To make sure that the publication do not contain anything contrary to the policies, vision & mission of the Institution.
- To ensure that the contents in no way hurts the Nationalistic feelings, religious sentiments or reflects gender discrimination.
- Raise the standards of the institution to stand among the premium institution in India

PROCEDURE

- To develop a high-quality research ambience in the Institute and motivate faculty for research at par with National and international standards, a Research Promotion Committee (RPC) is constituted in the Institution level.
- A Department Level Proposal Review Committee / Project Review Committee (PRC) shall be constituted that comprises of Principal Investigator, Co Investigators, Subject Expert, HODs for the project proposal assessment, for the possible submission to Govt. / Industries for the funding support to do Sponsored/ Collaborative research based on the call for proposals from the agencies.
- Faculty promotion schemes may develop for those who significantly contribute high quality research and keep high ethics in research undertaken.
- Provision for Institutional grants or incentives for faculties for publishing research in journals, presenting research papers in conferences. Institution should provide grants honorarium for the faculties for sponsored projects. All incentives/Honorarium under Research Promotion Scheme will be based on the recommendations of the Research Council of the Institute.
- Recognize the faculty/student for excellent performance in research related activities such as fetching research grants or having consultancy projects etc.
- Proper norms for reimbursement of travel, accommodation and registration should be prepared for faculty members for participating in Conferences or Faculty Development Programs organized by National/International level institutes/organizations (IITs/ NITs/ Selected Deemed Universities) and institutes outside India.

- Information should be given to the faculty and students for applying grants from various national and international agencies.
- The plagiarism should be checked for the final report prepared by Research Scholar/ Post Graduate Student/ Graduate student before submitting to the Institution/ Journal/ Conference.
- Disciplinary actions will be taken if the plagiarism is detected in the Publications / Thesis

ROLES OF RESEARCH COMMITTEE

To develop a high-quality research ambience in the Institute and motivate faculty for research at par with National and international standards, a Research Promotion Committee (RPC) is constituted. It consists of

- (i) Principal
- (ii) HODs of all department
- (iii) Nominee of the concerned Departmental Research Committee – Member
- (iv) Registered PhD Supervisor and Co-Supervisor (if any)
- (v) Principal Investigator of the project funded by external agency

RESPONSIBILITIES OF RESEARCH COMMITTEE

- The R&D activities in the individual departments are monitored by Department level RPCs headed by the Head of the respective Department.
- To develop rules, procedures and guidelines for granting research support, instituting awards, and supporting all other related activities
- To develop rules, procedures and guidelines for granting study leave, sabbatical leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities
- To prepare and regularly update the research agenda of the University outlining the preferred focus areas and priorities of research activities to be supported
- To guide faculty members in the effective integration research projects with the regular curriculum implementation and curriculum enrichment activities
- To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations

- To promote interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects
- To define an enabling framework for researchers to obtain sponsorships for research projects and which makes the participating researchers responsible for the successful implementation of the project

RESPONSIBILITIES OF PUBLICATION COMMITTEE

- To encourage and facilitate the publication of the research work/projects in reputed academic journals
- To encourage and facilitate the presentation/communication of the research work/projects as well as their findings and recommendations through academic events such as workshops/seminars/guest lecturers or the media
- To compile data on all the research work/projects undertaken by the teachers and students in to a database for easy monitoring and analysis of the progress being made by them from year to year
- To provide a mechanism for ensure that academic staff attain the desired mix of teaching, research and consultancy outputs so as to achieve the level stated in the Institution mission
- To draw up and adopt a research code, which informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research
- To prepare and implement a research quality assurance mechanism for ensuring that all research activities of the Institution confirm to standard quality specifications

Responsibility for managing the Publishing Process

- The College Council approves the publishing policies
- The Principal implements the policy decisions.

Roles & responsibilities of Publishing Committee

- The Publication Committee will execute the decisions of the College Council.
- The Editorial Board of various publications will implement the decisions of the College Council.
- The Publication Committee will comprise the following members.
 - a. Principal : President

- b. Professor of English : Convener
- c. HODs Mechanical : Member
- d. Office Supdt. : Member

Publishing of News Letter

- The News Letter should be published twice a year i.e; in March and September every year.
- Editorial Board, News Letter
 1. The Principal shall be the Editorial Chief
 2. The Professor of English shall be the Editor.
 3. There shall be one representative each from the various departments who will collect the details to be published and send it to the Editor.

Publishing College Magazine

- The College Magazine will be published annually. It should reflect the culture, history and creativity of the year completed. It should serve as a reference source for the entire activities of the previous year.
- The following should be the composition of the Editorial Board.
 1. Principal
 2. Convener Media Cell
 3. HODs
 4. Professor of English
 5. Student Editor

Publishing Departmental News Letter

Departmental News Letters and other Publications can be published only after getting the approval of the Publication Committee.

Publishing Manuscript Magazines

Students Manuscript Magazine can be published only under the supervision of the Staff Advisor concerned and the respective Head of the Department. They should ensure that the content is thoroughly scrutinized.

In accordance with the policy of the AICTE and BPUT, the College is committed to promote Consultancy.

It involves:

- Advice
- Problem-solving
- Direction of research
- Teaching
- Testing

Consultancy Guidelines:

- Academic Staff and Non-Academic Staff may engage in free or paid Consultancy Activities for third parties through the Institution or on a personal basis under instruction to the College.
- They may retain remuneration received from Consultancy, including benefits in kind, subject to the conditions fixed by Management, from time to time, if the Consultancy work is undertaken through the Institution.
- If the Consultancy work is at the individual level, the remuneration received from Consultancy shall go, so the individual provided he/she does not use the facilities of the institution and incur any kind of liability for the institution.
- Before giving any undertaking to engage in Consultancy Activities, the Members of the Academic, Technical and Administrative Staff must obtain prior approval of the Management.
- Consultancy Work shall be undertaken ensuring that the Institution is indemnified against any legal implications and financial risk.

For the purpose of this policy, "Consulting" is taken to mean the remunerated application of a Staff Member's professional expertise for the benefit of a third part typically an Industrial, Commercial, Governmental or other Professional Institution.

For the purpose of this policy, consultancy does not cover the following types of activity:

- External examination and assessment
- Authorship of academic textbooks
- Editorship of a professional /academic journal or publication
- Office holder of a professional body
- Contributing to broadcast media programmes
- Public service such as serving on Government Public Body in the capacity of an expert
- Work which falls outside the professional expertise for which the member of staff is employed at Gandhi Institute of Technology & Management, Bhubaneswar
- Non-executive directorships (which should be reported to the Principal.)

The above list is not exhaustive, but serves to provide an illustration to those activities that are outside the scope of the consultancy policy

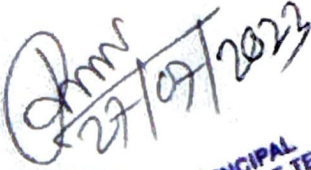
Principles of Consulting

The ability to engage in consulting activities is guided by the following principles:

- Consultancy is a privilege, not a right
- The Institution must be safeguarded against conflicts of interest (including IPR) and indemnified against financial risk.
- Activities undertaken must not detract from the contributions to Gandhi Institute of Technology & Management, Bhubaneswar, which the member of staff is being employed
- If the facilities of the College (including materials and support staff) are used, fair reimbursement must be made to the Institution

Ethics and Integrity

While the staff member will indemnify and keep indemnified the management and all employees from all risks the staff member shall also follow highest ethical standards and probity while delivering the consultancy.


27/07/2023
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