



RESEARCH AND INNOVATION POLICY

Research & Development Cell (RDC)

JAMIA HAMDARD

(Deemed to be University)

New Delhi – 110062

-- (2022) --

VISION(S) AND MISSION(S) OF JAMIA HAMDARD (BASED ON THE REVISED MEMORANDUM OF ASSOCIATION, MOA OF JAMIA HAMDARD 2021)

VISION

“To provide international standard higher education and undertake progressive research in the fields of natural sciences, health-care, technology, social sciences and law;

To promote the study of modern and traditional, especially Unani, medicine systems with a holistic and integrative approach to healthcare and

To meet the societal education needs of underprivileged Indian communities.”

MISSION

- a) To promote and advance the cause of higher education through modern methods of teaching and advanced research in such branches of knowledge as the Jamia Hamdard may continue to develop core competence for and as may be in consonance with the emerging needs of India in general and underprivileged communities in particular.
- b) To co-operate, collaborate and associate with national and international organizations and institutions in any part of the world having mission wholly or partly similar to those of the Jamia Hamdard and as per the provision of the UGC Regulations in place from time to time.
- c) To provide avenues for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit primarily at Under-graduate, Post-graduate and doctoral/research degree levels, fully conforming to the concept and idea of the University as defined in the UGC Regulations 2019.

Quality statement

Jamia Hamdard is committed to strive for achieving and sustaining high quality standard in higher education leading to excellence and innovations in selected fields of knowledge and undertaking high quality research for the advancement of knowledge and its

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dissemination through various research programmes undertaken in-house or in collaboration with premier national and international institutes.

Quality framework

Students: To ensure the quality of students, strict adherence to the intake norms of the students to be taken. Only candidates screened through national and state level tests to be selected in various study programmes, wherever applicable. Once enrolled, students will be exposed to all realms of their curriculum with adequate knowledge and learning resources at their hands, which facilitates their all-round development as a responsible citizen and professionally competent individual.

Faculty: Faculty quality is core to the quality of students. Jamia Hamdard, while selecting a junior faculty, looks into him/her as a future leader (Professor). Therefore, highest level of quality parameters is applied for faculty recruitment and promotion. Jamia Hamdard also encourages faculty to undertake research in their selected areas of specialization and emphasizes participation in interdisciplinary and collaborative research.

Professional development: The University provides all avenues to its faculty for professional development and to recharge themselves with contemporary development in their fields of interest. Research, innovation and generation of intellectual property are appropriately incentivized.

Diversity, inclusiveness, and equal opportunity: The University believes in diversity and therefore is open to all irrespective of their background. The diversity of students is not only ensured nationally but also internationally. It also promotes inclusiveness and equal opportunity with special focus on increasing enrollment of girls in its various study programmes and providing opportunities to educationally marginalized sections of society such as Indian Muslims.

Innovations, best practices and technological intervention: The University promotes innovation in teaching and research and lays emphasis on following best practices in administration, teaching and research. It encourages technological intervention and adoption of newer tool and techniques of knowledge delivery and management.

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Ethics: Jamia Hamdard follows high level of ethics in its conduct and ensures that research and teaching is conducted following international ethical standards and transparency.

Environmental consciousness: Jamia Hamdard emulates green technology such as water harvesting, solar energy, waste and water re-cycling and eco-friendly waste management.

1. PREAMBLE

- Jamia Hamdard is committed to develop itself as a 'research intensive higher education institution (HEI)' by proactively enabling a conducive 'research ecosystem' for faculty members, post-doctoral researchers, research scholars and post-graduate and undergraduate students. The Institution encourages and facilitates intra-departmental, inter-departmental, and inter-institutional national and international collaboration. It also encourages collaboration with not only the research and academic institutions but also with industry.
- To create enabling research ecosystem an Office of the Advisor (Research) was created in the year 2010 and an Advisor (Research) was appointed to head this office. Subsequently, as per the directives of the University Grants Commission (UGC) vide letter No. F. No. 1-5/2021(NEP/DESK-PARL) dated 14th March 2022 and a letter with the same No. dated 8th June 2022 Jamia Hamdard vide Notification No. AS/JH/UGC-05/2022 dated June 14, 2022 has renamed the Office of the Advisor (Research) as 'Research and Development Cell' (RDC) which will function as per the UGC – Guidelines for Establishment of Research and Development Cell in Higher Education Institutions (March 2002) and other guidelines approved by the statutory bodies and the Competent Authority of Jamia Hamdard. Advisor (Research) has been designated as Director, Research and Development Cell (RDC).
- Adequate support and infrastructure have been made and will be made available to Research and Development Cell in terms of office space, furniture, ICT requirement, software and manpower.
- In order to support and augment research infrastructure Jamia Hamdard is committed to provide research infrastructure and support system which includes the Research and Development Cell, Central Instrumentation Facilities (CIFs), Central Animal House Facility, whole campus wi-fi connectivity, access to learning

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resources through Central and School Level Libraries, research fellowships for undertaking doctoral and post-doctoral research, linkage with industry and research organizations, training and internship opportunities, support for organization of workshops, training programmes, conferences and seminars and implementation of various research promotion schemes.

- In order to ensure an enabling research ecosystem Jamia Hamdard envisages to provide academic and financial autonomy to researchers within the available framework. Administrative and research management support from the Research and Development Cell, Office of the Registrar and Finance Section is ensured for implementation of all types of research projects and programmes.
- The University recognizes that through the cutting-edge research faculty members and researchers are contributing to national and societal development goals and are also supplementing to human resource development.
- The University recognizes the important role research has in building the perception of the institution and its contribution to accreditation and ranking.
- Jamia Hamdard promotes equal opportunity to all research-oriented faculty and researchers with respect to resources, infrastructure and administrative support.

2. SCOPE OF RESEARCH

The scope of research at Jamia Hamdard includes

- Interdisciplinary research.
- Collaborative research.
- Research on national and societal issues.
- Research on emerging fields of science and technology.
- Research leading to generation of intellectual property (IP), product development and transfer and commercialization of technology.
- Research aimed at establishment of startups, incubation centre, and entrepreneurship ventures.
- Research on social, human and environmental health issues.

3. CONDUCT OF RESEARCH

- Research is conducted at various Departments and Centres of Jamia Hamdard with their distinct thrust areas of research.

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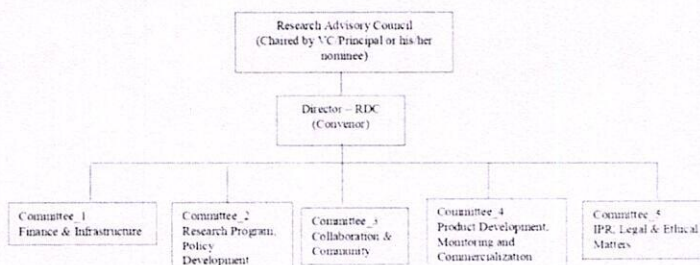
- At the institution-level research management role is vested with the Research and Development Cell. Various research activities, and processes facilitated by the Research and Development Cell, policies and guidelines will be placed on the university web site for wider publicity.
- Doctoral research leading to Ph.D. degree is conducted as per bylaws and rules and regulation contained in 'Ph.D. Ordinance' of the university and its amendments from time to time.
- Research is conducted by following the professional ethics with the approval of appropriate ethics committee such as Institutional Animal Ethics Committee (IAEC), Institutional Review Board (IRB), Institutional Biosafety Committee (IBSC) and other relevant Committee in order to protect and safeguard rights of persons, human subjects, animals, biodiversity and intellectual property.
- All researchers are expected to undertake research activities in accordance to Jamia Hamdard policies and rules in place and amended time to time.

4. RESEARCH & DEVELOPMENT CELL (RDC)

- All aspects of research from conception through execution to completion with respect to administrative and decision making will be managed by the Research and Development Cell (RDC) of Jamia Hamdard which will function as per the UGC Guidelines issued in this regard (Ref: Guidelines for Establishment of Research and Development Cell in Higher Education Institutions – 2002) and Jamia Hamdard's policies and guidelines approved by its statutory bodies and/or Competent Authority. RDC will be the nodal authority for all research and development activities at Jamia Hamdard including research oriented startups, incubators, and entrepreneurship undertaken by faculty members, research staff, and students. Adequate infrastructure, manpower finance and technology will be made available to RDC.

5. ORGANIZATIONAL STRUCTURE OF RDC

- UGC Guidelines document has proposed the following Organizational Chart of RDC:



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- Accordingly, the following five Committees will be integrated with the RDC:
 - i) Committee 1- Finance and Infrastructure
 - ii) Committee 2- Research Programme, Policy Development
 - iii) Committee 3- Collaboration and Community
 - iv) Committee 4- Product Development, Monitoring and Commercialization
 - v) Committee 5- IPR, Legal and Ethical Matters
- Director RDC will be the Convener of all the above Committees. External and internal members will be included in the above Committees to strengthen the expertise. Other Committees may be constituted with due approval to strengthen the RDC.
- Director RDC will present agenda related to research at various statutory bodies of the university.

5. RESEARCH MANAGEMENT

- A centralized virtual system for research information and process management, 'Research Management System' will be implemented for effective, transparent and accountable management of research at Jamia Hamdard.

6. FINANCING OF RESEARCH

- Research at Jamia Hamdard will be financed by national and international funding, consultancy projects, commercialization of technology, royalty, facility usage charges and other resources.
- There will a separate annual budget for the RDC.

7. SPONSORED RESEARCH/RESEARCH PROJECTS

- Jamia Hamdard encourages teachers to obtain extramural sponsored research projects from various national and international funding agencies including governmental and non-governmental organizations and industry.
- Faculty members are allowed to undertake sponsored research projects after obtaining due permission from the university without compromising their teaching and mentoring responsibilities and other institutional commitments.
- Any cost sharing on part of the University has to be declared in advance at the time of submission of proposal and it will be the prerogative of the university to accept it or not.
- All the publications coming out of the work conducted under a sponsored project should acknowledge the financial support.
- All appointment in the sponsored projects will be through the university approved mechanisms.

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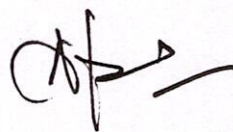


- All funds will be received in the name of Jamia Hamdard.
- In all proposals the investigators will propose 'Institutional Overheads' as per the funding agencies. Sharing of overheads will be as per Jamia Hamdard policy in this regard.
- All expenditures, procurements and purchases will be as per GFR norms in place and amended time to time.
- All research proposals by individual or group of individuals/Department/School level projects will be submitted through the RDC.
- Research projects at Institutional Level will be submitted by either Director, RDC or Investigator/Investigator Group identified by the Director RDC.

8. CONSULTANCY PROJECTS

- Faculty members are encouraged to undertake consultancy projects from governmental and non-governmental agencies and industry.
- Investigators will undertake consultancy projects keeping in view any conflict of interest and ensuring proper protection of intellectual property rights (IPR).
- In each case an agreement/memorandum of understanding (MoU) will be signed detailing all clauses of project. The agreement/MoU will be signed by the Registrar on behalf of Jamia Hamdard and the authorized signatory of the other party.
- Sharing of consultancy fee/charges will be as per the Jamia Hamdard policy in this regard.
- All consultancy projects will be undertaken with due approval process and will be conducted in accordance to Jamia Hamdard policy in this regard.
- All funds will be received in the name of Jamia Hamdard.
- In all proposals the investigators will propose 'Institutional Overheads' as per the funding agencies. Sharing of overheads will be as per Jamia Hamdard policy in this regard.
- All expenditures, procurements and purchases will be as per GFR in place as amended time to time.
- All types of consultancy projects will be submitted through the RDC.
- All advertisement for positions in the consultancy projects will be advertised by the RDC.

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9. APPOINTMENT OF RESEARCH PROJECT STAFF

- A transparent procedure will be followed for appointment of research staff sanctioned in a research project or consultancy project. In case no manpower designation is specified and a lump sum budget for manpower has been sanctioned in any type of project the Principal Investigator may propose creation of positions out of sanctioned budget with due approval of the Competent Authority. Such proposal will be submitted through the RDC.
- All sanctioned positions will be widely advertised on the university web site and notice boards. Advertisement in newspaper(s) may be made if mandated by the funding agency. In case a sufficient number of applications are not received in the first instance the positions may be re-advertised. All advertisement for positions in projects will be advertised by the RDC.
- Walk-in interview may also be conducted.
- The Selection Committee will be constituted by the Vice Chancellor. He/she may nominate his Nominee in the Selection Committee. Principal Investigators (PIs) will propose at least three subject experts not below the level of Associate Professor or equivalent from outside of the university for nomination by the Vice Chancellor.
- For all research positions the Dean of the School will be the Chairperson of the Selection Committee. In case he/she is not able to chair the Selection Committee an alternative arrangement will be made. However, in case of supporting staff, Head of the Department may also chair the Selection Committee.
- PIs will submit their proposals for appointment to the RDC for processing.
- Appointment Letter will be issued by the Registrar.

10. CONFERENCE/SEMINAR/SYMPOSIUM/WORKSHOP/ TRAINING PROGRAMME

- All proposals for a conference, seminar, symposium, workshop, training programme and any other research focused event will be processed through the RDC.
- RDC may develop format and guidelines in this matter and place on the web site.
- Director RDC will be invited in all events and if he/she desires a slot will be earmarked for his/her lecture/remarks/notes.

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11. INTELLECTUAL PROPERTY RIGHTS (IPRs)

- Jamia Hamdard encourages creation of intellectual property (IP)/ patents and copyrights and commercialization of technology by the researchers.
- On case to case basis patent filing charges are also provided by the university.
- All the matters of IPR are managed by the IP Management Cell (IPMC). There is an Advisory Committee of the IPM Cell.
- IPR Policy of Jamia Hamdard will be placed on the university web site.

12. AGREEMENTS/ MOU WITH INSTITUTIONS/ ORGANIZATIONS AND INDUSTRY

- In order to promote collaborative and interdisciplinary research and to augment the opportunity for researchers in terms of training and expertise Jamia Hamdard encourages signing of agreement/MoU with institutions/organizations and industry in India and abroad.
- Registrar signs legally vetted agreement/MoU on behalf of Jamia Hamdard.
- All proposals of agreement/MoU for academic and research purposes will be perused by the designated Committee. External experts may also included in the Committee. The Committee may frame guidelines and formats to be used for the purpose.

13. APPOINTMENT OF ADJUNCT FACULTY AND HONORARY PROFESSORS

- Jamia Hamdard welcomes eminent academicians and researchers as Adjunct Faculty on its campus.
- The objective is to provide researchers of the university an opportunity to learn from the vast experiences of eminent personalities in their respective fields.
- Appointment of Adjunct Faculty will be as per the guidelines adopted in this regard.
- Separate guidelines will be framed for appointment of Honorary Professors.

14. PH.D. PROGRAMME

- Ph.D. Programmes in all the Departments/Schools of the university will be conducted as per the Ph.D. Programme Ordinance 2021 and its amendment(s) time to time.
- The Ph.D. Programme Ordinance 2021 is largely based on the latest UGC Regulations.

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- RDC will facilitate all matters of Ph.D. programme and frame guidelines from time to time to improve the quality of Ph.D. programme and its outcome.

15. POST-DOCTORAL RESEARCH

- Jamia Hamdard welcomes candidates with good research profile who have obtained Ph.D. degree from other institutions as well as from Jamia Hamdard as post-doctoral researchers.
- To popularize post-doctoral research culture Jamia Hamdard organizes 'Post-doctoral Research Conclave' for post-doctoral researcher of Jamia Hamdard and other institutions.

16. RESEARCH PROMOTION SCHEMES

- Jamia Hamdard has various policies to promote and incentivize the research. The RDC will frame 'Research Promotion' policies and popularize the same through various forums including the institution's web site.

17. CELEBRATION OF SCIENCE - NATIONAL SCIENCE DAY

- In order to promote research culture and celebrate the research accomplishments of faculty and research scholars the National Science Day is celebrated on February 28 every year.
- On this occasion a 'National Science Day Lecture' is organized by an eminent researcher, research administrator or industry leader.
- Faculty and research scholars are felicitated for their research achievements.


18. RESEARCH ADVISORY COUNCIL (RAC)

- A Research Advisory Council (RAC) is in place. The Council is the highest advisory body for matters related to research and development and innovation. The composition of RAC is as per the requirement of Department of Scientific & Industrial Research (DSIR) for Research Advisory Committee.
- The Constitution of the RAC is per the requirement of the UGC Guidelines for RDC.

19. INSTITUTION INNOVATION COUNCIL (IIC)

Jamia Hamdard shall have an Institution Innovation Council (ICC) which will function as per guidelines issued by UGC/DST and other government agencies and will be integrated with RDC.

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20. UNIVERSITY-INDUSTRY COLLABORATION

All efforts will be made to foster active university-industry collaboration at all levels (institution/school/department/individual). RDC will facilitate such collaboration through Committee (s) and RAC.

21. TRAINING

- Guidelines for training of Jamia Hamdard faculty and research scholars at other institutions and training of researchers from other institutions at Jamia Hamdard have been developed and notified.

22. RECORD KEEPING

- Records related to research activities are maintained at the Research and Development Cell.
- It will be mandatory to provide a copy of project sanction letter, annual and final utilization certificates (UCs), project completion report, fellowship award letter, fellowship upgradation letter, event brochure, event UC, event report, copy of Student Research Advisor Committee (SRAC), Ph.D. degree award notification and any other relevant documents, certificates related to research.
- All faculty members and research scholars will be required to register in the RMS.
- RMS will generate unique identification number for each faculty, research scholar, PG scholar with research programme, research project and consultancy project.
- RDC will prepare annual records of projects, extramural funding, Ph.D. scholars admitted and Ph.D. degree awarded. Such records may be reported at the meetings of the statutory bodies of the university and may also be placed on web site.

23. HANDLING OF RESEARCH MISCONDUCT

- All matters of research misconduct are handled by the approved guidelines.
- Institution Level and School Level Integrity Panels have been formed and notified as per the guidelines of the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.

22. RESOLUTION OF DISPUTE(S)

- All matters of dispute are resolved by the transparent internal mechanisms.

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- Jamia Hamdard may constitute Committee for grievance redressal of the matters related to research and those concerning research scholars and post-doctoral fellows.
- The Director, RDC will bring matters of disputes to the RAC for deliberation, if there is such a need.
- Decision of the Vice Chancellor is final and binding on all parties.

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Prof. (Dr.) M. Afshar Alam
Vice-Chancellor
Jamia Hamdard
(Deemed to be University)
Hamdard Naga., New Delhi-110 062

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25/07/2022
Director
Research & Development Cell
JAMIA HAMDARD
(Deemed to be University)
New Delhi - 110062