



RESEARCH

**INSTITUTE FOR EXCELLENCE IN HIGHER EDUCATION
BHOPAL, M.P., INDIA**

POLICY

RESEARCH POLICY OF IEHE

1. Preamble

The Institute for Excellence in Higher Education (IEHE) has been envisaged as a unique establishment of learning in Madhya Pradesh, and is expected to reflect the State's endeavor to establish national linkages and foster bilateral relationships with nationwide Institutions to promote academic activities. The Institute has a glorious history and it nurtured as well as supported a repertoire of educational and research activities since its inception in 1995 shepherded by visionary leaders. In keeping with its Vision & Mission, IEHE is being managed by "उच्च शिक्षा उत्कृष्टता संस्थान समिति, भोपाल". The Institute has established a separate "Research & Development Cell" under the guidance of the Director – to promote the research ambience, create and sustain a research culture, motivate staff and students to engage in research activities.

2. Objectives of research policy of IEHE

This research policy provides a broad framework to guide scholarly research with the following objectives:

- 1) To strengthen the institutional capacity for strategic, technical and operational planning, budgeting and control of all research activities of the Institute.
- 2) To create and administer a research fund for supporting and facilitating research initiatives and projects of faculty members and students.
- 3) To inspire, guide and coordinate the initiatives of the teaching staff and students towards doctoral and post-doctoral research in the sciences, social sciences and the humanities.
- 4) To identify research areas and specify research topics of academic, practical and socially relevant significance.
- 5) To organize seminars/conferences/workshops on research topics and training programmes in research methodology.
- 6) To develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
- 7) To facilitate Interdepartmental/interdisciplinary research projects.
- 8) To initiate provision of Institute level research awards.
- 9) To create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.

- 10) To encourage and promote the publication of research articles by the faculty in reputed/refereed indexed journals.
- 11) To develop rules, procedures and guidelines for granting research support, instituting awards, and supporting all other related activities
- 12) To develop rules, procedures and guidelines for granting/proposing study leave, sabbatical leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities
- 13) To ensure quality, integrity and ethics in research.
- 14) To publish research material in appropriate media and to make available such published information to the end users.
- 15) To create and maintain a database of research work and research projects undertaken by the faculty and students, as well as collect data by metrics such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc.
- 16) To support editorial board of in-house Research Journal "Yuyuts".

3. Research Principles

The “Research & Development Cell” hereby affirms the following principles concerning research:

- 1) Individual research scholar should be free to select the subject matter of their research, to seek support from any legal financial source for their work, and to arrive at their own findings and conclusions. These findings and conclusions should be available for scrutiny and criticism of peers.
- 2) Research techniques should not violate established professional ethics pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.
- 3) The Institute should create an environment conducive to research by providing suitable infrastructural facilities such as space, library, lab facilities, and funding if available, based on the educational merit of the proposed research.
- 4) The Director initiate, promote and monitor the research activities in the institution by constituting a “Research Development Cell” duly constituted as follows:

Chairman –	Director
Coordinator –	Senior Professor
Members –	Two teachers

4. Privileges and obligations of the research scholar

The conditions for approval as a research scholar, his/her duties and responsibilities, and his/her privileges and benefits are described below under:

- Once selected, the candidate is expected to interact with the Research Committee on three occasions: (a) First, soon after registration with the UGC-approved Institute/institution, to discuss the research proposal for pursuit of doctoral studies; (b) Second, after receiving the clearance from the registering Institute, to update and fine-tune the research proposal; (c) Third, after submission of the thesis, to update the research committee on the research findings.
- The research committee, with the consent of the Director, will from time to time – at least once in six months – call the candidate to report on the progress of the researchwork and abide by the guidelines of the registering Institute/institution for completion of the research work and submission of the thesis within five years after registering.
- After completing the formalities of submitting the research proposal to the registering Institute, the candidate may be permitted to take special casual leave up to a maximum of 12 days for the preliminaries related to commencement of the research work. It is expected that the candidate, in consultation with the HOD, will make suitable arrangements to substitute for him/her in academic duties such as classes, invigilation, etc.
- Depending on the research requirement, the Institute may decide on granting a maximum of one year's leave in the final stages of the research work on the recommendation of the research committee, subject to the approval from higher authority.
- The candidate will be obliged to reimburse the institution for the full amount of allowance received during the period of leave if (a) he/she takes up employment remunerated or otherwise, part-time or full-time - anywhere during the period of leave; (b) he/she fails to continue working as an employee of the institution.
- The candidate, during the total period of research work, is expected to (i) publish two research articles in a peer reviewed journal, (ii) attend at least one national or international conference in a year, and (iii) make a presentation of at least one research paper in a national or international conference.

5. Research Projects

The Institute expects all our faculty to accomplish their Ph.D. However, regular faculty members who, for legitimate reasons, are not engaged in pursuing doctoral studies are urged to take up research projects – Minor or Major – encouraged and funded by agencies like the UGC, DST, DBT, MPCST, RBI, etc. The Institute will endeavor to provide infrastructural support to such projects and assist in applying to the funding agencies. The following guidelines are to be followed:

Providing a modality for proper coordination of all research activities of the Institute and aligning these to the vision and missions of the Institute and national development goals.

Preparing and updating the research agenda of the Institute outlining the preferred focus areas and priorities of research activities to be supported

Individual research scholars should be free to select the subject matter of their research, to seek support from any legal financial source for their work, and to arrive at their own findings and conclusions. These findings and conclusions should be available for scrutiny and criticism of peers.

The project proposal has to be routed through the Principal Investigator (PI) to the coordinator of Research Committee, who after processing the proposal in the Research Committee, may recommend the same to the Principal for approval.

The candidate shall be jointly responsible with the PI for preparing the budget for the research project, maintaining the accounts, keeping a stock register of the equipment, consumables purchased and the disposal of excess consumables for the project. A copy of the budget and accounts must be submitted to the Finance Officer for scrutiny and monitoring.

Periodically, or as per the design of the project proposal, the candidate and the PI shall keep the Finance Officer informed about the progress of the project, its closure, the audited statement of accounts and the utilization certificate.

The Institute shall endeavor to create an environment conducive to research by providing suitable infrastructural facilities such as space, library, lab facilities, and funding if available, based on the educational merit of the proposed research.

The candidate shall abide by the requirements and guidelines of the Institute and the funding agency on choice of the PI, intellectual property rights, journal publications or presentations in conferences/seminars.

6. Conferences/Seminars/Presentations/Publications

Participation in national or international conferences, presentation of papers and publications will come under the purview of this research policy only to the extent they are related to research and recognised as such by the Director on the recommendation of the Research Committee.

7. Financial Assistance

The initiative and responsibility for applying for funds is primarily that of the candidate engaging in research. He/she can seek funding from the available sources such as UGC, ICSSR, ICHR, ICPR, MPCST, DST etc. or from corporate Houses.


(Prof. Preeti Mishra)

**Co-Convener
Research Development Cell**


(Dr. Pragyesh Kumar Agrawal)



Director



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First Incorporation in Existing Research Policy
(First Revision) Dated 18/10/2022

1. **Research Ethics Committee** was constituted earlier and in consultation with Research Development cell, a policy has been drafted for research ethics in practice for the research activities in the Institute.
2. **Provision of Scholarship** has been made for the research scholars registered with Research Centers of the Institute.
3. **Code of Conduct for research oriented Events.** has been drafted and uploaded on the portal of the institute for strict adherence with this Research Policy of IEHE.

(Prof. Alok Rastogi)
Convener
Research Development Committee

(Prof. Pragyesh Kumar Agarwal)
Director
Director
Institute for Excellence in Higher
Education, Bhopal (M.P.)