Phone No.-0755-2529015, 2529016, 2529057,25292
Fax: 0755-2529472
E-mail: directoroct@oriental.ac.in,
Website: www.oriental.ac.in/oct-bhopal

Oriental College of Technology, Bhopal

Approved by AICTE, New Delhi & Govt. of M.P.
Affiliated to Rajiv Gandhi Proudyogiki Vishwavidyalaya & Barkatullah University, Bhopal
Oriental Campus, Opp. Patel Nagar, Raisen Road, Bhopal – 462021 (M.P)

Date: 12.08.2024

Ref. No.: OCT/DIR/ADMIN/POLICY/2024/ 2617-A

RESEARCH AND DEVELOPMENT (R&D) POLICY

PREAMBLE

Research and development activities contribute to academic growth, professional development, innovation and engagement with contemporary technical and societal challenges. A structured R&D framework provides a basis for encouraging faculty and students to undertake relevant research, develop proposals, disseminate findings, pursue intellectual property and explore appropriate consultancy and collaborative opportunities. This policy provides general institutional guidance for research planning, support, documentation, ethics, intellectual property and review while recognizing that research activities remain subject to the requirements of funding agencies, universities, regulatory bodies and applicable laws.

VISION

To foster a supportive and responsible research environment that encourages relevant research, innovation, collaboration and dissemination of knowledge.

MISSION

- To encourage faculty and students to participate in research and development activities.
- To facilitate research proposal development, publication, intellectual property and appropriate external collaboration.
- To support research capacity building through training, seminars, workshops and expert interaction.
- To encourage research addressing academic, industrial, environmental and societal needs.
- To maintain appropriate records of research activities and outcomes.

OBJECTIVES

- To encourage research activities aligned with faculty expertise and relevant institutional priorities.
- To promote quality research publications and responsible dissemination of findings.
- To encourage preparation and submission of research proposals to appropriate funding agencies.
- To facilitate research collaboration with academic institutions, industry, government organizations and other relevant bodies.
- To encourage development and protection of intellectual property arising from institutional research.
- To promote consultancy and sponsored research where appropriate and in accordance with institutional procedures.

- To provide opportunities for faculty and students to enhance research skills through FDPs, workshops, seminars and technical programs.
- To encourage student participation in projects, innovation and research activities.
- To maintain systematic records of research proposals, projects, publications, patents, consultancy and other research outputs.

SCOPE

This policy applies to faculty members, research scholars where applicable, students and institutional research teams undertaking research, development, consultancy, sponsored projects, innovation or related scholarly activities under the Institute.

POLICY

1. Research Planning: Departments and faculty members are encouraged to identify research areas based on their expertise, available facilities and relevant academic, industrial or societal needs.
2. Research Proposals: Faculty members may prepare and submit research proposals to suitable funding agencies in accordance with agency requirements and institutional procedures.
3. Research Support: The Institute may facilitate research through available laboratory facilities, institutional infrastructure, technical support and other resources, subject to availability and applicable procedures.
4. Research and Development Activities: Research may include experimental, analytical, computational, field-based, interdisciplinary, applied or other appropriate approaches consistent with the discipline.
5. Student Research: Students may be encouraged to participate in research projects, dissertations, innovation activities and technical competitions under appropriate faculty guidance.
6. Publications: Faculty and research teams are encouraged to disseminate findings through appropriate journals, conferences, books, reports and other scholarly channels.
7. Research Quality and Integrity: Research shall be conducted with academic integrity, appropriate citation, avoidance of plagiarism, responsible data handling and adherence to applicable ethical requirements.
8. Intellectual Property: Patents, copyrights, designs and other intellectual property arising from institutional research shall be handled according to applicable institutional provisions and relevant agreements.
9. Consultancy: Faculty members may undertake consultancy and technical services within their area of expertise subject to institutional approval, applicable agreements and management of academic responsibilities.
10. Sponsored Research: Sponsored research and externally funded projects shall be administered according to funding-agency conditions and institutional procedures.
11. Collaboration: The Institute may enter into appropriate research collaborations, MoUs or project arrangements with external organizations subject to approval by the competent authority.
12. Research Infrastructure: Departments may identify requirements for laboratory equipment, software, databases and other research resources for consideration during institutional planning and resource allocation.

- To provide opportunities for faculty and students to enhance research skills through FDPs, workshops, seminars and technical programs.
- To encourage student participation in projects, innovation and research activities.
- To maintain systematic records of research proposals, projects, publications, patents, consultancy and other research outputs.

SCOPE

This policy applies to faculty members, research scholars where applicable, students and institutional research teams undertaking research, development, consultancy, sponsored projects, innovation or related scholarly activities under the Institute.

POLICY

1. Research Planning: Departments and faculty members are encouraged to identify research areas based on their expertise, available facilities and relevant academic, industrial or societal needs.
2. Research Proposals: Faculty members may prepare and submit research proposals to suitable funding agencies in accordance with agency requirements and institutional procedures.
3. Research Support: The Institute may facilitate research through available laboratory facilities, institutional infrastructure, technical support and other resources, subject to availability and applicable procedures.
4. Research and Development Activities: Research may include experimental, analytical, computational, field-based, interdisciplinary, applied or other appropriate approaches consistent with the discipline.
5. Student Research: Students may be encouraged to participate in research projects, dissertations, innovation activities and technical competitions under appropriate faculty guidance.
6. Publications: Faculty and research teams are encouraged to disseminate findings through appropriate journals, conferences, books, reports and other scholarly channels.
7. Research Quality and Integrity: Research shall be conducted with academic integrity, appropriate citation, avoidance of plagiarism, responsible data handling and adherence to applicable ethical requirements.
8. Intellectual Property: Patents, copyrights, designs and other intellectual property arising from institutional research shall be handled according to applicable institutional provisions and relevant agreements.
9. Consultancy: Faculty members may undertake consultancy and technical services within their area of expertise subject to institutional approval, applicable agreements and management of academic responsibilities.
10. Sponsored Research: Sponsored research and externally funded projects shall be administered according to funding-agency conditions and institutional procedures.
11. Collaboration: The Institute may enter into appropriate research collaborations, MoUs or project arrangements with external organizations subject to approval by the competent authority.
12. Research Infrastructure: Departments may identify requirements for laboratory equipment, software, databases and other research resources for consideration during institutional planning and resource allocation.

13. Research Training: The Institute may organize or support seminars, workshops, FDPs, training programs and expert interactions related to research methodology, tools, publication practices, intellectual property and emerging areas.
14. Research Records: Appropriate records shall be maintained for proposals, sanctions, projects, publications, patents, consultancy, collaborations, students and other significant research activities.
15. Funding and Financial Management: Research funds, grants and project expenditure shall be managed according to funding-agency conditions and institutional financial procedures.
16. Conflict of Interest: Potential conflicts of interest in research, consultancy, collaboration or publication shall be disclosed and addressed according to applicable institutional requirements.
17. Data and Confidentiality: Research data, confidential information and project documents shall be handled according to applicable agreements, ethical requirements and institutional procedures.
18. External Communication: Research findings and institutional research information shall be communicated through appropriate channels, with due regard to confidentiality and intellectual property.

ROLES AND RESPONSIBILITIES

R&D Cell / Research Coordinator

- Coordinate institutional research activities and maintain relevant records.
- Facilitate information regarding funding opportunities, calls for proposals, conferences and research programs.
- Coordinate research-related meetings, training programs and institutional reporting, as appropriate.

Heads of Departments

- Encourage relevant research activities within the department.
- Review departmental research requirements and facilitate appropriate institutional communication.
- Monitor submission of relevant research records and project information.

Faculty Researchers

- Undertake research responsibly within their area of expertise.
- Prepare proposals, publications and project documentation with appropriate accuracy and integrity.
- Maintain records of research outputs and comply with institutional and funding requirements.

Students

- Participate in research and project activities under appropriate faculty guidance.
- Maintain academic integrity and proper documentation of work.
- Follow laboratory, data, safety and confidentiality requirements applicable to the activity.

RESEARCH DEVELOPMENT PROCESS

1. Identification of research problem/theme.
2. Preliminary review of literature, resources and feasibility.
3. Preparation of research plan/proposal, where applicable.
4. Internal review or departmental discussion, as appropriate.
5. Submission to funding agency or initiation through available institutional resources.
6. Execution, monitoring and documentation of research activity.
7. Dissemination, intellectual property protection or technology/knowledge transfer, as appropriate.
8. Completion, reporting and record maintenance.

RESEARCH ETHICS AND INTEGRITY

- Research shall be based on honest collection, analysis and reporting of information.
- Plagiarism, fabrication, falsification and other forms of academic misconduct shall not be permitted.
- Where research involves human participants, animals, sensitive information or other regulated areas, applicable approvals and ethical requirements shall be followed.
- Authors and contributors shall be appropriately acknowledged in research outputs.
- Research data and supporting records shall be retained and managed appropriately for the nature of the work.

MONITORING AND DOCUMENTATION

- The R&D Cell may periodically compile information on proposals, funded projects, publications, patents, consultancy, collaborations, research training and other research activities.
- Research activities may be reviewed periodically to identify support requirements and opportunities for improvement.
- Institutional reporting shall rely on available and verifiable records.

EXPECTED OUTCOMES

The policy is intended to encourage systematic research activity, improve opportunities for research collaboration and funding, support responsible scholarly dissemination, strengthen research capacity and facilitate documentation of research and development activities.

REVIEW

The Research and Development Policy may be reviewed periodically based on institutional requirements, research experience, applicable regulatory or funding-agency requirements and changes in the Institute's research framework.

12/8/24

Dr. K.K. Dwivedi
Director