



POLICY OF CODE OF CONDUCT AND ETHICS

Gangadhar Meher University, Amrita Vihar, Sambalpur is pleased to declare its policy of Code of Conduct and Ethics to be abided by the Faculty Members, employees and Students. This Policy indicates the standard procedures and practices for appropriate Conduct and Ethics for the entire Faculty, non-teaching employees, and all the students who have enrolled in this university to study various Programs. It is binding on them to strictly adhere to and follow this Code of Ethics and Conduct and the rights, and responsibilities including the restrictions flowing from it. This document lays down guidelines and norms to be followed to ensure good conduct and ethical practices in the university. The document is made available in both the forms- soft and hard. All the stakeholders are expected to be well conversant with the Code of Conduct and academic ethics, which can also be reviewed on the official website of the university. The university's endeavour using enforcing this Code is to pioneer and administer the student and staff discipline process that is egalitarian, conscientious, effectual, and expeditious; and to provide a system that promotes their growth through individual and collective responsibility.

Jurisdiction

- The university shall have jurisdiction over the conduct of the stakeholders associated with or enrolled with the university and shall take cognizance of all acts of misconduct, including incidents of ragging or otherwise, that are taking place on the campus or in connection with university related activities and functions.
- The university may exercise jurisdiction over conduct that occurs on campus that violates the ideal student conduct and discipline as laid down in this policy, which shall include
 1. a) Any violations of the sexual harassment policy of the university against other students of the university.
 2. b) physical assault, threats of violence, or conduct that threatens the health or safety of any person, including other students of the university.
 3. c) Possession or use of weapons, explosives, or destructive devices on campus
 4. d) Manufacture, sale, or distribution of prohibited drugs, alcohol, etc.
 5. e) conduct that has a negative impact or constitutes a nuisance to members of the surrounding off campus community.

While determining whether or not to exercise such off-campus jurisdiction in situations enumerated herein above, the university shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community, and/or whether the off-campus conduct is part of a series of actions, that occurred both on, and off campus.

Ethics and Conduct

This Code of conduct shall apply to all kinds of conduct of the students that occur in the university premises including the university sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the interest or reputation of the university. At the time of admission, each student must sign a statement accepting the policy on Code of conduct and ethics and by giving an undertaking that:

- a) He/she shall be regular and must complete his/her studies in the University.
- b) In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the university on written direction of the Vice Chancellor.
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and the fees of the university if any.

The university believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others etc. All students must deter from indulging in any and all forms of misconduct including partaking in any activity which can affect the university interests and reputation substantially.

The various forms of misconduct include:

- Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- Intentionally damaging or destroying the property of the university or property of other students and/or of faculty members.
- Any disruptive activity in a class room or in an event sponsored by the university.
- Unable to produce the identity card, issued by the university, or refusing to produce it on demand by campus security guards, teachers and the staff. Participating in activities including:
 1. Organizing meetings and processions without permission of the university
 2. Accepting membership of terrorist groups banned by the Government.
 3. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to the law or the policy.
 4. Use of harmful chemicals and banned drugs.
 5. Smoking on the campus of the university.
 6. Possessing, Consuming, distributing, selling of alcohol and drugs in the university and/or throwing empty bottles on the campus.
 7. Use of plastic in any form in the university premises.
 8. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles.
 9. Rash driving on the campus that may cause any inconvenience to others.
 10. Theft or unauthorized access to others resources.

Students are expected not to interact, on behalf of the university, with media representatives or invite media persons on to the campus without the permission of the university authorities. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the university on the social media or indulging in any such related activities having grave ramifications on the reputation of the university. Indulging in any form of harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition. Regulation of the violation of the Codes If there is a case against a student for a possible breach of code of conduct, then the committee handling grievances and its redressal, is forwarded for a suitable disciplinary action and shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

Academic Integrity

As a premier university for advanced studies in multi-faculties, research and education, the university values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The university believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the university and its research missions and hence violations of academic integrity constitute a serious offence.

Scope and Purpose

This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the university and are required to adhere to the said policy. The purpose of the Policy is twofold:

1. To clarify the principles of academic integrity, and
2. To provide examples of dishonest conduct and violations of academic integrity. Failure to uphold these principles of academic integrity threatens both the reputation of the university and the value of the degrees awarded to its students. Every member of the university community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

The principles of academic integrity require that a student:

1. Properly acknowledges and cites use of the ideas, results, material or words of others.
2. Properly acknowledges all contributors to a given piece of work.
3. Makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
4. Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
5. Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

Violations of this policy include, but are not limited to:

Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:

- (a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
 - (b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
 - (c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
 - (d) Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
 - (e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
 - (f) Paraphrasing or changing an author's words or style without citation.
- (ii) Cheating includes, but is not limited to:
- (a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
 - (b) Allowing or facilitating copying, or writing a report or taking examination for someone else.
 - (c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
 - (d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
 - (e) Creating sources, or citations that do not exist (f) signing another student's name on an assignment, report, research paper, thesis or attendance sheet.

Individual and Collective Responsibility: The responsibility varies with the role one plays.

ANTI-RAGGING

The university has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutes, 2009'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutes. The said UGC Regulations shall apply mutatis mutandis to the university and the students are requested kindly to follow the codes strictly.

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) any act of financial extortion or forceful expenditure burden put on a student by other students;
- f) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- g) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- h) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the university and headed by the PGC shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by the university authority and the Convener shall regulate the affairs along with the members and the senior faculties of the university as its members.

ANTI-RAGGING SQUAD: (The Discipline Committee)

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise visits in hostel and other hotspots in the university.

The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- Suspension from attending classes and academic privileges.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Suspension/ expulsion from the hostels and mess.
- Cancellation of admission.
- In cases where the persons committing or abetting the act of ragging are not identified, the university shall resort to collective punishment.

The Anti-Ragging Committee of the university shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging. An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to the university authority.

SEXUAL HARASSMENT:

The Policy of the university on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the university which can be accessed and reviewed by the students at the students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

STUDENTGRIEVANCE PROCEDURE:

Any student of the university aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal Cell at the university. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the university authority. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee members to enforce this Code, in cases of any sexual harassment complaints.

STUDENT REPRESENTATION & PARTICIPATION IN GOVERNANCE:

As Students are members of the university campus, they have a substantial interest in the governance of the university. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student representation and participation is encouraged and must be strengthened through the involvement of students at all levels. Therefore, all students who are a part of the university and who are going to be enrolled in the university are advised to uphold the policy and inform the university of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies on <http://www.gmuniversity.ac.in>. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

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Director
IQAC

Director, IQAC
Gangadhar Meher University
Sambalpur


Registrar

REGISTRAR
GANGADHAR MEHER UNIVERSITY
SAMBALPUR

Guidelines for Consultancy Services



University Consultancy Cell
Gangadhar Meher University, Amruta Vihar, Sambalpur, Odisha, India
768004

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1. Preamble

Academic consultancy is the intersection of academia and practice, providing specialist knowledge to stakeholders within and outside of educational institutions.

Academic consultants offer a wide range of services, from curriculum development and educational technology integration to institutional assessment and strategic planning. Their role goes beyond advice, however, as they work closely with clients to create solutions that meet their specific objectives and visions. They draw on their extensive knowledge of pedagogy and research methodologies, as well as their knowledge of industry trends, to drive innovation and excellence in the field of education. Whether working with universities or schools, government agencies or private organizations, academic consultants bring years of experience and expertise to the table, improving the quality and effectiveness of education initiatives. They also play an essential role in promoting collaboration and knowledge sharing between diverse stakeholders, allowing for cross-disciplinary approaches and a culture of continual improvement.

Thus, Gangadhar Meher University, being one of the leading and oldest educational institutions in western Odisha, owes to provide academic consultancy to sustain harmonious growth across the region and outside in the quest of excellence.

2. Scope of Work

Academic consultancy includes a wide scope, supporting teaching in different zones such as vital arranging, educational programs advancement, staff preparation, and investigate upgrades. They encourage organizations, direct regulation appraisals, and prompt on innovation integration. Besides, experts help in accreditation forms, quality affirmation, and internationalization endeavors, improving the worldwide competitiveness of colleges. Their part amplifies to prompting on understudy enrolment, maintenance techniques, and graduated class engagement, guaranteeing and encompassing organization advancement. However, the following services are provided by the University under the cell.

Table 1: Details of Consultancy Services

Services	Description
Advance Agriculture Procedure	<ul style="list-style-type: none">➤ University has a low-cost mushroom cultivation procedure with high yield production.➤ Setting up of vermicomposting plant.➤ Growing of Flower and setting up a garden of medicinal plants.
Developing and marketing a commercial product	The Entrepreneurship Incubation Centre started developing products of different variety. The product

development formula, its levelling, brand awareness etc were undertaken.

Accounting and Taxation

- Maintenance of cash books.
 - Recording of like purchase, sales, etc
 - Tax calculations
 - Tax planning
-

Counselling

School of psychology is well equipped with counselling and taking care of students.

Source: Compiled

Other noteworthy consultancy services are as follows.

- i. Expert opinion
- ii. Feasibility and scoping studies
- iii. Analyzing a client's material
- iv. Specialist problem solving for clients
- v. social work
- vi. Revising policies and procedure
- vii. Undertaking regular teaching or training duties for another educational institutions or other body.
- viii. Directorships of companies or partnerships

Consultancy produce some form of contracted output either partially or fully owned by the external agencies. Such consultancy will be governed by the short-term contracts and will be administered by the University. The objectives of the consultancy services are as follows:

- i. To develop academia industry linkage at local, regional, national, and global level.
- ii. To promote expertise and know how available in the University to benefit common social cause.

3. Activities not Included within the Purview of Consultancy

The following activities are a part of academic endeavours and hence do not include consultancy services.

- i. Review of papers.
- ii. Preparation of project reports or working papers.
- iii. Editorial services in other journals.
- iv. Acting as external examiner for another university/institution
- v. Member of committees of other institutions like government bodies, NGOs, and other educational institutions.
- vi. Lectures or presentations for funding bodies or other universities.
- vii. Academic conferences
- viii. Membership of any governing body

4. Guidelines for the Contract

The staff members of the university can undertake the consultancy programme by adhering the following process.

- i. The University encourages participation of the faculty members in academic consultancy without impeding on their duties and responsibilities to the University.

The concerned consultant shall be ordinarily permitted to involve in a maximum of thirty days in any academic year for consultancy work.

- ii. All consultancy proposals have to be approved by the Vice-Chancellor of the University through proper channel.
- iii. The Chief Consultancy Officer along with the Consultancy Cell should prepare the terms of the contract.
- iv. The consultancy contract will be signed by the Registrar of Gangadhar Meher University and the authorised Officer from the external agency.
- v. The contract must include the nature of services, tenure of the services and the cost of consultancy.

5. Consultancy Project Management and Administration

- i. The chief consultant will be responsible for the continuance of the project.
- ii. The project may be assisted by the members of the consultancy cell or Head of the Schools.
- iii. The review of the work, reporting, etc are to be made to the consultancy cell in regular intervals.
- iv. Meeting with clients with presentations on the work should be undertaken.
- v. The project budget should be decided strictly as per the guidelines.
- vi. Consultancy Cell monitors project management, ensuring chief consultants receive timely reminders about project reporting,
- vii. The Chief consultant forwards progress reports and final reports to Registrar in a timely manner, and Registrar submits them to the funding body.

6. Completion of the Project

- i. After the Consultancy Project is finished, an audited statement of accounts and a summary of the work, taking into consideration the project's confidentiality agreement, will be submitted to the Registrar's Office for University records. Any unused funds will be deposited into the University's "Consultancy Budget Head" fund.
- ii. Consultancy Cell completes the records of the projects on the file and contract system, closes the project file, and informs the chief consultant, Faculty/HoD and Accounts Section.
- iii. The In-charge Consultancy Cell is required to compile all of the staff members' information regarding all university consulting work into an annual University Consultancy Work Report. Every year, the In-charge Consultancy Cell is responsible of sending this report to the Vice-Chancellor, who will then table it with

the Board of Management/Syndicate if needed, via the Dean of Academics/Research and Development.

- iv. After the consulting work is over, the equipment that the consultant buys must be delivered to the relevant department right away so that it can be properly maintained and stocked.
- v. In case of any ambiguity, the decision taken by the Vice-Chancellor will be final and any disputes resulting from consulting services will only fall under Sambalpur's jurisdiction.

7. Confidentiality and Safeguards

- i. Every consulting assignment is considered private and confidential work.
- ii. The head of the consultancy cell is accountable for making sure that project data and ten personal, sensitive pieces of information are safely protected using the necessary data security procedures (i.e. relevant to the sensitivity of the personal information).
- iii. Everyone involved in the project must make sure that sensitive and private information is never shared with outside parties.
- iv. Data must be stored securely in designated project folders with the appropriate permissions and access controls set up.
- v. File names must follow a certain procedure to guarantee that, based on unique codes issued to each project specifically for each customer, the file name clearly shows the client's name.
- vi. Advisory services including various non-traditional partnerships, such as those with NGOs, other academic institutions, or particular private individuals, will depend on the project's requirements and the terms of the MoU that the University Consultancy Cell enters into with the other party on behalf of the client.

8. Cost of Services

The following costs are part of the total budget of the project.

- i. Consultation fee
- ii. Cost of human resource
- iii. T.A and D.A of the consulting staff
- iv. Cost of raw materials like chemicals, and other types of consumables and equipment
- v. Administrative charges
- vi. Cost of stationery
- vii. Depreciation and other non-financial losses of equipment.
- viii. Miscellaneous

9. Distribution of Income

The income generated from the consultancy process may be distributed in the following manner.





- i. 75% will go to the staff member or the department and 20% will go to the university fund and 5% will be kept for contingency charges for the consultancy cell.
- ii. A yearly royalty, if any, from patent sales will be split 80 percent to 20 percent between consultants and the university.
- iii. Staff members can choose to contribute the earnings from university consulting work to a university-restricted account for use in ways that benefit the university and individual staff members, such as covering conference participation, travel expenses, and the purchase of equipment related to their jobs, with the Dean of Academics' approval.
- iv. Alternatively, staff members can choose to receive the earnings directly through the university's payroll after the deduction of TDS at the prescribed rate.


10. Incentives to Faculty

The Vice-Chancellor of the University may direct special incentives for the staff consulting the project. The incentives may be in the form of cash awards, advance increments, financial support for publication, and patenting of the outcome of the project.

Committee Members

1. Dr Priyabrata Panda, Convenor
2. Dr Srinibash Dash, Member
3. Dr Nirupama Sahoo, Member
4. Dr Priyadarshi Joshi, Member


 26/4/24

 26.4.24

 26/04/2024

 26/4/2024


 Director, IQAC
 Gangadhar Meher University
 Sambalpur


 REGISTRAR
 GANGADHAR MEHER UNIVERSITY
 SAMBALPUR

**The Intellectual Property Rights Policy
(IPR-POLICY)**

**Gangadhar Meher University,
Amruta Vihar, Sambalpur, Odisha**



Prepared

By

**IQAC, Gangadhar Meher University, Amruta Vihar,
Sambalpur, Odisha**

2022-23

The Intellectual Property Rights Policy(IPR-POLICY)

1. Preamble:

In the pursuit of academic excellence and guided by the imperative of fostering innovation and knowledge creation, Gangadhar Meher University (GMU), Sambalpur, proudly embraces this Intellectual Property Rights Policy (IPR-POLICY) in adherence to the mandates set forth by the National Assessment and Accreditation Council (NAAC).

Established on the 30th of May 2015, under The Government of Odisha Order No.11598/HE Dated 30.05.2015, GMU stands as a testament to the aspirations of the people and the student community of Western Odisha. Born out of the transformation of the venerable Gangadhar Meher College (Autonomous), GMU inherits a legacy that traces back to the pre-independence era. The journey of Gangadhar Meher College commenced in 1944, a manifestation of the ardent desire for quality education by the intellectuals and academicians of Sambalpur. Evolving from its modest origins, the institution, initially known as Sambalpur College, was renamed in 1949 as Gangadhar Meher College, in honor of the renowned Odia poet, Gangadhar Meher. The College's commitment to education led to the introduction of degree programs in Arts and Commerce in 1944, B.Sc. programs in 1957, and Post-graduate departments in 1964. Recognizing the evolving academic landscape, M.Phil. programs were initiated in 1983, followed by Pre-Doctoral coursework in 2012. GMU further expanded its academic offerings by introducing Ph.D. programs in various subjects from the year 2018.

The institution's primary mission has been to cater to the educational needs of the poor and underprivileged students in the tribal-dominated region of the State. Over the years, GMU emerged as a premier institution in the domain of higher education, culminating in its elevation to the status of a Unitary University. Recognized as an autonomous college in 1991, GMU was lauded for its academic reputation, quality institutional management, and a responsive administrative structure. The University was granted autonomy by the University Grants Commission (UGC) and bestowed with the status of a College with Potential for Excellence (CPE) in the session 2004-05. Further, the National Assessment and Accreditation Council (NAAC) accredited the institution with an 'A' grade in the session 2015-16, affirming its commitment to excellence.

As the torchbearer of this rich legacy, GMU, under the leadership of Vice-Chancellor Prof. N. Nagaraju, commenced its journey as a newly instituted University on 30.05.2015. Committed to the holistic development of its students, GMU provides teaching and research facilities for Undergraduate, Post-Graduate, and Research programs across various subjects. Currently serving around 5500 students, the University has swiftly earned recognition in the academic arena by delivering quality education and organizing national and international level seminars and workshops.

This IPR-POLICY encapsulates GMU's commitment to fostering intellectual property, aligning seamlessly with the accreditation guidelines, and establishing a framework for responsible creation, protection, and utilization of intellectual assets within the vibrant academic community of Gangadhar Meher University. In the same line, to achieve the objectives outlined in the preamble of this policy, GMU, Sambalpur, is committed to fostering an environment that encourages scholarly pursuits and innovation, ensuring that those engaged in these endeavors are duly recognized for their dedication and expertise. Simultaneously, GMU acknowledges that specific intellectual properties may arise from the provided environment and facilities, establishing a unique relationship between the University and its faculty, scholars, and students. Furthermore, GMU aspires to derive benefits from intellectual property, not only in terms of financial gains but also in the transmission of knowledge to future generations.

This IP Policy is applicable to all GMU employees and students, both regular and contractual, as well as visitors. It is imperative for every member of the academic community, including students, teaching staff, and non-teaching staff, to possess a comprehensive understanding of intellectual property rights, aiming to safeguard their own rights while respecting the rights of others. The GMU IP Policy is designed to cultivate a conducive and positive atmosphere.

2. Objectives IPR Policy:

- I. To foster, inspire, and support creative activities across all academic and research domains at GMU, Sambalpur.
- II. To facilitate, promote, and safeguard scientific inquiry, research endeavors, and the academic freedom of GMU's faculty, researchers, and students.
- III. To establish a transparent and equitable administrative system for the ownership, control, and assignment of Intellectual Property Rights (IPRs) and the fair sharing of revenues arising from properties created and held by GMU.

- IV. To set standards for determining the rights and responsibilities of GMU, creators of intellectual property (such as inventors, developers, authors), and their sponsors concerning inventions, discoveries, and works produced at GMU.
- V. To cultivate and uphold the reputation of GMU as a preeminent academic institution, extending the benefits of its scholarship and teaching to both creators and users.
- VI. To ensure that creators of IPR at GMU are well-informed about applicable laws and rules, promoting compliance with relevant regulations.
- VII. To enhance collaboration between industry and academia by providing clear guidance on IP ownership and licensing at GMU, Sambalpur.
- VIII. To develop a system for creating and using knowledge to help GMU sustain itself, and to establish a process for rewarding its researchers.

3. Scope of the IPR Policy:

- I. The policy applies to all intellectual property (IP) created by the GMU departments, including associated IP rights.
- II. The policy extends to researchers who have established a legal relationship with GMU departments, whether through legal provisions, collective agreements, or individual agreements.
- III. The policy does not apply if a researcher has entered into a specific legal arrangement conflicting with the provisions of this policy before its effective implementation date.

4. Commencement:

This Policy on Intellectual Property Rights shall come into effect from March 01, 2023.

4.1. Definitions

- I. **Assignment:** The transfer of rights or title in intellectual property in writing.
- II. **Educational Materials:** Content, associated tools, and technologies for delivering content, encompassing material developed for traditional face-to-face classroom courses and other delivery methods.
- III. **Copyright:** The exclusive right granted by law for a certain period to an author to reproduce, print, publish, and sell copies of their creative work.
- IV. **Copyrighted Work:** Literary, scientific, and artistic works, including academic publications, scholarly books, articles, inventions, technologies, developments, improvements, materials, compounds,

- processes, and all other research results and tangible research properties, including software and other copyrighted works.
- V. **Creator(s):** Encompasses any GMU employee, whether employed full-time or part-time, on probation, or temporary basis, in the university and/or projects. Also includes research workers, research scholars, students, or project fellows responsible for creating intellectual property using GMU facilities.
- VI. **Industrial Design:** Features of shape, configuration, pattern, ornament, or composition applied to any article, whether two-dimensional or three-dimensional, by any industrial process or means. Excludes modes or principles of construction or mere mechanical devices.
- VII. **Intellectual Property (IP):** Encompasses Patents, Trademarks, Design, Copyright, Industrial designs, trade secrets, plant varieties, inventions, technologies, developments, improvements, material compounds, processes, and all other research results and tangible research properties, including software and other copyrighted works.
- VIII. **IPR Cell:** A dedicated unit at GMU for facilitating IPR filing, known as the IPR Cell. It comprises a committee of 4-6 members to oversee IPR creation and protection.
- IX. **Licensing:** The practice of renting intellectual property to a third party.
- X. **Patent:** Defined as per the Indian Patent Act 1970, including discoveries and inventions of new products and processes.
- XI. **Publication:** A public enabling disclosure of an invention, whether verbal or printed. Printed publication includes abstracts, student theses, and, in certain instances, grant proposals.
- XII. **Researcher:**
- a. Person employed by GMU, including students, employees, and technical staff.
 - b. Students, including graduate and postgraduate students of the university and institute.
 - c. Any person, including visiting scientists and professors, using university resources to conduct research.
- XIII. **University:** Refers to GMU, Sambalpur.
- XIV. **University Resources:** All tangible resources provided by GMU to Creators, including office and lab spaces, equipment, computer

hardware and software, support services, research and teaching assistants, supplies, utilities, funding for research and teaching activities, and travel support. Excludes regular salary, insurance, or retirement plan contributions.

- xv. **University Research:** Any research or development activity undertaken by GMU, related to compensated duties and responsibilities, or conducted with substantial use of university facilities or resources.

4.2. Guidelines:

4.2.1. **Publication or Exhibition of Invention Prior to Patent Filing:**

Generally, making an invention publicly available or exhibiting it may hinder the ability to obtain a patent due to a lack of novelty. The Indian Patents Act, 1970, provides a grace period of 12 months under specific circumstances for filing a patent application after the invention's publication in a journal, public display in a government-organized exhibition, or disclosure before a learned society, as detailed in Chapter VI of the Patent Act (Sections 29 – 34).

4.2.2. **Inventions/Innovations Ineligible for Patent Protection:**

Innovations falling under Sections 3 and 4 of the Indian Patents Act, 1970 cannot be patented. These sections explicitly outline exclusions to patentability in India. Section 3 covers what does not qualify as inventions, while Section 4 pertains to inventions related to atomic energy that are not patentable.

4.3.3. Acts Exempt from Copyright Infringement: Section 52 of the Indian Copyright Act, 1957, identifies certain acts that do not constitute copyright infringement. The "doctrine of fair dealing" allows specific uses of copyrighted works for purposes such as private use, education, research, critique, review, etc.

4.3.4 Proper Attribution and Citation: When using or referencing works from other sources, proper attribution and referencing to the original source are essential. Copying should be done with permission or under the "fair dealing" principle. Remember, plagiarism is not only unethical but also illegal.

4.3.5. **Documentation of Legal Agreements and Related Documents:**

Thorough documentation of agreements with co-creators, inventors, or third parties is crucial for establishing ownership of any intellectual property (IP) created. Maintain a record of all documents related to the IP, starting from the idea's inception.

4.4.6. Trademark Selection and Rain Check: Conduct a prior public search for trademarks before choosing a name or brand. This proactive step helps verify whether the intended name or brand has already been registered as a trademark.

5. Ownership of Intellectual Property Rights

GMU, Sambalpur, shall act as the sole applicant or joint applicant, along with inventors, for all intellectual properties (IPs), encompassing inventions, software, designs, integrated circuits, and specimens. This applies to creations resulting from university research or substantial utilization of university resources by creators. It is imperative for every GMU, Sambalpur employee that if an invention is developed during their employment at GMU, utilizing substantial resources, it must be disclosed to GMU for protection. In cases where activities are conducted collaboratively with other institutions, agencies, or under sponsorship, ownership will be mutually determined and agreed upon.

GMU, Sambalpur, expresses a lack of interest in pursuing IP protection or establishing a prior specific agreement for disclosed inventions or creations.

- **Sponsored Research:** The intellectual property rights (IPR) for inventions originating from research projects conducted on behalf of sponsoring agencies will be jointly owned by the University and the sponsoring agencies if both parties equally bear the cost of filing and maintaining the IPR. In the event that the sponsoring agencies do not participate, the University may, at its discretion, file the application with absolute ownership.
- **Collaborative Research:** For intellectual property jointly created during collaborative research conducted jointly by GMU, Sambalpur, with collaborating institutions, joint ownership shall prevail. Collaborating institutions will be encouraged to share the cost of filing and maintaining IPR. If collaborating institutions decline joint filing, GMU, Sambalpur, at its discretion, may file the application with absolute ownership, covering the entire cost of filing and protecting intellectual property rights.

Every employee of the university, including students, is required to inform the IPR Cell of the University about any Intellectual Property filing without

exception. Ownership rights regarding IP may differ based on the context in which the respective IP was generated. To elaborate further, a two-tier classification is established:

5.1 Patents

- I. All inventions, whether made by students, researchers, or faculty (in furtherance of their responsibilities with GMU, Sambalpur), developed by utilizing the resources of GMU, Sambalpur, or with a mix of funds, resources, and/or facilities of GMU, Sambalpur, shall be vested with GMU, Sambalpur, and under the control of the Registrar of GMU, Sambalpur.
- II. If GMU, Sambalpur, through a committee appointed by the Dean of the respective faculty, determines that an invention was made by an individual(s) on their own time and unrelated to their responsibilities towards GMU, Sambalpur, and was conceived or reduced to practice without the use of resources of GMU, Sambalpur, then the invention shall vest with the individual(s)/inventor(s).

5.2 Copyright

- I. Ownership rights in scholarly and academic works generated utilizing resources of GMU, Sambalpur, including books, articles, student projects/dissertations/theses, lecture notes, audio or visual aids for giving lectures, shall be vested with the author(s).
- II. Ownership rights in lecture videos or Massive Open Online Courses (MOOCs), films, plays, and musical works, institutional materials, including but not limited to course syllabi, curricula, exam questions, exam instructions, and papers/reports specifically commissioned by GMU, Sambalpur, shall ordinarily be vested with GMU, Sambalpur, and under the control of the Registrar of GMU, Sambalpur.
- III. Moral rights shall continue to vest with the author(s) wherever applicable.

5.3 Trademarks

- I. Ownership rights in all trademarks involving GMU, Sambalpur, shall ordinarily be vested with GMU, Sambalpur. The name of the university and its logo may be used with prior permission of the Registrar of GMU, Sambalpur.

- II. If GMU, Sambalpur, through a committee appointed by the Dean of the respective faculty, determines that the creator of the trademark was created by an individual(s) on their own time and unrelated to their responsibilities [e.g., the name of a company/start-up venture by the student(s)], then the right to the same shall ordinarily be vested with the said individual(s).

5.4 Industrial Designs

- I. All industrial designs, whether made by students, researchers, or faculty (in furtherance of their responsibilities with GMU, Sambalpur), developed by utilizing the resources of GMU, Sambalpur, or with the mix of funds, resources, and/or facilities of GMU, Sambalpur, shall be vested with GMU, Sambalpur, and under the control of the Registrar of GMU, Sambalpur.
- II. If GMU, Sambalpur, through a committee appointed by the Dean of the respective faculty, determines that the industrial design was created by an individual(s) on their own time and unrelated to their responsibilities towards GMU, Sambalpur, and was conceived or reduced to practice without the use of resources of GMU, Sambalpur, then the industrial design shall vest with the individual(s).

5.5 Commercialisation and Benefit Sharing & Types of IP Licensing and Assignment

GMU, Sambalpur, should employ licensing mechanisms to retain ownership rights on intellectual property (IP) without impeding the possibilities of commercialization. Here are various types of licensing that may be utilized:

1. **Exclusive Licensing:** The licensor, in this case, grants the IP exclusively to one licensee. Essentially, the licensee becomes the sole entity authorized by the licensor to use and exploit the specified IP. To the extent possible, efforts should be made to minimize the use of exclusive licenses.
2. **Non-Exclusive Licensing:** Under non-exclusive licensing, the licensor retains the right to enter into agreements with multiple entities for the use and exploitation of the IP. This means that the same IP can be utilized by different licensees simultaneously, either for the same purpose or different purposes.

3. **Sub-Licensing:** Sub-licensing comes into play when a licensee desires to further license the IP to additional parties. Clarity regarding permissions for sub-licensing should be explicitly outlined in the agreement between GMU, Sambalpur (or researchers) and the licensee(s).

5.6 Licensing Agreements and Revenue Sharing

Research Outputs Generated through Utilization of GMU, Sambalpur Resources:

- When the University is one of the creators and has provided financial assistance, the income from the economic use of such intellectual property will be shared equally between the University and the creator(s) at a 50%, 50% ratio.
- In cases where the individual researcher or a team of researchers is the creator and has utilized only University facilities, the revenue shall be shared between the individual researcher or the team of researchers and the University at a 70%, 30% ratio.
- When the creation is the result of funded research, the income from economic use, received from the institution funding the research, will be shared based on the terms determined in the agreement assigning economic use of intellectual property to that institution. In such cases, the income shall be shared between the team of researchers and the University at a 60%, 40% ratio.
- The mentioned shares will be determined after deducting any direct expenses from the total income received by the University.
- The creator(s)' share will be declared annually, and disbursement will be made to the creator(s) or their legal heir, irrespective of whether the creators are associated with the University at the time of disbursement.
- Co-creators, i.e., research team members of the intellectual property, shall sign a Distribution of IP Earnings agreement at the time of disclosure. This agreement will specify the percentage distribution of earnings from the intellectual property to each co-inventor. Co-owners of intellectual property may, at any time and by mutual consent, revise the distribution of IP earnings. In cases where copyright vests with the author(s) (as specified under "IP

generated from research conducted by utilizing resources of GMU, Sambalpur. Copyright), GMU, Sambalpur, shall have a nonexclusive, royalty-free, irrevocable, and worldwide license for research, non-commercial, and educational purposes. Similarly, if GMU, Sambalpur, owns copyright in lecture videos and/or MOOCs, the author(s) shall have a non-exclusive, royalty-free, irrevocable, and worldwide license for research, non-commercial, and educational purposes.

6. Administration and Management of IPR

The administrative agency of GMU, Sambalpur, in collaboration with the inventor(s), will undertake the evaluation, protection, licensing, and management of intellectual property generated at the university. Creators of intellectual property shall furnish all necessary information to the administration for effective IPR management. The administration, in consultation with the IPR Advisory Committee and with the assistance of patent attorneys/legal external experts as needed, will make decisions on managing intellectual property.

6.1 Powers to Amend IPR Policy

GMU, Sambalpur, through its Vice Chancellor (referred to as VC), possesses the authority to make changes to the IPR policy or introduce a new policy as necessary. This may be prompted by alterations in government policies, national and international developments, including treaties and legal judgments. Any changes or the new policy will be applicable to all faculty, students, project staff, supporting staff, and visitors.

6.2 Responsibility to Create/Amend Procedures and Processes for Implementation of IPR Policy

GMU, Sambalpur, through its Vice Chancellor, has the full authority to create and amend administrative mechanisms, creating administrative bodies, and assigning roles and responsibilities to various individuals/existing entities. This is done to evolve detailed procedures and facilitate the implementation of GMU, Sambalpur's IPR policy.

6.3 IP Infringement

In the event of any violation or infringement of intellectual property rights, such as patent infringement by GMU, Sambalpur faculty, students, project staff, supporting staff, visitors, or any third party infringing upon the

IPR of GMU, Sambalpur's inventor, the IPR Cell will investigate and make recommendations to the Vice Chancellor for resolution. In case of third-party infringement, the IPR Cell will investigate and recommend to the Vice Chancellor, including the need for any legal course of action.

7. IPR Registration, Financial Assistance, and Renewal

7.1 Filing of Application in India: When any creator(s) seeks to patent an invention or transfer the same for commercial exploitation, an application must be submitted to the IPR Cell for evaluation and financial aid. This must be assessed within 10 days. In urgent cases, an application for immediate safeguarding can be forwarded to the IPR Cell, which needs evaluation within 3 days. The IPR Cell, after evaluation, forwards the application to the Vice Chancellor of GMU, Sambalpur, for approval. On approval, GMU, Sambalpur, pays the amount, either as the sole applicant for a patent or, if chosen, as a co-applicant for a patent with shared expenses.

- In cases of protection related to other IPRs like software, designs, integrated circuits, and specimens created by creators as a result of university research or substantial use of university resources, where the university claims ownership, the expenses will be borne by the university. In cases of joint ownership, expenses will be equally shared.

- University employees involved in the creation and filing process must treat all IPR-related information as confidential. This confidentiality must be maintained unless the knowledge is in the public domain or until decided otherwise by the university.

7.2 Filing of Application in Foreign Countries: If a creator chooses to apply for a foreign patent, GMU, Sambalpur, may consider the request based on the merit of the intellectual creation. If GMU, Sambalpur, decides not to file such a patent in any foreign country, it shall assign rights of IP in that country to the creator(s) for the purpose of protection upon the creator's request.

7.3 Renewal of Patents: For joint patents with a sponsoring agency, patenting costs may be shared equally. If the patent has been commercially exploited within the first seven years, GMU, Sambalpur, shall pay an agreed-upon amount of the patent fees for the remaining period. If the creator shows no interest in renewals, GMU, Sambalpur, can either continue the patent by paying the fees for its full term or withdraw the application for patent protection at its discretion.

8. Transfer of IP

- Gangadhar Meher University (GMU), Sambalpur, or its agents, or the creator, after obtaining approval from the Vice-Chancellor through the IPR Cell, may approach external agencies for commercial exploitations. All agreements shall be signed by the Registrar of the University and the creator of the IP being transferred.
- In the case of IP involving more than one creator, a coordinator from among the creators shall be identified by the creators for IP protection purposes. At this stage, all members of the group of creators shall sign a revenue-sharing agreement for the IP, as and when they accrue. This revenue-sharing agreement may be modified at any time on mutual consent among the creators and intimated to the IPR Cell. Any conflict regarding revenue sharing among the creators will be resolved by the University, and the same will be binding on all the creators of the IP.

9. Confidentiality

It is crucial that any information about a potentially patentable invention is not prematurely disclosed. Disclosing information to a third party about the details generated by a research project could constitute a disclosure, possibly making the invention unpatentable. If any stakeholder needs to discuss the details of an invention with outside academics or potential developers, they should ensure that a non-disclosure agreement has been executed before disclosing any information about the invention.

10. Responsibilities of Gangadhar Meher University (GMU), Sambalpur, Odisha

- a. To make faculty members, staff, and other scholars aware of the University's intellectual property.
- b. To provide support as deemed necessary or desirable to obtain legal protection of intellectual property in which the University has a stake/share.
- c. To facilitate the transfer of such intellectual property for economic use and develop mechanisms within these statutes for the assignment and management of intellectual property.
- d. To provide legal support as deemed necessary and desirable to defend and protect the interests of the University and the creators of the intellectual property against third-party claims or unauthorized use.

- e. To impart information to research sponsors as required by research and licensing agreements, and applicable laws and regulations in a timely manner.

11. Responsibilities of the Creator(s)


- a. To make an invention disclosure in a thorough and timely manner of all inventions, discoveries, and other works that are patentable/copyrightable and in which the University has a stake/share as described in this Policy.
- b. To provide such assistance as may be necessary throughout the assignment process to protect and affect the transfer of intellectual property.
- c. To return all records and documents that are necessary for the protection of intellectual property.
- d. To abide by all commitments made in license, sponsored research, and other agreements made in accordance with this policy.
- e. To cooperate with the University with full responsibility in resolving all conflicts that may arise with respect to the IPs concerning him/her and to make timely disclosure of such information which may hint towards any potential conflict relating to IP.
- f. At the time of receiving financial assistance from GMU, Sambalpur, for the protection of a patent, an undertaking must be given that in case of termination or resignation of employment of GMU, all the expenses related to the patent have to be borne as decided. In case of violation of the same, legal action can be taken against such an employee.

12. Dispute Resolution

In case of any conflict, grievance regarding ownership of IP, processing of IP proposals, procedures adopted for the implementation of the IPR policy, and interpretation of various clauses of the IPR policy, any aggrieved person can appeal to the IPR Cell headed by the Registrar formed for the purpose to resolve the issue. In case the appellant is not satisfied with the decision of such a body, he/she can appeal to the Vice Chancellor of Gangadhar Meher University, Sambalpur, Odisha, whose decision shall be final.



REGISTRAR
GANGADHAR MEHER UNIVERSITY
SAMBALPUR



Director, IQAC
Gangadhar Meher University
Sambalpur

IT Policy 2024



Gangadhar Meher University, Sambalpur
Amruta Vihar, Sambalpur, Odisha, 768004
gmuniversitysbp@gmail.com

IT Policy

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1. STATEMENT OF POLICY:

- To ensure the integrity, reliability, accessibility, and superior performance of the University IT Infrastructure.
- To ensure that the IT resources shields the official e-identity (allocated by the University) of an individual.
- To ensure that all the users of the University are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter related to those rules.

2. ICT CELL OFFICIALS

Sl. No.	Name with Designation
1	Mr. Ashish Patel, System Manager
2	Mrs. Priyanka Swain, System Manager
3	Mr. Susil Kumar Sahoo

3. APPLICABILITY:

This policy is applicable to all the students & employees of G.M. University, Sambalpur and all others (referred as 'users' in this document hereon) who use institutional Information Technology (IT) infrastructure (i.e. lab components, desktops/laptops, communication nodes, information technology/information, internet facilities and communication technology (IT/ICT) infrastructure etc.), within the University's network and access, transmit or store Institutional and/ or personal information.

4. SCOPE OF POLICY:

IT/ICT resources provided by the University should only be used for the purpose of teaching, learning and research by the users. It is the responsibility of the users to appropriately use and protect institutional IT resources and to respect the rights of others. This policy is a guideline for safer and legitimate use of such IT resources and infrastructure available.

5. IT USAGE AND PROHIBITIONS:

- The users of the University shall make effective usage of internet, wireless resources, official websites (including University website, conference website, journal portals, University Moodle and course website), University Management Systems (UMS) and Swayam/NPTEL portal, Remote Login based facilities of the University and e-Library resources.
- The University shall stress upon the users to comply with institution policies and legal obligations (including licenses and contracts).
- The University shall strive to arrange for awareness programmes to acquaint the users with the effective usage of IT resources.
- Prohibited Use - The users shall not send, view or download fraudulent, harassing, obscene, threatening, or other messages or material that are a violation of applicable law or University policy. In particular, contributing to the creation of a hostile academic or work environment is prohibited.
- Social Media - Users must abide by the rules of the University towards the usage of social networking sites, mailing lists, news rooms, chat rooms and blogs.
- Commercial Use - The University IT resources shall not be used for any commercial and promotional purposes, through advertisements, solicitations or any other message passing medium, except as permitted under institution rules and other uses approved by the competent authority.
- Copyrights and Licenses - Users must not violate copyright law and must respect licenses to copyrighted materials. For the avoidance of doubt, unlawful file-sharing using the University's information resources is a violation of this policy

6. POLICY TO ACCESS WI-FI:

Steps to connect to the campus Wi-Fi network:

Step 1: Search for access ID name: "GM University" on your device and click connect.

Step 2: In the password field enter "GMU@2024".

Step 3: Next user authentication page will open in the browser where you need to enter the user name and password to access the internet (click proceed anyway if any error message appears).

Step 4: Click on the "Login" button to start using internet.

7. SECURITY AND INTEGRITY:

- **Personal Use** - The University IT resources should not be used for activities violating the basic functionality and mission of the University except in a purely incidental manner.
- The users must refrain from making any unauthorised access of information in order to promote secure access of Network and Computers.
- The competent system administrator may access the information resources for a legitimate purpose.
- **Firewall** - Additional procedures to maintain a secured flow of internet and intranet-based traffic in the campus shall be managed through the use of Unified Threat management (firewall).
- **Anti-virus and security updates** - The regular pupation of the anti-virus policy and security updates should be done for the protection of computing resources.

8. IT ASSET MANAGEMENT:

- **Asset Management:** The University shall lay down business processes for the management of hardware and software assets that facilitates the usage of IT resources in the University. This shall include procedures for managing the purchase, deployment,

maintenance, utilization, energy audit, and disposal of software and hardware applications within the University.

- **Copying and Distribution:** The University shall ensure that there is no violation in the copying and distribution of proprietary and licensed softwares.
 - **Risks:** The University shall stress on managing the risks involved for the usage of IT resources. This shall include standard procedures for identification, minimization and monitoring of risk impact by protective and corrective measures. This should also include procedures for timely data backup, replication and restoring policies, power backups, audit policies, alternate internet connectivity for a fail-safe internet access.
- 4.4 Open-Source Asset: The University shall endeavour towards the promotion and effective usage of open source softwares.

9. IT HARDWARE INSTALLATION POLICY

University network user community needs to observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services due to hardware failures.

A. WHO IS PRIMARY USER

An individual in whose room the computer is installed and is primarily used by him/her, is considered to be "primary" user. If a computer has multiple users, none of whom are considered the "primary" user, the department Head should make an arrangement and make a person responsible for compliance.

B. WHAT ARE END USER COMPUTER SYSTEMS

Apart from the client PCs used by the users, the University will consider servers not directly administered by INTERNET UNIT, as end-user computers. If no primary user can be identified, the department must assume the responsibilities identified for end-users. Computer systems, if any, that are acting as servers which provide services to other users on the Intranet/Internet though registered with the INTERNET UNIT, are still considered under this policy as "end-users" computers.

C. WARRANTY & ANNUAL MAINTENANCE CONTRACT

Computers purchased by any Section/Department/Project should preferably be with 3-year on-site comprehensive warranty. After the expiry of warranty, computers should be under annual maintenance contract. Such maintenance should include OS re-installation and checking virus related problems also.

D. NETWORK CABLE CONNECTION

While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication. Further, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.

E. NON COMPLIANCE

G.M. University faculty, staff, and students not complying with this computer hardware installation policy may leave themselves and others at risk of network related problems which could result in damaged or lost files, inoperable computer resulting in loss of productivity. An individual's non-compliant computer can have significant, adverse effects on other individuals, groups, departments, or even whole University. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be. Noncompliance of the above may attract a punitive action.

10. SOFTWARE INSTALLATION AND LICENSING POLICY

Any computer purchases made by the individual departments/projects should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed.

Respecting the anti-piracy laws of the country, University IT policy does not allow any pirated/unauthorized software installation on the University owned computers and the computers connected to the University campus network. In case of any such instances,

University will hold the department/individual personally responsible for any pirated software installed on the computers located in their department/individuals' rooms.

A. OPERATING SYSTEM AND ITS UPDATING

1. Individual users should make sure that respective computer systems have their OS updated in respect of their service packs/patches, through Internet. This is particularly important for all MS Windows based computers (both PCs and Servers).
2. University as a policy encourages user community to go for open source software such as Linux, Open office to be used on their systems wherever possible.
3. Any MS Windows OS based computer that is connected to the network should access <http://windowsupdate.microsoft.com> web site for free updates.

B. BACKUP OF DATA

Individual users should perform regular backups of their vital data. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible.

Preferably, at the time of OS installation itself, one can have the computer's hard disk partitioned into two volumes typically C and D. OS and other software should be on C drive and user's data files on the D drive. In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only one volume, will protect the data loss. However, it is not a fool proof solution. Apart from this, users should keep their valuable data either on Floppy, or CD or other storage devices such as pen drives.

C. NON COMPLIANCE

G.M. University faculty, staff, and students not complying with this computer security policy leave themselves and others at risk of virus infections which could result in damaged or lost files inoperable computer resulting in loss of productivity risk of spread of infection to others confidential data being revealed to unauthorized persons

An individual's non-compliant computer can have significant, adverse effects on other individuals, groups, departments, or even whole University. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be.

11. MISUSE:

Any usage which contravenes local, state and central government laws or violates norms of GM UNIVERSITY usage will be treated as misuse.

Two specific categories of misuse are listed below. All listed actions and others which effectively amount to the same are considered to be misuse of GM UNIVERSITY's computing, communications and network facility.

Misuse involving or amounting to attack on any devices, systems and/or networks:

- Using the network to gain unauthorised access to any computer system.
- Tapping phone or network transmissions (e.g. running network sniffers without authorisation).
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals or networks.
- Knowingly running, installing and/or giving to another user a program intended to damage or place excessive load on a computer system, network device or network. This includes, but is not limited to, programs known as computer viruses, Trojan horses and worms.
- Attempting to circumvent data protection schemes or uncover security loopholes. 6. Masking the identity of an account or machine.
- Releasing a virus, worm or other program that damages or otherwise harms a device, system or network.
- Using GM UNIVERSITY's resources for unauthorised purposes (e.g. using personal computers connected to the campus network to set up web servers for commercial or illegal purposes).
- Unauthorised access to data or files even if they are not securely protected (e.g. breaking into a system by taking advantage of security holes, or defacing someone else's web page)

12. VIOLATION OF POLICY:

Any contravention of the basic objectives and areas mentioned under the IT Policy of the University shall be considered as a violation and as a misconduct and gross misconduct under University Rules. This may attract a penalty/punitive action, if needed.

13. IMPLEMENTATION OF POLICY:

The University may decide necessary rules to change the policy from time to time which will be effective with prior approval of the competent authority of the University.

APPENDIX-I

Complaint Registration/ Maintenance Form

Name:	Mob:	
Address:	Designation:	
Classroom/Office/Location:	HOD/SO Signature:	
<u>COMPLAINT INFORMATION</u>		
Date and Time of Complaint:		
Nature of Complaint: Networking	Hardware	Software
Product Name & Serial No.		
Brief Description of Complaint:		
Most Convenient Date and Time for availability of user:		
Signature of Complainant:		

(For Office Use)

Regd. Sr. No/Date:

Complaint Taken By:

Designation:

Suspected Cause:

What steps should be considered to avoid a repeat of the problem:

Resolved Date & Time:

(Declaration)

I hereby confirm that the above complaint has been satisfactorily resolved.

Name:

Sign:

Date:


Director, IQAC
Gangadhar Meher University
Sambalpur


REGISTRAR
GANGADHAR MEHER UNIVERSITY
SAMBALPUR



**Gangadhar Meher University
Amruta Vihar, Sambalpur**

POLICY ON RESEARCH PROMOTION



Recommended by the Academic Council vide resolution no. 25.27 dated 21.5.2023 and approved
by the Board of Management vide resolution no. 26.10 dated 28.5.2023

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Gangadhar Meher University, Amruta Vihar, Sambalpur

POLICY ON RESEARCH PROMOTION

1. Introduction

Gangadhar Meher College, one of the oldest and one of the largest in Odisha, owes its origin in 1944 to the strong initiative, determination and tireless efforts of the visionary members of Trust Fund. It made rapid strides to emerge as a premier institution of the State in the domain of higher education culminating in its elevation to the status of a Unitary University. This university is poised to new heights of excellence in the academic firmament in the years to come. The University provides teaching and research facilities for Undergraduate, Post Graduate and Research programs smoothly on various subjects. Within a short span of eight years, it has already made a mark in the academic arena by providing quality education, organizing national and international level seminars and workshops and regularly publishing in impact journals.

Research and Development (R&D) is a systematic process to find solutions to societal challenges and to generate new knowledge and new products. It can lead to the creation of patents and research publications, as well as copyright. Research is the basis of knowledge that provides new knowledge, develops state-of-the-art facilities, advances research publications, cultivates collaborations and becomes a part of an active community. The University will support research in all fields in accordance with ethical standards and research guidelines. To motivate research promotion among members of faculty, the Institution provides incentives as a success factor to travel in the path of research. The University will provide the necessary financial and infrastructure support to faculty and students to promote research and build a robust research community. Keeping in view all the facts and points mentioned above, this research policy is has been created and executed to promote and create research environment in the university.

2. OBJECTIVES

- a. To design an excellent research environment
- b. To integrate teaching and research
- c. To foster inter, multi and transdisciplinary research.
- d. To publish papers in journals of international repute and file patents
- e. To foster socially relevant research aligned to human values
- f. To recognize both faculty and students on their research achievements by a research award.
- g. To nurture an environment of undertaking socially useful research with potential for commercialization.

3. RESEARCH & DEVELOPMENT BOARD (R&D Board)

There shall be a Research and Development Board constituted by the university. The members shall have a term of three years. The Research and Development Board shall be responsible for:

- a. Promotion and maintenance of the standards of research.
- b. To monitor and guide all research programmes.
- c. To identify research and development thrust area within the frame work of the objectives of the University.
- d. Plan, initiate, review and oversee the research activities.

4. THRUST AREAS

Although researchers are free to choose their own topics or fields of research, that's about it highly desirable for research to be environmentally sustainable and socially relevant. The University expects its various faculties and departments to identify recent and future trends in research that will help provide solutions to society and industry.

5. INCENTIVES

The aim of the university is to promote the development of high-quality research in various priority areas, recognizing the important scientific contribution of teachers. The University has a well-defined incentive and awards policy to provide appropriate incentives to faculty members.

5.1 Incentives for Research projects, publications and research related activities are as follows:

- a. Faculty members publishing Books /Edited Books/ Chapters in the reputed publishing house in edited volumes will be awarded a suitably as may be approved by the Research and Development Board.
- b. Publication of research papers / articles in SCOPUS/ UGC indexed journals, shall be suitably compensated as may be approved by the Research and Development Board.
- c. In case the publication is in joint names/ authorship the incentive shall be appropriately distributed to authors of the paper.

5.2. Financial Support for Participation in Seminar, Conference, Workshop, FDP, Journal Publications

To encourage participation in co-curricular programmes, the university offers various opportunities for lecturers to participate in seminars/conferences/workshops/FDP etc.

For attending seminars/ conferences/ workshops/ FDPs etc. :

- 5.2.1. It is mandatory for all faculty members to attend at least two such events per year.
- 5.2.2. The participation fee up to Rs. 3000 for the event shall be borne by the University.
- 5.2.3. The participant must submit the detailed proposal to V.C through respective H.O.D before proceed for the event

5.2.4. The faculty members must submit a detailed report of the deliberations, discussions and learning outcome of the event.

5.2.5. For those faculty members who want to attend these events over and above the mandatory requirement, the participation fee and other expenses may be borne by the host institute or by the concerned faculty member.

5.2.6. The faculty members must take prior approval of the H.O.D in all cases and should ensure that their classes are not disturbed.

5.3. For Research Paper / Article published in any SCI/SCOPUS Indexed journal:

If a faculty member's research/article (one or more) is accepted for publication in a SCI/SCOPUS indexed journal, the University will pay a remuneration of Rs.1000, subject to the upper limit of Rs.5000 per annum. A copy of the published paper must be submitted for reference and record.

5.4 For Travel Entitlement and Reimbursement:

The travelling expense for local participation (Within the Sambalpur) in Seminar/Conference/Workshop/FDP etc. will be reimbursed subject to a maximum of Rs.300. Full reimbursement for attending one event (outside of Sambalpur) in a year (Seminar/ Conference/ Workshop/FDP etc) as per the following entitlement:

- a. Associate Professor/Assistant Professors : A.C.-3-tier fare
- b. Directors/ Deans/Professor : A.C.-2-tier fare

5.5. For Boarding and Lodging:

5.6.1 In case the participation fee includes boarding and lodging, no allowance will be made on this account.

5.6.2 In case the hospitality is extended by the host institution, no allowance will be made.

5.6.3 In all other cases, actual reimbursement shall be made (on submission of proper bills) subject to the following upper limit:

- a. Associate Professor/Assistant Professors : 1500 (2500)
- b. Directors/ Deans/Professor : 3000 (6000)

*Figures in brackets are for Metro towns – Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad.

5.6. Rules for participation in International Seminars held abroad:

Participation in these events is permitted on a case-by-case basis. The participant must handle financial matters with his own resources.

* All these entitlements are at the sole discretion of the management.

5.7. For Extension Programme

Financial support should be provided by the University for various extension and out reaching programme. Each programme will be given maximum 15000.

6. SEED MONEY

The Seed Money Policy of The University is designed to stimulate competitive research in strategic areas of national or international importance to promote innovative product and technology development.

6.1 Objective

The objectives of the Seed Money are:

- a) To support the development of innovative /novel ideas.
- b) To encourage inter-faculty collaboration in emerging areas.
- c) To promote local culture and untouched areas
- d) To foster attract and retain talent.

6.2 Grants

The Grants shall be approved by the Expert Committee depending upon the nature and duration of the Research Project.

6.3 Eligibility

- a) Any faculty member of Gangadhar Meher University holding a PhD degree with a proven track record of quality research and employed in the university for at least one year or if any faculty member does not have a PhD degree must have minimum 10 years Teaching/Research experience in a University/Research Institution.
- b) At any time, a Principal Investigator (PI) can submit only one application. However, he/she can be a coinvestigator in more than one proposal.
- c) The PI at the time of submission of application shall not have a running project funded by the seed-funding scheme in which he or she is the PI.

6.4 Application Process

- a) The call for proposals in thrust areas.
- b) Proposals should be submitted for short-listing.
- c) The full proposals will be reviewed by the expert committee nominated by the Vice-Chancellor. The PI will be invited to make a presentation before the expert committee.
- d) The final decision on the grant award will be announced by the Vice-Chancellor.
- e) Following the Approval, a sanction letter indicating the title of the project, name of the Principal Investigators (PI and Co-PIs), Duration of the Project, Sanctioned Amount and date of commencement will be issued by R&D Board to all the successful applicants.
- f) PI and his/her team are collectively responsible in achieving the proposed objectives of the sanctioned Project within the stipulated period of the Project.

- g) PI and his/her team should be present for bi-annual Project Review meetings chaired by Dean (R&D) without fail and ensure that the recommendations of the Expert members are incorporated. Review meetings are held twice a year and the schedule of the Review meetings shall be conveyed by office of R & D to all the Concerned PIs two weeks ahead of the meeting dates.
- h) Dean Research along with the duly constituted committee shall judge whether the outcomes of the Project are patentable or publishable in peer reviewed journals/conferences. In case it is Patentable, the University shall assist the PI and his/her team in filing the required patent in the name of Presidency University with PI as the Patent Investigator.
- i) The equipment procured under the sanctioned projects will be the property of Gangadhar Meher University. It is the responsibility of the PI to ensure that all the details of procured equipment/raw materials are recorded in the Stock registry of the concerned Research Centre/Department. In future this equipment is open to be used by any researcher of the University.
- j) Five Copies of the project report on completion should be submitted by the PI to the office of R&D Division in the standard format.
- k) External Funding to be raised by Faculty members

Faculty members are encouraged and supported to apply for Research Grants/Infrastructure to various funding agencies of both Government and Private Organizations. He/She shall take utmost care in preparing a funding budget with clear understanding that the project will not burden the University. They should also include adequate overheads for utilizing shared services/resources of the University.

7. COLLABORATIONS

7.1 Academic Collaborations

- a) The University encourages its faculty members to conduct collaborative research with their peers from reputed National and International Universities and Institutions. The University may also sign Memorandum of Understanding (MoU) with prominent Universities and Research Institutions, for conducting joint research in the areas of common interest.
- b) Also the University will make continuous efforts for International and National collaborations with prominent Universities/ Institutes in India and abroad for students. These collaborations aim to extend to the students an opportunity to study with the accredited partner universities/institutes and gain an in-depth exposure to a different study environment.

7.2. Industrial Collaborations

The University shall keenly work for industrial collaborations for developing their faculties/students to their full potential. The activities undertaken by university and industry together may include contracts, collaborative research projects, patent licensing, co-development and co-authorship.

8. OUTREACH PROJECTS

Faculty members can organize Conferences, Seminars, Workshops, Short Term courses, activities on socially relevant issues/topics with funds from outside agencies in the University neighborhood, after seeking due approval of the Vice-Chancellor of the University. The Registrar will facilitate the use of such funds received from external agencies. Faculty members have to give the details of such activities along with budget to Registrar of the University, clearly indicating the purpose of the event being organized. A report of the whole event has to be submitted to Registrar after the completion of the event.

9. CHAIRS

This policy is in accordance with The University Policy on Research and shall guide the establishment of all endowed chairs and professorships. Endowed Chairs are awarded to honor extraordinary academic achievement and to recruit and retain the most distinguished scholars. An endowed chair is a perquisite that is supported by income from an endowment fund established by a gift or gifts from private or public sources and is made available to a distinguished faculty member in support of his/her teaching, research, and service activities. An endowed chair may be assigned to a department, organized research unit, division, or school. The establishment and naming of an endowed chair is subject to approval by the Vice-Chancellor upon recommendation of the Academic Council. No commitment for establishing and naming a chair shall be made to a prospective donor prior to Vice-Chancellor approval.

10. PATENTS AND IPR POLICY

The University understands that universities of current time have a major role to play in promoting innovation, creativity, and entrepreneurship in the country. Centre for Intellectual Property Rights was established to create awareness and offer assistance to academicians, researchers, entrepreneurs and innovators to identify, protect and manage IPR effectively. It is actively involving in educating the importance of IPR for various communities. The IPR Policy intends to promote an eco-system which is conducive to the development of diverse varieties of research and innovation in the university.

11. AMENDMENTS

This policy will be reviewed periodically to rectify anomalies, if any, and to incorporate feedback received from the stakeholders, impact analysis and deliberations of the focus group constituted by the Vice Chancellor.



REGISTRAR
GANGADHAR MEHER UNIVERSITY
SAMBALPUR



Director, IQAC
Gangadhar Meher University
Sambalpur