R & D Division

Research Development Division

Defined Policies

for

Activities Related Research /Laboratories

Undertaken by

Faculty & Students

Revised on 28.10.2023 (Version 4)

Disclaimer:

These policies are defined to strengthen the quality of research and related activities; this policy cannot be taken into legal matters or defend or for argument. These policies are flexible and may be subjected to inclusion and addition from time to time depending on the needy situation or by expert opinion.

Institution Vision

To create professionally competent and socially sensitive pharmacists, capable of working in multifaceted environment with newer evolving technology

Institution Mission

To enable our students to develop into outstanding professionals and aware of the immense responsibilities to make the world better in the field of pharmacy.

RIPER Research Vision 2025

"Committed to excel in the area of basic and pharmaceutical research, critically to resolve social and public problems through technological innovations and global collaborations".

Quality Policy – RIPER Research Division

We committed ourselves to shape the basic and pharmaceutical research as translating research and innovations for a better society through global partnership and continuous improvement.

Objectives – RIPER Research Division

- To perform collaborative and translational research and development for delivering a new pharmaceuticals / product as a preventive / curative ailment against life threatening diseases.
- To undertake collaborative research projects with the goal of a seamless transition of therapeutic molecules to clinical stages and beyond.
- To conduct programme / training relevant to societal needs, advancement in research techniques for the academia and industrial personnel engaged in the Quality Pharmaceutical deliverables.
- To facilitate a platform for the researchers towards their development in innovative research, collaborations, patent filing and publications.
- To frame stable platform with reputed research organization and Universities from India and abroad on productive research and product development on the context of mutual benefits.

Index on various Research policies

22nd June 2017

Policy 1: Constitution of Research Review Committee (RRC)

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With reference to the promotion of quality research work at our institution, the following members are nominated as Research review Committee with their respective position. This committee shall be effective from 26th Dec 2020 to till further orders,

S. No	*Name*	*Designation*	*Nominated Position*
1	Dr Y Padmanabha Reddy	Principal	Chairman
2	Dr P Ramalingam	Director (R&D Division)	Secretary
3	Dr Ramakrishna Reddy	Director (Academics)	Member
3	Dr M V Jyothi	Professor	Member
4	Dr Hindustan Abdul Ahad	Professor	Member
5	Dr K Somasekhara Reddy	Asso. Professor	Member
6	Dr K Vinod Kumar	Asso. Professor	Member
7	Dr B Pradeep Kumar	Asso. Professor	Member
8	Dr CH Pavan Kumar	Asso. Professor	Member
9	Dr Santhivardhan Chinni	Asso. Professor	Member

NOTE: The above committee shall also be acting as Doctoral Committee for the review of PhD works / or any research matters / whenever required by the Principal / University.

Research Advisory Board (RAB) shall be assisting the RRC, whenever required.

Meetings and resolutions can be made when 70 % of members are present

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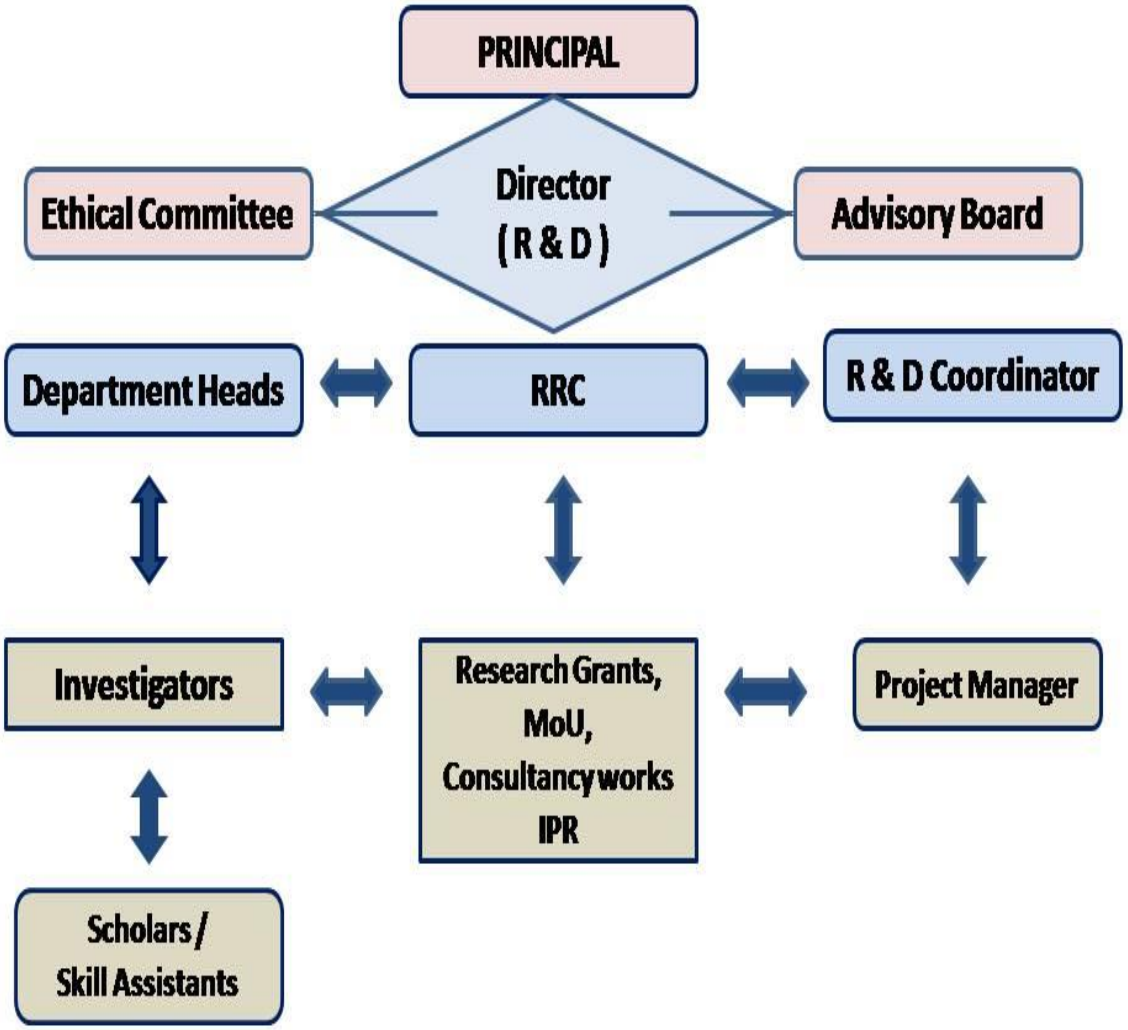
(Dr. P.Ramalingam) (Dr. Y.Padmanabha Reddy)

Director R&D Principal

Copy to

1. All members
2. Members of Research Advisory Board
3. R&D Cell, JNTUA
4. All Statutory bodies; RIPER - Autonomous

Organization Chart of R & D Division



23rd June 2016

Policy 2: Consultancy /Internal Revenue Policy

With reference to the promotion of consultancy works, the following are the framed internal revenue / Consultancy Policies, till further notice.

- There should be letter from customer (Researchers/PhD scholars/Industry/Institution) addressed to the principal.
- The principal shall forward the letter to R & D director.
- R&D Division shall fix the charges as per our norms in consultation with Heads.
- Then copy of the letter and requirement shall be forwarded to the Concern Heads. Then Head shall allot the work to Skill assistants.
- Once the report is ready, the duly signed report shall be forwarded to R&D.
- The Report will be dispatched / issued to applicant, once the payment is cleared.
- All the details of Reports / amount will be entered in register / duly counter signed by principal.
- The copy of facility request letter shall also be documented in Concern department.

Term & Conditions

- If any faculty/Scholars invite consultancy work and sponsored research, 10% of the total cost charged will paid as Reward and seed money.
- There should not be any hidden work /unethical report to customer without the knowledge of Head & R&D Director. In such cases, serious action will be executed at the discretion of Principal.

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(Dr. Y. Padmanabha Reddy)

Director R&D Principal

Policy 3: Research Activity - Ethical Clearance Procedure; Dated 28.06.2017

The following shall be the procedure for conducting experiments on Animals /Human subjects,

1. Study involving Human /Animal subjects should not be initiated until the ethical clearance is issued by R&D Division.
2. There shall be only one Animal ethical committee meeting and One Human ethical Review Board meeting during the one academic year (July1st to June 31st).
3. However, in case of emergency, the protocol may be mailed to Nominee and the decision is at the discretion of Chairman and Govt. Nominee.
4. During Ethical clearance meeting, the principal investigator / Co-investigator / Students must be available to defend the queries.
5. All investigators must give proposal presentation and submit the copy of PPT for signing along with the prescribed format of application.
6. All UG Projects / experiments should be designed in such a way that no animal is allowed to sacrifice.
7. Animals will be allowed to dissect only in PG / Granted Projects.
8. The copy of animal ethical committee approval letter must be submitted to pharmacology department to touch /use animals.
9. In case of human subjects, interventions should be as per the directions of ethical committee and should not violate GLP / GCP.

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Policy 4: Research Chemicals / Equipments - Purchase Policy; Dated 28.06.2017

With reference to the Research Fund Granting Agencies, the following must be followed by all Principal Investigators while purchasing research chemicals / equipments.

Step 1	List the chemicals / equipments, which are needed for the work related to Grant.
Step 2	Invite quotations from minimum of three vendors as per your specifications.
Step 3	Obtain a formal approval from principal on approximate cost.
Step 4	Submit to the Technical Expert Review committee for Decision.
Step 5	Finalize the list of items with recommended vendors.
Step 6	Submit to principal for purchase approval and then submit to the Purchase section.

Always hold the copy of Technical Expert Review approval for filing purpose.

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Principal

01 Sep 2017

Policy 5: Indent of chemicals / supply of chemicals to Research

(Applicable only for: M. Pharm/B. Pharm Projects, Grants)

With reference to the promotion of research works, the following are the framed Policies, till further notice.

Step 1	A student / scholar shall prepare a list of chemicals for their research along with the research title and protocol number (if) and get signed by their supervisor
Step 2	The signed letter shall be forward to the R&D through HOD with remarks HOD should write the comments on chemicals if it is project specific, and its importance/ if belongs to consultancy/funded.
Step 3	The R&D division will forward the letter with the comment to the concern section through Principal / Academic coordinator. The copy the letter shall be retailed by the HOD.
Step 4	The HOD shall ask concern lab assistant to submit the Indent for the same in prescribed format.
Step 5	The Lab assistant shall follow up with store keeper for placing and procuring chemicals.
Step 6	Once the chemicals are received from the store, Lab assistant shall enter in their department stock resister / distribution register.
Step 7	Then chemicals shall be supplied to students /scholars Student shall hold the responsibility of submitting the unused chemicals to lab assistant with utilization record /job record.

NOTE:

1. No students are allowed in the purchase and permission process.
2. If any project specific chemicals, R&D and HOD shall decide to supply or not to supply.
3. In case research/project belongs to consultancy / UGC/AICTE /etc funded, all chemicals shall be supplied by the institute.

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2nd October 2017

Policy 6: Technical Review Committee

Recommendation of Technical Expert Review Committee; Dated: _____

Purpose	
Project title	
Investigator	
Any other	

The following members were present for the meeting,

S. No	Name	Designation

The committee has discussed the requirement / specification of the items proposed by HOD/Section Head/ Investigator for the above cited purpose and verified with the following quotations

(Invoice number	Vendors name	Amount Quoted	Remarks

Recommendation:

Vendor name	Items to be purchased	Amount (as per Quotation)

Any other Remarks:

For Technical Expert Review Committee

Policy 7: Self- Declaration by Research Scholars

I _____ Full time PhD scholar in pharmaceutical sciences admitted by JNTUA at Research Centre, Raghavendra institute of Pharmaceutical Education and Research (RIPER). Hereby I report to the allotted guide _____ on the proposed area of research

_____

_____

During the tenure I shall abide the following,

1. *I shall be following the rules/regulations/norms of JNTUA and Research centre.*
2. *I am aware that I should not disclose any confidential matter related to the research work which applicable to IPR and all the instructions of respective Supervisor.*
3. *I am aware that I should fulfill the RRC/Review and pre-submission before submission of PhD Thesis.*
4. *I am aware that I will be monitored throughout the period by the guide /Institute/ organization.*
5. *I am aware that I should work at the defined premises and I should involve in any student / faculty related issue of the Institution.*
6. *I should learn the skills and knowledge throughout the tenure and I should engage all skills /Knowledge promoting activities assigned by R&D Division /Supervisor.*
7. *I am responsible for writing grants / writing scientific papers, in this connection I shall abide the specification and standards of R&D Division/Supervisor.*
8. *I shall maintain the observation book /evidence of the work progress, and duly subjected for verification.*

Signature of the Scholar

Forwarded by Research Supervisor

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Policy 8: Plagiarism Policy: Effective from 1st February 2018

Applicable to	B. Pharm Project book, M.Pharm Dissertation book, Pharm D Clerkship book & Internship book PhD thesis,
Reference	As required by JNTUA, other regulatory system Inputs from HOD
% Plagiarism allowed	B. Pharm (up to 30%) M. Pharm/Pharm D as per JNTUA Norms (up to 25 %) For PhD it may change depends on university.
Research paper	Less than 10%

Procedure:

- With reference to the above cited information regarding plagiarism policy, I request all faculty members TO SIGN THE RESEARCH REPORT only after obtaining plagiarism report from R&D Division, RIPER.
- The student/Scholar shall submit the document (word document) in a USB /Pen-drive to R&D COORDINATOR for plagiarism report. See that the document is EXCLUDED from contents like, reference, Index, acknowledgement, definitions, abbreviations, list of tables, list of figures, and certificates.
- The certificate of plagiarism will be issued by R&D and need to be enclosed in dissertation /thesis/project/internship/clerkship books

Instructions to reduce plagiarisms

- Concise the introduction to 10-15 pages only, but focus on importance, need, challenges, risk, applicability, current trends based write up relating the area of your research.
- Definitions and abbreviations may be added as annexure, which do not need plagiarism.
- Compile the content from several resources.
- Include pictures, graph, images wherever possible instead a paragraph explanation.
- Rewrite all text with change in phrase, verb, and sentence forms.
- Literature – do not paste abstract, make it table form, or write 3-5 sentence on each literature.
- Try to arrange flow chart / pert chart-based procedure in the methodology/experimental part.
- Result and discussion should be own written.
- Do not copy any content from old research report.

Date:01-Feb-2018

Policy 9: Voluntary Constitution – Research Core Team (RCT - RIPER)

The R&D Division of RIPER invites faculty members to be a part of Research core team who will have prioritized regular research activity and progress. The Team will function under the supervision of R&D division. The following are the key roles and function of the team,

1. The member of RCT-RIPER should identify their own research area and register at R&D Division RIPER.
2. It's the responsibility of
3. Member to form his team on the identified research area. Those sub-members may be M. Pharm /PhD scholars /B. Pharm Project team or even junior faculty of the college.
4. There will be a regular meeting for every 15 days to review the progress of the work.
5. The team should comply the standard of publications as per SCI indexed journals.
6. The team/member should apply and receive at least one grant /consultancy from govt. /private sector with cost not less than 2 lakhs.
7. The Team should also publish one review /Research paper in their registered area.
8. One Book chapter on registered topic should be written with 2 years.
9.

NOTE: R&D will support any collaborative research writing /Publication / and any other requirements.

Last date for Registration along with Research Area: 4th June 2018; 4.30 PM

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Date: 4-April -2018

Policy 10: Compulsory Research activity Record for Faculty members

With reference to sustainability of our institution NIRF ranking, reaccreditation by NBA and NAAC, it is been made mandatory to all faculty members with the following requirements, the following requirement will be considered in self assessment report for faculty for their revision /enhancement in the salary,

Faculty cadre	Target	Duration
Assistant Professor grade II (Less than 3 years	• One Review article • One Conference paper • Two Journal club presentation • Two innovative experiments in practical	Every Year
Assistant Professor – grade I (More than 3 years	• One research article • One research article • One Conference paper outside the state • Journal club presentation • Two innovative experiments in practical's	Every Year
Associate professor	• Two research paper in reputed journal with more than 1 impact factor (one collaborative paper) • One Conference paper through travel grant • Journal club presentation • One book chapter • One workshop as Co-convener • Grant proposal for seminar /Minor research (More than 2 Lakhs)	Every year
Professors	• Three research paper in reputed journal with more than 1 impact factor (SCI) (one collaborative paper) • One Conference paper through travel grant • One Journal club presentation • One book chapter	Every year

	• One workshop /training module as convener • Grant proposal for seminar /Major research (>10 lakhs)	
HOD PG Department	• At least MOU with two Industries for student posting for Training • For Industrial Pharmacy, Pharm Quality Assurance - FOUR industries for II-year Project work • One training module on recent trends is must. • Innovation in research area need to be maintained • One patent /Consultancy should be under progress. • At least 4 days invited sessions from industrial scientists need to be arranged.	Every Year

If once major research grant received by a faculty, all targets will be withdrawn.

NOTE: Year wise - Self – affraisal form and score shall be monitored by IQAC.

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Principal

Date: 07/ August/2018

Policy 11: Good Research Practice

1. The Research and development division of RIPER seeks to encourage research of the highest quality. As part of this endeavour, it wishes to ensure that research governance, research ethics and research good practice are characteristics of all of its research activities, including work carried out under consultancy and technical services. From here on the word activities will be used to refer to all the work that falls into these categories. These guidelines have been drawn up to promote good practice, including integrity and rigour, and to create a culture in which good practice can be understood and observed. In order to meet these standards, funders require organisations to give assurances that they have in place appropriate policies and procedures to ensure that activities performed in the organisation meet the necessary requirements. This document aims to encompass guidelines on issues to do with research good practice, research ethics and research governance in order to ensure the work done at RIPER, India.

• Is ethically sound and of highest scientific quality.

• Promotes good research practice.

• Reduces adverse incidents and ensures we learn from any mistakes.

• Prevents poor performance and does not lead to misconduct.

2. These guidelines apply to all those involved in the wide range of activities carried out at the College, including staff, students, honorary fellows and others, whether working on the College's premises or elsewhere. The guidelines should be adhered to from inception of the activity through to dissemination and its application by external users. It is the duty of Heads of Department to draw the guidelines to the attention of all staff, particularly new researchers, and for research group leaders and supervisors to ensure that they are promulgated within their sphere of responsibility. It would be appropriate for them to be introduced to undergraduate students as part of a research training course and certainly before they undertake any research project.

3. It is recognised that some of the principles in this document will not have direct relevance to certain areas of activities but in general most of these principles should be adhered to by those carrying out the activities and the guidelines should be followed by all such individuals. Some

departments may wish to implement their own additional discipline-specific requirements where this is appropriate.

4. These guidelines set out the responsibilities and standards that must be applied to work managed within the formal context of activities. Integrity, Allegations of Misconduct and Adverse Events

5. Researchers should be honest in respect of their own actions in research and in their responses to the actions of other researchers. This applies to the whole range of research work, including experimental design, generating and analysing data, applying for funding, publishing results, and acknowledging the direct and indirect contribution of colleagues, collaborators and others.

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Principal

Date: 07/ August/2018

Policy 12: Scientific Misconduct

Plagiarism, deception or the fabrication or falsification of results may be a criminal offence and is regarded by the College as a serious matter, covered by the Code of Practice for Inquiring into Allegations of Misconduct in relation to Academic, Research and Scientific Activities. Researchers are encouraged to report cases of suspected misconduct and to do so in a responsible and appropriate manner as covered by this Code.

The Research committee Panel framed by R & D division for Research Integrity will set up a helpline offering advice and guidance on reporting suspected misconduct. Where possible, systems and procedures should be put in place by the leader of the activity to monitor the output of the activity and to ensure that incidences of misconduct are minimised. If still misconduct is suspected, the management issues the memo and terminates the culprit of misconduct without any prior notice and his publications and communications will made force to withdraw from the publishers by communication through the R & D Head.

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Director R&D Principal

Policy 13: Conflicts of Interest

Researchers should declare and manage any real or potential conflicts of interest. Declarations should be given in the first instance to the Head of Department. If the project is a collaborative activity, then the lead partner must ensure all the partners highlight any conflicts of interest at the start of the project.

For particular activities, such as work involving the NHS, the lead academic designated as Research Sponsor should ensure they have in place a suitable procedure for reporting adverse events and where necessary adhering to specific issues of relevance to that work only. This could involve:

i. Developing a Form for reporting adverse events.

ii. Ensuring that there is a system by which all collaborators are made aware of any patient or participant experiencing adverse reaction to the clinical trials and that the funder and the patient's doctor are immediately made aware of this or in the case of work involving collection of sensitive personal data if this has been inadvertently leaked eg to the press, that procedures are in place to bring this to the attention of relevant authority. Participants must be made aware at the start of the work that if there is an adverse event then the procedure to deal with adverse events will be implemented, eg in the case of the patient this could involve making their doctor aware of the event.

iii. Making the participant in the research aware of the procedures to follow if they need to contact the lead applicant within a reasonable timescale in the case of an adverse event.

1. On a more general level the lead Principal Investigator (PI) needs to ensure that all relevant staff attached to the activity are aware of the College's policies on reporting Intellectual Property (IP), scientific fraud and ethical matters. These policies are Openness

2. The College encourages researchers to be as open as possible in discussing their work with other researchers and with the public. Where it is appropriate, activity must take account of either the user's perspective or involve them in the planning and implementation stage of the activities that will have a direct impact on them.

3. While publication of the results of research may need to be delayed for a reasonable period pending protection of intellectual property arising from the research, any such delay should be kept to a minimum.

4. Once results have been published, researchers should make available relevant data and materials to other researchers, on request, provided that this is consistent with any ethical approvals, consents that cover the data and materials intellectual property considerations and the conditions of any grants or sponsorship.

Guidance from professional bodies and Clinical Governance

5. Where available, researchers must observe the standards of research practice set out in guidelines published by scientific and learned societies, and other relevant professional bodies. It is the responsibility of supervisors to draw the attention of new researchers to such standards.

6. All researchers should be aware of the legal requirements which regulate their work.

It is the responsibility of supervisors to ensure that new researchers are provided with adequate training in such requirements, particularly in relation to copyright issues.

Further advice on this area can be sought from the Research and Development division of RIPER, India

7. Where there are activities involving clinical work then it may be necessary for those involved to develop links with clinical governance, which will involve a) some common membership of committees and b) complementarity between clinical and research governance monitoring systems (eg. recording of adverse events). Where this is applicable then the relevant College staff must ensure they contact the relevant Leadership, Cooperation and Supervision

8. Heads of Department, senior academic staff and research group leaders should ensure that a research climate of mutual cooperation is created in which all members of a research team are encouraged to develop their skills and in which the open exchange of ideas is fostered.

9. Heads of Department should ensure that appropriate direction of research and supervision of researchers is provided. All staff must receive training in appropriate skills before undertaking supervisory duties, and in particular the supervision of postgraduate and undergraduate research students.

10. The Code of Practice for the Academic Welfare of Postgraduate Research Students should be followed by supervisors.

11. Supervisors should monitor all stages of the research process, including outlining or drawing up a hypothesis, preparing applications for funding, protocol design, data recording and data analysis, and the sorting of primary data. Supervisors must also be aware of the broader development needs of research trainees in accordance with best practice in their discipline.

Training

12. Departments should have in place systems that allow students (both undergraduate and postgraduate) and new researchers to understand and adopt best practice as quickly as possible. In the case of undergraduate students who carry out research projects they must receive relevant training at the start of the project, however for postgraduate research students this should be mandatory as part of their first-year training.

13. All researchers should undertake necessary training appropriate to their discipline, for example in research design, regulatory and ethical approvals and consents, equipment use, safe methods of

working, confidentiality, data management, record keeping, and data protection. Records should be kept by the department of all such training.

14. Where appropriate all staff, researchers and students should, as part of their training, be made aware of relevant College policies such as the Research Good Practice, Ethics Guidelines, Financial regulations, PI Statement of Responsibilities, Health and Safety, Data Protection, IP policy and any other relevant guidelines which may come into force from time to time.

Primary data/samples and consent form participants

15. There should be clarity at the outset of the research programme as to the ownership of data and samples used or created in the course of the research, and of the results of the research. In areas of work where it is appropriate, the data should be obtained and handled in accordance with the relevant national and international guidelines and funders' requirements (eg Human Rights, Data Protection, Indian/ International Directives and Conventions)

16. Researchers, including undergraduates and postgraduates, should keep clear and accurate records of the procedures followed and the approvals granted during the research process, including records of the interim results obtained as well as of the final research outcomes. This is necessary not only as a means of demonstrating proper research practice, but also in case of queries about either the conduct of the research or the results obtained. Where there is work which follows required procedures this must be documented and a process must be in place to track any document revisions. As good standard practice it is suggested that departments should implement a system of sign off by the Head of the Department or for laboratory work there should be sign off by the supervisor of the laboratory notebook.

17. Where appropriate, systems must be in place to enable samples that have been used to be tracked either during the progress of the work or following the completion of the work. Periods of storage should be agreed with funders. In the case of clinical research or social science research, where applicable, a system should be put in place to monitor those appropriate practices are followed in seeking patient consent.

18. Where the work is using experimental facilities or tools, whether hardware or software, implement a system of regular checks to ensure the quality of the data the facilities or tools provide is accurate and, where applicable, that the facilities are safe to operate. Where appropriate, the maintenance or quality control records should be kept or documented for further reference.

19. Data generated in the course of research should be kept securely in paper or electronic format, as appropriate and in accordance with the relevant national and international guidelines (eg ref Human Rights, Data Protection, European Directives and Conventions). A minimum of ten years is an appropriate retention period. However, research based on clinical samples or relating to public health might require longer storage periods to allow for long-term follow-up. Back-up records should always be kept for data stored on a computer.

20. Researchers should follow any guidelines issued by the College or relevant professional bodies, or best practice in the discipline, in relation to responsibilities and procedures for the storage and disposal of data and samples (including compliance with the requirements of the Ethics Committee).

Ethical practice

21. The College has detailed procedures to ensure that all research, whether it be carried out by staff or students, is conducted ethically. These should be adhered to and followed where applicable and requested by the funder. In the case of a collaborative project, it may be sensible to get agreement between the partners that one Research Ethics Committee (REC) will review the proposals on behalf of all the partners.

22. Individual researchers should follow their department's ethical approval process, if one exists. These departmental processes allow for any research proposals to be referred to the College Ethical Committee for further advice. If there are no departmental processes, an application can be made directly to the Ethics Committee.

23. The approval of the College's Ethics Committee must be obtained in advance for any

experiment/study involving human subjects which might give rise to ethical problems.

24. Research proposals must be scrutinised with reference to the Notes for Guidance produced by the Committee. The Committee's remit covers any study involving human participants which might give rise to ethical problems eg. involving the use of drugs, invasive procedures or hypnosis; involving people receiving medical treatment or in care; utilising deception techniques; asking participants directly about sensitive issues; and studies which may cause changes to behaviour or life expectations of participants. The Committee reserves the right to give approval conditional on amendments to research design/methodology or to refuse approval. Where necessary, or example in new and emerging activities, the College Ethics Committee may recommend a continual process for ethical monitoring.

25. Where activities have not undergone external review, consideration should be given to putting in place some form of review. This also applies to commercially sensitive work and, where appropriate, this will also apply to research work carried out by students. The review should be a) independent (ie no conflicts of interest) and will reflect the nature of the work (eg for students' projects this could be review by a staff member with relevant expertise) b) carried out by an expert with understanding of the clinical and research methodologies and outcomes and c) recorded.

26. For confidential and commercially sensitive work, the issue of confidentiality needs to be considered. A Non-Disclosure Agreement (NDA) can be signed with the 3rd party reviewer but permission must be secured from the commercial partner or users in such cases. The Research and Development Office can assist with this.

27. Researchers should ensure that they are familiar with and adhere to the policies and procedures laid down by the College's financial regulations with regards to expert accounting input (usually from the Finance Department) into costing and monitoring of research. These include meeting the requirements of the internal monitoring of grant finance and the reporting of expenditure statements to funders.

28. If RPER is the lead organisation then the lead researcher must also ensure that, where appropriate, all collaborators are aware of these requirements and that their organisations are able to comply with these requirements as necessary.

29. The lead researcher from RIPER must ensure that the proposal has been produced in line with the College's costing and pricing procedures and policy, as laid down in the internal authorisation procedures

Monitoring

30. Activities should be monitored effectively and the level of audit should be commensurate with the volume of research and the level of risk. All activity leaders must be aware of the College internal audit procedures which are there to monitor the financial aspects related to the activity. The College Ethics Committee or a departmental ethics committee may sample a random selection activity to ensure that they are meeting the requirements of this policy document.

Publication practice, knowledge transfer and IP protection

Results should be published in an appropriate form, for example as papers in refereed journals or at conferences.

Anyone listed as an author on a paper should accept responsibility for ensuring that he/she is familiar with the contents of the paper and can identify his/her contribution to it.

The contributions of formal collaborators and all others who directly assist or indirectly support the research should be properly acknowledged.

More specific processes maybe required where the publication relates to an activity that has either potential for being protected or involves the NHS or deals with an area that has sensitive implications eg personal health data. In such cases the activity leader must ensure that a procedure is in place for reviewing and approving work prior to publication and that all the partners are aware of these procedures.

Particularly where the work is likely to impact on health care and service delivery patterns, mechanisms should be in place to follow up and record publications or other forms of dissemination and the impact they will have on these areas.

Where the activity has potential for being commercialised the activity leader must ensure that they contact the Research and Enterprise Office as early as possible in order to access where the work has any value in generating third stream revenue and whether it is worth protecting it. Where Royal Holloway is the lead partner, we should ensure all collaborators are aware of the requirements on

them to bring to our attention activities that have a potential for being protected. In this respect all relevant parties must be familiar with the College's IP policy.

External collaboration, external participants and research sponsors

All collaboration with researchers outside the College including Visiting Researchers must be carried out under terms that are fully understood by all parties concerned. In the case of a short-term, small collaboration a simple letter may suffice. In the case of a longer-term collaboration involving considerable resources of staff time or money, additional care must be taken; if the contribution of each party is not spelled out in a research proposal made to a funding body or similar, this must be outlined in the Collaborative Agreement or a Memorandum of Understanding (MoU). This must be approved by the Research Committee and the collaboration must be governed by a Management Committee whose responsibilities are clearly defined in the Collaborative Agreement or MoU. Written records of meetings of such Management Committees must be kept.

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(Dr. P.Ramalingam) (Dr. Y.Padmanabha Reddy)

Director R&D Principal

Policy 14: Regulation for B. Pharm Project; Applicable to all from May 2019 onwards

With reference to the observation made by R & D Division and day to day discussion with various students and teachers pertaining to B. Pharm Project, the following are guidelines framed and implemented to rectify various difficulties and enhancement of standard of research at UG level. It is mandatory to follow without violation.

- B. Pharm guide shall be allotted at III year – I semester (This gives provision for Design of Quality work).
- Student shall submit the topic of research /proposal to R&D in the prescribed format (Annexure III) can be at the beginning of III-year II semester (need to be refined at the time of submission). The two-page proposal shall be submitted along with Annexure III, which consist of the following
    - Title of research
    - Researchers' details
    - Ethical issues
    - Background (Introduction include research problem)
    - Rationale (significance of studies /importance)
    - Objectives (in bullet points with Blooms verb)
    - Pert chart / Methodology /method
    - Expected outcome
    - Key references
- The total student of 4-5 students can be given to each faculty, it also advisable to allot UG students for all PhD holders who involved in PG teaching in discussion with HODS and concerned faculty members.
- It is mandatory as per PCI norms, not more than 5 students (4 is desirable) can be in a team, according work should be submitted should be made with different title /objectives.
- The broad area of research for the project (Pharma chemistry, Pharmaceutics etc.,) should be based on Master degree or proven record of publication in the research publication of the guide.
- If any faculty member leaving the institute, the HOD /program director should pass the information to R&D for immediate guide allotment, from the same department, however it has to be taken care that area / topic should not be changed.
- Being it is UG program, the students may not aware of research of filing forms, hence, it is the responsibility of guide to submit proposal to R&D to obtain approval number, the format (Annexure III) may be submitted to HOD, so that HODs makes documentation (Annexure II). This should do within one month of III-year II semester.

- Eligibility for UG guide: Guide should be with minimum of one year of teaching experience or one paper published in that particular area or acted as co-supervisor for one project. In case of fresher only Co-guide is allowed, for which senior faculty of the department shall be guide.

- There should be appropriate log book entry for work done by students, as evidence for the experiment done / in case of external support certificate or original report should be as a part of project book.

- The quantum of work should satisfy the 6 months' durations (20 x 6 hours = 120 Hours of lab work).

- **Very important: If any faculty is allotting PhD work to students, it is ordering that guide should not ask student to spend for any chemical or outsourcing activities. 100 % superimpose of Ph. D work as B. Pharm project is not acceptable (due to copy right issue). Faculty should give provision for student to publish work on their name if they wish, so students can be used for your PhD work as support, only to learn skills.**

- **The minimum criteria for each research are framed as follows**

Pharma Chemistry	Minimum 8-10 compounds, Atleast one prototype compound should have all H-NMR, C13-NMR; MS. If H-NMR possible for all compounds it is desirable. Remaining compounds IR, melting point, molecular weight, formula, spectral data of all compounds, TLC for Purity /synthesis confirmation. The project book should reflect all TLC photographs of reaction progress. Molecular docking to the expected target, licensed software is not mandatory. Online softwares can be accepted. Antimicrobial screening, minimum 6 pathogens, MIC in micro molar concentration is essential.
Pharmaceutics	Formulation of 8-10 or full filling the required variable of investigations, IR, DSC for drug compatibility studies appropriate. XRD is desirable. DISSO / complete evaluation profile is essential (if applicable). In VIVO, QbD desirable. The Significance of work should be very clear, (excipients or new dosage form or drug focussed).
Pharmacology /Phytochemical	Plant /marine with appropriate authentication certificate, ethical approvals for in vivo experiments, TLC profile, proximate analysis, and biological report with statistics are essential. Column chromatography is

	desirable. Only guide should present protocol for animal ethical approval. No students will be allowed, as per IAEC. It is desirable to allot, sponsored, consultancy project for B. Pharm Projects for better quality work.
Community /Hospital	Should be new knowledge, satisfy the 6 months duration, appropriate consent, ethical approvals, study design, objectives, significance, sample size, statistics used are mandatory.
Pharmaceutical Analysis	Derivative spectroscopy, FT-IR, application to biological studies, Food analysis, ELISA methods, toxicological screening in food products is desirable. Validation of results and application to marketed product is must. Stability of phytochemical constituents, column chromatography on isolation.
Miscellaneous	Kindly discuss with R&D before execution of projects

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Principal

Policy 15: Letter of Information / Revised Policy dated: 13.03.2019

Student Research Work /Department activities

This is as outcome from the interaction with different expertises belonging to various reputed organizations, Hence, the R&D Division would like to inform you all and remind you on the following, kindly do not violate this policy at any circumstances.

1. For Pharm D Student Projects (V Year), the work must be published in standard journals; accordingly, the project design should be under taken. The VI year Pharm D students should not be allowed to submit their clerkship (VI Year) / or will not be issued course completion certificate, until he/she fulfils these criteria. This is the joint responsibility of Guide – HOD, R&D will ask for the status of manuscript and publication accordingly.

2. For B. Pharm projects, the approval for title / research objectives shall be done in third year only / immediately after one month of project allotment. The pre-submission seminar should be performed in front of expert committee, at-least one month before the submission of final book. The manuscript for B. Pharm project should be prepared and submitted to any journals (SCOPUS/SCI/Pub med/web of science), within 6 months of project completion. This is the responsibility of guide; R&D will ask for the status of manuscript and publication accordingly. The HOD-Guides are jointly responsible. The R&D will ask for the status of manuscript and publication accordingly

3. For M. Pharm Dissertation, the PG student must prepare and submit the manuscript for any SCI/Scopus indexed journals (as per our earlier decision) before the candidate seeking for Course completion certificate. In case of Industry projects, there should be quality review article submission, where you can encourage joint authors (any two students); it has to be informed to the PG students in first year itself. The HOD-Guides are jointly responsible. The R&D will ask for the status of manuscript and publication accordingly.

4. In case of above points 1, 2, 3, if any student or scholar not cooperative for bringing out a quality project /suitable for quality publication, it is the responsibility of project Guide to take action through proper channel (HOD) / Principal. As long there is no such complaints received on student non-cooperation from guide, the R&D and administration shall consider that work progress is good. At any circumstances, at last minute or at the end of the project, any explanation or reason for not performing quality work based on students / chemicals/administration will not be accepted. Further, students must maintain a log /work book regarding their research, which has to be submitted for verification.

5. All guides are informed to design the works which are feasible here / with an economic way and do neither burden students nor administration in-terms of chemical expenses. However, if funded projects are allocated to UG/PG students, the terms and conditions are applied as per funding agency.

6. Every year the research facility of the department should be increased either through grant / through management fund.

7. All PG departments should have the document of FIVE-YEAR PLAN duly approved by Governing Body (note that it should be matched with our MISSION/Quality Policy/short-long term goals available in our website.

8. All PG departments should follow the IQAC proceedings dated 29th march 2019.

9. Please note that only SCI/SCOPUS/Web of science/Pub med indexed journal publications are allowed for placing in our website.

10. However, other publication can be done at your choice, but do not encourage predatory journals. Do not give affiliation to those journals. Yourself appraisal or IQAC may give more value only to indexed journal publications only.

11. As our institution policy does not agree, please do not participate with RIPER affiliation in any paper publications which is low quality or predatory journals.

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Principal

R & D Division

Policy 16: Research Projects submission to agency /Government

This is to inform that all investigators who wish to submit the research project to any agency or government the following are mandate,

1. The proposal should be novel and supported by current year literature from reputed journals like Nature, Science, Cell, Lancet etc.
2. The proposal should be plagiarized & should be below 5 % but not exceeding 10% definitely.
3. The consent investigator should have obtained at least two peer reviews / opinion on the proposal from any expert/scientists of that particular area of research.
4. It's highly encouraged to apply as collaborative research with IICT/Manipal/Yenepoya University/NIRT/ etc.
5. The copy of the grant application submitted shall be deposited at R&D cell immediately (File No. 2).

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Policy 17: B. Pharm / Pharm D / M. Pharm Projects Examination Procedure

With reference to the difficulties observed and non-compliance of project books, it was resolved that the following has to be followed while inviting the examiners.

All HODs should approach examination cell for inviting the examiner for Project VIVA-VOCE only when all students / Batches submit their duly signed book from the principal. On the day of examination, HODs /R&D/Principal will not sign the book. It is the responsibility of the guide /student to approach the signing authority in advance atleast one week before the expected date of examination.

Violation the R&D will not be responsible for your incompletion or delay in examination process.

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Principal

Policy 18: Research plan & Commitment by Head of the Departments

Hereby the following details are required as research plan and commitment from the HODs after due department meeting with their department staffs. The HOD shall have the meeting at your department where your entire faculty members are signed for their commitment in your department minutes, and then consolidate overall team commitment in the given Performa; it's the responsibility of HODS to achieve the commitment as team effort through motivation and acceleration with frequent meeting. If any faculty or HODs leaving the institute, it has to be duly charged to other faculty /New faculty who has been allotted in place, with due Principal consent, the new faculty need to continue the same commitment. It's very important that as HODs, you are provided Computer system/Internet, you need search for various funding agency very frequently and pass the information to all your faculty members, in addition to R&D Circulation.

Commitment target deadline: 31 DECEMBER 2020

Name of the department:

Team member Size including HODs:

S. NO.	Commitment type	Bench mark*	Commitment	Expected date to achieve
1	SCI/SCIE indexed publications	3		
2	SCOPUS/WOS indexed	7		
3	Seminar applications to various agency	3		
4	Grant application to various agency	3		
5	Invited seminar for PG students from Industry	3		
6	FDP/STTP applications to various agency	3		
7	Conference attended by faculty (NOT in house)/Paper presentation	3		
8	Patent	1		
9	National Research institute collaborative activities	2		
10	MoU with Industry	1		

* Minimum target assigned to HODs. SCIE is different from ESCI. ESCI is not valid.

HOD **Principal**

Policy 19 A: Authorship to students and Scholars Research Project work

****

These policies are in accordance to good scientific publication practices in order to avoid conflict of interest. The following are set as rules for authorship in any scientific paper (Research & Review publications).

1. In case of PhD scholars/PG student's research/review publications, the PhD scholar/PG student shall be as first author whilst the respective guide shall act as corresponding author. NOTE: If faculty has conceptualized the research idea and the student executed, then the authorship may be interchanged with mutual acceptance (applicable only for PG project publications).

2. If the research work is a part of funded project, the principal investigator shall assign the authorship based on the contribution and efforts made by the project fellow.

3. First author can be shared if two faculty members jointly conceptualized the research idea. Ghost authors are absolutely not allowed. Co-authorship shall be given based on any one of the following contributions,

    - Involved or supported experimental work (Biological screening, NMR/MASS (Free of cost) etc., they should have given interpretation on data.
    - Involved in manuscript writing especially in results, discussion and interpretation, language correction, data presentation.
    - Statistical support on the results and any other acceptable contribution.

4. Just financial support by anyone to publish paper shall not be considered for co-authorship. No faculty should force a student/scholar for paid publication. Such practices shall be seriously dealt, if any student brought to the notice of Principal/R&D.

5. In case of PG student's publication, for allotting credits/marks/eligibility, the PG student must be as first or corresponding author in that publication.

6. At any case, students/faculty should not publish without affiliation of the institution and the affiliation should be as directed by R&D in all publications/presentation.

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Principal

Policy 19 B: Authorship to M. Pharm students and Mandatory publications before dissertation submission

****

With reference to the existing regulations on the requirement of publication by M. Pharm students before the dissertation submission, the following are must,

- These policies are in accordance to good scientific publication practices in order to avoid conflict of interest.
- The M. Pharm student shall publish review or research paper as requirement.
- PG student's research/review publications, the PG student shall be as first author whilst the respective guide shall act as corresponding author. NOTE: If faculty has conceptualized the research idea and the student executed, then the authorship may be interchanged with mutual acceptance (applicable only for PG project publications).
- If the research work is a part of funded project, the principal investigator shall assign the authorship based on the contribution and efforts made by the project fellow.
- Shared first author within the campus shall not be considered as credit for both students.
- Publications - choice of journals for PG students only

  1st Priority: SCI/SCIE indexed

  2nd Priority: SCOPUS or Web of Science indexed (Prefer only unpaid journals)

  - The SCI/SCIE/Scopus /web of science indexed information should be checked in updated list of each year only.
  - Students who publish in SCI/SCIE will be felicitated with certificate award /Merit during annual day celebrations.
- In case of PG student's publication, for allotting credits/marks/eligibility, the PG student must be as first or corresponding author in that publication.
- At any case, students/faculty should not publish without affiliation of the institution and the affiliation should be as directed by R&D in all publications/presentation.

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Principal

Policy 20: SEED Grants / Matching Grant to Young faculty members

***

SEED Grant: In view of encouraging the research activities among students and young faculty members, seed grant of maximum 20,000/- shall be sanction to faculty members every year to maximum of 5 successful faculty members based on the submitted research proposal to R&D.

Matching grant: If any faculty receive SEED grant from University or Government or any other organizations, matching grant of 25% - 50% shall be paid to the faculty with subject to the maximum of 20,000/-

The above grants can be sanctioned against the following:

1. Purchase of chemicals and reagents, small devices, enzyme kits etc.
2. Out sourcing studies like H1/C13-NMR, MS, TEM, SEM etc.
3. If any amount remaining from the above utilization, that can be used as TA/Registration for participating national level conference like Indian Pharmaceutical Congress and training at National institutes (Not to any local workshop and conference organized by any private colleges).

Eligibility and Conditions:

- Application shall be submitted to R&D with two-page proposal /with or without preliminary work or evidence of success (Application available with R&D Cell)
- The faculty who is pursuing PhD or young faculty members. PhD holders not eligible.
- The research proposal shall be designed for B. Pharm / M. Pharm / Pharm D Projects only.
- The grant will be sanctioned to the guide, he/she ensure that the work should be published in SCI/SCIE indexed journals by students (student shall be First author, Guide: Corresponding author).
- The utilization and expenditures need to submitted at the end of the project.
- If the SEED money not properly/effectively utilized or leaving institution without appropriate justification, SEED money will be recovered by the R&D Cell.

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Policy No: 21: Incentive to SCI/SCIE indexed publications.

(Applicable 1st Jan to 31st Dec)

**

The incentive money from the following formula shall be paid to the corresponding authors of SCI/SCIE indexed research /Review publications.

For SCI/SCIE Papers : Amount of incentive = 4000 + (1000 x impact factor)

For Scopus Paper* : Number of incentives = 2000 + (500 x No. of Paper)

(*Only to non-PhD holders published in unpaid standard journals)

Applicable to all paper published after April 1st to 31st March of every year.

Conditions:

1. All published works belongs to B. Pharm /M. Pharm/Pharm D projects our institute are eligible.
2. The author shall apply to R&D cell in the prescribed proforma.
3. The money shall be paid to corresponding author, if any confliction arises among authors, R&D shall not encourage any such conflictions.
4. In case of collaborative publication from other institutions/universities, our faculty should be either corresponding or first author of the paper. If both are from our institution, then corresponding shall be considered.
5. If the published work is belonging to the PhD scholars – PhD work and as a requirement of University /PhD regulations, such SCI/SCIE papers shall not be considered. However, if the published paper is additional than the requirement of PhD regulations, it will be considered.
6. If the published work is belonging to work supported by SEED money of our institution will not be considered.

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Policy No 22: (Updation of policy 21)

Applicable to content published from 1st January 2022

The incentive money from the following formula shall be paid to the corresponding/First author of the SCI/SCIE indexed research/review Publications.

A. For SCI/SCIE Articles: Amount of incentive = 3000 Rs + (Range of impact factor) *

- (Amount will be calculated for the individual article)

* Impact Factor Range: 0 to 0.5= 500; 0.5 to 1= 1000; 1 to 1.5= 1500; 1.5 to 2= 2000; 2 to 2.5= 2500; 2.5 to 3= 3000; 3 to 3.5= 3500; 3.5 to 4= 4000; 4 to 4.5= 4500; 4.5 to 5= 5000; 5 to 5.5= 5500; 5.5 to 6 = 6000; 6 to 6.5= 6500

B. For Scopus Articles: Amount of incentive = 1500 Rs + (500 Rs x Number of Articles published in said period)

C. Web of Science publication: 1000 Rs. for every published paper

- Only for non-PhD holders.

D. Indian Patent filing:

- Complete filing and grant amount will be paid by the institute.
- For collaborative patents with other institutes/companies (in the inventor list second or any other position with RIPER affiliation) college will contribute 2,500 Rs for each patent. *
  * if more than one person is involved in a same patent then amount will be shared equally.

E. Book(s) and Book chapter(s):

Books:

- International Book: 10,000 Rs per book
- National Book: Theory book - 6,000 Rs per book; Practical books: 3,000

Book Chapter:

- International: 5,000 Rs per chapter
- National: 1,000 Rs per chapter

Note: Before submission kindly conform either its National/International and ISBN number of the book publisher.

Examples of a few book publishers:

International: Springer Publishing, Springer Nature, Oxford University Press, Taylor & Francis, Elsevier, Alpha Science International, Royal Society of Medicine, SAGE Publications, Allen & Unwin, Cambridge University Press, John Wiley & Sons, Routledge, McGraw Hill, Royal Society of Medicine, Bentham Science, MDPI, Nova, Wiley, Harvard University Press.

National: Jaypee Brothers Medical Publishers (P) Ltd., S. Chand & Co. Ltd., Nirali Prakashan, Prabhat Prakashan Private Limited etc.

Conditions:

1. Claimant must be a corresponding/first author of the published article.
2. All the Published works belongs to B. Pharm, M. Pharm, Pharm. D. projects of RIPER are eligible.
3. For the renumeration the author shall apply to R&D cell in the prescribed proforma.
4. The money shall be paid to the corresponding/first author, if any conflict arises among authors, R&D shall not encourage any such conflictions.
5. In case of collaborative publication from the other institutions/universities, RIPER faculty should be either corresponding or first author of the article. If both are from RIPER, then corresponding author shall be considered.
6. If published paper is belonging to the PhD scholars - PhD work and as a requirement of university/PhD regulations, such SCI/SCIE papers shall not be considered. However, if the published paper is in addition to the requirement of PhD regulations, it will be considered.
7. If the published work is belonging to work supported by SEED money of RIPER then it will not be considered.
8. If an article is indexed in multiple data base will be treated as one article only.
9. The SCI/SCIE/Scopus/ WoS indexed information should be checked in the updated list of same year.

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Director - R and D **Principal**

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13th Oct 2022

Policy 23: (Updation of policy 19 B)

Authorship to M. Pharm students and Mandatory publications before dissertation submission – Applicable to 2021-2023 all PG batches and succeeding batches

****

With reference to the existing regulations on the requirement of publication by M. Pharm students before the dissertation submission, the following are must,

- These policies are in accordance to good scientific publication practices in order to avoid conflict of interest.
- The M. Pharm student shall publish scientific articles as requirement with following options:
    a. As a first author/corresponding author in **one** Review/Research Article indexed in SCOPUS/WoS/SCI/SCIE.

    OR

    b. If above option is not opted then student should publish 2 articles:
        i. As a first author/corresponding author in one Review/Research Article indexed in Google Scholar.
        ii. As a co-author in one Review/Research Article indexed in SCOPUS/WoS/SCI/SCIE.

- Research article preferably as outcome of M. Pharm thesis work.
  NOTE: If PG student has conceptualized the research idea and executed with the help of the supervisor, then the authorship may be interchanged with mutual acceptance (applicable only for PG project publications).
- If the research work is a part of funded project, the principal investigator shall assign the authorship based on the contribution and efforts made by the project fellow.
- Shared first author within the campus shall not be considered as credit for both students.
- Publications - choice of journals for PG students only
    1st Priority: SCI/SCIE indexed
    2nd Priority: SCOPUS or Web of Science indexed (Prefer only unpaid journals)
    - The SCI/SCIE/Scopus/Web of Science (WoS) indexed information should be checked in updated list of each year only.
    - Students who publish in SCI/SCIE will be felicitated with certificate award /Merit during annual day celebrations.
- In case of PG student's publication, for allotting credits/marks/eligibility, the PG student must be as first or corresponding author in that publication.
- At any case, students/faculty should not publish without affiliation of the institution and the affiliation should be as directed by R&D in all publications/presentation.

13/10/2022
Director - R and D
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Principal 13.10.2022
Principal
Raghavendra Institute of Pharmaceutical Education and Research-Autonomous
Chiyyedu - 515721, Anantapuramu (A.P.)

13th Oct 2022

Policy 24: (Updation of policy 2)

Consultancy/Research Grants /Internal Revenue Policy

With reference to the promotion of consultancy works, the following are the framed internal revenue / Consultancy Policies, till further notice.

- There should be letter from customer (Researchers/PhD scholars/Industry/Institution) addressed to the principal.
- The principal shall forward the letter to R & D director.
- The R&D Division shall fix the charges as per our norms in consultation with Heads.
- Then copy of the letter and requirement shall be forwarded to the Concern Heads. Then Head shall allot the work to Skill assistants.
- Once the report is ready, the duly signed report shall be forwarded to R&D.
- The Report will be dispatched / issued to applicant, once the payment is cleared.
- All the details of Reports / amount will be entered in register / duly counter signed by principal.
- The copy of facility request letter shall also be documented in Concern department.

Term & Conditions

- If any faculty/Scholars invite consultancy work and sponsored research grants, **15%** of the total cost charged will paid as Reward/seed money.
- There should not be any hidden work /unethical report to customer without the knowledge of Head & R&D Director. In such cases, serious action will be executed at the discretion of Principal.

13/10/2022
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Principal 13.10.2022
Principal
Raghavendra Institute of Pharmaceutical
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Policy No 25: (Updation of policy 22)

Applicable to content published from 1st January 2023

The incentive money from the following formula shall be paid to the corresponding/First author and collaborative research SCI/SCIE indexed Publications (research/review).

A. For SCI/SCIE Articles:

Amount of incentive = A* + (Range of impact factor)

A* (Rs) - Q1 journal 5000; Q2 journal 3000; Q3 & Q4 journal 2000

* Impact Factor Range: 0.01 to 0.5= 500; 0.51 to 1= 1000; 1.01 to 1.5= 1500; 1.51 to 2= 2000; 2.01 to 2.5= 2500; 2.51 to 3= 3000; 3.01 to 3.5= 3500; 3.51 to 4= 4000; 4.01 to 4.5= 4500; 4.51 to 5= 5000; 5.01 to 5.5= 5500; 5.51 to 6 = 6000; 6.01 to 6.5= 6500; >6.51=7500

Note: Amount will be calculated for the individual article

Link for Q journal identification - **https://wos-journal.info**

* **Collaborative SCI/SCIE article publication with other institution –** amount of incentive for **co-author from RIPER** for one-person 2000/- (if more than one person is involved in a same article then amount will be shared equally.)

B. For Scopus Articles: Amount of incentive = 1500 Rs + (500 Rs x Number of Articles published in said period).

C. Web of Science publication: 1000 Rs. for every published paper

- Only for non-PhD holders.

D. Indian Patent filing:

- Complete filing and grant amount will be paid by the institute.
- For collaborative patents with other institutes/companies (in the inventor list second or any other position with RIPER affiliation) college will contribute 2,500 Rs for each patent. *
  * if more than one person is involved in a same patent then amount will be shared equally.

E. Book(s) and Book chapter(s):

Books:

- International Book: 10,000 Rs per book
- National Book: Theory book - 3,000 Rs per book; Practical books: 2,000

Book Chapter:

- International: 2,500 Rs per chapter
- National: 1,000 Rs per chapter

If more than one person is involved in a same book/chapter then amount will be shared equally.

Note: Before submission kindly conform either its National/International and ISBN number of the book publisher.

Examples of a few book publishers:

International: Springer Publishing, Springer Nature, Oxford University Press, Taylor & Francis, Elsevier, Alpha Science International, Royal Society of Medicine, SAGE Publications, Allen & Unwin, Cambridge University Press, John Wiley & Sons, Routledge, McGraw Hill, Royal Society of Medicine, Bentham Science, MDPI, Nova, Wiley, Harvard University Press.

National: Jaypee Brothers Medical Publishers (P) Ltd., S. Chand & Co. Ltd., Nirali Prakashan, Prabhat Prakashan Private Limited etc.

Conditions:

1. Claimant must be a corresponding/first author of the published article except collaborative research articles.
2. All the Published works belongs to B. Pharm, M. Pharm, Pharm. D. projects are eligible.
3. For the renumeration the author shall apply to R&D cell in the prescribed proforma.
4. The money shall be paid to the corresponding/first author, if any conflict arises among authors, R&D shall not encourage any such conflictions.
5. In case of collaborative publication from the other institutions/universities, RIPER faculty should be either corresponding or first author of the article. If both are from RIPER, then corresponding author shall be considered.
6. If published paper is belonging to the PhD scholars - PhD work and as a requirement of university/PhD regulations, such SCI/SCIE papers shall not be considered. However, if the published paper is in addition to the requirement of PhD regulations, it will be considered.
7. If the published work is belonging to work supported by SEED money of RIPER than it will not be considered.
8. If an article is indexed in multiple data base will be treated as one article only.
9. The SCI/SCIE/Scopus/WoS indexed information should be checked in the updated list of same year. **https://wos-journal.info**

Principal
Raghavendra Institute of Pharmaceutical
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Policy 26: (Updation of policy 24)

Consultancy/Research Grants /Internal Revenue Policy

With reference to the incentives of **Consultancy/Research Grants/Internal Revenue**, the guidelines are framed till further notice.

- There should be letter from customer (Researchers/PhD scholars/Industry/Institution) addressed to the principal.
- The principal shall forward the letter to R & D director.
- The R&D Division shall fix the charges as per our norms in consultation with Heads.
- Then copy of the letter and requirement shall be forwarded to the Concern Heads. Then Head shall allot the work to Skill assistants.
- Once the report is ready, the duly signed report shall be forwarded to R&D.
- The Report will be dispatched / issued to applicant, once the payment is cleared.
- All the details of Reports / amount will be entered in register / duly counter signed by principal.
- The copy of facility request letter shall also be documented in Concern department.

Term & Conditions

- If any faculty/Scholars invite consultancy work and sponsored research grants, **15%** of the total cost charged will paid as Reward/incentive money.
- For activities related to Internal revenue generation (IRG) such as government or non – government fully funded conferences, seminar, workshops etc., a **10%** incentive will be granted based on the released amount.
- For hands-on training programs, partially funded programs the coordinator will get token of appreciation from the total revenue.
- There should not be any hidden work /unethical report to customer without the knowledge of Head & R&D Director. In such cases, serious action will be executed at the discretion of Principal.

Principal
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