

# COLLABORATION POLICY

## ➤ Introduction

Collaboration in various research institute / organizations/ laboratory offers better solution as well as opportunity of Up gradation of ideas and infrastructure requisites for the researchers to pursue high-end research work in their fields.

This policy has been formulated for our faculty and researchers to acquire global knowledge by collaborative research involving national, international, private and government universities, industries/agencies as well research labs of councils, ICMR, CSIR, DBT, DST, AYUSH, DHR and DRDO etc.

## ➤ Terms, Definition and Synonyms

- ❖ **Collaboration:** The term "collaboration" in academic research is usually thought to mean an equal partnership between two academic faculty members who are pursuing mutually interesting and beneficial research.

## ➤ Purpose

The purpose of Collaboration is essentially the practice of sharing knowledge and ideas to achieve a common goal. Partnership among researchers ensures that their knowledge, skills and techniques are made available to everyone interested and mutually benefit the participants. The more researchers collaborate, the greater are the chances for success and problem solving.

## ➤ Scope:

Collaborative research work shall-

- a) Produce higher impact of publications: there is a direct correlation between the

number of authors and impact factor.

- b) Encourage greater creativity.
- c) Produce high end research work due to collaborative funds and facilities.
- d) Result in quality work done without compromising on results.
- e) Have scope of efficient learning as team of experts solves the problem.
- f) Have good scope to impress investors and the funding agencies.

➤ **Policy Statement**

- a) Collaborative policies for Inter-institutional/ Inter-departmental Research:
- b) Department of Central Research & Innovation encourages all sort of research collaboration within institutes as well as within departments for making the research feasible with quality improvement. Faculty of participating department / institute must have mutual understanding for execution of the project since all six institutes belong to SVDU as a parent organization.
- c) All concerned lab-in-charge / faculty of department must support the collaborative research project in all means. He/she should develop certain SOP/time schedule/timing specified for instrument/research facility specific for research. Preferably the schedules can be set-up on weekly basis so that researcher can plan his/her experiments accordingly.
- d) Principle investigator should include the name(s)of the participating faculty / lab-in-charge in any publication as one of the author in case where his/her contribution in the project found indispensable or otherwise at least his / her name must be acknowledged with relevant support.

## **Collaborative policies for Research with External Institutes/ Universities/ Organizations:**

Department of Central Research & Innovation encourages and appreciates collaboration with external participants (i.e. other scientists or local/state/national/international level government/ non-governmental institution/ universities/ industries/ NGOs/ agencies) for multi-disciplinary, trans-disciplinary and inter-disciplinary research projects to promote high end research by utilizing sophisticated research facilities and expertise of collaborative partner. This can be initiated by signing MoU between the partners mentioning all terms and conditions. The MoU should be duly signed by the officials of both the parties.

For small scale research work, linkages and collaboration should establish between two department/Institute or minimum between two representative faculty.

### **➤ Responsibilities**

Any collaborative research work is initiated by signing MoU between the partners mentioning all the terms and conditions. The signing authorities of collaborative institutes shall be responsible for the collaborative research work till its completion. Department of Central Research & Innovation shall monitor and review the collaborative work and it is mandatory to submit the six monthly report of the work to the Department of Central Research & Innovation. The collaborators shall strictly follow conditions and scope of work mentioned in the MoU.

➤ **Records management:**

All relevant documents related to the collaborative research work shall be maintained by the Department of Central Research & Innovation. The record pertaining to collaborative research work shall be maintained in soft and hard copies for five years after the completion of the project.

➤ **Related Legislation and References: NIL**

➤ **Policy Administrator**

The policy shall be administered by the Director Research of Sumandeep Vidyapeeth Deemed to be University. Vice Chancellor of the Sumandeep Vidyapeeth Deemed to be University shall be the final authority in case of any dispute arises and his/her decision shall be final.

➤ **Implementation Procedure**

**[A] Preparation of MoU:**

- a) In case of any collaborative work or research project, a Memorandum of Understanding is signed between the collaborative parties,
- b) MoU should specify the name & other details of the parties between whom memorandum of understanding is being signed,
- c) It should clearly specify the purpose and the goals for which the memorandum is being signed,
- d) The memorandum should specify the amount of capital contribution to be made by the parties (if any),
- e) It should also mention the person authorized to make the major financial decisions.

- f) The financial record keeping of the assignment/program being undertaken should also be maintained,
- g) Once the MOU is prepared and agreed upon by parties involved, it should be signed and dated by the authorized individuals representing each party or organization,
- h) The memorandum should specify the duration of such an agreement between the parties i.e. the beginning and the ending dates of the memorandum. Also, it should provide for the circumstances in which such memorandum will be terminated.

**Following are the content of MoU:**

- 1) Objective or purpose of entering into MoU
- 2) Responsibilities of the each party
- 3) Meetings and Manner of Reporting
- 4) Technical and Financial Support, if any
- 5) Financial Consideration, if any, involved in the transaction
- 6) Person responsible for the Management
- 7) Duration of MoU
- 8) Confidentiality Clause
- 9) Conditions driving towards Termination of MoU
- 10) Possibility of Extension
- 11) Ways of Communication
- 12) Arbitration Clause
- 13) Indemnity Clause, etc

Depending upon the nature of transaction covered under MOU, the clauses can be added or removed and agreed upon with mutual consent.

**[B] Execution of collaborative work:**

Once the MoU is signed and exchanged, the work shall be initiated as per the terms and conditioned mentioned in the MoU.

**[C] Periodical discussion:**

Meeting of the both the collaborative parties shall be conducted in order to review the work and future guidelines for the quality work.

**[D] Submission of Reports:**

It is mandatory to submit the six monthly progress reports to the Department of Central Research & Innovation. At the completion of the work, a final report shall be submitted with details of the outcome and publication.