



**Research Policy**  
**Nims University Rajasthan, Jaipur**

**OFFICE OF THE REGISTRAR**



**Research Policy**  
**Nims University Rajasthan, Jaipur**

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REGISTRAR  
NIMS UNIVERSITY RAJASTHAN  
JAIPUR



## Research Policy Nims University Rajasthan, Jaipur

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## **Research Policy**

### **Nims University Rajasthan, Jaipur**

#### **PREAMBLE**

Universities are at the forefront of advancing knowledge, sparking innovation, and transforming ideas into tangible solutions that address global challenges. At Nims University, we recognize the profound role we play in shaping the future by cultivating a culture of research that transcends disciplinary boundaries and nurtures the curiosity, skills, and creativity of our academic community. With an extensive range of programs and fields of study, we strive to create a supportive environment that encourages our students, faculty, and researchers to contribute to the global knowledge landscape in impactful and responsible ways.

Our research policy is built upon a foundation of integrity, accountability, and respect for ethical standards. Nims University is dedicated to promoting research practices that are both transparent and responsible, aligning with national and international laws and guidelines. We believe that upholding these values is essential to maintaining public trust and ensuring that our contributions are of the highest academic and scientific quality. This policy aims to create a robust framework that safeguards academic freedom, fosters individual and collective growth, and advances research that is relevant to both local and global contexts.

In recognizing that sustainable research depends on adequate resources, Nims University actively encourages our researchers to seek external funding opportunities while committing to provide internal support whenever possible. Our institution values collaborative efforts that expand the reach and significance of our research. We support interdisciplinary projects and partnerships with other institutions, industries, and communities, as these collaborations amplify our impact and enhance our researchers' ability to address complex problems.

Through this policy, Nims University reaffirms its commitment to a research culture that values rigor, inclusivity, and innovation. We aspire to be a center of excellence where knowledge is created, shared, and applied in ways that contribute to societal progress and intellectual advancement. This policy serves as both a guide and an invitation to all members of our community to engage in meaningful research that not only furthers personal achievements but also enriches our institution and serves humanity.





## Research Policy

### Nims University Rajasthan, Jaipur

#### INDEX

Sr. No.	Title	Pg. No.
1.	About the University	1
2.	Words of Inspiration from the Honourable Chancellor of NIMS University Rajasthan, Jaipur	1-2
3.	Objectives	2-3
4.	Scope	3-4
	4.1. Who is Included?	3
	4.2. Areas Governed by the Policy	4
5.	Recognition and Presentation of Faculty Research at NIMS University	4-6
	5.1. Publications in Reputable Journals	4-5
	5.2. Intellectual Property Protection	5
	5.3. Authorship of Books and Book Chapters	5
	5.4. Conference Participation and Expert Lectures	5-6
	5.5. Annual Showcase and Report of Research Achievements	6
6.	Authenticity and Safety in Research at NIMS University	6-7
	6.1. Authenticity in Research Practices	6-7
	6.1.1. Data Management	7
	6.1.2. Plagiarism Prevention	7
	6.1.3. Reproducibility of Results	7
	6.2. Committees and Bodies for Research Oversight and Support at NIMS University	7-10
	6.2.1. Research and Innovation Cell (RAIC)	7-8
	6.2.2. Institutional Ethics Committee (IEC)	8
	6.2.3. Institutional Review Board (IRB)	8
	6.2.4. Departmental Research Committee (DRC)	8-9
	6.2.5. Institutional Grant Committee (IGC)	9
	6.2.6. Plagiarism Disciplinary Authority (PDA)	9
	6.2.7. Article Processing Fees Reimbursement Committee (APFRC)	9-10





## Research Policy Nims University Rajasthan, Jaipur

	<b>6.3.</b>	Safety Measures for Researchers and Participants	10
	<b>6.4.</b>	Training and Compliance Monitoring	10-11
<b>7.</b>		Faculty Access and Processes	<b>11</b>
	<b>7.1.</b>	Research Publication Policy [Annexure 1]	12 (i-vii)
	<b>7.2.</b>	Academic Integrity Policy for Plagiarism [Annexure 2]	13 (i-iv)
	<b>7.3.</b>	Intellectual Property Rights Policy [Annexure 3]	14 (i-ix)
	<b>7.4.</b>	Seed Money Policy [Annexure 4]	15 (i-xix)
	<b>7.5.</b>	Faculty Development Programme Policy [Annexure 5]	16 (i-iii)
	<b>7.6.</b>	Article Processing Charges/Fees Policy [Annexure 6]	17 (i-v)
	<b>7.7.</b>	Faculty Incentive Scheme Policy [Annexure 7]	18 (i-iv)



## **Research Policy**

### **Nims University Rajasthan, Jaipur**

#### **1. About the University**

Nims University Rajasthan, stands as a premier institution in India, boasting a rich legacy and international recognition for its exceptional academic standards, diverse educational offerings, renowned faculty, accomplished alumni, extensive co-curricular activities, and state-of-the-art infrastructure. Rooted in a deep commitment to the nation and unwavering adherence to human values, our university embodies the ethos of "One Nims, One World," symbolizing inclusivity at its core.

Established under the Nims University Act of 2008 by the Government of Rajasthan and recognized by the Government of India under the provisions of the University Grants Commission Act, 1956, Nims has completed 22 years of educational excellence and expertise. Accredited by esteemed bodies such as MCI, DCI, PCI, INC, RNC, BCI, AICTE, RPC, AIU, and UGC, our institution stands as a beacon of quality education and application-focused research across various disciplines. We have the Rajasthan's first ever AI driven lab on the campus powered by NVIDIA.

Offering a wide range of diploma, undergraduate, postgraduate, and doctoral programs with a focus on industry relevance, Nims University empowers students with practical skills and knowledge. Our university boasts modern infrastructure including well-equipped laboratories, libraries, sports facilities, and student accommodation. We prioritize creating a conducive environment for learning, research, and extracurricular activities.

Spanning 300 acres, our eco-friendly campus welcomes over 15,000 students from India and 70 other countries, fostering cultural diversity and global learning experiences.

#### **2. Words of Inspiration from the Honourable Chancellor of NIMS University Rajasthan, Jaipur**

"At NIMS University, we believe that research is the cornerstone of knowledge and the engine of progress. In today's rapidly changing world, the role of academia extends beyond imparting education—it is about fostering a culture of curiosity, innovation, and discovery. We stand committed to supporting each of our researchers, students, and faculty as they venture into the uncharted, asking questions and seeking answers that have the power to transform society.



## Research Policy

### Nims University Rajasthan, Jaipur

Research is not just about finding answers; it is about developing the resilience, discipline, and vision that propel humanity forward. At NIMS, we have built an ecosystem that empowers our researchers with the resources, guidance, and ethical framework they need to explore boldly and responsibly. I urge each of you to harness this opportunity, collaborate across disciplines, and let your curiosity drive you towards discoveries that make a difference.

As you pursue your research, remember that your work here has the potential to leave a lasting impact—not only on the academic community but on the lives of people everywhere. Our university is here to support, celebrate, and uplift your efforts every step of the way. Together, let us strive for excellence, grounded in integrity and fueled by an unwavering commitment to innovation.

With your dedication and passion, NIMS University will continue to be a beacon of progress and a center of transformative knowledge. Let your research be a testament to our shared belief in a brighter, more informed, and connected future for all."

*– Prof. (Dr.) Balvir S. Tomar, Chancellor, NIMS University Rajasthan, Jaipur*

### 3. Objectives

The primary goals of the research policy include:

- 3.1. Enhancing and fostering research and scholarship among faculty and students, aimed at elevating the university's research output.
- 3.2. Providing clear guidelines on processes, procedures, and rewards for research efforts.
- 3.3. Encouraging faculty to apply their expertise in service to external organizations, enhancing industrial growth and creating a collaborative ecosystem.
- 3.4. Maintaining transparency and integrity in the management of research.
- 3.5. Cultivating an environment of ethical research practices that comply with universal standards.
- 3.6. Supporting researchers in securing intellectual property rights for their innovations in accordance with university IPR policies.





## Research Policy

### Nims University Rajasthan, Jaipur

3.7. Ensuring effective support for research activities and promoting quality publications and patented work for commercialization.

#### 4. Scope

The Research and Development (R&D) Policy at Nims University is designed to guide all individuals involved in the university's research endeavors, promoting a culture of ethical integrity, collaborative effort, and innovation. This policy is essential for all members of the research community, including faculty, research staff, and students, ensuring alignment with the university's objectives and commitment to excellence in scholarly pursuits.

##### 4.1. Who is Included?

- 4.1.1. **Faculty and Research Staff:** All academic and research personnel engaged in scholarly work or projects. This includes both permanent and temporary staff who contribute to advancing knowledge in their fields.
- 4.1.2. **Students:** Research expectations extend to undergraduate, graduate and PhD students participating in projects, thesis work, and research training under faculty supervision, ensuring that they contribute to research in a responsible and ethical manner.
- 4.1.3. **External Collaborators:** Individuals or organizations engaged in collaborative research with Nims University, including industry partners, NGO's and researchers from other national/international institutions, are expected to uphold the ethical and professional standards set by this policy.

##### 4.2. Areas Governed by the Policy

- 4.2.1. **Research Integrity and Ethics:** All research activities must adhere to high ethical standards, fostering a culture of honesty, transparency, and respect for intellectual property. The policy encourages researchers to maintain accountability in their work and conduct their activities with respect for societal, environmental, and professional standards.
- 4.2.2. **Collaboration in Research:** To maximize resources and impact, researchers are encouraged to establish partnerships with external institutions, industries



## Research Policy

### Nims University Rajasthan, Jaipur

and NGO's, provided that these collaborations respect the guidelines of this policy, particularly concerning intellectual property and research ethics.

- 4.2.3. Support for Intellectual Property and Publishing:** Nims University is committed to helping researchers protect their discoveries through intellectual property (IP) rights, such as patents, trademarks, and copyrights. Researchers are also encouraged to publish their findings in respected, peer-reviewed journals, contributing to the broader academic and professional community.
- 4.2.4. Funding and Resource Management:** This policy supports efforts to secure both internal and external funding. Faculty and researchers are encouraged to seek grants and financial support, with clear guidelines provided for the responsible use and reporting of all resources.
- 4.2.5. Compliance with National Regulatory Guidelines:** The university requires all research to meet the regulations set by national authorities, such as the UGC, including areas involving human and animal subjects, data confidentiality, and safety protocols. Researchers are expected to be aware of and comply with these standards to ensure ethical and lawful practices.

In essence, this policy serves as a foundational guide for fostering a productive, ethical, and innovative research environment at Nims University, ensuring that all research activities align with both university and national standards.

## 5. Recognition and Presentation of Faculty Research at NIMS University

At Nims University, we celebrate and spotlight the remarkable research achievements of our faculty members, recognizing their contributions as essential to advancing knowledge, fostering innovation, and enhancing the university's standing in the academic and research communities. Our commitment to acknowledging and sharing these accomplishments involves a structured system for highlighting impactful work and supporting faculty in maximizing the visibility of their research.

### 5.1. Publications in Reputable Journals





## **Research Policy**

### **Nims University Rajasthan, Jaipur**

Faculty members are encouraged to publish their research findings in respected national and international peer-reviewed indexed journals, particularly those with high impact factors. Emphasis is placed on publishing in journals that adhere to rigorous peer review standards, thereby ensuring that the work is both credible and influential. Nims University actively supports faculty in these publication efforts by providing resources for manuscript preparation, covering publication fees where applicable, and offering incentives for publications in high-ranking journals.

#### **5.2. Intellectual Property Protection**

Recognizing the importance of innovation, Nims University supports faculty in securing intellectual property rights for their inventions and discoveries. Faculty who conducts research with potential industrial applications are encouraged to pursue patents and other forms of IP protection. The university facilitates this process by providing guidance, financial assistance for patent filings, and dedicated resources to help faculty navigate IP requirements. By safeguarding intellectual property, the university helps faculty translate their research into practical solutions with societal and commercial value.

#### **Authorship of Books and Book Chapters**

Faculty members are also encouraged to contribute to academic literature through the authorship of books or book chapters, especially in collaboration with reputable publishers. Such contributions not only enhance the university's academic footprint but also position faculty as experts in their fields. Nims University provides support and incentives to faculty members who engage in these scholarly activities, recognizing their role in broadening the impact of their research beyond journal publications.

#### **5.3. Conference Participation and Expert Lectures**

The university encourages faculty to present their research at national and international conferences, offering financial support for conference fees, travel, and related





## **Research Policy**

### **Nims University Rajasthan, Jaipur**

expenses. Faculty are also invited to deliver expert lectures, participate in panel discussions, and represent the university at scholarly events, faculty and student development programs which enhances both their professional visibility and Nims University's reputation as a hub for research excellence.

#### **5.4. Annual Showcase and Report of Research Achievements**

Each year, Nims University organizes a research showcase, presenting the faculty's key research contributions across departments. This event, attended by academic peers, students, highlights the university's research strengths and serves as a platform for interdisciplinary collaboration. In addition, an annual research report is published, documenting significant research outputs, awards, patents, and publications. This report reinforces the university's commitment to research and provides a formal record of the faculty's achievements.

Through these initiatives, Nims University ensures that faculty research is recognized, supported, and effectively shared, both within the academic community and beyond. This comprehensive approach not only honors individual accomplishments but also elevates the collective research profile of the university.

#### **6. Authenticity and Safety in Research at NIMS University**

NIMS University is dedicated to ensuring that all research activities meet the highest standards of authenticity, safety, and ethical compliance. The university has established protocols and committees to oversee the integrity and safety of research processes, providing a secure environment for both researchers and participants. These protocols and committees include the Research and Innovation Cell (RAIC), Institutional Ethics Committee (IEC), Institutional Review Board (IRB), Departmental Research Committee (DRC), Institutional Grant Committee (IGC), Plagiarism Disciplinary Authority (PDA), Article Processing Fees Reimbursement Committee (APFRC).

##### **6.1. Authenticity in Research Practices**



## **Research Policy**

### **Nims University Rajasthan, Jaipur**

Authenticity in research refers to the honest and transparent representation of data, results, and methodologies. To uphold authenticity:

- 6.1.1. Data Management:** All research data must be recorded accurately and securely, with clear documentation of data collection methods, analyses, and results. Any changes to data must be transparently noted.
- 6.1.2. Plagiarism Prevention:** Researchers must conduct original work and duly cite any borrowed ideas or methodologies. The university uses advanced plagiarism detection software “Turnitin” to ensure authenticity and provides training to researchers on ethical citation and writing practices.
- 6.1.3. Reproducibility of Results:** Research findings should be reproducible under the same experimental or survey conditions. The university encourages researchers to share methodologies openly in publications to enable verification by the wider academic community.

#### **6.2. Committees and Bodies for Research Oversight and Support at NIMS University**

To maintain the highest standards of authenticity, safety, and ethical practices, NIMS University has established a comprehensive framework of committees and a central body for research governance. These committees ensure rigorous oversight, provide funding support, enforce ethical conduct, and promote research excellence.

##### **6.2.1. Research and Innovation Cell (RAIC)**

The Research and Innovation Cell is the university’s central governing body for research policy, strategy, and development. This cell coordinates university-wide research activities, promotes interdisciplinary collaboration, and provides strategic direction to foster a thriving research environment.

Key responsibilities of the Research and Innovation Cell include:

- 6.2.1.1 Establishing research priorities and fostering innovation aligned with university goals and societal needs.





## **Research Policy**

### **Nims University Rajasthan, Jaipur**

6.2.1.2 Monitoring research progress and impact, with a focus on quality, compliance, and ethical standards.

6.2.1.3 Organizing events, workshops, and collaborations with industry and academia to stimulate research excellence and innovation.

6.2.1.4 Serving as the point of contact for all research-related committees, ensuring a cohesive and integrated approach to research governance at Nims University.

#### **6.2.2. Institutional Ethics Committee (IEC)**

The IEC is responsible for reviewing all research involving human subjects, ensuring that studies meet ethical standards that protect participant rights, autonomy, and welfare. Researchers must obtain IEC approval prior to initiating any studies involving human participants. The IEC reviews proposals, informed consent forms, and data handling protocols to ensure compliance with both national and international ethical standards.

#### **6.2.3. Institutional Review Board (IRB)**

The IRB safeguards the rights and welfare of research subjects, including both human and animal participants. This board oversees projects that involve sensitive topics, clinical trials, or high-risk procedures. Researchers must submit detailed project plans, including risk assessments and participant safety measures, to the IRB for approval. The IRB's role is crucial in ensuring that studies are conducted responsibly and ethically, with comprehensive protections for all participants.

#### **6.2.4. Departmental Research Committee (DRC)**

The DRC operates at the departmental level, acting as the initial point of evaluation for research proposals. It assesses the feasibility, academic value, and compliance of proposed studies with departmental and university standards before forwarding them to the IRB or IEC for further review. This initial





## **Research Policy**

### **Nims University Rajasthan, Jaipur**

screening ensures that projects align with NIMS University's research goals and safety standards while facilitating a smoother approval process.

#### **6.2.5. Institutional Grant Committee (IGC)**

The Institutional Grant Committee evaluates and administers financial support for research projects, providing funding for innovative and impactful research proposals. This committee is responsible for managing both intramural and extramural funding opportunities, assessing applications based on academic merit, feasibility, and potential contributions to society. The committee also assists researchers in identifying potential external funding sources and preparing grant applications.

#### **6.2.6. Plagiarism Disciplinary Authority (PDA)**

To uphold research integrity, NIMS University has established the Plagiarism Disciplinary Authority, which addresses issues related to academic misconduct, specifically plagiarism. This authority conducts thorough investigations into suspected cases of plagiarism, enforces penalties when necessary, and provides guidance on ethical writing and citation practices. The authority is also responsible for educating researchers on best practices for maintaining originality in academic work and avoiding unintentional plagiarism.

#### **6.2.7. Article Processing Fees Reimbursement Committee (APFRC)**

To support faculty members in disseminating their research, the Article Processing Fees Reimbursement Committee oversees the reimbursement process for fees incurred when publishing in open-access peer-reviewed indexed journals. This committee reviews reimbursement requests, ensuring that published works meet university standards for quality and impact. By subsidizing these fees, NIMS University encourages faculty members to



## Research Policy

### Nims University Rajasthan, Jaipur

publish in accessible and reputable journals, thereby enhancing the visibility and accessibility of their research.

Through these committees and the Research and Innovation Cell, NIMS University creates a structured and supportive framework for conducting research that is authentic, safe, and ethically responsible. This system not only ensures the highest standards of research but also empowers researchers to innovate and contribute meaningfully to their fields and society at large.

#### 6.3.Safety Measures for Researchers and Participants

Safety is a core component of research integrity. NIMS University enforces strict safety guidelines to protect both researchers and participants, including:

- 6.3.1. Risk Assessment and Mitigation:** Researchers are required to conduct a risk assessment for all research activities, identifying potential hazards and outlining mitigation strategies.
- 6.3.2. Emergency Preparedness:** Laboratories and research facilities are equipped with safety equipment, including fire extinguishers, emergency exits, and first-aid kits. Researchers are trained in emergency protocols and must adhere to safety measures, including the proper use of lab equipment and protective gear.
- 6.3.3. Biosafety and Animal Welfare:** Studies involving laboratory animals are subject to stringent standards for humane treatment, with adherence to the principles of the “3Rs” – Replacement, Reduction, and Refinement. Research involving animals requires approval from the IRB, which reviews ethical considerations and ensures compliance with national biosafety regulations.
- 6.3.4. Data Confidentiality and Privacy:** For studies involving human participants, researchers must ensure that personal data is collected, stored, and handled in a way that safeguards participant privacy. Data must be anonymized and stored securely, with access limited to authorized personnel.

#### 6.4.Training and Compliance Monitoring



## **Research Policy**

### **Nims University Rajasthan, Jaipur**

NIMS University mandates that all researchers undergo training on ethical research practices, safety protocols, and data management. The university also conducts regular audits and compliance checks to ensure adherence to safety standards, ethical guidelines, and the authenticity of research work.

Through these policies and committees, NIMS University ensures that all research is conducted authentically and safely, prioritizing the welfare of participants, integrity of data, and reputation of the institution. This commitment to rigorous standards enhances trust in the university's research outputs and supports a culture of responsible and impactful scholarship.

#### **7. Faculty Access and Processes**

- 7.1. Research Publication Policy [Annexure 1]**
- 7.2. Academic Integrity Policy for Plagiarism [Annexure 2]**
- 7.3. Intellectual Property Rights Policy [Annexure 3]**
- 7.4. Seed Money Policy [Annexure 4]**
- 7.5. Faculty Development Programme Policy [Annexure 5]**
- 7.6. Article Processing Charges/Fees Policy [Annexure 6]**
- 7.7. Faculty Incentive Policy [Annexure 7]**





**Research Policy**  
**Nims University Rajasthan, Jaipur**

**ANNEXURE 1**



## **Research Policy**

### **Nims University Rajasthan, Jaipur**

#### **7.1. Research Publication Policy**

##### **7.1.1. Introduction**

Scientific and scholarly publications are essential for disseminating research findings, ideas, and analyses to academic, scientific, and broader communities. To contribute effectively to the advancement of knowledge, academic endeavors must be published with the necessary depth and accuracy to enable others to comprehend and build upon the results. Successful publication enhances academic funding, and career prospects and elevates scientific and scholarly accomplishments and reputation. However, Authorship comes with significant responsibilities related to research planning, execution, analysis, reporting, the content and conclusions of scholarly work. As a respected member of the academic community, Nims University is committed to upholding these foundational elements of the scientific and scholarly process. This policy serves as an educational resource outlining crucial considerations and requirements for responsible Authorship and publication at Nims University.

##### **7.1.2. Objectives**

The objectives of this policy are as follows:

###### **7.1.2.1 Accessibility**

**7.1.2.1.1** To promote the publication of research articles so that it is available to the scientific community.

**7.1.2.1.2** To promote the visibility and impact of Nims University's research output by encouraging open-access publication.

##### **7.1.3 Ethical Conduct**



## Research Policy

### Nims University Rajasthan, Jaipur

**7.1.3.1** To adhere to ethical principles in research publications, including authorship attribution, disclosure of conflicts of interest, and compliance with ethical guidelines for research involving human or animal participants.

**7.1.3.2** To prevent the inappropriate sharing of sensitive or confidential research information.

#### **7.1.4 Policy on Authorship**

To be an author, individuals should meet criteria generally based on the International Committee of Medical Journal Editors (ICMJE) guidelines, which include:

**7.1.4.1. Substantial Contribution:** The individual has made a significant intellectual contribution to the conception, design, data acquisition, analysis, or interpretation.

**7.1.4.2. Drafting/Revising the Work:** The person has been involved in drafting or revising the manuscript critically for intellectual content.

**7.1.4.3. Approval of the Final Version:** The person should approve the final manuscript before submission.

**7.1.4.4. Accountability:** They should be accountable for their part in the research and ensure accuracy and integrity in their contributions.

#### **7.1.5. Criteria, Roles and Responsibilities:**

##### **7.1.5.1. Corresponding Author:**

The author should be permanent employee of the University and shall assume overall responsibility for the manuscript, often serving as the managerial and corresponding author while substantially contributing to the research effort:





## **Research Policy**

### **Nims University Rajasthan, Jaipur**

- 7.1.5.1.1. **Primary Point of Contact with the Journal:** The corresponding author acts as the main communication link between the research team and the journal's editorial office throughout the submission and review process.
- 7.1.5.1.2. **Manages Manuscript Submission and Revisions:** They are responsible for submitting the manuscript, handling revisions, and responding to peer-review feedback on behalf of all authors.
- 7.1.5.1.3. **Post-Publication Correspondence:** Unlike other authors, the corresponding author continues to be the main contact after publication to address reader inquiries, respond to journal questions, or clarify points in the research.
- 7.1.5.1.4. **Accountability for Ethical and Conflict of Interest Declarations:** The corresponding author often completes and submits ethics declarations, conflict of interest forms, and other necessary documentation, ensuring compliance with journal policies.
- 7.1.5.1.5. **Coordination and Communication with Co-authors:** They are responsible for coordinating responses to feedback, ensuring that all co-authors review and approve revisions, and consolidating responses to the journal or reviewers.
- 7.1.5.1.6. **Institutional and Professional Representation:** The corresponding author frequently represents the research institution, taking on a role that often carries additional responsibility for the integrity and accuracy of the work presented.



## Research Policy Nims University Rajasthan, Jaipur

- 7.1.5.1.7. **Data and Supplementary Material Requests:** If the journal or readers request additional data, materials, or methodological clarifications, the corresponding author is expected to provide these promptly or facilitate access.
- 7.1.5.1.8. **Enduring Accessibility for Long-term Queries:** Unlike other authors, the corresponding author must remain reachable even years after publication to address any issues, such as corrigenda or retractions, that may arise post-publication.
- 7.1.5.1.9. **Authority in Resolving Disputes or Clarifications:** As the designated liaison, the corresponding author takes the lead in resolving any authorship disputes or clarifications regarding research details with the journal or readers.
- 7.1.5.1.10. **Oversight of Final Manuscript Approval:** The corresponding author ensures that the final version of the manuscript has been approved by all authors before submission, validating that everyone agrees with the content.
- 7.1.5.1.11. **Documenting and Verifying Co-author Contributions:** The corresponding author may be responsible for detailing each co-author's contributions, which is a standard requirement in many journals, ensuring transparency in authorship.
- 7.1.5.1.12. **Reliance on Strong Communication and Organizational Skills:**  
Due to their role in managing submissions, revisions, and communications, the corresponding author often possesses a higher



## Research Policy Nims University Rajasthan, Jaipur

level of communication and organizational skills compared to co-authors.

### 7.1.5.2 Authorship:

**7.1.5.2.1 Substantial Contribution to Research:** Authors must contribute significantly to the research design, data collection, analysis, or interpretation (ICMJE guidelines).

*Routine tasks alone (e.g., data entry) do not qualify for authorship.*

**7.1.5.2.2 Drafting and Revising the Manuscript:** Authors should actively participate in drafting sections of the manuscript or providing critical revisions. Contributions should go beyond superficial editing to ensure intellectual input.

**7.1.5.2.3 Approval of the Final Version:** All authors must review and approve the final manuscript, confirming they agree with the data interpretation and conclusions (ICMJE standards).

**7.1.5.2.4 Accountability and Responsibility:** Authors should be accountable for their contributions and ensure accuracy and integrity. This includes willingness to address questions related to their part of the work, as per COPE and ICMJE ethics guidelines.

**7.1.5.2.5 Ethical Compliance and Integrity:** Authors are responsible for upholding ethical standards, such as declaring conflicts of interest, following data transparency, and ensuring research integrity (COPE and ICMJE).





## Research Policy

### Nims University Rajasthan, Jaipur

**7.1.5.2.6 Continued Involvement in Post-Publication Queries:** The corresponding author, specifically, must handle inquiries after publication, including data requests and clarifications, in line with standard journal policies.

#### **7.1.6. Authorship Order**

- a) The *first author* is usually the person who contributed most to the research and manuscript preparation.
- b) The *last author* often represents the senior researcher or principal investigator (PI) who oversaw the study.
- c) *Middle authors* are listed in order based on their level of contribution, which may vary by discipline and team agreement.

*Individuals who contributed solely by collecting data without analysis, or offering routine assistance or supervision. Those with minor contributions, such as technical support or general feedback, do not qualify for authorship and should be acknowledged instead.*

#### **7.1.7. Research Funding**

- a) Authors must acknowledge and disclose the support of Nims University for the work in all manuscripts submitted for review and publication.
- b) Support includes research and educational grants, APF support or other financial support, contracts, and departmental, institutional, and hospital support.

#### **7.1.8. Financial Conflicts of Interest**



## **Research Policy**

### **Nims University Rajasthan, Jaipur**

- a) Authors must fully disclose all pertinent financial interests that could be perceived as potential conflicts of interest in manuscripts submitted to journals or as required by the University and the journal.
- b) All such financial interests must also be reported internally as per the University's conflict of interest policies.
- c) In case of failure to do so strict academic and other disciplinary actions may be taken.

## **ANNEXURE 2**



## Research Policy

### Nims University Rajasthan, Jaipur





## **Research Policy**

### **Nims University Rajasthan, Jaipur**

## **7.2 Academic Integrity Policy for Plagiarism**

### **7.2.1 Introduction**

The Plagiarism Policy serves as a fundamental framework to uphold academic integrity within educational institutions. It outlines essential principles, expectations, and procedures for preventing and addressing plagiarism. This policy emphasizes the value of original work and ethical source usage, fostering a culture of trust and respect for intellectual property. By defining acceptable practices and outlining consequences for violations, the policy ensures that all academic outputs reflect genuine effort and align with the institution's standards of excellence.

### **7.2.2 Policy Highlights**

Our institution strongly values academic integrity and originality in all scholarly activities, maintaining a zero-tolerance stance on plagiarism. Reports of plagiarism will be referred to the Plagiarism Disciplinary Authority (PDA), appointed by the university's Vice-Chancellor.

### **7.2.3 Core Components**

Academic work includes abstracts with keywords, introductions, objectives, hypotheses, methodologies, analyses, interpretations, summaries, observations, conclusions, recommendations, and references. All students, researchers, and faculty must avoid academic misconduct and unauthorized use of intellectual property.

### **7.2.4 Proper Attribution**

Attribution must be correctly applied, and permissions secured where necessary. Sources should be cited according to academic rules, as per UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.



## **Research Policy**

### **Nims University Rajasthan, Jaipur**

#### **7.2.5 Research Integrity**

The university strictly adheres to the UGC Regulation 2018, with policies enforced by the PDA:

- 7.2.5.1** All research and academic documents must be screened using plagiarism detection tools before submission.
- 7.2.5.2** Submissions must include a declaration affirming original work and freedom from plagiarism.
- 7.2.5.3** The declaration must confirm that university-approved plagiarism detection software was used.
- 7.2.5.4** Supervisors must certify the originality of students' work.

#### **7.2.6 Plagiarism check Exclusions:**

- 7.2.6.1** Properly attributed quotations.
- 7.2.6.2** References, tables of contents, prefaces, and acknowledgments.
- 7.2.6.3** Common terms, standard symbols, and equations.
- 7.2.6.4** Similarities within the allowance of up to 14 consecutive words.

#### **7.2.7 Levels of Plagiarism**

Plagiarism severity is categorized (on thesis submission)

- 7.2.7.1 Level 0:** Similarities up to 10% – No penalty
- 7.2.7.2 Level 1:** 10%-40% – Revision required within 6 months/ 1 week (if triggered by the announcement of thesis submission date).
- 7.2.7.3 Level 2:** 40%-60% – One-year bar on submission.
- 7.2.7.4 Level 3:** Over 60% – Disciplinary Actions on case by case basis.

#### **7.2.8 Detection and Handling**

Plagiarism cases, supported by evidence, must be reported to the PDA. The PDA will investigate and recommend actions. The university may initiate proceedings independently (suo moto) or act based on findings provided by an examiner. This ensures that the university can respond to any issues of concern promptly, either through its own review processes or by addressing identified concerns raised during an examination.



## **Research Policy**

### **Nims University Rajasthan, Jaipur**

**Note 1:** Repeated offenses escalate penalties.

**Note 2:** Post-degree plagiarism results in the temporary suspension of degrees/credits.

**Note 3:** Any fraud or unethical behaviour found by the student or research supervisor, penalization will be done as per recommendation by the PDA.





**Research Policy**  
**Nims University Rajasthan, Jaipur**

**ANNEXURE 3**

3



## **Research Policy**

### **Nims University Rajasthan, Jaipur**

### **7.3. IPR Policy**

#### **7.3.1. Introduction:**

Intellectual Property Rights (IPR) serve as essential mechanisms enabling creators and innovators to reap the rewards of their investments in creativity and innovation, both in terms of finances and time. These rights are pivotal in conferring a competitive advantage upon organizations and facilitating the formation of strategic alliances, fostering socio-economic and technological advancement.

The Intellectual Property Rights Policy document serves as a comprehensive guide addressing various intellectual property-related matters including ownership, benefit sharing, partnerships, ethical considerations, and potential conflicts of interest.

Additionally, the IPR Policy advocates for the establishment of IPR Cells within the university and outlines an administrative framework for these cells. Such cells are envisioned to play a pivotal role in ensuring the effective implementation of the IPR Policy.

#### **7.3.2. Definitions:**

The term 'Intellectual Property' (IP) as used in this policy encompasses a broad spectrum of subject matter, as delineated in Article 1 of the TRIPS Agreement, 1995. It encompasses all categories of intellectual property delineated in Sections 1 through 7 of Part II of the TRIPS Agreement.



## **Research Policy**

### **Nims University Rajasthan, Jaipur**

- 7.3.2.1** Moreover, it may encompass other protectable subject matter including but not limited to Patents, Copyrights, Trademarks, Industrial Designs, Geographical Indications, IC Lay-out Designs, New Plant Varieties, and Trade Secrets.
- 7.3.2.2** In the context of this IPR Policy, the term 'researcher' encompasses faculty members, students, project staff, and research support staff, within a university.
- 7.3.2.3** Specific conditions applicable to different sub-categories of researchers are explicitly outlined within the policy document.
- 7.3.2.4** The term 'incidental support from the university', as defined in this IPR Policy, encompasses the utilization of university resources such as space, facilities, materials, or other assets not specifically allocated for the generation of research outcomes. Examples of incidental support include routine access to faculty offices, university libraries, departmental facilities, internet, computers, computer peripherals, and general secretarial or administrative services.
- 7.3.2.5** On the other hand, 'non-incidental use' refers to instances where the university's name is employed in connection with a work beyond mere identification of the creator as a faculty member, researcher, employee, or student, thereby constituting a non-incidental use of university resources.
- 7.3.2.6** The term 'substantial support from the university', as delineated in this IPR Policy, encompasses assistance exceeding incidental support.





## **Research Policy** **Nims University Rajasthan, Jaipur**

- 7.3.2.7** This includes direct financial and technical support from Nims University.
- 7.3.2.8** For instance, if a research laboratory, initially intended for general purposes, is designated for a specific research activity within a defined timeframe resulting in the creation of intellectual property protected under relevant IP legislation, it falls under the category of 'substantial support from the university'.
- 7.3.2.9** Similarly, 'substantial support from external partners' refers to non-incidental support extended by external entities.
- 7.3.2.10** This encompasses specific financial assistance provided for research via grants or fellowships by external partners.
- 7.3.2.11** The term 'external partner' within this IPR Policy encompasses a wide array of entities including but not limited to the Government of India, state governments, local self-governments, government departments, foreign governments, international organizations, public sector undertakings (PSUs), various private sector organizations, multinational corporations, non-governmental organizations, and other institutions engaging researchers in research projects or consultancy assignments on a regular or sporadic basis, or any combination thereof.
- 7.3.2.12** Universities, particularly publicly funded research institutions in India, hold a significant responsibility in fostering innovation, creativity, and entrepreneurship within the nation.



## **Research Policy**

### **Nims University Rajasthan, Jaipur**

**7.3.2.13** This IPR Policy is designed to cultivate an environment conducive to the proliferation of diverse research and innovation endeavours within universities.

**7.3.2.14** Embracing a balanced approach to intellectual property (IP) protection, as outlined in this policy, can significantly bolster start-up initiatives by facilitating fair access to knowledge and technological resources.

#### **7.3.3 To achieve these objectives, this IPR Policy aims to:**

**7.3.3.1** Foster increased research and innovation within universities through a well-balanced IP management framework.

**7.3.3.2** Empower researchers with greater freedom and autonomy in IP creation and management, thereby nurturing a conducive environment for innovation and entrepreneurship within the state.

**7.3.3.3** Facilitate enhanced collaborations between academia and industry by providing clarity on IP ownership and licensing.

**7.3.3.4** Promote and incentivize high-quality research practices, including the adoption of open science principles.

**7.3.3.5** Ensure improved and equitable dissemination of knowledge derived from publicly-funded research, thereby broadening access to research outcomes.

**7.3.3.6** Facilitate the optimal utilization of results derived from publicly-funded research by enhancing the diffusion of knowledge across various sectors.

**7.3.3.7** To foster bilateral and/or multilateral agreements facilitating technology transfer mechanisms among universities.



## Research Policy

### Nims University Rajasthan, Jaipur

**7.3.3.8** To encourage research collaborations both within academia and between universities.

**7.3.4 Terms and conditions:**

**7.3.4.1 *Prior Agreements:*** Before initiating any research collaboration with a third party, researchers must ensure that the terms and conditions of cooperation are documented in a written agreement, referred to as a Research Agreement.

**7.3.4.2** Researchers are not authorized to enter into Research Agreements on behalf of Nims University unless specifically authorized by an official, typically the Director of Research and Innovation/ Deans and Directors.

**7.3.4.3** Individuals representing Nims University in negotiations and contract signings about Research Agreements must exercise due diligence to safeguard Nims University's Intellectual Property (IP) Rights.

**7.3.5 Exceptions and Approvals:** In certain circumstances where it may be advantageous for Nims University to deviate from the provisions of this policy in Research Agreements with external sponsors or third parties, approval must be sought from relevant university officials prior to entering into such agreements.

**7.3.6 Agreement Content:** The Research Agreement specified in Section 7.3.4.1 should include provisions covering various aspects such as

- a) Existing IP and associated rights held by Nims University before entering the agreement.
- b) IP and associated rights emerging from research activities outlined in the agreement.





## **Research Policy**

### **Nims University Rajasthan, Jaipur**

- c) Requirements regarding confidentiality.
- d) Terms governing public disclosure.
- e) Any other pertinent provisions deemed necessary for clarity and legal compliance.

#### **7.3.7 Confidentiality Duration:**

- a) Any confidentiality clauses within Research Agreements aimed at delaying public disclosure for protective purposes should typically have a limited duration not exceeding three years from the date the concerned party is notified of the intent to publish research findings.
- b) Before finalizing any agreements or legal documents pertaining to the Institute's Intellectual Property (IP) Rights, a complete copy of the proposed agreements and related statements must be submitted to the designated Nodal Officer of the IP Cell.

#### **7.3.8 Ownership of Intellectual Property:**

##### **7.3.8.1 Employees of the Institute:**

- a) Patents developed by employees of Nims University in the course of their employment duties automatically become the property of the University as an applicant.
- b) If an employee creates Intellectual Property outside their regular job duties but with significant use of University Resources, they are considered to have agreed to transfer the IP Rights to the University in exchange for utilizing those resources.



## **Research Policy**

### **Nims University Rajasthan, Jaipur**

- c) Intellectual Property resulting from sponsored research or agreements with third parties initially belongs to Nims University as the applicant, with royalty determined by the terms of such agreements.
- d) The provisions outlined in Paragraph
- e) Also apply to student employees of the Institute.

#### **7.3.9 Employees pursuing research activities or higher degrees at other institutions:**

- a) Ownership rights concerning Intellectual Property created during full-time academic pursuits by Nims University employees at other institutions are governed by an agreement between Nims University and the respective institution.
- b) If Nims University's IP Rights are unaffected, the IP generated during the employee's tenure at the other institution belongs to that institution, unless otherwise specified in the agreement between Nims University and the other institution.

#### **7.3.10 Distribution of revenues:**

- a) Any revenues generated will be used first to cover protection expenses (filing, procuring, and maintenance /renewal) and marketing the Intellectual Property.



## **Research Policy**

### **Nims University Rajasthan, Jaipur**

- b) Forty percent (40%) of the net revenues will be paid to the inventor, and Sixty percent (60%) will be retained by Nims University from which the Intellectual Property originated.
- c) The inventor shall share revenue with the co-inventors depending on the percentage of contribution which shall be decided mutually in a written agreement and the Nims University shall allocate 20% of share to the respective department for supporting the continued research of the invention.
- d) The inventor(s) share would be declared annually, and disbursement will be made to the inventor(s) or their legal heir, whether or not the inventors are associated with Nims University at the time of disbursement

#### **7.3.11 Dispute Resolution**

Any dispute issue related to IPR or the interpretation of Nims University IPR Policy, shall be decided as follows:

- a) Any disputed issue that cannot be resolved with the assistance of the Nims University IPR Cell shall be referred to a tribunal of Arbitration at the university's instance or at the request of the inventor or funding agency.
- b) The decision of this tribunal of Arbitration shall be final between the parties for any disputed issue, related to IP, revenue sharing or the interpretation of this policy.
- c) The tribunal shall consist of one member appointed by the Vice- Chancellor, one member nominated by the other party(s) and an umpire who shall be decided mutually by both the parties.





## **Research Policy**

### **Nims University Rajasthan, Jaipur**

- d) The process of resolving the dispute shall be completed expeditiously and except in unusual circumstances within two months.
- e) The Tribunal of Arbitration shall have the power to regulate its procedure with principles of natural justice.

#### **7.3.12 Miscellaneous**

**7.3.12.1 Amendments:** The University reserves the right to amend these Ordinances at any time as required.

**7.3.12.2** The Executive Council upon recommendation by the Intellectual Property Cell may amend these Ordinances.

**7.3.13 Logo and the Emblem of University:** The Logo and Emblem of the University are the exclusive identity and property of the University and no one will use University Logo without prior permission from registrar office for any commercial purpose.

**7.3.14 The funding support for the filing patent :** Patent filing support will be provided by patent cell of Nims University.



**Research Policy**  
**Nims University Rajasthan, Jaipur**

**ANNEXURE 4**



## Research Policy Nims University Rajasthan, Jaipur

### POLICY FOR SEED MONEY

#### 7.4.1 Introduction:

The Seed Money Policy is designed to support faculty and researchers by providing initial funding for innovative research and pilot projects. This policy aims to substitute an environment of academic exploration and creative inquiry, enabling educators to pursue research that aligns with institutional and societal priorities. Seed funding encourages the development of new ideas, facilitates preliminary studies needed for larger grants, and helps build foundational research capabilities. The policy ensures a structured approach to resource allocation, transparent evaluation, and monitoring of outcomes to maximize the impact of supported initiatives.

#### 7.4.1.2 Area covered by seed money policy

**7.4.1.2.1 Seed money:** This component provides initial funding for faculty to pursue exploratory research projects. The goal is to stimulate innovative research that may lead to larger grant applications and long-term projects.

**7.4.1.2.2 Conference support:** The policy allocates resources to assist faculty in attending national and international conferences, ensuring they can present research findings, network, and stay informed about advancements in their field.

**7.4.1.2.3 FDP support:** Funding is provided to faculty for participation in Faculty Development Programs (FDPs). This encourages professional growth, skill enhancement, and alignment with current academic trends.





## **Research Policy**

### **Nims University Rajasthan, Jaipur**

**7.4.1.2.4 Start-up support:** The Start-up Support Policy is designed to foster an entrepreneurial culture within educational institutions by providing structured assistance for faculty, students, and researchers to develop innovative business ventures. This policy aims to facilitate the translation of academic research and ideas into viable startups. Support can include seed funding, mentorship, access to incubation centers, and resources to help navigate the early stages of business development. The policy encourages collaboration, innovation, and commercialization, ultimately contributing to economic growth and promoting a proactive, business-minded academic environment.

#### **7.4.2 Objectives of Seed Money Policy:**

The seed money policy of Nims University aims to:

- 7.4.2.1 Promote Innovation:** Encourage and support innovative ideas and projects within the university community.
- 7.4.2.2 Empower Start-ups:** Provide financial assistance to entrepreneurial ventures, fostering the development of new businesses.
- 7.4.2.3 Facilitate Research Initiatives:** Support preliminary studies and data gathering to demonstrate the feasibility of research projects.
- 7.4.2.4 Encourage Interdisciplinary Collaboration:** Foster collaboration across departments and disciplines for holistic problem-solving.
- 7.4.2.5 Enhance Academic Excellence:** Elevate the quality of education, research, and innovation within the university.



## **Research Policy**

### **Nims University Rajasthan, Jaipur**

- 7.4.2.6 Build Capacity:** Utilize seed funding for skill development, training, and workshops to enhance individual and team capabilities.
- 7.4.2.7 Encourage Grant Acquisition:** Serve as a stepping stone for securing larger external grants by supporting initial project stages.
- 7.4.2.8 Support Social Impact Initiatives:** Prioritize projects with a positive social impact, addressing community development, healthcare, and environmental sustainability.

#### **7.4.3 Rules for applying and availing for the seed Money:**

- 7.4.3.1 Eligibility:** All full-time of Nims University (permanent faculty) are eligible for the seed money. The committee will screen the faculty for eligibility if required.
- 7.4.3.2 Submission and Review:** Proposals must be submitted to the grant committee in the pre-determined format (*Annexure 4.1*).
  - a) Collaboration between faculty members is allowed, with one designated as the Principal Investigator and others as co-investigators (as per the requirement of the proposed protocol).
  - b) Initially screening of the seed money proposal to be done on department level, followed by the head of the Institute.
  - c) IGC will review the proposals for second level screening.
  - d) Selected proposals of the primary screening will be called for presentation in front of the committee for final review.
  - e) Rejected proposals may be resubmitted after revisions.



## **Research Policy**

### **Nims University Rajasthan, Jaipur**

**7.4.3.3** The sanctioned fund will be disbursed in parts after the submission and review of 6 monthly progress reports.

**7.4.4 Funding Approval and disbursement:**

Funding for research projects at NIMS University will be transferred to the university's dedicated research account and subsequently disbursed according to the principal investigator's utilization plan. The Institutional Grant Committee (IGC) will evaluate the proposal based on the research's novelty, objectives, projected impact, and detailed financial breakdown. This committee will determine the amount of seed funding to be allocated to the project. The final budget will be confirmed during the final presentation and grant approval, after which no further modifications to the budget will be permitted.

**7.4.4.1 Grant Duration:** Typically, the grant period is two years but may be extended at the discretion of the Chairman and grant committee, after submission of proper justification and output of the grant availed by the applicant.

**7.4.4.2 Funding Limits:**

- a) The approval of funds is contingent on meeting the project requirements, with a maximum grant of upto 10 Lakhs.
- b) For exceeding the limit then the defined further approvals will be required.
- c) The committee will determine the seed research fund amount based on its discussion.





## Research Policy

### Nims University Rajasthan, Jaipur

**7.4.4.3 Research Presentations:** Faculty must submit their project report as per the budget availed in every six months to the grant section of RAIC in the predetermined format (*Annexure 4.2*).

**7.4.4.4 Project Limits:** Each faculty member is eligible to apply for a minimum of one seed money grant. The awarding of additional projects is subject to the committee's decision.

**7.4.4.5 Research Conversion:**

- a) Faculty must convert these projects into more significant research initiatives by applying for external funding.
- b) It is advised for the faculty to first apply under extramural research projects (outside Nims); if the project is rejected, then the same can be applied under Nims University seed money for intramural funds.
- c) Publication of the research articles in indexed Journals will be mandatory as mentioned in *Annexure 1*.

**7.4.4.6 Conference support:** Financial support to attend the conference relies on two categories mentioned below (prior permission to be taken in the prescribed format as given in *Annexure 4.3*)

S. No.	Category	Financial support
1.	National conferences held in India	10,000 INR + registration fees
2.	International conferences held abroad	40,000 INR + registration fees



## Research Policy

### Nims University Rajasthan, Jaipur

**7.4.4.7 FDP support:** Financial support will be provided as per the FDP policy of Nims University.

**7.4.4.8 Start-up support:** Financial support for start-ups will be provided as per the Innovation and Incubation policy of Nims University.

**7.4.4.9 Restrictions:**

The seed money provided under this funding program is subject to specific restrictions, ensuring its use aligns with the intended objectives. The guidelines for the allocation and utilization of these funds are outlined below:

**a) Restriction on Furniture Purchases**

The allocated seed money must not be used for the acquisition of any furniture, fixtures, or similar items. The funds are intended strictly for direct project-related expenses that support research and innovation.

**b) Prohibition on Travel Expenses**

Seed money is not to be used for any travel-related expenses, including but not limited to local, national, or international travel. This restriction emphasizes the program's focus on resource allocation directly benefiting the research or project rather than covering logistical expenses.

**c) Conference Attendance Conditions**

Attending conferences or workshops using seed money is not permitted without explicit, prior approval from the Institutional



## **Research Policy**

### **Nims University Rajasthan, Jaipur**

Grant Committee (IGC). This ensures that only conference engagements directly relevant to the funded project, and approved by the overseeing body, are eligible for support.

#### **d) No Allocation for Staff Recruitment**

Recruitment of any temporary or permanent staff using seed money is not allowed. The funding is designed to support research work and related materials rather than personnel costs, maintaining a lean and project-centered budget.

#### **e) Article Processing Charges Exclusion**

Seed money cannot be allocated towards article processing fees (APCs) for research publications. Researchers are advised to secure alternative funding sources or seek institutional support if they wish to publish their findings.

#### **f) Adherence to Seed Money Guidelines**

It is imperative that all expenses funded by the seed money strictly adhere to these guidelines. Any deviation or misuse may result in penalties, withdrawal of funding, or future disqualification from similar funding opportunities.

**7.4.5 Publication:** It is mandatory to publish at least one research paper from the funded project in an indexed, peer-reviewed journal. (As per publication policy of Nims University).

#### **7.4.6 Property Rights:**

- a) Items purchased with the grant become the property of the University.





## **Research Policy**

### **Nims University Rajasthan, Jaipur**

- b) All faculty members must get NOC from the Research and Innovation cell office for their project, before getting the final approval to leave the institute (*Annexure 4.4*).

**7.4.6.1 Intellectual Property:** Intellectual property follows Nims University IPR guidelines.

**7.4.7. Viability of Funds:** Funding availability depends on the annual budget allocation and the number and quality of applications.

**7.4.8. Guidelines:**

**7.4.8.1** Nims University will regularly unveil a list of paramount research areas chosen based on criteria such as gaps in existing knowledge, alignment with Sustainable Development Goals (SDGs), and the potential to enhance the quality of life for the general population.

**7.4.8.2** This compilation of critical research areas will be refreshed and published every three months to ensure its currency and relevance.

**7.4.8.3** Each research project within these identified areas will span 24 months (can be more or less), allowing for thorough exploration and solution development.

**7.4.8.4** Priority access to seed research funding will be granted to research projects addressing the identified critical areas, reflecting the NIMS University's dedication to advancing knowledge in these pivotal domains.



## **Research Policy**

### **Nims University Rajasthan, Jaipur**

- 7.4.8.5** Researchers seeking funding must adhere to a structured process, commencing with discussing their proposals at the departmental level.
- 7.4.8.6** Subsequently, the proposals will undergo review by scientific and ethical committees before submission to the grant committee.
- 7.4.8.7** The grant committee will play a pivotal role in project selection, evaluating proposals for promise and alignment with the University's objectives.
- 7.4.8.8** The chosen research proposals will be presented in person to the grant committee, whose decision on project approval will be final.
- 7.4.8.9** Upon approval, seed funding will be disbursed to the responsible faculty/department in instalments, following the University's established rules and guidelines.
- 7.4.8.10** Principal investigators leading research projects must regularly update project status through progress reports submitted to the grant committee every six months.
- 7.4.8.11** At the culmination of the research project, the principal investigator must prepare comprehensive closure report, signed and submitted to the grant committee, detailing the research's outcomes and achievements.
- 7.4.8.12** A fundamental requirement for research projects supported by the seed research fund is the publication of their findings in indexed



## **Research Policy**

### **Nims University Rajasthan, Jaipur**

journals, ensuring accessibility to the scientific community for further exploration and action based on the acquired knowledge.

#### **7.4.9. List of annexures:**

Annexure 4.1. (Submission proforma)

Annexure 4.2. (Six monthly report proforma)

Annexure 4.3. (Conference approval and reimbursement Form)

Annexure 4.4. (NOC from Research and Innovation Cell)





## Research Policy Nims University Rajasthan, Jaipur

### ANNEXURE 4.1.

#### Proposal for Seed Money (Intramural Grant)

1. Name of Faculty:
2. Faculty ID:
3. Affiliation (College):
4. Designation/ Department:
5. Date of joining NIMS:
6. Status of employment: Permanent
7. Research profile (attach separate sheet giving details of doctoral research, publication, seminars and conferences attended, details of previous seed money grants from NIMS):
8. Name of project:
9. Project duration:
10. Details of co- investigator (if applicable. Add more sets if required):
  - Co- investigator (Faculty):
    1. Name:
    2. Faculty ID:
    3. Affiliation (College):
    4. Designation/ Department:
    5. Date of joining NIMS:
    6. Status of employment: Permanent
  7. Research profile (attach separate sheet giving details of doctoral research, publication, seminars and conferences attended, details of previous seed money grants from NIMS if applicable):
2. Co- Investigator 2:
  1. Name



## Research Policy Nims University Rajasthan, Jaipur

10. Description of research work (attach a separate sheet. Be sure to include a clear description of the research problem, the work done till now, the contribution the current research work plan to make, the future scope of this area, funding agencies which would be interesting in funding this project in future):

11. Objectives of the research work:

- 1.
- 2.
- 3.
- 4.

12. Proposed outcome of research work:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

13. Proposed Budget:

1. Non-recurring expenses:

S.No.	Name	Amount Justification	Total



## Research Policy Nims University Rajasthan, Jaipur

### 2. Recurring expenses:

S.No.	Name	Amount Justification		Total
		1 <sup>st</sup> year	2 <sup>nd</sup> year	

### 3. Total budget (non-recurring + recurring):

### 14. Project Timeline

Month / Year	Activities planned

15. Declaration: I hereby declare that the particulars detailed above are true to the best of my knowledge. I am aware that if any of the information is found false, my application may be disqualified. I have read the policy for Seed Money and agree to all the rules mentioned therein.

Signature:

Date:

17. Decision of the Chairperson, RRB: Approved/ Rejected

1. Forwarding remarks to Vice Chancellor's office (If Approved)

2. Other comments (if rejected)

Signature:

Date:

xiii

REGISTRAR  
NIMS UNIVERSITY RAJASTHAN  
JAIPUR.





## Research Policy Nims University Rajasthan, Jaipur

### ANNEXURE 4.2.

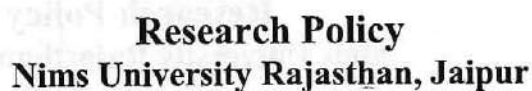
#### PROGRESS REPORT

##### **Important Points:**

1. A report should be sent even if the project has not become fully operational. Please write "NIL" against items where there is nothing significant to report or if these items are not relevant.
2. The first Progress Report should cover the work done during the first 6 months of the project implementation. Subsequent reports should cover the next 6 months and so on.
3. Timely submission of reports is essential to facilitate the release of funds.
4. The report should be in the format given below.
5. The report should be discussed and finalized by the project team before sending it to RAIC of Nims University.

##### **Instructions for preparing the Manuscript of the Report:**

- i. Manuscripts should be neatly written/printed (with single spacing) in the enclosed format for direct reproduction by Xerox/ photo offset process. Any corrections should be redone on a separate slip & then pasted neatly. Don't erase or re-type. Don't cut/cross.
- ii. Matter should be first preferably typed on A4 size paper within the prescribed space leaving the same margin as in the enclosed format and then retyping after careful correction/changes.
- iii. The manuscript should not exceed five pages in any case and should be in the enclosed format.
- iv. Photographs should be avoided. Diagrams & graphs should be accommodated within the space provided for the text for direct reproduction.
- v. Please do not leave any items unanswered.



<b>1. Project Title:</b>	<b>Reg No:</b>
<b>2. PI (Name &amp; Address):</b>	<b>Date of Birth</b>
<b>3. Co-PI (Name &amp; Address):</b>	<b>Date of Birth</b>
<b>4. Broad area of Research</b>  <b>4.1 Sub Area</b>	
<b>5. Approved Objectives of the Proposal:</b>	
<b>Date of Start:</b>	<b>Total cost of Project:</b>
<b>Date of completion:</b>	<b>Expenditure as on _____:</b> <b>Capital -</b> <b>General -</b>

**Signature and Seal**  
**Head of the Institute**



**Research Policy**  
**Nims University Rajasthan, Jaipur**

**6. Methodology Followed:**

**7. Remaining Research work:**

**8. Brief Summary of the Research Work Carried (300 words):**





**Research Policy**  
**Nims University Rajasthan, Jaipur**

**9. Research Papers Published in the Refereed Journals in last 6 months with Impact Factor. Reprint should be also enclosed: (enlist)**

**10. Research Papers Published in the Conference Proceedings with Publication Detail in Last Six Months i.e. Authors Name, Journal Name, Years and Pages.**

**11. Conferences/Seminars/Workshops Attended with Detail: Date, Workshop Name, Sponsoring Body etc:**

**12. Status of fund utilization:**



## Research Policy Nims University Rajasthan, Jaipur

It is certified that all information in the six month progress report is correct to best of my knowledge.

Date:

Signature of PI

Signature of Co-PI

**Note:** The Progress report will be placed before IGC (Institute Grant Committee) for concern discipline for approval. The report and further recommendation will be kept in the personal file of the PI.



## Research Policy Nims University Rajasthan, Jaipur

### ANNEXURE 4.3.

<b>NIMS UNIVERSITY</b> <small>RAJASTHAN, JAIPUR</small>				
Conference approval and reimbursement Form				
Name of the Submitting Faculty				
Designation & Department				
Name of the conference				
Specialty of the Conference				
Society organizing the conference				
Society registered at				
Type of Conference (✓)	State	National	International	
Location of the conference				
Society and conference credible as per the criteria of RAIC	(Yes/No), If not the write the criteria			
Role of the faculty (✓)	Speaker	Delegate	Organiser	Award
Paper/Poster accepted (Yes/No)				
Title of the paper/poster				
Total Amount Requested				
Travel expenses				
Opted for accommodation (Yes/No)				
Other expenses (Mention)				
Support from other funding sources				
Winning Prize Money (Yes/No)				
*Submit a provisional request before you attend the conference.				
*Kindly Attach the following documents with the application (Pre-Approval):				
1. Copy of the Invitation letter				
2. Copy of the accepted abstract mail				
3. A copy of the brochure of the conference				
*Kindly Attach the following documents with the application (Reimbursement)				
1. Certificate				
2. Receipt of requested expenses				
Signature of the faculty	Signature of the head of the institute			
For office use				
The credential checked by	Date.....			
The credential approved by	Date.....			
The proposal is <i>allowed/not allowed</i> to be kept in the institutional grant committee.				
Signature of the grant manager				





**Research Policy**  
**Nims University Rajasthan, Jaipur**

**ANNEXURE 4.4.**

**NO OBJECTION CERTIFICATE (NOC) FROM EMPLOYER**

NOC from the Research and Innovation Cell (RAIC) for the applicant. (strike off whichever is not applicable):

An application in r/o Mr./Miss/Mrs./Dr.

\_\_\_\_\_ is forwarded herewith with the remarks that Sh./Ms.

\_\_\_\_\_ is working in this Organization in the capacity  
as \_\_\_\_\_ from to \_\_\_\_\_ and

RAIC has no objection for reliving of the candidate as all the criteria for seed money allocation and post-allocation documents are completed and submitted successfully, hence the candidate can be relieved.

**Place:**

**Date:**

**Fax:**

**E-mail:**

**Signature of RAIC in-charge**

**Name:**

**Designation:**

**Address:**

**(Rubber Stamp)**



**Research Policy**  
**Nims University Rajasthan, Jaipur**

**ANNEXURE 5**



## Research Policy Nims University Rajasthan, Jaipur

### 7.5. Faculty Development Program Policy

#### 7.5.1. Introduction:

Faculty Development Programs (FDPs) play a pivotal role in enhancing the educational ecosystem by fostering continuous improvement among educators.

#### 7.5.2. Objectives:

**7.5.2.1. Professional Skill Enhancement:** FDPs empower educators to stay updated with the latest trends and developments in their field. They facilitate mastery of new subject content, instructional techniques, and educational tools, ensuring that teaching remains current and impactful.

**7.5.2.2. Pedagogical Innovation:** Through FDPs, faculty members gain exposure to innovative teaching methodologies. This improves the learning environment by incorporating new approaches, making lessons more engaging and adaptable to diverse student needs.

**7.5.2.3. Research and Scholarly Contribution:** Participation in FDPs often includes training on research techniques, collaboration with other academics, and guidance on publication standards. This drives educators to contribute to scholarly work, publish research, and stimulate an academic culture that benefits the institution.

**7.5.2.4. Adaptability to Technological Advancements:** As education evolves with technology, FDPs provide educators with the skills needed to integrate tools like digital learning platforms, interactive media, and other tech-driven teaching aids. This adaptability ensures students receive a well-rounded, modern education.

**7.5.2.5. Networking and Collaboration:** FDPs create opportunities for educators to network with peers, industry experts, and scholars from various disciplines. This collaboration enriches their perspectives and can lead to joint research projects, shared resources, and a broader academic community.

**7.5.2.6. Quality Assurance in Education:** Consistent faculty development helps maintain high teaching standards. Educators who continually upgrade their





## Research Policy

### Nims University Rajasthan, Jaipur

skills can deliver better-quality education, contributing to improved student outcomes and institutional standing.

**7.5.2.7. *Motivation and Morale:*** Professional development through FDPs contributes to job satisfaction and motivation. When faculty feel supported in their growth, they are more likely to be enthusiastic, committed, and innovative in their roles.

**7.5.2.8. *Alignment with Institutional Goals:*** FDPs help align faculty expertise with the strategic goals of the institution. This ensures that teaching, research, and community engagement are integrated and directed toward common educational objectives, fostering a cohesive academic environment.

#### **7.5.3. Support for FDP:**

**7.5.3.1.** The committee is designed to offer financial support for faculty members attending Faculty Development Programs (FDPs) to enhance their knowledge and skills.

**7.5.3.2.** It also aims to provide induction training opportunities for educators in fields such as Medical Science, Nursing, Paramedical Technology, Physiotherapy, Engineering, Pharmacy, and Management.

**7.5.4. Permission Requirements:** Faculty must obtain prior permission at least 14 days before attending an FDP, endorsed by the Head of the Institute.

**7.5.5. Financial Provisions:** The committee may cover registration fees or determine specific funding at the time of approval by the committee.

**7.5.5.1.** Each faculty member is eligible for assistance for one FDP per academic year.

#### **7.5.6. Process to apply:**

**7.5.6.1** Initial screening and forwarding of applications should be conducted by the Head of the Institute.

**7.5.6.2** Only applications recommended by the Head of the Institute will be considered by the committee.



## **Research Policy**

### **Nims University Rajasthan, Jaipur**

**7.5.6.3** For granting of the academic leaves to attend FDP or workshops, complete rights will be reserved with the Head of the Institute.

**7.5.7. Who can avail the policy benefit?**

All the permanent faculties of Nims university can avail the benefit of the policy.

**7.5.8. Mandatory criteria for faculty**

S. No	Faculty	Mandatory conditions for attending FDP
1	Assistance Professor	2 FDP in a year (one outside Nims University and one within the Institute)
2	Associate Professor	2 FDP in a year (one outside Nims University and one within the Institute)
3	Professor	2 FDP in a year. (one outside Nims University and one within the Institute)



## **Research Policy**

### **Nims University Rajasthan, Jaipur**

## **ANNEXURE 6**





## **Research Policy**

### **Nims University Rajasthan, Jaipur**

#### **7.6. Article Processing Charges/Fees Policy**

##### **7.6.1. Purpose**

To establish comprehensive guidelines for reimbursing Article Processing Fees (APF) for articles published in peer-reviewed indexed journals by faculty, researchers affiliated with Nims University.

##### **7.6.2. Scope**

This policy covers all full-time faculty, researchers, and Ph.D. scholars affiliated with Nims University.

##### **7.6.3. Objectives**

- 7.6.3.1. To encourage and promote high-quality research in the University.
- 7.6.3.2. Support the dissemination of scholarly work.
- 7.6.3.3. Increase the visibility and academic reputation of Nims University.

##### **7.6.4. Definitions**

###### **7.6.4.1. Article Processing Fee (APF)**

A fee is charged to authors for publishing an article in an open-access peer-reviewed indexed journal.

###### **7.6.4.2. Indexed Journal**

A journal indexed by reputable academic databases such as PubMed, Scopus, SCI/ SCIE, Web of Science.

##### **7.6.5. Article Processing Fee Reimbursement Committee (APFRC)**

###### **7.6.5.1. Responsibilities**

- a) To review and approve applications for APF reimbursement.
- b) To ensure compliance with this policy.
- c) To propose revisions to this policy as necessary.

###### **7.6.5.2. Meetings**



## **Research Policy** **Nims University Rajasthan, Jaipur**

The committee will meet once every 15 days or as needed to review applications. *[All the Institutes will be notified for the same]*

### **7.6.6. Eligibility Criteria**

#### **7.6.6.1. Affiliation**

Applicants must be current affiliates of Nims University at the time of article acceptance, with a uniform affiliation among all the authors of Nims University Rajasthan.

#### **7.6.6.2. Journal Criteria**

The article must be published in a journal approved by Nims University, such as Scopus, PubMed/ Medline, SCI, Web of Science (Clarivate), or Science Direct.

#### **7.6.6.3. Authorship**

The first author and corresponding author(s) of the paper must be affiliated with Nims University. In cases of shared corresponding authorship, 50% of the APC charges will be covered, provided that the primary corresponding author is from Nims University.

### **7.6.7. Funding Details**

#### **7.6.7.1. Amount**

There is no fixed limit for APC reimbursement. The committee will determine the reimbursement amount on a case-by-case basis, assessing it based on value for money.

#### **7.6.7.2. Frequency**

There is no cap over the frequency of times a faculty can avail the APC reimbursement.

#### **7.6.7.3. Exclusions**

Fees for fast-tracking are not covered. No payments will be made to third-party article-writing service companies or any unethical sources



## **Research Policy**

### **Nims University Rajasthan, Jaipur**

#### **7.6.8. Application Process**

##### **7.6.8.1. Required Documents**

- a) Article Processing Charge Request Form [ANNEXURE 6.1]
- b) The form must be submitted with all the mentioned documents attached with the form.

##### **7.6.8.2. Submission**

Applications must be submitted to the University Research and Innovation Cell using the Article Processing Charge Request Form with all the required documents mentioned in the form at least 14 days prior to the APC submission deadline.

#### **7.6.9. Review and Approval**

##### **7.6.9.1. Initial Review**

The University Research and Innovation Cell will conduct an initial review for eligibility and completeness using the submitted Article Processing Charge Request Form.

##### **7.6.9.2. Discretion**

The APFRC can approve full, partial, or no reimbursement based on the eligibility criteria.

#### **7.6.10. Reimbursement**

##### **7.6.10.1. Process**

- a) Direct payment to the journal site
- b) Reimbursement of the paying author

##### **7.6.10.2. Time Frame**

After approval, reimbursements will be processed within a maximum of 10 working days following approval.

#### **7.6.11. Obligations**

##### **7.6.11.1. Acknowledgment**





## **Research Policy**

### **Nims University Rajasthan, Jaipur**

Author(s) must acknowledge *Nims University's* financial support in the published article.

#### **7.6.11.2. *Record-Keeping***

A copy of the published article must be submitted to the University Research and Innovation Cell.

#### **7.6.12. Policy Review and Amendments**

##### **7.6.12.1. *Review Period***

This policy will undergo a biennial review by the APFRC, with input from the broader university community.

##### **7.6.12.2. *Amendments***

Any amendments must be approved by the University Research Committee and communicated to all stakeholders.



## Research Policy Nims University Rajasthan, Jaipur

### ANNEXURE 6.1



**NIMS**  
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### Article-Processing Charge Request Form

Name of the Submitting Author			
Submitting Author Position (in the article)			
Submitting Author Affiliation			
Name of the Journal			
Journal Indexing			
Impact Factor		Cite Score	
Amount of APC			
Due date for APC			

#### Authors Detail (Authors Affiliated with Nims University Rajasthan)

Author Name	Author Position	Affiliation	H.R. CODE

Kindly Attach the following documents with the application:

1. Acceptance E-mail.
2. First page of the article highlighting authors detail (Name/Affiliation)
3. Proof of APC Waiver request and it's decision.
4. Copy of the APC Invoice

#### Signature of the Submitting Author

Signature  
Director-RAIC,  
Nims University Rajasthan

Signature and Stamp of  
The Head of The Institute

Signature  
Chancellor,  
Nims University Rajasthan

Signature  
Vice-Chancellor,  
Nims University Rajasthan

Signature  
Registrar,  
Nims University Rajasthan



## **Research Policy** **Nims University Rajasthan, Jaipur**

# **ANNEXURE 7**



## **Research Policy** **Nims University Rajasthan, Jaipur**

### **7.7. Faculty Incentive Policy**

**7.7.1. Recognizing Faculty's Crucial Role:** Faculty members are the backbone of any university, playing a central role in its sustenance and growth. To uphold and enhance the university's academic standing, we propose the implementation of a faculty incentive program that acknowledges and rewards their contributions to Intellectual Capital.

**7.7.2. Comprehensive Incentive Scheme:** The proposed incentive scheme encompasses various areas where faculty members' outstanding research contributions can be recognized and rewarded. These areas include publishing in indexed journal, programs, securing patents, successfully obtaining sponsored projects, fostering international collaborations.

Financial Incentives on:

- a) Being granted a patent
- b) Getting Extramural Grants
- c) Publication of research papers
- d) Publication of Book/ Book Chapters

### **7.7.3. Faculty Incentives for different segments**

#### **7.7.3.1. Research Publications**

##### **A. Eligibility**

- i. Only the authors affiliated with Nims University are eligible for the incentive.
- ii. The publications must be indexed in peer-reviewed journals having a DOI, with indexing in Scopus, PubMed/Medline, SCI, Web of Science (Clarivate), or Science Direct.
- iii. Applies to original research articles, review papers (including meta-analyses and systematic reviews), case series, and policy drafts.
- iv. Applicable to collaborative work with other institutions, with no specific author criteria required.

##### **B. Incentive Amount**





## **Research Policy**

### **Nims University Rajasthan, Jaipur**

- i. The incentive amount for research publications is calculated as the journal's impact factor (IF) multiplied by ₹10,000 per paper.
- ii. The distribution of Incentives is as follows:
  - a) The corresponding author will receive 50% of the incentive amount.
  - b) The first author will receive 25% of the incentive amount.
  - c) The remaining 25% of the incentive amount will be distributed among the other authors.
  - d) In the case of a single-author publication, 100% of the incentive amount will be awarded to the author.
  - e) If the first author and corresponding author are the same individual, they will be eligible for only 50% of the incentive.
  - f) Researchers are not subjected to any cap on the maximum amount of Incentive.

#### **7.7.3.2. Patents**

##### **A. Eligibility**

- i. Both the Inventor and the applicant must be affiliated with Nims University.
- ii. The patent must be granted.

##### **B. Incentive Amount**

- i. The incentive amount for granted patents is Rs. 25,000 per patent, distributed equally among all the inventors (faculty) affiliated with Nims University.

#### **7.7.3.3. Extramural Grants**

##### **A. Incentive Amount**

- i. The incentive amount for extramural grants is calculated as 3% of the total grant money for the project.
- ii. The Primary Investigator (PI) will receive 60% of the total incentive amount.
- iii. The Co-Principal Investigator(s) will receive 40% of the total incentive amount.

#### **7.7.3.4. Book and Book Chapters**



## **Research Policy**

### **Nims University Rajasthan, Jaipur**

#### **A. Eligibility**

- i. The book should be published with a reputed publisher, with a proper ISSN number (both E-ISSN and ISSN), should be indexed in Scopus with a proper DOI.
- ii. Both the editing author, and the main author are eligible for the incentive.

#### **B. Incentive Amount**

- i. The incentive amount for publishing a book with an International Publisher is Rs. 50,000 per book.
- ii. The incentive amount for publishing a book with an National Publisher is Rs. 20,000 per book.
- iii. The incentive amount for publishing a chapter with an International or National Publisher is Rs. 5,000 per chapter.
- iv. The Incentive amount is to be divided equally among all the authors in a book/chapter.

#### **7.7.4. Process for applying to Faculty Incentive Scheme**

##### **7.7.4.1. Steps to Apply**

- i. The faculty must apply using the Research Incentive Application Form [Annexure 7.1.] and submit it to the University Research and Innovation Cell.
- ii. The faculty must attach all the required documents mentioned in the Research Incentive Application Form.
- iii. The faculty incentives will be provided on an annual basis.

##### **7.7.5. Screening Process**

Upon successful submission of the Research Incentive Application Form, the forms will be reviewed by the Grant Committee based on the eligibility criteria outlined for each segment.



## Research Policy Nims University Rajasthan, Jaipur

### Annexure 7.1.



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### Research Incentive Application Form

Name of the Submitting Author			
Submitting Author Position (in the article)			
Submitting Author Affiliation			
Name of the Journal			
Journal Indexing			
Impact Factor			
Amount of APC		Date	

#### Authors Detail (Authors Affiliated with Nims University Rajasthan)

Author Name	Author Position	Affiliation	H.R. CODE

Kindly Attach the following documents with the application:

1. Copy of the published article.
2. Copy of the Journal webpage highlighting it's IF and Indexing.

Signature of the Submitting Author

Signature  
Director-RAIC,  
Nims University Rajasthan

Signature and Stamp of  
The Head of The Institute

Signature  
Chancellor,  
Nims University Rajasthan

Signature  
Vice-Chancellor,  
Nims University Rajasthan

Signature  
Registrar,  
Nims University Rajasthan