

**TAMIL NADU NATIONAL LAW UNIVERSITY (TNNLU)
TIRUCHIRAPPALLI**

**Policy for promoting Research, Publications, Faculty Improvement,
Consultancy and Research Ethics**

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**Policy for promoting Research, Publications, Faculty Improvement,
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This Policy shall be known as the **“TNNLU Policy for Promotion of Research, Publications, Faculty Improvement, Consultancy and Research Ethics”** (hereinafter addressed to as the Policy).

The Policy shall come into operation from such date as may be notified by the Vice-Chancellor.

Statement of Object: In furtherance of its “Vision” and “Mission” statement, the University has adopted this Policy to facilitate, encourage and promote interdisciplinary research initiatives, publications, and research ethics among its faculty and students.

Accordingly, the Policy enunciates the following measures:

1. **Establishment of the Research Centers:** The Policy recommends the establishment of the Research Centers in TNNLU as may become necessary.
 - 1.1 The Research Centers to be established in the University shall be relevant to the emerging as well as core areas of law; and the first-degree courses (Economics, Commerce, Sociology, History and Political Science, etc.).
 - 1.2 The establishment of Research Centers is envisaged with the intent to provide a platform for the faculty members to realise the below-mentioned goals:
 - (a) to extensively engage in research (doctrinal and empirical study);
 - (b) to aim and achieve domain specialization;
 - (c) to explore the opportunities for any possible collaborative research with the institutions of repute;
 - (d) to offer consultancy services;
 - (e) to organise seminars, conferences and workshops for learning, disseminating and exchanging of ideas relevant to the subject matter of research;
 - (f) to develop an interdisciplinary approach to research;
 - (g) to engage in interdisciplinary and subject-specific discourses with the field-experts; and
 - (h) to undertake externally/internally funded research projects; and
 - (i) to publish articles, newsletters as well as books relevant to research initiatives.
 - 1.3 Undoubtedly, these initiatives would help the teachers in improving their domain knowledge, analytical skills and also gain interdisciplinary

perspectives in their area of research. The same is aimed to be taken to the classrooms, if suitable, for the benefit of all the students of TNNLU. Alternatively, if need be, the teacher concerned can share his/her experience and insights with the students and colleagues using the RISE webinar/Interdisciplinary Studies (IDS) Lecture series platform in the University.

- 1.4 Further, the Research Centers will create a unique internship opportunity for the students of TNNLU to enhance their understanding of the subject and learn about the application of the theory and principles to the factual situation by being part of the research project, consultancy or field study, which is handled by heads of the Research Centers.
- 1.5 By interning in such Research Centers, students will be in a position to improve their skills in presentations, research, comprehension, data collection and its interpretation, time management, writing and selection of the research methodology and research methods apart from imbibing research culture with an interdisciplinary approach and teamwork spirit, to name a few of the benefits. Consequently, the students will be in a position to learn and at the same time contribute to the research initiatives undertaken by the University. By this, the University achieves a distinctive image for itself. Thus, the Research Centers offer utility to both teachers and the taught.
- 1.6 However, the Policy requires the teachers and students, who have taken up a research work (doctrinal study or empirical research), to adhere to the standards set by the TNNLU's Policy on "Research Ethics" (See Annexure-A).
- 1.7 The heads of Research Centers (which are established using external/internal funding) shall not be paid any higher salary for the responsibilities discharged by them. Alternatively, the University may consider extending such financial incentives as may be determined by the University as encouragement for the hard work put in by the faculty members managing the Center activities and research projects.
- 1.8 Nonetheless, the faculty shall not be paid any financial incentives separately by the University if the external funding agency has stipulated a sum as part of the actual research grant. Also, the faculty shall not be paid any additional financial incentives if that is one of the conditions set by the funding agency in awarding the research grant.
- 1.9 Where an external agency has proposed to convert any of the research Center/s as the endowment chairs then such proposals shall be considered by the Vice-Chancellor of the University from time to time.
- 1.10 However, in such cases, the funding agency shall be requested by the University to specify and include a sum of money to be kept aside for paying, if any, the allowance/remuneration to the faculty and staff as well

as the stipend for the research officers/interns working on the research project/consultancy, etc. as may be undertaken by that endowment chair.

1.11 The University shall make available separate rooms with all the required facilities including table, chairs, computers, stationery items and printer, etc. for the organization of the activities of the respective Research Centers. Every research Center shall have a letterhead and seal of its own to be supplied by the University and the same shall be legitimately used for the activities of the Centers.

1.12 Ordinarily, a faculty member who is acting as the head of the research Center shall be allowed a reasonable time for acquiring domain/subject specialization and to understand or execute all the research Center/research project-specific responsibilities. Nevertheless, the Vice-Chancellor can change the head of the research Center/s if such a faculty member has resigned or retired or terminated from the service of the University. The Vice-Chancellor may also replace the head of the Research Centers for any other reason as may become necessary.

2 Creation of the Committee on Research, Publications and Ethics (CRPE): The Policy recommends creating a Committee on Research, Publications and Ethics (CRPE).

2.1 The CRPE shall comprise of the following members:

(a) the Vice-Chancellor of TNNLU shall be the Chairperson,

(b) 2 regular faculty members from the discipline of law, and 2 regular faculty members from the discipline of first-degree courses. In this composition, out of the 4, at least one faculty member shall be a woman,

(c) the Convener/Chairperson and members of the Post Graduate Council, and

(d) if necessary, two external members as may be nominated by the Vice-Chancellor from time to time.

2.2 If need be, in his/her absence, the Vice-Chancellor may nominate the Convener/Chairperson of the Post Graduate Council to act as the officiating Convener of CRPE for such period/meetings as may become necessary. If the Convener/Chairperson of the Post Graduate Council is also not available for the duration/meetings identified then any member of the CRPE may be nominated by the Vice-Chancellor to act as the officiating Convener of CRPE as may become necessary.

2.3 A member of the Committee who is also an applicant for the research seed money grant scheme shall recuse him/her from attending meetings (in which the application made by that member is considered by the committee) with the prior leave of the Chairperson of the CRPE.

2.4 No decision of the CRPE shall be invalidated or challenged on the ground of the absence/ recusal of any of its members.

- 2.5 The CRPE shall maintain all the files, minutes and records in connection with its functions. For this purpose, the Committee may receive such secretarial assistance as may become necessary from the administrative staff of the Post Graduate Council.
- 2.6 The internal members of the Committee (Convenor of CPGLS or any other TNNLU employee) shall not be paid any sitting fee. This rule applies to all the sub-committees of the CRPE including “Sub-Committee on Journals” (SCJ) (12.2) and Ethics Committee Advisory Board (ECAB) (11.2). However, the external members, if any, may be paid with such honorarium or travel allowance as the University may determine from time to time.
- 2.7 The CRPE shall examine and approve all the research proposals (doctrinal and empirical) submitted by the respective heads of the Research Centers or faculty members who have applied for the research seed grant scheme of TNNLU. For this purpose, there shall be a presentation by the faculty member concerned. In the oral presentation, the applicant shall describe the area of research, objectives of the project (proposed), methodology, selection of research tools and methods, the duration of the project, heads of expenditure and any other relevant details.
- 2.8 After an oral presentation by the faculty concerned and perusal of the written research proposal, the Committee may approve the same with its observations and recommendations. Alternatively, the Committee may reject the proposal and advise the faculty concerned to re-submit the proposal with such revisions as may be suggested.
- 2.9 If necessary, the Vice-Chancellor may consult the Committee on the proposal made by the faculty on the feasibility of establishing a new Research Center. Alternatively, the Committee may recommend to the Vice-Chancellor on the establishment of a new Research Center in the University.
- 2.10 Besides, the Committee shall in consultation with the Vice-Chancellor be competent to take such decisions as may be necessary to strengthen the working of the Policy.
- 2.11 In addition, the Committee shall be responsible for the administration of all matters related to this Policy and the Policy on Research Ethics (See Annexure-A) in TNNLU.
- 3 Creation and grant of research seed money:** The Policy encourages the University to set aside a sum of Rupees 15 lakhs earmarked for the seed money grants as part of its budget planning.
- 3.1 Whereas most funding agencies expect the applicant to have some prior experience in handling research projects. So, the faculty members who have no such prior experience find it difficult to get funds for their projects. TNNLU’s seed money grant scheme is directed at remedying this problem by providing an initial grant with which such faculty members can begin their research project. Thus, using this initial work as ‘proof of experience’, the

faculty members can apply to the external funding agencies (both public and private) and sustain better chances in obtaining extramural funding. Accordingly, this scheme encourages the teachers of TNNLU to plan their research project related work with the motive to design the project proposals which attracts funding by the external (public/private) agencies.

- 3.2 The CRPE shall issue a circular inviting application for availing seed money grant scheme from the faculty members. The faculty members who desire to avail of the funding scheme shall submit, individually or in a group, their applications within one month from the date of the said circular with the research proposal in the format prescribed in Annexure-B.
- 3.3 The faculty of TNNLU may not demand seed money as their right since the grant depends on the funds allocated/utilised under the scheme in a given year and also on other factors such as the sequence in applying, and quality of the proposal, etc.
- 3.4 If the faculty member who has submitted a research proposal for funding desires to withdraw the same due to health or other genuine reasons shall be required to inform the same in writing to the Vice-Chancellor. The Vice-Chancellor may consider such a request and copy such correspondence to the Post Graduate Council to include it in the CRPE's file.
- 3.5 All full-time Assistant Professors are eligible for this grant. Where necessary, the Associate Professors and Professors shall request the CRPE (with a research proposal) to avail the seed money. The CRPE shall consider such requests made by teachers of a rank other than Assistant Professors by considering the following factors: (a) that the applicant has had no previous research experience; (b) that the area of research is novel or scarce due to which funding agencies consider it as non-viable for funding; and (c) that the CRPE has considered the request on any other reasonable or justifiable grounds.
- 3.6 The research seed may be provided to a teacher or a group of teachers. However, not more than 4 teachers shall be permitted to form a group that includes the 'principal research investigator' to avail the research seed money scheme.
- 3.7 Where a group of teachers have applied for the research seed money, one of the teachers from the group may be identified by the CRPE as the 'principal research investigator' and others as the 'research investigators.' The decision of the CRPE in this matter shall be final.
- 3.8 Teachers who are on leave without pay are ineligible to apply. Also, no part-time/visiting/adjunct/ad.hoc faculty of TNNLU will be allowed to avail of the research seed money unless permitted by the Executive Council of TNNLU.
- 3.9 No faculty member or group of teachers shall be permitted to use the seed money for their Ph.D. work. A declaration shall be given by the faculty

member that the research seed money will not be used for personal reasons including his/her M.Phil./Ph.D./LL.D. degree or any other degree. Likewise, the faculty members may not use the seed money for organising conferences, seminars, and webinars.

- 3.10 If any teacher who has been a recipient of the seed money is going to resign/retire from his/her job or be terminated from service before the completion of the research project undertaken by them then such a person shall submit the original bills for all the expenditures incurred until that time and return the rest of the money at once to the University through the Registrar of TNNLU. Where a teacher is yet to use any or the entire portion of the seed money shall return it at once in full. Any seed money to be returned by the faculty member in the abovementioned circumstances shall be promptly made by him/her. No interest shall be charged by the University on the money to be returned by the faculty. On return of such some of money, the University shall duly acknowledge the same in writing.
- 3.11 Where the 'principal investigator' has resigned/retired/is being terminated from his/her service during the ongoing research, the CRPE may designate any of the 'research investigators' to be the 'principal investigator' of the group project. The rest of the composition shall remain unchanged.
- 3.12 On the other hand, if one/more than one 'research investigator(s)' have resigned/retired/is or are being terminated from the service then the CRPE may consider adding/substituting the required number of faculty members based on their interest in the ongoing research project. However, if the addition/substitution of new members, for any reason, is not possible then the CRPE may allow that group to continue the project with one 'principal investigator and 'research investigator'. In such circumstance, the CRPE may also review if the seed money that is approved is to be revised in any manner.
- 3.13 Ordinarily, an amount of up to Rupees 1 lakh may be granted as seed money for a project proposed by a faculty member/head of the Research Center. However, the CRPE may, at its discretion, consider extending the seed grant up to a maximum of Rupees 2 lakhs in deserving cases. In the case of a group of teachers, a seed amount of up to Rupees 6 lakhs may be granted.
- 3.14 The approved seed money will be made available to the faculty member/head of the Research Center concerned or the principal investigator in three instalments, preferably in equal portions of the total grant. So, the faculty members are required to plan well on their research initiatives under the seed grant scheme.
- 3.15 Awards are limited to one seed money grant per faculty member per year. A grant may be considered for renewal for a second year only if there is strong evidence that the additional work will enhance the potential for

funding by the external agency for that project and there are good prospects or funds available.

- 3.16 A faculty member may be awarded no more than two grants during four years.
- 3.17 The preceding guidelines (3.1.5 and 3.1.6.) shall apply to group of teachers availing the scheme.
- 3.18 The Chairperson of the CRPE may order to the effect of withholding or revoking the instalments if the faculty member has resigned/retired/terminated from his/her service. Alternatively, the Chairperson of the CRPE may decide to withdraw the funding in its entirety or that the funds allocated till then be refunded if the faculty member makes no progress in the research work or for the reason that the progress achieved is wholly unsatisfactory. If this happens consecutive two times in the case of the same faculty member then he/she shall not be eligible to apply under the research funding seed scheme for the next two years from the date of such a decision by CRPE.
- 3.19 The faculty member/group of teachers who have availed the seed money shall be required to make presentations with a progress report (in the format prescribed in Annexure-C) on their sponsored research every 6 months before the CRPE. Also, there shall be a presentation made by the faculty member concerned and 'principal investigator'/ 'research investigator' in the RISE Webinar/IDS Lecture series as per directions of the Vice-Chancellor of TNNLU.
- 3.20 The faculty members shall not recruit research associates, assistants or students for the research work undertaken using the seed funding.
- 3.21 The interested students of TNNLU may work for the project but the faculty is expected to handle the entire research project efficiently and promptly while balancing their academic routine and administrative responsibilities. Where special concessions from some of the academic or administrative responsibilities become inevitable, the faculty desirous of availing the same shall submit a request for the consideration of the Vice-Chancellor. No faculty member can resort to seeking such concessions as the first recourse, or regular practice, or as a matter of right.
- 3.22 All items procured/purchased (books, equipment, stationery, etc.) under the seed money grant scheme shall become the property of the University.
- 4 **Entering MOUs with the institutions/commission, etc. for research-related activities:** The Policy supports the University to enter Memorandum Of Understandings (MOUs) with any or all of the following entities:
 - (a) the reputed institutions/universities/affiliated colleges, or
 - (b) the commissions (viz. the Election Commission, National Human Rights Commission, State Human Rights Commission, National

- Commission for Women and children, Competition Commission, etc.),
or
- (c) the government departments (viz. women and child welfare, family, health, education, agriculture, census, commerce and industry, administrative reforms, backward class welfare, environment, food and essential supplies, information technology and bio-technology, Parliamentary affairs, etc.), or
 - (d) the law-firms/Non- Governmental Organisations (NGOs) and Multi-National Companies (MNCs), or
 - (e) such other entities as may be identified or required.
- 4.1 The MOUs are proposed to facilitate the following: (a) cross-sectional and interdisciplinary discourses, (b) organization of seminars/workshops and allied programmes, (c) research projects in collaboration with a further objective of offering a wider exposure for the faculty and students, (d) empirical work, and (e) use/sharing of library resources and the electronic research databases.
- 4.2 Also, this Policy supports the renewal/extension/revival of the MOUs entered by the University if agreed by the parties concerned.
- 4.3 The other terms and modalities which may be relevant to the working of any or all the MOUs shall be decided by the Faculty and administration of the University from time to time. However, if any approval of the Executive Council or the Academic Council of TNNLU is required for entering/renewing/reviving the MOUs or finalizing the terms contained therein then the same shall be duly obtained by the research Center concerned through the Vice-Chancellor or any other officer of the University who may be nominated by the Vice-Chancellor in this regard.
- 4.4 Additionally, if necessary, the Vice-Chancellor or the Executive Council of TNNLU may extend relevant help and guidance to the Research Centers to establish MOUs with suitable entities/bodies.
- 4.5 The Policy supports MOUs with foreign institutions and Universities to promote collaborative research initiatives on such terms as the parties may agree.
- 5 **Supporting Fellowships:** The Policy encourages the faculty members of TNNLU to apply for fellowships including the Post-Doctoral Fellowships (PDFs).
- 5.1 The regular faculty members may avail of fellowships offered/sponsored by various national/foreign universities and bodies (viz. Shastri Fellowship, full-bright fellowship, or those sponsored by ASLI, UGC, ICSSR, MHRD, etc.).
- 5.2 The faculty member desiring to avail of such fellowships shall be required to ensure that he/she meets all the fellowship-eligibility requirements as per

the notification of the sponsoring University (like the qualifying grade in the test, merit, experience, visa, etc.).

- 5.3 The duration/term of the fellowship shall be duly considered by the faculty to ensure that he/she is entitled to the required duty leaves/sabbatical leave/deputation/lien, as may be necessary, under the service regulations of the University.
- 5.4 Where some special permission becomes necessary, this Policy requires the faculty to request the Vice-Chancellor by either letter or an email explaining the following: (a) details of the fellowship, (b) nature and details of the support to be extended by the University, and (c) prevailing rules in the Service Regulations of TNNLU or TNNLU Act. In addition, there shall be an undertaking submitted by the faculty that he/she would abide by the decision of the Vice-Chancellor/Executive Council/Academic Council in the said matter. Where necessary, it would be the prerogative of the vice-chancellor to place the request made by the faculty for favorable consideration by the Executive Council/Academic Council of TNNLU.
- 5.5 If the faculty member is supported either by special permission or otherwise then such a member shall email the academic committee, examination committee, Registrar and the Vice-Chancellor of TNNLU informing the addressees on the workload and responsibilities assigned in the University. Subsequently, the authorities of the University may decide if any alternative arrangements become necessary until the fellowship is over or the said faculty member resumes his/her duty.
- 5.6 Further, where the faculty member is supported by either special permission or otherwise, then he/she shall be required to stay in touch using the suitable mode of communication (viz. email, teleconference, message, etc.) with the Vice-Chancellor and Heads of Departments (if any) of TNNLU throughout the term of Fellowship.
- 5.7 On completion of the fellowship, the faculty member shall return to the University and resume duty as per the terms of special permission or service regulations, whichever is made applicable.
- 5.8 On his/her return, such a faculty member shall submit a soft copy of the attendance certificate/fellowship certificate (as soon as it is received) or document/ any other proof to the Vice-Chancellor, Registrar as may become necessary. Further, a hard copy of the same may be submitted to the Registrar of TNNLU with a request that such details be filed in the personal/service file of the faculty concerned. The Registrar may pass the necessary order to the case worker to execute such work. The hard copy with supporting and relevant documents shall be self-attested.
- 5.9 The faculty member shall prepare a brief report on the fellowship experience and if necessary, orally share it with the colleagues during a

faculty meeting/RISE webinar or IDS Lecture series for the benefit of everyone.

6 Encouragement for faculty members pursuing M.Phil./Ph.D./LL.D.:

6.1 By this Policy, the University seeks to encourage the teachers of TNNLU to register for their part-time M/Phil./Ph.D./LL.D. programme, if not registered. And, if already registered then such faculty members shall be encouraged to complete their respective degree at the earliest possibility.

6.2 For this purpose, on a request made by the faculty concerned, the Vice-Chancellor and the Executive Council may consider supporting the faculty member concerned who is pursuing the degrees mentioned above (either for the duration of the compulsory course work/open defence/fieldwork, etc.) by granting such leaves and concessions from the academic and administrative responsibilities in TNNLU as may become necessary or as the authorities may decide.

6.3 The faculty member availing of such special encouragement shall duly submit all the necessary documents and information for the consideration of the authorities mentioned above.

6.4 On successful completion of the degree, the University shall felicitate the faculty member/s concerned by presenting them a letter of appreciation and a keep-sake as may be chosen by the University. Also, the same shall be reported with a congratulatory message in the Convocation newsletter/report prepared by the University.

7 Incentives, Appreciation and Recognition for Publications and Awards: The University encourages the faculty and students to publish their research work.

7.1 The faculty and students who wish to publish their research work (via online/offline mode) in the form of articles, papers, chapters, books, monographs, etc. shall strictly adhere to the ethics of research and publication including plagiarism. The University shall follow the Research Ethics (See Annexure A) and the guidelines issued by the UGC on plagiarism.

7.2 Faculty and students of TNNLU shall strictly abstain from indulgence in research dishonesty and plagiarism.

7.3 Indeed, the Policy encourages the faculty and students to publish their original research work by employing a suitable interdisciplinary approach in furtherance of the Vision and Mission statement of the University.

7.4 The Policy recognises the “RISE” Webinar and IDS Lecture Series as a platform for the exchange of ideas and discussions relating to research undertaken by the faculty.

7.5 Accordingly, the faculty members are encouraged to make a presentation on the research and interdisciplinary design of their proposed publication/published papers with colleagues using the RISE webinar/IDS

lecture series platform. At the end of such a presentation, the suggestions offered by colleagues may be considered and where necessary, suitable changes may be incorporated in future research papers by the faculty/author.

- 7.6 If any student requires guidance for research/publications then they are encouraged to write to the “Center on Research and Writing” (CRW) of the University. The Center may extend such guidance as may become necessary and also direct such students to the teacher(s) of TNNLU and if further need be, with the approval of the Vice-Chancellor recommend other teachers from the list of MOU institutions based on their specialization in the area of research undertaken by the student for further discussions and help. The CRW shall guide the student concerned in the whole process in cases of guidance from the MOU institutions.
- 7.7 Besides, to encourage and support research and writing in students, the CRW shall organise such seminars and workshops, or single-credit courses and certificate courses as may become necessary in the following areas: research methodology, research methods, research and writing, research ethics, plagiarism, the use of the interdisciplinary approach in research, and use of citations and how to select case studies, etc. These initiatives are designed to facilitate and guide the students in their research works.
- 7.8 With the permission of the Vice-Chancellor, the CRW shall design the course contents and evaluation components for the single-credit and certificate courses on any of the topics mentioned in the preceding paragraph and through the Vice-Chancellor the CRW shall submit the course framework to the Academic Council for its approval.
- 7.9 The faculty and students of the University are encouraged to attend all the interdisciplinary webinars, seminars, and invited talks as participation in such programmes would help the attendees in developing an understanding of the concept in (a) theory and practice, and (b) interdisciplinary approaches, etc. This would further help the TNNLU community in identifying the areas in which research efforts become necessary or identify the questions or existing expositions which have not been examined with a suitable interdisciplinary design.
- 7.10 Teachers and students who successfully publish their research work as per this Policy shall receive a certificate of appreciation from the University and the same shall be reported in the publications/achievements link on the University’s website. Besides, the Convocation Newsletter shall report such achievements.
- 7.11 Keeping in mind the criteria stipulated by the NAAC manual, the Policy also encourages the governing body and Vice-Chancellor of the University to determine such financial incentives (per research awards or any other state or national awards and in addition, publication of

book/chapter/monograph/article/conference proceedings/best paper awards) for faculty members as it may deem fit. A certain sum of money may be allocated for this purpose at the time of budgetary allocation for the university's activities.

7.12 The Policy also supports issuing a certificate of appreciation for the students who have received the best paper award in a conference or any other research awards.

8 **Opportunities Ahead- FDPs, MOOCs, STCs, Refresher and Orientation**

Course: The Vice-Chancellor may constitute a committee for organizing a series of Faculty Improvement Programmes (FIPs) in the University at the end of each semester or an academic year.

8.1 The Committee that is so constituted shall be responsible for organising a series of FIPs on the following areas: jurisprudence, legal history, constitution, IPR, international law, feminism, gender justice, intergenerational justice, research methodology, fellowships including PDFs, formulation of research proposals for external funding or funding under the research seed grant scheme, Career Advancements, interdisciplinary studies, extension activities, and innovations in teaching and learning.

8.2 For this purpose, the said Committee shall prepare a schedule and invite senior teachers/expert resource persons with the approval of the Vice-Chancellor.

8.3 The external resource persons shall be paid such honorarium as the University may decide from time to time. In addition, all the invited experts/resource persons of FIPs shall be treated as the guests and thus, as per the prevailing tradition of TNNLU they would be treated with immense respect and affection. The University shall also ensure the required local hospitality for the guests on campus for the duration of the FIP.

8.4 The Committee shall also coordinate with the resource persons (a) to ensure a smooth organisation of the FIPs, (b) to collect a list of readings suggested by the resource persons, and (c) to prepare a compilation of reading or reference materials for all sessions of the FIPs.

8.5 On successful completion of each of the FIPs, the committee shall submit a detailed report to the (NAAC) IQAC, Registrar and Vice-Chancellor on all the sessions of that FIP and learning outcomes. The report shall include the schedule and photos/screenshots of that FIP as its annexure. The Committee shall identify one member exclusively for handling (a) the invitation and thanking letters/emails to be sent to the resource persons and to ensure (b) prompt payment of honorarium to resource persons and collection of vouchers/cheques (in relating to honorarium) from the finance section of TNNLU.

- 8.6 Unless exempted by permission of the Vice-Chancellor or Registrar, all the regular/contractual/visiting faculty members shall be required to attend the FIPs. The University shall provide a certificate for all the attendees.
- 8.7 The Policy also encourages the faculty members to attend Faculty Development Programmes (FDPs) organised by other universities or the Human Resource Development Centers (HRDCs).
- 8.8 Similarly, there will be an encouragement for attending Short Term Courses, Refresher Courses (RCs) and Orientation Courses (OCs) organised by the UGC/HRDC. However, ordinarily, the faculty member who has chosen to apply shall be permitted during the semester break for such programmes unless otherwise permitted by the Vice-Chancellor.
- 8.9 On successful completion of STC/FDP/RCs/OCs, the teacher shall duly submit a copy of the certificate and a report on the programme attended to the Vice-Chancellor, IQAC and Registrar.
- 8.10 In addition, the Registrar may make orders for adding such information submitted in the personal file of the faculty concerned and where necessary on the website of TNNLU.
- 8.11 The teacher who is attending any STC/FDP/RC/OC shall make suitable arrangements for carrying out their academic and administrative responsibilities, if any, in consultation with the academic and examination committees. The Academic Committee and Examination Committee shall guide the faculty (applicant) in consultation with the Vice-Chancellor and Registrar on the workload management for the duration of the said programme.
- 8.12 The Policy also encourages the faculty members to regularly enroll for the Massive Open Online Courses (MOOCs). On successful completion of the MOOCs, the faculty and Registrar may follow the procedural aspects mentioned in the guidelines 8.9 and 8.10 of the Policy.
- 8.13 In addition, this Policy also encourages the faculty members to design MOOC Swayam Courses covering the areas related to the first-degree courses and law (unless otherwise revised) as per the guidelines of the UGC and MHRD in this regard. A notification for introduction of MOOCs and enrolment shall be issued on the website of TNNLU.
- 8.14 The MOOC courses to be offered by TNNLU shall have four quadrants.
- 8.15 The Four Quadrants are as follows: (a) Quadrant-I is an e-Tutorial: which shall contain the video and audio content in an organised form. This quadrant may comprise of animation videos; (b) Quadrant-II is an e-Content: which shall contain PDF, Text, e-Books, illustrations, video demonstrations, documents and Interactive simulations wherever required; (c) Quadrant-III is Web Resources: which shall contain related links, open-source content on Internet, selected case studies, books including e-books, research papers & journals, information on the historical development of the

subject, etc.; and (d) Quadrant-IV is Self-Assessment: which shall be in the form of Multiple Choice Questions, fill in the blanks, matching questions, short answer questions, long answer questions, or assignments, presentations and discussions.

8.16 On successful completion of the MOOCs course, all the enrolled candidates shall be given a certificate.

8.17 Lastly, the Policy encourages the faculty to organise FDPs, RCs and OCs in collaboration with UGC and HRDCs.

9 **Extension Activities: Clubs and committees:** The organisation of a wide range of extension activities involving the interested students or students who are members of various clubs and committees in the University is strongly supported by this Policy.

9.1 Accordingly, among others, the following initiatives shall be undertaken by the University: Probono legal aid services, dissemination of legal awareness, creation of awareness on the importance of conservation of ecology, road safety guidelines, campaign on cast your vote, weekly legal aid clinics, guidelines on waste management, and cyber safety, involvement in NSS, *Swachh Bharath Abhiyan*, and *Unnat Bharath Abhiyan*, etc.

9.2 For this purpose, the respective clubs and committees of the University may develop innovative methods like apps, skits, short films and animation or cartoon books besides the PowerPoints, FAQs, know-your-rights handbooks, what next-procedural guide to divorcee, adoption, inheritance, registration/transfer of property, maintenance, custody of the child, bail, legal-aid, appeal, arbitration, etc. with the intent to reach out to all the sections of society. The same shall be done in consultation with the Vice-Chancellor of TNNLU. In this regard, all the clubs and committees shall be required to submit the proposal on activities planned with an estimation on expenditure. The University shall, to the extent possible, financially support these activities.

9.3 The Clubs and committees shall publish newsletters covering the extension activities with the event photos.

9.4 Also, such clubs and committees shall archive the soft copies of the newsletter, reports and video clippings of the events so organized and in addition, share those copies with the IQAC and Registrar's office.

10 **Consultancy:** The Policy encourages the faculty members and the heads of Research Centers to undertake consultancy services with the intent to promote academic and industry interactions. It is believed that the consultancy would act as a platform for the faculty to offer advice on the legal position or provide knowledge inputs to a client and at the same time generate revenue for the University or the faculty consultant. The 'client', referred above, could be an individual, industry, firms, government agencies or other academic/research organizations/ MNCs/NGOs. The 'faculty

consultant' or 'teacher consultant' shall be a regular faculty in the University.

- 10.1 The Policy requires the faculty consultant to balance his/her academic and administrative responsibilities in the University as well as efforts needed to provide the consultancy services.
- 10.2 Except for the pro bono initiatives undertaken by the University which may include offering consultancy to the targeted stakeholder, the Policy requires the faculty or the heads of Research Centers to offer consultancy services by charging a fee. For this purpose, a written agreement shall be formed by the teacher consultant/University and the client concerned.
- 10.3 Thus, consultancy service rendered by the University will produce some form of contractual output, i.e., advice/inputs as per the terms of the agreement which are mutually consented by the parties. The University shall respect, if any, the confidentiality clause in such agreements and not publish the results of consultancy.
- 10.4 The Policy recognizes three kinds of consultancy services: (a) pro bono consultancy, (b) University consultancy, and (c) private consultancy.
 - (a) The pro bono consultancy: it is a service which will not have any financial consideration for the University or the faculty consultant. Clients for this consultancy could be individuals or group of individuals represented by an NGO or academic institution. The client profile for the pro bono consultancy shall be individuals with disabilities, or persons belonging to the marginalized sections or transgender persons, victims of the acid attacks, and victims of the domestic violence. The University may undertake the pro bono consultancy services subject to the availability of the faculty member as well as domain specialization in the faculty consultant. The University's decision in extending a pro bono consultancy shall be final and correspondingly, there shall be no absolute or vested right for the client over the pro bono consultancy service offered by TNNLU.
 - (b) The University consultancy: In this mode of consultancy, any client who is not in the category suitable for pro bono consultancy can approach the University by indicating the necessary terms and monetary consideration for the consultancy services. At the University's end, the terms of this form of consultancy shall be decided by the Registrar in consultation with the Vice-Chancellor. The University may undertake consultancy services subject to the availability of the required expertise and domain specialization among the faculty consultants. The University shall nominate a regular faculty with the required expertise to handle the assigned consultancy work in consultation with the Vice-Chancellor. As an incentive for the efforts made by that faculty consultant, he/she shall be paid a share in the consultancy fee charged by the University.

70% of the consultation fee shall be paid to the faculty consultant at once on successful completion of the work as incentive and the University retains the remaining 30% of the consultation fee.

- (c) The private consultancy: In this form of consultancy, the teacher acts entirely in a private capacity with no liability on the University. Ordinarily, no University resources shall be used for this activity. And, where the University resources are sought for rendering consultancy services by the teacher consultant then he/she shall duly inform the Registrar of the University in writing and pay 30% of the total consultancy fee to the University. This fee shall be known as “resources fee” and it is non-refundable. Whereas, if the University resources are not used by the teacher consultant, then subject to Income Tax law, the entire fee shall be individually collected and declared by that teacher.

EXPLANATION: The following shall not be construed as consultancy work for the purpose of regulating the fee received by a faculty member:

i. Writing of reports, papers or study reports on selected subjects for the central or state government or international bodies like the UNO, UNESCO, etc.

ii. Fees received by a faculty member from recognised University and other statutory bodies or public sector undertakings, which are wholly or substantially owned or controlled or subsidised. by Government for the performance of work connected with the examination conducted by these bodies or for delivering lectures or attending meetings;

iii. Income derived by a faculty member from exploitation of patent or invention taken out by him/her with the permission of the University while in its service;

iv. Income from books, articles, papers and lectures on literary. cultural, artistic, technological and management sciences; and

v. Income from occasional participation in sports, games and athletic activities as players, referees, umpires or managers of the teams

vi. Any daily allowance/ travelling allowance/hospitality/sitting fees/honorarium received in the course of attending any meeting, conference, workshop, committee proceedings etc. for which due permission has been received or information has been provided to the University

- 10.5 In addition, a teacher who is handling the private consultancy shall be required to ensure that nothing contrary to public interest, welfare, safety, and security of the nation as well as interests of the students and the University is undertaken by him/her as part of the consultancy work. A declaration to this effect shall be submitted by the teacher in the agreement for consultancy service with the client concerned.

- 10.6 Importantly, an information on all the forms of consultancy work (mentioned in 10.4) shall be placed for the consideration of the CRPE to ensure that nothing is done or purported to be done against the national security, public interest and safety of the students and good will of the university. Accordingly, the CRPE shall verify the same from the terms of the agreement or proposal for consultancy. For this purpose, the CRPE shall consider (a) the subject matter and nature of consultancy service, and (b) the institutional resources that would be utilized and required for the consultancy service. Importantly, this verification by the CRPE does not result in tracing of any or all of the personal or confidential information of the client. So, this verification does not amount to breach of privacy or data protection/IPR, or dishonoring the confidentiality clause in the agreement for consultancy service.
- 10.7 The consultancy services rendered, if any, as part of the government mandated initiatives like the “probono club” and “weekly legal aid clinics” activities shall only be treated as probono consultancy (10.4 (a))
- 10.8 For consultancy services, the University or its faculty member shall not use, retrieve or publish any confidential information of a third party without their written consent.
- 10.9 In case of any dispute between the parties to the consultancy service it shall be resolved as per the terms of the agreement. For this purpose, there shall be a clause on the dispute resolution in the agreement prior to commencement of the consultancy work. In case of any dispute remaining unresolved, it shall be settled amicably. As a last resort, where necessary, the dispute could be resolved by approaching the jurisdictional Courts of the State of Tamil Nadu.
- 10.10 Every faculty who is handling or has completed the consultancy work shall maintain proper records on the subject matter of guidance and the details of revenue generated. The same shall be made available to the Registrar of the University if needed.
- 10.11 These guidelines shall also be applicable to the non-teaching employees of the University who may undertake such assignments subject to the condition that the work related to these assignments will not be undertaken during office hours.
- 11 **Publication of Journals:** In furtherance of its Vision and Mission statement, the University shall promote research culture and interdisciplinary approach among the faculty and students.
- 11.1 Respecting the same, this Policy recommends the Heads of the Research Centers and faculty members with domain specialization to consider the option of introducing and publishing standard journals in the disciplines of law and first-degree courses to facilitate the exchange of ideas, benefits of

research and scholarships, different perspectives, research designs and interdisciplinary studies between the authors readers, and industry.

11.2 The Vice-Chancellor may constitute a “Sub-Committee on Journals” (SCJ) from the members in the CRPE which would consider all the matters relating to the proposals on commencement of journals, periodical publications, registration of journals, guidelines for publications, etc.

11.3 The Policy encourages the students of UG and PG courses to be part of this initiative of the University.

12 **Research Ethics:** The Policy strongly encourages the TNNLU community to adhere to research ethics in every endeavor relating to research, project and publications.

12.1 The standards set by the Policy of Research Ethics (See Annexure-A) shall be applicable to all the faculty, committees, clubs, Research Centers, and students of TNNLU.

12.2 The CRPE with the assistance of CRW administers the Policy on Research Ethics. Where necessary, the CRPE shall be guided by the Ethics Committee Advisory Board (ECAB). This Board shall comprise of the Convener/Chairperson of the Post Graduate Council, four external members- one expert each from the field/disciplines of Research, Psychology, Information Technology, and Science. The Vice-Chancellor nominates or retains the external members on an annual basis.

12.3 On its request, the CRPE may receive such advise as may become necessary from the Board on any of the technical and difficult matters related to administration of the Policy on research ethics.

12.4 The members of the ECAB shall be paid sitting or guidance fee for the advice rendered. The fee shall be determined by the University from time to time. Besides, the ECAB may be provided with all the required information as may become necessary to render its advice on the points of reference.

12.5 The Convener/Chairperson of the Post Graduate Council in consultation with the Vice-Chancellor and CRPE shall coordinate with ECAB and conduct such number of meetings as may become necessary. Also, with the assistance of the secretarial staff of the Post Graduate Council, the Convener of CPGLS shall maintain all the records and minutes of the ECAB.

13 **Miscellaneous:** The Vice-Chancellor of TNNLU may address any matter not covered herein and also subject this Policy to such amendments as may become necessary.

13.1 Any questions as to the interpretation of this Policy shall be decided by the Vice Chancellor and such a decision shall be final.

Annexure A: Policy on Research Ethics

I. Plagiarism and Acknowledgment:

1. The Policy on research ethics emphasizes that students and faculty of the University shall bring out their original and interdisciplinary research work. The authors shall duly acknowledge the ideas and words taken from other works. Where authors who present the words, data, or ideas of others as their own, without attribution in a form appropriate for the medium of presentation, are indeed committing theft of intellectual property and may be guilty of plagiarism and thus of research misconduct.
2. Thus, the work of others should be cited or credited, whether published or unpublished and whether it had been written work, an oral presentation, or material on a website. Also, word-for-word copying beyond a few words, should be enclosed in quotation marks, indented and referenced, to the source.
3. Citations are not necessarily required in the case of well-established concepts that may be found in common textbooks or in the case of phrases that describe a commonly-used methodology.
4. These are applicable but not limited to (a) Methodological and Background/Historical Section; (b) Original Research Results or Interpretations; (c) Abstracts, Grant Applications and Proposals; and (d) Student Papers

II. Accounting Authorship:

1. When publishing, appropriate credit must be given to all authors for their roles in the research.
2. If more than one person contributes significantly, the decision of which names are to be listed as co-authors should reflect the relative contributions of various participants in the research.
3. A person's name should not be listed as an author without his or her knowledge, permission, and review of the final version of the manuscript that includes the names of all co-authors.

III. Research Ethics: Data Collection from Research Participants

1. Respect: All Research participants should be respected; their dignity secured and not be subjected to harm in any way whatsoever.

2. Informed Consent: Full consent should be obtained from the participants before the study.

a. All respondents must participate voluntarily and must have the right to withdraw at any stage if they wish to do so. Respondents also reserve the right to revoke permissions once granted.

b. The researcher must make every respondent aware of these rights at the very outset. Researchers must also provide sufficient information and assurances about taking part to allow individuals to understand the implications of participation. Respondents must reach a fully informed, considered and freely given decision about whether or not to do so, without the exercise of any pressure or coercion.

c. While choosing to engage with a certain respondent, researchers must be cognizant of the capacity of the respondent to consent. Some individuals may not have this capacity wholly or in part because of illness, mental disability, or circumstances that severely restrict liberty. Researchers must be aware of these issues to the point of excluding them from research that has a risk of harm.

3. Privacy: The privacy of respondents and the confidentiality of their information and personal data must be ensured. At all times, unless consented to and for limited purposes, the anonymity of individuals and organisations participating in the research must be ensured.

a. In designing the research project, researchers will consider whether personal data is to be studied, including interviews with participants. There is a range of options for the type of use of a respondent's data and the corresponding consent. These include the use of quotes with or without attribution on the one hand, to full anonymity on the other. Data generated by research must be securely stored appropriately.

4. Conflict of Interest: Affiliations in any forms, sources of funding, as well as any possible conflicts of interests have to be declared.

a. The independence of research should be clear, and any conflicts of interest or partiality should be explicit. A conflict of interest arises where a researcher's obligation to the institution or a funder to conduct research independently is likely to be compromised, or may appear to be compromised.

This can be because they may:

- i. obtain a personal gain or a gain to a member of their family or another person to whom they have a close personal relationship arising from the research. This gain may be financial or otherwise and/or,
 - ii. have commitments and obligations to another person or body that may appear to act as a potential influence over their independent conduct of the research.
- b. There may be an appearance of a conflict of interest even when no conflict exists. Researchers must disclose anything that may be perceived by others as a potential conflict of interest.
5. Any type of communication about the research should be done with honesty and transparency.
6. Any type of misleading information, as well as representation of primary data findings, in a biased way must be avoided.
7. Strive to avoid bias in experimental design, data analysis, data interpretation, peer review, personnel decisions, grant writing, expert testimony, and other aspects of research.

IV. Duplicate Publication/Self Plagiarism

1. If a Researcher publishes the same article in two different places appropriate citation must be made in the later publication to the earlier one, and the editor is explicitly informed. Failure to do so may amount to self-plagiarism. The same rule applies to abstracts.
2. Researchers should not allow the same manuscript to be under review by more than one journal at the same time unless both journals are informed and permission taken. Journals often specify that a submitted work should not have been published or submitted for publication elsewhere, and some journals require that a submitted manuscript be accompanied by a statement to that effect. All such requirements must be met by the researcher.

Annexure B: Proposal for Seed Money Grant (Format)

1. Name and designation of the faculty:

2. Date of joining TNNLU:

3. Status of employment: Permanent/on-probation

4. Applying for the project as: Principal Investigator/Research Investigator

5. Research profile (attach a separate sheet giving details of the research project, publication, seminars and conferences attended, details of previous seed money grants from TNNLU, if any):

6. Title of the project (proposed):

7. Project duration (proposed):

8. Description of the proposed research work: (attach a separate sheet) (Describe the research area, aims and objectives, hypothesis, research questions, research methodology, research tools and outcome of the research, the future scope of this area, identification of the funding agencies which would encourage by funding this project (in future))

9. Chief Objectives of the research work:

10. Proposed outcome of the research work:

11. Proposed Budget: (Attach a separate sheet and indicate the budget of the project using a table. The said table shall indicate both non-recurring expenses and recurring expenses)

(Signature of the Applicant)

Place:

Date:

Seen and Verified:

(Signatures of the Chairperson and Members of the CRPE)

Annexure C: Research Term Progress Report (Format)

- 1. Name of Principal Investigator/Research Investigator:**
- 2. Name and registration number of the Project:**
- 3. Project start date:**
- 4. Period of report:**
- 5. Work planned in the above period** (attached separate sheet):
- 6. Work completed in the above period** (attached separate sheet):
- 7. Publications and accomplishments relating to the research project:**
(Attached a separate sheet). (Give details on publication and accomplishments relating to the research project like papers, articles, books, patents, invited talks, etc.)
- 8. Details of expenses incurred:** (attached separate sheet)

(Signature of the faculty member)

Date:

Place:

Suggestions and observations of the CRPE: (if necessary, attach a separate sheet)

(Signatures of the chairperson and members of CRPE)

Date: