



RESEARCH CENTRE (Ph.D)
ETHICS POLICY AND GUIDELINES

I. Introduction :

The BSSS Institute of Advanced Studies (BSSS IAS), approved by AICTE and affiliated to Barkatullah University, Bhopal, Madhya Pradesh, is a recognised Research Centre for Ph.D. programmes in Management (Vide Barkatullah University Letter No.1067/Aca./Ph.D/2024 dated 11/11/2024).

The BSSS Institute of Advanced Studies (BSSS IAS) Research Ethics Policy and Guidelines apply to the Ph.D. Scholars who opted for BSSS IAS for their Ph.D. study through the Research Centre, which aims to create and support a research culture among them. It will enrich and enhance the professional competence among the faculty members; develop scientific temper and research aptitude; help in realising the vision and missions of the Institute; and contribute to national development by establishing an institutional plan for facilitating their participation in research and related activities. It also aims to ensure that the research activities of the Institute adhere to all applicable rules and regulations, as well as establish standards and norms relating to the safe and ethical conduct of research. It shall apply to all the research and related activities of the Institute, and for this policy, research and related activities will inter alia. The stakeholders of the policy include temporary and permanent faculty members, students registered with the Institute, and research guides associated with the research activities of the Institute.

II. Objectives

The purpose of this policy is to articulate the ethical principles, procedures, and expectations that inform the conduct of research activities undertaken. This policy enacts the values to be principled, considerate and respectful, and act with integrity in our research. The policy aims to safeguard the interests and well-being of researchers, research participants (both human and non-human), the wider research community, the environment, and broader society throughout the research life cycle, and beyond.

III. Governance and Administration

The Research Centre functions under the overall supervision of the Executive Director and Chairperson, Research Centre, BSSS IAS. The Research Cell is responsible for implementing university and institutional research policies, coordinating with Barkatullah University on all Ph.D. -related matters, and monitoring research scholar progress and regulatory compliance. Any matter not explicitly covered under this policy shall be governed by the prevailing Ph.D. ordinances of Barkatullah University.

IV. Research Advisory Committee

The Management Research Centre (MRC) at BSSS Institute of Advanced Studies is the vertical of research in business and management that catalyses intellectual thinking, innovation, excellence, and thought leadership research in the field of management and business research. The purpose of us is to develop, increase and nurture scholarly and industry-focused research that not only contributes but augment the embryonic landscape of global business dynamics. Our goal has always been to become the leading research centre that drives academic research, corporate collaboration, and significant management studies. In order to accomplish this historic goal, researchers tackle today's pressing corporate and societal issues with the goal of finding enduring answers. This centre is revolutionising the corporate and global landscape. It promotes best practices in business, management, and related fields for fostering new research and bridging the gap between academia and industry through collaborative research projects.

All matters related to research ethics at BSSSIAS shall be governed and monitored by the BSSS IAS Research Advisory Committee.

V. Admission, Registration & Compliance

All aspects of the Ph.D. programme, including admission, registration, coursework, progress reporting, pre-submission requirements, evaluation, and award of the degree, shall strictly adhere to the regulations of Barkatullah University and UGC. Any amendments or notifications issued by the University shall automatically apply to this policy.

Upon provisional admission, the research scholar shall be allotted a Research Guide by Barkatullah University. Thereafter, the research scholar shall report to the Research Centre for registration. Registration at the Research Centre shall be completed through the MIS portal by uploading the required documents, namely: copies of marksheets of the Secondary School Certificate (10th), Higher Secondary Certificate (12th), Undergraduate (UG) and Postgraduate (PG) examinations; NET score card along with the official Ph.D. counselling/selection list issued by Barkatullah University; signature of the research scholar and recent digital photograph. The research scholar shall then pay the applicable fees. Upon successful verification of documents and payment of fees, the Research Scholar ID shall be issued. Research Scholars must subsequently enrol for Ph.D. coursework at Barkatullah University and remit the prescribed coursework fees.

VI. Code of Conduct for Research:

1. All Scholars pursuing research in the Institute are expected to maintain high standards of integrity, honesty, and professionalism in respect of all the work undertaken by them.
2. The Faculty Guide will be the guiding faculty at the Institute and will monitor the research activities of the Scholar.
3. In all matters of research publications since the Institute is affiliated with BU, Bhopal the Institute follows the regulations of the University and U. G. C. regarding plagiarism and malpractice in research.
4. A Ph.D. thesis submitted through the Institute will be screened for plagiarism before it is accepted.

5. Regarding paper publications, each Scholar can avail of the facility in the Institute to check for plagiarism. Whenever a paper is to be published in a peer-reviewed journal, the journal will normally have a committee to check the originality of the content.
6. The Scholars should respect faculty, staff, peers, and institute property. Avoid harassment, discrimination, and any misconduct. Follow IPR and confidentiality obligations.

VII. Scope & Applicability

This policy applies to:

- (i) All full-time and part-time research scholars registered through the approved Research Centre of the Institute.
- (ii) All supervisors, co-supervisors, Research Advisory Committee (RAC) members, and research staff involved in guiding or evaluating research work.

VIII. Research Centre Fees and Utilisation

The Research Centre fees shall be levied to support and sustain the academic, infrastructural, and administrative facilities provided to Ph.D. research scholars at the BSSS IAS. The determination, revision, and utilisation of Research Centre fees shall be decided by the Executive Director, BSSS IAS, based on the nature of facilities, research support services, and institutional resources made available to research scholars from time to time. The utilisation of fees shall be aligned to enhance the quality of research, access to learning resources, and effective functioning of the Research Centre.

Research Centre Fees

The following fee structure shall apply to research scholars registered at the BSSS IAS Research Centre:

- External Research Scholars
₹12,000 per annum or ₹1,000 per month
- In-house Faculty Research Scholars (BSSS IAS):
₹6,000 per annum or ₹500 per month

The Research Centre fees may be paid in two instalments within the academic year, as per the schedule notified by the Research Cell. Payment of prescribed fees is mandatory, and non-payment may result in withholding of access to Research Centre facilities, progress certification, or issuance of No Dues Certificate.

IX. Progress Monitoring and Attendance

Research scholars shall submit half-yearly progress reports at intervals of six months in the format prescribed by Barkatullah University. Research Guides shall maintain, verify, and authenticate the attendance records of research scholars, which shall be reviewed periodically during progress evaluation and mandatorily at the time of No Dues certification. In accordance with University regulations, a minimum of 200 days of physical attendance at the Research Centre is compulsory. Duly signed copies of the half-yearly progress reports and attendance sheets shall be submitted to the Research Cell while applying for No Dues clearance. Any instance of false, irregular, or misrepresented attendance or progress reporting shall invite disciplinary action in accordance with the rules and regulations of Barkatullah University and the institution.

X. Informed Consent

All research involving human participants requires informed consent. Consent must be free, informed, documented wherever applicable, and revocable at any stage without penalty. Special safeguards shall be adopted while conducting research involving vulnerable groups such as minors, persons with disabilities, or marginalised communities.

XI. Research Involving Animals

All research involving animals must comply with statutory provisions and ethical guidelines for humane treatment. Researchers shall ensure that pain, distress, and suffering are minimised, and prior approval from the appropriate ethics authority is mandatory before the commencement of such research.

XII. Course Work

- (i) Coursework is mandatory for all scholars irrespective of category and will be as per the norms/Guidelines of the University.
- (ii) A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress reports shall be submitted by the Research Advisory Committee to the Institution, with a copy to the research scholar.
- (iii) In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend the cancellation of registration from the programme to the University.
- (iv) Before the submission of the thesis, the scholar shall make a presentation before the Research Advisory Committee of the Institution concerned, which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft thesis in consultation with the Research Advisory Committee.

XIII. Pre-Submission Requirements and Pre-Ph.D. Presentation

Before the submission of the Ph.D. thesis, the research scholar shall fulfil the mandatory publication requirements by publishing at least two research papers in peer-reviewed journals in accordance with UGC norms and by presenting a minimum of two papers at national and/or international conferences relevant to the doctoral research work. The research scholar shall compulsorily complete the Pre-Ph.D. Presentation, which shall be organized by the Research Centre.

Subsequently, the research scholar shall submit a formal application, duly forwarded by the Research Guide, to the Executive Director for the conduct of the Pre-Ph.D. presentation in the prescribed format, along with copies of the RDC letter and receipt of payment of Centre fees.

Upon completing the Pre-Ph.D. Presentation, the candidate would be eligible to receive Pre-Ph.D. Presentation certificate from the Research Centre.

XIV. Publication Policy

All research publications arising from work conducted at the BSSS IAS Research Centre shall acknowledge the BSSS Institute of Advanced Studies (BSSS IAS), Bhopal. Publications must include the Research Guide as a co-author, wherever applicable, and adhere to UGC and University publication ethics.

XV. Thesis Writing and Plagiarism Check

The Ph.D. thesis shall be prepared strictly as per Barkatullah University guidelines. A plagiarism check using approved software (Turnitin/Urkund) is mandatory, and the similarity index must be within permissible limits prescribed by UGC and the University.

XVI. No Dues Clearance

Before thesis submission, research scholars must obtain a No Dues Certificate confirming clearance from the Research Cell, Library, Accounts Section, and Administrative Section. Submission of prescribed documents, including registration letter, progress reports, attendance proof, publications, coursework certificates, and fee receipts, is mandatory. Non-compliance shall result in withholding of the No Dues Certificate.

XVII. Thesis Submission and Viva-Voce

At the final stage preceding the submission of the Ph.D. thesis, the research scholar shall submit a formal application to the Executive Director for forwarding the thesis, in the prescribed Form. One hard copy of the thesis shall be submitted to the BSSS IAS Research Centre for record purposes. The research scholar shall submit the thesis to Barkatullah University strictly in accordance with the University guidelines and shall appear for the viva-voce/open defence examination as scheduled by the University.

XVIII. Conflict of Interest

Researchers must disclose any actual or potential conflict of interest, whether financial, personal, professional, or institutional, that may influence the objectivity or integrity of the research. Such conflicts shall be transparently managed to preserve research credibility and impartiality

XIX. Reporting of Ethical Violations

Any suspected ethical violation or research misconduct shall be reported to the REC. All complaints shall be investigated in a fair, confidential, and unbiased manner, following the principles of natural justice. Whistle-blowers shall be protected from retaliation, and appropriate disciplinary and corrective actions shall be initiated as per institutional policy.

XX. Facilities & Infrastructure Usage

- (i) Scholars shall have access to the facilities, libraries, computing facilities, and research equipment.
- (ii) Scholars shall adhere to all rules and regulations of the Institute.
- (iii) The Research Scholars have to pay the prescribed fee to the Institute for the facilities used.

XXI. Attendance and Working Norms

- (i) Full-time scholars must remain on campus during Institute working hours unless permitted otherwise.
- (ii) Part-time scholars must fulfil mandatory contact hours and meet supervisors regularly.
- (iii) Leave must be availed as per University/UGC/AICTE rules and must be approved by the Supervisor and Research Centre Head.
- (iv) The Scholars should attend all the Conferences/Workshops conducted at the Institute and contribute for the same.

XXII. Amendments, Review, and Conflict Resolution

This policy shall be reviewed periodically and amended in line with UGC and Barkatullah University regulations. Any dispute or ambiguity shall be resolved by the Principal, BSSS.

XXIII. Conclusion

Ethical research practices are fundamental to the credibility and social responsibility of academic institutions. The BSSS Research Centre remains committed to fostering ethical scholarship and ensuring that all research activities uphold the highest standards of integrity, responsibility, and respect for society.


(Dr. Fr. John P J)
Executive Director

Appendix - I

Date.....

To
The Executive Director
BSSS Institute of Advanced Studies
Bhopal

Sub: Request for Permission to Conduct Pre-Ph.D. presentation

Respected Fr.,

I, (Name of the Research Scholar), a Research Scholar in the (Department) at The Bhopal School of Social Sciences, Bhopal (Enrolment No.), registered under Barkatullah University, Bhopal on (Date of Registration), and working under the supervision of(Name of the Research Guide),(Designation).

I wish to submit that I have reached the final stage of my Ph.D. research work titled "..... (Title of the Thesis)". I have completed all the mandatory requirements as prescribed by UGC and Barkatullah University, including coursework, publication and presentation requirements.

I, therefore, humbly request you to kindly arrange my Pre-Ph. D. presentation, which is a mandatory requirement for the award of the Ph.D. degree as per the UGC norms.

I shall be grateful for your kind consideration and approval of my request.

Thanking you,

Yours faithfully,

(Signature)

Name of the Research Scholar

Enrolment No.:

Mobile No.:

Forwarded by:

(Signature and Seal)

Name of the Research Guide

Designation

Department

Enclosures:

1. Copy of the RDC Registration/Approval Letter
2. Copies of fee receipts issued by BSSS (Centre fees paid from to)



BSSS Institute of Advanced Studies, Bhopal

Appendix - II

NO DUES CERTIFICATE (RESEARCH SCHOLAR)

This is to certify that **Mr./Ms.....** (Enrolment No.)
....., (Address)....., (Mobile No.),
....., a Research Scholar of the department/program
..... has cleared the dues of the Department/ Section mentioned below:

Sr. No.	Department / Section	Name of the concerned Head	Signature with date & Seal
1.	Research Cell		
2.	Library		
3.	Accounts Section		
4.	Administrative Section		

Date

Signature of Research Scholar

Office Use Only

Based on the above information, it is certified that the scholar has **no outstanding dues** pending with any section of the institution.

Registrar



BSSS Institute of Advanced Studies, Bhopal

Documents Required to be Submitted to the Research Cell before No Dues Clearance

1. Copy of Registration Letter
2. Minimum of 200 days of attendance, duly recorded in the Attendance Register and signed and sealed by the Research Guide.
3. Fees Receipt from the Research Centre
4. Copy of Application for Pre-Ph.D. Presentation
5. One Copy of the Synopsis
6. One Copy of Thesis (to be submitted upon completion)
7. One Copy of Summary (to be submitted upon completion)
8. Copies of Two Research Papers related to Ph.D. work
9. Copy of Two Conference Certificates related to Ph.D. work
10. Copy of Ph.D. Coursework Marksheet and Certificate
11. Six-monthly progress report
12. Copy of No Dues Certificate from the Research Centre (Library, Office, Accounts, Research Cell)

We request your cooperation in ensuring the timely submission by the scholars.

**The Executive Director
BSSS Institute of Advanced Studies
Bhopal.**

Subject: Request for forwarding of Ph.D. Thesis to Barkatullah University, Bhopal

Respected Fr.,

I respectfully submit that I,, a registered Ph.D. Research Scholar of the **Department of**, at your esteemed Research Centre, affiliated to **Barkatullah University, Bhopal**, under the supervision of **Dr.**

I hereby inform you that I have successfully completed all the requirements prescribed by Barkatullah University for the submission of the Ph.D. thesis, including coursework, synopsis approval, progress reviews, Pre-Ph.D. presentation and plagiarism check. The thesis titled:

“

.....”

has been prepared strictly in accordance with the rules and regulations of Barkatullah University. All required documents, certificates, and prescribed fees have also been duly submitted to the Research Centre.

I therefore humbly request you to kindly **forward my Ph.D. thesis to Barkatullah University, Bhopal**, for further evaluation and necessary action.

I shall be grateful to you for your kind consideration and support.

Thanking you.

Yours sincerely,

Signature of the Research Scholar

Name:

Enrolment No.:

Mobile No.....

Signature and Seal of Research Guide

Name:

Department:

Date:

Enclosures:

1. Copy of the Plagiarism Certificate
2. Copy of the No Dues Certificate