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A. Vision

Janki Devi Memorial College (JDMC), a constituent college of the University of Delhi, has formally set up the Research Centre to encourage and enhance among students and faculty, an outlook that is conducive to research, study, explore and analyse subjects/topics that are germane to a better understanding of human behaviour, attitudes, literatures, cultures, and societies.

B. Mission

To fulfil this aim, we plan to,

- Encourage advancement of domain as well as interdisciplinary knowledge among faculty and students.
- Train students as researchers.
- Provide seed money to fund the research projects of faculty and students.
- Reinforce values of academic integrity, rigour, and excellence.
- Share and collaborate with peers in pursuit of knowledge

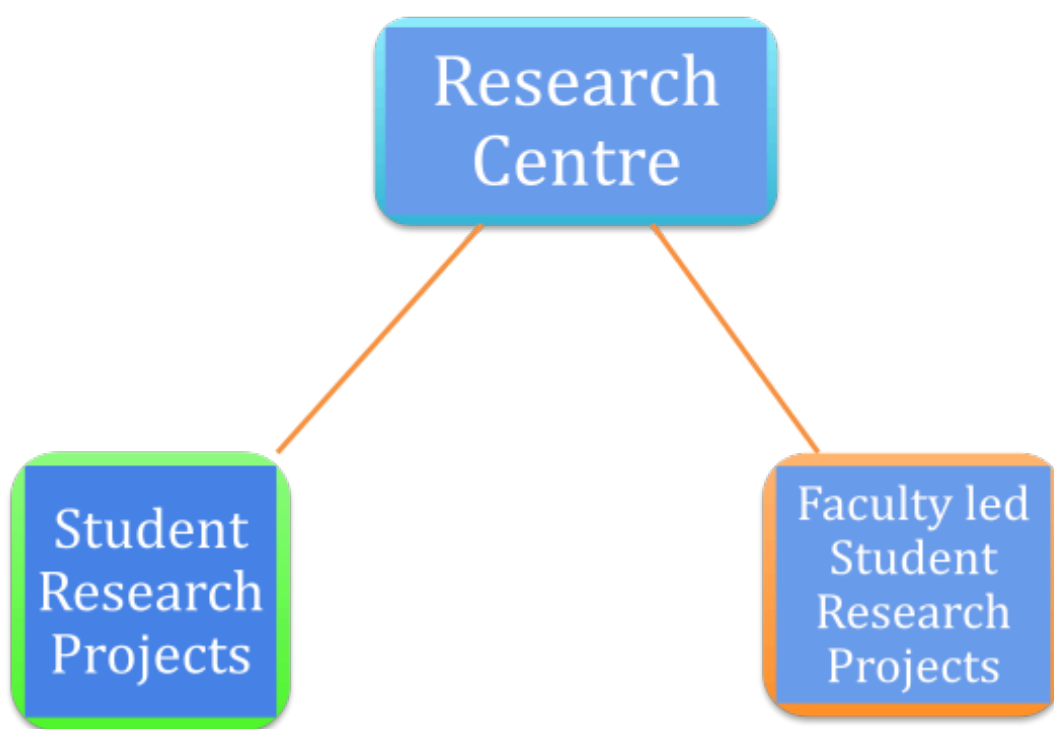
In 2023-24, the Centre plans to enhance the faculty research output by providing them access to external government and non-government funding and publishing opportunities for the research they have done or are currently engaged in.

By 2028, the Centre's aim is to have facilitated faculty and student research by publishing e-journals with ISSN.

We hope to encourage research orientation among the faculty and students of the college in the next quarter century with a well-established scholarly journal that figures in respected academic databases.

C. Key Component Areas

The Research Centre facilitates research activities within the College under three key component areas.



1. The **Student Research Projects** are the primary focus of the Centre, preparing students as future researchers and academics by providing them with training, mentoring, facilities and opportunities. These projects are mentored by the faculty.
2. The **Faculty-led Student Research Projects** are facilitated by the Centre by bringing together teachers and students who share research interests and enabling a symbiotic learning and research environment.

II. Organisational Structure

The Research Centre is a specialised Centre set up by the College to create an academic environment conducive to research and develop a culture of research amongst the students and faculty. The three main office bearers of the Centre are:

1. Director(s): Prof. Sandhya Garg, Department of Hindi
Prof. Ruby Bharadwaj, Department of Sociology
2. Treasurer: Ms. Chanpreet Kaur, Department of Mathematics
3. General Secretary: Dr. Kush Kumar Gayasen
4. Joint Secretary: Mr. Anuj Kumar

The **Research Advisory Board** is composed of reputed external academics who review the faculty research projects.

The **Ethics Committee** consists of faculty members who are members of the Research Centre and review the projects involving human subjects.

The **faculty members** who are part of the Centre function as both departmental representatives as well as mentors who guide students in their research projects.

External Reviewers and Research Advisory Board members

Sr. No.	Name	Department/ Area	Affiliation
1	Dr. Ashwini Kumar Ray	Sociology/ Environmental Studies	Assistant Professor Department of Environmental Studies Global Health Fellow NIH, USA
2	Dr. Yamini Agarwal	Political Science	Research Fellow at Max Weber Forum for South Asian Studies
3	Prof. Samita Sahgal	Commerce/ Sociology	Professor, Department of History, Lady Shri Ram College, University of Delhi
4	Prof. P.C.Tandon	Hindi	Professor, Department of

			Hindi, University of Delhi
5	Dr. Sudipto Majumdar	Sociology	Assistant Professor Delhi Technological University
6	Dr. Santosh Verma	Economics	Assistant Professor Tata Institute of Social Sciences Hyderabad
9	Dr. Abu Huzaifa	Economics	Deputy Director, Indian Economic Services (IES) Office of the Economic Adviser, DPIIT, M/o Commerce and Industry
10	Dr. Arun Kumar	History	Assistant Professor in British Imperial, Colonial and Post-Colonial History, University of Nottingham
11	Prof. Dinesh Khurana	Mathematics	Professor, Department of Mathematics, Panjab University, Chandigarh
12	Prof. Pragati Gautam	Mathematics	Professor, Department of Mathematics, Kamala Nehru College

Ethics Committee

The Centre comprises an **Ethics Committee** which expressly functions to review the adherence to ethical principles and codes in all research projects involving the study of human subjects. It consists of an eminent researcher/academic who is not a member of the college community, the IQAC Coordinator and at least three senior faculty representatives of different departments of the college.

- 1) Prof. Smita Sahgal, External Member
- 2) Prof. Sandhya Garg, Department of Hindi

- 3) Prof. Ruby Bharadwaj, Department of Sociology
- 4) Dr. Jitender Gill, Department of English
- 5) Prof. Payal Nagpal, IQAC Coordinator

Departmental Faculty Representatives/Mentors

Sr. No.	Department	Teacher Representative	Email addresses
1.	Commerce	Mr. Sanatan Tiwari Dr. Varun K. Rai Dr. Tejaswini	sanatan@jdm.du.ac.in varun@jdm.du.ac.in tejaswini@jdm.du.ac.in
2.	Economics	Ms. Rajni Kapoor Ms. Shabnam Bahadur	rajnikapoor@jdm.du.ac.in shabnam@jdm.du.ac.in
3.	English	Dr. Sanjukta Naskar Mr. Ankan Dhar Mr. Anuj Kumar Dr. J. Gill	snaskar@jdm.du.ac.in ankan@jdm.du.ac.in anuj@jdm.du.ac.in jgill@jdm.du.ac.in
4.	Hindi	Prof. Seema Sharma Dr. Manjari Gupta Dr. Deendayal	ssharma@jdm.du.ac.in manjari@jdm.du.ac.in deendayal@jdm.du.ac.in

5.	History	Dr. Khurshid Alam Ms. Babita Mr. Dinesh Kataria Mr. Shivam Sharma	khurshid@jdm.du.ac.in babita@jdm.du.ac.in dineshkataria@jdm.du.ac.in shivam@jdm.du.ac.in
6.	HDFE	Ms. N. Muralidhar & Ms. Perna Butta	nirmala@jdm.du.ac.in perna@jdm.du.ac.in
7.	Mathematics	Dr. Rakesh Mr. Vikendra Singh Mr. Manish Chauhan Mr. Shankar	rakeshposwal@jdm.du.ac.in vikendra@jdm.du.ac.in manish@jdm.du.ac.in shankar@jdm.du.ac.in
8.	Music	Dr. Gurinder H Singh Dr. Perna Arora	gsingh@jdm.du.ac.in perna.arora@jdm.du.ac.in
9.	Philosophy	Dr. Jayanti Sahoo Dr. Sarat Chandra Bibhar	jsahoo@jdm.du.ac.in sarat@jdm.du.ac.in
10.	Political Science	Ms. Karnika Jain Dr. Kush Gayasen Ms. Shalini Singh	karnika@jdm.du.ac.in kush@jdm.du.ac.in Shalinisingh@jdm.du.ac.in
11.	Sanskrit	Dr. Indu Soni	indu@jdm.du.ac.in

12.	Sociology	Prof. Ruby Bhardwaj Prof. V. Rajyalakshmi	ruby@jdm.du.ac.in vrajyalakshmi@jdm.du.ac.in
13.	Physical Education	Dr. Tarun Routhan	tarunrouthan@jdm.du.ac.in

II. KHOJ

Khoj is the student wing of the Research Centre, which was founded to develop the academic leadership skills of students. It was envisioned with the idea of making research inclusive and participative for students. The mission of Khoj is to make students learn the process of academic writing through research. This is to enhance a student's academic profile by providing exposure to research, and reinforcing the values of academic integrity, rigour and excellence. Khoj collectively engages students in writing and public presentation of research papers and trains them to be good researchers.

Besides its office bearers, Khoj has student members from every department. This ensures that research remains an inclusive academic activity. Furthermore, interdisciplinary and multidisciplinary research work is actively encouraged. Multiple programmes, including research methodology workshops, abstract writing workshops, brainstorming sessions, plagiarism and IPR workshops, are regularly organised to sensitise and train students. A Research Week is held in the even semester where students share their research in paper presentations, discussions and PPTs. Khoj also organises annual intra- and inter-college research paper writing competitions for students to showcase their research work. There are plans afoot to bring out a journal to publish student research.

List of Office bearers for 2024-25

President- Sukanya Datta

Vice President- Gauri

General Secretary-
 Treasurer- Drishti Bhutani
 Liaison Officer- Sanskriti
 Media team head- Kajal
 Media team co-head- Gurpriya Kaur
 Content team head-Arushu
 Content team co-head- Debalina
 Organisation team head- Palak Saini
 Organisation team co-head- Pratishtha
 Research head-Diksha
 Research co-head-Khushi Saini
 Production and Publication head - Riya Raina
 Sponsorship team head- Kritika Gupta
 Student Department Representatives
 English Department representative: Kirti Content Team SU
 Philosophy Department Representative: Shreya Rawat
 Commerce Department Representative:Saloni Jindal
 Economics Department Representative:Teena Dahiya
 Mathematics Department Representative: Khushi Kaintura
 History Department Representative:Pratishtha
 BA Program Department Representative:Palak
 BA Program Coordinator:Laavanya
 Archivist : Vats Abhima

III. Why is Undergraduate Research important?

The College is founded on the Upanishadic principle of ‘Vidyahi Parmam Jyoti’ or ‘Knowledge is Eternal Light.’ Hence, its commitment to the generation and dissemination of knowledge is embedded in its very foundation. The establishment of the Research Centre, under the aegis of the IQAC, strengthened the Institution’s research activities by giving it a focus, streamlining its academic processes and incorporating quality in knowledge dissemination. The Centre is committed to develop research values and skills amongst the students by facilitating their emergence as future researchers and domain experts.

Undergraduate education is the key area of focus to develop a spirit of enquiry and research, rationality and scientific temper among the youth. It is the most significant stage that decides the quality and proportion of students who will progress into future research and academic study; especially as **NEP 2020** clearly outlines ‘outstanding research as a corequisite for outstanding education and development’. Research is, therefore, one of its fundamental principles in restructuring the nation’s educational system to meet the needs of the future. The

Undergraduate Curriculum Framework 2022 of the University of Delhi (based on NEP 2020) provides mandatory programmes on research methodologies as one of the Discipline Specific Elective (DSE) courses at the VII and VIII semesters. The Centre has been taking pre-emptive action to cope with the need of research knowledge and skills that will be required by the students as they continue in their academic progression. In this way, the Research Centre has been assisting the College and the University in achieving the goals set by NEP.

III. Research Process for Students (Khoj)

- The call for research proposals is shared with students at the beginning of the academic year
- Khoj organises workshops on Abstract Writing for students
- Abstracts of research proposals to be submitted within a deadline
- The proposals are sent to faculty representatives of respective departments for review and mentoring
- The reviews are sent to the students to revise and modify their proposals and meet the mentor
- After positive review, project is started and student need to submit a status report after 6 months
- Submission of research project by 30th April with plagiarism report from the library and verification from the mentor.
- Researchers and mentors receive completion certificates

IV. Research Process for Faculty led students project

- The call for research proposals is shared at the beginning of the academic year
- Submission of research proposals by faculty within a deadline
- Research proposals are sent by the Centre to the Research Advisory Board and ethics committee for review
- Review by the reviewer is sent to the Centre in 2-3 weeks
- The reviews are sent by the Centre to the faculty researcher to respond
- After a positive review the Research project is started
- Status report is submitted by the faculty researcher every month
- The outcome of the project is presented at the discussion session conducted by the research centre
- On completion Project is submitted by 15th May with plagiarism report obtained from college Library
- Certification from Ethics Committee for those projects involving research on human subjects
- Researchers receive completion certificates
- Faculty gets the outcomes of their research project published

V. FUNDING AND GRANTS

The Janki Devi Memorial College is the source of funding for the projects of the JDMC Research Centre. The Centre provides funding under various categories to research projects that are approved by the Centre after review. The amount of funds sanctioned by the Centre for the two categories of the projects is as follows:

Faculty Led Students' Project: INR 50,000

Students' Project (Mentored by the Faculty member): INR 15,000

The researchers should take up projects which can be completed within Delhi and NCR and avoid outstation projects. For projects involving travel and higher expenses, the researcher should seek grants from external funding agencies.

A. Inclusion /Exclusion:

The Funding amount can be used under the following heads:

1. **Books, Journal article subscription and Equipment:** Books or journal article subscription which are not available in the college library may be acquired only through the library. Books and equipment to be returned after the completion of the project.
2. **Equipment:** The researcher may acquire equipment for his/her research purposes within the sanctioned amount. The equipment is to be returned after the completion of the project and it becomes the property of the college.
3. **Software:** A software may be acquired for the research purposes, only in case it is not an open source or free available software. Upto 10% of the sanctioned amount can be used on software.
4. **Stipend:** Only JDMC students may be appointed as Research assistants. A nominal stipend depending upon their contribution may be given to them. The cost of hiring an external research assistant is to be borne by the researcher. Upto 20% of the sanctioned amount can be used on stipend and conveyance.
5. **Publication Fee:** For getting the research work published, for the payment of the APC (Article processing charges) or publication fee upto INR 10,000, for this purpose the researcher may submit a separate proposal to the college.
6. **Data Analysis:** Funding amount cannot be utilised on data analysis by external agency, as it is a part of the research activity for the researcher.

*Incase any faculty member requires to travel outstation, he/she require special permission from the Director, Research Centre.

B. Process flow for granting funds

1. After positive feedback from the reviewer and approval from the Research Centre, the Principal Investigator (PI) shall submit estimated expenditure statement (pdf form B in the appendix).
2. The researcher may choose for the disbursement funds after completion of the project. The amount will be disbursed after verification of the bills.
3. However, if a researcher opts for instalment wise disbursement, for purchasing books/ fieldwork/ travel, etc. The first, second and third installment amount will be 30%, 30%

and 40% respectively. The PI is required send requisition for the installment by email to the treasurer of the research centre at research.center@jdm.du.ac.in

4. For subsequent requisition for disbursement or the next instalment of funds, all the bills of the last instalment and progress report are mandatory.
5. All bills must be settled using online payments. Only proof of online payments will be accepted after verification.

On the completion of the project

1. On the completion of a project, the PI needs to submit all the pending bills (if any) to get an NOC from the Treasurer.
2. In case a project is aborted, an NOC from the Treasurer would still be required.
3. If, as a result of the check or audit, objections are made or some irregularity is noted at a later date, action can be taken to seek a refund, adjust or regularise the disputed amount.

Duty Leave

Faculty members who wish to avail of duty leave for the research project, must seek authorisation from the college administration. College leave rules are applicable to such leave.

Sources of External Funding

The Research Centre encourages faculty to seek funding from external research institutions and tries to facilitate it by sharing valuable information with them. The websites of some of these institutions from where the researchers can get useful information about funding for their research are:

S.No.	Agency Details	Discipline	Website Link
1.	Commission for Developing Countries (CDC)	Mathematics	https://www.mathunion.org/cdc/grants/funding-opportunities
2.	Science and Engineering Research Board (SERB)	Mathematics	https://www.serbonline.in/SERB/matrix_new
3.	Department of Science and Technology (DST)	Mathematics	https://dst.gov.in/
4.	Defence Research and Development Organisation (DRDO)	Mathematics	https://www.drdo.gov.in/drdo/publications

5.	University Grants Commission (UGC)	All disciplines	https://www.ugc.gov.in/Home/faculty_Corner
6.	Indian Council for Social Science Research (ICSSR)	Social Sciences	https://icssr.org/research-projects
7.	Indian Council for Historical Research (ICHR)	History	http://ichr.ac.in/v3/research-project-grant.php
8.	Indian Council of Philosophical Research	Philosophy	https://icpr.in/fellowships/
9.	Sahitya Akademi	Indian Literature	https://sahitya-akademi.gov.in/fellows/sahitya_akademi_fellowship.jsp#:~:text=Sahitya%20Akademi%20has%20also%20instituted,SAARC%20region%20other%20than%20India.
10.	Hindi Academy	Hindi	https://hindiacademy.delhi.gov.in/hi
11.	Indian Institute of Advanced Study	Humanities	http://iias.ac.in/award-of-fellowship/
12.	The New India Foundation	Social Sciences	https://www.newindiafoundation.org/
13.	India Foundation for the Arts	Arts and Culture	https://indiaifa.org/grants-and-projects.html
14.	Fulbright Scholars/ Fellowships for Research & Teaching	All disciplines	https://fulbrightscholars.org/

VI. Policies: Ethics

The Research Centre regulates the research conducted on human subjects as per the **ICMR Guidelines of 2006**. It stipulates that all research should be based on three basic principles: respect for person, beneficence and justice. Consequently, the Centre firmly believes that research that involves human subjects needs to be undertaken within ethical parameters to ensure that

- a) the interests of the human subjects are not compromised.
- b) their confidentiality is maintained.
- c) they have given their informed consent to being interviewed and for their experiences to be shared in the research.

To ensure the strict observance of ethical principles in research the Research Centre stipulates that: a) the principal investigator/s sign the **Ethics Undertaking** attesting to the observance of ethical principles, and b) the Ethics Committee certifies that the project fulfils all the ethical guidelines. The aforementioned two steps are mandatory for the successful completion and submission of a research project.

VI. Policies: Plagiarism

The Research Centre is committed to the development of a research culture and spirit amongst the students. One of the core principles that it tries to inculcate is academic integrity and honesty. The Centre strictly respects the principles of authorship and ownership of a person(s) over their academic/creative/research work and does not condone plagiarism or any unlawful and unethical use of academic resources or research data.

The plagiarism policies of the Centre function within the ambit of the constitutional provisions of the country under **Sections 57 and 63 of the Copyright Act, 1957**. The Centre in its functioning broadly implements the [UGC Regulations for Promotion of Academic Integrity and Prevention of Plagiarism in HEIs, 2018](#).

The Research Centre organises **research methodology workshops** which focus on training students on how to cite and refer to academic resources correctly. Workshops are also organised to sensitise students about **plagiarism, copyrights and IPRs**.

All the completed research projects must undergo a **mandatory plagiarism check** through the software available at the College Library, and attach the plagiarism report at the submission of the project.

VII Appendix

A. Proposal Format

1. Project Title
2. Project Summary (maximum 500 words)
3. Key Words
4. Aims/Objectives of the Study
5. Research question/Hypotheses
6. Review of Literature
7. Scope and Methodology
8. Relevance, Anticipated Outcomes and Proposed Outputs from Research
9. Duration of the project (in months)
10. Time Frame for different components of the study

Note: If the researcher is applying for a research grant, Form B is to be filled and submitted to the centre after the approval of the project from the centre.

Expected Expenditure Statement

S.No.	Item	Expenditure (Rs.)
1.	Stipend to research assistants (only JDMC students)	
2.	Books and Journals	
3.	Field Work and Travel (Give full details)	
4.	Accommodation and Food (Up to Rs. 1000 per day is permitted for both combined)	
4.	Equipment / any recurring expenditure on equipment	
5.	Contingency	
6.	Any other (Please state)	
	Total	

Name(s) & Signature(s) of the Principal Investigator(

