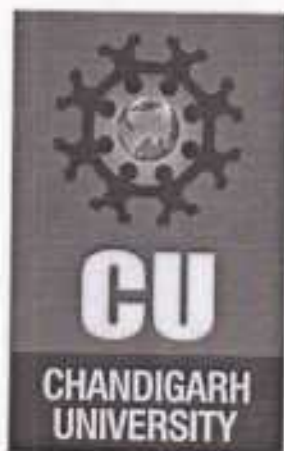


CHANDIGARH UNIVERSITY

GHARUAN



RESEARCH POLICY

(2013 onward)

Sehgal
Dean Research & Development
Chandigarh University
Gharuan-Mohali (Pb)

BC
Registrar
Chandigarh University
Gharuan, Mohali - 140413

Table of Contents

S. No.	Description	Page No.
1.	Preamble	3
2.	Objectives	3
3.	Promotion of Research	3
4.	Identification of Thrust Areas	3
5.	Research at UG and PG Level	3
6.	Ph.D. Programme	4
7.	Minor Research Projects	4
8.	Major Research Projects	4
9.	Collaborative Research Projects (i) Industry Sponsored Research Project (ii) Interdisciplinary Research	5
10.	Collaborative International Research	5
11.	Training for Research and Publications	6
12.	Publication of Papers and Journals	6
13.	Patent and IPR	6
14.	Centres of Excellence	6
15.	Incentives for Outstanding Research	6
16.	Establishment of Research Chairs	7
17.	Establishment of Dean Research	7
18.	Policy to check academic malpractices and plagiarism	7
19.	Code of Ethics for Research	7
20.	Process followed in Ph.D. Programme to maintain ethical standards	8
21.	Review of the Policy	8
22.	Research Initiative to faculty	9-10
23.	Research Initiative for students	11
24.	Research Initiative to Women Faculty	11

Selje
Dean
Chandigarh University
Gharuan-Mohali (Pb)

BC
Principal
Chandigarh University
Gharuan, Mohali-140413

Research Policy

1. Preamble

At Chandigarh University, research is at the core of our approach to teaching and learning, and keeps our courses contemporary, relevant and cutting edge. The present research policy aims to help Chandigarh University and faculty achieve excellence and contribute to organizations and society. This document provides the information of research policy and promotional activity of University Centre of Research and Development.

2. Objectives

This policy provides a broad framework to guide research and integrity of scholarly inquiry at the University. The objectives of policy are as follows:

- i) Provide excellent research culture and infrastructure
- ii) Create the culture for inter-disciplinary/multi-disciplinary collaborations and a platform for knowledge sharing
- iii) Publish papers in high-quality journals of international repute, file patents and transfer technologies to relevant industries
- iv) Promote industrial collaborations involving active and mutually beneficial R&D projects.
- v) To ensure integrity, quality and ethics in research,
- vi) To integrate teaching and research through translational and instructional research, and;
- vii) To incentivize the generation of intellectual capital.

3. Promotion of Research

The University believes that researchers are free to choose the subject of their research, to seek support from any funding source for their research work, and to report their findings and conclusions. However, research shall be available for scrutiny to the University and constructive criticism of peers. Research techniques used by the researchers shall not violate established professional ethics, pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.

The University shall create conducive environment for research. Due to limited resources, the University may not support fully all research likely to be undertaken, but it shall allocate the space, facilities, partial funding, and other resources for research programs based on the scholarly and educational merits of the proposed research. It shall also provide development opportunities to researchers for writing research proposals and reports, publications, patent filing, etc.

4. Identification of Thrust Areas

Although the researchers have the freedom to choose their own topics of research, it is highly desirable to make research socially relevant. The University expects the different institutes and departments to prepare a list of research topics, with a view to be focused in their efforts. Under each discipline and department, there shall be an exhaustive list of such topics or areas, which can be called a bank of thrust areas. The University has collaborated with leading universities and renowned institutes across the world. Students at UG and PG level will be involved in exciting and interesting projects at the very edge of our current knowledge in these areas.

5. Research at UG and PG Level

On the establishment of the University, it was thought that to promote creativity among the undergraduate and post-graduate students, some research component in the curricula, especially in the


Dean Research & Development
Chandigarh University
Gharuan-Mohali (Pb)


Registrar
Chandigarh University
Gharuan, Mohali-140413

final or pre-final year of the bachelors programme and final year in the master's programme, is necessary. Accordingly, in the pre-final final year of the bachelors programme the Minor Capstone Research Project and Major Capstone Research Project are inducted where the students under the guidance of the faculty work on the decided topic of the dissertation and submit the findings periodically. The final project is submitted to the institution and also the viva is conducted. Similarly, in the postgraduate programme, research was emphasized emphatically and students were trained for robust research skills. The University shall further reinforce research training in both undergraduate and postgraduate programmes in the future. University has already started number of research journals for the UG, PG students and faculty researchers.

6. Ph.D. Programme

The first step towards doctoral programmes were commenced in 2013 both for full-time scholars and external scholars. The University also thought that being a self-financed University it had limited resources for conducting research and also in the development of the rich infrastructure for conducting research in different fields; therefore, it was decided to have collaboration with different prominent National institutions where they have requisite research infrastructures and also have expertise to guide the scholars in different areas. In pursuance to this need, the University started recognizing institutions, like Physical Research Laboratory (PRL), Indian Space Research Organization (ISRO), Indian Institute of Plasma Research (IPR), and Institute for development & communication.

The University shall further boost doctoral research and earmark appropriate budget for scholarship and research facilities in different institutions. It shall also recognize the worthy R&D organizations for doctoral research and build bridges with them. The University shall continue to encourage faculty and research scholars to get funding for attending International conferences from external agencies as a matching share so that the quality in research paper can be maintained. It shall urge research scholars to publish and patent their research work.

7. Minor Research Projects

From the very beginning, the University encouraged young faculty to conduct research. Thus, it has developed a scheme for providing financial assistance to Minor Research Project. According to this scheme, a faculty member prepares Minor Research Project, which is submitted to a committee at Department/University level and on the recommendations of this committee the University gives financial assistance from Rs.1.00 Lakh to Rs.10.00 Lakh to the faculty concerned. All the documentation was maintained by university center for research & development (UCRD). To have the periodical assessment for all such research projects and with an aim to guide the researcher, the departmental or institutions level committee is constituted. It is also mandatory to send a quarterly progress report of such Minor Research Project to the University. For this purpose, every year the University earmarks financial budget under each institution.

The Minor Research Project Scheme helps young faculty think about research, prepare the proposal, conduct research and write a research report. It also assists them in preparing proposals for major Research projects. The University shall continue to encourage young faculty to take up minor research projects and shall earmark appropriate budget for this purpose.

8. Major Research Projects

The University has identified a list of more than 50 funding agencies. Faculty can submit Major Research Project proposals to these agencies. These proposals are scrutinized before submitting the same to a funding agency. The University provides all kinds of infrastructure facilities available for conducting a Major Research Project.

The University plans to evolve a mechanism through which it shall monitor the progress of Major


Dean Research & Development
Chandigarh University
Gharuan-Mohali (Pb)


Registrar
Chandigarh University
Gharuan, Mohali-140413

Research Projects funded by an external agency, maintain its accounts and submit the utilizing certificate in time to the funding agency as per the requirement of the funding agency.

The University shall provide funding on its own to certain important Major Research Projects where the funding from the outside agency is not possible. It shall earmark appropriate budget for this purpose.

9. Collaborative Research Projects

The University-Industry Interaction is the demand of the day. If we want to contribute to the society at large, the University has to closely work with industries and different organizations. Industries and business organizations are facing different kind of problems and many of them would like to have the help from the University with an aim to find the solutions to their problems. For that, the University has planned to have the following activities:

- (i) **Industry Sponsored Research Project:** An organization can sponsor a project and the experts of the institution concerned can conduct research on this project for which the financial support will come from the organization. As a result, if any patent is registered, then there shall be a sharing of income coming out of the patent among the industry, researcher and University. This will lead to three kinds of benefit:
 - a) the researcher will get exposures to the concerned area of research;
 - b) the industry will get solutions to its problem; and,
 - c) The researcher, University and Industry can earn money and at the end, the society ultimately will benefit.
- (ii) **Interdisciplinary Research:** The interdisciplinary research is a must nowadays. No department, institution, researcher or a scholar can address a research problem in which more than one discipline is involved and unless they get together and conduct interdisciplinary research. Therefore, the University has decided to have exercise in interdisciplinary research activities for which the following steps has been taken:
 - a) Identification of the interdisciplinary area.
 - b) Identification of the different experts from concerned disciplines who can work together.
 - c) Study the requirement of the infrastructure to conduct the concerned interdisciplinary research.
 - d) Explore possibilities to find resources for such interdisciplinary research.


10. Collaborative International Research

The world is now a global village. Knowledge is being produced in the different parts of the world. Collaborative international research is essential to facilitate mutual learning and expertise sharing. The University has signed number of MoUs with prominent research institutions abroad, for conducting research jointly in the areas of common interest. In future for this purpose, a Task Force shall be constituted that will constantly explore the possibilities of having such collaborative or joint research in terms of thrust areas, decide the modus operandi of conducting such research and attend to other relevant aspects.

11. Training for Research and Publications

Generally, faculty are eager to conduct research, but because of the lack of expertise to write a research proposal or having insufficient research skills, they are unable to channelize their efforts effectively.


Dean Research & Development
Chandigarh University
Gharuan-Mohali (Pb)


Registrar 5
Chandigarh University
Gharuan, Mohali-140413

Hence, in many cases, a research proposal is rejected by a funding agency. Even for publication of papers because of the lack of knowledge about how to write a paper and under which format it should be submitted, sometimes the papers are not accepted. Therefore, the University regularly organize rigorous training programmes for researchers in the identified areas.

12. Publication of Papers and Journals

Publication of papers is critical for the effectiveness of the University. Faculty must publish continuously in quality journals. Therefore, the University plans to encourage the publication of papers by the faculty with a targeted aim. A faculty member shall be expected to publish a certain number of research papers in refereed journals at national and international levels. These journals shall be identified by respective institutes.

Research papers to be published in identified journals and to be presented at national and international conferences shall be scrutinized and guided by a committee of senior professors.

Each institution is being encouraged to publish a quality journal and organize research conference, from time to time to boost research activities in the Institute and to contribute to the existing body of knowledge. University provide financial incentive to research scholars & faculty members for quality research publication in reputed journals.

13. Patent and IPR

The University would like to strengthen the research, leading to filing of patents for which the guideline is already available. If any innovation is done, the University shall encourage the researchers and scholars to patent it. However, when a scholar files for a patent, a thorough scrutiny will be carried out and for that a mechanism is already evolved at three levels namely:

1. Department at the institution level
2. At the committee level, which has experts
3. At the University level committee where even a lawyer in the concerned field is associated

The University also bears all expenditure for filing application for patent. The university has IPR cell for the facilitations for all this. If the patent is commercialized the sharing of earning is to be done between researcher and the University as per the guideline developed from time to time. The University create awareness about intellectual property rights among faculty, researchers and scholars from time to time.

14. Centres of Excellence

The University would like to create an environment for each department and an institution where they work in a specific research area and be known as a specialist organization. This will conduce to focus on specific research activities in the specialized areas. Through these efforts, the University shall promote a particular department or an institution as the Centre of Excellence in due course for a specialized thrust area. Presently numbers of centres for research (COR) are established in various departments/ institutes.

15. Incentives for Outstanding Research

The University would like to encourage quality research in different thrust areas. For this purpose, outstanding research contributions done by faculty, researcher, and research scholar shall be recognized. Therefore, the University has a well-defined scheme for providing incentive to researchers and scholars. The incentives are identified as under:

- a) Incentive in terms of money
- b) Incentive in terms of awards/prizes
- c) Incentive in terms of more funding for the ongoing research
- d) Incentive in terms of certificate or giving more weightage for the career advancement scheme,


Dean Research & Development
Chandigarh University
Gharuan-Mohali (Pb)


Registrar
Chandigarh University
Gharuan, Mohali-140413

etc.

16. Establishment of Research Chairs

The University shall create research chairs and a scheme for appointment of Professor Emeritus for a particular term, where very senior scientists or professors shall be appointed for chairs and they shall conduct research on an important topic. The research chair professors shall take some teaching load in line with the principle of integrating the research and teaching.

17. Establishment of Dean Research

To promote, monitor and incentivise research, the University has an exclusive and dedicated Dean of Research. The Dean (Research) shall take care of day-to-day monitoring of all above activities, generating ideas about the conduct of research in different areas, implementing the ideas, meeting the requirement of funding, monitoring the activities and assessing the outcomes constantly and periodically.

18. Policy to check academic malpractices and plagiarism

The Chandigarh University firmly underwrite moral practices in its exploration try. The Code of Ethics in Research puts forward general standards of moral direct to guide employees and research scholars toward the most noteworthy goals of insightful research. Scholarly offenses and Plagiarism related issues are seen genuinely in the University. The university gives rules to all exploration understudies to check and give a cover written falsification by utilizing **Turnitin software**.

While submitting the final Thesis /dissertation report to the supervisor, students are asked to submit OSI (Overall Similarity Index) report also (plagiarism report generated by Turnitin software).

Faculty provide formative support to student in checking and understanding plagiarism and, if required, modifying report to

1) Reduce Overall Similarity Index (OSI) to less than 20% (for Masters Students) and 10% (for Ph.D. Scholars) or less, and

2) Reduce Individual Source Similarity Index (ISI) to less than 5% for every source.

The student's marks for the report are decreased (or rejected) in case a high OSI is reported. This is indicated beforehand to the students as it could even lead to RC (Registration Cancelled for that particular course) any time during the course of a semester/ at the end of the semester if final report submitted with high OSI and or ISI).

19. Code of Ethics for Research

All faculty, research staff, and students, Ph.D. scholars should fulfil the responsibilities and obligations as stated below:

A. Competency in the conduct of research

- Conduct all research exercises as per the acknowledged principles of their discipline or thrust areas of research.
- Avoid guaranteeing an examination competency that they don't have in their exploration attempt.

B. Accuracy of research data and reports

- Guarantee that that only genuine data, information and research results shall be reported in journals, conferences, and workshops.
- In case significant errors are found in the published data, researcher will take reasonable steps to rectify those via the issuance of erratum, retraction etc.
- Refrain from making deluding derivations or affirmations which could be liable to confusion.
- Abstain from making overstated cases/comes about not found in research request.


Dean Research & Development
Chandigarh University
Gharuan-Mohali (Pb)


Registrar
Chandigarh University
Gharuan, Mohali-140413

C. Affirmation of wellsprings of information/data/other commitment to the research

- Not to plagiarize or steal ideas from others.
- Cite clearly all sources of information and data that are used.
- Give proper acknowledgment and credit to resource/funding sources of our research.

D. Openness and duty in the conduct and presentation of research

- Keep point by point and finish records of research undertaking and make it open to the general population source once the research examination result is closed.
- Be straightforward in the utilization and dispensing of assets for our research.
- Declare speedily any irreconcilable situation in our engagement in research and presentation of research results.
- Respect the privacy of sources by not utilizing or discharging information and data uncovered to us in certainty.

For Code of Ethics and Policy to check academic malpractices refer CU- Code of Ethics policy document.

20. Process followed in Ph.D. Programme to maintain ethical standards:

Each faculty has constituted a Research Doctoral Committee (RDC) to monitor the academic research activities. The following are in practice:

- When a Ph.D. student is enrolled, RDC proposes the notional Ph.D. supervisor and in consultation with him, decides the course package required for the candidate.
- Based on the research topic, Doctoral Committee (DC) is constituted to monitor the progress of the candidate. Periodic interactions are done to monitor the student's progress towards thesis submission.
- Upon completion of the research work, a draft thesis is submitted before DC and their suggestions are taken. Upon their consent, a pre submission seminar is conducted and Ph.D. thesis is submitted to Dean Research for evaluation. It is ensured that candidate has publication in at least two peer reviewed/ SCI/SSCI international journals.
- To maintain the scholarly trustworthiness and uprightness with respect to the Scholastic and research work in the worldwide group, the thesis is checked utilizing Turnitin software as a measure for against copyright infringement.

21. Review of the Policy

The policy may be reviewed as and when required.

(Approved on 30th June, 2013 in 2nd meeting of Board of Management.)


22. Research Initiative to Faculty

In order to encourage faculty to involve into research activities to increase the research grant/projects and publication in refereed SSCI/AHCI (Thomson Reuter) journals, Chandigarh University has formulated the following policy:

CU-RP-1.1

Chandigarh University allows the faculty to attend workshops/conferences and interactive sessions to create liaison with prospective consultancy clients for this purpose special casual leave is also provided. The approval for such special casual leave is given by Dean Academic Affair/ Dean Research.


Dean Research & Development
Chandigarh University
Gharuan, Mohali (Po)


Registrar
Chandigarh University
Gharuan, Mohali-140413

CU-RP-1.2

Every faculty member is allowed to attend one national seminar /conference /workshop (international conference /symposium/workshop held in India) per year. The case may be evaluated by university research board and if recommended on the basis of quality and genuineness, faculty member paid:

- 1a. National seminar /conference /workshop/ (international conference/symposium/workshop. 100% of registration fee (in case of single author) (subject to max. Rs. 5,000/- (Rs. five thousand only).
- 1b. International seminar /conference /symposium/workshop held in India. 100% of registration fee (in case of single author) (subject to max. Rs. 8,000/- (Rs. eight thousand only)
2. Second Ac fare/bus travel as per actual to the venue of conference and back by the shortest route.

CU-RP-1.3

For international conference outside the country the same procedure is followed.

Faculty member is paid once in three years.

50% of registration fee (in case of single author) (subject to max. Rs 15,000/- (Rs. fifteen thousand only))

Maximum of 50% return fare on economy class.

Faculty members are encouraged to apply to external agencies like DST/AICTE/CSIR/AICTE/CPDA or foreign bodies, etc. for partial financial assistance.

CU-RP-1.4

University will provide financial incentive of Rs. 5000/- (Rs. five thousand only) to faculty (100% in case of single author, in the ratio 60:40 in the interest of first author and 60:20:20 in case of three author and so on) per paper who publish original research paper in refereed SCI/SSC/AHCI (Thomson reuter- WOS) journals.

CU-RP-1.5

University will provide financial incentive of Rs. 20,000/- (Rs. twenty thousand only) to faculty/team who will be granted patent, there is no maximum limit on the number of patents filed by an individual/team.

CU-RP-1.6

Financial incentive equivalent to 5% of the research grant received from the outside funding agencies is given to the concerned faculty by the university management.


CU-RP-1.7

Chandigarh University encourage the faculty to provide consultancy on payment/complimentary basis. It allows 80% of the consultancy remuneration to the faculty and 20% for the University for providing infrastructure and back up support.

CU-RP-1.8

University will provide due weight age to the consultancy done by Faculty in annual appraisals of the teachers which forms the basis of annual increments and promotions.

(Approved on 29th May, 2014 in 4th meeting of Board of Management.)


Dean Research & Development
Chandigarh University
Gharuan-Mohali (Pb)


Registrar
Chandigarh University
Gharuan, Mohali-140413

CU-RP-1.9

The University funds grant to faculty for initiating research. The proposal should include a description of research that he/she wishes to conduct over the next 1-2 years. It is a platform meant to help faculty to prepare for subsequent proposal submissions. The initiation grant is for an amount of Rs 1 lakh at present (max. 3 lakh depending upon proposal) to procure research equipment, workshops, miscellaneous items and domestic travel for the purpose of initiating projects. It does not include:

- Appointing staff;
- Conference travel (for which other sources are available).

Proposal is presented by the faculty before University level committee, consisting of Dean Research, Dean Academic Affairs and two senior most professors of the department/cognate area.

CU-RP-1.10

Under the University mission of enriching the qualification of faculty; the research division has made doctoral research mandatory for regular faculties who have PG qualification. In order to incentivize the same, Chandigarh University will provide tuition fee waiver to internal staff in the Ph.D. program.

The faculty having post graduate qualification have to register for Ph.D. program within 2 years of the appointment or by 2016 (for appointments prior to 2014) failing which their annual appraisal will be affected.

CU-RP-1.11

In every department/institute a Journal Club(s) has to be formed in which every faculty has to discuss/present (PPT) of a peer reviewed/referred research paper/article. A report in the form of proceeding register has to be submitted by the HoD to the Dean Academic Affairs/Dean Research. HoD/Coordinator has to ensure that each faculty should present at least one paper/case study in a semester. The success of individual presentation and overall Journal Club would be acknowledged in annual appraisals.

CU-RP-1.12

In order to encourage research among the young doctoral faculty, University will provide financial appreciation incentive of Rs. 20,000/- (Rs. Twenty Thousand only) to faculty who will receive awards such as 'Young Scientist, Punjab Young Scientist, etc. from Government bodies.

23. Research Initiative for Students

CU-RP-1.13

Chandigarh University allows the students to present their research work in National & International conference, for this purpose special leave is also provided. The approval for such special leave is given by Dean Academic Affairs/Dean Research. The leave should be duly forwarded & recommended by Department HoD.

Student is allowed to attend/present paper in one National Seminar/Conference or International Seminar/Conference held in India or abroad per year.

The case may be evaluated by University Research Board and if recommended on the basis of quality and genuineness, the Student is paid:

1a. National Seminar/Conference, 50% of Registration Fee (Subject to max. 2,500/- (Rs. Two Thousand Five Hundred only))


Dean Research & Development
Chandigarh University
Gharuan-Mohali (Pb)


Registrar
10 Chandigarh University
Gharuan, Mohali-140413

1b. International Seminar/Conference held in India, 50% of Registration Fee (Subject to max. Rs.4, 000/- (Rs. Four Thousand only)

1c. International Seminar/Conference held outside India, 50% of Registration Fee (Subject to max Rs.7, 500/- (Rs. Seven Thousand Five Hundred only).

(Approved in 5th meeting of Board of Management.)

24. Research Initiative to Women Faculty

CU-RP-1.14

To encourage Industrial Consultancy activities amongst the women faculty members/researchers of Chandigarh University, in case of Intellectual category (Category E: Expert Advice and Development Projects and Category T: Testing Projects, the University share will be 10%) the University's share for Consultant's earnings i.e. 10% of project cost, shall be waived off and be treated as Financial Incentive to women faculty.

(Approved vide Ref. No. CU/UCRD/17-18/541 in 12th meeting of Board of Management.)



Dean Research
Dean Research & Development
Chandigarh University
Gharuan-Mohali (Pb)



Registrar
Chandigarh University
Gharuan, Mohali-140413



Vice Chancellor
Vice - Chancellor
Chandigarh University
Gharuan, Mohali, 140413