ख़्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय, लखनऊ

KHWAJA MOINUDDIN CHISHTI LANGUAGE UNIVERSITY, LUCKNOW

U.P. STATE GOVERNMENT UNIVERSITY

Research Policy 2022

1. PREAMBLE

This Research Policy aims to strengthen research culture of the University by promoting holistic research in different areas and facilitating creation of consortium of knowledge that addresses societal issues and global challenges. It encourages the students and faculty to undertake research that supports multidisciplinary approach, inclusion, collaboration and convergence of knowledge into viable solutions and applications. It aims to lay foundation for a research ecosystem based on inquisitive spirit, creative thought and transformative approach.

2. PURPOSE

This Research Policy document of KMC Language University aims to support the vision and mission of the University by undertaking research activities that promote and preserve cultural diversity, inclusion, national development, women empowerment, innovation and collaboration. It lays down an administrative structure within the university to support planning, conduct and application of quality research. Apart from laying down the guidelines, this policy also ensures support, promotion and dissemination of research activities carried out by the faculty members and students of the University.

It also aims at ensuring that the research activities of the University conform to all applicable rules and regulations as well as to the established standards and norms relating to safe and ethical conduct of research.

3. SCOPE

This policy will apply to all faculty members, students or other personnel of KMC Language University involved in independent or collaborative research involving different departments, institutions or organizations funded either through university or any other funding agency.

4. ADMINISTRATION

4.1 Director Research

The university has created honorary post of Director Research to facilitate, promote and ensure smooth functioning of the research work at various Departments and Centers. The **Research and Development Cell** of the University shall be responsible for implementing the research policy of the University by working closely with the University management and researchers.

4.2 Composition of Research and Development Cell

Research and Development Cell will have the following composition:

Vice Chancellor	-	Patron
Director Research	-	Coordinator
Deans and Director of all Faculties	-	Member
Two teachers (Leading Faculty Researcher)	-	Members
Industry/Academia representative	-	Member
Two Ph.D. Research Scholars as student representatives -		Members

The norms laid down by the Research and Development Cell will be integrated with all academic bodies of the University (Research Advisory Committee, Departmental Research Committee, Ethics Committee, IPR and Patents Committee, Board of Studies, Faculty Board, Ph.D. Committee, Academic Council etc.) as required. The Cell may also set up **'Action Groups'** for managing specific projects/activities.

The Research and Development Cell will meet at least **twice a year** to review research progress, and suggest corrective measures to assure the research quality of the University. The 'Term' of the RDC, once constituted, will be for a period of Three (3) years after which the same members may be continued for another term. The members may be substituted in case of non-availability of existing member(s) for any reason. External members will be nominated by the Vice-Chancellor, from a Panel of names as may be suggested by the Director, Research.

4.3 Core Functions of Research and Development Cell

- To make recommendations to the academic council on matters related to research promotion and infrastructure.
- The Research and Development Cell will make appropriate recommendations on research related issues to administrative authorities for final decision making and execution. This system will enable collection and compilation of all the data and information related to research in the university.
- Developing rules, procedures and guidelines for granting research support to other Institutions (Co-Guide), instituting research awards and recognition and supporting all other related activities.

- Developing/Amending rules, procedures and guidelines for granting study leave, sabbatical leave, duty leave, reduction in workload/administrative responsibilities, etc. for faculty members undertaking research activities.
- To devise a procedure for scrutinizing and enriching the research proposals before being submitted to funding agencies.
- All stakeholders will be sensitized to route all research related documents to administrative authorities through the Research and Development Cell for processing.
- While it is expected that the researchers will generate their funds for undertaking the research activities, the University may also support the research activities. The extent of support will be decided by Research and Development Cell based on the potential of research outcome on peer review.
- Research and Development Cell will also facilitate designing of Research Development Programs in advanced areas to help mentors and researchers to understand major thrust areas for research and maximize their contribution to the University.

4.4 Research Advisory Committee

The Research Advisory Committee will advise and support the development, implementation, review and dissemination of all research related activities of the University.

Research Advisory Committee will have the following composition:

Nominee of Vice Chancellor	-	Chair
Two Members from each faculty	-	Member
Two Industry representatives	-	External Member
Two Academia representatives	-	External Member
Two Alumni (Ph.D.)	-	Members
Director, Research & Development Cell	-	Member Secretary

The committee may be expanded as per the directions of Hon'ble Vice-Chancellor.

4.5 Objective of Research Advisory Committee

- Strengthening the institutional capacity for strategic, technical and operational planning, budgeting and control of all research activities of the University.
- Creating and administering a research fund for providing **SEED MONEY** to support research initiatives and projects of faculty members and students..
- Regularly updating and outlining the thrust areas to ensure that the research activities undertaken at the University are in alignment with the guidelines laid down by the funding agencies and meet the needs of the society.
- Identifying and informing researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations.
- Promoting multidisciplinary research and establishing mechanism for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects.
- Identifying and establishing linkages including MOUs for long term relationships with national and international research organizations for widening the scope of research opportunities and funding options available to the teachers and students of the University.
- Encouraging and facilitating the publication of the research work/projects in reputed academic journals.
- Compiling data on all the research work/projects undertaken by the faculty and students in to a database for easy monitoring and analysis of the progress being made by them from year to year.
- Preparing and implementing research quality assurance mechanism for ensuring that all research activities of the University conform to standard quality specifications.
- To advise and arrange Seminars/ Conferences/ Workshops to promote and strengthen research activities of the University.
- To advise the faculty upon suitability of research results for journal publication/ patenting/ product generation/community empowerment.
- To encourage young faculty members to register for Ph. D. in the university or at various reputed academic institutions.

5. FUNDING

The research in University will be primarily funded by government agencies, industry or any other component or assemblage of society such as Trusts,

NGOs etc. However, Research and Development Cell can facilitate resource mobilization and create a Corpus for research and development from government, industry, and other funding agencies and channelize Corporate Social Responsibility (CSR) funds for sustaining and promoting research activities. Apart from creating a Corpus fund exclusively for R&D, RDC can explore venture capitalists and angel investors for funding in research and innovation. The University may make provision for research in the annual budget subject to the availability of funds. The corpus created for research could also support the seed funding for recruited faculty for developing research facilities, publications and patenting.

The overhead charges in research grants as per respective funding agency will be utilized as per University rules i.e., the **University will utilize 40% of the overhead grant** with its own discretion for strengthening general research infrastructure.

6. SEED MONEY

Seed money grants will be made available to all aspiring regular and self-finance faculty/faculties after two years of their joining the University.

The University will provide financial assistance for research proposals which are not submitted to any external funding agency. The maximum amount to be sanctioned will be decided as per the directions of committee and viability of the proposal. This financial assistance can be used to cover the cost of purchase of components, equipment, chemicals, stationery and travel expenses.

- All the requests for seed money will be initiated by the Principal Investigator (Faculty or Guide) and forwarded to the Office of the Director, Research through the Dean concerned.
- One faculty member can submit a maximum of one research proposal at any given time, as Principal Investigator.
- The duration of each project would be normally 2 years. It may be extended by another one year for valid and necessary reasons. The rules, regulations, terms, and conditions of funding agencies will apply as necessary.
- It is expected that every research proposal financially supported by KMC Language University will result in at least one research publication in Scopus/SCI/ASCI/SSCI/UGC CARE or peer reviewed journals.

6.1 Process of Approval:

Decision on sanction of seed money for research will be made by a committee constituted by the Vice-Chancellor and headed by Director, Research. The committee must constitute of one/two external members. Sanction order will be issued by the Head of the institution to the Principal Investigator (PI).

The committee would be constituted by the Vice-Chancellor on the proposal of Director, Research.

7. Financial Support to Faculty and Research Scholars to Attend Conferences/Workshops and Payment of Membership Fee of Professional Bodies to Faculty

7.1 Faculty Member

- All regular/ Self-Finance Faculties who have completed two years of service will be eligible under this clause.
- The faculty will be eligible for one reimbursement claim per year for National/ International conference as per Calendar Year (January to December).
- The faculty should be the presenter of the paper/invited speaker/orator/chairing moderator /member of Panel discussion or judge for a session, provided that no other agency has given financial help for the same.

7.2 Research Scholar

A Research Scholar undergoing Ph.D. in the University will be eligible for one reimbursement claim per year for a National/International Conference. Research Scholar should be first author of the paper to be presented as an oral presentation. The research work should be the outcome of his research work done in the institute for specific duration.

7.3 Payment of Annual Membership Fee of Professional Bodies for Faculty:

The faculty will be eligible for reimbursement of annual membership fee of professional bodies during their tenure of service. In a calendar year funding will be provided at most for membership of two professional bodies.

8. INCENTIVES/AWARDS/APPRECIATION FOR FACULTY & RESEARCH SCHOLAR

8.1 Cash Awards for Publications

In order to honor the research contributions of faculty and Research Scholar, KMC Language University would provide cash awards and commendation certificates for the eligible persons.

- Original research articles, reviews and meta-analysis published in Scopus/WoS/ASCI/SSCI/UGC-CARE indexed journals with web of science impact factor will be considered for awards to faculty and research scholars.
- Faculty with Five or more publications in Scopus/Web of Science/UGC CARE in one Calendar Year irrespective of authorship will be awarded Rs. 5000/-.
- Ph.D. Research Scholars publishing their original research article in Scopus/Web of Science/UGC-CARE will be awarded Rs. 2000/- and amount will be shared equally with their supervisor.

8.2 Best Researcher Prize

On the foundation day of the University, Best Researcher Prize will be awarded by KMC Language University to faculty members and research scholars for Research Publication/ Research Project/Centre of Excellence in the following categories:

Best Researcher: Faculty Member
Best Researcher: Research Scholar

8.3 Awards to Faculty for Copyrights & Patents

KMC Language University through its research fund may share the cost involved for filing any patent or copy right by its faculty. The Director Research will scrutinize the proposal for further action. Once patent is granted or copyright is registered in the affiliation of KMC Language University, the author will receive a cash prize/commendation certificate from the Vice Chancellor.

9. Research Material, Data and Intellectual Property

Research data would include facts, materials, physical items or articles, observations, experiences, responses to questionnaires etc. collected by researcher which are used for making inferences or drawing conclusions and on which an argument, theory or test is based. Data may be numeric, descriptive, visual or virtual. Data may also be raw or processed, experimental or observational. Data will also include all kinds of laboratory and/or field

notebooks, maps, photographs, audio-video recordings or any other thing collected or generated by researcher. Research material in addition to hardware and equipment would include books, consumables, apparatus, computer, digital media etc. Provenance information such as how, when, where the data were collected and the means of collection, the software code and license used to generate, annotate or analyze the data are also included in research material and property. All these will always belong to the university which may demand its surrender anytime.

10. Publications and IPR

The researcher will have the right and responsibility to ensure that research is accurately reported to scientific and academic community and to choose recognized mode of publication or presentation of data and results.

- Researchers can take due credit and publish the research outcome or method/process/technology developed, file patent or claim its intellectual property right in any other form, but affiliation with university for carrying out research has to be prominently mentioned/exhibited and acknowledged at appropriate place(s).
- Under special conditions, the university may restrict a researcher from putting anything related to research in public domain.
- Any transfer of copyright having a financial implication will have to be executed only upon permission from the university.
- Both the researcher and university will hold the right in the intellectual property generated from research. However, the decisions of university will be binding in all cases of transfer of IPR for any productive purpose.
- If any financial income arises out of research, the income distribution will be in accordance with the **Consultancy Policy** of the University.
- All matters related to patent will be forwarded to **IPR Cell** for further directions.

11. SECURITY OF RESEARCH DATA

Research data that incorporates confidential information such as, personally identifiable human participant data, trade secrets etc. must be adequately secured and kept confidential. Suspected or proven disclosure or exposure of confidential or otherwise restricted data must be immediately reported to the university.

12. ACCESS TO RESEARCH DATA

The University has the right to access research data or take their custody that is performed at the university or under its auspices, or conducted using university facilities.

When faculty members leave the university, they may take copies of research data for projects on which they have worked. The primary research data must be retained at University unless the Vice Chancellor specifically authorizes moving it to another institution.

13. RESEARCH RELATED TO Ph.D.

Any research related to Ph.D. will be governed by the guidelines mentioned under **Ph.D. Ordinance.**

14. RESEARCH ETHICS

The research administrators need to create a conducive and healthy competitive environment that encourages creativity and novelty, while the evaluators need to learn to differentiate between quantity and quality. Research integrity, ethical conduct and sensitization about plagiarism are essential for researchers. Personal integrity is essential at all levels. It is necessary that the future researchers are adequately primed about research integrity and good ethical practices at their formative age. The University has **Ethics Committee** in place to implement all the guidelines pertaining to maintenance of ethical standards.

15. MoUs FOR RESEARCH COLLABORATIONS

A separate Policy Document exists to cover MoUs which KMC Language University enters into for collaborative research Programme.

16. DISPUTE REDRESSAL AND RESOLUTION

These are broad policy guidelines and principles. It should be borne in mind that policy documents evolve in due course of time; spirit holds greater importance than words. All cases of lack of clarity on any issue, or any ambiguity, or subjectivity in interpretation, must be reported to the university, whose decision will be final and binding. The Vice Chancellor may, at any point of time, call for its amendment or revision as deemed appropriate.