Policy Title : Research Policy

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Approved Date: 03/02/2021

Research Policy

Chinmaya Vishwavidyapeeth (CVV) aspires to become a premier research institution in integrating Indian Knowledge Systems (IKS) with contemporary knowledge. Therefore, this document sets forth research policies, procedures, guidelines, and rules governing research-related activities at CVV.

1. **Terms:**

   (a) '**University**': Refers to Chinmaya Vishwavidyapeeth (CVV).

   (b) **'Institute'**: Any college, institute or university other than CVV.

   (c) '**Research**': Any academic activity which results in advances in a particular discipline of knowledge. Research work shall include (but is not limited to) funded projects, sponsored research, papers accepted in conferences for publication and/or presentation, papers in peer-reviewed journals of a good standard, writing research proposals, contributing to book chapters, and guidance for dissertation (UG/PG/Ph.D.). Writing textbooks and monographs, and the development of new courses and teaching material may also be considered research activity if they contribute substantially to pedagogical advancement and research in the area.

   (d) Research and Publications Committee (RPC): The University level committee appointed by the Dean of Research to coordinate the research activities at the University. The RPC will be the custodian of the Research Policy and the implementation of the procedures thereunto.

   (e) All other terms carry their usual meaning or as defined by the University.

2. **Research at CVV: Vision**

   To become the leading centre for research in integrating Indian Knowledge Systems (IKS) with contemporary knowledge.

   2.1 The research activities will be aligned to the foundational principles and core values of the University—Spirituality, Purity, Practicality, and Innovation.

   2.2 The University will aspire, through research, at blending the east with the west; bridging science and spirituality, and bringing the best of the past to the present.

   2.3 The University aspires to become the beacon for all matters related to the contemporary

application of Indian Knowledge Systems.

3.   Faculty Research: Guidelines

3.1 Research shall be an essential and important component of the faculty work in the University. It is expected that every faculty shall spend on an average of about 45% of their working hours on all research-related activities. This shall include library research, paper and report writing, and other activities such as research guidance, revision of papers, conference presentation preparation etc.

3.2 Since CVV is a new university, there is a significant need for developing new courses during the first few years. As a *de novo* university, the new courses at CVV are expected to be novel and likely require significant innovation and in some cases research. Hence, the design, development and offering of new courses may also be counted under faculty research activity. The creators of the course should seek permission in advance from their respective Schools. The Head of School (HoS) in turn shall forward the request to the Dean Faculty and approval may be sanctioned on a case-to-case basis.

3.3 The following forms of research output will be used to measure the research activity of the faculty at the end of each assessment cycle:

  a) Papers published in peer-reviewed journals notified by UGC, and other globally respected databases such as SCOPUS, and Australian Business Deans Council (ABDC).

  b) Papers published in peer-reviewed journals. Due to the University's *de novo* status, the RPC will also publish a list of journals approved by the University[1].

  c) Being editors and associate editors of national/international journals.

  d) Papers presented/published in conferences and seminars.

  e) Books/book chapters/monographs published.

  f) New courses developed, with prior approval, (including the complete course outline, reading materials and lecture notes) for the University during the year

  g) Presentation of vākyārtha in vākyārthasabhā-s.

  h) Activities involving substantial innovation in the field of performing arts, including aṣṭāvadhānam.

  i) Being a resource person/chair at workshops/seminars/panel discussions/special lectures.

3.1 [1]CVV approved list of Journals (work in progress)

j) Active engagement in guiding UG/PG/Ph.D. dissertation research, project proposals/completed and on-going sponsored projects.

3.4 Faculty's contribution to CVV's research mission, individual research accomplishments and the visibility and recognition achieved in the peer community shall be the key factors contributing to the annual performance review[2], confirmation and promotions.

4. Responsible Conduct of Research: Rules and Guidelines

a) **Rules**

4.1 Faculty must exhibit integrity, professionalism, fairness and intellectual honesty in all their research activities.

4.2 Faculty must adhere to the ethical practices with respect to publication, conducting experiments and all other steps of the research process.

4.3 Faculty must disclose to the Dean of Research any conflicts of interest or potential conflicts of interest in a transparent manner.

4.4 Plagiarism in research/publication will be severely dealt with as per the 'Anti-Plagiarism and Ethical Research Policy'[3] of the University.

4.5 Faculty are expected to conduct interdisciplinary research (such as integrating Indian Knowledge Systems and Contemporary Knowledge Systems) to further the overall vision and mission of the University.

5. Guidelines

5.1. Faculty are encouraged to involve students (PG and Ph.D. students) in their research work and mould them for a research career.

5.2. Faculty are recommended to document all research activities in the annual faculty activity report.

6. Funding and Incentives for Research

6.1. CVV may provide grants/seed money[4] to the faculty for their research (including hiring research assistants, journal publication fee, book publication costs etc.). Furthermore, the University may provide financial assistance for presenting research proposals in

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[2]Refer to the Faculty Incentive Policy (work in progress)
[3] Refer to the Academic Integrity Policy
[4] Refer to the Policy on Research Grants and Seed Money

the sponsored organisations.

6.2. The University may offer monetary/non-monetary incentives to the faculty who publish in the SCOPUS/ABDC/Inderscience/Web of Science/UGC Care list indexed/ and other quality journals.

6.3. Financial support (as per the Faculty Development Policy)[5] will be made available for each full-time faculty member for promoting their research activity and enhancing their research profile. This will be a part of the hiring package for new faculty. However, returning faculty will need to submit a proposal and a detailed spending plan during the budgeting process. The plan must be approved and recommended by the Dean of Faculty.

6.3.1. The Faculty Development Policy (FDP) consists of two parts (i) reimbursement of expenses (towards purchasing gadgets, hard disks, books, membership in research institutes etc.), and (ii) allowance to attend (participate/present papers) the conferences.

6.3.2. Members of faculty who wish to utilise the allowance for attending conferences must plan and apply in the specified format.

7.   Research Projects

7.1. CVV encourages faculty to prepare and submit research proposals to funding agencies both government and non-government.

7.2. Before sending the research proposal, faculty should submit it to the RPC and seek their opinion.

7.3. The Office of the Dean of Research shall maintain the data of the project proposals/projects submitted to the funding institutions and monitor the progress and manage the accounts from time to time for all funded projects.

8.   Research Collaborations within India and Abroad

8.1. CVV encourages faculty to work with the experts in their respective discipline from reputed universities in India and abroad.

8.2. Based on the feasibility and future potential, the University may sign a Memorandum

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[5]Refer Faculty Development Policy

of Understanding (MoU)[6] with those universities and research organisations for collaborative research.

9. Research Centres

CVV seeks to establish several Research Centres to foster focused research in the areas pertaining to its mission. These centres will provide leadership in research and teaching. The procedures, guidelines and rules governing the establishment and administration of research centres are described in the policy for Research Centres.

10. Establishing Endowed Chairs

10.1. The University aspires to establish Endowed Chairs[7] to promote research and education in specific areas in Indian Knowledge Systems, Contemporary Knowledge Systems and the interdisciplinary research involving both these areas. The overall objective of the Chair is to enhance the national and international profile of CVV in the specific area. The Chair will strengthen an already existing area at CVV or provide a new direction for other areas.

10.2. An internal Memorandum of Understanding (MoU) should be drafted outlining the specific objectives of the Chair, duration of the Chair, Job Description of the incumbent, Key Responsibility Areas, and Key Performance Indicators.

10.3. The MoU should indicate how the Chair is funded.

10.4. In case of an outside sponsor, the MoU should be signed between the University and the sponsor, clearly stating the terms and conditions such as the name of the Chair, amount, duration of support etc.

10.5. It is expected that the incumbent of a Chair is an academic or expert of high reputation with a long track record of accomplishments.

Specific duties include (but not limited to)
a) Be a champion of research and/or teaching and be a source of inspiration for other faculty in the area.
b) Conduct sponsored research projects.

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[6] Refer Policy on MoU with Industry and Academia
[7] Refer Policy on Endowed Chairs (work in progress)

c) Obtain training grants.

d) Publish in reputed national and international journals, articles in the popular press and social media.

e) Develop new course outlines and teaching material including textbooks for education and training in the area of specialisation.

f) Be on the editorial board of national and international journals.

g) Conduct Winter or Summer Schools and faculty training programmes.

h) Organise seminars/conferences/ research scholars' meet.

11.   Research and Publications Committee (RPC)

The Research and Publications Committee (RPC) is a university-level committee appointed by the Dean of Research, in consultation with the Vice Chancellor, to coordinate the research activities at the University. The RPC shall be the custodian of the Research Policy and the implementation of procedures thereunto.

11.1.   Membership of the RPC will be as follows:

a) Dean of Research (Chair)

b) Vice Chancellor or designee, Registrar or designee, CFO or designee (Ex-officio member)

c) One faculty from each School[8]. It is expected that the representative faculty is research-active and capable of representing the interests of all areas of research of the School.

d) Up to three at-large appointments to be made by the Dean of Research, in consultation with the Vice Chancellor, to complement the areas not represented by the faculty sent by the Schools.

Specific duties include (but are not limited to)

a) The RPC will determine University-level policies related to the Ph.D. programme, such as the admission procedure, framing of admission committees, coursework

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[8] The School of Ethics, Governance, Culture and Society (EGCS) can have two members, out of which one must be from the education domain.

requirements, and resources and support for doctoral research. In particular, the RPC will be the custodian of the Ph.D. programme guidelines. One or two of the RPC members are to be appointed as coordinators for the Ph.D. programme.

b) Create policies related to data management, research ethics, integrity, and conduct.

c) Ensure research systems and facilities are available and operational.

d) Review and approve faculty disclosures of potential conflict of interests.

e) Assist faculty by indicating gap areas or areas of opportunity where fruitful research may be conducted.

f) Organise brainstorming sessions to identify areas for inter-departmental and inter-institutional collaborative work.

g) Be the champion of research, both sponsored and unsponsored, in the campus, and increase CVV's research productivity and enhance CVV's research profile both nationally and internationally.

h) Maintain and update a list of Journals labelled as 'preferred journals'[9] collated in consultation with all faculty members.

12. Research Leadership by the Dean of Research

The vision and mission of CVV consists of both maintaining and delivering an up-to-date curriculum as well as conducting high profile, interdisciplinary, inter-departmental and inter-institutional collaborative research in a wide spectrum of areas of study. In the long run, overseeing the research endeavour of CVV will become a significant task within and in of itself. Therefore, the position of the Dean of Research (DoR) is established. The expectations for this position are listed below.

The overall responsibilities of the DoR include (but are not limited to)

a) Provide strategic vision for CVV's research enterprise.

b) Direct and guide CVV's research mission.

c) Champion the importance and conduct of research by faculty and enhance the research profile of CVV nationally and internationally.

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[9] To be compiled after consulting with all the members of the faculty. This list will contain the journals which the University considers significantly relevant to their research areas.

d) Set and confirm commitment to policies and regulations and take appropriate actions to ensure the University's commitment to compliance.

Specific duties include (but are not limited to)
a) Oversee the process of compliance with the regulatory responsibility of performing sponsored research.
b) Establish processes to ensure the maintenance of policies, procedures, and fiscal responsibilities of pre- and post-award activities.
c) Foster new research initiatives, and promote and support a culture of innovation in the University.
d) Oversee establishment, administering and monitoring of research centres.
e) Oversee research partnerships with industry, government, and external partner institutions, nationally and internationally.
f) Foster and promote a culture of research integrity[10] at the University.
g) Receive reports on conflict-of-interest disclosures from faculty and follow up as needed.
h) Investigate research misconduct complaints according to UGC guidelines and report to the Vice Chancellor.
i) Establish processes to ensure adherence to all government regulations overseeing the conduct of research by the faculty of CVV.
j) Maintain an ongoing record of all research-related activities, sponsored or unsponsored, such as workshops, publications, grants, patents, projects, etc.

In case any faculty deviates from the above policies/procedures or misinterprets the same, or provides wrong information, appropriate action will be taken by the Vice Chancellor based on the recommendation of the Dean of Research.

13. Revision History:

First draft: 11 March 2020

Second Draft: 16 June 2020

Third Draft: 11 September 2020

Fourth Draft: 22 January 2020

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[10] Policy for Research Review Board (process to be initiated)