Chinmaya Vishwa Vidyapeeth
Deemed to be University

CVV Research Strategy and Promotion Policy	
Policy Number	CVV_Research_01
Version	Research & PrommotionPolicy_V2.0
Approved by	IQAC
Approved on	07-11.2022

REGISTRAR
Chinmaya Vishwa Vidyapeeth
Deemed to be University Under the Section 3 of UGC Act 1956
Ernakulam - 682 313 Kerala

CHINMAYA VISHWA VIDYAPEETH
VELIYANAD, ERNAKULAM-682 313

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Research Strategy & Promotion Policy

Introduction

Chinmaya Vishwa Vidyapeeth (CVV) is committed to be a research-oriented institution and expects faculty members to engage in high-quality research and publish in top rated journals. CVV has a well-defined policy which provides the vision, guidelines and procedures pertaining to research activities at CVV. This document aims to supplement the existing **Research Policy** by defining the strategy for research through various support schemes initiated by CVV to foster a robust research ecosystem and enable the institution to meet the quality standards specified by accrediting agencies.

Objectives

- Create an excellent research culture and support infrastructure.
- Promote intra and inter disciplinary research.
- Facilitate support schemes to improve the research output of the institution.

Terms and Conditions

- Research awards, grants, cash incentives, or leave benefits are not guaranteed rights.
- Research points will be calculated based on the academic year.
- All achievements must be associated with the affiliation “Chinmaya Vishwavidyapeeth.”
- The decision of the University Research and Development Cell (RDC) is final.
- The university reserves the right to withdraw or amend this policy, in whole or in part, at any time without prior notice.
- Benefits will be forfeited if the faculty member leaves the organization.
- If any information provided in an application for incentives or awards is found to be false, incorrect, or incomplete, the management reserves the right to withdraw the benefits.
- For research activities conducted in collaboration with another institute, lab, or university, only faculty members of Chinmaya Vishwavidyapeeth will be eligible for research awards and incentives; external members will not receive any benefits.

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University Research and Development Cell (R&D Cell)

The Research Governance will have a Research Advisory Council (RAC) headed by the Vice-Chancellor or his/her nominee as the apex body of Research & Development Cell (R&D Cell). The Director, nominated by Vice-Chancellor among the distinguished researchers from the university, will head various committees to drive the governance. R&D Cell will form five committees to smoothen its functioning with respective committee members nominated by the Director and approved by RAC. The organisational structure of R&D Cell comprising of various committees for specified functions may be as under:

1) Finance and Infrastructure Committee
2) Research Program, Policy Development Committee
3) Collaboration and Community Committee
4) Product Development, Monitoring and Commercialization Committee
5) IPR, Legal & Ethical Matters Committee

Each committee will consist of One Head* and minimum three members*.

*Head/Members should have a Doctoral degree (Ph.D.)

*Head/Members should have Research publications in refereed journals to their credit.

Research Support Initiatives

CVV has initiated different schemes to support the research activities in the institution and encourage the faculty and students to develop a research-oriented mindset. Details of the schemes are available below:

1. **Incentives for Authoring Books and Journal Publications**

   CVV provides support to faculty members for publishing in high-ranking journals and with reputed book publishers. The actual cash award will be decided by the management based on the score. The monetary incentives for publication will be shared equally in the case of multiple authors. Only authors within the institution will be eligible for the monetary incentives.

   Guidelines:

   - The faculty member needs to produce proof of publication to support his/her claim for research points.
   - Journals
     - The faculty member needs to produce proof of the journal category to support his/her claim for a monetary incentive.

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- In case the journal is listed in more than one database (ABDC/ABS/FT-50/ Scopus/WoS/UGC Care list) then the highest rank will be considered for calculation of research points. The research points for publication will be shared as among the authors in the case of multiple authors.
- In case the journal is highly ranked in Web of science or any other equivalent databases and the journal does not exist in the ABDC or ABS or Scopus ranking or UGC Care list, then the faculty member needs to submit the proof of ranking to the research committee.
- The faculty members are required to ensure that the research journals for publishing or review are not in the predatory list of journals. The UGC approved list of journals can also be used for publication of research papers.
- Only published articles with volume/issue/page numbers are to be considered. If the paper is accepted and published online but not yet assigned with volume/issue/page numbers is not considered.

- Books
  - Textbooks, edited books or book chapters published by reputed publishers with ISBN number only are eligible. Quality of publishers will be verified by Research and Development Cell.
  - One who claims for an edited book cannot claim for his/her contribution to a chapter in the same book.
  - Thesis as a book and manuals will not be considered.
  - Conference proceedings published as Lecture notes are not considered as Book chapters.

Recommendation

(a) Scopus indexed/ABDC indexed journals - Letter of appreciation and cash award based on category: (i) Journals with impact factor 3 and above Rs.40,000/- (ii) Journals with impact factor between 1-3 Rs. 25000/- (iii) Journals with impact factor less than 1, Rs. 15000/- .

(b) UGC approved journals - Letter of appreciation and cash award of Rs. 5,000/- per publications for National journals, cash award of Rs. 10,000/- per publications for International journals (to be shared among the authors, if applicable). Publications may be submitted to the Director - Research through the Head of the School and the same may be evaluated and Final orders will be issued by the Director - Research.

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2. Patents

Innovation is one of the core values of CVV and is in line with its de novo nature. CVV faculty and staff members are encouraged to work on inventions in their respective fields and appropriate support is provided. Equal points will be given for the Inventor and the Co-inventor. 100% patent filing fee is borne by the university.

Steps for filing a patent:

- Any staff member, who is willing to file a patent, should approach R&D Cell with details of their invention.
- R&D Cell approaches the panel of patent attorneys for vetting the idea and drafting the claims for filing the patent.
- The draft is approved by the staff members and innovators.
- The innovators decide their share of commercial benefits while signing the MoU with the university.
- The patent is filed.

3. Institutional Fellowship for PhD candidates

CVV provides a fellowship that is open to candidates who are enrolling as full-time Ph.D students. R&D Cell will make the recommendations for the candidates to the Vice Chancellor school wise – based on the rank list of Ph.D. admission. Each year the total number of fellowships will be decided by the management. Selected students will be offered a fellowship of Rs. 15,000/- p.m. for a period of 3 years and contingency grant of Rs. 25,000/- per annum.

4. Institutional Fellowship for Faculty

CVV expects all their full-time faculty members to have completed their PhD. CVV offers the following schemes to the faculty members intending to pursue PhD:

(i) Financial assistance: The faculty shall be awarded a fellowship of 50% of the total fee for the PhD programme in CVV.

(ii) Leave with pay: Faculty who are in the last phase of his/her PhD (maximum upto one semester), CVV shall grant a leave of upto six months. He/she shall be given full salary during the period. For availing the same, a contract needs to be signed with CVV stating that the faculty shall continue to work with the institution for next 2 years after completion of PhD.

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5. Award of PhD Degree

Faculty members who have successfully guided students towards completion of their PhD, within or outside CVV, shall be given a cash award of Rs.2,500/- and a letter of appreciation

CVV offers a letter of appreciation and a cash award of Rs.5,000/- to faculty members who are awarded a PhD degree during their tenure at CVV.

6. Seed Money for Research

Most funding agencies expect the applicant to have some prior experience in carrying out research work. Hence, faculty who are at the early stages of their career find it difficult to get funds for their projects. CVV's seed money grant scheme is directed at mitigating this problem by providing such faculty with an initial grant with which they can kickstart their research work.

All full-time Assistant Professors of CVV (whether permanent or on probation) are eligible for a seed grant. Under special circumstances, Associate Professors and Professors may apply for it. The period of the grant shall not exceed two years in general with a possibility of an extension by a year based on decision by R&D Cell.

Generally, an amount of up to Rs. 1,00,000/- may be granted as seed money for a project proposed by a faculty member. The decision to grant more is left to the Chairman, RAC with the approval of the Vice Chancellor, up to a maximum of Rs. 3,00,000/-. In case of collaboration between faculty members of CVV, the grant may be up to 10 lakhs. Further details are available in **Policy for Seed Money**

7. Funded Projects

CVV provides incentives and appreciation for faculty members who are engaged in funded research projects. Both the Principal Investigator and Co-Principal Investigator will be eligible for monetary incentive finalized by the management. For a funded project, the cash award can be claimed only once and after that a certificate of appreciation is issued every year until the end of the project. In cases where the sanctioned amount is not received by CVV, the investigator(s) will only receive the certificate of appreciation. The operations of the project will be in accordance with the **Policy for Sponsored Projects.**

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8. Financial Support for Conferences and Academic Activities

Chinmaya Vishwavidyapeeth (CVV) strongly believes that the faculty is one of the strongest pillars of the University. They are provided numerous opportunities to pursue research and participate in seminars, conferences and workshops. To encourage higher levels of involvement in these activities, CVV provides financial reimbursement of Rs. 25,000/- per faculty for every academic year. This amount can be utilised for two heads (i) reimbursement for academic activities (AR) and (ii) reimbursement for professional development activities (DR). Further details are available in the **Faculty Development Policy**.

9. Research Ethical Committee

The Research Ethics Committee (REC) in CVV plays a crucial role in ensuring that research conducted within the institution adheres to ethical standards and guidelines. Comprising a diverse group of experts, including researchers, ethicists, and community representatives, the REC reviews and approves research proposals to safeguard the well-being of participants and maintain integrity in the research process. It assesses factors such as informed consent, confidentiality, potential risks, copyright aspects and benefits. Essentially, it's the ethical compass that guides the university's research endeavors, promoting responsible and humane exploration of knowledge. This will be governed under the **Research Ethics Policy**

10. National & International Conference

Faculty are encouraged to organize workshops/ seminars/conferences/Faculty Development Programmes. For conducting National and International conferences, financial assistance upto 1 lakh (National) and upto 2.5 lakhs (International) be granted for one event. Proposals may be submitted to the Office of the Director (Research & Development Cell) on or before July 31st every year.

11. Consultancy Projects

CVV has been encouraging the faculty to take up consultancy projects from industry/ research organizations/ Government and/or Non-govt organizations. Further details are available in Training and Consultancy Policy.

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12. Best Paper Award

Letter of appreciation and a cash award of 1,000/- shall be given to faculty who have won the best paper award in a National / International conference, subject to the approval of the Director (Research & Development Cell).

Assessment Criteria

Faculty members at CVV are required to obtain atleast 50 research points annually. The extra points earned by a faculty in a year can be carried over to the next year. The faculty members failing to achieve the required 50 research points in a year will be issued a warning during the first year and would be asked to achieve 100 research points(altogether) at the end of the second year. The faculty members failing to achieve the 100 research points in the second year will lose 2 years of their service to be considered for the next promotion.

It is mandatory to submit the self assessment report of all faculty members to the HR Department through the Head of the School at the end of each academic year (on or before 30th June). The format for submitting the self assessment report is added as APPENDIX I the policy.

Below table provides a tentative list of activities and the associated points that a faculty can gain upon successful completion:

Contribution type	**Level**	**Score**
Journal Publication in Scopus/ABDC/ ABS/web of science	Impact Factor above 3 Impact Factor between 1-3 Impact Factor less than 1	30 points 25 points 20 points
Journal Publication in UGC Care list	All Group	15 points
Text book/Book	International	25 points
	National	10 points
Chapter in an edited book	International/ National	10 points
Editor/reviewer of a		15 points

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book		
Funded Projects	Major projects - Grants > 30 lakhs	40/project
	Major projects - Grants 3 lakhs <30 lakhs	30/project
	Minor projects - Grants 25k < 3 lakhs	10/project
Consultancy	Amount > 10 lakhs	20 points/project
	Amount > 5 lakhs	10 points/project
Patent/ Technology transfer/Product/Process	Awarded	30/each national level patent, and 50/each international level
Research Guidance	PhD (Degree awarded)	10/each candidate
Paper presentation (Oral/Poster)	International Conference	10/conference
	National Conference	5/conference
	Regional/ State level	2/conference
	Local/University level	1/conference
Invited lectures or presentations	International	25/lecture
	National	20/lecture
Participation in vākyārthasabhā-s		10 points
Organising Secretary/ Convenor/ Coordinator of conference/seminar	National International	25 20
Performance by Invitation (for performing artists)	National International	25 20
Coordination of		10 Points

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University level/Inter University level programmes (Jabagadadash, Literary Fest, Commerce & Management Fest etc..)		
University allotted administrative works		15 Points

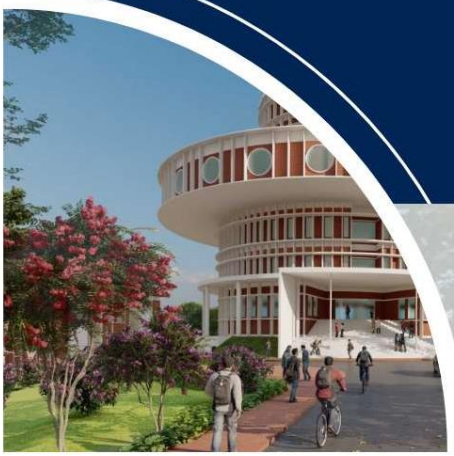
Note: IKS based activities such as (Research publication, Invited lectures, Projects, and any other IKS related activities) will get an extra 10 points in addition to the respective criteria.

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Chinmaya Vishwa Vidyapeeth
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RESEARCH & DEVELOPMENT

POLICY



CHINMAYA VISHWAVIDYAPEETH

Deemed to be University, Estd U/S 3 of the UGC Act 1956
Adi Sankara Nilayam, Adi Sankara Marg, Veliyanad, Ernakulam, Kerala - 682313

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CVV University R&D Policy	
Policy Number	CVV_Research_02
Version	1.0
Reviewed and Recommended by	Policy Review Committee
Reviewed and Recommended on	04-11.2022
Approved by	IQAC
Approved on	07-11.2022

REGISTRAR
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Research Policy

Preamble : Chinmaya Vishwa Vidyapeeth (CVV) is a deemed to be university under the 'DENOVO'; category recognised by the University Grants Commission (UGC). The university was established in 2016 by the Chinmaya Mission, a worldwide organisation founded by Swami Chinmayananda, and is located in Ernakulam, Kerala, India. It has its headquarters at the Chinmaya International Foundation (Adi Sankara Nilayam, Ernakulam) and has been established as a torchbearer for the preservation of India's cultural heritage and knowledge traditions through higher education. The university aims to create a new generation of scholars and researchers who can contribute to the development and dissemination of knowledge with a global mind that is rooted in India's rich cultural heritage.

CVV is offering BTech in Computer Science Engg, Computer Science Engg (Data Science), Computer Science Engg (AI/ML), Computer Science Engg (Cybersecurity), Electronics and Communication Engineering, Mechanical Engineering, BA Sanskrit, BA B.Ed English, B.Sc B.Ed Mathematics, MA, BCA, B.COM(Hons) , B.Sc(Hons) Applied Psychology, M.Sc Vedic Research, M.Sc Clinical Psychology, MBA, BBA, MCOM, MSc Applied Psychology, MA Music, MA Music and Ph.D programme.

Vision : To establish a pioneering university that harmoniously integrates the profound wisdom of Indian knowledge systems with cutting edge contemporary research.

Mission :

1. To lead groundbreaking research that synthesizes Indian Knowledge Systems with contemporary scientific and technological advancements, fostering innovation and addressing complex global challenges.
2. To cultivate a dynamic research environment that promotes interdisciplinary collaboration among scholars, bridging traditional wisdom and modern disciplines to generate holistic and impactful solutions.
3. To advance research that not only contributes to academic knowledge but also drives sustainable development and societal well-being, ensuring our findings benefit communities locally and globally.

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INTRODUCTION

Chinmaya Vishwavidyapeeth (CVV) aspires to become a premier research University in integrating Indian Knowledge Systems (IKS) with contemporary knowledge**.** Improving the quality of scientific research is a must for developing effective Applications. CVV aspires to provide a research environment that fosters an ethical, competent, safe, and accountable culture of high-quality research.

The University promotes interdisciplinary collaborations that result in practical and basic research with long-term social and technical implications. In addition, the University focuses on academic and research relationships with a variety of funding sources. This document discusses research promotion initiatives as well as research planning and execution principles.

This policy is concerned about the Research and Development activities at the CVV covers particular issues of performing Research and Development activities inside the Institution while adhering to UGC and University Research norms.

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 Director 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.

OBJECTIVE

The objective of Research & development (R&D) initiatives undertaken by CVV is to build research careers, internationalization of human potential, support to strengthen the knowledge foundation and promote the creation of new applications, as well as societal impact of education, research and innovation.

CHINMAYA VISHWA VIDYAPEETH * VELIYANAD, ERNAKULAM-682 313 *

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Create an excellent research culture and support infrastructure.

- Promote intra and inter disciplinary research.
- Facilitate support schemes to improve the research output of the University

To achieve the high-quality research ambience the following policies have been undertaken. A Research & development cell has been established that will prepare and implement the documents for development of research and development activities within the University.

TERMS AND CONDITIONS

- Research awards, grants, cash incentives, or leave benefits are not guaranteed rights.
- All research points will be calculated based on the academic year.
- All achievements must be associated with the affiliation "Chinmaya Vishwavidyapeeth."
- The decision of the Research and Development Cell (RDC) is final.
- The university reserves the right to withdraw or amend this policy, in whole or in part, at any time without prior notice.
- All benefits will be forfeited if the faculty member leaves the organization.
- If any information provided in an application for incentives or awards is found to be false, incorrect, or incomplete, the management reserves the right to withdraw the benefits.
- For research activities conducted in collaboration with another institute, lab, or university, only faculty members of Chinmaya Vishwavidyapeeth will be eligible for research awards and incentives. The external members will not receive any benefits.
- For any research activity, which is done in collaboration with another Institute/Lab or University the terms and condition mentioned in the Memorandum of Understanding (MoU) will be followed.

1. FORMATION OF RESEARCH AND DEVELOPMENT (R&D) CELL

1.1 The Research Governance will have a Research Advisory Council (RAC) headed by the Vice-Chancellor or his/her nominee as the apex body of RDC. The Director, nominated by Vice-Chancellor among the distinguished researchers from the university, will head various committees to drive the governance. RDC will form five committees to smoothen its functioning with respective committee members nominated by the Director – RDC and approved by RAC. The organisational structure of RDC comprising of various committees for specified functions may be as under:

1) Finance and Infrastructure Committee
2) Research Program, Policy Development Committee

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3) Collaboration and Community Committee

4) Product Development, Monitoring and Commercialization Committee

5) IPR, Legal & Ethical Matters Committee

Each committee will consist of One Head* and minimum three members*.

*Head/Members should have a Doctoral degree (Ph.D.)

*Head/Members should have Research publications in refereed journals to their credit.

2. RESPONSIBILITIES OF R&D CELL

2.1 The R&D Cell will ensure functional autonomy, transparency, accountability, adaptability by strengthening interlinkages to create a conducive research environment.

2.2 The development and enhancement of the Institute's research capacities. Motivate all faculties to pursue research in their respective areas of expertise.

2.3 The protection and commercialization of the Institute's intellectual property. Increasing consultancy activities related to R&D for Industry and Society.

2.4 The provision of research and development opportunities for academic staff to maintain enthusiasm, and awareness of current scholarship, programs and relevance in teaching and other Institutional activities.

2.5 The development of infrastructure is beneficial to promoting the quality and quantity of research and development.

2.6 The establishment of research and development priorities; and monitoring the quality and quantity of research and development.

2.7 Disbursement of Institute Research Funds to established researchers, both individually and in groups; including research infrastructure funds; higher degree by research candidates; seeding grants to beginning researchers; research initiatives across the departments; and provision of consolidated information to the Academic Council and other appropriate Institutional bodies.

2.8 Monitor the application of Research Funds to ensure that the funds are properly and formally accounted for. Promote emerging areas of research and development. Development of mechanisms conducive to the best possible ways of engaging and motivating research staff.

2.9 To monitor and enhance the quality of research programs, projects and the research infrastructure within

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the Institute, including the training of research scholars.

2.10 To foster the development of multi-disciplinary research endeavors across Faculties and departments. Monitor the research and development performance of individuals, groups, Centres, Schools and Faculties to encourage excellence and productivity through maintaining a database of research and development activities.

2.11 Oversee the application of the Code of Research Ethics for the responsible practice of research. To formulate incentive schemes for promoting research activities with teachers and students/scholars.

2.12 To promote building build strategic, durable partnerships, and develop funding solutions with Industries and Research Institutions for steering, funding and cooperation.

2.13 To ensure that all the Research Labs in the University fulfill the norms of Good Laboratory Practices (GLP) and Safety (Bio and Chemical) measures, recognized as Quality Improvement Programme (QIP) centre and by the National Accreditation Board of Laboratories (NABL).

3. TERMS OF OFFICE

3.1 Members of the R&D Cell, other than ex-officio members, shall serve until the end of the current academic year.

3.2 An appointed member may be reappointed to serve additional terms, subject to approval.

4. QUORUM

The quorum for meetings of the R&D CELL shall be the nearest whole number above 50% of the membership of the R&D CELL for the time being.

5. MEETING SCHEDULE

The R&D CELL will meet every 1st Monday of each month. The Vice Chancellor/Director is responsible for determining if more meetings are required.

6. REPORTING

The R&D CELL will report to the Research Advisory Council by way of its minutes.

7. POLICY FOR INTERNAL RESEARCH AND INNOVATION FUNDING: DEVELOPMENT PRINCIPLES

(a) Funding will be long-term and allocated under transparent criteria.

(b) Long-term skills development requires a stable funding base; the diverse and strong technological and science base of this Autonomous Institute will be safeguarded.

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(c) Funding to promote the application, introduction and commercialization.

(d) New and current resources to be directed towards the most important targets: strengths and fields; infrastructures; the research career system; internationalization.

(e) Research and innovation by individual departments will be activated through funding, with the aim of improving the ability to innovate through interdisciplinary research work.

(f) The funding basis for the Institute to be diversified; quantitative objectives and incentives to be set for international funding through steering committees.

(g) A larger share of the research funds will be used for strengthening the knowledge base and for research and innovation as well as cross-border cooperation.

(h) Expanding the funding base of research institutes will be necessary in the future.

8. APPROVAL OF RESEARCH PROPOSALS

8.1 The design and methodology of research undertaken by a member of staff or student, that makes use of research and subjects like people, human remains, other living beings and the environment, must be submitted to R&D Cell for evaluation and approval, especially if legislation, professional councils or institutions affected by the research require it.

8.2 When faculty and student hand in research essays, mini-dissertations, dissertations and theses, they must declare that their research has complied with the Code of Research Ethics of the uinversity.

9. PLANNING CONDUCTION OF RESEARCH ACTIVITIES

This Includes

(i) Awareness on IPR and plagiarism

(ii) Providing the necessary Study Material

(iii) Assessment of the resources needed for the project

(iv)Economic usage of Resources

(v) Ethical Standards

(vi) Generating a Standard Operating Procedure

(vii) Securing the Data Produced from the experimentation

(viii) Research Methodology

10. TRAINING

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10.1 The R&D cell provides periodic training sessions to students and faculty members research related topics to understand and adopt research culture and best practices in the institution

10.2 Supervisors shall encourage students and research scholars to attend various training programs on research

11. RESPONSIBILITY OF PRINCIPAL INVESTIGATOR (PI) FOR R&D AND CONSULTANCY PROJECTS

PI is faculty member in the service of the Institution. PI will be responsible for:

(i) Creating a project plan and submitting it to the HOD/HOS and Director (R&D)

(ii) Scheduling the work to be performed and calculating costs in accordance with the given guidelines.

(iii) Finding other co-investigators if necessary, coordinating and executing work, and managing project interactions with the sponsor/clients.

(iv) Compiling the preliminary and final reports in accordance with the project proposal.

(v) Advising the Director(R&D) on staffing needs, project expenditures, and remuneration to be charged to professors, employees, and students.

(vi) Keeping track of project documents.

(vii) Monitoring or sanctioning leave for research and other contractual workers employed on his or her projects.

(viii) Separately keeping track of equipment purchased with project funds for each project and sending a copy of the record to Director (R&D) to ensure that expenditures are in line with budgetary allocations and that the usage certificate is submitted.

(ix) To ensure that the project is completed on schedule and that the final report is sent to the funding agency through Director's office (R&D).

(x) For the necessary maintenance of the Laboratory Record Book for IPR submission, periodical and/or final technical report(s)of the project work to the sponsoring agency.

(xi) Writing to the sponsor/client for timely release of funds, with a copy to the Director (R&D) for follow-up, if needed.

(xii) Before reporting results, the PI must notify Director (R&D) and research partners and obtain

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Permission from both.

(xiii) If the PI chooses to leave the university. When a Principal Investigator (PI) retires or takes a leave of absence, a co-investigator or Co-PI may assume the PI's powers and duties with the Director's approval (R&D).

12. MAINTENANCE OF PROJECT RECORDS

The head of the Institution shall ensure that the following records are maintained and retained in the Institution by Project Leader / Principal Investigator Document containing

(i) Information on a systematic basis on initiation of the idea

(ii) Date of starting of the project

(iii) List of innovators and Principal Contributors

(iv) Responsibilities assigned to the individuals and the extent of their participation (full-time or part-time)

(v) Signification contributions made by the individuals along with the supporting inputs/contributions of the S&T and other staff.

(vi) The following will not be considered for funding-

a) Professional fees or dues

b) Training to meet job requirements in the employee's current job

13. POLICY FOR ORGANISING / ATTENDING IN HOUSE SEMINAR / CONFERENCE / WORKSHOP RELATED TO R&D

CVV employees can organize funded program or programs approved by RAC. Employees applications approved for Professional Development Program are entitled to get relaxation in office duties.

Criteria for facilitating Professional Development Programs for the Faculty are as follows:

13.1 Eligible Employees

CVV employees (excluding employees on leave without pay) with a regular full-time appointment and with one year of accumulated service are eligible employees.

13.2 Criteria for Professional and Continuing Development

(i) Courses, seminars, workshops, and conference conducted by reputed Institution, University or government agencies are intended to assist employees in maintain and improving knowledge and skills relevant to the employees' responsibilities or to their career development at the institute are considered for financial support.

(ii) Employees approved for Professional Development are entitled to avail leave of up to 6 paid working days annually.

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13.3 Criteria for funding

(i) Approved funding for individual professional development activities will not be carried forward into the next financial year.

(ii) Allowable expenses must be submitted within two (2) weeks of the staff development activity.

(iii) Funds allocated to professional development activities will be in the following priority order

a) Registration fees

b) Materials and supplies

c) Travel for activities off campus

d) Accommodations and meals

13.4 Application Procedures

(i) The Institution pre-approves requests for financial support for development activities only. The Institution does not normally approve funding requests retroactively.

(ii) Requests for leave to participate in a professional activity must be obtained by the applicant from the Principal through their respective Head of the Department.

(iii) Completed applications are to be submitted to the Principal's office at least one week prior to the event.

(iv) Completed applications are considered on a first come first serve basis. Applications will be date stamped upon receipt and reviewed for completeness.

(v) Cancellation

a) Employees can request to withdraw their application and/or approved funding by writing to the Director (R&D) after obtaining approval from the Head of the Department.

b) Employees cannot use previously approved funding for a different purpose.

c) Employees who do not attend the professional development event for which they have received approved funding must repay the money, which will also make them ineligible for future internal grants.

14. SEED FUND POLICY

Any faculty/student member of CVV can apply for the seed capital/fund from the institution for their research. It is an activity that provides early stage funds to the ideas or concepts which are yet to publish and organise a selection committee to discuss on latest developments relevant to the field of research/design/process. The aim of the seed fund is to encourage conversion of inventions, innovations into patents/commercialization/new ventures.

14.1 Any faculty/mentor can be the principal Investigator (PI)/Co-Principal Investigator (Co-PI) .

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14.2 At any time, any faculty/mentor can be a Co-Principal Investigator (Co-PI) in more than one proposal.

14.2 The Principal Investigator (PI) at the time of submission shall not have a running project funded by the seed funding scheme.

The selection criteria for the seed funds are as follows:

(i) Proposed project must be from Innovative interdisciplinary research
(ii) Promise sustainable research and development attracting external funds.
(iii) Budget matches the claimed outcomes.
(iv) The project must have the potential to generate Intellectual Property.

Conditions of selection:

(i) The decision of the selection committee will be conveyed to the PI who will be the responsible person for all administrative matters.
(ii) The PI is responsible for the conduct of the research in accordance with the institute's R&D policy.
(iii) Procurement, Utilization, and maintenance of equipment will be as per institute policy.
(iv) The funds have to be utilized within the stipulated period and the Utilization certificate must be submitted within one month of the completion of the project.
(v) The progress of the Project will be reviewed monthly and the report must be submitted when RAC requires.
(vi) The project duration should not exceed six months.
(vii) The PI will also be required to report progress or outcomes at the end of the project after the termination of the seed grant, including grants received and publication /IPR arising out of the seed grant.
(viii) In any research or IP communication arising out of the funded project, the contribution of the institute should be duly acknowledged.
(ix) The amount should not be used either for honorarium or remuneration purpose.

15. FACULTY-GUIDELINES

15.1 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

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presentation preparation etc.

15.2 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 Director Faculty and approval maybe sanctioned on a case-to-case basis.

15.3 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 Directors 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.

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.

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

15.4 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.

16. CODE OF RESEARCH ETHICS

This code expresses the ethical values of all faculty/staff, Research scholar and students engaged in academic and/or research activities at the Institute, who have committed themselves to:

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16.1 uphold the values of freedom, democracy, equality, human dignity and respect for diversity;

16.2 strive for distinguished scholarship, excellence in teaching, reputable research and innovation through leading, challenging, creating and exploring knowledge.

16.3 accomplish the above individually, through collective efforts and partnerships with Communities.

16.4 The purpose of the Code of Research Ethics is to guide faculty/staff, Research scholar and students engaged in academic and research activities to:

i. Respect the human dignity and rights of all stakeholders,

ii. promote shared ethical values and fulfill all academic/research activities according to such values. Uphold and promote individual, group and institutional integrity when in the process of fulfilling the roles as Professors, Guides, Researchers, Mentors and Advisors.

iii. create trust in the institution and the practice of science and engineering.

iv. This code can be amended from time to time to deal with other aspects of research duties.

v. the pursuit of truth through free inquiry and open dialogue.

vi. just and fair treatment of human beings, other living beings, the environment, and human remains.

vii. complying with the highest standards of scientific and engineering research.

viii. making no misrepresentation in the dissemination of research information and findings and not fabricating data or information.

ix. designating authorship of consulted research sources clearly, accurately and justly and assigning authorship of research publications accurately and justly.

x. Committing to no form of plagiarism. practicing or promoting no form of unfair discrimination in research.

xi. practicing or promoting no form of unfair discrimination in research.

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 Director of Research.

17. RESPONSIBLE CONDUCT OF RESEARCH: RULES AND GUIDELINES

17.1 Rules

(i) Researcher must exhibit integrity, professionalism, fairness and intellectual honesty in all their research activities.

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(ii) Researcher must adhere to the ethical practices with respect to publication, conducting experiments and all other steps of the research process.

(iii) Researcher must disclose to the Director of Research any conflicts of interest or potential conflicts of interest in a transparent manner.

(iv) Plagiarism in research/publication will be severely dealt with as per the 'Anti-Plagiarism and Ethical Research Policy of the University.

(v) Researcher 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.

(vi) Faculty working as a supervisor must ensure that their scholars' work meets the standards of theUniversity and the academic discipline.

(vii) Researcher should retain raw data of research activity/project for a minimum period of 5 years with the university, unless requirement of longer period stipulated by the university or any relevant entity for the purpose of specific work.

(viii) The research aims of any study should benefit both society and industry and should avoid negative social effects.

(ix) Researchers should make sure that an appropriate research method is selected on the basis of informed professional competence.

(x) It is the responsibility of researchers to guarantee factual correctness and to abstain from data falsification, fabrication, distortion, suppression, or misinterpretation.

(xi) Researchers should be able to extrapolate the consequences of research engagement for every participant and make efforts to mitigate any potential drawbacks for each individual or group of individuals.

(xii) Researchers should ensure that methodology and findings are open for discussion and peer review.

(xiii) Researchers should ensure that any indebtedness to previous research as a source of knowledge, data, concepts and methodology should be fully acknowledged in all outputs.

(xiv) Due credit should be given to all the authors depending upon their contribution in the research work.

(xv) If a student or a faculty/staff has worked in a project, and any publication of that project is published, then his/her name should be mentioned in the authorship in the acknowledgement section of the manuscript depending on the quantum of their contribution.

(xvi) Authorship order should be decided in the early stage of a work. All authors must read the

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completed papers and must be willing to take complete responsibility of the data, interpretations and conclusions presented in the paper.

(xvii) The most significant contributor will be the first author of the manuscript. For all papers coming out of Masters/UG degree or a Ph.D. thesis, the first author should preferably be Masters or Ph.D. student and the corresponding author should be supervisor.

(xviii) Honorary authorship is not permitted.

(xix) The guidelines of the concerned journal should be followed for including name of all contributors in the paper.

(xx) Particulars of the affiliation of the university should be mentioned as follows in all publications…….. (specify Name), ... (specify designation) at …….(specify the name of the University) Students should publish their approved thesis or dissertation work with the consent of the supervisor, unless otherwise stipulated by the university.

(xxi) All potentially patentable inventions shall be disclosed to the university.

(xxii) All faculty/staff members shall specify affiliation/association with the university in all their research activities.

(xxiii) All faculty/staff members shall update the affiliation or association with this university on various research platforms like research gate, google scholar, publons etc

17.2. Guidelines

(i) Faculty are encouraged to involve students (UG and PG) in their research work and mold them for a research career.

(ii) Faculty are recommended to document all research activities in the annual faculty activity report.

17.3. Antiplagiarism Policy

Plagiarism is one of the most serious violations of academic integrity and ethics. Anyone engaged in plagiarism threatens the values and beliefs of the academic integrity of the university and undermines his/her individual credibility in the community of research scholars. Plagiarism in any form is not permissible in the university and is a serious misconduct which is subject to strict disciplinary action against the person found guilty. The university has a zero tolerance policy on plagiarism.

Plagiarism is using, presenting or publishing work of another person as your own without proper citation or acknowledgement. Using words or ideas of others without proper reference or citation is plagiarism. It is very important to give credit, where it is due, to the other person by acknowledging the source of that information.

All published and unpublished material, materials downloaded from internet, copied from lecture handouts

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or any other source whether in manuscript, printed or electronic form, is covered by this definition. 'Collusion' is another form of plagiarism involving the unauthorised collaboration of students or other individuals in any piece of work. Following and such other acts as prescribed by the University from time to time shall be considered as the act of plagiarism:

- Writing someone else's work as your own.
- Paraphrasing or copying ideas from someone else's work without giving due credit Stealing unpublished raw data and publishing it without giving due credit.
- Failing to put the words/idea/ information within quotes "…"
- Giving incorrect information about the source of the quoted material.
- Changing words but copying the sentence structure of a source without giving credit. Copying many ideas or words from a source that it makes up the majority of your work irrespective of whether you have given credit or not.
- Writing or reusing one's own specific words, images etc from previously published texts is known as self-plagiarism.
- Images are also a form of scientific data and ideally need to be presented as such. Manipulating an image related to your research and publishing the same, therefore, will clearly fall under the ambit of research misconduct which comes under plagiarism.
- If a previously published image is included in the manuscript or any publication material, you need to get explicit permission from the copyright holder (which might be either a person, a journal, or a publisher) and needs to be cited clearly. Some images come under the category of "creative commons." Under the "creative commons," the images can be used free of charge, but with proper attribution.
- In case of images/information of any person, the authors should certify that they have obtained all appropriate consent forms. In the form, the individual/legal guardian should give consent for images and other personal informations to be reported. The individual/guardian should be informed that names and initials will not be published and due efforts will be made to conceal individuals identity, but anonymity cannot be guaranteed.
- The practice of presenting same research findings in more than one conferences (encore abstracts) except (i) the congress permits it; (ii) copyright requirements are respected; (iii) prior presentations are disclosed; and (iv) repeated presentation is to reach a different audience.

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This policy applies to all the written/unwritten and published/unpublished works produced at and for CVV. The written works include academic and research publications / IPR (research papers, books, articles, assignments, project reports, thesis (Masters, M. Phil. And Ph.D.), research reports, patent, copyright, design registration etc. The unpublished works also include experimental data. The plagiarism policy applies to all CVV including students, faculty and staff. The HOS/HOD/Research Coordinator shall also be responsible to disseminate the information about plagiarism.

It shall be the responsibility of the supervisor/corresponding author to check the paper/thesis etc. for plagiarism. The document should be subjected to appropriate plagiarism software prescribed by the university (e.g. Turnitin) and the supervisor should check the content manually too. If plagiarism is detected, the Head of the department will send his/her report based on software results and thorough study to R&D Cell.

In case research work with plagiarism published by researcher then R&D cell will form the committee for investigation. The committee will dispose the case of plagiarisms reported to it within 30 Days of the reporting of the case to it and after affording reasonable opportunity to the concerned student or faculty or staff as the case may be and shall submit its findings and recommend such disciplinary action as may be deemed fit in the specific case.

18. RELATIONSHIPS WITH THE COMMUNITY:

(i) Data or information shall be gathered and recorded in such a way that it can be made available at any time (after completion of the project) to other interested parties without undermining confidentiality.

(ii) Researchers will judiciously consider potentially destructive consequences of their research activities, outcomes or outputs on the human or natural environments and will avoid such research projects, or assiduously reduce the risk of such consequences through their research activities.

(iii) Researchers will exercise their rights to academic freedom and freedom of scientific research, researchers are accountable to the community for the way in which they exercise those rights.

19. RELATIONSHIPS WITH SPONSORS

(i) The methods, contents and results of research that has been funded (fully or partially) by external funds, shall be fully disclosed. Full particulars of the person or institution from outside the Institute who funded the research shall be provided in the published results of the

(ii) Researchers shall be honest with sponsors of their research about their qualifications and their research expertise and skills.

CHINMAYA VISHWAVIDYAPEETH VELIYANAD, ERNAKULAM-682 313

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(iii) Researchers shall ensure that sponsors require nothing of their research that is contrary with internationally acknowledged standards for ethical research.

(iv) Researchers shall only utilise a sponsor's funds for purposes explicitly approved by the sponsor.

20. FUNDING AND INCENTIVES FOR RESEARCH

20.1. CVV may provide grants/seed money 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 the sponsored organisations.

20.2. 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.

20.3. 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, 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 Finance committee.

20.4. 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.

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

20.6 Faculty members are encouraged to be a part of recognised professional bodies and academic societies. University provides financial support for their membership fees of Membership of Professional Bodies .

20.7 University facilitates and encourages staff / faculty members to go for PhD degree. Two options are provided by the University and a faculty member can avail only one of the options. Objectives: To motivate faculty and staff to go for Doctoral degree To create a research environment

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Eligibility: All employees of the University who have registered for PhD degree are eligible.

21. RESEARCH PROJECTS

21.1. CVV encourages faculty to prepare and submit research proposals to R&D cell for scrutiny and further submission to the funding agencies both government and non-government.

21.2. The University supports the execution of R&D projects in all manners.

21.3. The Office of the Director 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.

21.4 The funds must be credited to the University bank account from the sanctioned government and non-government agencies and covers all the heads of the budget proposal without any deficiency.

21.5 Any staff member can collaborate in any major research projects for publications or patents.

21.6 UG/PG students must be involved in the sponsored major research projects and can be remunerated if possible.

22. RESEARCH COLLABORATIONS WITHIN INDIA AND ABROAD

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

22.2. Based on the feasibility and future potential, the University may sign a Memorandum of Understanding (MoU)[6] with those universities and research organisations for collaborative research.

23. 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.

24. ESTABLISHING ENDOWED CHAIRS

24.1. 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

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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.

24.2. 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.

24.3 The MoU should indicate how the Chair is funded.

24.4. 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.

24.5. 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)

(i) Be a champion of research and/or teaching and be a source of inspiration for other faculty in the area.

(ii) Conduct sponsored research projects.

(iii) Obtain training grants.

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

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

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

(vii) Conduct Winter or Summer Schools and faculty training programmes.

(viii) Organise seminars/conferences/ research scholars' meet.

25. RESEARCH AND PUBLICATIONS COMMITTEE (RPC)

The Research and Publications Committee (RPC) is a university-level committee appointed by the Director 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.

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25.1. Membership of the RPC will be as follows:

a) Director 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 Director of Research, in consultation with the Vice Chancellor, to complement the areas not represented by the faculty sent by the Schools.

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

Specific duties include (but are not limited to)

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

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

(iii) Ensure research systems and facilities are available and operational.

(iv) Review and approve faculty disclosures of potential conflict of interests.

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

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

(vii) 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.

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

26. RESEARCH LEADERSHIP BY THE DIRECTOR OF RESEARCH

The vision and mission of CVV consists of both maintaining and delivering an up-to-date curriculum

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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 endeavor of CVV will become a significant task within and in of itself. Therefore, the position of the Director 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)

26.1 Provide strategic vision for CVV's research enterprise.

26.2 Direct and guide CVV's research mission.

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

26.4 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)

i) Oversee the process of compliance with the regulatory responsibility of performing sponsored research.

ii) Establish processes to ensure the maintenance of policies, procedures, and fiscal responsibilities of pre- and post-award activities.

iii) Foster new research initiatives, and promote and support a culture of innovation in the University.

iv) Oversee establishment, administering and monitoring of research centres.

v) Oversee research partnerships with industry, government, and external partner institutions, nationally and internationally.

vi) Foster and promote a culture of research integrity at the University.

vii) Receive reports on conflict-of-interest disclosures from faculty and follow up as needed.

viii) Investigate research misconduct complaints according to UGC guidelines and report to the Vice Chancellor.

ix) Establish processes to ensure adherence to all government regulations overseeing the conduct of research by the faculty of CVV.

x) Maintain an ongoing record of all research-related activities, sponsored or unsponsored, such as workshops, publications, grants, patents, projects, etc.

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27. INTELLECTUAL PROPERTY

y innovation/invention, the University will encourage the inventor to file the patent. The IPR, cal Matters Committee will arrange the assessment of the application for further process. The University has collaboration with the third party agency, which will process the patent application. The University shall bear the expenditure in filing/renewal of patent application. The University will be the applicant for the filing and staff/faculty/student will be inventor(s). If the patent is commercialized, then the revenue sharing would be as per IP policy of the University. CHINMAYA VISHWAVIDYAPEETH, ERNAKULAM (Deemed to be University)

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APPLICATION FOR REIMBURSEMENT OF REGISTRATION FEE AND TRAVELLING ALLOWANCE FOR RESEARCH PUBLICATION FOR ACADEMIC YEAR 202_-2_

Important Guidelines as resolved by Research Advisory Council (RAC)

1. Kindly fill out a separate form for each publication reimbursement request
2. Please ensure institute affiliation in the publication is clearly specified as "Chinmaya Vishwavidyapeeth, Ernakulam"
3. The reimbursement will be issued against the submission of the payment receipt.
4. Travelling Allowance for outstation to present the research paper will be approved as per Institute norms

Faculty Details	**Full Name –** Designation: School and Department:
Title of the Paper	
Name of the Journal	
ISSN and Indexing details	
Impact factor of the Journal	
Registration Fees	
Travelling Allowance Expenditure	
Any Additional Information	
Signature of the faculty	

Note: Please enclose- i) Copy of the paper, ii) Indexing Proof, iii) Registration Fees Receipts and iv) Travel expenditure proofs

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Signature of Principal/Head of the School **Name:**	**Signature of Director (R&D)** **Name:**	**Signature of Registrar** **Name:**

CHINMAYA VISHWA VIDYAPEETH * VELIYANAD, ERNAKULAM-682 313 *

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CHINMAYA VISHWAVIDYAPEETH, ERNAKULAM
(Deemed to be University)

APPROVED SCHEMA FOR A) RE-IMBURSEMENT AND INCENTIVE AWARD OF THE FACULTY RESEARCH PUBLICATION AND B) RESEARCH SPONSORED PROJECT GRANT INCENTIVE

Refer Research Strategy and Promotion Policy

CHINMAYA VISHWA VIDYAPEETH * VELIYANAD, ERNAKULAM-682 313 *

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CHINMAYA VISHWAVIDYAPEETH, ERNAKULAM
(Deemed to be University)

APPLICATION FOR PARTICIPATION IN NATIONAL/INTERNATIONAL CONFERENCES/WORKSHOPS/SEMINARS/SYMPOSIA/COURSES ETC.

(All items must be filled clearly. Please type and print)
(To be submitted at least three weeks before the date of the Event)

1	**Academic year (Specify):**		**2**	**Date of Application**	
3	**Name of the Applicant (Full & Capital)**				
4	**Employee Code**		**5**	**Department :**	**Designation :**
6	**Name (Full) of the Seminar / Conference / Workshop / Course National / International**				
7	**Place of the Workshop**		**8**	**Duration of the Workshop (dates)**	
9	**Organized By (Full details)**				
10	**Attending as (Author/Invited Speaker/Participant/ Session Chair/ Any other). Please cross out / specify.**		**10a)**	**Registration Charges**	
			10b)	**Total Travel expenses (To Fro Journey)**	
10c)	**Miscellaneous Charges**		**11**	**Total Expenses**	
12	**Title of the Paper (Full) with names of all authors (Copy of the paper to be enclosed)**	**Title :**			
		All Authors:			
13	**Details of the Acceptance letter (copy to be enclosed)**	**Enclosed. Yes/No (Cross out):**	**14**	**Full details of the Call for papers/conference & Regd. Charges (copy to be enclosed)**	**Enclosed. Yes/No (Cross out):**

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15	**No. of Days (with dates) of duty leave already availed in the Current Academic Year**		**16**	**Period of leave required (with dates) from the University for this conference #**	
17	**Details of arrangements of duties during absence (Attach extra sheet, if required)**		**18**	**Amount of the Financial Assistance availed during the (i) current and (ii) previous Academic Sessions (Details to be provided overleaf)**	**Current:** **Previous:**
19	**Details of the Application requesting financial assistance from AICTE,DST, MHRD etc… funding agency (Essential. Pl. attach copies)**		**20**	**Details of Seminar on the last conference delivered in the deptt. (Date, number of attendees, topic etc.)**	

 # (Duty leave during the period of examination should preferably be avoided)

Full Signature of the Applicant with Date

21 Comments of the HOD/HOS with name, signature & date:

22 Recommendation of the Director (R&D Cell) with signature & date:

23 Approval of the ProVost/VC:

24 Copy to Registrar for record :

CHINMAYA VISHWA VIDYAPEETH * VELIYANAD, ERNAKULAM-682 313 *

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Details of the Financial Assistance availed during the (i) current and (ii) previous Academic Sessions					
Please give information for all the Authors of the paper for which permission is being requested)					
24.1	**Conference, etc. No. 1 Current Academic year:**				
a)	**Name (Full) of the Conference / Seminar / Workshop / Course**				
b)	**Place**		**c)**	**Date**	
d)	**National/International**		**e)**	**Attended As (Author/Invited Speaker/Participant/ Session Chair/ Any other). Please cross out / specify.**	
f)	**Name of the Paper/Poster (full) with Authors**				
g)	**Name of the author who received the grant:**				
h)	**Registration Charges**		**i)**	**Total amount:**	
j)	**Amount Reimbursed (with details) from CVV**		**k)**	**Amount Reimbursed from other agencies (give details)**	
l)	**Details of seminar delivered in the Institute (give details ; date, number of attendees, topic etc.**				

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24.2	**Conference, etc. No. 2 Previous Academic year:**				
a)	**Name of the Conferences / Seminar / Workshop / Course (Full)**				
b)	**Place**		**c)**	**Date**	
d)	**National/International**	**International Workshop**	**e)**	**Attended As**	
f)	**Name of the Paper (full) with Authors**	**Title :**			
		All Authors			
g)	**Name of the author who received the grant:**				
h)	**Registration Charges**		**i)**	**Total amount:**	
j)	**Amount Reimbursed (with details) from CVV**		**k)**	**Amount Reimbursed from other agencies (give details)**	
l)	**Details of seminar delivered in the Institute (give details ; date, number of attendees,**				

Signature of the applicant with date

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