

# Research and Promotion Policy

## Career Point University, Hamirpur

**Purpose:** This policy establishes the research environment within which teachers as well as postgraduate research students carry out their research. It also provides a suitable framework for the development and implementation of research management at Career Point University, Hamirpur (CPUH). CPUH shall ensure that research in all fields that include trans and multidisciplinary types grows exponentially, keeping the ethical norms and research standards intact. For different research programmes, Career Point University, Hamirpur follows CPUH-Academic regulation and UGC-minimum standard and procedure for the award of PG/M.Phil./Ph.D. degree amended time to time.

**Scope:** This is a University-wide statute.

**Aim:** Institutional advancement through excellence in research.

**Objectives:** Career Point University, Hamirpur offers following objectives for the promotion of research:

- (a) To create an excellent research ambiance and infrastructure.
- (b) To facilitate inter-, multi- and trans-disciplinary research.
- (c) To publish papers in journals of international repute, file patents and transfer technologies to relevant industries.
- (d) To continuously monitor the research outputs for ensuring quality by appropriate committees.
- (e) To recognize both faculty and students on their research output by a research award.
- (f) To promote the globalization of research to achieve global visibility.

**Research:** Research is original, independent investigation undertaken to contribute to knowledge and understanding and, in the case of some disciplines, cultural innovation or aesthetic refinement. Research typically involves inquiry of an experimental or critical nature driven by hypothesis or intellectual positions capable of rigorous assessment by experts in a given discipline.



Research includes work of direct relevance to the specific needs of rural and urban communities, natural resource users and conservationists, farmers, government, private industry and commerce, etc. In some disciplines, research may be embodied in the form of artistic works, performances or designs that lead to new or substantially improved insights. Research may include: contributions to the intellectual underpinning of subjects and disciplines (for example, dictionaries and scholarly editions) the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products, communications or processes, the synthesis and analysis of previous research to the extent that it is new and creative.

Research findings must be open to scrutiny or formal evaluation by experts within the field. This may be achieved through various forms of dissemination including, but not limited to, publication, manufacture, construction, public presentation, or provision of confidential reports.

***Requirement to Undertake Research:***

- (a) Each teacher/scientific staff will carry out independent research or creative activities that are appropriate to their discipline. In doing so they will, individually or in collaboration with colleagues:
- supervise research students;
  - disseminate research results (i.e. through more than one medium or one audience) including through their teaching practices and, where appropriate, protect the results of their research;
  - be active within appropriate professional and discipline communities and external stakeholders;
  - contribute to the research environment and culture of CPUH through activities such as mentoring, engagement in new research initiatives and strengthening the research infrastructure; and
  - participate in initiatives designed to secure financial support for research activities from external sources (including for example, government funding, industry partnerships and contracts, philanthropic gifts, technology transfer to stakeholders/ end users and commercialization opportunities).
- (b) The requirement to undertake research is a career expectation and will be balanced with the other obligations of academic staff including teaching and administrative responsibilities.
- (c) Nothing in this policy is to be construed so as to prevent Heads of School from allocating teaching and other responsibilities in the light of the research record of academic staff.



***Statutory and Ethics Obligations:***

- (a) Academic staff and students are required to carry out their research in compliance with all the university's obligations under legislation and any ethical and contractual obligations.
- (b) Research projects that involve human or animal subjects, including those undertaken as part of a teaching programme, must be approved in advance.
- (d) Academic staff and students are required to comply with the university's approach to Risk and Risk Management.

***Research Management:*** Policy and advice in research matters is coordinated through University Research Council (URC). The URC will consist of:

- The Vice-Chancellor (Chairperson)
- Dean of Faculty of the University
- Dean of Academic Affairs
- The Registrar (Member Secretary)
- Controller of Examination
- Dean of Students Welfare
- The Heads of the Departments
- The Librarian
- Two representatives of teachers

The Head of institute may add/ delete/ replace members of the URC as per circumstances.

- (a) URC advises and informs academic faculties and different schools on strategies to be pursued, develops policy including strategic and students research and conduct reviews periodically.
- (b) Securing and supporting external research funding from the public and private sectors.
- (c) Monitoring and reporting on externally funded research grants.
- (d) Providing professional development opportunities for staff to enhance their research performance.

***External contracts/external research provisions and obligations:***

- (a) All applications for any external research funding are to be submitted through the Research & Development cell.
- (b) All research contracted by an external party is administered by the Research & Development cell.
- (c) Academic staff is expected to comply with the management of external research, consultancy and related contracts.



**Research Planning:** Each Faculty and its constituent department/ school, is required to develop and execute its own research plan that is consistent with and delivers to the university research strategy and plan.

**Evaluation and Monitoring of Performance:** The Vice Chancellor has responsibility for the evaluation of the University's Research performance. Annually the URC will advise the VC on the university's performance, its alignment with external research funding sources available, opportunities for development and the impact of its research.

The Dean R & D will monitor the performance of schools in accordance with the evaluation of the university's research performance. The teachers and Staff are required to supply full and accurate details of their research outputs as required by their Head of Department, Associate Dean of the School or Faculty. This shall be done at least annually. The information will be supplied to the Research & Development cell.

***Academic integrity in research:***

***Code of Practice:***

(a) The University expects all members of the University including staff and students and those who are not members of the University but who are conducting research on university premises or using university facilities for their research, to observe the highest standards of ethics and integrity in the conduct of their research. In pursuance of such high standards they must:

- be honest in proposing, conducting and reporting research. They should strive to ensure others.
- comply with ethical and legal obligations as required by statutory and regulatory authorities, including seeking ethical review and approval for research as appropriate.
- seek to ensure the safety, dignity, wellbeing and rights of those associated with the research.
- effectively and transparently manage any conflicts of interest, whether actual or potential, reporting these to the appropriate authority as necessary.
- ensure that they have the necessary skills and training for their field of research.
- recognize their accountability to the university and their peers for the conduct of their research.
- having due regard to subject disciplinary norms, acknowledge that authorship of a research output should be attributed only to a researcher who has made a significant intellectual, scholarly or practical contribution to that output and is willing to take responsibility for the contribution.



- (b) Failure to comply with this code of practice and procedure may give rise to an allegation of misconduct in research. Misconduct in Research may be a ground for disciplinary action, and if serious, for dismissal or expulsion.

**Definition of Misconduct in Research:** Misconduct in research means, but is not limited to, the doing, planning or attempting of any of the following while proposing, carrying out or reporting the results of research:

- (a) falsification or fabrication of data, including the intentionally misleading or deliberately false reporting of research information;
- (b) misrepresentation of data, including the invention of data and the omission from analysis and publication of inconvenient data;
- (c) failure to follow good practice for the proper preservation, management and sharing of primary data, artifacts and material;
- (d) unacknowledged appropriation of the work of others, including plagiarism, the abuse of confidentiality with respect to unpublished materials, or misappropriation of results, physical materials or other resources;
- (e) misrepresentation of involvement in a research project; for example, the failure to include legitimate author(s) on outputs, or granting authorship where none is warranted;
- (f) failure to declare conflicts of interest;
- (g) failure to follow accepted procedures, legal or ethical requirements, or to exercise due care in carrying out responsibilities for avoiding unreasonable harm or risk to humans, other vertebrates, cephalopods or the environment;
- (h) Failure to follow existing guidance on good practice in research, including proper handling of privileged or private information collected on individuals during the research.
- (i) Misconduct in Research can include acts of omission as well as acts of commission. It excludes genuine errors that are not due to negligence, differences in interpretation or judgment in evaluating research methods or results, or misconduct unrelated to research processes. It does not include poor research.

**Responsibility:** All members of the University, and individuals permitted to work on university premises or use university facilities, have a responsibility to report any well-founded allegations of misconduct in research, whether this has been witnessed, or is suspected. Suspicions reported in confidence and in good faith will not lead to disciplinary proceedings against the person making the complaint. In the event, however, of a frivolous, vexatious and/or malicious allegation the Registrar will consider recommending that action be taken against the complainant. Prior to making any formal allegation, sources of advice and support for university members available should be made best use of by every individual:

- (a) Fellow researchers and colleagues

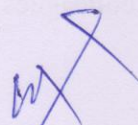


- (b) Supervisors
- (c) Mentors
- (d) Heads of Department
- (e) Dean(s) of School

**Research Ethics Committees:** The University is committed to ensuring that all allegations of misconduct in research are assessed. All decisions about disclosure, including the level of detail to be provided and at what stage, will be taken by the registrar, having due regard to the rights and interests of the complainant and the respondent and the obligations placed on the university by any third party (ies) or the law. The registrar will not normally consider allegations where the substantive event(s) complained about occurred more than three years before the allegation is received by the registrar.

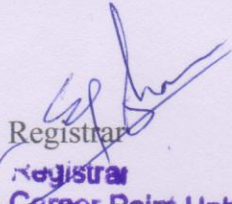
#### **CPUH – Research Promotion Support Schemes:**

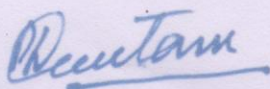
- (a) All the faculty members are encouraged to do research.
- (b) Faculty members are encouraged to apply for seed money from funding agencies or industries relevant to their field of interest.
- (c) The management will consider seed money for the research projects, if the proof of concept is established by the faculty.
- (d) Faculty members shall be permitted to attend conference/workshop relevant to their field of research in India or Abroad with academic leave.
- (e) Partial financial support only be considered for the faculty members invited for keynote speaker/plenary lecture in conference/seminar, etc. if financial support is not provided by the organizers or any other funding agencies.
- (f) Every faculty member will have an annual assessment based on contribution in academic & research spheres. These assessments will be given significant weightage for individual faculty member & collectively for the department. Research performance and achievements are an essential part of the key performance indicators for promotion/ annual increments.
- (g) Teachers without Ph.D. are encouraged to pursue and complete their Ph.D. by providing study leave.
- (h) the increment may be provided by the university for the faculty members who published the impact factor journals/ book/ book chapter in the /SCI/Web of Science/ Scopus/ international reputed publishing house as well as research supervisor whose research scholar completed Ph.D. degree with two publications in the impact factor journals of SCI/Web of Science/ Scopus indexed.





- (i) The incentives will be granted for the faculty members who received research grants from various funding agencies.
- (j) Faculty members receiving state/national/International award/fellowship for shall be awarded suitably.

  
Registrar  
Career Point University  
Hamirpur (H.P.)

  
Vice Chancellor  
Vice Chancellor  
Career Point University  
Hamirpur (H.P.)