



**USHA MARTIN  
UNIVERSITY**

**3.1.1**

**RESEARCH POLICY**

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19/04/2023  
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# Usha Martin University, Ranchi (Jharkhand)

## Research Policy

### 1. Preamble

Knowledge generation, its dissemination and assessment of the outcomes of these activities are fundamental to the idea of a university. While knowledge dissemination through teaching-learning, training and extension becomes the more visible components of everyday existence of any university, creation of new knowledge through research is the bedrock of its long-term survival and excellence as consistent creator of value that will be of use to the society at large, besides becoming the precursor of further creation of evolving knowledge. While their individual pursuit of growth and intellectual development motivates research activity among the university's academic community, a focussed nurturing of the research culture through institutional policy and supportive ecosystem lays the foundation of a thriving research community of academics. Usha Martin University laid significant emphasis on Research as well as open dissemination of its research outputs from the very beginning of its academic journey in 2017. The Research policy of the University lays down the enabling framework that will be useful in developing and sustaining a highly productive research culture in the University.

### 2. Objectives

The objectives of the Research policy of UMU are to:

- Develop a thriving and proactive research culture in the University through an enabling ecosystem;
- Lay down an institutional system of approval, support and facilitation of discipline based research;
- Encourage and motivate faculty initiatives to bid for external research projects for wider recognition;
- Facilitate suitable research funding and make it available through institutional resources;
- Encourage and support interdisciplinary and inter-institutional collaborations in research;
- Develop a system of information dissemination regarding research opportunities coming up regionally, nationally and internationally;
- Promote consultancy activity by the University and lay down consultancy rules;
- Recognise and reward research contribution(s) in the University's appraisal and promotion of faculty; and
- Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.

- Identify SOPs for dissemination of the University's research output and recognition of IPR.

### 3. Research Promotion

UMU has a provision to promote and reward the following research activities but not limited to:

- Attending a Conference
- Developing a Research Project for Internal or External Funding
- Support Publications in a Journal or a Book Filing Patents based on Research undertaken in UMU

**Conference:** UMU supports participation in one national conference in an academic year to the extent of payment of registration fee, provided the faculty member presents a paper.

The paper presented should be published in the conference proceedings or Journals of international repute.

UMU shall pay the registration fee for attending one international conference in 3 years, provided the conference is related to the academic discipline of the faculty member and of some value to the University. Economy class Air fare, hotel expense and local transport expense shall also be reimbursed by UMU. The paper presented should be published in the conference proceedings or Journals of international repute.

The faculty member shall present his/her work before a committee chaired by the PVC and having at least one external expert. The Committee shall send its recommendations to the VC who will forward the same to BOM for decision. The decision of BOM shall be final.

**Project:** The University encourages its faculty to apply for external funding from an international agency/ central government agency/state government agency for a project. To facilitate the development of project proposal, the University approves seed money grants. Before applying to the funding agency, such project proposals shall be scrutinized by an internal committee constituted under the Dean (Research). The recommendations of the Committee shall be submitted to the VC/PVC for guidance and approval.

**Quality Publication:** Publication of new knowledge/work is recognised by the university in its scheme of rewards in the form of promotions. Some monetary support & reward provisions are also associated with some specific publications.

**Patents:** UMU faculty is encouraged to file patents based on the findings of their research. Successful publication and grant of patent shall be rewarded.

### 4. Subscription of Scientific Journal

The availability of quality journals to faculty members and students is the primary requirement to promote research activities and to foster a research environment within UMU. The accessibility of Journals also helps in better teaching as teaching and

research support mutually. Keeping this in view, the subscription policy for Journals has been evolved based on the following:

The Journals in print form or e-journals to be subscribed to by the University should be based on the requirements raised by the academic departments in areas of pursuit. Only quality journals indexed in Scopus/Web of Science and/or with impact factor are subscribed. In today's scenario, it is better to opt for e-journals.

The subscription of journals is reviewed annually on the basis of usage, publications by the faculty or their students and the feedback.

## **5. Identification of Thrust/Current Areas of Research**

Experience shows that an institution can create a mark for itself by excelling in a particular field. Therefore, identification of thrust areas is done by the academic departments either in collaboration with other allied departments or individually based on the current frontiers of knowledge, infrastructure, faculty specialization, etc.

## **6. Ph. D. Programme**

The research programme is for a successful research career which enables him/her for a career in independent investigation and original research for a significant contribution to knowledge in his/her field and profession. The research programme shall ensure that it is not an end in itself, but a means for a fruitful research career

To reach these objectives, the research programme shall ensure the following: (a) Acquirement of fundamental knowledge in the chosen discipline. (b) Acquirement of in-depth knowledge in the field of research. (c) Become a master in the use of research tools of the field, and develop skill and capability to conduct original research.

The doctorate represents a transitional phase between a person's studies and their own research work and is a means of acquiring knowledge and skills relating to their own subject, as well as those that cut across other areas or have more to do with methodology.

## **7. Minor/Pilot Research Projects**

The Usha Martin University encourage young faculty to conduct research. Thus, it has developed a scheme for providing financial assistance to Minor Research project. According to this scheme, a faculty member prepares Minor Research Project, which is submitted to a committee at Department/University level and on the recommendations of this committee the University gives financial assistance to the faculty concerned. To have the periodical assessment for all such Research Projects and with an aim to guide the Researcher, the departmental or institutions level committee is constituted. It is also mandatory to send a quarterly progress report of such Minor Research Project to the University. For this purpose, every year the University earmarks financial budget under each institution.

The Minor Research Project Scheme helps young faculty think about research, prepares the proposals, conduct research and write a research report. It also assist them in preparing proposals for Major Research Projects. The University shall continue to

encourage young faculty to take up Minor Research Projects and shall earmark appropriate budget for this purpose.

## **8. Major Research Projects**

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

The University plans to evolve a mechanism through which it shall monitor the progress of Major Research Project funded by an external agencies, maintain its accounts and submit the utilizing certificates in time to the funding agencies as per the requirements of the funding agency.

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

## **9. Establishment of Tinkering/Idea Labs-**

Technology in the 21st century has evolved in leaps and bounds and so has the need for knowledge gained through application-based learning. Therefore, to foster innovation, research and entrepreneurial activities that are technology based would be enhanced through the formation of idea and tinkering labs wherein the researchers can conceptualize and convert their ideas into commercially viable products and it would also be further emphasizing on patenting and may be later on commercializing it.

Therefore, keeping in mind, the need, the three-tier concept for research and innovation under this cell will be categorized as mentioned below: -

- **FIRST TIER**

Students pursuing their degree from our university (undergraduate /postgraduate)

- **SECOND TIER**

Researchers (Ph.D.), faculties collaborating(in-house)

- **THIRD TIER**

National and international collaborations, under the able guidance of the VC and the PVC

Funding units to be created especially for this cell which would be working in tandem with the concerned authorities for the systematic running of Idea/Tinkering cell.

Max two projects based on their merit shall be funded with their entire micro-planning backed up with proper documentation.

IP audit would be initiated for every academic year to uncover, unused or under-utilized assets, further it shall help in identifying any threats and would suggest remediation in the identified threat areas for maintaining transparency.

## 10. Collaborative Research Projects

Research collaboration has been a vital part of research. involving coordination between the researchers, institutions, organizations, and/or communities. The nature of collaboration seems to be developing coordination between the researchers, Departments, disciplines, organizations, communities etc. Collaboration inspires the establishment of effective communication that offers equal opportunities between the team associates. It provides a platform to initiate the development of innovative and advanced strategies in exploring novel, multifaceted and complicated areas.

In UMU we have identified several forms of Collaborative Research

- **Mentor–mentee**

In this relationship the senior researcher mentors the next generation of researchers for research promotion in the University.

- **Collaborative research inside Department, interdisciplinary, multidisciplinary, and transdisciplinary**

University promotes collaborative research inside the Department, interdisciplinary, multidisciplinary, and transdisciplinary to initiate the development of innovative and advanced strategies in exploring novel, multifaceted and complicated areas.

## 11. Training for Research and Publications

Training is very important for faculty members to conduct research and grow their knowledge and technical skills. Due to lack of knowledge faculty members are unable to submit research proposals and even research papers to indexed journals for publication. Usha Martin University is continuously organising training programmes on identified areas (e.g., technology-based skills, communication skills, leadership skills, innovation skills, research paper writing, IPR and Patents, Learning outcomes etc.) for faculty members and research scholars to impart research skills.

## 12. General Guidelines for Research Publication

Generally, the main responsibility of faculties is teaching but research helps to find solutions of particular problems arising in your classroom. The best way for enhancement of knowledge is Academic research and publications. Therefore, research proposals and time to time publication are important for faculty. There are some guidelines for research publication.

1. Faculty must publish continuously in reputed/refereed journals. Therefore, the University should approach to encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.

2. The database of research publications such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc of the faculty and students must be maintained.
3. All faculty members must publish a certain number of quality research articles to be in reputed journals, and presented at national and international conferences.
4. Encourage the research culture (eg. teaching workload remission, opportunities for attending conferences etc.).
5. Approach National and international organisations such as UGC, ICSSR, ICHR, ICPR, DST, DBT, UNESCO, UNICEF to fund major and minor research projects undertaken by the faculty.
6. Encourage the faculty to undertake research by collaborating with other research organizations/ industry.

### **13. Research management**

The goal of the research policy is to create a lively environment of research and to inspire faculty members. The document describes the strategy and procedures for enhancing research management, and how they will be implemented. There are some points for research management.

1. Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
2. Collaborate with industries to use the research facilities of the University and sponsor research projects.
3. Organise workshops/ training programmes/ sensitisation programmes are conducted by the university helps to promote a research culture.
4. Facilitate the faculty in undertaking research and will work with the University management to set up a research fund for providing seed money.
5. The University shall be encouraged to organise national/International conferences, from time to time to boost research activities in the university and to contribute to the existing body of knowledge.
6. Provide research facilities in terms of laboratory equipment, research journals and research incentives etc. required by the faculty.

### **14. Plagiarism Policy**

Publishing unauthorized work or literary work of others without proper acknowledgement and referencing for obtaining any kinds academic degree & awards may be referred to as plagiarism.

All projects, PhD thesis, book manuscripts/case study manuscripts/ any other publication-oriented manuscripts generated by all the stakeholders of the university must be checked for academic integrity/plagiarism before the final submission and evaluation.

Following procedure can be followed to avoid plagiarism in project reports/training reports/thesis for final submission and evaluation in UMU:

- Read and understand the definition of plagiarism while writing and submitting any academic manuscripts.
- Soft copy of the manuscripts must be completed with references, citations and bibliography & must be sent/submitted to respective guides/heads two weeks in advance before the final date of submission & evaluation of the project/training report.
- The project/training/thesis manuscript must be scanned through a standard plagiarism checker by the students to generate the plagiarism report. The same shall be attached in the designated page in the final project reports/training reports/thesis.
- The similarity index (percentage) of the submitted manuscript generated by the standard plagiarism checker software must not exceed 10%.
- Similarity percentage (1%) from one source must not exceed 2% at any case
- University keeps all the right to revise plagiarism policy time to time to maintain quality in the academic delivery process.

Note: To improve academic delivery mechanism and address plagiarism related issues in academia, plagiarism has got a dedicated site. For further information and addressing plagiarism related issues please visit: <http://www.plagiarism.org/>

## **15. Research Chairs**

Usha Martin University recognizes and values the roles of Research Chairs in the generation of new knowledge with an objective to excel in research and innovation. The research chairs will be distinguished leaders in their respective fields. The Chairholders will not only play a crucial role in dissemination of knowledge base but also strengthening the university's research and teaching domain. The chairs are expected to engage in scholarly pursuits and the enhancement of the research environment.

### **Establishment and Allocation of Research Chairs**

Research Chair (s) will be established with the authorization/recommendation of the Research Council and after the due approval of the Board of Management. Research Chairs should be filled in a timely manner. Once allocated, a candidate should obtain the position for a minimum period as decided by the university.

### **Nomination and Appointment of Research Chairs**

This will involve the recruitment of the candidate to the University following University's standard policies and processes.



### **Renewal**

The terms and conditions of a Research Chair renewal will be governed by the university's provisions and the recommendation of the research council.

### **Discontinuation and Termination**

Research Chairs may be discontinued if the selected candidate fails to deliver his/her responsibility in the desired manner or the research chair is no longer available.

### **16. Assessment of the Policy**

The policy will be reviewed by the competent authority periodically.

Amir Khusru  
19.04.2023

  
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