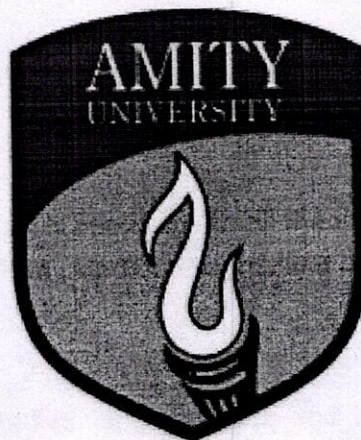


# AMITY UNIVERSITY MADHYA PRADESH



## University Research Policy Guidelines (Total Page 07)

A handwritten signature in blue ink, appearing to read "Ajesh Bani", is written over a faint purple stamp.

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Amity University Madhya Pradesh  
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Ref: AUMP/RO/SOP/2020/05

Date: 08 January, 2020

## UNIVERSITY RESEARCH POLICY GUIDELINES

### Introduction

#### 1. Scope/ Applicability of the Policy

This is a University policy which is applicable to all the existing faculty members, staff and students of AUMP engaged in any kind of research and development activity.

#### 2. Policy Statement

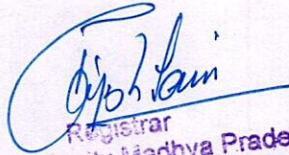
Amity University is committed to be a Research and Innovation Driven University and contribute to India for becoming a global knowledge superpower through proper education, exhaustive research work and innovation. It is equally important to ensure that the end products and outputs of such research are properly disseminated to reach the widest possible target audience for the benefit of mankind at local, national and international level. To achieve this goal, it is imperative to pursue cutting-edge basic, target oriented, and applied research activities in all domains/ faculty of studies in a transparent, responsible and ethical manner for advancement of knowledge and growth and development of novel processes, technologies and products.

#### 3. Rationale

This policy provides guidelines towards conducting research activities at all levels and is applicable to all full-time, part-time and contractual employees of the University as well as all students, whether full-time or part-time, of the University who may be engaged in any form of research activity.

#### 4. Research Objectives

- (a) Include research as an integral part of education at the University.
- (b) Maintain and enhance the quality of research undertaken.

  
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- (c) Enhance funding support for research through external and internal sources; create transparent, effective and efficient systems for expediting research outputs through national and international funding agencies and collaborations.
- (d) Coordinate and encourage research activities undertaken by students with the research focus of the University in alignment with the national thrust areas.
- (e) Creation and maintenance of research infrastructure to enable conduct of state-of-the-art research through funded projects.
- (f) Ensure a facilitating environment for conduct of high-quality original research by all individuals affiliated with the University and provide continued and effective support for pursuit of research activities.
- (g) Safeguard of intellectual property (IP) generated as a result of research conducted at the University.
- (h) Encourage and facilitate multi-disciplinary research collaborations within different Institutes/ Department of the University along with reputed Institutes, Universities and Research Organizations both in India and abroad.
- (i) Enhance the research profile of the University by effective dissemination of research activities and achievements of the University at all levels to maximize the impact and recognition of research done at Amity at national and international levels.

It is expected that all the existing faculty members of AUMP will undertake research activities in addition to their day to day teaching and administrative responsibilities and should seek financial assistance from various relevant funding resources for the same. All research activities should be undertaken in compliance of the University's obligations under legislation, and according to the regulatory and ethical considerations.

#### 5 Human Resource Development & Management:

- (a) A comprehensive mapping of the core and ancillary competencies of individual faculty members should be undertaken by the Hols, along with other soft skills to identify strengths and weaknesses. This will enable identification of research potential maximizing the output from everyone. It will also facilitate designing of custom-made faculty development programs to improve their skills and help

  
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faculty to overcome their weaknesses in order to maximize their contribution to the University.

- (b) To keep pace with the fast pace of technology change and research advancement at the National and Global level, up-grade and remain competitive, it is essential for all researchers to be continuously updated as also to enhance their knowledge and skills. While it is expected that the researchers will generate their funds for undertaking the research activities, the University may also support the research activities. The extent of support will be decided based on the potential of research outcome on peer review. It is expected from the researcher to ensure potential benefits to the University.
- (c) There are several distinguished scientists, researchers, academicians and other persons of eminence who may be associated with Amity in different capacities. Based on the relevant research expertise, the Hols may nominate a full-time faculty who may be made responsible for maintaining regular interaction with such persons. These luminaries may be invited to deliver Guest Lectures/ talks during various seminars / conferences/workshops etc.
- (d) Regular Trainings and Workshops should be conducted to develop concepts/ideas and enhance national/international research collaborations.
- (e) In order to attract brilliant, young minds to pursue research, Amity University will offer fellowships for undertaking projects for doctoral and post-doctoral studies under "Amity Research Fellowship (ARF) scheme" as detailed separately.
- (f) All faculty members are expected to guide undergraduate, postgraduate and/or doctoral students during their training/ research projects/ dissertation; as detailed under the policy "Student Research Projects" separately.

#### 6. Generation and Utilization of Funding Resources for Research


All faculty members are expected to seek funding from external sources to support research activities. In exceptional cases, University may provide financial support/ seed money for testing feasibility of new ideas/concepts and/or potential conversion of research ideas/concepts into products/technology for economic and/or societal benefits, as detailed under the policy "University Funding for Research" separately.

In this regard the following points are to be followed:

  
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- (a) To keep AUMP researchers updated with information regarding schemes for funding opportunities announced by different national or international government/ semi-government/ private agencies from time-to-time. The concerned Directorate for Research and Publications shall collate all such information and disseminate the same to the researchers for whom the schemes are most appropriate.
- (b) The concerned Directorate shall clearly define the objectives, purpose, deadlines and other critical information to the researchers along with a link to the website for detailed information.
- (c) The Directorate may identify individual researchers with the most appropriate competency and credentials and encourage them to apply for funding opportunities.
- (d) The Directorate will help researchers to identify most appropriate collaborators from within or outside the University from reputed Institutions/ University/Organizations from India or abroad to improve the chances of successful award of research grants.
- (e) To improve the quality of research proposals Directorates shall organize training workshops for young researchers on a regular basis to sensitize them on the art of writing research proposals for improving the chances of success. These workshops will be organized on a regular basis at various locations involving experts from both within and outside the University.
- (f) Prior to submission to the funding agency, all research proposals must be submitted to concerned Directorate for review at least 2 weeks before the proposal submission deadline. The Directorate will also ensure the quality of the proposal through peer review/ area experts. The research proposal for funding shall be submitted through the University (Registrar).
- (g) It is the responsibility of the Principal Investigator (PI)/ Project Coordinator to ensure smooth management of research project and implementation as per the procedures laid down by the relevant funding agency. It may include, but is not limited to:
- (i) Recruitment of manpower
  - (ii) Purchase of equipment and consumables


  
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- (iii) Utilization of Contingency and Overhead Expenses
- (iv) Timely submission of technical and financial reports
- (h) The progress of all research projects, funded by external or internal sources, will be monitored by a Committee comprising of 3-5 experts from either within or outside the University so constituted by the directorate will monitor the progress of the funded projects on a periodic basis. The Committee will evaluate the progress of the project as per the timelines detailed in the project proposal, identify bottlenecks if any, and offer suggestions for better research outcomes.
- (i) All funds allocated in the research project will be utilized for the specific purposes for which they have been allocated (for e.g., manpower, equipment, consumables, travel, contingency, etc). All activities will be as per the rules and regulations of the University, and as per the guidelines laid down by the relevant funding agency.

**7. Utilization and Dissemination of Research Outcomes:**

- (a) While it is important to create a research-friendly environment and encourage all forms of research (basic, directed and applied) at all levels (students, faculty and staff) in various domains (social sciences, biomedical sciences, basic sciences, life sciences, engineering and technology, etc), it is equally important to optimally utilize and disseminate research outcomes to enhance the research profile of the University, both at national and global levels.
- (b) Protection of Intellectual Property (IP) generated as an outcome of research, and conversion of the same for commercial benefit and/or societal use under the University guidelines as enumerated separately in the Policy for Intellectual Property Research.
- (c) To publicize the research outcomes and gain recognition among peers for the quality of research being undertaken at the University in line with the University Guidelines and Regulations as detailed separately in the policy for Publication of Research.
- (d) Publication of popular articles to highlight the research outcomes and their potential benefits and to create awareness among the common public of India and abroad following the University Policy for Publication of Research.
- (e) Presentation of Research Findings at Symposia/Conferences and similar forums for sharing research outcomes, inviting comments and suggestions from peers in

  
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related fields, and forging collaborations with eminent researchers outside the University, following the guidelines as enumerated in the University Policy for Publication of Research.

- (f) Publication of Monographs/Books/Book Chapters/Newsletters for compiling advances in a specific area of research and its dissemination to specific target audiences.

## 8. Rules & Regulations

All research activities are required to be conducted according to the rules and regulations of the Amity University Madhya Pradesh in compliance with all the obligations of the University under statutory body/ University regulations and meeting any other ethical and contractual obligations.

  
(Rajesh Jain) 08/01/2020  
Registrar

### Copy to :-

1. PS to Hon'ble Vice Chancellor
2. Pro-Vice Chancellor Office
3. Dy. Pro-Vice Chancellor
4. Dean (Research)
5. All HoI's
6. All HoD's (Teaching & Non - Teaching)
7. Office Record



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