



RESEARCH POLICY

PREAMBLE

Kalinga University is committed to promoting a strong research culture among faculty and students. The institution believes that long-term, high-quality research builds the foundation for future development.

The university seeks to:

- Gather, organize, and analyze data on research activities.
- Reflect on findings to improve institutional stability and academic quality.
- Create a vibrant research atmosphere for faculty and inculcate research aptitude in students.
- This Research Policy provides a framework for all research activities in the institution. It also aims to identify thrust areas of research with academic, practical, and social relevance, thereby supporting the vision and mission of the college.

OBJECTIVES

The objectives of this policy are:

- To strengthen institutional capacity for planning, budgeting, and managing research activities.
- To create and promote a culture of research among faculty and students.
- To ensure quality, integrity, and ethics in research.
- To encourage faculty and students to publish in reputed national and international journals and present their work in seminars, workshops, and conferences.
- To identify and share research opportunities from academic, industry, government, and funding bodies.
- To promote interdisciplinary research across knowledge domains.
- To provide professional guidance, technical support, and recommendations for financial assistance.
- To establish linkages and MoUs with national and international organizations to widen research opportunities.
- To provide research grants to teachers for publishing at least one paper annually in UGC-CARE/Scopus/Web of Science listed journals.



GUIDELINES FOR FACULTY MEMBERS

- All faculty are encouraged to take up research assignments in their chosen areas. They may seek financial support from legal sources and publish their findings for peer review.
- Research must respect professional ethics, human rights, safety, and animal welfare.
- Approved faculty should apply for Minor Research Projects from the University of Mumbai and other agencies.
- Eligible faculty should submit proposals for Major Research Projects to national funding agencies.
- Faculty must report all published research to the Internal Quality Assurance Cell (IQAC). Only reported publications will be counted for institutional records and career advancement.

GUIDELINES FOR PH.D. SCHOLARS

- Scholars must regularly submit their work to guides for feedback.
- Scholars must attend half-yearly progress evaluations.
- Coursework requirements must be completed on time.
- Research work must be published with the affiliation of the institute.
- Each Ph.D. scholar must publish at least two papers annually in reputed journals.
- Ph.D. scholars who are also University-approved teachers must submit at least one Minor Research Project proposal to the University of Mumbai during their Ph.D. tenure.

CODE OF CONDUCT FOR RESEARCH

A. Honesty

Do not falsify, fabricate, plagiarize, or misrepresent.

Follow accepted practices of the discipline.

Obtain necessary approvals, licenses, and permissions.

B. Transparency

Share research methodology, data, and findings openly and responsibly.

Disclose and manage conflicts of interest.

C. Fairness

Treat peers and participants with respect.

Acknowledge and cite all sources appropriately.

Give authorship credit only to those with significant contributions.



KALINGA UNIVERSITY

Established under Chhattisgarh Private Universities (Establishment and Operation) Act, 2005

Kotni, Near Mantralaya, Naya Raipur, Chhattisgarh, INDIA – 492101
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D. Recordkeeping

Maintain clear, accurate, and secure research records and primary data.

E. Conflicts of Interest

Disclose and manage all actual or potential conflicts of interest.

F. Publication & Authorship

Include as authors only those who contributed significantly.

Obtain permission for unpublished work used.

Acknowledge institutions, funders, and facilities that supported the research.

Faculty must report publications to IQAC for institutional records.

ETHICS IN RESEARCH

- Follow principles of integrity, justice, beneficence, and respect.
- Obtain prior approval from an appropriate ethics committee.

MAINTENANCE & UPDATION OF RESEARCH FACILITIES

- Research facilities are reviewed quarterly or annually, based on requirements.
- Resource in-charges regularly check and report equipment status.
- Heads of Departments compile maintenance requests into urgent and annual categories.
- Urgent repairs are taken up immediately with Principal's approval.
- Annual maintenance is carried out after inspection at year-end.
- For equipment maintenance costing over ₹10,000, quotations are invited through the purchase committee.
- After servicing, concerned faculty must provide a satisfactory remark before bills are cleared.

PROCEDURE FOR AWARD OF Ph.D.

ELIGIBILITY, ADMISSION & REGISTRATION

Eligibility

Candidates for M.Phil / Ph.D must have a Master's degree (or equivalent) with at least 55% marks (or equivalent grade "B") in aggregate. A relaxation of 5% (i.e. 50%) may be allowed for SC/ST, OBC (non-creamy layer), differently-abled, or other categories as per UGC / institutional policy.



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If a candidate already holds an M.Phil degree (with required coursework and dissertation), they may seek admission into the Ph.D programme under an integrated scheme, subject to meeting other criteria.

Admission Procedure

Entrance Test + Interview: The institution will conduct an entrance test (syllabus: 50% Research Methodology + 50% Subject-specific) and then an interview.

Exemption: Candidates with national fellowships (e.g. UGC / CSIR / DST etc.) or those who have cleared NET / GATE may be exempted from the entrance test (depending on institutional rules).

The final selection is based on performance in the entrance test, interview, and academic credentials, as per ratio approved by the institution.

On admission, the scholar is registered under the institution, and a Registration Certificate is issued.

DURATION, EXTENSIONS & RELAXATION

Ph.D: Minimum = 3 years (inclusive of coursework), maximum = 6 years

Relaxation for women / differently-abled / PWD: An extension beyond maximum may be allowed (e.g., 2 extra years for Ph.D) under institutional guidelines.

Maternity / Child-care leave: Women scholars may avail a one-time leave (e.g. 240 days) during the tenure of research.

COURSE WORK

Scholars must complete credit-based coursework (12–16 credits) as a prerequisite for research.

Out of this, at least 4 credits will be assigned to courses on Research Methodology (covering quantitative / qualitative methods, computer applications, research ethics, etc.).

In addition, scholars may have to take courses in domain-specific topics, writing/pedagogy etc.

For those already having M.Phil with required coursework, exemption of coursework may be allowed (subject to approval by RAC) within the first semester.

Coursework must be completed within a stipulated period (e.g. first 1 year) or the scholar's registration may be canceled.

The result of coursework is recorded as Pass/Fail (no improvement exam, no special supplement)



ALLOCATION OF SUPERVISOR & CO-SUPERVISOR

Only full-time regular faculty of the institution (or external faculty approved by the institution) may be appointed as supervisors.

The Department / School / Centre shall allot the supervisor and notify within one month of admission.

Co-supervisors may be permitted if the research is multidisciplinary or requires expertise beyond the supervisor's domain, subject to institutional norms. Maximum number of research scholars a supervisor may mentor:

- Professor: 8
- Associate Professor: 6
- Assistant Professor: 4

If a supervisor goes on leave, resigns, or is otherwise unable to continue, the institution will reassign a supervisor, with knowledge of the scholar and RAC.

7. Research Advisory Committee (RAC) / Doctoral Committee

For each research scholar, a RAC is constituted consisting of the supervisor and at least two other members.

The RAC meets periodically (e.g. every semester) to review progress, suggest improvements, and recommend continuation.

The scholar must submit a progress report before each RAC meeting, sharing work done, challenges, plan ahead, and incorporating feedback.

If the researcher's progress is unsatisfactory over two or more consecutive reviews, termination of registration may be considered as per institutional rules.

8. Research Progress, Evaluation & Pre-submission

Scholars must publish at least one research paper in a refereed / peer-reviewed journal prior to thesis submission.

Also, they must deliver two seminar / conference presentations, and submit evidence (certificates, reprints).

Pre-submission presentation: Not less than 3 months before thesis submission, scholar presents in the department before RAC and faculty / research scholars; feedback must be incorporated, and a certificate submitted that changes are addressed.

The submission of thesis is allowed only after at least 1 month from the pre-submission presentation



9. Thesis / Dissertation Submission & Evaluation

The scholar must submit a synopsis (10–15 pages, without names of candidate/guide in content) along with the thesis. Copies required: several hard copies signed by the candidate, guide, HOD, etc., along with pdf version, CD, and required certificates.

External examiners: At least two external examiners (of the level of Associate Professor or equivalent and above) from outside institution will evaluate the thesis.

If one external examiner rejects, another external examiner is assigned. If the second also rejects, the thesis is rejected.

After positive reports, viva-voce / oral defense will be conducted with the scholar, supervisor, and external examiners.

Before awarding the degree, the institution must submit an electronic copy of the thesis to INFLIBNET / repository.

A Provisional Certificate certifying compliance with UGC 2016 regulations will be issued before awarding the degree

10. Ethical Standards, Integrity & Misconduct

All researchers must follow ethical norms: no plagiarism, falsification, fabrication, cheating, or misrepresentation.

The institution will have a Research Ethics / Integrity Committee to oversee misconduct complaints, investigations, and sanctions.

Plagiarism detection tools must be used for theses, dissertations, and major research works.

In case of misconduct, due inquiry, confidentiality, and appeals procedures will be in place.

Conflict of interest must be disclosed and managed.

Research involving humans, animals, or sensitive materials needs prior ethics committee approval.

11. Publications, Authorship & Recognition

Authorship must reflect significant contribution to conception, design, execution, analysis or interpretation, and approval of final manuscript.

All contributions must be properly cited and credited.

Unpublished materials used must have permission.

Acknowledgment of institutional facilities, funding agencies, and technical staff is mandatory.

Faculty and scholars should share the list of publications with institutional bodies (e.g. Research Office / IQAC) annually.



For institutional recognition, the college may support or provide a grant for publishing one paper per year in credible journals (subject to quality control).

12. Research Infrastructure, Resources & Support

The institution will provide access to laboratories, library resources, computational facilities, software, ethical review boards, etc.

Maintenance of research infrastructure will follow regular schedules, repair procedures, and procurement rules.

For equipment above a threshold cost (e.g. ₹10,000), formal quotation and committee approval procedures must be followed.

Facility in-charges should periodically inspect and recommend maintenance or replacement.

13. Collaboration, Linkages & Funding

Faculties and scholars are encouraged to apply for funding from national (e.g. UGC, DST, DBT) and international agencies.

The institution shall facilitate drafting proposals, budget support, and administrative clearances.

Institutional MoUs and collaborations with universities, research centres, industry, and foreign institutions are encouraged to enhance research opportunities.

Any foreign collaboration or funding must follow government / regulatory guidelines and institutional approval.

14. Monitoring, Review & Reporting

The institution shall maintain a Research Office / Cell to track and support research activities, coordination, and compliance.

Annual research audit: number of scholars, publications, grants, collaborations, ethical clearances, etc.

Periodic review (e.g. every 3 years) of this policy to ensure alignment with evolving UGC regulations, best practices, and institutional goals.

Reports to governing bodies and publication (on website or internal reports) for transparency.



15. Roles & Committees

Research Office / Cell	Day-to-day support, liaison with funding agencies, submission support, record-keeping
Ethics / Integrity Committee	Review ethics proposals, handle misconduct complaints
Department / School / Centre	Shortlisting, internal monitoring, support to scholars
Research Advisory Committee (RAC)	Monitor scholar's progress, give feedback, recommend continuation

16. Implementation & Effective Date

This Research Policy is approved by the Academic Council / Governing Body on [Date].

All departments, centres, and faculty must adopt this policy and align their rules / ordinances accordingly.

The policy will come into effect immediately upon approval.