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# RESEARCH PROMOTIONAL POLICY



Adichunchanagiri  
University



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## **1. Preamble**

Adichunchanagiri University (ACU) recognizes the paramount importance of research as a catalyst for progress, innovation, and societal enhancement. Through this Research Policy, we affirm our resolute commitment to fostering a thriving research culture across our diverse constituent colleges encompassing medical, engineering, pharmacy, nursing, education, and the natural sciences. Guided by our unwavering dedication, this policy illuminates the path toward cultivating research excellence, upholding ethical standards, encouraging collaborative synergies, and forging meaningful community engagement. As we embark on this collective journey, we unite under the banner of this policy, poised to champion transformative research that transcends boundaries and empowers generations to drive positive change. By nurturing curiosity, facilitating collaboration, and ensuring ethical integrity, Adichunchanagiri University's research promotion initiatives aspire to inspire, elevate, and contribute to the holistic development of individuals and society at large.

## **2. Scope**

This research policy is applicable to all researchers, including undergraduate and postgraduate students, interns, doctoral candidates, faculty members, fellowship students, and researchers from external institutions participating in student or faculty exchange programs. The primary objective of this policy is to establish a structured framework for conducting research activities. The University is committed to providing comprehensive research support to all faculty members through various initiatives. Faculty members retain the right to disseminate their research findings through publications and patents. It is essential for faculty to uphold the principles, ethics, and guidelines outlined in this policy.

## **3. Purpose**

The purpose of the Research Policy at Adichunchanagiri University is to foster a vibrant and collaborative research environment that empowers researchers, faculty, and students across all disciplines. This policy aims to provide a comprehensive framework that encourages high-quality research, interdisciplinary collaboration, ethical conduct, and community engagement. By establishing clear guidelines and support mechanisms, the policy seeks to facilitate the pursuit of innovative solutions, the dissemination of knowledge, and the translation of research outcomes into tangible societal benefits. Through strategic initiatives, funding opportunities, capacity-building programs, and ethical standards, the policy endeavors to nurture a culture of research excellence and integrity that aligns with the university's commitment to holistic education, innovation, and impactful contributions to society.

## **4. Objectives**

1. Uphold and enforce the utmost levels of truthfulness, ethics, and honesty in research
2. Ensure researchers' acquaintance with and adherence to research guidelines
3. Assessment of research and innovation achievements
4. Cultivate an optimal environment through policy, governance, and administrative support
5. Employ scientific precision and integrity across data gathering, recording, analysis, reporting, and publication

## **5. Research Policy Guidelines**



### **5.1. Research ethics**

The utmost duty of all stakeholders is to uphold the highest levels of integrity, honesty, and ethical conduct in research endeavours. All research undertakings will undergo evaluation by the Research Committee (RC) and ethical committees to ensure ethical compliance across all research facets, including the well-being and security of participants. The principal investigator holds the responsibility to guarantee that no research activity commences without the proper endorsement from the relevant ethical committee. The University will not sanction the commencement of any project without the approval of the Institutional Ethics Committee (IEC) or Institutional Animal Ethics Committee (IAEC). Projects sanctioned by the IEC/IAEC will be communicated to the University via the heads of constituent colleges/centres. Even if a faculty member departs from the Institute after significantly contributing to the research, the research output must be attributed to Adichunchanagiri University

### **5.2. Doctoral research**

Concerning doctoral research, the institute provides Ph.D. programs across all departments to suitable candidates, following the eligibility criteria outlined in the UGC's Ph.D. regulations and any subsequent amendments. The research Scholar and the designated supervisor bear the responsibility to:

- i. Uphold elevated benchmarks for the quality of both the thesis and publications.
- ii. Ensure that any form of research outcome stemming from doctoral studies is published with Adichunchanagiri University's affiliation.
- iii. Facilitate patent applications resulting from the study through Adichunchanagiri University.

### **5.3. Faculty research assistance and incentives**

Every faculty member at Adichunchanagiri University is expected to actively contribute to impactful research, demonstrated through high-quality publications and active involvement in conferences. Their engagement in translational research, with a focus on addressing relevant social challenges, is also anticipated. Faculty advancements will be significantly influenced by the quality of their research, especially their publications and acquired research funding.

Depending on the available budget allocations over time, the following forms of support will be extended:

- i. The University will allocate initial grants to support distinguished research initiatives and foster cross-disciplinary teams pursuing collaborative research objectives.
- ii. Faculty members will have the opportunity to receive personnel assistance, including positions like Junior Research Fellow (JRF) or Post-Doctoral Fellow (PDF), along with opportunities for doctoral and postdoctoral researchers.
- iii. Financial assistance and travel grants will be provided to enable participation in national and international conferences. This will facilitate the dissemination of research outcomes to a global audience, catering to the regular faculty members of the institution.
- iv. On an annual basis, the University will provide a fixed grant to constituent colleges and centres. The aim is to promote research training, enabling the acquisition of knowledge





through research activities and the fostering of a research-centric culture among undergraduate and postgraduate students.

- v. In order to recognize and stimulate the production of high-quality research outcomes, annual incentives will be awarded to researchers who exhibit exceptional research achievements.
- vi. The encouragement and facilitation of research collaborations with nationally and internationally renowned institutes will be actively promoted. This initiative seeks to foster valuable partnerships that enhance the University's research endeavours and global standing.

The following section outlines the research grants for faculty, research fellowships and Awards for students and the research incentives for faculty / students

### **5.3.1. Overview of Research Grants for Faculty**

#### **ACU Intramural Research Grants**

##### **I. Objective**

The primary objectives of this funding initiative are as follows:

- i. To catalyse the inception of projects with the potential to evolve into robust external grant proposals.
- ii. To provide essential backing for postgraduate and Ph.D. dissertation research endeavours.
- iii. To facilitate various forms of research, encompassing:
  - Preliminary or pilot studies
  - Data collection for preliminary insights
  - Exploration of innovative research tools
  - Research aligned with postgraduate and Ph.D. dissertation pursuits of eligible students.

##### **II. Eligibility Criteria**

- i. Faculty members affiliated with ACU, who are currently not engaged in any ongoing projects funded by ACU.
- ii. Faculty members eligible to supervise postgraduate or Ph.D. candidates are encouraged to apply, particularly to bolster their students' dissertation research. In such instances, proposals should be oriented towards prospective students who will participate in the study during the upcoming academic year.
- iii. A preference shall be granted to applicants without prior external funding experience.

##### **III. Funding Allocation**

A financial allocation of up to a maximum of Rs. 10,00,000 is designated under this initiative.

##### **IV. Project Duration**

Supported projects will be sanctioned a timeline of up to 3 years, with a potential extension of 6 months in warranted situations.



## V. Grant Availability

A Maximum of Rs. 50 Lakhs has been allocated for this specific grant category. The aggregate funding allocation for each institution shall not surpass Rs. 10 lakhs annually under this scheme.

## VI. Budget norms

The total funding of Rs.10,00,000/- lakhs can be used for equipment purchase / Consumables / Contingencies with the following conditions / limits:

Equipment including computers and software.	<ul style="list-style-type: none"><li>• No Predefined Limit</li><li>• <b>Compliance with Due Processes:</b> The acquisition of equipment shall adhere meticulously to the established procedures delineated by ACU.</li><li>• <b>Equipment Ownership and Administration:</b> Equipment obtained under the aegis of a project shall be deemed the property of ACU. Administrative responsibility shall be vested with the pertinent Head of Department or Institution. The equipment's availability shall extend beyond the project's duration and it shall be accessible for other projects or programs, contingent on the assurance that such utilization doesn't impede the original project's progress.</li></ul>
Consumables	<ul style="list-style-type: none"><li>• No sub-limit</li><li>• Only for consumables directly required for the project. Expenses on stationery not acceptable.</li></ul>
Payments towards charges for in- house investigations	<ul style="list-style-type: none"><li>• No sub-limit</li></ul>
Payments towards charges for investigations / services by external agencies	<ul style="list-style-type: none"><li>• Only if the investigations / services are crucial for the study and are unavailable in-house.</li><li>• Not more than 50% of total grant may be used for such purposes</li></ul>
Publication Expenses	<ul style="list-style-type: none"><li>• Funding designated under this category shall cater specifically to cover publication charges arising from project-related research outputs.</li></ul>

## VII. Selection Procedure and Timeline

- Interested candidates are required to submit their applications in the stipulated format to the Dean (Research) through Principal within the designated timeframe.
- The evaluation process will encompass the assessment of proposals by the office of Dean (Research). The evaluation will be based on the following criteria:
  - i. The significance of research objectives
  - ii. The robustness of research design and proposed methodologies
  - iii. The potential for subsequent external funding support





- iv. For proposals submitted by faculty who are also postgraduate guides, the prospect and intention of involving postgraduate students in the project
  - v. Project feasibility
  - vi. Clarity and coherence of the proposal.
- Evaluations will be conducted employing an established checklist, culminating in comprehensive recommendations. The endorsed proposals with evaluations will be submitted by each institution to the University by the stipulated deadline.
  - The shortlisted proposals received from all institutions will undergo evaluation by Research committee of ACU, resulting in the compilation of a definitive roster of selected proposals.

#### VIII. Post-Award Processes

- Approved projects must be launched within three months of receiving official approval. For projects linked to postgraduate research, project initiation may be coordinated in alignment with the schedule outlined by the postgraduate calendar.
- Requests for project duration extensions must be submitted in the prescribed format, at least two months prior to the originally slated project completion date.

#### IX. Deliverables

- A comprehensive final project report, conforming to the prescribed format, must be furnished to the University within three months of project completion.
- Subsequent grant proposals for potential funding from external agencies are encouraged. Additionally, presenting a research paper at a National or International Conference is viewed as a viable deliverable.

#### 5.3.2. Overview of Research Fellowships / Awards for Students

Each academic year, a maximum of 25 fellowships is set aside for full-time PhD candidates who have been selected through the application procedures delineated in the ACU PhD Regulations. Doctoral fellowship recipient shall receive a consolidated stipend of Rs. 15,000 +HRA per month for a maximum period of three years. Post-Doctoral fellowship recipient shall receive a consolidated fellowship of Rs. 40,000 per month for a maximum period of two years. Further extendable one more year with satisfactory performance.

ACU Doctoral and Post-Doctoral Fellowships	
Purpose	Financial Assistance for Exceptional Ph.D. Scholars
Who can apply?	Full time Ph.D. candidates with no other financial support
Selection process	Admission Assessment for Full-Time Ph.D. Candidates: Entrance Test and Interview
How much funding?	Rs.15,000 per month for Full time PhD Scholar and Rs.40,000 per month for Post-Doctoral Fellows for a maximum duration of 3 years
Total funding	Up to 25 <sup>Fellowships</sup> per year
Deliverables	Ph.D. dissertation





## 5.2. Research Incentive

To encourage and acknowledge outstanding research accomplishments, annual incentives will be granted to researchers based on the weightage points as mentioned below

### 5.2.1. Research Grants and Consultancy Projects

Parameters for Assessment		Weightage points
a)	External Funded Research Projects: Rs1 lakh to 5 lakhs (PI/Co-PI) 5 lakhs to 10 lakhs (10 points) Above 10 lakhs (14 Points) (If no Co-investigator for the project the whole points to be given for the PI)	5 & 3 / Project 6 & 4 / Project 8 & 6 / Project
b)	Consultancy Projects i. Rs.10,000/- to 1,00,000/- (PI/ Co-PI) ii. Rs.1,00,001/- to 5,00,000/- (PI/ Co-PI) iii. Rs.5,00,001/- to 10,00,000/- (PI/ Co-PI) iv. Above 10 lakh rupees (PI/ Co-PI) (If no Co-investigator for the project the whole points to be given for the PI)	2 & 1 / Project 3 & 1.5 / Project 4 & 2 / Project 5 & 2.5 / Project
c)	Research grants applied (PI/Co-PI)	1 & 0.5 / Project
d)	Research grants shortlisted (PI/Co-PI)	2 & 1 / Project

Staff needs to produce the hard/soft copy of the amount released from the granting agencies and the same amount will be considered for further process.

In case of Co-PI, the official communication received from the grant sanctioning agencies with Co-PI name must be included.

### 5.2.2. Publications

Parameters for Assessment		Weightage points (Per research/ Review/ Book Chapter/ Book
a)	Original research or review articles published in indexed Journal (Scopus, Web of Science and PubMed) *	
	Q 1 Journal	10
	Q 2 Journal	09
	Q 3 Journal	08
	Q 4 Journal	05
b)	Books-International (with ISBN /ISSN number like Elsevier, Springer, Wiley, Taylor & Francis, etc.)	08
c)	Books-National (with ISBN /ISSN number like Nirali, CBS, PV, etc.)	05
d)	Chapters in International Books (with ISBN/ISSN number Elsevier, Springer, Wiley, Taylor & Francis, etc.) *	05
d)	Review of Papers in Indexed Journals	03



- Only the research articles and review articles published in the issue for the incentive issuing year will be considered but not accepted and online first articles.
- If only one author, he/she is entitled to claim the entire point.
- First and corresponding author will get 50% of the point if more than one author.
- If our staffs are neither corresponding author nor first author then only the remaining 50% points will be shared among the number of authors from ACU.
- Similar will be the case with books published by our faculty members in collaboration with our own staffs or staff from other institutions (If first author of the book is our faculty member then they are entitled for 50% of points but if they are second or third author then they will get the divided points).

### 5.2.3 Conferences

Parameters for Assessment		Weightage points
a)	Conference Invited/Keynote/Plenary speaker (National/International/Workshops/FDP)	5
b)	Conference Proceedings (International as a main presenter) *	4
c)	Conference Proceedings (National as a main presenter)	3
d)	Oral Presentation (International conferences conducted in India) *	5
e)	Oral Presentation (National)	3
f)	Oral (Institutional Conferences)	1
g)	Posters (International conferences conducted in India) *	3
h)	Posters (National)	2
i)	Posters (Institutional Conferences)	1

### 5.2.4 Patents

Parameters for Assessment		Weightage points
a)	Commercialized patent	10 / Patent
b)	Granted Patent*	6 / Patent
c)	Patent applied/Published*	4 / Patent

#### Note:

- Only when any faculty member acquires cumulatively 5 points or more, he/she will be eligible for incentive for that year. All claims must be made during March next year for January to December of the previous year.
- Claims can be made only after completed 5 points, if less than 5 can carry to next year.
- Affiliation of the parent institution is compulsory for any claims.
- The following photocopies of are to be submitted while claiming incentives.
  - Research or review articles published
  - Book's cover pages
  - Project/Grant sanction letters (with PI and Co-PI)
  - Patents grant letter (with PI and Co-PI)





- (e) Certificate
- (f) email conversation for reviewer or certificate.
- v. Research committee will scrutinize and forward with the final weightages.
- vi. This will be in effect until further orders.

Weightage Points	Incentives
For the completed 5 points	Rs.1,000/-
6-10	Rs.2,000/- + Rs.200/- per point above 6 points
11-20	Rs.4,000/- + Rs.200/- per point above 11 points
21-30	Rs.6,000/- + Rs.200/- per point above 21 points
31-50	Rs.8,000/- + Rs.200/- per point above 31 points
51-75	Rs.10,000/- + Rs.200/- per point above 51 points
76-100	Rs.12,000/- + Rs.200/- per point above 76 points
Above 100	Rs.15,000/- + Rs.200/- per point above 101 points

### 5.3. Conference Reimbursement

- a) **National Conferences** (Applicable exclusively to conferences organized by registered national bodies, wherein faculty members are engaged in presenting papers/posters, chairing sessions, or participating as invited faculty)
  - Reimbursement of 100% of the conference registration fees shall be extended.
  - Assistant Professors and Associate Professors are eligible for 3-tier AC train fare or its equivalent, while Professors and those above shall be eligible for 2-tier AC train fare.
  - Submission of comprehensive documentation, encompassing Conference Registration fee receipts, Travel Tickets, and other pertinent bills, are obligatory for reimbursement. Furthermore, substantiating evidence of paper/poster presentation, session chairing, or participation as an invited speaker/faculty is mandatory.
- b) **International Conferences** (Applicable solely to conferences organized by internationally recognized bodies, wherein faculty members are engaged in presenting papers/posters, chairing sessions, or participating as invited faculty):
  - ✓ Economy class airfare for round-trip travel shall be provided.
  - 100% of the conference registration fees shall be subject to reimbursement.
  - On-duty status and Daily Allowance shall exclusively apply during the conference's duration.
  - Faculty members are entitled to submit Financial Support Claims once every three years.
  - Faculty members retain the prerogative to apply for diverse travel fellowships underwritten by various government funding entities.
  - Each constituent college's faculty, up to a maximum of 10%, shall have the opportunity to avail such provisions, determined on a first-come-first-served basis for distinct





conferences conducted by each constituent college/Center annually. Conferences of esteemed reputation are exclusively eligible for consideration.

**Note:** A 5-member committee, convened by the Vice Chancellor, shall exercise approval authority over candidates. Reimbursement protocols necessitate the submission of all pertinent documentation, encompassing Conference Registration fee receipts, Travel Tickets, and other relevant bills. The committee shall propose an appropriate advance amount based on the author's proposed budget.

Destination	Daily Allowance (DA) – Grade wise		
	Assistant Professor	Associate Professor	Professor
North & South America, Europe, Australia Middles East	\$80	\$100	\$125
Asia, Africa and SAARC Countries	\$60	\$85	\$100

#### **5.4. Support for Professional Memberships**

Faculty members are eligible to seek membership reimbursement for their affiliation with a Professional Society, an international body, or an esteemed organization of their choice. A singular opportunity shall be extended to all faculty members, entailing a 50% reimbursement, which can be availed not more than once during the year.

#### **5.5. Financial support for FDP for faculty members**

5.2.1 Sponsorship Maximum of Rs. 5,000/- shall be given to faculty and students to attend FDP for a maximum period of 5 days' duration

5.2.2 Principals of constituent colleges shall decide the usefulness of such programs and recommend for the incentive.

#### **5.6. Best Researcher Award**

The university recognizes the research carried out by its faculty members by granting "Excellence in Research Award" every year for Paper publication, funded projects, Patents, Consultancy etc.

#### **5.7. Sabbatical leave**

Sabbatical leave may be granted for the purpose of conducting research, enhancing teaching, course and curriculum development, or any other scholarly activities related to instructional programs within the field of expertise of the faculty member.

Sabbatical leave will be awarded for a maximum time of one semester of an academic year with full salary for that period.

#### **6. Research Funding**

The University facilitates comprehensive resource mobilization for research endeavours via external grants sourced from both governmental and non-governmental entities. The Principal Investigator bears the responsibility of overseeing the ethical and responsible



utilization of research funds under their administration. Honesty, integrity, and a commitment to accountability are imperative. The origin of the funding must be acknowledged in all publications arising from the funding, encompassing even institute-provided seed grants.

## **7. Research Fund Management**

- The University assumes comprehensive financial and administrative responsibilities in the oversight of research grants/funds, allowing Principal Investigators (PIs) to utilize the sanctioned amounts for intended purposes.
- External grants are typically maintained within the University's savings bank account. However, if the funding agency mandates a separate account, one will be established solely for fund management. The finance office is tasked with maintaining meticulously audited annual account statements and utilization certificates.
- Principal Investigators are required to submit copies of sanction orders, terms of reference, and related documents to the University's Head. Any agreements essential with the funding agency necessitate a tripartite arrangement involving the PI, the University, and the agency. This ensures a clear understanding of roles and responsibilities.
- Upon completion, a comprehensive report detailing the grant's outcomes, achievements, and milestones reached must be furnished to the University

## **8. Supervisor Responsibilities**

### **8.1. Mentoring, Training, and Supervision for Research:**

The University prioritizes effective mentoring, training, and supervision of undergraduate, postgraduate, and doctoral students in research. These efforts emphasize excellence, integrity, respect, and acknowledgment.

### **8.2. Appointment of Supervisors**

Supervisors/mentors/guides for students are chosen in accordance with eligibility criteria established by ACU or UGC, as applicable. These faculty members involved in mentoring research activities are responsible for certain actions.

### **8.3. Regulatory Framework and Documentation**

- Provide students with copies of relevant regulatory frameworks pertaining to their specific research.
- Offer students copies of research-related documents that require their signature.

### **8.4. Special Conditions Disclosure**

Disclose any special conditions to students, such as publication constraints, data use limitations, and intellectual property ownership, which might influence their research participation decisions.

### **8.5. Research Data Integrity**

Ensure that research data remains free from malpractices like fabrication and plagiarism, and uphold publication ethics.





### **8.6. Authorship and Acknowledgment**

Refrain from engaging in arrangements where someone else contributes to a publication or thesis without appropriate acknowledgment.

### **8.7. Ph.D. Program Adherence**

Ph.D. supervisors must adhere to ACU PhD guidelines and regulations concerning the Ph.D. program.

### **8.8. Affiliation and Acknowledgment**

Acknowledge affiliation with the university in all publications resulting from collaborative research.

### **8.9. Confidential Research Arrangements Prohibition**

Do not enter into arrangements to conduct secret research involving students, staff, resources, or facilities.

### **8.10. Compliance with Regulatory Framework**

Comply with regulatory requirements for research activities with inherent risks, obtain necessary approvals, and inform potentially affected individuals.

### **8.11. Engagement of Visiting Scholars and Interns**

The policy encourages faculty to host visiting scholars and interns from external organizations. This provides an opportunity for pursuing research and professional interests within campus departments or centers.

### **8.12. Research Internship Guidelines**

The number of research internships is determined by the department/center based on available resources and infrastructure.

### **8.13. Applicability to Internship Supervisors**

The above guidelines also apply to supervisors of internship students.

## **9. Career advancement and Salary increment**

**9.1 Publication Record:** Faculty members are typically expected to publish their research findings in reputable journals, conferences, or other scholarly outlets. The quantity and quality of publications, including impact factor and citation count, can influence career advancement.

**9.2 Research Grants, Patents and Funding:** Securing research grants and funding from external sources, such as government agencies or private foundations, is highly expected. Faculty members who bring in substantial research funding may be recognized and rewarded with salary increments and promotions.

**9.3 Research Impact:** The impact of a faculty member's research on their field, society, or policy can also play a significant role. Contributions that lead to advancements in knowledge, changes in practice, or improvements in the community can enhance a faculty member's reputation and career prospects.





**9.4 Collaborations:** Collaborative research projects, both within and outside the institution, can be valued. Collaborations can lead to increased research productivity and visibility, which can contribute to career advancement.

**9.5 Research Guidance:** Faculty members are often evaluated on their research guidance skills, including teaching research methodology and designing research projects, which can affect salary and promotions.

**9.6 Merit-Based Increases:** ACU offer merit-based salary increases based on a faculty member's overall performance, including research achievements.

It's important to note that the emphasis on research performance can vary by academic discipline. Such as the sciences, engineering, and medicine, research is typically weighted more heavily in evaluations, while in other fields, such as the humanities and social sciences, teaching and contributions to the academic community may be equally important.

## **10. Conflict of Interest**

Every researcher is obligated to disclose any potential conflicts of interest to all pertinent parties that could impact their decisions. This obligation extends to other institutions, agencies, conference organizers, participants in conferences or workshops, as well as journals and publishers

## **11. Research Misconduct**

To uphold the ongoing integrity of research, any instances of research misconduct that deviate from the principles of honesty or contravene University regulations will be addressed. The Vice Chancellor holds the authority to establish a disciplinary committee, headed by the Dean (Research). This committee will conduct an investigation in adherence to university regulations and disciplinary protocols as outlined in the 'Prevention of Malpractices in Research' policy. The Vice Chancellor will serve as the appellate authority in this process.

## **12. Publication Standards**

The University is dedicated to upholding superior research quality by endorsing research publications in esteemed journals that are indexed in prominent databases including Clarivate Analytics (Web of Science), Scopus (Elsevier), and PubMed.

## **13. Intellectual Property Policy**

As per the IPR policy of the University.

## **14. Policy on Plagiarism**

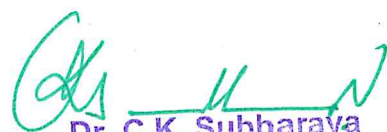
The University has embraced a plagiarism prevention policy in accordance with the UGC's 2017 regulations on 'Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions'.

## **15. Policy Duration**



The University's research policy will undergo frequent review, incorporating feedback and suggestions from stakeholders.

Research is a key component of Adichunchanagiri University, and success in this area can have a significant impact on a faculty member's progression. Here's how research performance can affect career advancement and salary increments for faculty:



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