

NAAC Criterion-III

3.4: Research Publications and Awards

3.4.1: The Institution ensures implementation of its stated Code of Ethics for research through the following: 1. Inclusion of research ethics in the research methodology course work 2. Presence of Ethics committee 3. Plagiarism check through software 4. Research Advisory Committee



Central University of Himachal Pradesh

Dharamshala

Kangra

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- 8.5 The courses shall be offered by the department in accordance with programme requirement and expert availability.
- 8.6 Each candidate is required to earn minimum 18 and maximum 22 credits during his/her coursework. Following three courses of two credits each shall be mandatory for all newly admitted candidates from session 2021-2022 onwards (irrespective of their discipline/subject):
- Research and Publication Ethics (RPE) - 2 credits
 - Pedagogy of Teaching-Learning Process (PTLP) - 2 credits
 - Indian Traditional Knowledge and Practices (in Concerned Discipline/Subject) (ITKP) - 2 credits
- 8.7 The course contents of RPE (Research and Publication Ethics) course shall be finalized by concerned department at its own level by keeping into consideration the UGC guidelines. The course content of PTLP (Pedagogy of Teaching-Learning Process) shall be finalized by School of Education and be circulated to all the departments of university. The course content of this course shall be transacted jointly by School of Education and concerned department. The course content of ITKP (Indian Traditional Knowledge and Practices) shall be finalized by the concerned department keeping in view the recommendations of NEP-2020. The contents of this course shall be specific to the concerned discipline/subject.
- 8.8 Remaining minimum 12 or maximum 16 credits of the course work shall be earned by the candidate by studying 3 or 4 courses of 4 credits each, as the case may be. A minimum of four credits shall be compulsorily assigned to atleast one course on Research Methodology in concerned subject/discipline which could cover areas such as quantitative methods, qualitative methods, computer applications and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses on research or relevant discipline-specific areas for preparing the students for PhD degree. The remaining courses of 4 credits shall be decided / finalized by the concerned department (on the recommendations of DRC) in accordance with their academic requirements, expertise available and research facilities present in the department.
- 8.9 Both end-term and mid-term examinations in PhD coursework shall be internal in nature. The whole process of coursework examinations including paper setting, evaluation etc. in case of both end-term and mid-term examinations shall be undertaken by the office of Controller of Examinations. The CoE office, through the respective department, shall get the question papers prepared and answer scripts evaluated from the concerned course teacher of the department. A candidate is required to attain a minimum of 50% marks in each course undertaken in coursework and minimum 55% marks in aggregate to successfully complete the coursework.
- 8.10 In case of 4 credits course on Research Methodology in each department, the marks distribution for end term examination shall be as follows:
- 100 marks for the theory examination
 - 20 marks for viva-voce examination (External)
- The question paper pattern for 100 marks in theory examination (End term) in above Research Methodology course shall be as follows:
- 20 questions x 1 mark (objective type questions) =20 Marks
 - 10 questions x 5 marks (with internal choice) = 50 Marks

- 2 questions x 15 marks (with internal choice) = 30 Marks
- Total = 100 Marks for theory

8.11 In case of mid-term examination in this course on **Research Methodology**, the marks for theory paper shall be 30 (excluding 10 marks for viva voce) and question paper pattern shall be as follows:

- 30 marks for the theory examination
- 10 marks for viva-voce examination (Internal)

The question paper pattern for 30 marks in theory examination (Mid-term) in Research Methodology course shall be as follows:

- 5 objective type questions = 5 Marks
 - 10 x 1 questions (with internal choice) = 10 Marks
 - 15 x 1 question (with internal choice) = 15 Marks
- Total = 30 Marks for theory

8.12 The Tables shown as **Appendix-I** shall be followed.

8.13 **Internal Assessment:** The internal assessment shall be awarded in the following manner in all courses:

For 4 Credit Course: 40 Marks

Presentation of Report based on field activity/field work = 10 Marks

Participation level in classroom and other activities = 10 Marks

Two Assignments (10 Marks each) of analytical nature = 20 Marks

For 2 Credit Course: 20 Marks

Presentation of Report based on field activity/field work = 05 Marks

Participation level in classroom and other activities = 05 Marks

One assignment of analytical nature = 10 Marks

9. Departmental Research Committee (DRC): Preparation / Submission of Synopsis and Review/Monitoring of Research Progress by Departmental Research Committee (DRC)

9.1 **The Departmental Research Committee (DRC)** shall be constituted and notified by each department for a period of three years after the approval of Vice-Chancellor and shall have following composition:

- Head of the Department - Chairman
- Director (Research) or Nominee - Member
- Dean of Concerned School or Nominee - Member
- All Faculty Members of concerned Department - Members

9.2 Half of the total members of DRC shall form the quorum. The nominee must not be below the rank of associate professor who may be from any relevant discipline as considered appropriate by Director (Research)/concerned Dean.

9.3 The main functions of Departmental Research Committee (DRC) shall be as follows:

- This committee shall play the role of advisory committee and shall monitor/ review the progress of research work of the candidate.

- ii. Each candidate is required to present his/her research proposal /synopsis in this committee so as to finalize the research topic and research proposal at an initial and internal level. This presentation shall be an open presentation where all RD scholars and PG students of concerned department/s can participate to share their opinions and suggestions to bring improvements in the draft research proposal.
 - iii. To guide the research scholar to develop the study design and methodology of research.
 - iv. Only those research topics and research proposals recommended by this committee (DRC) shall be permitted for submission to Research Degree Committee (RDC) in the next stage for final approval.
 - v. To periodically review and assist in the progress of the research work of the research scholar, the DRC shall monitor the progress of the PhD scholar on the basis of following general guidelines:
 - Participated in atleast one Seminar/Conference/Workshop preferably during every year.
 - Review of different books, articles, research papers, project reports, thesis etc.
 - Surveyed field/ libraries/ institutions for identification of literature and other primary sources-based data.
 - Undertaken laboratory/practical work/field work relevant to her/his area of study.
 - Made efforts to prepare and publish atleast a research paper/ book chapter/ edited chapter/ book review/ monograph etc.
 - Actively participated in various academic / examination-related / co-academic / administrative tasks assigned from time to time by the department/school.
 - Once a synopsis has been approved by Research Degree Committee (RDC) and subsequently approved/ratified by Board of Studies (BoS), the DRC shall not have any authority to discuss/ revise upon the title, objectives, research questions of the approved synopsis. Any final remark about the research progress of the candidate by the DRC shall be made after consultation with concerned research supervisor.
 - vi. The RD scholars are required to submit only six monthly (Half yearly) progress report of their Ph.D. research work and DRC shall only monitor/review and approve such six monthly progress reports. There shall be no submission of monthly or quarterly progress reports of Ph.D. research work by the RD scholars to the supervisor/ Department/ DRC.
- 9.4 The DRC shall ensure that above guidelines are only general in nature and these should not be taken as mandatory while reviewing and monitoring the research progress of the RD scholars.
- 9.5 A research scholar shall appear before the departmental research committee (DRC) once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress report shall be recorded in the DRC minutes and comments/suggestions shall be provided to concerned research scholar.
- 9.6 In case the progress of the research scholar is unsatisfactory in three consecutive progress reports, the DRC shall record in writing and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Departmental Research Committee (DRC) may recommend to the DSC, RDC and Board of Studies (BoS) with specific reasons for cancellation of registration.

- 9.7 A PhD scholar shall have to prepare a synopsis in consultation with the supervisor on her/his topic of research. For its finalization, s/he shall have to defend it before of Departmental Research Committee (DRC). During synopsis presentation, the RD Scholars & PG Students of the concerned department may participate in DRC meeting. The synopsis shall be finally approved by the Research Degree Committee (RDC) lateron and shall be further placed for ratification in Board of Studies (BoS) and the School Board of the concerned Department/Centre and School respectively.
- 9.8 A PhD scholar shall get one chance to request for modifications in any part of his/her synopsis six months prior to the actual submission of the thesis. On the recommendations of the concerned supervisor, the PhD student shall have to defend the modifications in synopsis before her/his Departmental Research Committee (DRC). Afterwards, these modifications in the synopsis are required to be approved by the Research Degree Committee (RDC) and ratification in subsequent statutory bodies i.e. (BoS) and the School Board of the concerned Centre/ Department/School before the thesis is finally submitted for evaluation.
- 9.9 There shall be no specific time limit for submission of Synopsis/ Research Proposal either to DRC or RDC. The candidate is only required to complete entire PhD programme within prescribed duration mentioned under Clause 3 of these guidelines. There shall be minimum of two meetings of Departmental Research Committee (DRC) in an year for initial finalization of research topic/ synopsis and to review/monitor the research progress of the candidate. At the time of presentation of research synopsis by the candidate as well as during the review/monitoring of the research progress of the candidate, the concerned research supervisor of the respective candidate shall act as the convener of the committee under overall chairmanship of the head of the department.
- 9.10 The Pre-PhD thesis submission presentation in an open seminar shall also be carried out in Departmental Research Committee (DRC). Prior to the submission of the thesis, the scholar shall make a presentation (Pre-PhD thesis Submission Seminar) before the Departmental Research Committee (DRC) which shall be open to faculty members and research scholars of all departments of the university. The feedback and comments obtained from them may be suitably incorporated into the draft thesis in consultation with the DRC.

10. Research Degree Committee (RDC) :

- 10.1 The Research Degree Committee (RDC) shall be constituted and notified at departmental level for a period of three years after the approval of Vice-Chancellor. The RDC shall have following composition:
- i. Dean of Concerned School - Chairperson
 - ii. Head of Concerned Department - Member
 - iii. All Professors of Concerned Department - Member
 - iv. Concerned Research Supervisor - Member
 - v. Three External Experts of Professor level to be appointed by Vice-Chancellor from a Pool of Experts (already available with the Vice Chancellor) or Panel of Experts submitted by Dean of concerned School on the recommendations of concerned Head of the Department/Director of Centre - Members
- 10.2 Half of total members (including at least two external experts) shall form the quorum of RDC. This committee shall meet twice in a year with a gap of at least six months between two meetings.

- 10.3 The RDC shall have following mandate and functions:
- i. To review the research proposal and finalize the topic of research.
 - ii. To make decision with regard to final approval/modification/revision of research synopsis/proposal submitted by RD scholar after recommendation accorded by Departmental Research Committee (DRC).
 - iii. To make recommendations for upgradation of JRF candidates to SRF after reviewing their research progress.
 - iv. To recommend panel of examiners for evaluation of PhD thesis.
 - v. To approve the allotment of research supervisors to the candidates by DSC.
- 10.4 The decisions of RDC shall be further submitted to BoS (Board of Studies) and subsequent statutory bodies for approval/ratification.
- 10.5 After approval of synopsis by RDC, a formal letter regarding approval of research title and research synopsis (separate mention about approval of two aspects) shall be issued to the concerned research scholar by the head of the department with intimation to the office of Controller of Examinations.

11. Modification of the Title of the Thesis/Research:

- 11.1 If there is a need for modification of the title of thesis, the candidate shall submit an application to Departmental Research Committee (DRC) through supervisor at least six months before the date of submission of the thesis for approval. But the final approval for this purpose shall be accorded by Research Degree Committee (RDC). The same is required to be ratified in the BoS and School Board.

12. Change of Supervisor:

- 12.1 A candidate confirmed for PhD programme shall be allowed to change her/his supervisor in case of an eventuality like death or extremely serious illness of supervisor or in highly exceptional-cum-unavoidable circumstances to be recorded in writing. Under above stated circumstances only, the Vice-Chancellor may grant permission for the change of research supervisor subject to the availability of seats under any faculty member of concerned department/ centre. After the approval from the Vice-Chancellor, the Head of Department/ Director of Centre shall place such request before the Departmental Standing Committee (DSC) and a new supervisor shall be allotted to the research scholar. This decision shall be placed for ratification before RDC and further to BoS and School Board of concerned department for ratification.

12.2 Deleted

12.3 Deleted

13. Submission of Thesis:

- 13.1 A PhD scholar shall be permitted to submit her/his PhD thesis for evaluation subject to the condition that s/he has:
- a) completed course work successfully and satisfactorily.
 - b) completed three years period after registration.
 - c) published two papers in refereed journals (atleast national level journals which may be registered in Scopus index/ Web of Science/UGC-CARE list/Peer reviewed).



हिमाचल प्रदेश केंद्रीय विश्वविद्यालय Central University of Himachal Pradesh

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फॉर्म कोड

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नामांकन संख्या / Enrolment Number	
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विभाग / केंद्र / Department / Centre	
शोध-प्रबंध शीर्षक / Thesis Title:	
पृष्ठों की कुल संख्या / Total No. of pages	

रिपोर्ट / Report:

यह सूचित करना है कि उपर्युक्त शोध-प्रबंध को समानता का पता लगाने के लिए स्कैन किया गया था। प्रक्रिया और परिणाम नीचे दिया गया है / This is to report that the above thesis was scanned for similarity detection. Process and outcome is given below:

प्रयुक्त सॉफ्टवेयर / Software used:	प्रयोग की गई आईडी तथा फाइल का आकार/ Submitted ID & File Size	कुल शब्दों की संख्या Total word count:
समानता सूचकांक / Similarity Index:		दिनांक / Date:

पूरी रिपोर्ट पर्यवेक्षक द्वारा समीक्षा के लिए प्रस्तुत की जाती है।

The complete report is submitted for review by the Supervisor.

पुस्तकालयाध्यक्ष / Librarian

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अधोहस्ताक्षरी द्वारा उपर्युक्त शोध-प्रबंध की पूरी रिपोर्ट की समीक्षा नीचे की गई है। (चेक बॉक्स) / The complete report of the above thesis has been reviewed below by the undersigned. (Check Box)

<input type="checkbox"/>	समानता सूचकांक स्वीकृत मानदंडों (10% तक) से नीचे है / The similarity index is below accepted norms (up to 10%).
<input type="checkbox"/>	निम्नलिखित कारणों से समानता सूचकांक स्वीकृत मानदंडों से ऊपर है (यदि आवश्यक हो तो अलग से पृष्ठ जोड़ें) / The similarity index is above accepted norms, because of the following reasons (Attach separate sheet, if required): 1. 2.

संस्तुति / Recommendation: शोध-प्रबंध प्रस्तुत करने और डिग्री प्रदान करने के लिए विचार किया जा सकता है। (प्रासंगिक दस्तावेज संलग्न) / The thesis may be considered for submission and the award of degree. (Relevant documents attached).

(पीएचडी विद्यार्थी के हस्ताक्षर/
Signature of PhD student)
दिनांक/Date:

(शोध पर्यवेक्षक के हस्ताक्षर और नाम)
(Name and Signature of Research Supervisor)
दिनांक/Date:

साहित्यिक चोरी की जाँच के समाधान के लिए दिशानिर्देश
Guidelines for Reconciliation of Plagiarism Check

पीएचडी शोध प्रबंध जमा करने के समय उरकुंड (URKUND) और विश्वविद्यालय द्वारा प्रदान किए गए सॉफ्टवेयर द्वारा उत्पन्न साहित्यिक चोरी रिपोर्ट जमा करने के लिए निम्नलिखित दिशानिर्देशों का पालन किया जाएगा:

1. पीएचडी शोध प्रबंध को URKUND और विश्वविद्यालय द्वारा प्रदान किए गए सॉफ्टवेयर द्वारा साहित्यिक चोरी की जाँच से गुजरना होगा।
2. चेक करते समय अपवर्जन निम्नलिखित तक सीमित होना चाहिए:
 - I. उल्लेख (कोट्स)
 - II. ग्रन्थसूची
 - III. वाक्यांशों
 - IV. 14 शब्दों तक के छोटे मिलान
 - V. गणितीय सूत्र
 - VI. संस्थानों, विभागों, आदि का नाम
 - VII. पर्यवेक्षक या अभ्यर्थी द्वारा स्वतंत्र रूप से या संयुक्त रूप से लिखे गए लेख / शोध पत्र।
3. स्व-साहित्यिक चोरी या ऐसे मामलों के संबंध में जहां विद्यार्थी के प्रकाशित कार्य के जांच में साहित्यिक चोरी के रूप में दिखाया गया है, एक प्रमाण पत्र (अनुलग्नक IV के अनुसार स्व-प्रकाशित कार्य के अपवर्जन के लिए प्रमाण पत्र) पर्यवेक्षक द्वारा जारी किया जाना है जिसमें उन लेखों को निर्दिष्ट और संलग्न किया गया है, जिन्हें शोध प्रबंध / शोध प्रबंध कार्य से विद्यार्थी द्वारा प्रकाशित किया गया है। पर्यवेक्षक द्वारा अनुलग्नक - IV में प्रस्तुत लेखों की सूची साहित्यिक चोरी की जांच से बाहर रखने के लिए पुस्तकालय को संदर्भित की जाएगी। पीएचडी विद्यार्थी/शोध पर्यवेक्षक का कोई अन्य लेख साहित्यिक चोरी की जांच से बाहर नहीं किया जाएगा।
4. पुस्तकालय साहित्यिक चोरी की रिपोर्ट निर्दिष्ट प्रारूप में जारी करेगा (अनुलग्नक III)। साहित्यिक चोरी रिपोर्ट पर पीएचडी विद्यार्थी और शोध पर्यवेक्षक द्वारा हस्ताक्षर किए जाएंगे। यह प्रमाण पत्र शोध-निबंध/शोध-प्रबंध, सार(सिनॉप्सिस), सारांश, सीडी के साथ परीक्षा नियंत्रक कार्यालय में जमा करना होगा।

The following guidelines shall be adhered to for submitting the Plagiarism Report generated by URKUND and University provided software at the time of PhD thesis submission:

1. The PhD thesis must undergo a Plagiarism Check by URKUND and University provided software
2. The exclusion at the time of performing the check should be limited to the following:
 - i. Quotes
 - ii. Bibliography
 - iii. Phrases
 - iv. Small matches up to 14 words
 - v. Mathematical Formula
 - vi. Name of Institutions, Departments, etc.
 - vii. The articles/ research papers written by the supervisor or the candidate independently or jointly.
3. Regarding Self Plagiarism or cases where published work of the student is shown as Plagiarism in the check, a certificate (Certificate for Exclusion of Self Published Work as per Annexure IV) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from the thesis work. The list of articles submitted in Annexure – IV shall be referred to the library by the supervisor for exclusion from plagiarism check. No other article of the PhD student/ research supervisor shall be excluded from plagiarism check.
4. The library shall issue the Plagiarism Report in specified format (Annexure III). The Plagiarism Report shall be signed by the M Phil/ PhD student and the Research Supervisor. This certificate has to be submitted to the Controller of Examination office along with the thesis, Synopsis, Summary, CDs.

अधिसूचना

हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय में माननीय कुलपति महोदय के अनुमोदन के अनुसार तदर्थ आधार (Ad-hoc Basis) पर Institutional Ethics Committee का गठन किया जाता है:

Sl. No.	Name and Address (Email and Mobile Number)	Designation
1.	Prof. Pardeep Kumar, Professor and Dean, School of Life Sciences, Central University of Himachal Pradesh, Temporary Academic Block, Shahpur, VPO Chattri, Tehsil Shahpur, Distt. Kangra (HP) – 176206, Email: pardeepsangla@gmail.com , pardeepsangla@hpcu.ac.in , dean_sls@hpcu.ac.in, Mobile: 7018277931	Chairperson
2.	Dr. Arun Chandan, Regional Director, Regional-cum-Facilitation Centre, North Indian States (RCFC-North), Research Institute in Indian Systems of Medicine (RIISM), Department of Ayurveda COEDG Building, Joginder Nagar, District Mandi (HP) -175015, Email: arun.chandan@gov.in Mobile: 701801026	Basic Medical Science
3.	Dr. Adarsh Kumar, Professor, Department of Veterinary Surgery, College of Veterinary and Animal Sciences, CSKHPKV, Palampur, Distt. Kangra (HP), Email: adarsh9kan@gmail.com Mobile: 9418054434	Basic Medical Science
4.	Sh. Anand Sharma, Advocate, District Courts, Dharamshala, Distt. Kangra (HP) – 176215, Email: anand3694@gmail.com , Mobile: 9816624240	Legal Person
5.	Dr. Vikesh Gupta, Senior Resident, Department of Psychiatry, Dr Rajendra Prasad Government Medical College, Tanda, Distt. Kangra (HP), Email: vikeshgupta7@gmail.com , Mobile: 9459352300	Clinician
6.	Dr. Sachin Sharma, Causality Medical Officer, Dr Rajendra Prasad Government Medical College, Tanda, Distt. Kangra (HP) Email: s1984kaka@gmail.com , Mobile: 9459146300	Clinician
7.	Sh. Narender Paul, Chief Operating Officer, CORD (Chinmaya Organisation for Rural Development) ,Dharamshala, Distt. Kangra (HP), Email: cordsidhbari@gmail.com Mobile: 9816655592	NGO Representative
8.	Mr. Jaswant Yadav S/o Sh. Manohar Singh, Vill. Nagan, PO Chukku, Tehsil Padar, Distt. Mandi (HP), Mobile: 9817196661	Lay Person
9.	Dr. Rakesh Chahota, Professor, Department of Biotechnology, CSKHPKV, Palampur, Distt. Kangra (HP), Email: rkchahota@yahoo.com Mobile:7018093980	Molecular Biology
10.	Dr. Ranjit Kumar, Assistant Professor, Department of Animal Sciences, Dean, School of Life Sciences, Central University of Himachal Pradesh, Temporary Academic Block, Shahpur, VPO Chattri, Tehsil Shahpur, Distt. Kangra (HP) – 176206, Email: ranjitzool17@gmail.com Mobile: 7004842921	Member Secretary
11.	Prof. K.C Sharma, Senior Scientist, Agril. Entomology, Dr. Yashwant Singh Parmar University of Horticulture and Forestry, Nauni, Solan	Member

उपरोक्त गठित समिति विश्वविद्यालय की अकादमिक परिषद व कार्यकारिणी परिषद में अनुसमर्थन के अधीन रहेगी ।

हिंदू भूषण
23/4/2021
(हिंदू भूषण कुटलैहड़िया)
सहायक-कुलसचिव

प्रतिलिपि- निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाई हेतु:

1. अधिष्ठाता छात्र कल्याण, हि.प्र.के.वि., अस्थायी शैक्षणिक खंड, शाहपुर, जिला काँगड़ा (हि.प्र.)।
2. विभिन्न स्कूलों के सभी अधिष्ठाता, टैब, शाहपुर/धौलाधार परिसर-1&II, धर्मशाला/सप्त सिन्धु परिसर, देहरा, जिला काँगड़ा।
3. विभिन्न विभागों/केन्द्रों के सभी विभागाध्यक्ष/निदेशक, टैब शाहपुर/धौलाधार परिसर-1&II, धर्मशाला/सप्त सिन्धु परिसर, देहरा।
4. वित्त अधिकारी, हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय, पूर्व सैनिक कल्याण भवन के सामने (निकट शहीद स्मारक), सिविल लाइन्स, धर्मशाला, जिला काँगड़ा।
5. परीक्षा नियंत्रक, हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय, पूर्व सैनिक कल्याण भवन के सामने (निकट शहीद स्मारक), सिविल लाइन्स, धर्मशाला, जिला काँगड़ा।
6. जन-संपर्क अधिकारी, कैंप कार्यालय, हि.प्र.के.वि., धर्मशाला, जिला - काँगड़ा (हि.प्र.)।
7. कुलपति के निजी सचिव - कृपया माननीय कुलपति महोदय के सूचनार्थ।
8. गार्ड फाइल।

हि.प्र.के.वि.
23/4/2021
सहायक-कुलसचिव