

# MAHARAJADHIRAJ UDAY CHAND WOMEN'S COLLEGE

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GOVERNMENT SPONSORED DEGREE COLLEGE ESTD 1955

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A CONSTITUENT COLLEGE OF THE UNIVERSITY OF BURDWAN

REACCREDITED (3<sup>rd</sup> CYCLE) BY NAAC (GRADE B<sup>+</sup> CGPA 2.64)



## RESEARCH POLICY OF MUC WOMEN'S COLLEGE

### 1 Introduction, Scope, and Authority

#### 1.1 Preamble and Policy Objectives

**1.1.1 Vision Statement:** This Research Policy establishes the comprehensive framework for promoting, regulating, and sustaining scientific research and development activities at MUC Women's College, a state government-aided institution affiliated with the University of Burdwan. The policy aims to create a vibrant research ecosystem that fosters innovation, addresses regional and national development priorities, and aligns with the strategic objectives of both the University of Burdwan and the Department of Scientific and Industrial Research (DSIR). Our institution recognizes that robust research infrastructure and systematic research governance are fundamental to academic excellence and societal contribution, particularly in emerging technology areas that support India's industrial and technological advancement.

**1.1.2 Core Objectives:** This policy is designed to achieve several interconnected objectives:

- (1) Facilitate the formal recognition of the college as a DSIR-approved research institution, enabling access to government funding schemes and incentives;
- (2) Establish clear governance structures and standardized procedures for research project management from conception to completion;
- (3) Promote interdisciplinary collaboration both within the institution and with external research partners, including industry and other academic institutions;
- (4) Ensure ethical compliance and integrity in all research activities;
- (5) Encourage knowledge dissemination through publications, conferences, and technology transfer; and
- (6) Support the professional development of faculty and students through structured research mentoring and capacity-building initiatives.



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## **1.2 Legal and Regulatory Framework**

**1.2.1 Governing Authority:** This policy derives its authority from the Governing Body of MUC Women's College, which holds the ultimate responsibility for institutional governance as per the statutes of the University of Burdwan. The policy has been formulated in accordance with the University of Burdwan Act, the guidelines of the University Grants Commission (UGC), and the specific requirements outlined by the Department of Scientific and Industrial Research (DSIR) under the Ministry of Science and Technology, Government of India. The policy acknowledges the University of Burdwan's established governance structure, where the Vice-Chancellor oversees academic administration, supported by Faculty Councils and Departments that will interface with the college's research initiatives.

**1.2.2 DSIR Alignment:** This policy specifically addresses the eligibility criteria and operational standards required for DSIR recognition, which enables institutions to access benefits such as customs duty exemptions on R&D equipment, eligibility for government grants, and enhanced credibility in research collaborations. The policy incorporates requirements from DSIR's "Support to Studies (A2K+ Studies)" program, which invites proposals from approved universities and colleges on emerging technology areas including affordable and clean energy, women and technology, import substitution, funding mechanisms for industrial R&D, and artificial intelligence applications.

## **1.3 Scope and Applicability**

**1.3.1 Personnel Coverage:** This policy applies to all academic staff, researchers, administrative personnel, and students engaged in research activities under the auspices of MUC Women's College. This includes full-time and part-time faculty, research fellows, project staff, postgraduate students undertaking research dissertations, and undergraduate students participating in formal research projects. The policy also governs visiting researchers and collaborators from other institutions who utilize college facilities or collaborate with college personnel on research initiatives.

**1.3.2 Activity Coverage:** The policy encompasses all research and development activities conducted within or under the name of the college, including fundamental research, applied research, experimental development, consultancy projects, sponsored research, and collaborative research with industry or other institutions. This includes activities falling under DSIR's definition of R&D: new product development, new process development, cost reduction initiatives, and import substitution projects. The policy covers the complete research lifecycle from ideation and proposal development through implementation, monitoring, reporting, and dissemination of results.



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## 2 Research Governance and Organizational Structure

### 2.1 Institutional Research Committee (IRC)

**2.1.1 Composition and Leadership:** The Institutional Research Committee (IRC) serves as the apex body for research governance at MUC Women's College. The committee shall comprise the following members, appointed for a term of two years, with provisions for reappointment:

*Table: Institutional Research Committee Composition*

| Position         | Designation   | Role/Responsibilities                       |
|------------------|---|---|
| Chairperson      | Principal   | Overall supervision and strategic direction |
| Vice-Chairperson | IQAC Coordinator  | Overall supervision and strategic direction |
| Vice-Chairperson | Senior Faculty from Science Department nominated by Principal       | Day-to-day oversight and coordination       |
| External Expert  | Subject expert from University of Burdwan                           | Quality assurance and external perspective  |
| Member-Secretary | Convener of Research Committee and Convenor of Laboratory Committee | Documentation and compliance                |
| Member           | Bursar  | For allotment and monitoring of funds       |
| Members          | Heads of all Science Departments                                    | Departmental research coordination          |
| Members          | Two representatives from Arts Departments                           | Interdisciplinary research promotion        |

**2.1.2 Functions and Responsibilities:** The IRC shall perform several critical functions:

- (1) Formulate and review research policies, guidelines, and strategic plans in alignment with institutional goals and DSIR requirements;
- (2) Approve research projects requiring institutional endorsement, particularly those seeking external funding;
- (3) Monitor research progress through periodic reviews and ensure compliance with ethical standards and regulatory requirements;
- (4) Facilitate interdisciplinary collaborations both within the college and with external partners;



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- (5) Oversee research infrastructure development, maintenance, and allocation;
- (6) Recommend budgetary allocations for research activities and seed funding; and
- (7) Address research misconduct allegations through established grievance procedures.

## **2.2 Departmental Research Committees (DRCs)**

**2.2.1 Formation and Function:** Each academic department shall establish a Departmental Research Committee (DRC) to oversee research activities within its domain. The DRC shall be chaired by the Head of the Department and include all the faculty members actively engaged in research. The DRC will serve as the first point of review for research proposals, ensuring scientific merit, feasibility, and departmental alignment before submission to the IRC. DRCs will also facilitate research seminars, journal clubs, and colloquia to foster research culture within departments, and maintain departmental research portfolios documenting ongoing projects, publications, and achievements.

**2.2.2 Integration with University Structure:** The DRCs will maintain active liaison with corresponding departments at the University of Burdwan, leveraging the university's established research infrastructure and expertise. This alignment is particularly important given the University of Burdwan's organization into Faculty Councils (Science and Arts) and numerous departments that can provide mentorship and collaboration opportunities. DRCs will facilitate faculty and student participation in university-level research initiatives, seminars, and workshops, creating a seamless research continuum between the college and the parent university.

## **2.3 Research Administration Office**

**2.3.1 Establishment and Staffing:** To ensure efficient implementation of this policy, MUC Women's College shall establish a dedicated Research Administration Office (RAO). This office will be staffed by administrative personnel with specific responsibilities for research management, reporting directly to the IRC Member-Secretary. The RAO will serve as the central coordinating body for all research-related activities, providing essential support services to researchers throughout the project lifecycle.

**2.3.2 Key Functions:** The RAO will perform several critical administrative functions:

- (1) Maintain a comprehensive database of all research projects, researchers, publications, patents, and collaborations;
- (2) Disseminate information about funding opportunities, particularly DSIR calls for proposals and other government schemes;



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- (3) Assist in proposal preparation and submission, ensuring compliance with funder guidelines;
- (4) Facilitate research agreements, memoranda of understanding, and intellectual property documentation;
- (5) Coordinate research reporting to internal committees and external agencies;
- (6) Organize research capacity-building workshops on grant writing, research methodology, and ethics; and
- (7) Serve as the liaison office for DSIR communications and compliance requirements.

### **3 Research Categories and Focus Areas**

#### **3.1 Classification of Research Activities**

**3.1.1 Fundamental Research:** The college encourages basic scientific inquiry aimed at expanding knowledge without immediate commercial objectives. This category includes theoretical investigations, experimental studies to understand fundamental principles, and exploratory research that may form the basis for future applied developments. Faculty and students engaged in fundamental research will be supported through seed funding, access to laboratories, and participation in academic conferences to disseminate findings.

**3.1.2 Applied and Industrial Research:** Aligning with DSIR's mandate to promote industrial research, the college prioritizes problem-oriented research with potential for technological application and economic impact. This includes:

- (1) New product development and improvements to existing products;
  - (2) Process innovation to enhance efficiency, quality, or sustainability;
  - (3) Cost reduction through material substitution or process optimization; and
  - (4) Import substitution projects that develop indigenous alternatives to imported technologies.
- Such research will often involve industry collaboration and may lead to patentable inventions or technology transfer.

**3.1.3 Sponsored and Consultancy Research:** The policy establishes clear guidelines for externally funded research projects from government agencies, industry partners, or international organizations. All sponsored research must undergo institutional review to ensure alignment with college values, adequate resource allocation, and appropriate intellectual property arrangements. Consultancy projects undertaken by faculty in their expert capacity must receive prior approval to ensure they do not conflict with institutional responsibilities and are properly accounted for in institutional research metrics.

#### **3.2 Strategic Research Priorities**

**3.2.1 DSIR-Aligned Focus Areas:** In accordance with DSIR's A2K+ Studies program priorities, the college will particularly encourage research in the following emerging areas:



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Table: DSIR-Aligned Research Priority Areas

| Research Area               | Specific Focus  | Potential Departments                     |
|-----------------------------|---|---|
| Affordable and Clean Energy | Renewable energy systems, energy storage, efficiency technologies     | Physics, Chemistry, Mathematics           |
| Women and Technology        | STI investments, policy foresights for women's empowerment            | Sociology, Economics, Computer Science    |
| Import Substitution         | Technological import analysis, indigenous alternatives development    | All Science Departments                   |
| Industrial R&D Funding      | Mechanisms to strengthen India's R&D landscape                        | Commerce, Economics                       |
| Artificial Intelligence     | Healthcare, education, agriculture, smart infrastructure applications | Computer Science, Mathematics, Statistics |

**3.2.2 Regional and Institutional Strengths:** The college will leverage its geographical location within West Bengal and affiliation with University of Burdwan to develop research programs addressing regional challenges while maintaining national relevance. Potential areas include agricultural technology suited to local conditions, environmental studies addressing regional pollution concerns, heritage conservation of cultural assets in the Bardhaman region, and educational innovation to improve learning outcomes in local contexts. Research will also build upon existing departmental strengths and faculty expertise, creating clusters of excellence that can attract collaboration and funding.

#### 4 Research Project Lifecycle Management

##### 4.1 Proposal Development and Approval

**4.1.1 Internal Proposal Process:** All research projects, whether internally or externally funded, must follow a standardized approval pathway. Researchers will first submit a concept note to their Departmental Research Committee (DRC) for initial feedback. Following DRC endorsement, a full proposal must be submitted to the Institutional Research Committee (IRC) through the Research Administration Office. The proposal must include:

- (1) Scientific justification and literature review;
- (2) Clear objectives and methodology;
- (3) Detailed work plan with timelines and milestones;
- (4) Resource requirements (personnel, equipment, materials);
- (5) Budget justification;
- (6) Ethical considerations and regulatory compliance requirements;



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(7) Expected outcomes and dissemination plans; and

(8) CVs of principal investigator and team members.

**4.1.2 Proposal Requirements:** For projects specifically targeting external funding under the A2K+ Studies scheme, proposals must additionally address specified scope requirements:

(1) The final report should serve as a go-to solution for stakeholders toward future research and commercialization strategy;

(2) The report must capture elaborate review of existing ecosystem and infrastructure;

(3) The report should include detailed analysis of future prospects, probable solutions, policy recommendations aligned with national vision;

(4) The study should collect and review data from various industry, government, and association sources with appropriate disclaimers and approvals;

(5) The project should include stakeholder consultations through interviews or questionnaires with key players.

## **4.2 Implementation and Monitoring**

**4.2.1 Project Initiation:** Upon receiving approval and securing necessary funding, researchers must complete a project initiation process through the Research Administration Office. This includes:

(1) Formal registration in the institutional research database with a unique project identifier;

(2) Establishment of dedicated accounts for financial management, if applicable;

(3) Execution of agreements with funding agencies or collaborators;

(4) Constitution of project teams with clearly defined roles; and

(5) Procurement of necessary equipment and materials following institutional and DSIR guidelines.

**4.2.2 Progress Monitoring:** The IRC will implement a structured monitoring framework to ensure research quality and timely completion. Principal investigators must submit biannual progress reports to their DRC and the RAO, highlighting achievements against milestones, challenges encountered, and corrective actions taken. For projects exceeding one year duration or significant budgets, the IRC may constitute project review committees to conduct in-depth evaluations. External-funded projects require particular attention to timelines.

## **4.3 Closure, Reporting, and Knowledge Dissemination**

**4.3.1 Project Completion Requirements:** All research projects must formally conclude with:

(1) Submission of final technical report to the funding agency (if applicable) and institutional repository;

(2) Financial reconciliation and submission of expenditure statements;

(3) Inventory of assets purchased or created during the project;



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(4) Submission of research outputs (publications, patents, prototypes, databases) to institutional archives; and

(5) Exit interview/debriefing with the funding agency to capture lessons learned. For external-funded studies, final reports must meet the specific format and content requirements outlined in DSIR guidelines.

**4.3.2 Knowledge Dissemination Strategy:** The college promotes active dissemination of research findings through multiple channels:

- (1) Publication in peer-reviewed journals with appropriate acknowledgment of institutional affiliation and funding sources;
- (2) Presentation at academic conferences with possible institutional support for registration and travel;
- (3) Organization of seminars and workshops to share findings with academic and stakeholder communities;
- (4) Development of policy briefs for government and industry stakeholders when research has policy implications;
- (5) Public engagement activities to communicate research outcomes to broader society; and
- (6) Deposition in institutional repository to ensure open access where permissible by copyright and agreements.

## **5 Research Ethics, Integrity, and Compliance**

### **5.1 Ethical Framework and Review**

**5.1.1 Institutional Ethics Committee (IEC):** MUC Women's College shall establish an Institutional Ethics Committee (IEC) comprising multidisciplinary faculty members, a legal expert, a community representative, and a medical professional (if human biomedical research is conducted). The IEC will be responsible for:

- (1) Reviewing all research proposals involving human participants, animals, or biological materials to ensure ethical compliance;
- (2) Developing institutional ethical guidelines aligned with national and international standards;
- (3) Providing ethics training to researchers and students;
- (4) Monitoring ongoing research for ethical compliance; and
- (5) Investigating allegations of ethical violations. No research involving human or animal subjects may commence without IEC approval.

**5.1.2 Research Integrity Standards:** All researchers must adhere to the highest standards of academic integrity, including:



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- (1) Originality and proper attribution through appropriate citation practices;
- (2) Accurate representation of data without fabrication, falsification, or inappropriate manipulation;
- (3) Transparent reporting of methods, results, and limitations;
- (4) Fair authorship based on substantive intellectual contribution;
- (5) Responsible mentorship of junior researchers and students; and
- (6) Disclosure of conflicts of interest that might influence research design, conduct, or reporting.

The IRC will develop detailed guidelines on research integrity and establish procedures for addressing allegations of misconduct.

## **5.2 Regulatory and Safety Compliance**

**5.2.1 Laboratory and Field Safety:** All research activities must comply with institutional, state, and national safety regulations. Principal investigators bear primary responsibility for:

- (1) Conducting risk assessments before commencing research;
- (2) Providing appropriate safety training to all team members;
- (3) Ensuring proper use of personal protective equipment;
- (4) Safe handling, storage, and disposal of chemicals, biological materials, and hazardous waste;
- (5) Maintaining emergency preparedness with appropriate first aid and response plans; and
- (6) Reporting accidents or near-misses through established channels.

The IRC will appoint a Safety Officer to oversee compliance and conduct periodic safety audits if necessary.

**5.2.2 Legal and Regulatory Compliance:** Researchers must ensure compliance with all applicable laws and regulations, including but not limited to:

- (1) Environmental regulations governing emissions, waste disposal, and biodiversity;
- (2) Biosafety guidelines for research involving genetically modified organisms or pathogens;
- (3) Radioisotope regulations if using radioactive materials;
- (4) Import-export controls for research equipment and materials, particularly relevant for DSIR-certified institutions enjoying customs duty exemptions;
- (5) Data protection laws governing collection, storage, and use of personal data; and
- (6) Intellectual property laws regarding protection and commercialization of inventions.

The Research Administration Office will maintain current information on regulatory requirements and assist researchers in compliance.



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## **6 Resource Allocation, Funding, and Infrastructure**

### **6.1 Research Funding Strategy**

**6.1.1 Internal Funding Mechanisms:** The college shall allocate a portion of its annual budget specifically for research promotion, including:

- (1) Seed grants for preliminary studies that can lead to larger external proposals;
- (2) Minor research grants for studies by the applicant (faculty) of the College;
- (3) Major research grants involving research scientist (temporarily recruited for the duration of the project) or Ph.D. student;
- (4) Travel grants for conference presentations and research collaborations;
- (5) Publication support for open access fees and other publication costs;
- (6) Equipment grants for acquiring essential research infrastructure; and
- (7) Student research fellowships to encourage undergraduate and postgraduate research.

The IRC will develop transparent criteria and procedures for allocating internal research funds based on merit, strategic alignment, and potential for external funding leverage.

**6.1.2 External Funding Pursuit:** Researchers are encouraged to actively seek external funding from various sources:

- (1) Government agencies including DST, DBT, UGC, ICSSR, ICMR, BIRAC and other ministries;
- (2) Industry partnerships for applied research and consultancy projects;
- (3) International funding organizations that support research in India;
- (4) Philanthropic foundations with interests aligned with college research priorities; and
- (5) University of Burdwan research schemes that may offer collaborative opportunities.

The Research Administration Office will maintain a database of funding opportunities and provide support for proposal development.

### **6.2 Infrastructure Development and Sharing**

**6.2.1 Central Research Facilities:** To optimize resource utilization, the college will establish Central Research Facilities (CRF) comprising shared equipment, laboratories, and technical support services. The CRF will include:

- (1) Advanced instrumentation beyond the purchasing capacity of individual departments;
- (2) Specialized laboratories for interdisciplinary research;
- (3) Computational resources for data analysis and modelling;
- (4) Technical staff with expertise in operating and maintaining sophisticated equipment; and
- (5) Booking and access systems to ensure equitable utilization.

The CRF will be governed by a committee representing user departments and managed by the Research Administration Office.



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**6.2.2 Infrastructure Planning and Procurement:** All research infrastructure acquisition must follow a strategic planning process:

- (1) Needs assessment based on current and projected research activities;
- (2) Prioritization by the IRC considering institutional research strategy, user base, and cost-effectiveness;
- (3) Funding identification from internal allocations, external grants, or special initiatives;
- (4) Procurement following institutional and government guidelines, with special attention to customs duty exemptions available to DSIR-recognized institutions;
- (5) Installation and commissioning with appropriate training for users; and
- (6) Maintenance planning including operational costs, servicing, and eventual replacement.

Major equipment purchases (above a threshold value) require approval from the IRC and college Governing Body.

## **7 Capacity Building and Research Culture**

### **7.1 Researcher Development Programs**

**7.1.1 Faculty Research Capacity Enhancement:** The college will implement systematic programs to enhance faculty research capabilities:

- (1) Mentoring system pairing experienced researchers with early-career faculty;
- (2) Skill development workshops on research methodology, grant writing, data analysis, and academic writing;
- (3) Sabbatical support for faculty to pursue intensive research or training at advanced institutions;
- (4) Collaboration facilitation with University of Burdwan departments and other research institutions;
- (5) Recognition and rewards for research achievements through promotions, awards, and reduced teaching loads for actively researching faculty; and
- (6) Protected research time allocation within faculty workload models.

**7.1.2 Student Research Training:** Integrating research into student learning is a priority:

- (1) Research methodology courses incorporated into postgraduate curricula;
- (2) Undergraduate research opportunities through summer internships, project courses, and mentorship programs;
- (3) Dissertation support for postgraduate students including supervision guidelines and resource allocation;



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- (4) Student research conferences to showcase undergraduate and postgraduate research;
- (5) Incentives for student publications including recognition and possible financial support; and
- (6) Pathways to higher research degrees through linkages with University of Burdwan and other universities.

The college aims to cultivate the next generation of researchers through early and sustained research engagement.

## **7.2 Institutional Research Culture**

**7.2.1 Knowledge Exchange Platforms:** The college will establish regular forums for research communication and collaboration:

- (1) Monthly research seminars featuring internal and external speakers;
- (2) Annual research day showcasing college research achievements to the broader community;
- (3) Interdisciplinary research forums to identify collaborative opportunities across departments;
- (4) Industry-academia interaction meetings to align research with practical needs;
- (5) Alumni research engagement leveraging former students in research and industry positions; and
- (6) Community engagement activities to communicate research relevance and gather community input.

These platforms will foster a vibrant, interactive research culture that extends beyond individual projects.

**7.2.2 Recognition and Reward System:** To incentivize research productivity, the college will implement:

- (1) Annual research awards for outstanding publications, projects, and mentorship;
- (2) Research productivity metrics incorporated into faculty appraisal and promotion criteria;
- (3) Institutional acknowledgment of research achievements through newsletters, website features, and annual reports;
- (4) Support for award nominations to state, national, and international bodies;
- (5) Celebration of research milestones such as major grants, patents, or impactful publications; and
- (6) Research leadership opportunities for productive researchers in institutional committees and strategic planning.

This system will value diverse research contributions while maintaining quality standards.



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## **8 Collaboration, Partnerships, and Knowledge Transfer**

### **8.1 Strategic Partnership Framework**

**8.1.1 University of Burdwan Collaboration:** As an affiliated college, MUC College will establish formal mechanisms for research collaboration with University of Burdwan: (1) Joint supervision of postgraduate and research students; (2) Shared access to university research facilities and libraries; (3) Collaborative projects leveraging complementary expertise; (4) Participation in university research initiatives and centers; (5) Faculty exchange programs for research collaboration; and (6) Joint applications for external funding. Given the University of Burdwan's established research infrastructure and multiple campuses with specialized facilities, these collaborations will significantly enhance the college's research capabilities.

**8.1.2 Industry and Community Engagement:** The college will actively pursue partnerships beyond academia:

- (1) Industry advisory boards for relevant departments to guide applied research directions;
- (2) Consultancy services allowing faculty to apply expertise to practical problems;
- (3) Collaborative R&D projects with industry partners, particularly aligned with DSIR priorities like import substitution and industrial R&D strengthening;
- (4) Technology transfer mechanisms for commercializing college innovations;
- (5) Community-based participatory research addressing local challenges; and
- (6) Policy engagement with government agencies based on research evidence. These partnerships will ensure research relevance and impact while generating additional resources.

### **8.2 Intellectual Property Management**

**8.2.1 Institutional IP Policy:** The college will develop a separate Intellectual Property Policy addressing:

- (1) Ownership principles for inventions created using institutional resources;
- (2) Disclosure requirements for potentially patentable inventions;
- (3) Protection processes including patent filing and maintenance;
- (4) Commercialization mechanisms such as licensing or spin-off creation;
- (5) Revenue sharing models between inventors, departments, and the institution;
- (6) Management of copyright for scholarly works and software; and
- (7) Protection of traditional knowledge and biological resources in compliance with national laws.

This policy will balance incentive for innovation with institutional responsibility and public interest.



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**8.2.2 Technology Transfer Office:** To effectively manage IP and commercialization, the college will establish a Technology Transfer Office (TTO) within the Research Administration Office, with responsibilities including:

- (1) Evaluating invention disclosures for patentability and commercial potential;
- (2) Managing patent applications through external attorneys or IP firms;
- (3) Marketing technologies to potential licensees;
- (4) Negotiating license agreements;
- (5) Monitoring compliance with license terms;
- (6) Distributing licensing revenues according to institutional policy; and
- (7) Promoting entrepreneurship among faculty and students for startup creation based on college IP.

For a state government-aided college, the TTO will coordinate with University of Burdwan and state government agencies on IP matters.

## **9 Policy Implementation, Monitoring, and Review**

### **9.1 Implementation Roadmap**

**9.1.1 Phased Implementation Plan:** Following approval by the Governing Body, this policy will be implemented in three phases:

- (1) Immediate phase (0-3 months): Establishment of Institutional Research Committee, Research Administration Office, and Ethics Committee; dissemination of policy to all stakeholders; initiation of DSIR application process.
- (2) Short-term phase (3-12 months): Development of subsidiary guidelines and procedures; commencement of internal funding programs; faculty capacity building initiatives; infrastructure assessment and planning.
- (3) Medium-term phase (1-3 years): Full operationalization of all policy provisions; achievement of DSIR certification; establishment of strategic partnerships; demonstration of research productivity improvements.

**9.1.2 Resource Allocation Plan:** The college will develop a dedicated Research Budget as part of its annual financial planning, allocating resources for:

- (1) Research administration (staffing, operations, systems);
- (2) Internal research grants (seed funding, travel support, publication support);
- (3) Infrastructure development and maintenance (equipment, facilities, upgrades);
- (4) Capacity building programs (workshops, training, sabbaticals);
- (5) Research dissemination (seminars, conferences, outreach); and
- (6) Compliance and certification costs (DSIR fees, audits, reporting).



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The budget will be proposed by the IRC, reviewed by the Finance Committee, and approved by the Governing Body.

## **9.2 Monitoring, Evaluation, and Review**

**9.2.1 Performance Indicators and Monitoring:** The IRC will establish Key Performance Indicators (KPIs) to monitor research policy implementation, including:

- (1) Input indicators: Research budget as percentage of total budget, internal grant applications and awards, research space per researcher;
- (2) Process indicators: Time from proposal submission to approval, percentage of projects completing on time, ethics committee turnaround time;
- (3) Output indicators: Number of publications per faculty, external funding secured, patents filed, research degrees awarded;
- (4) Outcome indicators: Citations and impact of publications, technology licenses executed, policy influences documented;
- (5) Impact indicators: Societal benefits realized, economic value generated, student placement in research careers.

The RAO will collect and analyze KPI data for quarterly review by the IRC.

**9.2.2 Policy Review and Amendment:** This policy shall be reviewed every three years by a Policy Review Committee constituted by the Governing Body, comprising IRC members, faculty representatives, and external experts. The review will assess:

- (1) Policy effectiveness in achieving stated objectives;
- (2) Changing context including new regulatory requirements, funding landscape, and institutional priorities;
- (3) Stakeholder feedback from faculty, researchers, students, and partners;
- (4) Benchmarking against similar institutions and best practices;
- (5) DSIR compliance and evolving requirements for certification maintenance. Based on the review, the committee will recommend amendments to the Governing Body for approval.

Interim amendments may be proposed by the IRC to address urgent needs, subject to Governing Body ratification.


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## 10 Approval and Authorization

This Comprehensive Research Policy of MUC Women's College is hereby presented for approval by the Governing Body of MUC Women's College, University of Burdwan. Upon approval, this policy shall take effect from the academic year 2025-2026, superseding any previous research-related policies or guidelines.

### Recommended for Approval:

  
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Chairperson,

Institutional Research Committee

MaharajaDhiraj Uday Chand Women's College, Burdwan



### Approved by the Governing Body:

  
30.03.2026

Chairperson, Governing Body

MaharajaDhiraj Uday Chand Women's College, Burdwan

Date of Approval:



### Countersigned:

  
11/02/26

Principal,

MaharajaDhiraj Uday Chand Women's College, Burdwan

