



MONARK UNIVERSITY

(Established under Gujarat Private Universities Act, 2009)
At & Post Vahelal, Naroda-Dahegam Road, Tal. Dascroi,
Dist. Ahmedabad-382330,
(Gujarat State) India

No.: MU/ADMN/Notification/MRDC/2025/187

Date: 07.07.2025

NOTIFICATION

Subject: Research Policy and Guidelines of the University .

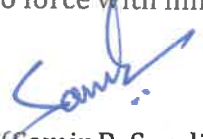
In alignment with the University's commitment to fostering a robust research ecosystem and promoting academic excellence, the University is pleased to announce the publication of its Research Policy and Guidelines for information of all concerned. The Research Policy and Guidelines are enclosed herewith.

All staff members involved in research activities are advised to familiarize themselves with the provisions of the policy and ensure compliance henceforth.

For any queries or clarifications, please contact the Director, MRDC.

This issues with the approval of competent authority and will come into force with immediate effect.




(Samir R. Sureliya)
Registrar

Copy to:

1. The President, Vice President, Campus Directors, CEO, Director (Dev.), Executive Director (for kind Information)
2. The Provost
3. The Controller of Examination, Dy. Registrar, Asst. Registrar, Section Officer
4. All respective Deans/Principals of the Constituent Institutes
5. The Director, MRDC
6. Head, IT Cell - To upload on website

Monark University

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Vahelal, Ahmedabad.

Research Policy and Guidelines

1. Vision

"To become a leading centre for research and innovation that creates new knowledge, solves real-world problems, and benefits society."

2. Mission

The Monark University will achieve the vision by:

- **Encouraging teamwork in research**
 - Promoting collaboration among faculty, students, and experts to address pressing societal issues.
- **Supporting young researchers**
 - Providing training, mentorship, and a platform for funding opportunities to nurture the growth of students and early-career researchers.
- **Providing the right tools and space**
 - Establishing advanced laboratories, acquiring state-of-the-art equipment, and offering sustained support to enhance future research.
- **Ensuring ethical and responsible research**
 - Upholding integrity by ensuring all research activities are conducted in a fair, ethical, and accountable manner.
- **Translating ideas into impactful outcomes**
 - Facilitating researchers in securing patents, launching startups, or developing products and solutions with real-world applications.
- **Disseminating knowledge to the wider community**
 - Organizing seminars, outreach events, and collaborative initiatives that contribute to societal learning and progress.

3. Objectives

- **Build a Strong Research Culture**
 - Encourage faculty, students, and researchers to take part in research activities regularly.
 - Foster a research environment that encourages curiosity, critical thinking, and creativity across all academic disciplines.
- **Advance Research Culture and Student Engagement**
 - Cultivate an academic environment that encourages inquiry, critical thinking, and innovation.
 - Promote consistent involvement of faculty and students in research, publication, and presentation.
- **Facilitate Multidisciplinary Research and Strategic Collaborations**
 - Encourage research across diverse disciplines and foster cross-functional integration.
 - Establish strategic alliances with national and international institutions, industries, and research bodies.
- **Strengthen Research Infrastructure, Funding Access, and Innovation Capacity**



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- Enable access to funding, infrastructure, and institutional support for high-impact research.
- Promote translational research that leads to novel technologies, products, or societal solutions.
- **Ensure Research Integrity, Dissemination, and Recognition**
 - Uphold the highest standards of research ethics, quality, and regulatory compliance.
 - Facilitating the dissemination of research through reputable academic and public platforms, and instituting formal mechanisms to recognize research contributions.

4. Faculty Participation and Recognition in Research and Innovation

- Faculty members at Monark University shall actively participate in research and development alongside their academic duties. Research shall be considered integral to the University's mission of advancing knowledge, solving societal challenges, and fostering innovation. Faculty are expected to contribute through publications, intellectual property filings, conference presentations, and mentorship.
- The University shall facilitate the filing of intellectual property rights (IPR), including patents and copyrights, for original and innovative work undertaken on campus. Faculty shall be encouraged to publish in peer-reviewed journals and present their research at recognized academic forums. Participation in Faculty Development Programs (FDPs), workshops, and technical training shall be promoted to enhance research competencies.
- To advance faculty-led research, the University shall facilitate access to extramural funding from national and international agencies. Proposal preparation assistance shall be provided through the Research and Development Center. Faculty securing funded projects shall receive institutional recognition and incentives as per established norms.
- Faculty may undertake consultancy projects in collaboration with industry, academia, or government. Revenue from such activities shall be distributed under a structured sharing model, with terms subject to review and alignment with university policy.
- Faculty may also apply for intramural research grants. Proposals shall be evaluated based on merit, feasibility, and interdisciplinary relevance. Funding shall be awarded following expert review and subject to resource availability.
- The University shall recognize faculty publications in national and international forums, including quality journals, academic books, and edited volumes published by reputable publishers. These contributions shall be considered during performance evaluations, academic promotions, and institutional awards. Exceptional research achievements shall be acknowledged through annual awards, and faculty shall be encouraged to participate in academic events, deliver invited talks, and pursue continuous skill enhancement through recognized development programs.
- Faculty featured among the top 2% of scientists globally, as identified by credible citation-based rankings, shall be formally recognized. Monetary awards may also be granted, subject to approval by the Hon'ble President and availability of institutional funds.



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5. Monark Research and Development Center (MRDC)

To enhance and manage research and innovation activities at Monark University, the Monark Research and Development Center (MRDC) shall serve as the central body responsible for coordinating, facilitating, and advancing R&D initiatives across the institution.

MRDC will function as the nodal center for all research proposals, grant applications, innovation programs, and faculty and student research activities. It shall act as both an advisory and regulatory body to ensure effective implementation of the University's Research Policy and to assist researchers in achieving academic and innovation excellence. The Center's responsibilities include:

- **Research Proposal Review and Submission**
 - All proposals for external (extramural) funding must be submitted through MRDC. The center will help improve proposal quality and ensure timely submission, preferably at least one week before the deadline of funding agency.
- **Internal Funding and Seed Grant Processing**
 - All internal (intramural) project proposals seeking university support must be submitted to MRDC in the prescribed format. MRDC will follow the university's guidelines to process and recommend financial support.
- **Patent and Innovation Support**
 - Faculty and student researchers intending to file patents or copyrights must consult MRDC for guidance and official routing. The center will assist in application preparation and compliance.
- **Support for Research Promotion Activities**
 - Applications for travel grants, publication incentives, conference participation, book publication, and research awards must be routed through MRDC. The center will ensure transparent processing as per university norms.
- **Record Keeping and Monitoring**
 - MRDC will maintain a detailed annual record of all research proposals, projects, patents, publications, and achievements. This data will also be used for internal review and policy improvement.

6. Incentive and Reimbursement

A. Publishing Books and Book Chapters

Publication Type	Publisher Tier	Incentive (₹)
Book Chapters in an Indian Publication	Tier I	3,000
	Tier II	2,000
	Tier III	1,500
Book chapter in an international publication	Tier I	4,500
	Tier II	3,000
	Tier III	2,000
Books (Authored/Co-Authored) in an Indian Publication	Tier I	6,000
	Tier II	4,000
	Tier III	2,500
Books (Authored/Co-Authored) in an international publication	Tier I	30,000
	Tier II	15,000
	Tier III	10,000



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Publisher Tier Definitions

To ensure transparency and consistency, all publishing entities shall be classified under the following **tiers**, based on their academic standing and publishing history:

- **Tier I:** Top-tier academic publishers with global or national prestige, known for their scholarly rigor, editorial standards, and peer-reviewed publication practices.
 - **International Tier I Publishers**
 - Internationally recognized academic presses with a strong global reputation and rigorous peer-review standards.
Examples: Springer, Elsevier, Wiley, Taylor & Francis, Oxford University Press, Cambridge University Press, IEEE Press, SAGE, MIT Press, Nature Publishing Group.
 - **National Tier I Publishers**
 - Reputed Indian or national academic presses with consistent, peer-reviewed academic output and significant standing in their discipline.
Examples: Indian National Science Academy (INSA), National Book Trust (NBT), Oxford University Press (India edition), Cambridge University Press (India), Indian Council of Social Science Research (ICSSR), Indian Academy of Sciences, and comparable top-tier academic publishers operating at a national level.
- **Tier II:**
 - Academic presses with 10 or more years of continuous, verifiable academic publishing history.
- **Tier III:**
 - Presses engaged in 3 to 10 years of consistent academic publishing, demonstrating scholarly quality.

Conditions

1. Multiple Contributions in a Single Volume:

If an author contributes more than one chapter to the same edited volume:

- The **first chapter** will be eligible for the full incentive amount.
- The **second chapter** will receive **50 %** of the applicable incentive.
- The **third chapter** will receive **33 %** of the applicable incentive.
- The fourth and subsequent chapters will receive 20% of the applicable incentive.

2. Indexing Standards for Academic Book Publications

- Books and book chapters—whether published by Indian or international academic publishers—must adhere to the following indexing and quality standards to qualify for research incentives:

Tier I:

- Scopus indexing of books or book series is mandatory. Submissions without Scopus indexing will not be considered for Tier I incentives, regardless of publisher reputation, ISBN assignment, or peer review claims.

Tier II and Tier III:

- Scopus indexing is strongly preferred but not compulsory. Publications must be from reputed, peer-reviewed academic publishers, with valid ISBN and evidence of academic merit.



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- In exceptional cases, where a non-Scopus-indexed work demonstrates substantial academic value and is published by a reputable academic press, the final decision regarding eligibility and tier classification shall rest with the competent authority.
- 3. Institutional Affiliation:**
- All publications must clearly mention the Monark University affiliation of the author(s) and must carry a valid ISBN.
- 4. Authorship Validation:**
- Only those individuals listed as primary authors, co-authors, or contributing authors in the official publication will be considered for the incentive.
- 5. Originality and Scholarly Value:**
- Incentives shall be applicable only to original academic content. Edited compilations without significant author contribution or repetition of previously published content will not qualify.
- 6. Publication Proof:**
- Authors must submit attested copy of below mentioned documents in prescribed format
 1. A copy of the published book or book chapter,
 2. A copy of the ISBN page,
 3. Publisher verification (where applicable), and a declaration of the tier level for international publishers (subject to review).
- 7. Self-Published Works:**
- Books or book chapters that are self-published—including those released through platforms such as Amazon KDP, Notion Press, BlueRose, or any vanity press—as well as any form of published thesis or dissertation (either in whole or in part), are strictly excluded from incentive eligibility. This applies irrespective of ISBN assignment, publisher name, or author claims of peer review or academic merit.
- 8. Editor's Incentive Clause:**
- In cases where the faculty member serves as an editor (rather than author/co-author), they shall be eligible for 40% of the total incentive amount applicable to the corresponding tier, provided the volume meets the same Scopus and other quality criteria outlined above.

B. Conference Presentations and Professional Development

Activity & Venue	Support Provided
Oral/Poster presentation in international conference (abroad)	Up to ₹ 35,000
Oral presentation in international conference (in India)	Up to ₹ 10,000
Poster presentation in international conference (in India)	Up to ₹ 8,000
Oral presentation in national conference	Up to ₹ 5,000
Poster presentation in national conference	Up to ₹ 3,000
Presentation on regional/state-level event	Up to ₹ 2,500



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Invited expert talk/keynote at a recognized institution	Duty leaves only
Participation in FDP/STTP/QIP/workshop by reputed institution	Reimbursement or ₹ 10,000 (whichever is less)

Conditions

1. Eligible Expenses:

- Financial support will be limited strictly to registration fees and actual travel expenses.

2. International Conference Abroad:

- Participation in international conferences held outside India is eligible for support once in three academic years. Exceptions may be granted only with explicit approval from the Director, MRDC, upon submission of a written justification.

3. International Conferences in India:

- Support for one oral and one poster presentation per academic year is permitted. The conference must be of significant academic standing and must be pre-approved by the Director, MRDC.

4. National Conferences:

- Faculty may avail support for one presentation (oral or poster) per academic year in national-level conferences, with prior approval from the Director, MRDC.

5. Regional/State-Level Events:

- Support is allowed once per academic year, subject to the event being organized by a recognized academic or government body and approved by the Director, MRDC.

6. Expert Talks/Keynotes:

- Faculty invited for keynote speeches or expert lectures may be granted duty leave (Max. 30 / year), with prior written approval from the Director, MRDC. No financial incentive will be provided.

7. No Carry-Forward of Benefits:

- Academic event support and incentives are not transferable to subsequent years if unclaimed in the current academic cycle.

8. Documentation Requirement:

- All claims must be submitted with proper documentation and a post-event report, along with a copy of the approval letter signed by the Director, MRDC within 7 days of completion of event.

9. Departmental Participation Limit:

- To ensure equitable access to professional development opportunities across departments, recommendations for support under this policy shall be made with due consideration to balanced departmental representation. Final approval shall rest with the concerned Dean, in consultation with the Director, MRDC, based on academic merit, institutional relevance, and the availability of resources.

C. Incentives for Patent Filing and Grant

Activity	Incentive (₹)
Filing of complete specification	3,000
Grant of patent	8,000



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Conditions

1. Inventor Credit:

- Incentives shall be credited to the principal inventor (mentor/lead applicant) as per official records of the university.

2. Collaborative Research:

- In cases of collaborative or joint patent filings, where multiple inventors are involved, only one inventor affiliated with Monark University shall be eligible to claim the incentive. If more than one Monark-affiliated inventor is listed, the incentive amount will be credited to a single nominee as per a mutual written agreement among the inventors, to be submitted at the time of claim. The university will not divide or disburse incentives across multiple inventors.

3. Eligibility Limitation:

- Monetary incentives will be provided only for utility patents filed through authorized national patent offices (e.g., Indian Patent Office), where Monark University is listed as the sole or co-applicant.
- Design patents, provisional applications, and abandoned filings shall not qualify for financial incentives. However, design patents may be considered for academic evaluation—such as faculty promotion or appraisal—at the discretion of the University.
- No incentives shall be awarded for the registration of Industrial Designs, Trademarks, or Copyrights.
- The Monark Research and Development Cell (MRDC) will offer technical and financial support for eligible IP filings, limited to applications filed within the jurisdiction of India, and only where Monark University is formally associated as an applicant.

D. Incentives for Research Publications

Journal Quartile	Journal Type	Incentive (₹)
Q1	SCOPUS / Web of Science / SCI / SCIE indexed journals (Top 25%)	20,000/-
Q2	SCOPUS / Web of Science / SCI / SCIE indexed journals (25–50%)	10,000/-
Q3	SCOPUS / Web of Science / SCI / SCIE indexed journals (50–75%)	7,000/-
Q4	SCOPUS / Web of Science / SCI / SCIE indexed journals (75–100%)	4,000/-

Quartile Definitions:

- Journal quartiles must be verified using the SCIMAGO Journal Rank (SJR) or Journal Citation Reports (JCR), corresponding to the year of publication. (Journal quartiles (Q1 to Q4) represent a field-specific ranking system used to assess the relative quality of academic journals. Based on metrics from SCImago Journal Rank (SJR), which is derived from Scopus data, or Journal Citation Reports (JCR) from Clarivate, journals are grouped into four quartiles within their subject area: Q1 indicates the top 25%, followed by Q2 (25–50%), Q3 (50–75%), and Q4 (75–100%).)



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Conditions

1. Eligibility:

- Only research articles published in journals indexed in SCOPUS, Web of Science, SCI, or SCIE are eligible. Journals indexed only in ESCI or UGC-CARE are not eligible, unless they are also listed in SCOPUS or SCIE.

2. Multiple Authors:

- If a publication includes multiple authors affiliated with Monark University, only one designated author may claim the incentive. A signed consent or nomination form must be submitted to confirm the designated recipient.

3. Documentation Required:

- Authors must submit attested copy of below mentioned documents in prescribed format :
 1. Proof of indexing and quartile status (SJR or JCR screenshot)
 2. A copy of the published article (PDF or DOI)
 3. Proof of Monark University affiliation for the claiming author.

5. Publication Charges (APC Policy):

- The University will not bear the cost of Article Processing Charges (APCs) or any other fees associated with publication.

6. Predatory/Unlisted Journals:

- Publications in predatory journals, or journals with unverifiable indexing, will not be considered, even if indexing claims are provided.

7. Clone Journals:

- Submissions to clone journals—those that falsely imitate the name, ISSN, or branding of legitimate journals—are strictly prohibited. Such papers are ineligible, and the incident may be reported to the University Research Ethics Committee.

8. Author Contribution Declaration:

- Authors must submit a self-declaration stating their specific contribution to the paper (e.g., writing, data analysis, methodology). Honorary or administrative authorship shall not be eligible for incentives.

9. Incentives will not be granted for:

- Re-publication (self-plagiarism)
- Duplicate submission to multiple journals
- Papers that are later withdrawn or retracted.

10. Mandatory Use of University Affiliation:

- Authors must mention Monark University as their primary institutional affiliation in the published article. Use of incorrect, incomplete, or secondary listing of affiliation will disqualify the claim.

11. Incentive Adjustment for External Corresponding Authors

- In cases where the corresponding author is affiliated with an institution outside Monark University, only 80% of the eligible incentive shall be granted to the Monark-affiliated author, and only up to the 4th author (as per the order of authorship).

All research-related incentives—covering publications, books, patents, and conference participation—shall be extended in accordance with the guiding principles and priorities of the University, considering institutional goals, academic merit, and available resources. The distribution of incentives will aim to promote broad and balanced support for



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research activities across the academic community. The university reserves the right to review, validate, and assess any incentive/reimbursement application, and may request additional documentation or clarification prior to processing. Disbursement of incentives may be scheduled, adjusted, or moderated based on administrative, financial, or policy-related considerations. All such decisions will be carried out with a commitment to transparency, fairness, and academic integrity.

7. Research Output Monitoring

Monark University emphasizes continuous and structured monitoring of research outputs to ensure academic quality, institutional integrity, and alignment with its research goals. The purpose of monitoring is not only to evaluate performance but also to identify areas of improvement and support future research planning.

Mechanism for Monitoring

- All research output, including publications, patents, funded projects, and consultancy work, must be reported to the Monark Research and Development Center (MRDC) through the prescribed submission formats.
- An internal digital repository shall be maintained to archive all research contributions affiliated with the University.
- Faculty and research scholars must submit an annual research performance report, summarizing their activities, publications, projects, and recognitions in prescribed format.
- Each department shall conduct half-yearly reviews to assess ongoing research, progress of projects, and compliance with research ethics and quality benchmarks.

Parameters Monitored

- Number and quality of publications (indexed journals, Impact Factor (IF), citations)
- Research project proposals submitted, approved, or funded
- Patents filed/granted
- Participation in conferences and workshops
- Research collaborations (national/international)
- PhD/MPhil/PG research supervision
- Consultancy and revenue generation
- Engagement in academic writing, book authorship, and editorial roles

Review and Evaluation

- Individual faculty performance in research will be considered during appraisal, promotion, and incentive processes.

8. Roles and Responsibilities

To ensure efficient planning, implementation, and monitoring of research activities, the following roles and responsibilities are defined:

Roles and Responsibilities of Deans and Heads of Institutions (HoIs)

Deans and Heads of Institutions act as vital conduits between faculty members and the Monark Research and Development Centre (MRDC). They shall be responsible for ensuring smooth communication, effective implementation of research policies, and alignment with the University's strategic research goals. Their key responsibilities include:

1. Facilitation and Coordination

- Serve as the primary link for all research-related communication between faculty and MRDC.



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- Ensure that research proposals, progress reports, publications, and outcomes are accurately compiled and transmitted to MRDC in a timely manner.
- 2. Implementation of Research Agenda**
 - Oversee the execution of the University's research strategy within their respective faculties or institutions.
 - Ensure that departmental and institutional research aligns with the broader objectives set by the University and MRDC.
- 3. Monitoring and Support**
 - Guide and monitor departmental research cells, R&D coordinators, and individual faculty researchers.
 - Provide necessary support for grant applications, project implementation, and policy compliance.
- 4. Approval and Endorsement**
 - Review and approve key research documents such as project proposals, grant submissions, progress reports, and final outcomes before forwarding them to MRDC.
- 5. External Engagement**
 - Liaise with external funding bodies, accreditation agencies, and research organizations on behalf of the University when required, ensuring proper representation and alignment with institutional goals.

Roles and Responsibilities Faculty Members and Research Scholars

Faculty members and research scholars form the foundation of the University's research ecosystem. They shall be expected to contribute meaningfully to knowledge creation, innovation, and societal development through responsible and high-quality research.

Their core responsibilities include:

- 1. Research Excellence and Ethics**
 - Conduct original, ethical, and socially relevant research aligned with institutional, national, and global priorities.
 - Uphold the highest standards of academic integrity, rigor, and transparency in all research activities.
- 2. Reporting and Compliance**
 - Submit timely research updates, progress reports, and documentation as per the University's prescribed formats and deadlines.
 - Ensure compliance with institutional guidelines related to research conduct, funding, and reporting.
- 3. Collaboration and Engagement**
 - Engage in interdisciplinary and inter-institutional research collaborations to enhance research quality and impact.
 - Participate in academic forums, conferences, workshops, and networking platforms to share knowledge and foster scholarly growth.
- 4. Research Output and Innovation**
 - Actively pursue publication in reputed journals, patenting of innovations, and dissemination of research through appropriate academic and industry channels.
 - Promote translational research that bridges theory and practical application.
- 5. Adherence to Institutional Regulations**
 - Abide by all rules related to academic integrity, intellectual property rights (IPR), and research ethics as outlined by Monark University and national regulatory bodies.



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9. Code of Ethics for Research

Monark University is committed to promoting a culture of honesty, fairness, and accountability in all its research activities. This Code of Ethics outlines the fundamental principles and expectations for all faculty members, researchers, and students involved in academic and scientific work.

Research Integrity

- Researchers shall conduct their work with the highest standards of honesty, accuracy, and transparency. All forms of data fabrication, falsification, plagiarism, or misrepresentation are strictly prohibited. The entire research process shall be thoroughly documented, and results shall be presented truthfully and without distortion. Any breach of research integrity shall be subject to institutional review and disciplinary action as per applicable guidelines.

Authorship and Acknowledgment

- Authorship must reflect substantial intellectual contribution. Inclusion of individuals as authors without genuine contribution is discouraged. All co-authors should approve the final version of the work before submission. Contributions such as data entry, funding support, or technical assistance should be acknowledged appropriately.

Conflict of Interest

- Any actual or potential conflict of interest—financial, professional, or personal—must be disclosed at the outset of the research or publication process. Such transparency ensures trust in the research outcomes and avoids ethical breaches.

Human and Animal Subjects

- Research involving human participants must obtain prior approval from the Institutional Ethics Committee. Voluntary and informed consent is mandatory. For research involving animals, guidelines issued by national regulatory bodies such as CPCSEA must be strictly followed, ensuring humane treatment and minimal harm.

Environmental and Social Responsibility

- Researchers shall ensure that their work does not adversely affect the environment or the communities involved. Research projects shall be designed with sensitivity toward local customs, cultural practices, and social norms, particularly in rural or indigenous regions. Ethical engagement, mutual respect, and fair benefit-sharing with participating communities shall be integral to the research process.

Confidentiality and Data Privacy

- Confidential data collected during research must be protected and used solely for research purposes. Personal and sensitive information must be handled in compliance with national data protection laws and ethical guidelines. Breach of confidentiality is considered a serious offense.

Publication Ethics

- Submitting the same manuscript to more than one journal at the same time is unethical and unacceptable. Duplicate publications or unacknowledged reuse of content must be avoided. All researchers must respect peer review confidentiality and refrain from using unpublished information for personal benefit.

Misconduct and Disciplinary Measures

- Any act of academic misconduct—such as plagiarism, unethical authorship, false reporting, or breach of ethical approvals—will be taken seriously.



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Reported cases will be reviewed by the University's Research Ethics Committee. If misconduct is confirmed, penalties may include withdrawal of recognition, suspension from research, or further disciplinary action as deemed appropriate.

- Plagiarism in any form, including copying text, ideas, data, or results without proper attribution, is strictly prohibited. Similarly, the unauthorized or unethical use of AI-generated content—where such content is presented as original work—will not be entertained under any circumstances. **Both plagiarism and academic misuse of AI tools shall be treated as serious forms of research misconduct** and may result in disciplinary action as per Monark University's academic integrity policy.

Responsibilities of Researchers

- All researchers shall ensure full compliance with institutional policies, applicable laws, and regulatory standards. They are expected to maintain transparency in all aspects of their work, promptly report any irregularities, and actively contribute to upholding and advancing ethical research practices at Monark University.



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