

Highlights of the Proposed Research Policy for UPG College

The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and researchers in the college, including undergraduate and post graduate students.

Key Features:

1. Faculty members of UPG College are expected to undertake research, leading to quality publications and generation of Intellectual Property.
2. Faculty to publish research in peer-reviewed journals with impact factor, indexed in Scopus/Web of Science and other recognised repositories and publishing databases.
3. Every research paper should follow ethical standard in publishing. Papers should be original and free from plagiarism.
4. Promote research by funding research initiatives through seed money based on the quality and usefulness of the research.
 - a. Financial support subject to capping* per faculty per year towards conference registration and journal publications.
 - b. Duty leave for attending and presenting papers at conferences (only conference dates) in an academic year.
 - c. Fair chance to all faculty members across departments for availing financial assistance for research work.
5. Institutional affiliation mandatory in all research leading to presentations and publications availed from the research fund.
6. HOI reserves right to decline the duty leave and financial assistance in the interest of Institution.
7. Collaborative and interdepartmental research to be promoted.
8. It is recommended that Licence copy of Plagiarism be purchased by the Institution.

IQAC and research Cell shall review this policy after every three years or earlier as per the requirement.

* Proposed capping amount of Rs.5000/-



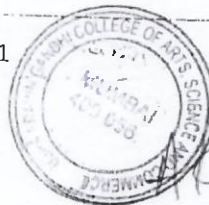
Research Policy-2019

Preamble

In line with the regulating bodies for education and research like AICTE and UGC in India, SVKM's UPG college of Arts, Science and Commerce, encourages academic excellence across its departments. With the vision to improve the standards of technical and management education and to provide a platform for developing competent and quality educationist and researchers, this document presents a guideline for fostering research at SVKM's UPG college of Arts, Science and Commerce.

The rationale behind taking research at first hand quality enhancing academic activity comes from the fact that the educational reputation and grades of the institution is influenced by its research productivity and innovation. The institutional success and meeting educational objectives can be achieved by aligning it's faculties into research initiatives, undertaken at the university and institutional levels. This document provides general guidelines for conducting research at large and regulating publishing activities by its faculties.

Signature



Kapoor

UPG Research Policy Guidelines - 2019

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1. Purpose and Scope

This policy aims at fostering research ethics and establishing the research environment in the institution in purview of which the academic staff and research students carry out their Research. It also provides a principal framework for the development and implementation of all research activities in present and future at this Institution.

The research policy shall apply to all individuals employed/enrolled at SVKM's Usha Pravin Gandhi College of Arts, Science and Commerce.

This research policy aims to

1. Provide a guideline for the conductance and publication of the research work.
2. Encourage faculty members to undertake research and extension work.
3. Promote discipline specific and interdisciplinary research among faculty members of the Institute.
4. Foster essential environment and infrastructure to provide support for the research work.
5. Provide guideline to choose journals and conferences to exhibit research outputs.
6. Promoting publishing research in peer-reviewed journals with impact factor, indexed in Scopus/Web of Science, UGC, AICTE and other recognized national and international repositories and publishing databases.
7. Establish rational and transparent mechanism for fund allocation to support research.
8. Collaborate with recognized bodies and institution of excellence to undertake joint research and promote funded research
9. Take reasonable measures to ensure that Researchers are made aware of, and kept informed of changes to the Regulatory Framework relevant to their Research while employed in this institution.
10. Encourage foreign collaborations for joint research work.
11. Constitute the Research Advisory Committee as per the UGC guidelines to advice on the research especially for funded projects.
12. Give guidelines for recognition and reward for carrying out research at this Institution.
13. Promote creation of Digital repository of research reports and published contents for in-house and public use.
14. Encourage to establish research center at the institute premises as per the University guidelines and standards.

2. Policy Content and Guidelines

Following shall constitute the general policy guideline and regulation framework.



a. Requirements to undertake Research

Faculty member undertaking research while at this institute shall

- (i) Carry out independent Research, avail grants and/or creative activities that are appropriate to their discipline and promote research culture in the institution.
- (ii) Participate in initiatives aimed at securing financial support for Research activities from external sources
- (iii) Undertake Research as an expectation towards career advancement and institutional growth.
- (iv) Nothing in this policy is to be interpreted so as to prevent Head of Institute and departments from allocating teaching and other responsibilities in the light of the Research record of any of its academic staff.
- (v) In the case of collaborative work or team Research, if the Principal Investigator belongs to this institution, he/she shall take reasonable measures to ensure that the members of the Research group or team are made aware of and comply with the Regulatory Framework relevant to the Research being undertaken.
- (vi) A Researcher engaged in external Research which is not part of her or his academic duties shall act with integrity and adhere to the highest ethical standards.
- (vii) Ensure that if engaged in any external research, they do not make use of personnel or Students from the Institute, or more than minimal permissible use of services, facilities, equipment or supplies in such Research without advance permission
 - a. obtaining written approval from the concerned decision making authorities
 - b. making appropriate written financial arrangements to reimburse against resources use (if applicable)

Conducting and involvement into research shall be one of the important considerations for career advancement. Although not mandatory, every faculty shall be involved in at least one funded research project.

b. Fundamental Obligations

The primary obligation for the selection and conduct of Research shall rest with the individual Researcher and to this end he or she shall be responsible for:

- (i) Upholding the highest standards of honesty, integrity and ethical behavior in all forms of Research activities carried out at any time;
- (ii) Familiarizing himself or herself and abide by the Regulatory Framework, policies and guidelines laid by the institution from time-to-time relevant to his or her Research;
- (iii) Misrepresent his or her academic, professional or employment credentials in any of the published or unpublished research work;



- (iv) Obtaining necessary approvals including, but not limited to, ethics, protocol and standard operating procedure approvals, before engaging in a Research activity for which prior approval is mandatory.
- (v) Using scholarly and scientific rigor and integrity in obtaining, recording and analyzing Data, and in reporting and publishing results.
- (vi) Complying with the disclosure requirements of the Regulatory Framework governing conflicts of interest, and conflicts of commitment and consulting activities.

c. Requirements for Publishing Research Outputs

- (i) A Researcher shall comply with the accepted practice of their respective discipline and indulging practices including
 - a. the submission of manuscripts simultaneously to two or more journals;
 - b. the duplicate publication of Data or a manuscript
- (ii) Authorship criteria should be strictly followed. He or she must include institutional affiliation in all published work while employed with this Institute.
- (iii) Take mandatory consent of all the authors for the publication and their contribution is free from plagiarism.
- (iv) All publications must go through plagiarism check before submitting to any journal and/or conference. Standard plagiarism checking tools prescribed by UGC, AICTE and Universities shall be use for the purpose.
- (v) It is encouraged to publish in good quality open access journals. However, paid journals of good quality and standard may also be accepted.
- (vi) It is encouraged to publish the results in the journals which are minimum three years old thus allowing evaluation of the scientific quality of the journal.
- (vii) Thomson Reuter's site may also be used to ensure the scientific quality of a journal.
- (viii) Journal Citation Reports (JCR), SCImago Journal Rank (SJR), Citation Index and impact factor must be carefully seen while publishing the research findings. Indexing into reputed databased and repositories including Web of Science (WoS) and Scopus is highly encouraged. This will ensure visibility of the work and improve the quality of research.
- (ix) A copy of publication must be submitted to the Research Cell and library of the Institute. Library shall maintain the digital repository of published contents.

3. Policy for Research Support and Grants

SVKM's UPG College adheres to its proactive policy to promote the research, thus motivating the faculty members and research students to undertake the activities leading to research and extension. Possible sources of research fund is classified into two categories viz. Institutional Research Fund and Grants from External Agencies. The two funds shall be treated separate funds. These funds shall be as described hereunder



a. Institutional Research Fund

This fund constitutes the amount allocated for research support duly approved for a financial/academic year. Taking into the account of increasing staff and accreditation requirements, Institutional research fund may be increased from 50,000 /- to _____. This fund shall be available to all faculties including principal without any prejudice.

b. Research Fund from External Agencies

This fund may comprise of amount funded by external agencies including from state government, government of India, central and state Universities, International funding bodies, including IEEE, CSI, ACM, or similar bodies. This fund shall also include funds provided by private sector (corporate and industry) and NGOs on project basis. Primary sources of University based grants include major and minor research grants fetched by individual or group of researchers.

c. Disbursement and Reimbursements

As part of the policy of integration support to foster the research culture, following assistance from institutional research fund or external research fund may be sought by the researcher. These grants and allocation of funds is endorsed subject to the availability of the research funds as under.

- (i) Reimbursement towards registration charges for attending conferences.
- (ii) Travel grant to present papers in national and international conferences.
- (iii) Research funding (seed money) for the projects that are relevant and important to institutional growth.
- (iv) Installation of annual research awards.
- (v) Incentive in terms of certificate or giving more weightage for the career advancement scheme, etc.

d. Constraints on Reimbursements and Travel Grants

- (i) A researcher shall avail maximum of two grants towards registration charges in the financial year. However, if the research fund is underutilized, then the financial reimbursement can be extended for additional publications and paper presentations at the discretion of the head of the institution.
- (ii) A researcher shall be allowed to either travel grants and/or registration charges as established by institutional policy under the head of the institution.
- (iii) There must be capping on the maximum assistance under normal circumstances for each researcher. The capping may be decided by the head of the institution in consultation with the research cell and financial advisors from time to time. However, funded projects shall be exempted from such restrictions.



- (iv) Any unutilized or partially utilized seed money or grant must be returned with necessary documents.

It may be noted that research policy does not promote publishing in paid journals and thereof does not fund charges towards such publications. However, publications in reputed journals of high visibility and importance may be reimbursed at the discretion of the head of the institution on the advice of the competent experts.

4. Retention of Research Data

- (i) A Researcher shall respect the laws governing access to personal information and privacy in his or her collection and use of Data.
- (ii) A Researcher shall retain Data in conformity with best practice in his or her discipline
- (iii) Data shall be retained by a Principal Investigator or the department or research unit in which they were generated as agreed to by the Principal Investigator and the stakeholders in the institute.
- (iv) The Researcher shall deposit the data if any purchased from the funds received from the Institute under research fund.
- (v) Subject to exceptions based on a duty of confidentiality and the laws respecting intellectual property and access to information, a Researcher may make his or her Data available after publication for further research and extension. However, any personal and contributed data and rights of its usage remain with the Researcher.

5. Dealing with Research Misconduct and Plagiarism

SVKM's UPG College of Arts, Science and Commerce firmly believes that the occurrence of misconduct in research activity is a threat to the entire researching community. The Institute defines research misconduct, as any fabrication, falsification or plagiarism in proposing, performing or reviewing research or in the reporting of research results. Research misconduct does not include an honest error or differences of opinion, authorship disputes that do not involve plagiarism, and violations of other University policies (e.g., sexual harassment policy).

Misconduct in research damages the integrity of the profession and undermines the credibility of scholars. It is also antithetical to the values this Institute strives to maintain and promote. The Institute shall take seriously all allegations of misconduct, and shall ensure that the procedures for the inquiry, investigation and adjudication of any misconduct are well defined and just for all parties involved.

- (i) Upon the demonstration that a Researcher has engaged in Plagiarism it shall be presumed that the Researcher did so knowingly and he or she shall bear the burden of rebutting the presumption by evidence satisfying the Person or body investigating the matter that no such knowledge existed.

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- (ii) Action against the Researcher can be taken as per the official notification regarding plagiarism in Gazette of India, dated July 31 vide REGD. NO. D.L. -33004/99.

6. Other Guidelines

- (i) Where appropriate, prior to granting approval pursuant, the chair/head shall consult SVKMS's administrative authorities including accounts and finance, and human resource departments.
- (ii) A Researcher shall ensure that research leading publications do not misrepresent data or images that affects the institutional reputation in negative sense.
- (iii) Institution does not hold any obligations towards any damages or loss arising due to use of results of the research by faculties thereof by any individual.
- (iv) A Researcher shall not enter into or participate in any arrangement whereby an Agency or Person enters into subject of conflict of interest.
- (v) A Researcher normally shall not enter into an arrangement with a Person to write or contribute to a publication without the Researcher's contribution being publicly acknowledged.
- (vi) A Researcher must acknowledge institution and use official affiliation in any of the funded research work.
- (vii) The results of the study on the project supported by the Institute may be published by the Investigator/s. In all such cases, the investigator/s shall acknowledge the support received from the Institute.
- (viii) Researchers are advised and promoted to use institutional affiliation in independent research subject to prior permission/ compliance with the regulatory framework.
- (ix) A Researcher who is no longer a member of this Institute shall cease to indicate in publications, other than those resulting from Research performed while a member this Institution, his or her affiliation with the Institute in the absence of prior written approval of the chair.
- (x) Over and above the research policy in this document, researchers shall abide by the research ethics, practices and guidelines established by UGC, AICTE, and other bodies regulating research from time-to-time.
- (xi) The funds earmarked for the particular heads shall be utilized for that purpose only.
- (xii) All the assets generated out of the fund for the project including equipment, books and journals shall be the property of the host institution, but will be in charge of the Principal Investigator till the completion of the project.
- (xiii) Institute is recommended to have licensed copy of Plagiarism checking software recommended by scientific community for ensuring pushing ethics in public domain.



7. Review of Policy

The policy will be reviewed after a period of three years or earlier as required and decided by the Research Cell with consultation of head of Institution. Any such revision shall come in force from next academic year/term.

8. Definitions

Academic Staff Includes all teaching staff that have a voluntary intent or contractual obligation to carry out Research while employed with SVKM's UPG College of Arts, Science and Commerce

Research Investigation undertaken to contribute to knowledge and understanding, and cultural innovation or aesthetic refinement as applicable w.r.t. each discipline. Research may include work of direct or derived relevance to the specific needs of the researcher for self-improvement, UPG as Institution, communities, government, industry and commerce. It may be aimed at contributions to the intellectual underpinning of subjects and disciplines, use of existing knowledge and experimental work thereof.

It includes all forms of funded and unfunded scholarly, scientific and professional work and related activities based on intellectual investigation aimed at discovering, interpreting, and revising, disseminating or publishing knowledge.

Plagiarism Means the representation/reproduction of another's work, published or unpublished, as one's own or assisting another in representing another's work, published or unpublished, as his or her own.

Data Means the recorded factual information and material, both physical and electronic, commonly accepted in the relevant scientific community as necessary to validate research findings including, but not limited to, research proposals, laboratory records, progress reports, internal reports, and presentations.

Researcher Means any member of this institution who engages in or supervises Research.

Principal Investigator Means the Researcher who is so identified to an Agency or, in the absence of such identification, the Researcher who has primary responsibility for the design, conduct and supervision of Research.

Signature



Institute

Refers to SVKM's Usha Pravin Gandhi College of Arts, Science and Commerce

