II विद्या विनयन शोभते II

Janardan Bhagat Shikshan Prasarak Sanstha's

# CHANGU KANA THAKUR

## ARTS, COMMERCE AND SCIENCE COLLEGE, NEW PANVEL (AUTONOMOUS)

Re-accredited 'A+' Grade by NAAC (Third Cycle- 3.61 CGPA)
'College with Potential for Excellence' Status Awarded by University Grants Commission
'Best College Award' by University of Mumbai

## Research Policy

## Internal Quality Assurance Cell (IQAC)

Janardan Bhagat Shikshan Prasarak Sanstha's

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## Research Policy

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|---|---|
| **Approving authority** | College Development Committee (CDC) |
| **Responsible Officer** | IQAC coordinator |
| **Document Location** | http://www.ckthakurcollege.net. |
| **Custodian** | Principal |
| **Year of Implementation** | 2020 |
| **Year of Revision** | 2022 |
| **Year of next Revision** | 2024 |

**Preface**

As the world is changing rapidly, so is the nature of education itself. In order to cope with complexity, diversity and change, a broader education ecosystem involving a range of activities needs to be adapted. Many of the activities must create and disseminate new knowledge in range of fields, promote innovation to motivate better learning and teaching. That is why education policy and practice should be informed by the best available research evidence.

Vision and Mission of the Changu Kana Thakur Arts, Commerce and Science College (Autonomous) hereinafter the college supports the quest for knowledge not only through the teaching and learning but also the strong and quality research practices. The college expects the highest standard as far as research is concerned. In this line, the college emphasizes on innovation, integrity, rigidity, authenticity and other good research practices.

**Purpose**

This Research Policy is designed to create and promote a research culture among the faculty and the budding researchers of the College. The policy will provide a framework within which research activities may be carried out.

**Scope**

The college seeks to develop and maintain vibrant environment of research at all level. This policy will support the promotion of research culture in the college through the required provisions and maintain integrity in the research. The guidelines of the policy are applicable to all faculty, research scholars and students who undertake research through the college.

**Objectives**

The college wish to elevate the research profile and thus, follow the every possible measure to improve it. The college aims-
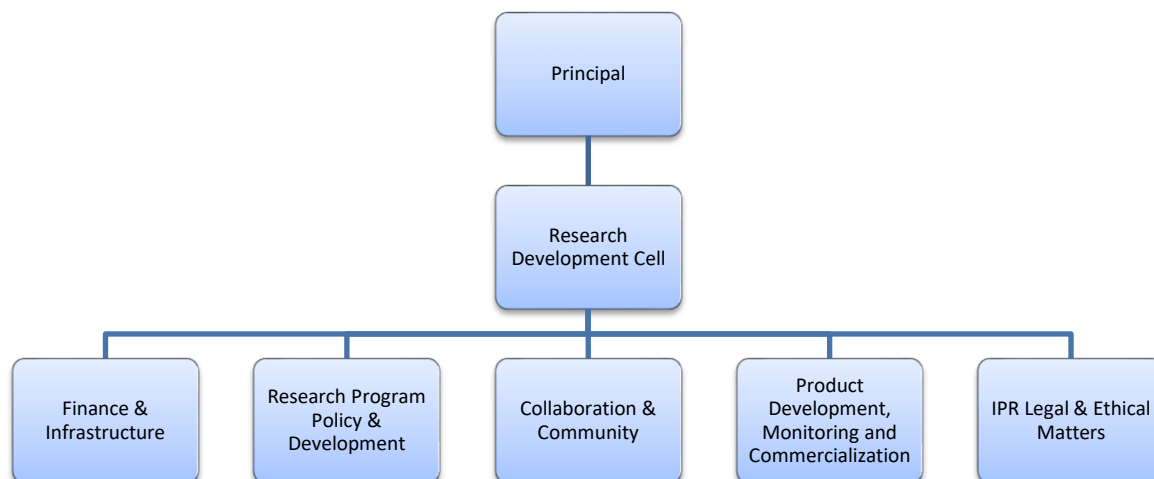
- To create an environment in the college which will foster research at all levels in every constituent of the college
- To provide effective support and necessary guidelines to maintain and improve the standard of the research
- To prepare research quality assurance framework, strategic budget, and its communication to the stake holders
- To encourage the faculty to get involved in quality research, research projects from various national and international funding agencies.
- To encourage publications in quality journals, indexed in Scopus/Web of Science and/or with impact factor.
- To undertake interdisciplinary and multidisciplinary research
- To link with industries, other research institutes and society through the projects
- To ensure the accuracy, originality, authenticity, reliability and confidentiality of the research data and reports
- To administer rules and procedures to ensure the compliance with research quality assurance framework, and all the applicable rules and regulations.
- To maximize research efficiency through data management and freedom of information
- To establish maximum research centres
- To engage  faculty in consultancy

**Research Advisory Council**

- **Governance**

  Research Advisory council (RAC) is the apex body of the institute which is headed by the Principal of College.

- **Organogram and Role and Responsibility of Committee**

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                        │   Principal     │
                        └────────┬────────┘
                        ┌────────┴────────┐
                        │    Research     │
                        │ Development Cell│
                        └────────┬────────┘
   ┌────────────┬───────────────┼───────────────┬──────────────┐
┌──────────┐┌──────────┐┌──────────────┐┌──────────────┐┌──────────────┐
│Finance & ││Research  ││Collaboration ││Product       ││IPR Legal &   │
│Infra-    ││Program   ││& Community   ││Development,  ││Ethical       │
│structure ││Policy &  ││              ││Monitoring and││Matters       │
│          ││Development││             ││Commercializa-││              │
│          ││          ││              ││tion          ││              │
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- **Finance and Infrastructure**
  - To manage Grants and Funds management;
  - Capacity Building programmes;
  - To facilitate the corpus for research and development from Government;
  - Industry and other funding agencies and channelize Corporate Social Responsibility funds for sustanance and furtherance of research activities.
  - To liaise with funding provision for research in the annual budget subject to the availability of funds.
  - To augment the research facilities.

- **Research Programme Policy and Development**
  - To monitor the research programme as well as in developing the research programme policy, SDGs, Start-up India etc.,
  - To form Research Clusters to bring all the researchers, faculty, students, scholars to add a synergistic advantage in finding multi-disciplinary, trans-disciplinary and inter-disciplinary areas.
  - To develop the relations with other research centres/organization/institutions of repute

- **Collaboration and Consultancy**
  - To expand the research through collaboration with other national and international institutes

- To develop and enhance academia-industry relationship
- To develop and improve associations with government and non-government organisations

- **Product Development, Monitoring and Commercialization**
  - To generate the ideas that can form the foundation for the product development / entrepreneurship / business strategy
  - To promote the students for entrepreneurial activities and provide platform for their ideas of the product development / entrepreneurship / business strategy
  - To screen and select the ideas that have highest potential of success
  - Concept development

- **IPR, Legal and Ethical Matters**
  - To maintain academic integrity in research
  - To observe the rules and regulations as regards to plagiarism, malpractices, falsification in research

- **Research Development Cell**
  - To perform Minimum set of activities per year
  - To maintain record of each research proposal and their presentations with proper documentation
  - To motivate the staff of the college to submit research project proposal to GOs, NGOs, industries and other funding agencies
  - To assist, promote and disseminate research opportunities
  - To encourage and support creativity and innovation initiatives among student and staff.
  - To design Ph. D. coursework for Ph. D. scholars in consultation with concerned faculty and board of studies and its implementation every year
  - To conduct periodical review of all research activities
  - To review of funding activities and their approval
  - To monitor IPR related and commercialization related issues
  - To handle of complaints related with misconduct and conflict of interest
  - To maintain confidentiality, secrecy ad sanctity in research
  - To undertake any other matter to maintain the academic and administrative standard of the research centers

**Policy and Guidelines**
- **Undertaking Research**
  - Every stakeholder  has full right and freedom to conduct research, publish the findings and acquire scholarships/funds for the research
  - Procurement of research funds, sponsorship and its utilization is the right of the researcher
  - The staff involved in research must maintain the appropriate balance between their academic duties and research activities.
  - The college encourage to publish output of the research is in reputed journal/UGC approved journals/ journals indexed in Scopus/Web of Science.

- Researcher/scholar will be responsible for experimental design, data, results and its publication
- It is responsibility of the researcher/scholar to adhere to highest ethical standards of conduct which includes data integrity, ethical guidelines.
- Plagiarism, deception, fabrication and falsification in proposing, performing, or reviewing research or in reporting research results will be interpreted as research misconduct and penalized
- Researcher should declare conflict of interest (legal, ethical, financial, moral, personal or any other) if any to avoid further complications and actions.
- The college encourages interdisciplinary, interdepartmental, interinstitutional, industrial collaborations and partnerships nationally and globally.
- Student mentorship/internship will be facilitated to encourage undergraduate/ postgraduate students to pursue research activities leading to tangible output.
- Research plan and progress is reviewed by research committee periodically
- All research proposals should be initiated only after approval of Principal of the college

- **Mentoring**
  **Ph.D. Programmes**
  - Research centre head will monitor admission/registration progress, trainings, coursework, grievances of research scholars through review meetings
  - Research centre head will conduct research methodology course work in association with research development cell and provide coursework completion certificate to the scholars
  - Research centre head will maintain the record of all related documents of Ph. D. programme
  - .Research head and research guide will monitor eligibility and timely payment of fees to the University and the college by scholars. Research guide will held responsible for the non-compliance to this rule.
  - Every research guide will maintain detailed record of every individual research scholars
  - Every research guide will be responsible for the completion of research work of his/her research scholar in stipulated period of time with required quality.
  - At the initial stage, research guide is allowed to enrol maximum four Ph. D. students. Allocation of more students to the respective research guides is based on the progress and completion status of the research work of students.
  - The research guides from other institutes having affiliation to the research centres of the college are allowed to enrol two Ph.D. students at the initial stage.
  - Every research center has to conduct six monthly progress review of the research scholar and submission of research work progress report.

  **Research Scholars**
  - All the research scholars abide to follow the code of ethics of the college.
  - Every research scholar has to complete research methodology and research ethics coursework immediately after registration for Ph.D.

- Grievances if any it should be submitted to the research centre head through proper application countersigned by research guide and attested by the Principal of the College.
- Follow all the rules and regulations of academic and administrative standard of the centre.

**Grievance Redressal Cell**
- Every research centre will have grievance redressal cell to handle grievances of the research scholars
- Grievance redressal cell will be comprised of all research guides and headed by research centre head.
- Research centre head will receive the complaint of the scholar which will be reviewed and resolved by the grievance redressal cell
- It is responsibility of the centre head to resolve all the grievances timely.

- **Intellectual Property and Commercialization**
  - Innovative research, models, start-ups will be encouraged for IP protection under IPR before public disclosure
  - Researcher will encourage to identify innovation in their research and to apply for patent in India and abroad.
  - Regular trainings workshop, seminars etc will be organised for the awareness about IPR as well as good practices related to record keeping, data acquisition, laboratory handbook etc
  - Renewal of patents, commercialization of patents will be reviewed and monitored
  - Researcher who seeks patent and its commercialization should follow code of practice of the college.

- **Consultancy**

This policy promotes consultancy to intensify industrial, societal, research and academic interactions. In this regard-
  - The college provides conducive environment to staff and students of the college interested in consultancy
  - The college has fixed revenue sharing scheme for all members who provides consultancy through the college

| Revenue Sharing Scheme for Consultancy | | | | |
|---|---|---|---|---|
| Sr. No | Particulars | Amount in % | | |
| | | Institution | Employee | Supporting staff (if any) |
| 1. | Consultancy utilizing college premises/ equipment/ research facilities | 30 | 60 | 10 |
| | If supporting staff is not required | 30 | 70 | -- |
| 2. | Consultancy service using personal expertise of an employee | 10 | 80 | 10 |
| | If supporting staff is not required | 10 | 90 | -- |

- It will be responsibility of the person who works as consultant to adhere to time schedules, terms and conditions in agreements, confidentiality, IPR issues and resolution of disputes. For the non-compliance, the college will not be responsible
- Prior approval by Principal is compulsory before signing any agreement
- All the consultants must follow the consultancy policy of the college.

- **Ethical Guidelines**
  - The researchers are expected to observe and comply good practices including ethical guidelines provided by various authorised/statutory bodies in their disciplines to maintain standard and avoid unnecessary complications
  - All research endeavours that involve animal or human objects must secure prior approval from the relevant ethical committees
  - The college seeks honesty in research, for any malpractice such as dishonesty, misconduct, forgery, plagiarism, unfair practices and negligence, research will be responsible
  - All researchers are expected to abide by all the guidelines, agreements and rules and regulations
  - All researchers will follow the guidelines of research ethics policy of the college.

- **Resources for Research (Funds/Grants)**
- *Institutional Research Fund*

 The college has provision of research fund in the form of seed money and incentives for excellence in research for both staff and students to motivate them to excel in this area of academics
  - The college provides opportunity to pursue the research through the projects funded by the college under research seed money (Details provided below in table).
  - Research committee is responsible for the detailed criterion for the allocation of the research funds
    All the project proposal are to be submitted to project monitoring committee for selection and further approval and consideration of financial assistance by Research Committee.
  - All interested staff/Ph. D. scholars/students seek funding for research from institutional research fund has to adhere with all rules and regulations associated with it
  - The college motivates faculty and student for start-ups and provides financial support to the same
  - Institute appreciates the staff by incentives for the publications in reputed journals with high impact factor and for national and international patents
  - The college motivates the staff and students by disbursing the registration amount and travelling allowance for presentation of research papers in conferences/seminars/symposia
  - Concession in fees to all staff, belong to the different branches of Janardan Bhagat Shikshan Sanstha and pursuing Ph. D. in the college
  - Incentives for publication of books and chapters in books with ISSN/ISBN number

- Financial assistance for extra requirements of the Ph. D. Scholars after reviewing and approving by Research committee.

- *Research Seed Money*

  The provision of research seed money is initiated to promote the research culture in staff and students of the college.
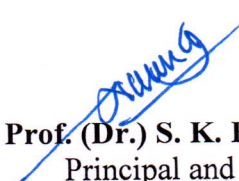
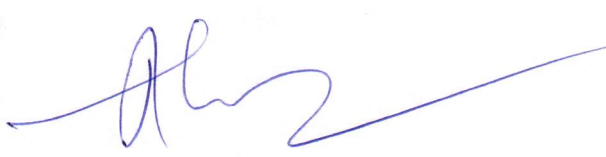| Allotment of Seed Money and incentives to teachers and students | | |
|---|---|---|
| **Sr. No.** | **Nature of research activity** | **Allotment of seed money** |
| **1.** | Research Projects | Upto Rs 30000/- per project |
| **2.** | Patent (Published) International | Rs. 5000/- per patent |
| | National | Rs. 3000/- per patent |
| **3.** | Patent (Granted) | Rs. 10000/- per patent |
| | Publication of Research Paper in Journal having **impact factor 5 and above (Scopus/WOS indexed)** | Rs. 7000/- per paper |
| **5.** | Publication of Research Paper in Journal **(Scopus/WOS indexed)** | Rs. 5000/- per paper |
| **6.** | Publication of Research Paper in UGC approved Journal (**UGC care list 1**) | Rs. 4000/- per paper |
| **7.** | Publication of reference book with ISSN/ISBN | Rs. 3000/- per book |
| **8.** | Publication of chapter in edited book with ISSN/ISBN | Rs. 1000/- |
| **9.** | Research Award to faculty/students International level | Rs. 5000/- per award |
| | National level | Rs 3000/- per award |
| | State level | Rs 1000/- per award |
| **10.** | Paper/Poster presentation by the faculty and students at international(within India)/National level seminars/symposia/state level and University level | Payment of registration Fees and Travelling Allowances |
| **11.** | Avishkar research Convention | 1,50,000/- approx |
| **12.** | Achievement in Avishkar (Inter university Level) Gold Medal | Rs. 5000/- |
| | Silver Medal | Rs. 3000/- |
| | Bronze Medal | Rs. 2000/- |
| | Selection for inter-university level | Rs. 1000/- |
| | **Total Expected amount** | **10 Lakh** |

- *Requirements to be fulfilled by student/staff to apply for the research seed money*
    - All the full-time faculty who completed one year as a college staff can apply for research seed money
    - Students of the college can apply for the research seed money under the guidance of mentor teacher of the college
    - Research proposal must be submitted in the prescribed format which will be reviewed by research development cell for their approval
    - Funds

- *Research Funds from other external agencies*
    - All the applications for research funds from external agencies will be submitted through the college.
    - Research proposals will be approved only after strict review by research committee
    - Staff/ students involved in such projects have to observe and follow the terms and conditions, time schedule, acknowledgement guidelines and conflict of interest.

- **Implementation and Revision of Policy**

The college has developed a quality assurance framework which is an integral part of the Research Policy of the institute. The policy implementation is monitored by the Research Advisory Cell in consultation with IQAC. It will be updated by Research Programme Policy and Development as and when required in consultation with the Principal of the College, IQAC and Research Advisory Cell.

It is discussed, reviewed and approved in the College Development Committee and Governing body of the institution.


**Prof. (Dr.) S. K. Patil**
Principal and
Member Secretary,
College Development Committee
Changu Kana Thakur Arts, Commerce and
Science College, New Panvel (Autonomous)

**Hon. Shri Ramsheth Thakur**
Chairman
Janardan Bhagat Shikshan Prasarak Sanstha,
Panvel
and
Chairman, College Development Committee
Changu Kana Thakur Arts, commerce and
Science College, New Panvel (Autonomous)
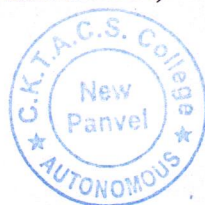
**References:**

1. Research Policy Handbook (UGC-Atmanirbhar Bharat- 2022): https://skasc.ac.in/IQAC/2022/RP_revised.pdf

**Botanical Garden**

**College Campus**

**Playground**

Janardan Bhagat Shikshan Prasarak Sanstha's

# CHANGU KANA THAKUR

### ARTS, COMMERCE AND SCIENCE COLLEGE, NEW PANVEL
### (AUTONOMOUS)

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