

POLICY FOR PROMOTION OF RESEARCH

Hindi Vidya Prachar Samiti's

**Ramniranjan
Jhunjhunwala College**
of Arts, Science & Commerce

Autonomous College

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1.Introduction

Ramniranjan Jhunjhunwala College of Arts, Science and Commerce is committed to impart quality education to all our students. It was one of the pioneering colleges to encourage research culture among students and staff. The teaching faculty believes that research and teaching are complementary to each other. Even though a college is mainly for teaching, learning and evaluation we promote research among staff and students. We also encourage students and faculty from other colleges to use our facilities such as research laboratories and library. In our own way college has promoted a vibrant research culture in the campus. This document provides the information of research policy and promotional activity of Ramniranjan Jhunjhunwala College.

2. Objective

- Provide an ambience for research
- Create a platform for exchange of ideas and promote collaborations
- Publish papers in journals of repute, make efforts to file patents
- Create quality human resources for scientific research
- Promote industrial collaborations involving active and mutually beneficial R&D projects
- Promote globalization of research and education

3. Planning the research

Research work has to be planned meticulously without affecting the teaching standards. It should upgrade the quality of faculty and students.

- Clear documentation of the rationale for the study and proper documentation of records.
- Adherence to the current safety practices and ethical standards.
- Securing all necessary ethical and regulatory approvals.
- Assessment of the resources needed to ensure the study is viable within the available means.
- Judicious use of resources and avoid wastage
- Regular review of the research progress is essential to identify new findings that can be taken into account and the project plan shall be modified accordingly

4. Conducting the research

- All equipment's used must be calibrated. A standard operating procedure (SOP) should be maintained for every instrument. Record book to be maintained properly. Experiments should be repeated to ensure reproducibility of results. Wherever possible statistical analysis to be carried out.
- All safety precautions to be enforced.
- All protocols followed should be clearly documented. Any special modifications made should be documented
- All observations, calculations, photographs to be maintained properly
- Computer data should be regularly backed up.

5. Sharing

Researchers are encouraged to share their research work with their peers and promote discussion which may lead to new ideas. Researchers can present their work in conferences, seminars and workshops.

6. Leadership and cooperation

Head of the institute and senior colleagues should ensure that a research atmosphere is created to encourage research culture. The senior leaders would disseminate information on call for proposals from various funding agencies. Facilitate in timely submission of research proposal after scrutiny by research committee. Proper utilisation of funds and timely submission of project reports and utilisation certificate to funding agencies. Leadership would also motivate researchers both staff and students by providing them infrastructure, buy minor equipment's and consumables from institutional funds to a certain extent, sample analysis from other laboratories as seed money.

7. Supervision

College encourages faculty to obtain recognition from the affiliating University i.e. University of Mumbai for enrolling students for their doctoral and masters research projects. Doctoral students are enrolled as per UGC regulations and rules and regulations of University of Mumbai from time to time. Ph. D guides should maintain high standards of ethics and must encourage their students to complete their doctoral work in a given time frame. The supervisors should advice students as and when required and must provide with all the requirements to the students in terms of equipments, consumables, books and other resources.

8. Training

College would organize regular programs/talks to promote research. It would also encourage staff and students to attend any such programs organized by other institutes. These can be on

- Research methodology
- Training in use of new equipments
- Statistical analysis of data
- Record keeping
- Scientific writing
- IPR
- Writing of research proposals

9. Intellectual Property

The college would facilitate filing of a patent if any researcher approaches the Head of the Institution. The research conducted in the college mainly aims at building the research acumen of staff and students. Human resource development is one the main focus of research in the college. The protocols standardized to be disseminated among the student community by adopting it in the curriculum.

10. Dissemination and publication of results

The college encourages faculty and students to publish their research work in a responsible manner. All funding sources must be acknowledged in any publication. As far as possible research work must be published in peer reviewed journals. A proper procedure of authorship should be practiced. Research students who contribute more in terms of actual practical work done should be given due credit.

11. Integrity

Quantity of publications is not very important practicing ethical standards would be top priority. The principle author should take ownership in case of any questionable data being presented. Plagiarism, deception, fabrication or falsification of results is regarded as a serious disciplinary offense. Researchers are encouraged to report cases of suspected misconduct and to do so in a responsible and appropriate manner.

12. Sources of information

- a. The Office of Research Integrity, USA MRC good research practice.
- b. Guidelines on Good research practice-NCBS WT/DBT alliance

13. Research Misconduct

R J College is committed to carrying research by following the highest standards of ethics.

- a. The College is committed to ensuring that investigations are carried out as expeditiously as possible, at the same time ensuring the utmost degree of thoroughness.
- b. Where time limits are indicated these would be regarded as maximum limits and that all parties would work to ensure the prompt progression of the procedure.
- c. Employees accused of Scientific Misconduct (“Respondents”) would be provided with a copy of this procedure and would be informed in writing of the detail of the allegation.
- d. Proven misconduct in research is considered as a serious or gross misconduct and normally merit dismissal.

13.1 What constitutes misconduct?

Research misconduct or fraud in science refers to the fabrication, falsification, plagiarism and deception in proposing, carrying out or reporting results of research.

Misconduct does not include honest error or honest differences in interpretation or judgment in evaluating research methods or results, or misconduct unrelated to the research process.

- a. Fabrication – reporting of experiments never conducted
- b. Falsification – Misrepresentation or suppression of data to project the desired result
- c. Plagiarism – reporting another’s data as one’s own

13.2 Reporting and evaluation of the complaint:

The charge of misconduct has serious implications for all concerned. Therefore, investigation related to the review of alleged misconduct would be kept confidential to the maximum extent possible. While investigating an allegation of misconduct, caution would have to be exercised to distinguish between differences in interpretation or unintended errors from the misrepresentation of information. Thus, the procedure adopted to address the issue of misconduct would perforce have to be flexible and determined on a case-to-case basis.

- a. Reports of alleged misconduct are to be made directly to the Head of the Institution in writing. The Head of the Institution would inform the management.

- b. The identity of the complainant would not be revealed.
- c. The Head of the Institution or through an officer delegated the responsibility, shall cause to investigate or assess the allegations of research misconduct to determine if they fall within the definition of research misconduct and warrant an inquiry on the basis that the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified.
- d. The person against whom the complaint is made would be informed of the allegation the complaint is being made would be informed of the allegation.
- e. The management would appoint a committee consisting of a management representative and two external experts. The committee shall investigate the accuracy of the charges and assess the extent and nature of misconduct. The committee would be provided with all the material required for investigation and may question the complainant and the researcher against whom the complaint is made and any other staff if necessary.
- f. The committee would submit its detailed report within a period of 45 days to the management
- g. A copy of the report would be provided to the person against whom the complaint has been received and he/she would be given an opportunity to submit his or her explanation. The written comments would be attached as annexure to the original report.
- h. The Management would take appropriate decision in the meeting of the managing committee.
- i. The decision of the managing committee of the Hindi Vidya Prachar Samiti would be final.

13.3 Safeguard against false allegations:

Efforts should be made to safeguard the interests of the complainant. If it is established that the complaint itself was false and was done with malaise intentions, the management would formulate an appropriate action against the individual who lodged a false complaint.

14. Promotion for Research

1. Motivating and initiating research among faculty members by providing them requirements in terms of laboratory setting, consumables etc. as seed money.
2. Promotion of research among UG and PG students by encouraging them to take up projects which are fully supported by Institutional funds
3. Doctoral students provided with consumables if they are not supported by any funding agencies.
4. Incubation centres to be set up for the students.
5. Appreciation of faculty members when they obtain a Ph D degree and for funded projects.
6. Encourage collaborative research with University, other colleges, research institutions and Industries.
7. Students and faculty encouraged to present papers in seminars, conferences and research competitions like Avishkar and any such paper presentations conducted by other institution in India or abroad. Financial assistance provided in the form of registration fee, travel money etc.
8. Financial assistance would be given to the faculty members and students to get patents for their innovative ideas/products.
9. The faculty members and students are sent to International and National conferences /seminars/workshops for participation and presenting their papers.