



Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College,
Vashi, Navi Mumbai
[Autonomous]

Policy Document on
Research Promotion

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1. Aims of the Research Policy

Rayat Shikshan Sanstha's Karmaveer Bhaurao Patil College, Vashi aims to develop and support a research culture for developing and promoting scientific temper and research aptitudes among teachers and students. It helps to realize the vision and missions of the College for contribution to national development by establishing research, mobilize funding from different agencies, indorse innovative research and enrich quality publication with higher H-index. The cell has encouraged and motivated the faculty to apply for and receive several research projects from government funding agencies such as DST, DBT, DRDO, ICSSR and non-government agencies. The policy helps researchers to perish, publish and patent.

The research policy of institute serves as an overall framework for research activities of the institute; conform to all applicable rules, regulation and ethical conduct of research.

2. Objectives of the Research Policy

- Create an enabling environment within the College in order to foster institutional capacity for research culture through research framework and guidelines.
- To update well-equipped, efficient and effective support system to facilitate faculty and researchers in their research activities.
- To inculcate Research and Development process among the students and faculty of every department.
- To support students to apply various funding agencies like TNSCST, DBT and receive funding to conduct research.
- To understand and interpret research activities, projects offered by Government and Non-government agencies into impacted research publications and patents
- Developing rules, procedures and guidelines for granting research support, instituting awards, and supporting all other related activities
- To assist for applying and getting funds for conducting Seminar/Workshop/FDP from various available funding agencies.
- To enrich research priorities on interdisciplinary areas, national and international

collaboration, linkages for research and related activities

- To ensure publications in quality journals, indexed in Scopus/Web of Science and Indian Citation Index with good impact factor.
- To foster an environmental conscious, socially important research with commercialization.
- To coordinate faculty level workshops, Doctor of Philosophy admission (Ph.D)
- To follow up various ongoing research projects.
- To sustain active links with government departments, industry organizations relevant to the college research and activities.
- Identifying and establishing linkages including MOU s for long term relationships with national and international research organizations for widening the scope of research opportunities and funding options available to the teachers and students.
- Compiling data on all the research work/projects undertaken by the teachers and students into a database
- Providing mechanism to blend the teaching and research so as to achieve efficient quality specifications.
- To inform the ethical and legal norms of research to every researcher

3. Conduct of Research

3.1 Ethical responsibilities

- In experimental research projects, Principal Investigator (PI) or a set of co-PIs who lead the project should monitor experimental procedure and compiling results.
- Every individual involved in research projects are equally responsible for result and publication

3.2 Data management

- In both independent and collaborative research, The possible effort must be done to assure that data are properly collected and computations performed with complete morality.

- Researchers should be familiar with the handling, processing and storing data which is to be considered acceptable/unacceptable in their own field, since, originality and correctness of publication can be questioned at any time even after publication
- The recorded raw data must be stored along with both PI and student to defend publication
- A well maintained lab notebook imparts not only an enduring record of results and protocols for future publications, but also serves as critical evidence for a claim of priority in the case of patent applications and as proof of adherence to appropriate ethical standards.
- Manipulating records in a laboratory notebook or survey study or any research output is unacceptable.

3.3 Ownership

- The Data sets, research output in college will remain property of institute unless clearly decided otherwise.

3.4 Responsible use of funds

- The utilization of research funds needs to be in accordance to college financial policies as well as policies of other funding agencies who funded accordingly. This is applicable to both funds received from college and from external funding agencies. Efforts must be done to ensure reasonable and capable use of resources following transparent and fair processes.

3.5 Sharing of facilities

- The installed equipment and instruments in college must be shared in a mutual spirit with colleagues in college who need access for their own research.

3.6 Experiments involving human beings or animals

- The experiments which involved human beings or animals must follow guidelines of CPCSEA (Committee for the Purpose of Control and Supervision of Experiments

on Animals, <http://cpcsea.nic.in>)

3.7 Faculty Research Promotion through Minor research Project under institutional seed money

- A grant of the research seed money of minimum 20000 is given to the full-time faculty members of K.B.P C, who have submitted project proposals for funding and waiting for the sanction of grant.
- The call for research proposals would be made by Principal, Sponsored Research in the month of July every year.
- All proposals received would be evaluated for their quality by a Research Promotion and Ethics committee headed by principal, sponsored Research and recommended applicants will receive the seed grant.
- The Project period is one year from the date of sanction and is expected to be conducted by the faculty member himself or herself. Hence no manpower would be supported in the Grant.
- It is expected that the grantee shall submit the report of the research done to principal, K.B.P.C.

3.8 Guidelines for Minor Research Project (institutional seed money)

- The duration of project is 1 or 2 years, at the end of which the detailed project report in the given format has to be submitted to RPEC.
- If a Principal Investigator fails to complete the project, he/she has to refund the entire amount received with interest.
- No extension in tenure of the project is permissible under any circumstances.
- The utilization certificate must be submitted on or before 31st March of financial year in the given format.
- All the bills of the expenditure should be attached to the utilization certificate.
- The first instalment of the grant [50 %] will be disbursed immediately with the allotment letter. The second instalment of 30 % will be disbursed after submission of utilization of First instalment. Third instalment of 20 % will be given after completion of the project.
- Project is not transferable in any case.
- **All the purchases should be conducted with proper invoice**
- **PI must publish the results of the study in UGC CARE LISTED JOURNAL [preferably CARE LIST II] acknowledging the support received from the RUSA.**

- Hard materials like Instruments / Equipment must be submitted to respective department after completion of project.
- Books purchased should be submitted in the library and accession numbers have to be available for the same.
- The progress report of the project has to be submitted to RPEC in every six months.
- A separate dead stock register has to be maintained at the department for all the purchases done with this grant.

3.9 Financial Support For Research Paper Presentation In National/ International

- Faculty members who ever are eligible to get financial assistance up to Rs.25,000/- per annum for attending Conferences within India.
- Faculty members are eligible to get financial assistance up to Rs.50,000/- per annum for attending Conferences abroad. Financial Support Claim can be made once in two years by a faculty member
- A faculty member can seek reimbursement only if he/she is a presenter/first author/ Invited speaker/orator, provided no other agency had given financial help for the same. A faculty is not eligible for reimbursement, for just chairing a session or attending the conference.
- For research research workshops/training, Expenses can be reimbursed if it is conducted by Institute/Industry/University and is supported by recommendations of the Head of the institute/Course Chairperson.

4. Publications and patents

4.1 Authorship

- The authorship in scientific publications or patents is a very important issue since it is the way in which teachers' gains recognition for their contributions. Authors should be the person with vital contribution in publication or research. It is unacceptable to offer "guest authorship" to anyone who has no contribution in said work. Similarly, it is wrong to dismiss anyone who deserves to be an author. It is unethical to include anyone as an author of a paper or patent without knowledge and clear consent in it.

4.2 Plagiarism

- Plagiarism is "the practice of taking someone else's work or ideas and passing them off as one's own".
- The intentional or unintentional incorporation of someone's research work is not allowed

- The textual matter from someone's publication should be written with paraphrase and quotation marks.
- The original idea should be expressed with own words
- The graph's, figures, graphics should not be incorporated from published publications or granted patents, its false malpractice
- The Submission of same research manuscript into two or more journals and treating them as separate manuscript is unacceptable i.e also called plagiarism
- Ph.D Thesis, graduate and post-graduate dissertations are allowed to submit only after their plagiarism report. The plagiarism must be less than 10%.
- Plagiarism is an issue not only for scientific publications but also internal reports, textbooks, monographs and grant proposals. The considerations above apply equally in all these cases.

4.3 Thesis writing

- The thesis writing involves both original and reported work which should be done with acknowledgement and permissions if required
- The research student needs to follow research and ethic policy to write thesis. The supervisor will look into prior thesis writing to avoin plagiarism

4.4 Responsibility of referees

- Teachers who are asked to review a manuscript or a research proposal must not use the represented data in manuscript. Such unethical conduct is not allowed.

5. Conflict of interest

- There will be many situation during research work where teacher or student can find conflict of interest. Every researcher must report no conflict of interest

6. Reporting of misconduct

- The ethical and research misconduct must be reported to principal of K.B.P college, Vashi.
- Complaints can be made by anyone, not necessarily a college member.
- The duly sign written complaint is acceptable by principal
- The complainant should not give wide publicity to the complaint at this stage. Such publicity, if it occurs, can be treated as ethical misconduct even if the complaint is found to have merit and continues to be investigated.

7. Mechanism to address complaints

- The principal will appoint a standing Committee on Academic and research which will investigate complaints and will submit report to principal
- The investigation must be completed within two months.

8. Composition of Research Committee

Research Committee will have the following composition

- Principal – Chairperson
- Chairman – Member Secretary
- Departmental representative-Member
- Two teachers – Members
- Industry/Academia representative - Member
- Two student representatives - Members

Research Cell may be expanded with the inclusion of more members as necessary. It may also set up and promote 'Action Groups' for managing specific projects/activities.

9. Research Policy Implementation Mechanism

The Research Committee of the College shall be responsible for implementing this research policy of the College by working closely with teachers, students and collaborators in accordance with aims, objectives, vision and missions.




10. Revisions of Research Promotion Policy

2018-19: Research Promotion Policy was made and applicable

2019-20: Minor Research Project duration was increased from 1 year to 2 years

2020-21: research policy was revised and revised with minimum 20,000 rupees Minor research Project

2021-22: Financial assistance to present research work in national/international conferences is revised

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