

## Research Policy

### The rules for research in College

#### A. Major / Minor Research Projects / Students' Projects

1. Investigator / students should submit research / project proposal to the Research Committee in the month of July.
2. Research proposal will be scrutinized for proper subject authentication within 15 days of the submission. Subject expert appointed by the Research committee will review the proposal.
3. Depending on committee review, proposal will be short listed for presentation.
4. Research committee & subject experts will submit results to the Principal after the presentation.
5. Principal Investigator (PI) or research student will receive a sanction letter through email by Principal.
6. Principal Investigator or research student should submit their estimated details of project to the Research Committee.
7. Principal Investigator or Research student should present monthly progress report.
8. Annual completion report along with the statement of account & utilization certificate must be submitted.

#### B. Policies for Ph.D and M.Phil:

1. Ph.D Entrance procedure follows University Grants Commission (UGC) GR dated 15 July 2016 and University Circular No. 14/2017.
2. As per the Ph.D and M.Phil Circulars Registration, Fellowship for Research, Guideship for Ph.D and M.Phil will be conducted.

3. As per Ph.D revised rules Circular No. 217/2014, Ph.D Fellowship and Ph.D Guide ship.

**C. Policies for Seminars / Conferences / Workshops :**

**For Teacher / Students :**

1. Allocation of duty leave, travelling allowance, daily allowance and registration to grantable and non-grantable teachers.
2. Fees for maximum three Conferences for Poster / Paper Presentation Publication should sanction.
3. College should pay the students' registration fees and travelling allowance from research fund.
4. Each Faculty should subscribe for a journal personally.
5. Each Faculty should hold a membership for reputed periodicals.
6. All facilities must be provided for students and teachers as per UGC and SPPU rules.

**D. Research Center:**

Research Center should follow the rules as per SPPU Circular No. 66/2013.

**E. Mechanism**

1. Research committee should have four senior professors, two industry experts and two students. Principal will be the chairman of this research committee.
2. Research committee should take initiative to motivate all teachers for research and to inculcate research atmosphere among the students.
3. Policies for teachers pursuing Ph.D and M.Phil will be same as UGC G.R dated 15 July 2016 and Unviersity Circular No. 14/2017.
4. Research committee should guide teachers for research fellowship as pe the norms of SPPU, Pune.
5. Research committee should motivate senior teachers for guide ship.
6. Research centers in various subjects will be started in the college as per SPPU circular No. 66/2013. Research committee will guide faculty for the same.

7. Each faculty should identify in their forum the proposed research activity plan with output for the financial year. Faculty should identify their requirement for equipment, books, recurring expenditure (Chemical, Consumables & Contingency, Spares for equipment, Purchasing data required for research, Characterization / Analysis charges for samples used for research work. TA for Field trips for sample collection, Hiring Charges, Research Workshops, TA, DA and Honorarium for inviting Professors / Scientists / Experts in the Research area, Publication charges), etc.
8. Each faculty can also organize lectures by eminent scientists and academicians from any reputed Institute to inculcate research among students and researchers.
9. Each department should establish at least one active MOU with research linkage or collaboration.
10. Each faculty member of the department should be involved in research activity.

**F. Role and Responsibilities of the Institute in Research Collaboration.**

1. The institute shall jointly undertake academic and research programmes that are agreed upon by and between the institutes. Specific research topics are to be selected jointly by the faculties of both the institutes.
2. The institutes shall provide financial and logistic support for conduct of joint projects.
3. Visiting staff be provided the facilities of lodging boarding by the host institute.
4. Joint working group shall submit reports periodically to Principal / Head of concern Department.
5. Documents, records for the joint seminars, projects, workshops, etc are to be maintained jointly. Costs and be benefits are to be shared equally by the institutes.
6. Copies of relevant, publications, projects are to be made available to each other. Output of such joint works is to be published under joint authorship and joint publications.
7. The institute shall meet at least once a year to identify and develop plan of activities and to determine priorities from time to time.
8. Specific mechanisms for developing or managing activities shall be decided on case-to-case basis.
9. Both the institutes shall build their roles in implementing the joint project.
10. Both the institutes shall co-operate with each other for generating funds for joint proposal, which are to be submitted to outside funding agencies.

11. Funds raised for specific purpose are to be managed and expended to the mutual satisfaction of both the institutes. In any case; no institute shall hold the other institutes liable for funds.
12. Any amendment to this annexure shall be made after consent in writing.

### **Policy for writing Research papers / conducting research work**

1. For good & healthy academic practices in research plagiarism must be strictly avoided.
2. Acknowledgement shall be done through means of references, foot notes, end notes, bibliography etc.
3. Cutting & parting from e-resources is strictly prohibited.
4. The originality of the work will be considered as per university & UGC norms.

### **Mechanism to detect plagiarism:**

1. Various free online softwares like Dupli Checker, Paper rater, etc. are used to detect the percentage of plagiarism in the research work.
2. Once the plagiarism is detected the respective candidate is instructed to acknowledge through bibliography, references & footwork.
3. If necessary the entire paper is rejected and the candidate is instructed to make necessary changes & resubmit.
4. The Research Committee will ensure that the mechanism is followed.

  
IQAC Coordinator  
Bharatiya Jain Sanghatana's  
Arts Science and Commerce College Wagholi

  
PRINCIPAL  
Bharatiya Jain Sanghatana's  
Art, Science & Commerce College  
Wagholi, Pune - 412207