



DOMBIVLI SHIKSHAN PRASARAK MANDAL'S
K.V. PENDHARKAR COLLEGE OF ARTS, SCIENCE & COMMERCE
(AUTONOMOUS)
DOMBIVLI (EAST), DIST. THANE
PIN-421203, INDIA.
(Affiliated to University of Mumbai)

POLICY FOR PROMOTION OF RESEARCH
2021-22

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1. PREAMBLE

The research promotion policy of Dombivli Shikshan Prasarak Mandal's K. V. Pendharkar College of Arts, Science & Commerce (Autonomous), Dombivli aims at fostering and sustaining leadership and excellence in research and innovation. The students and faculty members will be motivated to explore new frontiers in research and undertake ground-breaking research in various fields. Students will be encouraged to learn through hands-on training and through practical problem-solving projects in collaboration with fellow students of other departments and with faculty members as supervisors/ mentors. Faculty members and students would also be encouraged to get involved in inter disciplinary/ multi-disciplinary research in finding solutions to current challenges.

2. SHORT TITLE AND APPLICATION

2.1. This document shall be called the "Dombivli Shikshan Prasarak Mandal's K. V. Pendharkar College of Arts, Science & Commerce (Autonomous), Dombivli - Policy on Research Promotion" 2022.

2.2. This document shall come into effect from the date of approval by the Academic Council and Governing Council of Dombivli Shikshan Prasarak Mandal's K. V. Pendharkar College of Arts, Science & Commerce (Autonomous), Dombivli and ratified by appropriate higher bodies.

3. EXTENT AND APPLICABILITY

This shall apply to all the researchers and to all the research related activities of the College. The college means "Dombivli Shikshan Prasarak Mandal's K. V. Pendharkar College of Arts, Science & Commerce (Autonomous), Dombivli"

The "researchers" are defined to include:

3.1 All staff, who are active in teaching, research, administration, and provision of any form of support to the core functions of the College;

3.2 All students admitted in the college during the period of his research work/registered for Ph.D/P.G./U.G. course with the University of Mumbai/with the college as so permitted by the college.

3.3 All mentors, research guides, persons associated with and covered under the MoUs in force at the time of his research work or persons so allowed at the discretion of the College or any associated research activities of the College.

A 'Research Guide' or 'Guide' means the person recognized by the University of Mumbai for guiding students for a Ph.D. or M. Sc. (by research) programme of the University.

4. RESEARCH PROMOTION

4.1 AIMS

- 4.1.1 To create and sustain an ambience of intellectual excitement and a climate of inquiry and innovation among students and faculty members.
- 4.1.2 To establish procedures for the conduct of research and scholarly activities and encourage students and faculty members to contribute to research and innovation while achieving funding from various agencies and through consultancies.
- 4.1.3 To inculcate research culture at Under-graduate and Post-graduate levels and to match the global standards at Ph.D. and Post-Doctoral levels and encourage students for self-employability and entrepreneurship.

4.2 OBJECTIVES

- 4.2.1 To promote a vibrant research culture in the college campus.
- 4.2.2 To facilitate interdisciplinary, multidisciplinary and trans-disciplinary research.
- 4.2.3 To incubate start-up ventures by providing conducive environment.
- 4.2.4 To encourage the faculty members to publish research papers in journals of international repute with emphasize on quality parameters such as impact factor, h-index etc.
- 4.2.5 To create a platform for exchange of ideas and promote collaborations in possible fora.
- 4.2.6 To recognize the contribution to research of both the faculty and the students by felicitating them for quality output (through research awards).
- 4.2.7 To create cadre of research personnel through work-shops and training.
- 4.2.8 To strive to enter in to Industrial collaborations and MoU with National laboratories and foreign Universities.
- 4.2.9 To encourage applied research through Industry-academia interphase exploring consultancies and technology transfer.
- 4.2.10 To generate funds through research proposals and consultancies.
- 4.2.11 To facilitate IPR (Patent, Design, Copyright, Trademark etc.) in partnership between College and researcher/s.

- 4.2.12 To publish peer reviewed research journal with ISSN number and Books with ISBN number and also short films (as MOOCs), thus supplementing academic resources.
- 4.2.13 To plan and organize workshops, seminars, conferences at university, state, national and international level ensuring exposure to recent trends.

5. RESEARCH PROMOTION AND MONITORING COMMITTEE

5.1 Research promotion and monitoring committee means an Apex body to oversee all the research activities as also translate research policy into practice.

5.2 **The research promotion and monitoring committee composition:** It shall be composed of three Ph.D. guides/supervisors recognized by University of Mumbai and representing various faculties/disciplines, two active researchers as per this policy document- article no. 3.1, One Ph.D/PG course registered student, as per this policy document- article no. 3.2 also three external researchers representing the different faculties of which at least one should be from the industry/profession. The Principal shall be the ex-officio Chairperson.

5.3 Functioning of research promotion and monitoring committee:

- 5.3.1 Forming RAC (Research Advisory Committee) as per the norms of University of Mumbai.
- 5.3.2 Plan, supervise and conduct various core research activities such others like workshops, seminars etc.
- 5.3.3 Prepare the annual budget after consolidating the proposals as envisaged in this document, here in above for the various research activities.
- 5.3.4 The research promotion and monitoring committee in consultation with the College will decide the various awards and acknowledgements recognizing the quality research by deciding the yardstick for the same, as also appointing the committee of competent judges, wherever required.
- 5.3.5 Research promotion and monitoring committee shall do the overall supervision with a view to ensure quality research & consultancy enlarging the horizons of research for the masses.
- 5.3.6 Research promotion and monitoring committee should initiate and explore possibilities of industry sponsored research projects and consultancy.
- 5.3.7 Research promotion and monitoring committee to guide new researchers to publish research papers.
- 5.3.8 Celebrate research forum-week, where researchers can share their ideas and can have interdisciplinary interaction.

5.3.9 Research promotion and monitoring committee will form the 'College Academic Integrity Panel' (CAIP) for handling the reported cases of plagiarism.

5.3.10 College Academic Integrity Panel' (CAIP) shall be composed of three experts from the field and the Principal shall be ex-officio Chairperson of the Panel.

6. PLAN OF ACTION

Dombivli Shikshan Prasarak Mandal desires to build a strong and robust research and innovation ambience in K. V. Pendharkar College of Arts, Science & Commerce (Autonomous), Dombivli through:

- 6.1 Motivating and initiating research among faculty members by providing them feasible requirements in terms of laboratory setting, consumables etc.
- 6.2 Encouraging collaborative research with other colleges, universities, research institutions and industries under the provisions of the College.
- 6.3 Faculty members should strive to seek possible funding from different funding agencies for research grant and for travel grant so as to enable them to participate and present papers at national/international platforms.
- 6.4 Every faculty member should complete one minor research project once in every three years and at least one Major research project during the tenure of service as a PI/Co-PI.
- 6.5 Encourage students to undertake data collection and field work voluntarily.
- 6.6 Incorporate internship/hands on training as a part of P.G. programme.
- 6.7 Students and faculty members should make an effort to publish research papers in peer reviewed (Scopus, UGC CARE- listed, h-Index etc.) journals and to present papers in seminars, conferences and research competitions like Avishkar Research Convention and other such paper presentations organized at college, institution and university levels in India or abroad.
- 6.8 Providing seed funding to students and faculty members to start their research, as per the recommendation of research promotion and monitoring committee from time to time and approved by the management.
- 6.9 Faculty members and students should make an effort to apply for patents for their innovative inventions/products.
- 6.10 Appreciating faculty members when they are awarded with a Ph.D. degree and when they undertake funded research projects.
- 6.11 Appreciating students when they are awarded with a Ph.D. degree along with the appreciation of their Ph.D. guide/supervisor.

- 6.12 Organizing "Research Meet" of all research students and guides twice in a year to take the review of ongoing research along with a brain storming session.
- 6.13 Encouraging faculty members to provide consultancy services in the respective domains.
- 6.14 Setting up incubation facilities to promote innovation, entrepreneurship and encourage start-ups.
- 6.15 Organizing Orations/ Guest Lectures of eminent Scientists/Academicians/ Industry Experts.
- 6.16 Offering incentives for the patents (viz. inventions and designs), copyrights and trademarks (thereby encouraging Intellectual Property Rights) as recommended by the research promotion and monitoring committee from time to time and as decided by the management.
- 6.17 Recognizing and awarding the faculty members recommended by the research committee from time to time and as decided by the management based on publication with highest impact factor, maximum number of publications, publications with a greater number of citations and carrying out highest value externally funded research project;
- 6.18 Offering award to the department for executing highest cumulative value of externally funded projects and publications; as recommended by the research committee from time to time and as decided by the management.
- 6.19 Library should be equipped with open access journals.
- 6.20 Deciding standard procedures for the conduct of research and scholarly activities as recommended by research promotion and monitoring committee.

7. MECHNISM TO CHECK PLAGIARISM

Research promotion and monitoring committee will propose the software for plagiarism check or would make the efforts to tie up with the universities and Institutions to make it available to researcher. Research promotion and monitoring committee would make the board guideline and mechanism about plagiarism check.

8. DISSEMINATION AND PUBLICATION

The faculty members and students will be encouraged to publish their research work in a responsible and ethical manner. Plagiarism, deception, fabrication or falsification of results is strictly prohibited. Plagiarism not more than 10% may be allowed. All funding sources must

be acknowledged in any publication. As far as possible research work must be published in peer reviewed (Scopus, UGC CARE- listed, h-Index, i-10 index etc.) journals. A proper procedure of authorship should be practiced.

9. PROTOCOL FOR CONDUCTING RESEARCH

Research Protocols for Social Sciences and Humanities provides for designing and conducting evidence-based research and interdisciplinary studies using both qualitative and quantitative data.

1. **Norms and values of research:** Researchers are obliged to comply with recognised norms of research ethics.
2. **Freedom of research:** Both researchers and research institutions are responsible for preserving the freedom and independence of research, especially when the topic is controversial or when strategic or commercial considerations impose pressure and constraints on research.
3. **Responsibility of research:** Responsible research requires freedom from control and constraints, while trust in research requires the exercise of responsibility by both researchers and research institutions.
4. **Human dignity:** Researchers must base their work on a fundamental respect for human dignity.
5. **Privacy:** Researchers must respect the participants' autonomy, integrity, freedom and right of co-determination.
6. **Responsibility of research:** Responsible research requires freedom from control and constraints, while trust in research requires the exercise of responsibility by both researchers and research institutions.
7. **Duty to inform:** Researchers must provide participants with adequate information about the field of research, the purpose of the research, who has funded the project, who will receive access to the information, the intended use of the results, and the consequences of participation in the research project.
8. **Research without consent:** Although a free and informed consent is the general rule, exceptions can be made in situations in which the research does not imply direct contact with the participants, where the data being processed is not particularly sensitive, and where the utility value of the research clearly exceeds any disadvantages for the individuals involved.

9. **Consent and obligation to notify:** When a research project deals with personal data, researchers are obliged to inform the participants or subjects of research and to obtain their consent. The consent must be freely given, informed, and in an explicit form.
10. **Impaired or absent capacity to consent:** Freely given and informed consent is difficult to obtain in some types of research. Such research can raise ethical concerns if the need for protection against harm, or the need for freedom, self-determination and privacy are jeopardised to any significant extent. In such cases, researchers have a special responsibility for protecting the integrity of the individuals.
11. **Confidentiality:** Generally, researchers must process data acquired about personal matters confidentially. Personal data must normally be de-identified, while publication and dissemination of the research material must normally be anonymised. In certain situations, researchers must nonetheless balance confidentiality and the obligation to notify.
12. **Respect for third parties:** Researchers should consider and anticipate effects on third parties that are not directly included in the research.
13. **Limited re-use:** Identifiable personal data collected for a specific research purpose cannot automatically be used for other research.
14. **Storage of personal data:** Data related to identifiable individuals must be stored responsibly. Such data must not be stored any longer than what is necessary to achieve the objective for which it was collected.
15. **Responsibility for avoiding harm:** Researchers are responsible for ensuring that participants are not exposed to serious physical harm or other severe or unreasonable strain as result of the research.
16. **Protection of children:** Children and adolescents who take part in research are particularly entitled to protection.
17. **Respect for privacy and family life:** Researchers must respect individuals' privacy and family life. Participants are entitled to check whether confidential information about them is made available to others.
18. **Respect for the values and motives of others:** Researchers must not ascribe irrational or unworthy motives to participants without providing convincing documentation and justification. Researchers must show respect for the values and views of research participants, not least when they differ from those generally accepted by society at large.



19. **Respect for posthumous reputations:** It is important to act with care when conducting research on deceased persons.
20. **Defining roles and responsibilities:** Researchers are responsible for explaining to the participants the limitations, expectations and requirements associated with their role as researchers.
21. **Respect for private interest:** Researchers must respect the legitimate reasons that private companies, interest organisations etc. may have for not wanting information about themselves, their members or their plans to be published.
22. **Preservation of cultural monuments and remains:** Researchers must respect the need to preserve all types of cultural monuments and remains.

Research Protocols for Science streams

1. Researchers are obliged to comply with recognised norms of research ethics.
2. All safety precautions are to be enforced while working in laboratory.
3. All equipment used must be calibrated.
4. A standard operating procedure (SOP) should be maintained for every instrument.
5. The record book is to be maintained properly.
6. Experiments should be repeated to ensure reproducibility of results and/or supported by statistical analysis.
7. All observations, calculations, photographs should be maintained properly.
8. The computer data should be regularly backed up.
9. All published research papers and project reports and thesis copy and such other related documents should be stored and preserved at the departmental level.
10. Faculty members and researchers should mention college name in affiliations while publishing research data.

10. RESEARCH AWARDS

To boost the morale of researchers the “Researcher of the Year” would be identified and awarded to one among the staff members and one among the research students as recommended by the research committee on the basis of credits earned by the faculty members and students through various research activities annually and as decided by the management.

11. TRAINING

The College would organize regular programmes/talks on various dimensions of research. These can be on research methodology, training in use of new equipments, statistical analysis of data, thesis and research proposal/project/paper writing, IPR etc. Besides this, staff members and students will also be encouraged to attend any such programs organized by other institutes.

12. PATENTS AND CONSULTANCY


Research promotion and monitoring committee in consultation with the college and the management will form a committee to frame a policy on Patent and Consultancy, which would decide the share and formalities for filing patents and implementation of consultancies by researcher in the college.

Management means the executive committee of Dombivli Shikshan Prasark Mandal headed by the Chairman and the persons nominated by the Chairman, Dombivli Shikshan Prasark Mandal for the purpose of framing and executing the policies of Dombivli Shikshan Prasark Mandal.

13 AMENDMENTS

This policy shall be reviewed periodically to make it more viable to the prevailing situation and to incorporate feedback received from the stakeholders and deliberations of the focus group constituted by the Chairman, Dombivli Shikshan Prasarak Mandal.




I/C Principal
DSPM's K.V. Pendharkar College
Dombivli