



## **Research Policy document**

### **1. INTRODUCTION**

1.1. Purpose

1.2 Scope

1.3 Definitions

### **2. COMPOSITION OF RESEARCH CELL**

### **3. RESEARCH POLICY IMPLEMENTATION MECHANISM**

3.1 Research Advisory Committee for KBCNMU, Jalgaon recognized research laboratories

3.2 Code of Ethics for Research

3.3 Motivation for faculty/ students

3.4 Research Training

3.5 Research collaborations

3.6 Inter-disciplinary research

3.7 Research Promotion Scheme for Budding Researchers

3.8 Seed money for research

3.9 Plagiarism

3.10 Intellectual Property Rights (IPR)

3.11 Participation in conferences/ seminar and workshop etc.

3.12 Consultancy

### **1. INTRODUCTION**

#### **1.1. Purpose**

The research policy of the Moolji Jaitha college aims to create and support research culture among its staff and students. It will enrich and enhance the professional competence among the faculty members; develop scientific temper and research aptitude; help in realizing the vision and missions of the college; contribute to national development by establishing an institutional plan for facilitating their participation in research and related activities and provide the required resources and facilities. It also aims to ensure that the research activities of the college adhere to all applicable rules and regulations as well as establish standards and norms relating to the safe and ethical conduct of research.



## 1.2 Scope

This policy shall apply to all researchers of the college. It shall apply to all the research and related activities of the college and for this policy research and related activities will inter alia.

## 1.3 Definitions

- **Staff:**All temporary and permanent faculty members, who are active in teaching, research, administration, and provision of any form of support to the core functions of the college;
- **Students:**All students registered with the college;
- **Mentors:**All guides, external experts, and sponsors associated with any of the research activities of the college;
- **Departments:**All academic and administrative departments of the college;
- **Research activities:**Including basic, strategic, and applied research was undertaken either for fulfilling the requirements of academic degrees or for solving problems
- **Scholarly activities:** activities intended to expand knowledge boundaries by analysis, synthesis, and interpretation of ideas and information by making use of rigorous methodologies
- **Publication:** Research papers/ notes, writing of textbooks, chapters in textbooks, monographs; developing/updating curriculum, etc.
- **Creative activities:** involving the generation of new ideas, innovations, hypotheses, images, performances, or artifacts, including design in any field of knowledge which leads to the development of new knowledge, understanding, or expertise;
- **Projects:** Research of students undertaken as part of the curriculum or for enriching it, projects sanctioned by the college or any funding agency, and consultancy projects.
- **Presentation:** presentation and communication of the research outcomes and related activities

## 2. COMPOSITION OF RESEARCH CELL

Research Cell will have the following composition

- Chairperson
- Coordinator – Member Secretary
- Teachers (3-5) – Members
- Industry/Academia representative (1-2) - Members
- Student representatives –(1-2) Members
- Research Cell may be expanded with the inclusion of more members as necessary.



### **3. RESEARCH POLICY IMPLEMENTATION MECHANISM**

#### **1.3 “Research Advisory Committee” for KBCNMU, Jalgaon recognized research laboratories**

##### **Preamble**

The recognized research centers should establish RAC and shall conduct meetings as per university guidelines. It will provide support to Research Students (Ph.D. students, and Project fellows) regarding facilities, submission of reports, publication, Plagiarism, and any issue related to accounts and finance.

##### **Objective**

- To review the research proposal and finalize the topic of research.
- To guide the research scholar to develop the study plan and methodology of research.
- To review periodically and assist in the progress of the research work of the research scholar.

##### **Constitution**

- As per University guidelines, the RAC committee comprises the Research guide as a Convener, two approved research supervisors of the concerned subject, and the committee is chaired by the Principal of the college.

##### **Functioning**

- A research scholar shall appear before the RAC once in six months to present the progress of his/her work for valuation and further guidance. The recommendations in the six-monthly progress reports shall be submitted by the research scholar to the institution through portal login to the university portal within one month from the due date, otherwise entitled to pay the prescribed late fee.
- In case the progress of the research scholar is unsatisfactory, the RAC shall record the reason/s for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the RAC may recommend to the Institution/College and Ph.D. Section of the University with specific reason/s for cancellation of registration of the research scholar.
- If a candidate fails to submit three reports consecutively, his/her registration shall be liable to be cancelled. The online auto-generated letter will be issued to the college portal of the candidate and guide and also SMS alert will be sent. However, the candidate will be allowed to continue his/her research only on the recommendation of RAC, Dean of the faculty, and Ph.D. section of university after the approval of the Pro-Vice-Chancellor, if he/she applied for continuation within one month from the date on which the letter was issued.
- The research Guide shall endorse his/her remark within 48 hours after the online submission of the six-monthly progress report by the candidate.



### **3.2 Code of Ethics for Research**

#### **Preamble**

- All students pursuing research in the college are expected to maintain high standards of integrity, honesty, and professionalism in respect of all the work undertaken by them.
- An ethics committee has been constituted and a Standard Operating Procedures (SOP) is adopted for monitoring the research activities of the college.
- Since the college is affiliated with KBCNMU, Jalgaon the college follows the regulations of the University and U. G. C. regarding plagiarism and malpractice in research.
- A Ph. D./ M. Phil. thesis submitted from the Institution is screened by KBCNMU, Jalgaon for plagiarism before it is accepted.
- Regarding paper publications, each student can avail of the facility in the university to check for plagiarism. Whenever a paper is to be published in peer-reviewed journals, the journal will normally have a committee to check the originality of the content.
- A Research Ethics Committee has been constituted and standard operating procedures (SOP) are adopted for monitoring the research activities of the college. The objective of this SOP is to contribute to the effective functioning of the Committee by ensuring a qualitative and consistent ethical review mechanism

#### **Standard Operating Procedures (SOP) for Research Ethics Committee**

##### **Objectives**

- The objective of the SOP is to contribute to the effective functioning of the College Ethics Committee so that a qualitative and consistent ethical review mechanism for research is put in place for all proposals dealt with this Committee.
- This Committee shall follow the UGC Ethical guidelines

##### **Composition**

- The committee shall be multidisciplinary and multi-sectorial in composition.
- The members in an ethical committee shall be kept fairly small (5-7 members).
- It is generally accepted that a minimum of 4 members are required to compose Quorum.
- All the members of the committee shall be appointed by the Principal, M. J. College, Jalgaon

##### **Functioning**

- The mandate of the Committee shall be to review all research activities as per UGC Ethical guidelines
- The committee shall review and approve all types of research proposals involving human participants to safeguard the dignity, rights, safety, and well-being of all actual and potential research participants.



- The goals of research, however important, should never be permitted to override the health and well-being of the research subjects.
- The committee shall take care that all the cardinal principles of research ethics viz. Autonomy, Beneficence, Non - maleficence, and Justice are taken care of in planning, conduct, and reporting of the proposed research. For this purpose, it will look into the aspects of the informed consent process, risk-benefit ratio, distribution of burden and benefit, and provisions for appropriate compensations wherever required.
- The committee shall review the proposals before the start of the study as well as monitor the research throughout the study until and after completion of the study through appropriate well-documented procedures like annual reports, final reports, site visits, etc.
- The committee shall also examine compliance with all regulatory requirements, applicable guidelines, and laws.

### **3.3 Seed money for research**

#### **Preamble**

To encourage teachers for research, financial assistance will be provided in the form of Seed Money. It will inculcate interest of faculty towards research at college. The scheme will be implemented as a "Principal Research and Incentive Scheme".

#### **Objectives**

The primary objective of the scheme is to strengthen the research activity, applicable and useful to industry and society, especially among the young faculty members which will act as a stepping stone for them to apply further to the various funding agencies for major research grants.

#### **Eligibility**

- All the regular faculty members either alone or in collaboration (Interdepartmental) shall be eligible for funding under this scheme
- The faculty members should have at least TWO years of research/ teaching experience in a relevant field.

#### **Duration**

- The duration of the project shall be ONE year.

#### **Nature of Financial Assistance**

- The maximum grant to be sanctioned under the scheme per project shall be **Rs. 20,000** for Social science and Commerce faculty and **Rs. 30,000** for Pure & Applied sciences.
- The hiring of analytical services for completion of a specific task of the project shall be allowed and the cost is included in the main project grant amount. No special grant shall be provided.
- The Project may be sanctioned for **once** only in the total service period.



- Purchase of equipment, if any sanctioned/consumables should be made as per the Government & University rules.
- Expenditure towards the purchase of air-conditioners, or renovation of laboratories or purchase of Mother Board, DVD writer, Hard Disk, RAM, Antivirus, Computer, Laptop, Mobile, internet charges, DVD, Steam Oven, Home Theatre, Handy cam, Scanner, Fridge, Cupboard, Books rack, Furniture, and air travel, etc. shall not be allowed.

### **Procedure for Application and Selection of Project Proposals**

- The College shall invite proposals under the scheme by putting up a notice on the college website.
- Eligible faculty members can apply indicating objectives, current national and international status, the methodology employed, plan of the research work with tangible monitorable milestones every three months, expected results and outcome of the project along with the budget estimate for one year in the prescribed format.
- The project proposal/idea having an element of innovativeness, a part of applied research, or where proof of concept has been partly or fully established shall be given preference.
- In the case of joint/collaborative projects, the objective, responsibilities, and budget of each department shall be clearly demarcated and given separately.
- The applicant shall be required to submit **THREE** hard copies of the detailed proposal along with a soft copy to the college.
- The proposal shall be peer-reviewed, and shortlisted researchers shall be invited for a presentation before the Research Committee constituted for this purpose.
- Transfer of project shall not be allowed.
- The Project awardee shall submit **Six** monthly progress report regularly with clear status of milestones achieved to the Research Expert Committee.

### **Procedure for Release and Utilization of Grants**

- The sanctioned amount shall be transferred to the account operated by Principal Investigator. The PI shall have the rights and responsibility for auditing the accounts.
- The first installation of the research grant shall be 50 percent of the total received a grant to the PI.
- The release of funds of the second installment shall depend on the quality as well as the performance of work done and milestones achieved at the first stage and recommendation of the review committee.
- The statement of accounts and utilization certificate shall be submitted at the end of the financial year for the release of the subsequent grant.
- The participation of the Principal Investigator in various research-related activities by college, universities, or programs organized at the national/international level shall be mandatory and a prerequisite for the release of subsequent grants.



### **Project Completion Report**

- A bound copy of the final report of work done on the project in thesis form along with CD shall be submitted to Research Committee on completion of the research project.
- The final report of the research project should include the following.
  - Technical Report along with conclusion and research outcome
  - Audited Statement of Accounts
  - Audited Utilization Certificate
  - Plagiarism Report

### **3.4 Research Promotion Scheme for Budding Researchers**

#### **Preamble**

It has been observed over the years that Indian Higher Education has detached itself from research. As a result, there has been a decline in interest and motivation in research. Research is an integral part of curricula to assist in securing better employment opportunities. Through various schemes are floated by the government funding agencies for teachers to undertake research projects, with a few exceptions like the DST-Inspire fellowship, there are no schemes to motivate the UG students to opt for research while continuing their regular education. It is a dire necessity to connect students to research so that they will be given opportunities to explore their research potential, innovative and independent thinking while they are completing their formal education.

#### **Objective**

- To acquaint the students of Undergraduate and Postgraduate Courses with the fundamentals of research
- To inculcate research methods, ethics, and culture by motivating students to undertake small research projects under the supervision of their respective teachers.
- To develop research aptitude and nurture small ideas into meaningful research.
- To identify, cultivate and unleash the innate potential of the student.

#### **Practice**

- The Budding Research scheme is floated at the beginning of an academic year for the students of second and third-year undergraduate courses and first-year post-graduate courses of all the three faculties using notices and motivational meetings with students. Preference is given to students with strong motivation.
- The students with research interests are identified and guided to prepare detailed research proposals in a prescribed format. In addition to this, guidance will be given to students on research methodology by experts.
- Students' workgroups are formed consisting of two or three students per group from UG/PG.
- The innovation and feasibility of the research proposal are scrutinized by respective



teachers.

- The decision of sanction, reworking, or rejection of the proposal is conveyed to the students.
- The research projects are undertaken by interested students under the supervision of respective teachers. The students are given a period of 90 days to complete their projects.
- Students are provided with one-time financial research assistance to meet the expenses of the research project.
- After completion of the project, the students are asked to make a presentation that is evaluated by external experts from the respective faculty.
- The best performers are felicitated by giving cash prizes and certificates.
- The research papers based on their projects are published annually in a separate e-volume titled “Compendium of Research Articles by Budding Researchers” with an ISSN and are uploaded to the college library portal.

### **3.5 Consultancy**

#### **Preamble**

The college has state-of-the-art equipments and laboratories for research. These facilities will be available to students and researchers pursuing their work in nearby educational institutes. The local industries will be benefited from analytical instruments available at the college. As a result of this, the college will march towards one step forward for self-sustenance.

#### **Objective**

- To establish a framework to support consultancy activities at college
- To promote academic, industry, and research interaction
- To make available the facilities of college to the researchers of the university
- To generate a way of financial self-sustenance

#### **Method**

- The facilities available in college will be published through various media like college websites, social media, newspapers, etc.
- College facilities and resources may be used and must be charged in line with the guidelines from the principal, from time to time.
- Meeting related to consultancy work with the organization(s) may be conducted in college premises only
- To encourage, the Administration has decided to share the revenue generated out of consultancy services to the faculty or group of faculty as follows.

Particulars	Faculty	Administration
Use of institute space and or equipment	40%	60%
For providing solutions/expertise to problems of the industry	60%	40%





- The faculty members who take up consultancy assignments shall periodically inform the progress of the research committee and submit a report on satisfactory completion of the assignment along with copies of communication to this effect by the sponsoring agency.
- Publication arising from consultancy work shall include the faculty affiliation of the college and acknowledge the facilities used by the college.
- College IPR can be used in case, not in conflict with the rights of third parties or any commercialization plan.

### **3.6 Intellectual property rights (IPR)**

#### **Preamble**

MJC IPR policy is intended to guide its faculty, staff, students, and research scholars on the practices and rules of the Institute about intellectual property rights (IPR) and facilitates protection of the rights of the Inventor (s) and as well the obligations which include its ownership, commercial exploitation, technology-transfer, and end confidentiality requirements. At the same time, it also motivates the faculty, students, and researchers of M.J.College to initiate technology transfer using intellectual property rights.

#### **Objectives**

- To organize workshops/seminars on Intellectual Property Rights for faculty and students to strengthen the research in all subjects in general and Science in particular.
- To encourage newer inventions in the form of patents, designs, layouts, trademarks among the faculty/students at all levels by stimulating intellectual inquiry.
- To facilitate the transfer of knowledge and technology to the intended users to promote utilization of such resources for the benefit of society.
- To provide equitable distribution of economic gains resulting from new intellectual property among the developer, author, or inventor (the originator), the Institute, and, where applicable, the sponsor.
- **Applicability:** This policy applies to potential IP/Inventions /Innovations/software programs/Designs/Integrated circuit layouts and patentable subject matter of all the Faculty, Staff, Research Scholars, and students of MJC created during their stay in MJC using the resources of MJC.
- **Fees for Patenting:**
  - MJC will pay a patenting fee as per the agreement between MJC and the Inventor(s). In the case of multiple inventors, every inventor will get an equal share or as per already agreed terms.
- **Ownership and Revenue sharing:**
  - The net earnings from the commercialization of IP owned by MJC would be shared as follows:

Net Earnings	Inventor(s) share	MJC share
(1 <sup>st</sup> Financial year)	70%	30%



- If the invention is the result of work carried out in MJC with the financial assistance of UGC/DBT/DST/any other Central/State research organizations/bodies/ or collaborating industry ownership will be based on the rules and regulations of the sponsoring organization. If no such condition prevails, MJC and the Inventor(s) will be the owners of the creation as per their agreement.
- **Conflict of Interest:** The inventor(s) are required to disclose any conflict of interest or potential conflict of interest.
- **Dispute Resolution:** In case of any disputes between the Institute and the inventors regarding the implementation of the IP policy and guidelines, the aggrieved party may appeal to the IPR Dispute Resolution Committee (IPR-DRC). The committee shall address the concerns of the aggrieved party. If the inventor is dissatisfied with the decision of IPR-DRC, then a second appeal can be submitted to the Principal, PEC. The Principal's decision in this regard would be final and binding.
- **Jurisdiction:** All agreements to be signed by MJC will have the jurisdiction of the court in Jalgaon and shall be governed by the appropriate laws of India.

### 3.7 Plagiarism

#### Objectives

- To create awareness about the responsible conduct of academic and research writing
- To develop systems to detect plagiarism and to set up mechanisms to prevent students, faculty, or staff of the MJC from committing an act of plagiarism.

#### Method for plagiarism

- The research scholar shall ensure the plagiarism check for the thesis through the guide, RAC, and university system. The generated anti-plagiarism report shall be submitted to RAC.
- The students / principal investigator shall ensure the plagiarism check for reports of project work and dissertation
- The faculty shall ensure the plagiarism check for research manuscripts.

### 3.8 Research collaborations

Research collaboration is the key to building an effective research career in today's globalized world. The collaboration may be interdisciplinary, inter-organizational, and international in nature to facilitate research advancement by bringing together unique talents and resources.

#### Objectives

- To strengthen the research career of faculty and nurture campus research.
- To promote interdisciplinary, inter-organizational, and international research collaborations
- To facilitate research advancement through unique talents and resources.



## **Method**

- The faculty members are motivated to participate in national and international events
- Researchers are encouraged to undertake research projects with other institutions
- The faculty/students are promoted to opt the training/ internships at the institute of national/ international repute
- The departments are suggested to organize joint research events with other institutions of national and international repute

### **3.9 Motivation for faculty/ students**

The productivity of research and publication is affected by the willingness of faculty members to do research. The college motivates the faculty members to pursue the research through various practices.

#### **Objectives**

- The college felicitates the faculty members who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.
- Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.
- Research committee shoulders the responsibility for cultivating the research policy of the college to inspire the faculty.
- Inspire young teachers to opt for research fellowships/ grants through several funding agencies Nationally and Internationally. To do so, provide procedural support to such teachers.
- The college promotes meritorious students to participate in the Budding research scheme and present their work at “AVISHKAR” - a Research Competition organized by Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.

### **3.10. Participation in conference and workshop**

#### **Objectives**

- To present individual research work in the scientific community for its validation and constructive criticism
- To enhance research interactions with renowned scientists and exchange ideas
- To establish linkages for funding opportunities
- To keep in touch with current research and advanced avenues of the subject

#### **Methods**

- College circulates the information received regarding conferences and workshops to the respective head of departments.
- Financial support towards attending the conference may be given to selected candidates once a year with the prior permission of the Principal.



- The college also organizes various such national/ international events to increase the participation of the faculties.

### **3.11. Research Training**

Identifying training needs is essential for quality research. A training needs assessment identifies individuals' current level of competency, skill, or knowledge in one or more research areas. The difference between the current and required competencies can help determine training needs. Based on such information, college can make decisions about the best ways to address competency gaps among individual faculty.

#### **Objectives**

- To identify individuals' current level of competency, skill, or knowledge in one or more research areas.
- To organize the research training to address competency gaps among individual faculty.

#### **Methods**

- The research committee organizes interactive meetings for faculty involved in active research.
- The committee recognizes the training need based on discussion during the meeting.
- The college organizes workshops/ training programs/sensitization programs to promote a research culture on campus.

### **3.12 Inter-disciplinary research**

Research efforts conducted by investigators from different disciplines work jointly to create new conceptual, theoretical, methodological, and translational innovations that integrate and move beyond discipline-specific approaches to address a common problem.

#### **Objectives**

- To enhance research capacity and means of supporting research with high impact areas of interdisciplinary nature


#### **Methods**

- The research committee organizes interactive meetings for faculty involved in active research.
- The committee recognizes the interdisciplinary components in the researcher's area based on discussion during the meeting.
- The college organizes workshops/ training programs/sensitization programs to promote an Interdisciplinary research culture on campus.
- The committee also encourages the faculty to research by collaborating with other disciplines.




#### 4. DOCUMENT CONTROL INFORMATION

Document Name	Research Policy document
Version Number	1.0
Approval Date	
Approved By	IQAC committee
Date of Commencement	1.1.2022
Date of Last Review	--
Date for Next Review	1.1.2023

  
(Dr. K. P. Narkhede)  
IQAC Coordinator  
Co-ordinator, IQAC  
M.J. College, Jalgaon



  
(Prof. S. N. Bharambe)  
Principal and IQAC Chairperson  
PRINCIPAL  
M.J. College, Jalgaon  
(Autonomous)