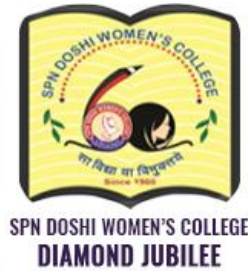


SMT. P. N. DOSHI WOMEN'S COLLEGE

Managed by SPRJ Kanyashala Trust
Conducted by Sarvajanic Education Society

High performing "A" Grade Institute
Accredited by NAAC

RESEARCH POLICY



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Introduction

Smt. P.N. Doshi Women's College, managed by SPRJ Kanyashala Trust, was established in 1960. The college started with five students in B.A and has grown into a multi-faculty institution with more than five thousand students under a variety of programmes. Our college has been accredited with 'A' Grade by National Assessment and Accreditation Council (NAAC) in three consecutive cycles. Being one of the "high performing institutes" in the country, we strive for a perfect blend of Teaching-Learning and Research, which is essential for sustainability and development.

The quest for knowledge is the basic principle behind research and it plays a vital role in achieving knowledge-driven growth based on innovation. The quality of research work always supports the quality of teaching and learning in the classroom, thereby benefiting the students, the society and the country. The promotion of research in a multi-faculty institution like us is a huge challenge. Yet, we strive to become an institution known for its students and faculty research and thereby enhancing the reputation of the college. As a Higher Education Institution, we want to be more committed and create an encouraging environment for academic research in higher learning. All this leads us to have the right policy framework to be able to develop an appropriate research environment.

Research committee

The main purpose of Research Committee is to initiate, co-ordinate and evaluate research, assist with infrastructure as well as to encourage the publication of results in accredited sources. The committee must ensure that the highest standards are maintained. Principal, senior teachers as well as lecturers having research experience nominated by the Principal are members of this committee. The committee must meet at least once in a semester.

Functions of the Research Committee

- To create a relevant research culture aimed at developing research skills and competence amongst students and staff
- To frame Research Policy and revise the same to accommodate contemporary needs
- To implement, review and update procedures mentioned in the research policy.
- To frame guidelines and make recommendations for sanctioning incentive / concessions / leaves for research
- To recognize research performance
- To promote ethical standards in research
- To guide researchers throughout the research and also help them avail facilities available on the campus as well off the campus for smooth conduction of research
- To spread awareness about IPR and plagiarism
- To encourage National as well as International collaborations
- To publicize college research work

Purpose of Research Policy

The research policy explicitly outlines a targeted system of well-defined procedures for assisting and motivating the stakeholders to venture into the research arena and thereby increase the research output of the institute. The Research policy intends to bring transparency and set standard procedures for carrying out research. It will help researcher to carry out research that meets approved national and international standards as determined by publication of accredited outputs, patents and peer evaluation.

Definitions

We shall use the terms "Researcher" and "Research" in following context throughout this research policy

Researcher

Includes person/persons undertaking research activities

- Degree and post graduate students
- Aided and unaided teaching staff
- Nonteaching staff
- Industries we are collaborating with

Research

Includes activities undertaken for the creation of knowledge, reorganization, and application of knowledge

- Presentation / Reading of Research papers
- Publication of research findings
- Books / Book Chapters authored
- Research projects at individual and institutional level
- Research projects with industry
- Individual / Group Research Projects
- Consultation / Contractual Research Projects undertaken
- Research projects undertaken at undergraduate and post graduate level by students
- Research undertaken by staff members in order to obtain further academic qualifications (e.g. PhD/ Post-doctoral research)
- Obtaining Patents / IPR

Research Policy

In keeping with our vision 'To be recognized as center of excellence for women's education that empowers them to become self-reliant and responsible citizens who would contribute to build healthy society' our research policy as found below is framed.

1. Apart from their lecturing duties academic staff and students are expected to actively engage in research.
2. Though the college may not prescribe the nature of research, attention should be given to relevant, applied, problem solving and development aspects of research.

3. Faculty members are expected to strive towards meeting approved National and International Standards as determined by accredited and peer evaluated publications.
4. Departments should encourage students to further their studies and to become involved in the existing research projects.

Objectives of Research Policy

- 1. To create a conducive environment to enhance the quality and quantity of research through informational assistance and support:**

Strategies:

- a) "Research assistance System/Desk" (Offline / Online) which works as one stop help spot, gives all required help to aspiring researchers. (Refer Annexure I). This provides information about upcoming seminars/ Conferences/ sources of research grants / rules and regulation of different research bodies/ UGC listed Journals/ Journals included in SCOPUS and also such other important topics. On regular basis through various channels of communications.
- b) Identifying, encouraging and motivating stakeholders to take up research by organizing workshops / seminars on topics like contemporary developments in research, applying for research grants, writing proposals, research methodology, lay-out of reports, compilation of articles etc., in order to improve the quality of research outputs.
- c) Mentoring facility for the staff members throughout the research, where staff members would be provided with a handholding wherever required.
- d) Encouraging staff members to attend workshops, seminars and conferences
- e) Provision of spaces and environment where there is free and healthy discussion of research work and ideas like creation of study circles

2. To provide infrastructural and financial assistance to undertake research work

Strategies:

- a) Budgetary provisions for assisting researchers where major funding is required (Annexure II)
- b) Budgetary provisions for conducting workshops, seminars, conference
- c) Standard procedures / guidelines / creating a system to obtain financial support through Research Fund of the institution (Refer Annexure III)
- d) A Stable and strong internet facility
- e) Provision of research laboratory facility where ever required
- f) Provision of state-of-the-art research, computation and research writing tools.
- g) Library assistance for retrieving information through online as well as offline sources of information like data bases, books and Journals.

3. To strive for recognition of the research work

Strategies:

- a) Encouraging and helping staff member to apply for various research awards
- b) In-house recognition/award for outstanding performance in the area of research
- c) Incentives, recognition to students who present/publish papers

4. To make the research procedures and benefits accessible to all the researchers

Strategies

- a) Uploading policy document on the college website and the information should be passed onto the researcher through various channels of communication

- b) Helping researcher to avail facilities available on the campus for smooth conduction of research through "Research assistance System/Desk" (Refer Annexure I)

5. To create a research repository

Strategies

- a) Submission of copy of every published work/ research project undertaken by the researcher to the research repository
- b) Making Research Repository accessible for college staff and students

6. To explore avenues for industry institute research partnership on research projects

Strategies:

- a) Identifying departments and encouraging them to collaborate with industry, non-governmental organisations for research work
- b) Encourage National and International contact especially with experts conducting research in the same field.
- c) Encouraging collaborative, inter-disciplinary, multi-disciplinary and trans-disciplinary research

7. Research Code of Ethics

- a) Research must be carried out in a scientifically responsible manner at all times. The researcher (research team) accepts responsibility for the design, methodology and execution of the research; plans the study in such a way as to optimize the validity of the findings; reports the limitations of the findings and indicates where applicable, possible alternative interpretations.
- b) The right of fellow researchers from a variety of paradigms, methods and techniques is acknowledged.

- c) In the communication of their findings, researchers subscribe to the principles of honesty, comprehensiveness and exposure to public scrutiny.
- d) The authority of the professional codes of specific disciplines is recognized and honored.
- d) Researchers must not misuse their positions as researchers for personal gain e.g. use student ideas and patent as your own idea.
- e) The researcher/research team gives due acknowledgement (financial or resource support) to the Institution in any of its reports, publications or visual presentations.
- f) Researcher / Team of researchers should follow the guidelines and use standard software to check and avoid plagiarism.
- g) Researcher / Team of researchers should follow SOPs and ethical committee guidelines of SNDT Women's University. (<https://sndt.ac.in/downloads/university-faculty/ethics-committee-of-sndtwu.pdf>)

8. Publication of Institutions own Research Journal

Strategies

- a) Giving platform to publish research findings / paper by bringing out research publication
- b) Appointing a separate committee for publications of Research Journal (annexure IV)
- c) Obtaining UGC recognition for the Research Journal
- C) Taking efforts for getting Journal indexed and strive for Impact Factor

Annexure I

Research assistance System/Desk

- Research assistance System/Desk consists of a person (Research Assistant) specially assigned to look after all sorts of queries raised by researchers. Members of research committee may work as Research Assistant in rotation.
- The queries can be put and attended offline as well as online.
- The Research Assistant can act as a mediator between the researcher and expert inside or outside the college campus.
- It will be a responsibility of the Research Assistant to get the query solved and also maintain documentation of the process.
- Research Assistant will put up the information about upcoming seminars/ Conferences/ sources of research grants / rules and regulation of different research bodies/ UGC listed Journals/ Journals included in SCOPUS and also such other important topics, sent by research committee on regular basis through various channels of communications.

Format for query:

Name of Researcher:

Type of Research:

Topic of Research:

Query:

Format for documentation:

Name of Researcher:

Type of Research:

Topic of Research:

Query:

Answer:

Whether it was useful or not:

Annexure III

Financial Aid

Management has built up a corpus fund for research. Researcher can apply through Research Committee to get the financial help under this corpus.

Following are the guidelines for availing financial help

Financial help can be provided for following research activity

- Fees / Travel expense for National / International Paper presentation can be applied for
- Publication fees for National / International Journal
- Cost involved in Collaborative Research Projects
- Cost involved in Students Research Projects
- Costs involved in acquiring patents / IPRs
- Research Projects which are not included in UGC or any funding agency lists.

The budget for the given academic year must be communicated to Research Committee

Application should be submitted in prescribed format to Research Committee

Research committee after discussion in committee meetings will recommend the cases to the management

Documentation of the process

Application form

Name:

Department:

Faculty:

Other sources of financial help:

Whether financial facility availed earlier from the management:

Details of Research:

Annexure IV

Guidelines for Research Journal

There has to be a website for a journal giving information about the ownership and/or management of a journal. Aim and scope statement should also be included on the website. There should be a statement on what a journal will consider for publication including authorship criteria. ISSNs should be clearly displayed (separate for print and electronic).

Journal content must be clearly marked as whether peer reviewed or not. The process, as well as policies related to the journal's peer review procedures, shall be clearly described on the journal website, including the method of peer review used.

Journals shall have editorial boards or other governing bodies whose members are recognized experts in the subject areas included within the journal's scope. The full names and affiliations of the journal's editorial board or other governing body shall be provided on the journal's website.

The policy for copyright shall be clearly stated in the author guidelines and the copyright holder named on all published articles. Likewise, licensing information shall be clearly described in guidelines on the website, and licensing terms shall be indicated on all published articles, both HTML and PDFs.

Any fees or charges that are required for manuscript processing and/or publishing materials in the journal shall be clearly stated. If no such fees are charged that should also be clearly stated.

Publishers and editors shall take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred, including plagiarism, citation manipulation, and data falsification/fabrication,

among others. In no case shall a journal or its editors encourage such misconduct, or knowingly allow such misconduct to take place.

In the event that a journal's publisher or editors are made aware of any allegation of research misconduct relating to a published article in their journal, the publisher or editor shall follow COPE's guidelines (or equivalent) in dealing with allegations.

A journal shall also have policies on publishing ethics. These should be clearly visible on its website, and should refer to: i) Journal policies on authorship and contributorship; ii) How the journal will handle complaints and appeals; iii) Journal policies on conflicts of interest / competing interests; iv) Journal policies on data sharing and reproducibility; v) Journal's policy on ethical oversight; vi) Journal's policy on intellectual property; and vii) Journal's options for post-publication discussions and corrections.

The periodicity at which a journal publishes shall be clearly indicated. The way(s) in which the journal and individual articles are available to readers and whether there are associated subscription or pay per view fees shall be stated. A journal's plan for electronic backup and preservation of access to the journal content in the event a journal is no longer published shall be clearly indicated.

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