ST. MIRA'S COLLEGE FOR GIRLS, PUNE
(Autonomous Affiliated to Savitribai Phule Pune University)

RESEARCH POLICY

Preamble

St. Mira's College is committed to promote a culture of research among its Faculty as well as students. The focus on research s to provide a strong foundation for the academic and professional development of Faculty as well as the Students and the progress of the Institution as a whole as a premier academic institution.

Purpose

The Purpose of the Research Policy of the College is

- To create a vibrate environment for research, promote a scientific temper and a research aptitude among all learners as well as faculty;
- To identify research areas of academic, practical and socially relevant significance thus contributing to community as well as national development;
- To ensure that the research activities of the college conform to all applicable rules and regulations of the affiliating Universityand as well as other educational and academic agencies as well as to the established standards and norms relating to safe and ethical conduct of research.

Objectives of Research Policy
Primary Objectives

- To provide a proper coordination of all research activities of the college and aligning these to the vision and missions of the college;
- To identify and inform young student researchers as well as faculty about the appropriate research opportunities announced by different academic, research, industry or government organizations;
- To promote interdisciplinary research and establish and encourage joint research projects across departments, involve more than one knowledge domain as well as involvement of external experts and agencies;
- To encourage and facilitate presentation of the research works at reputed forums through various academic activities such as workshops, conferences, panel discussion, etc. and publication of the research work in reputed academic International / National journals;
- To initiateresearch with a strong community-orientation and to transfer the research findings for the social and economic development of the community;
- To ensure the quality of all research activities of the college and to observe the highest standards of ethics and integrity in the conduct of their research.

Other Objectives

- To establish necessary modalities for preparing and undertaking joint research ventures to involve external agencies and experts or to cover more than one knowledge domain especially in multidisciplinary projects
- To identify and establish linkages including MOUs for long term relationships with national and international research organizations for widening the scope of research opportunities and funding options available to faculty as well as students of the college.
- To create an ecosystem for innovations including Incubation centre and other initiatives for creation and transfer of knowledge
- To promote collaborations with International and national academic institutions of higher learning and promote linkage with Industry
- To create awareness among students as well as faculty about research outcomes in the form of Policy documents, Patents and Intellectual Property Rights and motivate them to propose policy documents or apply for patents, as and when applicable.
- To ensure that the research undertaken by the faculty under various subjects, departments and areas/fields serves the needs of the society in terms of equity, inclusivity, sustainable development and spirt of national consciousness.

Code of Ethics for Research
Every attempt would be made to ensure that Research carried out by the Students and the Faculty of the College will fulfil the Standards of Integrity, Honesty and Professionalism

- Every effort to be made by all the Departments and faculty to integrate various aspects of research in the curriculum at the undergraduate as well as post-graduate programmes.
- All learners across streams who would be pursuing research in any and every form (whether in the form of a class assignment or in the form of a full-fledged research project or a dissertation) are expected to maintain high standards of integrity in respect of all the work undertaken by them, avoid falsification/ fabrication and ensure fairness in practices and procedures.
- Anundergraduate or a post-graduate student or a M.Phil. or PhD research scholar will adopt and follow the guidelines laid down by the College in adherence to the requirements laid down by the Affiliating University-Savitribai Phule Pune University.
- In case of learners, the necessary requirements to be fulfilled regarding Plagiarism / Similarity of Material before it is accepted as submission in form to fulfil requirements of any course/ programme, such as a class assignment or a research project or a research paper.

- In case of faculty, the necessary requirements to be fulfilled regarding Plagiarism / Similarity of Material before the paper is submitted for publication. Every Journal / Publisher does have a mechanism to check originality of content, yet, the faculty should follow the requirements followed w.r.t. the publication ethics as prescribed by the Affiliating University- Savitribai Phule Pune University.
- A **Research-Ethics Committee** to be constituted and a standard operating procedure (SOP) to be adopted for monitoring research activities of the college.
  - The Research-Ethics Committee to put in place the necessary Standard Operating Procedures (SOP) in place for the various functions / activities under the purview/scope of the Committee.
  - The objective of the SOPs is to contribute to the effective functioning of the Committee in order to ensure consistent review mechanism of the quality of research undertaken at various level at the college.
  - <u>The Committee to provide for well-being and care of person involved in research studies, appropriateness of informed consent and protection and confidentiality wherever required. Necessary documentation in such cases to be initiated by the Committee and certified for the above mentioned issues.</u>
  - The Committee to ensure that all academic research work undertaken to provide proper acknowledgment and credit to resource sources and to be free from plagiarism.
  - The Committee to enhance and improve professional growth of both learners and faculty by upholding high standards of conduct in all endeavours of research.
  - The Committee to develop, review and revise SOPs for the following research-related activities from time-to-time:
    - Research Centre
    - Faculty Research Activities
    - Research Publications
    - Research Projects
    - Student Research
    - Student Research Associate

Standard Operating Procedures (SOPs)

- **Research Centre**
    - The researcher scholar to adhere to all standard practices and follow code of conduct in one's research work.
    - The research scholar to follow all standard procedures of acknowledging resources and materials used in one's research work.
    - The research scholar to provide for plagiarism check for project/ dissertation/ assignment before submission.
    - The research scholar to avoid falsification/ fabrication of material/ sources or data and ensure fairness in practices and procedures followed in one's research work
    - The research scholar to have freedom to inquire into any subject with academic integrity under the supervision of the guide
    - The research guide to ensure that the research work is carried out in all fairness, honesty and integrity, that proper acknowledgements are made and that the originality of the work/content is ensured.

- **Faculty Research Activities**
    - The faculty of the College to actively engage in Research as an equally important role in the Teaching Profession along with the primary role of Teaching, Learning and Evaluation.
    - The faculty will be required to fill a Research Ethics Review Form for conducting research involving surveys wherein individual information or personal information is to be collected. This is for the safety, protection and confidentiality of information of people involved in the research. The form would be reviewed and the research work undertaken by the faculty would be certified by the Research-Ethics Committee.
    - The faculty to pursue higher educational qualifications by registering for M.Phil or Ph.D and not to stop at post-graduation qualifications.
    - The faculty to involve themselves in research activities at various levels (Student, departmental, inter-disciplinary, social, industry, etc.) and of different types (class assignments, mini-projects, dissertations, research projects, social research, etc.).
    - While engaging in activities such as attending workshops, Training programmes, FDPs, Pedagogy Workshops, etc., efforts to be made to attend workshops for (i) not less than one week duration and (ii) workshops for two-week duration.

- No research is ever complete and to provide for new roads and new insights, the research committee to organize research sharing Forums or Peer Review sessions on a regular basis.

- **Research Publications**
  - **Journal**
    - **It is mandatory for each Faculty to have at least one paper JOURNAL publication in an academic year.**
    - The faculty to publish in journals of repute:
      - Scopus-indexed,
      - Referred or Peer-reviewed
      - UGC-CARE Listed Journals
    - The Publication should be indexed in any of the following:
      - Web of Science,
      - Scopus,
      - Google Scholar
      - Indian Citation Index
    - In case the publication is shared, it should be shared with a minimum of two authors and a maximum of three authors; four or more authors to be avoided.
    - The faculty to share plan of action of research publication planned for each academic year; progress report on the research paper or the publication to be shared with the research committee every three months;
    - Research publication among faculty will be monitored for a period starting Academic year 2021.
    - The faculty will share the necessary details of the chosen publication with the research committee for approval
  - **Book Chapter**
    - The faculty should also make efforts to publish a chapter in a Book
      - Chapters in knowledge-based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories
      - Chapters contributed to edited knowledge-based volumes published by International Publishers
  - **Book**
    - The faculty interested in publication of a book should follow the following:
      - Subject Books by national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.

- Subject Books by Other local publishers with ISBN/ISSN numbers.
  - o The faculty is requested to choose the publisher carefully and avoid unknown/ standalone publishers.
  - o The faculty could follow the list declared by the respective departments of the affiliated University- SPPU for making the choice of publisher. Such lists are declared from time to time by the SPPU or the UGC.

- **Research Projects**
  - All departments to make research projects an integral part of the research component in the IDP
  - Each Department should aim at least one Minor and Major Projects in a period of five years.
  - Each department should aim at a mini-project/pilot study with student participation in order to have in place the necessary preparations required for applying for a research project. A preliminaryor a pilot study or an initial publication on reviews of the topic of research raises the chances of projects getting sanctioned.
  - Departments with more than 50% faculty with PhD qualifications should aim at two projects in a period of five years.
  - All single-man departments to apply for minor research projects in the first five year period. Such departments should look for opportunities to conduct inter-disciplinary research or look for group/ joint projects with other educational institutions.
  - Departments to explore research project opportunities under the component industry-academic interface.
  - The Research Committee will provide information on various project opportunities as well as funding opportunities from time-to-time.

- **Student Research**
  - Each department should put in necessary effort to introduce the student to Research and Research ethics, either through curriculum or various activities such as seminar and conferences or through publication
  - Each department should identify students (advanced learners) who would show the ability as well as inclination to engage in research-related activities.
  - Faculty to actively engage students in research activities leading to publication as a research outcome.

- Student research should not be restricted to research competitions and student seminar and conferences with student paper presentations. Faculty to engage advanced learners in an attempt to have ONE book chapter publication as an outcome every academic year.
- Activities involving student research should follow the Code of Ethics and uphold research values of originality and genuineness of the research and proper acknowledgement of resources used.
- The Head of the Department to create an internal mechanism for blind-peer review process of student presentations and papers. A two-member committee can be constituted for the blind-peer review process; the department could request and invite peers from other educational institutions to be a part of the process.
- Departments and Faculties involved in student research to maintain proper documentation for the same such as originality reports, peer reviews, etc.

- **Research Mentors**
    - The College has senior faculty who work as Research Mentors for the faculty wanting to publish a paper or write a research proposal or register for doctoral research.
    - The objective of research mentorship is to initiate the faculty with no research contribution to taking up their first research paper or those interested in pursuing doctoral research to provide guidance for the same.
    - The faculty should initiate the process in the informal manner with the senior faculty or request the Research Committee to assign a research mentor.
    - The research mentorships should create a vibrant research culture.

- **Student Research Assistant Scheme**
    - The College to put into place a Student Research Assistant Scheme wherein the faculty could appoint a student to assist in research related activities such as desk research, reviews, data collection, data entry, etc.
    - Who can appoint a Student Research Assistant? The following three conditions to be fulfilled
        - Associate Professor and above
        - Faculty should be a Guide with minimum three student registrations.
        - Faculty with minimum three Journal Publications of repute [Scopus or UGC-Listed].

- Faculty not fulfilling the above conditions can also appoint a student research assistant on providing necessary details as to why she needs a student research assistant.
- Student Research Assistant is not the same as appointing a Research Assistant or Research Associate as per guidelines for Research Projects by various funding agencies.
- How to apply for a Student Research Assistant?
  - Application to Coordinator, Research Committee
  - Details of the Research undertaken with expected outcomes
  - Details of the work expected from the Student Research Assistant and duration/ period of research work
- Who can apply as a Student Research Assistant?
  - Any student pursuing post-graduation
  - Any student pursuing a DSC
  - Any student who has shown interest in research by participating in research competitions, seminars and conferences
- Students interested to work as Student Research Assistant to apply for the same with name of faculty with whom she would be working
- Student research assistant to be paid travel allowance as per SPPU guidelines when required to travel for data collection or related purposes. Travel allowance to be paid by the faculty who appoints the student research assistant.
- Student to be provided with a Certificate duly signed by the Faculty and Principal on having worked for a minimum period of three months or on completion of research work assigned by Faculty.

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