



**Deccan Education Society's
Fergusson College (Autonomous), Pune
Research Policy and Practices**

Policy for Promotion of Research

Purpose

The success of an institution in attaining its objectives is greatly reliant upon the orientation of the faculty with all the aspects of research initiatives, being undertaken by the institution/ college. To achieve this, the College needs to lay foundations for research and make efforts to create awareness among all stakeholders regarding importance of quality research. The college has been working consistently to create awareness of research especially among the teacher's and students since 2010. Mini research projects has been one of the important programme in all the schemes of college which were submitted to UGC and DBT. With all these efforts significant results have been achieved especially in creating research culture among students and teacher's who have been working as Mentor's to these students. This policy will create a conducive environment for research and also promote research at undergraduate and post graduate levels.

This policy covers roles and responsibilities of the committee which looks into affairs and needs for research of the college and has been placed in a broader framework which provides guidelines for teacher's/ researchers in the college, initiatives taken by the College and Guidelines on Authorship in Scholarly or Scientific Publications of the College.

Scope

This policy will be applicable in all disciplines. It will help in maintaining honesty and integrity among the teachers and students of the institution and will help to abide by all rules, regulations and bench marks of accreditation agency.

The College has established Research Coordination Committee (RCC) to look into the daily affairs of research needs of the college in terms of human resource, infrastructure, administrative support and special facilities for research.

Objectives

1. Guidance for promoting awareness about research and sensitizing all stakeholders regarding quality research.
2. Identify and include research as one of the key programmes in all college proposals (wherever possible) and implement it.
3. Motivate young teachers to apply for research fellowships/ grants through various funding agencies in India and abroad. Provide all practical and procedural support to such teachers.
4. Cater to needs of research centres and keep a follow up of such centres regarding compliance of funding agencies/ affiliating university.
5. Provide all practical support to Research Students (Ph.D students, Project fellows and Post Doctoral Fellows) with reference to facilities, submission of reports and any issue related to accounts and finance.
6. Conduct timely meetings of RCC and document its minutes/ proceedings and upload it on college website.
7. Provide support in all aspects related to the researcher/ research project/ any other.
8. Identify researches in applied areas which will provide solutions to real life problems and also put emphasis on basic research.
9. Research will also need some innovative outcomes which can be incubated in the newly established incubation centre.

Policy

The policy for research aims to maintain highest standards of integrity and professionalism in all researches conducted in the institution. This policy document will establish internal mechanisms to conduct research, manage data, standardize systems and processes allied with research and will facilitate research in both the faculties.

Steps

1. Promotion of research, innovation, extension and the generation of intellectual capital through various sensitization programmes and by inviting expertise in those domains.
2. Keeping “mini research projects” as one of the important programmes under UGC- Basic Scientific Research Grant, UGC-College with Potential for Excellence (CPE) Scheme, UGC- College of Excellence Scheme and under DBT STAR College Scheme / Status.
3. Teachers will also be given Seed Money for Research for undertaking projects after following the standard processes.
4. Encouraging teachers and students to participate in seminars/ conferences and present their research and provide financial assistance to teachers through Seed Money from our parent organization – Deccan Education Society.
5. Organisation of “AVISHKAR” as project research competition in association with affiliating university (SPPU). This programme focuses on orienting undergraduate as well as post graduate students to do innovative research. Experts from various fields interact with students in this programme.
6. Organisation of “INNOVISION” or similar kind of programmes which are college level competitions where students present their innovative ideas.
7. Introduction of extra credits for students participating and presenting research papers at State, National and International Levels.

Guidelines for Researchers/ Teachers:

1. Teachers/ Researchers doing research and publishing papers need to publish their research only in peer reviewed and UGC listed journals.
2. It is mandatory for a teacher/ researcher to mention name of college as authors affiliation.
3. For research papers published under various scheme of UGC/DBT/Seed Money, the authors need to mention name of funding agency in the acknowledgment section.
4. They must avoid publication in predatory / dubious journals or participant.

5. Any publications in predatory / dubious journals or presentations in predatory / dubious conferences should not be considered for academic for selection, confirmation, promotion, performance.
6. Any attempt of compromised academic integrity should be challenged, questioned and derecognized at all levels.
7. Demonstrate integrity and professionalism, fairness and equity, and intellectual honesty;
8. Effectively and transparently manage conflicts of interest or potential conflicts of interest
9. Ensure the safety and well-being of those associated with the recombinant DNA research and handling pathogens by constituting Institutional Biosafety Committee (IBSC) and other regulatory agencies. On similar lines, research issues related to ethical clearance, will be referred to Institutional Ethics Committee (IEC).
10. Record and publish their methods and results in ways that are open to scrutiny and debate.
11. Guidance from Committee on Publication Ethics (COPE): San Francisco Declaration on Research Assessment (DORA): the Leiden Manifesto: the European Code of Conduct for Research Integrity Academy of Science 2018, Policy Statement on Dissemination and Evaluation of Research Output in India 2018 by the Indian National Science Academy and resources from UGC-CARE website may also be referred for this purpose.
12. College is committed to health, safety and environmental protection in all its various programs and activities. This commitment is congruent with - and important for achieving - overall mission of advancing, disseminating, and preserving knowledge, and striving to educate leaders in the service of society. All members of the college community (including students, faculty and staff) share responsibility for safety, and shall comply with established governmental environmental health and safety policies norms and procedures.
13. Wherever animal experimentation is involved or maintaining laboratory animals is needed, permission of Committee for the purpose of Control and Supervision on Experiments on Animals (CPCSEA) to be followed.

Guidelines on Authorship in Scholarly or Scientific Publications

1. Researchers have the freedom to choose their own topics of research; it is highly desirable to make research multi-disciplinary and socially relevant.
2. Research must be peer reviewed prior to it being published. Research is placed in the public domain before that it must go through peer review process.
3. Results of research should be published in an appropriate form.
4. Anyone listed as an author on a paper should accept responsibility for ensuring that he or she is familiar with the contents of the paper and can identify his or her contribution to it.
5. Individuals who do not meet the requirements for authorship but who have provided a valuable contribution to the work should be acknowledged for their contributing role as appropriate to the publication.
6. Funding sources should normally be acknowledged in any publication.
7. Authors should fully disclose related financial interests and outside activities in publications (including articles, abstracts, manuscripts submitted for publication), presentations at professional meetings, and applications for funding.
8. In addition, authors should comply with the disclosure requirements on the Conflict of Interest.
9. Lead Author-The first author is usually the person who has performed the central experiments of the project. Often, this individual is also the person who has prepared the first draft of the manuscript. The lead author is ultimately responsible for ensuring that all other authors meet the requirements for authorship as well as ensuring the integrity of the work itself. The lead author will usually serve as the corresponding author.
10. Co-Author(s)- Each co-author is responsible for considering his or her role in the project and whether that role merits attribution of authorship. Co-authors should review and approve the manuscript, at least as it pertains to their roles in the project.
11. External Collaborators, including Sponsor or industry representatives and individuals who meet the criteria for authorship should be included as authors irrespective of their institutional affiliations. In general, the use of "ghost-writers" is prohibited, i.e., individuals who have contributed significant portions of the text should be named as authors or acknowledged in the final publication. Industry

representatives or others retained by industry that contribute to an article and meet the requirements for authorship or acknowledgement must be appropriately listed as contributors or authors on the article and their industry affiliation must be disclosed in the published paper.

Breaches of Research Conduct

1. Any breach of code of research conduct will be treated as unintentional failure to comply with the provisions made in the above policy and procedure.

Misconduct in research will include:

- a. Fabrication of data and results from researches.
- b. Misinterpretation of data or results
- c. Plagiarism of contents and data
- d. Duplicate publication of data
- e. Publishing misleading results/ data
- f. Producing falsified data for getting funding from any funding agency.
- g. Misuse or misappropriation of funds.



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