

### **Research Policy:-**

#### **(A) Introduction :-**

- I. In the field of teaching research and extension the research initiatives taken by the college often decide the kind of research culture it will inculcate. Every Institution of Higher Learning needs to have a healthy research culture, updated knowledge in new trends and it should acquire innovative ideas. Institution should have a sound foundation for Research and should create awareness among stakeholders to prepare for promotion and establishment of educational standards.
- II. ICCS is working consistently to create awareness regarding high quality research among the teachers and students for last several years. Various research projects have already been completed by teachers at institutional level. Small research initiatives have been considered as a basic and first step towards development of research awareness. The college encourages its staff and students to undertake many research projects as well as all other activities which will develop their research faculty and right type of awareness to achieve excellence in research. The college has now designed an independent research policy to guide assist and monitor various research activities at institutional level. The policy is titled as "Research policy and practices".

#### **(B) Nature of the policy:**

The policy covers various aspects related with its research at institutional departmental and at faculty level. Therefore, the policy has a comprehensive nature and the policy is basically designed to look in to various activities undertaken by the teachers regarding various research initiative and projects. The policy helps to design a broad framework which shall work as a guideline for teachers, researchers and students in the college so that they can undertake appropriate initiative to develop scholarship and researchmanship to motivate to publish their research findings at national and international level.

The college has also established a research coordination committee to meet various day to day and routine activities related with research, needs and requirements of faculties regarding various research projects specially providing facilities, infrastructure and resources. The research coordination committee shall help the researchers, heads of the department, administrative support as well as other specific facilities required for a particular research project.

#### **(C) Purpose of research policy:**

The purpose of research policy is spelt out in following words:

- 1] To identify various research initiatives that can be undertaken at institution level.
- 2] To develop a right kind of healthy research culture so as to encourage faculty members to participate in various research initiatives and research project.



- 3] To identify areas where the faculty member can undertake research and collaborate with various national and apex agencies.
- 4] To find out how the researcher can acquire funding from various central, state, ministry, and such other funding agencies
- 5] To encourage students to undertake quality research projects for their postgraduate and doctoral program.
- 6] To collaborate with various local and state level institutions for exchange of ideas and various research related other initiatives.

(D) Role of research coordination committee:

The research coordination committee shall work as a monitoring authority to coordinate control and monitor various activities related with research.

The research coordination committee shall undertake following activities:

- 1] The research coordination committee is responsible for maintaining policy and guidance for promoting awareness regarding research among stakeholder especially faculty members and research scholars.
- 2] It shall identify various key programs and major initiatives to promote research culture at institution level.
- 3] The research coordination committee shall also prepare annual research plan to identify various research initiatives to be undertaken by the faculty in a particular academic year.
- 4] The research coordination committee shall also encourage various departments to identify contemporary research areas in their field and also to select appropriate research topics for minor as well as major projects.
- 5] The research coordination committee shall also lay down appropriate guidelines as to how and what kind of research can be undertaken by the teachers in a particular academic year or for a particular academic period.
- 6] The committee shall also provide practical and procedural support to all the teachers who are undertaking various research initiative and projects.
- 7] The research coordination committee shall try to cater the needs of the research centre in order to enhance the standard of research and maintain high standards of research at institutional level.
- 8] The research coordination committee shall provide necessary practical support for PhD students, post graduate students, project fellows as well as post-doctoral fellows with reference to facilities and support as well as other initiative.
- 9] The research coordination committee shall also identify what are the possible areas where the financial assistance can be provided to deserving scholars and teachers. It shall also provide appropriate support especially in relation to regulatory and legal aspects related with undertaking various research projects and publications.

(E) Initiatives to be taken by research coordination committee:

Research coordination committee shall undertake following initiatives:





- 1] Promotion of innovation, extension and generation of intellectual property through various research initiatives and publication.
  - 2] Identify areas where the research fellows, teachers and students can undertake various many research projects in their discipline and help the institution to increase the level and standards of research culture.
  - 3] To encourage teachers and students to participate in various seminars workshops conferences and concludes wherein they can exhibit their new research Idea, share such ideas with experts in their field and publish research paper as required by them.
  - 4] Research coordination committee shall organize and encourage to participate various research competitions like Anvention and Avishakar to develop right kind of research aptitude among students and also encourage students and also encourage teachers to organize search programs at Department and institutional level.
  - 5] The Research coordination committee shall try to gather research needs, especially to identify new innovative and creative ideas in a particular discipline and procurement of high-quality research material, especially databases, equipment, etc, so as to maintain standards of research.
  - 6] The Research cordial committee shall also frame appropriate policy to help all those students who have exhibited their talent and innovative ideas in the field of research by providing certain special assistance, scholarship, or funding, as well as extra credits for their contribution and achievement.
- (F) The guidelines to be followed by the research teachers and faculty members:
- (I) The Research Coordination Committee shall lay down the guidelines as follows, which will assist, guide and help the teachers to undertake their research projects effectively and successfully.
1. All the teachers and researchers undertaking research and publishing papers need to publish their research papers only in peer reviewed journals or approved journals as listed by UGC.
  2. It is mandatory for all the teachers to mention the name of the College along with the name of the authors whenever they are publishing their research papers or presenting their papers in any conference, conclave, seminar, workshops, etc. The research papers published under various schemes of UGC and other institutions shall also have mention of the research centre as well as college wherever it is necessary. The researcher has approached to a funding agency; the proposal should be routed only to Research Coordination Committee and the College. The appropriate understanding among the researchers and the college regarding the modes and rules regarding complication of various research papers, exhibition of their talent on different platforms.
  3. The researcher must not publish their articles, papers, and findings in dubious journals which will discredit the institutions for any reason, and any publication in a devious Journal or presentation in such predatory conferences will not be considered by Research Coordination Committee to be included in the database of the institution.
  4. Any attempt to compromise academic integrity should be challenged. Questions or in case in such cases shall be derecognized by the institution.



5. The essential necessary transparency shall be maintained by the researcher and the faculty members while publishing their research findings, people, etc.
6. The researchers should try to exhibit his/her talent and potential abilities whenever he/she is publishing any particular paper, research idea or presentation or findings. The research should avoid any unnecessary conflict arising out of put, conflict of interest, duplication of ideas, etc, for which appropriate scrutiny should be undertaken by the researcher at his and at institutional level. Record of publications as well as the methods and results of all such research papers should be properly maintained along with necessary data as a part of research policy with the department by the researcher.
7. The publications should be according to the rules and guidelines issued by ethics committee, especially for publication and all other regulations governing publications issued by UGC, national institutions as well as international institutions and European standards.
8. The colleague is committed to maintain safety and environmental protection of its various programs and activities. As such, no researchers should undertake a research which will cause damage to college property or its environment.

(II) Guidelines regarding authorship in scholarly and scientific publications:

- Researchers should have freedom to choose their own topics of research.
- It is highly desirable to make research in multidisciplinary and socially relevant to research journals. However, the researchers should not publish his publications, papers, findings in a Journal which is not approved by any standard committee or National institution.
- The research must be peer reviewed. Wherever possible the Research Coordination Committee shall make arrangement for internal scrutiny of research findings so as to maintain standards.
- Before the research is placed in public domain, it should be rightly scrutinized by research coordination committee or any other committee as desired by the Research coordination Committee.
- The results of research should be published only in appropriate form and on appropriated platforms. Individuals who do not meet the requirements of authorship but have provided valuable contribution to search work should be rightly acknowledged at the end of the research paper or publication by the author.

(G) Funding sources should be normally acknowledged in every publication.

- I. If the research paper is an outcome of any research project, which is funded either by University, institution or any other apex body, author should rightly disclose his/her finance related interest and outside activities in publication, especially articles, abstract, etc before their publication.
- II. Presentation at professional meetings and application for funding should be rightly disclosed by the researcher or by the author. In addition to this author, who also comply with disclosure requirements to avoid any conflict of interest, as per guidelines issued by UGC or any other apex body.



- III. If in case where a paper or research project is undertaken by two or more faculties, the name of the lead author are the first author should be given in appropriate manner along with his designation and qualifications.
- IV. The first author is usually the person who has performed the central experiment or basic research or collection of data and its processing.
- V. Often the first author is also the person who has prepared the first draft of the manuscript as such, while publishing the research paper, a due care should be taken while giving the names of the authors to avoid any kind of conflict of interest, arising after publication of the paper.

(H) Co-authors:

- (I) If there are more than one author, or if there are two authors for each paper or each publication or project, then the co-author is responsible for considering his or her role on his in the project, wherever the role deserves an appropriate merit and attribution of authorship.
- (II) Co-authors should review and approve the manuscript at least before its publication so as to see that their contribution is rightly highlighted, and their name and work is properly reported in the research paper. In case if the author, researchers, or scholars have any external collaboration with other institutions or scholars from other institutions, then their names should be properly and rightly mentioned wherever it is necessary, and their consent should be sort before publication of any such research project or research paper.



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