

## **POLICY FOR PROMOTION OF RESEARCH & INNOVATION**



# **RAHUL COLLEGE OF EDUCATION**

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## **POLICY FOR RESEARCH & DEVELOPMENT**

*[Rules & Regulations for Constitution and Procedures of Proceedings]*

## POLICY FOR PROMOTION OF RESEARCH & INNOVATION

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## **POLICY FOR PROMOTION OF RESEARCH & INNOVATION**

### **Establishment of Policy for Promotion of Research**

Rahul College of Education is dedicated to fostering a vibrant research environment within the institution. This commitment is realized through the establishment of a Research Committee and the execution of targeted and purpose-driven research initiatives. These initiatives aim to support faculty members in conducting research independently or in collaboration with industry partners and students. We have allocated a budget to establish the following research facilities:

#### **I. Constitution of Research & Development Cell**

A Research & Development Cell is hereby constituted to promote the innovative and industrially relevant research to be undertaken by the faculty members of this institution with high quality accuracy and outputs with marketing potentiality. The research committee constitutes of 11 members nominated as below:

1. Principal, the Chairperson
2. Dean
3. Three senior faculty members as nominated by the Chair person
4. And six Members

A policy in this respect is prepared and implemented as shown in **Annexure 1.**

#### **II. Policy on Promotion of Academic Research**

A policy on academic research facilitates to promote faculty involvement in research and developmental activities shall be prepared and implemented. This policy shall deal with the higher education of faculty members and faculty publication.

A well-defined policy shall be prepared and implemented to encourage the enrolment of faculty in Ph.D programmes and to declare suitable incentives for Ph.D holders and to those publish research articles in journals and reputed journals.

A policy in this respect is prepared and implemented as shown in **Annexure 2.**

#### **III. Policy on Seed Money for Internal Research**

- a. Every faculty is eligible to apply for internal project which shall lead to collaborative / externally funded research projects.

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- b. The college shall provide the basic infrastructure required to conduct research projects.
- c. Faculties are encouraged to identify inter-disciplinary research in their chosen field of research.
- d. All innovative projects of faculty completed, are earmarked for filing patents. Further, suitable recognition and remuneration will be given to those faculties with patents.

A policy in this respect is prepared and implemented as shown in **Annexure 3.**

### **IV. Policy on Centre of Excellence**

The college shall develop and nurture Centre for Excellence in the frontier areas of research which shall be open to faculty, students and industry persons to conduct research. It is the commitment of the college with an aspiration to attract funding from governmental / international agencies and industry from relevant sectors. We strive to establish Centre of Excellence funded by AICTE / UGC / shall be.

A policy in this respect is prepared and implemented as shown in **Annexure 3.**

### **V. Policy on Consultancy Projects**

The college recognizes that Consultancy is an effective way to disseminate knowledge and committed to make it accessible the available faculty expertise through service to industry and society.

The college, as a socially responsible institution wants to make an early and direct impact on society through consultancy, whereas maintaining balance between consultancy and the traditional roles as a teacher. All Research and Non-research consultancies are governed by the established norms as described in the Policy on Consultancy Projects.

A policy in this respect is prepared and implemented as shown in **Annexure 4.**

### **VI. Policy on Ethical Research**

A policy in this respect is prepared and implemented as shown in **Annexure 5.**

### **VII. Incentives**

A policy in this respect is prepared and implemented as shown in **Annexure 6.**

## **POLICY FOR PROMOTION OF RESEARCH & INNOVATION**

### **Annexure 1**

#### **Constitution of Research & Development Cell**

A Research & Development Cell has been constituted to promote the innovative and industrially relevant research to be undertaken by the faculty members of this institution with high quality accuracy and outputs with marketing potentiality. The members of the Research Advisory Committee are:

1. Principal, the Chairperson
2. Dean
3. Three senior faculty members as nominated by the Chair person
4. And six Members

#### **Research Advisory Committee Regulations**

- i. The committee shall meet at least once in a semester.
- ii. Adhoc and emergency meetings shall be convened by the Chairperson/Dean whenever required.
- iii. Any changes in existing research-oriented programmes / schemes / activities shall be brought to the notice of the research committee and approval of the committee is mandated.
- iv. The Chairperson of the research committee is empowered to monitor the activities and progress of the research activities.
- v. The chairperson is vested with powers to take all strategic decisions, corrective actions, preparing and updating policies as per rules and regulations as required by apex bodies like the UGC, NAAC, AICTE, and Bharathiar University as well as policies framed by our own college from time to time and approved by Governing Council of the College.

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## **POLICY FOR PROMOTION OF RESEARCH & INNOVATION**

### **Annexture 2**

#### **Policy on Promotion of Academic Research**

1. The faculty members on roll but without Ph.D. degree must register for doctoral program.
2. Faculty of each department shall conduct research in focused areas. It is mandatory to publish research articles / project results in UGC indexed / WEB of Science / SCOPUS indexed journals.
3. It is the duty of the faculty researchers to ensure the quality of the paper and a prior plagiarism check before journal publications is a must.
4. The student projects (UG / PG / M.Phil / Ph.D) must be research focused.
5. The faculty members guiding (UG / PG / M.Phil / Ph.D) shall be given supervisor incentive.

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## **POLICY FOR PROMOTION OF RESEARCH & INNOVATION**

### **Annexure 3**

#### **Policy on Centre of Excellence**

The college shall develop and nurture Centre of Excellence in the frontier areas of research which shall be open to faculty, students and industry persons to conduct research.

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## **POLICY FOR PROMOTION OF RESEARCH & INNOVATION**

### **Annexure 4**

#### **Policy on Consultancy Projects**

RCOE has prepared and launched this Policy on Consultancy Projects to be undertaken by the faculty members as follows:

#### **Consultancy**

RCOE recognizes that Consultancy is an effective way to disseminate knowledge. We are committed to make our expertise available through service to industry and society. We want to make an early and direct impact on society through consultancy, still able to balance between consultancy and the traditional roles as a teacher. It is the consultancy policy that ensures that there is a consistency between the colleges strategic research policy and priority and the consultancies undertaken and also ensuring that the costs are sustainable.

#### **Consultancy Policy**

All Research and Non-research consultancies as described in this Policy are governed by the following guiding principles:

- a. There should be demonstrable benefit to the College from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- b. The Consultancy must not be in conflict with RCOE Research and Extension.
- c. The staff who undertake shall ensure that there won't be any contradictions between policies such as employment, Code of Conduct, etc.
- d. The Consultancy must not be in conflict with the functions, objectives or interests of the college or damage the college's reputation.
- e. At a minimum, the salary and on-cost charges set by the College Management must be applied to all project budgets. All Consultancies are required to include overheads.
- f. Staff members shall not undertake external research activities where no formal agreement has been authorized by the College.

#### **Research Consultancy**

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may be the outcome of



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a tender or an individual negotiation.

### **Non-research Consultancy**

Non-research Consultancies include non-research activities performed under contract for a third party. Non-research Consultancy would include the provision of professional services to external agencies for a fee. This would include, but not be limited to, routine laboratory and other testing of materials, devices or products, analysis of data such as market surveys, opinion surveys etc. The provision of professional services such as designing, legal and medical advice is undertaken by members of faculty and staff.

### **Norms to undertake Consultancy**

- a. The members undertaking consultancies are permitted to engage in Research and/or Non-research provided these consultancies do not interfere with the discharge of their duties as a teacher.
- b. Consultancies shall be undertaken only with the approval of the designated Principal / Secretary through Chairman of Research Committee.
- c. No limit is placed on earnings. However, there is a limit on the time spent on Consultancy.
- d. Academic Staff may spend one day per week on approved Consultancies, with a maximum of 48 days per year.
- e. Variations to this time commitment require the approval from Principal / Dean.
- f. A lesser time commitment may be approved when the proposed Consultancy interferes with the discharge of responsibilities.
- g. Faculty members must obtain written permission from the Principal / Dean to undertake Consultancies.

### **Benefits of Consultancy**

The college provides the following benefits to staff undertaking Research or Non-research Consultancies:

- a. The revenue generated from consultancy project will be shared 60:40 between the College and the faculty concerned.

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- b. The revenue generated mentioned above strictly meant the amount unspent after settling all the bills / expenses pertaining to the consultancy project.
- c. Access to the College resources such as technical and administration staff equipment and telecommunications, subject to approval by the principal or office.
- d. Entitlements to use the College's name and reputation, providing it are not brought into disrepute.
- e. Ability to make reference to their college position and title in connection with the work.
- f. If more than one member takes up the consultancy project then 40% amount shall be shared equally or as agreed by them.
- g. In case of any private Consultancy offered by a faculty in her/his personal capacity but that staff member accesses any of these benefits in the course of undertaking the work will be regarded as a Research or Non-research Consultancy and subject to the conditions of this Policy.

### **Approval for undertaking consultancy projects**

All College approved Consultancies are required to be approved and managed in accordance with this Policy, associated documents, and other College policies. Applications to conduct Consultancy are required to be approved through.

### **Exemptions and Variations**

Exemptions to the above terms and conditions / norms and variations if any to the standard overhead charge must be determined at the time of application, explicitly noted on the Research Funding / Consultancy Application coversheet, and approved by the Principal / Dean.

### **Transfers in from Other Institutions**

In cases where a Research or Non-research Consultancy or grant is transferred to the College from another research organization, the overhead will not be taken from the funds where the awarded budget did not include an overhead component. In cases where a grant is being transferred to RCOE from another research organization and overheads are permissible in accordance with the funding schedule, the agreed overheads awarded will be withheld by the College.

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### **Conflict of Interest**

Engagement in consultancies must not create a conflict of interest, perceived or actual. Any conflict of interest, actual or perceived must be reported to the Principal through Chairperson/Dean of Research Committee for resolution. A conflict of interest may arise where an employee engages in consultancies at the expense of the College's interests or the interests of other employees or students.

### **Intellectual Property in Consultancies**

Any intellectual property arising from any Research and Non-research Consultancies will be governed by the Intellectual Property Policy.

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## **POLICY FOR PROMOTION OF RESEARCH & INNOVATION**

### **Annexure 5**

#### **Code of Ethics and Policy on Ethical Research**

##### **Introduction**

RCOE is one among the most renowned Educational Institutions in the country, where excellence is a tradition.

The College is at the forefront of higher education in India by balancing its commitment to academic excellence with emphasis on all-round development of students. The College has a splendid record of in the field of education offering courses in traditional Arts, Commerce and Science courses and in emerging areas such as various Management courses, International Studies, Information Technology. The curriculum promotes national development, fosters global competencies and facilitates skills training to meet the challenges of a competitive workplace.

##### **Scope and coverage**

The Research Ethics Committee shall regulate the matter pertaining to:

- a. Ethical Research Practices
- b. Plagiarism prevention

##### **Need for Code of Ethics and Policy on Ethical Research**

RCOE sees many reasons to adhere to ethical norms in research. The foremost among them is promoting quality research in search of knowledge and truth. It is equally important that prohibitions against artificially constructing, falsifying, or misrepresenting research data and curbing the practice of plagiarism will ensure quality research that contribute to find lasting solutions.

##### **Principles of Ethical Research**

RCOE adopt the following principles in ethical research:

- **Objectivity:** Consciously upholding the values of being independent and true and avoiding individual subjectivity.

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- **Integrity:** Adopting a high level of academic moral character, and intellectual honesty as well as assuming personal responsibility for the actions committed and omitted by the researcher.
- **Confidentiality:** The researchers must respect the privacy, autonomy, diversity, values and dignity of research subjects and must be very sensitive while disclosing the information and data of public interest by ensuring the privacy and confidentiality of the source of information.
- **Transparency:** The researchers must be as open as possible with respect to the decisions made and provide justifications for their actions.
- **Honesty:** The researchers must possess unbiased and honest attitude in knowing and stating the truth.

### Research Ethics

The following are the guidelines to put in place by the research committee in at SLRTDC:

1. To review the ethical safeguards of the proposed research.
2. To ensure the rights, safety and well-being of the trial subjects / respondents / participants.
3. To enquire the complaints against research supervisors / guides / candidates and make suitable recommendations to the President

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### **Annexure 6**

#### **Incentives & Other Benefits for Faculty Members**

##### **1 OBJECTIVE OF THE SCHEME**

The primary objective of the proposed incentive scheme is to motivate the faculty members of our college to undertake quality research, consultancy and other research related activities.

##### **2 ELIGIBILITIES**

Teaching staff members who have completed 1 years of continuous service (Continued for second year) as on 1<sup>st</sup> June of every academic year shall be eligible for sponsorship for Professional memberships, Workshops, Seminars, International/ National Conferences, FDP/ STTPs, NPTEL/Certification Courses etc.

##### **3. SCOPE OF THE SCHEME**

- To motivate our faculty members and to concentrate on research related activities, in addition to the teaching, so as to publish research articles in reputed refereed international and national journals with impact factor.
- To pursue efforts to write books/monographs/chapters for publication by International and National publishers of reputed Journals.
- To evince interest among the faculty members, so that they take efforts to establish collaborative research projects with their counterparts in reputed foreign Universities.
- To encourage our faculty members to submit proposals and secure funded research projects from various funding agencies in India and Abroad.
- To undertake consultancy projects sponsored by Government & Non - Government, Industrial and other organizations.
- To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents.

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### 4. DETAILS OF THE SCHEME

| Sr. No. | Scheme  | No. of Faculties allowed in an academic year | Max. Amount (80% of actual amount or 1000/- whichever is less) | Amount Sanctioned |
|---------|---|--|--|-------------------|
| 1.      | FDP/SDP/STTP  | 6 Faculty                                    | 1000/-per Faculty  | 6000/-            |
| 2.      | Research Publications (UGC approved and with good Impact factor)        | 4 Faculty                                    | 1000/-per Faculty  | 4000/-            |
| 3.      | Presenting research papers in Conferences (proceeding with ISBN number) | 4 Faculty                                    | 1000/-per Faculty  | 4000/-            |
| 4.      | NPTEL/SWAYAN or other Certification courses                             | 4 Faculty with silver medal or gold medal    | 1000/-per Faculty  | 4000/-            |
| 5.      | Research Project Grants   | 2 Faculty                                    | 1000/-per Faculty  | 2000/-            |
| 6.      | Books (College name should be mentioned in the book)                    | 2 Faculty                                    | 1000/-per Faculty  | 2000/-            |
| 7.      | Patents   | 2 Faculty                                    | 1000/-per Faculty  | 2000/-            |
| 8.      | Professional Membership   | 1 Faculty                                    | 1000/-per Faculty  | 1000/-            |
| Total   |   |  |  | 25000/-           |

### 5. OTHER CONDITIONS / GUIDELINES

- Application of reimbursement will be considered depending upon seniority and no. of times application made by an applicant.
- Individual faculty can put forward his/her application for any one of the above mentioned schemes in the current semester.
- For availing more than one scheme by an individual, there should be no faculty applying in the said scheme. Then a faculty can apply for two schemes at a time.

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- Only original research work will be considered. Student's publication will not be allowed.
- When a research publication has multiple authors, the cash incentive shall be divided equally among the first two authors. Only RCOE authors shall qualify for the incentive.
- It is the responsibility of the faculty member to produce evidence of having published paper in the UGC approved or refereed journal and the impact factor of the journal. She/he has to produce a printed copy.
- When a paper being presented in National/ international conferences has multiple authors, the right of Claim the paper will be restricted to the first author; and if the first author so permits to the second author in lieu of the first.
- Teachers are advised to apply to the principal in prescribed Performa before going for the activity. Application shall be forwarded to the principal, with due remarks by the department head, through respective department. If approved, staff members shall be reimbursed in the following way and his/her period of absence shall be treated as outdoor duty period.
- Apply to the Principal for approval for participation and reimbursement of participation/registration fee. Expected outcome of such participation shall also be mentioned in the application. Application shall also be supplemented with paper to be read/published, etc. as the case may be.
- Staff member shall submit all payment receipt along with report, through the Head of Dept., to the Principal for final sanction.
- Reimbursement will be at the end of each semester.
- Accounts section shall reimburse the sanctioned amount within 7 working days to the staff member on certification by HOD

### **6. Higher Studies Eligibility:**

- At a time only three faculties are allowed to pursue higher studies per department every year.
- The faculty with more than 3 continuous years of service can get study leave to pursue PhD as per requirement and after the approval by authority.
- The faculty with less than 3 continuous years of service can get casual leave only to pursue PhD / post-doctoral research.



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- The employee pursuing higher studies has to execute a bond agreeing to serve the institute for three (3) years. If the employee doesn't fulfill the requirement mentioned in the bond, will be liable to pay Rs. 2.5 Lakh to the institute.
- Non-teaching staff after 3 years of continuous service in the college can pursue Diploma/Degree courses by availing study leave; however, the course pursued should be of direct advantage to institute's interest.
- The employee on return should submit full report on the work done during study leave period.
- Any faculty pursuing PhD from un-recognized university will not be considered for any kind of promotion.

RCOE reserves the right to amend the above leave rules from time to time with the approval of its Governing Body without prior notice.