



Muktainagar Taluka Education Society's
Smt. Godavaribai Ganpatrao Khadse College, Muktainagar,
Tal. Muktainagar, Dist. Jalgaon

Research Ethics & Policy

MTES' Smt. G. G. Khadse College Muktainagar aims to create and support a research culture for developing and promoting scientific temper and research aptitude amongst the teachers and students. It helps to realize and endorse the vision and mission of the University for contributing to national development. Additionally the institute encourages participation in research related activities and providing the essential resources and adequate facilities to the budding researchers. These research ethics and policy have been framed to analyse, understand and effectively respond to all types of challenges posed in the pursuance of quality Research and will be in effect for the period 2019-20 to 2024-25.

CODE OF RESEARCH ETHICS

MTES' Smt. G. G. Khadse College Muktainagar is committed to promote and maintain high standards of honesty and accountability in the conduct of academic research and is keen to implant and endorse the culture of honesty and transparency in all its institutional activities. The institute preserves academic honour and integrity by repudiates all forms of academic and intellectual dishonesty, including plagiarism. Following are the Core Research Ethics of the institute:

- **Plagiarism:** The author/researcher must check for plagiarism and must acknowledge the source/s, before copying of ideas, texts, data or any other source of information (or any combination thereof) with proper permission/s and acknowledgement/s.
- **Privacy:** Author may not deliberately exploit the ideas from others work without proper acknowledgement. The author/researcher must not violet the norms/laws of Intellectual Property Rights. (Failure to observe legal norms of copyright and the moral rights of authors.)
- **Integrity:** Authors/Researchers should take responsibility for the trustworthiness of their research.
- **Adherence to Regulations:** Authors/Researchers should be aware of and adhere to regulations and policies related to research.
- **Research Methods:** Authors/Researchers should employ appropriate research methods, base conclusions on critical analysis of the evidence and report findings and interpretations fully and objectively.
- **Research Records:** Authors/Researchers should keep clear, accurate records of all research in ways that will allow verification and replication of their work by others.
- **Research Findings:** Authors/Researchers should share data and findings openly and promptly, as soon as they have had an opportunity to establish priority and ownership claims.
- **Authorship:** Authors/Researchers should take responsibility for their contributions to all publications, funding applications, reports and other representations of their research.
- **Publication Acknowledgement:** Authors/Researchers should acknowledge in publication/s the names and roles of contributors to co-researchers.
- **Research Environments:** The institute maintains environments that encourage integrity through education, clear policies, and reasonable standards for advancement, while fosteres work environments that support research integrity.
- **Societal Considerations:** Authors/Researchers should recognize that they have an ethical obligation to weigh societal benefits against risks inherent in their work

RESEARCH POLICY

The following are the points chart the Research Policy of the institute:

1. Goals:

The goals of the research policy of MTES' Smt. G.G. Khadse College, Muktainagar are capitulated as follows:

- Promote the faculty to undertake effective and quality research.
- To provide fundamental knowledge about the research process.
- To avail opportunities for research, both in and outside the institution.
- To inculcate research acumen among faculty and students.
- The College is open to collaborations and associations from outside experts and institutions.
- To lay down the criteria and procedure for availing the facilities/incentives to be provided by the institution to support research culture.

2. Strategies:

The college lays fundamental importance on research and related activities. The college research policy provides ideas for the conduction and publication of high-quality research by the staff, students, and external experts/guides associated with the research in the college.

In order to strengthen the research culture in the college, following activities are planned:

- To promote students' involvement in research related activities.
- To apply for financial support for research activities of the faculty and students.
- To establish new research centres and to strengthen the existing ones.
- To organize of workshops, interactive sessions and hands-on-training programs etc. to promote and nurture the quality research culture.
- To encourage faculty and students to attend national/international conferences /symposia/ professional development programmes.
- To organize national/international conferences/symposia/workshops.
- To promote linkages and collaborations with academia and industries.
- To encourage research publications in authentic and genuine research journals preferably covered in Web of Science/Web of Social Science and/or Scopus databases.
- To emphasize on the collaborative research and research related activities.

3. Guiding Principles:

The college has formulated the following guiding principles that reflect the dedication of the college towards research quality. Since, research outputs have remarkable potential to, directly or indirectly, influence and impact the society, by groundwork, the advancement of knowledge, and can be expressed as social, economic, environmental, or cultural benefits; the college has adopted the research guiding principles as follows:

- To follow the ethics of research, publication, and academic integrity of the University Grant Commission (UGC) and the affiliating university.
- To encourage the faculty to carry out quality research and publish their findings in reputed

journals and file patents wherever possible.

- To encourage the faculty members to take up research projects by extending all possible support.
- With the watchword of benefitting society from the expertise available in the college, the college encourages the conduct of outreach programs and non-financial consultancy services offered to the society/industry, Government, and Non-Government Organizations.
- To ensure that the expertise available in the departments is open to the public.
- To encourage establishment of research collaborations and linkages with other institutions/Research Centres/Universities.
- Faculty/Student exchanges between institutions for research are highly encouraged to enrich them with quality, national, and international exposure.
- Memorandum of Understanding (MOUs) and collaboration with other laboratories, institutions, industries, and organizations are to be made for the facilitation of faculty and students to undertake research, exchange of knowledge, exchange of expertise, organization of academic/research activities and internships in collaboration with them.
- Information brochures about conferences, seminars etc. organized by the college and by other colleges/universities/institutions are to be displayed on the staff notice board to disseminate information to the teachers and students regarding the forthcoming seminars, workshops etc.
- To motivate the faculty for research and see that, more than 50% of the permanent faculty acquire Ph.D. Degree by the year 2025. Faculties awarded with Ph.Ds are felicitated in the annual function of the college. They are provided increments as per the University and government norms with sanction from the Joint Director's office.
- To encourage faculty and students to publish Research papers or articles in journals of their choice.
- To undertake Minor/Major Research Projects, funded by the University or UGC or other appropriate sources as identified by the individual researcher.
- To provide institution's infrastructure (such as library, computer, reading space, printing facility etc.) to support these projects.
- To give access to e- journals and databases subscribed by the library to the research/PG students and teachers.
- To provide special Reading Space for the researchers.
- To promote research culture and provide necessary leave/s such as leave under FIP for the completion of Ph. D. and Duty Leave (D.L.) for short term visits to research institutes to participate in various research training programs, Ph.D. related official work.
- To promote faculty to participate and present their research works in the International Conferences/Seminars and encourages them to avail Foreign Travel Grants from UGC, ICHR, the University etc.
- To provide Duty Leave to faculty members for attending/ presenting research paper in Conference/ Seminar/ Symposia etc.
- To acknowledge the research output of the faculty and students.

DEPARTMENTS

- Departments to be encouraged to establish linkages including MOU's with industry, research bodies, research laboratory and individual companies for creating opportunities for teachers

and students to involve themselves in real life research projects and exchange of knowledge/ expertise.

- The PG departments should encourage the students to participate in research activities by offering short research projects at P.G. level.
- To ensure the optimum use of instrumental facilities, the PG departments may provide research data/instrumental measurements through instrumental facilities available in the departments to the college students and staff as well as researchers from other institutes and colleges on payment basis. The amount thus generated should be deposited to the college account as consultancy services.

FACULTY

- Encourage and facilitate the publication of the research work/projects in reputed academic journals.
- Guidance lectures of eminent scholars to be arranged to inspire and promote the faculty members/students for the publication of their research work/s.
- The faculty members have freedom to investigate areas and ideas which are in resonance with the issues related to society and current developments.
- The research methodologies should not violate professional concerns like safety, privacy, research ethics, conflicts of interest amongst authors etc.
- Every Faculty must try to attend and present his/her research work at State/National/ International level conferences/seminars and workshops.
- It is the responsibility of the Faculty members to ensure no violations of ethics in their research publication like plagiarism, incomplete or faulty data, fabricated results etc. Original and novel research work must be submitted to the journals for publication.
- In all the publications it would be mandatory for the Faculty to mention the affiliation of the institution and sponsoring agency, if any.
- College promotes Faculty for the advanced research in his/her subject, and encourage him/her to get Patent.

4. Avishkar

- The college will promote meritorious students and advance learners to participate and present their innovative research ideas at “AVISHKAR” (District, University and State Level)- a Research Competition organized by Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.
- Students participate in ‘Avishkar’- the inter University Research Convention each year and the departments provide the students necessary guidance. The financial support to participate in the convention is provided by the institution.
- Students’ participation in seminars/conferences etc. is to be promoted by the respective departments. The students have to submit copy of their participation certificates to the concerned department/Committee.

5. Mechanism to Establish Research Centres

- The institute should strive to get affiliation from KBCNMU for Research Recognition centers. It is desirable that the PG departments in the college should get Recognised research Centres and then other departments should follow the path.
- Research centres have to follow all guidelines laid down by UGC and KBCNMU, Jalgaon for selection of Ph.D. students, course work, and publication requirements etc. All administrative support is to be provided to the Research Guides and students associated with the centres.

6. Research Advisory Committee (RAC):

- The recognized research guides/ centres should establish RAC and shall conduct meetings as per university guidelines.
- It should provide support to Research Students.

6.1 The broad objectives of the RAC are:

- ❖ To review the research proposal and help the researcher in finalizing the research topic.
- ❖ To guide the research scholar to develop the study plan and methodology of research.
- ❖ To review periodically the progress of the research students and assist in the progress of the research work of the research scholar.
- ❖ To suggest and guide the research scholar to follow the Ethics of research.
- ❖ To help the researcher to bring and document the research outcome as per research methodology and norms of the affiliating university.

6.2 Constitution:

- ❖ As per University guidelines, the RAC committee comprises of:
 - i. Chairman: Principal of the College,
 - ii. the Research guide as a Convener,
 - iii. Two approved research supervisors in the concerned subject (from the college or outside the college).

6.3 Functionings:

- ❖ A research scholar shall appear before the RAC, once in six months, to present the progress of his/her work for valuation and further guidance.
- ❖ The recommendations in the six-monthly progress reports shall be submitted by the research scholar to the institution through portal login of the university, within one month from the due date, otherwise entitled to pay the prescribed late fee.
- ❖ The Ph. D. scholars will be abided by the Norms and procedures as may be prescribed by the affiliating university, from time to time.
- ❖ In case the progress of the research scholar is unsatisfactory, the RAC shall record the reason/s for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the RAC may recommend to the Institution/College and Ph.D. Section of the University with specific reason/s for cancellation of registration of the research scholar.
- ❖ If a candidate fails to submit three reports consecutively, his/her registration shall be liable to be cancelled. However, the candidate will be allowed to continue his/her research only on the basis of the rules/norms and procedures of the affiliating university, along with the consent of the guide and recommendation of RAC.
- ❖ The committee shall also examine compliance with all regulatory requirements, applicable guidelines, and laws.

- ❖ Every Research Scholar completing his/her research from the college have to submit a copy of Research Report/Thesis in the Central Library of the college.
- ❖ The Principal will be the final authority, at the institutional level, for any research related dispute.

7. Miscellaneous

The research policy of the institution also underlines a set of responsibilities and practices, to be adhered to, by the faculty, research guides, and Ph.D. scholars registered in the college. These can be summarized as under:

- Each faculty has to submit details of the research papers published or presented or both along with a copy of the paper to the IQAC every year.
- Each faculty should furnish the details of their research work, stating whether they are principal author or otherwise, name of publication, ISSN/ISBN number, impact factor etc. in their self-appraisal as well as to IQAC/ERP.
- The faculty has to submit copy of their participation certificates and get required approval from the Principal to claim the 'Duty leave'.
- In case of research projects, the investigators have to prepare Grant Utilization Certificate that will be attested by the Head of the institution.
- The matters arising out of non-settlement of accounts of Research Grants or expenditure of excess amt. will be the sole responsibility of the Principle Investigator.
- The Principal Investigator should immediately complete the required official processes to get the Project Completion certificate from the concerned funding agency.
- A copy of the Project Report/Thesis must be submitted to the Central Library of the college.
- All the equipments, books, ICT tools or any other related materials (other than consumables) purchased from the funds of the grants need to be returned to the college, immediately after the completion of the project.
- For consumables and equipments purchased from the research funds granted for the project, the investigator has to provide the details to the concerned office staff, for making relevant entries in the stock register.
- Research process and publication of research should be aligned to the professional ethics and code of conduct, including plagiarism check.
- The institution proposes to subscribe to plagiarism check software and make it accessible to the teachers in the near future.

Sd-
Cordiator, IQAC

Sd-
Principal

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