



**RESEARCH PROMOTION
POLICY 2023-24**



Since 1962

1. INTRODUCTION

Vivekanand Education Society's College of Arts, Science & Commerce wishes to establish itself as one of the pioneer research expanding realms of knowledge.

To promote the research culture in our institution we have constituted a Research cell. This Research Promotion policy document describes various incentives to encourage and promote the culture of research and innovation amongst the staff and indirectly amongst students.

2. SCOPE OF RESEARCH PROMOTION POLICY:

This policy applies to VESASC College offering programs in Arts, Science and Commerce. The research promotion policy comprises standards and a code of conduct to publish high-quality research work.

3. OBJECTIVES OF RESEARCH PROMOTION POLICY:

To encourage staff of "Vivekanand Education Society College of Arts, Science and Commerce (Autonomous)" to:

Publish high-quality and original research articles and thus have more impact and citations per article.

- i. File and publish patents having good commercialization potential.
- ii. Write and submit research proposals inviting extramural funding and establishing state-of-the-art research facilities.
- iii. Provide consultancy services to industry and other organizations.

4. EXPECTED OUTCOME

- Enhancement in quality of research and innovation-related activities.
- Expansion of frontiers of knowledge and thus contribute to the IP worth of the nation.

5. ELIGIBILITY, TERMS & CONDITIONS

- For the calculation of incentives, the start and end dates will be defined for the academic year.
- Any Research Award/Grant/Cash Incentive cannot be claimed as a right.
- All the achievements requested for incentives should be with the affiliation of "Vivekanand Education Society College of Arts, Science and Commerce (Autonomous)".
- The policy can be withdrawn at any point in time without any formal notice to anybody. Vivekanand Education Society College of Arts, Science and Commerce (Autonomous) reserves the right to modify or amend this policy in whole or in part at any time – with or without notice.
- If even after disbursement of the incentive, the awardee is found supplying wrong, incorrect or incomplete information, the whole amount of cash incentive will be reclaimed back.
- For any research activity that is done in collaboration with other institutes/labs or the University, only the faculty member of Vivekanand Education Society College of Arts, Science and Commerce (Autonomous) shall be entitled to Research Awards or Cash Incentives. The external member shall not be entitled to any benefits.

- All benefits will lapse if the faculty member leaves the organization.

6. RESEARCH AND DEVELOPMENT COMMITTEE (RDC)

The Research and Development Committee (RDC) duly comprising the following will be meeting regularly to take decisions.

- Principal Dr. Anita Kanwar
- Dr. Ritika Makhijani
- Dr. Varsha Ganatra
- Dr. Radhika Mohan

Roles and functions of RDC:

1. To make recommendations to the academic council on matters related to research promotion and infrastructure.
2. While it is expected that the researchers will generate funds for undertaking the research activities, Vivekanand Education Society College of Arts, Science and Commerce (Autonomous) may also support the research activities. The extent of support will be decided based on the potential of research outcome through peer review. It is expected from the researcher to ensure potential benefits to the institution.

Rights and responsibilities of faculty members:

1. Ideally, there should be no conflict between the commitment towards regular duties of faculty and other research activities in which faculty may engage themselves. It is expected that faculty will conduct their day-to-day affairs to avoid or minimize such conflicts of interest.
2. The Faculty and Researchers could also engage in external consulting activities, subject to the institution's rules, regulations and limitations. However, faculty must adhere to both in the good spirit of the research policy.
3. Faculty members have the right to disseminate the results and findings of their individual or collaborative research without suppression or modification from external sponsors beyond the specific undertakings or provisions that may be written down and agreed upon by the sponsoring agencies, universities and researchers.

Research misconduct:

1. The provisions under this heading namely, "Research Misconduct" deal with the procedures to be followed in the event of Allegations, Counter-Allegations, Investigations, and Reporting of any actual or perceived misconduct, for which the required notifications to the funding agencies may also have to be sent. There is no doubt that each member of the institution, whether faculty or administrator or research staff, or technical personnel and students, has a responsibility to foster an academic environment conducive to free and fair research. Therefore, research misconduct can be extremely troubling – even if raised infrequently.
2. Institutes' definition of research misconduct, and procedures for investigating and reporting allegations of misconduct, will conform to the regulations of the governmental and other funding agencies which may have some elaborate policies on this subject. These will apply to the research proposed as well as to the research conducted or reported. "Research misconduct" is defined as fabrication (making up data or results, and recording or reporting

them), falsification (manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented), or plagiarism (appropriation of another person's ideas, processes, results, or words without giving appropriate credit) in proposing, performing, or reviewing research, or in reporting research results.

3. If the misconduct is committed intentionally or knowingly, and if the allegation is proven by the RDC or any of its sub-committees set up to look into such allegations, even instances of failure to supervise adequately and other lapses from professional conduct or neglect of academic duties could come under its purview. Findings (concerning research misconduct) of serious academic deficiencies are to be addressed by the concerned HOD or by the Principal, initiating the relevant disciplinary processes, as may be deemed appropriate. A proper inquiry should be held based on preliminary information gathered and preliminary fact-finding to ascertain the merit of the case.

***Note:** Provisions under Research misconduct will adhere to UGC guidelines.

7. TO PROMOTE RESEARCH PUBLICATIONS,**

- ◆ Rs. 10,000/- for each paper published in any of the Scopus/ Web of Science/UGC Care indexed journals with Journal Citation Report (JCR) impact factor ≥ 5
- ◆ Rs. 7,500/- for each paper published in any of the Scopus/ Web of Science/UGC Care indexed journals with JCR impact factor ≥ 3 .
- ◆ Rs. 4,000/- for each paper published in any of the Scopus/ Web of Science/UGC Care indexed journals with JCR impact factor ≥ 2
- ◆ Rs. 3,000/- for each paper published in any of the Scopus/ Web of Science/UGC Care indexed journals with JCR impact factor 0-2
- ◆ The cash reward would be equally distributed among all the contributing faculty members of the host institute (Note: student's/research scholars are not entitled to this reward).

The comprehensive list of Scopus/ Web of Science/UGC Care indexed journals is available at <https://ugccare.unipune.ac.in/apps1/home/index>

8. TO PROMOTE RESEARCH PRESENTATIONS

- A. Cash award of Rs. 5,000/- to the faculty member, who is the presenting author, in case of a paper presented National / international conference outside India, recognized by the statutory body. (Once in two years)
- B. Cash award of Rs. 2,000/- to the faculty member, who is the presenting author, in case of a paper presented at National / international conference within India, recognized by the statutory body. (Once in two years)
- C. Cash award of Rs. 1000/- to the faculty member, who is the presenting author, in case of a paper presented at National / international conference in Mumbai region, recognized by the statutory body (Once in two years).
- D. Cash award of Rs. 2000/- to the faculty member, who has won best research paper award (First o/ second/third prize), in case of a paper presented at National / international seminar/conference in Mumbai /within India.

**** Subject to approval of the Research Development Committee (RDC)**

9. RESEARCH GRANTS / SEED MONEY - Hashu Advani Research Fund (HARF)

To support faculty members in the initial stage of their career to nurture them in the field of research Hashu Advani Research Fund is introduced at the institute.

Eligibility:

- Young budding applicants who have yet to receive external funding will be preferred, depending on the potential and significance of their research work.
- A maximum of 02 faculty members per year will be eligible for the grant.

Funding level:

Normally up to a maximum of Rs. 50,000/- Maximum funding per applicant is 25,000/-

Duration:

Maximum 2 years and extension by six months in justifiable cases.

Selection process and timeline:

- Applications in the prescribed format will be submitted to Research Development Committee (RDC) on or before the specified date
- The RDC will evaluate the proposals and the RDC will be the final authority for the approval.

Post-award processes

- Projects have to be initiated within 1 month of approval
- The progress report has to be submitted to the RDC every 6 months. The progress of the report would be reviewed by the RDC and the next installment of the grant would be released by management on the recommendation.
- If an extension of duration is sought, the request should be submitted in the prescribed format, at least two months before the originally scheduled end date of the project through HoI to the RDC.

Deliverables

- A final report in the prescribed format has to be submitted through HoI to the RDC within three months of completion of the project.
- At least one manuscript (original research article) shall be submitted to an indexed (Scopus/Web of Science/UGC CARE) Journal along with the final project report.
- The last 30% installment of the total grant will be released only after publication of at least one original research article in an indexed (Scopus/Web of Science/UGC CARE) journal.
- One patent filed in the name of the Institute & one paper presented will be desirable.

**NOTE: If the report is not submitted or the research paper has not been presented (national/international conference) or published in (Scopus/Web of Science/UGC CARE) journal then the research fund will be retrieved back.*

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10. TO PROMOTE FILING PATENTS (IPR POLICY)

i. Eligibility: Staff member should have filed the patent with the Affiliation as Vivekanand Education Society's College of Arts Science & Commerce.

ii. Process:

- Any staff member, who is willing to file a patent with VESASC name as an applicant, approaches the Research Development Cell (RDC) of the college with the invention disclosure form.
- The draft is approved by the Research Development Cell (RDC) and innovators.
- The innovators decide their share of commercial benefits while signing the MoU with the VESASC.
- The patent is filed.

iii. Dissemination of the cash incentive:

- If patent is granted, the patent filing fee maximum up to 20,000/- will be borne by the VESASC.
- In case of technology licensing: The revenues earned will be shared between the inventor(s) and VESASC in 70:30 ratios respectively. The 70% due to the inventor(s) will be distributed as per the separate inventor's agreement entered into between the inventors. In the case of multiple inventors, the default inventor's royalty share is done on the basis of contribution of the individual inventors in the absence of an alternate revenue sharing agreement. The inventor (s) / creator(s) share would be declared annually (or as revenues are received) and disbursement will be made to the inventor (s) / creator(s), their legal heir, whether or not the inventor (s) / creators are associated with VESASC at the time of disbursement.

11. TO PROMOTE CONSULTANCY

Consultancy in higher education institutes refers to the provision of expert advice, services, and support by faculty or administrators within the institution to external organizations, businesses, government agencies, or other educational institutions. This type of consultancy leverages the expertise and knowledge of faculty members and administrators to address specific needs or challenges faced by external entities. The expert guidance by the teachers of college departments as consultants includes the expert services as requested by a party or an organization to solve their problems as well as technical know-how and expertise that might involve utilization of equipment, testing services and space and other infrastructure utilization of the college/ departments for this purpose. The College recognizes the value of its staff undertaking consultancy for outside bodies and it fully supports and encourages all the faculty to extend their consulting services. This consultancy policy is for all the faculty of VES College who prefers to engage in consultancy and

is applicable to all consultancy activities carried out at VES College. It is important to note that, Government or University sponsored research projects, royalties or revenues generated via publications of books, authorship or editorship, duties as external examiner / referee, invited guest

/ Speaker for presentations or attendance at lecture, conference, conference, seminars, workshops etc., member of selection committees, and other professional responsibilities of a teacher shall not be included in the term 'Consultancy'.

General Principles

- The institution inspires all faculty members to extend Consultancy Services that facilitate knowledge and technology transfer contributing to economic and social enhancement
- The faculty must ensure that the consultancy work does not create a conflict of interest with the discharge of their duties
- The faculty can avail on-duty leave for industrial visit and meeting industry persons for discussions related to consultancy work.
- There should be demonstrable benefit to the institution in terms of revenue, enhanced reputation and in expanding the expertise of the faculty

Approval of Consultancy activity:

Faculty member shall be permitted to undertake consultancy work of routine nature like tests, assays etc. with the permission of the Head of the Department. Conduct of such consultancy work shall not hinder the regular academic duties of the faculty involved in the consultancy work. Consultancy work that is of the nature of a research project and those that involves surveys, field work and long hours outside the College shall be conducted only after the approval of the Principal. The decision process for whether an individual is permitted to undertake a piece of consultancy shall be made by the Principal in consultation with the respective Head of the Department and the Research Cell. The Head of College will make the decision to accept or decline the proposal.

Revenue Sharing

Consultancy work is expected to generate revenue both to the institution and its employees. The revenue generated out of Consultancy Services will be shared between the institution and the faculty in the following ratio:

Sr No.	Particulars	Institution	Faculty	Support staff
1.	For utilizing college premises/ equipment/ research facilities	70	20	10
2.	For providing service using personal expertise of the faculty	40	50	10

Publications

Publications regarding consultancy work shall include the faculty affiliation of the institution and acknowledge for the facilities/materials used from the institution.

Intellectual Property

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

12. AFFILIATIONS TO BE USED WHILE COMMUNICATING RESEARCH PAPER

Any Faculty member say, 'XYZ' should write his / her affiliation as **“Vivekanand Education Society College of Arts, Science and Commerce**

13. RESEARCH CELL:

VESASC has constituted a Research Cell that seeks to develop and encourage all students and learners to enhance their scientific temperament and research ability to accomplish the vision and mission of our Institution and to contribute to society at large as well as to national growth. The research cell also strives to ensure that the research activities of the college adhere to all applicable rules and regulations of the affiliating university i.e., University of Mumbai and U.G. in addition to the existing norms.

The objectives of the Research cell are:

- a. To extend guidance in the preparation and submission of project proposals to maintain the quality and post-sanctioning of the grants to oversee adherence to timelines.
- b. To create an awareness about Intellectual Property Rights as well as patents and motivate researchers to apply for the same.
- c. To develop an Institutional Research Information System for sharing the status of ongoing/completed research projects/Programs, expertise and resources and building up of Information and the database of in-house experts to provide industrial consultancy and services.
- d. To make it accessible, standard plagiarism checks software for all the research papers and projects to all researchers to maintain quality standards.
- e. To motivate and incentivize faculty members to take up research with greater passion and publish their work in journals listed in UGC CARE list, Web of Science or Scopus as well as edit and publish monographs and books on subject-specific domains.
- f. To motivate the faculty members by giving duty leave to present their research papers(offline) in national /international conferences to felicitate and the Ph.D. recipients amongst its faculty and students at the annual Convocation and Valedictory ceremony.
- g. To Encourage the faculty to apply for recognition as research guides both for Masters by research & PhD.

Constitution of Research Cell

The Research Cell consists of active researchers from Arts, Commerce & Science. Amongst the Science faculty, at least one will be from the Biology department and one each from the non-biology departments. Among the Arts faculty, at least one will be from the Humanities and one from the Social Sciences.

The members of the Research Cell are:

Dr. Ritika Makhijani [Convener]

Dr. Varsha Ganatra [Co-Convener]

Dr. Malay Shah

Dr. Sarla Rathi

Dr. Sadhana Singh

Dr. Radhika Mohan

Dr. Dinesh Navale

Dr. Heena Ganatra

Dr. Prasanna Ranade

Dr. Bharti Valechha

Further Research Cell has constituted a Research Ethics Committee (REC) which ensures that researchers understand the importance of ethics and integrity and comply with ethical codes of research and publishing practices at institutional, national, and global levels. The committee safeguards the dignity, rights, safety, and well-being of all actual and potential research participants.

Members of the Research Ethics Committee: (REC)

Dr. Radhika Mohan [Convener]

Dr. Malay Shah Dr. Sarla Rathi

Dr. Meghana Sanjeeva

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