



**Maharshi Karve Stree Shikshan Samstha's
Hiraben Nanavati Institute of Management
and Research for Women (HNIMR)**

RESEARCH POLICY

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PREAMBLE

Research policy (herein referred to as “Policy”) denotes to a set of guidelines, principles, and strategies established by the HNIMR to promote research activities. This Policy will apply to all HNIMR students, faculty members, research guides who may be involved in research at the institute. All research conducted by such individuals, whether funded by the government or from private agencies from either India. The research policy has been outlined to analyse, understand and effectively respond to all types of challenges posed in the pursuance of quality research. The administrative procedures to be followed by the Institute pursuant to this Policy are, in all cases, subject to the requirements of law. The institute will comply with all applicable central and state laws, regulations and Policies.

INTRODUCTION

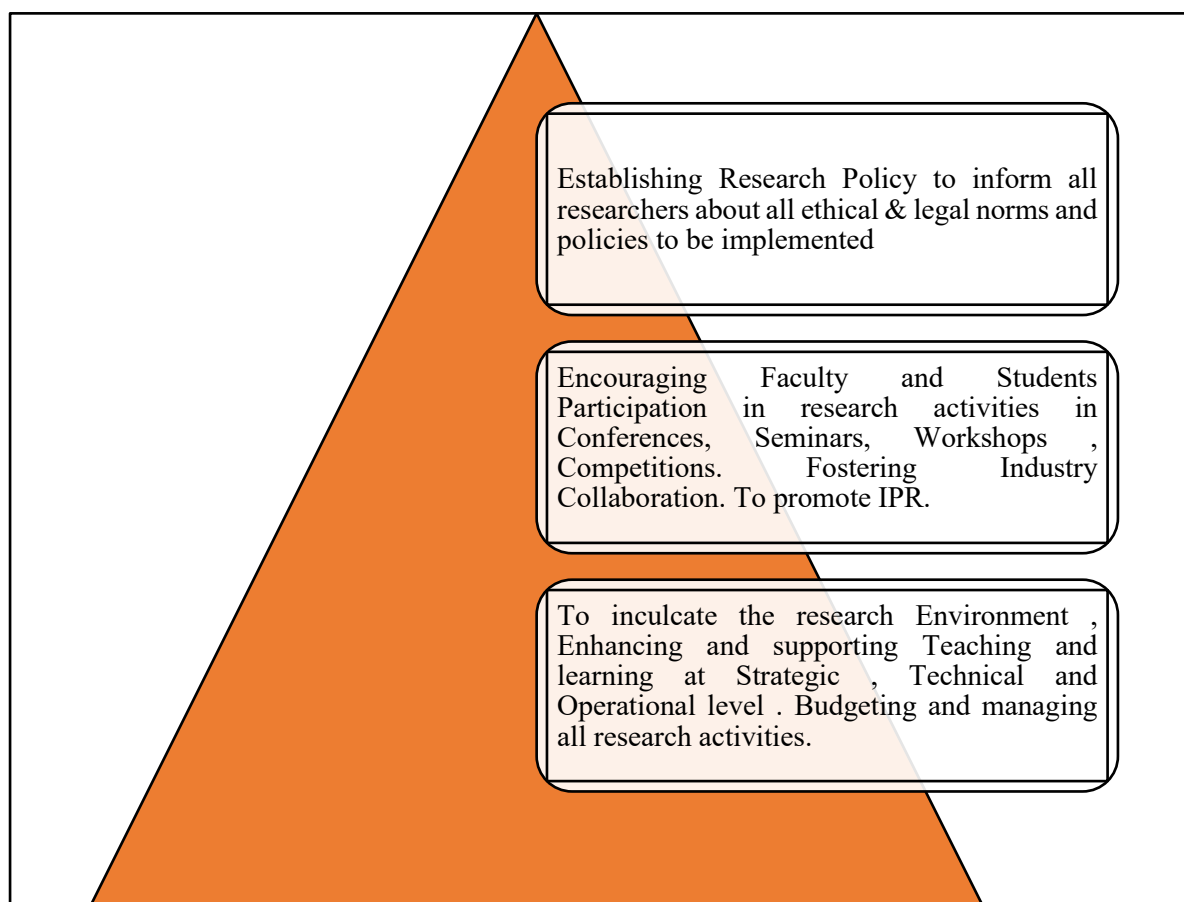
The Institute has full-fledged Research centre affiliated to Savitribai Phule Pune University to promote research and consultancy related activities. Administrative help, academic assistance, financial support and execution autonomy is given to researchers for smooth progress and implementation of research/live projects in collaboration with industry and funding agencies. Institute regularly conducts Faculty development Programs , Workshops , conferences, seminars based on industry academia practices. The institute motivates faculty members and students to publish their research work in reputed journals and conferences. Institute has also stated code of ethics to check malpractices and plagiarism in research. Institute has created ecosystem for transfer of knowledge. Institute organizes the Horizon competition based on Summer internship work/ On the Job Training work. Research department motivates students to conduct research work for Business Research Method subject and publishes the paper in student research magazine.

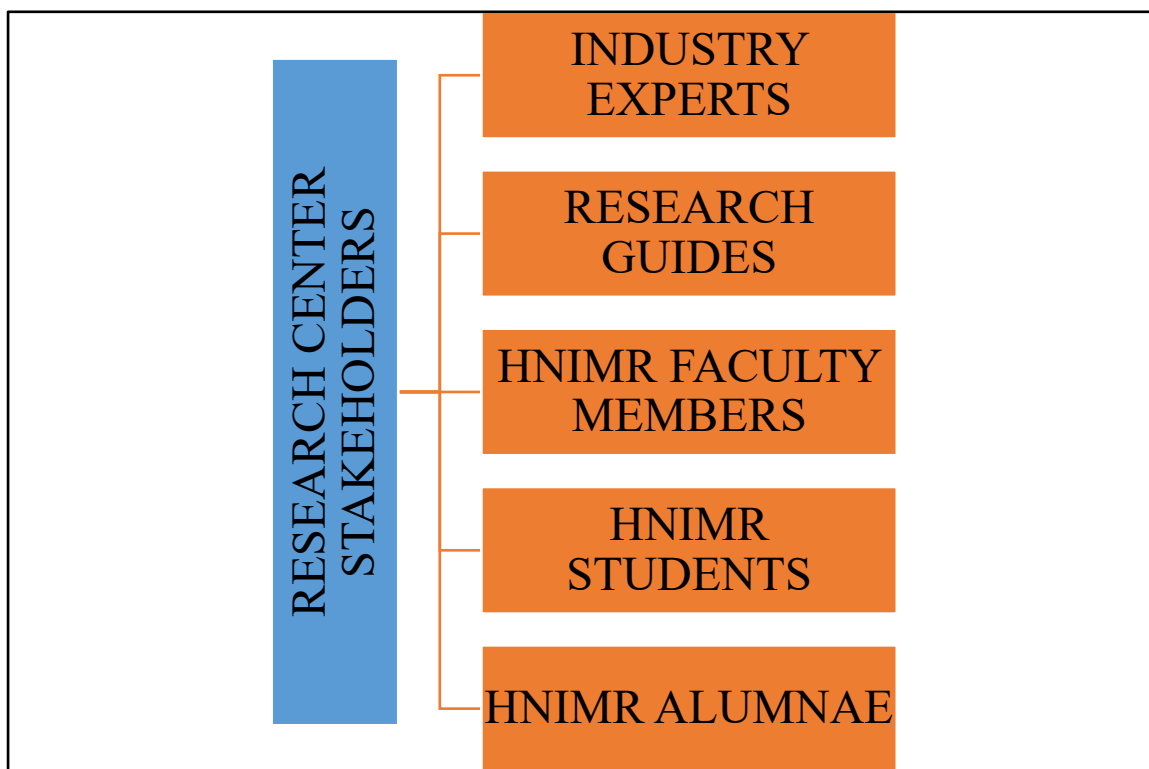
Institute conducts research workshop is designed by the SPPU formerly known as Pune University to train participants in business management through excellent research guidance. The Institute have supervisors with special experience to guide, encourage and advise students on research.

HNIMR research centre is equipped with very good support from its rich Library Infrastructure wherein, statistical analysis and data management solution –Statistical Package for Social Science (SPSS) and a comprehensive database is available.

PURPOSE

1. The policy of research (the Code) aims to maintain the highest standards of integrity and professionalism in all research conducted by the faculty members, students and research scholars.
2. The purpose of this document is to establish those minimum requirements for responsibilities, the proper conduct of research, management of research data and materials, publication and other matters pertaining to research.





OBJECTIVES OF THE POLICY

- To prepare and implement a research quality assurance mechanism for ensuring that all research activities of the Institute conform to standard quality specifications.
- To facilitate access and give guidance to research, professional guidance and technology databases , technology support , recommendations for financial assistance and selective dissemination of information.
- To guide faculty members in the effective integration of research projects with the regular curriculum implementation and curriculum enrichment activities ensuring that academic staff attain the desired mix of teaching, research and consultancy outputs.
- To promote interdisciplinary research and establish procedures for organizing and carrying out joint research projects covering more than one knowledge domain as well as guidelines for involving outside organizations or experts in such projects.
- To compile data on all the research work/projects undertaken by the teachers and students into a database for easy monitoring and analysis of the progress being made by them from year to year.
- To define an enabling framework for researchers to obtain SEED MONEY and scholarships for research projects and which makes the participating researchers responsible for the successful implementation of the project from industry
- To create MOUs with National/International/Govt/Non-Govt/Industry/Research organizations and Local agencies to provide benefit from the research activities and programmes conducted by those organizations .

CODE OF ETHICS

Principles and values of Academic Integrity:

Academic integrity is defined in terms of the commitment to the values of honesty, trust, fairness, respect, responsibility, legality and dissemination. Research integrity requires not only that reported conclusions are based on accurately recorded data or observations but that all relevant observations are reported. It is considered a breach of research integrity to fail to report data that contradict or merely fail to support the reported conclusions, including the purposeful withholding of information about confounding factors.

Honesty

An academic community should advance the quest for truth, knowledge, scholarship and understanding by requiring intellectual and personal honesty in learning, teaching and research.

Fairness

An academic community should seek to ensure fairness in institutional standards, practices and procedures as well as fairness in interactions between members of the community. Legality An academic community should observe valid legal norms related to the conduct and publication of research particularly in relations to copyright, the intellectual property rights of third parties, the code of ethics in academic research terms and conditions regulating access to research resources and the laws of libel.

Plagiarism

Authors who present the words, data, or ideas of others with the implication that they own the same, without attribution in a form appropriate for the medium of presentation, are committing theft of intellectual property and may be guilty of plagiarism and thus of research misconduct.

Use and Misuse of Data

If some data should be disregarded for a stated reason, confirmed by an approved statistical test for neglecting outliers, the reason should be stated in the published accounts. A large background of negative results must be reported. Any intentional or reckless disregard for the truth in reporting observations may be an act of research misconduct. Self-citations In citing one's own unpublished work, an author must be careful not to imply an unwarranted status of a manuscript. A paper should not be listed as submitted, in anticipation of expected submission. A paper should not be listed as accepted for publication or in press unless the author has received galley proof or page proof or has received a letter from an editor or publisher stating that publication has been approved, subject perhaps only to copy-editing.

Responsibility

An academic community should uphold high standards of conduct in learning, teaching and research by requiring shared responsibility for promoting academic integrity among all members of the community.

Professorial misconduct

Professorial acts those are arbitrary, biased or exploitative.

STANDARD OPERATING PROCEDURES (SOP) FOR RESEARCH ETHICS COMMITTEE

Objectives:

The objective of this SOP is to contribute to the effective functioning of the institute so that a qualitative and consistent ethical review mechanism for health and biomedical research is put in place for all proposals dealt by this Committee.

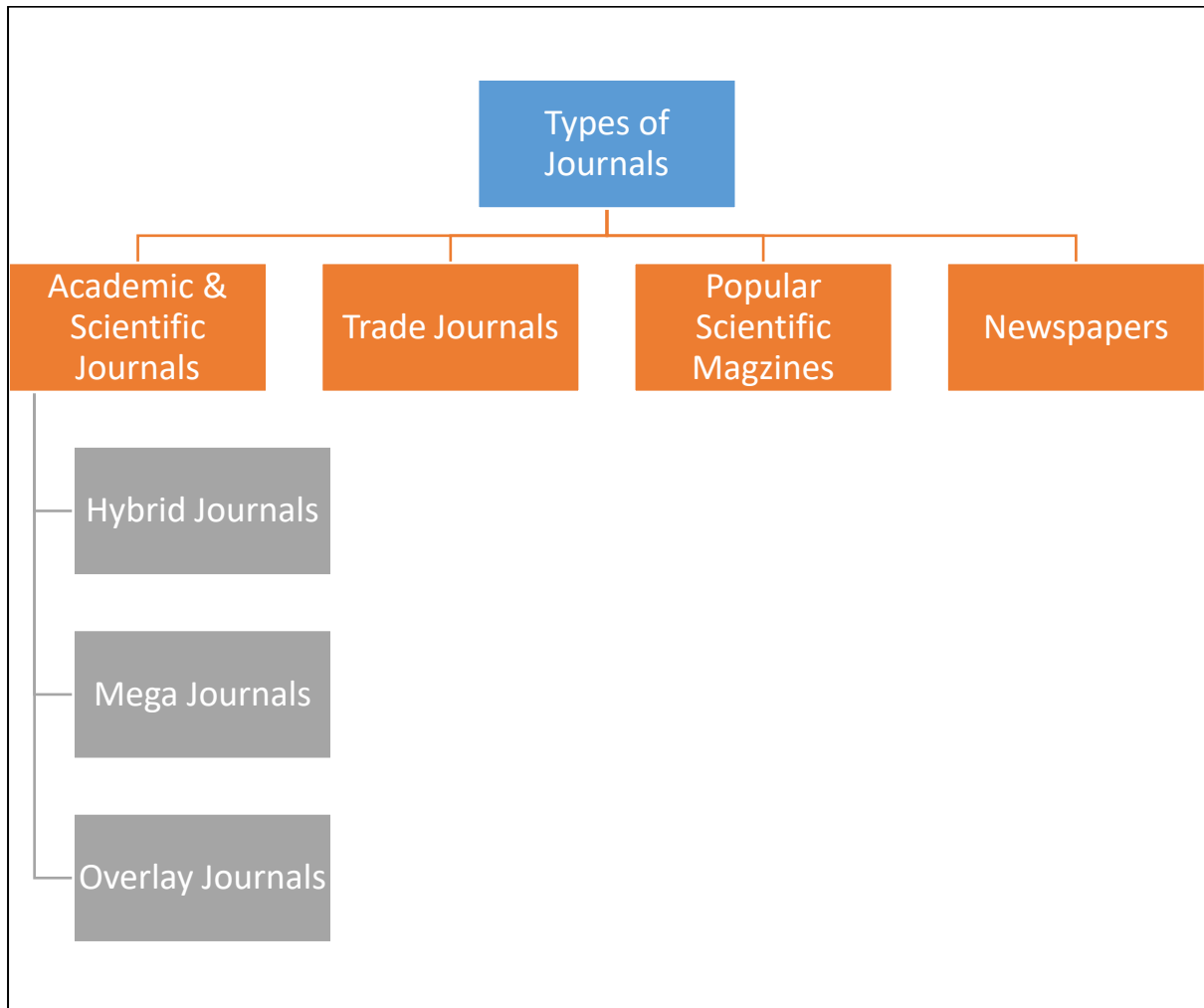
Role

- The mandate of the institute shall be to review all biological research/research projects
- Shall review and approve all types of research proposals involving human participants with a view to safeguard the dignity, rights, safety and well-being of all actual and potential research participants.
- The goals of research, however important, should never be permitted to override the health and well-being of the research subjects.
- Shall take care that all the cardinal principles of research ethics viz. Autonomy, Beneficence, Non-maleficence and Justice are taken care of in planning, conduct and reporting of the proposed research. For this purpose, it will look into the aspects of informed consent process, risk benefit ratio, distribution of burden and benefit and provisions for appropriate compensations wherever required.
- Shall review the proposals before start of the study as well as monitor the research throughout the study until and after completion of the study through appropriate well documented procedures like annual reports, final reports, site visits etc.
- The committee shall also examine compliance with all regulatory requirements, applicable guidelines and laws.

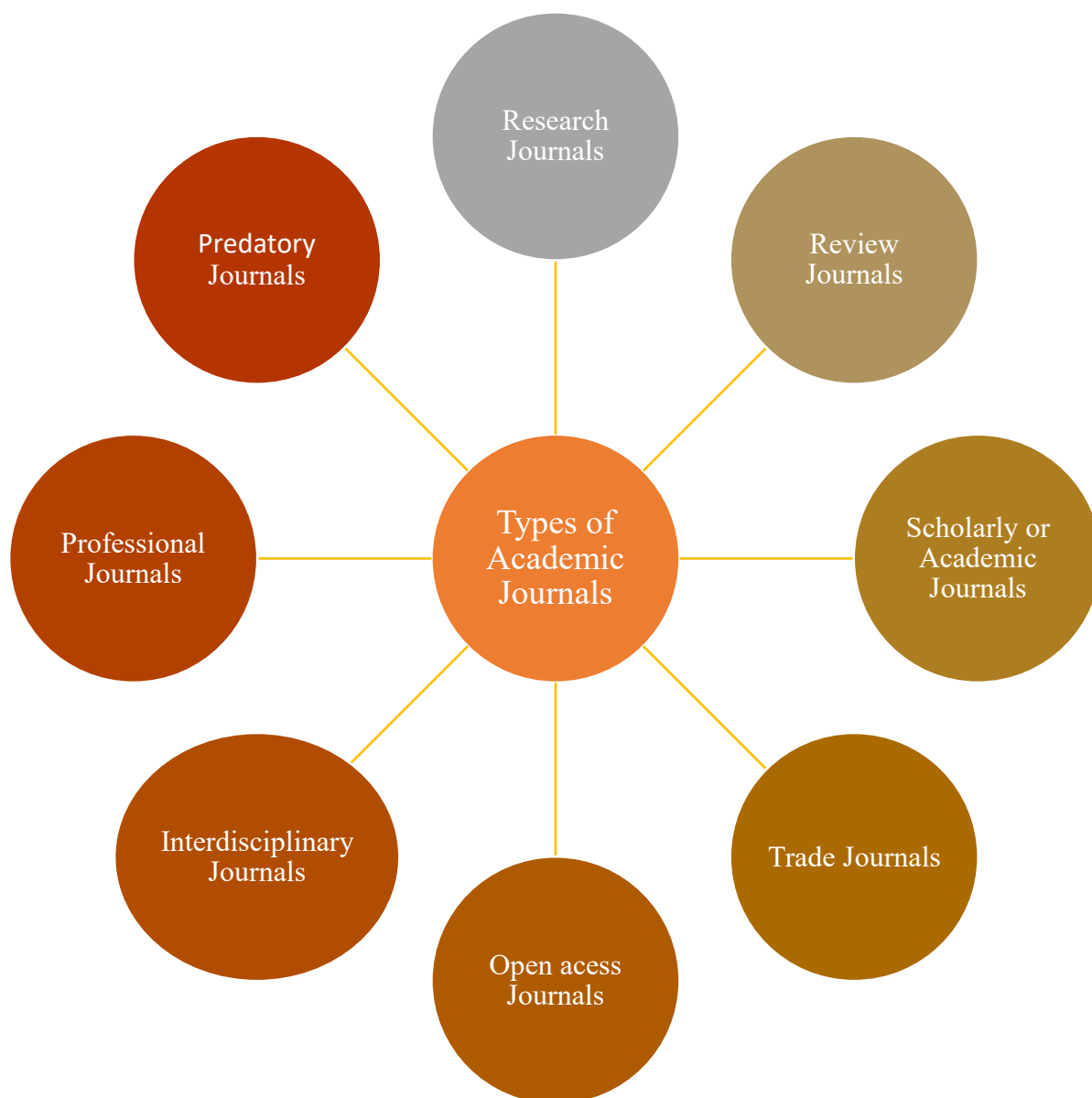
GUIDELINES FOR QUALITY RESEARCH

1. The research conducted at the Institute should be conducted as per the guidelines of funding mechanism of the institute and of funding agencies and fulfilling other ethical/legal requirements.
2. Internal funding for the research can be provided and the mechanism for the same needs to be established.
3. There should be a central statistical and research unit for continual support for the research.
4. The research should be aimed towards: highest standard in "cutting edge" state of the art at global level aimed at providing services/contributions to the society.
5. The publications from the Institute should follow guidelines for reporting their research work.
6. Authors can select any suitable journal for the publication of their work.
7. There should be a Research Committee for each faculty to guide and monitor the research activities periodically to enhance the quality of research.
8. The faculty and post graduate students should be encouraged to attend state, national and international conferences and present their work in these conferences, using posters, preferably by oral presentation.
9. Enhancement of Institutional Research Profile :
 - a) Develop a rational model for the adequate provision of internal resources for research.
 - b) Provide with financial, infrastructural and human resources to develop and enhance institutional research.
 - c) Provide financial incentives for researchers to engage in high quality, internationally competitive sustainable research activity.
 - d) Initiate research mentor-ship concept for attracting young researchers.
 - e) Encourage the researchers to create intellectual property rights & apply for a patent.
 - f) It is encouraged to publish the research results in the journals which are indexed in Scopus/ PubMed/ Web of Science and UGC approved journals.

TYPES OF JOURNALS:



TYPES OF ACADEMIC JOURNALS



RESEARCH ADVISORY BOARD (RDC) OF THE INSTITUTION

The implementation and updating of the research policy will be carried out by the Research Advisory Board of the college, which is formulated as per UGC guidelines. The Research Advisory Board will assist and advise in matters related to academic integrity in research and all other research activities of the institute.

ROLES AND FUNCTIONS OF RESEARCH ADVISORY BOARD

- Make efforts to improve the availability of research infrastructure requirements to facilitate research.
- Screen the Research/ Project Proposals of the Institution and Faculty before forwarding it to the sponsoring agencies.
- Undertakes periodic evaluation of various research activities of the entire Institution and its development programmes and publicize it
- Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
- Encourage and promote the publication and patenting of research articles by the faculty in reputed/ refereed journal.
- Motivate the prospective researchers to apply for major and minor projects.
- Promote interdisciplinary/ multidisciplinary research.
- Organize workshops/ training programmes/ conferences are conducted by the institution to promote a research culture in campus.
- Facilitate the faculty in undertaking research and will collaborate with the Institute management to establish a research fund to provide seed money.
- Can be Considered for institute research awards.
- Create and maintain a database of research work and research projects undertaken by the faculty and students as well as collect data by metrics such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc.
- Facilitate the provision consultancy services to Industries / Government / Non Government organizations / community/ public.
- Prepare budgets for supporting students' research projects.
- Invite industry to use the research facilities of the college and sponsor research projects.

RESEARCH AND DEVELOPMENT CELL (RDC)

Sr. No.	Name	Designation
1	Dr. Priyanka Singh	Director, RDC (Convener)

Functions:

- Director, RDC will head various committees for establishing an effective and robust research governance
- To assure smooth functioning of different committees which ensures functional autonomy, transparency, accountability, adaptability by strengthening interlinkages to create a conducive research environment

1: FINANCE AND INFRASTRUCTURE COMMITTEE

Sr. No.	Name
1	Dr.Mihika Kulkarni, Professor
2	Dr.Sonali Parchure, Associate Professor
3	Mr. Avinash Nashikar , Assistant Administrative Officer

Meeting frequency: quarterly

Functions:

- Resource mobilization from govt., industry and other funding agencies
- Strengthening of infrastructure

2: RESEARCH PROGRAM, POLICY DEVELOPMENT COMMITTEE

Sr. No.	Name
1	Dr.Mihika Kulkarni, Professor
2	Dr. Manasi Javadekar, Assistant Professor, Member

Meeting frequency: quarterly

Functions:

- To identify thrust areas of research
- To establish Center of Excellence
- To develop research policies

3: COLLABORATION AND COMMUNITY COMMITTEE

Sr. No.	Name
1	Dr.Mihika Kulkarni, Professor
2	Mr. Kate Deshmukh, Assistant Professor, TPO
3	Dr. Kamlakar Munde, In-charge-Community Development Cell

Meeting frequency: quarterly

Functions:

- To promote collaboration between govt., universities, research institutes and industries
- To strengthen inter-, trans- and multidisciplinary research
- Student and faculty exchange programme

4: PRODUCT DEVELOPMENT, MONITORING AND COMMERCIALIZATION COMMITTEE

Sr. No.	Name and Address
1	Dr .Ashok Pawar, Associate Professor
2	Dr .Kamlakar Munde, Assistant .Professor

Meeting frequency: quarterly

Functions

- To foster technology development and business-centred facility
- Accountability for research development and innovation activities
- To monitor and oversee research progress, coordinate programs, manage and facilitate optimizing resources

5: IPR, LEGAL AND ETHICAL MATTERS COMMITTEE

Sr. No.	Name
1	Dr.Manasi Javadekar ,Assistant Professor
2	Dr.Arпита Singh, Assistant Professor
3	Mr.Avinash Thakur, Expert-Invitee

Meeting frequency: quarterly

Functions

- To oversee the compliance of ethical codes of research and publishing practices
- To check plagiarism
- To facilitate filing patents, protection of research output
- To help in Legal assistance

SEED MONEY -Policy

The Proposed Research Grant, provides financial support in the form of Seed Money to foster a culture of research among faculty members.

Objectives: The primary objective is to enhance research activities with practical applications for industry and society. This initiative will serve as a catalyst, propelling them to seek major research grants from various national and international funding agencies.

Eligibility: All regular and guest faculty members, either individually or through interdepartmental collaborations, are eligible to apply for funding. Applicants must have a minimum of one year of research or teaching experience or a doctoral degree in the relevant field.

Duration: Projects supported under the scheme will have a duration of a minimum of one year and a maximum of two years.

Nature Of Financial Assistance: The maximum grant per project under the scheme is Rs. 1 lakh. The grant covers analytical services required to fulfil specific project tasks. No additional special grants will be provided. Purchases of equipment or consumables, if any, must adhere to Government and Affiliated University rules.

Expenditure: Under the scheme, certain expenditures are eligible for funding, while others are restricted. The allowable expenses typically aim to support the direct research activities and contribute to the successful execution of the project and include-

- **Data Collection and Analysis-** Costs related to collecting data, such as survey distribution, or experiment materials and expenses for data analysis tools and software may be allowable.
- **Publication and Dissemination-** Costs associated with publishing research findings, including fees for journals, open-access publication, or other dissemination methods including presentation of papers related to the research project in conferences, seminars workshops etc.
- **Prototyping and Development-** For projects involving product development or prototyping, expenses related to creating and testing prototypes may be allowable.
- **Legal and Ethical Compliance-** Costs associated with obtaining necessary approvals and meeting legal and ethical compliance requirements, such as Institutional Review Board (IRB) approvals for human subjects research.
- **Communication and Outreach -** Expenses related to communication and outreach activities that promote the research project, such as creating educational materials, hosting public talks, or engaging with the community.

PROCEDURE FOR APPLICATION AND SELECTION OF PROPOSALS

- The Institute will invite proposals through a notice.
- Eligible faculty members should submit applications with objectives, national and international context, methodology, research plan, expected outcomes, and a budget estimate in the prescribed format.
- Preference will be given to proposals with innovative elements, applied research components, or proven concepts.
- For collaborative projects, the responsibilities and budgets of each department must be clearly defined.
- Applicants must submit three hard copies and a soft copy of the detailed proposal to the college. • Proposals will undergo review from the Committee, and shortlisted proposals will be presented to the External Expert Committee.

Additional Guidelines:

- Project transfers are not permitted.
- The faculty member who has used the seed money for a project can apply for funding again, but only after three years following the completion of their first project.
- It is mandatory to complete the research project within the stipulated time. If not, the entire
- Amount has to be reimbursed with the interest to the management.
- Half-yearly progress reports must be submitted Committee.

Procedure For Release And Utilization Of Grants:

- The sanctioned amount will be transferred to the Principal Investigator's account.
- The first instalment will constitute fifty per cent of the total grant.
- Release of the second instalment depends on work quality, achievements, and review committee recommendations.
- Audited Statements of accounts and utilization certificates must be submitted at the end of the financial year.

R&D ACTIVITIES -POLICY

Research collaboration is the key to building an effective research career in today's globalized world. The collaboration may be interdisciplinary, inter-organizational, and international in nature to facilitate research advancement by bringing together unique talents and resources.

- The faculty members are motivated to participate in national and international events.
- Researchers are encouraged to undertake research projects with other institutions.
- The faculty/students are promoted to opt the training/ internships at the institute of National/ International repute.
- The departments are suggested to organize joint research events with other institutions of national and international repute.
- Due credit and mutual conflict of interest agreement between parties is expected with regard to paper publication.
- Patenting of any work done in collaboration utilizing the expertise of any faculty, student or facilities of the institution must be given due credit and will be undertaken as per the guidelines of the IPR policy of the institution.
- Any issue related to collaborations identified or reported will be subjected to the Board of Enquiry of the Research Advisory Board.

FOR HNIMR STUDENTS

- Organize minimum two research-focused workshops or events per semester e.g. Research Skills Bootcamp, Ethics in Research, Patent Awareness, SIP Competitions etc.
- Prepare and mentor teams for at least three external research competitions or conferences
- In one semester minimum 3 participation in different events are expected.
- Conduct small-scale research projects or field surveys led by student groups. Document findings and publish them in the In-house Student Research Journal
- Encourage students to write and present papers in National & International conferences.
Provide mentoring, peer-review support, and training on abstract submission and formats.
- Institute shall award Additional credits for event participation and winning positions in competitions. These credits will be reflected in overall scoring of the respective student.

RESEARCH INCENTIVES

Research is an integral part of the curriculum. To strengthen the research activities HNIMR have certain incentives for faculty and students are as under:-

1. The National and International conference registration fees will be reimbursed on submission of receipt by a faculty member when he/she has contributed in the deliberations at the conference by way of following :

Sr. No.	Criteria	Amount to be reimbursed
1	Presentation of Paper	2000
2	Chairing a session	2000
3	Judging a scientific paper/poster session	1500
4	Delivering a guest lecture	2000

2. The delegate registration fees will be reimbursed on the submission of receipt to a PG student if she has presented a paper/poster at a conference.
3. An amount of Rs. 5,000/- (Five Thousand Only) will be given for a publication in “Scopus , Web of Science and PubMed” indexed journals and Rs.3,000/- (Three Thousand Only) for a publication in “ Indian Citation Indexed” journals or “ UGC-approved Journals “
4. An amount of 5,000/- (Five thousand Only) will be given for a patent that is published in the Indian Patent Journal , World Intellectual Property Organization and other reputed international patent database.
5. The registration fees for faculty members and HNIMR students deputed by the Institute for attending special training, Workshops/ Conferences /Seminars / Competitions will be reimbursed.

MEMBERS OF R & D CELL

Dr. Priyanka Singh-Director
 Dr. Mihika Kulkarni-Professor
 Dr. Manasi Javadekar -Member

CONCLUSION

Research policy plays a critical role in shaping the scientific landscape and its impact on society. From funding allocation to ethical considerations, open access, and collaboration, research policy decisions have far-reaching implications. By understanding and actively engaging with research policy, scientists and policymakers can work together to ensure that research is conducted ethically, disseminated effectively, and contributes to the betterment of society.