Research Policy Document

S.K.Somaiya College of Arts, science & Commerce, Vidyavihar, Mumbai-77.

Research in an educational institution can emerge as a valuable product out of the rational deliberations and generation of new ideas that evolve from participative and effective teaching-learning process. An academic environment that fosters critical thinking acts as a source of research activity in an under-graduate educational institution. Thus the college also lays emphasis in encouraging research work.

The goals of the research policy of the S.K.Somaiya College of Arts, Science & Commerce can be capitulated as follows:

- ❖ To promote research work among all faculty members.
- ❖ To provide basic knowledge about the research process.
- ❖ To avail opportunities for research both in and outside the institution.
- ❖ To inculcate research acumen among faculty and students.
- ❖ To facilitate infrastructural and financial support for research activities.
- ❖ To review the research work done by the faculties and students.
- ❖ There are two PhD centres- Commerce and Economics affiliated to the University of Mumbai in the institution. The institution intends to enhance the scope and begin centres in other disciplines in the future.
- ❖ The college is open to collaborations and associations from outside experts and institutions.
- ❖ To lay down the criteria and procedure for availing the incentives provided by the institution in support of research work.

In view of these goals, the institution's research policy enshrines certain principles and policies that bring clarity about the incentives, rights and procedures that are to be followed by all concerned stakeholders. These can be stated as under:

- Each faculty can attend seminars, conferences, symposia and workshops at local, state, national/ international levels in their respective fields or areas of interest. A

reimbursement up to Rupees one thousand is provided to attend and participate in seminars, conferences etc. The faculty can avail 'Duty leave' for the same. Information brochures about conferences, seminars etc organized by the college and by other colleges/universities/institutions is displayed on the staff notice board to disseminate information to the teachers and students regarding the forthcoming seminars, workshops etc.

- At least 50% of the faculty should acquire PhD awards in the next five years. To support this endeavour seed money (PhD registration fee reimbursement or Rupees ten thousand whichever is lower) is provided for all faculties enrolled for the PhD program in all PhD centres, research institutions or Universities in India. Faculties awarded with PhDs 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.

- Research centres have to follow all guidelines laid down by UGC and University of Mumbai for selection of PhD students, course work, and publication requirements etc from time to time. The fees charged are as per the University and also as per the approvals taken from the management. All administrative support is to be provided to the Research guides and students associated with the centres. The research guides receive an incentive as per the tuition fee charged to the students.

- Research centres can benefit from the expertise from other institutions after procuring formal permissions from the concerned university as per the norms laid down by the University of Mumbai to which the centres are affiliated.

- Research papers or articles can be published by faculties in journals of their choice.

- UGC approved journals list is provided to the faculty and IQAC suggests faculty to refer to the UGC website for an updated list of journals from time to time.

- Sessions to familiarize the young faculty about the research process are to be carried out from time to time. Sessions for the use of ICT in research are also conducted.

- Minor and major research projects can be taken up by the faculty. Projects may be sponsored by the University or UGC or ICSSR or other appropriate sources as identified by the individual researcher. The institution provides infrastructural support for these projects such as library, computer, reading space, printing facility etc.

- Faculties can involve students as field investigators on projects. Letters of research work experience and stipend is to be provided by the faculty to the students they select to assist them on the project.

- Departments can also carry out subject specific or inter-disciplinary research by taking up self-sponsored projects. This provides the students with practical knowledge and an opportunity to investigate socially relevant issues.

- Each department, faculty, students and PhD scholars can subscribe to journals and books required for their research work through the college library as per the requirements and budget allocated and approved.

- Students, teachers and PhD scholars have access to e- journals and databases subscribed by the library. Reading space and research room is made available for the research. An annual reimbursement up to Rupees five hundred for books purchased by the faculty is provided.

- Students are encouraged to present and publish research papers independently or with faculty.

- Students participate in 'Avishkar'- the inter University Research convention each year and the research forum provides the students with all academic guidance. The financial support for preparing posters to participate in the convention is provided by the institution.

- All faculties have the freedom to apply for the Research award instituted by the Somaiya Management and presented annually on the occasion of the foundation day of the campus.

The research policy of the institution also underlines a set of responsibilities and practices to be adhered to by the faculty, research guides, students and PhD students associated with 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 research committee and 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. The IQAC plans to pool scanned copies of the research publications and work each year.

✓ The faculty has to submit copy of their participation certificates and get required approval from the Principal to claim the 'Duty leave' and cash reimbursement up to Rupees one thousand per year. The records of reimbursements taken are maintained by the accounts section of the college office with requisite details.

✓ Financial reimbursements for those faculties enrolled for PhD programs and financial incentives for those faculties who have been awarded PhDs is given on submission of requisite documentary proofs like certificates and receipts.

✓ Up dated file of Research centres is to be maintained by the concerned office staff. The college administration with the inputs from the research guides and assistance from office staff has to arrange for the procedures and approvals from the University for enrolment of students, registrations, continuation of affiliations/recognition of the centres etc.

✓ Each PhD student has to submit their term progress report duly signed by the research guide. This is to be then sent to the Thesis section, University of Mumbai by the college office.

✓ In case of research projects, the investigators have to prepare grant Utilization certificate that will be attested by the Head of the institution. For consumables and equipments purchased from the research funds granted for the project, the investigator has to provide the details and the concerned office staff has to make relevant entries in the stock register.

✓ Students' participation in seminars, conferences etc is routed through the research forum or respective departments. The students have to submit copy of their participation certificates to the research forum or concerned department guiding them in the research.

✓ Research process and publication of research should be aligned to professional ethics and code of conduct, including plagiarism checks to be the responsibility of the author/s. The institution proposes to subscribe to plagiarism check software and make it accessible to the teachers in the near future.

✓ The college should foster a conducive environment for research by facilitating requisite infrastructural, financial, academic and administrative support.