

**SONIYA EDUCATION TRUST'S
COLLEGE OF PHARMACY
S.R. NAGAR, DHARWAD-580002
KARNATAKA, INDIA**



**RESEARCH POLICY OF THE INSTITUTE
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SCIENTIFIC SERVICES COMMITTEE OF SETCPD

PATRON

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RESEARCH POLICY

Introduction

Status of educational institution is highly dependent upon research productivity and innovations. The success of institution in reaching its goals is greatly reliant upon the involvement of the faculty with all the aspects of research initiatives which are planned by the Soniya Education Trust (SET). Hence, this research policy aims to train, motivate and encourage our faculty members, researchers and students to attain and accomplish their research ideas and contribute to SET's College of Pharmacy (SETCPD) at large.

Objectives

- i) To promote research, innovation and intellectual capital
- ii) To ensure integrity, quality and ethics in research
- iii) To integrate teaching and research through translational and instructional research.
- iv) To incentivise the generation of intellectual capital.
- v) To organize/conduct research training programmes to student community.

Promotion of research

The SET believes that the researchers are free to choose the subject of their research, to get the financial support from any funding agencies for their research work, and to report their findings and conclusions. However, the research proposals, results and reports are available for scrutiny to the authorities of SET and peer reviewers. The techniques/methodologies used by the faculty/researchers shall not violate established professional ethics, pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.

The SET shall create favourable environment for research activities. Due to limited resources, the SET may not support fully all research activities, but shall allocate the space, facilities, partial funding, and other resources for research programmes based on the merits of proposal. It shall also provide development opportunities to faculty/researchers for writing research proposals for funding and reports, publications, patent filing, etc.

The beneficiary under the research policy should be a regular faculty member of the institute and approved by AICTE/PCI/RGUHS.

Internal research projects (Start-up project support)

The SET encourages faculty members to conduct research. Thus, it has developed a special scheme for providing financial assistance to Internal Research Projects (IRPs) submitted by young/newly appointed (age limit: below 30) faculty members. According to this scheme, a faculty member will prepare a research proposal and submit to the Scientific Services Committee (SSC) at the institute and on the recommendations of this committee, the SET grants financial assistance up to **Rs. 50,000** to the principal investigator (PI). It is also mandatory to send half-yearly progress report to the Chairman, of SSC. The limit for IRPs is 10% of the total permanent faculty of the institution. The guidelines for IRPs are as follows-

Guidelines of IRP scheme:

- 1) Regular/newly appointed staff of the institute below the age of 30 are eligible to apply for financial assistance under IRP scheme.
- 2) The research proposal shall be submitted in the prescribed format and have one Principal investigator and a co-investigator.
- 3) The research project should be submitted to the Chairman, Scientific Services Committee.
- 4) The maximum limit of funding is Rs.50,000/- only. Duration of the project will be one year from the date of sanction of the project.
- 5) The co-investigator may be from the same or other department depending on the nature of research work.
- 6) The PI/CI shall submit progress report every quarterly
- 7) The PI shall use the available research facilities of the institute to complete the project.
- 8) 50% of the financial assistance will be given immediately after the sanction of the project. The remaining 50% will be sanctioned based on the progress report.
- 9) After completion of the project, the PI/CI shall submit the project completion report and should present the outcome of the project Infront of the SSC.
- 10) At least one research publication in INDEXED journal should be published.

Externally funded research projects

Faculty members can submit Major Research Project proposals to different funding agencies. These proposals will be scrutinized by the central research committee before submitting the same to a funding agency, after getting the approval from the committee; the faculty can

submit the same to funding agency. The trust provides all kinds of infrastructure facilities available to take up the sanctioned project. The management has mechanism through which it shall monitor the progress of Research Projects funded by an external agency, maintain its accounts and submit the utilization certificate in time to the funding agency as per the requirement of the funding agency. At the same time the progress of the project should be submitted to SSC on half yearly basis.

Training for research and publications

Generally, faculties are eager to conduct research, but because of the lack of expertise to write a research proposal or having insufficient research skills, they are unable to channelize their efforts effectively. Hence, in many cases, a research proposal is rejected by a funding agency. Even for publication of papers because of the lack of knowledge about how to write a paper and under which format it should be submitted, sometimes the papers are not accepted. Therefore, the Trust/Institutions shall organize rigorous training programmes for researchers in the identified areas.

Publication of papers and journals

Publication of papers is critical for the effectiveness of the Institutes. Faculty members must publish continuously in quality journals. Therefore, the SETCPD encourages the publication of papers by the faculty with a targeted aim. Research papers to be published in identified journals and to be presented at national and international conferences shall be scrutinized and guided by a research committee comprising senior professors. Each department shall be encouraged to publish a quality journal and organize conferences, from time to time to boost research activities in the institute and to contribute to the existing body of knowledge.

Patents and IPR

The SETCPD would like to strengthen the research, leading to filing of patents for which the guideline is already available. If any innovation is done, the association shall encourage the researchers and scholars to patent it. However, when a faculty/scholar files for a patent, a thorough scrutiny will be carried out at department level, institution level and at the management level committee. The SET shall bear expenditure for filing application for patent which are genuine. If the patent is commercialized the sharing of earning is to be done between researcher and the SETCPD as per the guideline developed from time to time. The Trust/Institution shall create awareness about intellectual property rights among faculty, researchers and scholars from time to time.

Code of ethics for research

SET promotes research that benefits the larger section of society and so all institutes under the association are committed to research focused on people, organization and industry. To honour the trust placed in researchers by research participants, funding organizations and society, the researchers should at all times act correctly and in ways that respect the rights and dignity of the participants, organizations and industry. In this regard all faculty members, researchers and students undertaking research are bound by the following code of research ethics.

1. **Academic honesty:** One should be honest in all scientific communications, honestly report data, results, methods and procedures, and publication status. They are not supposed to fabricate, falsify, or misrepresent data.
2. **Integrity:** One should keep the promises and agreements; act with sincerity; strive for consistency of thought and action.
3. **Carefulness:** Please avoid careless errors and negligence; carefully and critically examine the research data and the work of peers. Keep good records of research activities, such as data collection, research design, and correspondence with agencies or journals.
4. **Intellectual Property:** One should honour patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or results without permission. Give credit where credit is due. Give proper acknowledgement or credit for all contributions to research. Never plagiarize.
5. **Confidentiality:** Protect confidential communications, such as papers or grants submitted for publication, personnel records, trade or military secrets, and patient records.
6. **Social Responsibility:** Strive to promote social good and prevent or mitigate social harms through research, public education, and advocacy.
7. **Competence:** Maintain and improve professional competence and expertise through lifelong education and learning; take steps to promote competence in science as a whole.
8. **Legality:** Know and obey governmental policies, relevant laws and institutional rules and regulations.

9. **Animal care:** Take permission from the Institutional Animal Ethics Committee (IAEC) before handling animals for research. Show proper respect and care for animals when using them in research. Do not conduct unnecessary or poorly designed animal experiments.

10. **Human subject's protection:** While conducting research on human subjects, the care should be taken to minimize harms and risks and maximize benefits; respect human dignity, privacy, and autonomy; take special precautions with vulnerable populations; and strive to distribute the benefits and burdens of research fairly.

Plagiarism

Soniya Education Trust aspires to facilitate the highest standards of knowledge and skills through its academic and research programmes. The aim of SETCPD is to prepare graduates who will be able to take their expertise to the industry/society. As a part of this preparation, the faculty/students are required to work on assignments, project/seminar reports, thesis, research papers, cases, etc. At the same time, it is expected that the faculty members should contribute in generation and dissemination of knowledge through research projects, by publishing/presenting research papers/articles/cases/books etc. In this context, plagiarism assumes importance as it undermines basic objective of higher education and harms the reputation of the institutions. It is therefore important to sensitize faculty, students and research staff regarding plagiarism, performed either wilfully or ignorantly. The institute shall strive to have '**Zero Tolerance**' against plagiarism. In this direction, SETCPD advises all the faculty researchers/Research scholars (PG/Ph.D.) to check the plagiarism for their research articles/progress reports/dissertation/thesis using suitable software.

Merit incentives for promotion of research

The faculty members are honoured with an incentive in the form of cash for various distinguished research /merit activities in the field of academics and research. The details are as follows:

A. Merit Incentives to faculty members for research grants projects from external funding agencies:

The policy of merit incentive to faculty for getting research grants from external funding agencies like DST, AICTE, CSIR, ICMR, UGC, VGST, RGUHS, BRNS, DRDO etc. or any other research organizations is proposed. The faculty members who receive the external funding from any of the above-mentioned agencies and has to submit a request letter forwarded by Head of the department to the Scientific services committee of SETCPD/ to the

Head of the institution with necessary documents to award the merit incentives. The breakup of the merit incentive in the form of cash is as follows:

Name	Incentive
Principal investigator/Programme coordinator	3% of the sanctioned fund (only non-recurring amount which is meant for purchase of equipment's/instruments/assets to institution).

Note:

- The principal investigator receives his 50% share of merit incentive as and when the sanctioned amount is received by the Institute from the funding agencies with undertaking to complete the project in stipulated period. The remaining 50% share will be released after completion/submission of audited reports/ project completion certificate.

B. Merit incentives for books publications and patents:

Sl. No	Type of work	Incentive
01	Full book/monogram published with reputed publisher having ISBN no.	Rs. 10,000=00
02	For each Full Book/ Monogram (with chapter or partial contribution) published with reputed publisher having ISBN No.	Rs.5000=00
03	For each patent (Granted) * Expenses for patent filing, drafting and other office fees will be borne by the SETCPD for genuine patentable works.	Rs. 15,000=00

C. Merit of incentives for Research/Review articles in indexed journals:

Sl. No	Journal type	Incentive
01	For papers published in journals having impact factor 5.1 - 10	Rs. 5000=00
02	For papers published in journals having impact factor 2.1 - 5.0.	Rs 3000=00
03	For papers published in journals having impact factor 1.1 - 2.0	Rs. 2000=00
04	For papers published in journals having impact factor 0.6 - 1.0	Rs. 1500=00
05	For papers published in journals having impact factor 0.0 – 0.5	Rs. 1000=00
06	Article processing charges (Maximum)-only for research articles with high impact factor (more than 2.0).	Rs. 5000=00

Note:

- Impact factors calculated by Thomson Reuters/JCR will be considered; journal's own impact factor calculation will not be taken into consideration.
- Papers published in non-indexed/non-refereed journals will not be considered.
- On-line open access journals will not be considered until and unless they are indexed and possess impact factors by Thomson Reuters/JCR.
- The SETCPD will pay part of the article processing charges for quality research papers to be published in SCOPUS/WEB OF SCIENCE/UGC indexed journals. However, it must be recommended by Scientific Services Committee. The institute will not pay any processing charges to the corresponding author, if funding agency has given an option to utilize the grant amount for publication. SETCPD will not encourage the faculty to publish their work in online NON-INDEXED paid journals.
- The incentive amount will be directly remitted to the account of the corresponding author.

D. Presentation of research papers in conferences:

Type of conference	Nature of support	Frequency
For presenting papers in national conferences/seminars	Travel allowances and registration fees for presenting authors	Maximum of one in an academic year
For presenting papers in international conferences organized in India	Travel allowances and registration fees for presenting authors.	Once in two years
For presenting papers in international conferences organized outside India.	Maximum of Rs 30,000=00 or Registration fees, whichever is less for presenting authors	Once in three years

Note:

- Travel allowances will be paid for sleeper class travelling by train/bus within India.
- For international conferences, the travel allowances to be borne by the candidates or through any funding agencies.