



**M.O.P. VAISHNAV COLLEGE FOR WOMEN
(AUTONOMOUS)**

(Affiliated to University of Madras, Re-accredited at 'A++' grade by NAAC)

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RESEARCH POLICY AND GUIDELINES

Published by

The Research Committee

M.O.P. Vaishnav College For Women (Autonomous)

(Affiliated to University of Madras, Re-accredited at 'A++' grade by NAAC)

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RESEARCH POLICY AND GUIDELINES DOCUMENT

TITLE	MOPVC Research Policy and Guidelines
ISSUING AUTHORITY	The Principal and Dean Academics
EXECUTIONARY AUTHORITY	MOPVC Research Committee
PURPOSE OF POLICY	The purpose of this policy document is to establish consistent guidelines for Academic Research and Innovation at M.O.P Vaishnav College for Women.

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1. SCOPE OF THE POLICY

This document on MOPVC Research Policy Guidelines will be applicable to the following category of persons engaged in any form of research activity-

- Faculty Members
- Research scholars registered under Research Guides who are currently faculty of the institution
- Students

2. POLICY STATEMENT

M.O.P Vaishnav College for Women is committed to be a Research and Innovation Driven Institution. One of the primary aims of MOPVC is to see India become a global knowledge pioneer through education, research and innovation. To attain this goal, it is absolutely important to pursue cutting-edge basic, targeted, and applied research in all domains/ faculty of studies in a transparent, responsible and ethical manner for advancement of knowledge and development of novel processes, technologies and products. It is equally important to ensure that the products and outcomes of such research are appropriately disseminated to reach the widest possible audience at both national and global levels. This policy provides a set of guidelines for conduct of research at all levels and is applicable to all full-time, part-time as well as contractual employees of the College and all students, whether full-time or part-time, of the College, who may be involved in any form of research activity.

- At the outset, it could be broadly stated that MOPVC policy is to ensure that individual scholars are free to select their broad and narrow disciplines, or inter-disciplinary perspectives to narrow down the subject matter of their research. They are also free to form their own opinion, theories, explanations, findings in their research report where they draw certain conclusions, subject to the approval of the guiding faculty.
- However, these findings and conclusions must be open to both internal (through a Research Sub-Committee mechanism) and external scrutiny (by individuals and agencies that assess and evaluate innovations, proposed patents and research). All research reports are also open to ratification as required by the College's expectations on Openness in Research.
- It is important to emphasize that all research reports and publications arising out of MOPVC Research Committee must carry the correct affiliation 'M.O.P Vaishnav College for Women (Autonomous)' in the credit/address tag lines in the published versions as books, research papers, book chapters, articles, and on-line or off-line reports.
- MOPVC Research Committee DOES NOT permit use of a research or survey methodology or technique that is in violation of professional ethics pertaining to the health, safety, privacy, and other personal rights of human subjects or to the infliction of injury or pain on animals and living organisms.
- The College does not encourage any speculations or discussions on any kind of platform (including social media) concerning the political or moral impropriety or the uses which might be made of its results of research. The college would provide a forum in the nature of a '**MOPVC Research Sub-Committee**' for discussions of this nature if need arises, and if there arises controversies in this respect.
- It is also mandatory to ensure that MOPVC research platforms are not used to argue against the widely acclaimed research positions or against the national policies of India, or against the universally accepted international laws and provisions.

3. RESEARCH OBJECTIVES

MOPVC encourages its faculty to serve its research goals through their primary commitment to engaging in teaching, research, industry connect, and other support activities that are consonant with the values of the institution. In addition, to further research and collaboration initiatives, it also is appropriate and often desirable for faculty members to participate in both government-funded and private activities beyond this campus by engaging in academic and professional activities including public service and consulting that may incidentally also hold the College in high regard. In fact, all faculty members are expected to undertake research activities in addition to their teaching and administrative responsibilities. All research activities should be undertaken in compliance of the Research Policies issued under the authority of the College. Our key research objectives are to -

- Affirm research as an integral activity at the College
- Maintain and enhance the quality of research undertaken
- Maximize funding support for research through external and internal sources
- Create transparent, effective and efficient systems for maximizing research outputs
- Integrate research activities undertaken by the undergraduate , post-graduate and doctoral students with the research focus of the College in alignment with the national thrust areas
- Create, maintain and enhance infrastructure to enable conduct of state-of the-art research
- Provide a framework for conduct of research in a transparent, socially responsible and ethical manner
- Translate new knowledge, innovations, technologies and tools emerging out of research conducted at M.O.P Vaishnav College for Women into products and processes for commercialization or for societal benefit
- Protect Intellectual Property (IP) generated as a result of research conducted at the College;
- Encourage and facilitate research collaborations with reputed Institutes, Universities and Research Organizations both in India and abroad; and
- Ensure effective dissemination of research activities and achievements of the University both internally and externally

4. RESEARCH MANAGEMENT AND FUNDING

The MOPVC Research Committee will be headed by the Principal and will include six (6) faculty researchers from different departments of the College and two (2) eminent experts from outside the College. In the absence of the head of the committee, the meeting will be chaired by the senior-most of the committee members. The MOPRC will meet at least twice a year to review research progress, offer critical comments and suggest corrective measures to enhance the research activities of the College.

A Funding of Rs. 50 Lac per annum shall be allocated by the College for research projects undertaken by the faculty members. Proposals for such projects shall be presented to the MOPRC, who will evaluate the eligibility criteria and merit of the project and finance the same. Projects under this umbrella are subject to all the policy requirements as specified in this policy document.

A] For M.O.P faculty who have not yet applied for Ph.D. degree/do not have designated research Guides (Ideation stage- for assured progress on all fronts)

MAIN COMMITTEE

- Shall assign broad areas for research relevant in current scenarios, based on focus areas of national interest/Global progress and allocate them to sub-committees in relevant fields of study



SUB-COMMITTEE

- HOD(s) shall segregate allocated research areas into articles & research publications between faculty with < 3 years experience and > 3 years experience in research. Minimum two output per faculty annually. Monthly progress meetings to be scheduled and proceedings briefed to core committee members



FACULTY MEMBERS

- Shall Produce articles and Publish research papers bi-annually on allocated topics. Attend progress review meetings

B] For M.O.P Faculty and Research Scholars registered under M.O.P research Guides (part-time/full-time)

Periodic review by the main committee members, in the presence of research guide.

5. ROLE AND FUNCTIONS OF THE MOPRC

- To create a conducive environment for promotion of research and innovation activities at the institution.
- To identify potential areas of research and encourage faculty members to apply for major, minor research projects and also undertake collaborative research.
- To organize Workshops and Faculty Development Programs in Research Methodology and Nuances of research paper writing.
- To coordinate and streamline the publication of Syndicate - The Journal of Management (SJOM), the Annual Peer Reviewed International Online Journal published by the College.

6. RESPONSIBILITIES OF THE RESEARCH TEAM

a) Responsibility towards faculty and students

Faculty members must be aware of their obligations to staff and students working as part of the research team. It is particularly important that at least annually, each faculty member should review intellectual and tangible property rights and responsibilities (for management of data in all media, for proper authorship attribution, etc.), with all members of the group under his or her direction, including staff, students, postdocs, and visiting scholars. Each member has the right to know who is sponsoring the research and supporting his or her salary or stipend since MOP believes in academic transparency. The College is committed to demonstrate support and appreciation for its research staff. To that end, faculty members are encouraged to provide staff development opportunities (such as FDPs and special Training Courses or Workshops) and, if possible, a mentor relationship for those in their research group.

b) Health and Safety

Each faculty member is responsible for advising and helping members of his or her team in appropriate health, insurance and safety procedures that must be taken to work in a particular area of research, and for management of those procedures in his or her office or laboratory, studio or other workplaces. Project guides are directly responsible to assure the periodic inspection of lab facilities, take corrective measures – if required, and to cooperate in any inspections by safety personnel or by external agencies. Faculty members also need to ensure that approved research protocols for the use of human and animal subjects in research are obtained and followed.

7. EXTERNAL CONSULTATION ACTIVITIES OF ACADEMIC STAFF

The members of the academic staff or research personnel may be allowed to engage in outside consulting activities under conditions outlined in the Clauses under Conflict of Commitment and Interest for Academic Staff and Other Teaching Staff.

8. UTILIZATION CERTIFICATES (UCS) AND STATEMENT OF SALARIES UNDER PROJECTS (FUNDED)

All funded projects and their costs or accounts must be reviewed and certified by the PROJECT GUIDE quarterly. It is also the responsibility of MOPRC to ensure that a system is in place to ensure that the guides fulfil this requirement for review and certification. Further, certification of salaries charged to funded projects are also to be issued to the staff after ensuring that they correspond to efforts expended on those projects by them

9. PATENTS AND COPYRIGHTS

All participating researchers, including students, and visiting scholars, must sign the Patent and Copyright Agreement of MOPVC before the commencement of any research activities.

10. RESEARCH MISCONDUCT

- The provisions under this heading – namely, ‘Research Misconduct’ deals 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 College, 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 concerning – even if it is raised infrequently.
- "**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. This 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 be applicable to the research proposed as well as to the research conducted or reported at.

- If the misconduct is committed intentionally, or knowingly, and if the allegation is proven by the Research Committee 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 (with respect to research misconduct) of serious academic deficiencies are to be addressed by the concerned Dean, 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.

11. RETENTION OF AND ACCESS TO RESEARCH DATA

- It will be ensured by the Deans and the PIs that research data is appropriately recorded, archived for a reasonable period of time, and available for review under the appropriate circumstances as may be decided by the MOPRC. This is because accurate and appropriate records are an essential component of any research project.
- Both the College and the Project Guide have responsibilities and rights concerning access to, use of, and maintenance of original research data, except where precluded by the specific terms of sponsorship or other agreements, tangible research property, including the scientific data and other records of research conducted under the auspices of MOPVC belongs to this College.
- The PI is responsible for the maintenance and retention of research data that may be necessary for the reconstruction and evaluation of reported results of research and the events and processes leading to those results. It is the responsibility of the PI to determine what needs to be retained under this policy.
- For all projects, the PIs should adopt an orderly system of data organization and should communicate the chosen system to all members of a research group and to the appropriate administrative personnel as a matter of research protocol.
- Research data must be archived for a minimum of three years after the final project close-out, with original data retained wherever possible at least in the Cloud Servers. In addition, Data may have to be kept for as long as may be necessary to protect any intellectual property resulting from the work.
- To avoid any possible allegations of scientific misconduct or conflict of interest, data must be retained until such issues are fully resolved
- Wherever students are involved, data must be retained at least until the degree is awarded or until it is clear that the students have abandoned the work. Beyond this usual period of retention as specified, the destruction of the research record is at the discretion of the PI and his or her department or laboratory.
- Wherever or whenever necessary, the Main Committee may direct the PI to assure needed and appropriate access to the data to other faculty members for advanced research.

12. FINANCIAL RESPONSIBILITY FOR FUNDED RESEARCH PROJECTS

All project guides are mandatorily required to maintain an account statement in the prescribed format, with supporting documents for all expenses incurred on the projects. All guides should be well-versed in the standard financial practices including accounting procedures based on which they would be required to deal with the Finance & Accounts Office of College to conduct research work. Wherever excerpts are required, specific approval on file/-e-mail must be obtained from the College administration.