

RATHNAVEL SUBRAMANIAM COLLEGE OF ARTS AND SCIENCE

Autonomous & Affiliated to Bharathiar University

Reaccredited by NAAC with 'A' Grade

242-B, Trichy Road, Sulur, Coimbatore – 641 402.

Phone: +91 422 2687603 /421/480. Fax: +91 422 2687604

www.rvscas.ac.in



Policy for

Promotion of Research

RVS CAS
Building Intellectual Capital

Version -1.0



Table of Contents

<i>Sno</i>	<i>Contents</i>	<i>Page No</i>
1.	<i>Policy for Promotion of Research</i>	3
2.	<i>Construction of Research Committee</i>	15
3.	<i>Policy on Scheme for Research Seed money</i>	16
4.	<i>Policy on Consultancy Projects</i>	17
5.	<i>Policy on Innovations, Incubations and Entrepreneurial Development</i>	18
6.	<i>Policy on Ethical Research</i>	20
7.	<i>Code of Ethics plagiarism</i>	21
8.	<i>Policy for Intellectual Property Rights</i>	25

Policy for Promotion of Research

Rathnavel Subramaniam College of Arts and Science (Autonomous) is constructed with Research Committee for the promotion of research culture in the campus the committee motivates and marches towards the implementing research schemes to facilitate research activities among the faculty community; committee motivates and promotes research activities among the students in by joining hands with the Industry.

Research Regulations

The College offers Research Programmes (Full Time and Part Time) in the following Disciplines:

S.No.	Program Code	Program Name	Year of offering
Research Programme – M.Phil			
1	MRTA	M.Phil., Tamil	2009
2	MREN	M.Phil., English	2014
3	MRCM	M.Phil., Commerce	1999
4	MRCS	M.Phil., Computer Science	2002
5	MREC	M.Phil., Electronics	2002
6	MRBC	M.Phil., Biochemistry	2011
7	MRFN	M.Phil., Food and Nutrition	2004
8	MRMB	M.Phil., Management	2006
9	MRMY	M.Phil., Microbiology	2017
10	MRBT	M.Phil., Biotechnology	2018
S.No.	Program Code	Program Name	Year of offering
Research Programme – Ph.D			
1	PRTA	Ph.D., Tamil	2009
2	PREN	Ph.D., English	2017
3	PRCM	Ph.D., Commerce	1999
4	PRCS	Ph.D., Computer Science	2012
5	PRFN	Ph.D., Food and Nutrition	2011
6	PRMB	Ph.D., Management	2017
7	PRBC	Ph.D., Biochemistry	2016
8	PRMY	Ph.D., Microbiology	2017
9	PRBT	Ph.D., Biotechnology	2018
10	PREC	Ph.D., Electronics	2018

Eligibility for M.Phil, Research Programme (Full time/ Part time)

Candidates who belong to the following categories are eligible to register for M.Phil. (Full-Time /Part Time) programme.

1. *Candidates with Master's Degree of Bharathiar University in the concerned or related discipline or any other qualification recognized as equivalent there to by the Syndicate of Bharathiar University.*
2. *All candidates should have passed a two-year PG programme after 3 year Bachelor's degree programme and Higher Secondary course of 2 year duration after 10-year SSLC (10+2+3+2) for the admission of the programme.*
3. *A candidate with 55% (5% relaxation for SC/ST candidates in the minimum eligibility marks) of marks and above in the Master's degree and working as Full time Research Fellows / Technical Assistants / Research Assistants in time- bound Research schemes of one year duration or more in University Departments/Research Departments of Affiliated Colleges/Recognized Research Institutions*

Candidates belonging to the following categories are eligible to register for M.Phil. (Part-Time) Programme.

1. *Any person employed in any concern/organization/institution/ R & D Centers / Laboratories situated within Tamil Nadu or Research Institutions recognized by Bharathiar University with a minimum of 55% of marks in the Master's degree. Such candidates shall produce a No Objection Certificate and Service Certificate from the Employer or Head of the Institution (in case of Educational Institutions).*

- 2. All teachers working in colleges affiliated to Bharathiar University are eligible. Candidates working as guest lecturers on consolidated pay are also eligible to pursue M.Phil. (Part-time) Programme provided they produce an NOC and Service Certificate from their respective colleges*
- 3. Candidates working in colleges affiliated to Universities other than Bharathiar University have to produce a No Objection Certificate and Service Certificate from the Head of the Institution/ University.*
- 4. T.C. need not be insisted for admission to part-time M.Phil./Ph.D. programme.*
- 5. Medium of Language is Tamil for the candidates doing their research in Yoga for Human Excellence for those who have studied UG/PG degree courses in Tamil medium and for the rest of the candidates, the medium is English*

Duration of M.Phil Programme (Full-Time)

The duration of M.Phil Full-time Programme is one year (12 months), commencing from 1st November.

Duration of M.Phil Programme (Part-Time)

The duration of M.Phil Part-time programme is two years (24 months)

Maximum Period of Completion

The Maximum period for the completion (including extension period) of M.Phil Programme is two years in the case of Full-time candidates and three years in the case of Part-time candidates.

Candidate shall be permitted to appear for Part I examination only after completing the minimum period of six months in the case of full time registration and twelve months, in the case of part time registration.

Eligibility for Ph.D. Research Programme (Full time/ Part time)

The candidates should have passed a PG degree course (i.e., SSLC+HSC+UG+PG) or (SSLC+Pre-degree+1+UG+PG) or 10-year SSLC plus 3-year Diploma plus two year UG degree and two year PG (10+3+2+2) . A candidate possessing a PG degree with 17 years of total duration of study alone is eligible for admission to Ph.D. Programme.

Candidates belonging to the following categories are eligible to register for Ph.D.

(Full Time / Part Time) Programme:

1. A candidate having a minimum of 55% (5% relaxation for SC/ST candidates in the minimum eligibility) marks in the qualifying examinations.
2. The part-time candidates belonging to any one of the following categories are eligible:
 - a. Working as a teacher in Department of the University or an affiliated College of this University /Higher Secondary School / High School / Middle School/Polytechnics with in Tamil Nadu, recognized/approved by the Government.
 - b. Scientists / Research fellows / Research assistants / Technical assistants / Project assistants / Project Fellows / Research associates / appointed in the research projects funded by recognized agencies / Government / Industries are also eligible to register for Ph.D. at University Departments, Affiliated Colleges, Research Institutions, or R & D Centre / Laboratories
 - c. Chartered Accountant/ Cost Accountant/ Company Secretary and other professionals with a minimum period of two years of experience after obtaining their professional qualification are eligible for Part-time Ph.D. registration.
 - d. For candidates other than a teacher, any permanent staff in a Government Office/ Private or Public Ltd., Company/a recognized factory/institution/research institution / Educational Institution / business / with a minimum period of two years of experience after obtaining their Master's degree with a minimum of 55% of marks (staff includes Board of Directors, Proprietor and Partner) are eligible for part time for Ph.D. registration in the relevant discipline.

Note:

i. *Recognized factory means an industrial establishment and regulated by the Factories Act.*

ii. *Recognized institution means any institution registered with the Registrar of Societies and has been duly audited by a recognized auditor for the last three years from the date of application and duly supported by an audit certificate.*

iii. *Recognized business means a business organization duly registered with Commercial Tax Department and three years standing in their business.*

iv. *Private/Public Ltd., Company registered under the Companies Act.*

e. *Candidate working as a Guest Lecturer in a Govt. College or a Govt. Aided College in Tamil Nadu is allowed for registration, subject to the production of NOC and Service Certificate from his/her employer.*

f. *A candidate already holding a Ph.D. degree in a discipline / subject specialization is eligible to register for a second Ph.D. degree in another discipline / subject specialization.*

3. *Transfer Certificate need not be insisted for admission to part-time M.Phil /Ph.D Programme.*

4. *The medium of language for M.Phil /Ph.D. is Tamil for those doing their research in “Yoga for Human Excellence”, provided if they have studied UG/PG degree courses in Tamil Medium and for the rest of the candidates, the medium is English.*

5. *Those who are going to register Ph.D. without fellowship must have appeared the Common Eligibility Test (CET) conducted by the Bharathiar University.*

Candidates Registered for Ph.D. (Part time) outside Tamil Nadu

Candidates from outside TamilNadu (like NIT, CSIR Lab. etc.,) are allowed to register for Part-time Ph.D subject to submission of NOC from HOD/Head of the Employer where the candidate is employed. An additional amount of Rs 5,000/- will be collected as special fee from such candidates other than Tamil Nadu. As per the UGC guidelines the candidates are permitted to do their research under the faculty members who are recognized guides of Bharathiar University working within the jurisdiction.

Duration of Ph. D Programme

<i>PG Degree Holders</i>			<i>M.Phil. Degree Holders</i>	
<i>Period</i>	<i>Minimum Period</i>	<i>Maximum Period</i>	<i>Minimum Period</i>	<i>Maximum Period</i>
<i>Full Time</i>	<i>3 Years</i>	<i>5 years</i>	<i>2 years</i>	<i>4 years</i>
<i>Part Time</i>	<i>4 Years</i>	<i>6 Years</i>	<i>3 Years</i>	<i>5 Years</i>

Course of study

A candidate applying for registration shall do so, specifying the broad field of research, which shall normally be one related to the field of specialization chosen in his/her PG degree. The course of study for M.Phil./Ph.D Degree Programme shall consist of three written papers under Part-I and a Dissertation under Part-II of the programme.

Written Papers (under Part-I)

Course I : *Research Methodology (Research Methods of the concerned discipline).*

Course II : *Research Trends in the concerned discipline / Advances in the concerned discipline.*

Course III: *Special Paper (Pertaining to the area of specialization chosen by the Candidate, under a guide).*

Dissertation (under Part II)

Candidates shall be required to choose a research problem in his/her chosen area of research and submit a dissertation incorporating the results of his/her investigation, carried out under the supervision of a recognized Supervisor.

Procedure for Admission

The University publishes the notification in the University Website or advertise in the leading newspapers for M.Phil. / Ph.D. admissions. Admissions shall be made through a Common Entrance Test (CET) followed by an interview.

<i>The qualifying examinations marks converted to</i>	-50 Marks
<i>Common Entrance Test</i>	-35 Marks
<i>Interview</i>	-15 Marks
<i>Total</i>	-100 marks

UGC/CSIR-JRF NET/SLET/GATE/ Teacher fellowship holders / Scientist working in DRDO /faculty of Air Force Administrative College/foreign candidates need not appear for Common Entrance Test.

<i>The qualifying examinations marks converted to</i>	-50 Marks
<i>UGC/CSIR-JRF NET/SLET/GATE</i>	-35 Marks
<i>Interview</i>	-15 Marks
<i>Total</i>	-100 marks

M.Phil degree holders need not appear for Common Entrance Test, but they have to attend interview for 15 marks and his/her PG marks converted to 50 marks. This total mark of 65 should be converted to 100 marks.

UGC/CSIR-NET/CSIR-JRF/SLET/GATE/Teacher fellowship holders / Scientist working in DRDO/ faculty of Air Force Administrative College/foreign candidates need not appear for entrance test. Such candidates shall be directly admitted to the doctoral programme through interview. However, for the Scientist working in DRDO / faculty of Air Force Administrative College/ foreign candidates the department should conduct entrance test and interview to assess the knowledge of the concerned discipline.

The interview committee should be formed with the following members.

- 1) Principal/Dean of the concern discipline*
- 2) Head of the Department / Head of the Division*
- 3) Recognized guides of the Department / Division*

Selection of Supervisor

The Research Supervisor for the selected candidates for M.Phil. /Ph.D. Programme shall be decided by the Interview Committee where the research interest of the candidate, available specializations in the Department and vacancy position under each Research Supervisor shall be taken into consideration.

Rules for Change of Supervisor

The change of Supervisor is not entertained during the normal course of research programme. If any of the supervisor has resigned or in case of demise during the course of research, new supervisor will be allotted from the qualified Research Supervisors of the same Department with the consent of the Principal. This change of Supervisor will be effective only by the approval of the Registrar of Bharathiar University. The research scholar shall continue and complete the remaining research with the direct supervision of the newly allotted Supervisor.

Fees

The prescribed fees for the programme shall be displayed in the college notice board and it is to be paid by all candidates every year before the last date.

Fees will be collected until submission of Thesis, even during the extension period.

Rules for Attendance

Full Time research scholars should be present every day and attendance to be signed in a separate register maintained by the College office. The Part Time scholars are expected to be present twice in a month to the department and consult their Supervisor for the regular review of their research.

Research Colloquium

The Research Colloquium will be conducted once in two months and all Full-Time and Part-Time Scholars should attend and present before Research Board, their research progress carried out by them and obtain their consent for the continuance of their research. They are also expected to fix the further task to be accomplished. Besides that, every research scholar is required to take active participation in International /National conference/seminar organized by our college or other institutions.

Teaching Assistance

Every Full-Time Scholar should be engaged with the minimum of 8 Hours per Week in Teaching (Theory/ Practical) as per the direction of Head of the Department. Each Scholar is required to maintain a separate Diary for the classes handled by him with the initials of the HOD.

Rules for Doctoral Committee

As per the directions of Bharathiar University, every scholar should undergo at least two Doctoral Committee Meetings during the period of his/her study. The committee shall consist of three members including the Supervisor, the Head of the department and an External Member nominated by Bharathiar University. The first doctoral committee meeting shall be arranged within 9 months from the date of registration in case of Full Time scholar and within 18 months in case of Part Time scholar, in which the scholar is expected to present his/her research proposal with the aid of the Power Point Presentation. The proposal should contain the Review of Literature, Research Problem, Objectives, Scope, Methodology, Hypothesis framed and limitations of the study. At the time of first DC meeting the scholar should possess in depth knowledge in the field of his/her research subject and should have published one paper in refereed journal. The second DC meeting shall be arranged before the submission of synopsis by the researcher in which the committee assesses the quantum of work completed by the researcher, publication in the refereed journal and the pre Ph.D. presentation by the researcher. For the constitution of doctoral committee the research scholar should pay an one- time payment of Rs.8000/- to the institution in which he/she has registered.

Research Ethics Committee

The Ethics Committee is constituted for the benefit of the scholar and research supervisor to settle their grievances related to their research. The committee consists of five members including the Principal as the President and other four members nominated by the president.

Other Facilities

The college has equipped with well-established library functions from 8.30 a.m. to 5.30 p.m. The e-learning facilities with number of online journals, magazines and e-book facilities are inbuilt within the library. The library offers facility to students to take photo copies of their needed documents.

The college has sophisticated internet center with 50 Mbps connectivity to enable the researchers to involve in their research work. It has sufficient laboratory facilities in all discipline of research departments to carry out the research work in their respective field of research.

Regulations

The candidates will be governed by the Ph.D regulations of Bharathiar University, amended from time to time.

Research Schedule

M.Phil. Programme		
Task to be attained	Period of Completion (Full Time)	Period of Completion (Part Time)
<i>Part I Programme</i>	<i>6 months (31st March)</i>	<i>One year</i>
<i>Research Problem Identification and Topic finalization</i>	<i>During 3rd month (31st December)</i>	<i>6 months from the date admission</i>
<i>Literature Review, methodology and submission of research proposal with the approval of the Supervisor</i>	<i>During 6th month (15th March)</i>	<i>One year and 3 months from the date of admission</i>
<i>Attending Review meeting I</i>	<i>6 months (31st March)</i>	<i>One year and 4 months From the date of admission</i>
<i>Data collection/field survey and completion of data analysis with the approval of the Supervisor</i>	<i>Within 10 months (15th August)</i>	<i>One year and 9 months From the date of admission</i>
<i>Publication of an Article in a referred Journal and submission of Rough Draft</i>	<i>Before II Review meeting</i>	<i>Before II Review meeting</i>
<i>Attending Review meeting II</i>	<i>During 11th month (31st August)</i>	<i>One year and 10 months From the date of admission</i>
<i>Submission of Dissertation</i>	<i>Within one year (20th September)</i>	<i>One year and 11 months From the date of admission</i>

Ph.D. Programme				
Task to be attained	Period of completion (Full Time)		Period of completion (Part Time)	
	With M.Phil	Direct Ph.D	With M. Phil	Direct Ph.D
	2 Years	3 Years	3 Years	4 Years
<i>Research Problem Identification and Topic finalization</i>	<i>Two months from the date of commencement of the course.</i>	<i>Within four months from the commencement of programme</i>	<i>Within four months from the commencement of programme</i>	<i>Within one year from the date of commencement of the programme</i>
<i>Attending I Review meeting</i>	<i>Within 6 months from the commencement of programme</i>	<i>Before 9 months from the commencement of programme</i>	<i>Before 9 months from the commencement of programme</i>	<i>Within one year</i>
<i>Literature Review, methodology and submission of research proposal with the approval of the Supervisor</i>	<i>Within 9 months from the date of admission of the course</i>	<i>Within 12 months from the commencement of programme</i>	<i>Within 12 months from the commencement of programme</i>	<i>Within 18 months</i>
<i>Publication of first Article in a referred Journal</i>	<i>Within three months from the date of admission of programme</i>	<i>Within five months from the commencement of programme</i>	<i>Within five months from the commencement of programme</i>	<i>Within one year</i>
<i>Attending II Review meeting</i>	<i>Within 12 months from the date of admission of the course</i>	<i>Within 16 months from the date of commencement of programme</i>	<i>Within 16 months from the date of commencement of programme</i>	<i>Within 2 Years (with two publications)</i>

<i>Data collection/field survey</i>	<i>Within 15 months from the date of admission of the course</i>	<i>Within 20 months from the date of commencement of programme</i>	<i>Within 20 months from the date of commencement of programme</i>	<i>Within 3 Years</i>
<i>Completion of Data Analysis</i>	<i>Before 15 months</i>	<i>Before 24 Months</i>	<i>Before 24 Months</i>	<i>Before 40 months</i>
<i>Publication of second Article in a referred Journal</i>	<i>Within 16 months from commencement of programme</i>	<i>Within 22 months from commencement of programme</i>	<i>Within 22 months from commencement of programme</i>	<i>-</i>
<i>Publication of third Article in a referred Journal</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>before 42 Months</i>
<i>Attending III Review meeting</i>	<i>Immediately after publication of 2nd article</i>	<i>During the 22nd month from commencement of programme</i>	<i>During the 22nd month from commencement of programme</i>	<i>Within 43 Months</i>
<i>Preparation of synopsis</i>	<i>Within 19th months of the course</i>	<i>Within 27 months</i>	<i>Within 27 months</i>	<i>Within 44 Months</i>
<i>Attending IV Review meeting and Submission of Synopsis</i>	<i>During the 20th month of the course</i>	<i>During the 30th month</i>	<i>During the 30th month</i>	<i>Within 45 Months</i>
<i>Preparation of necessary rough drafts and thesis correction work</i>	<i>Within 23 months of the programme</i>	<i>Within 33 months of the programme</i>	<i>Within 33 months of the programme</i>	<i>Between 45 – 48 Months</i>
<i>Thesis Submission</i>	<i>At the end of the study period</i>			

Constitution of Research Committee

A Research Committee is constituted to promote the innovative and industrially relevant quality research to be undertaken by the faculty members of this institution with authentic outputs.

<i>Members of the Research Committee</i>	
<i>Dr.T.Sivakumar</i>	<i>Principal – Chairman</i>
<i>Dr.M.P Ayyappa Das</i>	<i>Vice Principal – HoD Biotechnology</i>
<i>Dr.Meera Raman</i>	<i>Controller of Examinations</i>
<i>Dr.P.Rajani</i>	<i>Coordinator – R & D Director – Arts & Commerce</i>
<i>Dr.R.Dhanabalan</i>	<i>Coordinator – R & D Director – Science</i>
<i>Directors / Heads of Research Departments</i>	<i>Members</i>

Research Committee Regulations

- a. The committee shall meet at least once in a semester.*
- b. Adhoc and emergency meetings shall be convened by the Chairperson whenever required.*
- c. Any changes existing research oriented programmes / schemes / activities shall be brought to the notice of the research committee and approval of committee is mandated.*
- d. The Chairperson of the research committee is empowered to monitor the activities and progress of the research activities.*
- e. The chairperson is vested with powers to take all strategic decisions, corrective actions, preparing and updating policies as per rules and regulations as required by apex bodies like the UGC, NAAC, AICTE, and Bharathiar University as well as policies framed by our own college from time to time and approved by Governing Council of the College*

Policy on Promotion of Academic Research

- a. *The faculty members on roll but without Ph.D. degree must register for doctoral program.*
- b. *Faculty of each department shall conduct research in focused areas. It is mandatory to publish research articles / project results in UGC indexed / WEB of Science / SCOPUS indexed journals.*
- c. *It is the duty of the faculty researchers to ensure the quality of the paper and a prior plagiarism check before journal publications is a must.*
- d. *The student projects (PG / M.Phil / Ph.D) must be research focused.*
- e. *The faculty members guiding Ph.D shall be given supervisor incentive.*

Policy on Scheme for Research Seed Money

Introduction

Rathnavel Subramaniam college of Arts & Science is one of the pioneer in promoting rural education and research in global standards the prime consent is to encourage and motivate quality education and research to match the digital era The Institution always encourages the inspired brains to innovate through research for which it extends support in the form of Research Seed Money. The prime objective of this scheme is to provide financial assistance to initiate research in Arts / Science / Commerce / Management / steams.

Eligibility

The faculty member, who is willing to apply for research seed money scheme should be currently working in shall be currently working in Rathnavel Subramaniam college of Arts & Science, with an interest in promoting research and research scholars.

Proposal

A willing faculty researcher shall submit application for seed money to chairman, Research Committee.

Upon the approval with the research committee, fund from the scheme would be released.

Rules for grant of Seed Money

1. *The faculty members working in RVSCAS are eligible to make application seeking Seed Money.*

2. *Financial assistance is limited to specific items of expenditure or to cover a part of the expenditure on the specific budgetary items.*
3. *The scheme is implemented with a view to provide seed money in the form of grants to promote research work in Arts / Science / Commerce / Management.*
4. *Subject to availability of funds, proposals will be scrutinized by a Research Committee as nominated by the Principal / Secretary.*
5. *The progress report and utilization of funds shall be reported on completion*
6. *The whole or part of the grant that remains unutilized within the prescribed time limit should be refunded.*
7. *After the completion of the projects the reports / findings should be submitted to the committee and publish in referred journals.*

Policy on Consultancy Projects

Rathnavel Subramaniam college of Arts & Science formulated the Policy on Consultancy for extending the department hands in maximizing consultancy activities.

Consultancy

Consultancy activity is an effective way to enhance knowledge and Skills among the students and faculty, the consultancy is provide with expertise available through enlarged sources of our institution to serve the industry and society. The consultancy policy that ensures that there is a consistency between the colleges strategic research policy and priority and the consultancies undertaken and also ensuring that the costs are sustainable.

Consultancy Policy

- a) *There should be demonstrable benefit to the College from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.*
- b) *The Consultancy must not be in conflict with the functions, objectives or interests of the college or damage the college's reputation.*
- c) *At a minimum, the salary and on-cost charges set by the College Management must be applied to all project budgets. All Consultancies are required to include overheads.*

d) Staff members shall not undertake external research activities where no formal agreement has been authorized by the College.

Research Consultancy

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may be the outcome of a tender or an individual negotiation.

Non-research Consultancy

Non-research Consultancies include non-research activities performed under contract for a third party. Non-research Consultancy would include the provision of professional services to external agencies for a fee. This would include, but not be limited to, routine laboratory and other testing of materials, devices or products, analysis of data such as market surveys, opinion surveys etc. The provision of professional services such as designing, legal and medical advice is undertaken by members of faculty.

Benefits of Consultancy

The college provides the following benefits to staff undertaking Research or Non-research Consultancies:

- a) The revenue generated from consultancy project will be shared between the College and the faculty concerned.*
- b) The revenue generated mentioned above strictly meant the amount unspent after settling all the bills / expenses pertaining to the consultancy project.*
- c) Access to the College resources such as technical and administration staff equipment and telecommunications, subject to approval by the HoD or Office.*

Policy on Innovations, Incubations and Entrepreneurial Development

Rathnavel Subramniam College of Arts and Science seeks to promote Innovations, Incubations, Entrepreneur Development among the students and faculty to face the competent digital era.

Policy adopted by the college in this respect is as follows:

- a) Centre for Innovation & Incubation to inculcate the culture of innovation in the young and budding researchers in the institution.*
- b) The innovation center may be instrumental by organizing various kinds of programmes such as ideation programs, collection of innovations from research undertaken in respect of academic research, funded research, consultancy projects and innovations / incubations.*
- c) Necessary steps shall be taken to ensure that every major invention achieved out of conducting research shall be incubated in the incubation centre which will be augmented from time to time.*
- d) Potential Student Innovators may be identified and allowed to select an incubated product and use the same to be developed in large scale through separately established start-up.*
- e) The Entrepreneur development cell of the College shall take steps to plan for providing training to the Incubates. The training imparted shall be designed in such a way that it may prepare the students to become successful entrepreneurs.*
- f) The intuition also encourages the teachers and researchers to apply and acquire Copyrights for their publications / Books / Monographs.*

Policy on Ethical Research

The Research Ethics Committee shall regulate the matter pertaining to:

- a. Ethical Research Practices*
- b. Plagiarism prevention*

Principles of Ethical Research

Objectivity: Consciously upholding the values of being independent and true and avoiding individual subjectivity.

Integrity: Adopting a high level of academic moral character, and intellectual honesty as well as assuming personal responsibility for the actions committed and omitted by the researcher.

Confidentiality: The researchers must respect the privacy, autonomy, diversity, values and dignity of research subjects and must be very sensitive while disclosing the information and data of public interest by ensuring the privacy and confidentiality of the source of information.

Transparency: The researchers must be as open as possible with respect to the decisions made and provide justifications for their actions.

Honesty: The researchers must possess unbiased and honest attitude in knowing and stating the truth.

Code of Ethics Plagiarism

Preamble:

Ethics and honesty are the two most important components of the academic activities (be it teaching or research). Teaching & research is a novel profession based on extremely high moral values. There cannot be any room for claiming the credit for the work he/she has not undertaken. Many times it is observed that some of the “academicians” knowingly or unknowingly publish or present other’s work as their own. Such acts will affect healthy academic atmosphere in the institute which will also harm the reputation of the institute as well as the individual.

It is therefore important for an academic institute like Institute of Pune to have in place a policy on plagiarism to avoid such type of acts.

1. Definition of Plagiarism:

Plagiarism is defined as presenting another person’s work as one’s own work. Presentation includes copying or reproducing it without the acknowledgement of the source. Plagiarism involves copying of phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the Internet) that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source.

Plagiarism could be intentional (dishonest plagiarism) or non-intentional (negligent plagiarism).

2. Objective

a. To create academic awareness about responsible conduct of research, study, project, assignment, thesis, dissertation, promotion of academic integrity- and prevention of misconduct including plagiarism in academic writing among students, researchers, faculty and other members of academic staff as well as any employee of the institute.

b. To establish institutional mechanism through education and training to facilitate responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.

c. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty or staff committing the act of plagiarism.

3. Detection of Plagiarism

It is the prime responsibility of an institute or individual to distinguish original content from plagiarized work. The detection of plagiarism is a judgment to be made by a person who understands the subject and who is also aware of the definition of plagiarism. Such person should also be aware of the tools available to detect the plagiarism.

Our Institute will use the best tools / software to detect plagiarism. It is of an at-most important for an academic institute to educate its student and teaching community about what constitutes plagiarism, how it is detected and of course the action that is going to follow if plagiarism is proved.

4. Procedure for handling alleged Plagiarism

a. Procedural Fairness :

The Institution is committed to deal with alleged plagiarism in accordance with the principles of procedural fairness, including the right to:

- *Be informed of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond.*
- *Have a reasonable period of time within which to respond to the allegations against them.*
- *Have the matter resolved in a timely manner.*
- *Impartiality in any investigation process.*
- *An absence of bias in any decision making.*

b. Identification and Assessment of Alleged Plagiarism :

Where an examiner detects or is made aware of alleged plagiarism by any person, the examiner must report the alleged plagiarism to an empowered body which confirms first if there is a plagiarism or not; if it is, then whether it is negligent or dishonest type and what is the degree of plagiarism. This empowered body will then submit its report along with its recommendation to statutory bodies which are empowered to take disciplinary actions.

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

Similarities up to 10% - excluded

Level 1: Similarities above

10 to 40%

Level 2: Similarities above 40 to 60 %

Level 3: Similarities above 60%

c. Counseling:

As the detection of plagiarism and steps to prevent it are important, equally important is to educate students about the dangers of plagiarism. Institution needs to take steps to strengthen the moral of students so that they do not take support of the unfair-means.

5. Guidelines for Action:

The Institution will form a committee of about 5 experts who will establish whether there is a plagiarism or not, if it is then what is the level. This committee will have a Head of the Department or the Principal as an ex-officio member. This committee will submit its report to the Academic Council for a final decision in this regard.

The committee of experts will use the best possible software's provided by UGC or National Knowledge Commission for detecting the plagiarism.

Depending on the severity of crime the punishment could be:

- Fine or warning.*
- Rustication for limited period or permanent*
- Withdrawal of degree*

Code of Ethics: Plagiarism

Plagiarism is a Cognizable Offence.

- *The core work carried out by the student, faculty, staff and researcher shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism.*
- *The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations.*
- *Every submission related with research will be accompanied by an undertaking by the researcher indicating that the document is his/ her original work and free of any plagiarism and contain a bibliographic reference of the copied part.*

Follow Good Research Practices.

Establishment of Intellectual Property Rights (IPR) Cell

Steps shall be taken to establish an Intellectual Property Right Cell to assist the researchers and inventors to get protected their inventions and intellectual properties. A separate cell shall be created with the assistance from Central and/or state government.

a) The college shall constitute a cell called „Intellectual Property Rights Cell“ with immediate effect.

b) Appropriate actions / steps be taken to get financial support and approval from Central Government Agencies like DST / DBT / AICTE, etc and State Government Agencies like TNSCST for the IPR Cell.

c) Awareness Activities / Programmes shall be organized with financial support from governmental agencies as well as industrial bodies, apart from self- supported awareness programmes.

d) Capacity Building programmes shall be organized with suitable expertise available within and outside the institution.

e) Faculty members shall be encouraged to undergo relevant diploma / certificate courses on Intellectual Property Rights, offered by NPTEL / SWAYAM / Coursera, etc.

f) The College shall provide required support to the faculty for filing applications under IPR law such as patents / trademarks / copyright when it has been proved by the faculty that such a filing is necessary to protect the value of the research done.

g) The faculty / students who are awarded incubation projects leading to entrepreneur development ventures / commercially viable products shall take appropriate initiatives to get Patents for their projects and ideas are protected under Copyrights law.

h) The College shall provide appropriate monetary and non-monetary incentives to those faculty and students who get patents for their products / successful prototypes.