

Pillai

Mahatma Education Society's Pillai College of Arts, Commerce & Science

(Autonomous)

Affiliated to University of Mumbai

NAAC Accredited 'A' grade (3 cycles)

Best College Award by University of Mumbai

ISO 9001:2015 Certified



Research Policy for Pillai College of Arts, Commerce & Science (Autonomous)

The college is committed to promote a research culture among Faculty and students as basic long term research provides the foundation for future development of the Institution. Institution tries to serve to gather, organize, and make sense of data and information regarding the research aspects, it also assists the institution in stepping back, with a measure of objectivity, to reflect analytically upon the meaning and import of those findings as they impact institutional growth, stability, and quality. The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and inculcate research aptitude among the students. The policy shall serve as an overall framework within which research activities may be carried out. It also aims to identify thrust areas of research having academic, practical and social relevance and thereby supplementing the Vision and mission of the college. The research policy has been framed to analyse, understand and effectively respond to all types of challenges posed in the pursuance of quality research.

Objectives:

1. To strengthen the institutional capacity for strategic, technical and operational planning, budgeting and control of all research activities of the college.
2. To create and promote a culture of research among the faculty and students
3. To ensure quality, integrity and ethics in research.
4. To encourage and facilitate the publication of the research works in reputed academic International / National journals and also to facilitate the presentation of the research work through academic events such as workshops/seminars/conferences.
5. To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations.
6. To promote interdisciplinary research involving more than one knowledge domains.
7. To facilitate providing professional guidance, technical support and recommendation for financial assistance.
8. To identify and establish linkages including MOUs for long term relationships with national and international research organizations for widening the scope of research opportunities available to the teachers and students of the college.
9. The teachers will be given a grant to publish one research paper in a reputed UGC Care list Journal/ Scopus/ Web of Science in a year.

Guidelines for Faculty Members

1. All the faculty members should take up research assignments. They are free to select the subject matter of their research, to seek support from any legal financial source for their work, and to arrive at their own findings and conclusions. These findings and conclusions should be available for scrutiny and criticism of peers.
2. Research techniques should 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.



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Dr. K.M. Vasudevan Pillai Campus, Sector 16, New Panvel - 410206.

Tel: 2745 6100 / 1700 Fax: 2748 3208. Website: www.pcacs.ac.in

3. The approved faculty members should write minor research projects to the university of Mumbai and other agencies.
4. The eligible faculty members should submit proposals to Government agencies for Major research grants.
5. The faculty members have to report all the published work to the IQAC. The no. of papers reported by individual teachers for the data filling of aqar will only be considered for the data required for promotion.

Guidelines for PhD Scholars

1. The PhD scholars are expected to submit their findings regularly to the guides for scrutiny and criticism.
2. The PhD scholars are expected to remain present for the half yearly evaluations.
3. The PhD scholars have to complete their course work on time.
4. The PhD scholars registered under the research center of the institute have to publish their PhD research work with affiliation of the institute.
5. Every year minimum two research papers have to be published by the research scholar in reputed journals.
6. The research scholars who are also approved faculty of the University have to submit a minimum one proposal for Minor Research Project to the University of Mumbai during the tenure of the PhD.

Code of Conduct for Research

HONESTY

- a) Do not falsify, fabricate, plagiarise, mislead, or misrepresent (either in writing, through electronic/online means or by any other means)
- b) Do not deviate from accepted practices in the specific research discipline or pertaining to specific communities
- c) Obtain all relevant licenses, permits, permissions, and protocols, where necessary.

TRANSPARENCY

- a) Share and communicate research methodology, data and findings openly, responsibly and accurately
- b) Disclose and manage conflicts of interest.

FAIRNESS

- a) Treat fellow researchers and others involved in the research fairly and with respect
- b) Appropriately reference and cite the work of others
- c) Give credit, including authorship where appropriate, to those who have contributed to the research.

RECORDKEEPING

- a) Retain clear, accurate, secure and complete records of all research including research data and primary materials

CONFLICTS OF INTEREST

- a) Disclose and manage any and all actual, potential or perceived conflicts of interest;



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PUBLICATION AND AUTHORSHIP

- a) Include all authors of research outputs. Authors of research outputs are those, and only those, who have made a significant intellectual or scholarly contribution to the research and its output, and they have agreed to be listed as an author.
- b) Cite and acknowledge other work appropriately and accurately and obtain permission for the use of unpublished work.
- c) Acknowledge professional and technical staff, institutions, funders, and shared facilities which have contributed to the research explicitly in all published outcomes of the research.
- d) The faculty members have to report all the published work to the IQAC. The no. of papers reported by individual teachers for the data filling of aqar will only be considered for the data required for promotion.

HUMAN RESEARCH ETHICS

- a) Apply the ethics principles of research merit and integrity, justice, beneficence and respect in the conduct of all human research.
- b) Only conduct research involving humans with approval from the appropriate ethics review body.

ANIMAL RESEARCH ETHICS

- a) Only conduct research involving animals after receiving approval from an appropriate animal ethics review body.
- b) Act to minimise the impacts on animals used in research and in so doing support the welfare and wellbeing of these animals.

Maintenance and Updation of Research Facilities

The institution's research facilities are updated quarterly/annually depending on the requirement. **Procedures for Repairs and Maintenance of Resources are in place.**

- a) Every In-Charge regularly checks the resource available in their custody and verifies its working condition.
- b) Accordingly a report of non-working material is communicated to the HOD/ Coordinator.
- c) HOD/ Coordinator compiles all the complaints and segregates them in urgent and annual maintenance categories.
- d) The follow up of the urgent maintenance equipment or resources is taken immediately after the approval of the principal.
- e) The annual maintenance resources are forwarded at the end of every academic year after thorough inspection of the equipment.
- f) Also, depending upon the cost of equipment and its maintenance requirement the quotations are invited and the detailed procedure is followed through the purchase committee, if this cost exceeds more than Rs. 10,000/-.
- g) After the maintenance of a particular resource it is informed and a satisfactory remark is taken from the concerned In-Charge. After getting the remark from all the concerned the authority approves the bill for payment and accordingly payment is released.



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