

	<b>Policy Title: Research Policy</b>	
1.	Administrative Policy Number (APN): (Suggested By IQAC)	Functional Area:
2.	Brief Description of the Policy:	Research Innovation and Promotion Policy
3.	Policy Applies to:	Students and Faculty
4.	Effective from the Date:	
5.	Approved by:	
6.	Responsible Authority	
7.	Superseding Authority	
8.	Last Reviewed/ Updated:	
9.	Reason for the policy	
10.	References for the policy	University/ HRDC/ etc

#### I. Introduction:

Dr. BMN College of Home Science aims to make research an integral part of the institutional ethos and motivate students and faculty to undertake research with integrity to encourage sustained personal and institutional development. This policy will aim to guide the staff and students in their research endeavours by outlining certain essential aspects and procedures of conducting and publishing research. By demystifying the process of research, it will inspire young and self motivated researchers to take up major and minor research projects, at national and international levels, submit publications in reputed journals, apply for research grants, and network with the industry to explore research opportunities that promote innovation. By following the guidelines outlined in the policy, the beneficiaries will be able to conduct research of high standards in keeping with the ethics of research

#### II. Policy Statement:

The purpose of the research and innovation policy is to outline the various steps and procedures involved in research, in order to build an effective and conducive environment that will

encourage innovative and productive research activities adhering to the ethics of research, which will set (and maintain) a new benchmark for institutional research.

### III. Objectives:

1. To encourage faculty and students to take up research in socially relevant areas that will contribute towards development and well being of the society and environment
2. To develop research aptitude among students and faculty by organizing various activities like seminars and workshops for enhancing skills in research
3. To introduce structured courses at undergraduate and postgraduate levels to seamlessly blend research with the academic curriculum.
4. To promote innovative interdisciplinary research in collaboration with reputed agencies, NGOs, and industries
5. To establish ethical research practices to ensure research integrity and high standards in publication.

IV. Definitions- Defined below are some aspects of research that the institution prioritizes in all its research endeavors:

1. Research- Research is defined as the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings.
2. Ethics and Integrity of Research- Dr. BMN College of Home Science stands for integrity in all aspects of research. All research projects must meet the ethical standards and encompass the following aspects: honesty, rigour, transparency and open communication, care and respect for the participants, and accountability.
3. Innovation- Innovation is the process and the result of inventing something new and valuable that leads to the betterment of the society. It is important to note that our institution recognizes the creation of new knowledge as an integral step in the process of innovation, and thus, encourages new researchers to contribute to the knowledge pool through their novel research questions.
4. Plagiarism- Plagiarism is presenting another entity's research as your own or even incorporating part(s) of their research into your own without giving them due credit. Dr.

BMN College of Home Science discourages plagiarism of any kind, and has thus, set procedures and guidelines in place to prohibit students from indulging in the same.

5. Publication- Dr. BMN College of Home Science encourages students and faculty to publish their research work in reputed peer-reviewed journals which are preferably UGC-Care listed or SCOPUS-indexed. To further this objective, the institution incentivizes students and faculty by providing them institutional and financial support.
6. Interdisciplinarity- Dr. BMN College of Home Science recognizes the importance of interdisciplinary research, and encourages student and faculty researchers to engage academically and critically with all interrelated disciplines, which will inevitably lead to more informed and nuanced research endeavors.

## V. Guidelines

### i) General guidelines:

1. Call for proposals will be published by the institution.
2. The applications submitted will be scrutinized and evaluated by the Research Capacity Building Centre.
3. Wherever required, the selected projects will have to procure ethical clearance certificates.
4. Each project will have to undergo a plagiarism check, and the plagiarism report has to be attached to the project.
5. Once the project report has been submitted, it will undergo a rigorous review and evaluation process.
6. If the project has been funded by the institution, the expenditure will be audited at the end of the project.

### ii) Guidelines for publication:

1. Students and faculty are encouraged to publish in reputed, indexed, and UGC CARE-listed journals.
2. If any aspect of a joint publication is to be paid for, then the amount is to be shared by the student and the faculty member.
3. If a publication is based on a study or a research done by a student, then the student should be credited as the first author and the mentoring guide/supervisor/teacher should be credited as the second author or the co-author.

4. Institutional affiliation should be clearly mentioned while applying for publication in any journal or book.
5. If any visiting faculty/temporary faculty/guest faculty is collaborating with a student on a publication, then the institution should be informed formally about the project.

iii) Guidelines for research projects supported by the Seva Mandal Educational Society:

1. The timeline of the project must be strictly adhered to.
2. A progress report has to be submitted every six months.
3. The total amount spent should not exceed the limit as proposed in the Budget as part of the proposal.
4. The team should take prior approval from the Research Capacity Building Centre before going ahead with the expenses.
5. In order to purchase equipment, the team should present three quotations to the Research Capacity Building Centre, and go ahead with the approved quotation.
6. The original bills of all purchases should be submitted to the accounts department as well as the Research Capacity Building Centre.
7. The librarian should be consulted before purchasing books/journals. The finalized list should be submitted to the Research Capacity Building Centre as well.
8. As per the UGC norms, books and journals will become the property of the college after the project is completed.
9. For any project assistance, the rate of remuneration should be decided in consultation with the Research Capacity Building Centre. An hour-wise detailed record of the work done by the project assistant should be submitted to the Centre.

## VI. Forms

- 1) Application form
- 2) Ethical clearance form
- 3) Enrollment form

