

## **ORIENTAL COLLEGE RESEARCH POLICY (2019-20)**

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### **1. INTRODUCTION**

In keeping with its Vision of academic excellence, the Oriental College (Autonomous), Imphal is committed to provide a quality research culture in the institution. The research policy of the college aims to contribute to capacity building by encouraging scientific temper and research aptitude of the faculties and the students, by implementing advanced research methodologies and by providing standard norms for conducting research in an effective and safe manner. The policy shall apply to all faculty- temporary or permanent, staff appointed as part of Research Projects and students who are engaged in research as part of their curriculum.

### **2. OBJECTIVES of the RESEARCH POLICY**

The research policy provides a broad framework to guide scholarly research with the following objectives:

- i) To encourage the faculty to take up research work by providing necessary support,
- ii) To provide consultation and guidance to the faculty desiring to take up research, and to address grievances of those who are engaged in research,
- iii) To create and promote a culture of research among the faculty and staff,
- iv) To identify research areas and specify research topics of academic, practical and social significance,
- v) To organize seminars/conferences/workshops on research topics and training programmes in research methodology,
- vi) To ensure quality, integrity and ethics in research,
- vii) To publish research material in appropriate media and to make available such published information to the end users,
- viii) To facilitate the publication of reports submitted by the research scholars,
- ix) To bring about an annual/periodic compendium of abstracts/papers presented by the staff and students in various seminars / conferences / workshops for the benefit of researchers,
- x) To serve as a facilitator providing professional guidance, technical support and recommendation for financial assistance,
- xi) To encourage inter-and extra- disciplinary research and contribute to the vision for creation of high standard Integrated Lab in the institution.

### **3. RESPONSIBILITY AND OBLIGATIONS IN RESEARCH**

The college advocates high standard of responsibility and ethical conduct norms from all sections for higher research. It hereby affirms the following principles concerning research:

- i) The college should create an environment conducive to research by providing suitable infrastructural facilities such as space, library, lab facilities, and funding if available, based on the educational merit of the proposed research.
- ii) Individual research projects / research scholars should be free to select the subject matter of their research, to seek support from any available financial source for their work, and to arrive at their own findings and conclusions. However their methods, findings and conclusion should be available for scrutiny and criticism of peers.
- iii) For a regular faculty- newly appointed or joined- who is currently pursuing doctoral studies in a registering university, a written application shall be submitted to the Principal through the concerned Dean for acceptance as a research scholar in order to avail the privileges and benefits of research under this research policy. On the direction of the Principal, the candidate shall submit an update on the research work done to a committee- herein referred to as RGCE stated below. On the recommendation of the committee, the Principal may accept the candidate as a research scholar under this policy.
- iv) 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.
- v) Researchers should demonstrate integrity and competence, objectivity and justice, and intellectual honesty.
- vi) Publication of the research in international, peer reviewed and indexed journals with good impact factor is expected.
- vii) Malpractices including plagiarism are strictly prohibited.
- viii) The Principal to initiate, promote and monitor the research activities in the institution by constituting the RGEC from time to time.
- ix) The material component such as equipments and books procured out of the research grant of the funding agency during research project undertaken by a faculty will remain as property of the college after the project is completed.

### **4. RESEARCH PROJECTS**

- i) The college expects all our faculty to complete their Ph.D. However, regular faculty members who, for legitimate reasons, are not engaged in pursuing doctoral studies are urged to take up research projects – Minor or Major, funded by agencies like the UGC, DST, DBT, BRNS (Board of research in

nuclear sciences), RBI, etc. The management will endeavour to provide necessary support to such projects and assist in applying to the funding agencies.

ii) For institutional projects of small scale such as Action Research/ research in college's "adopted village", if available, proposal has to be routed through the concerned Dean to the Principal who after examining the proposal with budget in consultation with RGEC, may decide on it.

iii) The faculty pursuing for research project shall be jointly responsible with the Principal Investigator (PI), if any, for preparing the budget, maintaining the accounts, keeping a stock-register of the equipment, consumables purchased and the disposal of excess consumables for the project. A copy of the budget and accounts must be submitted to the Principal and the Coordinator (RGEC) for scrutiny and monitoring.

iv) Periodically or as per the design of the project proposal, the candidate and the PI shall keep the Principal informed about the progress of the project, its closure, the audited statement of accounts and the utilization certificate.

v) The candidate shall abide by the requirements and guidelines of the management and the funding agency on choice of the PI, intellectual property rights, journal publications or presentations in conferences/seminars.

## **5. BODY FOR PROMOTION OF RESEARCH**

To assist young researchers and faculty desiring to take up research projects, the college sets up 'Research Guidance and Extension Cell' on 12<sup>th</sup> March, 2020 with the Principal as its chairman and a Coordinator appointed by the Principal from amongst the faculty to promote research work, create and sustain a research culture, motivate staff and students to engage in research activities. The aim is to inspire, guide and coordinate the initiatives of the staff and students towards-

- doctoral and post-doctoral research in the sciences and the humanities,
- major and minor research projects,
- organizing of national and international conferences,
- presentation of research papers and their publication in reputed journals, and
- other research-related matters.

The Cell encompasses in its ambit all research activities of the staff and students including research scholars working in the college.

The Cell comprises all Deans, all HODs, Coordinator of IQAC, 2 teachers each of Arts and Science who are actively involved in research activities. It formulated this research policy on 20<sup>th</sup> March, 2020 for implementation in the college paving way for further refinement in the direction of excellence in research and extension.

## **6. CONFERENCES/SEMINARS/PRESENTATIONS/PUBLICATIONS**

- i) The Policy inspires and coordinates the initiatives of the staff for organising / participation of conferences, seminars, workshops as well as presentations / publications. But enhancement of qualification, participation in Orientation or Refresher courses, attending seminars and conferences, organizing programmes in the Departments, faculty development programs are outside the ambit of research promotion envisaged in this policy.
- ii) In spite of the sub-clause (i) above, participation in national or international conferences/seminars, presentation of papers and publications will come under the purview of this research policy only to the extent that these are directly related to research and recognised as such by the Principal on the recommendation of the RGEC.
- iii) The candidate is expected to have his/her paper/presentation scrutinised by the RGEC along with the detailed budget so that it can be sent to the Principal for his approval.

## **7. INCENTIVES FOR INCREASING RESEARCH ACTIVITIES**

- i) The initiative and responsibility for applying for funds is primarily that of the candidate engaging in research. He/she can seek funding from the available sources such as government agencies, corporate business and industry, philanthropist etc.
- ii) the college authority shall endeavour to provide seed money for the research projects under the conditions:
  - (a) The research project, doctoral/minor/major, has been processed and recommended by the RGEC to the Principal,
  - (b) The budget proposal and the external sources funding are indicated,
  - (c) The number of applicant candidates and the quantum of fund requested are within the budgetary provision of the college.
- iii) The college promotes and encourages faculty members and scholars to present their work in international conferences. The authority shall also endeavour to provide travel grant to faculty scholars who are invited for delivering lectures in national/international conferences or to present their findings in national/international conferences. [vid. Ref. clause 6(ii) above]
- iv) To inculcate research aptitude among students, selected students from Departments across the Programmes will be given financial assistance for innovative projects.
- v) Based on research and publication related achievements of the faculty evaluated at the end of every year, the college shall institute recognition awards titled “Best Researcher of the Year in Science” and “Best Researcher of the Year in Arts”.
- vi) In all cases, the decision of the Principal shall be final.
- vii) As a part of encouragement, it is expected that the Department, with initiative of the HOD, will make suitable arrangements to substitute for its own faculty scholar in academic duties such as classes, invigilation, etc. at high times of research.

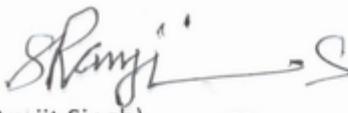
## 8. BUDGET ALLOCATION FOR MONETARY INCENTIVES

Sl. No.	Item for Faculty	Item for Student	Amount
1.	Seed Money for research (2 each form Arts and Sc.)		For Arts=Rs.20,000 For Sc. =Rs.30,000 (both for 2 persons)
2.	Travel grant for lecture/ paper presentation in national/international conference/seminar		Upto Rs.10,000 (in a year)
3.		Innovative project assistance (1 each form Arts and Sc.)	For Arts=Rs.2,000 For Sc. =Rs.5,000
			Total= Rs.57,000

## 9. Conclusion:

The college has decided to encourage all its Departments to engage the faculty in creative, innovative and socially useful research. The research policy laid out above is the first step to this venture. It will be implemented on an experimental basis for the period of one year from the date of commencement. The college will then review and revise the policy if necessary in consultation with stakeholders. It is believed that all teaching staff and students will endeavour to take up research trailing on their way to highest achievements to accomplish the vision of the college.

  
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Coordinator, IQAC

  
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Principal  
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## ***CODE OF ETHICS FOR RESEARCH***

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### **1. Objectivity**

In order to ensure objectivity, partiality in any form should be avoided. This relates to formulation of research design, analysis and interpretation of data, evaluation of the work of peers, recruitment of staff, applications for award of grants, giving expert testimony, and other aspects of the scientific research where objectivity is essential. It is recommended to try to avoid partiality and self-deception. The researcher must openly disclose any personal or financial interests that might influence scientific research.

### **2. Confidentiality**

The researcher must save confidential information, such as articles submitted for publication, records of employees, professional or military secrets and the records of patients' health records etc.

### **3. Morality**

To ensure high moral standards of research, the researcher must comply with promises and agreements, be honest and seek sustainability of thoughts and actions.

### **4. Honesty**

Academic honesty and integrity is an indispensable prerequisite in all kinds of scientific endeavour. The scientist must honestly present information on the data, results, research methods and procedures, and publication status. It is extremely unethical to falsify and distort the data, to deceive colleagues, agencies aiding grants or the public.

### **5. Prudence**

The researcher must carefully avoid errors and omissions. It is important to evaluate carefully and critically both one's own work and the work of peers. It is important to systematize all research-related activities (e.g., data collection, planning research stages and correspondence with agencies and journals).

### **6. Respect for colleagues**

The researcher must respect his/her colleagues and peers by dealing with them honestly.

### **7. Respect for intellectual property**

The researcher must respect patents, copyright laws and other forms of intellectual property. He/she must not use unpublished research data, methods, or results without due permission. Norms relating to citations and references must be duly followed and it is strictly forbidden for the researcher to plagiarize.

### **8. Openness**

The researcher must openly share data, ideas, tools, and resources, be open to criticism and new ideas.

### **9. Social responsibility**

The researcher must promote social welfare and try to avoid harm and strive for social good through research, public education, and advocacy activities.

### **10. Antidiscrimination**

The researcher must avoid discrimination against students or colleagues on the basis of sex, race, nationality, or other factors not related to scientific excellence and honesty.

### **12. Competence**

The researcher must maintain and improve professional competence through lifelong learning, and take measures to promote competence and excellence in science and education.

### **13. Legitimacy**

The researcher must have sound and up-to-date knowledge of relevant laws relating to his/her work as well as institutional and government policies and duly comply with them.

### **14. Security of people involved in scientific research**

While conducting scientific research with human beings, one must strive to minimize risks/damage and maximize benefits. The researcher must ensure respect for human dignity, privacy, and autonomy. Special precautions must be taken while working with vulnerable populations, and seek a fair distribution of the research benefits and burdens.

### **15. Responsible publication**

The researcher should publicize the results of the research for the sake of science and further scientific research and not for the benefit of his career. He/she should avoid unnecessary publication or republication.



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