

**Ramakrishna Mission Vivekananda Centenary College
(Autonomous)**

Rahara, North 24 Parganas, West Bengal : 700118



Affiliated to West Bengal University

College with Potential for Excellence

RUSA-funded Institution

DST-FIST Awarded College

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Research Policy of the College

Introduced from January 2017

Prelude:

Ramakrishna Mission Vivekananda Centenary College (Autonomous), Rahara situated at the outskirts of the cosmopolitan city Calcutta, has always been striving to involve its faculties and students in research works. The journey started in the last century, more than two decades before. However, with the establishment of Swami Vivekananda Centre for Multidisciplinary Research in Basic Sciences and Social Sciences and with the permission received from the parent university to start Ph.D. programmes, the entire endeavour got new momentum. The college has always felt that to refresh one's own knowledge for keeping pace with the changes and expansion happening every day in the field of his study, it is imperative for a teacher or learner to involve himself in the latest day research activities through literature studies, taking up small and/or large scale research projects, contributing in research conference, seminar, symposia, collaborating with other research groups and/or institutes etc. That the teaching is the principal mission laid down before a faculty member of a college in our country is undisputable. Yet, without remaining aware of the research activities of the world around, one cannot keep his teaching for undergraduate and post graduate programmes a living, exciting and innovating. At this backdrop, Ramakrishna Mission Vivekananda Centenary College (Autonomous), Rahara, an autonomous college affiliated to West Bengal State University, has framed the General Policy of Research Promotion. This policy is to be ordinarily adhered to by the Administrators, Faculty members, Supporting staff, Students and other allied stakeholders.

A. Institutional Responsibility :

1. The College will provide seed money to the faculties for their research work in the college. While receiving seed money from the college, the concerned faculty members will be required to submit a proposal demonstrating all the aspects of the project including budgetary estimate. In the beginning years, for the encouragement of the faculty members to pursue such projects, the Principal may straightway approve the proposal and sanction the money as required by the teacher depending on the availability of the fund. Later, an Institutional Research Wing will be duly constituted by the Principal to assess and monitor all such activities. This IRW will be chaired by the Principal. Apart from two faculty members actively involved in research will be its members. However, the Chairman will co-opt other members as and when required. However, in all cases a proposal

including a budgetary estimate should be submitted and at the end a brief report along with the utilisation certificate duly signed by the accountant and the project supervisor should be submitted to the Principal.

2. Awareness programmes on patenting and rules and regulations pertaining to the Intellectual Property Rights should be conducted at the institutional level.

3. Teachers and students should be encouraged to make patent of their innovation or publish their work in a reputed journal.

4. Official MoU and/or Linkages may be built up with other institutes or industries for research exposure.

5. Some innovative research related activities should be showcased by the college authority depending upon the availability of the fund.

6. The college should maintain high level of ethical standard in relation with the research activity, publication and patenting. Suitable software to be procured and plagiarism checking should be made a mandatory provision for receiving any research article, monograph and thesis at the institution level for assessment or publication. The college should constitute suitable committee to address the research ethics related issues and implement ethical standards at this college. It must abide by the rules and regulations framed by the Regulatory authorities time to time.

B. Policy on providing financial support to teachers for attending seminar etc. :

1. The college will provide 'assisting seed money' to teachers for going to seminars/workshops / conferences.

2. However, one teacher may be given funding for maximum one international, one national and one state level event in one semester period.

3. The funding assistance may be full or partial depending upon the availability of the funding with the college.

4. The college will keep budgeted amount ready for the purpose.

5. The Principal will decide the amount of funding for each teacher.

C. Curricula Related Activity at Departmental Level :

1. Each Department should modify their curricula in such a way that the students get exposure to latest development in their subjects.
2. Research ethics should be introduced as one of the courses in Ph.D. Programmes.
3. Each department should try to incorporate a student research project, including internship, field project or any other type of innovative approach towards research to make them orient for such activity.
4. Students may further be motivated to go to the research institutes and work under some eminent researcher or scientist so that they can imbibe the zeal for research in their future life.
5. Industry visit, interaction with industry people, internship in the industries may be included in the curriculum so that the students get exposed on how the research works are translated into the need of the society.
6. Post Graduate departments may be encouraged to start Ph.D. programmes. Eligible teachers may be encouraged to apply as Supervisors as per the prevailing UGC norms.

D. Role and Activity of Faculty Members :

1. All faculty members should be encouraged to take up research activities according to their capacity.
2. All faculty members should be encouraged to complete their own Ph.D. programme at the earliest.
3. Faculty members should be given on duty leave if they go to any seminar/conference/workshop as a resource person or paper presenter.

E. Research Ethics

1. Controlling Plagiarism

RKMVCC shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of submission.

Every student submitting a thesis, dissertation, or any other such documents to the RKMVCC shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.

The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the RKMVCC.

RKMVCC shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the RKMRC website.

Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.

RKMVCC shall submit to INFLIBNET soft copies of all Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".

RKMVCC shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

2. Checks of Plagiarism

The checks for plagiarism shall exclude the following:

- All quoted work reproduced with all required consent.
- All references, bibliography, table of content, foreword and acknowledgements.
- All generic terms, laws, normal symbols and standards equations.
- It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

3. Quantifying Layers of Plagiarism :

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

0 type : Similarities upto 5% - Minor similarities, no penalty

1st type : Similarities above 5% to 30%

2nd type : Similarities above 30% to 40%

3rd type : Similarities above 40%

4. Departmental Plagiarism Checking Panel (DPCP)

All Departments in RKMRC shall notify a DPCP whose composition shall be as given below:

- Chairman : Head of the Department
- Member - Senior academician from outside the department, to be nominated by the head of RKMRC.

- Member - A person well versed with anti plagiarism tools, to be nominated by the Principal.

The tenure of the members shall be five years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

5. RKMVCC Plagiarism Controlling and Monitoring Committee (RKMVCCPCMC)

RKMVCC shall notify a RKMVCCPCMC whose composition shall be as given below:

- Chairman - Principal of the RKMVCC.
- Member - Senior Academician other than Chairman, to be nominated by the Head of RKMVCC.
- Member - One member nominated by the Head of RKMVCC from outside the RKMVCC
- Member - A person well versed with anti- plagiarism tools, to be nominated by the Head of the RKMVCC.

The Chairman of DPCP and RKMVCCPCMC shall not be the same. The tenure of the Committee members including Chairman shall be five years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

6. Consequences

Some sort of Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Research programs and on faculty & staff of the RKMVCC only after such an academic misbehaviour has been proved. However, in all such cases should get the chance to defend himself. Once it is doubtlessly proved following penalties may be imposed by RKMVCC Plagiarism Controlling and Monitoring Committee (RKMVCCPCMC):

- i. 1st type : Similarities above 5% to 30%** - Such student shall be required to submit a revised paper/thesis within a time period not exceeding 6 months.
- ii. 2nd type : Similarities above 30% to 40%** - Such student shall be disqualified from submitting his thesis/paper for 2 years.
- iii. 3rd type : Similarities above 40%** - Registration of such student for that programme shall be cancelled.

Issued by the Principal of the College with the concurrence of the Concurrent authority.

Swami Kamalasthananda

Principal