

# Ramakrishna Mission Vidyamandira



*A Residential Autonomous College affiliated to  
Calcutta University*

**Re-accredited by NAAC with 'Grade A'**

**College with Potential for Excellence**

**RUSA-funded Institution**

**DST-FIST Awarded College**

**DBY Star College**

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## **Research Policy of the College**

**Approved by the Governing Body in its meeting dated 5 May 2014**

**Introduced from July 1 2014**



## **Preamble :**

An individual working in any Higher Education Institute in teaching profession always needs to refresh his knowledge for keeping pace with the changes and development occurring every day in the field of his study. Therefore, it is imperative for such an individual to involve himself in the latest day research activities through literature studies, taking up small and/or large scale research projects, participating in research conference, seminar, symposia, collaborating with other research groups and/or institutes etc. That the teaching is the primary task laid down before a faculty member of a college in our country is undeniable. 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, inspiring and innovating. Hence, the need of involvement in research at least to a small extent should never be ignored. Keeping this in view, Ramakrishna Mission Vidyamandira, a residential autonomous college affiliated to University of Calcutta, is, thus framing 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 stake holders. However, it is to be remembered that this being the policy will always require the necessary sanctioning from the suitable authority for initiating any project for the promotion and/or sustenance of research.

## **A. Institutional Responsibility and Activity :**

1. College should try to give seed money to the teachers for their research work in the college.
2. While providing seed money for any institutional level research project, the college should ask the concerned faculty members to submit a short proposal indicating all the aspects of the project including budgetary estimate. The Principal may constitute a Committee for assessing the proposal and once the Committee approves it, the money should be allocated for the project. However, If the Principal thinks, at least at the initial level for the encouragement of the faculty members to pursue such projects, he may straightway approve the proposal and sanction the money as required by the teacher depending on the availability of the fund. 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.
3. The college should try to develop its infrastructure for facilitating the institutional research.

4. Awareness programmes on patenting and rules and regulations pertaining to the Intellectual Property Rights should be conducted at the institutional level.
5. Teachers and students should be encouraged to make patent of their innovation or publish their work in a reputed journal.
6. Institute will try to keep least administrative complexities in research so that the academicians do not get perplexed while spending money etc.
7. Official MoU and/or Linkages may be built up with other institutes or industries for research exposure.
8. More research oriented books, journals, databases including e-copies should be made available in the library.
9. 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. :**

10. The college will provide 'assisting seed money' to teachers for going to seminars/workshops / conferences.
11. However, one teacher may be given funding for maximum one international, one national and one state level event in one semester period.
12. The funding assistance may be full or partial depending upon the availability of the funding with the college.
13. The college will keep budgeted amount ready for the purpose.
14. The Principal will decide the amount of funding for each teacher.

## **C. Curricula Related Activity at Departmental Level :**

15. Each Department should modify their curricula in such a way that the students get exposure to latest development in their subjects.
16. Research ethics should be introduced as one of the courses in M.Phil. and/or Ph.D. Programmes.
17. 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.
18. 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.

19. 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.
20. 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 :**

21. All faculty members should be encouraged to take up research activities in accordance to their capacity.
22. All faculty members should be encouraged to complete their own Ph.D. programme at the earliest.
23. Institute should try to bring fund for research infrastructure development and also for recurring expenditure required to do active regular research at institutional level. With this objective college should move the governmental agencies and also corporate houses for necessary funding.
24. Faculty members should be given on duty leave if they go to any seminar/conference/workshop as a resource person or paper presenter.

25. Faculty members may be give partial financial help for registration to seminar/conference/workshops etc, especially where registration fees are very high.

## **E. Research Ethics**

### **1. Controlling Plagiarism**

- RKMVM 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 RKMVM 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 RKMVM.
- RKMVM 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 RKMVM website.

- Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- RKMVM 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*".
- RKMVM 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 (10) 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
- 1<sup>st</sup> type : Similarities above 5% to 30%
- 2<sup>nd</sup> type : Similarities above 30% to 40%
- 3<sup>rd</sup> type : Similarities above 40%

#### **4. Departmental Plagiarism Checking Panel (DPCP)**

- All Departments in RKMVM 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 RKMVM.
  - 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. RKMVM Plagiarism Controlling and Monitoring Committee (RKMVMPCMC)**

- RKMVM shall notify a RKMVMPCMC whose composition shall be as given below:
  - Chairman - Principal of the RKMVM.

- Member - Senior Academician other than Chairman, to be nominated by the Head of RKMVM.
  - Member - One member nominated by the Head of RKMVM from outside the RKMVM
  - Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the RKMVM.
- The Chairman of DPCP and RKMVMPCMC 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 RKMVM 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 RKMVM Plagiarism Controlling and Monitoring Committee (RKMVMPCMC):

**i. 1<sup>st</sup> 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. 2<sup>nd</sup> type : Similarities above 30% to 40%** - Such student shall be disqualified from submitting his thesis/paper for 2 years.

**iii. 3<sup>rd</sup> type : Similarities above 40%** - Registration of such student for that programme shall be cancelled.

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This is issued by the Principal of the college on receiving the approval of the Governing Body of the College as mentioned in the beginning.

*Shastrajnananda*

**Swami Shastrajnananda**  
**Principal**

