

### **MERI - CET Research Policy**

MERI CET believes that an academic institution should actively engage in transfer of knowledge gained through research for the benefit of society. Research and innovative teaching methodology is the central mission of the college, research is one of the pioneer aspect of academic activities which help the college to achieve excellence in the field of education. MERI CET encourages its faculty and students to serve the society through their primary commitment in research that are in tandem with our core values as an institution of higher education. Research can flourish only in a climate of academic freedom which includes freedom of inquiry, freedom to challenge conventional thought and the right to disseminate the results. However, with academic freedom comes the responsibility to ensure that all research is conducted by the principles of honesty, integrity, trust, accountability and meets high scientific and ethical standards; is conducted with honest and thoughtful inquiry, rigorous analysis, and accountability for the use of professional standards; and seeks to increase knowledge in ways that do not harm but which benefit society.

#### **Aims of the Research Policy**

1. The college expects all members of the college including faculty and students who are conducting research to observe the highest standards of ethics and integrity in the conduct of their research. In pursuance of such high standards they must:
  - a) be honest in proposing, conducting and reporting research. They should strive to ensure the accuracy of research data and results and acknowledge the contributions of others
  - b) comply with ethical and legal obligations as required by statutory and regulatory authorities, including seeking ethical review and approval for research as appropriate.
  - c) they should ensure that any research undertaken complies the safety, dignity, wellbeing and rights of those associated with the research
  - d) ensure that they have the necessary skills and training for their field of research
  - e) recognize their accountability to the college and their peers for the conduct of their research
  - f) having due regard to subject disciplinary norms, acknowledge that authorship of a research output should be attributed only to a researcher who has made a significant intellectual, scholarly or practical contribution to that output and is willing to take responsibility for the contribution
2. Failure to comply with this Code of Practice and Procedure may give rise to an allegation of Misconduct in Research. Misconduct in Research may be a ground for disciplinary action, and if serious, for dismissal or expulsion.

#### **Scope of the Research Policy**

This policy shall apply to all the researchers of the college and for the purpose of this policy 'researchers' are defined to include

1. All faculty, temporary and permanent, who are active in teaching, research, and provision of any form of support to the core functions of the college;
2. All students registered with the college;
3. All mentors, guides, external experts and sponsors associated with any of the research activities of the college
4. All academic departments of the college;

This policy shall apply to all the research and related activities of the college and for the purpose of this policy research and related activities will inter alia include

1. Research activities including basic, strategic and applied research undertaken either for fulfilling the requirements of academic degrees or for solving problems
2. Scholarly activities intended to expand knowledge boundaries by analysis, synthesis and interpretation of ideas and information by making use of rigorous methodologies
3. Knowledge compilation and communication initiatives for keeping abreast of academic developments in any knowledge domain such as writing of textbooks, chapters of textbooks, monographs; developing/updating curriculum, etc.
4. Creative activities involving the generation of new ideas, innovations, hypotheses, images, performances or artefacts, including design in any field of knowledge which leads to the development of new knowledge, understanding or expertise;
5. Research projects of students undertaken as part of the curriculum or for enriching it
6. Publication, presentation and communication of the research outcomes and related activities

### **Objectives of the Research Policy**

- To strengthen the institutional capacity for strategic, technical and operational planning, budgeting and control of all research activities of the college
- To create and administer a research fund for supporting and facilitating research initiatives and projects of faculty members and students
- To develop rules, procedures and guidelines for granting research support, instituting awards, and supporting all other related activities
- To develop rules, procedures and guidelines for granting study leave, sabbatical leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities
- To provide a modality for proper coordination of all research activities of the college and aligning these to the vision and missions of the college and national development goals.
- To prepare and regularly update the research agenda of the college outlining the preferred focus areas and priorities of research activities to be supported

- To guide faculty members in the effective integration research projects with the regular curriculum implementation and curriculum enrichment activities
- To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations
- To promote interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects
- To define an enabling framework for researchers to obtain sponsorships for research projects and which makes the participating researchers responsible for the successful implementation of the project
- To identify and establish linkages including MOU s for long term relationships with national and international research organizations for widening the scope of research opportunities and funding options available to the teachers and students of the college.
- To identify and establish linkages including MOU s for long term relationships with industry bodies and individual companies for creating opportunities for teachers and students of the college to involve themselves in real life research projects and obtaining sponsorships
- To identify and develop collaboration with national and international renowned researchers
- To encourage and facilitate the publication of the research work/projects in reputed academic journals
- To encourage and facilitate the presentation/communication of the research work/projects as well as their findings and recommendations through academic events such as workshops/seminars/guest lectures or the media
- To compile data on all the research work/projects undertaken by the teachers and students in to a database for easy monitoring and analysis of the progress being made by them from year to year
- To provide a mechanism for ensure that academic staff attain the desired mix of teaching, research and consultancy outputs so as to achieve the level stated in the College mission;
- To draw up and adopt a research code, which informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research
- To prepare and implement a research quality assurance mechanism for ensuring that all research activities of the college conform to standard quality specifications
- To develop, prescribe and administer rules and procedures to ensure the compliance of all researchers to the research quality assurance framework, the research code and all the applicable rules and regulations.

### **Research Policy Implementation Mechanism**

The Research Cell of the college shall be responsible for implementing this research policy of the college by working closely with the college management. The specific roles and functions of the research cell will be as follows

1. Provide research facilities in terms of laboratory equipment, research journals and research incentives etc. required by the faculty.

2. Encourage and promote a research culture (e.g. opportunities for attending conferences, research workshops etc.).
3. The cell will conduct meetings with the faculty members involved in research for weekly/ fortnightly for progress in research
4. Encourage the faculty to undertake research by collaborating with other research organizations/ industry.
5. Create suitable procedures for giving due recognition for guiding research.
6. Facilitate the establishment of specific research units/ centers by funding agencies / college.
7. Organize workshops/ training programs/ sensitization programs are conducted by the institution to promote a research culture on campus.
8. Invite industry to use the research facilities of the college and sponsor research projects.
9. Approach National and international organizations such as UGC, ICSSR, AICTE, DST to fund major and minor research projects undertaken by the faculty / students
10. Make efforts to improve the availability of research infrastructure requirements to facilitate research.
11. Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
12. Facilitate Interdepartmental / interdisciplinary research projects.
13. Institute research awards.
14. Create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.
15. Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.
16. Create and maintain a database of research work and research projects undertaken by the faculty and students as well as collect data by metrics such as Citation Index, Impact Factor, h-index, etc.
17. Publicize the research expertise and consultancy capabilities available in the college.
18. Facilitate the provision consultancy services to industries / Government / Non- Government organizations / community/ public.
19. Prepare Rules & Guidelines for Grant of Research related leave and other remissions
20. Prepare Guidelines for design and evaluation of curriculum-oriented research projects

### **Copyright Policy**

The college has a general policy that the copyright remains with creator of the work unless it is a case of institutional work i.e. it is created over years and number of faculty or students are part of the research work and college equipment and assets are used for the work, funded by the college or it is created at the direction of the college for a specific purpose, the college will retain its ownership.

### **Guidelines for Grant of Research related leave**

Research leaves are an investment by the College in the faculty. Research leaves are granted for the purpose of facilitating scholarly research, study, or other creative activity.

For the purposes of this policy and procedure 'research leave', 'study leave' and 'sabbatical' are equivalent terms. Research leave is defined as leave to enable academic staff to pursue research free from teaching and administrative duties.

In considering applications for research leave the following principles will apply:

- Applications for research leave should outline a clear and achievable research plan with a timeline and clear specific outcomes in terms of internationally-excellent publications and/or externally funded research projects.
- Previous research leave outcomes will be considered.
- The extent to which applicants have contributed positively to the teaching and administrative demands of the department will be considered.
- Research leave should not be approved where the individual has failed to carry out reasonable teaching duties when requested, or to comply with annual monitoring of research.
- Research leave should not be approved if the applicant intends to use the leave to teach at another institution.
- Research leave will be granted after due consideration of workloads including teaching responsibilities with the aim of minimizing disruption to teaching programmes. Balancing research leave, teaching and other activities will be achieved through discussion and agreement with the relevant Head of Department.
- A maximum of 2 FDP/workshop for enhancement of research aptitude may be granted per faculty per year.
- Within 30 days after return from a leave, faculty members must submit a report to their dean/ Head of Department.

### **Guidelines for design and evaluation of curriculum-oriented research projects**

Research projects undertaken by students during the various programs should be in line with the latest requirement of the industry.

A project should conform to the following standards:

Utility: It must be useful and serve the practical and strategic information needs of the intended users for decision-making purposes, these may range from assessing programme performance to allocating resources, etc.

- **Feasibility:** Be realistic and practical. Given the scarcity of resources, the project should make the best use of existing data collection systems. However, if new data collection systems are involved, resources (cost and technical capacity) must carefully be considered.
- **Ethically sound:** Abide by ethical principles with regard to those involved in and affected by the project outcomes.
- **Accuracy:** Provide technically accurate and useful information for decision-making and programme improvement.

 **Director**  


 **Registrar**