



PIMPRI CHINCHWAD EDUCATION TRUST
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Pimpri Chinchwad Education Trust's
S. B. Patil Institute of Management

RESEARCH POLICY

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1. Preamble:

The S.B.Patil Institute of Management (SBPIM) is committed to promoting and maintaining high ethical standards of integrity and accountability in the conduct of academic research by the faculties, students including Ph.D. scholars and researchers.

The purpose of this policy is to promote the research activities at the institute and encourage the faculties and students to actively undertake the research work. The policy provides financial and academic support to faculty through generous research grants, research writing workshops, and publication editing process assistance. Through this policy, we also demonstrate our commitment to fostering the management research ecosystem in India. The policy is also to protect the dignity, rights, and wellbeing of participant's /researcher's, reputation of the institute, to manage and mitigate the risk arising from research and to ensure the ethical practices embedded in the research work.

This policy is applicable w.e.f. January 2015 and revised on 2nd February 2022; the policy is further revised and implemented with effect from 1st July 2024 to all studies and research work carried out in connection with SBPIM, by faculties and students.

2. Background:

Research is recognized as the foremost academic practice. The Research is an integral part of the Teaching and Learning Process. Our research capability is firmly rooted in the diversity of intellectual interests of the faculty, wherein members undertake research in cutting-edge interdisciplinary topics. Government of India announced plagiarism as an academic fraud and unethical due to which the student or research scholar may attract punishment.

3. Scope:

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

1. All faculty members, Non-Teaching staff, temporary and permanent, who are active in teaching, research, administration and provision of any form of support to the core functions of the Institute;
2. All students including Ph.D. registered with the Institute;
3. All mentors, guides, external experts and sponsors associated with any of the research activities of the Institute.

This policy shall apply to all the research and related activities of the Institute 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

4. Objectives of the Research Policy

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

5. Maintenance of Research Integrity and Plagiarism

SBPIM is committed to prevent the plagiarism in the academic research work. At present, prevention and detection of Plagiarism has been enforced exclusively to Ph.D. Research Work.

5.1 Ph.D. Research Work:

For Ph.D. Research work the Savitribai Phule Pune University has laid the guidelines for Plagiarism. The Oxford Dictionary defines plagiarism as “the practice of taking someone else’s work or ideas and passing them off as one’s own”. Plagiarism is the deliberate or unintentional copying of ideas, text, data without the due permission and acknowledgement of author. Though the degree of severity can vary, plagiarism always amounts to ethical misconduct and requires redressal. The use of someone else’s work in one’s own is not by itself unethical. A limited amount of textual material in someone else’s paper can be copied if it is clearly marked as a quote (typically by enclosing it within quotation marks) and the source is explicitly cited where the quote starts or ends. Alternatively, text may be paraphrased with a general indication of where the concepts originated. Occasional re-ordering or substituting of words is not sufficient to count as paraphrasing: the recommended procedure is to read and understand the source material, then put it away and express the idea in one’s own words. Besides textual material, the incorporation of ideas, figures, graphs etc. from other sources in a manner that conveys a false impression that they are original amounts to plagiarism. Taking one’s own published results and reproducing them in another work as if they were new is “self-plagiarism”. “Duplicate publication” – submitting the same research results to two or more journals and treating them as separate publications – is also a form of self-plagiarism and must be avoided.

SBPIM is committed to prevent the plagiarism in the academic research work. At present SBPIM has mechanism for the detection and prevention of Plagiarism by establishing Research Committee. As per prescribed rule and regulations of Savitribai Phule Pune University, the Plagiarism percentage should be below 10 percent and SBPIM follows the SPPU Guideline. The final Ph.D. Thesis work plagiarism is checked through the software recommended by Savitribai Phule Pune University. SBPIM has the access of ithenticate and turnitin to check the plagiarism of the Ph.D. research work.

In SBPIM plagiarism would be quantified into following levels of severity for the purpose of its definition:

Similarities up to 10% - excluded

Level 1: Similarities above 10% to 20 %

Level 2: Similarities above 21% to 30 %

Level 3: Similarities above 31% to 40 %

Level 4: Similarity above 40 %

5.1.1 Penalties for Students

The Director will appoint a standing Committee on such issues, based on recommendations of the committee, penalty will be imposed by considering the severity of the Plagiarism.

- i. Level 1: Similarities above 11 to 20% - Such student will be asked to submit a revised script within a stipulated time period not exceeding 1 month.
- ii. Level 2: Similarities above 21% to 30% - Such student will be asked to submit a revised script after a time period of six months but not exceeding one year.
- iii. Level 3: Similarities above 30% to 40% - Such student will be asked to submit a revised script after a time period of one year but not exceeding eighteen months.
- iv. Level 4: Such student registration for that Ph.D. course will be cancelled.

5.2 Research Projects (Summer Internship Projects and Dissertation):

The research project is carried out by the student under the supervision of internal project guide assigned by the institute. To assess and evaluate the research project work carried out by the students, the institute has a research committee and expert team of SBPIM faculties as per the specialization. The committee and team assess and evaluate the project work done by students and then the finalization of research work is done and a project report is submitted by the students to the University and institute.

5.3 Funded Projects:

The collaborative research project contemplated hereunder, the parties agree to cooperate in good faith towards the protection and commercialization of any such intellectual property. The parties also agree to negotiate in good faith an appropriate agreement for the equitable sharing of any proceeds resulting from the commercialization of the intellectual property based on the respective contributions to the development of the intellectual property by each party.

5.4 Research Paper Published by the institute:

The institute encourages the publication and dissemination of results of high quality research. It also expects that researchers shall engage in the process of publishing and dissemination of their work responsibly and with an awareness of the consequences of any such dissemination in the wider media.

Results should be published in a form appropriate to the academic discipline. The Institute requires that all individuals listed as authors accept responsibility for the contents of the publication and can identify their contribution to it. Authors should have participated sufficiently in the research to take public responsibility for the content. The institute reserves the copy right of the research papers published by SBPIM.

6 Responsibilities:

- **Faculty members** are responsible for conducting the research work, writing and publishing the research papers, research projects as the Guidelines for Research Publications given by the Savitribai Phule Pune University.
- **Researchers** are responsible for assessing the appropriate route for ethical review for their project, with guidance as necessary, making the application and waiting until full approval has been granted before initiating their project.
- **Supervisors of student researchers** are responsible for ensuring the student is aware of University research ethics review and approval procedures and that the appropriate ethical review procedure is followed by the student. Supervisors of student research are ultimately responsible for the ethical conduct of the research and the student researcher.
- **Student researchers** are responsible for familiarizing themselves with University and institute requirements for ethical review and approval of research and for carrying out their study in compliance with good research practice and professional ethical guidance relevant to their subject area.

7 Research Advisory Committees:

Research Advisory committees have been established to promote the research priority of the Institute. The Research Advisory Committee has primary responsibility for implementing and ensuring the ethical practices embedded in the research work, research strategy and monitoring it on an ongoing basis. It identifies any academic areas where there are research gaps and creates the enabling environment so research can flourish. The Research Committee is also responsible for evaluating and approval of research work (research project, research paper, etc.) undertaken by the faculty and students.

The Research Advisory Committee appointed by the Director consists of Head Research and other faculties to promote the research culture, integrity and responsible research conduct and prevention of plagiarism in the academic research work. The members of Research Committee are as follows:

Sr.No.	Name of Member	Designation of the Member
1	Dr. Kirti Dharwadkar (Director, SBPIM)	Chairman
2	Dr. Bhushan Pardeshi (HOD-Research, SBPIM)	Member Secretary
3	Dr. Roopali Kudare (Professor & Head Academics, SBPIM)	Member
4	Dr. Padmalochana Bisoyi (Assistant Professor, SBPIM)	Member
5	Nominated member from Affiliated Institutes from SPPU	Member

8 Financial Support towards Research:

1. Grant for Publishing Research Paper

Eligible Faculty member may be given a grant for writing and publishing research paper in UGC Care/Scopus/Web of Science/ABDC listed/indexed research journal. The faculty member publishing research paper in UGC Care group II will be eligible for maximum grant up to Rs. 5000/-. The grant for publishing in UGC Care group I/Scopus/Web of Science will be maximum upto Rs. 10000/- and publishing in ABDC journal will be entitled a maximum grant of Rs. 15000/-.

The grant will be given against the article processing fee for the first author and the grant will be given for maximum four research paper in an academic year.

2. Grant for Participation in National Conference/Seminar

Eligible Faculty member may be given a grant for Paper Presentation or attending the National Conference/Seminar up to Rs. 5000/- towards Registration fees to first author and two way fare by shortest route, No DA shall be admissible and Duty leave shall be admissible. The grant will be sanctioned for not more than 2 times per academic year.

3. Grant for Participation in International Conference Aboard

Eligible Faculty member may be given a grant for Paper Presentation in the International Conference/Seminar up to Rs. 50000/- towards total expenses and Registration fees to first author once in two years and Duty leave shall be admissible.

4. Grant for Participation in International Conference In India

Eligible Faculty member may be given a grant for Paper Presentation in the International Conference/Seminar in India up to Rs. 15000/- total expenses and full Registration fees to first author, Two way fare by shortest route, DA as applicable to the grades of pay as per SPPU rules or at actual whichever is lower and Duty leave shall be admissible. The grant will be sanctioned for not more than 2 times per academic year.

5. Attending Conference/Seminar without Paper Presentation

Attending Conference/Seminar without Paper Presentation only the registration of Rs. 2000/- will be paid and Duty leave shall be admissible.

6. Attending the Short Term Training Programme/Faculty Development Programme

The eligible faculty member is attending the Short Term Training Programme or faculty development programme, the registration fee up to Rs. 5000/- will be given as a grant and Duty leave shall be admissible. In case of Priority areas, the Registration fees will be paid at discretion of the Director.

The faculty member will submit the proposal to the HOD Research and the Research Committee will assess the proposal and the grants will be sanctioned as per the recommendation of the Research Committee headed by Director.

9 Consolidated Grant for Faculty member and Non-Teaching Staff

The eligible faculty member will be allocated a total budget of maximum Rs. 25000/- for the financial year. The faculty members can utilize the said budget/grant for the publishing research paper, research paper presentation or attending the training or skill development programme, etc. The grant for Research Paper presentation in International conference abroad will not be the part of the above mentioned grant. If in the special case the Director can increase the budget limit as per requirement.

The eligible Non-teaching staff will be allocated a annual budget grant of Rs. 5000/- for attending the short term training or skill development programmes in the financial year.

10 Leave Policy for Research activity:

The eligible faculty shall be granted six-month Research Methodology Course Work as per UGC guidelines or Duty leave for Ph.D. Research Work as per the duty leave application of the concern faculty

11 Sharing of Revenue and or cost:

The Institute encourages and promotes the faculty and staff to undertake the revenue generation activities such as Research Consultancy, training consultancy, FDPs, MDPs and certification programme, etc. The Institute will share the revenue generated from the said activity among the faculty and or staff. The Sharing of revenue will be as per following proportion:

1. The Institute will charge Thirty-Five percent of the total revenue received from the above mentioned activities and will be kept by the Institute as facilitator.
2. The faculty and or staff engaged in the above mentioned activities will get Sixty-Five percent of the total revenue received from the activity.

The payment of such revenue shall be on the name of the Institute; in a special case the Institute may permit to receive the payment on the name representative member of the Institute. The Revenue must be deposited by the representative member to the Institute account within the completion of three months of the said services.

12 Awareness Programme and Training:

SBPIM shall conduct awareness programmes for the students and faculties to guide and sensitize them towards plagiarism and display responsible conduct in research, project work, thesis, etc.

13 Reporting of misconduct:

Suspected ethical misconduct at SBPIM must be reported to the Director. There will be no reprisal for complaints made in all sincerity and good faith, even if they later turn out to be unfounded. However, complaints that turn out upon investigation to have been falsely made with deliberate intent to malign the accused will be treated as a serious form of ethical misconduct. Complaints can be made by anyone, not necessarily an Institute member. They must be signed and carry the full name and address of the complainant. Some relevant documentation must be supplied along with the complaint in order for the Director to be able to decide whether there is a prima facie case. The complainant should not give wide publicity to the complaint at this stage. Such publicity, if it occurs, can be treated as ethical misconduct even if the complaint is found to have merit and continues to be investigated.

14 Mechanism to address complaints:

The Director shall appoint a standing Committee in support to Research Committee to uphold 'Academic Ethics' for a pre-determined duration whose task is to investigate ethical complaints and also impart ethical training from time to time.

Researchers must be aware of and comply with all relevant research integrity guidance and policy, including University guidance and requirements, and their relevant professional guidelines.

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