

1. ACADEMIC

1.1. RESEARCH

1. PURPOSE

The Research Policy is drawn out to provide necessary guidelines to create a research framework and environment for the faculty and students.

2. OBJECTIVES

- To promote multidisciplinary research in science, humanities, languages, commerce and social sciences.
- To create a rich intellectual and conducive environment for collaborative research among faculty and students from various departments
- To provide guidelines for the Research Advisory Committee faculty and Student Resource Forum
- To ensure the maintenance of the highest standards of integrity and professionalism in all research conducted by the faculty members and research scholars
- To establish the minimum requirements for the proper conduct of research, research ethics, management of research data and materials, publication and other matters pertaining to research.

3. RESEARCH ADVISORY COMMITTEE

The Committee constitutes the Principal, Vice-Principals, Deans and Assistant Deans of Research from both Shifts and one link person from each department. The members of RAC take keen interest in motivating the students interested in taking up research projects. They guide them and evaluate the progress of the research work periodically at a duration of three months. The final presentation of students' research paves way for them to present original societal based research at intercollegiate competitions.

4. PRINCIPLES

- Individual scholars should be free to select the problem statement of their choice for research, to seek support from any reliable source for their work and to enjoy the freedom to arrive at their own findings and conclusions.
- The research findings, results and conclusions should be made available for scrutiny and criticism through research presentations.
- Research procedures should not violate the established professional ethics pertaining to the personal rights of living beings.
- Facilitate freedom of access to the research data, processes and conclusions.

5. CODE OF ETHICS

- It deals with research misconduct, conflicts of interest, protection of the human subjects, animal care and use.
- The ethical principles of honesty, objectivity, integrity, carefulness, openness, intellectual property, confidentiality, responsible publication, responsible mentoring, respect for colleagues, social responsibility, non-discrimination, competence, legality, animal care, human subject's protection should be strictly followed.

6. ETHICS COMMITTEE

- As per the Guidelines of University Grants Commission (UGC) for the discontinuation of dissection and animal experimentation in Zoology, the Ethics committee termed as Dissection Monitoring Committee (DMC) was constituted in the Department of Zoology, Fatima College in the year 2013.
- The Members of DMC are:- Head of the Department of Zoology (Convener & Chairperson), Dean of Research, two Senior Faculty members from the Department of Zoology, one Faculty from related Science Department and one Faculty from the Department of Zoology of neighboring institutions.

- The tenure of DMC is two years. Meeting is organized once in every academic year to scrutinize and approve the syllabi of the Practical Courses.
- The committee monitors the minimized use of animals in dissections and laboratory exercises.
- The committee also ensures whether the animals permitted to be used for dissection and Laboratory exercises are procured from ethical sources.
- Apart from DMC, the Research Advisory Committee ensures that Research Ethics are followed by all researchers.

7. RESPONSIBILITIES

Responsibilities of the Institution:

- Fatima College has the responsibility to promote and sustain a culture of research integrity
- As part of the above, the college will promote effective mentoring and supervision of researchers and research trainees. This includes advising on research integrity, research ethics, research design and methods, and the responsible conduct of research through relevant Ethics Committees. The college also has a responsibility to respond to, investigate and deal appropriately with any allegations of research practices not complying with the standards expressed in this policy.

Responsibilities of the Researchers:

- Maintain high standards of responsible research through intellectual honesty and integrity.
- Manage conflicts of interest so that ethical and scholarly considerations are not compromised.
- Adopt appropriate methods to achieve the research objectives.
- Provide information such as awards, degrees conferred and research publication details when required.
- Ensure strict adherence to the Code of Ethics.
- Conform to the policies of the University and requirements of the funding organizations.

- Ensure the accuracy of results and dissemination of research findings.

8. RESPONSIBLE CONDUCT OF RESEARCH

The premises for the responsible conduct of research are the following:

- The research follows the principles that are endorsed by the research community, that is, integrity, meticulousness, and accuracy in conducting research, and in recording, presenting, and evaluating the research results.
- The researcher takes due account of the work and achievements of other researchers by respecting their work, citing their publications appropriately, and by giving their achievements the credit and weight they deserve in carrying out the researcher's own research and publishing its results.
- The researcher complies with the standards set for scientific knowledge in planning and conducting the research, in reporting the research results and in recording the data obtained during the research.
- Researchers refrain from all research-related evaluation and decision-making situations, when there is reason to suspect a conflict of interest. In addition, researchers also need to comply with the practices listed above when working as teachers or instructors, when applying for research positions or for research funding, as well as when functioning as experts in their field both inside and outside the research community.

9. BREACHES OF RESEARCH CONDUCT

Failure to comply with principles or specific provisions of the Research Policy of the College will constitute misconduct in research.

Research misconduct includes:

- Falsification or misrepresentation of data or results
- Plagiarism
- Failure to declare or adequately manage risk to the safety of human participants or the wellbeing of animals or the environment
- Misleading ascription of authorship to a publication

- Failure to disclose conflicts of interest
- Misappropriation of funds

In case of any misconduct of Research the College has the right to take whatever action it may deem fit.

10. AWARDS, INCENTIVES & SEED MONEY

Ph.D. scholars from the various research centres of the college can apply for the Best Researcher Award. Based on criteria such as frequency of presentation of research findings in national and international conferences, publication of research results in peer reviewed, Scopus indexed journals and UGC-CARE approved journals points will be collated.

AMENDMENT DATED DEC. 01, 2021

- Incentives are given by the Management to Faculty to promote Research Publication.
- The Dean of Research along with the Management Vice Principals will prepare a list of staff eligible for a cash award for publications. The verified list should carry the signature & seal of the Principal and the Dean of Research.
- The same should be forwarded to Fatima Resource Centre for inclusion in the college day report.
- Seed Money will be provided by the Research Advisory Committee to four staff based on their research proposal.
- The Fatima Alumnae Association offers financial support to research carried out in Departments towards welfare of the staff and student community.

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