



## **Research Policy**

At Vidyasagar Metropolitan College, research is guided by principles of integrity, excellence, and ethical conduct. The institution's research policy fosters a culture of academic freedom, collaboration, and inclusivity, motivating faculty and students to engage in cutting-edge research aimed at addressing pressing societal challenges.

### **1.0 INTRODUCTION**

Vidyasagar Metropolitan College is dedicated to achieve academic excellence. Teaching and research are integrated part of a higher educational institute. However, in an ever-evolving world, the pursuit of knowledge and innovation plays a paramount role in shaping the progress of societies, economies, and the global community at large. At the heart of this quest lies research. Vidyasagar Metropolitan College is adhering to include bedrock research policies for pursuit of knowledge, fostering an environment conducive to discovery, creativity, and sustainable development. As an institution committed to empowering the next generation of thinkers, leaders, and change-makers, we recognize that research plays a fundamental role in driving excellence and progress within our community and beyond. In recognition of the transformative power of research, we proudly present our Research Policy—a visionary framework that seeks to foster a culture of inquiry, discovery, and scholarly exploration among our students and faculty. This policy represents a dynamic commitment to harness the potential of research to not only expand the boundaries of human understanding but also to address pressing societal challenges. The underlying theme of our research policy are dedication, collaboration, expansion and recognition.

### **2.0 PREAMBLE**

Vidyasagar Metropolitan College is committed to follow the guidelines and policy for promotion of research, set by the University Grant Commission. Research and innovation will strengthen the quality of education of the College. We aspire to create an environment where curiosity thrives and the pursuit of knowledge is embraced as a collective endeavor. Individual stake holder, faculty member and students will be encouraged 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. Students of the college will be involved in research through participation in small projects and literature survey etc.

Stake holders will be encouraged to communicate/publish or present the research work in different platform.

Research scholars and faculty members will be provided ample amount of liberty to carry out research freely and intensely. Adequate autonomy will be provided to the faculty members for conducting sponsored research projects to attend the objective of the project.



### 3.0 SCOPE & APPLICABILITY OF THE POLICY

The Research Policy of Vidyasagar Metropolitan College encompasses all aspects related to research activities within the institution. It applies to all students, faculty members, researchers, staff and any other individuals engaged in research endeavors under the auspices of Vidyasagar Metropolitan College.

The Research Policy applies to all undergraduate students of Vidyasagar Metropolitan College involved in dissertations and other scholarly activities. The policy encourages student engagement in research to foster intellectual curiosity, critical thinking, and experiential learning.

Faculty members are encouraged to actively participate in research activities and are expected to adhere to the highest standards of research integrity and ethics. Faculty members are encouraged for collaborative research. It may be personal collaboration, collaboration with department or institute.

### 4.0 OBJECTIVE

- a. Affirm research as an integral activity along with teaching at the College;
- b. Encourage and enhance the quality of research undertaken;
- c. Enhancement of sponsored research projects in the college;
- d. Create transparent, effective and efficient systems for maximizing research outputs;
- e. Integrate research activities undertaken by the faculty members, research scholar and undergraduate with the research focus in alignment with the national thrust areas;
- f. Create, maintain and enhance infrastructure to enable conduct of state-of the-art research;
- g. Provide a framework for conduct of research in a transparent, socially responsible and ethical manner;
- h. Ensure a facilitating environment for conduct of high-quality original research by all individuals and provide continued and effective support for pursuit of research activities;
- i. Translate new knowledge, innovations, technologies and tools emerging out of research, conducted into products and processes for commercialization or for societal benefit;
- j. Protect Intellectual Property (IP) generated as a result of research conducted at the college;
- k. Integrate research activities undertaken by the students with the research focus of the College;
- l. Create a rational, transparent and efficient system for conduction of all research processes;
- m. Encourage and facilitate research collaborations along with reputed Institutes, Universities and Research Organizations both in India and abroad;
- n. Ensure effective dissemination of research activities and achievements of the College both internally and externally;
- o. Enhance the research profile of the College by effective dissemination of research activities and achievements of the College at all levels to maximize the impact and recognition of research done at Vidyasagar Metropolitan College at national and international levels.
- p. Signature of MOU with external laboratory/institute.



## 5.0 Governance:

In order to manage and strengthen the research activity of college, there will be research Advisory council and Research and Development Cell according to the recommendation of the University Grant Commission. The vision of the management is efficient governance mechanism, which ensures functional autonomy, transparency, accountability, adaptability by strengthening interlinkages to create a conducive research environment. The two-tier management system will be as follows:

The Research Advisory Council (RAC) that will have an advisory role and a Research Development Cell (RDC) for regular monitoring of all research activities.

Research Advisory Council (RAC) headed by the Principal as the apex body of RDC. The Director, nominated by the Principal from among the distinguished faculty members actively involved in research, heads various committees to drive the governance of the institute. RDC will form multiple committees to smoothen its functioning, with respective committee members nominated by the Director - RDC and approved by RAC.

### **The Organizational structure is as follows**

#### **RESEARCH ADVISORY COUNCIL:**

1. Principal, ex-officio- Chairman
2. Director of RDC- Convener
3. One internal member
4. One/Two distinguished Academic persons (external)

#### Research and Development Cell (RDC):

1. Director (To be selected by Principal)
2. Three nominated faculty (to be selected by Principal)-Science departments
3. Two nominated faculty (to be selected by Principal)-Arts departments
4. Two nominated faculty (to be selected by Principal)-Commerce and Statics department

#### **5.1 Members of RDC:**

1. Dr. Kartick Malik (Convener, Director-RDC)
2. Dr. Tapan Kumar Lai (Science)
3. Dr. Alokesh Maity (Science)
4. Dr. Sanjoy Pramanik (Arts)
5. Dr. Samasree Basu (Arts)
6. Dr. Anjan Kumar Roychoudhary (Commerce)
7. Prof. Sanjoy Kumar Ghosh (Statics)
8. Dr. Aindrila Das (Science)



1. Committee\_1: Finance and Infrastructure
  - a. Dr. Tapan Kumar LAi
  - b. Dr. Anjan Kumar Roychoudhary
  - c. Prof. Sanjoy Kumar Ghosh
  - d. Dr. Aindrila Das (Science)
  
2. Committee\_2: Research Program Policy & Document
  - a. Dr. Tapan Kumar Lai
  - b. Dr. Alokesh Maity
  - c. Dr. Sanjoy Pramanik
  - d. Dr. Anjan Kumar Roychoudhary
  - e. Dr. Samasree Basu
  
3. Committee\_3: Collaboration and Community
  - a. Dr. Alokesh Maity
  - b. Dr. Sanjoy Pramanik
  - c. Prof. Sanjoy Kumar Ghosh
  - d. Dr. Anjan Kumar Roychoudhary
  
4. Committee\_4 and Committee 5: Product development, monitoring and commercialization; IPR, legal and ethical matter
  - a. Dr. Tapan Kumar Lai
  - b. Dr. Alokesh Maity
  - c. Dr. Aindrila Das (Science)

## 5.2 Tenure of Members:

The terms of office for all members other than ex-officio members are three years, and they are all eligible for re-nomination.

- (a) A quorum is defined as one-third of the members.
- (b) Director, RDC will take charge in absence of the Chairman.
- (c) The recommendations of the RAC shall be placed before the Governing body of the institute.
- (d) The RAC will hold at least one meeting per semester.
- (e) Committees will hold at least two meetings per semester



### 5.3 Responsibilities:

- (a) The promotion and upkeep of research standards.
- (b) Encourage to carry out small project involving students.
- (c) Conduct academic meet for Science, Arts and Commerce stream once in a year.
- (d) Presentation by faculty members and students.
- (c) To pinpoint key areas for study and development within the framework of the institute's goals.
- (d) Creating policies and guidelines for consulting, research, and development.
- (e) Plan, start, evaluate, and manage research initiatives.
- (f) Develop and implement multidisciplinary programmes to make the most use of the institute's resources and infrastructure.
- (g) RDC will keep contact with Departments continuously to embed research environment in the college.
- (h) Student Seminar in cutting edge research in lucid manner will be conducted by the departments once in a year. RDC will monitor the issue.

### 6.0 THRUST AREAS

Researchers are always encouraged to participate or involve in any field of research. However, it is extremely desirable to make research that is socially and environmentally meaningful in context of our country. The institute aims for its numerous faculties and departments to identify current and emerging research trends that can aid society and businesses and lead to the creation of intellectual property rights, such as patents, copyright, and other legal protections.



## 7. NORMS FOR SPONSORED PROJECTS

(a) Principal investigator will be given full responsibility to relocate and use of fund within the limitation of the rules of the sponsored project.

(b) Utilization of overhead cost will be decided by the Principal investigator towards the building of research infrastructure of his/her laboratory and should be discussed with Principal.

(c) In order to smoothing the process of audit and Public financial management system, launched by Govt. of India, a separate bank account will be opened in the name of the project/institute. Bank account will be closed after end of project tenure/final audit by an external auditor.

## 8.0 INCENTIVES AND AWARDS

The institute strives to encourage the growth of high-quality research in several priority areas by honouring faculty, research scholars and students who have made contributions to the field. The college has clearly defined the incentive and award policies for the faculty members, research scholars and students.

### 8.1 Incentive as reimbursement of research, publication and presentation expenses

#### Norms for Staff Members

1. Paper/Poster should be presented in a State / National / International level Conference/Seminar etc. and it should be related with his/her domain-knowledge/allied subjects.
2. Maximum **Five thousand rupees** will be reimbursed as registration fees and TA (Bus / Taxi /Train) per faculty per year.
3. Registration fee payment receipt, Travel Tickets should be in the name of the staff-member who is applying for reimbursement.
4. Affiliation (Vidyasagar Metropolitan College) must be mentioned clearly in the poster/paper and certificate of presentation.
5. Staff members will have to apply to Research Committee after the paper presentation for the reimbursement within **One month** from the programme. While doing so, they have to attach:
  - i. Certificate of Presentation
  - ii. Original receipt of registration amount
  - iii. Original Travel/ Accommodation tickets/receipts
  - iv. Hard copy of Published Paper / Abstract / Poster
6. A staff member may avail this facility only once in a year.



### **Norms for Students**

1. Paper/Poster should be presented in a University / State / National / International level Conference/Seminar etc. and it should be related with his/her domain-knowledge/allied subjects.
2. Maximum **Two thousand rupees** will be reimbursed as registration fees, Accommodation and TA (Bus / Train).
3. Registration fee payment receipt, Travel/ Accommodation tickets/receipts should be in the name of the student who is applying for reimbursement.
4. Affiliation (Vidyasagar Metropolitan College) must be mentioned clearly in the poster/paper and certificate of presentation.
5. Student will have to apply to Research Committee after the paper presentation for the reimbursement within **One month** from the programme. While doing so, they have to attach:
  - i. Certificate of Presentation
  - ii. Original receipt of registration amount
  - iii. Original Travel/ Accommodation tickets/receipts
  - iv. Hard copy of Published Paper / Abstract / Poster
6. A student may avail this facility only once in his/her college life.

### **8.2 Annual token of appreciation for involvement in research and publication**

1. Contribution of researchers will be appreciated in Founders Day celebration and memento/prize will be given
2. Faculty members obtaining State, National, or International awards or fellowships shall be appropriately congratulated during the founders Day celebration.

**8.3** Research achievement of a faculty member/research scholar/student will be highlighted in the college website.

**8.4** In order to foster the research environment Rs. 5000/ will be given for contingency purpose to the faculty member, whoever has Ph.D. student.



## **9. Rules for participation in International Seminars held abroad:**

Participation in these events shall be permitted as per the merit of the case. The participant has to manage finances from his/her own resources.

## **10. POLICY ON CENTRE OF EXCELLENCE**

(a) Primarily effort will be given to establish a Scholar room with good computer facility.

(b) The institution will establish and support Centers for Excellence in cutting-edge research fields that will be available to faculty, students, and business professionals for study. The institute has pledged to make an effort to entice funding from governmental and international organisations as well as business from related areas.

## **11. PATENTS AND IPR POLICY**

The institute is aware that colleges nowadays play a significant role in encouraging innovation, creativity, and entrepreneurship in the nation. The RAC aims to raise awareness of IPR and provide support to academics, researchers, businesspeople, and innovators in identifying, safeguarding, and managing IPR successfully. It actively engages in raising awareness of the value of IPR for various populations. The IPR Policy aims to foster an environment in the institution that is favourable to the growth of various types of research and innovation. By ensuring equal access to information and technological resources, a balanced approach to IP protection, as practised in this IPR Policy, can also significantly contribute to the promotion of start-ups. In this regard, the precise goals are:

- a) To encourage greater research and innovation by using a balanced approach to managing IP and patents.
- b) To provide researchers more independence and control over the production and management of patents and intellectual property in order to improve the environment for innovation and entrepreneurship.
- c) To encourage more academic and industrial partnerships by making IP ownership and licencing policies more transparent.
- d) To support and foster excellent research, including the use of open science procedures.
- e) To provide improved and equal access to findings from publicly-funded research through wider knowledge distribution.
- f) To enable greater information dissemination and more effective exploitation of findings from publically sponsored research.
- g) To encourage research partnerships between universities and within academic institutions.
- h) To establish a clear administrative framework for the ownership and management of intellectual property rights as well as the division of profits made and owned by the Vidyasagar Metropolitan College.



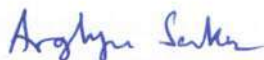


## 12. INDUSTRIAL COLLABORATIONS

The institute will diligently pursue corporate partnerships in order to fully develop its faculties and students. Contracts, joint research initiatives, patent licencing, co-development, and co-authorship are just a few of the activities that universities and businesses may engage in together. The collaboration may involve: a) Establishing long-term strategic alliances with ongoing communication-the collaboration is in line with the strategic objectives of businesses/industries, while providing funding for research and enhancing the relevance of the curriculum and the learning environment for students. b) Establishing a two-way exchange to share resources like infrastructure and machinery c) Opening up new channels for innovation by leveraging specific industry managers to create fresh opportunities for their businesses. d) Establishing regular site visits, keeping in touch with the business while projects are underway, and building strong communication linkages between the institution and industry all boost the chance of future collaboration.

## 13. RESEARCH MISCONDUCT

Any fabrication, falsification, or plagiarism in the planning, carrying out, or reviewing of research, as well as in the reporting of the research's findings, is considered research misconduct. Honest mistakes or differences of opinion, authorship disputes without instances of plagiarism, and violations of other institute standards are not considered to be research misconduct (e.g., sexual harassment policy). The institute considers that the fundamental tenets of research are under danger when misbehaviour occurs. The institute is required to establish a process for responding to all claims of misconduct and to make sure that the procedures for any inquiry, investigation, and adjudication are clear and equitable for all parties.



Principal

Vidyasagar Metropolitan College  
Kolkata-700 006