



# Research Policy Manual

**Research Policy Document of  
MULSHI INSTITUTE OF BUSINESS MANAGEMENT, (MIBM) PUNE**

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## 1. Introduction and purpose

This document provides the Research Policy of Mulshi Institute of Business Management (MIBM), Pune that is approved educational institute by affiliated to AICTE. This document provides policies and practices, to support and enhance research activities. This document should be read in conjunction with the relevant Ordinances and Regulations, and any other policies, procedures or guidance as may be issued by the MIBM from time to time.

This document shall be kept under review by the Board of Studies and stakeholders of the Ignited Minds Society for official documentation purpose.

In the present context of the globalized world, the role of research in an academic institution is significant for its sustainability and development. It is imperative to have knowledge-driven growth based on innovation. The quest for knowledge is the basic principle behind the research. The quality of research work directly translates to the quality of teaching and learning processes in the academic institution, thereby benefits the students, the society, and the country at large. The promotion of research in a huge and diverse country like India will help the nation evolve as a knowledge reservoir in the international arena.

Thus, one needs to emphasize on the necessity of research-oriented teaching. Educators engaged in research are updated with the latest developments in their chosen subjects apart from all that is mentioned in the reference books. Thus, educators familiar with research-based teaching can help students to undertake research activities. This commitment to research is aligned with the national imperative to encourage more postgraduate studies, to increase the production of traditional research outputs (as defined by research articles, books, book chapters, and conference proceedings) and to expand the pool of researchers that can contribute to knowledge production and innovation in our society.

In view of the prevailing academic scenario, the purpose of this **Research Policy Document** is to;

- present a policy framework for the management, support and development of research at the Ignited Minds Society's MIBM, Pune,
- provide a strategy for achievement of the research goals.

This policy document is expected to address the issues of both applied and basic research, Innovation and technology development.

The policy outlines strategic plan, the guiding principles regarding the management, support and development of research for all those involved in research activities at MIBM, Pune. It is applicable to all the temporary, fixed term contract and permanent employees as well as registered students of MIBM.

The *aim of the research policy* is to:

- a) Provide a framework for the promotion of research and development;
- b) Provide resources for continued high-level, effective and efficient support for research and affirm research as a priority;
- c) Provide eco-system for innovation and entrepreneurship.
- d) Ensure effective communication (internally and externally) about the principles and policies on which the research activities of the MIBM are founded with the responsible conduct in research
- e) Provide support for consultancy, collaboration and outreach (Extension) activities to enhance the research culture.
- f) Integrate support for both undergraduate and postgraduate research into the main stream research.

The first four sections describe introduction and overview of the MIBM, strategic plan to work to promote the research activities, the structure of the research and development activities, and code of conduct of research. This provide different policies and schemes for a research promotion, resource mobilization, Innovation eco-system, research publications, consultancy, collaborations and outreach (Extension) activities. The last section provides formats and different guidelines for the operational aspects of research and development activities.

The structure and process of research policy document will be reviewed and revised by the Board of Schools (BOS) during its ongoing regular meetings. The BOS will review and amend these policies and guidelines as it deems necessary and appropriate.

## **2. Strategic plan**

The times have changed, and the higher educational institutions need to continually innovate to maintain and enhance their relevance to meet the ever changing demands of global economies. Apart from delivering good quality education, the institutions are expected to develop their capacity in research and innovation. They also need to undergo a fundamental transformation in terms of their role in the society, mode of operation, and economic structure and the scale at which they operate.

The proposed strategic plan comprises the identification of the strategic research goals and also the resources and actions required to achieve the stated goals. It serves to give effect to the Research Mission statement and the concomitant core value. The proposed strategy has been informed by a range of imperatives both external and internal to the MIBM, and is described within the framework of the research policy of MIBM.

### **2.1. Goal: impactful Research**

Performance improvement in terms of various standard research metrics is a necessary step for obtaining credibility and resources needed to elevate MIBM in the Indian higher education system. A greater part of the research effort will be aligned / concentrated in the areas of national interest. The plan is to build on these areas to develop substantial research strength by selective strategic investments, research leadership and support. This selective strategic investment will be provided to inter-disciplinary and disciplinary areas.

## **2.2. Focus**

Develop substantial research strengths by aligning the areas of present strengths and areas of national interest by selective strategic investments, leadership and support

- a) Evolve strategic research roadmap for each of MIBM by identifying research focus areas (RFAs) that build on present strengths and future opportunities.
- b) Implement an integrated and coherent approach to planning, delivering, managing, rewarding and funding research in MIBM.
- c) Enhance research active faculty.
- d) Establish metrics to measure and reflect research output and impact using a range of measures at individual and institutional level.

## **2.3. Interdisciplinary Research Centers**

Build strategic aggregations of people and programs to strengthen inter-disciplinary areas of research & development, that will enable MIBM to compete successfully for large funding opportunities and provide the ability to create innovative solutions to societal needs.

- a) Promote and support interdisciplinary research and development centres', that leverage breadth of our expertise to address the complex problems faced by our nation and the world.
- b) Ensure that these centres give priority to problems/opportunity-focused projects/products that demonstrate successful interdisciplinary collaboration and address the market needs.

## **2.4. Funding**

**Foster a supportive environment for research by facilitating access to internal grants and providing strategic expertise to maximize external grants.**

- a) Build MIBM Research Fund for providing internal support to enhance their research profile.
- b) Establish appropriate process to provide seed funding for research projects that can be leveraged in obtaining external grants.
- c) Seek funding from governments, research agencies and industries to sustain the research initiatives and enable specific research projects.

- d) Drive the commercialization of research and technology transfer, through mechanisms such as licensing, patents, creating spin-off companies and supporting external entrepreneurs.

## **2.5. Programs**

*Enhance quality and relevance of the doctoral research programs to emerge as an institution of choice for researchers.*

- a) Continue to invest in research capacity development to attract and support more number of doctoral students in disciplinary and interdisciplinary RFAs.
- b) Strengthen the interconnectivity between research and teaching/learning, including the participation of undergraduate and postgraduate students in the MIBM research programs.
- c) Evolve innovative enrolment strategies to recruit and support full time researchers and personnel from industry.

## **3. Structure of R &D**

The research promotion and development activities of the MIBM is supported and managed by the Research and Development (R & D) centre through Professional Innovative Developmental Center (PIDC). The cell provides administrative and managerial support for the operation of sponsored research, consultancy and related activities of the Institute. The Cell facilitates interaction with external agencies, both at national and international levels. It also promotes and manages Institute-Industry interactions and all externally funded research and development projects as well as patents. The Cell acts as a liaison between the Institute and funding agency to undertake sponsored projects.

The Research Council is the regulatory body of the MIBM to formulate policies, guidelines and effectively responding to the challenges of the MIBM towards enhancing research activities.

### **3.1. Board of Studies (BOS)**

Research Council, which is the research body of the PIDC, shall formulate the research policies and research programmes. Research Council shall review and supervise implementation of research strategies and policies. Research Council shall seek the approval of the Executive Council in all matters.

**Objectives of Research Council is to:**

- a) Guide the strategic orientation required to advance research profile of the MIBM.
- b) Regularly review research progress of MIBM in terms of appropriate parameters.

### 3.2. Funding policy of R & D activities

MIBM shall provide some Budget Resource based on that only the funds are allocated. This policy is presented in the second Research Council and is approved then a funding policy allocates the funds

(i) **AICTE or MIBM Sponsored research:** MIBM promotes the research at individual faculty level, group of faculty at the department or inter-department research. Every year MIBM identifies, reviews and funds are sanctioned to carry out research at individual faculty level, research groups, research clusters, product design and development groups, etc. The details of these are provided under initiations to promote research.

(ii) **External funded projects:** The MIBM has set rules to carry out external funded research and consultancy projects. The faculty as a can write and get the external funded research and consultancy projects.

### 4. Initiations to promote R & D activities

This section provides the details of challenges faced to enhance the research culture, objectives to promote research culture, and initiatives and research promotion schemes of the MIBM to enhance the research culture. The details of courses offered to undergraduate students to enhance the research output is also presented.

**4.1. Challenges:** As per the strategic plan of the MIBM has taken number of initiatives to promote and enhance research culture for faculty, group of faculty and students. These initiatives and research promotion schemes are reviewed by the research Council every year and appropriate recommendations are provided.

The research initiatives are necessary to address the following challenges:

- Lack of Synergy in research initiative
- Lack of visibility to attract funding
- Lack of experience of funded projects
- No tradition of research and
- Inadequate support facility
- No reward for research

### 4.2. The Objectives to promote R&D activities are:

The objectives of initiating RCs/RGs or PDDG are to enable focused research, attract funding, IP generation, productization, start-up support, and synergize the efforts of faculty and students to gain greater recognition at National and International level.

4.2.1.1. The identification of faculty groups for RCs/RGs or PDDG will be based upon need of the MIBM, talent, passion and the ecosystem, which will sustain them, and then eventually lead to recognition as CoEs.

### **4.3. Research promotion Schemes:**

To promote research in emerging and high impact areas, the MIBM has undertaken initiatives to identify and nurture research clusters/research groups (RC/RGs) and provide funds for Product Design and Development initiatives. The MIBM also has taken an initiative to provide seed money to individual faculty through capacity building projects. The aim is to develop these clusters/groups to a level of competency that makes them further emerge as Centers of Excellence (CoE).

**Institutional Sponsored Projects (ISP):** Institutional approved projects for funding by the MIBM R&D centre. Typically, ISP proposals have short term goals for a year and need institutional support.

**Sponsored Research Projects (SRP):** The research projects which have received external funding. The goals and objectives are as per the accepted project proposals.

### **4.5. Financial assistance for Conference**

In order to encourage the faculty, to enhance the research culture and collaborations, MIBM provides financial assistance towards organizing and attending conferences and Faculty development programs. MIBM has a process for the review of the policies regarding financial assistance.

The faculty who wish to avail financial assistance under this scheme should submit their proposal to the R&D office. The review committee reviews the proposals and recommends. The Funds once released/sanctioned for organizing a particular activity cannot be utilized for any other Programme.

**4.5.1. Organizing and attending Conference:** The financial assistance is provided for organizing Conferences at National and International level in various fields of Technical Education. It intends to promote high standards in Technical Education by providing a forum to the academicians and working professionals for sharing their knowledge, experiences, innovations and inventions. Preference shall be given to topics of interdisciplinary nature, emerging and thrust areas in Technical Education.

MIBM provides financial support for both students and faculty to present their paper/s in the conferences held within India and outside India. MIBM has policy towards attending conference within and outside India. Faculty are also encouraged to apply for external agency for financial support in attending conferences.

**4.5.2. Organizing and attending Faculty Development Programs (FDPs), and Staff Development Programs (SDPs):** MIBM provides financial assistance to conduct and attend FDPs and SDPs. FDPs and SDPs facilitate up-gradation of knowledge, skill and also to provide opportunities for induction training to teachers and staff of the MIBM. The objective of this



grant is to enhance the teaching and other skills of the faculty, to make them aware about modern teaching tools and methodologies and to help them acquire knowledge about current technological developments in relevant fields.

## **5. Innovation eco-system and IP policy**

The MIBM has taken concrete steps to establish favourable environment for the creation of innovation eco-system. MIBM has taken number of steps for enhancing the Innovation and Entrepreneurship in the campus. MIBM has a policy towards protection of Intellectual Property Rights and protecting Intellectual Property.

**5.2. IP Policy:** MIBM. recognizes the importance of innovations and assists in translating them into products, processes and services for both commercial benefits and achieve the widest public good. The MIBM Patent Policy states the procedure to be followed in the administration of inventions which result from teaching, research, and other intellectual activity performed under MIBM auspices. A patent application can be filed by the faculty and student members of the MIBM with prior permission in the Indian Patent Office, either with provisional specification or with complete specification, along with fees as prescribed in the schedule. The committee reviews the applications and recommends the financial support depending on the merit of the application. Patent fee and other related fees are permitted for grant of support from the MIBM. MIBM's IP policy is designed to identify, protect and leverage the bouquet of IPs that is generated from research – patents, copyrights, design rights and trademarks amongst others, that serve the purpose of knowledge diffusion and commercialization.

## **6. Research Publications and Awards:**

MIBM aims to improve overall research performance and promote research activities undertaken by various departments, faculty members and students. The Research Incentive Scheme (RIS) provides the means to assist with research activities or reward to faculty for successful quality publication or presentation of research outputs. MIBM awards incentives for various research activities like quality publications, for successful completion of external funded research projects and for successful guidance to the doctoral students. The following points gives the details about awards.

**6.1.1.** Research Incentive Scheme guidelines are reviewed and revised during Research Council meeting if necessary or the guidelines are continued until the revised guidelines are provided for every academic year.

**6.1.2.** The application process is also presented in the guidelines, and the information regarding guidelines and formats are shared with all the stake holders after the research council meeting.

**6.1.3.** The application process includes, the submission of the award application by a faculty wish to apply for the awards in the format given by the MIBM office.

**6.1.4.** All the award applications are reviewed by the Incentive Committee and the awards/incentives are recommended.

**6.1.5.** The awards are provided in the following categories;

**6.1.5.1. Awards for Quality publications:** In order to encourage the faculty of MIBM towards making high-quality scientific publications, financial incentives will be provided. Authors of International Journal papers, books or book chapters are provided with incentives as per the guidelines of the MIBM.

**6.1.5.2. Awards for External funded research projects:** To encourage and enhance the applications to the external funded research projects, the MIBM has the award scheme for PIs (Principle Investigators) of the external funded projects. The PIs shall apply for the award after the successful completions of external funded research project and submission of the utilization certificate.

**6.1.5.3. Award for supervising the doctoral students:** To encourage faculty with doctoral degree to supervise the doctoral students, MIBM provides awards and incentives to the supervisors of doctoral students, doctoral students need to be working as a faculty in the MIBM. The supervisors can apply after the successful completion and award of doctoral degree to their doctoral students.

## **7. Research Consultancy and Consultancy policy**

**7.1. MoUs:** The MIBM has established technological ecosystem for promoting research consultancy and collaboration with other Institutions/Industries of repute operating under various MoUs.

**7.2. Consultancy policy:** To develop outreach activity, the consultancy is one of the activities. In this regard the faculty of MIBM has the potential to carryout consultancy.

## **8. Code of Research and Ethics**

The code of research includes two closely related notions: scientific integrity and research ethics. The idea of responsible conduct in research refers to the whole range of behaviours which characterize how professionals in a given field conduct themselves. It is intrinsically linked to behaviours their ethics and standards command in the context of their professional activities. The responsible conduct in research goes to the very heart of what research is. The values most closely associated with research ethics are: honesty, trust, justice, integrity, intellectual probity, respect, responsibility and benevolence. Responsible conduct in research requires that these values be adhered to and promoted by the scientific community as a whole. The expectations that derive from these values apply to all research activities and concern all relevant actors. They form the backbone of a research ethos which allows different actors to agree, communicate, and collaborate on the advancement of knowledge while reaching pinnacles of research excellence.

To reach the latter, one must actually cultivate these values in research environments so that responsible conduct may take root and flourish. However, research actors can at times find themselves in situations where other values come into conflict with research ethics and imperil responsible conduct. This policy wishes to reaffirm the primacy of those values associated with the responsible conduct in research and support researchers, students and the research communities in the pursuit of research excellence.

A statement of the purpose of the Research Code of Conduct and the MIBM commitment to integrity in research. The MIBM is committed to maintaining the highest standards of rigor and integrity in the conduct of its research. The MIBM expects all those involved in research to observe these standards and to embed good practices in all the aspects of their work, including the training of new researchers. The MIBM also requires that all the students and members of staff conducting research to adhere to the highest levels of research conduct. The MIBM Research Code of Conduct lays out the standards expected from all those carrying out research under its auspices.

The Code covers areas such as:

1. Approval procedures
2. Publication and Authorship
3. Research Data
4. Reviewing research for journals or funding bodies or internal purposes
5. Supervision and management of students' or researchers'
6. Intellectual property (to be read in conjunction with the IP policy)

## **8.1. Principles and Application**

**8.1.1.** MIBM expects all research carried out at the MIBM or in its name to be conducted to the highest standards of integrity. This Research Policy provides a framework for the governance of all research throughout the MIBM. It requires all those undertaking and/or contributing to research to adhere to the highest standards of performance and ethical conduct, and embed good practice in all aspects of their work. They must operate honestly and openly in respect of their own actions and in response to the actions of others involved in research.

**8.1.2.** MIBM requires all Staff, Emeritus Professors, Honorary Staff, Visiting Staff and all Registered Students involved in research to abide by this Code. Where any other individual who collaborates in research with MIBM Students is not bound by an equivalent Code through their Employer or other organisation, the individual shall be expected to abide by this Code when working with the MIBM unless otherwise agreed. References hereafter to 'researcher or workers' include all Staff (including Emeritus Professors, Honorary Staff and Visiting Staff),

Registered Students and external research collaborators who are involved with research in connection with or as part of the Ignited Minds Society.

**8.1.3.** This Code is linked to and operates in conjunction with conditions of employment for the relevant Staff groups and other related MIBM policies and procedures. Failure to abide by this Research Policy may lead to the matter being considered under the MIBM's disciplinary procedures.

**8.1.4.** Any alleged breach of this Code shall be handled in accordance with the appropriate MIBM disciplinary procedures.

**8.1.5.** The Research Policy and its implementation will be reviewed by the MIBM Research Committee on an annual basis in consultation as appropriate with relevant individuals or groups. The review will take into account changes and recommendations from external research funders, Acts of Parliament and other regulations. Where any proposed change to this Research Policy would affect Staff Terms and Conditions of Service the MIBM will follow the appropriate normal procedures of consultation and/or negotiation.

**8.1.6.** All research workers undertaking or involved in research must familiarise themselves with this Research Policy. Heads of Schools/Department/Centers have a responsibility to seek to ensure compliance with the Research Policy. The MIBM will draw attention to the Research Policy in its induction processes for newly appointed Staff and Registered Students. Supervisors of Registered Students will seek to ensure compliance with the Research Policy on the part of students. The MIBM will draw attention to relevant training and development modules to ensure that all research workers are aware of best practice requirements.

**8.1.7.** The MIBM recognizes and protects the principle of academic freedom in as its Policy..

## **8.2. Integrity and Accountability**

**8.2.1.** Everyone involved in research in the MIBM owes a duty of accountability to the MIBM, to all participants in their research, and to their research funders commensurate with their involvement in that research. Individuals must accept responsibility for their own conduct of their part in any research and for providing direction for the activities of any Staff or Registered Student under their supervision.

**8.2.2.** The Primary Researcher or Principal Investigator in any research should identify clear roles and accountabilities for all those involved in any research project, and should ensure that all involved are informed of their responsibilities. Areas of accountability include:

1. the ethical basis of the research and the research design
2. the safety of all involved in the research,
3. the probity of financial management of all projects and for seeking to provide the optimum value for the public or private funders who have invested in them,

4. effective project management to agreed project plans and appropriate quality standards, including timely delivery of any scheduled, tangible outcomes,
5. management of research data in accordance with the Data Protection Act (DPA), 1998 and MIBM legal provisions,
6. seeking to ensure timely and wide dissemination of research findings,
7. as appropriate undertaking professional development relevant to the research and ensuring that all others involved in the research have received relevant training,
8. maintaining personal records of research progress, including authorised laboratory books, to the recommended or required standards,
9. maintaining confidentiality in order to achieve protection of intellectual property rights where appropriate,
10. ensuring research participants participate in a voluntary way, free from any coercion and are properly informed of any risks, the broad objectives and of the identity of any sponsors of the research,
11. using all best endeavours to avoid unnecessary harm to participants, other people, animals and the natural environment, having taken due account of the foreseeable risks and potential benefits of the research,

**8.2.3.** When peer reviewing research proposals or results (including manuscripts submitted for publication), research workers must protect the confidentiality of information provided and disclose any conflicts of interest and any areas of limited competence, and must not misuse or misappropriate the content of the material being reviewed.

**8.2.4.** Research workers must be honest and lawful in respect of their actions relating to research and in response to the actions of other research workers.

This applies to the whole range of research activity, outputs and deliverables, including applying for funding, experimental design, generating and analysing data, publishing results and acknowledging the direct and indirect contribution of colleagues, collaborators and others.

**8.2.5.** Where a research worker has concerns about whether the obligations of accountability as set out in clause 2.2 can be met or is in doubt about the applicability of provisions of the Code to their part in any research, or about the appropriate course of action to be adopted in relation to it, advice should be sought from a member of the relevant Ethical Review Committee or the Research Governance and Ethics Committee of the Research Committee. All responses from the Committee will be in writing and will be retained for future access as appropriate. A Registered Student who has any questions about this Research Policy should in the first instance raise these with their immediate supervisor.

### **8.3. Research Data**

**8.3.1.** Research workers must keep clear and accurate records of the research procedures they followed and the results obtained, including interim results.

**8.3.2.** Research data must be recorded in a durable and auditable form, with appropriate references so that it can readily be recovered.

**8.3.3.** Unless already regulated by legislation or confidentiality agreements, or where there are valid ethical reasons for not doing so, primary research data and research evidence must be accessible in confidence to other authorised researchers for verification purposes for reasonable periods after completion of the research; data should normally be preserved and accessible for ten years. These periods are in accordance with current MIBM guidelines.

**8.3.4.** Unless there are particular reasons, including any legal or regulatory requirements (including without limitation the requirements of a research ethics committee), for not doing so, data should be stored in their original form. Storage media such as tapes and disks should not be erased and/or reused, but should be stored securely.

**8.3.5.** It is the duty of the Principal Investigator in any research project to comply with the DPA. The DPA applies to all processing of personal data.

**8.3.6.** Some central issues for research workers in relation to personal data include:

1. all Staff and Registered Students using personal data in research have a duty of confidentiality to the individuals concerned,
2. unless there are ethically or legally justified reasons for doing otherwise, research workers must ensure that they have each study participant's explicit informed written consent to obtain, hold and use their personal data,
3. data security arrangements must be sufficient to prevent unauthorised breaches of confidentiality or unauthorised disclosure of personal data,
4. MIBM, will develop and implement procedures for complying with the Data Protection Policy and the MIBM Records Management Policy. As appropriate affected groups and individuals will have input to the development of the procedures. Once approved by the MIBM, Heads of Colleges have responsibility to ensure that these procedures are made known to all Staff and Registered Students.

**8.3.7.** The MIBM is responsible for establishing appropriate procedures for security and retention of research data in a form which would enable retrieval by an authorized third party, subject to any limitation imposed by the confidentiality of personal data.

**8.3.8.** Specific arrangements should be made to protect the security of research data where there is a contractual requirement to do so.

**8.3.9.** Research data related to publications should be available for discussion with other research workers, except where confidentiality provisions prevail.

**8.3.10.** The Principal Investigator should also ensure that third-party Intellectual Property rights are not breached.

#### **8.4. Publications**

**8.4.1.** Publication is the dissemination of the outcomes of scholarship and research not only in conventional paper form but also in other media, including electronic media. MIBM encourages its Staff and Registered Students to disseminate the findings of their research through appropriate and timely publication. In this context publication may be taken to include, *inter alia*, books, chapters, articles, conference proceedings, reviews, patents, catalogues, compositions, the production of creative arts, software and databases.

**8.4.2.** Ethical considerations apply to the production of all categories of publication and external communications, including web-sites, e-bulletins, press releases, media briefings or other events.

The MIBM of Birmingham expects research workers to abide by the MIBM's core principles of openness, transparency and accountability and adopt appropriate ethical and professional standards and responsibilities in their publications as set out below.

**8.4.3.** Good practice requires that all MIBM Staff include the details of their research outputs in the relevant MIBM research publications databases according to the relevant procedures for recording that information. Staff and Registered Students should also help to ensure wide dissemination of their publications and therefore cooperate in requests from the MIBM to include their outputs in a publicly accessible repository where appropriate.

**8.4.4.** There is a fundamental ethical obligation on authors to acknowledge and attribute external sources of information. Citation of sources should be carried out in accordance with the Harvard referencing system which has been adopted as standard by the MIBM, or in accordance with the house style of the relevant publisher and/or the normal practices of the discipline concerned. Citation not only gives credit to the work of others, but also enables readers to identify elements in the text and therefore recognize the contribution of the author or authors in the context of previous work. Failure to cite sources could, *inter alia*, constitute plagiarism and may be subject to disciplinary procedures.

**8.4.5.** The MIBM cannot endorse citation arrangements which are contrary to academic conventions (such as citation clubs or the unnecessary use of self-citation). Guidance will be provided by the Research Committee as to acceptable use of self-citation. Membership of Citation Clubs may be regarded as misconduct

**8.4.6.** It is in the interests of faculty, Registered Students and the MIBM that good practice in the matter of co-authorship is disseminated, understood and followed.

**8.4.7.** A publication must contain appropriate reference to the contributions made by all those who have made what might reasonably be regarded as a significant contribution to the relevant research. Any person who has materially contributed through conceiving, executing or interpreting at least part of the relevant research should be given the opportunity to be included as an author of a publication derived from that research. Accepting the status of co-author implies a full commitment to having one's name and reputation fully associated with the content of the publication.

**8.4.8.** There is a general ethical obligation that the contributory efforts of persons who have helped in the work being reported in a publication should be identified and acknowledged in it. It may, therefore, be appropriate to identify those who have assisted substantively in the work presented in a publication. This may include financial sponsors, colleagues within and outside the MIBM who have given advice and any others who have facilitated the collection of material or data on which the publication is based or who have assisted in producing the publications. Those identified should be approached for permission if it is intended to acknowledge their assistance in the publication, and they should be offered the opportunity of seeing the publication.

**8.4.9.** A publication which is substantially similar to other publications derived from the same research must contain an appropriate reference to the other publications. A researcher must disclose to a publisher at the time of submission (a) substantially similar work which is being submitted to another publisher at the same time or (b) work which has been previously published.

**8.4.10.** Authors should be aware that in contract and collaborative research it may be necessary to seek permission for publication from all parties to the contract in advance of submission of the work to a publisher.

## **8.5. Sponsored research**

### **8.5.1. Sponsored Research Projects**

Sponsored project refers to one in which the PI does not charge honoraria/consultation fee. Amount may be used by the PIs as approved in the respective budget head by the funding agency. A faculty may like to approach various national and international funding agencies and industries for sponsored projects in the areas of the desired research interests. For a project sponsored by a government agency, no honorarium in any form can be claimed. The guidelines of the sponsoring agency are used to execute the project.

### **8.5.2. Collaborative Research Projects**

Faculty may also participate in collaborative projects with other domestic or foreign partners. In such projects, even though there may be an overall project, there must be a separate budget and



scope of work statement to be done by the faculty and staff of the Institute. The summary statement provided to the Institute should be based primarily on the portion to be done by the Institute. The Institute will treat this like any other sponsored project.

### **8.5.3. Project execution Guidelines:**

**8.5.3.1. Project responsibility:** The sanctioned projects are headed by a Principal Investigator (PI), and may have Co-Principal Investigators (co-PIs)/ Administrative PI (to operate the project, in case PI is out of station) and the deliverables are the responsibility of the PIs.

**8.5.3.2.** For each sponsored project, the entire expenditure for the operation of the project is required to be met out of funds provided by the sponsoring agency. The responsibility for operation of the project lies solely with the PI.

**8.5.3.3. Preparation and Submission of the Proposal:** The project proposal should be formulated according to the format prescribed by the concerned funding Agency and submitted to the R & D Cell of the MIBM for further processing. No proposal shall be submitted by the PI directly to the funding agency without the information to the R & D cell.

**8.5.3.4. Ethics/ (Intellectual Property Rights) IPRs:** Funding agencies are concerned with ethical issues of the scientific experimentation on humans, animals, etc. PIs are responsible for upholding academic integrity, Non-Disclosure Agreements (NDA), MoU guidelines of the funding agency and the MIBM Research Policy during the execution of the projects. PIs are responsible for the submission of progress reports, statement of expenditures and utilization/completion certificates of the project.

### **8.6. Ethical Review**

MIBM requires that all Staff and Postgraduate Registered Students' research projects undergo an ethical self-assessment and, where further scrutiny is required, an ethical review by an Ethical Review Committee of MIBM or external ethical review committee as suggested by the MIBM regulatory committees. Software tools are used for plagiarism check and is followed by all the researchers.

### **8.7. Additional Requirements**

Any special standards of work performance or conduct imposed by law or by the MIBM in relation to particular categories of research are deemed to be included in this Code in its application to persons engaged in that research in MIBM.

### **8.8. Adverse Events**

Research workers have a duty to monitor and report any Adverse Events occurring in the course of the research and each School/dept/center must have systems in place to ensure that all such Adverse Events are recorded and, if appropriate, investigated. In this context, an Adverse Event is an event which results in harm to the researcher, the research participants, or the environment.

## **8.9. Misconduct**

**8.9.1.** Misconduct in research is a failure to comply with the provisions of this Code and, without limiting the generality of the foregoing provisions, is taken to include: Fabrication, Falsification, Plagiarism, Misrepresentation, Mismanagement of Data and/or Primary materials etc., and general Misconduct.

**8.9.2.** Researchers and other members of Staff have a duty to report any breach of this Code where they have good reason to believe it is occurring, to the Head of College or some other person in authority.

**8.9.3.** The MIBM considers an accusation of research misconduct to be within its remit and suitable for consideration according to its relevant disciplinary procedures.

## **9. Formats and Guidelines**

The formats and guidelines for the various R&D activities as envisaged in the aforesaid provisions made in this document shall be prepared and approved by the competent academic bodies of the MIBM from time to time. The approved guidelines are shared with the faculty time to time.

**Director**

**MIBM, Pune**