



**ANDHRA MAHILA SABHA  
ARTS & SCIENCE COLLEGE FOR WOMEN**  
Autonomous - NAAC (Re-Accredited),  
O.U. Campus, Hyderabad - 500 007



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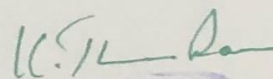
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## **POLICY FOR PROMOTION OF RESEARCH**

*[Rules & Regulations for Constitution and Procedures of Proceedings]*

  
Principal

ARTS & SCIENCE COLLEGE  
FOR WOMEN  
ANDHRA MAHILA SABHA  
UNIVERSITY CAMPUS, HYB



## Establishment of Policy for Promotion of Research

AMS Arts and Science College for Women (Autonomous) is committed to promote research culture in the campus by establishing Committee on Research and implementing specific and goal oriented research activities / schemes to facilitate research activities to be undertaken by the faculty members independently or collaboratively involving industry and students. There shall be the following research facilities established with required budgetary allocation

### I. Constitution of Research Committee

A Research Committee is hereby constituted to promote the innovative and industrially relevant research to be undertaken by the faculty members of this institution with high quality accuracy and outputs with marketing potentiality. The research committee constitutes of 5 members nominated as below:

1. Principal & Secretary, the Chairperson
2. Three senior faculty members as nominated by the Chair person
3. And one Member Secretary

A policy in this respect is prepared (**Annexure 1**)

### II. Policy on Promotion of Academic Research

A policy on academic research faculty to promote faculty involvement in research and developmental activities shall be prepared and implemented. This policy shall deal with the higher education of faculty members and faculty publication.

A well-defined policy shall be prepared and implemented to encourage the enrolment of faculty in M. Phil and Ph. D programmes and to declare suitable incentives for Ph. D holders and to those publish research articles in journals and reputed journals.

A policy in this respect is prepared (**Annexure 2**)

### III. Policy on Ethical Research

A policy in this respect is prepared shown in (**Annexure3**).

### IV. Establishment of Intellectual Property Rights (IPR) Cell

Steps shall be taken to establish an Intellectual Property Right Cell to assist the researchers and inventors to get protected their inventions and intellectual properties. A separate cell shall be created.

A policy in this respect is prepared shown in (**Annexure 4**).

### V. Incentives

A policy in this respect is prepared shown in (**Annexure5**).



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## **Annexure 1**

### **Constitution of Research Advisory Committee**

A Research Advisory Committee has been constituted to promote the innovative and industrially relevant research to be undertaken by the faculty members of this institution with high quality accuracy and outputs with marketing potentiality. The members of the Research Advisory Committee are:

1. Principal & Secretary, the Chairperson
2. Eight senior faculty members as nominated by the Chair person, and
3. One Coordinator

### **Research Advisory Committee Regulations**

- i. The committee shall meet at least once in a semester.
- ii. Adhoc and emergency meetings shall be convened by the Chairperson whenever required.
- iii. Any changes in existing research-oriented programmes / schemes / activities shall be brought to the notice of the research committee and approval of the committee is mandated.
- iv. The Chairperson of the research committee is empowered to monitor the activities and progress of the research activities.
- v. The chairperson is vested with powers to take all strategic decisions, corrective actions, preparing and updating policies as per rules and regulations as required by apex bodies like the UGC, NAAC, and Osmania University as well as policies framed by our own college from time to time and approved by Governing Body of the College.



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## **Annexure 2**

### **Policy on Promotion of Academic Research**

1. The faculty members on roll but without Ph.D. degree must register for doctoral program.
2. Faculty of each department shall conduct research in focused areas. It is mandatory to publish research articles / project results in UGC indexed / WEB of Science / SCOPUS indexed journals.
3. The College will allocate funds of upto 1 Lakh to support Research Work undertaken by Faculty members.
4. It is the duty of the faculty researchers to ensure the quality of the paper and a prior plagiarism check before journal publications is a must.
5. The student projects must be research focused.
6. The allocation of funds will undergo a rigorous review process, including thorough scrutiny by a designated review committee. The committee will assess each proposal based on the aforementioned criteria and make recommendations for funding allocation accordingly.
7. The faculty members guiding Ph. D shall be given supervisor incentive.



### Annexure 3

#### Code of Ethics and Policy on Ethical Research

##### Introduction

AMS Arts and Science College for Women founded by Padma Vibhushan Dr.Smt.Durgabai Deshmukh though affiliated to Osmania University, became autonomous in 2007. The College is at the forefront of higher education by balancing its commitment to academic excellence with emphasis on all-round development of students. The College has a splendid record of 50 magnificent years of service in the field of education offering courses in traditional Arts Science, & Commerce courses and in emerging areas such as BBA, Biotechnology, Business analytics. The curriculum promotes national development, fosters global competencies and facilitates skills training to meet the challenges of a competitive workplace.

##### Scope and coverage

The Research Ethics Committee shall regulate the matter pertaining to:

- a. Ethical Research Practices
- b. Plagiarism prevention

##### Research Ethics Committee

The following are the guidelines to put in place an ethical committee in AMS Arts and Science College for Women (Autonomous) with effect from January 2021:

- a. Name of the Committee: Research Ethics Committee
- b. Constitution / Members of the Committee:

The Research Ethics Committee shall consist of a President and three other members as detailed below:

**President** -Principal of the College (1)

**Members** -Three senior faculty members as nominated by the president (3)

**Member Secretary** -Member Secretary of Research Committee (1)

##### c. Responsibilities:

1. To review the ethical safeguards of the proposed research.
2. To ensure the rights, safety and well-being of the trial subjects /respondents / participants.
3. To enquire the complaints against research supervisors / guides /candidates and make suitable recommendations to the President



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#### **d. Meetings:**

Regular meetings: There shall be regular ethics committee meetings once in every semester.

Emergency Meetings: A meeting shall be called for by the member secretary on receiving the advices from the President, whenever there arises emergency situations

Note: A request letter may be submitted to the member secretary, by any interested person who seeks an emergency meeting to absolve any issue related to her / his research

#### **Publication of the Code of Ethics and Policy on Ethical Research**

The college shall publicize the Code of Ethics and Policy on Ethical Research by circulating the same among the research guides / supervisors, registered research candidates, teaching staff of the college as well as published in the College Website in a prominent manner so as to attract the attention of the interested persons.

### **GUIDELINES TO CODE OF ETHICS**

**Research misconduct** is defined as fabrication, falsification, or plagiarism including misrepresentation of credentials in proposing, performing, or reviewing research or in reporting research results. It does not include honest error or differences of opinion. Misconduct as defined above is viewed as a serious professional deviation that is subject to sanctions imposed both by the University by many professional associations and in the case of funded research, the respective funding agency.

These guidelines can be used as a common repository of generally accepted practice for experienced researchers and as an orientation to those beginning research careers. Although some of these principles apply to all fields of research including scientific research, social and behavioral sciences that involve collection and interpretation of data. These materials can be adapted or specified in a more particular form appropriate for each scholarly discipline or academic unit. In fact, many academic units have developed excellent handbooks on research ethics and integrity. When in doubt about the accepted ethical standards in a particular case, a researcher should discuss the matter on a confidential basis with an academic supervisor, another respected colleague, or the Dean of Research of the University.

### **MATTERS OF ETHICAL CONCERN IN RESEARCH**

#### **1. Plagiarism**

Applies to reviews and to methodological and background/historical sections of research papers as well as to original research results or interpretations. If there is a word-for-word copying beyond a short phrase or six or seven words of someone else's text, that section should be enclosed in quotation marks or indented and referenced, at the location in the manuscript of the copied material, to the original source.

The work of others should be cited or credited, whether published or unpublished and whether it had been written work, an oral presentation, or material on a website. Each journal or publisher may specify the particular form of appropriate citation.

#### **2. Use and Misuse of Data**



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If some data should be disregarded for a stated reason, confirmed by an approved statistical test for neglecting outliers, the reason should be stated in the published accounts. A large background of negative results must be reported. Any intentional or reckless disregard for the truth in reporting observations may be considered to be an act of research misconduct.

### **3. Ownership of and Access to Data**

Reasonable access to data, should normally not be denied to any member of the research group in which the data were collected. If there is any possibility that a copyright or patent application might emerge from the group project, a written agreement within the group should specify the rights, if any, of each member of the group to the intellectual property. A researcher who has made a finding which may be patentable should file an Invention Disclosure with the Office of Technology Management.

Each student, postdoctoral fellow, or other investigator in a group project should come to an understanding with the research director or principal investigator, preferably in writing, about which parts of the project he or she might continue to explore after leaving the research group. Such an understanding should specify the extent to which a copy of research data may be taken. Co-investigators at another institution are entitled to access the data which they helped to obtain.

### **4. Authorship and Other Publication Issues**

#### **a. Criteria for Authorship**

Since academic work is informed by a multitude of sources offering concepts and information, it is essential to emphasize rightful acknowledgement in the presentation of ideas and the publication of manuscripts. Authorship should be awarded only to those persons who have made an original and significant contribution to the conceptualization, design, execution and interpretation of the published work.

Individuals who have made smaller contributions by for instance giving advice, performing analyses or providing subject material, or who have supported the research in some other way, should also be acknowledged.

In the case of co-authorship, questions arise as to the criteria for inclusion as author, the ability of each author to evaluate all aspects of the study and the sequence of the list of authors. Authors should discuss these questions openly and should make appointments before undertaking a co-author project.

Each author or co-author is responsible for the compilation, revision and verification of those parts of the manuscript, publication or presentation representing his/her contribution. All co-authors are entitled to making their own copies thereof, including figures and attached documents.

In factual or scientific reports, authors should go out of their way to quote applicable data, including those data not supporting the hypothesis proposed. It is the responsibility of the author(s) to be *au fait* with other appropriate publications and to quote from them.

It is unethical, and harmful to the academy, to present as one's own the work of others, whether in part or in full, to fabricate research results or to omit or change information.



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Authors who wish to quote information obtained at a personal level or from unpublished written material should obtain written permission from the source.

It is inappropriate and unacceptable to submit extracts from research, or reports on the same research, to more than one publisher, unless such action has been approved by the editors of each publication or multiple submissions is the acceptable standard practice in the specific discipline or field. In the complete report on the work in question, reference should be made to preliminary extracts from work that has already been published.

### **b. Self-citations**

In citing one's own unpublished work, an author must be careful not to imply an unwarranted status of a manuscript. A paper should not be listed as submitted, in anticipation of expected submission. A paper should not be listed as accepted for publication or in press unless the author has received galley proof or page proof or has received a letter from an editor or publisher stating that publication has been approved, subject perhaps only to copy-editing.

### **c. Duplicate Publication**

Researchers should not publish the same article in two different places without very good reason to do so, unless appropriate citation is made in the later publication to the earlier one, and unless the editor is explicitly informed. The same rule applies to abstracts. If there is unexplained duplication of publication without citation, sometimes referred to as self-plagiarism, a reader may be deceived as to the amount of original research data.

An author should not divide a research paper that is a self-contained integral whole into a number of smaller papers merely for the sake of expanding the number of items in the author's bibliography.

## **6. Obligation to Report**

### **a. Correction of Errors**

If a finding of error, either intentional or inadvertent, or of plagiarism should be made subsequent to publication, the investigator has an obligation to submit a correction or retraction in a form specified by the editor or publisher.

## **7. Responsibilities of a Research Investigator**

An investigator who leads a research group has leadership and supervisory responsibilities with respect to the research performed by members of the group. A principal investigator must not only put together the research group but also arrange for the assembly of an adequate financial and administrative structure to support the research.

An investigator serves not only as a research manager with respect to members of the research group but also as a mentor responsible for the intellectual and professional development of graduate students, postdoctoral fellows, and junior faculty in the group, including awareness and sensitivity to issues in research ethics.

A researcher should be open to collaborative work with investigators having different but complementary skills at the University.





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## **8. Responsibilities to Funding Agencies**

An investigator should be aware that the same standards of accuracy and integrity pertain to grant applications and proposals as to manuscripts submitted for publication. Reporting of results of experiments not yet performed as evidence in support of the proposed research funding, for example, is considered to be fabrication and is subject to a finding of research misconduct, even if the proposal is subsequently rejected for funding or is withdrawn before full consideration for funding is completed. The same definition of plagiarism applies to an application or proposal, including background and methodological sections, as to a publication.

An investigator must submit progress and final research reports to a sponsor at times specified in the award. He or she must authorize expenditures in a manner consistent with the approved budget and should review financial reports carefully.

Investigators, who enter into agreements with commercial sponsors of research, as negotiated by the Office of Research, should familiarize themselves with the special terms of such agreements, such as those, for example, concerning reporting of results, disclosure of inventions, and confidentiality. Failure to comply with the provisions might sometimes constitute a breach of contract or might compromise the University's claims to intellectual property.



#### Annexure 4

#### Establishment of Intellectual Property Rights (IPR) Cell

Steps shall be taken to establish an Intellectual Property Right Cell to assist the researchers and inventors to get protected their inventions and intellectual properties. Aseparate cell shall be created with the assistance from Central and/or state government.

- a) The college shall constitute a cell called 'Intellectual Property Rights Cell' with immediate effect.
- b) Awareness Activities / Programmes shall be organized with financial support from governmental agencies as well as industrial bodies, apart from self- supported awareness programmes.
- c) Capacity Building programmes shall be organized with suitable expertiseavailable within and outside the institution.
- d) Faculty members shall be encouraged to undergo relevant diploma / certificate courses on Intellectual Property Rights, offered by NPTEL / SWAYAM / Coursera, etc.
- e) The College shall provide required support to the faculty for filing applications under IPR law such as patents / trademarks / copyright when it has been proved by the faculty that such a filing is necessary to protect the value of the research done.
- f) The faculty / students who are awarded incubation projects leading to entrepreneur development ventures / commercially viable products shall take appropriate initiatives to get Patents for their projects and ideas are protected under Copyrights law.
- g) The College shall provide appropriate monetary and non-monetary incentives to those faculty and students who get patents for their products / successful prototypes.



## Annexure 5

### GUIDELINES TO RECEIVE INCENTIVE FOR PUBLICATION OF RESEARCH PAPERS

#### INTRODUCTION

The AMS Arts & Science College for women has always been supportive of the research activities and initiatives of its researchers, most especially in the publication of research outputs in regional, national or international journals accredited by the Commission on Higher Education and / or SCOPUS or ISI indexed. This does not only provide opportunity for professional advancement and personal development of faculty/ personnel researcher, but also contributes significantly to the college profile.

The institution will give the assistance to its researchers for research publications. In the observance thereof, a rigid review process must be undertaken to ensure the quality of researches to be published in different journals, and to effectively manage the limited resources of the institution.

#### OBJECTIVES

1. To provide support and incentives to researchers whose research work was published in refereed journals
2. To provide equal opportunities among faculty researchers to disseminate their research findings and contribute to the world's pool of expertise and knowledge
3. To effectively manage the resources of the institution in providing incentives for research publications
4. To encourage and nurture the development of faculty researchers and enhance the culture of research in this institution

#### COVERAGE

These guidelines are applicable to research papers authored or co-authored by AMS Arts & Science College for women faculty researchers or personnel, published in regional, national or international refereed journal **accredited by the Commission on Higher Education and / or SCOPUS or ISI indexed.**

Conference proceedings of research conferences are not covered by these guidelines.

#### ELIGIBILITY

All full-time faculty members and personnel of AMS Arts & Science College for women are eligible to receive financial support and incentive for paper publication from the College.

**RESEARCH PAPER** The paper must be with the thrusts and priorities of the present day research by the all streams of the institution

#### JOURNAL REVIEW (*International Journals/ Regional/National Journals*)

The Coordinator for Research training and consultancy cell, All Deans of the institution, shall form a committee to evaluate the journal based on the following terms:

The research journal must

- be published by a reputable organization (i.e. track record and publication).
- have a competitive peer-review process for paper selection.
- have evidence of impact and citation

The members of the committee should be experts on the field of research.



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### APPLICATION AND PROCESSING IN CLAIMING OF SUPPORT/INCENTIVES

1. All faculty researchers requesting for research publication incentive shall submit an **Application Form for Research Publication Incentive** (*see attached*). This form can be secured from the Coordinator for Research training and consultancy cell.
2. Pertinent documents shall be submitted/ attached to the Application Form:
  - a. Hard copy of the research journal (for print journals) / printed copy of the research journal (for online journals)
  - b. Photocopy of the Table of Contents bearing the title of the research paper published and the name of the author(s)
  - c. Photocopy of the pages where the actual paper was printed
    - i. The name of the author(s) and AMS Arts & Science College for Women must appear on the journal article.
  - d. Certificate of Acceptance for Publication or similar documents
  - e. Proof that a peer-review process took place prior to publication, which must include the proceedings of the process and the comments/suggestions of the reviewers.

If the applicant is also seeking for publication support (*refereeing fee and entry fee*), the official receipt(s) or notice of payment should also be attached to the application form.

3. Relevant information about the research journal shall be accurately provided by the applicant for evaluation:
  - a. Title of the Journal
  - b. Volume/ Issue number
  - c. ISI/ISSN/ISBN
  - d. Digital Object Identifier (DOI) for e-journals
  - e. Publisher
  - f. Editors
  - g. Type of Publication
  - h. Website/ Email Address

### TERMS AND CONDITIONS

1. Authors should take collective responsibility for the integrity of the submitted and published work.
2. There is no limit on the number of research publication for any faculty / personnel researcher.
3. A faculty / personnel researcher may request for publication incentive on the same paper only once, regardless of the level of publication.
4. Rs. 2000/- amount of incentive shall be given
  - a. For **joint or multiple authorship**, where both or all authors are directly part of this institution, the incentive shall be equally divided among the authors. A formal letter shall be signed by all the authors certifying their intention to give authority to only one (1) author to claim the incentive on their behalf.
  - b. For **joint authorship**, where the other author is not part of this institution, 50% of the incentive shall be given to the corresponding College author.
  - c. For **multiple authorship**, where the other author(s) are not part of this institution, only corresponding this institution author(s) can avail of the incentive.



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- i. If there is only one author from this institution, he/she can claim 50% of the incentive.
  - ii. If there are two or more authors from this institution, they can claim the proportionate amount of the incentive.
5. For a published research paper whose authors used to be part of the College system but are no longer a faculty/employee of this institution at the time of publication, the publication support/ incentive cannot be claimed.



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## Application Form for Research Publication Incentive

### I. Personal Profile

Name of the Applicant: \_\_\_\_\_

College: \_\_\_\_\_

Subject: \_\_\_\_\_

### II. Details of Research Publication(s) in Refereed Journals for the last Two Years

Title of Research Paper	Title of Journal where the Paper was Published (include Vol./Issue/No.)	Publisher	Support given by this institution (in Php)

### III. Details of the Journal where your Paper was

**Published:** Title of the Paper:

\_\_\_\_\_

\_\_\_\_\_

Co-authors (if any): \_\_\_\_\_



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Title of the Journal:

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Vol./Issue/ No.: \_\_\_\_\_ ISSN/ISBN: \_\_\_\_\_

DOI (for e journal): \_\_\_\_\_

Publisher: \_\_\_\_\_

Type of Publication (Check one.)    \_\_\_ Regional \_\_\_ National    \_\_\_ International

(Check one.)    \_\_\_ Print Journal    \_\_\_ Online Journal

Website: \_\_\_\_\_ Email address: \_\_\_\_\_

*Please take note that the research journal must be published by a reputable organization (i.e. track record and publication), has a competitive peer-review process for paper selection, and is properly indexed by recognized indexing bodies.*

**IV. Details of the Assistance to be requested from the University** (Please write N/A if not applicable.)

Particulars	Amount

Please submit/ attach the following documents:

- Hard copy of the research journal (for print journals) / printed copy of the research journal (for online journals)



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- b. Photocopy of the Table of Contents bearing the title of the research paper published and the name of the author(s)
- c. Photocopy of the pages where the actual paper was printed
  - i. The name of the author(s) and AMS Arts & Science College for women must appear on the journal article.
- d. Certificate of Acceptance for Publication or similar documents
- e. Proof that a peer-review process took place prior to publication, including the proceeding of the process and the comments/suggestions of the reviewers
- f. If seeking for publication support (refereeing fee and entry fee), the official receipt(s) or notice of payment should also be attached to this form.

I hereby declare that all the details in this application form are accurate. I have not hidden any relevant information as must be necessarily brought to the attention of the University. I will satisfy all the terms and conditions prescribed in the guidelines of the institution for Research Paper Publication.

Signed:

\_\_\_\_\_

\_\_\_\_\_

Signature over Printed Name of the Applicant

Date

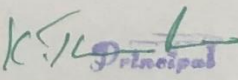
Noted:

\_\_\_\_\_

\_\_\_\_\_

Research Coordinator

Date

  
Principal  
ARTS & SCIENCE COLLEGE  
FOR WOMEN  
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UNIVERSITY CAMPUS, HYD