



**HON.SHRI.ANNSAHEB DANGE AYURVED MEDICAL  
COLLEGE & POST GRADUATE RESEARCH CENTER,  
ASHTA, DIST SANGLI**

**RESEARCH & DEVELOPMENT (R & D)  
POLICY**

**National Assessment & Accreditation Council**

**IQAC CELL**



# RESEARCH & DEVELOPMENT (R & D) POLICY

## Policy and Guidelines

### Research and Development (R&D) Policy:

High-quality scientific research is a necessary requirement for creating new applications and contribution to Health Care Systems. The objective of Research & development (R&D) initiatives undertaken by institute is to build research careers, internationalization of human potential, support to strengthen the knowledge foundation and promote the creation of new applications. All education, research and innovation of this Institute should aim to be of a high standard. The goal of creating health care equipment's, performing clinical trials and social innovations has emerged alongside R&D-based activities. To achieve the high-quality research ambience, Research and Development policies has been undertaken. A research and development cell has been established that will prepare and implement the policies for development of R&D activities within the Institute.

### 1. Establishment of Research and Development (R&D) cell

The Research and Development (R&D) Cell is established in institute The R&D Cell Comprise of the following subcommittees under the chairmanship of Principal.

1. Research Advisory Committee
2. Health Science Education Technology Committee
3. Board of Research Committee
4. Doctoral Research Committee
5. Institutional Ethical Committee

### 2. Responsibilities: The responsibilities of R&D cell are as follows

The R&D Cell is responsible for assisting the institute and Local Management Committee in respect of the establishment and promotion of excellence in the Institute's research and development, and academic and research training activities. This includes the development, review and monitoring of achievements under the Research & Development,

1. The development and enhancement of the Institute's research capacities



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2. Motivate all faculties to pursue research in their respective areas of expertise.
3. The protection and commercialization of the Institute's intellectual property (IPR).
4. Consultancy activities related to R&D.
5. The provision of research and development opportunities for academic staff /faculty to maintain enthusiasm, awareness of current scholarship and relevance in teaching and other Institutional activities.
6. The development of infrastructure conducive to promoting the quality and quantity of research and development.
7. The establishment of research and development priorities; and monitoring the quality and quantity of research and development work
8. Disbursement of Institute Research Funds to established researchers, both individually and in groups; including research infrastructure funds; seeding grants to beginning researchers; research initiatives across the departments; and provision of consolidated information to the Academic Council and other appropriate Institutional bodies.
9. Monitor the application of Research Funds to ensure that the funds are properly utilized.
10. Promote emerging areas of research and development.
11. Development of mechanisms conducive to the best possible ways of engaging and motivating research staff.
12. To monitor and enhance the quality of research programmes, projects and the research infrastructure within Institute, including the training of research scholars.
13. To be responsible for progression of research scholars.
14. To foster the development of multi-disciplinary research endeavors across faculties and departments.
15. Monitor the research and development performance of individuals, groups, Centers, and Faculties to encourage excellence and productivity through maintaining a database of research and development activities.
16. Oversee the application of the Code of Research Ethics for the responsible practice of research,
17. To formulate incentive schemes for promoting research activities with teachers and students/scholars.



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18. The quality of postgraduate education to be brought up to an internationally high level.
19. To build durable partnerships and develop funding solutions with Industries and research Institutions for steering, funding and cooperation.

### 3. Terms of Office

1. Members of the R&D cell other than external official members serve for terms of up to three years.
2. An appointed member may be appointed to serve for additional terms as per the approval of the authority of the Institute,

### 4. Quorum

The quorum for meetings of the R&D cell shall be the nearest whole number above 50% of the membership of the R&D cell for the time being.

### 5. Meeting Schedule

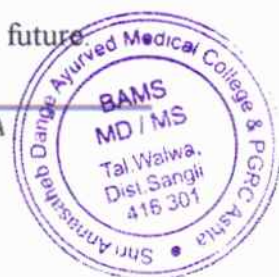
The R&D cell will meet at least two times each term. The Coordinator is responsible for determining if more meetings are required.

### 6. Reporting

The R&D cell will report to the Director/Principal by way of its minutes.

### 7. Policy for Research and Innovation Funding: Development Principles

1. Funding will be long-term and predictable, and allocated under transparent criteria.
2. Long-term skills development requires a stable funding base will be avail from the university
3. Funding to promote commercialization of innovative idea.
4. New and current resources to be directed towards the most important targets: strengths and selected priority fields; infrastructures.
5. Research and innovation by individual departments will be activated through funding, with the aim of improving the ability to innovate through interdisciplinary research work. A larger share of the research funds will be used for strengthening the knowledge base and for research and innovation.
6. Expanding the funding base of research institutes will be necessary in the future.



## 8. Approval of Research Proposals

1. The design and methodology of research undertaken by a researcher, must be submitted to R&D Cell for evaluation and approval.
2. When students hand in research essays, mini-projects, dissertations and theses, they must declare that their research has complied with the Code of Research Ethics of the Institute

## 9. Code of Research Ethics

This code expresses the ethical values of all staff engaged in academic and/or research activities who have committed themselves to:

1. Uphold the values of freedom, democracy, equality, human dignity and respect for diversity.
2. Strive for distinguished scholarship, excellence in teaching, reputable research and
3. Innovation through leading, challenging, creating and exploring knowledge.
4. Accomplish the above individually, through collective efforts and partnerships with Communities.

The purpose of the Code of Research Ethics is to guide staff and students engaged in academic and research activities to:

- I. Respect the human dignity and rights of all stakeholders.
- II. Promote shared ethical values and fulfill all academic/research activities according to such values.
- III. Uphold and promote individual, group and institutional integrity when in the process of fulfilling the roles as Professors, Guides, Researchers, Mentors and Advisors.
- IV. Create trust in the institution and the practice of science and Health Science
- V. This code can be amended from time to time to deal with other aspects of research duties.
- VI. The pursuit of truth through free inquiry and open dialogue.
- VII. Just and fair treatment of human beings, other living beings and the environment

## 10. Complying with the highest standards of scientific and Health Science research.

1. Making no misrepresentation in the dissemination of research information and findings and not fabricating data or information.



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2. Designating authorship of consulted research sources clearly, accurately and assigning authorship of research publications accurately.
3. Committing no form of plagiarism.
4. Practicing or promoting no form of unfair discrimination in research.

### 11. Relationship with the community:

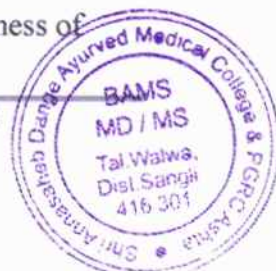
1. Data or information shall be gathered and recorded in such a way that it can be made available at any time (after completion of the project) to other interested parties without undermining confidentiality.
2. Researchers will judiciously consider potentially destructive consequences of their research activities, outcomes or outputs on the human or natural environments and will avoid such research projects, through their research activities.
3. Researchers will exercise their rights to academic freedom and freedom of scientific research, researchers are accountable to the community for the way in which they exercise those rights.

### 12. Relationship with the Sponsors

1. The methods, contents and results of research that has been funded (fully or partially) by external funds, shall be fully disclosed. Full particulars of the person or institution from outside the Institute who funded the research shall be provided in the published results of the research.
2. Researchers shall be honest with sponsors of their research about their qualifications and their research expertise and skills. Researchers shall ensure that sponsors require nothing of their research that is contrary with internationally acknowledged standards for ethical search.
3. Researchers shall only utilize a sponsor's funds for purposes explicitly approved by the sponsor.

### 13 Relationships with research participants and research objects:

1. Researchers shall, at all times, respect research participants' right to freedom, dignity, privacy and bodily and psychological integrity..
2. Researchers shall treat non-human living beings with care, respect and awareness of their vulnerability and defenseless-ness.



3. Researchers shall undertake research in a manner that does the environment no harm and that creates no additional environmental stress.
4. Researchers shall undertake to carry out biohazard waste disposal as per established norms and practices.
5. Researchers may use people as participants of research only if they have given their proven informed consent for their participation in the research, or, in the case of persons younger than eighteen years, if their guardians have given such informed consent and also observe confidentiality.

#### **14. Funding to various programs under research and development :**

##### **1. Eligible Employees**

Employees with a regular full-time appointment and with one-year contractual appointment.

##### **2. Criteria for Professional Development**

1) Courses, seminars, workshops and conferences intended to assist employees in maintaining and improving knowledge and skills relevant to the employees' responsibilities or to their career development at the Institute, can be considered for funding

2) All professional development activities must be provided by an association that is in the business of career related training or upgrading, or a service provider that is in the business of educating.

##### **3. Criteria for Funding**

1. Eligible employees can access the funds approved by the institutes for the year (August 1 to July 31).
2. Maximum funding levels are set by Administrative Council and reviewed periodically. Approved funding for individual professional development activities will not be carried forward into the next financial year.
3. Allowable expenses must be submitted within two weeks of the staff development activity.
4. Funds allocated to professional development activities will be in the following priority order

- i) Registration fees
- ii) Materials and supplies
- iii) Travel for activities off campus
- iv) Accommodations and meals

##### **4. Application Procedures**



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1. The College pre-approves requests for financial support for development activities only.
2. Requests for leave to participate in a professional activity must be obtained by the applicant from the principal through their respective Head of the Department.
3. Completed applications are to be submitted to the office at least one week prior to the event.

### 5. Cancellation

Employees can request to withdraw their application and/or approved funding by writing to the principal after obtaining approval from Head of the Department. Employees can not use previously approved funding for a different purpose. Employees who do not attend the professional development event for which they have received approved funding must repay the money.

### 6. Incentives for Publications and Patents

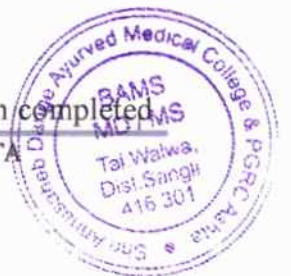
Faculty, students and research scholars are encouraged to file the patent based on their research work. Institute provides 50 % financial support for patent filing and submitting the queries during the examination process of the patent. Full financial support is provided for prototype development,

Every year Faculty and research scholar are provided financial assistance for attending and presenting the paper in the national and international conference within India. It includes the registration fee and TA/DA for attending the conference. Once in a three years Partial assistance is provided to faculty for attending and presenting the paper in the international conference held abroad.

### 15. Incentive for completing PhD Degree when in service of Institute

For the purposes of incentive under this clause, ordinarily, the degree awarding Institution will be a UGC-approved University or an Institution of national standing. In case the institution is a deemed University or a private one, a duly appointed Committee shall certify the credibility of the Institution awarding the degree. The faculty undertaking their PhD pursuit are advised to check with the Institute about the Institution they are registered under, to ascertain the credibility of such Institution . The Institute will also pro-actively advise the faculty on the credibility of relevant institutions.

1. For the purposes of the award, a Ph.D will be deemed to have been completed





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when a Certificate of Successful Thesis Defence is formally issued by the Institution awarding the degree.

2. For Ph.D. work purpose on duty leave will be granted by the institution. Renumeration fees of RAC committee will be held by candidature each time of RAC.
3. A One-time ex-gratia award of Rs. 5,000/- shall be given, provided the faculty has served for a minimum of three years at the Institute.
4. Two Additional Increments, upon successful completion of Ph.D, payable when the next regular increment falls due, provided the faculty has served for a minimum of three years at the Institute. These increments apply only in the current grade.
5. A Special Allowance of Rs. 2,500/- will be given for those faculty who are not eligible for promotion after acquiring Ph.D.

### 16. Incentive for Externally Funded Research

#### Responsibilities of a Research Investigator

1. The leader of a research group is responsible for the research performed by the members of group
2. A principal investigator is also responsible for adequate support to the research. A research supervisor provides guidance and advice to each member, takes the responsibility for scientific integrity of the research project. The supervisor should take all steps to check the experimental details and the validity of observations reported by any member of the group and also documentation
3. An investigator should serve as a research manager and mentor of students, research assistants and junior faculty for their overall development. He should create awareness to several issues in research ethics.
4. A researcher must always be open to collaborative work

#### Responsibilities to Funding Agencies

1. Any investigator must be more of the standards of accuracy and integrity pertaining to research.
2. No investigator must report fabricated results as evidence in support of the proposed research fund grants.
3. The same plagiarism definition applies to research proposal applications also.



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investigator has an obligation to submit reports on research progress to sponsoring agency at times as specified in the award of grant.

4. He/she must authorize all expenditures consistent with Investigators in agreements with commercial sponsoring agencies of research with all terms and conditions and should be in association with the institution

### Incentives:

1. The Institute shall pay the research team an incentive equivalent to 60 % of the research grants to the principal investigator and Co investigator received from external funding agencies (in case of a team, the amount shall be shared equally among team members) and 40 % will be remain with institute.
2. The timing of the disbursement of the incentive (by cheque or transfer to the bank account) will be linked to the actual receipt of research funds.
3. Interdepartmental research fund will be given as per approval process by department, BORS, R & D cell and IEC will be given 100 % as per cost of the project.(Maximum 5 Projects per year will be sanctioned)
4. Seed Money of Rs.5 lacs should be given to interdepartmental research projects as self-funded projects or as per requirement of departments which ever is minimum.

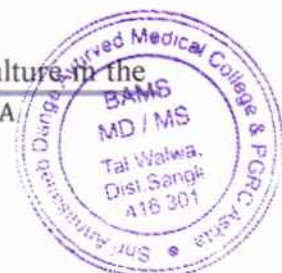
### 17. Intuitional Ethical committee , Research Advisory Committee, Doctoral Committee :

#### Tasks of the Ethics Committee:

1. To provide advice and guidance to the faculty members on all matters pertaining to academic research ethics.
2. Advise the Academic Council on compliance with the Code of Ethics in Academic Research of the various academic activities at the institute
3. To provide guidance and academic support to students on ethical issues in respect of teaching, research and other academic activities
4. To confirm to external parties on behalf of the ABCE compliance with ethical standards in respect of research projects undertaken.
5. To advise the Academic Council of any policies that may be required in relation to secepting funds from particular sponsors of research
6. To act as an investigative/consultative body for any disputed matter concerning research ethics and conduct

#### Functions and Responsibilities:

1. To motivate the faculty and student for research and to develop research culture in the



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institute.

2. To encourage the faculty to pursue the Ph. D. Identify prioritized research areas based on the expertise available with the institute
3. To organize the workshop, conference, faculty development program, seminar and expert lectures for faculty and students.
4. Organize visits by eminent researchers to interact with the faculty and students. To motivate the faculty and students to publish/present research papers in journals and conferences.
5. Encourage to write and forward research proposals for financial support to different funding agencies and announce incentives once the project is sanctioned.
6. To review and monitor quality of research of candidates registered for Ph.D.

### **Incentive for IEC committee:**

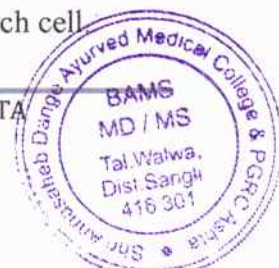
1. The Institute shall pay an incentive Rs.3000 per day with travel allowances to the chairman and Rs.1000 with travel allowances to the member of IEC , RAC & DOC committee per person.
2. Post graduate students who will adhering the IEC has to pay Rs.500 and Ph.D. scholar student has to pay Rs.1000 to get certification of IEC,RAC & DOC.

### **18. Award for Publications of patents and IPR :**

1. The Institute shall pay an incentive of 50 % of patent availing amount to the researcher and 50% will be bared by researcher.
2. In case of Copyright 100 % amount will be availed by the researcher.
3. In case of student patent filing the incentive of 75% will be given by institution and 25% will be availed by the concern student.
4. Rs.3000 per day with travel allowances to the chairman and Rs.1000 with travel allowances to the member of IEC , RAC & DOC committee per person.

### **19. Incentive regarding the attending Advance Research methodology workshop or similar more than 10 days Advance Research course:**

1. The Institute shall pay an incentive of 50 % of registration amount to the researcher upto Rs 5000 whichever is minimum and 50% will be bared by researcher
2. The Institute will pay on duty leave to attend the advancements.
3. Course should be more than 5 days.
4. Maximum three courses will be allowed per faculty person Of which online 2 courses and offline one course will be granted with the proper scrutiny of research cell



5. Swayam/NPTEL/PG Pathshala courses will be granted under this scheme.

## 20. Award for Publications of text books/research articles in relevant discipline in UGC Care I Or II Indexed Journals

### CODE OF ETHICS FOR RESEARCH PUBLICATION

The purpose of this code is to maintain integrity in research, satisfy a scientific moral code and also to lead to better results. The adherence to such ethical research in practice can lead to attention towards the research details, meaningful collaboration among investigators and to maintain highest standards. The guidelines will help a researcher in preventing research misconduct.

Research misconduct can be understood as fabrication, falsification, or plagiarism including misrepresentation of credentials in proposing, performing, or reviewing research or in reporting research results. It is viewed seriously by the University, professional community and respective funding agency.

These guidelines can be treated as a common repository for both experienced researchers and beginners in research. Any doubts on ethical standards a researcher should discuss confidentially with academic supervisors/advisors, colleagues, or Research coordinator.

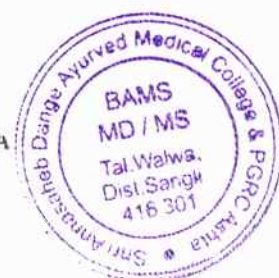
The following matters are of prime ethical concern of a researcher

#### 1. Plagiarism:

1. Authors should not present the words, data, or ideas of others as they are the owners of the same.
2. Committing theft of intellectual property
3. Word-for-word copying must be avoided presently it is allowed only up to four words only. If it is a must then that should be enclosed in quotation marks or indented and referenced properly.
4. The work of others should be cited or credited, (it might be published or unpublished, even if had been a manuscript, or part of an oral presentation, or material available on websites)
5. Follow strictly the rules specified by a journal or publisher

#### 2. Use and Misuse of Data

1. Every author must follow Research integrity.
2. Report both the conclusions based on accurately recorded data or observations and also relevant observations reported by earlier researchers. It is considered to be a breach of research integrity if one fails to report data that contradict or merely fail to support the present conclusions.
3. Do not withhold purposefully any information about confounding factors.
4. Reasons must be stated if any data should be disregarded.



5. A large background of negative results also must be reported

### 3. Ownership of and Access to Data

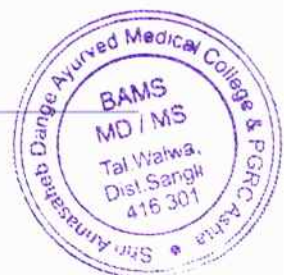
1. Any data obtained during research study conducted at the Institute or University by employees are the property of the institute but not the researcher who generated or observed or even of the principal investigator
2. Researchers are responsible and accountable for the integrity of the data even after they leave the institute
3. the Access to any data should normally not to be denied to any member of the research group in which Institute the data were collected
4. If there is any possibility of copyright or patent application might emerge, a written agreement within the group specifying the rights of each member must be made.
5. A researcher who has made a finding which may be patentable should file an Invention Disclosure with the office of The Principal or Management
6. Any investigator who leaves the Institute is entitled to make a copy of data to use elsewhere to enable him to continue the research but he must properly give credentials to both the organizations for any outcomes of further research
7. Each member of research group should come to an understanding with principal investigator, preferably in writing about which parts of the project he or she might continue to explore after leaving the group.
8. Every investigator has an obligation to the general responsible scientific community to cooperate by sharing of data usually by request and after publication.

### 4. Authorship and Other Publication Issues

Publication of research outcomes and results is important so that scholarly world may be informed and other researchers may build up on the findings. It is an ethical obligation for an investigator at any Institute to make findings accessible and consistent with the standards of publication.

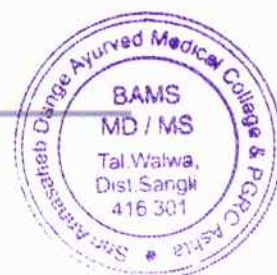
### 5. Criteria for Authorship

1. Authorship should be awarded only to those persons who have made and involved in original and significant contribution to the conceptualization, design, execution and interpretation of the published work



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2. Individuals who have made smaller contributions by giving advice, performing analyses or providing subject material, or who have supported the research in some or other way, should also be acknowledged. The principal author should determine whether or not these individuals should be included as authors.
3. Written permission has to be obtained from the parties to be acknowledged in the published work.
4. All authors should approve the final version of the manuscript and should be prepared to accept responsibility for the work in public. 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.
5. It is unacceptable to submit outcomes or results or reports of research to more than one publisher unless prior permission is taken from the editors of each publication.
6. All coauthors must agree in advance to the order of authorship
7. Self-citations- An author must be careful while citing his own unpublished work.
8. A paper should not be cited in anticipation of expected submission or acceptance by publisher.
9. A paper should not be listed as accepted for publication or in press unless use author is revived a proof or a letter from editor/publisher stating that the submitted paper has been approved for publication
10. Any researchers should not publish the same article/paper in two places without any good reason to do so. Fle may do if appropriate citation is made in the later publication to the earlier one and the editor is informed beforehand. This is also applicable to abstracts also. Any unexplained duplication of a publication without proper citation, can be termed or referred as
11. All manuscripts for publication must be accompanied by an undertaking that the work has not been published or submitted for publication elsewhere An author should not



divide a paper into a number of smaller papers merely to increase the number of items in his bibliography.

## 21. Incentives Award for Publications of books

1. **Rs. 5000/-** if the text book is published by an international publishers like McGraw Hill, Prentice Hall, Oxford University Press or other internationally reputed publishers.
2. **Rs. 3000/-** if the text book is published by a national publisher
3. **Rs. 1,000/-** if the text book is published by Regional / Local publishers.
4. **Rs 1000/-** for the book chapter not exceeding Rs 3000/-

## 22. Incentive for publishing in National/International journals:

The comprehensive list of journals will take into account the quality of the journal, the publishing University, age of the Journal, impact Factor etc.

1. Institute shall pay 50% amount of for each paper published in any of the reputed International Journals. The list of which is available with the respective HODs of each department. In case the Journal is not as per the list, a designated committee shall ascertain the international standing of the Journal.
2. Cash Award of Rs. 1,000/- for each paper published in any of the listed journals. The list of which is available with the respective HODs of each department. In case the Journal is not as per the list, a designated committee shall ascertain the international standing of the Journal.
3. Institute shall pay Rs. 1000/- for International magazine/Newspaper & Rs. 500/- for National magazine/Newspaper.

This comprehensive list of journals will take into account the quality of the journal, the publishing University, age of the Journal, impact Factor etc.



**23. Policies for Research for Presenting/attending a paper at National/ International seminars/Conferences:**

1. Faculty members are motivated to write research papers to reputed, well-known and peer reviewed national and international conferences held as reputed institutes universities.
2. The conference proceedings should be indexed in SCOPUS Web of Science and should have separate DOI number for each article
3. Several conferences publish research papers (sometimes extended version of the paper) in a peer-reviewed journals or as a book chapters (indexed in SCOPUS or Web of Science).
4. It is highly recommended to subpapers to such conferences Affiliation of ADAMC is compulsory for any type of conference publications by ADAMC employee.
5. The format for writing affiliation is "Hon. Shri. Annasaheb Dange Ayurved Medical College & Post Graduate Research Center , Ashta, Sangli ". The same format has to be used for all publications. It is recommended to use common structured format for the 'name of author and same should be used for all future publications Eg. Rajkumar Bhimgonda Patil (recommended), Rajkumar B Patil or R. B. Patil.
6. It is suggested that all possible manuscripts should pass through Departmental Review Committee (DRC) or Research Review Committee (RRC) or R&D Cell in order to improve its acceptability.
7. If a faculty attends a conference (national or international) indexed in SCOPUS/Web of Science with DOI number, expenditure will be reimbursed by the institute (once in a year) Publication in the reputed conference will also be considered in yearly performance of the author. However, prior permission should sanctioned by the Head of Institution, on the recommendations of the respective Head of Department and reviewed by R&D Cell
8. This amount may be claimed from the departmental R&D budget or R&D Cell budget sanctioned for the said financial year.





## 24. Entitlements for Registration & Travel for presenting papers at National & International Seminars/Conferences

- a. The Institute shall pay a maximum of Rs. 5000 for up to two faculty members from each department, on first come first served basis, as travel grant annually (July- June) within India, plus registration fee (100%), for paper presentation, provided the conference/seminar is hosted by a reputed institution. The ceiling of two faculty members will not apply when the travel expenses have been provided for in the project/research grant.
- b. Faculty members will be eligible for travel outside India (50% of travel expenses or a maximum of Rs. 25,000) and registration fee (100%), for paper presentation, provided the conference/seminar is hosted by a reputed institution. Preferably, such expenses should have been factored into the project/research grant. When more than one faculty wishes to present a single paper, the travel grant shall remain unchanged (to be divided between/among the faculty) and the registration fee shall be limited to one.



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