



# SYMBIOSIS COLLEGE OF ARTS & COMMERCE

An Autonomous College | Under Savitribai Phule Pune University  
Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

## Research Policy

The Symbiosis College of Arts and Commerce is committed to promoting research and to create a vibrant research culture amongst its faculty and students. The research policy of the college provides a definite framework for facilitating and coordinating research initiatives by faculty and students in the area of humanities & commerce/ business studies. The document serves as a broad policy framework, which must be interpreted in the context of the other relevant policy and procedural documents of the Symbiosis Society as a whole. The college believes that good scientific research, assumes ethical accountability and that the responsibility of this lies with every person conducting research under the college.


### APPLICABILITY OF THIS POLICY

This policy applies to all the staff and faculty members doing research in the college, irrespective of whether they are employees, students or visiting researchers in the college and irrespective of the source of their funding or the field in which they are conducting their research or the site where the research is conducted, irrespective of the University under which the candidate is registered for conducting research.

### OBJECTIVES OF THE POLICY

- To ensure compliance with this policy and other applicable research related norms, standards and regulations.
- To establish principles and responsibilities for research collaborations, mentorship and authorship
- To establish principles and responsibilities for data acquisition and management
- To address other research related issues such as financial management, management of conflict of interest and intellectual property.
- To establish principles and responsibility for research involving humans, risks to society and the broader physical environment



  
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## **FUNDAMENTAL PRINCIPLES OF RESEARCH ETHICS AND SCIENTIFIC INTEGRITY**

- The researchers in the college have an obligation to report research results accurately and transparently in the public domain (also where appropriate to the target group of the study) and should not allow funders or other stakeholders to influence research publications.
- The education of young researchers and scholars is a priority of this college and requires established researchers to provide leadership and acceptable standards for mentorship and supervision.
- At the college, all research involving interaction with or observation of human subjects, or information linked to human subjects, or research involving groups of individuals, or organizations must go through a process of ethical screening and clearance. Investigators are responsible for ensuring that they obtain ethics approval for their research where applicable. If an investigator (students included) is unsure if ethics approval is required for a specific project, it is the responsibility of that investigator to seek and obtain clarification from the reliable source.

## **FINANCIAL ASPECTS, CONFLICT OF INTEREST AND INTELLECTUAL PROPERTY**

- All research projects involve some financial cost and require sound financial management. The college expects all researchers to uphold the highest standards of financial integrity and transparency when dealing with all financial, budget related and contractual aspects of research. Researchers are required to familiarize themselves with, and comply with applicable institutional and funder-specific policies.
- A conflict of interest occurs when professional judgement regarding an interest e.g. research, is unduly influenced by another interest e.g. financial gain or gain in personal status. Conflicts of interest are an inherent and unavoidable part of the academic research environment and can be effectively managed by disclosure and transparency. Research conflicts of interest are of particular importance when an



  
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unacknowledged or undisclosed interest, financial or otherwise, may negatively affect the well-being of human research participants, or the result of the research.

- Researcher must ensure that all research related activities that may give rise to issues surrounding intellectual property are in compliance with Intellectual Property Rights.

### COLLABORATION, MENTORSHIP AND AUTHORSHIP

- Collaboration: The college encourages research collaborations. Research (including visiting students) have a responsibility to ensure that a clear understanding of respective roles and responsibilities is developed at the beginning of the research collaboration and a duty to adequately fulfil their respective research obligations. Researchers should formalize their research collaborations with a 'Memorandum of Understanding' at the initiation of the collaboration. Faculties and/or departments should develop their own guidelines for effective research collaboration in consultation with the Research Contract Office.
- Mentorship: Mentors should ensure that the research relationship or project is begun with a clear understanding of mutual responsibilities, a commitment to maintain a supportive research environment, proper supervision and review and an understanding that the main purpose of the relationship is to prepare trainees to become successful researchers. Junior researchers in turn have a responsibility to complete assigned work conscientiously, respect the authority of others working in the research setting, follow research regulations and protocols and abide by agreements established for authorship and ownership. Mentors or supervisors should apply the principles of authorship described below to publication of research, where the student may have made significant contribution.
- Authorship: The researchers are expected to make a reasonable effort to publish the results of their research in some form of recognized academic media. Authorship credit should be based on substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; drafting the article or revising it critically for important intellectual



  
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contents; and final approval of the version to be published. Authorship should meet all the above conditions.

## DATA ACQUISITION AND MANAGEMENT

The acquisition and management of data particularly within an international collaborative research environment is often very complex. Each faculty and/or department and/or center must ensure that it has developed its own specific policies and/or procedures to supplement the points below, where appropriate.

- Researchers must collect data, using appropriate methodology and recording practices, and apply appropriate quality assurance mechanisms. Raw data must be recorded in hard copy or electronically as appropriate for each research field and with due consideration given to the advantages and disadvantages of different methods.
- Data must be properly stored and protected in order to allow for the validation of research findings, to establish priority of the data, allow for reanalysis if necessary, comply with requirements of funders etc. Process should be established to protect data from accidental loss, damage or theft.
- Both the principal investigator and the college have responsibilities and rights regarding access, usage and maintenance of original research data. Research data belong to the college, which can be held accountable for the integrity of the data even after the researchers have left the college. The original data should remain in the library or department or research site where it was created i.e. in the college.
- Researchers are expected to maintain the highest standards of honesty and integrity. Researchers must at all times function within an ethically accepted methodological framework. Any form of academic dishonesty will be regarded as a serious offence.



  
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