



NAAC Accredited A++ Grade, CGPA : 3.55 (November 2024)
 Best College (2016-17), University of Mumbai

RESEARCH PROMOTION POLICY 2023-2026

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One of the primary objectives of SVKM's Mithibai College of Arts, Chauhan Institute of Science & Amrutben Jivanlal College of Commerce and Economics is to inculcate research as an important component of teaching and learning. To encourage research, the following research policy for research has been devised:

RESEARCH INCENTIVES

It is expected that the faculty will be engaged in publishing results of their research activities in refereed journals, which are indexed in Scopus or web of science or ABDC both national and international. The impact factor given only by Clarivate analytics will be considered for the said publication. The paper should carry full name of the college.

Every regular faculty or faculty on a contract should publish at least one paper per year in a journal of national or international repute. To incentivize research output the following norms are in place.

1. Journal of national or international repute

Sr.No.	Publication & their impact factor	Amount/Rs.
1	Journal with an impact factor ≥ 5 or 'A' category (in ABDC)	1,00,000/-
2	Journal with an impact factor above 3 to 5 or 'B' category (in ABDC)	50,000/-
3	Journal with an impact factor 1 to 3 or 'C' category (in ABDC)	25,000/-
4	Scopus Indexed Journal	10,000/-

Guidelines for application & process of sanction

In the case of a joint publication, an incentive will be awarded on a pro-rata basis. The college committee will assess the publication and recommend it to the Management. The Management will constitute a Committee, which will in turn approve the recommendations. The guidelines for application will be as under-

Application for Research Incentives

Sr. No	Name of the authors (sequence of author should be as mentioned in publication)	Title of Article/Research Paper	Name of the Journal	ISSN No.	Volume/ Page No.	Issue	Start Page	End Page	Date/ Month / Year	Publishing authority	SCOPUS Indexed Yes/No	Official Impact Factor by Clarivate analytics	Link for article





2. Paper presentation at conferences

To encourage research among the faculty, financial support in terms of the registration fee will be provided to the teachers presenting their original research in national/international conferences organised by professional organizations of repute. The financial support in the form of travel expenses full/partial will be provided by the Management based on the evaluation of the expert committee constituted by the Management.

Publication in Books

Faculty are also expected to publish books and contribute chapters in books to be published by reputed national or international publishing houses. In all such publications name of the college should be mentioned along with the name of the author to show the affiliation.

3. Patents

To file a patent and to actively pursue, the College/Management will provide the following incentive:

- On grant of national patent incentive payable will be Rs.50,000/-
- On commercialization of the patent the royalty will be shared by the faculty with the institution in a ratio of 80:20
- On grant of international patent incentive payable will be Rs.1,00,000/-.
- On commercialization of the patent the royalty will be shared by the faculty with the institution in a ratio of 80:20.

Patent

Sr.No.	Name of the authors (sequence of author should be as mentioned in publication)	Patent No. & Country	Title of the Patent	File (Date & Year)	Granted (Date & Year)	Licensed (Date & Year)	Link for the Patent

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SEED GRANT

The objective of the scheme is to provide financial assistance to the faculty to initiate research activities. Financial assistance can be for a single faculty or a group of two or more faculty from different disciplines, who are initiating new collaborations and expected to lead to substantial external research funding.

To encourage faculty to initiate research, Management will provide Seed Grant, up to Rs.1,50,000/- for any of the following purposes:

- Taking of research project in his/her discipline. This could be used as seed money which will encourage faculty to take research on a pilot basis and then develop a major project to be funded by a national or international level body.
- Preparation of a policy document for government or non-government organizations.

Guidelines for Seed Grant

- The application for financial assistance in the prescribed format should be submitted in triplicate to the Principal, through Head of the Department.
- The faculty are requested to submit a detailed proposal in the "Prescribed Format" at least 30 days before the beginning of the semester(May/October) so that proposal can be scrutinized and recommended for funding by the expert committee. Applications will be reviewed by the committee based on the merit and feasibility of the proposed project and the potential for generating external funding at the end of the project.
- Detailed financial estimates should be mentioned clearly in the proposal submitted. Budgets should be itemized and be directly related to the project.
- The Project proposal will be evaluated by a committee at college level with the external expert in the committee. This proposal will be sent to the Management for further evaluation & approval of the fund.
- The progress report and utilization of funds shall be reported quarterly and Investigator will submit the progress of the project after six months, to the committee constituted for this purpose.
- The final report, statement of expenditure and utilization certificate shall be submitted at the end of the financial year.
- Fund should not be used to travel to conferences/seminars to present results of research, unless specified in the project proposal.





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8. Publication cannot be claimed by faculty of the college unless he/she is the sole investigator or co-investigator. The role of each investigator should be clearly defined in the project proposal.
9. The whole or part of the granted money remaining unutilized within the prescribed time limit should be refunded to the Mithibai College.
10. Utilization certificate and Statement of expenditure (two copies) duly signed by the HOD shall be submitted to the Principal within two months from the end of the award date.
11. The accounts should be audited by the accounts officer of the college/Chartered Accountant.
12. If commercial benefits are derived from the knowledge generated from the projects, 50% of such gains shall be shared with the college subject to a maximum of the amount sanctioned by college.
13. If any patent is generated by the researcher, the college will have a 50% claim on the patent. Technology Transfer should be in consultation with the college.
14. The College has the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made.
15. Faculty must acknowledge the college for funding in their publications.
16. Faculty will submit a complete report of their work once work is published and the project can be further carried forward for extramural funding from the government or non-government agencies.
17. The Management reserves right to disapprove the proposal at any time for any reason/s whatsoever.





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Research Proposal
On

“Title of the project”

Submitted by

Name of the Faculty

Designation

Department

Submitted to
SVKM's Mithibai College of Arts, Chauhan Institute of Science &
Amrutben Jivanlal College of Commerce and Economics
(Autonomous),
Vile Parle (West),
Mumbai 400056

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SECTION-I

Application format for Research Seed Money

1. Title of the research proposal (150 ch.)
2. Main objectives of project (not exceeding 50 words):
3. Broad subject area/field of classification
4. Project type (Basic Research/Applied Research)
5. Details of Principal Investigator (PI)
 - a. Name :
 - b. Designation :
 - c. Department :
 - d. Mobile :
 - e. Email :
6. Details of Co- Investigator (If any)
 - a. Name :
 - b. Designation :
 - c. Department :
 - d. Mobile :
 - e. Email :
7. Duration of the project: _____ months
8. Total Cost of the project: Rs. _____





SECTION II PROJECT DETAILS

1. Title:
2. Background:
3. Scientific importance of the project:
4. Hypothesis/Rationale:
5. Objective/s:
6. Literature review
7. Review of status of research in the field (National & International):
8. Detailed Methodology:
9. Timelines (Activity chart including milestones):
10. Expected outcome
11. Particulars of equipment required
12. Particulars of any other facilities required
13. Particulars of facility available in the department/college
14. Whether the project was submitted to any other organization for financial support, If so, the names of the institutions and their decisions may be reported in the proposal.
15. Details of any preliminary work done by the investigator (Describe briefly any work done that is particularly pertinent to the research proposal and list your publications in this related area):
16. References

17. Budget:

Admissible items under the Budget are-

Sr. No.	Head	Amount in Rs.	Justification
1.	Consumables		
	Glassware		
2.	Evaluation and analysis (outsourcing)		
3.	Purchase softwares		
4.	Purchase of books, periodicals		
5.	Any other, please specify		





SECTION III
BIO-DATA OF THE INVESTIGATOR (PI/Co-PI)

1. Name :
2. Designation :
3. Address :
4. Email :
5. Mobile :
6. Date of birth :
7. Educational Qualifications:

Sr. No.	Degree	Institution, University	Year of Passing
1.	Ph.D.		
2.	B.A/B.Com./B.Sc.		
3.	M.A./M.Com/M.Sc		

8. Professional Experience (Total): ____ years ____ months

Position	University/Institution	Period

9. Publications

Sr. No.	Authors	Title	Name of Journal	Year, Volume, Issue, Page numbers/article number	Impact factor (by Clarivate analytics)





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10. Books

Sr. No.	Authors	Name of the book	Year, Volume	Publisher	ISBN

11. Book chapters

Sr. No.	Authors	Title of chapter	Name of the book	Year, Volume, Page numbers	Publisher	ISBN

12. Patents

Sr. No.	Name of Applicant/s	Title	Status (Filed/ Published/Granted)	Number	Month & Year

13. Research projects under implementation

Sr. No.	Title	Agency	Role (PI/ Co-PI)	Duration	Cost in Rs.

14. Research projects completed

Sr. No.	Title	Agency	Role (PI/ Co-PI)	Duration	Cost in Rs.

15. Any other





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Declaration

Certified that the details furnished above are correct to the best of my knowledge and belief and that the amount of financial assistance, if granted, will be utilised for the purpose for which it is granted within the time prescribed by the college. I also undertake to abide by the rules and other conditions prescribed by the grantee.

Signature of the Principal Investigator

Signature of the Co-Investigator

Date:

Forwarded Through,

Name of the Department : _____

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Seed Grant Research Proposal Evaluation Committee

Academic Year:

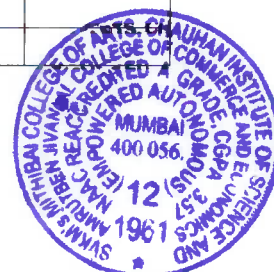
Date:

Broad subject area	
Title of the proposed project	
Faculty Name (Principal Investigator)	
Designation, Department of PI Confirmed/Probation/pursuing Ph.D.	
Faculty Name (Co - Investigator)	
Designation, Department of CI Confirmed/Probation/pursuing Ph.D.	
Faculty Name (Co - Investigator)	
Designation, Department of CI Confirmed/Probation/pursuing Ph.D.	

Sr. No.	Parameter	Maximum Marks	Actual Marks
1	Clarity in objective	5	
2	Relevance of objective	5	
3	Identified key issues in the proposed work	5	
4	Usefulness to society	5	
5	Innovation & Novelty	10	
6	Expertise to carry out the research	10	
7	Workability / Feasibility of the proposed work	10	
8	Literature reviewed	10	
9	Impact in terms of Publications/ Patent/copyright/ Case study	10	
Total		70	

Mark (✓) against each facility that can be provided:

i)	New/Upgraded Product / Up scaled Process / Basic Research / Applied Research	
ii)	Services (including software)	
iii)	Performance analysis: (Scientific data generation, analysis and evaluation)	
iv)	Feasibility	
v)	Technological Capability	
vi)	Database development and documentation	
vii)	Proof of new concepts at device level	
viii)	Achieving State of art performance in a chosen device/ Scaling up Future Scope	
ix)	Any other	





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Project Proposal amount Rs. _____

Heads of expenditure:

Budget specific to project :

Chemicals _____

Animals _____

Evaluation and analysis _____

Any other _____

Total Amount Recommended :

Comments:

Strongly recommended/recommended/requires reconsideration/rejected

_____	_____	_____
()	()	()





SECTION-IV
(Grant Utilization statement)

STATEMENT OF EXPENDITURE

Project Title:.....

Receipts	Amount (Rs.)	Payments	Amount (Rs.)
1. Amount sanctioned from college		1.	
		2.	
		3.	
Total		Total	

Certified that I have utilised the sanctioned fund by the college for the purpose for which it was sanctioned

**Name & Signature
 of Principal Investigator**

**Name & Signature
 of Accounts officer/ Chartered Accountant**

**Name & Signature of the Principal
 Office Seal**





RESEARCH ETHICS

According to the ethics to be followed in higher education, fair conduct of research and prevention of misconduct, and as per UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, learners, researchers and faculty members should not perform any academic misconduct by way of theft of intellectual property in any manner. The research work carried out by the learner, faculty member, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude common knowledge or coincidental terms, up to fourteen (14) consecutive words. It shall be covered by Zero Tolerance Policy on Plagiarism.

Rules and Regulations for Plagiarism and any Other Academic Dishonesty

Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- i) All quoted work reproduced with necessary permission and/or attribution.
- ii) All references, bibliography, table of contents, preface, and acknowledgements.
- iii) All generic terms, laws, standard symbols, and standard equations.

Levels of Plagiarism

Plagiarism will be quantified into the following levels in ascending order of severity for the purpose of its definition:

- i) Level 0: Similarities up to 10%
- ii) Level 1: Similarities above 10% and up to 40%
- iii) Level 2: Similarities above 40% and up to 60%
- iv) Level 3: Similarities above 60%





Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof, that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation, the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the college. The authorities of college can also take suo moto notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the authorities on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

Departmental Academic Integrity Panel (DAIP)

i) All Departments in the college shall notify a DAIP whose composition shall be as given below:

- a. Chairperson - Head of the Department
- b. Member - Senior academician from outside the department, to be nominated by the Principal.
- c. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department.

The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including the Chairman).

The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the learner, faculty, researcher, and staff.

- i) The DAIP shall have the power to assess the level of plagiarism and recommend penalty/ies accordingly. ii) The DAIP after investigation, shall submit its report with recommendation on penalties to be imposed, to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of proceedings.

Institutional Academic Integrity Panel (IAIP)

i) Composition shall be as given below:

- a. Chairperson – Principal/Senior Academician of the college.
- b. Member - Senior Academician other than Chairman, to be nominated by the Principal.
- c. Member - One member nominated by the Principal from outside the college.
- d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Principal.





The Chairperson of DAIP and IAIP shall not be the same. The tenure of the Committee members including the Chairperson, shall be three years. The quorum for the meetings shall be 3 out of 4 members (including the Chairperson).

- ii) The IAIP shall consider the recommendations of the DAIP.
- iii) The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- iv) The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the learner, faculty member, researcher and staff of the college.
- v) The IAIP shall have the power to review the recommendations of the DAIP, including penalties with due justification.
- vi) The IAIP shall send the report after investigation and the recommendation on penalties to be imposed, to the Principal, within a period of 45 days from the date of receipt of recommendation of the DAIP/complaint / initiation of the proceedings.
- vii) The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

Penalties

Penalties in the cases of plagiarism shall be imposed on learners pursuing studies at the level of Masters and Research programs and on researcher, faculty member & staff of the college, only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and the individual in question has been provided enough opportunity to defend himself or herself in a fair and transparent manner.

Penalties in case of plagiarism in submission of thesis and dissertations

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of Plagiarism. i) Level 0: Similarities up to 10% - Minor Similarities, no penalty. ii) Level 1: Similarities above 10% and up to 40% - Such a learner shall be asked to submit a revised script within a stipulated time period not exceeding 6 months. iii) Level 2: Similarities above 40% and up to 60% - Such a learner shall be debarred from submitting a revised script for a period of one year. iv) Level 3: Similarities above 60% - Such a learner's registration for that program shall be cancelled.

- a) Note 1: Penalty on repeated plagiarism- Such a learner shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In cases where plagiarism of the highest level is committed, then the punishment for the same shall be operative.
- b) Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be, then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.





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Penalties in case of plagiarism in academic and research publications

I. Level 0: Similarities up to 10% - Minor similarities, no penalty.

II. Level 1: Similarities above 10% and up to 40% shall be asked to withdraw the manuscript.

III. Level 2: Similarities above 40% and up to 60%

- i. Shall be asked to withdraw the manuscript.
- ii. Shall be denied a right to one annual increment.
- iii. Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. learner/scholar for a period of two years.

IV. Level 3: Similarities above 60%

- i. Shall be asked to withdraw the manuscript.
- ii. Shall be denied a right to two successive annual increments.
- iii. Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. learner/scholar for a period of three years.

a. Note 1: Penalty on repeated plagiarism - Shall be asked to withdraw the manuscript and shall be punished for plagiarism of one level higher than the lower level committed by him/her. In cases where plagiarism of the highest level is committed, then the punishment for the same shall be operative. In case level 3 offence is repeated, then disciplinary action including suspension/termination as per service rules, shall be taken by the college.

b. Note 2: Penalty in cases where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be, then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Principal.

c. Note 3: The college shall create a mechanism to ensure that each paper publication/thesis/dissertation by a learner, faculty member, researcher or staff of the college is checked for plagiarism at the time of forwarding/submission.

d. Note 4: If there is any complaint of plagiarism against the Principal, a suitable action, in line with these regulations, shall be taken by the Governing Body of the college

e. Note 5: If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.

f. Note 6: If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself / herself from the meeting/s where his/her case is being discussed/investigated.

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K. Desai
Principal

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VILE PARLE (WEST), MUMBAI – 400 056 • E-mail: principal@mithibai.ac.in

Website: www.mithibai.ac.in

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