



Ref. No. \_\_\_\_\_

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### Research Policy

Vidyasagar College for Women  
39 Sankar Ghosh Lane, Kolkata-700006

Vidyasagar College for Women encourages a research culture among faculty and students. A person who is related to teaching profession in any higher education institution must constantly update his/her knowledge to stay up with the advancements and changes. It is thus essential for such a person to get involved in current research activities by reading literature, undertaking research projects, attending research conferences, seminars, and symposia, working with other research groups and institutes, etc. Fundamental, long-term research lays the groundwork for the institution's future growth. Keeping this in view, VCFW, a college affiliated to the University of Calcutta, is thus framing the general policy for research promotion. The goal of the research policy is to examine, comprehend, and effectively address all issues that may arise in the pursuit of research in this institution. The administrators, faculty, support staff, students, and any related stake holders should adhere to this policy.

#### A. Institutional responsibility and activity:

1. College should provide seed money to the faculty/academic departments for conducting institutional level research projects and that should be included in the annual budgetary allocation of the college.
2. The college should try to develop infrastructure for facilitating institutional research work
3. The college should encourage and facilitate the publication of research work in reputed academic journals
4. Awareness programs related to research methodology, ethics etc. should be conducted including faculties, students and support staff as well
5. Research oriented literature should be available in the college library
6. The college should maintain proper ethical standard in relation to research activity, publication and patenting.
7. The college should provide assisting seed money to teachers for participating in seminars/conferences/workshops.
8. Institution should try to bring fund for research infrastructure from government and/or corporate houses.
9. The college should identify and establish linkages including MOUs with research organizations
10. The college should aim to develop systems to detect plagiarism and set up mechanisms to prevent plagiarism
11. The college should take serious step of any lapse on the part of researcher

#### B. Researchers' responsibility and activity:

1. Faculty members should take up research activities in accordance to their capacity.
2. All the individuals (teachers, students, support staff and stake holders) related to research activity should always maintain the "code of conduct" mentioned below-

**Honesty:** i) Should never falsify, fabricate, plagiarize, mislead or misrepresent either in writing or by any other means, ii) never deviate from accepted practices iii) obtain proper (prior) licenses, permits, permissions and protocols whenever required

**Safety:** Should follow appropriate health and safety measures while performing the research work

**Transparency:** i) Should share and communicate research methodology, data and findings openly, responsibly and accurately

**Fairness:** Treat everyone involved in research fairly with respect, give credit to those who have contribution

**Recordkeeping:** Clear, accurate, secure and complete records should be retained

**Publication and authorship:** i) Should never involve in misconduct like plagiarism, ii) include all authors of research output, cite and acknowledge others' contribution appropriately and accurately.

**Research ethics:** only conduct research involving humans with approval from appropriate ethics review body. For research on animals, approval from an appropriate animal ethics review body is mandatory.

*Tapan Roy*  
25/02/22  
IQAC co-ordinator  
DR. TAPAN ROY

Co-Ordinator, I.Q.A.C.  
VIDYASAGAR COLLEGE FOR WOMEN  
Kolkata



*Pulapa Roy*  
Principal  
VIDYASAGAR COLLEGE FOR WOMEN  
Kolkata-700 006