

Research and Development Policy Manual

w.e.f: 3rd April 2023

Balaji College of pharmacy

Sanapa Road, Alamuru (P), Rudrampeta, Ananthapuramu – 515002. (A.p.)





BALAJI COLLEGE OF PHARMACY

Approved by A.I.C.T.E. PCI New Delhi and Affiliated to J.N.T.U.A., Ananthapuramu

Sanapa Road, Alamuru (P), Rudrampeta, Ananthapuramu – 515002. (A.P.)

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1. The Policy perspective

Contributing to scientific research is an essential responsibility for the teaching fraternity for creating applications that can benefit mankind on various fronts. Activities related to Research and Development can be fruitful for developing new technologies, exploring untouched areas in the fields of science and Technology dissemination of knowledge. Research and Development also stimulates innovations which motivate faculty members and students of the institution towards understanding concepts of better learning and teaching. By an attitude of commitment towards science and frontier technologies, research and applied research could result in a long lasting and significant impact on the society and the nation.

The Institution is making efforts to ensure, all the core and interdisciplinary areas flourish in research, by adopting a conducive atmosphere for the faculty and students, to carry out research and innovation. The R&D policy shall provide a framework, within which research and related activities can be carried out with a professional approach proficiently.


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2. Framework of R&D Cell:

The Research and Development (R&D) Cell is constituted with the following faculty members for the academic year 2022-23.

S. No	Name of the Person	Designation	Position
1	Dr. V.Sreedhar	Principal	Chairperson
2	Dr. M.Geethavani	Professor, Dept of Pharmaceutical Chemistry	Convener
3	Sri. B.Chakrapani	Asso.Professor, Dept of Pharmacology	Member
4	Dr. T.Rajvardhana	Asso. Professor, Dept of Pharmacy Practice	Member
5	Sri. G.Naresh Babu	Asso. Professor, Dept of Ind.Pharmacy	Member
6	Dr. D.Venkatanarayana	Professor, Dept of Pharmacognosy	Member
7	Dr. K.V.Lalitha	Asso. Professor, Dept of Pharmaceutical Analysis	Member
8	Smt. A.Padma	Asst. Professor, Dept of Pharmaceutical Analysis	Member
9	Sri .G.T.Roopesh	Assoc. Prof. Dept. of Pharmaceutical Chemistry	Member

Short Term Goals

- Submission of research proposals to various funding agencies including Govt. and Non Govt. Organisations.
- Increased number of quality publications in reputed Journals/ Conferences.
- Conducting faculty and student development programs on emerging technologies and trending themes in the areas of pharmacy.
- Establishment of a centre of excellence in every Department.
- Improving the functioning of IPR Cell of the Institutional.


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Long Term Goals

- Obtain grants from national and international funding agencies for R&D.
- Collaboration with Industry/Pharmacy/hospitals//agencies/Organization at national / international levels for IPR and consultancy related works.

Activities to be undertaken by R&D Cell

- Allocation, Utilization and Review of R&D funds provided by the Management of the Institution.
- Faculty Participation in Conferences/ Seminars/Workshops/ Symposiums/Conventions, Conclaves.
- Grant of financial assistance to the faculty and students to carry out In-house projects.
- Functioning of Centres of Excellence at Dept. level.
- Acquiring plagiarism software to improve quality of Publications.
- Submission of research proposals to the external funding agencies.
- Preparation and adherence of R&D Calendar.
- Tracking the data of research publications, areas of research. Citations, H-index, I-index in referred journals.
- Organizing programs for Orientation, Research Methodology, IPR, Drug designing, Entrepreneurship, Healthcare, Paper presentation, Guest lecturers, etc. for faculty and students.
- Dissemination of information on funding agencies to the Staff every year.
- Grant of seed money for Research Projects, Patent Filing, Copyright, Prototype Projects of UG and PG including Start-ups, Incubation, Innovation and Competitions etc.
- Filing and Processing of applications for intellectual Property such as Patents, Copyright etc.
- Encouragement to staff for publishing books, book chapters in edited volumes in national and international publishers.


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3. Objectives of R & D Cell:

1. To create awareness in areas of Research, Innovation and Development among the faculty and students.
2. To promote Interdisciplinary / Multidisciplinary research.
3. To identify the thrust areas of research of each department, and form related cluster groups/frontline, teams/consortia of research, for better results.
4. To generate innovative ideas and find solutions to the academic and societal problems.
5. Modernizing the existing laboratories with additional experimental set up/ Instruments and Develop Technology for utilizing the lab for research activity.
6. To identify potential collaborators from industry, research organizations, academic institutions & other stakeholders for co-operation and synergic partnership and dissemination of research outcomes.
7. To develop, prescribe and administer rules, regulations, policies to ensure the compliance of all research quality assurance frameworks and research codes.
8. To create awareness about filing of Patents & IPR.
9. Memorandum of understanding (MoUs) with Industries/Pharmacies/Hospitals/Drug Agencies and R&D organizations for collaborative research, sponsored projects and consultancy.

4. Functions of R & D Cell:

The Research and Development Cell would provide an environment, wherein creation and dissemination of Knowledge, Innovation and Technology Development for societal and industrial needs would be achieved by faculty and students through knowledge and skills, good governance and adequate financial support.


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The details of the functions of the Research and Development Cell of the Institution are

1. To prepare an annual research plan, implement and monitor the research activities contained in the plan.
2. To develop networking and collaborative research in coordination with national and international institutes.
3. To formulate the rules and regulations related to exchange of students and faculty.
4. To provide support in the development of research proposals by the faculty members of the Institution for external funding, by agencies.
5. To promote quality publications and patents by the faculty and students by incentives and awards.
6. To mobilize the resources of the Departments and to raise corpus/seed funds from various funding agencies.
7. To build the research capabilities of the faculty members and students through various activities and events related to research and development.
8. To initiate and enter into MoUs with Industries and R&D organizations for collaborative research sponsored projects and consultancy.
9. To arrange brainstorming sessions involving eminent personalities from industry, R& D organizations and institutions of repute for better understanding of the research methodology, Enterpreneurships and practices being followed.
10. To keep all the stakeholders informed of the announcements made by the various funding agencies like IICT, IISc, NIN, DST, DAE, DRDO, ISRO, CSIR, AICTE, UGC etc.
11. To obtain information every three months in the prescribed format, such as faculty involvement in guiding students, paper publications, research projects from external funding agencies and involvement in collaborative research activity.
12. To organize conferences, workshops, seminars, training programs and other research related events, such as celebration of science day etc.,


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5. Incentives:

Incentives to the Faculty:

Faculty members are given a cash incentive of 2.5% of the sanctioned grant for the externally funded project, which can be claimed after the successful completion of that project. This cash incentive is to be paid from the management funds and not from the funds sanctioned for the project. If more than one faculty member is involved in carrying out the project, the incentive amount shall be shared equally among the faculty involved.

The details of the incentives to be given to the faculty for publishing papers in various Journal/Conference/Book Chapter, Patents etc., are

S. No	Activity	Incentive/Amount to be paid (Rs.)
1.	Publication in Science Citation Index(SCI)/ Science Citation Index Expanded (SCIE) Journals (First or Second or Third Authors eligible)	30,000/-
2	Publication in Scopus/ Emerging Sources Citation Index (ESCI) Journals with reviewer comments or Q1, Q2, and Q3 Journal categories ((First or Second or Third Authors eligible)	25,000/-
3	Publication in Web of Science or Scopus/ Emerging Sources Citation Index(ESCI)/UGC-CARE Journals without reviewer comments or below Q1 Journal category (First or Second or Third Authors eligible)	20,000/-
4	Proceedings in Springer/Elsevier/Scopus Indexed Conference or Book Chapter and organized by reputed institutions/organizations (IISc/ IICT/NIN/NIPER, etc.) (First or Second or Third Authors eligible)	10,000/-
5	Attending International Level Conference / Workshops/FDPs organized by reputed Institutions/organizations (IISc/IICT/NIN/NIPER, etc.)	Up to a maximum of Rs.5000/- towards Registration fee and maximum of Rs.4000/- towards TA/DA.
6	Attending International Level Conference workshop organized at outside India	No financial support for mere participation. (ii) For presenting a paper the financial support will be given


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		to cover TA, DA & Registration Fee with a maximum of Rs. 50,000/-. (iii) For presenting a paper in the Online mode, the financial support will be given to cover Registration Fee only and is limited to Rs. 10,000/-.
7	Faculty with more than 100 citations (cumulative of all the papers) in a year. The citations shall be considered for those publications with author affiliation belonging to Balaji College of Pharmacy	Rs. 10,000/-
8	Publication of work in books or book chapter (minimum of 4 pages)	Rs.2000/-
9	Publication of Patents (should be in the name of the college, i.e., Balaji College of Pharmacy The applicants should be either first or second inventor position only.)	Rs. 5000/- for International Rs. 3000/- for National

Additional Information:

1. Only those papers, where the author's affiliation belongs to the institute i.e. "Balaji College of Pharmacy" shall become eligible for the incentives. The authors should mention the name of the College clearly as "BALAJI COLLEGE OF PHARMACY" instead of BCP. Failing which, the incentive amount shall not be sanctioned.
2. The faculty members, pursuing their Ph.D., hereafter shall submit their research papers to the Conferences/Journals with the following affiliations: Research Scholar and Supervisor.
3. Any claim for monetary benefit for publishing a research paper must be accompanied by two hard copies of the published paper, along with the indexing proof and reviewer comments, if applicable.
4. Any claim for attending a Workshop/ Conference /FDP must be accompanied by hard copies of proofs of payment of registration fee, travel expenses and any other expenditure incurred.(two copies)


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5. If the first author is from Balaji College of pharmacy, the author shall be entitled for full cash incentive.
6. If the second author is from Balaji College of pharmacy, the author shall be eligible for only 50% of the cash incentive amount.
7. If the third author is from Balaji College of pharmacy, the author shall be eligible for only 25% of cash incentive amount.

Incentives to the students:


The College pays one way travelling charges for the students, who win prizes in the various conferences /Workshops/ Symposiums attended by them. To encourage students take up research activities, the College is providing funding for the fabrication/hardware related to the projects.

6. In- House Project Scheme:

The College encourages the faculty members to take up Research and Development activities by providing initial funding for under In-House Projects. The faculty members of Balaji College of pharmacy desirous of availing this initial funding facility have to submit the proposals. The faculty members carrying In-House projects are expected to publish research papers in peer reviewed National and International Journals and Conference Proceedings. Also, faculty members are encouraged to attend trainings, FDPs focusing on thrust areas to keep pace with the latest developments and advances.

Guidelines:

- HODs shall update information related to research works and other proposals submitted to funding agencies like IICT, NIN, AICTE, DST, DBT, UGC, CSIR and DRDO etc.
- The Institute shall make efforts to enter into MoUs with reputed institutions such as Pharmaceutical Industries, Pharmacies, Private drug agencies, Pharmaceutical institutes, IITs, NITs and others.
- The research proposals shall be routed through the Dept., R&D Cell and the Institute in that order.
- Each HOD shall apply to the UGC/DST/ AICTE etc. for permission to organize indexed


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conference every year, in which faculty/ students present their research work in Scopus Indexed Proceedings e.g. Elsevier/ Springer/ Web of Science, etc.

- The faculty shall deliver a presentation to the faculty members and final year students of the respective Department/ Programme for the research paper is presented /published.
- Certificate of participation and summary shall be submitted to the R&D Cell, to enable sanctioning of leave.
- A Copy of conference proceedings or books published by the faculty member shall be submitted to the R&D Cell through proper channel and proof of submission shall be submitted along with bills for claiming the reimbursement.
- The applications for OD shall be routed through the R&D Cell, for all cases, whether assistance required or not.
- If claim is submitted by another author other than first, NOC from the other author is necessary.
- Claim of reimbursement should be submitted within 7 days after the completion of the event/ activity.
- For permission to participate in conference / seminars, faculty members and students shall submit application, complete in all respects and forwarded by the R&D Coordinator and Head to the R&D Cell.
- R&D Cell shall conduct two meetings every month to take up discussions on all the above aspects.

7. Code of Ethics for Research:

Balaji College of pharmacy, Ananthapuram, stands for “Conviction, Ethics, and Honesty”. Balaji College of pharmacy follows faith and ethics in all spheres be it in the functioning of the college, academics, service to the society, support to the budding entrepreneurs, and most importantly in conduct of scientific research.

Every individual i.e., faculty, research scholars, project associated staff, students are expected to strictly follow the code of ethics of research, set by Balaji College of pharmacy. The following


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are the ethical principles that are to be followed by every individual of the College, undertaking the research activities:

Duty to the society: Researcher and his /her research must contribute to the welfare of the society.


Beneficence: Researchers should have the welfare of the research participants in mind as a goal and make every effort for the benefit of the research, to prevail over the risks.

Conflict of Interest: Researchers should minimize financial and other influences on their research and on research participants that could affect research results. Conflict of interest is more frequently directed at the researcher, but it may also involve the research participants if they are provided with a monetary or non-monetary encouragement, to take part.

Informed Consent: All researchers must voluntarily agree to participate in research, without persuasion like financial gain or other intimidation, and their agreement must include an understanding of the research and the underlying risks associated with it. When participants are unable to give consent or when vulnerable groups are involved in research, specific actions must be taken by researchers and their institutions, to protect the partakers in research.

Integrity: Researchers shall demonstrate honesty and truthfulness. They shall not fabricate data, falsify results, or omit relevant data. They should report findings fully, minimize or eliminate bias in their methods, and disclose underlying assumptions, wherever underlying.

Non-discrimination: Researchers shall minimize attempts to reduce the benefits of research reaching specific groups and to deny benefits from other groups.


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Non- exploitation: Researcher should not exploit or take unfair advantage of research participants. The “publish or perish” mind set can be a formula for trouble when it comes to who gets credits for authorship. The best way to avoid disagreements about who should get credit and in what order, is to talk about these issues at the beginning of a working relationship, even though many people often feel uncomfortable at this.

Privacy and Confidentiality:


Privacy: Research participants have the right to control access to their personal information. Participants may have control over how others get and obtain their information.

Confidentiality: Researchers shall protect the private information provided by participants from release. Confidentiality is an extension of the concept of privacy; it refers to the participant’s understanding of, and agreement to, the ways identifiable information, will be stored and shared.

Professional Competence: Researchers should engage only in work that they are qualified to perform, while also participating in training and betterment programs, with the intent of improving their skill sets. This concept includes how researchers chose research methods, statistical methods and sample sizes that are appropriate and would not cause misleading results.

Professional Discipline: Researchers should engage in ethical research and help other researchers engage in ethical research by propagating ethical behaviours, through practice, publishing and communicating, mentoring and teaching, and other activities.

Note: Research participant refers to someone with an active role participating in any research work.


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8. Ethics Committee:

Composition:


The Ethics Committee is appointed by the IQAC of the Institution up on the recommendations of the Principal. The Committee shall have a composition as below:

- Principal- Chairman
- Convener of Research & Development Cell- Convener
- Heads of all Departments- Members
- Convener of Innovation and Entrepreneurship Development Cell- Member
- In addition, two senior faculty members are nominated by the Principal as its members

In addition, a Legal expert advisor and the Chairman of Balaji College of pharmacy shall acts as advisor(s) to the Committee. The members' mandate is for three years and is extendable. In case of conflict of interests, members of the Ethics Committee shall be temporarily replaced by their substitutes, and nominated by the Principal.

Responsibilities:

- To provide advice and guidance to the Balaji College of pharmacy faculty members, students on all matters pertaining to academic research ethics and values.
- To advise the IQAC on compliance with the “Code of Ethics in academic research and the various academic activities at the Balaji College of pharmacy.
- To provide guidance and academic support to students on ethical issues in respect of teaching, research and other activities. On an entirely voluntary basis, researchers may ask the Ethics Committee for consultation of one ethical aspect of their research work.
- To confirm to the concerned external parties on behalf of the Balaji College of pharmacy, compliance with ethical standards in respect of research projects being carried out.


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- To advise the IQAC on any policies that may be required, in relation to accepting funds from the funding agencies, both public and private.
- To act as an investigative / consultative body for any disputed matter, concerning research ethics and conduct.


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