

GURU NANAK INSITUTE OF PHARMACEUTICAL SCIENCE AND TECHNOLOGY

157/F Nilgunj Road, Kolkata, West Bengal, 700114



Policy for Research and Development

Research and Development (R&D) Policy:

Guru Nanak Institute of Pharmaceutical Science and Technology believes in a judicious combination of teaching and research for the benefit of student community at large. The Institution encourages innovation and technological development through its Research & Development policy. The aim is to provide a higher stage to the existing area of research and excellence and to document the information and promotional activities.

Vision:

To develop the Institute as a center of excellence in pharmacy education with a primary objective to provide highest standards of educational research, innovation and transformative learning experience in a diverse environment to facilitate the health and well-being of the communities.

Mission:

To provide the ambience needed for developing skills to make a mark in research.

To ensure that developmental and administrative associates are provided with necessary resources to excel in research.

Objectives:

- i. To provide the essential ambience by proper infrastructure, complemented by adequate facilities and resources in which higher studies and research thrive amongst the faculty and students.
- ii. To explore new horizons of knowledge and ensure its practical implementation through collective efforts and quality research work by collaborations.
- iii. To enhance the research awareness among faculty through national and international conferences, seminars, symposia, faculty development programmes.
- iv. To encourage faculty to apply for research projects in thrust areas in science and engineering funded by various national and international agencies.
- v. To motivate faculty to pursue doctoral and post-doctoral assignments at various national and international universities and organizations of repute.
- vi. To ensure the quality and maintenance of ethics in research
- vii. To ensure the justified incentives to reward the innovative effort.

Promotion of Research:

The innovators can choose their area of research of their interest and appeal for the esteemed funding if required. The Institute is having the complete right to review the project and attempt for peer review to enhance the quality of research. The process and procedures of the research must abide by the rules of ethics. The Institute will provide all sorts of assistance in research within the boundaries and encourage the publication in research journals and filling of patents.

Research and Development Advisory Committee (R&DAC)

The Research and Development Advisory Committee has been established in the year of 2015 by the approval of BOG.

The constitution of the R&D AC is as follows.

The R&DAC comprises of faculty members from all departments in the institute. This committee oversees the smooth and efficient coordination of research and development activities in the institute, thus fostering overall growth.

Sl. No.	Name of the members	Position in the R&DAC
1	Dr. Lopamudra Datta, Principal	Chairperson
2	Dr. Sumana Chatterjee, (Head of the Department)	Member
3	Dr. Sriparna Kundu Sen	Member
4	Dr. Prerona Saha	Member
5	Dr. Swati Chakrabarty	Member
6	Dr. Bhaskar Chowdhury	Member
7	Dr. Debabrata Ghosh Dastidar	Member
8	Dr. Asis Bala	Member
9	Dr. Sanchari Bhattacharya	Member
10	Dr. Gopa Roy Biswas	Member Secretary

Responsibility of the R&DAC:

- i. To encourage and motivate faculty for submitting proposals to externally funded research and development projects.
- ii. To support interdisciplinary and multidisciplinary research, product design and development, publications in national and international journals of high standing.
- iii. To facilitate collaborations with researchers from premier Institutions and to encourage joint research in various thrust areas of national and international importance.
- iv. To initiate and promote MoU with industries and R & D organizations for consultancy and collaborative research.
- v. To encourage faculty to deliver talks and be resource person for various events like seminars, workshops, conferences and training programmes.
- vi. To suggest peer reviewed national and international journals for subscription in central library.
- vii. To keep everyone abreast of all announcements by various funding agencies like Department of Science and Technology, Department of Atomic Energy (DAE), Défense Research & Development Organization (DRDO), Indian Space Research Organization (ISRO), Council of Scientific and Industrial Research (CSIR), All India Council for Technical Education (AICTE) and University Grants Commission (UGC)
- viii. To motivate students to present technical papers in National and International conferences.
- ix. To depute faculty for seminars, workshops, FDPs and conferences in order to upgrade their knowledge.

Policy of encouragement to employees

Teaching and Research are the main functions assigned to the faculty of the Institution. Teaching is a prime function that needs to be performed at the highest level of competence and this is possible only when the faculty is involved in the research activities. Research essentially nourishes the academic program and updates the faculty about the advances in their field of expertise.

Basic Guidelines:

- i. Every research proposal shall pass through a multi-tier review, where the proposal shall first be reviewed by the Principal Investigator/ Co-Investigator and then by the concerned Head of the Department / experts in the department. This may be followed by review by eminent researchers in the field. The proposal shall then be vetted by the R&D Advisory committee before submission to the funding agency.
- ii. All applications related to R&D shall be routed through the principal along with one hard copy for R&D records. A soft copy shall also be emailed to the R&DAC
- iii. Separate stock registers shall be maintained for the entire R&D for the externally funded projects in every department.
- iv. Purchase of equipment, software and submission of the audit report thereof shall follow the Finance Officer guidelines.
- v. Principal Investigator and Co-Investigator shall ensure that the equipment and software purchased are maintained in the laboratory/ department and shall be entered in the stock register.
- vi. The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.
- vii. In case the Principal Investigator leaves the Institution, all the items purchased shall remain as an asset of the Institution.
- viii. All Heads of the Department must regularly and diligently update the R&D information on the Institution website for department and give reports to R&D team.

Academic Research Policy:

- a) Faculty of each department shall conduct research in focus areas of research.
- b) Faculty publication in either WEB OF SCIENCE or SCOPUS indexed journals are appreciated. The publication target has been set as

1 web science and 1 Scopus publication for doctorates and 2 Scopus indexed journals for non-doctorates.

c) All publications and research papers of faculty have to go through plagiarism check.

Code of Ethics:

All the students, faculty members and concerned authorities must abide by the following code of ethics and conduct

1. All the research works must be competent enough and conducted following the principles and guidelines of the concerned authorities.
2. The research work must be original in all aspects to get published in reputed journals.
3. The data obtained from the research work must be justified and errorless in terms of originality.
4. Any content of information must not be plagiarized.
5. Proper acknowledgement and citations to be provided.
6. The paper must be written in clear context so that every point is realizable to the reviewers, editors and readers.

Plagiarism

Plagiarism is a Cognizable Offence. The main work carried out by the Faculty, Researcher and student shall be based on original ideas and shall be covered by Zero Tolerance policy on Plagiarism. The main work shall include abstract, summary, introduction, hypothesis, observations, results, discussions, conclusions, acknowledgements, references.... etc. The researcher should declare about the originality of each submitted research document of his/her and freeness of any plagiarism with bibliographic reference of the copied part.

Software used for plagiarism checking : iThenticate

This software to be used to ensure that documents such as thesis, dissertation, reports, publications are free of plagiarism at the time of their submission.