



Maharashtra Shikshan Samiti's  
**MAHARASHTRA COLLEGE OF PHARMACY**  
Nilanga, Dist.Latur-413521  
APPROVED BY PCI, NEW DELHI, GOVT. OF MAHARASHTRA AND AFFILIATED TO SRIMU, NANDED

DTE : 2147  
UNIVERSITY : 329  
PCI : 1245

### Research Advisory Committee (RAC) Document

- **Objective of the Practice:** The primary function of the RAC is to contribute towards encouraging, guiding and monitoring the research activities of the staff in the college. The main objective is to enhance research activities among staff including undertaking UGC research projects, Projects funded by other Research or Government Institutions, Publications, Paper Presentations, etc.

The objectives of RAC are:

1. To promote research among the staff.
2. To disseminate information regarding research programmes like Research Projects, etc.
3. To provide guidance on writing articles, working papers etc. in research journals.
4. To improve the impact factor & citation index (to begin with) that of the doctorates.
5. To guide the faculty in the preparation of the Research proposals for securing financial assistance.
6. To motivate the students in publication and presentation of research work and assist them financially.

- **The Context:**

The growing need for research to enhance knowledge creation and delivery have brought to light the need to focus on promoting research in the Institution. The Institution through IQAC has constituted the Research advisory Committee to achieve this objective.

- **The Practice:**

The Institute has organized seminars on Research, Selecting Research topics, Tapping Knowledge Resources, etc., to stimulate interest and promote knowledge on the various aspects of research and the learning resources and facilities available to interested researchers.

With this as the basis, the RAC has implemented various activities to enhance research.

The Activities of the RAC include:

1. *Dissemination of relevant info to the staff /students:* The RAC has been instrumental in disseminating information related to research activities, such as UGC Minor Research projects, other schemes for research funding, etc, the circulars, dates and the process involved in preparation and submission.

It has also widely disseminated the college policies and schemes of the college which are formulated, to enable them to utilize them effectively.

2. The RAC members have been providing continuous advice & guidance to faculty/ students undertaking research activities, through common meetings and on a one –one level.



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## Code of Ethics for Research

The code of ethics in research aims at upholding the highest levels of integrity and values in the research activities undertaken by the institution:

- To pursue original research and prevent any plagiarism, falsification or misrepresentation of data.
- Each author of any publication shall respect
  - Intellectual Property Rights
  - Copyright Law
- Each author of any publication shall desist from :
- Verbatim or near verbatim copying without quotation marks, unethical paraphrasing, reproduction of data, illustrations, etc., without clearly indicating the source (other than commonly accessed knowledge).
- Each author of any publication shall :
  - Adhere to the ethical code of research
- Researchers shall promote and honour the rights, dignity of all the stake holders and research participants.
- To conduct research with informed consent and freedom of consent of the research participants.
- To protect confidential Information, such as Data, Papers or Financial information collected for publication, personnel records, etc.
- To adhere to the Governmental policies, relevant laws and institutional rules and regulations.





## GUIDELINES FOR FINANCIAL ASSISTANCE TO PROMOTE RESEARCH CULTURE IN THE COLLEGE

### Financial Assistance Policy

#### Research Projects:

Teachers may apply for financial support up to a maximum Rs. 20,000/- (twenty thousand rupees only) to a Research Project of at least one /two years duration, and which was earlier submitted to an external funding agency but not selected. The grant is meant for purchase of consumables / minor equipment / data collection / spectra etc., but not for remuneration to the investigators / staff.

This grant is subject to the following rules:

- (a) A maximum of 12 research projects per year will be selected for financial support by the college, and the Governing Body is the competent authority to increase this number in deserving cases and with proper justification,
- (b) If more than one teacher is involved in the research project, the proposal shall be submitted by the Principal Investigator,
- (c) Inter-departmental research projects are also eligible for the grant, and shall be encouraged,
- (d) The proposal should be submitted in the prescribed pro-forma, and they will be accepted twice in a year.
- (e) The financial grant shall be based on the recommendation of an expert committee constituted by the college for the purpose.
- (f) The grant will be disbursed in two equal installments - the first installment shall be disbursed within 15 days from the date of awarding the grant, and the second after settling the accounts in full for the amount drawn thus far,
- (g) The Principal Investigator should submit reports on the progress in the research project for every 3 months, and failure to submit the reports consecutively for two quarters may entail revoking the financial support,
- (h) At least, one paper should be communicated for publication in UGC CARE listed journals, failing which the investigator(s) will become ineligible for any research grant by the college in future, The eligibility criteria for the above grant is that the Principal Investigator is

a permanent teacher of the college appointed by a duly constituted committee, and should have completed 2 years of probationary service in a degree college.

**Publication (Journal/Book/manual)**

Teachers who have submitted a research paper / article to a national / international peer reviewed journal are eligible for grant of financial assistance to a maximum of Rs. 2500/- (two thousand Five hundred rupees only) towards the publication of paper.

**Patent:**

Teachers who obtained a National / International Patent for any product of the research work carried out in the college will be awarded maximum Rs. 15.000/- (Fifteen thousand rupees only) per patent, subject to submission of receipts, certificates, application details.

**Paper Presentations at Seminar / Symposia:**

Teachers/Student who have submitted a research paper / article to a national / international seminar / symposium / conference, and presenting in person, are eligible for grant of financial assistance to a maximum of Rs. 2500/- (two thousand Five hundred rupees only) towards the Registration Fee, subject to submission of receipts, certificates. Papers submitted in absentia are not eligible for any financial assistance.

**Student Projects:**

The post-graduate students who are in the final semester and doing a research project as part of their curriculum are eligible for financial support to a maximum of Rs. 7000/- (Seven thousand rupees) per project, subject to submission of receipts, certificates of work carried out.

**General Rules:**

- (a) The teachers/student should apply for the financial assistance in the proforma prescribed separately for each item.
- (b) A teacher may apply for financial assistance to one or more of the listed items, but the total assistance to a single faculty shall not exceed Rs. 20,000/- (Twenty Thousand Rupees Only).
- (c) The application received for Financial Assistance shall be processed twice in one year.

(d) The teacher/student who availed the Financial Assistance for research must acknowledge the college while publishing the work to which the assistance is given.

(e) Any proven misuse of the grant will be viewed seriously and disciplinary action will be initiated against the teacher/student concerned.

(f) The Governing Body is the competent authority to decide on matters that are not covered by the rules listed above.





**MAHARASHTRA COLLEGE OF PHARMACY,  
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**APPLICATION FORMATS TO AVAIL SEED MONEY  
FOR RESEARCH WORK & ASSISTANCE**

## LIST OF FORMATS

Sr. No.	Content
1	Publications (Journal/Book/Manual)
2	Patent
3	Paper Presentations
4	Student Projects
5	Proposal For Research Project
6	Financial support to attend Conferences / Workshops and towards membership fee of Professional Bodies



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## PUBLICATIONS

1. Name of the Faculty:
2. Department:
3. Designation:
4. Subject:
5. Title of the Paper/Article/Book:
6. Name of the Guide:
7. Name of the UGC Listed Journal/Book/reviews/Manuals/Any other:
8. Impact Factor of the Journal:
9. ISBN/ISSN No.:
10. National/International/Conference Proceedings:
11. Date of the Publication:
12. Publication Fee:

Enclosure:

1. Copy of the Paper/Article/Book published
2. Original Publication Fee receipt

Signature of the Head

Signature of the Faculty





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## PATENTS

1. Name of the Faculty:
2. Department:
3. Designation:
4. Subject:
5. Details of the Patent:
6. Patent Processing fee Paid:

Enclosures:

1. Original Patent Fee Receipt
2. Copy of the Patent application

Head of the Department

Signature of the Faculty



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### PAPER PRESENTATIONS

1. Name of the Faculty:
2. Department:
3. Designation:
4. Name of the Conference/Seminar/Symposium:
5. Title of the Paper presented:
6. Date:
7. National/International/State/University/College level:
8. Venue:
9. Registration Fee: Note: Papers submitted in absentia are not eligible for any financial assistance.

Enclosures:

1. Original Registration Fee Receipt
2. Copy of Paper Presented
3. Copy of Certificate

Signature of the Head

Signature of the Faculty/Student



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### STUDENT PROJECTS

1. Name of the Faculty guided the Project:
2. Department:
3. Designation:
4. Subject:
5. Name of the Student:
6. Programme:
7. Details of the Project
8. Year:
9. Expenditure towards material:
10. Publication of the work in UGC listed journal:

Enclosures:

1. Copy of the Paper published
2. Original Receipts of Expenditure

Head of the Department

Signature of the Student





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### PROPOSAL FOR RESEARCH PROJECT

1. Name of the Faculty:
2. Department:
3. Designation:
4. Subject:
5. Title of the Research Project:
6. Objectives of the Research Project
7. Description of The Proposal:
8. Duration:
9. Work Plan:


10. Budget Details Total Cost:


11. Outcome of the Project:

Head of the Department

Signature of the Faculty



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**FINANCIAL SUPPORT TO ATTEND CONFERENCES / WORKSHOPS AND TOWARDS  
MEMBERSHIP FEE OF PROFESSIONAL BODIES**

1. Name of the Faculty:
2. Department:
3. Designation:
4. Name of the conference/ workshop /professional body:
5. International/National/State/University/College level:
6. Date:
7. Venue:
8. Registration Fee:

Enclosures:

1. Original Registration Fee Receipt
2. Copy of Certificate

Signature of the Head

Signature of the Faculty/Student