



THE BHOPAL SCHOOL OF SOCIAL SCIENCES

MANUAL OF RESEARCH AND PUBLICATION

DECLARATION

This policy was prepared by the Research Committee of The Bhopal School of Social Sciences on 07th October, 2016.

Revised draft of the policy was produced on 10th January, 2017.

The draft of this policy as it exists on 12th January, 2017 is accepted and shall be called 'Manual of Research and Publication'.



Rev. Dr. Fr. John P. J.

Principal

Chairman (Research Committee)

The Bhopal School of Social Sciences

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1. AIM

The Bhopal School of Social Sciences aims to create and nurture scientific spirit among its teachers, staff and students by creating an environment of rigorous scientific research. It strives for enhancing the professional competence of the faculty members and realising its vision and missions and contributing to development of society by establishing an institutional support system for facilitating their research endeavours. The college aims to adhere to all stipulated rules and regulations, established good-practices and ethical conduct of research.

2. SCOPE

This policy will apply to all those defined as researchers of the college. These include

- 2.1 All staff members (temporary and permanent)
- 2.2 All students of the college;
- 2.3 All externals associated with research activities of the college

This policy shall apply to all research related activities as follows:

- 2.4 Research activities taken up for academic purposes or for solving problems
- 2.5 Academic activities undertaken for enhancing research related skills such as learning methods of research, use of computers, techniques of data-collection, data-analysis or any other recognized as such by the Principal of the college
- 2.6 Research projects taken up students independently or as part of their course requirement
- 2.7 Any activity related to communication of research such as publication of books, monographs, journal articles, book-chapters as well as conference presentations anywhere in the world.

3. RESEARCH COMMITTEE

3.1. Composition

The research committee shall comprise of at least one faculty member from each academic department from the college. A member from non-academic departments may be nominated by the Principal.

3.1.1. *The Chairman*: The Principal of the college is the ex-officio Chairman of the committee.

3.1.2. *The Convener*: The Chairman chooses any member from the research committee to serve as its Convener.

3.1.3. *In-Charge of Research Cell*: The Convener is ex-officio In-Charge of the Research Cell of the College.

3.2. Functions

3.2.1. *Meeting*: The committee shall meet at least once a month to consider various responsibilities assigned to the committee in this policy or by the Chairman.

3.2.2. *Review of Research Activities*: The committee is required to review and advise the Chairman about any activity claimed to be a research activity.

3.3. Responsibilities

3.3.1. *Research Cell*: The committee is required to manage and upgrade all facilities in the research cell such as procurement of books, journals, magazines, software, research equipment, tools of data collection and any other deemed necessary.

3.3.2. *Research Projects*: The committee is required to study and review all research projects being carried out by a researcher of the college. If these projects request a financial grant from the college, the committee will advise the Chairman about suitability of the project and quantum of grant to be allotted. The final decision on the grant, however, rests with the Chairman who may increase/decrease/refuse the grant.

3.3.3. *Application of Policy*: The committee will advise the Chairman if an activity falls within the scope of this policy as defined in section 2. The final decision on whether this policy applies to the activity or not rests with the Chairman.

3.3.4. *Promotion of Research*: The committee shall take up activities it deems necessary for attaining aims and objectives of the policy such as providing information on research conferences, workshops, seminars, symposiums, training-programs, on-line courses and any other research related activity.

3.3.5. *Development of College Researcher*: The committee shall be responsible for organizing training programs to enhance skills of the researcher/s of the college.

3.3.6. *Consultancy*: The committee shall be responsible for providing research consultancy to researchers that would enable them to complete their research work.

3.3.7. *Referral*: The committee may refer its work as and when required to subject experts (within and beyond the college), ethics committee or any other as necessary.

4. RESEARCH GRANTS

4.1. Scope: The College will provide grants for an activity recognized as a research activity by the Research committee. Mere recognition by research committee does not qualify the activity for a grant. Grant will be made at the discretion of the Chairman in his capacity as The Principal of the College.

4.2. Types: The College will provide grants for the following:

- Minor Research Projects
- Group Research Projects
- Students Research Projects
- Travel Grant
- Professional Development Grant

4.3. Minor Research Projects:

4.3.1. Eligibility: Any permanent/regular faculty member can apply for a minor research project once in an academic year. He shall be referred to as the Principal Investigator. Format of proposal for minor research project is given in appendix A.

4.3.2. Amount: The maximum amount allowable for the minor research project is ₹ 3, 00,000.

4.3.3. Duration: Duration allowed for minor research projects will be one year from the date of receiving confirmation of grant. This is extendable by a period of at the most six months at the discretion of the Chairman provided an application for extension has been made to the research committee within two weeks of the projects deadline.

4.3.4. Responsibilities of the Principal investigator:

The Principal Investigator

S/he will be required to submit four copies of the completion report which should include details of expenditures (with original bills) within a month of completion of the project. The Principal investigator may also be asked to submit progress reports during the project or any other document if requested by the research committee.

The Principal Investigator should as far as possible communicate and publish findings the study in a journal of repute (as recognized by the Research Committee) or in an international/national conference proceedings of repute (as recognized by the Research Committee). Failing to do so will affect prospects of future grants by the College for any research activity.

4.4. Group Research Projects:

4.4.1. Eligibility: Two or more faculty members can apply for a group research project once in an academic year, provided that at least one faculty member shall be a permanent/regular employee of the College. One member from the group shall be the Principal Investigator provided that s/he is a permanent/regular employee of the College. Groups which include faculty members from different departments/disciplines will be

given preference over a group of faculty members within the same department. Format of proposal for group research project is given in Appendix A.

4.4.2.Amount: The maximum amount allowable for the group research project is ₹ 10, 00,000.

4.4.3.Duration: Duration allowed for minor research projects will be one year and six months from the date of receiving confirmation of grant. This is extendable by a period of six months at the discretion of the Chairman. Format for this extension is given in Appendix C

4.4.4.Responsibilities of the Principal investigator:

The Principal Investigator will have the same responsibilities as that of the Principal Investigator of a Minor Research Project or as the Chairman may decide from time to time.

4.5. Student Research Project:

To stimulate young minds to think scientifically about the World, the College has introduced the Student Research Project scheme. Under this scheme both undergraduate and post-graduate students will receive financial support to complete their research projects. Format for Student research proposal is given in Appendix B.

Student research projects shall be subject to the following conditions:

4.5.1. Duration: Ordinarily student research project will be allowed for 3 months. The Chairman may decide to grant a longer duration provided that this shall not be more than 6 months in any case. Provided further that no student project shall be allowed beyond the completion of the student's course. Under exceptional circumstances the Chairman may allow students to pursue the project beyond his/her passing out of college.

4.5.2. Amount: The maximum amount allowable for an Under-graduate student (BA/ B.COM/ BBA/ B.Sc/ B.Voc etc.) shall be ₹ 20,000. The maximum amount for a Post-graduate student (MA/ M.COM/ M.Sc/ MBA etc.) shall be ₹ 50,000.

4.5.3. Principal Investigator: The proposer of the project will be its Principal Investigator and will have to fulfil responsibilities as required by the Chairman from time to time.

4.6. Travel Grant

The College shall provide financial support to its researchers to participate in academic conferences anywhere in India and Abroad subject to the following conditions:

4.6.1. Provisions of Support: The College will provide financial support to cover registration fees and travel (including boarding and lodging) expenses up to a maximum limit of ₹ 10,000 for conferences held in India, ₹ 70,000 for conferences held in Asia or Africa, ₹ 90,000 for conferences held in Europe and ₹ 1,00,000 for conferences held in North/South America or Australia.

4.6.2. Status of Participation: The applicant for this grant must be accepted as a contributor (i.e. Keynote speaker/resource person/oral-presenter/poster-presenter) to this conference.

4.6.3. Procedure: Applications for this grant must be made on a plain paper addressed to the Principal, The Bhopal School of Social Sciences and must be submitted to the In-Charge of the Research Cell along with documents as requested from time to time. The application must be made at least a month prior to departure for the conference.

4.6.4. Mode of Receipt: This grant will be in the form of a reimbursement which shall be made after the necessary bills/receipts have been submitted to the College. Under exceptional circumstances the Chairman may allow a partial sum to be paid to the researcher as advance before attending the conference.

4.7. Professional Development Grant

The College recognizes learning as a necessary stimulant for growth in its researchers and thereby recognizes the need for continuous professional development for its faculty members. The College shall provide financial support for activities other than those mentioned in section 5 such as, but not limited to, the following:

4.7.1. Summer Schools

4.7.2. Workshops

4.7.3. Training Programs

4.7.4. Massive On-line Open Courses (MOOC) Specializations

Applications for all the above or any other research activity can be made to The Principal of the College who shall then decide the following:

4.7.5. Whether such activity be considered a research activity

4.7.6. Quantum of financial assistance to be provided

4.7.7. Notwithstanding anything in this section, whether financial support for a specialization through a MOOC (5.8.4) shall be provided upon completion of the entire specialization or completing majority of the courses as the Chairman deems necessary.

5. LEAVES AND SABBATICALS

5.1. Leaves

A number of provisions for availing leaves for research activities are given by the College. These leaves maybe in the form of academic leaves (i.e. leaves with pay) for faculty members and attendance waivers for students. These leaves are subject to the following conditions:

- 5.1.1. Period: Ordinarily these leaves may be availed by a researcher during the months of November, December, April, May and June. The Chairman may at his discretion allow for leave during any other period
- 5.1.2. Duration: The leave may be availed for a maximum period of two-weeks (i.e. 14 days). The Chairman may, however, extend this period at his discretion. Attendance waivers for students shall not be for more than five working days during a semester.
- 5.1.3. Notwithstanding anything in this section attendance waiver are available only for students whose research project is funded by the College under Student Research Project scheme. This waiver will not be available for any other activity except with the permission of the Chairman.

5.2. Sabbatical

Sabbatical Leave shall be subjected to the following conditions:

- 5.2.1. Is granted only to regular/permanent staff members.
- 5.2.2. There shall be no loss of seniority for availing a sabbatical.
- 5.2.3. Sabbatical shall be granted for a maximum period of two years.
- 5.2.4. For grant of Sabbatical Leave for the first time since joining at least five years should have been spent at the Institute. This criteria may be relaxed for an applicant who has been awarded a recognized national/international fellowship (e.g. Fulbright/ Commonwealth).
- 5.2.5. For any subsequent Sabbatical Leave at least six years should have been spent at the Institute since return from the last Sabbatical Leave.
- 5.2.6. Obligations of a bond, as required by the Chairman, should be fulfilled.
- 5.2.7. For recognizing an activity worthy of sabbatical leave, the Chairman will have full discretion.

6. COLLEGE JOURNAL PUBLISHING POLICY

The transmission of knowledge and conduct of scholarly inquiry are central and complementary functions of the BSSS College. They can be carried out effectively only if scholars/students are guaranteed certain freedoms and accept corresponding responsibilities. Keeping this in view, BSSS has started publication of Research Papers, Research Articles, Research Reviews and Recent Trends in Technology. The Journals published by BSSS College are annual. The purpose the journal is to promote various academicians, scholars, researchers, engineers and students about the present research issues and facts.

6.1. Financial Support

The college bears all the expenses of the journal from acceptance to publications of the Author's paper. The college does not charge authors a publication fee for the articles they publish.

6.2. Nomination/Appointment of Editors

The editors are nominated by the Publication Committee and appointed by the Board of the College. The Publication Committee encourages a wide breadth of qualified scholars to apply and seeks the advice of college's intellectual leaders in the recruitment process in an effort to appoint editors who reflect the diversity of the Association in interest, gender, and ethnicity.

6.3. Publication Decisions

The final acceptance or rejection of individual manuscripts and the timing of their publication is at the sole discretion of the editor. Input from members of the Editorial Board is advisory and editors may make decisions consistent with that advice. Editors may not place final decisions regarding acceptance or rejection in the hands of individual board members, associate editors, or any other group.

6.4. Publication Design

Editors may not change the graphic layout or structural features of journals without the approval of the Publications Committee. Requests for changes in cover color/art, graphic layout, content headings, type size/format, or other production characteristics must be submitted to, and approved by, the Publications Committee before any changes can be implemented by Board of Studies members.

6.5. Publication Style

The College Board has directed that the editorial style of all scholarly publications be governed by the latest edition of the Publication Guidelines assigned by the journal style. It is the responsibility of the editorial office to see that each manuscript follows the defined style. Manuscripts will not be rejected solely based on issues of style, but will need to adhere to the style guidelines before final publication.

6.6. Ethical Standards

All manuscripts submitted to BSSS publications must be original works that

6.6.1. Credit all authors

6.6.2. Acknowledge sources and supporting material

6.6.3. Identify previous publication of the manuscript in an earlier form.

The place, time, and form of the previous publication, and whether the present material duplicates or is substantially different than the earlier presentation, must be made explicit in a cover letter accompanying the manuscript submission. BSSS Journal does not publish articles that have been previously published in substantially the same form. Any manuscript submitted to BSSS publication must not be simultaneously considered by another publication. If extraordinary circumstances call for simultaneous submission, the Journal editor should be informed by the author(s). Decisions regarding the originality of and/or appropriateness of a submitted manuscript will be rendered by the editor. Evidence of alleged misconduct or ethical violations will be reported to the Publications Committee.

6.7. Open-access Policy

The copy of journal remains available at college library, concerned department and office. Anyone can access the journal from the college without paying any charge. The title of papers with the Volume and Issue of the journal is uploaded at the college website. The research can access the college website and can send the request to the editorial board to send the copy of paper without any charge.

6.8. Submission Policy

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the authorities responsible where the work was carried out.

The publisher and journals have a zero-tolerance plagiarism policy. We check the issue using two methods: a plagiarism prevention tool (Plagiarism Detector Software) and a reviewer check.

6.9. Responsibilities of the Editorial Office:

- 6.9.1. To bear ultimate responsibility for adherence to journal publishing style, academic validity, and scientific accuracy of materials.
- 6.9.2. To formulate and articulate a direction for the journal during the term of the editorship that is in keeping with the mission established by the Editorial Board and Publications Committee.
- 6.9.3. To determine content of the journal through selection and active solicitation of scholarly articles that serve to fulfil that mission.
- 6.9.4. To appoint a volunteer editorial staff for editorial continuity.
- 6.9.5. To establish an editorial board and procedures for consistent peer review of all manuscripts and to handle the peer review process through all revisions.
- 6.9.6. To negotiate institutional support for establishing an onsite editorial office with support staff for handling manuscripts and relevant correspondence.
- 6.9.7. To ensure that tone and content of articles meet appropriate academic standards and to uphold the use of journal publication style.
- 6.9.8. To communicate with authors on all issues of content, accuracy, and relevance, and resolve any major substance issues with authors.

- 6.9.9. To review articles for language that could be legally problematic, misleading, or inflammatory.
- 6.9.10. To oversee the work of review editors, commentary editors, etc., to ensure that they adhere to these same guidelines.
- 6.9.11. To review articles for language or data that could be legally problematic due to concerns over libel, plagiarism, copyright infringement, or human subject violations.

6.10. Responsibilities of the Production Office:

- 6.10.1. To coordinate with the production office on issues of mutual relevance.
- 6.10.2. To copyedit manuscripts for grammar and typographical accuracy.
- 6.10.3. To format articles into that journal's style.
- 6.10.4. To send proofs of each article to first authors with corrections made and queries noted— offprint order forms are also sent at this time.
- 6.10.5. To make authors' corrections and send corrected proofs to the editorial office.
- 6.10.6. To make editorial-office corrections and send proofs to publisher for approval.
- 6.10.7. To make final corrections, if any, and prepare PDFs in dictated style for printer.
- 6.10.8. To review articles for language or data that could be legally problematic due to concerns over libel, plagiarism, copyright infringement, human subject violations; to first express these concerns to the journal's editor; if such an impasse is reached that articles cannot be rewritten or edited to address possible legal concerns, to work within ICA's procedures for adjudication of such matters.

6.11. Plagiarism

The Publication Committee shall first contact the author(s) in writing and ask for a response to the charge, including detail of the relative contribution of multiple authors to any specific problematic sections of the article. Based on the response, the Publication Committee may obtain additional information, which may include a review of the manuscript in question by experts to help determine the level of plagiarism. Based on these deliberations, the Publication Committee shall determine whether the charge is to be upheld and, if so, the sanction which is to be enforced against the authors.

7. ETHICS COMMITTEE

- 7.1. Ethics Committee: The College shall have an Ethics Committee whose approval will be mandatory for all research involving any risk to humans.
- 7.2. Composition of the Ethics Committee: The Ethics Committee shall consist of as many members as the Principal of the College deems necessary but in no-case less than three. One member shall preferably be a recognized medical doctor. Another member shall be a legal expert. Third and subsequent members shall be chosen by the Principal from amongst faculty members of the college.
- 7.3. Functions of the Ethics Committee: Ethics committee will be required to look into research proposals and projects that involve any risk to humans and to determine if they adhere to established ethical guidelines. The committee then shall recommend to the Principal on whether it approves the project/proposal as well the time-period for which it approves the project/proposal.
- 7.4. Ethical Guidelines: The guidelines for this policy shall be those adopted unanimously by the Executive Committee of the National Academy of Psychology (NAOP) on 13 December 2010 (in accordance with the Universal Declaration of Ethical Principles for Psychologists by the International Association of Applied Psychology in Berlin on July 26, 2008). Full-text of the guidelines are included in Appendix C.

APPENDIX B

STUDENT RESEARCH PROPOSAL

Please use a separate sheet to prepare your research proposal including the following headings. You may use the description given under each heading write the proposal.

1. TITLE

A Short title preferably including variables of interest

2. INTRODUCTION

Briefly describe the variables you are going to study

Describe why you are interested in them or how is this study going to be useful

3. METHODOLOGY

Describe how you are going to proceed with your study i.e. design of research

Write about the type of participants needed for the study

Write the procedure (i.e. method of collecting data from the participants) including some description of the instruments/tests required

Describe how data will be analyzed and also mention if any software would be used for the purpose

Mention expected results (not applicable for a qualitative study).

MENTION THE APPROXIMATE TIMELINE FOR COMPLETION OF THE PROJECT

4. BUDGET

Mention all the costs you expected to incur for the study. This will include costs like purchase of instruments/tests, traveling, compensation to participants etc.

MENTION AMOUNT OF FINANCIAL SUPPORT REQUIRED

5. INVESTIGATOR INFORMATION

Name

Class and Section

Admission Number

Email Id (should be working)

Mobile Number

Once the proposal is complete please submit it to the In-Charge (Research Cell). If found suitable the proposal will be sent to the Principal for final approval. The communication will primarily be through email so make sure you have a working email Id before applying.

You may mail a soft-copy of your proposal to research.cell@bsssbhopal.edu.in or submit a hard copy in-person at the Research Cell, 3r Floor, Management Building.

APPENDIX C

Application for Extension of Minor Research Project

To
The Chairman
Research Committee
BSSS, Bhopal

Date:

SUBJECT: Extension of Minor Research Project entitled ..title of the project.. by ...name of principal investigator..

I am writing to request you to extend the deadline of my MRP ('title of project') for a further duration ofmonths. I/We have not been able to meet the deadline for the following reason/s.

S/No.	Reason

I am now confident that the project will be completed within

Sincerely,

Name, Designation and Signature

Research Committee Recommendation (For Research Committee Use only)

APPENDIX D

NATIONAL ACADEMY OF PSYCHOLOGY (NAOP), INDIA

ETHICAL PRINCIPLES FOR PSYCHOLOGISTS

Adopted unanimously by the Executive Committee of the NAOP on 13 December 2010 (in accordance with the Universal Declaration of Ethical Principles for Psychologists by the International Association of Applied Psychology in Berlin on July 26, 2008).

PREAMBLE

The document entitled *Ethical Principles for Psychologists* provides a moral framework and ethical principles that guide and inspire psychologists in NAOP toward the highest ethical standards in their professional and scientific work. It deals with what is just, fair, and right for the psychologists that are beneficial to the societal members and their quality of life. Psychologists are committed to placing the welfare of society and its members above the self-interest of the discipline and its members. Accordingly, the objectives are:

- (a) to provide a ethical framework for NAOP;
- (b) to use as a template to guide the teaching, research, training, and practice;
- (c) to encourage global thinking about ethics, while also encouraging action that is sensitive and responsive to local needs and values; and
- (d) to speak with a collective voice on matters of ethical concern.

It reaffirms the commitment of the psychology community to help build a better world where peace, freedom, responsibility, justice, humanity, and morality prevail. It advocates that psychological activities must occur in order to ensure their relevance to the economy, community, customs, beliefs, and practices. The description below is followed by a list of values.

Respect for the Dignity of People

'Respect for the dignity of people' recognizes the inherent worth of all human beings, regardless of perceived or real differences in social status, gender, capacities, or other such attributes. It is important that all communities and cultures adhere to the value that respects and protects their members both individually and collectively. Hence,

- a) respect for the unique worth and inherent dignity of all human beings;
- b) respect for the diversity of communities and societies;
- c) respect for the customs and beliefs of the society, to be limited only when a custom or a belief seriously contravenes the principle of respect for the dignity of people or causes serious harm to their well-being;
- d) free and informed consent, as culturally defined and relevant for individuals, families, groups, and communities;
- e) privacy for individuals, families, groups, and communities;
- f) protection of confidentiality of personal information, as culturally defined and relevant for individuals, families, groups, and communities; and
- g) fairness and justice in the treatment of people, animal, and environment.

Caring for the Well-Being of People

'Caring for the well-being of people' includes maximizing benefits, minimizing potential harm, and offsetting or correcting harm. It requires the application of knowledge and skills that are appropriate for the nature of a situation as well as the social and cultural context. It also requires the ability to establish interpersonal relationships that enhance benefits and reduce harm. Another requirement is adequate self-knowledge of how one's values, experiences, culture, and social context might influence one's actions and interpretations. Hence,

- a) active concern for the well-being of individuals, families, groups, communities, animals, and environment;
- b) taking care to do no harm to individuals, families, groups, communities, animals, and environment;
- c) maximizing benefits and minimizing harm to individuals, families, groups, communities, animals, and environment;
- d) correcting or offsetting harmful effects that have occurred as a result of activities of the individuals, families, groups, communities;
- e) developing and maintaining competence;
- f) self-knowledge regarding how their own values, attitudes, experiences, and social contexts influence their actions, interpretations, choices, and recommendations; and
- g) respect for the ability of individuals, families, groups, and communities to make decisions for themselves and to care for themselves.

Integrity

Integrity is based on honesty, and on truthful, open, and accurate communication. It includes recognizing, monitoring, and managing potential biases, multiple relationships, and other conflicts of interest that could result in harm and exploitation of people, animals, and environment. It intends to protect the safety or confidentiality of people in research endeavour, and their cultural expectations. Regardless of cultural differences, multiple relationships, and conflicts of interest; monitoring and management are needed to ensure that self-interest does not interfere with acting in the best interests of people. Hence,

- a) honesty, and truthful, open and accurate communication;
- b) avoiding incomplete disclosure of information unless complete disclosure is culturally inappropriate, or violates confidentiality, or carries the potential to do serious harm to individuals, families, groups, or communities;
- c) maximizing impartiality and minimizing biases; and
- d) not exploiting people for personal, professional, or financial gain.

Professional and Scientific Responsibilities to Society

The responsibilities of psychologists include contributing to the knowledge about human behaviour and mental processes and using such knowledge to improve the condition of individuals, families, groups, communities, and society. Hence, the psychologists' responsibility is:

- a) to increase scientific and professional knowledge in ways that allow the promotion of the well-being of society and all its members;
- b) to use psychological knowledge for beneficial purposes and to protect such knowledge from being misused, used incompetently, or made useless;
- c) to conduct its affairs in ways that are ethical and consistent with the promotion of the well-being of society and all its members;
- d) to promote the highest ethical ideals in the scientific, professional and educational activities of its members;
- e) to adequately train its members in their ethical responsibilities and required competencies; and
- f) to develop its ethical awareness and sensitivity, and to be as self-correcting as possible.