



Dr. D. Y. PATIL VIDYAPEETH, PUNE

(Deemed to be University)

**(Re-accredited by NAAC with a CGPA of 3.62 on a four point scale at 'A' Grade)
18th rank in Medical Category and 52nd rank in University Category in India (NIRF-2018)
(Declared as Category - I University by UGC Under Graded Autonomy Regulations, 2018)
(An ISO 9001 : 2008 Certified University)**

RESEARCH POLICY DOCUMENT



PREAMBLE

Health is a fundamental human right. It is at the centre of national development. Maintenance of health using appropriate strategy forms a core of any development policy. Every preventive, therapeutic, promotive, rehabilitative strategy should be based on evidence based research in appropriate area. Hence investment in health research should not be looked as non productive but it should be envisioned as a long term investment in the health of the society. Dr. D. Y. Patil Vidyapeeth, Pune is committed to subscribe to this aim by framing tailor-made health policy suitable for the local conditions which is essential for prioritizing, executing and monitoring the health research conducted at Dr. D. Y. Patil Vidyapeeth, Pune and its constituent institutes. This policy should help in achieving the ultimate aim “healthy nation” in a systematic manner with optimized and focused efforts.

The purpose of this document is to present a research policy frame work for the design, management, optimizing infrastructure and development at Dr. D. Y. Patil Vidyapeeth, Pune.

Faculty are required to participate in research, publish their work and participate in national and international conferences to present the research data and generate new concepts in the emerging areas, if required by collaborating with other national and foreign universities.

AIMS OF THE POLICY

1. Provide a guideline for the conductance and publication of the research work.
2. Define and prioritize the areas for research to be conducted in the Vidyapeeth.
3. Provide essential infrastructure support for the research work.
4. Establish rational, transparent, merit based decision-making systems for the allocation of financial and other support for research.
5. Promote the research and motivate the faculty members.
6. Integrate postgraduate research into the main research systems & provide the necessary facilities.

GUIDELINES:

1. The research conducted at the Dr. D. Y. Patil Vidyapeeth, Pune should be conducted as per the guidelines by UGC / DSIR / ICMR fulfilling other ethical/legal requirements.
2. The publications from the Vidyapeeth should follow CONSORT, STROBE, PRISMA, STARD, COREQ, ENTREQ, SQUIRE, CHEERS or CARE guidelines for reporting their research work.
3. If required, there should be an ethical committee constituted and functioning as per the guidelines of Government of India.
4. The ethics committee should be registered with CDSCO and it should fulfill other legal requirements.
5. There should be a central statistical and research unit for continual support for the research.
6. Authors can select any suitable journal for the publication of their work.
7. The research in the Vidyapeeth should be aimed towards:
 - a) Have highest standard in “cutting edge” state of the art at global level aimed at health welfare of the society.
 - b) Contribute to the evidence based comprehensive healthmanagement.
 - c) Critical review of the global evidence based, its adaptation for local conditions.
 - d) Generate baseline health data required for planning, implementation or evaluation of a National Health Policy / Programme.
 - e) Provide necessary data to establish linkage between health research and National Health Programmes by conducting operational research.
 - f) Facilitate basic research and translating it to the promotion of health care.
 - g) Facilitate the development of fundamental research in the areas relevant to Health, such as Physiology, Biochemistry, Pharmacology, Microbiology, Pathology, Molecular Sciences and Cell Sciences.
 - h) Translation of the basic research into commercially used affordable products for society needs.

8. The researchers should be encouraged to soughtthe funds for their projects from external funding agencies.
9. Internal funding for the research can be provided and the mechanism for the same needs to be established.
10. There should be a Research and Recognition Committee for each faculty to guide and monitor the research activities periodically to enhance the quality of research.
11. The faculty and post graduate students should be encouraged to attend state, national and international conferences and presenttheir work in these conferences,using posters, preferably by oral presentation.
12. There should be a mechanism for funding the faculty and post graduate students to attend these conferences.
13. Enhance the Institutional Research Profile ;
 - a) Develop a rational model for the adequate provision of internal Vidyapeeth resources for research.
 - b) Provide with financial, infrastructural and human resources to develop and enhance institutional research.
 - c) Provide financial incentives for researchers to engage in high quality, internationally competitive sustainable research activity.
 - d) Initiate research mentorship concept for attracting young researchers.
 - e) Direct all the efforts to the enhancement of the postgraduate/graduatestudentsresearch profile and thus strengthening the research activities of the Vidyapeeth. Encourage the researchers to create intellectual property rights & apply for a patent.

GENERAL GUIDELINES IN PUBLISHING THE RESEARCH OUTPUTS

- Authorship criteria should be strictly followed. A person can be included as author if he /she fulfills ALL of the following
 - a) Contribution in conceiving and designing of the study.
 - b) Contribution in acquisition, analysis or interpretation of data.
 - c) Contribution in the critical evaluation of intellectual content.
- Take consent of all the authors for the publication and their contribution is free from plagiarism.
- The order of authors must be directly proportional to the contribution towards the research work.
- It is expected that faculty members at level of Assistant Professors can be first author in research paper provided they have worked in the laboratory and contributed significantly in the work with substantial inputs. In case of review articles or book chapters, faculty can be the first author, based on their contribution in designing and writing the review/chapter.

PRECAUTIONS TO BE TAKEN WHILE CHOOSING A JOURNAL FOR PUBLICATION

- It is encouraged to publish in good quality open access journals
- Beware of a journal willing to accept almost every article as long as the author is willing to pay the fee.
- It is encouraged to publish the results in the journals which are minimum three years old thus allowing evaluation of the scientific quality of the journal.
- Impact factors are listed in Journal Citation Reports (JCR) which may be accessed from Web of Science. Thomson Reuters site may also be used to ensure the scientific quality of a journal.
- SCImago Journal Rank (SJR) may also be used where the citation pagerank of a journal is calculated on the basis of the Scopus citation data divided by the number of articles published by the journal over J years.
- A copy of the publication must be submitted to the Vidyapeeth

POLICY FOR THE RESEARCH SUPPORT

The Vidyapeeth has designed the proactive policy to promote the research, thus motivating the faculty members and students of the Vidyapeeth to undertake the activities by adopting a policy of integration support by adopting following special norms:

- Travel grant to present papers in national and international conferences.
- Research funding for the projects.
- Installation of annual research awards and young research award.

Norms and Standards for Submission of Research Proposals

1. The Principal Investigator shall be responsible for all academic activities and he/she shall be expected to complete the project within the stipulated period.
2. The funds earmarked for the particular heads shall be utilized for that purpose only.
3. On receipt of approval letter, the Principal Investigator should inform the University of his/her consent to undertake the project and send an Acceptance Letter (**Annexure-VI**). The Principal Investigator shall send the Acceptance Letter within two weeks from the date of issue of approval letter, failing which the approval shall liable to be cancelled.
4. All the assets generated out of the fund for the project including equipment, books and journals shall be the property of the host institution, but will be in charge of the Principal Investigator till the completion of the project. It may be retained in the laboratory of the investigator, but must be handed over to the college/institution in case of his/her leaving the college/institute.
5. The results of the study on the project supported by the University may be published by the Investigator/s. In all such cases, the investigator/s shall acknowledge the support received from the University.
6. (a) A spiral bound copy of the final report of work done on the project, in book form, along with a CD, shall be submitted to the University on completion of the research project.
(b) A copy of the "Final Report" of the work done may be kept in the Library of the respective department and/or of the College/Institute.
7. The Principal Investigator shall submit six-monthly progress reports along with the statement of accounts (**Annexure-IV**) and utilization certificate (**Annexure-III**) at the end of financial year for the release of the subsequent grant.

Annexure-I

Dr. D. Y. Patil Vidyapeeth, Pune

**FORMAT FOR SUBMISSION OF
PROPOSAL FOR RESEARCH PROJECT**

PART – A

1. Broad Subject _____

2. Area of Specialization _____

3. Principal Investigator

(i) Name : _____

(ii) Sex: M/F _____

(iii) Date of Birth: _____

(iv) Qualification: _____

(v) Designation: _____

(vi) Address:

Office : _____

Residence : _____

4. Co-investigator(s) (if any):

A. Name : _____

(i) Address : _____

(ii) Sex: M/F _____

(iii) Date of Birth: _____

(iv) Qualification: _____

(v) Designation: _____

B. Name : _____

(i) Address : _____

(ii) Sex: M/F _____

(iii) Date of Birth: _____

(iv) Qualification: _____

(v) Designation: _____

5. Name of the Institution where the project will be undertaken:

(I) Department : _____

(II) College / Institute _____

6. Teaching and Research Experience of Principal Investigator
- a. Teaching experience: _____
- b. Research experience: : _____
- c. Publication (**Attach separate Sheet if necessary. Please enclose the list of papers and books published and/or accepted during last five years**) :

| Particulars | Published | Accepted | Communicated |
|--------------|-----------|----------|--------------|
| Papers/Books | | | |
| Books | | | |

- d. Papers Presented / Published

| S. N. | Title of the Paper | Name of the Journal | Details of Publication | | |
|-------|--------------------|---------------------|------------------------|-------|------|
| | | | Volume | Issue | Year |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

PART – B

7. (i) Project Title _____

(ii) Introduction / Background

- Origin of the Research Problem
- Interdisciplinary Relevance
- Review of Research and Development in the Subject:
 - International Status
 - National Status
 - Significance of the Study

(iii) Objectives of the project:

(iv) Methodology detailing stepwise activities and sub activities:

(v) Year wise Plan of work and targets to achieve.

(vi) Work plan

(vii) Output of the project

9. Budget estimates

| Item | Estimated Expenditure |
|--|------------------------------|
| Recurring | |
| (i) Hiring Services | _____ |
| (ii) Field Work and Travel | _____ |
| (iii) Chemicals and Glassware | _____ |
| (iv) Contingency (including special needs) | _____ |
| (v) Books and Journals | _____ |

(vi) Contingency _____

Non – Recurring

(vii) Equipments, if needed _____
(Please specify name and Approx. cost)

Total _____

10 (a) Institutional and Departmental facilities available for the proposed work:

Equipment:

Other Infrastructural facilities:

11. Any other information which the investigator may like to give in support of this proposal which may be helpful in evaluating.

To certify that –

- a) General physical facilities, such as furniture/space etc., are available in the Department/College.
- b) I/We shall abide by the rules of the University.
- c) I/we shall complete the project within the stipulated period. If I/we fail to do so and if the University is not satisfied with the progress of the research project, the University may terminate the project immediately and ask for the refund of the amount received by me/us.
- d) The above Research Project is not funded by any other agency.

Name and Signature Principal Investigator

Co-Investigator

(i)

(ii)

(iii) HoD

(iv) Dean/Principal/Director

(Signature with Seal)

Annexure-II

Dr. D. Y. Patil Vidyapeeth, Pune

Annual/Final Report of the work done on the Research Project

(Report to be submitted within 1 month after completion of every six months)

1. University Reference No. _____

2. Period of report: from _____ to _____

3. Title of research project _____

4. (a) Name of the Principal Investigator _____

(b) Name of the Co-investigators:

1. _____

2. _____

3. _____

4. _____

(c) Dept. and College where work has progressed

5. Effective date of starting of the project _____

6. Grant approved and expenditure incurred during the period of the report:

a. Total amount approved Rs. _____

b. Total expenditure Rs. _____

c. Report of the work done: (Please attach a separate sheet)

i. Brief objective of the project

- ii. Work done so far and results achieved and publications, if any, resulting from the work (Give details of the papers and names of the journals in which it has been published or accepted for publication, attach separate sheet if necessary)

- iii. Has the progress been according to original plan of work and towards achieving the objective.if not, state reasons

- iv. Please indicate the difficulties, if any, experienced in implementing the project

- v. Please enclose a summary of the findings of the study. Two bound copies of the final report of work done along with CD may also be sent to the University.

- vi. Any other information which would help in evaluation of work done on the project. At the completion of the project, the first report should indicate the output, such as (a) Manpower trained (b) Ph. D. awarded (c) Publication of results (d) other impact, if any

**Signature of the
Principal investigator**

HOD

Dean/Director/Principal

Annexure-III

Dr. D. Y. Patil Vidyapeeth, Pune

Project No. : _____

Name of the Principal Investigator: _____

Name of the College & Department : _____

Research work started from : _____

Period of report from : _____ to _____

Date of report submitted: _____

Utilization certificate

Certified that the grant of Rs. _____ (Rupees _____ only)
received from the Dr. D. Y. Patil University under the scheme of support for Research Project entitled

vide University letter No. DYPU/_____ dated _____ has been fully utilized for the
purpose for which it was sanctioned and in accordance with the terms and conditions laid down by
the University.

**Name Signature of the
Principal investigator**

HOD

Dean/Director/Principal

Finance Officer

Annexure-IV

Dr. D. Y. Patil Vidyapeeth, Pune

**STATEMENT OF EXPENDITURE IN
RESPECT OF RESEARCH PROJECT**

1. Name of Principal Investigator :

2. College/Institute:

3. University approval No. and Date

4. Title of the Research Project

5. Effective date of starting the project

6. (a) Period of Expenditure: From _____ to _____

(b) Details of Expenditure _____

| S. N. | Item | Amount Approved Rs. | Expenditure Incurred Rs. |
|-------|---|------------------------|-----------------------------|
| i. | Books & Journals | | |
| ii. | Equipment | | |
| iii. | Contingency | | |
| iv. | Field Work/Travel (Give details in the proforma at Annexure- V). | | |
| v. | Hiring Services | | |
| vi. | Chemicals & Glassware | | |
| vii. | Overhead | | |
| viii. | Any other items (Please specify) | | |

It is certified that the grant of Rs. _____ (Rupees _____ only) received from the University under the scheme of support for Research Project entitled _____ vide University Letter No. _____ dated _____ has been Partially/Fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the University.

**Name Signature of the
Principal investigator**

HOD

Dean/Director/Principal

Finance Officer

Annexure-V

Dr. D. Y. Patil Vidyapeeth, Pune

**STATEMENT OF EXPENDITURE INCURRED ON
FIELD WORK**

Name of the Principal Investigator:

| Name of the Place visited | Duration of the Visit | | Mode of Journey | Expenditure Incurred (Rs.) |
|---------------------------|-----------------------|----|-----------------|----------------------------|
| | From | To | | |
| | | | | |
| | | | | |
| | | | | |

Certified that the above expenditure is in accordance with the University Regulations.

**Name Signature of the
Principal investigator**

HOD

Dean/Director/Principal

Finance Officer

Annexure-VI

Dr. D. Y. Patil Vidyapeeth, Pune

Letter of Acceptance for Research Project

Name _____

No. _____ dated _____

Title of the Project _____

1. The terms and conditions related to the grant are acceptable to the Principal Investigator and College/Institution.
2. At present, I have no research project funded by the University or the accounts for the previous project, if any, have been settled.

Principal Investigator

HOD

Dean/Principal/Director

College

Date:

Annexure- VII

Dr. D. Y. Patil Vidyapeeth, Pune

Final Report of the work done on the Research Project

(Report to be submitted within 1 month after completion of every six months)

1. Project report No. 1st /2nd /3rd /Final _____

2. University Reference No. _____
3. Period of report: from _____ to _____
4. Title of research project _____

5. (a) Name of the Principal Investigator _____
(b) Dept. and College where work has progressed

6. Effective date of starting of the project

7. Grant approved and expenditure incurred during the period of the report:
 - a. Total amount approved Rs. _____
 - b. Total expenditure Rs. _____
 - c. Report of the work done: (Please attach a separate sheet)
 - i. Brief objective of the project

 - ii. Work done so far and results achieved and publications, if any, resulting from the work
(Give details of the papers and names of the journals in which it has been published or
accepted for publication

iii. Has the progress been according to original plan of work and towards achieving the objective. if not, state reasons

iv. Please indicate the difficulties, if any, experienced in implementing the project

v. If project has not been completed, please indicate the approximate time by which it is likely to be completed. A summary of the work done for the period (Annual basis) may please be sent to the University on a separate sheet

vi. If the project has been completed, please enclose a summary of the findings of the study. Two bound copies of the final report of work done may also be sent to the University.

vii. Any other information which would help in evaluation of work done on the project. At the completion of the project, the first report should indicate the output, such as (a) Manpower trained (b) Ph. D. awarded (c) Publication of results (d) other impact, if any

**Signature of the
Principal investigator**

HOD

Dean/Director/Principal