



### **CRITERION 3 : Research, Innovations and Extension**

**The Institution ensures implementation of its stated Code of Ethics for research.**

The institution has a stated Code of Ethics for research and the implementation of which is ensured through the following:

1. Inclusion of research ethics in the research methodology course work
2. Presence of institutional Ethics committee (Animal, Chemical, Bio-ethics etc.)
3. Plagiarism check through software
4. Research Advisory Committee

<b>TOPIC</b>	<b>PAGE NUMBER</b>
<b>1)Copy of the syllabus of the research methodology course work.</b>	<b>02-12</b>
<b>2)Constitution of the ethics committee and its proceedings approved by the appropriate body.</b>	<b>13-24</b>
<b>3) Constitution of research advisory committee and its proceedings approved by the appropriate body.</b>	<b>25-31</b>
<b>4) Bills of purchase of plagiarism check software in the name of the HEI.</b>	<b>32</b>

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**per Clause 11(A) of the ordinance**

**Ph.D. Coursework**  
**Paper : Research Methodology (Theory)**  
**(Common for Social Science Faculties)**

**Credit : 4**

**Subject – Political Science, History, Economics, Sociology, Psychology, Geography, Defence Strategic Studies, Women Studies**

**Unit-I      Research:** Meaning, nature, Techniques of Social Research- Logical, Historical and Scientific methods. Problem formulation, Research Design and Project Formulation.

**Hypothesis :** Concepts, formulation of Hypothesis and Research Questions.

**Unit-II      Universe and Sample :**

**Data-** Types, Sources of Data, Methods of Data collection. Techniques of Data Collection- Content Analysis, Interview, Observation, Schedule and Questionnaire.

**Unit-III      Techniques of data measurement analysis :**

**Data Processing-** Editing, Coding, Sorting and Computing Variables, Classification and Tabulation.

**Unit-IV      Frequency Distribution -Measurement of Central Tendency**

Measurement of Dispersion

**Correlation and Regression**

Statistical Tests- Parametric and Non-parametric tests.

**Unit-V      Report Writing-** Introduction, Research methods, Referencing and Foot Noting, Analysis and Interpretation, Presentation of Conclusion, Presentation of Tables and Diagrams, Statistical Test,

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**Ph.D. Coursework**  
**Paper : Computer Application (Theory)**  
**(Common for all subjects)**

**Credit : 3**

**Unit 1: Basics of Computer**

Computer architecture, Basic components of Computer, Evolution of computers, computer memory, computer generations, Basic computer organization; System software, Application software, introduction to operating system, single user, multi-user, multi-tasking single tasking, application of computer for business and research, MS-windows, Linux.

**Unit 2: Data Communication and Networks**

Data communication concepts, local area network (LAN), wide area network (WAN), internet, intranet, extranet, website. E-mail, search engines E-communication and E-collaboration

**Unit 3: Using Internet for Research**

The Internet: quick look, what is internet, Use of Internet, major internet services, electronic mail, www, downloading super tools for better computing Internet and the society, E-Journals and their uses, Use of E-library, Search strategies, News and multimedia, governments, archives and statistics.

**Unit 4: Introduction to Research Related Software's**

Introduction to Data analysis software-SPSS: Definition, objectives and features, data analysis using SPSS: Data entry creating variables, switching to data labels, data analysis: Frequencies, recording into different variables, cross tabulations and layers. Core calculation software, developing utility programs for research, Introduction to C programming.

**Unit 5: Research Related Tools and Utilities**

MS-Office and its application, File handing in window, various versions of MS Office, Research publishing tool- MS-Word, Adobe acrobat, Graphics tool- MS Excel, MS-Power Point: Creating presentations and adding effects, Subject/field specific tools on www.freeware.com

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**Ph.D. Coursework**  
**Paper : Research Methodology (Theory)**  
**(Common for Education Faculty)**

**Credit : 4**

Contents :

- UNIT-I Definition of Research & Educational Research, Qualitative & Quantitative Research.
- UNIT-II The concept of Hypothesis testing: Null hypothesis, Alternative hypothesis: directional & Non-directional hypothesis, One & Two tailed tests, Power of a test, Two sample difference tests of significance. One way ANOVA, post Hoc tests of varying powers, Two way ANOVA with equal and unequal cell size, One & Two way -ANCOVA of equal and unequal cell size. Non parametric statistics : Mann Whitney test, Chi Square test-One and two samples.
- UNIT-III Sampling : Population and Sample, Importance of Sampling, Methods and Sample size. Tools and process of Development of Tools : Tools of Measurements, Difference between measurement and Assessment. Characteristics of Tools, Reliability, Validity, Sensitivity, Types of Tool- Test, Scale, Interview Schedule, Observation Schedule and Questionnaire: Steps of Developing Tools.
- UNIT-IV Descriptive Research : Meaning Definition, Characteristics and Nature of Descriptive Research. Types of Surveys. Experimental Research : Experimental Design: Definition, Characteristics, Methods of control, Types of Experimental Design: Pre, True and Quasi experimental design.
- UNIT-V (a) Qualitative Research Approaches: Ethnography, Phenomenology, Naturalistic Enquiry, Historical and Case Studies, Philosophical research, Analysis of Qualitative Data, Content analysis.  
(b) Report Writing.

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PRINCIPAL  
Sri Sathya Sai College  
For Women, Bhopal (M.P.)

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**Ph.D. Coursework**  
**Paper : Research Methodology (Theory)**  
**(Common for Science Faculties)**

**Credit : 4**

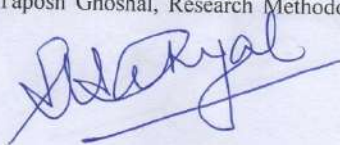
**Subject – Physics, Chemistry, Mathematics, Statistics, Geology,**  
**Electronics, Computer Science**

Note: This paper shall be of 100 marks. Maximum pass marks is 50 in all there will be five questions are from each unit. Internal choice will be given in each unit. Duration of the Paper will be three hours.

- Unit 1 Introduction to Research Methodology:**  
Meaning of Research. Objectives of research, Motivations in Research, Types of Research, Research Approaches: qualitative and quantitative research. Deductive and inductive theory, Significance of Research, Research Methods v/s Methodology, Research and scientific Methods, Research Process, Criteria of goods Research.
- Unit 2 Defining the Research Problem:**  
What is Research Problem? , Selecting the problem, necessity of selecting the problem, techniques in defining the problem. Meaning and need of research designing, features of good research design, types of research design, principles of experimental research design, concept independent & dependent variables, development of a research plan.
- Unit 3 Scientific Communication:**  
Meaning and significance of report writing, types of reports, steps in report writing, layout of the research report, precautions in writing research report, writing of thesis report, Importance of publishing a research paper. Concepts and difference between reference and bibliography, Impact factor of Journals, When and where to publish?
- Unit 4 Writing of research paper and thesis:**  
Layout of Research Paper, Writing Introduction of a paper. Review of literature, Describing method and Methodology, Presenting Result, Discussion of the results, Conclusions of the work done, writing reference of the research ,writing abstract of the research paper.  
Layout of a thesis, top page, contents, certificate and declarations, preface to the thesis, introduction to the work done, Describing methods/techniques used in research, classification the whole work done in the form of chapter, concluding chapter, future plans and scope of the work done, Arranging Bibliography and reference list.
- Unit 5 Use of tools/techniques for Research:**  
Use of Encyclopedias, Research Guides, Handbook etc. Academic Database for different Disciplines. Methods to search required information effectively reference management Software like Zotero/Mendeley, Software for paper formatting like La TeX/MS Office, Ethica, Plagiarism, Patent filing , Language testing.

**Reference Books:**

1. Kothari, C.R. Research Methodology (Methods and techniques), New age publication.
2. Donald R. Cooper. Pamela S. Schindler, Business Research Methods. Tata McGraw-hill Co. Ltd.
3. John W.Creswell. Research Design, SAGF publications, Inc.
4. Trivedi R.N. & Shukla D.P. Research Methodology, College book depot, Jaipur.
5. Bill Taylor, Gautam Sinha & Taposh Ghoshal, Research Methodology. Prentice hall of India Private Limited, New Delhi.



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**Ph.D. Coursework**  
**Paper : Research Methodology (Theory)**  
**(Common for Life Science Faculties)**

**Credit : 4**

**Subject – Botany, Zoology, Environmental Science & Limnology,**  
**Applied Aquaculture, Microbiology, Biotechnology, Bio**  
**Science, Biochemistry & Genetics**

**UNIT I:**

**Basics of Research:** Research methodologies, research topic selection, literature review etc., Research topic--- Problem formulation, Research and sampling Design, Collection and Organization of Data, Types of research – Descriptive vs. Analytical, Applied vs. Fundamental, Quantitative vs. Qualitative, Conceptual vs. Empirical.

**Data Collection and analysis:-**Execution of the research - Observation and Collection of data - Methods of data collection, Sampling Methods- Data Processing and Analysis strategies. Data Analysis with Statistical Packages – Hypothesis-testing, Generalization-and-Interpretation.

**UNIT II:**

**Research and Ethics:** Definition and overview of Research, Need of Research, Research and Personal Goals, Unethical Research Practices, Code of Conduct and Legal Issues, Ethical Practices and Principles, Roles and Responsibility of Research Ethics Committees.

**Ethics in Research Execution:** Importance of Consent in Research, Fundamental Rights and Moral Principles, Informed Consent, Implied Consent, Explicit Consent, Active Consent, Passive Consent, Written and Oral Consent, Privacy and Confidentiality.

**UNIT III:**

**Basic statistical definitions and concepts:** Variables and Variation, Frequency Distributions and Cumulative Frequency Distributions, Sample and Population, Center of Data Distributions and Spread of Data Data graphics : Histograms, Graphs.

**Probability:** The Binomial and Normal Probability Distributions: Basic Probability, Probability Distributions—The Binomial Distribution, Continuous Data Distributions, and Log---Normal Distribution Choosing Samples: Random Sampling, Other Sampling Procedures: Stratified, Systematic, and Cluster Sampling, Sampling in Quality Control, Estimation and Hypothesis Testing: Statistical Estimation, Statistical Hypothesis Testing,

#### UNIT IV:

**Introductory bioinformatics:** scope, applications and challenges of bioinformatics, useful bioinformatics websites. Introduction to genetic algorithms.

**Retrieval of biological data** (entrez, srs and dbget/linkdb); Database searches: FASTA and BLAST, sequence filters, iterative database searches and psi-BLAST).

**Sequence alignment:** methods and applications of gene and protein families. Methods and applications of phylogenetic trees (phylip etc.). Introduction to drug designing, primer designing.

#### UNIT V :

**Bioenergetics:** First and second law of thermodynamics; concept of enthalpy (H), entropy (S) and free energy (G), high and low energy phosphate compounds, oxidation- reduction reaction, activation energy. ATP and its hydrolysis. Types of bonds.

**Buffers:** The Henderson-Hasselbalch equation, titration and buffers, physiological buffers (bicarbonate buffer, protein/ amino acids and buffer system).

**Principle and applications:** Microscopy, Chromatography, Electrophoresis, Centrifugation Spectrophotometry and colorometry. **Radioactivity:** disintegration of radionuclides, half-life of radioactive compounds, measurement of radioactivity; Scintillation counting, isotopic tracer techniques, autoradiography; use of isotopes.

**Restriction mapping,** Southern blotting, northern and western blotting techniques, RFLP, RAPD, SSR, 16sRNA. DNA sequencing techniques. Preparation of radiolabelled and synthetic probes. Gene amplification, DNA chip technology and microarray.

  
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**per Clause 11(A) of the ordinance**  
**Coursework for Ph.D. Programme in Business Management**  
**Paper : Research Methodology (Theory)**  
**(Common for Management Faculties)**

**Credit : 4**

**Subject – Management**

- Unit-1      Concept of Research, Scientific Approach to Research, Types of Research, Research Process and Planning for Research, Review of Literature
- Unit-2      Defining Research Problem, Sampling, Hypotheses Formulation, Testing of Hypothesis. Sources / Methods of Collecting Primary and Secondary Data: Schedules & Questionnaires, Interview, Observation, Scaling Techniques.
- Unit-3      Factor Analysis, Validity and Reliability Tests of the Measure.
- Unit-4      Quantitative Techniques of Data Analysis: Coefficient of Correlation, Regression Analysis. Application of ANOVA, ANOCOVA, t-test, z-test, F-test, Chi-square test
- Unit-5      Research Report Writing, Ethics in Research.

**Suggested Books:**

1. Zikmund William.G, “Business Research Methods”, Thomson South-Western.
2. Kothari C R, “Research Methodology”, Wishwa Prakashan, New Delhi.
3. Chawla & Sondhi, “Research Methodology Concepts and Cases”, Vikas Publishing House Pvt Ltd.
4. Bajpai Naval, “Business Research Methods”, Pearson, Delhi Chennai.
5. Donald K., Pamela S., “Business Research Methods”, TATA McGraw Hill.
6. Prahlad M., “Business Research Methods”, Oxford University Press.

  
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**Ph.D. Coursework**  
**Paper : Research Methodology (Theory)**  
**(Common for Commerce Faculties)**

**Credit : 4**

**Subject – Commerce, Applied Economics & Business Management**

- Unit-I** Concept of Research, Scientific Approach to Research, Types of Research.  
Research Process and Planning for Research, Review of Literature.
- Unit-II** Defining Research Problem. Sampling. Hypotheses Formulation, Testing of Hypothesis.
- Unit-III** Sources/methods of Collecting Primary and Secondary Data : Schedules & Questionnaires, Interview, Observation, Scaling Techniques etc.  
Research Report Writing, Ethics in Research
- Unit-IV** Factor analysis  
Validity and Reliability Test of the Measure
- Unit-V** Quantitative Techniques of Data Analysis III : Application of ANOVA, ANOCOVA, Multivariate analysis, t-test, z-test, f-test, Chi-square test.

  
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**Ph.D. Coursework**  
**Paper : Research Methodology (Theory)**  
**(Common for Home Science Faculties)**

**Credit : 4**

**Subject – Home Science**

- UNIT-1** Introduction to Research Methodology : Meaning of Research, Objectives of Research, Motivations in Research, Types of Research, Research Approaches, Significance of Research, Research Methods v/s Methodology, Research and Scientific Methods, Research Process, Criteria of Good Research Defining the Research Problem : What is Research Problem?, Selecting the Problem, Necessity of and Techniques in defining the problem
- UNIT-2** Research Design: Meaning, Need, Features of Good Design, Concepts, Types. Basic Principles of Experimental Design, Developing a Research Plan Sample Design: Implication Steps. Criteria for selecting a sample procedure Characteristics of Good sampling Procedure, Types of Sample Design, Selecting Random Samples, Complex random sampling Design.
- UNIT-3** Measurement and Scaling Techniques: Measurement in Research, Measurement Scales, Sources of Errors in measurement, Tests of Second measurement, Technique of developing Measurement Tools, Meaning of Scaling, Scale Classification Bases, Important Scaling Techniques, Scale Construction Techniques.
- UNIT-4** Processing and Analysis of Data : Processing Operations (Meaning, Problems), Data Analysis (Elements), Measures of Central Tendency, Dispersion, Regression Analysis, Multiple correlation and Regression, Partial Correlation, Concept of Standard Error, Estimating population mean, proportion. Testing of Hypothesis: Meaning, Basic concepts, Important parametric tests, Hypothesis Testing of Means, Differences between Means, Comparing Two related samples, Testing of Proportion, Difference between proportions, Comparing variance to hypothesized population variance, Equality of variances of two normal populations, hypothesis testing of Correlation coefficients, Limitations of Tests of hypothesis.
- UNIT-5** Chi- square test : Applications, Steps, characteristics, limitations Analysis of Variance and Covariance : Analysis of Non-parametric or distribution-free Tests : Sign Test, Fisher-Irwin Test, McNemer Test, Wilcoxon Matched pair Test (Signed Rank Test), RankSum Tests : a) Wilcoxon-Mann-Whitney Test b)Kruskal-Wallis Test, One sample Runs Test, Spearman's Rank Correlation, Kendall's Coefficient of Concordance, Multivariate Analysis Techniques: Characteristics, Application, Classification, Variables, Techniques, Factor Analysis (Methods, Rotation), Path Analysis.

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**Ph.D. Coursework**  
**Paper : Research Methodology (Theory)**  
**(Common for Arts Faculties)**

**Credit : 4**

- Subject-** **Hindi, English, Sanskrit, Linguistics, Philosophy, Drawing Painting, Urdu, Persian, Arabic, Music, Dance, Library Science**
- Unit-1** **Introduction to Research** : Meaning, Nature, Definition, Importance, Characteristics, Qualities of Researcher and Research Supervisor. Preparation of Research Proposal.
- Unit-2** **Topic Selection and Formulation** : Base of selection, Hypothesis, Research Design, Data Collection, Primary and Secondary Data, Sources, Techniques of Data Collection, Data Analysis.
- Unit-3** **Methods of Research** : Different types of Methods, Analytical, Experimental, Historical, Interdisciplinary, Comparative, Scientific, Field Method, Case study, Statistical tools in research, Questionnaire, Interview, Presentation and Evaluation, Importance of Translation in Research.
- Unit-4** **Research and Documentation** : Report Writing, Paper Writing, Thesis Writing, Synopsis, Preface, Chapterization, Appendices, Bibliography, Reference and Footnotes, Conclusion, Tables and Diagram.
- Unit-5** **Research Ethics** : Meaning and Definition, Plagiarism, Significance and Issues.

  
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**Ph.D. Coursework**  
**Paper : Research Methodology (Theory)**  
**(Common for Arts Faculties)**

**Credit : 4**

**Subject- Hindi, English, Sanskrit, Linguistics, Philosophy,**  
**Drawing Painting, Urdu, Persian, Arabic, Music, Dance,**  
**Library Science**

- इकाई-1 शोध परिचय : अर्थ, स्वरूप, परिभाषा, महत्व, विशेषताएँ, शोधार्थी एवं शोध निदेशक के गुण, शोध प्रस्ताव का निर्माण।
- इकाई-2 विषय चयन एवं नियमन : चयन का आधार, प्राक्कल्पवना, शोध अभिकल्प, तथ्य संकलन, प्राथमिक एवं द्वितीयक तथ्य, स्रोत, तथ्य संकलन की प्रविधियाँ, तथ्य विश्लेषण।
- इकाई-3 शोध प्रविधि : प्रविधि के प्रकार, विश्लेषणात्मक, परीक्षणात्मक, ऐतिहासिक, अंतरानुशासित, तुलनात्मक, वैज्ञानिक, क्षेत्र पद्धति, वैयक्तिक अध्ययन, शोध में सांख्यिकी उपकरण, प्रश्नावली, प्रस्तुतिकरण एवं मूल्यांकन, शोध में अनुवाद का महत्व।
- इकाई-4 शोध एवं प्रलेखन : रिपोर्ट लेखन, शोध पत्र लेखन, शोध प्रबन्ध लेखन, रूपरेखा, प्रस्तावना, अध्याय-विभाजन, परिशिष्ट ग्रंथ सूची, सन्दर्भ एवं पादटिप्पणी, निष्कर्ष, तालिका एवं आरेख।
- इकाई-5 शोध में नैतिकता : अर्थ, परिभाषा, साहित्यिक चोरी, महत्व एवं मुद्दे।

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Sri Sathya Sai College  
For Women, Bhopal (M.P.)

**Sri Sathya Sai College for Women,  
Bhopal - 462024**

**CODE OF ETHICS  
POLICY DOCUMENT**

Sri Sathya Sai College for Women, Bhopal is committed to upholding the highest standards of ethics, integrity, and accountability in all aspects of its operations. The Ethics Policy Document outlines the principles and guidelines that guide the behavior and conduct of all members of the college community, including students, faculty, staff and administrators.

## **Purpose**

The purpose of the Ethics Policy Document is to:

- Define the ethical standards and values that Sri Sathya Sai College for Women, Bhopal expects from its community members.
- Establish guidelines for ethical decision-making and behavior.
- Provide a framework for addressing ethical concerns and conflicts of interest.

## **Core Principles**

**Integrity and Honesty:** All members of the Sri Sathya Sai College for Women, Bhopal community are expected to act with honesty, transparency, and truthfulness in all interactions, both within the college and with external stakeholders.

**Respect and Dignity:** Sri Sathya Sai College for Women, Bhopal values diversity and inclusivity. All individuals are expected to treat one another with respect, fairness, and dignity, regardless of gender, religion, nationality, or other characteristics.

**Academic Integrity:** Sri Sathya Sai College for Women, Bhopal is committed to promoting a culture of academic honesty. Plagiarism, cheating, and other forms of academic dishonesty will not be tolerated.

**Conflicts of Interest:** Any situation that may compromise or appear to compromise the objectivity or fairness of a decision or action should be disclosed promptly.

### **Reporting and Resolution**

If any member of the Sri Sathya Sai College for Women, Bhopal community believes that an ethical violation has occurred, they are encouraged to report it through the appropriate channels. The college will take all reports seriously and will conduct a thorough investigation.

### **Protection from Retaliation**

No individual who reports an ethical concern in good faith shall be subject to retaliation or adverse action as a result of making such a report.

### **Consequences of Violation**

Violations of the Ethics Policy may result in disciplinary action, up to and including suspension or expulsion for students, termination of employment for staff and faculty, or legal action as deemed necessary.

### **Review and Revision**

The Ethics Policy Document will be reviewed periodically to ensure its continued relevance and effectiveness. Changes may be made with input from the college community.

## CODE OF ETHICS & CONDUCT COMMITTEE

Dr. Asha Agarwal	Principal
Dr. Jyotsna Galgale	Vice Principal
Dr. Renu Mishra	IQAC Coordinator
Dr. Shubha D.Kapdeo	Member
Dr. Sadhana Ananth	Member
Dr. Purnima Joshi	Member
Dr. Kusum Dixit	Member

### Introduction

Within the realm of a college environment, ethics and values serve as the guiding stars illuminating the path of all stakeholders. These principles, deeply ingrained in the fabric of the institution, dictate behavior, shape decisions, and govern interactions. From students to faculty, administrators, and the broader community, they form a collective moral compass, ensuring alignment with a shared code of conduct.

Embedded within this framework are pillars of fairness, integrity, accountability, and respect, elevating academic life to a higher standard. For students, it's a pledge to uphold honesty in every assignment, to engage respectfully with peers and mentors, and to steward resources responsibly. Faculty members, in turn, are entrusted with cultivating an environment of inclusivity and intellectual rigor, where academic excellence flourishes hand in hand with empathy and understanding.



Administrators shoulder the weight of transparency, ensuring that every decision and resource allocation reflects an unwavering commitment to student well-being and success. And beyond the campus walls, the wider community is embraced as partners in a shared mission of knowledge dissemination and societal progress.

In essence, these ethics and values are not merely abstract ideals; they are the bedrock upon which a college's reputation is built, the fertile soil from which growth springs forth, and the beacon that guides its journey toward making a meaningful impact on the world.

### **For Teaching Staff**

As educators, our teaching faculty are the guardians of ethics and values within our institution, shaping the learning environment and influencing students' lives. Here's how we ensure a vibrant and ethical atmosphere:

**Exemplary Professionalism:** We lead by example, embodying professionalism through punctuality, appropriate attire, and respectful interactions with students, colleagues, and administrators.

**Unwavering Integrity:** Upholding the highest standards of integrity, we approach all professional dealings with honesty and transparency, while steadfastly avoiding plagiarism and academic dishonesty.

**Respect for Diversity:** We honor the dignity and rights of every student, fostering an inclusive environment free from discrimination or bias of any kind.

**Equal Learning Opportunities:** We ensure all students receive equal treatment and opportunities to learn, maintaining fairness and transparency in all academic proceedings.

**Confidentiality and Privacy:** We safeguard the privacy of our students and colleagues, respecting their personal and academic information and disclosing it only when legally required or with proper consent.

**Safe and Supportive Environment:** We prioritize the physical and emotional safety of our students, cultivating a welcoming and inclusive space where they can freely express themselves.

**Constructive Feedback:** We provide students with constructive feedback to aid their growth, while also being open to receiving feedback from both students and colleagues.

**Community Engagement:** We encourage students to engage with their communities, fostering social responsibility and ethical citizenship.

**Collaborative Spirit:** We collaborate with colleagues to enhance the educational experience and collectively address ethical challenges within our institution.

**Continuous Growth:** We commit to continuous professional development, reflecting on our teaching methods and ethical choices to adapt and improve.

**Environmental Stewardship:** We promote environmental responsibility and sustainability in our teaching practices and beyond.

**Academic Freedom:** We respect and uphold academic freedom, allowing students to explore diverse ideas and perspectives within the curriculum.

**Empathy and Support:** We show care and empathy toward our students, understanding their individual needs and challenges and providing support whenever necessary.

By adhering to these principles, our teaching faculty create a dynamic and ethical learning environment that nurtures students' growth while upholding the integrity of education.

### **For Administrative Staff**

At our college, administrative staff are pivotal in upholding the institution's ethical standards and ensuring smooth operations. Our code of ethics highlights the following principles:

**Integrity:** Maintain the highest standards of integrity, honesty, and transparency in all administrative activities.

**Fairness and Equality:** Treat all students, faculty, and colleagues with equality and fairness, ensuring administrative processes are unbiased and transparent.

**Privacy and Confidentiality:** Respect the privacy and confidentiality of student and employee information, sharing it only as necessary and authorized by law.

**Clarity and Transparency:** Provide clear and understandable information about college policies, procedures, and finances to all stakeholders.

**Professionalism:** Demonstrate professionalism in all interactions and communications, maintaining a positive and respectful demeanor.

**Accountability:** Take responsibility for actions and decisions, admitting mistakes and taking corrective measures when necessary.

**Efficient Resource Use:** Ensure efficient use of resources for the benefit of the college community.

**Professional Development:** Commit to ongoing professional development and improvement in your role.

**Best Practices:** Stay informed about best practices in higher education administration and strive for continuous improvement.

**Inclusivity and Accessibility:** Ensure administrative processes are inclusive and accessible to individuals of all backgrounds and abilities.

**Environmental Sustainability:** Promote environmental sustainability and responsible practices within administrative functions.

**Community Engagement:** Encourage staff to engage with the college and local community, supporting initiatives that enhance relationships.

**Data Integrity:** Safeguard the accuracy and integrity of institutional data, ensuring it is used ethically and not manipulated or misused.

By adhering to these values, our administrative staff contribute to the ethical and effective operation of the college, fostering a positive environment for all stakeholders.

### **For Students**

College students are expected to adhere to a high standard of ethical conduct to cultivate a positive and respectful learning environment, fostering personal development and preparing for responsible citizenship. Our code of conduct emphasizes the following principles: **Academic Integrity:** Maintain the utmost honesty in all academic endeavours, refraining from plagiarism, cheating, or any form of academic dishonesty.

**Honesty and Truthfulness:** Interact with faculty, peers, and staff with integrity, providing accurate information and upholding honesty in all interactions.

**Respect for Others:** Demonstrate respect for the rights, opinions, and differences of others, treating everyone with courtesy and consideration, regardless of background or belief.

**Celebration of Diversity:** Embrace and celebrate diversity in culture, gender, religion, and perspectives, actively supporting initiatives that promote a diverse and inclusive campus community.

**Personal Responsibility:** Take ownership of academic performance and personal growth, attending classes regularly, meeting deadlines, and seeking assistance when necessary.

**Civil Discourse:** Engage in civil discourse and respectful debate, expressing opinions and beliefs with courtesy and open-mindedness, even on sensitive or controversial topics.

**Privacy and Confidentiality:** Respect the privacy and confidentiality of fellow students, refraining from sharing sensitive or personal information without consent.

By upholding these principles, students contribute to a culture of integrity, respect, and inclusivity, enhancing the college experience for all members of the community.

#### **Code of Conduct for Governing Body Members in College:**

**Commitment to the Institution:** Demonstrate unwavering dedication to the mission, vision, and values of the college, working in the best interests of the institution at all times.

**Ethical Leadership:** Uphold the highest standards of integrity, honesty, and transparency in all governance activities, setting a positive example for the entire college community.

**Accountability and Responsibility:** Accept accountability for decisions made and actions taken, ensuring they align with legal requirements, regulatory standards, and ethical principles.

**Confidentiality:** Respect the confidentiality of sensitive information discussed during governance meetings, refraining from unauthorized disclosure of privileged information.

**Conflict of Interest:** Disclose any potential conflicts of interest promptly and recuse oneself from decision-making processes where personal interests may conflict with the best interests of the college.

**Fairness and Equity:** Ensure fairness and equity in decision-making processes, considering diverse perspectives and avoiding bias or discrimination based on any factor.

**Effective Communication:** Maintain open and transparent communication with all stakeholders, fostering a culture of trust, collaboration, and mutual respect.

**Professional Development:** Commit to ongoing professional development and education to stay informed about best practices in governance, higher education, and relevant fields.

**Compliance and Governance:** Familiarize oneself with relevant laws, regulations, and policies governing higher education and ensure the college's compliance with them.

**Promotion of Institutional Excellence:** Support initiatives that promote academic excellence, student success, diversity, inclusion, and innovation within the college.

**Community Engagement:** Engage with the wider community to build partnerships, enhance the college's reputation, and contribute positively to society.

Stewardship of Resources: Exercise prudent stewardship of the college's resources, ensuring their efficient and effective use to advance the institution's mission and goals.

By adhering to this code of conduct, governing body members demonstrate their commitment to ethical governance, accountability, and the advancement of the college's mission and vision.

  
Dr. Renu Mishra  
IQAC-Coordinator  
Sri Sathya Sai College  
for Women, Bhopal (M.P.)

  
PRINCIPAL  
Sri Sathya Sai College  
For Women, Bhopal (M.P.)



## Introduction

Research is a core element of the higher education. There is a well-defined policy for promotion of Research and is frequently updated. This policy is upload on the Institution website and implemented.

## Objective

- To enhance the research awareness among faculty members.
- To conduct National/ International Conference/ Seminars/ Workshop.
- To motivate faculty members to pursue Ph.D. and Post-Doctoral Research.
- To encourage faculty members to undertake research project.
- To set up incubation centers.
- To adopt collaborative research.
- To publish research work in UGC listed or other reputed journals.
- To motivate students for research work.
- To review the progress of ongoing research projects.
- To maintain a record of faculty publications.

## Research Advisory Committee

Research Committee comprises of faculty members of different departments.

Chairman -	Dr. Asha Agrawal Principal, Sri Sathya Sai College for Women, Bhopal
Secretary -	Dr. Archana Shrivastava, (Associate Professor Physics)
Members -	Dr. Renu Mishra (HOD Botany and Microbiology) Dr. Sadhana Ananth (HOD, B.Ed.) Dr. Neena Arora (HOD, Chemistry) Dr. Megha Singh (Assistant Professor, English) Dr. Smita Nair (HOD Maths) Dr. Sunita Yadav (Assistant Professor, Zoology) Dr. Shikha Mandloi (Assistant Professor, Botany) Dr. Seema Soni (Assistant Professor, Commerce) Dr. Romsha Sharma (Assistant Professor, Computer) Dr. Varsha Saxena (Assistant Professor, Chemistry)
Research scholars -	Miss Varsha Vairale (Microbiology) Miss Pragya Dubey (Chemistry)

## Research Facilities

Resource Mobilization for Research-

To promote and excel research in the college, the RAC shall recommend the allocation of research fund under the following categories -

- "Seed money" to faculty members for starting research work.
- To support faculty members for attending conferences/ seminars/ workshops.
- To conduct National/ International- conference/ seminar/ workshop.
- To establish centralized research facilities.

## Code of Ethics for Research

College has Research Ethics Committee, which shall ensure the good research practices in the College. Research Ethics Policy of the College shall be developed by Research Advisory Committee.

- Basic research ethics ensuring the academic honesty in the conduction and dissemination of the research work in the College by Faculty members and students.
- Ethics for research involving Animals in the experimentation should comply with the codes and practices issued by Government of India.
- Ethics for research involving Human Participation in research fields of Science, Social science, Medical and Law should comply with the codes and practices issued by Government of India.
- Compliance with Legislation, Guidelines and codes such as legislation for Copy Right, Intellectual Property Right, Human Rights, Animal Protection and Environmental Protection for research.
- Proper disposal of Biomedical waste and Chemical hazardous waste.

### Incentives and Awards for Research Achievement

Incentive and awards are motivators. In order to promote research activities, the college shall reward the faculty members for their achievements by a letter of appreciation in the following fields.

- Research publication in UGC approved journals.
- For research projects.
- Organizing /seminar/workshop.
- Consultancy
- Book, Book chapter publication
- Citation
- Best researcher award
- Best Research Paper in Collegiate journal "Highbrow".



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**For Women, Bhopal (M.P.)**



Meeting

5.8.2021.

On 5.8.21 Research Committee conducted a meeting. Chairman - Dr. Asha Agarwal and other members of the Committee welcomed the new members. The new members added in the committee are

- 1) Dr. Sadhana Ananth (HOD, B.Ed)
- 2) Dr. Megha Singh (Assistant Professor, English)
- 3) Dr. Smrita Nair (HOD, Maths)
- 4) Dr. Sunila Yadav (Assistant Professor - Zoology)
- 5) Dr. Shikha Mandloi (Assistant Professor - Microbiology)
- 6) Dr. Seema Soni (Assistant Professor, Commerce)

Research Scholars: -

- Ms. Varsha Vairale (Microbiology)
- Ms. Pragya Dubey (Chemistry)

The main agenda of the meeting was to frame Research promotion policy. Details of the policy are enclosed here with. Also, the policy has been uploaded on college website.

The meeting was attended by: -

Chairman - Dr. Asha Agarwal. *Asha Agarwal*

Secretary members

- Dr. Archana Shrivastava *Archana*
- Dr. Renu Mishra *Renu*
- Dr. Sadhana Ananth *Sadhana Ananth*
- Dr. Neena Aroora *Neena*
- Dr. Megha Singh *Megha*
- Dr. Smrita Nair *Smrita*
- Dr. Sunila Yadav *Sunila*
- Dr. Shikha Mandloi *Shikha*

*05/08/21*  
*5/8/21*  
*Shikha*  
*5/8/21*



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- Dr. Seema Soni
- Dr. Varsha Saxena

off.

**Research  
 Scholars -**

- Ms. Varsha Vajrale
- Ms. Pragya Dubey

Varsha  
 Pragya



### Meeting

Research committee meeting was held on 12.07.2022.

Seminars & Workshops are important for learning new ideas.

1. Research committee was informed that a proposal for National Seminar on "Revised Assessment and Accreditation Framework of NAAC" has been sent to NAAC for academic and financial assistance. It is to be held on 24.9.22.
2. It was agreed upon that National Seminar will be conducted in online/offline flexible mode.
3. Faculty was encouraged to submit abstract and research paper.
4. To encourage participation it was unanimously decided to waive off registration fee for all participants.
5. Publication fee of Rs.500/- paper was proposed for accepted papers. It was also decided to give a waiver of publication fee to college staff.
6. Accepted papers will be published in ISBN Journal 'Highbrow'. Abstracts will be published as seminar proceedings.
7. To buy online tool to check plagiarism was agreed upon by all members.
8. Deptt. were advised to conduct workshops or guest lectures in specified period of time.



The meeting was attended by

chairman - Dr. Asha Agarwal. Ashu

secretary - Dr. Archana Shevastava - Am

Members - Dr. Renu Mishra - Rmp  
Dr. Sadhana Ananth - Sadhana  
Dr. Neena Arora - Neena  
Dr. Megha Singh - Megha  
Dr. Smita Nair - Smita  
Dr. Sunita Yadav - Sunita  
Dr. Shikha Mandloi - Shikha  
Dr. Geema Soni - Geema  
Dr. Varsha Saxena - Varsha

Research scholars.

Ms. Varsha Vairale. Varsha



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Date - 29/09/2022

Research committee meeting was held on 29/9/2022

1. Research committee was informed that Naac sponsored one day seminar was organized successfully on 24/09.2022 by hybrid Mode.
2. Rs. 30,000/- received from the Naac for the seminar.
3. Joint 30 full length paper were received for the publication in the special issue of 'HIGHBROW'.
4. Proposal for organizing international conference on hybrid mode given by Zoology & Botany department in the month of November 23.

Chairperson - Dr. Asha Agrawal -

Secretary - Dr. Archana Shrivastava

Members -

Dr. Renu Mishra	-	Renu
Dr. Sachana Arantes		Sachana
Dr. Neena Arora		Neena
Dr. Megha Singh		Megha
Dr. Smita Nall	-	Smita
Dr. Sumta Yadav		Sumta
Dr. Shikha Mondal		Shikha
Dr. Seena Soni		Seena
Dr. Varsha Saxena		Varsha

Research Scholar  
 Ms. Varsha Vairale - Varsha



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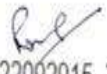
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Dr. Renu Mishra  
Coordinator  
Sri Sathya Sai College  
for Women, Bhopal (M.P.)