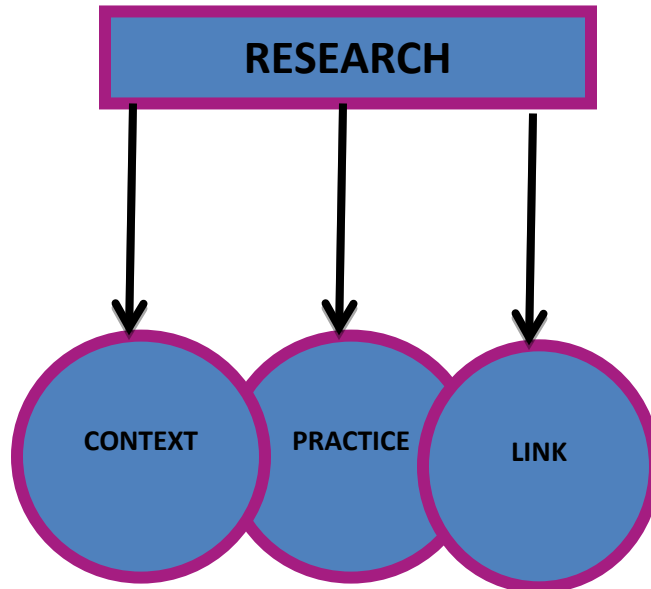


# **SYMBIOSIS LAW SCHOOL**

## **Hyderabad Campus**

(A Constituent of Symbiosis International (Deemed University), Pune)



# **RESEARCH POLICY HANDBOOK**



## SYMBIOSIS LAW SCHOOL, HYDERABAD

CONSTITUENT OF SYMBIOSIS INTERNATIONAL UNIVERSITY

(ESTABLISHED UNDER SECTION 3 OF THE UGC ACT, 1956 VIDE NOTIFICATION NO. F 9-12/2001-U 3 OF GOVERNMENT OF INDIA)

ACCREDITED BY NAAC WITH 'A' GRADE | APPROVED BY BAR COUNCIL OF INDIA

### RESEARCH MISSION

Acquisition of Knowledge, Transmission of Knowledge, and conduct of scholarly inquiry are central and complementary functions of SLS-H. Being an Institute, that offers multidisciplinary programs, the research fostered here stands on three pillars – context, practice, and link. Research, here is carried out effectively with academic freedoms and acceptance of corresponding responsibilities.

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### **PRINCIPLES AND OBJECTIVES OF THE POLICY**

Symbiosis Law School, Hyderabad campus has drafted a research policy on the following principles and objectives:

- Encouraging quality research by providing an enabling environment in which academic staff and students (researchers) can flourish and gain prominence in the region and elsewhere.
- Upholding of academic freedom to encourage the free exchange of ideas that is a necessary prerequisite for academic excellence.
- Adhering to appropriate standards of relevance, responsibility, ethics and originality.
- Supporting faculty members to conduct research and engage in scholarship to publish their findings as well as seek research funds in support of their research.
- Supporting students to engage in action research as part of curriculum as well as co-curricular activity in the sub-region to provide legal aid and other aid as required to the local citizens under the guidance of faculty members engaging in research
- The recognition that research activity by academic staff should be considered for career advancement and should be balanced with other obligations of academic staff including pedagogical and administrative responsibilities.

## **RESEARCH PROMOTION AT SLS-H**

The following amenities are provided to promote research at SLS-H:

1. Sponsorship to Conferences (to students and faculty members), FDPs, and other developmental programs with leave adjustments. Budget is allotted for faculty members' development and that is utilized for sponsorship.
2. Regularly hold research conferences for bringing academics, researchers, and professionals of respective disciplines together for scholarly interactions.
3. Placing faculty members to take independent charge of academic cells and promote learning and research activities from each cell, including workshops, conferences, and seminars. Some faculty members are also consulting editors for in-house journals.
4. Institutional subscription to online research databases across disciplines and access to all faculty members even from home.
5. Well- equipped library.
6. Research project as part of curriculum for each course wherein students seek research guidance from faculty member which can lead to a publication.
7. Faculty Research Seminars conducted every Wednesday.
8. Research funding available from SIU for faculty members.
9. Desktops and/or Laptops are given to each faculty with printing and photocopying facility.

## STRUCTURE OF THE RESEARCH CELL

Research Cell is an internal set up to steer internal research initiatives at SLS-H. A Professor/Associate Professor shall head the Research Cell at SLS-H with three sub-cells, viz.,

- ✓ Student Research
- ✓ Research Publications
- ✓ Research Projects

**Student Research:** This vertical shall play a major role in encouraging students to come up with quality writings for conferences. The sub-cell shall notify potential conferences to students and encourage them to send-in papers for it. The sub-cell shall receive the student full papers for conferences across the country and abroad, send it for internal reviewing and decides whether the paper is fit for funding or not (*Refer Conference Funding policy*). In case of international conferences, the cell shall take care of the required paper work besides ascertaining the quality of the paper.

The sub-cell shall be headed by a Faculty Member who shall be nominated by the Director and shall be responsible for the following activities.

- ✓ Initiate research tie-ups with potential organizations to engage in field/desk-top research.
- ✓ Voluntarily engage students in field-research to find appropriate solutions for pressing social problems and submit it to Government.
- ✓ Hold writing workshops and research workshops to foster research bent of mind among the students.

**Research Publications:** This vertical shall handle the present and future research output from the Institute. At present, *Incubator*, an in-house student magazine, and *BALANCE*, an international multidisciplinary law journal are the two potential research outcomes from the Institute. The sub-cell shall be the responsibility of the Research Head nominated by the Director. The activities of this vertical/Head would be to:

- ✓ Choose student editors for the above publications to carry out the associated administrative tasks.
- ✓ Issue *Call for papers* under the guidance of the faculty incharge who shall be nominated by the Director.
- ✓ Monitor the formation of student and academic editorial board for BALANCE.
- ✓ Monitor plagiarism guidelines and submission guidelines
- ✓ Identify reviewers and reviewer fees (if any)
- ✓ Prepare editorial

Apart from these, other cells also have their respective magazines and journals such as *Awaaz* and *Prachodan* which shall run in tandem with the Research Publications sub-cell. The faculty in-charges of the respective magazines/journals from other cells may notify their call for papers to the Research Publication incharge as well as send-in a copy of output to the same, for data centralization purpose; their autonomy shall be retained nonetheless.

**Research Projects:** This vertical shall play an enriching role in fostering research culture at SLS-H under the aegis of the Director. The sub-cell shall have a faculty in-charge that shall be nominated by the Director and the following activities shall be carried out:

- ✓ Notify Request for Proposals (RFP) and Expression of Interest (EOI) opportunities across disciplines.
- ✓ Filing the documents (Faculty members interested may apply for it and notify the results to the cell with relevant documents. It shall be the mandate for every faculty member to take up at least one RFP/EOI in an Academic Year. Research Projects (EOI/RFP) may be attempted as a group or as an individual or as a dyad).
- ✓ Hold FDPs on Research Writing, Methodology Workshops, Data Analysis and Visualization
- ✓ Organize Faculty Research Seminars (for 2019, it is every Wednesday)
- ✓ Function in tandem with SCRI, SIU, Pune.

The faculty heads of Student Research and Research Projects shall report to the Research Head who handles the Research Publication sub-cell.

## **RESEARCH AND ADVISORY COMMITTEE (RAC)**

A Research and Advisory Committee is formulated with members within the Institute as well as experts from outside the Institute who are from academics as well as from non-academics. The decision to form a Research and Advisory Committee shall be taken by the Director, Symbiosis Law School Hyderabad campus in order to enrich research initiatives formulated by the Institute for self- growth, organizational growth, and societal well-being. Research and Advisory Committee are composed of accomplished experts offering innovative advice and dynamic perspectives.

The Director, SLSH shall be the Ex-Officio Chairperson of the Research Committee while the Deputy Chairperson shall be the Research Head. The external and internal members shall be chosen by the Director, based on academic qualification, research publication record, work experience (academic and application), research project experience, and industry/application experience.

The purpose of the Research and Advisory Committee is to:

- ❖ To review research activities of the Institute
- ❖ Promoting and coordinating research capabilities of SLSH
- ❖ Provide strategic guidance for high level research
- ❖ Advice and support the development, implementation, review and dissemination of all research and evaluation activities within (including research ethics and plagiarism)
- ❖ Recommend on research and extension project proposals based on scientific merit including assessment of specific objectives, feasibility of success of projects, and so on.
- ❖ To streamline the process of developing research proposals and to establish mechanisms for coordinating research at different levels
- ❖ To facilitate communication and advocacies bound on the research output



## CONDUCT OF RESEARCH

This chapter presents guidelines about principles concerning research, multiple author research, and rights and responsibilities of faculty members engaging in research.

### a. PRINCIPLES CONCERNING RESEARCH

- Individual scholars are free to select the subject matter of their research, to seek support from any source for their work, and to form their own findings and conclusions. These findings and conclusions shall be available for scrutiny and criticism as required by the University.
- Research techniques should not encroach upon established professional ethics pertaining to the health, safety, privacy, and other personal rights of human beings.
- The Institute shall foster an environment conducive to research. It should allocate space, facilities, and other resources for research programs based on the scholarly and educational merits of the proposed research.
- There shall be a meeting convened by the Deputy Chairperson/Research Head every two months to take stock the proposed and on-going research activities and ideas of the faculty members.
- The faculty members should abide by the plagiarism guidelines as laid down by SIU. Plagiarism software is institutionally subscribed for faculty members and students to check plagiarism and abide by publishing ethics.

## **b. MULTI-AUTHORED RESEARCH PAPERS**

This section presents guidelines for manuscripts produced by multi-investigator research teams.

Multi-investigator research teams differ significantly from the individual faculty/graduate student research teams. In particular, the former often consist of colleagues from different disciplines who perform different, specialized functions. The guidelines are as follows:

- Principal investigators have special responsibilities to assure the overall cohesiveness and validity of the publications on which they appear as coauthors.
- All authors in a group effort have a shared responsibility for the published result and should have the opportunity to review all sample preparation procedures and data, as well as all data acquisition and analysis procedures.
- Each author in a group effort should have access to the manuscript prior to its being submitted for publication, and should agree to his or her inclusion as a coauthor. All the participants in the program should know that the paper is being prepared for publication.
- Early in the project, each research group should define appropriate practices for the maintenance of data.

### c. RIGHTS AND RESPONSIBILITIES OF FACULTY MEMBERS

- ❖ Faculty members have the right to academic freedom in pursuit and support of research as per their respective educational domain specialization or interest domain that can contribute to academic learning as well as foster community development. The Institute may sponsor a faculty member's candidature to conferences/symposia/seminars as per SIU norms.
- ❖ Faculty members have the right to disseminate the results and findings of his/her research without suppression or modification from external sponsors, unless stated otherwise.
- ❖ Faculty Members have the right to engage in external consulting activities as per SIU norms, subject to the approval of the Head of the organization.
- ❖ Faculty members are entitled to attend conferences availing sponsorship from the Institute. Also, the faculty members are free to respond to call for RFP/EOI and obtain funding from external agencies. SCRI of SIU also calls for RFPs for minor and major research funding which the faculty members can avail.
- ❖ Faculty members must be aware of their obligations to staff and students working as part of the research team. Annually, each faculty member should review intellectual and tangible property rights and responsibilities, with all members of the group under his or her direction, including staff and students.
- ❖ Faculty Members have the right to approach the Chairman and Vice-Chairman if there is any perceived or real grievance with respect to conduct of research.
- ❖ Faculty members engaging in active research are encouraged to provide staff development opportunities and, if possible, a mentor relationship for those in their group.

## PROCEDURE FOR CONFERENCE FUNDING FOR STUDENTS

### Introduction:

A Conference Fund is available to all the students, on a competitive basis, to attend a conference related to their academic goals. Presenting an academic project/a creative exhibit and/or a performance at a conference can be a valuable experience that enriches a student's understanding of a discipline.

The purpose of this grant is to encourage and assist student presentations at academic conferences related to his/her goals by off-setting the cost of registration, travel, board, and lodging.

### Procedure:

Candidates aspiring to attend a conference have to fulfill the following procedure:

1. Send a copy of the abstract by mail to [research@slsh.edu.in](mailto:research@slsh.edu.in) expressing willingness to attend the conference after acceptance of the abstract. (Mail of acceptance/screenshot of acceptance to be attached)
2. There shall be an acknowledgement from Research cell within 24 hours.
3. Students should send the full paper to Research Cell to be reviewed for funding.
4. The full paper shall be sent to the Faculty Member concerned with the area of research, by the Research Cell, for review and the same shall be notified to the candidate.
5. The candidate shall meet the faculty member concerned, **72 hours** after the receipt of the mail for review.
6. Faculty Member engaging in review shall receive a prescribed review form (attached) from the Research Cell for the paper that is to be reviewed. The faculty member shall review the paper and put appropriate comments/suggestions/improvements in it. The candidate shall incorporate the suggested changes and revisit the faculty member for final review. The faculty member may choose to have a presentation from the candidate(s) (if

considered necessary) before approving the readiness of the paper for presentation at the conference.

7. If the faculty reviewer demands a presentation, he/she should notify the same to the Research Cell ([research@slsh.edu.in](mailto:research@slsh.edu.in)), so that a student seminar can be organized on Wednesdays or any other day depending on the last dates of submission to the conference. All the faculty members present in the seminar can advise the student(s) of likely improvements.
8. Now, the candidate(s) shall submit an application addressed to the Director requesting for a grant in hardcopy, with the review sheet, full paper, and conference brochure attached to it and submit it to the Research Cell ([research@slsh.edu.in](mailto:research@slsh.edu.in)).
9. The Research Cell shall check the details and authenticity of the same and shall forward it to the Dy. Director for endorsement and the grant shall be approved by the Director.
10. After attending the conference, the student may submit the relevant bills to the Accounts Department justifying the grant given. The application for the grant shall be sent to Accounts department.

#### **Eligibility:**

- All students are eligible for a sponsoring grant. However, the availability is subject to approval of the full paper by the Reviewer nominated by the research committee.
- A student can attend a conference twice a year, (one in each semester) with funding from college. The student may judiciously make a choice.
- For a single conference, a maximum of two teams (each team consisting of not more than two members) are allowed, however, in exceptional cases (Reviewer certifies that the paper is abiding by quality standards), the Director may permit more teams.
- To avail funding, a student should apply for review at least one month before the final date of travel or 10 days before final submission date of the full paper, whichever is earlier.

#### **Conditions to the procedure:**

1. The cost of travel, local conveyance, boarding, and lodging shall be reimbursed as per SIU circular only.

- 2. The college shall only reimburse the above after attending the conference; however, approvals should be taken before attending the conference.**
3. Students attending conferences in their home town shall NOT be given board, lodging and local conveyance facility.
4. With respect to registration fees, a maximum amount of Rs. 2000/- shall be reimbursed for a sole author and a maximum amount of Rs. 4000/- shall be reimbursed for a team. Anything over and above this shall be borne by the student/student team.
5. The candidates attending the conference, need to submit a report in hard copy containing the certificate of presentation, a photograph while presenting or while taking the certificate, and a write-up/report about the conference in about 10-15 lines.
6. If the faculty reviewer finds any of the papers suitable for publication in SLS-H journals, the student may be advised to do so. The student shall publish the paper in SLS-H journal subject to the acceptance of the editorial board of the Journal. However, the Director may exempt any student from publication in the Journal if the student produces acceptance letter of the paper in any other reputed journal outside SLSH.

### Format for Reviewing a Conference Article of a Student

<b>Name of the Student</b>	
<b>Class and Batch</b>	
<b>Name of the Conference &amp; Location</b>	
<b>Title of the Paper</b>	

1. Does the title reflect the work? YES / NO

1a. The title may be changed to -----  
-----

2. Does the abstract convey the objective and purpose clearly? YES / NO

2a. Is the abstract able to fill the research gap? Is review of literature adequate? YES / NO

2b. Suggestions/Corrections if any: -----  
-----

3. Is the Introduction adequately focusing on background facts? YES / NO

4. Is the research problem satisfactory? YES / NO

5. Is the Discussion adequate? YES / NO

6. Are the references and literature review current? YES / NO

7. Are the methods employed for Analysis satisfactory? YES / NO

8. Is the paper checked for plagiarism? YES / NO

9. Is the paper ready for presentation? YES / NO/Needs minor Revision

**Comments/Suggestions/Corrections<sup>1</sup>:**

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**Name & Signature of the Faculty Member**

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<sup>1</sup> Reverse side may be used to insert comments/suggestions/improvements if space is insufficient.



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