



**St. Joseph's College of Arts & Science (Autonomous)**  
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## **IMPLEMENTATION OF STATED CODE OF ETHICS FOR RESEARCH**

### **POLICY ON RESEARCH**



# St. Joseph's College of Arts & Science (Autonomous)

Affiliated to Annamalai University, Annamalai Nagar | Re-Accredited by NAAC with 'A' Grade (3<sup>rd</sup> Cycle)

Recognised under section 2(f) and 12(B) of the UGC Act, 1956 | A Christian Minority Institution

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## Policy for Promotion of Research

### 1. Introduction

#### 1.1. Executive Summary

This policy document titled “Policy for Promotion of Research” offers directive principles for the pursuit of research activities in the St. Joseph’s College of Arts and Science (Autonomous). It outlines the college’s vision and institutional support in the domain of research. It provides information on objectives of the policy, principles, and activities promoted institutional support in the form of incentives and provide general information on the research eco-system in the college.

#### 1.2. Nomenclature

- 1.2.1. “College” refers to St. Joseph’s Arts and Science College (Autonomous) Cuddalore.
- 1.2.2. “Faculty” refers to a member of the teaching-staff of St. Joseph’s Arts and Science College (Autonomous), Cuddalore.
- 1.2.3. “Research scholar” refers to a full-time /part time research scholar enrolled in the Ph.D. programs in the College.
- 1.2.4. “Student” refers to a full-time student enrolled in any of the programs in the College.

#### 1.3. Preamble:

St. Joseph’s College’s vision is directed by the motto “Hardwork Conquers all”. The institution believes in promoting the character of perseverance, a culture of excellence and an attitude of empathy in all its endeavors. These values inform the priorities of the College. This policy document outlines broad principles to obtain this goal through research. It presents a framework that guides research activities at St. Joseph Arts and Science College (Autonomous), Cuddalore based on the vision and strategies laid out in 1.4 Research Vision and 1.5 Research Strategy.

#### 1.4. Vision:

- 1.4.1. To be an institution of excellence in research and advance knowledge.
- 1.4.2. To persevere and succeed in providing research-based solutions to the problems faced by the region, the nation, and the world.
- 1.4.3. To produce world-class researchers and problem solvers through research-oriented and research-based curriculum.

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## 1.5. Strategy:

- 1.5.1. To incentivize faculty to undertake research and publish quality papers.
- 1.5.2. To host national and international conferences to instill a culture of research in the College.
- 1.5.3. To promote research that synergizes teaching, research, and extension priorities of the College.

## 1.6. Terms and Conditions:

- 1.6.1. This Policy for promotion of Research governs Faculty and Students of college. This policy document is ratified by the Academic Council.
- 1.6.2. Any Research Award/Grant/Cash Incentive/Leave benefit cannot be claimed as a right.

## 2. Objective of the policy:

- 2.1. To excel in producing world class research, it is necessary to establish a culture that supports **academic freedom**, an eco-system of **excellence** and **ethics**, and institutional provisions of **incentives** for research activities. This policy document outlines the academic freedom and responsibility of the faculty/scholars/students, the various research activities faculty are encouraged to pursue, the incentives, and schemes available for the faculty for publications, presentations, and professional development and outlines the units in the college that actively support research activities.

## 3. Principles:

The college hereby affirms the following principles concerning research:

### 3.1. Academic Freedom

Faculties are free to choose any topic of their choice for research, to apply and secure funding from any source for the pursuit of such research and freedom to form their own findings and conclusions with the permission of the research development cell. Provision of infrastructure and financial support for research from the college is subject to availability of funding and resources.



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## 3.2. Responsibilities

The College lays down the following responsibilities on Faculty/Students undertaking research. All research undertaken by Faculty/scholars/Students shall:

- 3.2.1. Follow all ethical rules pertaining to research.
- 3.2.2. Follow all laws and regulations laid out by the Government and regulatory bodies.
- 3.2.3. Follow all terms and condition laid out by the funding agency, if any.
- 3.2.4. Ensure no harm to the reputation of the College.
- 3.2.5. Ensure no damage to the infrastructure of the College.

## 3.3. Scrutiny

- 3.3.1. All research activities undertaken by the Faculty/Scholars/Students should be open to scrutiny by the College. The College may appoint committees to review, scrutinize and critique any research findings and conclusions.
- 3.3.2. Externally funded research is exempt from scrutiny as long as the research work is in agreement with the rules mentioned in 3.2.
- 3.3.3. Research funded by Govt/Private bodies including industries shall be governed by the terms of the scheme/agreement between the Faculty and the funding agency. The PI (principal investigator) and CI (co-principal investigator) are responsible in case of their transfer or resignation or retirement from the institute.

## 3.4. Ethics:

- 3.4.1. Research activities should not violate established professional ethics including rights of human beings or animals.
- 3.4.2. The College follows a strict anti-plagiarism policy and any conscious attempt to plagiarize the work of others will result in strict disciplinary action.
- 3.4.3. The College shall attempt to provide infrastructure and financial support to research as far as possible depending on the availability of resources for such activities.

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- 3.4.4. The individual Faculty is responsible that the research, its funding, and its outcomes are consistent with policy of the College and rules and regulations of the funding agencies (Governmental/non-Governmental)

## 3.5. Affiliation

- 3.5.1. The Faculty, scholars and Students shall publish and present their research findings by affiliating themselves to St. Joseph College of Arts and Science College (Autonomous) Cuddalore.

## 3.6. Ownership/Authorship

- 3.6.1. The Faculty/Scholar/Student is the owner of his/her research, unless and otherwise agreed upon with the funding agency/research guide/partner.
- 3.6.2. It is the responsibility of the Faculty/Student to ensure that role of the college and those involved is properly acknowledged in the research work.

## 3.7. Archiving and Documentation.

- 3.7.1. Faculty members shall provide copies of their published research including project reports for the purpose of archiving and accreditation to the Research Development Cell.
- 3.7.2. The Faculty/Scholars/Student shall maintain all records including raw data and receipts and payments details mandated by the funding agency.

## 4. Promotion of Research:

The management of the college actively supports research. It encourages all Faculty members:

- 4.1. To undertake research activities.
- 4.2. To secure funding from Government and other external sources for their research.
- 4.3. To publish in peer-reviewed/indexed Journals.
- 4.4. To act as peer-reviewers and editors for journals, conferences, and publications.
- 4.5. To present their research findings in conferences and deliver guest lectures.
- 4.6. To pursue professional training required to undertake research.
- 4.7. To apply for research awards and prizes in their fields



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- 4.8. To obtain membership in professional organization and research networks.
- 4.9. To collaborate nationally and internationally for undertaking research.
- 4.10. To organize conferences/seminars/symposia to promote a culture of research in the institution.
- 4.11. To propose in-house publications that will meet international standards.
- 4.12. To obtain Intellectual Property Rights, Copyright, and Patents.
- 4.13. To guide UG/PG/PhD students in their research projects as per their eligibility.
- 4.14. To frame courses and syllabi those are informed by research and advances in their respective fields.
- 4.15. To build intra-institutional, inter institutional and industry-institutional linkages for the purpose of research.

## 5. Incentives for Research Publications and Presentations.

The following scheme of incentives is made available for different faculties. Faculties are requested to obtain the application forms for the incentives/grants from the Research Development Cell. For all awards, the application shall be made on or before March of every year. The incentives/awards shall be distributed in month of June, unless and until date is mentioned.

### 5.1. Continuous Professional Development Awards:

A faculty member is eligible for applying for the continuous development grant (seed money) once in three years. The Grant amount has to be utilized for:

- 5.1.1 Carrying out the research and publishing the findings in reputed (SCI and UGC care list) journals.

### 5.2. Publication Awards:

#### 5.2.1. Paper Award

The college provides cash incentives for the publication of papers in the following avenues:

- 5.2.1.1. Publication in Scopus/Web of Science Journals

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## 5.2.1.2. Publication in UGC-Care Journals.

The Award is tenable only for first or corresponding author on the publication of the article and not on intimation of acceptance. Only full papers are eligible for the award. The Faculty shall submit copies of the published work in the format requested by the Research Development Cell.

## 5.2.2. Ph.D scholar scholarship

5.2.2.1. Research scholars who complete publishing papers in the reputed journals (SCI and UGC care list) can apply for the scholarship.

## 5.3. Presentation Awards

5.3.1. Faculties who wish to go for presenting in conferences are eligible for applying grant. Research Development Cell decides the size of the grant basing on the nature of the conference.

## 6. Research Degrees/Courses:

6.1. The College offers full-time and part-time PhD in select disciplines. Further all PG and select UG programs have research components as a part of their curriculum. The College strives to support all student research activities with infrastructure support within its limitations.

6.2. The structure and conduct of the research programs are in tune with the regulations of the Parent University and the University Grants Commission.

## 7. Institutional Units

All academic departments are encouraged to undertake research projects and to publish their findings. The college has established several labs within the college. To promote research, a research cell has been established to monitor/document all research work under the guidance of the Principal. Seminars, Conferences and workshops are held by the departments in their respective fields.

## 8. Administration:

8.1. Research undertaken by UG/PG/PhD students are supervised and administered by the respective department following the rules and regulations laid out by the Board of Studies/ Academic council/parent University

8.2. Faculty members may approach the HoD/Coordinator –Research Development Cell to seek support/assistance for their research activities.

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- 8.3. It is the responsibility of the faculty members to fulfill such needs and requirements for research funded by Govt/private bodies.
- 8.4. An Ethics committee reviews all research that falls under its purview.
- 8.5. The administrative section of the college and Research Development Cell shall assist the faculty members with reference to all communication regarding research from Govt/Private bodies including funding.



PRINCIPAL

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