



ST. TERESA'S COLLEGE (AUTONOMOUS)

Affiliated to Mahatma Gandhi University, Kottayam

46th RANK IN
NIRF RANKING 2024



3rd RANK IN
KIRF RANKING 2024
KERALA INSTITUTIONAL RANKING FRAMEWORK



RESEARCH POLICY

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1. PREAMBLE

Research policy (herein referred to as “Policy”) refers to a set of guidelines, principles, and strategies established by the institution to promote research activities. This Policy will apply to all individuals, including all faculty, scientific staff, postdoctoral scholars, students, project associates and project assistants who may be involved in research at the institute and to all research conducted by such individuals, whether funded by the government or from private agencies from either India or abroad. It also applies to proposals for such research. The policy encompasses a range of decisions and guidelines that govern the academic integrity to research, conduct, funding and dissemination of research. The research policy has been framed to analyse, understand and effectively respond to all types of challenges posed in the pursuance of quality research. The administrative procedures to be followed by the Institute pursuant to this Policy are, in all cases, subject to the requirements of law. The institute will comply with all applicable central and state laws, regulations and Policies.

2. PURPOSE AND SCOPE OF THE POLICY

St. Teresa’s College (Autonomous), Ernakulam has seven departments serving as research centres: Department of Botany, Department of Chemistry, Department of Physics, Department of Home Science, Department of Economics, Department of English, and Department of Sociology. There are 38 faculty members who serve as research guides, supporting 112 students involved in Ph.D. research.

The purpose of the Research Policy is to provide a structured framework for planning, conduct, funding, collaborations and management of research activities. The policy aims to promote academic integrity in research for advancement of knowledge, address societal and economical challenges while ensuring ethics and quality in research activities and its implementation.



Enhance the institutional capacity for strategic, technical and operational level, budgeting and manage all the research activities of the college.



Establishment and approval of a research code that informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research



Encourage and facilitate the publication of the research works in reputed academic International / National journals as well as to facilitate the presentation of the research work through academic events such as workshops/seminars/conferences.



To promote the generation of IPR and product/process.

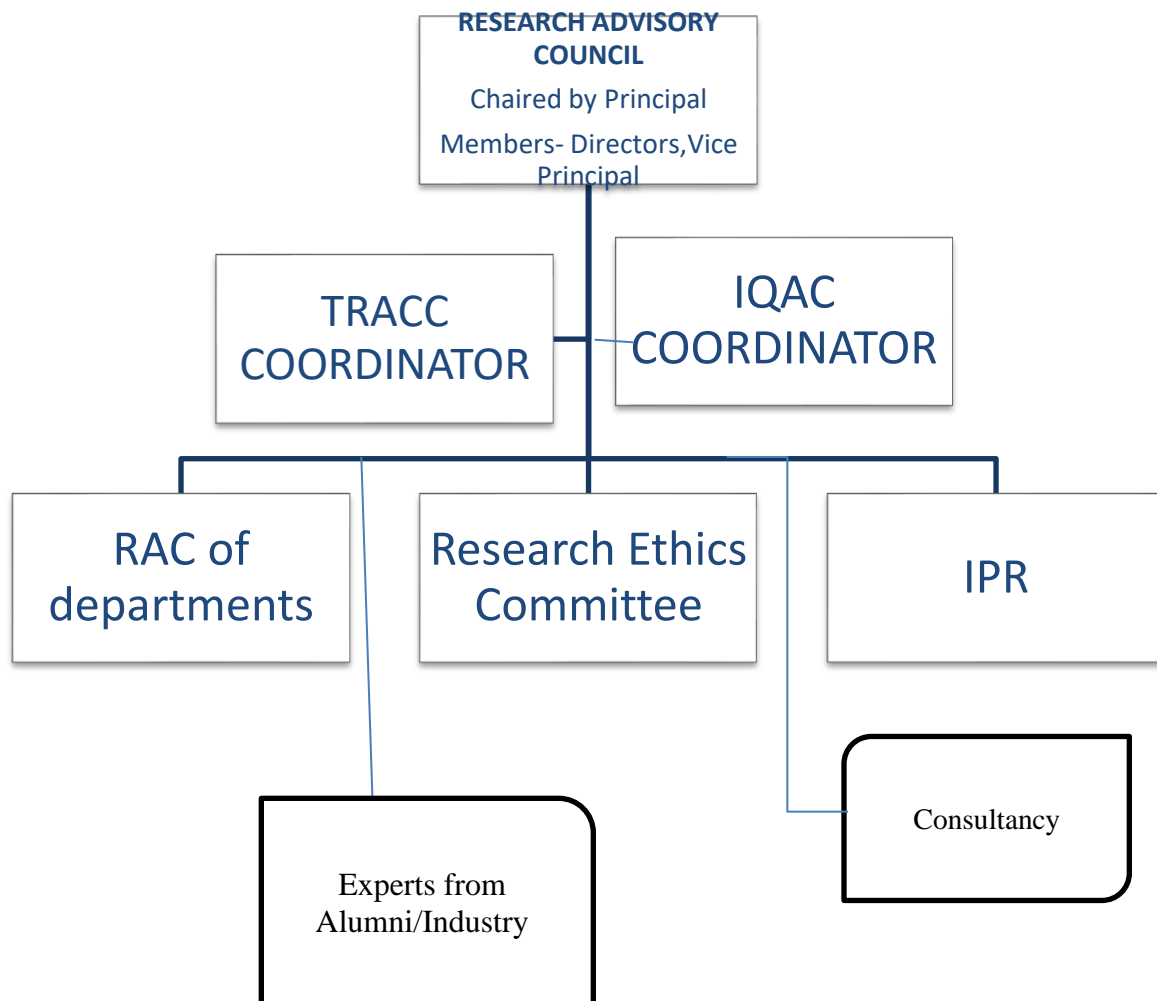
3. OBJECTIVES OF THE POLICY

- Prepare and implement a research quality assurance mechanism for ensuring that all research activities of the college conform to standard quality specifications.
- Facilitate access to research, expertise and technology databases and selective dissemination of information.
- Guide faculty members in the effective integration of research projects with the regular curriculum implementation and curriculum enrichment activities ensuring that academic staff attain the desired mix of teaching, research and consultancy outputs.
- Promote interdisciplinary research and establish procedures for organizing and carrying out joint research projects covering more than one knowledge domain as well as guidelines for involving outside organizations or experts in such projects.

- Compile data on all the research work/projects undertaken by the teachers and students into a database for easy monitoring and analysis of the progress being made by them from year to year.
- Facilitate providing professional guidance, technical support and recommendation for financial assistance.
- Define an enabling framework for researchers to obtain SEED MONEY and scholarships for research projects and which makes the participating researchers responsible for the successful implementation of the project.
- Identify, collaborate and establish linkages including MOUs with National/International/Govt/Non-Govt/Industry/Research organizations and Local agencies to benefit from the activities and programmes conducted by those organizations for widening the scope of the research opportunities, obtaining sponsorships and funding options available.
- Foster strong links with industry for collaborative research, technology transfer, and specialized human resource development.
- Promote commercialization and application of technologies and inventions.
- Develop and promote linkages with the Research Council of the Mahatma Gandhi University, Kottayam (Parent University) and enable all the researchers of the college to benefit from the activities and programmes of the council.

4. RESEARCH ADVISORY BOARD (RAB) OF THE INSTITUTION

The implementation and updating of the research policy will be carried out by the Research Advisory Board of the college, which is formulated as per UGC guidelines. The Research Advisory Board will assist and advise in matters related to academic integrity in research and all other research activities of the institute. The Research Advisory Board has the following structure:



5. ROLES AND FUNCTIONS OF RESEARCH ADVISORY BOARD

- Make efforts to improve the availability of research infrastructure requirements to facilitate research.
- To screen the Research/ Project Proposals of the Institution and Faculty before forwarding it to the sponsoring agencies.
- It undertakes periodic evaluation of various research activities of the entire Institution and its development programmes.
- Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
- Encourage and promote the publication and patenting of research articles by the faculty in reputed/ refereed journal.
- Publicize the research expertise and consultancy capabilities available in the college.
- To motivate the prospective researchers to apply for major and minor projects.

- Promote interdisciplinary/ multidisciplinary research.
- Organize workshops/ training programmes/ conferences are conducted by the institution to promote a research culture in campus.
- Facilitate the faculty in undertaking research and will collaborate with the college management to establish a research fund to provide seed money.
- Institute research awards.
- Create and maintain a database of research work and research projects undertaken by the faculty and students as well as collect data by metrics such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc.
- Facilitate the provision consultancy services to industries / Government / Non-Government organizations / community/ public.
- Prepare budgets for supporting students' research projects.
- Invite industry to use the research facilities of the college and sponsor research projects.
- Approach National and International organizations such as UGC, ICSSR, ICHR, ICPR, DST, DBT, UNESCO, UNICEF to fund major and minor research projects undertaken by the faculty / students

6. MANAGEMENT-AIDED RESEARCH GRANT (MARG) (SEED MONEY FOR RESEARCH)

The Management Aided Research Grant (MARG), an initiative of CSST Management, provides financial support in the form of Seed Money to foster a culture of research among faculty members. The scheme, inaugurated in 2018, signifies the institution's commitment to promoting academic research.

OBJECTIVES: The primary objective of the MARG scheme is to enhance research activities with practical applications for industry and society. This initiative serves as a catalyst, propelling them to seek major research grants from various national and international funding agencies.

ELIGIBILITY: All regular and guest faculty members, either individually or through interdepartmental collaborations, are eligible to apply for funding under the MARG scheme. Applicants must have a minimum of one year of research or teaching experience or a doctoral degree in the relevant field.

DURATION: Projects supported under the MARG scheme will have a duration of a minimum of one year and a maximum of two years.

NATURE OF FINANCIAL ASSISTANCE: The maximum grant per project under the scheme

is Rs. 1 lakh. The grant covers analytical services required to fulfil specific project tasks. No additional special grants will be provided. Purchases of equipment or consumables, if any, must adhere to Government and University rules.

Expenditure: Under the MARG scheme, certain expenditures are eligible for funding, while others are restricted. The allowable expenses typically aim to support the direct research activities and contribute to the successful execution of the project and include-

- Data Collection and Analysis- Costs related to collecting data, such as survey distribution, or experiment materials and expenses for data analysis tools and software may be allowable.
- Publication and Dissemination- Costs associated with publishing research findings, including fees for journals, open-access publication, or other dissemination methods including presentation of papers related to the research project in conferences, seminars workshops etc.
- Prototyping and Development- For projects involving product development or prototyping, expenses related to creating and testing prototypes may be allowable.
- Legal and Ethical Compliance- Costs associated with obtaining necessary approvals and meeting legal and ethical compliance requirements, such as Institutional Review Board (IRB) approvals for human subjects research.
- Communication and Outreach - Expenses related to communication and outreach activities that promote the research project, such as creating educational materials, hosting public talks, or engaging with the community.

The following expenditures are not allowed under the MARG scheme - air-conditioners, laboratory renovations, Motherboard, DVD writer, Hard Disk, RAM, Antivirus, Computer, Laptop, Mobile, internet charges, DVD, Steam Oven, Home Theatre, Handy cam, Scanner, Fridge, Cupboard, Books rack, Furniture, and air travel.

PROCEDURE FOR APPLICATION AND SELECTION OF PROJECT PROPOSALS:

- The college will invite proposals through a notice on the college website.
- Eligible faculty members should submit applications with objectives, national and international context, methodology, research plan, expected outcomes, and a budget estimate in the prescribed format.
- Preference will be given to proposals with innovative elements, applied research components, or proven concepts.
- For collaborative projects, the responsibilities and budgets of each department must be clearly defined.
- Applicants must submit three hard copies and a soft copy of the detailed proposal to the college.
 - Proposals will undergo review from the MARG Review Committee, and shortlisted proposals will be presented to the External Expert Committee.

Additional Guidelines:

- Project transfers are not permitted.
- The faculty member who has used the seed money for a project can apply for funding again, but only after three years following the completion of their first project.
- It is mandatory to complete the research project within the stipulated time. If not, the entire

amount has to be reimbursed with the interest to the management.

- Half-yearly progress reports must be submitted to the MARG Committee.

PROCEDURE FOR RELEASE AND UTILIZATION OF GRANTS:

- The sanctioned amount will be transferred to the Principal Investigator's account.
- The first instalment will constitute fifty per cent of the total grant.
- Release of the second instalment depends on work quality, achievements, and review committee recommendations.
- Audited Statements of accounts and utilization certificates must be submitted at the end of the financial year.
- *Publication of the research output related to the area of research with the affiliation of the name of St. Teresa's College (Autonomous), Ernakulam, in reputed peer reviewed/ UGC care-listed journals and conference proceedings is a mandatory pre-requisite for the final release of grants.*
- The participation of the principal investigator in the pertinent research-related outcome- based activities is mandatory for the releases of the grants.

PROJECT COMPLETION REPORT: Upon completion of the research project, the Principal Investigator must submit a bound copy of the final report in thesis form to the Research Committee. The report should include:

- Sanction letter for the project from the manager of the college.
- Technical report with conclusions and research outcomes
- Publications based on the research work
- Patents, if any
- Audited statements of accounts
- Audited utilization certificate
- Plagiarism report A soft copy of the completed project should be sent in pdf format to margstc@teresas.ac.in with the title of the project as the file name

7.INTELLECTUAL PROPERTY RIGHTS (IPR) POLICY

Over the past several decades, St. Teresa College (hereinafter referred to as STC/Institute) has been dedicated to nurturing highly skilled scientific and technical talents and providing solutions to various challenging technological issues across different fields. With its exceptionally qualified faculty and supporting staff, the Institute aims to establish itself as a leading Centre for teaching and research, consistently focusing on academic excellence, research, and innovation. Recognizing the value of intangible assets, including innovations, copyrights, know-how, designs, and other creative outputs generated during the intellectual and scientific endeavours of its faculty and students, STC acknowledges that these assets provide a competitive advantage. To provide clear guidelines and regulations concerning intellectual property rights (IPR), their ownership, commercialization, technology transfer, and confidentiality requirements, the college has

formulated its intellectual property policy. This policy aims to guide faculty, staff, students, research scholars, and external partners on IPR practices within the institution. It is essential to note that as the country's IPR policy evolves, this document should be considered more as a guiding principle than a rigid legal norm. To ensure that the IPR Policy remains relevant and is in line with changing legal and regulatory requirements, business standards, and the changing needs of the Institute and its stakeholders, the Institute will periodically review and update it. This document, along with its annexures containing valuable information on IPR, as well as the addendum providing Operating Guidelines, serves as a comprehensive guide to managing Intellectual Property at STC.

PURPOSE: The objectives of the IPR policy are as follows:

1. Facilitate, encourage, promote and safeguard scientific inquiry, research endeavors as well as the academic freedom of its faculty, researchers and students;
2. Cultivate an innovative culture within the Institute that encourages and nurtures the creation and advancement of Intellectual Property;
3. Establish clear guidelines outlining the rights and responsibilities of the Institute's faculty, staff, and students while safeguarding the Institute's interests and the interests of its members;
4. Develop a policy and set of procedural guidelines for managing intellectual property rights to effectively transform the Institute's knowledge into economic value;
5. Empower the Institute to utilize its intellectual property in a manner that maximizes benefits for the Institute, inventors, and society at large;
6. Cultivate the Institute to become a premier academic research institution that is committed to excellence in scholarship and education by sharing the intellectual property generated within the Institute with the community and society at large for their advancement and benefit.

SCOPE: This policy is inclusive of all intellectual property rights arising from inventions, creations, or discoveries made by various stakeholders affiliated with the Institute. These stakeholders include faculty, staff, students, research scholars (both internal and external), individuals working on sponsored research and consulting projects, as well as visiting scientists, professors, and professionals engaged in teaching and research activities at the Institute, whether on a full-time or part-time basis. The policy covers intellectual property such as patents, trademarks, designs, copyrights, know-how, and confidential information resulting from scholarly research.

POLICY STATEMENT: The Institute's primary objectives and functions encompass teaching, research, and addressing community and societal needs. In alignment with these goals, the Institute is committed to promoting, safeguarding, managing, and commercializing intellectual property. It actively supports the monetization and utilization of IP, which can serve as a supplementary source of income for the Institute and bring about beneficial outcomes for its employees and students. While doing so, the Institute also acknowledges and upholds traditional academic values and aspirations.

DEFINITIONS:

- **Intellectual Property (IP):** IP refers to intangible assets encompassing various outcomes, such as results, conclusions, deductions, inventions, ideas, improvements, discoveries, enhancements, solutions, processes, modifications, know-how, data, information, designs, software programs, genetically engineered microorganisms, business models, logos, trademarks and copyrightable works, which are the output of the intellectual efforts contributed by the Institute's faculty, staff, students, research scholars, and other employees. IP can arise from research supported or sponsored by the Institute, industrial consulting, joint research, or development activities.
- **Intellectual Property Rights (IPR):** IPR denotes the rights derived from intellectual property, including patents, trademarks, designs, copyrights, geographical indications and other applicable rights.
- **Background Information:** Background information pertains to technical knowledge and know-how owned or controlled by the partners engaged in a collaborative Research and Development program before the commencement of the program. This knowledge is typically relevant to the subject matter of the program or related fields necessary for its execution.
- **Background Intellectual Property:** Background intellectual property refers to the preexisting intellectual property owned or controlled by the partners involved in a collaborative research and development program before the program's initiation. This IP is typically within the same field as the subject matter of the program or in related fields, and it is necessary for the successful execution of the program.
- **Foreground Intellectual Property:** Foreground intellectual property refers to the intellectual property that is generated during the course of a collaborative research and development program. This includes any new IP or innovations resulting from the joint efforts of the partners during the program's duration.
- **Institute Personnel:** In the context of this policy document, Institute Personnel encompasses all members affiliated with the Institute, such as faculty members, staff, students, research scholars (both internal and external), visiting scientists, professors, and other professionals, whether **employed on** a full-time or part-time basis.
- **Licensing** means granting of permission to use by the owner of the intellectual property to another party by way of permitted use as per agreed terms which may or may not include royalty.

INTELLECTUAL PROPERTY RIGHTS CELL (IPR CELL)

The Intellectual Property Rights Cell (IPR Cell) is established to formulate rules, guidelines, and policies that are to be adopted by STC after receiving due approval from the Management, Board of Directors, or Chairman of the institute. The primary responsibility of the IPR Cell is to conduct official activities to facilitate the utilization of these approved rules and guidelines. Specifically, the IPR Cell ensures the efficient and prompt handling of IPR applications and plays a crucial role

in effectively implementing the Institute's policies and guidelines concerning Intellectual Property Rights. The cell constitutes of the following:

1. Convener of the IPR Cell to be nominated by the manager from amongst the Senior Professors of the Institute
2. Two Associate Faculty members to be nominated by the manager from amongst the Faculty of the Institute
3. IPR legal Advisor/consultant to be nominated by the manager. He/She will also assist in drafting and evaluation of MoUs and filing of patent and copyright applications.

OWNERSHIP AND DISCLOSURE OF IP / IPR

1. The ownership of all IP / IPR shall be vested with St.Teresa's College. All rights to license, assign or transfer the same shall vest with St.Teresa's College
2. All inventions or discoveries or IPR created by students or faculty of the college shall be promptly disclosed and assigned to St.Teresa's College. The same is necessary to initiate protection of the intellectual property with the appropriate Intellectual Property offices.
3. The IPR created shall not be published anywhere without the consent of STC. Publishing before filing of patent applications may hamper novelty and lead to loss of valuable patent rights.

REVENUE SHARING

1. Revenue accruing out of the commercial exploitation of IP, including the technology transfer fee and subsequent royalty payments shall be distributed in accordance with the terms outlined in the Memorandum of Understanding (MoU) between the inventor(s)/creator/author and STC.
2. In cases where the intellectual property is jointly held by collaborating departments within the college or with other collaborating institutions, the distribution of shares must be approved and endorsed by the lead inventor and STC.

CONFLICTS: 1. In the event of any conflict of interest related to the invention or discovery or any issues pertaining to IPR infringement, the inventor/creator/author or the Head of the department involved should promptly disclose such conflicts to the IPR cell who in turn shall bring it to the attention of the management of STC.

2. The college discourages its students and faculty from engaging in legal disputes. However, if any legal disputes arise concerning the implementation of the intellectual property policy, efforts will be made to address the concerns through an internal arbitration mechanism to reach a mutually agreeable resolution. The decision made by the internal arbitrator appointed by the management of STC in this matter shall be considered final and binding.

IPR FILING

1. All IPR applications, regardless of whether the inventions / creations have resulted from in-house research projects or sponsored projects, must be filed through the college's IPR cell in the name of STC.
2. Utmost care should be made to ensure that the details of the intellectual property under consideration are not disclosed to the public or other faculty members/researchers from other

institutions.

3. The proposed applications for IPR will undergo analysis and evaluation by the college's IPR cell. The inventor/s / creator/s should provide a concise presentation of their invention to the college's IPR cell.

4. The official procedures related to IPR filing and follow-up will be handled and communicated by the IPR cell.

5. In the event that the inventor(s) decide to abandon or withdraw from the IPR procedures at any stage of the filing process or after submitting the application, prior approval from the IPR cell is mandatory.

6. The inventor, during his association with STC or even after cessation of the same, shall make himself available to sign any document or complete any formality, as and when required, for patent application procedures.

IPR FILING EVALUATION PROCESS

1. The inventor(s) must submit an Invention Disclosure form or Copyright Disclosure Form to the IPR Cell. This form provides detailed information about the invention or creative work, its potential applications, and any relevant prior art or similar works. The Disclosure form shall explicitly indicate the inventor's consent to have all rights in the identified invention assigned in favour of STC.

2. The IPR Cell will review the submitted disclosure forms and call for a presentation before the Evaluation Committee. During this presentation, the inventor(s) will have the opportunity to explain the innovation or creative work in more detail, answer questions, and provide additional insights.

3. After the evaluation process, the Evaluation Committee will determine which applications qualify for further consideration. The qualified applications will then be processed for intellectual property filing through the IPR Cell in the name of STC. This may involve patent filing, copyright registration, or other appropriate forms of protection based on the nature of the innovation or creative work.

RECORD KEEPING PROCEDURES: The Institute shall follow systematic record-keeping procedures for all information and points of interest generated by an inventor during the process of creating intellectual property. The following guidelines should be observed:

7. Avoid using abbreviations or terms without clear explanations, unless a table at the beginning or end of the book/document provides a clear explanation of the terms used.

8. Crucial data, descriptions, or tests relevant to significant discoveries or innovations should be signed and verified by the creator, supervisor, or project facilitator.

9. Any modifications made should be clearly marked by striking through the erased matter and writing "cancelled" next to it. The revised information, clearly marked as such, should be immediately entered below, and verified by the inventor with their initials and the date.

10. Samples of new products or products created through novel methods should be preserved, if possible, and photographed for the record. Each photograph should be dated and signed by the

creator on the reverse side.

TECHNOLOGY TRANSFER: STC's Intellectual Property, whether owned solely by STC or jointly with other institutions or industry partners, will be actively promoted for commercial use through agreements that facilitate technology transfer, licensing, and revenue sharing models. The inventors shall assist in this process in any necessary capacity.

INFRINGEMENTS, DAMAGES, LIABILITY AND INDEMNITY: As a standard policy, STC shall include clauses in contracts with licensees to seek indemnity from any legal proceedings. This indemnity will cover a broad range of issues, including but not limited to manufacturing defects, production problems, obligations related to upgrading and debugging etc. Furthermore, STC shall ensure that they are indemnified according to the agreements with licensees when transferring technology or copyrighted material to them. STC will also retain the right to decide whether to engage in litigation or refrain from taking legal action concerning IPR infringement and license issues.

DISPUTE RESOLUTION: In the event of any IPR disputes, the aggrieved party has the right to appeal to the Chairman/Principal of the Institute. An earnest attempt will be made to address and resolve the concerns raised by the aggrieved party through amicable discussions and if required through an internal arbitrator appointed by the Chairman/Principal. The decision made by the Chairman/Principal in this regard shall be considered final and binding.

JURISDICTION: As a standard policy, all agreements signed by the college and any disputes arising from those agreements will be subject to the jurisdiction of the High Court of Ernakulam, Kerala. Furthermore, these agreements shall be governed by the appropriate Rules and Laws of India.

8.CODE OF ETHICS

- St. Teresa's college will strictly follow internationally recognized codes of Research Ethics and maintain high standards of integrity, honesty, and professionalism in respect of all research activities undertaken.
- All faculty and research scholars must adhere to the research policy of the institution.
- Since the college is affiliated with Mahatma Gandhi University, Kottayam, the college follows the regulations of the University and UGC regarding plagiarism and malpractice in research.
- An ethics committee has been constituted and a Standard Operating Procedures (SOP) are adopted for monitoring the research activities of the college.
- The research activities conducted must be knowledge based or as per the requisite of the society in terms of social, economic, medical or scientific needs.
- Immoral research, harmful to people, society or animals will be considered to be against the code of research conduct.
- Regular research scholars (Full time) should be in the research centre during the regular working

hours (9.30 am -3.30 pm). ***Common attendance register should be maintained by the HoDs of the respective research departments.***

- It is mandatory that scholars (Full time) engaged in research activities in other institutions get a prior approval from the guide and produce an attendance certificate from the institution concerned, failure of which will be considered as absence.
- Full time research scholars should not be involved in any of the salaried jobs.
- A full time researcher can convert into a part time researcher as per the MG university norms and regulations.
- Researchers and supervising guides will be held responsible for all the research activities undertaken.
- A Ph.D scholar should appear before the research advisory committee to make a presentation and submit a brief report of the progress of the work for evaluation and further guidance. Only those scholars who make the biannual presentation before the Research Advisory Committees of the concerned research centres of St.Teresa's College (Autonomous) can get their progress report attested by the Principal.
- ***Research guides shall be present along with the research advisory committee for the half yearly presentation of the scholars/ Biannual meet Organized by the Teresian Research and Consultancy Cell (TRACC).***
- ***Publications and Paper Presentations: All the scholars are expected to publish at least one paper every year in reputed UGC Listed/ peer reviewed journals having high Impact Factor. It is mandatory that the publication carries the name of the guide, scholar, and the name of the institution/centre where the scholar is doing his/her research. The scholars should present papers in national/international seminars/ workshops/conferences/ symposia.***
- Researchers are expected to adhere to the standard rules and regulations of funding agencies and ensure proper conduct, reporting and auditing of their funds.
- All research data must be peer reviewed, published and patented data must be patented with consultation with the IPR cell of the institute.
- All faculty and students undertaking research must respect and obey the IPR policy of the institution.
- Researchers must ensure that the common facilities provided in the institution including laboratory and library are handled with proper diligence.
- Endorse social wellbeing and to prevent or lessen social harms through research, public education, and promotion and care to safeguard the environment.
- Any research activity identified or reported against the Research Policy of the institution will stand debarred and the respective researcher will be subjected to the Board of Enquiry from the Research Advisory Board.
- Any malpractice identified or reported will also be subject to the Board of Enquiry of the Research Advisory Board and necessary action will be taken as per the Research norms enforced by law.
- Any research dissertation submitted from the Institution is screened by Mahatma Gandhi University, Kottayam for plagiarism before it is accepted.

- **Soft copy and one hard copy of each of the research dissertations should be submitted to the research guide, research department as well as in the college library.**

8.1 R&D ACTIVITIES AND POLICY

Research collaboration is the key to building an effective research career in today's globalized world. The collaboration may be interdisciplinary, inter-organizational, and international in nature to facilitate research advancement by bringing together unique talents and resources.

- The faculty members are motivated to participate in national and international events.
- Researchers are encouraged to undertake research projects with other institutions.
- The faculty/students are promoted to opt the training/ internships at the institute of National/ International repute.
- The departments are suggested to organize joint research events with other institutions of national and international repute.
- Due credit and mutual conflict of interest agreement between parties is expected with regard to paper publication.
- Patenting of any work done in collaboration utilizing the expertise of any faculty, student or facilities of the intuition must be given due credit and will be undertaken as per the guidelines of the IPR policy of the institution.
- Any issue related to collaborations identified or reported will be subjected to the Board of Enquiry of the Research Advisory Board.

8.2 Ph.D GUIDELINES- COURSE WORK

- **Attendance:** In accordance with the MGU order No. 1299/AC A10/2020/MGU dated 7.6.2020, attendance is granted to all scholars doing Coursework this year from March 23, 2020 to May 31, 2020. From June 1, 2020 all scholars currently doing Ph.D both full time and part time are to report to their supervisors and affix their signature in the register/muster roll maintained by their supervisors. This apart, a consolidated format will also be mailed to the supervisors wherein the supervisor has to enter the attendance details of each of the scholars working under her guidance for each month and submit it to the Principal, St. Teresa's College on the last day of every month. The attendance register/muster roll has to be countersigned by the supervisor every month. This register/muster roll can be signed by the principal every six months during the submission of a half yearly progress report of the scholar.
- **Fees:** Fees must be remitted as per the MG university norms and College fee regulations.
- **Duration of Course Work:** The Course Work is conducted for a period of six months as per the M.G University Guidelines. The period of Course Work for full time scholars is from January to June. The part time scholars who are regular faculty of colleges can do their Course Work in two spells.
- **Courses of study during Course Work:** The Course Work consists of four courses:
- **Course I. Research Methodology** (which is of three categories viz.... Separate syllabi for

those in Science, Social Sciences and Languages). Scholars from English need to follow the syllabus of Languages, those from Botany, Physics and Home Science come under the Science wing and those doing research in Sociology and Economics departments will follow the syllabus of the Social Sciences).

- **Course II. Advanced paper in the field of study** (Each department has its own syllabus. The syllabus is available on the website of Mahatma Gandhi University.
- **Course III. Paper pertaining to one’s research** (Content developed by the Research supervisor himself/herself) and submitted to the university for approval.
- **Course IV. Research and Publication Ethics (RPE)** A two credit course of 30 hours consisting of 6 units (Syllabus forwarded to group email).
Online sessions will be conducted by the Course work Coordinators for Courses I and IV. Assignments will be given, and seminars should be presented by the scholars online. An internal examination will also be conducted by the course work coordinators. The schedule will be intimated to the scholars. Courses II and III are solely the responsibility of the Department/supervisor. Classes/assignments/tests will be conducted by the concerned Department /Supervisor and the marks need to be handed over to the Course Coordinators as and when required. This usually comes in October of every year depending on the notification regarding the conduct and call for application for external examinations.
- **Examination:** Full time scholars without M.Phil Degree should complete all the four courses and appear for the Internal and External examination after the course work period. Dates of the internal exam will be as scheduled by the Centre and external by the University. Application for external examination will be announced through the website of Mahatma Gandhi University. Scholars need to be vigilant and check the website regularly

Format of Internal Assessment Courses I, II and IV:

COURSE I.II.IV	ASSIGNMENT/SEMINAR (10 MARKS)	INTERNAL EXAM(10 MARKS)	TOTAL 20 MARKS
COURSE III	REVIEW OF LITERATURE /ASSIGNMENT (10 MARKS)	INTERNAL EXAM(10 MARKS)	TOTAL 20 MARKS

- The research scholars shall make a 15 minutes presentation of his / her progress of research work, once in every six months (June 2020 and December 2020), before the Research Advisory Committee or the Doctoral Committee, as the case may be. The report of the half yearly progress shall be forwarded to the university with a certificate of presentation, within one month from the date of review.
- **Scholarships/Funding:** Scholarships/Funding The scholars should be vigilant of various scholarships available for researchers and make use of the opportunity to apply and avail them. The scholars should also take interest in writing research proposals to appropriate funding agencies based on their area of research and avail funds from the Government which would add weightage to their research.

- The research scholars must consult and inform the Research Advisory Board time to time regarding official, technical and other monetary transactions availed.
- Scholars getting JRF from UGC have to give their details to the Research Advisory Board.
- **Thesis Submission and Evaluation:** All Ph.D Scholars will adhere to the rules and regulations put forward by the M.G University with regard to thesis submission and evaluation. The research supervisor will officially inform the date of thesis submission and evaluation to the RAB.

8.3 CODE OF ETHICS FOR PLAGIARISM CHECK

This is formulated to create awareness about the responsible conduct of academic and research writing. To develop systems to detect plagiarism and to set up mechanisms to prevent students, faculty, or staff from committing an act of plagiarism.

- Plagiarism check is mandatory for undergraduate and postgraduate students who undertake any project.
- All thesis/papers/research proposals of postgraduate, doctoral degrees must be well reviewed by their respective supervisors and will be subjected to plagiarism checks by the library software. The authorized Librarian of the institute can issue the certificate after plagiarism check.
- A plagiarism rate of 10 to 20 percent is considered to be permissible and all literary work above 20 percent must undergo further corrections, proper referencing and citations to correct the plagiarism rate to permissible values.

9. CONSULTANCY

The college has state-of-the-art equipment and laboratories for research. These facilities will be available to students and researchers pursuing their work in nearby educational institutes. The local industries will benefit from analytical instruments available at the college. As a result of this, the college will march towards one step forward for self- sustenance.

- A proper record of consultancy as stipulated by the IQAC of the institute must be well maintained by the departments.
- The consultancy record must be updated periodically to the IQAC of the institution.
- Financial transactions must be recorded and proper proofs must be maintained.
- The respective supervisor providing consultancy must ensure that the facilities of the institution are used with utmost care.
- Any maintenance issue related to facilities in the research centre or common instrumentation labs or library facility must be reported.
- The faculty members who take up consultancy assignments shall periodically inform the progress of the research committee and submit a report on satisfactory completion of the assignment along with copies of communication to this effect by the sponsoring agency.
- Publication arising from consultancy work shall include the faculty affiliation of the college and acknowledge the facilities used by the college.

- College IPR can be used in case, not in conflict with the rights of third parties or any commercialization plan.
- To encourage, the Administration has decided to share the revenue generated out of consultancy services to the faculty or group of faculty as follows:

Particulars	Faculty	Administration
Use of institute space and or equipment	80%	20%
For providing solutions/expertise to problems of the industry/academia/as resource persons/question paper setters etc	Nil (Amount received should be recorded in the department as consultancy – for AQAR)	

Infrastructure and common instrumentation lab

- The RAB will ensure the maintenance and periodic auditing of the efficiency of the facilities in the institute.
- The facilities available in college will be published through various media like college websites, social media, newspapers, etc.
- College facilities and resources may be used and must be charged in line with the guidelines from the principal, from time to time.

10.CONCLUSION

Research policy plays a critical role in shaping the scientific landscape and its impact on society. From funding allocation to ethical considerations, open access, and collaboration, research policy decisions have far-reaching implications. By understanding and actively engaging with research policy, scientists and policymakers can work together to ensure that research is conducted ethically, disseminated effectively, and contributes to the betterment of society.