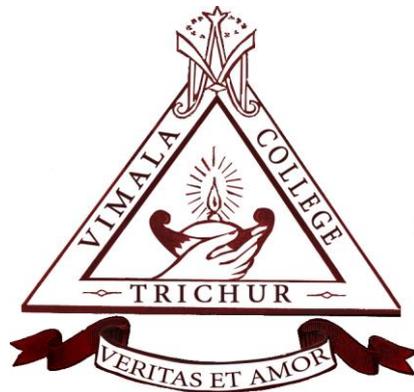


# **Vimala College (Autonomous)**

## **Thrissur**



## **Policy on Research**



**VIMALA COLLEGE (AUTONOMOUS), THRISSUR**  
**KERALA 680009**

<b>Policy No.</b>	VC/ Policy/ 05				
<b>Policy Name:</b>	Policy on Research				
<b>Drafted by</b>	Internal Quality Assurance Cell (IQAC) in consultation with respective Working Committee	<b>Adopted:</b>	2018-19	<b>Revised:</b>	2020-21
<b>Approved by</b>	Governing Council	<b>Date:</b>	08 April 2021		
<b>Next Revision</b>	2022-23				



  
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THRISSUR-680 009

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## Research Seed Money for Faculty

### PREAMBLE:

The dissemination of knowledge and conduct of scientific inquiry are integral functions of Higher Education Institutions. These functions are fulfilled by faculty members, research scholars and students. The graduation outcomes and research outcomes are key indicators to determine the quality of any educational institution.

In Vimala College the primary functions of teaching and learning are complemented by research. The institution is dedicated to provide an atmosphere in which the researchers can carry out research with freedom of inquiry, thought, expression and publication. This policy document presents the principles that guide the research endeavors at Vimala College and assure scholarly inquiry that aims at facilitating the faculty and scholars attain excellence and make them flourishing contributors to social development.

### UNDERPINNING PRINCIPLE OF THE POLICY:

Research in any discipline of thought is an ongoing process of enhancing the existing fund of knowledge by exploring new frontiers that challenge the human



quest for understanding reality. The question of the quality of research underscores whether the research in any branch of knowledge enriches knowledge ecosystem in a significant manner. The question of the quality of research has become the centre of academic, professional, and higher education policy debates all over the world. (UGC).

This policy is formulated to improve the quality of research by students and faculty of Vimala College and creation of new knowledge and strategies for improving the research culture in Vimala College.

**SCOPE OF THE RESEARCH POLICY:**

The Policy shall apply to all researchers of the College – Faculty members, Administrative Staff, PhD Scholars, other research scholars, UG and PG students. The Policy shall apply to all the research activities of the College.

**AUTHORITY OF THE POLICY:** The authority of the Policy is Principal, Vimala College.

**PROCEDURES AND FORMS:** Detailed procedures and forms that are recommended in order to carry out the intent of the policy is attached as annexure to this document.

**OBJECTIVES OF THE RESEARCH POLICY:**

- To create a vibrant and nurturing environment within the institution to foster research culture among students, scholars and faculty members.



- To facilitate establishment of Research Centres recognized by the University.
  - To build discipline specific and interdisciplinary research projects in collaboration with local, State, National and International Organizations and to create and disseminate new knowledge for development.
  - To integrate Teaching, practice and research.
  - To establish linkages through MoUs.
  - To initiate 'tuning in' activities for UG and PG students to develop research aptitude and competence.
  - To provide adequate support to the researchers to conduct their research work.
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- To ensure quality, integrity and ethics in research activities.
  - To prevent malpractices, plagiarism and related issues
  - To encourage and ensure publications by faculty and research scholars in high quality journals, UGC CARE List journals and indexed in Scopus/ Web of Science with impact factor
  - To create an awareness about patents and Intellectual Property Rights and motivate them to apply for patents



- To create an ecosystem for innovations including Incubation centre and other initiatives for creation and transfer of knowledge.

### **MONITORING OF THE POLICY AND PROCEDURES**

A Research and Consultancy committee has been constituted to monitor the implementation of the policy, and procedure pertaining to research of the institution.

#### **The Composition of the Research and Consultancy Committee**

- Principal –Chairperson
- Dean of Academics
- Coordinator
- Joint Coordinator
- Members –five teachers who are research guides

#### **Functions of the Committee**

- Formulate, review and implement Research Policy of the institution.
- Formulate and implement research promotion activities.
- Coordinate all research activities of the institution.
- Facilitate establishment of research centres recognized by Universities/ Institutes.



- Arrange research facilities of the college.
- Institute research awards and creates incentives for the faculty who receive state,national and international recognition for research contributions.
- Publicize research expertise and encourage consultancy.

#### **Activities of the Committee**

- Monitor the functioning of Research Centres as per the mandates of the University of Calicut.
- Organise training programmes to Scholars.
- Organise initiatives to inculcate research culture among students.
- Conduct Research Conclave.
- Organise competitions such as Spark (Research paper presentation of final year PG Students)and extension talks on Research.
- Evaluate applications for research awards.
- Elicit feedback from the scholars in collaboration with IQAC and take action based on the feedback.

#### **RESEARCH CENTRES**

Vimala College has six research centres- English, Commerce, Physics, Social Work, Economics and Malayalam recognised by the University of Calicut. The



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institution strictly adheres to the rules and regulations of the University of Calicut, besides framing a research policy of its own. Each research centre has its own Research Advisory Committee constituted as per the guidelines of the University of Calicut.

#### **Admission procedure**

- Scholars should follow the rules and regulations of the University admission procedure regarding PhD.
- Scholars need to get prior consent from the research supervisor regarding the area of research.
- Scholars have to remit the prescribed annual fee in a single installment (before July 30) or in two installments (July 30 and January 31) until submission of thesis.
- There should not be any backlog regarding fee at the time of submission of the Synopsis.
- Scholars with Fellowships have to submit the detailed report of the work, Utilization Certificate, Statement of expenditure and the original bills to the College office at the time of submission of the Synopsis.
- The fee collected will be utilised for organizing Research Conclaves, Talks by experts, and use of facilities in the Centre.

#### **Progression procedure**

- Scholars must submit himself / herself to the progress evaluation sessions stipulated by the University and the Centre.
- It is mandatory to present progress at the Research Conclave organized by the Research Committee.



- Scholars are required to make a monthly presentation at the Centre concerned.
- Scholars shall undergo a course work of one-semester duration, which may include teaching, seminar and duties assigned by the Centre.
- Scholars should qualify the Pre- qualifying examination required by the University.
- Scholars should publish a minimum of two research papers in peer reviewed Journals in the UGC CARE list, of which one should be an international journal before the date of submission of his or her thesis to the University. The article need to bear the address of the research centre, and the list of authors should include the name of the guide and co-guide.

#### **Pre-submission procedure**

- Prior to the Pre-submission formalities, the scholars need to ensure that the thesis is formatted in accordance with the university specifications.
- Scholars shall give a pre-submission seminar at least three months before the date of submission of the Thesis.
- Written request for the conduct of pre-submission synopsis presentation must be submitted to the research committee and the Head of Research Centre two weeks prior to the event. The request letter must be forwarded by the supervising guide.
- The modifications suggested at the Pre-submission seminar need to be incorporated in the final draft of the thesis in consultation with the Guide.

#### **Submission procedure**

- The submission of Thesis may be permitted only after completion of three years from the date of registration and completion of Course Work.
- The scholars need to fulfil the formalities of submission specified by the University.



- Deviations from any ethical aspects like plagiarism will be considered a serious offence.
- Prior to the submission of Synopsis the scholars have to get approval from the concerned Head of the research department.
- The Thesis need to be submitted within three months of the Pre- submission seminar.
- The Scholars must procure no due certificates from the Centre concerned and from the Head of the Research Centre (Principal of Vimala College) and the College Librarian and Head Accountant prior to the submission of Thesis.
- A copy of the Thesis to be kept in the centre.

#### **Open defence**

- The Scholar has to face an Open Defence of his/her Thesis for the successful completion of PhD programme.
- The defence of the Thesis shall take place at the Research centre. The regulation of the University has to be adhered to.
- The event of the Open Defence is to be officiated by the Supervising teacher/Co guide, Head of the Institution and the External Examiner as the chairman.
- The audience for the Open Defence includes faculty, academicians, Scholars and students, and all those who have academic interest in the subject. The number should fulfil the minimum requirement stipulated by the University
- The Open Defence session will be moderated by the Chairman, who at the conclusion will present a report of the event and proclaim the result.
- A report shall be prepared by the Chairman in consultation with the Supervising Teacher based on the Open Defence.



- The report shall be signed by the external expert and supervising teacher and forwarded to the University.
  - The research topic as well as methodology and techniques should not violate the ethical values of the institution and nation
- 
- Attendance of the Scholars, both full time and part time, is compulsory. The attendance Register shall be maintained by the Head of the Department concerned.
  - Scholars who are eligible for Casual leave / Duty leave / medical / maternity / paternity leaves as per the orders issued by the University may avail the same with prior sanction from the Head of the Institution. The application for the same should be forwarded by the Guide concerned.
  - Scholars should be available in the Centre in all working days ( unless/ otherwise designated for any research activity outside the centre)
  - All publications from the centres should undergo a strict plagiarism test.
  - The scholar must submit himself / herself to the progress evaluation sessions stipulated by the centres and the University.
  - Scholars should submit the progress of their work every six months before the external Research Admission Committee.
  - There must be monthly presentation of the work done in the departments concerned.
  - Analytical facilities in the Research centres will be extended to the researchers from other Institutes on payment of analytical charges.
  - Consultancy services and educational infrastructure of the Centre may be extended to scholars and students from other institutions as per the **Consultancy Policy** of the College.



### **Research News**

A bi-annual research Newsletter with details of research and publications will be released by the scholars as their collaborative activity. A Whatsapp group is formed to enhance communication among Research Scholars and dissemination of information related to research

### **RESEARCH FACILITIES ON CAMPUS**

**The facilities arranged by the college for research scholars are:**

- A room exclusively dedicated for each research centre
- Well-equipped Laboratories
- A Research Hub with adequate facilities adjacent to the Library
- Access to Library which includes digital facilities
- Free wi-fi facilities
- Instrumentation room
- Access to computers
- Facilities to detect Plagiarism
- Canteen



- Hostel
- Crèche

#### **INSTITUTIONAL POLICY ON RESEARCH ETHICS**

Approval from Research Ethics Committee (REC) is required for all research that involves collecting new data from human participants and/or using pre-existing personal data. It is the responsibility of the candidate as well as supervisor/s to ensure that ethical approval has been obtained prior to the commencement of the research. Applications for ethical approval should be submitted to the Centre with necessary documents.

#### **Research Ethics**

**Privacy and confidentiality:** Candidate should safeguard participants' privacy and confidentiality. Candidate should inform participants how the data provided by the participants will be deployed in the research, and how and how long the data will be safely kept.

**Informed Consent:** Researchers must accordingly obtain appropriate informed consent of the participant by providing sufficient opportunity to consider whether or not to participate, and minimizing the possibility of coercion, undue influence, or harassment



**Parental Consent:** The candidate should seek written consent from parents and to obtain consent from children themselves for research involving children under 18, even in cases where children were able to decline participation.

**Approval of Tools:** The questionnaire or tool for the research should be approved by the research ethics committee of the college. If the candidate is adopting already developed questionnaire or tool a prior consent should be obtained original developer.

**Collaborations:** If an external party is involved in co-organizing the research project (e.g. in recruitment or data collection), a formal contract/letter of agreement or consent form should be signed before commencement of the project, and such document should be submitted together with the ethical application.

#### **Application for Review by Ethics Committee**

The application for an ethics review should contain the following information

- Objectives
- Theoretical framework
- Study Design



- Participants – who (inclusion and exclusion criteria), how many, how potential participants are identified and recruited, vulnerable groups.
- Methods of data collection
- Methods of data analysis
- Potential ethical issues and how they will be addressed
- Benefits to research participants or third parties
- Risks to participants or third parties
- Risks to researchers
- Procedures for informed consent – information provided and methods of documenting initial and continuing consent.
- Expected outcomes, impacts and benefits of research
- Dissemination (and feedback to participants where appropriate)

**Letter of Approval:** A letter of approval will be issued to the researcher with indication of the ethics approval period granted. The approval letter will be issued with comments/concerns need to be satisfactorily addressed and suggestion for modification.



The Committee will further consider the resubmitted proposals according to the Committee's recommendations.

#### **Institutional Ethics & Research Monitoring Committee**

- Dr SrBeena Jose (Principal)
- Legal expert nominated by the Principal
- Medical personnel nominated by the Principal
- Mental health expert nominated by the Principal
- Research Guides nominated by the Principal
- Concerned Supervisor

#### **RESEARCH AWARDS:**

The College promotes awards instituted by individuals, agencies and other academic institutions for recognizing their achievements. The institution has formulated an evaluation protocol for determining the right achiever from among the faculty or students depending on the nature of awards. For the faculty, the criterion will also be based on the UGC career advancement indicators. The Research awards will be granted to candidates who have acquired the maximum point with respect to her/his research contributions for a specific period.

#### **Research and Innovation Seed Funding for Faculty**



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Given below are the guidelines for the submission of proposals for Research and Innovation funding provided by the College Management for the faculty of Vimala College, Thrissur

**Guidelines:**

- A permanent faculty with a PhD can apply.
- The proposal must address to solve a research/technology/innovation gap or generate data relevant for the development thrust areas of the state or the nation. The research needs to be relevant and of contemporary nature leading to clear outcomes in terms of new knowledge and/or new products/processes. It could be interdisciplinary in nature.
- Faculty in receipt of funding from other research agencies will not be eligible for this scheme.
- The Research proposal will be prepared in the standard format as per UGC MRP guidelines.
- She/he has to submit a proposal in the prescribed format for review followed by a presentation. The funding will be decided on merit.
- The quantum of each seed funding will be determined after the evaluation of the project proposal and budget. The duration of research to be one year.
- The management will annually award five such seed funding grant on competitive basis after due evaluation of the proposals by designated domain experts
- The seed funding scheme will expect the concerned faculty to produce at least one research publications in Scopus Indexed Journals.
- Annual Review of Work would be done through a report or a poster presentation in a seminar organized by the scholars.



Proposal Format

## VIMALA COLLEGE AUTONOMOUS- THRISSUR

### FORMAT OF RESEARCH/INNOVATION PROPOSALS TO BE SUBMITTED UNDER SEED FUNDING

1. Name of the Faculty
2. Department:
3. Project Title :
4. Broad Area and Sub areas of Research/Innovation/Start up Initiative :
5. Duration (months) :
6. Project Cost (Rs) :
7. Address :
8. Mobile No:
9. e-mail:
10. Project Summary with key words (250 words) :
11. Objectives:



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12. Expected output/outcome/Product :

13. Environmental/Gender impact assessment, if any :

14. Work plan and methodology linked to the objectives (500 words)

15. Whether assistance from any external agency/ institution is required to complete the project:

a. If Yes, give details :

16. Budget Estimate showing the expenditure involved in the project

Sl No.	Budget Head	Amount (Rs.)

Signature

Name and Address

Date:



Note: The detailed report together with the expenditure details and bills to be submitted to the College on the completion of the Project.

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**OFFICE USE**

**Approved/Not Approved**

**Amount awarded:**

  
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**Signature of the Principal**

