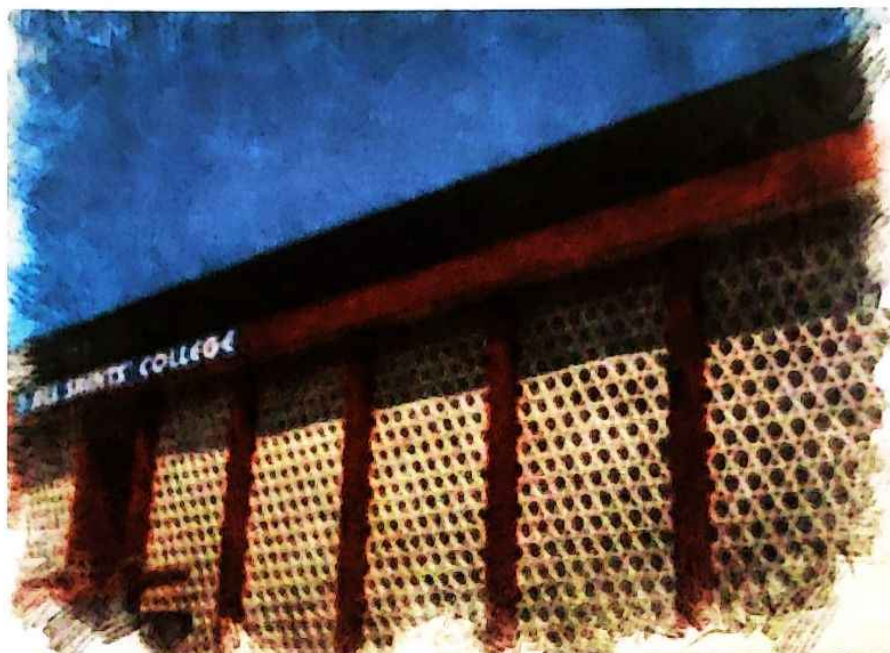




POLICY DOCUMENT



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM-695007

Re-accredited with 'A+' Grade by NAAC

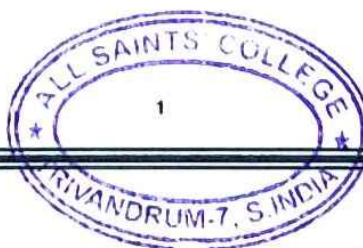
www.allsaintscollege.ac.in, allsaintscollegeasc@gmail.com

POLICY NAME		RESEARCH			
APPLIES TO					
MANAGEMENT	✓	FACULTY	✓	NON-TEACHING STAFF	✗
STUDENTS	✗	PARENT/GUARDIAN	✗	STAKEHOLDERS	✗

Updated on 05.09.2023

Reshmi

PRINCIPAL
All Saint's College
Thiruvananthapuram





Research is of paramount importance as it is the foundation on which we meticulously advance our knowledge base. Research hones academic potential and cultivates an analytic temperament and positive outlook that foster cogent ideas for societal development. At All Saints' College, the focus is on nurturing a fruitful and potent research atmosphere that will realise the vision and mission of the college to create a class of empowered women who are committed to social upliftment and national welfare. Our research policy is guided by the parameters set forward by the affiliating University and UGC, with special emphasis on an ethical framework. Our research policy faithfully mirrors our commitment towards quality education and we have identified a set of objectives that will frame a comprehensive context for our activities.

Objectives

- To facilitate new avenues in research under the aegis of SCORE (Saints' Centre for Outreach, Research and Extension) so as to incorporate innovative models and stimulating templates.
- To actively encourage teachers, students and researchers to pursue the manifold research opportunities provided by academic, industrial and other governmental organisations.
- To boost our research potential by constantly striving for better prospects through means of research centres, projects, MoUs and collaborations.
- To instil the need for promoting interdisciplinary research by endorsing conferences, seminars and campaigns that align towards a broader perspective.
- To foster linkages with various industrial and governmental agencies to broaden our research perspectives
- To envision outreach programmes that will benefit the larger community and bring about radical changes in our societal structure.
- To highlight the standard of research by stringent measures that will accentuate quality over quantity.
- To sincerely adhere to the ideal of originality in thinking and methodology by adopting an ethical model that eschews plagiarism.
- To create an ethical research framework by encouraging teachers, students and researchers to publish their research papers and articles in journals that are categorised



under the UGC CARE list and the SCOPUS.

- To embrace nascent models of thought that work towards sustainable knowledge and its socio-political implications.

Strategies

The College has a Research Committee that facilitates and reviews all the research activities of the institution. It coordinates the activities of the Research Departments and assesses the activities of Research guides and scholars. The following strategies have been adopted to implement the objectives outlined in the research policy.

- The research committee will merge with the ethics committee to formulate stringent regulations regarding the scope and objectives of research activities. This committee will be known as the Research Promotion and Ethical Committee.
- All departments are required to submit their research strategy as per the strategic plans drawn by the college. Performance review of the departments will be carried out once a month with the heads of the departments based on the plan provided. The consolidated report will be presented before the Academic Council of the college and after due approval, the same will be forwarded to the IQAC.
- Teachers are actively encouraged to apply for national and international projects with academic and governmental agencies like STRIDE and ICSSR so as to obtain more funding for research.
- Teachers who have successfully completed their Doctoral theses are given cash prizes as a form of encouragement.
- Teachers and researchers are briefed regularly on predatory journals so as to enhance the quality of research output.
- All details of publications by staff and scholars have to be presented to the committee for review, along with a copy of the article/paper.
- Colloquiums for Research Scholars, Workshops for Research Guides and Internal Audits for Research Centres are held on a regular basis. The colloquiums and workshops primarily focus on the recent trends and evolving paradigms in research. The internal audits monitor the functioning of the Research Centres and utilisation of resources.



SCORE (Saints' Centre for Outreach, Research and Extension)

SCORE manages the ethical and qualitative measures that will facilitate the functioning of the Research and Ethical committees. All activities of the research centres and research labs will come under the purview of SCORE. The Centre will host a number of initiatives that aim to create a repertoire of research related data, that can serve as working models for future queries.

Guidelines proposed by SCORE

- All research proposals to be submitted to the Principal through SCORE so as to evaluate its originality and feasibility.
- Publications of staff and students will be directed to the Research Committee after the SCORE gives its approval.
- Minutes of meeting conducted by Research Centres and Research Committee should be submitted to SCORE.
- A copy of all research related documents submitted in the College will have to be given to SCORE.
- Hard copies of paper publications, research papers and doctoral theses should be submitted to SCORE.
- Applications for monetary assistance will have to be produced before SCORE with a detailed budgetary plan.

Regulations for applying for seed money are as follows

1. The management will place a corpus of Rs.2,00,000 to be disbursed as seed money for research projects that the teaching faculty may wish to take up.
2. The proposals may be invited for periods of three months, six months or one year. One member of the faculty may apply for only one period in a year.
3. The proposals for research will be called for by the research committee and the faculty may send in their proposals as per the prescribed format.
4. There will be a ceiling limit in terms of the project fund which will be dependent upon the duration of the project. In exceptional cases, these conditions may be waived depending on the merit of the proposal.



5. The ceiling limit can be subject to revision upon the discretion of the research committee.
6. A member of the faculty cannot apply for the seed money in the current year if they had been granted the seed money in the previous year.
7. The research committee must review the proposals received and if needed, forward the same to an external expert to adjudicate the award of seed money.
8. The Principal Investigator must submit a progress report to the research committee upon reaching the half-way mark of the project.
9. The final project must be sent in for publication to a journal that is SCOPUS indexed or listed in UGC-CARE
10. The Principal Investigator may collaborate with members of the faculty who may serve as co-investigators. Students from the college may be selected as interns as well.
11. An audited statement along with all the bills in original, verified by the Principal and the Chartered Accountant must be submitted to the research committee.
12. The Principal Investigator must furnish an undertaking to complete the research project on time. She must also agree to refund the amount in case she has been unable to complete the project. If the Principal Investigator cannot submit the project at the stipulated date, she may apply for an extension of not more than 1/3 (one-third) of the total duration of the project. Where relevant or necessary, the research committee may grant one more extension of the same duration.
13. The decision of the research committee will be final.



Financial Support to Teaching Staff to attend conferences/workshops and towards professional memberships

The institution provides financial support to the members of the teaching staff to engage in intellectually stimulating and knowledge building initiatives that will propagate an erudite culture in our campus. The policy on Financial Support to Teaching Staff acts as a yardstick to streamline and expedite the various administrative and financial processes that are stipulated in the approval of requests to attend conferences/workshops and towards memberships in professional bodies.

- To instill an innovative academic model by encouraging the generation of new and viable models of thought
- To augment the rapport between the management and staff by being actively involved in the task of moulding a better academic environment.
- To offer financial and emotional support to the teaching staff to seek greater heights in their academic and professional growth.
- To enable the teaching staff to attend faculty training programmes like conferences, workshops and thereby envisioning constructive dialogues and liberal thoughts.
- To enhance the professional skills of the teaching faculty by introducing them to new avenues of thought.
- To support the growth and career enhancement of the teaching faculty.
- To encourage the teaching staff to join professional bodies which will in turn assist them to be part of larger communities.

Eligibility

Faculty members who wish to apply for financial support are required to apply in writing to the Principal, citing all the details of the programme.

Selection Process and Approval

The Research Committee of the College scrutinizes the application and recommends them to the IQAC Coordinator. The IQAC Coordinator then forwards the letter to the Principal who goes through the application and gives the final approval.



Procedure

- Teaching staff seeking financial aid should apply in writing to the Principal for permission to attend the programme.
- The application will then be forwarded by the Principal to the Manager of the College. The attendee will apply for leave/NOC, as required.
- The teaching staff will resume duty upon completion of the programme.
- The final approval for financial support will be granted by the Manager.
- In case any of the above conditions are not fulfilled, the Manager may revoke the approval and seek refund of the amount paid.
- In the case of membership fees, it is expected that the teaching faculty make full use of the benefits of the membership by attending seminars/conferences, presenting papers and by the maximum use of the resources offered.

Benefits

- Permanent faculty of the college may take Duty Leave to attend academic programmes organized by recognized institutions.
- Permanent and guest faculty of the college are reimbursed the registration fee upon approval of the application for financial support.
- Reimbursement of Membership fee of professional bodies on approval of the application for financial support.

S. Molly

