



**RESEARCH @ ST. JOSEPH'S COLLEGE  
(AUTONOMOUS),  
Irinjalakuda, Kerala**

**Research Policy  
Code of Ethics &  
Guidelines for Research**



## **Research Policy, Code of Ethics and Guidelines for research St. Joseph's College (Autonomous), Irinjalakuda**

- Adopted on : 28<sup>th</sup> March 2016
- Revision drafted by : Research Advisory Board and Faculty Research wing,  
St. Joseph's College (Autonomous), Irinjalakuda
- Coordinated by : Dr. Sr. Viji M.O., Dean of Research.
- Pre-evaluation : Internal Quality Assurance Cell (IQAC)
- Feedback/Suggestions : Education Board  
College Council  
Staff Council
- Revision approved by : Governing Council on 27-03-2021

Cover Design: Ms. Sneha Gopinath, Lab Assistant, St. Joseph's College (Autonomous), Irinjalakuda.

---

## CONTENTS

1. Research centers @ St.Joseph's	3
2. Faculty from the college as research guides in outside institutions / Universities	5
3. Faculty Registered as Research Guides from Outside Institutions	5
4. Seed Money for Research	7
5. Code of Ethics in Academic Research	8
6. Ethics Committee	9
7. Eligibility Criteria for admission to the Ph.D. Programme:	10
8. Full –time/Part – time Research	11
9. Duration of the Programme	11
10.Procedure for Admission	11
11.Course Work	12
12.Research Advisory Committee	12
13.Guidelines for Research Supervisors	13

---

## Research Policy

St. Joseph's College (Autonomous), Irinjalakuda is always committed to develop a quality research culture among the faculty and students. Research Policy of the Institution provides standard norms for conducting research in an effective and safe manner. The policy also aims to contribute to building our nation by encouraging the scientific temper and research aptitude of its students and by implementing advanced research methodologies. The policy also helps to realize the Vision of the Institute of 'Empowering women' through excellence in research.

The policy may apply to:

All the Faculty, Temporary or Permanent, who wish to pursue research

All the Staff appointed as part of research projects

All the Students who do research as part of their curriculum

### 1. Research centers @ St.Joseph's

There is the facility for advanced Ph.D research in **Mathematics, Chemistry, English & Commerce**. The research areas of special interest are the following:

No	Centre	Research areas of special interest
1	Centre for Research in Mathematical Science	Topology, Lie Algebra, Fuzzy Mathematics, Distribution Theory, Mathematical Cryptography, Combinatorial Design Theory, Hadamard Matrices, Sheaf Theory, Lattice Theory, Graph Theory.
2	Centre for Research in Chemical Sciences	Coordination Complexes, Supported Complexes, Catalysis & Phyto Chemistry.
3	Centre for Research in Commerce and Management Studies	Financial Management
4	Centre for Research in English	Fiction, Children's Literature, Critical Theory, Poetry, Cultural Studies
5*	Centre for Communicable Diseases Research Laboratory	Microbiology, Vector biology, Molecular biology, Taxonomy, Phyto screening.

#### Centre for Research in Mathematical Sciences

The Centre for Research in Mathematical Sciences, affiliated to the University of Calicut is a recognized centre since December 2002 and involves in Higher learning and Research in the disciplines of Mathematics, Statistics and Computer Science. The Centre has four Research

---

Supervisors, Dr.Mangalambal N R (2005), Dr. Sr. Lilly P.L (2008) Dr. Fijy Jose (2019) and Dr. Seená V (2019)

Six Research Scholars have been awarded Ph.D till date from this centre. Presently four Ph.D scholars are pursuing studies at the Centre. The centre organizes seminars/workshops/conferences of regional, National/ International level and focuses on training the students to inculcate research aptitude by providing project problems and platforms that educate them to adopt research oriented learning techniques.

### **Centre for Research in Chemical Sciences**

This Centre has for guides working on the frontier areas of Chemical Sciences. They are Dr. Pearly Sebastian (2009), Dr. Deena Antony (2018), Dr. Bincy Varghese (2018), Dr. Bibitha Joseph (2019) Dr. Manoj A L (2018) Dr Sinto Jacob (2020) & Dr. Santosh Paul (2020). 4 scholars are undergoing research at the centre. This centre is also famous for Gemological investigation. Some sophisticated instruments were purchased and renovation of the laboratory was also done availing the fund from the Department of Science and Technology, Government of India. The Chemistry Department maintains a broad selection of state-of-the art-research instrumentation facilities.

### **Centre for Research in Commerce and Management Studies**

The centre got approval from the University in 2012 and has taken off with flying colours. The Centre has five Research Supervisors. They are Dr.Philo Francis (2012), Dr. Sr. Rosa K.D (2012), Dr. Jancy Davy(2013), Dr. Josheena Jose K(2018), and Dr. Sandhya G Nair(2019). Ten scholars have been awarded Ph.D. and 12 scholars are pursuing research studies at the centre. The centre has a commendable research oriented collection in its book shelves and journals archives. The centre conducts seminars and workshops on a regular basis to cater to the needs of the ever-changing global business environment.

### **Centre for Research in English**

The Department of English was elevated to the research department status in the year 2012. The Centre for Research in English Language and Literature became fully functional in 2015 with Dr. Asha Thomas becoming a recognized research guide. The centre offers guidance in various areas such as cultural studies, children's literature, theory, fiction, poetry and cartoon studies. Currently there are 4 research scholars registered, 2 as full timers and 2 as part timers, with their work proceeding steadily at various stages.

### **\*Centre for CDRL (Communicable Diseases Research Laboratory)**

Dr. Aneesh E M (Zoology) is the Principal investigator of several UGC, SERB, KSCSTE and DBT projects and is registered guide at the research centre of Zoology, Christ College Irinjalakuda. He is the coordinator of research at the Communicable Diseases Research Laboratory, an the extension of dept of Zoology of the college. This laboratory is engaged in eradication and control of communicable diseases.

---

## **Golden Jubilee Research Block**

The Four Research Centres of the college are housed in the newly built Golden Jubilee Research block, spread over around 20,000 sq.ft on three floors, constructed at a cost of three crores. Centralized AC system, lift, seminar halls, conference hall, cabins for research guides and research scholars with computers and wi-fi facility are made available.

To Coordinate the activities at the Research centre, a Joint Director of Research with Ph.D and at least five years of research experience is appointed at the centre.

## **2. Faculty from the college as research guides in outside institutions / Universities**

Dr. Jency M A (Malayalam) is the research guide at Govt. KKTU college Pullut, Kodungallur. Dr Aneesh E M and Dr Sr Anis K V are registered as a research guide (Zoology) at Christ College, Irinjalakuda. Dr. Benoy Anand is the research guide at Christ College, Irinjalakuda. Dr.Binu T V (Botany ) is the research guide in Sree Narayana College Nattika.

## **3. Faculty Registered as Research Guides from Outside Institutions**

The following teachers from other colleges are serving as research guides at St.Joseph's in various departments. They are Dr. Josheena Jose K (Christ College, Irinjalakuda-Commerce), Dr. Sandhya G Nair (Sri Vivekananda College, Thrissur- Commerce) and Dr. Seená V, Christ College, Irinjalakuda- Mathematics).

The guidelines drafted by GRACE for research guides from other institutions are as follows.

1. An Assistant Professor/ Associate Professor/Professor who is qualified as per University norms to become a Research Supervisor in the research centres of St. Joseph's College (Autonomous) Irinjalakuda, shall submit the following.
    - a. Duly filled Application form
    - b. Curriculum Vitae
    - c. Attested copies of Ph.D degree
    - d. Print out of Publications.
    - e. The No Objection Certificate (NOC) from the parent institution
  2. The applicant must have at least two SCOPUS/SCIMAGO/WEB OF SCIENCE indexed published papers within the last two years in which he/she should be the first or the corresponding author.
  3. The applicant should have at least five years of service left before retirement from regular Service.
-

4. Decision regarding selection will be final upon the discretion of the research committee of the college and the heads of the concerned departments.
5. The Doctoral Committee of the research scholars shall include The principal as Chairman and two faculty members from the concerned department of St. Joseph's College, in addition to University nominee, Subject expert and Supervisor.
6. The expenses incurred in relation to every committee meeting constituted for the research scholars will be borne by the students themselves.
7. Prior permission from the departments to be sought for use of lab space and instruments.
8. Guide change/Centre change of the students shall be based on NOC from the Principal of St. Joseph's College
9. No due certificate to be submitted before final submission of the thesis.
10. The attendance of the research scholar and research guide should be notified to the Research Director.

If there are any complaints about the research facilities, i.e the laboratory etc, it will be considered by the authorities other personal controversies should be handled by the research guide and scholar themselves.

#### **Undertaking by Research Supervisors from Other Institutes**

1. Supervisor has to agree to abide by the code of ethics and research policy of St. Joseph's College Irinjalakuda.
  2. Supervisor is accountable to the Head of the institution in all matters pertaining to M.Phil/ Ph.D enrollment and guidance.
  3. Supervisor is responsible for all kind of remittance due from the research scholar to appropriate authority.
  4. Attendance register of the students shall be properly maintained with regular attendance for full time scholars and thrice a month for part time scholars which should be counter signed first by the Research Director and then the Principal.
  5. Publications of the students in peer-reviewed / Indexed Journals must have St. Joseph's College (Autonomous) Irinjalakuda as their first affiliation.
  6. A copy of every published article by research scholars should be handed over to the Head of the concerned department and uploaded in St. Joseph's College website.
  7. Six month report by the supervisor regarding the progress of the work of the students shall be handed over to the principal
-



8. Any suggestions/Grievances may be reported to the Principal
9. In case the supervisor leaves the research centre the same should be communicated to the Principal. In such a case the guide shall be responsible for the future of the research scholars by alternate arrangements
10. Supervisor shall be responsible for the proper conduct of the student in the research laboratory/library and college premises.
11. The student shall compensate in case of any damage caused to research laboratory equipment/ library books/premises.

#### 4. Seed Money for Research

- For encouraging emerging researchers, college will call for research proposals from its faculty every alternative year and provide seed Money for a maximum of 2 years for selected proposals.
- Screening committee for disbursing seed money will comprise Principal, Vice Principals, Office Superintendent, and members of GRACE committee.
- Funding from external agencies for the same project, if received, will lead to termination of the financial assistance from the college.
- Based on the proposal submitted by the faculty, the management will sanction the seed money to the research/consultancy works

<b>Seed Money for Faculty</b>	
<b>Item</b>	<b>Amount</b>
Selected research project in science	Sum of 30,000 every alternative year under specific heads and as installments for 2 persons
Selected research project in Arts	Sum of 10,000 every alternative year under specific heads and as installments
Selected research project in Commerce	Sum of 10,000 every alternative year under specific heads and as installments
Travel grant	Maximum of Rs. 10,000 every year

- College shall encourage its faculty members to present their work in International conferences. As travel grant, a maximum sum of Rs.10,000 will be provided to the faculty members who are invited for delivering lectures in National/ International conferences or to present their findings in International Conferences.
  - The Institution publishes a multidisciplinary journal, VISTAS, to encourage academics in their higher research and to provide a site for exhibition of their findings.
  - College will organize faculty development programs in the form of workshops, training and orientation talks regularly and the expenses will be met by the management.
-



- For inculcating research aptitude among students, selected students from science/arts/commerce departments will be given financial assistance for their projects.

<b>Financial assistance for students</b>	
<b>Item</b>	<b>Amount</b>
Selected student projects in Science	A total of Rs. 12,000 per year
Selected student projects in Arts and Commerce	A total of Rs. 5,000 per year
<b>* Budget will be revised as and when needed</b>	

- In order to facilitate interdisciplinary research and to provide access to advanced research equipments, College has a central instrumentation facility. A supervisor holds the responsibility of the centre and it will be open for all the researchers every working day from 9.00 AM to 5 PM.
- College will provide assistance for project work to students from other institutions. They should acknowledge the college in their publications.
- At the end of each academic year, College will ask for 'Teacher's Mirror' which reflects all the achievements of the faculty. Based upon the performance, College will award the Best researchers in Arts and Science with 'Researcher of the year' title.
- To assist the young researchers, a 'Faculty Research Program' committee (GRACE) is established. Responsibilities of the committee include promotion of research organizing seminars by various departments, giving awareness to departments in procuring funds from various National and International agencies, publication of the journal VISTAS, organizing felicitation to achievers etc.

## 5. Code of Ethics in Academic Research

St. Joseph's College, Irinjalakuda is committed to promote and maintain high standard academic research by faculty, research scholars and students. The college guarantees a free academic research environment which upholds the values of freedom, equality and respect for diversity. Research activities of the college should always aim for the highest standards of excellence, integrity and morality. The college is keen to inculcate a culture of honesty, accountability and transparency, while maintaining academic freedom. Researchers of St. Joseph's College, Irinjalakuda are required to take ethical responsibility in development, conservation and transfer of knowledge through academic research. Code of ethics is to benchmark the rights and responsibilities of researchers.

The following code of ethics is to benchmark the rights and responsibilities of researchers:-

- Researchers have the right to conduct professionally appropriate research in the subject chosen without interference, censorship or restriction.
  - Researchers are to follow highest professional standards in research design, procedure and evaluation.
-

- Ethics framework set by Government and professional regulatory agencies should be strictly followed.
- Researchers should refrain from misconduct or malpractices including plagiarism in research or publication.
- Required levels of confidentiality in disclosure of methodology and major findings must be kept.
- Researchers are encouraged by the institution to publish their work in high quality research journals.
- Legal issues related to copyright, patent and publication are the sole responsibility of the researchers.
- All the publications should properly acknowledge the institution
- Be responsible for promoting academic integrity of the college
- Any problems related to supervisory relationship will be resolved by GRACE, the institutional academic research committee.
- The college stipulated admission fee of Rs 10000 for Science Scholars, and Rs 9000 for scholars in Arts & Humanities should be paid. Fees once paid, is not refundable.
- Collaborative research with other institutions requires prior permission from the Head of the institution.
- Demonstrate integrity and competence, objectivity, justice and intellectual honesty in research.
- The minimum standards and Procedure for Award of Ph.D.Degree issued by the UGC, and the Research Regulation norms issued by the Calicut University, are to be strictly followed.

## 6. Ethics Committee

Formulation and maintaining of institutional code of ethics is an integral function of GRACE the institutional academic research committee. It is constituted by the academic council of the college upon nomination from the head of the institution and manager. GRACE provides advice and guidance to the college academic council and governing council pertaining to research ethics associated issues. For researches, GRACE provides consultation on ethical aspects of their research and publication.

Misconduct in academic research includes, but is not limited to, plagiarism, piracy, copyright violation, data theft, defamation, misinterpretation, personation, fabrication, sabotage and professional misconduct. St. Joseph's College follows policy of University of Calicut in the case of Plagiarism (<http://www.universityofcalicut.info/dor/index.php/component/k2/item/231-university-policy-on-prevention-of-plagiarism>). All Research Scholars in the research centers affiliated to University of Calicut have to check their theses for plagiarism using URKUND (plagiarism checking software) available in the C H Mohammed Koya Library in the University of Calicut campus.

---

Any plan or attempt to do dangerous or negligent deviations from the standard protocol which cause harm to the individuals or properties or environment is also considered as ethical misconduct. Mistakes and errors committed by the researchers unknowingly will be excused. This institution has zero tolerance to ragging and harassment, especially sexual harassment by persons holding advantageous positions of power and authority. Faculty and staff should neither expect nor extract non-professional, personal work from their students, subordinates and colleagues. GRACE acts as the primary investigative/consultative body of the Institution dealing with issues and disputes related to research ethics. Anyone, anonymously or not, can put up an appeal to the convener of GRACE. On the basis of the investigation, GRACE will submit observations and recommendations to Institutional Discipline Committee for further action. For investigating ethical issues related to the members of GRACE, head of the institution can constitute special committees.

## **7. Eligibility Criteria for admission to the Ph.D. Programme:**

(The criteria stipulated by the University of Calicut are to be followed)

- Candidates for admission to the Ph.D. programme shall have a Masters degree or a professional degree recognized as equivalent to the Masters degree of the University of Calicut, with at least grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or at least 55% marks in aggregate in the mark system or an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
  - A relaxation of 10% of marks, from 55% to 45%, or an equivalent relaxation of grade, shall be allowed to candidates belonging to SC/ST category. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, shall be allowed to those belonging to OBC (non-creamy layer)/ differently-abled and other categories of candidates as per the decisions of the University/State Government from time to time, or for those who had obtained their Master's degree prior to 19<sup>th</sup> September, 1991.
  - Eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of marks/grades to the categories as mentioned in Clause 2.2 in these Regulations are permissible based only on the qualifying marks exclusive of the grace mark procedures.
  - Candidates possessing a Degree considered equivalent to M.Phil. degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.
-

## 8. Full –time/Part – time Research

- Registration may be granted to scholars on Full –time or Part –time basis.
- A full-time registration may be converted to part-time, after the completion of one year, or when the candidate declared successfully completed the course work.
- After three years in full-time, if the candidate wishes to convert the registration into part-time, the period of registration shall be reckoned with that of full-time registration.

## 9. Duration of the Programme

- Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.
- Extension beyond the above limits, in exceptional circumstances, may be permitted by the Vice Chancellor for the completion of the research work and submission of thesis.
- Women candidates and candidates with disability of more than 40% may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for a period up to 240 days.

## 10. Procedure for Admission

- Candidates for Ph.D. programme shall be granted registration through an entrance test conducted by the University.
  - The following categories of candidates are exempted from the entrance test for registration to Ph.D. Degree:
    - Candidates who qualify UGC-NET/JRF, UGC-CSIR-NET/JRF, SLET, GATE and research fellowships of central and state Government departments/ agencies as approved by the University, as the case may be
    - Full time regular teachers of the University departments/Govt. or Aided Colleges affiliated to the University of Calicut and teachers with FDP/QIP or similar fellowships
    - Full-time fellows, who have been selected on the basis of a written Test and interview, working in a research project under the investigation of a research guide of the University.
    - M.Phil. Degree (successfully completed from any Statutory Recognized University in the relevant subject) holders.
  - The candidates mentioned in clauses above can apply for Ph.D. registration at any time during the academic year depending on the willingness/availability of guides.
  - The number of Ph.D. scholars, to be admitted to each subject of study at the duly approved research centers, shall be decided based on number of available research supervisors and other academic as well as physical facilities available, in accordance with the norms regarding the scholar-teacher ratio, laboratory, library and such other facilities.
  - Admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of the State Government/University, applicable
-

to SC/ST/OBC(non-creamy layer)/differently-abled and other categories of candidates, as decided by the State Government/University from time to time.

- Candidates eligible for registration to Ph.D. shall be decided by a two stage process – Entrance Test and Interview/Viva-Voce.
- All the candidates getting a minimum of 50% marks and in the case of SC/ST categories of candidates a minimum of 40% marks and in the case of OBC(non-creamy layer)/differently-abled and other categories of candidates a minimum of 45% marks, as the case may be, in the entrance test are qualified to apply for registration to Ph.D. Programme.
- Interview/Viva-Voce shall be conducted by a duly constituted 'Department Research Committee' in such a way that the candidates would be required to discuss their research interest/area through a presentation.

## **11. Course Work**

- The course work for Ph.D. shall be of a minimum of 08 credits and a maximum of 16 credits.
- All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirements and shall specify content, instructional and assessment methods duly approved by the concerned Board of Studies of the University.
- The Department where the scholar pursues research shall prescribe the course(s), based on the recommendations of the Research Advisory Committee, as stipulated under sub-clause 7.1 below, of the Research Scholar.

## **12. Research Advisory Committee**

- There shall be a Research Advisory Committee, or an equivalent body for similar purpose as defined in the Statutes/Ordinances of the University, for each Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:
    - To review the research proposal and finalize the topic of research;
    - To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
    - To periodically review and assist in the progress of the research work of the research scholar.
    - A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the University/College with a copy to the research scholar.
    - In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Institution/College with specific reasons for cancellation of the registration of the research scholar.
-

### **13. Guidelines for Research Supervisors**

- Any regular Associate/Assistant Professor of a particular subject of the research centre, with a Ph.D. Degree and at least two research publications in refereed journals approved by the UGC/University, may be recognized as Research Supervisor in that particular subject, by the university.
  - As per the university norms, a Research Supervisor of this research centre, working as a full time regular teacher in an outside institution affiliated to the University of Calicut, shall be permitted to be a research guide here, provided there is a co-supervisor at the Research centre of this institution.
  - An Associate Professor as Research Supervisor shall guide up to a maximum of six Ph.D Scholars and an Assistant Professor as Research Supervisor shall guide up to a maximum of four Ph.D.Scholars.
-



**RESEARCH @ ST. JOSEPH'S COLLEGE**  
**(AUTONOMOUS),**  
Irinjalakuda, Kerala