

RESEARCH POLICY

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Purpose

The Research Policy of the Institution provides standard norms for conducting research in an effective and safe manner. It aims to contribute to nation-building by fostering scientific temper and research aptitude among students through the implementation of advanced research methodologies. The policy seeks to realize the Vision of the Institution — **'Empowering Women'** — by promoting excellence in research. Furthermore, it establishes a framework to promote research as one of the thrust areas of institutional development and to encourage young researchers to advance in their scientific careers at St. Joseph's College (Autonomous), Irinjalakuda.

Scope

This policy applies to Principal, Heads of Departments/Programme, Research committee members, Research guides (both in St. Joseph's College centre and faculty of St. Joseph's College serving as guides in other research centres), any faculty who wishes to engage in research, Librarian, Doctoral degree students of St. Joseph's College, PG Students of St. Joseph's College and PG students of other institutions willing to do their project work, availing facilities of St. Joseph's College.

Policy Statement

1. All research work carried out in St. Joseph's College shall be in compliance with the rules of UGC and University of Calicut.
2. The college encourages its researchers to apply for patents. A part of the patent fee may be shared by the College, provided the name of the college is included as a Claimant.
3. Research committee, the prime body to promote Research and Consultancy is constituted as follows Principal (Chairperson), Vice Principals, Deans, Nodal Officer Research (Coordinator), Office Superintendent, College Bursar, Librarian, one member from each Research departments, two research scholars (nominated by Principal) and IQAC Coordinator.
4. The Research Committee shall be responsible for evaluating and forwarding research proposals to national funding agencies such as DST-SERB, UGC, DBT, MoEF, FIST, STAR, SAARD, and others, as well as to international funding bodies.
5. Seed Money: To foster a strong research culture and support young research guides in continuing their scientific pursuits, the College Management has instituted a **Seed Money Grant**—an annual fund distributed to teachers, researchers, and PG students to promote research initiatives.
6. Publications: College recognizes the importance of quality publications by research scholars. Research scholars should be given suitable credit on authorship on the publication. To promote research publication, College has instituted **Best Research Paper Award** to faculties and research scholar; which is awarded yearly.

7. *St. Joseph's College extends its research facilities to postgraduate students from other institutions, providing them with opportunities to undertake their PG research projects under the supervision of qualified Research Guides. The availability of this facility is subject to the consent and convenience of the Research Guides. Students are required to pay a project fee determined by the respective Department.*

Guidelines & Procedures

SEED MONEY GRANT

- *The grant is strictly for one year.*
- *The application process is conducted through a Google Form, which remains open from September to October annually. The link to the form will be accessible on the College website during this period.*
- *Applicants should be our Institution members.*
- *Only our College Research Centre Scholars can apply for the grant.*
- *Progress report should be submitted within 6 month*
- *One paper should be published on this work before completion. Fifty percent of the sanctioned amount shall be disbursed initially, and the remaining amount will be released only after the publication of a research paper based on the project.*

BEST RESEARCH PAPER AWARD

A. Best Research paper award for faculty

The guidelines are as follows :

- 1. Any faculty of St. Joseph's College can apply for the Best Research paper award.*
- 2. Research publication should be in a peer reviewed journal published in the previous academic year (1st Jan to 31st Dec.)*
- 3. Affiliation address should be in St. Joseph's College.*
- 4. Preference may be given to papers published in Scopus indexed journals.*
- 5. Preference may be given if the applicant is Corresponding author or First author.*
- 6. Preference may be given to research work done in St. Joseph's College.*
- 7. If all other criteria are met; preference may be given to the impact factor of the journal.*

Pocedure :

- *Applications are accepted every year from November to December through a Google Form shared on the College website and official WhatsApp groups.*

B. Best Research paper award for research scholar-

The guidelines are as follows :

1. *Any full-time research scholar of in St. Joseph's College can apply for the Best Research paper award.*
2. *The affiliation address should be of St. Joseph's College.*
3. *Research publication should be in a peer reviewed journal published in the previous academic year (1st June to 31st May)*
4. *Preference may be given to papers published in Scopus indexed journals.*
5. *Preference may be given if the applicant is Corresponding author or First author.*
6. *Preference may be given to research work done in St. Joseph's College.*
7. *If all other criteria are met; preference may be given to the impact factor of the journal.*

Procedure :

- *Applications are accepted every year from November to December through a Google Form shared on the College website and official WhatsApp groups.*

NB: Same research paper cannot be counted for the award for faculty and research scholar.

UNDERTAKING BY RESEARCH SUPERVISORS FROM OTHER INSTITUTIONS

1. *The supervisor has to agree to abide by the code of ethics and Research policy of St. Joseph's College Irinjalakuda.*
2. *The supervisor is accountable to the Head of the institution in all matters pertaining to Ph.D. enrollment and guidance.*
3. *Supervisor is responsible for all kind of remittance due from the research scholar to appropriate authority.*
4. *The attendance register of the students shall be properly maintained. Regular attendance for full Time scholars are mandatory. Part time scholars should sign 4 days in a month and regular attendance should be maintained and it should be counter signed first by the Research Director and then the Principal by the month of April or May.*
5. *Publications of the students in peer-reviewed / Indexed Journals must have St. Joseph's College (Autonomous) Irinjalakuda, Calicut University as their first affiliation.*
6. *A copy of every published article by research scholars should be handed over to the Principal 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 leaving 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.*

❖ **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 the 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.*
- *All the publications should properly acknowledge the institution and university of calicut.*
- *Be responsible for promoting academic integrity of the college*
- *Any problems related to supervisory relationships 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, are 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.*