

**Saraswathi Narayanan College (Autonomous)**

**Madurai- 22**



**RESEARCH & DEVELOPMENT CELL**

**Research Policy**

**2023 - 2024**

## **Saraswathi Narayanan College (Autonomous), Madurai- 22**

### **Research & Development Cell**

#### **Vision:**

- ❖ To develop and strengthen the constructive research ecosystem.

#### **Mission:**

- ❖ To create a conducive environment to promote a culture of research in the institution.
- ❖ To encourage collaboration across industry government, research institutes, NGOs at local and national level.
- ❖ To facilitate greater access to research through mobilization of resources and funding.
- ❖ To monitor and administer Research Programmes.
- ❖ To facilitate research promotional activities.
- ❖ To organize workshops/ trainings related to promotion of research.
- ❖ To promote rational approach to academic activities.

### **Research Policy**

Saraswathi Narayanan College is an autonomous institution affiliated to Madurai Kamaraj University, Madurai. It is committed to achieve its own goal and the needs of the society in research and development. It also aims at promoting collaborative research across the disciplines of Arts and Science. Research and Development is a systematic activity which paves the way to a solution to needs of society. The institution shall ensure that research activities in all disciplines follow the ethical norms and standards of research. In this line, the college is committed to provide required infrastructure support and monetary benefit to the faculty members, research scholars for the promotion of a healthy ecosystem of research.

The Saraswathi Narayanan College Policy is an enabling document that covers policies / objectives of University Grants Commission through UGC Regulations 2018 for promotion of Academic Integrity and prevention of Plagiarism in Higher Educational Institutions. Further the research policy of the college is governed by the regulations of Research of Madurai Kamaraj University.

#### **Preamble:**

Saraswathi Narayanan College a higher education institution, promotes research and development in the areas of Arts and Science through its six recognized research centers. Research has become an integral part of teaching and learning process in realizing the growth of the individual, institution and nation at large.

## **Objectives:**

The research policy of the college aims at enhancing research ecosystem in the institution. It provides opportunities for researchers viz. faculty members, research scholars and students.

### **The objectives of the research policy are:**

- ❖ To promote research culture and research activities in the college.
- ❖ To encourage multi-disciplinary research.
- ❖ To facilitate faculty to apply for funded research projects.
- ❖ To strengthen the infrastructure facility for quality research.
- ❖ To encourage and support researchers to publish research articles in high impact factor journals indexed in SCOPUS, WEB OF SCIENCE and UGC-CARE.

### **Regulations and Guidelines:**

#### ***Admission to Doctoral Programme (Ph.D. - Full-time & Part-time)***

- ❖ Admission to Ph.D. programme shall be in accordance with the guidelines/regulations of Madurai Kamaraj University (MKU).
- ❖ Candidates who have obtained eligible degree in Universities other than MKU shall produce Migration Certificate and Eligibility Certificate from Parent University and MKU respectively.
- ❖ Candidates seeking admission to Ph.D. programme shall process the application in the prescribed format with required documents through the Research Supervisor, HoD and duly signed by the Principal.
- ❖ R & D Cell shall verify the certificates and other related documents for the candidate to submit the application to the University in accordance with the guidelines of MKU.
- ❖ The candidate admitted shall register for Ph.D. programme (Full-time/Part-time) with MKU following the regulations prescribed by the University.

#### ***Regulations of the Institution for the Full-time Scholars:***

- ❖ Thirty days of casual leave per academic year.
- ❖ Maintenance of attendance for the scholars.
- ❖ Credit of On other Duty for field inspection, literature collections / attending conference, workshop etc.
- ❖ All official communications to external agencies made through the R & D Cell.

- ❖ Fellowship claims to be submitted before 5<sup>th</sup> of every month (intimated every month end) to Research & Development Cell.
- ❖ Half-yearly report of the research work to be submitted by scholar, duly signed by the Research Supervisor on time.
- ❖ Research scholars to present their findings twice a year to the Research Advisory Committee for evaluation and suitable suggestions and recommendations to ensure the quality of the research work.

### **GUIDELINES TO PART TIME SCHOLARS:**

The candidates registered under part-time category

- a. shall be governed by the regulations of the college, irrespective of their employment status and parent institution.
- b. shall submit No Objection Certificate from the Head of the Parent Institution.
- c. shall be in contact with the guide concerned and R&D Cell and permitted to work in the department laboratory during weekends, holidays and vacations with due permission from the Research Supervisor, HoD and Principal.
- d. shall be present in the institution as and when required.

### **Ph. D. VIVA VOCE:**

- a. Viva voce for Ph.D. scholars shall be conducted by the respective Research Supervisor/convener as per MKU regulations.
- b. Permission from the Principal shall be obtained through R&D Cell at least 10 days prior to the date of viva voce.

### **Guidelines to Researchers/research supervisors:**

The researchers / research supervisors shall

- a. submit proposal for research projects and mid-term and final project reports to the funding agencies or any other Government/ Non-Government Organization through R & D Cell.
- b. follow the guidelines of MKU / and the institution where ever applicable for registration of full-time and part-time scholars.
- c. instruct their candidates to make course work/ submission of documents/ payment of fee etc. in time.
- d. motivate the research scholars/ students to publish research or review articles in journals with high impact factor.
- e. ensure the research articles and thesis of the scholars free of plagiarism.

- f. intimate the R & D Cell of the conduct of course work and submission of synopsis, pre-submission presentation (Colloquium) at least five working days prior to the date to expedite the process of claims, attendance certificate, no due certificate and other requirements.

### **Financial assistance and incentives:**

#### ***Seminars/ conferences/ workshops***

- a. Financial assistance (full/ partial) will be provided to Departments/ faculty for conducting National/ International conference, seminar or workshop.
- b. Registration fee/ Travel assistance (Partial/complete) for presenting papers in International/ National seminars / Conferences will be provided by the management for staff, research scholars and students. Proof for the acceptance of the paper presentation (oral/poster) should be submitted along with the letter of request.
- c. Departments/ Faculty may apply for the same in the prescribed format through R & D Cell.

#### ***Seed money for Research***

### **Preamble/ Introduction**

Research is an integral part of the academic activities that hone creative thinking and innovative practices among students. In order to promote research activities, the Management of Saraswathi Narayanan College allocates a grant of Rs. 20,000 (Rupees twenty thousand) as seed money for every academic year. The practice of assigning seed money policy is to inspire a vibrant research culture among faculty and researchers on the campus.

### **Objectives of seed money policy**

- To create research environment on the campus.
- To provide required support in line with research framework and guidelines.
- To promote research which caters to the needs of society
- To encourage and support faculty to submit research proposals and to draw funds from external agencies.

### **Quantum of support:**

- The quantum of support under the scheme is Rs.2000/- per faculty to support the preliminary preparations of the research project.

## **Procedure for proposal submission & Evaluation**

All faculty on regular placement are eligible to submit research proposal on their innovative ideas. The proposal should have to clearly and convincingly demonstrate that the proposed project represents a new research direction in an area likely to generate external funding.

The primary goal of this scheme is to support faculty members in developing research resources in the area of expertise and to develop innovative or interdisciplinary approaches or methodologies. Staff may apply for the same in the prescribed format (Annexure-I) to the R&D Cell.

The proposals will be evaluated and finalized by R & D Cell and the Evaluation Committee constituted by the Principal in consultation with the Dean- Research. The evaluation committee comprises the Principal, Dean- Research and Head of the respective Department. The selection list will be released by the Principal.

### **Conditions/Expectations**

The researcher who receives the grant must publish at least one research paper in the SCOPUS SCI indexed journals/ UGC-CARE listed journals. The college must be acknowledged properly in the published research paper.

The items/ equipment purchased with seed money grant shall be the property of the respective Department.

### ***Major Research Projects***

The researchers (research guides/teaching staff/ research scholars) who receive funding under Major Research Projects from Government or Private agencies shall be awarded cash prize and appreciation certificate.

### ***Research Publications***

The Faculty researchers who publish their articles in research journal with impact factor above 2 shall be awarded cash prize and appreciation certificate. In case of joint publication the cash prize will be distributed accordingly.

### *Research Policy implementation*

The R&D Cell of the college will be the nodal agency in implementing the research policy and has the responsibility of reframing the policy based on the need with the approval of the competent authority of the college.

### *Composition of Research & Development Cell*

- Principal - Chairperson
- Dean- Research - Co-ordinator
- Faculty - Member

The members in the R&D Cell shall officiate for 3 years and there is no restriction for the reappointment of the same members. More members/ subject experts may be included based on the need for a given programme/ research.

### *Functions of the Research & Development Cell*

The R&D Cell of the college shall be responsible for implementing this research policy of the college in coordination with the Management and the Principal. The specific functions of the R & D Cell are to

- a. collect and maintain data/ records on research guides, scholars and research activities.
- b. liaise with researchers and administration.
- c. monitor the implementation of regulations given in the research policy.
- d. formation of Departmental Research Committee and Research Advisory Committee.
- e. conduct colloquium periodically.
- f. call for, scrutinize and recommend proposals submitted for seed money of the Management.
- g. call for, scrutinize and recommend applications for research awards granted by Management.
- h. assist young researchers in both administrative and research processes.
- i. organize workshop/ training programmes/ sensitization programmes to be conducted by the institution to promote a research culture on campus.
- j. facilitate research collaborations, sign MoUs, assist in applying and getting patents.
- k. make efforts to improve the availability of research infrastructure requirements.
- l. forward consultancy affairs to the respective Departments.

  
Dean-Research

**Dr. D. KATHIRESAN**  
Dean-Research

Research & Development Cell  
Saraswathi Narayanan College (Autonomous)  
Perungudi, Madurai-625 022

  
Principal

Principal  
Saraswathi Narayanan College  
Madurai-625 022.

