



# St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

## Research Policy

Revised on: 02-02-2021

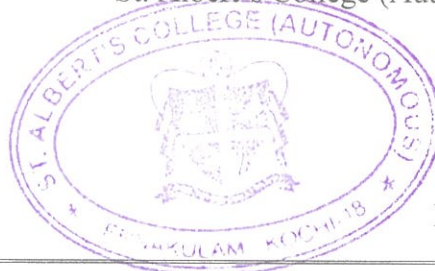
Approved by: Chairman

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St. Albert's College (Autonomous)

Prepared by:  
Dean – Research

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 2

## Research Policy

### Introduction

The success of an educational Institution in attaining its objectives is greatly contingent upon the alignment of the faculty with all the aspects of research initiatives, being undertaken at the Institute. Therefore, the present Research Policy aims to help St. Albert's College (Autonomous) and faculty achieve excellence and contribute to society. It outlines standards of responsible and ethical conduct expected of all persons engaged in research at this Institute.

### Objectives:

1. To ensure that all research activities are conducted with integrity and with due regard for the health and safety of everyone concerned.
2. To create a very good research environment in the Institution.
3. Strategic management and monitoring of research performance.
4. To ensure integrity, quality and ethics in research
5. To encourage faculty members in procuring funds from international and national funding agencies.

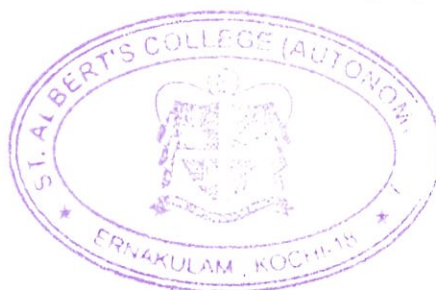
### Promotion of Research

The College believes that researchers are free to choose the subject of their research, to seek support from any funding source for their research work, and to report their findings and conclusions. However, research shall be available for scrutiny to the Research Advisory Committee of the College and constructive criticism of peers. Research techniques used by the researchers shall not violate established professional ethics, pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.

The College shall create conducive environment for research. Due to limited resources, the College may not fully support all research likely to be undertaken, but it shall allocate the space, facilities, partial funding, and other resources for research programmes based on the

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scholarly merits of the proposed research. It shall also provide development opportunities to researchers for writing research proposals and reports, publications, patent filing, etc.

### **Major/Minor Research Projects**

The College identifies calls for proposals for Major/Minor research by various agencies and disseminates the information through various communications channels established. Faculty can submit Major/Minor Research Project proposals to these agencies. These proposals are submitted to the Research Advisory Committee of the College for scrutiny before submitting the same to a funding agency.

The College provides all kinds of infrastructure facilities available for conducting a Major/Minor Research Project. The College plans to evolve a mechanism through which it shall monitor the progress of Research Projects funded by an external agency, maintain its accounts and submit the utilisation certificate in time to the funding agency as per the requirement of the funding agency.

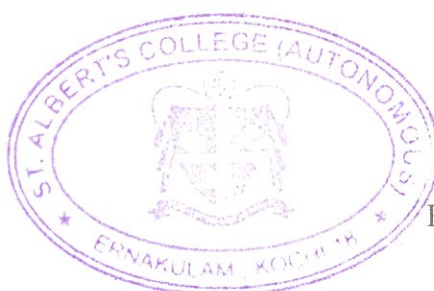
### **Albertian Seed Fund for Research**

St. Albert's College (Autonomous) wishes to encourage its Faculty members to engage in the activities of research and innovation so as to increase the IP wealth of the College. Present policy document related to release of seeds grant and financial assistance for promotion of research.

1. The "Albertian Seed Grant for Research" is executed by St. Albert's College (Autonomous) and monitored by the Office of the Dean, Research.
2. A maximum of INR Ten Lakh (Rs. 10,00,000/-) will be allotted under this scheme in a year up to a maximum of INR One Lakh (Rs. 1,00,000/-) per research project.
3. The Principal Investigator (PI) must be a faculty member of St. Albert's College (Autonomous). However, teachers or researchers from other colleges/universities/institutes/industries may be allowed as Co-Principal Investigators.

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4. The duration of the project shall be for two years from the date of commencement and audited report should be submitted in each financial year as well as at the end of the project to the competing financial authority of the college.
5. Any equipment, consumables purchased under the project is the property of St. Albert's College (Autonomous) and under any circumstances, transfer or relocation of them is not allowed.
6. Half yearly report on the progress of research is to be submitted to the Office of the Dean, Research (Soft copy to research@alberts.edu.in along with two hard copies).
7. Due credit to be given to St. Albert's College (Autonomous) in any research publications arising out of the project. However, in the case of patents, the ownership will reside only upon St. Albert's College (Autonomous).
8. Applicants have to sign a declaration agreeing to continue as an employee in St. Albert's College (Autonomous) till the completion of the project, failing which the granted amount is to be refunded along with the interest as applicable.
9. Submission of research proposal does not guarantee any funding.

### Collaborative Research Projects

The Academia-Industry interaction is the demand of the day. Contribution to society at large is possible if the College closely works with industries and different organisations. Industries and business organisations face different kinds of problems and many of them would like to have help from the College to find solutions to their problems. For that, the College has planned to have the following activities:

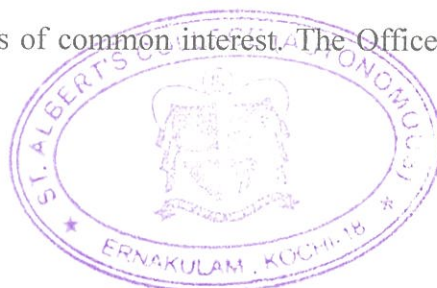
**Inter-disciplinary research:** Inter-disciplinary study refers to the study process cutting across various disciplines. Interdisciplinary research involves generation and integration of knowledge needed to answer complex questions, solve complex problems and gain coherent understanding of complex issues that are increasingly beyond the ability of any single discipline to address comprehensively or resolve adequately. For effective research in interdisciplinary areas, College/researchers could adopt practices mentioned in the Research Manual of the College.

**Collaborative International Research:** St. Albert's College (Autonomous) has MoUs with prominent Universities and Research Institutions abroad, for conducting research jointly in the areas of common interest. The Office of the Dean (Research)

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together with Office of International Affairs shall constantly explore the possibilities of having such collaborative or joint research in terms of thrust areas, decide the modus operandi of conducting such research and attend to other relevant aspects.

**Industry Sponsored Research Project:** An organisation can sponsor a project and the experts of the Institution concerned can conduct research on this project for which the financial support would be provided by the organisation. As a result, if any patent is registered, the IPR Policy College would govern the said patents and their outcomes.

### **Publication of Papers and Journals**

Publication of papers is critical for the effectiveness of the College. Faculty must publish continuously in quality journals. Therefore, the College encourages the publication of papers by the faculty with a targeted aim. A faculty member shall be expected to publish a certain number of research papers in refereed journals at national and international levels approved by the UGC.

Research papers to be published in identified journals and to be presented at national and international conferences shall be scrutinised and guided by a committee of senior professors. Each Department of the College shall be encouraged to publish a quality journal and organise research conferences, from time to time to boost research activities in the College and to contribute to the existing body of knowledge.

### **Intellectual Property**

Any intellectual property arising from any Research and other Consultancies will be governed by the IPR Policy of the College.

### **Incentives for Outstanding Research**

Outstanding research contributions made by the faculty, researchers, and research scholars shall be recognised as per the Incentives Policy of the College.

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## Code of Ethics for Research

Researchers and professional staff must, in all aspects of their research follow the Code of Ethics Policy of the College.

### Research Misconduct

The College believes that the occurrence of misconduct is a threat to the basic principles of research. The College defines research misconduct, as any fabrication, falsification or plagiarism in proposing, performing or reviewing research or in the reporting of research results. Research misconduct does not include an honest error or differences of opinion, authorship disputes that do not involve plagiarism, and violations of other College policies.

Misconduct in research damages the integrity of the profession and undermines the credibility of scholars. It is also antithetical to the values the College strives to maintain and promote. The College shall seriously take up all allegations of misconduct, and shall ensure that the procedures for the inquiry, investigation and adjudication of any misconduct are well defined and just for all parties involved and may initiate disciplinary procedure if found guilty.

### Research Advisory Committee:

The Research Advisory Committee of the College shall be constituted and will function as defined in the Research Manual of the College.

### Guidelines for Ph.D. Scholars and Research Centres

St. Albert's College (Autonomous) has various research centres and the College believes in transparency of functions of these research centres in an ethical manner. The Ph.D. Scholars and Research Centres shall adhere to the guidelines laid down in the Research Manual of the College.

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### **Eligibility Criteria for Ph.D.:**

The eligibility criteria for registering for Ph.D. in the College would be based on the guidelines laid down in the Research Manual of the College.

### **Norms for Shifting of Research Centre of a Research Guide**

1. No Objection Certificate (NOC) from the Manager of the College, where the research guide is working as Assistant /Associate Professor/Professor.
2. NOC from the Principal of the Research Centre, where the research guide is registered.
3. NOC from the Principal/HoD of the Centre/Department to which the shifting is proposed.
4. Written consent from all the research scholars working under the guide, agreeing to continue their remnant research work in the Centre to which shifting is proposed.
5. Permission from the affiliated University.
6. No research guide will be allowed to leave the Centre if the Centre lacks the required number of research guides to continue as a Research Centre.

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