



ST PHILOMENA COLLEGE

Affiliated to Mangalore University Re-Accredited by NAAC at 'A' Grade

MAI DE DEUS EDUCATIONAL INSTITUTIONS

Managed by the Catholic Board of Education, Mangalore

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RESEARCH POLICY



1. Introduction

St Philomena College is committed to ensuring a research-driven, innovation-driven college. To attain this goal, it is absolutely important to pursue cutting-edge basic, targeted, and applied research in all domains/ faculties of studies in a transparent, responsible and ethical manner for the advancement of knowledge and the development of novel processes, technologies and products. This Research policy provides a set of guidelines for the conduct of research at all levels and is applicable to all full-time, part-time employees of the college and all students, who may be involved in any form of research activity. It also aims at ensuring that the research activities of the College to conform to all applicable rules and regulations of the affiliating University and UGC as well as to the established standards and norms relating to the safe and ethical conduct of research.

2. Purpose

The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and inculcate research aptitude among the students. The policy will serve as an overall framework within which research activities may be carried out. It also aims to identify thrust areas of research having social relevance and thereby supplement the Vision and Mission of the College. The Research policy also emphasizes contribution towards society and to the nation at large.

3. Policy

The college has a well-defined research policy which shall act as a guideline for the scholars, faculty members, and all other concerned personnel. The aim of the policy is

3.1 To encourage original, quality research in basic and applied research fields of science, commerce, arts and languages.

3.1 To establish linkage with industries and business organizations to identify potential areas of research, surveys and to get relevant inputs for research query.

3.2 To establish assistance from other business houses, industries, NGOs, boards and forums.

3.3 To encourage faculty members to get research projects from State and National Funding agencies like VGST, SERB, DBT, DST, ICSSR, UGC, CSIR and research institutions.

3.4 To associate with the Research Groups of University/ Institutes of National Reputation Asper the policy the Research Expert Committee is set up to provide specialized administrative and managerial support for the operation of sponsored research, consultancy and other R&D related activities of the Institute. The Research Expert Committee also encompasses Research Proposal Screening Committee (RPSC) for the smooth functioning of its function. RPSC is formed



temporarily as per the requirement, to review the research proposals, consisting of at least two subject experts.

4. Roles and functions:

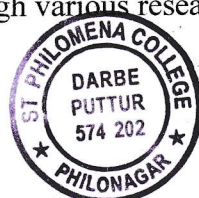
- 4.1 To develop, monitor and review the College's strategic plans for research.
- 4.2 To monitor the implementation of the Research Strategy and to evaluate its impact.
- 4.3 Provide advice and policy direction on research related issues in general practice.
- 4.4 Support the strengthening of a culture of research in general and assist in the development of research capacity, including academic career opportunities.
- 4.5 Work with other College committees to identify their research needs and facilitate their achievement.
- 4.6 Work with research and training organizations to increase engagement of research activities.
- 4.7 To develop and implement the Research Strategy, in accordance with the proper planning.
- 4.8 To oversee and review the progress being made against the Research Strategy programme plans through Research Proposal Screening Committee (RPSC).
- 4.9 To allocate the seed money on the recommendations of RPSC, if necessary.
- 4.10 To oversee the development of policies necessary for the responsible conduct of research and to monitor their implementation.
- 4.11 As and when need arises the meeting of the research expert committee is called to discuss the issues related to research policy, internship, research proposals, ongoing research, research journal (PEARL) etc.
- 4.12 To actively consider Equality, Diversity and Inclusion in all decisions made, and, where appropriate, take positive action to ensure that those with protected characteristics or care responsibilities are equally able to participate in activities and initiatives.

5. Scope

This policy shall apply to all the temporary and permanent teaching faculty members of the college who are interested in doing research.

6. Objectives

- 6.1 To develop desired awareness regarding research among the faculty members of St Philomena College.
- 6.2 To establish the scientific temper through various research initiatives and programs.



- 6.3 To establish Research Centers in different disciplines with an emphasis on socially relevant topics.
- 6.4 To encourage faculty members to publish qualitative research papers and undertake various research projects of social and academic importance.
- 6.5 To publish a research journal, thereby providing a platform for faculty, researchers, and academicians at the college, as well as those from academia across the country.
- 6.6 To create awareness in the society through various research initiatives and by giving due publicity to the socially useful research projects that will be undertaken by the College.
- 6.7 To establish ethics in their research work and avoid plagiarism while publishing the research papers.

7. Composition of Research Expert Committee

Rev. Dr Antony Prakash Monteiro (Principal)

Dr Emmanuel Deepak D'Silva (Convener)

Dr A P Radhakrishna

Dr Vijay Kumar Moleyar

Dr Norbert Mascarenhas

Mr Vipin Naik NS

Mr Yashavantha G Nayak

8. Research Seed Money Scheme (RSMS)

RSMS is a scheme initiated by the college to encourage its teachers for research and development through the help of Philanthropists. The government encourages the institutions to have private aid for research. In-order to continue and nurture the research activities the college, the management has decided to get funding from corporates or industry or from private persons.

The College has endowed with the best Science Departments with qualified teachers. Apart from the regular teaching, good number of teachers are being engaged in research activities. Researchers in the College have published the research papers in high impact journals such as Physical Review D, Health Physics, Journal of Environmental Radioactivity, Journal of Crystal growth and Design, Tetrahedron Letters, European Journal of Organic chemistry (EJOC), and also presented their findings in Conferences & Symposia.

Therefore, in-order to preserve this research heritage of the college from being thrashed by financial constraints, the College has planned to provide seed money for researchers of the College



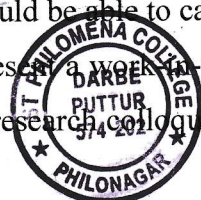
with the help of private funding to make themselves self-sustained for their future endeavors and thereby enhance the research ambience.

There are two schemes planned for research funding (**2-year duration**)

- a) **Minor research funding** (Worth Rs:1-1.5 lakh/-)
- b) **Major research funding** (Worth Rs:3-5 lakh/-)

9. Terms and Conditions:

- 9.1 The project is sanctioned by the trust/agency through Principal
- 9.2 The applicant must demonstrate that the proposed project is new and original and capable of producing substantial results.
- 9.3 Grants are to be made to any full-time member of the faculty at the St Philomena College, Puttur.
- 9.4 A faculty can avail only one grant at a time and he/she will not apply until he/she finishes the project at hand. A grant may be considered for renewal for a second year only if there is strong evidence that the research proposed is done satisfactorily.
- 9.5 A faculty or staff member may be awarded no more than one grant during a five-year period unless the research output is extraordinary.
- 9.6 Area of research should be among Science, Humanities and Commerce. At least two research articles should be published at UGC-CARE listed journals within the period of project.
- 9.7 Funds may be requested for all types of expenses directly related to the proposal with the following exceptions: dissertation research, manuscript preparation, summer stipends, dues and subscriptions to journals. Requests for the purchase of personal computers and printers from these funds are strongly discouraged.
- 9.8 Approval of the Research proposal and the grant released would be for the specific project proposal and grant should be exclusively spent on the project for which it has been sanctioned within the stipulated time.
- 9.9 Any items procured or outcome achieved will be the sole asset of the institution. The researcher will not possess any rights whatsoever.
- 9.10 Reviewers selected from the Research Proposal Screening Committee (RPSC) will look closely at the format of the proposal and how well it explains goals and their connections to extramural grant opportunities.
- 9.11 If sanctioned, the applicants should be able to carry out the project on their own.
- 9.12 Every grantee is expected to present a written progress of their project every six months, both in writing and to the research colloquium. If the Research Centre is not



happy with the progress, it may either suggest modifications or may withdraw the project.

9.13 RPSC is formed temporarily as per the requirement, to review the research proposals, consisting of at least two subject experts.

9.14 Principal is the sole authority in disbursing fund, audit and evaluation of the project outcomes.

9.15 Every research publication will duly acknowledge the funding agency/trust/name of the Philanthropist

9.16 Every year total money that can be allotted for research is Rs 10 lakhs. Which can be distributed to a maximum of 5 teachers, which includes both minor and major research projects.

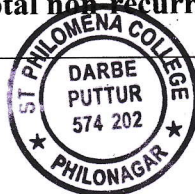
Format of the Research Proposal

1	Project Title	
2	Principal Investigator	Co-Investigator (if applicable)
	Name: Title: Institution: Address: Email address: Contact Number:	Name: Title: Institution: Address: Email address: Contact Number:
3	Project Amount	
4	Proposed project duration	
5	Brief abstract of the project (maximum 500 words)	
6	Key words (minimum 5)	
7	Project summary: a) Introduction and literature survey, b) Proposed problem and objectives c) Methodology d) Expected outcomes e) Relevance of the study to the present scenario f) References	
8	Budget (Appended) Yes/No	
9	Curriculum Vitae (Appended) Yes/No	
10	Recommendations of RPSC (Appended) Yes/No	

Budget Estimation

NON - RECURRING EXPENDITURE

S.No.	Equipment name	Technical specification of the equipment	Unit Price	Total Unit/quantity required	Total estimated cost
1					
2					
3					
4					
Total non-recurring expenditure					



RECURRING EXPENDITURE

S.No.	Item	Total Estimated Cost
1	Chemicals	
2	Glassware	
3	Plastic Ware	
4	Biological Specimen	
5	Electrical & Electronics spare parts/any other related items	
6	Mechanical Spare parts / any other related items	
7	Contingency	
8	Books	
9	Consumables	
10	Software	
Total recurring expenditure		

<hr/> Signature of Principal/Head of Institution (With Seal)	<hr/> Signature of Principal Investigator
	<hr/> Signature of Co-Investigator

Date: _____

Place: _____

10. Conduct of Research

The premises for the responsible conduct of research are the following:

- The researcher takes due account of the work and achievements of other researchers by respecting their work, citing their publications appropriately, and by giving their achievements the credit and weight they deserve in carrying out the researcher's own research and publishing its results.
- The researcher complies with the standards set for scientific knowledge in planning and conducting the research, in reporting the research results and in recording the data obtained during the research.
- Researchers refrain from all research-related evaluation and decision-making situations, when there is reason to suspect a conflict of interest.



11. Publication and Authorship

- Authors of research outputs are those, and only those, who have made a significant intellectual or scholarly contribution to the research and its output, and they have agreed to be listed as an author
- Mention the proper affiliation and address of the host college.
- Cite and acknowledge other works appropriately and accurately and obtain permission for the use of unpublished work.
- Acknowledge the professional and technical staff, institutions, research funding agency, and shared facilities which have contributed to the research explicitly in all published outcomes of the research.

Effective From 01-07-2016



PRINCIPAL

ST PHILOMENA COLLEGE
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