

# **THASSIM BEEVI ABDUL KADAR COLLEGE FOR WOMEN**

A Minority Institution Sponsored by Seethakathi Trust, Chennai.  
(An Autonomous Institution Affiliated to Alagappa University, Karaikudi)  
(Accredited by NAAC with 'A' Grade (CGPA: 3.16) & ISO 9001: 2015  
Certified Institution)  
Recognized by UGC with 2(f) & 12(B), Kilakarai-623517,  
Ramanathapuram District, Tamil Nadu.

## **RESEARCH AND DEVELOPMENT CELL**



## **RESEARCH POLICY**

## **1 Preamble**

Research and development activities are an integral part of the teaching-learning process in Indian higher educational institutions. A dynamic learning environment requires constant updating knowledge on advancements in science and technology is inevitable. This can be achieved through a vibrant research aptitude. Research makes it possible to create knowledge, innovation, and newer insights that make extension activities and scientific teaching a more exciting process. Thassim Beevi Abdul Kader College for Women has a significant place for research activities in recent days and encourages all its faculty, undergraduate and postgraduate research students to get involved in research activities of higher standards as envisaged in the international scientific community. Research is a systematic activity for which this policy document elaborates on principles that guides research accomplishments at the Thassim Beevi Abdul Kader College for Women research ecosystem. It aims at facilitating the scholarly inquiry that helps them attain excellence and contribute the society.

## **2 Scope**

The research policies are applicable to all researchers of the colleges from various disciplines. The research community comprises faculty members, research scholars, research students, and project assistants, undergraduate and postgraduate students. The research activity of the colleges must abide by the policies proposed in this document.

## **3 Objective**

- ❖ To create an active research environment inside the college among departments for nurturing research activity of undergraduate and postgraduate students, staff, and research scholars.
- ❖ To develop rules, procedures, and guidelines for granting research support, instituting awards, and supporting all other related activities.
- ❖ To encourage and facilitate the publication of the research work/projects in reputed academic journals.
- ❖ To support the presentation/communication of the research work/projects as well as their findings and recommendation through academic events such as workshops, seminars, and guest lectures.
- ❖ To provide a modality for proper coordination of all research activities of the college and aligning them to the vision and mission of the college and national development goals.
- ❖ To identify and suggest to researchers the appropriate research opportunities announced by different academic, research, industry, and government organizations.
- ❖ To establish research centers that has outlets to serve society.
- ❖ To establish research collaborations through signing MoU with institutions and individuals for the collaborative research activity.

## **4 Monitoring of the Policies and Procedure**

Research and development committee has been constituted to implement and monitor the policy and procedure that are to be adopted for the smooth functioning of the research activity in the college.

### **4.1 Research Monitoring Committee**

- ❖ Principal
- ❖ Director-Research
- ❖ Research Head
- ❖ Research Coordinators
- ❖ Members-wise department representation

### **4.2 Functions**

- ❖ Regular monthly research review meetings will be conducted to get updates on the research progress.
- ❖ The research proposals to be submitted for extramural funding can be internally reviewed.
- ❖ The minor research proposal submitted for receiving a seed grant from the management will peer-reviewed by the committee.
- ❖ The conference/workshop/seminar organized by all department will be mentored mainly to focus on advanced topics.
- ❖ To establish new research centres/extension approval for existing research centres by parent university can be facilitated.
- ❖ Identify the thrust area of research for strengthening institute collaboration with industrial consultancy in exploring bench mark work for supporting institute research activity.
- ❖ Publicize the research expertise of the faculty in the college to attract the industrial consultancy.
- ❖ Initiate collaboration with institute of public and private sectors for students and faculty research activity.
- ❖ Normalize the regulations for optimal utilization of research central instrumental facilities of life sciences and pure sciences.
- ❖ Guide the PG departments and research centres to apply for partial financial support to conduct conference/seminars and travel grants from various funding agencies.

### **4.3 Promotion of Academic Research**

- ❖ The faculty members on roll but without doctoral degree must register for Ph.D. degree program and train them for SET/NET within one year from the date of joining.
- ❖ Faculty members with doctoral degree must submit the application for approved guideship to Alagappa University before completion of first year at Thassim Beevi Abdul Kader College for Women.
- ❖ Faculty of each department must conduct research in focused areas to address the societal problems in local/regional/state/national level to publish research articles in UGC approved /Web of Science /SCOPUS indexed journals, once in a semester.

- ❖ Faculty members must be sensitized about the plagiarism and ethical issues before submission of the research article for publication.
- ❖ The student projects must be designed in alignment with vision and mission of the college.

#### **4.3.1 Research Appraisal Criteria**

Annual research appraisal of faculty on the following research metrics calculated with specific scores with modular gradation:

- ❖ Research Publications as first/corresponding or other authors – 30 Points
- ❖ Book/Book chapters – 10 Points
- ❖ Extramural Research Grants – 10 Points
- ❖ Research supervision – 10 Points
- ❖ National/International Patent – 10 Points
- ❖ Consultancy – 10 Points

Research and development cell committee must audit research progress and also provides key inputs on the future directions. Research committee must review the progress of Ph.D. candidates. Submission of annual research reports to committee is mandatory for all departments of the college.

#### **4.4 Activities of the committee**

- ❖ Explore the eligible extramural funding research calls from various government funding agencies.
- ❖ Prepare proposals for the infrastructure improvement of the college/departments which will be submitted to the DAE, DBT, DST, MHRD, UGC etc.
- ❖ Organize guest lectures by inviting the eminent scientist who can inspire and improve the quality of research undertaken at Thassim Beevi Abdul Kader College for Women.
- ❖ Formulate doctoral club and/or research forum for having scientific discussion in the formal meetings.
- ❖ Conduct the departmental seminar by faculty members to present their field of expertise to students' community.
- ❖ Organize the research paper presentation of their final year project work as interdepartmental competitions for all PG departments.
- ❖ On the occasion of Nobel Laureate's birth anniversary a lecture series and competitions should be conducted by all departments.

#### **4.5 Research Laboratory Safety Regulations**

The laboratory environment can be a hazardous place to work. Students and researchers working in the laboratory are exposed to numerous potential hazards including chemical, biological and physical means, as well as musculoskeletal stresses. Therefore, it is imperative to ensure the safety of all personnel working in the laboratories. The laboratory safety manual shall be compiled to be used as a binding document for all personnel working in laboratories to ensure safe work conduct and practices. The document shall be a compilation of the best practices and guidelines followed by the scientific community.

This manual shall provide general guidelines for lab safety. The avoidance of safety risks for the personnel at the Institutional level requires knowledge of possible hazards in our environment.

## **5 Thassim Beevi Abdul Kader College - Departmental Research Centres:**

The departmental research centres of Thassim Beevi Abdul Kader College are eligible to admit students for the doctoral programme. They should follow the regulation as given in Alagappa University website.

<https://alagappauniversity.ac.in/modules/research/docs/Regulations-updated-May2022.pdf>

### **5.1. Admission procedure for Ph.D.**

- ❖ Students can be admitted in the following stream in either full time or part time.
- ❖ A Master's degree in a relevant discipline with a minimum of 50% (or equivalent CGPA) is required.
- ❖ Candidate must have appeared for the prequalifying exam and with valid score card or NET/SET qualified can register for PhD programme.
- ❖ Upon registration, each research scholar will be allocated a research supervisor and a Doctoral Committee (DC) with one internal member and one external member to guide the scholar and monitor the research progress throughout the Ph.D. programme.
- ❖ Research scholar should take up course work and comprehensive viva in the two years from the date of registration.
- ❖ Research methodology (4 credits) and Research Publications ethics (2 credits) are the mandatory courses.
- ❖ The Research proposal and presentation needs to be prepared by the candidate in the guidance of the PI presented in DC meeting for the approval.
- ❖ All the research publications should be peer-reviewed and indexed by Scopus / Web of Science and listed in the UGC CARE list.
- ❖ Ph.D. thesis shall be evaluated by two examiners, one Indian and one foreign examiner, and viva-voce Examination is of open-defence type (ref. Alagappa University regulation for the detail description about the pre defence and post defence process).
- ❖ Every stage of doctoral work should be update to research and development cell through formal letter communication.
- ❖ Final viva voce exam will be convened through research and development cell.

## **6 Resources for Research at Thassim Beevi Abdul Kader College**

Research initiatives can be supported by providing the infrastructure and specific requirements through seed money and other supporting process are as follows

### **6.1 Seed money for Research Centres**

Seed money given by the management will be to encourage participation of research scholars in research activities and to furnish preliminary data for submitting research proposals grants to government funding agencies. Each research centre is eligible to receive seed money of Rs. 50,000/- per year and depending upon the nature of work the amount limit per individual will be fixed.

The award of seed money will be based on the quality of the research proposals. It is must for the candidate to furnish quotations from three different vendors and prepare comparative cost statements for the requirements to execute the research work. The proposal should be reviewed by the departmental representatives and Head before the submission to research and development cell. After scrutinizing the proposal for the approval, the proposal with review comments shall be sent to planning and development committee for the final sanction of grant. The standard formats for the seed money proposal will be circulated with periodic upgradation.

### **6.2 Incentives for Faculty Members**

The Institute offers Research Incentives to motivate the faculty members to publish in SCI/SCOPUS/web of science/UGC research publications with high impact factors, availing sponsored research projects, patent filing process and other research-related activities.

The Management of Thassim Beevi Abdul Kader College is introducing the following policy for awarding incentives and other benefits for the Faculty Members to motivate to involve in R&D/Funding/Consultancy/Knowledge update.

#### **Category 1:** Extramural Funded R&D Projects from the Government / Industry

1. 10% of the project value for a single member team.
2. 15% of the project value for a team of two or more members (variable % as per the involvement)

#### **Category 2:** Consultancy Projects from the Government/Industry/NGO (Non-Governmental Organization)

1. PI-25 % & Co-PI – 15% of the surplus revenue after deducting all the expenses.
2. It will be shared by the team members, as per their contribution.

#### **Category 3:** Organizing funded Seminars / Conferences / Workshops

1. 2% of the receipt value for a single member team.
2. 1% of the receipt value for a team of two or more members (variable %, as per the

involvement)

#### **Category 4: Attending Seminars / Conferences / Workshops outside Tamil Nadu**

1. Registration fee will be paid by the college.
2. On-duty will not be extended including a day prior and but only a day after the programme for collaborative discussions only.
3. Once in a year it can be availed.

#### **6.2.1 Research Awards**

- ❖ Full financial support for patent filing with certificate of appreciation will be provided by management.
- ❖ Any notable recognition received by faculty members / students shall be appreciated by the Institution with incentive / certificate.

### **7 Code of Ethics**

Thassim Beevi Abdul Kader College shall periodically conduct exclusive Workshops on research ethics and organize lectures as a part of Research Methodology course. Thassim Beevi Abdul Kader College has no tolerance on any kind of misconduct in carrying out research and this shall be conveyed to all stakeholders. Thassim Beevi Abdul Kader College have subscribed to anti-plagiarism software to check all the documents to be uploaded prior to publication. All faculty members shall ensure that there is no conflict of interest in executing or disseminating the findings while undertaking research / consultancy projects all experiments involving biological resources / animals / human samples shall be carried out only with the approval from the respective committee.

#### **7.1 Plagiarism**

Researchers who communicate their research finding presents the word, data, or ideas of others with the same purpose, without citation of research article from which it was taken are stealing intellectual property. They may be found guilty of plagiarism and thus of research misconduct. This statement applies to all forms of publications like reviews, original articles, communications etc., as well as every section of the research article like abstract, introduction, methodology, research results or interpretations and conclusions. If there is a word-for-word copying that exceeds a short phrase or six or seven words of other's text, that portion of the text should be shown in quotation marks and should be referenced, at that part of the manuscript which was copied material, from the original source. The same rules apply to grant applications and proposals. The clinical research protocols as well as student assignments submitted for grading. The plagiarism not only counted as violation of the standard code of conduct concerning all researchers, but in many cases it could be a form of a legal details on a copyright held by the original author or publisher.

The work of others should be given weightage by providing authorship or through citation for published or unpublished written work, an oral presentation or material on a website. Each journal or publisher has unique way of appropriate of citation. One need not provide citations, for well-established concepts from common textbooks or commonly used phrases of standard protocol. Specific rules were used for citing electronic information.

## **7.2 Use and Misuse of Data**

Research integrity requires reported conclusions are based on reported data or observations but closely associated reported observations. The act of braking research integrity is to fail on reported data that contradict or merely fail to support their finding. This includes the purposefully not revealing of information about confounding factors. If some data should be ignored for a stated reason, confirmed by an approved statistical test. The reason should be stated in the published reports. The facts behind negative results must be reported. Any intentional disregard for the correctness of the data in reporting observations may be approved as an act of research misconduct.

## **7.3 Ownership of access to Data**

Research data obtained in studies performed at the institute by employees are not the property of the researcher who arrived or observed them or even the research supervisor who directed the research of the research group. They belong to the institute, which can be held responsible for the integrity of the data from person who left the institute. The institute claim ownership of research data obtained by individual researcher, as they are grantee of sponsored research awards. There should not be denial for the access to data to any member of the specific research group from whom the data were collected. During the processing for a copyright or patent application with a written agreement within the group should specify the rights as group intellectual property. A researcher with an Invention Disclosure for filing patent must be done through the Office of Technology Management.

A researcher who leaves the institute is can make a copy of data so as to continue the research or, original data, with a written agreement to make them usable to the institute on request within a agreed time period. A formal Agreement on Disposition of Research Data should be negotiated through the committee. Each student, research fellow, or other investigators in a group project must communicate with the principal investigator, in writing, about their contribution to explore after leaving the research group. Such communication should mention precisely the extent to which a copy of research data may be taken. Co-investigators of other institution are permitted to access the data provided by them.

Since the scientific enterprise involving collective work involving many persons who in the future might do related research work. Since it is contribution of team of people, every investigator has permission to sharing of data. Other virtues of sharing data include the facilitation of independent confirmation of reported outcomes.



## **8 Turnitin, originality check software**

The Institute has access to Turnitin & Urkund originality check software to assist the researchers in verifying the similarity index of their journal manuscripts, research proposals and Ph.D thesis.

## **9 Central Facilities for Research**

The facilities arranged by the management for the research scholars

- ❖ Classroom with smart board exclusively for the research activity.
- ❖ Well-furnished laboratory space.
- ❖ Hub with adequate library access for the journals and advanced books.
- ❖ Free Wi-Fi facilities.
- ❖ Instrumentation room.
- ❖ Accesses to high end computers with statistical data tools.
- ❖ Software for Plagiarism check.

## **10 New amendments for Consultancy Projects**

Thassim Beevi Abdul Kader College for Women is committed to make its expertise available through service to industry, government and other research organizations. The institute aims to be an entrepreneurial institute while engaging with different organizations. The institute recognizes the importance of consultancy work undertaken by staff forms a core and valuable part of its function as an institute of higher learning. It is part of the Knowledge Exchange portfolio and assists in progressing shared relationships. Therefore, the institute has established this policy to support all staff in the delivery of consultancy. The institute expects all members of staff to comply with this policy. Institute staff engaged in consultancy will be given support if they adhere to the following norms.

## **11 Norms to undertake Consultancy**

- a) The members undertaking consultancies are permitted to engage in research and Non-research provided these consultancies do not interfere with the discharge of their duties as a teacher.
- b) Consultancies shall be undertaken only with the approval of the Principal through Chairman of research committee.
- c) No limit is placed on earnings. However there is a limit on the time spent on consultancy.
- d) Academic Staff may spend one day per week on approved consultancies, with a maximum of 48 days per year.
- e) Variations to this time commitment require the approval from Principal
- f) A lesser time commitment may be approved when the proposed consultancy interferes with the discharge of responsibilities.

## **12 Approval for undertaking consultancy projects**

All college approved consultancies are required to be approved and managed in accordance with this policy, associated documents, and other college policies. Applications to conduct consultancy are required to be approved through research committee.

## **13 Use of income from Consultancy**

1. Any income generated from approved consultancy contracts will be first applied to meet the costs incurred by the institute for conducting research and rest is shared by the faculty and the institute in the agreed ratio.
2. Institutional overheads claimed will be part of the departmental budget.
3. On completion of the project any surplus or deficit will be duly accounted, and report is submitted.
4. Institute recognizes the contribution made by members of staff undertaking consultancy.

## **14 Conflict of Interest**

Engagement in consultancies must not create a conflict of interest, perceived or actual. Any conflict of interest, actual or perceived must be reported to the Principal through Chairperson of Research Committee for resolution. A conflict of interest may arise where an employee engages in consultancies at the expense of the college's interests or the interests of other employees or students.

## **15 Intellectual Property in Consultancies**

Any intellectual property arising from any research consultancy will be governed by the Intellectual Property Policy.