



St Berchmans College

Founded 1922

AUTONOMOUS College with Potential for Excellence | Reaccredited by NAAC with A Grade

Affiliated to Mahatma Gandhi University, Kottayam, Kerala
Changanassery, Kottayam, Kerala, India-686101

Research Policy

Volume	II
Responsible Executive	Director -Research, St. Berchmans College
Responsible Office	Research Centre, St. Berchmans College
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1. Statement of Policy

St. Berchmans' college is committed to be a global institution of excellence promoting integral human development through value based teaching, learning, research and innovation. To attain this goal it is vital to pursue basic, targeted and applied research in all faculty of studies in a responsible, transparent and ethical manner for creation of new knowledge, advancement of technologies and products. The outcome of such research and development should appropriately disseminated at national and international levels. This policy provides a set of guidelines for conduct of research at various levels and is applicable to all faculty and research scholars of the college involved in any form of research.

2. Objectives

- Provide a policy frame work for the management, support and development of research in the college.
- Provide a strategy for achievement of the research goals by promoting interdisciplinary research.
- To affirm research as a priority and provide resources for continued high level, effective and efficient support for research.
- Provide an ecosystem for innovation and entrepreneurship
- Provide support for collaboration and consultancy activities to enhance research culture

3. Individuals and entities affected by this Policy

This document on research policy guidelines will be applicable to all faculty and research scholars of the St. Berchmans' College involved in any form of research.

4. Roles & Responsibilities

- The Co-ordination of Research will be by the Board of Research headed by Principal, Bursar and Director of Research
- From each research department, apart from Head, a research guide designated as research coordinator of the department will be board members.
- The Director of Research has overall responsibility to oversee and monitor research affairs in St. Berchmans' college and is responsible for the implementation of the research policy, course work and advising the academic council on research related matters.
- The research coordinator of each research department is responsible for implementing the decisions of Board of Research and conduct of course work in each department.
- Abide by the research policies of the government and funding agencies.
- Conduct course work and its examination as per the directions of university every year.
- Promote Interdisciplinary research programmes in the campus through Center for Interdisciplinary Research (CIDR)
- Encourage all eligible faculty members to apply for research guide ship from Mahatma Gandhi University.
- Encourage all faculty members not having doctoral degree, to register for doctoral program and to complete within the time period allotted by the university.
- Provide Seed money to inspire the newly joined faculty to initiate quality research programmes.
- Provide appropriate financial support to the faculty to present research papers in National/International seminars and conferences.

- Provide all information in drafting research /seminar proposals, their implementation, settling of accounts etc.
- Due in-house recognition will be given to the faculty members who bag national/international fellowships, awards etc.
- Provide assistance to the faculty in establishing collaborations and linkages with esteemed institutions/labs/industries/farms.
- Provide information and guidance including outsourcing necessary legal assistance in submitting patent applications.
- Provide remote access of library facility to research guides and scholars.
- Encourage faculty to join short- term training/exchange programmes.
- Promote research scholars and Postgraduate students to present papers in the seminars organized by the college.
- Conduct of annual researchers meet where research scholars will be required to present their work progress before the college community.
- Institute appropriate rewards to teachers and scholars for publishing research papers in high impact journals.

5. Code of Ethics

- Any form of plagiarism will not be permitted
- Awareness programs and training will be organized for students, faculty, research scholars and staff for conduct of responsible research, preparation of thesis/dissertation etc., academic integrity and ethics in education
- Publication ethics committee of Board of Research is responsible for drafting and monitoring the policies and guidelines related to publishing ethics
- The complaints related to plagiarism will be investigated and proper recommendations will be given by a committee comprising Principal, Research Director, Head of the Department and two senior faculty members from the staff council.
- Research scholars shall communicate research papers and submit thesis only after collecting the plagiarism check certificate from the parent university.

- Reviewers of journals and organizers of seminars must adhere to strictest possible standards to ensure quality of papers and proceedings
- The college will strictly implement the UGC regulation for Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) 2018 Issued On 23-07-2018

6. Research Support

- Provide seed money to selected research projects approved by Board of Research to carry out preliminary work.
- Institute Annual research awards and Best research guide award for outstanding research contributions.
- Provide fellowships to selected full time research scholars not availing any other fellowships based on merit and financial status.
- Provide financial support as registration fee for National and International Conferences to faculty who chaired a session/delivered invited lecture/presented paper or poster and research scholars who presented paper or poster at the conference.

7. Research Funding Policy

- Build research funds by collecting fees from research scholars and allocating 2-5% of institutional revenue and contributions from alumni for providing seed money to researchers, instituting annual awards, fellowships and other financial supports and remunerations.
- Provide seed funding for research projects that can be leveraged in obtaining external grants from funding agencies.
- Seek funding from governments and industries to sustain the research initiatives and enable specific research projects.
- Drive income from technology transfer, patents, consultation and by supporting external entrepreneurs.

8. Approval & Review Details

Approval Authority:

Manager, St. Berchmans College, Changanacherry

Officer In charge:

Director –Research, St. Berchmans College

Approved on: November 2022

Next Review Date: November 2024

9. Feedback

Stake holders may provide feedback about this document by e-mailing to IQAC.