

MARIAN RESEARCH POLICY

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Responsible Officer: Principal, with the assistance of MRCSED

1. Preamble

A broad policy framework for research is given in the Research Policy and Practice document. The Policy on Research addresses the following specific aspects of the operation of research within the college, in compliance with the University regulations on Research:

1. research practice within the College;
2. measures for the promotion of research culture
3. Strategies for the smooth conduct of research
4. Measures for the optimal use of research facilities.
5. funding for research
6. requirements for maintaining a safe and ethical research environment;
7. conduct of research under commercial and contractual arrangements;
8. maintenance of records and retention and storage of research data;
9. confidentiality provisions relating to research;
10. publication and authorship;
11. conduct of research by students;
12. conflict of interest;
13. Handling of research misconduct and fraud.

2. Definitions

- 2.1 Research data means - the data, records, files or other elements that form the basis of the main inferences, observations, findings, conclusions, outcomes or elements of a research project or publication, irrespective of the form in which it exists (eg: in print, electronic, physical, multi-media or other forms).

- 2.2 Researcher means any staff member, student, or person otherwise associated with the University, who conducts research in the course of employment, study or a formal research in affiliation with the college/University.
- 2.3 Research Misconduct means research fraud or any other form of misconduct in the research environment, and will be taken to mean either misconduct or serious misconduct in accordance with the definitions that apply in the university statute and the college rules.
- 2.4 University means the affiliating university, MG University, Kottayam.

3. Research Policy - General

- 3.1 The College aims to provide a research environment that will promote a high standard of professional conduct of its researchers, and a culture of research practice that is ethical, competent, safe and accountable.
- 3.2 Research within the College must be conducted in accordance with the principles outlined in the vision and mission of the College, with relevant legislation and guidelines issued by the affiliating University, with the guidelines and procedures laid down by the college on research matters.
- 3.3 In order to advise/support the management/principal and director/dean of each school, a high power committee may be constituted within the college with representatives from each department/school and experts from outside. The committee shall be called Marian Research Committee for Social and Economic Development (MRCSED)
- 3.3 The Principal of the college with the assistance of the Research Committee (MRCSED) constituted for the purpose will be responsible for overall monitoring, observance of the policy on research across the College and the MRCSED will have to present two reports in a year to the head of the institution showing the achievements, areas need improvement etc. or on any significant issues that may arise with regard to the conduct of research.

3.4 At the department/school level, the Head of the Department/Director/Dean of each department/school will be responsible for ensuring that the Policy on Research is implemented within the faculty involving in research and for monitoring its observance.

3.5 The HOD/ Director of a School/Department will be responsible for:

- (i) Implementing the Policy on Research within the School, and ensuring that researchers are made aware of their responsibilities with regard to complying with it;
- (ii) Ensuring that the School develops, and operates within guidelines, procedures and strategies that will promote good research practice, as required, to address research issues within the School that are not covered elsewhere by University policies and guidelines;
- (iii) Ensuring that researchers are informed about, and have the opportunity to undertake, coursework that will equip them to conduct their research in accordance with appropriate professional standards that apply in their research area/s;
- (iv) Reporting on compliance with the Policy on Research to the Head of the institution, Research Committee by each department Head as required.

3.6 Researchers will be responsible for:

- (i) Keeping the Director of School/ and the Teaching Supervisor informed of their research activities, and:
 - (a) In the case of staff members, conducting their research in compliance with this Policy under the directions of the Director/HOD or Research supervisor, or other responsible officer of the College;
- (b) In the case of students, conducting their research in compliance with this Policy under the directions of the appointed supervisor/s, HOD/Director of the school or department or other responsible officer of the University, and in accordance with the provisions of the affiliating University.

3.7 Researchers must submit all applications for grant or funding through the Research Committee in accordance with guidelines established by the College, keep the Management/College informed about any funding they have received to support their research, and comply with any conditions specified by funding bodies in respect of their research.

3.1. Constitution of Research Committee

The college shall constitute a research committee to advise and promote research activities of the college. The committee shall convene at least two meeting in a year. The committee shall have representation from diverse fields.

| Sl No | Designation | Name |
|-------|-------------|---|
| 1. | Chairman | Principal |
| 3. | Secretary | Head, Research Committee |
| 4. | Member 1 | IQAC Coordinator |
| 5. | Member 2 | The College Librarian |
| 6. | Member 3 | Nominated by the Principal |
| 7. | Member 4 | Nominated by the Principal |
| 8. | Member 5 | Nominated by the Principal – Student Representative |

In Addition, the college principal can include special invitees in the meeting when such need arises

4. Requirements for maintaining a safe and ethical research environment

Responsible Officer: Principal in collaboration with HODs/ Director or Dean of School

- 4.1 Director of School or HOD of the concerned department in collaboration with researchers, are responsible for developing and maintaining an ethical and safe research environment in the context of each research field undertaken within the School. Research activities should be undertaken by a School only where a suitable professional environment can be achieved.
- 4.2 Researchers must comply with relevant legislation, guidelines, policies and directives with regard to ethical and safe practices in research.
- 4.3 All research involving human subjects, animals or bio safety matters must be approved and monitored by the relevant University committee or any authorized body.
- 4.4 Researchers will be responsible for submitting research proposals, as required, to the Institutional Review Board [IRB] of the college (if funding is required from college) or to the University in accordance with policies or guidelines specified by the College. Researchers must:
 - (i) Obtain relevant Written Informed Consents/Assents and necessary approvals, including modifications to once approved research protocols, and maintain evidence of such approvals;
 - (ii) Every research work mandatorily undergoes Institutional Review Board's [IRB] scrutiny and must have written approval with the issued reference number issued to the document before proceeding into the study.
 - (iii) All the researchers should include a copy of ICF along with submitting the research protocol to the IRB.
 - (iv) Provide relevant information about their research, including progress reports, as required; and
 - (v) Notify the relevant committee, and the head of the relevant School/Department, immediately of any adverse events or experiences in their research that may be of concern to the College in respect of ethical or safety matters.

- (vi) Plagiarism/similarity check and certification also should be obtained by every researcher from the IRB is mandatory for all the research works conducted by any researcher of the college before its final submission.

4.1. Constitution of Research Ethics Committee

Responsible Officer: Principal in collaboration with HODs/ Director or Dean of School

In order to ensure the quality research output the research ethics committee is created in the college. It comprised of the research committee and the Head of the Departments of all the programmes. As per the UGC norms, a detailed research code of ethics is prepared in the college. All the Department of the college has also constituted the research ethics committee

4.2. CONSTITUTION OF THE RESEARCH ETHICS COMMITTEE

4.2.1. Research Ethics Committee of the College

Chairman- Principal

Secretary- Head, Research Committee

Research Committee Members - Nominated by the Head of the department

4.2.2. Ethics Committee of the Department

Department-

Chairman- Head of the Department

Member 1 - Nominated by the Head of the department

Member 2 - Nominated by the Head of the department

5. Commercialization of research and research conducted under a contractual arrangement

Responsible Officer: Principal in collaboration with HODs/ Director or Dean of School

- 5.1 Research may be commercialized, and may be conducted under a contractual arrangement or agreement with another party, for commercial purposes or otherwise, subject to authorization by the College, and in compliance with any conditions specified by the Research Committee.
- 5.2 Research conducted for commercial purposes, or that is to be commercialized or conducted under a contractual arrangement or agreement must be carried out, as appropriate, in compliance with relevant University/College policies and procedures, in particular, the Policy on Intellectual Property Rights.

6. Maintenance of research records, and data storage and retention

Responsible Officer: Principal in collaboration with HODs/ Director or Dean of School

- 6.1 Research records and data must be retained and stored appropriately to enable the accuracy, veracity and basis of research findings and research methods to be tested, established and scrutinized.
- 6.2 The MARCSED will issue guidelines specifying the University's requirements for reporting on research activities, maintaining research records and retaining and storing research data.
- 6.3 The Head/Dean of a School will be responsible for (i) monitoring compliance of researchers within the School with regard to the matters specified in this document, and exercising supervisory responsibility on these matters.
- 6.4 Each researcher will be responsible for:
- (i) reporting on his or her research activities, projects and publications, as required, through the half yearly progress reports;

- (ii) completing and lodging an Authorship Form in respect of any research material that has been published or submitted for publication;
 - (iv) maintaining research records, and ensuring that arrangements are made for his or her research data and records to be stored and referenced in accordance with this Policy;
- 6.5 The Principal, Head of MARCSED, the Dean/HOD of School, and other persons authorized by the Principal will be entitled on request to the relevant researcher/s, to have access to research records and data of any researcher, for the purpose of ensuring compliance with this Policy, and with the provisions that any confidentiality arrangements authorized by the University/College must be respected.
- 6.6 A researcher who uses data or research materials obtained under an agreement between the College and an external agency such as UGC is bound by the terms and conditions to which the college/researcher is a signatory, and is required to use the data or materials in compliance with such terms and conditions.

7. Confidentiality

Responsible Officer: Principal in collaboration with HODs/ Director or Dean of School

- 7.1 Access to research data may be limited by confidentiality provisions, normally for the purposes of protecting:
- ☐ a third party who is the subject of the research;
 - ☐ intellectual property that may be the subject of a commercial or contractual arrangement;
 - ☐ Confidential source materials.
- 7.2 Any confidentiality provisions that apply to research intended for publication should, as far as possible, provide for data and records to be kept in a way that will enable a third party to have access to them without breaching confidentiality, and where practicable for data and records to be available for discussion with other researchers.
- 7.3 The HOD/Director/Dean of School in the case of submitted documents and the researcher will be responsible for ensuring arrangements to protect the security of any confidential research data, including data held in computer systems.

8. Authorship and publications

Responsible Officer: Principal in collaboration with HODs/ Director or Dean of School

- 8.1 The MRCSED will issue guidelines on authorship and publication, and an Authorship Form.
- 8.2 The Authorship Form must be completed by each researcher in respect of each item of research that is to be submitted for publication; and lodged with the Head/Dean of department/School and the publisher.

9. Conduct of research by students

Responsible Officer: Principal in collaboration with HODs/ Director or Dean of School

- 9.1 Students conducting research must comply with the provisions contained in:
- ☐ the Policy on Research of the College;
 - ☐ the University's Research Degree Policies and Procedures;
- 9.2 Students must report, as required, in the following ways:
- (i) Maintain regular contact with appointed supervisors (or in the absence of the supervisor the Dean of School), and complete an annual review of progress, as specified in the Research Policies and Procedures in the case of research higher degree students; or as specified in University or Faculty policies for students conducting research as part of another degree;
 - (ii) Complete an Authorship Form, as required, in respect of any research to be published;
 - (iii) Notify the supervisor and Dean of School, in advance, of any proposal to enter into a contractual arrangement or agreement for commercial or other purposes of the student's research;
 - (iv) Submit other reports as specified by the Dean of School, the Faculty, or in relevant University policies.
- 9.3 A supervisor of a student conducting research will be responsible for providing guidance to students on all matters of research practice, and ensuring that students are informed of relevant University policies and procedures that affect the conduct of the student's research.

9.4 In accordance with the Statement and Guidelines, a supervisor will be entitled to have access to research data and other relevant information about the research of a student for the purposes of undertaking normal supervisory responsibilities and ensuring compliance with this Policy and other University policies and procedures. The supervisor must:

- (i) Consult with the student about the need to maintain confidentiality in respect of the student's research data, methodology, or findings
- (ii) Ensure the integrity of the student's research data is preserved; and
- (iii) where a student is conducting research as part of a research team, inform the student at the commencement of the research project of any protocols or operating conditions that may apply in respect of the conduct of the research project, the use and storage of research data, publication of research findings, confidentiality, or commercialization or other agreements or arrangements that may apply to the research.

9.5 A supervisor will:

- (i) Take such steps as are practicable to ensure the validity of a student's data and research methodology, and provide verbal and written feedback to the student on a regular basis;
- (ii) Ensure appropriate induction and ongoing advice is provided to the student about professional approaches that should be adopted with regard to ensuring the validity of data, and about requirements for maintenance of records and storage and retention of research data; and
- (iii) Ensure that discussions with the student on research practice are documented in the student's annual review form.

9.6 Where a supervisor has concerns about the validity of a student's data or about whether the student is undertaking appropriate record keeping or data storage or research practices, the following steps must be taken:

- (i) The supervisor should provide written advice to the student, and document any steps taken by the student to address the matter;
- (ii) If the matter is not addressed expeditiously, and to the satisfaction of the parties, the supervisor should advise the Head/Dean of School and notify the student accordingly;
- (iii) If the Head/Dean of School is unable to resolve the matter expeditiously and to the satisfaction of all parties, the matter will be referred to the Chairperson of the MRCSED, who will recommend further action to the Principal in accordance with the relevant University/College policies and procedures.

10. Conflict of Interest

Responsible Officer: Principal in collaboration with HODs/ Director or Dean of School

10.1 Researchers must disclose to the Head/Dean of School any affiliation with or financial involvement in any organisation or entity with a direct interest in the subject matter or materials of the researcher. The researcher must identify:

- (i) Direct benefits such as sponsorship of the research; or
- (ii) Indirect benefits which may include provision of materials or facilities; or
- (iii) Support of individual researchers through provision of travel or accommodation expenses to attend conferences, or similar benefits.

10.2 Researchers should disclose to any relevant outside parties including editors of journals, readers of published work and external bodies from which funds are sought, any potential conflict of interest that could be seen to influence the research and investigations, publication and media reports, grant applications, and applications for appointment and promotion.

11. Handling of research misconduct and fraud

Responsible Officer: Principal in collaboration with HODs/ Director or Dean of School

11.1 Misconduct or fraud in research may include, but are not limited to, the following:

- (i) Fabrication of data: claiming results where none has been obtained;
- (ii) Falsification of data, including changing records;
- (iii) Plagiarism, including the direct copying of textual material, the use from other people without adequate attribution/citations;
- (iv) Misleading ascription of authorship, including the listing of authors without their permission, attributing work to others who have not in fact contributed to the research, and the lack of appropriate acknowledgment of the work of a student or associate;
- (v) Other practices that seriously deviate from those commonly accepted within the research community for proposing, conducting or reporting research;
- (vi) An infringement of the University's Policy on Research Conduct or other research related policies that is either intentional or caused by negligence;
- (vii) Negligence, or failure to uphold commonly accepted standards in the conduct of research within the relevant field of research.

11.2 Misconduct does not generally include honest errors, or honest differences in interpretation or judgment about data.

11.3 The principal will appoint, on the recommendation of the Head of Faculty, two senior academic staff members from each Faculty who are experienced researchers as Contact Officers towards whom allegations of research misconduct can be directed.

11.4 A complaint alleging research misconduct may be made to the Principal, Head of MRCSED or, to Head/Dean of each Department/school in writing or orally.

11.5 Once a complaint has been received the following steps must be taken:

- (i) The person that receives the complaint must immediately inform the Principal that a complaint has been received and provide any information that the complainant has presented about the matter to the Principal;
- (ii) The Principal will consider the material that has been provided, and if necessary seek such additional information and advice, which may include advice from the Advisors identified in 11.2/MRCSED or another person with relevant specialist expertise, that may be required to establish whether the matter warrants further investigation, and will either:
 - (a) Decide that the allegations have no substance and dismiss the complaint; or
 - (b) Decide that there is no evidence of misconduct or fraud, but that alternative action is required, and refer the matter for consideration and action through an appropriate University process; or
 - (c) Decide that the allegations require further investigation as a potential matter involving misconduct or fraud, and initiate an investigation of the matter in accordance with 11.6 below.

11.6 In the event that an investigation is to be conducted, the Principal will take the following actions:

- (i) In the case of a member of the academic staff, refer the matter for investigation and consideration in accordance with the disciplinary provision for Academic Staff contained in the university statute ;
- (ii) In the case of a member of the general staff, refer the matter for investigation and consideration in accordance with the disciplinary provision for General Staff contained in the University Statute;
- (iii) In the case of a research student, refer the matter for investigation and consideration in accordance with the relevant University rules and regulations;

11.7 Where an allegation of misconduct is under investigation, the Principal will, as appropriate:

- (i) Inform grant funding bodies or other parties with a direct and legitimate interest in the matter, that the matter is under investigation, and of the status of any proceedings, and of any other matters that may be of direct concern to them
- (ii) Take such other action as may be necessary to protect the interests of the University, and exercise a duty of care towards staff members, students, the public or any other parties involved in the matter.

11.8 In a case of misconduct, the University may, in addition to taking action in accordance with the provisions outlined above, exercise its right to take legal or other action against the researcher or a third party.

12. Research Grants and funding

Responsible Officer: Principal in collaboration with HODs/ Director or Dean of School

12.1 All external grant applications submitted by the college staff must be submitted through the Principal.

12.2 Internal funding may be given as per the recommendations of MRCSED. All proposals for research funding may be given to the research committee, who will evaluate each proposal as per given criteria and recommend projects which are worth doing. In this context, the MRCSED may:

- Provide advice regarding the preparation of applications
- Review applications which are submitted in accordance with internal deadlines
- Liaison with funding agencies to ensure that researchers have accurate information regarding grant requirements and procedures.

12.3. Teachers can submit project proposal, however releasing of grant will be made along with the submission of proofs for publications/ Completion of the project

13. Research Promotion Measures

Responsible Officer: Principal with the support Marian Research Committee.

Research enjoys a prominent place in any higher education institution. College takes all possible measures to develop research culture in students and faculty. The measures may include seed money for research, best research awards to both faculty and students, incentives for paper publication, paper presentations in seminars, research methodology workshops, cash awards for submitting research proposals to outside agencies etc.

The activities undertaken under research promotion are given below

- 13.1 Constitution Marian Research Committee for Social and Economic Development (MRCSED) at the college level to advise Principal/Management on research related matters and monitor research activities in the college.
- 13.2 Setting up of research centre's/wings in each department to promote, streamline and execute research activities in the department. The coordinator of the research wing in the department de facto will be the department representative in the MRCSED to be set up at the college level.
- 13.3 The research wings in each department may undertake industry/government funded projects without affecting the regular academic activities of each faculty in the college
- 13.4 An action plan to convert each department into a full-fledged research department in the near future.
- 13.5 Publish the best student research works in the college journal, Acumen
- 13.6 Arrange workshops to students and faculty in research methodology in the college (for outsiders too).
- 13.7 Flexible timing to teachers doing PhD. Possibilities for such arrangement can be made in each department subject to the prior consent of Principal.

- 13.8 Provision for leave for doing research for S/F staff. This provision may be integrated in the HR policy of the college. Faculty may be given the permission for taking leave for doing research on a case to case basis without compromising the quality of work in the concerned department subject to the prior consent from the Manager of the college.
- 13.9 Provision for seed money to faculty and students for undertaking innovative research projects/major /minor research projects
- 13.10 Earmark every year a significant sum of money for research in the college budget – the amount spent for upgrading library facilities, internet, systems purchased may be shown under the research head
- 13.11 Put all the student research reports in the college website. Each department shall collect one hard copy of Project report and the same shall be submitted to the college library. No dues for students from the library may be issued only after getting the PDF version of report. A notice informing students about such a requirement may be circulated in the month of January every year.
- 13.12 Institute awards for best student research work and the supervising teacher for the best research work undertaken department wise – Department of commerce (PG), Department of Commerce (UG), BBA, BCA, MMH, MCA, MSW. First Prize Rs. 3,000 (Rs. 2000 for student and Rs. 1000 for supervising teacher)
- 13.13 Institute awards for best faculty research work – one each in commerce and management(B Com/M Com/MMH/BBA), Social Work and Computer Science First Prize Rs. 5,000
- 13.14 Awards/ cash awards to faculty and students who publish articles in research journals – national /international/with impact factor etc. Cash awards to faculty for publishing in national journals: Rs. 1000/- each.

- 13.15 Cash awards to faculty for publishing in national peer reviewed journals : Rs. 2000/- each. For every .5 increment in the impact factor beyond 1.00, Rs. 500 each may be given. For instance if the impact factor is 1.58, then amount of Rs 2500 (2000+500) will be given subject to a maximum cash award of Rs. 5,000.
- 13.16 Cash awards to faculty for publishing in international journals : Rs. 2000/- each. Cash awards to faculty for publishing in international peer reviewed journals : Rs. 3000/- each. For every .5 increment in the impact factor beyond 1.00, Rs. 750 each may be given. For instance if the impact factor is 1.52, then an amount of Rs 4,000 (3000+750) will be given subject to a maximum cash award of Rs. 10,000.
- 13.17 Budget Provision of Rs. 10,000/- as seed money to faculty who undertake research work leading to PhD for buying books, journals, Printout and binding charges of research material collected for the study. The books, journals, printout of articles (in hard bind form) shall be entered in the library register before releasing the amount.
- 13.18 Budget Provision for seed money to faculty and students for undertaking innovative research projects. For faculty, Rs.15,000/- which could be used for buying textbooks, traveling expenses for attending interviews for major research projects, field work, DTP etc. For students, Rs.5,000/- which could be used for buying textbooks, journals, field work, DTP etc. the maximum number of projects which can be sanctioned under this category for faculty is ten and for students five. 70 percent of sanctioned money shall be used for buying books, journals, Printout and binding charges of research material collected for the study. Such books, journals, printout of articles (in hard bind form) shall be entered in the library register before releasing the amount. MARCSED will invite applications from faculty and students at the beginning of every academic year with necessary guidelines.
- 13.19 Incentives for researchers submitting research proposals to UGC, Funding agencies, industry etc. Major and Minor research projects, Rs. 2000 and Rs.1000 respectively

13.20 Flexible timing to teachers doing PhD. Relaxation from exam duty and concessional leaves on study holidays during the data collection and final stages of thesis submission. Lenient approach towards granting leave for the research work.

13.21 Provision for sabbatical Leave for faculty for doing research especially for S/F staff. Provision for leave for doing research for S/F staff may be integrated in the HR policy of the college.

14. Research Facilities

Responsible Officer: Principal in collaboration with HODs/ Director or Dean of School

The college, considering the importance of research in higher education, wants to establish world class research facilities for faculty, students and research scholars. The existing facilities needs to be upgraded and made available on an easy to use platform. Every year, an internal review of existing facilities has to be made involving every faculty, student's representatives and external experts at the behest of MRCSED. The recommendations may be submitted to the management for appropriate actions preferably at the end of each academic year. Facilities for the smooth conduct of research in the Library are

14.1 A separate section for research in the library. A list of research related services in the library is exhibited in the research section.

14.2 Purchase e journals as per the needs of each department and make it available in all systems in the library/lab and create a network resource centre (including what is given in items 14 and 15) in the library assisted by a competent library staff acting as a single point contact for all research related reference

14.3 Inter library collaborations such as book loan facility, documentation services, sharing of data base etc will be made available to students.

14.4 All the student research reports in the college website. Make it a mandatory requirement to submit the PDF version of the project report for the final evaluation. No dues from the library shall be issued only after getting the PDF version of projects.

- 14.5 Publish all student research projects, older versions of Acumen, faculty research projects in the college website by the librarian

15. Research Collaborations

Responsible Officer: Principal in collaboration with HODs/ Director or Dean of School

- 15.1 College considers collaborations as an ideal tool for furthering research for the mutual benefit of parties involved. Collaborations facilitating the sharing of resources, human and infrastructure are promoted by the college provided it benefits the research endeavors of the college.
- 15.2 Collaborations with universities abroad and Premier institutions in India may be given special attention. However, due care has to be taken so that such collaborations never result in any defame to the college and is in tune with relevant university statute and regulations.
- 15.3 The collaborating departments/school shall get prior sanction from the management for any type of collaboration with third parties.

16. Research Components of Undergraduate Programme

All information on graduate research work specific to each school/departments including information on faculty policies and procedures, research interests of the Schools, facilities for postgraduate coursework study, minimum expected standards, evaluation tools, mechanisms to address student grievances etc. will be published annually in the form of Handbook and provided to all graduate students undertaking a course which includes a research component.

17. Research Components of Postgraduate Programme

All information on postgraduate coursework awards specific to faculties, including information on faculty policies and procedures, research interests of the Schools, facilities for postgraduate coursework study etc. will be published annually in the form of Handbook and provided to all postgraduate coursework students undertaking a course which includes a research component in each faculty.

18. Research equipment: Procurement, Management, Transfer and Disposition

The purchase of research equipment may be initiated only when the equipment is essential to a research project and is not already reasonably available and accessible elsewhere on campus. The policy of the College requires that all special purpose equipment be shared by investigators to the maximum extent possible, although this shared use must not, of course, interfere with regulations of the sponsors including UGC, the terms under which the equipment was acquired, or work on a project for which the equipment was acquired. It may be purchased as a complete unit, donated/loaned by a sponsor. Several individuals/groups are responsible for the procurement, management, transfer, and disposition of research equipment. These include the following:

1. Principal Investigators are responsible for identifying the need for research equipment, determining if such equipment is available on campus, and (if appropriate) initiating purchase of new equipment. They must make sure that equipment under their jurisdiction is properly used and maintained.
2. Department/Directors (or their designates) are responsible for seeing that research equipment in their department/center is accounted for and optimally utilized.

20. Policy Review

The Principal will initiate review of this Policy as and when needed in association with MARCSED. The above policy is implemented only after getting approval from the college governing board. The approval and sanction for all the changes and deletions are vested on the authority of the college governing board.

Annexure - I

ANNEXURES

Marian Faculty Innovative Research Project Guidelines

The Marian Research Committee is happy to announce that the management of our college has consented to extend financial assistance to the tune of ` **50,000 [fifty thousand only]** to **ten** selected research projects for each academic year to the faculties of Marian College.

Objectives

1. To orient faculty members to undertake innovative research projects
2. To facilitate faculty members to formulate a research problem and work on it and later develop the same into major research proposals
3. To create and maintain a research culture in Marian Campus

Accordingly applications along with the synopsis are invited from interested faculty members as per the guidelines and related information given below.

- 1) The name of this programme will be 'Marian Faculty innovative Research Project' [MFMRP] funding.
- 2) A maximum of ten such projects will be funded this year depending upon the quality of the proposals received.
- 3) Each MFMRP consists of a maximum seed money of ` **50,000 [fifty thousand only]** and a Merit Certificate.
- 5) The research work seeking this funding shall relate to areas like [i] Commerce, Business, Management [ii] Computer Science/Applications [iii] Tourism and Hospitality [iv] Social Work [v] Language and Literature [vi] Law [vii] Education and [viii] Marian campus. The faculties shall submit proposals individually or jointly with any other faculty member of the college. Interdisciplinary and interdepartmental teams are also possible. If the proposal is submitted by a group, the person whose name first appears in the proposal is considered as the Principal Investigator [PI] and the others as Co-Investigators [CI].

6) To participate in the selection process, interested faculty teams shall submit the synopsis of their research proposal in the attached format [Annexure Part I and II].

7) The ten teams selected for the award will be determined based on the scores obtained out of 150 decided through a two stage process as follows.

In the first stage the synopsis submitted by all the faculty members will be evaluated out of 100 marks a by the sub-committee of the Marian Research Committee based on criteria like

[i] innovativeness of the topic [ii] social relevance [iii] contribution to body of existing knowledge [iv] research ability of the topic [v] clarity of objectives [vi] suitability of the research methodology proposed and [vii] a statement of likely expenditures to complete the said project.

The second stage consists of an interface of the research team with the team of experts from Marian Research Committee and marks will be awarded out of 50.

Those ten faculties or faculty teams who secure the top marks out of 150 in the two stages will be selected for the receipt of the funding.

7. The seed money will be distributed in four installments.

For receiving the first instalment of ` 10,000, those who are selected for the receipt of the award shall sign a contract with the Principal stating that they will utilise the award money only for the purpose of the said research project, that the project will be completed on or before 31st January

and that the money received will be returned to the college if the research project is not completed in time to the satisfaction of the Marian Research Committee.

The faculty research teams shall appraise the Marian Research Committee regarding the progress in their research work by the end of October in every year. If the research committee is satisfied, the second installment of ` **10,000** will be released.

The third installment of ` 20,000 will be dispersed on successful completion of the research and submission of the thesis/research report to the Marin Research Committee by the end of January every year. The last and final instilment of ` **10,000** will be dispersed as and when thereseach work is published in a reputed research journal and the proof is produced to the committeeThere will not be any department wise weightage or reservation for the selection of theprojects for funding.

8. Interested faculty members are advised to submit their application including the research proposal [as per the format given in Annexure part I and II] to the Head of the Department of the Marian Research Committee.
9. The soft copy of this announcement and application form are available also in Netserver1/Staff/Research Committee/Faculty Research Project.
10. For any clarification or more details please contact Dr K V Thomas

MARIAN COLLEGE KUTTIKKANAM AUTONOMOUSPEERMADE P.O, IDUKKI,
KERALA-685 531

PROJECT PROPOSAL

| | | |
|-----|---|--|
| 1. | Name of the principal investigator and his/her designation. | |
| 1a. | Name of the Department | |
| 1b. | Mobile Number/s | |
| 1c. | Email id: | |
| 2. | Name of the Co-investigator and his/her designation. | |
| 2a. | Name of the Department. | |
| 2b. | Mobile Number/s | |
| 2c. | Email id: | |
| 3. | Scheme under which Project is Applied | |
| 4. | Date/Month/Year of Submission of the detailed report. | |
| 5. | Date/Month/year of anticipated start of the project and completion of it. | |

DETAILS OF THE RESEARCH PROJECT

AREA& RELEVANCE OF RESEARCH (Maximum 50 characters).

| |
|----|
| i. |
|----|

TITLE OF THE RESEARCH PROJECT

| |
|--|
| |
|--|

ABSTRACT (Maximum 250 words).

| |
|--|
| |
|--|

KEYWORDS (Maximum 5Key Words).

1. INTRODUCTION OF RESEARCH/STUDY (Maximum 2500 characters).

2. STATEMENT OF THE PROBLEM. (Maximum 2500 characters).

1.

RESEARCH DESIGN

1. RESEARCH DESIGN (Specify Qualitative/Qualitative or Mixed Approach) (Maximum 500 characters).

A combination of descriptive, exploratory, and explanatory methodology will be followed in this study. An exploratory research design will be identified in the beginning as the problems, research questions, and variables will be identified from the literature review. The profile of the respondents and the frequencies, percentages, etc., will be described using a descriptive research design. Descriptive research will not explain the relationship between variables. To find the relationship between variables, an explanatory research design will be used.

2. UNIVERSE OF THE STUDY (Maximum 500 characters).

The universe of the study will include the Agri value Entrepreneurs of Idukki and Kottayam district of Kerala.

3. RESEARCH SETTINGS (e.g., Community, Agency, Laboratory) (Maximum 500 characters).

The study will be conducted among group of agri value entrepreneurs.

4. OBJECTIVE AND HYPOTHESIS OF THE STUDY (Maximum 500 characters).

5. SAMPLING DESIGN/METHODS (Maximum 500 characters).

6. SAMPLE SIZE (Maximum 500 characters). If applicable.

7. TOOLS OF DATA COLLECTION (Maximum 500 characters). If applicable.

8. SOURCES OF DATA COLLECTION (Maximum 500 characters).

ETHICAL APPROVAL DETAILS:

1. ETHICS COMMITTEE APPROVAL DETAILS (Maximum 500 characters).

BUDGET

(Specify Details)

| Sl. No. | Item/Details | Amount in INR |
|---------|----------------------------|---------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| | Total Amount In INR | |

Justification for the expenses**TIMELINE**

(Mention the important dates with details, also add more rows and columns if necessary and needed).

| | Preparatory Work (selection of staff & training) if applicable | Data Collection | Report Writing |
|------------------|--|-----------------|----------------|
| JANUARY | | | |
| FEBRUARY | | | |
| MARCH | | | |
| APRIL | | | |
| MAY | | | |
| JUNE | | | |
| JULY | | | |
| AUGUST | | | |
| SEPTEMBER | | | |
| OCTOBER | | | |
| NOVEMBER | | | |
| DECEMBER | | | |

OTHER DETAILS* (e.g., Number of staffs required, training of surveyors, Number of beneficiaries, any other etc.) *only if applicable.

| |
|--|
| |
|--|

Details of the Collaborators*(*Specify only if applicable)

1. Name and Signature of Principal Investigator

2. Name and Signature of Co-Investigator (provide only if applicable)

Annexure - II

Marian Students' Minor Research Projects Guidelines

The Marian Research Committee for Social and Economic Development (MRCSED) is happy to invite proposals for students innovative minor research projects during the academic year 2013-14 . It is a new initiative of MRCSED and is funded by the management of our college.

Objectives of the funding:

1. To inculcate an inclination to quality research among Marian students
2. To familiarise the procedure for applying research funding.

The proposed award carry a funding to the tune of ` **5,000 [five thousand only]** to **five** selected research projects of students. Applications (as per Annexure- Part 1) along with a synopsis (as per Annexure-Part B) are invited from interested students as per the guidelines given below.

- 8) The name of this programme will be 'Marian Student's Minor Research Project' [MSMRP] Award.
- 9) A maximum of five such awards will be given this year depending upon the quality of the proposals received.
- 10) Each MSMRP award consists of seed money of ` 5,000 [five thousand only] and a Merit Certificate.
- 11) For availing the proposed funding students shall submit proposals individually or jointly in groups of not more than three. Interdisciplinary and interdepartmental groups are also welcome. If the proposal is submitted by a group, the person whose name appears first in the proposal is considered as the Principal Investigator [PI] and the others as co-investigators.
- 12) To participate in the selection process, interested students or students teams shall submit the synopsis of their research proposal in the attached format along with a softcopy. The research proposal shall be an original one framed by the applicants themselves.

13) The research work seeking this funding shall relate to areas like [i] Commerce, Business, Management [ii] Computer Science/Applications [iii] Tourism and Hospitality [iv] Social Work [v] Language and Literature and [vi] Education.

14) The five teams selected for the award of the funding will be determined based on the scores obtained out of 150 decided through a three stage process as follows.

In the first stage the students shall submit their synopsis to their concerned department. The department shall evaluate and forward a maximum of five suitable synopses to the Research Committee.

In the second stage the synopses submitted through the departments will be evaluated out of 100 marks a by the sub-committee of the Marian Research Committee. The criteria for evaluation are [i] innovativeness of the topic [ii] social relevance [iii] contribution to body of existing knowledge [iv] researchability of the topic [v] clarity of objectives [vi] suitability of the research methodology proposed and [vii] consent of a faculty member to guide the said project. Based on the marks secured in this stage proposals will be short listed for evaluation in the second stage.

The second stage consists of a 7 minutes multimedia presentation by the short listed research teams followed by a viva-voce by a team of experts and marks will be awarded out of 50.

Those five teams who secure the top marks out of 150 in the two stages will be selected for the funding.

7. The fund will be distributed in three instalments.

For receiving the first instalment of ` 1,500, those who are selected for the receipt of the award shall sign a contract with the Principal stating that they will utilise the award money only for the purpose of the said research project, that the project will be completed on or before 31st January 2014 and that the money received will be returned to the college if the research project is not completed in time to the satisfaction of the Marian Research Committee.

The student's research teams shall appraise the Marian Research Committee regarding the progress in their research work by the end of October 2013 based on a progress report by the guiding faculty. On receipt of a satisfactory progress report, the second instalment of ` 1,500 will be released.

The final instalment of ` 2,000 will be dispersed on successful completion of the research and submission of the thesis/research report to the Marian Research Committee by the end of January 2014 both in hard and soft copy. It shall be noted that the output of the research work shall meet the standard and quality of publication in reputed research journals.

8. There will not be any department wise weightage or reservation for the selection of proposals.
9. Students are advised to submit their application accompanied by the research synopsis for the selection of Marian Student's Minor Research Project funding on or before Friday the 16th of August 2013 to Dr Jojo K Joseph, Head of the Department of Commerce and Head of the Marian Research Committee.
10. The soft copy of this announcement and application form are available also in Netserver1/UG/Research Committee/Students Research Project.
11. For any clarification or more details please contact Dr K V Thomas.

MARIAN COLLEGE KUTTIKKANAM FORMAT
FOR SUBMISSION OF PROPOSAL FOR MARIAN
STUDENT MINOR RESEARCH PROJECT

PART – A

1. Broad Subject/Department

2. Principal Investigator

i. Name:

ii. Sex:

iii. Date of Birth:

iv. Category: SC/ST/OBC/GENERAL

v. Course:

Semester:

Roll No:

vii. Address

Residence:

Email:

Mobile:

3. Co – Investigator(s)

i. Name:

ii. Sex:

iii. Date of Birth:

iv. Category: SC/ST/OBC/GENERAL

v. Course:

Semester:

Roll No:

vii. Address

Residence:

Email:

Mobile:

4. Educational Qualification

| Course | Institution | Grade/Division | Grade Point/% |
|------------------|-------------|----------------|---------------|
| 10 th | | | |
| Plus Two | | | |
| Degree* | | | |
| PG* | | | |

*give latest available result

5. Have you submitted this project for any other purposes earlier. Yes/NoIf

yes, give details.....

6. Details of the faculty member who has consented to guide theproject:

7. Name:

Designation:

Department :

Signature:

PART – B

Proposed Research Work

(Give a description including the points listed below in not greater than 1000 words)

A. Project Title:

(i) Introduction

(ii) Significance of the study

(iii) Summary of the problem to be addressed

(iv) Interdisciplinary relevance, if any

(v) Review of Literature

(vi) Objectives of the Study

(vii) Research Methodology to be adopted

(viii) Month wise Plan of work and targets to be achieved.

| Month | Target to be achieved |
|--------------|------------------------------|
| | |
| | |
| | |
| | |

(ix) Details of collaboration, if any intended

[x]. Statement of likely Financial Assistance required to complete the project

| | Item | Estimated Expenditure [`] |
|------|--------------------------|------------------------------------|
| i. | Books and Journals | |
| ii. | DTP charges | |
| iii. | Field Work and Travel | |
| iv. | Any Other[Specify] | |
| | Total: | |

[xi].Any other information which the investigator may like to give in support of this proposal which may be helpful in evaluating:

[xii]. I/we certify that:

- a. I/we shall abide by the rules governing the scheme in case assistance is provided to me/us from the College for the above project.
- b. I/we shall complete the project within the stipulated period. If I/we fail to do so and if the Marian research committee is not satisfied with the progress of the researchproject, the college may terminate the project immediately and ask for the refund of the amount received by me/us.
- c. The above Research Project is not funded by any other agency.
- d. The information furnished above are true and correct to the best of my/our knowledge and belief.

| Designation | Name | Signature |
|-----------------------------|------|-----------|
| Principal Investigator [PI] | | |
| Co-Investigator (s) | | |
| Supervising Teacher | | |
| HoD/Director of the PI | | |

Place: Kuttikkanam

Date




Principal
Marian College, Kuttikkanam