



**RATHINAM COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)**

(Affiliated to Bharathiar University, Re-Accredited by NAAC with 'A' Grade,

Approved by AICTE and Recognized by UGC under section 2f & 12B)

**Rathinam Techzone Campus, Pollachi Road, Eachanari P.O, Coimbatore – 641 021**

# RATHINAM

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## COLLEGE OF ARTS & SCIENCE

Rathinam Techzone, Pollachi Road, Eachanari

Coimbatore – 641021

### Research Policy



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## **Research Policy**

### **Introduction:**

Research commonly is associated with conducting empirical studies, whether confirmatory or exploratory, but in some academic disciplines research also encompasses highly theoretical work. The extent to which faculty members have a research role as part of their work responsibilities depends largely on the mission of the employing institution, with larger universities more likely to have research and knowledge creation as a significant part of their missions. Faculty members with active research agendas and involvement in their disciplinary communities have been regarded as more cosmopolitan in orientation, with stronger allegiances and loyalties to their disciplines than to their home institutions.

Additionally, research-oriented faculty members often participate actively in generating internal and external monetary support to underwrite their laboratories or specific research projects. Faculty rewards often are based on the extent to which faculty members contribute to their disciplines through publishing articles and books, presenting research findings, giving performances and exhibits, or disseminating their work to external audiences in other ways.

- Faculty members of RCAS shall engage in research, thereby contributing to the knowledge base of the core discipline or academic field.
- Faculty members are expected to participate in research activities of RCAS actively.
- Expected to develop expertise in a core area and achieve core competency. They shall concentrate at least for 2hours per day on active research.
- Expected to publish at least one paper in SCOPUS indexed or peer reviewed journals in every semester in their area of research.
- To organize FDPs, Workshops and Conferences in their core area of research through external grants.
- Apply for external grants for their research work with an criteria 2 projects and 2 seminar/workshop/conference proposal from a department per semester.
- Take up consultancy Outcomes like publications, sponsored research and consultancy is expected and will be rewarded.
- Each faculty shall provide with an amount of Rs. 2000/- per year for their publication in Journal / Workshop registration.



To fulfil the vision & Mission of the Institution, Rathinam College of Arts and Science has established the Research Advisory committee - a separate entity under the direction of the Principal head of the Dean, Research & Development - to promote the research ambience, create and sustain a research culture, motivate staff and students to engage in research activities. The aim is to inspire, guide and coordinate the initiatives of the staff and students towards doctoral research in the sciences and the humanities, towards major and minor research projects, towards organizing of national and international conferences, towards presentation of research papers and their publication in reputed journals, and similar other research-related matters. The Research Advisory Committee encompasses in its ambit all research activities and personnel under the Rathinam College of Arts and Science staffs, students and research scholars be they regular or part-time.

### **Research Advisory Committee (RAC)**

The mission of the Research Advisory Committee (RAC) is to increase the quantity and quality of research at RCAS by enhancing the research ingenuity on campus.

### **Objective of the Research Advisory Committee**

- The Research Advisory Committee (RAC) advises the college departments on matters of policy pertaining to research, both internal and external.
- To plan activities to promote research in the institution
- Provides the departments input concerning policies and procedures that oversee supervision of internally and externally funded research.
- The committee also serves as a forum to discuss research-related issues at RCAS.
- The committee is a direct two-way communication channel that faculty and administration can use to convey issues and receive information about research-related concerns.
- Facilitating communication, engaging members of the research community and addressing policies that effect research on campus are key issues for this committee.
- To plan and organise the RCAS Faculty Research Day
- To approve proposals submitted for internal and external grants



### **Scrutiny Committee & Scheme Screening Committee**

To strengthen the research activities and to motivate the faculty members' participation in research activities, school wise research board was established.

The Rathinam Research Board (Research Advisory Committee) was established with the following members (**Scrutiny Committee**)

1. Principal – Research Board Head
2. Dean. Research & Development – Research Board Coordinator
3. Management Member – Research Board Member
4. Faculty member – Research Board - Science
5. Faculty member – Research Board – Management
6. Faculty Member – Research board – Commerce
7. Faculty member – Research board - Computer Science
8. Faculty Member – Research Board – Fine Arts

**Scheme Screening Committee** is formed with the following members

1. Dean, Research & Development – Research Board Coordinator
2. Faculty from English Department – Proof Reader
3. One of the School Research Board Coordinator (Depends on the core of the proposal / Scheme).

### **Functions of Research Board & the Committees:**

- Every fortnight, the school wise research board meetings will be conducted and the minutes of the meeting will be presented & discussed in the Rathinam Research Board Meeting.
- Rathinam Research Board Meeting will be conducted monthly twice.
- Rathinam Research Board will act as **Scrutiny Committee** to review the research proposals submitted by the Principal Investigator. To review and approve the Scheme funding proposals, **Scheme Screening Committee** is formed as per the composition mentioned above based on the domain / core area of the proposal.
- The Principal Investigator, has to submit the Annexure I whenever the proposal is assigned or identified.



- First level Concept note will be presented by the Principal Investigator in the School Research Board Meeting, conducted by the respective School Research Board Coordinator.
- The Final Draft proposal prepared by the Principal Investigator has to be presented in the Scrutiny Committee. After the approval of the proposal, it may be forwarded to the Research Agency.
- For submission of scheme funding, the faculty responsible for scheme funding has to submit their draft proposal to the Scheme Screening Committee for approval, once approved they shall submit to the agency.
- All the proposal either research or scheme funding should be reviewed and approved by the respective committees.
  - Scrutiny Committee – Research Proposals
  - Scheme Screening Committee – Scheme Funding.
- Principal Investigator has to submit the draft to the Scrutiny Committee / Scheme Screening Committee well ahead of the deadline, atleast minimum of 15 days before the submission deadline to the agency. Prior to the above, the Principal Investigator has to submit the concept note to the respective school research board.

### **Code of Ethics for Research**

To ensure the quality of all research activities of the college and to observe the highest standards of ethics and integrity in the conduct of their research, all researchers must follow the following Code of ethics.

- All students pursuing research in the college are expected to maintain high standards of integrity, honesty and professionalism in respect of all the work undertaken by them.
- An ethics committee (Research Advisory Committee) has been constituted and a Standard Operating Procedures (SOP) is adopted for monitoring research activities of the college.
- Since the college is affiliated to Bharathiar University, Coimbatore, the college follows the regulations of the University and U. G. C. regarding plagiarism and malpractice in research.



- A Ph. D./ M. Phil. thesis submitted from the Institution is screened by Bharathiar University, Coimbatore, for plagiarism before it is accepted.
- Regarding paper publications, each student can avail the facility in the college library to check for plagiarism. Whenever a paper is to be published in peer reviewed journals, the journal will normally have a committee to check the originality in the content.

### **Project Seed Money – Staff:**

#### **Purpose:**

Project Seed Money are envisioned to motivate research environment among RCAS faculty members to advance their research skills, to perform preliminary research work and facilitate research collaboration with peers.

#### **Eligibility:**

All PhD staffs are eligible to apply.

#### **Topics, Amount and Duration:**

All subject topics are considered. The maximum grant amount for respective schools are listed in Table 1. The sanctioned amount may depend on the worth of the proposed project. The seed fund period is valid for minimum of one year and the maximum duration of two years.

<b>S. No</b>	<b>School</b>	<b>Maximum Amount (in INR)</b>
1.	Commerce	3 Lakhs
2.	Computer Science	4 Lakhs
3.	Fine Arts	2 Lakhs
4.	Management	3 Lakhs
5.	Science	5 Lakhs

*Table 1. Maximum grant amount listed for RCAS staff belonging to their schools*



### **Reporting requirements and benefits:**

Two progress report (in case of one-year proposal) or four progress reports (in case of two-year proposal) should be submitted to the Dean of Research and Development. On completion of the Seed Fund period, the competitive proposal based on their deliverables will be recommended and will be given guidelines and support to apply for the external funding organization (Government / Non-Government / Industry) within a year of completion.

### **Budget Conditions:**

The budget can include

Head 1: consumables like chemicals, glassware and lab safety etc.,

Head 2: field work or travel used for data collection, visiting laboratories related to project work etc.,

Head 3: contingencies like spares/parts for apparatus, stationary, photocopies etc.,

Head 4: characterizing services like sample analysis etc., publication support for the Scopus / Web of Science / UGC Care listed journals, patenting etc.,

Head 5: special requirement connected to the project etc.

Note: Seed funding is strictly not permissible for equipment purchase and not to be used for attending conference, workshops and training etc.

### **Procedure for submitting proposals:**

- i) Detailed biodata with publications in specialization.
- ii) Prepare the project proposal as in “Seed Grant Proposal Format.docx”
- iii) Get approval from respective Head of the Department, Dean of School and submit to Dean of Research and Development.

### **Selection Process:**

Based on the innovation / novelty of the project and as recommended by Research Advisory Committee, the projects will be approved by Dean-R&D and then forwarded to Principal and Chief Executive Officer for sanction of the Seed fund.

Refer Annexure – PSFS -1 – Biodata, Annexure PSFS -2 – Seed Grant Application, Annexure PSFS -2 – Progress Report.





### **Project Seed Money – Students:**

To promote research among the students and to motivate students to do projects and prototype. The research advisory committee established will evaluate the research proposal submitted by the students. Students shall submit the proposal as per the guidelines to the Dean – Research & Development. The committee will scrutinize the project and provide seed money to the student. The proposals shall be submitted round the year, even though, the call for proposals will be sent in each semester. Dean – Research & Development will be the coordinator for the Students – Project Seed Money.

Call for Proposals will be sent to students through circulars, announcements, informed in assembly and through Email communication to all the students.

### **Responsibility of RAC in Students Project:**

- Verifying the recommendations given by the Heads of the department to honor the students.
- Scrutinizing the project and the achievements made by the students.
- Follow-through the sanctioning of fund to the students for project / Entrepreneur.

### **Scope:**

The following are the suggestive areas for doing project.

- Science
- Engineering
- Textiles
- E-Media
- Mathematics
- Literature – survey.

### **Process:**

- The students those who are interested to do project must seek the assistance of the faculty members and the concerned faculty should approve the project and enroll their names with the Dean – Research & Development.
- Interested students should submit a proposal of their project to the committee.



- If the proposal is approved, the student has to present it and justify the cost to the committee along with the guiding faculty.
- The project committee shall review the request for funds and sanction the approved amount in three installments (*30% - 1<sup>st</sup> Installment, 40% - 2<sup>nd</sup> Installment, 30% - 3<sup>rd</sup> Installment*). The required amount will be given to the students in three installments. During sanction of each installment, the students and the concerned faculty have to present their intermediate project work to the committee. If it satisfies the committee members, the amount shall be given.
- Project reports have to be submitted periodically to update the status of the project.
- The student is expected to complete the project in the stipulated time. If a student fails to complete the task undertaken, he / she has to repay certain amount received.

Refer Annexure: II for the format for submitting a Project by a student.

Refer Annexure III for the evaluation of the project by the committee.



**Rewards and Recognition to the Faculty Members for their Research Involvement**

To promote the research culture among the faculty members, the following rewards and recognition was approved and followed in Rathinam College of Arts and Science.

1. The following are the cash reward for the submission to the agency and sanction of proposals by the agency, if the proposals are approved by the Scrutiny Committee.

S. No.	Type of Proposal	Status	Cash Reward
1.	Scheme Funding (Conference / Seminar / Symposia )	Submitted to the Agency	Rs.1000/-
2.	Research Proposal – Minor (Grant Amount within Rs.5 Lakhs)	Submitted to the Agency	Rs.3000/-
3.	Research Proposal – Major(Grant Amount above Rs.10 Lakhs)	Submitted to the Agency	Rs.5000/-
4.	Scheme Funding	Sanctioned by the Agency	5% of sanctioned Amount
5.	Research Proposal – Minor / Major	Sanctioned by the Agency	5% to 25% shall be provided; the percentage will be decided by the Scrutiny Committee based on the grant sanctioned.
6.	Article in UGC Journal as First Author	Published	Maximum of Rs.2000/- or the publication cost, whichever is lower.
7.	Article in Scopus / Web of Science Journal as First Author	Published	Maximum of Rs.5000/- or the publication cost, whichever is lower.
8.	ISBN – Book Publication	Published with College Name	Maximum of Rs.5000/- or 50% of the Book Publication Cost. Whichever is lower.
9.	Patent	Filing Completed	Once the scrutiny Committee approved the Patent and it is filed then 25% of the total filing Cost shall be reimbursed.
		Patent Published	50% of the remaining filing cost shall be reimbursed.



## **Research Projects**

The Management expects all our faculty to complete their Ph.D. However, regular faculty members who, for legitimate reasons, are not engaged in pursuing doctoral studies are urged to take up research projects – Minor or Major – encouraged and funded by agencies like the UGC, DST, DBT, CSIR, ICSSR, RBI, etc. The management will endeavour to provide infrastructural support to such projects and assist in applying to the funding agencies. The following guidelines are to be followed:

- Individual research scholars should be free to select the subject matter of their research, to seek support from any legal financial source for their work, and to arrive at their own findings and conclusions. These findings and conclusions should be available for scrutiny and criticism of peers.
- The project proposal has to be routed through the Principal Investigator (PI) to the Dean of Research, who after processing the proposal in the Research Advisory Committee, may recommend the same to the Principal for approval.
- The candidate shall be jointly responsible with the PI for preparing the budget for the research project, maintaining the accounts, keeping a stock register of the equipment, consumables purchased and the disposal of excess consumables for the project. A copy of the budget and accounts must be submitted to the Dean, Research & Development for scrutiny and monitoring.
- Periodically, or as per the directions of the project proposal, the candidate and the PI shall keep the Dean, Research & Development informed about the progress of the project, its closure, the audited statement of accounts and the utilization certificate.
- The Management shall endeavour to create an environment conducive to research by providing suitable infrastructural facilities such as space, library, lab facilities, and funding if available, based on the educational merit of the proposed research.
- The candidate shall abide by the requirements and guidelines of the management and the funding agency on choice of the PI, intellectual property rights, journal publications or presentations in conferences/seminars.



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### **Conferences/Seminars/Presentations/Publications**

Participation in national or international conferences, presentation of papers and publications will come under the purview of this research policy only to the extent they are related to research and recognised as such by the Principal on the recommendation of the Research Advisory Committee. The candidate is expected to have his/her paper/presentation scrutinised by the Dean of Research along with the detailed budget so that it can be sent to the Principal for his approval.



**Research Proposal/Scheme Funding - Approval Form**

1. **Name of the Applicant** :
2. **Designation** :
3. **Department** :
4. **School** :
5. **Name of Funding agency** :
6. **Name of Scheme** :
7. **Apply for- Minor Research / Major Research / Workshop / National Seminar/ International Seminar/ Conference other.....**
8. **Date of Call for** :
9. **Last Date of Submission** :
10. **Proposed Proposal title (Tentative)** :
11. **Date of Concept Note Submission** :  
**(Objectives, execution, Budget)**  
*(before 25 days of the last date of submission)*
12. **Date of Complete Proposal Submission:**  
**(As per format of Funding agency)**  
*(before 15 days of the last date of submission)*

**School RB Coordinator**

**RRB Coordinator**

**Principal**

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Status of the Proposal / Scheme funding: To be filled by the RRB Coordinator

1. Submitted on Date:
2. Proposal File No:
3. Total grant applied:
4. Status of the Proposal: Recommended / Not Recommended
5. If recommended: Amount Sanctioned \_\_\_\_\_



**Project – Seed Fund - Staff**

**Bio-data**

Name	
Designation	
RCAS ID	
School & Department	
e-mail	
Mobile Number	
Broad field of research	
List of Publications (attach a separate sheet including the details of your publications)	UGC Care listed Journals:  Scopus and Web of Science journals:  Patents:
Title of the project	
Budget proposed	
Signature of the Applicant	



**Project – Seed Fund - Staff**

**SEED GRANT PROPOSAL APPLICATION**

1. Title:
2. Summary (description of the problem, review of literatures and rational for proposing the project):
3. Description of Proposal (objectives, preliminary investigations, innovative component, novelty, methodology etc.):
4. Work Plan (Phase-wise action plan with time duration, milestones, risk management, etc.):
5. Outcome and Deliverables:





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6. Budget\*:

Recurring	Total estimate in INR rupees
Head 1:	
Head 2:	
Head 3:	
Head 4:	
Head 5:	
Head 6:	
	Total:

\* Please provide brief justification for each expenditure.

Signature of PI

Head of the Department

School Dean

To

Research Evaluation Committee

Comments: **Approved / Rejected**

To

Dean (R&D)



**Annexure PSFS -3**

**Project – Seed Fund – Staff**

**Seed Fund Progress Report**

Name of the Principal Investigator	
Report Time duration	From                      To
Title of the Project	
Project Duration	
Starting Date	
Completion Date	
Whether expenditure statement for current phase enclosed	YES / NO
Whether all the process is completed	YES / NO
For your previous question: If your answer is NO; Whether the project will be completed in the stipulated time	YES / NO
If your answer is YES, Whether the audited statement of the bill copies for the sanctioned amount is ready	YES / NO



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Progress Report:





## Annexure II

### Proposal for Project – Funding - Students

Name of the Student :

Batch :

Class :

Department :

Details of the Project :

- a. Project title:
- b. Name of guiding staff(s) (if any):
- c. Project location:
- d. Proposed starting date:
- e. Project duration:
- f. Amount requested from RCAS:
- g. External Funding:
- h. Contribution by the student:

Project Layout (Annexure may be attached). The following five sections should be addressed.

I. Background and justification of the project

II. Objectives of the project

III. Expected results of the project

IV. Project implementation and management

V. Project budget

Signature of the Student

Signature of the Guiding Staff

Signature of HOD



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Annexure III

Date :

Time :

Venue:

Name of the Assessment Committee Members:

Number of Projects Assessed:

Number of Projects Selected for Funding:

Total Amount Sanctioned in during current meeting:

*(Fund will be disbursed as per the Standard operating procedure)*

S.No	Name of the Student	Class	Project Concept (10)	Domain (10)	System Study (10)	Justification for need (20)	Total (50)	Remarks (Recommended / Rejected)

Signature of the Committee Members

Coordinator

Principal