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# SACRED HEART COLLEGE (AUTONOMOUS)

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A Don Bosco Institution of Higher Education, Founded in 1951 \* Affiliated to Thiruvalluvar University, Vellore \* Autonomous since 1987

Accredited by NAAC (4<sup>th</sup> Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

## SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR. TIRUPPATTUR DISTRICT.

Affiliated to Thiruvalluvar University



## RESEARCH POLICY

Sacred Heart College as an academic institution gives prominent importance to research, consultancy and extension activities and views it as a significant pillar for the sustainability and development of the Institution as well as faculty and students alike. The institution believes in promoting research to translate the quality of teaching and learning in the classroom to evolve as a knowledge reservoir for innovation. It seeks to establish and sustain a research culture in order to foster scientific temper and research aptitudes in its teachers and students. It also aims to ensure that the Institute's research activities adhere to all applicable rules and regulations, as well as the established standards and norms relating to the safe and ethical conduct of research.

### **Purpose and Scope**

- (i) The purpose of the Research Policy is establishing an overall framework within which research, consultancy and extension activities may be carried out in the College.
- (ii) The document aims to establish essential guidelines that would help both the faculty and students who wish to pursue research, consultancy and extension.
- (iii) The aim of the policy is also to facilitate and create a vibrant atmosphere in the campus that inculcate research aptitude among all the stakeholders.
- (iv) The policy would also form the basis of ethics related to research.

### **Objectives of Research Policy**

The principal objectives of the research policy are as follows:

- (i) To establish a culture that both encourages and facilitates research among all stakeholders
- (ii) To create awareness and support the faculty of the College to envision research as an important criterion of their profession and develop a scientific temper in their area of expertise
- (iii) To establish a vibrant research culture through various programmes.
- (iv) To establish research centers in different disciplines.
- (v) To encourage faculty members and research scholars to publish research papers and undertake various initiatives to both advance their research.

- (vi) To create awareness in the society through various research initiatives by giving due publicity to the socially useful research projects that will be undertaken by the college.
- (vii) To encourage faculty members to submit research proposals to several International and National funding agencies

### **Scientific Misconduct/Code of Ethics for Research:**

- (i) All Faculty members and 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.
- (ii) The college follows the regulations of Thiruvalluvar University and UGC regarding plagiarism and malpractice in research.

The violation of scholarly conduct and ethical behaviour in the publication of professional scientific research is referred to as scientific misconduct. These include all acts ranging from the inception of an idea to its experimental validation, the accuracy of results, accurate reporting without resorting to any malpractice in the presentation of data/images, and the proper acknowledgement of all sources of information and people. Against this backdrop, this document provides an explicit list of acts that constitute scientific misconduct to all individuals working in the institution. Scientific misconduct can take many forms and occur at various stages, from the start of a scientific study to publication and/or patent generation. While these involve violations of generally accepted research practices, unintentional errors, or genuine differences in research methods,

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**Embezzlement of ideas:** Claiming ownership of an idea obtained through privileged access while reviewing manuscripts, grant proposals, or participation in lectures, personal discussions, and previous publications (but not citing them). This also includes acts in which someone else's ideas are presented as one's own through minor changes in words, phrases, and illustrations.

**Plagiarism:** Plagiarism is defined as the use of another's words, results, or published work without proper citation. This includes using one's own published work without proper disclosure/citations (self-plagiarism).

**Falsification:** The misrepresentation, suppression, or addition of a portion of data in order to produce cherry-picked results, or the improper reporting of results in order to present a misleading outcome.

**Fabrication:** Fabrication is the practice of reporting 'results' of experiments that were never carried out. This includes morphing images/photographs to achieve a specific/desired interpretation.

**Fraud:** Deliberate suppression of previous work in publications while claiming inappropriate originality and/or avoiding quoting previous publications that contradict current results.

**Non-compliance with Regulatory Guidelines:** Willful violation of accepted ethical guidelines for human and animal research, non-compliance with bio-safety regulations, or inappropriate use of research funds.

**Inappropriate Authorship:** It is improper to exclude genuine contributors from authorship, including non-contributors, or to claim authorship for oneself without having made any meaningful contribution. In cases of publication of work completed during a Ph.D. thesis, the thesis Supervisor should take care to ensure that a student's scientific contributions are not diluted or exaggerated.

**Withholding data from validation:** Failure to provide data or research materials to the institute/journal for verification/validation.

**Wrong versus Fraudulent paper:** It is not uncommon for a conclusion drawn in an earlier publication to be refuted, modified, or shown to be incorrect—either by the same author or by others. This is how science advances. As a result, the earlier paper is not fraudulent.

### **Strategies to promote research among faculty**

- (i) Don Bosco Research grant (has been instituted from the academic year 2017-18) to promote research.
- (ii) Provide incentives to faculty members who publish research articles in Scopus/SCI/UGC CARE journals
- (iii) The college encourages its faculty members to pursue postdoctoral training, engage in collaborative research (exchange programmes, short visits abroad) by providing study leave as permissible by the regulation of Govt. of Tamilnadu/UGC.
- (iv) All qualified faculty members are encouraged to guide Ph.D students in accordance to regulations laid down by Thiruvalluvar University.

### **Guidelines for Ph.D Students**

- (i) Since the college is affiliated to Thiruvalluvar University, Vellore, the College strictly adheres to the regulations framed from time to time and it is the duty of the Ph. D candidate to follow the regulations that is applicable to them.
- (ii) To enroll for Ph. D the candidate is required to first satisfy the admission procedure as constituted by the University.
- (iii) Ph. D students are required to maintain a high standard of integrity and dedication.

## **Research Mandate**

One of the major functions of the Sacred Heart College is to “participate in the research, transmission and preservation and enhancement of knowledge and to stimulate the intellectual participation of students in the economic, social, cultural, scientific and technological development of the nation”. Sacred Heart College therefore undertakes to:

- (i) Ensure a significant annual allocation of funds to the Sacred Heart College research budget.
- (ii) Motivate researchers at the Sacred Heart College to seek additional external funding.
- (iii) Make efforts to attract substantial external funds for the College.
- (iv) Provide an encouraging environment for collaboration and partnerships in research with both national and international agencies.
- (v) Make efforts to submit project proposal to DST for its Fund for Infrastructure in Science and Technology (FIST) scheme for improving research and teaching infrastructure in all the science departments.
- (vi) Motivate the PG students to apply for student project scheme available in our institution (SHC fellowship) and with the Tamilnadu State Council for Science and Technology (TNSCST), Govt. of Tamilnadu and from Department of Science and Technology (DST), and other funding agencies and NGOs.

## **STRATEGIES FOR RESEARCH**

These are purposeful activities that shall ensure Sacred Heart College to realize the objectives of research, consultancy and extension activities: -

- a. To promote the role of Sacred Heart College as a primary source of research through exchange programmes and strong university- industry linkages.
- b. To utilize the skills of Faculty of Sacred Heart College to undertake all forms of research that contribute to the advancement of knowledge, cultural and social development, preservation of the environment and economic growth by employing qualified researchers. To develop portfolios of research that are of

country, national and international relevance by training research teams on proposal developments and dissemination of research findings at country and national level.

- c. To maintain cohesive plans and effective management policies and practices that foster excellence, support individual projects and thematic research, encourage interfaculty research co-operation, and ensure the highest ethical standards and quality in research and creative work through seminars and workshops.
- d. To work to increase external funding and support for research and creative work through publicity and writing proposals for funding.
- e. To protect, develop and exploit the intellectual property developed in Sacred Heart College by implementing the IPR policy
- f. To promote research- based learning and enhance scholarship by reviewing the curriculum.
- g. To place a high priority on excellence in research and innovation through recognition and reward systems.
- h. To increase admission of faculty and students through marketing and provision of scholarships.
- i. To promote research teams and collaborative partnerships with other research institutions, public agencies and the private sector, at the county level, national level and internationally through linkages and extension.

## **OFFICE BEARERS OF RESEARCH COMMITTEE**

### **Office of the Dean of Research**

The Dean of Research has the overall responsibility for the management of the research and consultancy affairs of Sacred Heart College, facilitated through newly created Abdul Kalam Research Center (AKRC). The Dean reports directly to the Principal, and is the chairperson of the Research and Development Committee.

## **Functions of the Dean of Research**

### **(a) Research**

- Development and review of a research policy and operational procedures which shall assist in setting out research priorities
- Facilitating funding for research;
- Establishing research priorities and agenda;
- Providing capacity building and monitoring research projects;
- Promotion of quality publication of Sacred Heart College journals
- Organization of Seminars/workshops/conferences on various areas including Intellectual Property Rights.
- Research forum for the bright students of all the departments

### **Research Advisory Committee**

The committee shall comprise the Vice-Principal, Director of Research and consultancy, Director for Extension, Faculty representatives; postgraduate student representative and the Librarian of the College. The Additional Vice Principal shall be in attendance.

The functions of the Research and Development Committee shall be to:

- a) Approve funds under Sacred Heart College Research Funds.
- b) Establish the misconduct in research and determine the penalty.
- c) Conduct continuous policy review.
- d) Seek consultancy and contracts related to research and research product development.
- e) Ensure the protection of Sacred Heart College intellectual property rights.
- f) Establish a media sub-committee of R&D to work with the relevant organs for Sacred Heart College in terms of communications and publicity.
- g) Facilitate capacity building among faculty involved in research.
- h) Support the development of viable research project proposals.
- i) Create, develop and sustain a conducive environment for research.



## **Board of Research:**

This shall comprise representatives drawn from researchers in departments and Directors of Research and Extension. The board shall be chaired by the Vice Principal.

Its functions shall be:

1. To evaluate applications for research projects from Faculty and Students.
2. To encourage research activities between departments and across disciplines (multi- disciplinary research activities).
3. To establish discipline specific research and extension guidelines.
4. To take initiative for external funding.
5. To monitor and evaluate research activities.
6. To review country and national calls for submission of research proposals, scholarships.
7. To provide information and direction to faculty seeking funds from external donors.
8. To identify and alert researchers on international funding opportunities.
9. To identify newsworthy research items and to produce regular copies for distribution to the media and potential donors.
10. To guide faculty in drawing up consultancy contracts.
11. To sign MoUs with government, corporate, research centers, Incubation centers, NGOs and Academic Institutions.

## **FUNDING FOR RESEARCH:**

Sacred Heart College recognizes two sources of funding for research activities: internal and external.

### **Internal Research Funds**

- (i) The Sacred Heart College Council shall operate a Sacred Heart College Research Fund and ensure that significant amount of fund is annually set aside for various research activities;
- (ii) The money allotted shall be transferred to the account “Abdul Kalam Research Center” and all the transactions including the overhead charges for running the major research projects shall be routed through this account. The

signatories to the account shall be the Secretary, the Principal, and the Administrator.

### **Centre of Excellence in Research:**

Sacred Heart College shall optimize its resources by identifying research foci and developing these as clusters or “centres” of academic research excellence. An appropriate process of profiling such centres shall take into account existing research strengths as well as county, regional and national needs.

### **Equipment from external research funds:**

#### **Purchasing of Equipment**

All research equipment unless supplied by the donor, shall be purchased following the normal Sacred Heart College procedure and/or the guidelines set by the funding agency.

#### **Ownership of Equipment**

All equipment and consumables purchased through research grants shall become the property of Sacred Heart College upon completion of the project or/and the guidelines set by the funding agency will be followed.

#### **Repairs**

All repairs on equipments procured shall be undertaken by the PI from the project money until the end of the project.

#### **Inter-Institutional agreements for research**

- (i) In all cases, it is important that before an application is submitted to a funding agency, the parties involved in the collaborative research project should have reached a formal agreement on how the funds are to be allocated or reallocated.
- (ii) The intellectual property rights of all parties must also be defined.

#### **Monitoring and Evaluation of Research projects**

- (i) There shall be a Research Monitoring and Evaluation standing committee for the Research and Development Committee.
- (ii) The committee shall be headed by a Chairman who shall be appointed by the Research and Development Committee.

- (iii) The members of the committee shall be drawn from various departments.

### **Functions of Monitoring and Evaluation Committee**

The committee shall support research project accountability by reporting on activities funded through the SHCRF to the Research and Development Committee.

- (i) Provide advice to the Research and Development Committee on the achievements, shortcomings, lessons learned from specific projects and recommend follow-up actions.
- (ii) Constitute monitoring team(s) to visit experimental sites for the purpose of assessing and reporting on projects.
- (iii) Provide a progress report after 6 months of project activities and a final report at the end of the project