



Crossian Center for R&D

RESEARCH POLICY OF THE INSTITUTION

(With effect from 1st January 2024)

**CROSSIAN CENTRE FOR RESEARCH & DEVELOPMENT
(CCRD)**

HOLY CROSS COLLEGE (Autonomous), Nagercoil

An ISO 9001: 2015 Certified Institution
Accredited with A⁺ Grade (CGPA 3.35 – IV Cycle) by NAAC

Affiliated to Manonmaniam Sundaranar University, Tirunelveli

Tamil Nadu, India

RESEARCH POLICY

"Research is to see what everybody else has seen, and to think what nobody else has thought."

(Albert Szent Gyorgyi).

These words by Albert Szent Gyorgyi capture the essence of research as a process of uncovering new knowledge and generating unique insights. The Centre for Research & Development of Holy Cross College (Autonomous), Nagercoil has achieved notable milestones in the past decade. However, in our pursuit of advancing research frontiers, we have undertaken a comprehensive revision of our research policy. This revised policy addresses every aspect of the research process, reaffirming our commitment to excellence and innovation.

(i) Scope of the Research Policy

The research policy of our college is designed to apply to a wide range of researchers and research activities. It encompasses the following:

- ✚ This policy applies to all faculty members (both in aided and self-financed departments, who are actively engaged in teaching, research, and consultancy), Ph.D. scholars who are pursuing their research within the college, Research guides, external experts and sponsors associated with any research activities of the college.
- ✚ This policy encompasses research activities undertaken to fulfill the requirements of academic degree programs.
- ✚ This policy covers all the creative activities that involve the generation of new ideas, innovations, and the development of new knowledge or expertise.
- ✚ This policy aimed at sound research understanding: the sources, dynamics, and consequences of social problems, as well as proposing possible solutions.

By encompassing these diverse areas of research, our policy seeks to foster a holistic research culture within the college and provide a comprehensive framework for researchers to excel in their respective domains.

(ii) Objectives of the Research Policy

- ✦ To cultivate a research culture within the college by creating a conducive environment that promotes and encourages research activities among faculty and students.
- ✦ To offer a mechanism for faculty members to attain an exceptional blend of teaching, research, and consultancy.
- ✦ To establish guidelines for granting research support, instituting awards to recognize and appreciate outstanding research contributions.
- ✦ To ensure quality, integrity, and ethics in research.
- ✦ To develop, prescribe, and administer rules and procedures to ensure compliance with the research quality assurance framework.
- ✦ To promote the exchange of ideas, expertise, and resources across diverse disciplines, fostering innovative and impactful research.
- ✦ To promote the conversion of research findings and doctoral thesis into patents/ books.
- ✦ To promote research visibility and impact by encouraging faculty and students to publish their research findings in peer-reviewed journals indexed in renowned databases such as Scopus, Web of Science, and Social Science Index with Impact Factor.

By addressing these objectives, the research policy establishes a robust framework that nurtures a thriving research culture, ensures research excellence, and contributes to the advancement of knowledge within the college and beyond.

(iii) Regulations to be followed by the Faculty

- ✦ All faculty members are required to publish a minimum of **two** articles in peer-reviewed journals, with at least one article in UGC CARE List (Group 1 / Group 2) journals.
- ✦ All Eligible faculty members must apply for guideship.
- ✦ All faculty members are required to ensure the publication of undergraduate and post graduate subject projects in journals with ISSN or proceedings/ books with ISBN (full length paper).
- ✦ In addition to fulfilling the primary responsibilities of the department, all members are expected to actively contribute to the advancement of knowledge and innovation within their respective fields.

(iv) Regulations to be followed by the Head of the Research Centers/ Departments

The Head of the Research Centers/ Departments is responsible for

- ✦ adhering to and enforcing the regulations and policies governing research activities within the centre/ department.
- ✦ overseeing the renewal process of the research center/ taking proactive measures to transform the department into a thriving research center, ensuring compliance with all necessary requirements and documentation.
- ✦ meeting the requirements of the research scholars/ faculty, providing necessary support and resources for their research activities.

(v) Regulations to be followed by the Research Supervisors

- ✦ Aided and Self-Financing faculty members with guideship are required to admit scholars.
- ✦ Research guides are responsible for monitoring the code of ethics, attendance, payment of research fees, submission of documents and publications for their Full-Time and Part-Time scholars.
- ✦ The Science research guide is responsible for generating at least one patent or publications in SCI journals.
- ✦ The arts research guide is responsible for the publication of at least one book.

(vi) Regulations to be followed by the Research Scholars

- ✦ Research scholars must adhere to the registration procedures and timelines set by the college and university, including submission of necessary documents and fees.
- ✦ Scholars must comply with ethical guidelines and regulations regarding research involving human subjects, animal experiments, or sensitive data.
- ✦ Scholars may be required to maintain regular attendance in the college office and department.
- ✦ Scholars are accountable to the Heads of the department/ research centre, research supervisors and research representatives during their research tenure.
- ✦ Scholars must adhere to high standards of academic integrity, including proper citation and referencing of sources, avoidance of plagiarism, and responsible use of research materials and data.

- ✚ Scholars should be aware of intellectual property rights and, if applicable, consider pursuing patent or copyright protection for their research findings or creations.
- ✚ Prior to the public Ph.D. Viva-voce Examination, ensure that the necessary administrative formalities including any associated fees are taken care of with the department/ research centre.
- ✚ Scholars should publish a minimum of three to four articles prior to their thesis submission (one in Scopus/ WoS/ SCI/ SSCI journals or one patent granted based on the research work, two in UGC-CARE journals) with a target of producing one article per year during their tenure.

(vii) Crossian Research Seed Money Scheme (CRSMS)/ Seed Grant (Annexure 1)

A specific amount is allocated annually for seed grants. Researchers can submit proposals for consideration, adhering to the terms and conditions specified in the proposal format. All submitted proposals will undergo a thorough evaluation process to ensure their feasibility and alignment with the research objectives. Once the proposals are duly reviewed and approved, the allotted grant will be sanctioned. Researchers who have been awarded the seed grant are required to complete their research project within one year of receiving the grant with the submission of progress report at 6 month mark and the final report upon completion of one year. Additionally, they are expected to publish their research findings in SCI or SSCI journals, or secure a patent or two papers in UGC CARE Group 2 journals within the following year.

This requirement aims to disseminate the research outcomes widely and enhance the visibility and impact of the research conducted under this scheme.

An extension may be granted upon request, based on the needs of the investigator. If the members of the advisory committee determine that an extension is necessary and beneficial for the progress of the research project, it may be granted after a thorough understanding of the situation.

The seed grant eligibility criteria are as follows:

- ✚ Aided and Self-Financing faculty members/ full time research scholars who are in the first half of their Ph.D. tenure of the institution, who have published books with ISBN or copyright, or research articles in Scopus, Web of Science, SCI, or SSCI journals with Impact Factor, or have presented papers in International or National seminars outside the college are eligible to apply.
- ✚ Only one proposal per person is allowed at a time.
- ✚ Once a seed grant is availed, the same candidate cannot apply for the next three (3) consecutive years.

- ✦ Recipients of seed funding are obligated to adhere to the terms and conditions (**Annexure 1**) outlined in the funding agreement to ensure responsible and transparent use of the provided funds, facilitates effective project management, and ultimately maximizes the impact of the investment.

(viii) Criteria for Research Related Incentives (Annexure 2)

- ✦ Publication of books with copyright & ISBN registration with a minimum requirement of 100 pages per book, which includes only substantive content excluding other pages.
- ✦ Publication of chapter in books by reputed International publishers with ISBN registration.
- ✦ Publication of a minimum of **two** articles in Scopus/ Web of Science/ SCI/ SSCI Journals for all faculty.
- ✦ Presentation of papers in seminars/ conferences outside the district/ state/ country.
- ✦ Recipients of the Best Paper Presentation award.
- ✦ Publication of Patent on Research.

All the aforementioned incentives are provided upon publication in Crossian Resonance, entry into the College ERP system, and timely submission of required data with proper evidence to the faculty member responsible, in coordination with the department heads.

For publications, including articles in journals, books, chapters in books, or proceedings, only those where an individual serves as the first or second or the corresponding author, will be considered for recognition.

(ix) The Best Researcher of the Year Award (Annexure 3)

The Best Researcher of the Year award will be granted to an individual who has demonstrated outstanding research achievements and contributions throughout the year.

- ✦ The Best Researcher of the Year award (calendar year) will be awarded based on the specified criteria and corresponding scores (**Annexure 3**).

(x) Research Fund

- ✦ **Fund from the Management:** 0.25% from the total income of the year.

(xii) Panel for judging the best researcher award/ incentives

- ✦ Principal
- ✦ Research Advisory Committee Members – with at least one member from Arts and Science
- ✦ Crossian Research Forum
- ✦ Dean of Research

Annexure 1: Terms and Conditions of Crossian Research Seed Money Scheme (CRSMS)

1. The Investigator should not change the topic and should not deviate from the objectives of the sanctioned research proposal. In the event of any such changes, grant will be treated as cancelled and the investigator should return the sanctioned amount.
2. The sanctioned research proposal should be completed and the report should be submitted within the stipulated period.
3. The proposals will be evaluated based on novelty, significance, design and feasibility.
4. If the investigator wishes to leave the institution where the research proposal is based, the investigator will inform the dean of research through the department member in charge of research and in consultation with the research advisory committee, evolve steps to ensure successful completion of the research proposal, before relieving the investigator.
5. The selected investigator will get 37.5% of the allotted amount as first installment. After 6 months, on submission of the progress report the selected investigator will get 37.5% of the allotted amount as the second installment.
6. Completed research work on submission of final report, will be reviewed and evaluated by the Research Advisory Committee and the investigator will get the remaining 25% of the allotted amount.
7. The items purchased using contingency amount must be handed over to the respective department with appropriate labeling and authorised documentation.
8. Publish at least one article in SCI or SSCI journals, or secure a patent or two papers in UGC CARE Group 2 journals or a book with copyright within the following year based on this research. In case, the PI and Co-PI fails to publish, the grant released until then shall be refunded within a month.

Annexure 2: Incentives assigned to the faculty

Parameters/ Criterion	Amount
✚ Publication of books with ISBN and received Copyright *	₹ 1000
✚ Publication of chapter in books by reputed International publishers with ISBN registration	₹ 500
✚ Patent grant - design/ model/ invention (per patent) *	₹ 2000
✚ Publications of articles in SCI/ SSCI/ Q1/ Q2 journals*	₹ 1500
✚ Publications of articles a minimum of 2 in Scopus/ WoS journals*	₹ 1000

✚ Presentation of papers in seminars outside the country*	₹ 3000
✚ Presentation of papers in seminars outside the state *	₹ 1000
✚ Presentation of papers in seminars outside the District *	₹ 500
✚ Recipient of best paper presentation award - offline (Oral)*	₹ 500

*In cases where the contributions are shared by the same authors or multiple authors, the count will be considered on a per publication basis and the scores obtained as mentioned under annexure 3 will be applied accordingly.

*For publications, including articles in journals, books, chapters in books, or proceedings, only those where an individual serves as the first or second or corresponding author, will be considered for recognition.

*Publications in journals indexed in Scopus for author indexing and Core Collection for Web of Science (WoS) will be prioritized for recognition.

*Incentives for presentations (in person and oral) will be granted solely on academic merit and should not be regarded as social events or picnics and should not be accompanied by the family members.

*Following approval by the general body, incentives will be provided in the form of certificates of recognition for aided staff, and certificates along with the designated monetary reward for the SF faculty.

Annexure 3: The criteria for evaluation, along with their respective scores.

Sl. No.	Parameters/ Criterion	Corresponding Score
A	Publication of books with ISBN	
a	International Publications with & without copyright	
	First Author :	7/ 4
	Second author :	5/ 3
	Third author :	3/ 2
	Fourth & above :	2/ 1
b	National Publications with & without copyright	
	First/ Second Author :	5/ 3
	Third author :	3/ 2
	Fourth & above :	2/ 1
c	Regional Publications (within our district) with & without copyright	
	First/ Second Author :	4/ 2
	Third & above :	2/ 1
B	Publication of chapter in books with copyright/ ISBN	
a	International Publications	
	First Author :	5

	Second author	:	4
	Third author	:	3
	Fourth	:	2
	Fifth & above	:	1
b	National Publications	:	
	First / Second Author	:	3
	Third author	:	2
	Fourth & above	:	1
c	Regional Publications	:	
	First / Second Author	:	2
	Third & above	:	1
C	Publication in SCI/ SSCI/ Q1/ Q2 Journals		
	First/ Second/ Corresponding Author	:	10
	Third/ Fourth author	:	7
	Fifth & above	:	5
D	Publication in Citation indexed Journals (UGC-CARE - Group II - Scopus/ WoS)		
	First/ Second/ Corresponding Author	:	7
	Third/ Fourth author	:	5
	Fifth & above	:	3
E	Publication in Citation indexed Journals (UGC-CARE journals - Group I)		
	First/ Second/ Corresponding Author	:	5
	Third/ Fourth author	:	3
	Fifth & above	:	2
F	Publication in International Proceedings (per proceeding - whatever may be the number of articles)		
	First/ Second/ Corresponding Author	:	3
	Third/ Fourth author	:	2
	Fifth & above	:	1
G	Publication in National Proceedings (per proceeding)		
	First/ Second/ Corresponding Author	:	2
	Third & above	:	1
H	For Research guides whose scholars completed Ph.D.		10
I	Funded Projects	:	
	₹ 50,00,000 & above		20
	Lesser than 50,00,000 up to 20,00,000		15
	Lesser than 20,00,000 up to 10,00,000	:	10
	Lesser than 10,00,000 up to 1,00,000		7

	Lesser than 1,00,000/-	5
	TNSCST Students Project	5
J	P.F.A. received (UGC/ DBT/ TANSICHE)	5
K	Patents (for Research work – per patent)	
	Patent Publication	20
	Patent Granted	30
L	Presentation in Seminars/ Conference	
	Offline - Abroad	10
	Online - Abroad	7
	Offline - Outside State	5
	Online - Outside State	3
	Offline - Outside District	4
	Online - Outside District	2
	Offline - Outside College within the District	3
	Online - Outside College within the District	1
	Offline - Within the Institution	2
M	Resource Person in Research related Seminars/ Conferences	
	International	7
	National	5
	State level	3
N	Reviewer of Journals	
	UGC care II/ SCI/ SSCI journals	5
	UGC care I journals	4
	Peer reviewed journals with ISSN	2
O	Research Awards	
	Best Researcher Award	5
	Best Paper Presentation	3
P	Vidwan Score	
	9.5 and above	5
	9 - 9.4	4
	8.5 - 8.9	3
	8 - 8.4	2
	7.5 - 7.9	1