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.
- The policy extends to 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 are also included within the scope of this policy.
- The policy encompasses research activities undertaken to fulfill the requirements of academic degree programs.

- Creative activities that involve the generation of new ideas, innovations, and the development of new knowledge or expertise are also covered by this policy.

- Sound research aimed at understanding the sources, dynamics, and consequences of social problems, as well as proposing possible solutions, is within the scope of this policy.

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) Crossian Research Seed Money Scheme (CRSMS)/ Seed Grant

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 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.

(iv) 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 projects in journals with ISSN or proceedings/ books with

ISBN (full paper).

(v) Regulations to be followed by the Head of the Research Centers

The Head of the Research Centers is responsible for

- adhering to and enforcing the regulations and policies governing research activities within the centre.
- overseeing the renewal process of the research center, ensuring compliance with all necessary requirements and documentation.
- meeting the requirements of the research scholars, providing necessary support and resources for their research activities.

(vi) 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.

(vii) Regulations to be followed by the Research Scholars

- Research scholars must adhere to the registration procedures and timelines set by the college or 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.

- All scholars are required to pay ₹10,000 to the department before their public Ph.D. Viva-voce Examination.

- 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).

(viii) Criteria for Research Related Incentives

- Publication of books with copyright/ ISBN.

- Publication of a minimum of **two** articles in Scopus/ Web of Science/ SCI/ SSCI Journals for all faculty, except for Tamil faculty who are required to publish **two** articles in UGC CARE journals..

- Presentation of papers in International/ National seminars outside the state and UGC sponsored seminars outside the college.

- Received International/ National research related awards.

- Publication of Patent on Research.

(ix) The Best Researcher of the Year Award

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.

The criteria for evaluation, along with their respective scores, are provided below.

Sl. No.	Parameters/ Criterion		Corresponding Score
A	**Publication of books with copyright/ ISBN**		
a	International Publications	:	5
b	National Publications	:	3
c	Regional Publications	:	2
d	First Author/ Editor	:	5
e	Second author	:	3
f	Third author	:	2
g	Fourth & above	:	1
B	**Publication of chapter in books with copyright/ ISBN**		
a	International Publications	:	5
b	National Publications	:	3

c	Regional Publications	:		2
d	First/ Corresponding Author	:		5
e	Second author	:		3
f	Third author	:		2
g	Fourth & above	:		1
C	**Publication in SCI/ SSCI Journals**			
a	First/ Corresponding Author/ Second	:		15
b	Third/ Fourth author	:		12
d	Fifth & above	:		10
D	**Publication in Citation indexed Journals (UGC-CARE - Group II - Scopus/ WoS)**			
a	First/ Corresponding Author	:		12
b	Second author	:		10
c	Third author	:		7
d	Fourth & above	:		3
E	**Publication in Citation indexed Journals (UGC-CARE journals - Group I)**			
a	First/ Corresponding Author	:		10
b	Second author	:		7
c	Third author	:		5
d	Fourth & above	:		2
F	**Publication in International Proceedings** (per proceeding - whatever may be the number of articles)			
a	First/ Corresponding Author	:		5
b	Second author	:		3
c	Third author	:		1
d	Fourth & above	:		1
G	**Publication in National Proceedings (per proceeding)**			

a	First/ Corresponding Author	:	3
b	Second & Third author	:	2
c	Fourth & above	:	1
H	**For Research guides whose scholars completed Ph.D.**		**10**
I	**Major Projects received**	:	**10**
J	**Minor Projects received**	:	**7**
K	**TNSCST Students Project**	:	**5**
L	**P.F.A. received (UGC/ DBT/TANSCHE)**	:	**5**
M	**Patents (for Research work)**	:	**30**
N	**Presentation in Seminars/ Conference**		
a	Offline - Abroad	:	10
b	Online - Abroad	:	7
c	Offline – Outside State	:	5
d	Online - Outside State	:	3
e	Offline – Outside District	:	4
f	Online - Outside District	:	2
g	Offline – Outside College	:	3
h	Online - Outside College	:	1
i	Offline – Within the Institution	:	2
j	Online - Within the Institution	:	1

(x) Research Fund

➕ **Contributions by the faculty:** 100 from each aided faculty per month

➕ **Fund from the Management:** 0.25% from the total income of the year

(xi) Incentives fixed to the faculty (per person)

➕ Publication of books with ISBN and received Copyright (per book)   ₹ 1500

- Publications of articles a minimum of TWO in Scopus/ WoS/ SCI/ SSCI ₹ 1000 journals*

- A minimum of TWO in UGC CARE listed journals (Faculty of Tamil) * ₹ 1000

- Presentation of papers in seminars outside the country - offline* ₹ 3000

- Presentation of papers in seminars outside the state - offline (Oral)* ₹ 1500

- Presentation of papers in UGC sponsored seminar outside the College - ₹ 500 offline (Oral)*

- Received any research related awards ₹ 500

  *In cases where the contributions are shared by the same

  authors, the count willbe considered on a per publication basis.

(xii) Panel for judging for best researcher award

- Principal

- Dean of Research

- Research Committee Members

- External Experts – one for Arts and another one for science disciplines.