



## **CROSSIAN CENTRE FOR RESEARCH & DEVELOPMENT**

**HOLY CROSS COLLEGE (Autonomous), Nagercoil Affiliated to  
Manonmaniam Sundaranar University, Tirunelveli Accredited with A<sup>+</sup>  
Grade (CGPA 3.35 – 4<sup>th</sup> Cycle) by NAAC**

### **VISION**

To create an environment that nurtures a thriving research ecosystem.

### **MISSION**

- Encouraging Research, Innovation and addressing to societal needs of diverse discipline.
- Ensuring the production of high-quality publications
- Improving faculty and scholars' citation impact
- Promoting the translation of research findings into patents
- Coordinating research-related activities

### **DUTIES AND RESPONSIBILITIES:**

**Research Policy Development:** Develop and implement research policies and guidelines that promote and support high-quality research among faculty and scholars.

**Research Funding:** Inform faculty and scholars about research funding opportunities from government agencies and other sources. Allocate institutional seed money and incentives to support research projects.

**Research Collaboration & Coordination:** Facilitate research collaborations and partnerships with other institutions and organizations. Collaborate with department heads, faculty members, research supervisors, and scholars to ensure smooth coordination and support for ongoing research activities.

**Research Training Support:** Organise seminars and conferences, Provide training, workshops and resources to enhance the research skills and capabilities of faculty and scholars.

**Research Evaluation and Assessment:** Organize regular review meetings to assess the quality and impact of research outputs, including publications, patents, and research projects. Recognize and award excellence in research.

**Research Promotion:** Promote research activities by organizing research conferences, seminars, and symposiums. Disseminate research findings through publications in journals (e.g., Crossian Resonance) and proceedings.

**Research Documentation and Reporting:** Compile and submit research reports, progress updates, and required documentation to regulatory bodies and the college administration.

**Research Publications:** Establish benchmarks for quality publications and research awards. Verify the authenticity of the research articles, including the original journal, editors, and ISSN with the help of the advisory committee for publication

**Monitoring:** Coordinate the research departments pertaining to all research activities. Monitor the research advisory committee, ethics committee, research scholars, and supervisors. Address any grievances raised by scholars and provide necessary support.

**Consultation Services:** Coordinate consultation services and maintain records of the accounts related to consultations.

**Maintenance of Records:** Maintain records of seminars organized by various departments related to research and Overseeing Criteria III for accreditation

**Guideship Applications:** Periodically remind faculty members who have completed their doctorate to apply for guideship positions.

**Research Center:** Monitor the functioning of the research center, including verifying daily scholar attendance, granting permission for library visits or data collection exceeding one week, and addressing scholars' grievances. Encourage departments to organize research collegiums.

**Research Website:** Regularly update the research database, issues of Crossian Resonance, and information on research activities on the research website.

**Research Information:** Circulate relevant announcements and circulars from the UGC, university, and other relevant sources to faculty and scholars.

## **Files to be maintained by the Dean of Research**

### **1. Administrative Files**

- Action plan of the academic year.
- Meeting agendas and minutes.
- Attendance
- Account

### **2. Details of Seed Money granted**

- Proposals

- Sanction orders
- Progress report
- Final report
- Vouches

### **3. Incentives & Endowment Prize List**

- List of the recipients of incentives & Endowment Prize in each year

### **4. Research Awards List**

- Best paper
- Best presentation
- Research relevant awards

### **5. Events/ Activities File**

- Brochures
- Reports
- Account
- Attendance Records
- Feedback

### **6. Research files**

- Publications
- Presentations
- Participations

### **7. Research Journal & Proceedings**

- Crossian Resonance
- Proceedings

## **Crossian Centre for Research & Development**

### **1. Research Advisory Committee**

The members of the **Research Advisory Committee**

Principal

Dean of Research

Member (Languages)

Member (Physical Sciences)

Member (Life Sciences)

Member (Arts and Commerce)

Member (IPR Co-ordinator)

Member (Crossian Research Forum)

## Duties

- Guidance as and when required
- Full charge of the implementation of 'Crossian Research Seed Money Scheme(CRSMS)' - Scrutinise the Seed Money project proposals and finalise the selection list.

## 2. Research Ethics Committee

The members of the **Research Ethics Committee**

All the approved Research Guides

## Duties

- Maintain ethical standards and guidelines for research involving human subjects, animal experiments, or sensitive data.
- Promote research integrity and responsible conduct of research.

## 3. Crossian Research Forum (Executive Committee)

The members of the **Crossian Research Forum** (Executive Committee)

Principal

Dean of Research

One faculty (Ph.D. holder) from each department

## Duties

- Crossian Resonance – internal and external review of the articles
- Department Research Activities (Criterion III) – data collection and filing
- Incentives, Endowment prize, Best researcher award - Member scrutiny
- Seminar/ Conference/ Workshop/ Colloquium – organising team
- Activities of the Crossian Centre for Research and Development – execution