

PROVIDENCE COLLEGE FOR WOMEN (Autonomous)

Re-accredited by NAAC with 'A' Grade

Coonoor- 643104

**POLICY FOR PROMOTION OF
RESEARCH**

Policy for Promotion of Research

The Research Cell at Providence College for Women functions with the motto to develop quality research, promote innovation and stimulate active research amongst faculty and students. This cell aims to constantly create a vibrant research environment in the campus.

All departments in the college are recognized as research departments by Bharathiar University. The college has a research forum comprising of research scholars of all departments which addresses issues related to research in addition to fostering research culture among fellow scholars and students.

MOTTO

Research and development comprise of systematic work undertaken to enhance and increase the treasure of knowledge of people, culture, and society, and use of this treasure of knowledge to invent new applications for sustainable well-being.

Research Programmes

The College offers Research Programmes (Full Time and Part Time) in the following Disciplines:

M.Phil - Year of Starting & Sanctioned Strength

S.No	Name of the Programme	Year of Starting	Sanctioned Strength(FT)	Sanctioned Strength(PT)
1	History	2014	5	5
2	Economics	2014	3	2
3	English Literature	2014	18	12
4	Mathematics	2014	14	12
5	Botany	2014	2	2
6	Computer Science	2014	18	12
7	Commerce	2012	22	10

Ph.D - Year of Starting & Sanctioned Strength

S.No	Name of the Programme	Year of Starting	Sanctioned Strength(FT)	Sanctioned Strength(PT)
1	History	2014	8	8
2	Economics	2014	6	2
3	English Literature	2018	23	5
4	Mathematics	2014		8
5	Mathematics	2022	4	
6	Computer Science	2014	2	2
7	Commerce	2012	18	10

**Eligibility Criteria for Admission to M.Phil, Research Programme (Fulltime/ Part time)
(Subject to changes made in the Bharathiar University)**

Candidates who belong to the following categories are eligible to register for M.Phil.(Full-Time/Part - Time) programme.

1. Candidates with Master's Degree of Bharathiar University in the concerned or related discipline or any other qualification recognized as equivalent there to by the Syndicate of Bharathiar University.
2. All candidates should have passed a two-year PG programme after 3 year Bachelor's degree programme and Higher Secondary course of 2 year duration after 10 – year SSLC (10+2+3+2) for the admission of the programme.
3. A candidate with 55% (5% relaxation for SC/ST candidates in the minimum eligibility marks) of marks and above in the Master's degree and working as Full time Research Fellows / Technical Assistants / Research Assistants in time- bound Research schemes of one year duration or more in University Departments/ Research Departments of Affiliated Colleges/ Recognized Research Institutions

Candidates belonging to the following categories are eligible to register for M.Phil. (Part-Time) Programme.

1. Any person employed in any concern/ organization/ institution /R&D Centers / Laboratories situated within Tamil Nadu or Research Institutions recognized by Bharathiar University with a minimum of 55% of marks in the Master's degree. Such candidates shall produce a No Objection Certificate and Service Certificate from the Employer or Head of the Institution (in case of Educational Institutions).
2. All teachers working in colleges affiliated to Bharathiar University are eligible. Candidates working as guest lecturers on consolidated pay are also eligible to pursue M.Phil.(Part-time) Programme provided they produce an NOC and Service Certificate from their respective colleges
3. T.C.need not be insisted for admission to part-time M.Phil./Ph.D. Programme.

Duration of M.Phil Programme (Full-Time)

The duration of M.Phil Full-time Programme is one year (12months) from the date of joining.

Duration of M.Phil Programme (Part-Time)

The duration of M.Phil Part-time programme is two years (24months)

MaximumPeriodofCompletion

The Maximum period for the completion (including extension period) of M.Phil Programme is two years in the case of Full-time candidates and three years in the case of Part-time candidates.

Candidate shall be permitted to appear for Part I examination only after completing the minimum period of six months in the case of full time registration and twelve months, in the case of part time registration.

Eligibility Criteria for Admission to Ph.D. Research Programme (Full time/Part time)

(Subject to changes made in the Bharathiar University)

The candidates should have passed a PG degree course (i.e.,SSLC +HSC+UG+PG)or(SSLC+Pre-degree+1+UG+PG).

Candidates belonging to the following categories are eligible to register forPh.D.

(Full Time /Part Time)Programme:

1. A candidate having a minimum of 55% (5% relaxation for SC/ST candidates in the minimum eligibility) marks in the qualifying examinations.
2. The part-time candidates belonging to any one of the following categories are eligible:
 - a. Working as a teacher in Department of the University or an affiliated College of this University /Higher Secondary School / High School/ Middle School/Polytechnics within TamilNadu, recognized/approved by the Government.
 - b. Scientists / Research fellows / Research assistants / Technical assistants / Project assistants / Project Fellows / Research associates / appointed in the research projects funded by recognized agencies / Government / Industries are also eligible to register for Ph.D. at University Departments, Affiliated Colleges, Research Institutions, or R &D Centre/Laboratories
 - c. Chartered Accountant /Cost Accountant/ Company Secretary and other professionals with a minimum period of two years of experience after obtaining their professional qualification are eligible for Part-time Ph.D. registration.
 - d. For candidates other than a teacher, any permanent staff in a Government Office/Private or Public Ltd., Company/a recognized factory/institution/research institution /Educational Institution / business / with a minimum period of two years of experience after obtaining their Master's degree with a minimum of 55% of marks (staff includes Board of Directors, Proprietor and Partner) are eligible for part time for Ph.D. registration in the relevant discipline.

Note:

- i. Recognized factory means an industrial establishment and regulated by the Factories Act.
- ii. Recognized institution means any institution registered with the Registrar of

Societies and has been duly audited by a recognized auditor for the last three years from the date of application and duly supported by an audit certificate.

iii. Recognized business means a business organization duly registered with Commercial Tax Department and three years standing in their business.

iv. Private/Public Ltd., Company registered under the Companies Act.

v. Candidate working as a Guest Lecturer in a Govt. College or a Govt. Aided College in Tamil Nadu is allowed for registration, subject to the production of NOC and Service Certificate from his/her employer.

3. Transfer Certificate need not be insisted for admission to part-time M.Phil/Ph.D Programme.

4. Those who are going to register Ph.D. without fellowship should appear for the Common Eligibility Test (CET) conducted by the Bharathiar University and be qualified.

Duration of Ph.D Programme

PG Degree Holders			M.Phil. Degree Holders	
Period	Minimum Period	Maximum Period	Minimum Period	Maximum Period
FullTime	3 Years	5 years	2 years	4 years
PartTime	4 Years	6 Years	3 Years	5 Years

Course of study

A candidate applying for registration shall do so, specifying the broadfield of research. The course of study for M.Phil./Ph.D Degree Programme shall consist of three written papers under Part-I and a Dissertation under Part-II of the programme.

Written Papers (under Part-I)

Course I: Research Methodology (Research Methods of the concerned discipline).

Course II: Research Trends in the concerned discipline/Advances or theories in the concerned discipline.

Course III: Special Paper (Pertaining to the area of specialization chosen).

Dissertation (under Part II)

Research Supervisor.

Fees

The prescribed fee for the programme is to be paid by all candidates every year before the last date.

The first year fees payment should be made within one week after the selection interview.

The subsequent year's fees should be paid in the same month as the previous year.

Fees will be collected until submission of Thesis, even during the extension period.

Fees should be paid only in online mode.

Rules for Attendance

Full-Time research scholars should to be present every day and attendance to be signed in a separate register maintained by the departments. The Part-Time scholars are expected to be present for a minimum of 60 days during the course of research and consult the Supervisor for the regular review of their research.

Paper Presentation and Participation

Every research scholar is required to take active participation in International/ National conference/ Seminar organized by our college or other institutions.

In accordance with the conditions of the Bharathiar University, it is mandatory for M.Phil. scholars to present at one research paper in conference/ seminar and Ph. D. scholars must present two paper presentations in conferences/ seminars /before the submission of the dissertation/ thesis and produce evidence for the same in the form of presentation certificates

Scholars (M.Phil./Ph.D.) must publish a minimum of two research papers in Social Sciences Citation Index/ Arts and Humanities Citation Index Journals/ SCOPUS/ UGC –CARE List of Journals before submission of the thesis in Arts, Humanities, Social Sciences and Languages and research papers in Science Citation Index Journals/ SCOPUS/ UGC –CARE List of Journals before submission of the thesis in Sciences subjects before submission of the thesis.

NOTE: In accordance with the conditions of the Bharathiar University, it is mandatory for Ph.D.scholars to have two research publications in the refereed journals and two research paper presentations in conferences/ seminars.

Doctoral Committee

There shall be a doctoral committee for every candidate registered for the Ph.D., programme to monitor the progress of the candidate during the tenure of the programme. The doctoral committee shall be constituted with the following as its members:

1. Research Supervisor of the candidate (Convener).
2. Head of the Department (HOD) (Member). If HOD does not hold Ph.D., degree, the next senior faculty in the Department holding the Ph.D., degree will be the member. If HOD is the research supervisor of the candidate, the next senior faculty holding Ph.D., degree will be the member. In case of non-availability of faculty with Ph.D., degree in the Department, the Principal shall nominate any one faculty from the institution related to the subject concerned as the member.
3. Subject expert who shall be nominated from the panel of three members (to be submitted by the research supervisor) by the Vice-Chancellor of Bharathiar University to act as a member of the doctoral committee.

The doctoral committee shall meet to review the research progress of the candidate at least twice during the tenure (at least 10 months in between) of the research programme. The first meeting shall be conducted if the candidate has successfully completed Part I examinations and has made some progress in the research work or in the identification of the research problem.

The committee shall recommend for the confirmation of registration. In the case of candidates who have registered for Ph.D., programme with M.Phil., qualification, the first meeting shall be conducted after completion of six months from the date of registration.

The scholar is expected to present his/her research proposal with the aid of the Power Point Presentation. The proposal should contain the Review of Literature, Research Problem, Objectives, Scope, Methodology, Hypothesis framed and limitations of the study. At the time of first DC meeting the scholar should possess in depth knowledge in the field of his/her research subject and should have published one paper in refereed journal.

In case the progress is not satisfactory, another meeting shall be conducted within six months from the date of conduct of the first meeting, by the committee consisting of following members:

If the research scholar fails to implement these corrective measures, the research committee may recommend to the University for cancellation of registration of the research scholar mentioning the specific reasons.

The second DC meeting shall be arranged before the submission of synopsis by the researcher in which the committee assesses the quantum of work completed by the researcher, publication in the refereed journal and the pre Ph.D. presentation by the researcher. A candidate shall be allowed to submit the synopsis and the thesis only on the recommendation of the second doctoral committee and after being satisfied with the research output of the candidate.

Every candidate registered for the Ph.D., programme shall pay a fee of Rs. 8,000/- towards Doctoral Committee and the amount will be handled by the supervisor. Each of the members of the doctoral committee shall be paid Rs.1000/- per meeting as honorarium. Subject experts from the institutions other than the host institution shall be paid TA/DA as per the norms of the University.

The DC meeting amount should not exceed the amount stipulated by the University.

Research and Ethics Committee

The Research and Ethics Committee is constituted for the benefit of the scholar and research supervisor to settle their grievances related to their research.

CODE OF ETHICS

Faculty and research scholars involved in research shall maintain high ethical standards in accordance with the guidelines of Bharathiar University.

They shall observe and promote the following principles of integrity in research:

- honesty in communication
- avoid fabrication and falsification during research
- keep promises and agreements made during admission to research in the college
- respect supervisors, colleagues and scholars fairly

Code of Conduct

- To facilitate an enabling environment to stimulate research culture in the college.
- To create awareness and opportunities in the field of research among faculty and students.
- To promote research activities by insisting faculty to undertake projects by agencies like UGC, DRDO, CSIR, ICSSR, etc.

- To encourage students to apply for funding for research under student project schemes from agencies like TNSCST, DBT, etc.
- To motivate faculty and students to involve in interdisciplinary research projects.
- To ensure publications in reputed, quality journals like Scopus, Web of Science, Indian Citation Index with high impact factor.
- To promote collaborative research activities with other national institutes, universities and colleges.
- To organize workshops, seminars and training related to research.
- To boost revenue for the institution by encouraging faculty and students apply for patents and consultancy.
- To provide information and service in support of research activities of the college.

RESPONSIBILITIES

COORDINATOR

To coordinate the initiation of research and the establishment of operating policies and procedures

To motivate/inspire to act in a way that benefits the College.

To foster a conducive ambiance to promote sound research.

To facilitate research activities by assuredly upholding the integrity and sound governance and ethical practice

To instill a culture of honesty, co-operation, and professionalism.

To participate with a team in the development of research in all disciplines

To ensure the smooth functioning of research in the college

MEMBERS

To motivate/inspire to act in a way that benefits the College.

To participate and promote research activities in the college

To monitor the ethical issues and offer guidance to researchers

To create a conducive environment for the promotion of research and innovation in the institution

To explore possibilities of research activities

To devise additional methods for promoting research related activities in the institution

To encourage faculty to apply for funding projects

To maintain the details of projects applied, consultancy and proposals for seminar

GOOD PRACTICE OF RESEARCH SCHOLARS

Some of the practices and attributes that research scholars must possess and exhibit that are deemed key for undertaking good research are;

- ✓ **Sincerity and Dedication:** Every research scholar should be sincere in the work culture. They should be dedicated and devote their time only to research works.
- ✓ **Time Management:** Care should be taken to chart out a timeline for completing the given task and submit the thesis.
- ✓ **Transparency:** report data collection methods; analyze and interpret data; and make findings widely available, including to the general public.
- ✓ **Respect and care:** exhibit care for all research participants and the environment. Conduct respectfully towards other scholars, staff, and faculty.
- ✓ **Trust:** Exhibit mutual trust to encourage the free exchange of ideas.
- ✓ **Fairness:** Ensure fairness in institutional standards, practices, and procedures as well as in interactions between members of the research groups.
- ✓ **Responsibility:** Uphold high standards of conduct in learning, teaching, and research responsibly for promoting academic integrity, among all members of the institution.

COMMITMENT AND ETHICAL VALUES OF RESEARCH SCHOLARS:

The College recommends every researcher to consider ethics and moral philosophy sincerely. These orient a researcher in terms of their behavior from a moral perspective. Ethics apply to all aspects of personal and organizational practice of the institution. Upholding ethical values are vital to good research and the institution promotes such research activity. Some of them are;

- a. Be very punctual, dedicated, and sincere in all academic work.
- b. Research data collected should be synthesized as per the procedure laid down.
- c. Research results to be reported should be following standard practices.
- d. Publication status should not be manipulated or misrepresented.
- e. Need to keep their undertakings and agreements honestly.
- f. Keep quality in their paper work and records of research activities, such as literature review, research design, data collection, data analysis, interpretation, drafted manuscripts and its communication with UGC recognized journals.
- g. Need to respect patents, copyrights, and other forms of intellectual property.
- h. Strive to protect confidential communications, such as manuscripts, projects, or grants submitted for publication, personnel records, deals or military secrets, and

patient records used for requisite research.

- i. Endorse social wellbeing and to prevent or lessen social harms through research, public education and promotion and care to safe guard the environment.
- j. Full-time scholars shall necessarily sign in the attendance register on all working days at the respective department.
- k. Research scholars should visit the library regularly.
- l. Research scholars are expected to sign the necessary documents at the time of admission.
- m. Research scholars should submit a copy of the thesis to the library immediately after the completion of the viva-voce examination.
- n. Exploitation and harassment of any kind is a punishable offence (applicable to scholar and supervisor).

Policy for Research Seed Money

- The institution provides seed money and Staff Performance Based Incentive to the staff members to motivate them to apply for funding projects and publications, and offers:
 - Financial assistance in the form of Seed Money (maximum of 20,000/-) will be provided for the best submitted funding project and each department or individual should submit before August 15th which will be scrutinized before sanctioning the amount.
 - The seed money may be given in whole or may be split for the benefit of two departments or individuals.
 - Financial assistance in the form of Staff Performance Based Incentive for Self Financing Staff will be given for the publications if it is done only in UGC Care List journals/ SCOPUS/ Web of Science and only after scrutiny. Publication should be done only by a single author and co-authored papers will not receive financial assistance.
 - The Staff Performance Based Incentive will be given only to one Self Financing staff from each department based on seniority and it will be continued on rotation basis every year.
 - The amount will be paid at the end of January every year.

Rules for Supervisors

It is supervisor's responsibility to ensure at all formalities described in the PhD Regulations and also in the Ordinances of HEIs is fulfilled.

The supervisor's responsibilities include information and advice to scholars on all aspects related to the PhD programme while focusing on guidance on academic aspects of research activities. This may include regular meetings with a scholar

It is envisaged that an ideal PhD programme necessitates a good working relationship between the student and the supervisor from the beginning of the PhD programme and they have reached an agreement on the demands and expectations from each other.

The responsibilities of the supervisor include:

- Regular contact with the Ph.D. scholars and discuss to see if the ideas are good for the research project.
- Guiding the scholar about the choice of relevant courses and conferences related to the field.
- Advising the scholar for contacting relevant national and international organizations in the area of research.
- Assisting the scholar on incorporation of knowledge dissemination element in the course of study.
- Regular review and feedback on the PhD project.
- Supervisors are not allowed to collect money or anything from the scholars.
- Scholars should be allowed to focus on their research. They should not be involved in invigilation and evaluation.
- Scholars can be permitted to teach one unit only and rarely can teach a maximum of two units.
- Exploitation and harassment of any kind is a punishable offence (applicable to scholar and supervisor).

Regulations

The candidates will be governed by the Ph.D regulations of Bharathiar University, amended from time to time.

Policy on Promotion of Academic Research

- a. The faculty members on roll but without Ph.D. degree must register for doctoral program.
- b. Faculty of each department shall conduct research in focused areas. They are expected to publish research articles / project results in UGC indexed / WEB of Science / SCOPUS indexed journals.
- c. The student projects (PG/M.Phil/Ph.D) must be research focused.
- d. The faculty members guiding Ph.D shall be given supervisor incentive.
- e. Faculty from the institution who have registered for Ph.D. in other institutions are permitted to

use the laboratory for the purpose of research

RESEARCH MISCONDUCT

- **Plagiarism:** The deliberate copying of ideas, text, data, or other work (or any combination thereof) without due permission and acknowledgment. Plagiarism is "the appropriation of another person's ideas, processes, results, or words without giving appropriate credit". Representing any part or parts of another's work as one's own is considered plagiarism and may be a violation of the Principle of Ethics.
- **Piracy:** The deliberate exploitation of ideas from others without proper acknowledgment
- **Abuse of Intellectual Property Rights:** Failure to observe legal norms regarding copyright and the moral rights of authors.
- **Abuse of Research Resources:** Failure to observe the terms and conditions of institutionally licensed research resources.

DISCIPLINARY ACTION

Disciplinary action will be taken against those who are involved in malpractices or misconduct

The final decision of punishment depending on the severity of misconduct will be taken by the Supervisor and Principal

Policy on Consultancy Projects

The institution has formulated the Policy on Consultancy for maximizing consultancy activities.

Consultancy Policy

- a) There should be demonstrable benefit to the College from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- b) The Consultancy should adhere to the functions, objectives and interests of the college and not cause damage to the college's reputation.
- c) The revenue generated from consultancy project will be shared between the College and the faculty concerned.
 - If infrastructure is used, the ratio of sharing between the consultant and college will be 70% and 30% respectively
 - If infrastructure is not used, the ratio of sharing between the consultant and college will be 80% and 20% respectively

IIC-INSTITUTE INNOVATION COUNCIL

IIC Ministry of Education (MoE), Govt. of India has established 'MoE's Innovation Cell (MIC)' to systematically foster the culture of Innovation among all Higher Education Institutions (HEIs). The primary mandate of MIC is to encourage, inspire and nurture young students by supporting them to work with new ideas and transform them into prototypes while they are informative years. MIC has envisioned encouraging creation of 'Institution's Innovation Council (IICs) across selected HEIs.

Policy for promoting Innovations and Entrepreneurial Development

- To conduct various Innovations, IPR and entrepreneurship-related activities prescribed by MIC in time bound fashion. Identify and reward innovations and share success stories.
- Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators. Network with peers and national entrepreneurship development organizations.
- Organize Hackathons, idea competition, mini-challenges etc. with the involvement of industries.
- Potential Student Innovators may be identified and allowed to select an incubated product and use the same to be developed in large scale through separately established start-up.
- The institution also encourages the teachers and researchers to apply and acquire Copyrights for their publications/Books / Monographs.

CONCLUSION

Ethics and values are very important concepts in the life of growing (budding) research scholars. The purpose of these guidelines is to consider the positive aspects effectively. Research supervisors and scholars should be aware of these guidelines to promote values, virtues, and good research. The University may from time to time revise, amend or change the regulations, scheme of examinations, syllabus and also the fee structures, and such amendments or changes shall come into effect from the date prescribed and it will be followed in the institution.

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