

SFC- RESEARCH POLICY

1. PREFACE

St. Francis College for Women (Autonomous), managed by Sisters of Charity with its mission statement of creating intellectually competent women citizens, established the Research Cell. The cell will promote scientific research and motivate staff and students to engage in research activities to promote innovation, teaching and learning process. Research helps in building state of the art facilities. The Research Cell will coordinate all research activities under the leadership of the Principal.

2. OBJECTIVES OF SFC RESEARCH POLICY

- To create research atmosphere and provide required support for the staff and students of SFC (Autonomous)
- To identify thrust areas of social relevance with potential for commercialization
- To ensure quality research with highest standards of academic integrity and ethics
- To pursue doctoral and post-doctoral research To motivate faculty to apply and carryout major and minor research
- To organize national and international conferences, seminars and workshops
- To ensure publications in quality journals, indexed in Scopus/Web of Science/Google scholar and/or with impact factor
- To establish Research Centres within College
- To initiate interdisciplinary collaborations and partnerships nationally and globally
- To release an annual/periodic journal of abstracts / papers presented by the staff and students in National and International seminars/conferences
- To facilitate professional guidance, technical support and financial assistance
- Student Research: To enhance quality research output, student mentorship/internship encourage undergraduate /postgraduate students to pursue research activities.

3. PROMOTION OF RESEARCH AT SFC

- The Principal shall constitute a Research cell - consisting of the faculty from different disciplines and appoint the coordinator from the team
- The Management shall provide suitable infrastructural facilities such as space, library, lab facilities, and funding if available, based on the merit of the proposed research
- Research scholars will be given a free hand to select the subject matter of their research
- Management shall support them to seek financial assistance from funding agencies
- Management shall ensure the meeting of Research Cell, Ethics Committee and research scholars for scrutiny of the project work and criticism
- Research cell shall ensure that techniques used do not violate established ethical guidelines listed according to ICMR for sciences and ICSSR for commerce and Social sciences

4. FACULTY PURSUING RESEARCH – RULES AND REGULATIONS

New Faculty (Probation period) or part-time staff are expected to concentrate on acquiring the knowledge and enhancing teaching skills required to be a competent teacher and academician. They will not be permitted to take up research but exceptions may be made in case of faculty with good research experience.

Regular faculty, after successfully completing the period of probation

Management shall encourage regular staff to register themselves for doctoral research with a UGC-recognized university/ institution and abide by the rules of the host institution.

- By familiarizing themselves with the research policy of the Institution.
- By obtaining the final approval from the Principal
- The candidate is expected to interact with the Research Cell and Ethics Committee:
 - (i) To discuss and fine tune the research proposal.
 - (ii) To update the research findings before and after submission
- The candidate is expected to complete the research work and submission of the thesis within five years after registering for Ph.D
- Depending on the requirement, the Management will decide on granting leave in the final stages of the research work
- The candidate will be given 1 or 2 yrs fully paid leave for the purpose

- The candidate who avails the leave sanctioned for research work will sign a bond stating that he/she will serve as an employee of the institution for a minimum 5 years after completion of the research (if the leave availed is of 2 years), or for a minimum of 3 years after completion of the research (if the leave availed is of 1 year)
- The candidate will be obliged to reimburse the institution the full amount received during the period of leave:
 - i) If he/she takes up employment (part-time or full-time) anywhere during the period of leave
 - ii) If he/she fails to continue working as an employee of the institution
 - iii) If he/ she is not able to complete the research work in the grace period decided by the management
- The candidate, during the total period of research work, is expected to :
 - Publish two research articles in UGC indexed or a peer reviewed journal
 - Attend at least one National or International Conference in a year
 - Make a presentation of at least one research paper in a National or International Conference

Faculty pursuing Post Doctoral Studies

- Faculty member wanting to pursue post doctoral studies in a recognized university must submit a written application to the Principal for acceptance and present an update on the research work done
- On acceptance by the Principal the candidate will avail the privileges and benefits as listed above for regular faculty and abide by it

5. RESEARCH PROJECTS

- The Management will provide assistance to faculty applying for Minor or Major research projects funded by Govt. and Non Govt. Organizations etc.
- The project proposal will be submitted by PI (Principal investigator) to the Principal for approval
- The PI will be responsible for preparing the budget for the research project, maintaining the accounts, keeping a stock register of the equipment and consumables purchased

- Any item purchased such as electronic goods, software, lab equipments and consumables, books and journals purchased will be the property of host Institution
- Such property should be returned on completion of the project by the PI to the host institution
- A copy of the budget, audited statement of accounts and the utilization certificate must be maintained by the PI and Finance Officer for scrutiny and monitoring
- The PI shall keep the Finance Officer informed about the progress of the project, and its closure
- The PI shall abide by the requirements and guidelines of the management and the funding agency on intellectual property rights, journal publications or presentations in conferences/seminars

6. RESEARCH PAPER PUBLICATIONS

Research cell shall encourage Faculty and students to participate in National or International conferences, presentation of papers and publish their research articles in peer reviewed National and International journals which are reputed and having good impact factor.

7. SEED MONEY FOR RESEARCH

Seed money is provided for the Faculty involved in research as per management's decision after it goes through the review committee. One to two years fully paid leave is provided by the Institution for staff taking up doctoral studies. Financial awards are given to those who publish research papers in peer reviewed journals on Teacher's day.

8. ETHICS POLICY

Please refer SFC- Institutional Ethics Committee & Plagiarism Policy

9. INTELLECTUAL PROPERTY RIGHT POLICY

Please refer to SFC Intellectual Property Policy

10. REVIEW OF RESEARCH OUTPUT

Periodic review of research output of the Institution shall be carried out periodically for assessment and reviewed for action to be implemented in the next academic year.