



# St. Mary's College, Thrissur 680020

## Research Policy

St. Mary's College has revised its research policy to promote research culture among the academic community. The research policy targets to enhance research publications in quality journals and books, guide and motivate faculty to acquire knowledge on emerging areas by participating and presenting papers in Seminars, Conferences, workshops, improve teaching learning and research skills by attending FDPs, interact with peers with memberships in various academic bodies, promote patent filing for social economic and technological progress of the country, develop innovative products for public welfare and various other new initiatives. For all research related initiatives academic year will be considered as 1 June to 31 May

The validation of the Research Policy is the responsibility of Research Committee. Principal is the Ex officio Chairman of Research Committee. Research Committee will be led by Research Director with members from various domains- Mathematics, IT, Humanities and Social Sciences, Life Sciences, Physical Sciences, Languages, Commerce and Management and Office Superintendent. Experts may be invited from outside the Committee or Institution whenever needed for evaluation. The duration of the Committee is 3 years. In any case a member is relieved, new members can be nominated by Principal.

### **A Research Grant/ Seed Money for Research**

To promote research and to ensure quality contribution by faculty to the academia, industry and society in various domains, St Mary's College has initiated a research grant by introducing schemes for Minor Research Project or Major Research Projects.

- Any faculty member (aided and self-financing) with service of more than one year is eligible to apply for the research grant.

- Research project should be related to any area of domain of the faculty. Innovative topics related to current, social, environmental or practical relevance will be given priority.
- Maximum grant will be Rs 10,000 for Minor Research Project and Rs 1,00,000 for Major Research Project
- One faculty can apply for only one Minor Research Project or Major Research Project at a time. New Grant requests for research project will be considered only after 1 year of completion of the previous research project or relevance of the topic subject to discretion of the Committee
- The time period for Minor Research Project is one year and for Major Research Project is 2 years (extended by one year with the prior approval of the Research Committee).
- The application for project grant will be accepted three times a year and reviewed in March, Aug and Nov(Appendix-A). The application form with duly filled in particulars, research proposal, budget estimates, activity plan and undertaking should be submitted to Director of Research Committee according to time schedules prescribed. The acceptance of the project will be informed after presentation by the faculty and review of Research Committee. The Progress report should be forwarded to Director every 6 months from the starting date. (Appendix A 1-6)
- The maximum projects sanctioned from each discipline in each schedule is 2 for Minor Research Project and 1 for Major Research Projects.
- Grant amount will be released according to the progress of the work and on the submission of utilization statement and original bills and vouchers and final instalment on publication of the work in UGC Care List Journal in case of Minor Research Project and one Publication in UGC care list and other in SCOPUS / web of science in case of Major Research Projects. The research output can also be published as patents. The Project report should be submitted.

- The documents to be submitted on completion of Project- Project Report in prescribed Format, all Progress reports, Utilisation statement and Copy of publications/ patents
- Investigator should refund the amount if he discontinuing from service or if he fails to complete the research project on time. They will be eligible for a research grant only after a period of 3 years.

## **B Participation in Faculty Development Programmes (FDP)**

A faculty can participate in one FDP of not less than 5 days annually with financial support from the institution. 50 Percent of the registration fees will be reimbursed in case of aided faculty and 75 percent of the registration fees will be reimbursed subject to maximum of Rs 2000 for self-financing faculty on successful completion of the FDP organised by Govt or recognised Govt bodies/agencies and on submission of necessary documents.

The faculty should submit a duly filled in proforma prior to the beginning of the FDP for the financial support (Appendix B). Aided faculty will be granted leave for participating in the FDP subject to government norms. Self- financing faculty will be given duty leave for maximum of 10 days for participating in FDP once in a year. Faculty can participate in any number of FDPs without financial support from institution. However, leave sanctioned will be only once a year.

## **C Participation in Seminars, Conferences, workshops**

Faculty who are directed by the institution to attend conferences, seminars and workshops will be reimbursed the registration fee, accommodation and travel expenses on submission of necessary documents. The Faculty should submit duly filled in Proforma (Appendix C1).

Registration fee subject to max of Rs 1500 will be reimbursed for the faculty for presenting paper in National and International level conferences seminars and workshops organised by eminent Institutions within the country and outside twice a year (Appendix C 2). Reimbursement will not be made if the participation is through various projects or funding by different agencies

Aided faculty will be given duty leave based on orders by government. Duty leave will be given to Self- financing faculty to attend two conferences/ seminars/ workshops in an academic years, subject to maximum of 6 days on producing the duty certificate.

#### **D Incentives for Publication**

Incentives will be provided in tune with nature and type of Book/Journal/Proceeding. In case of joint authors, the incentive amount will be shared in the ratio, 50 percent for Principal/Corresponding author and balance 50 percent will be divided among all other authors. The amount will be given only to faculty from the Institution. The faculty can receive incentive only under any one head for a Journal article. The faculty should submit a request in prescribed format. (Appendix D).

Faculty should ensure that level of plagiarism is less than 10 percent and the book is not in the fake list of Journals / Publishers.

SI No	Head	Incentive provided in Rs
1	UGC Care List Journal (International/National)	2000 per article
2	SCOPUS, SCIMAG	5000 per article
3	Web of Science	10000 per article
4	Chapter in Edited Book (International/National)	1000 per chapter
5	Book Published(International/National Publisher )	2000 per book
6	Edited Book(International/National Publisher )	1000 per book
7	Text Book	1000 per book

#### **E Membership in Academic Bodies**

Grants will be provided to faculty for membership in reputed academic bodies. This will be provided to a faculty only once during service. Faculty should submit a request in prescribed format (Appendix E).

Sl No	Head	Max amount sanctioned Rs
1	International Level	3000
2	National Level	2000
3	State Level	1000

#### **F Filing of Patents**

Faculty will be given grant equivalent of 50 percent of the cost of Patent filing. Of which 50 percent will be granted at the time of patent filing and balance 50 percent on receipt of patent. The request for this grant should be forwarded to the Director prior to Patent filing. (Appendix F)

#### **G Innovative Product Development**

Faculty who develop different innovative products will be given incentives subject to expert screening cum evaluation by the experts. (Appendix G)

## Appendix

- Appendix A – Time Schedule
- A1- The application form
- A2 Research Proposal
- A3 Budget Estimates
- A4 Activity Plan
- A5 Undertaking
- A6 Progress Report
- Appendix B- Proforma for participation in FDP
- Appendix C1- Conferences, seminars and workshop participation directed by College
- Appendix C2- Reimbursement of Registration fee for Paper presentations
- Appendix D Incentives for Publication
- Appendix E Membership in academic bodies
- Appendix F Filing of Patents
- Appendix H Product Development



**St. Mary's College, Thrissur**  
**Appendix A**  
**Time Schedule**  
**Minor Research Project/ Major Research Project**

**Appendix –A**

**Minor Research Project**

Date of submitting Application	20 Feb to 1 March	20 July to 1 August	5 Nov to 15 Nov
Review Committee and presentation by Principal investigator	10 March	10 August	25 November
Information on acceptance of Project	20 March	20 August	5 December
Signing of agreement start date, release of 1 <sup>st</sup> instalment	25-31 March	25-31 August	15-20 December
Progress Report	Sept	Feb	May
Final Submission	25-31 March	25-31 August	15-20 December

**Major Research Project**

Date of submitting Application	20 Feb to 1 March	20 July to 1 August	5 Nov to 15 Nov
Review committee and presentation by Principal investigator	10 March	10 August	25 November
Information on acceptance of Project	20 March	20	5 December
Signing of agreement start date, release of 1 <sup>st</sup> instalment	25-31 March	25-31 August	15-20 December
Progress Report I	September	February	May
Progress Report II	March	August	November
Progress Report III	September	February	May
Request for Extension	10 March	10 August	25 November
Final Submission if not extended	25-31 March	25-31 August	15-20 December

In case of extension, progress report should be submitted on time and final submission based on period of extension.



**St. Mary's College, Thrissur**  
**Appendix A1**  
**Application for Minor Research Project/ Major Research Project**

Appln No

Name of the Investigator

Designation & Department

Date of joining

No of years of service

Permanent Address

Telephone

Email id

Educational Qualification

Degree	Year of Passing	Class/ Grade	Name of the Institution	Specialisation
Post Doc, D litt etc				
Ph D				
MPhil				
PG				

Discipline-

Title of Research-

Type of Research – Minor/ Major

Date

Signature of Applicant

Member in charge

Research Director

Principal

The application should be submitted along with  
Research Proposal, Budget Estimates, Activity Plan, Undertaking, Progress Report





**St. Mary's College, Thrissur  
Appendix A2**

**Research Proposal**

Title

Introduction

Literature Review

Significance of Study

Statement of Problem

Objectives

Data Source and methodology

Conclusion

References

Date

Signature of Application

Member in charge

Research Director

Principal

Note

- Total Word Limit should not exceed 1000 words



**St. Mary's College, Thrissur**  
**Appendix A3**

**Budget Estimates**

Name of the Investigator

Designation & Department

	Amount in Rs	Sanctioned Amount( office)
Books, Journals, Instruments		
Data Collection		
Analysis		
Travel		
Printing and Stationary		
Contingency		
Total Amount		

Date

Signature of Applicant

Member in charge

Research Director

Principal



**St. Mary's College, Thrissur**  
**Appendix A4**

**Activity Plan**

Name of the Investigator

Designation & Department

MINOR RESEARCH PROJECT		
Duration	Progress	Remarks
Term 1		
Term 2		
MAJOR RESEARCH PROJECT		
Duration	Progress	Remarks
Term 1		
Term 2		
Term 1		
Term 2		

Date

Signature of Applicant

Member in charge

Research Director

Principal



**St. Mary's College, Thrissur**  
**Appendix A5**  
**Undertaking**

1 I ..... Dept of  
.....working in St Marys College, Thrissur hereby agree to undertake the Minor  
research Project/ Major research Project  
entitled.....  
.....  
.....with a fund of .....sanctioned to me by St Marys College,  
Thrissur vide letter No.....dated.....

2 I agree to follow all rules and regulations of the Research Policy and submit all details as requested by the Research Committee of the Institution.

3 I agree that the final outcome of the project, all resources books, journals and instruments purchased with respect to the project will be the property of St Marys College, Thrissur

4 I agree to refund the amount if I discontinue from service or fail to complete the research project on time.

Date

Signature of Applicant

Member in charge

Research Director

Principal



**St. Mary's College, Thrissur**

**Appendix A6**

**Progress Report**

Minor Research Project/ Major Research Project	
Term ( From To)	
Name of the Investigator	
Designation & Department	
Application Sanction Date and No	
Starting Date	
Scheduled Ending Date	
Activity Done during the period	
Expense Details	
Any other	

Date

Signature of Applicant

Member in charge

Research Director

Principal



# St. Mary's College, Thrissur

## Appendix - B

### Proforma for Participation in FDP with Financial Support from Institution

Academic year..... Appln No.....

Name.....

Designation..... Department.....

Nature of Faculty- Aided / Self Financing / Gov. Guest .....

Name of the FDP .....

Level - International / National / State.....

Dates- from ..... To .....

Venue with Complete Address .....

Organized by .....

Sponsored by.....

Registration fee Paid - .....

If duty leave required, No of days .....

Date

Signature

#### Supporting Documents required

1. Fee Receipt
2. Copy of Participation Certificate
3. Duty Certificate

#### For Office Use

Verified By :.....

Amount to be reimbursed .....

Member in charge

Research Director

Principal

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**St. Mary's College, Thrissur**  
**Appendix – C 2**  
**Proforma for Reimbursement of Registration fee for Paper Presentations**

Academic year..... Appln No.....

Name.....

Designation..... Department.....

Nature of Faculty- Aided /Self Financing / Gov. Guest.....

Title of Seminar /Workshop/ Conference.....

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Level - International / National / State.....Date/s.....

Organised by:..... Sponsored by:.....

Venue with Complete Address.....

Title of the Paper.....

Registration fee Paid.....

No of days of Duty leave required.....

Paper Presented previously with financial support –from Institution, attach separately

Name of Seminar	Title of Paper	Date	Venue	Organized by	Reimbursed Amount	Duty Leave
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Date

Signature

**Supporting Documents required**

1. Fee Receipt    2. Copy of Certificate    3. Duty Certificate

**For Office Use**

Verified By :.....

Amount Sanctioned .....

Member in charge

Research Director

Principal

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**St. Mary's College, Thrissur**  
**Appendix – C 1**  
**Proforma for Participation in Conferences, Seminars and Workshop**  
**Participation directed by College**

Academic year..... Appln No.....

Name.....

Designation..... Department.....

Nature of Faculty- Aided /Self Financing / Gov. Guest.....

Title of Seminar /Workshop/ Conference.....

Level - International / National / State.....Date/s.....

Organised by:.....

Sponsored by:.....

Venue with Complete Address.....

If Paper presentation, Title of The Paper.....

**Registration Fee**

Food & Accommodation:  Travel :  Any other :  Total Expenses:	
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Seminars previously attended with reimbursements from College in this academic year :

Attach details separately :

Date	Name of Seminar	Venue	Amount Reimbursed
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Date

Signature

**Supporting Documents required**

Fee Receipt, Bills & Vouchers, Participation Certificate, Duty Certificate.

**For Office Use**

Verified By :.....

Amount Sanctioned .....

Member in charge

Research Director

Principal

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**St. Mary's College, Thrissur**  
**Appendix – C 2**  
**Proforma for Incentives for Publications**

Academic year..... Appln No.....

Name.....

Designation..... Department.....

Nature of Faculty- Aided /Self Financing / Gov. Guest.....

<b>Nature of Journal</b>	Details	Amount Sanctioned (for Office use)
<b>UGC Care List Journal</b> Name of journal Names of Co authors if any Level Publisher Vol, Issue, month and Year		
<b>SCOPUS,SCIMAG Journal</b> Name of journal Names of Co authors if any Level Publisher Vol, Issue, month and Year		
<b>Web of Science</b> Name of journal Names of Co authors if any Level Publisher Vol, Issue, month and Year		

<b>Chapter in Edited Book</b> Name of Book Names of Co authors if any Publisher Place of Publication Names of Editors ISBN No		
<b>Book</b> Name of Book Publisher Place of Publication Names of Co authors if any ISBN No		
<b>Edited Book</b> Name of Book Publisher Place of Publication Names of Co Editors if any ISBN No		
<b>Text Book</b> Name of Book Publisher Place of Publication Names of Co authors if any ISBN No		

Date

Signature

**Supporting Documents required**

Photostat copies of cover Page, Proof page of ISBN, First and last page of the article or Chapter

**For Office Use**

Verified By : .....

Amount Sanctioned .....

Member in charge

Research Director

Principal

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**St. Mary's College, Thrissur**  
**Appendix E**  
**Proforma for Membership in Academic Bodies**

Name.....

Designation..... Department.....

Nature of Faculty- Aided /Self Financing / Gov. Guest.....

Name of academic body.....

Level International / National / State.....

Type of membership.....

Membership fee.....

Fee eligible from Institution.....

Date

Signature

**Supporting Documents required**

Fee Receipt

**For Office Use**

Verified By :.....

Member in charge

Research Director

Principal

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