Thiagarajar College

An Autonomous Institution affiliated to Madurai Kamaraj University
(Re-Accredited with A++ Grade by NAAC in the IV cycle)
Ranked 15th in NIRF - 2024
Madurai, Tamil Nadu, India - 625 009

POLICIES

for

Research and Development

An Autonomous Institution affiliated to Madurai Kamaraj University
Re-Accredited with 'A++' Grade by NAAC in the IV Cycle
Ranked 15th in NIRF – 2024
Madurai – 625 009, Tamil Nadu, India

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1. Research Policy
(R&D/2025/PY/01)

1.1 Preamble

Research and innovation are pivotal for academic excellence and institutional growth. Thiagarajar college, accredited with an A++ by NAAC and ranked 15th nationally by NIRF, recognizes the importance of research in advancing knowledge and addressing societal needs. This Research Policy provides a framework for promoting, conducting, and monitoring research activities across all departments.

1.2 Aim

The aim of this Research Policy is to foster a conducive environment for high-quality research, innovation, and knowledge dissemination, ensuring alignment with the institution's vision of achieving global academic standards and societal impact.

1.3 Objectives

i. To promote a research culture among faculty members, researchers, and students.

ii. To facilitate and support both interdisciplinary and multidisciplinary research.

iii. To encourage collaborations with industries, funding agencies, and other institutions.

iv. To provide financial and infrastructural support for research.

v. To ensure adherence to ethical guidelines in research.

vi. To promote research publications in indexed and peer-reviewed journals.

vii. To encourage patent filing, consultancy projects, and technology transfers.

viii. To establish mechanisms for the periodic monitoring and evaluation of research outcomes.

1.4 Scope

This policy applies to all faculty members, research scholars, and students engaged in research activities within the institution. It covers:

- Research funded by either internal or external agencies.

- Collaborative research projects with industry or academia.

- Research conducted as part of Ph.D., and postgraduate programs.

- Consultancy, patent filing, and technology transfer activities.

- Publications in journals, conference proceedings, and books.

- Ethical compliance for human and animal research.

1.5 Approving Authority

The Research Policy will be implemented and governed under the supervision of:

i.   **Research Advisory Committee**: Responsible for providing overall guidance, approval of policy amendments, and monitoring research progress of the institution.

ii. **Principal**: Ensures the smooth implementation of the policy within the institution.

iii. **Secretary**: Provides administrative and financial approvals for research activities.

1.6 Implementation

The Deanery (R&D) will serve as the central body for executing the Research Policy and will revise or modify it as necessary. The Deanery will oversee the implementation of policies, which encompass:

i.   **Seed Money and Funding Support**: Faculty members and researchers can apply for Seed money and Management Research Fellowship by submitting detailed research proposals and applications. Proposals will be scrutinized, and approved projects and scholars will receive funding.

ii. **Research Facilities**: The institution will provide necessary infrastructural support, including laboratories, software, and access to journals/databases.

iii. **Collaborations**: The institution encourages partnerships with industries, government agencies, and international institutions to advance research.

iv. **Publication and Patents**:

- Faculty members are encouraged to publish in reputed, indexed journals (Scopus/Web of Science) and file patents for their inventions with institutional support.

v.   **Research Monitoring**:

- Quarterly progress reviews will be conducted for funded projects.

- Researchers have to submit biannual reports detailing their research outputs, including publications, patents, or innovations.

vi. **Ethical Guidelines**: Research involving human participants, animals, or sensitive data must comply with ethical standards and receive prior approval from the Institutional Ethics Committee.

vii. **Recognition and Incentives**:

- Faculty and students with outstanding research outputs will be recognized and rewarded.

- Incentives include financial rewards, awards, and conference sponsorship.

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1.7 Additional Provisions

i. **Research Training and Workshops**: Regular workshops, seminars, and training sessions will be organized to enhance research skills among faculty and students.

ii. **Intellectual Property Rights (IPR)**: The institution will guide researchers on protecting their intellectual property and assist in patent filings.

iii. **Plagiarism Policy**: All research work must adhere to anti-plagiarism guidelines, and researchers must ensure originality in their publications.

iv. **Conflict of Interest**: Researchers must disclose any conflict of interest while submitting proposals, publishing papers, or collaborating with other institutions.

1.8 Policy Revision

The policies governing all research activities are dynamic and may require periodic revisions to ensure they remain relevant, effective, and aligned with evolving academic, administrative, and regulatory requirements. The following outlines the key aspects of the policy revision process:

- Policies shall be reviewed and revised periodically (every year) to address changes in institutional goals, government regulations, and funding agency requirements.

- Trigger Events: Policies may also require immediate revision when:

  - Statutory bodies such as the UGC, Government of Tamil Nadu, or Madurai Kamaraj University introduce new regulations.

  - Issues arise during implementation that highlight ambiguities or gaps.

  - Significant advancements in research or technology impact institutional operations.

  - Stakeholder feedback indicates the need for improvement.

To ensure the policy revision is comprehensive and inclusive, inputs must be sought from various stakeholders:

- **Internal Stakeholders**:
  - College Management
  - Deanery – Research and Development
  - Faculty Members
  - Research Scholars and Students

- **External Stakeholders**:
  - Experts from statutory and regulatory bodies such as UGC, Universities, or funding agencies

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- o Collaborating institutions and industry partners
- o Legal experts for compliance with regulatory norms

1.9 Process of Policy Revision

- **Review and Assessment**: The Deanery (R & D), in collaboration with relevant committees, will assess the effectiveness of the current policy and identify areas for revision.

- **Consultation and Feedback**: Engage stakeholders through discussions, surveys, and formal meetings to collect feedback and suggestions.

- **Drafting Revisions**: A revised draft of the policy will be prepared based on the assessment and stakeholder inputs.

- **Approval Process**: The draft revision will be reviewed by the College Management and relevant governing bodies for approval.

- **Implementation**: Once approved, the revised policy will be communicated to all stakeholders and uploaded to the institutional portal for transparency.

1.10 Documentation and Communication

- All changes to the policy will be documented clearly, including the rationale for revisions and the approval process followed.

- Adequate training or awareness programs will be conducted to ensure smooth implementation and compliance with the revised policy.

1.11 Continuous Monitoring

Post-revision, the policy will be monitored periodically to evaluate its impact and ensure it meets institutional and regulatory objectives. Feedback mechanisms will remain in place for further refinements if required.

The Research Policy aims to foster a culture of innovation and academic excellence within the institution. By providing clear guidelines and incentives, it encourages faculty members to engage in high-quality research and contribute to their fields of expertise. The policy underscores the importance of ethical practices, collaboration, and the dissemination of impactful knowledge. Through this initiative, Thiagarajar College reaffirms its commitment to advancing research and strengthening its academic reputation.

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2. Research and Development (R&D) Framework at Thiagarajar College
(R&D/2025/PY/02)

The Deanery of Research and Development (R&D) at Thiagarajar College serves as a cornerstone for fostering innovation, academic excellence, and societal impact through research initiatives. With the vision of advancing knowledge and addressing contemporary challenges, the Deanery provides strategic leadership and support to enhance the quality and scope of research activities across all disciplines. It acts as a catalyst for collaboration between faculty, research scholars, students, and external stakeholders, ensuring the research ecosystem of the college remains dynamic, sustainable, and impactful.

2.1 Objectives

The Deanery (R&D) operates with the following key objectives:

i. **Promote a Research-Oriented Culture:** Cultivate an environment that encourages curiosity, creativity, and critical thinking among faculty and students.

ii. **Enhance Research Capacities:** Provide resources, training, and infrastructure to empower researchers to undertake cutting-edge projects.

iii. **Facilitate Collaborative Endeavours:** Strengthen academia-industry and inter-institutional collaborations to address real-world challenges.

iv. **Support Grant Acquisition:** Assist faculty in securing research funding from national and international agencies.

v. **Ensure Compliance and Ethics:** Uphold the highest standards of research ethics, intellectual property management, and regulatory compliance.

vi. **Maximize Research Outputs:** Encourage publications in reputed journals, patents, and knowledge dissemination through conferences and seminars.

vii. **Foster Societal Impact:** Align research initiatives with Sustainable Development Goals (SDGs) to contribute meaningfully to society.

2.2 Policy on Research and Development

The Deanery of R&D operates under a comprehensive policy framework designed to streamline and standardize research activities across the institution. The policy includes the following key elements:

i) Research Prioritization and Support

- Encourage faculty and students to undertake interdisciplinary and multidisciplinary research.

- Provide seed funding for innovative and high-potential research projects.

- Facilitate access to state-of-the-art laboratories, software, and library resources to enhance research quality.

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ii) Capacity Building and Skill Development

- Organize workshops, training sessions, and seminars on advanced research methodologies, proposal writing, and intellectual property rights (IPR).

- Foster a mentoring system for early-career researchers and Ph.D. scholars.

- Promote participation in national and international conferences, workshops, and research exchange programs.

iii) Funding and Resource Mobilization

- Assist faculty in identifying funding opportunities from UGC, CSIR, DST, DBT, ICSSR, and other national and international agencies.

- Provide administrative support for preparing, submitting, and managing research grants.

- Encourage industry-sponsored research and consultancy projects.

iv) Ethics and Quality Assurance

- Ensure all research activities adhere to the ethical guidelines laid down by regulatory bodies.

- Establish an Institutional Ethics Committee (IEC) to oversee research involving human or animal subjects.

- Promote academic integrity by enforcing strict policies against plagiarism and misconduct.

v) Knowledge Dissemination and Recognition

- Encourage the publication of research findings in high-impact journals and indexed platforms.

- Support the filing of patents and commercialization of research outcomes.

- Recognize and reward outstanding research contributions through awards and incentives.

vi) Monitoring and Evaluation

- Conduct periodic reviews of ongoing research projects to ensure timely progress and effective utilization of resources.

- Maintain a centralized repository of research data, publications, and funded projects.

- Prepare an annual research report highlighting key achievements and future directions.

The Deanery (R&D) operates under the direction of the Dean (R&D) and Associate Deans, working in partnership with faculty, research scholars, and institutional committees. It is committed to cultivating an environment driven by innovation, collaboration, and societal impact.

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Through strategic guidance, strong infrastructure, and policy support, the Deanery ensures the institution maintains its position as a leader in academic and research excellence. Students and faculty members are encouraged to stay updated on Ph.D. regulations, guideship norms, and other research-related guidelines of Madurai Kamaraj University through the Deanery (R&D), which will maintain the latest updates from the University.

The members of the Deanery (R&D) will serve a two-year term, with no limitations on their reappointment. Additional members may be added as required. Subcommittees comprising other researchers, either internal or external, may be constituted on an ad hoc basis to support the activities of the Deanery as needed.

The Research and Development Framework at Thiagarajar College is designed to inspire innovation, foster interdisciplinary collaboration, and drive impactful research outcomes. By establishing structured guidelines and providing necessary support, the framework empowers faculty and students to excel in their research pursuits. This framework reaffirms the dedication of Thiagarajar College to academic excellence and its vision of becoming a leader in research and development initiatives.

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3. Policy for Research Promotion
(R&D/2025/PY/03.0)

3.01 Preamble

Research is a cornerstone of academic excellence, driving innovation, intellectual growth, and societal progress. Recognizing the pivotal role of research in enhancing the reputation of the institution and contributing to national and global advancements, this policy has been formulated to promote a robust research culture. It seeks to encourage and support research endeavours among students, scholars, and faculty members of Thiagarajar College by providing sponsorships, scholarships, prizes, and other incentives that inspire creativity, critical thinking, and innovation.

3.02 Aim

To foster a vibrant research ecosystem within the institution by supporting, motivating, and recognizing the research contributions of students, Ph.D. scholars, and faculty members, thereby strengthening the position of the institution as a leader in academic and applied research.

3.03 Objectives

- Promote research excellence through financial and institutional support.
- Nurture research capabilities among students, scholars, and faculty, fostering a research-oriented academic journey.
- Provide opportunities for organizing and attending conferences, seminars, and workshops, and reward best oral and poster presentations.
- Encourage publication of high-impact research papers, books, and patents.
- Recognize and reward outstanding research with scholarships, cash awards, and other incentives.
- Provide Seed Money for initiating innovative research projects.
- Reward faculty members who secure funded projects from national or international agencies.
- Support collaborative and interdisciplinary research projects at national and international levels.

3.04 Scope

This policy applies to all stakeholders within the institution who contribute to research activities, including:

- **UG Students**: Support for minor research projects and internships.

- **PG Students**: Assistance for thesis research, advanced projects, participation in conferences and publications.

- **Ph.D. Scholars**: Fellowships, conference sponsorships, and incentives for publications and patents.

- **Faculty**: Seed money, incentives for publications, patents, and research event funding.

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3.1 Policy on Seed Money Grant
(R&D/2025/PY/3.1)

Thiagarajar College provides Seed Money Grant to faculty members to foster scientific and social research, promote innovative projects, and encourage outcome-based research contributing to the mission and vision of the institution. This policy applies to all faculty members of Thiagarajar College eligible to apply for and utilize the Seed Money Grant (An amount no less than Rs. 1 lakh) for carrying out research projects.

3.1.1 Key Features of the Seed Money Grant:

i. **Call for Proposals:**

- The Deanery R&D will issue a call for proposals each academic year, outlining submission guidelines, timelines, and evaluation criteria.

- Faculty members are required to submit project proposals as per the guidelines specified during the call.

ii. **Eligibility Criteria:**

- Faculty members of Thiagarajar College in active service are eligible to apply.

- Proposals should address local needs, demonstrate potential for further research, or align with the guiding principles of Thiagarajar College.

iii. **Project Duration:**

- The duration of the project will be 12 months from the date of commencement.

iv. **Expected Outcomes:**

- Principal Investigators (PIs) must aim to achieve at least one of the following outcomes:

  o Publication in UGC-CARE/SCOPUS/Web of Science indexed journals.

  o Filing of a patent based on the research findings.

3.1.2 Responsibilities of the Principal Investigator (PI):

i. **Mid-Term and Final Presentations:**

- A mid-term presentation is mandatory after 6 months of the initiation of the project.

- A final presentation is required at the end of the 12-month period.

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ii. **Submission of Reports:**

- PIs must submit a final project report, utilization certificate, and detailed expenditure statement within one month after project completion.

- All reports and publications must acknowledge the institution for the grant provided.

- Copies of research publications, project reports, or awards should be submitted to the Deanery R&D for documentation.

iii. **Financial Accountability:**

- All project-related expenditures must comply with the approved budget.

- PIs must settle all bills and submit necessary financial documentation immediately after project completion.

3.1.3 Monitoring and Facilitation:

i. The Deanery R&D will:

- Issue sanction letters to the recipients of the seed money, specifying the sanctioned amount and the remarks provided by the scrutiny committee members.

- Facilitate the smooth execution of the project by providing necessary guidance and resources.

- Monitor progress through mid-term reviews and final presentations.

- Ensure adherence to the guidelines and objectives of the Seed Money Grant.

ii. The institution reserves the right to withhold or reclaim funds in case of non-compliance with the policy or deviation from the approved project plan.

3.1.4 Acknowledgment:

All research outcomes, including publications, patents, and awards, must explicitly acknowledge the support received from the institution.

The Policy on Seed Money Grant is a strategic initiative to empower faculty members in establishing their research endeavours and exploring innovative ideas. By providing initial financial support, it fosters a culture of inquiry, creativity, and academic excellence. The policy ensures accountability through regular reviews and promotes tangible outcomes, such as publications and patents, that contribute to the research profile of Thiagarajar College. This initiative underscores the commitment of the institution to nurturing groundbreaking research and enhancing its impact on society and academia.

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3.2 Thiagarajar College Management Research Fellowship Policy
(R&D/2025/PY/3.2)

The Thiagarajar College Management Research Fellowship Policy (TCMRF) aims to motivate full-time research scholars enrolled in the Ph.D. program at Thiagarajar College to enhance the quality of research publications leading to the award of a Ph.D. degree. The fellowship provides financial assistance to eligible scholars based on their research performance and experience.

3.2.1 Eligibility Criteria:

Fellowship of Rs. 6,000 per month:

i.   The applicant must have completed at least one year of full-time research at Thiagarajar College.

ii. The applicant must have published at least one research article relevant to their research area in a journal indexed by Web of Science or Scopus.

iii. The publication date of a research article refers to the date when the article becomes accessible online.

iv. The research article must have been published after Ph.D. registration with Madurai Kamaraj University.

v.   The applicant must be the first author of the research article, co-authored with their research supervisor.

Fellowship of Rs. 10,000 per month:

i.   The applicant must have completed at least two years of full-time research at Thiagarajar College.

ii. The applicant must have published at least two research articles relevant to their research area in journals indexed by Web of Science or Scopus.

iii. The research articles must have been published after Ph.D. registration with Madurai Kamaraj University.

iv. The applicant must be the first author of at least one of the two research articles, co-authored with their research supervisor.

3.2.2 Fellowship Tenure:

i.   The initial tenure of the fellowship is one year at Rs. 6,000 per month, subject to fulfilling the eligibility criteria for the first category.

ii. The fellowship can be extended for an additional year at Rs. 10,000 per month, provided the eligibility criteria for the second category are satisfied.

3.2.3 Conditions for Fellowship Progression:

i.   A candidate who has published two research articles but has not completed two years of research experience is not eligible for the enhanced fellowship of Rs. 10,000 per month until the two-year requirement is met.

ii. A candidate with two years of research experience and two published articles must transition to the enhanced fellowship of Rs. 10,000 per month immediately upon meeting these criteria, even if the initial one-year fellowship tenure is ongoing.

iii. A candidate who completes two years of research but fails to publish an additional article during the second year will not be eligible for the enhanced fellowship and the fellowship will cease.

3.2.4 Application and Approval Process:

i. Eligible research scholars must submit an application through proper channel, along with supporting documents verifying eligibility criteria.

ii. A Scrutiny Committee approved by the Secretary, Thiagarajar College will review the application and supporting documents. The committee will submit its recommendations to the Management for final approval.

iii. The fellowship will commence following approval by the Secretary of Thiagarajar College.

3.2.5 Cancellation of Fellowship:

The fellowship will be terminated under the following circumstances:

i. Misconduct or unsatisfactory progress in research work.

ii. Discovery of false information or fraudulent activity by the applicant.

iii. The research fellow is found to be engaging in employment during the fellowship period.

iv. Receipt of financial assistance or fellowship from other sources.

v. Resignation by the research fellow or submission of the Ph.D. thesis.

3.2.6 Additional Conditions:

i. Research fellows are entitled for a maximum period of 30 days leave in a year in addition to public holidays as per UGC regulation.

ii. With the consent of their guide and Head of the Department, they must assist the institution in academic and administrative activities, such as:

- Invigilation duty
- Conducting laboratory demonstrations.
- Organizing seminars, symposia, conferences, and workshops.

iii. The fellowship will cease immediately if the fellow fails to fulfil the publication requirements or meet the eligibility criteria for progression.

3.2.7 Notes for Clarity and Avoidance of Disputes:

i. Scholars who fulfil the second eligibility criterion (two years of research experience and two publications) during their Rs. 6,000 fellowship tenure must transition to the Rs. 10,000 fellowship immediately upon meeting the

criteria. The enhanced fellowship will not require completion of the Rs. 6,000 tenure.

ii. Scholars who publish minimum two articles but lack the required research experience will remain in the Rs. 6,000 fellowship category until they complete the two-year experience requirement.

iii. Claims for fellowship amounts beyond the stipulated guidelines will not be entertained.

iv. All provisions are subject to scrutiny and compliance with institutional policies.

The Thiagarajar College Management Research Fellowship Policy is a testament to the commitment of the institution to promoting advanced research and academic excellence. By offering targeted support and resources, the policy empowers scholars to pursue impactful research that aligns with the vision of the institution and societal needs. It emphasizes rigorous scholarly contributions and fosters a culture of innovation and intellectual growth. Through this fellowship, the institution reaffirms its dedication to nurturing future leaders in research and strengthening its position as a centre of academic distinction.

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3.3 Policy on Awards for Research Publications
(R&D/2025/PY/3.3)

Thiagarajar College encourages and supports faculty members in their research endeavours. This policy aims to:

- Motivate faculty members across all disciplines to contribute to high-quality research.

- Recognize the distinct challenges faced by faculty in Arts and Science streams while maintaining a standard of excellence.

- Foster a research-oriented culture within the institution.

To recognize and reward outstanding contributions to research, the following policy outlines the criteria and incentives for research publications:

3.3.1 General Guidelines

i.   Publications must clearly mention the affiliation to Thiagarajar College.

ii. Incentives will be awarded to the first author and the corresponding author.

iii. For publications with multiple authors, incentives will also be extended to the second author, third author, and other authors.

iv. Faculty members are encouraged to strive for publications in reputed journals indexed in Scopus and Web of Science (WoS).

3.3.2 Incentive Structure

i.   Four or more publications indexed in Scopus/WoS:

- First and Corresponding Authors: ₹30,000/-

ii. Three publications indexed in Scopus/WoS:

- First and Corresponding Authors: ₹20,000/-

iii. Two publications indexed in Scopus/WoS:

- First and Corresponding Authors: ₹15,000/-

iv. One publication indexed in Scopus/WoS:

- First and Corresponding Authors: ₹7,000/-

3.3.3 Additional Conditions

i.   Faculty members eligible for the reward will be considered under either the 'First and Corresponding Authors' category or the 'Co-authors' category, but not both for the same publication.

ii. A single paper cannot be claimed by two authors under the same or different categories.

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iii.   If both the first author and corresponding author belong to Thiagarajar College, the corresponding author will be prioritized for the reward, and the first author will be considered a co-author.

iv.   Faculty members must submit the following as proof of publication:

- The full publication details.

- Journal indexing confirmation (Scopus/WoS).

v.   Only publications completed within the calendar year of consideration will be eligible for the reward.

vi.   The publication date of a research article is the date it is made available online for access.

Thiagarajar College remains committed to supporting its faculty in achieving academic and research excellence. Through this incentive program, the institution aims to foster a culture of innovation and collaboration among its faculty members. Recognizing and rewarding research excellence not only motivates individuals but also strengthens the academic reputation of the college. Thiagarajar College encourages all faculty to strive for excellence and continue contributing to the advancement of knowledge in their respective fields.

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3.4 Policy on Incentives for Publishing Books and Book Chapters
(R&D/2025/PY/3.4)

Thiagarajar College encourages faculty members to contribute to academic and scholarly advancement through the publication of books and book chapters. This policy aims to:

- Promote scholarly contributions through books and book chapters.

- Recognize and reward academic excellence and intellectual contributions.

- Encourage faculty members to engage with national and international academic communities.

The following policy outlines the criteria and incentives for such contributions:

3.4.1 General Guidelines

i. The publication must prominently display the affiliation to Thiagarajar College.

ii. Books and book chapters must be published by recognized and reputed national or international publishers.

iii. Incentives will be provided only for publications that meet academic and quality standards.

iv. For edited volumes, the editor(s) will also be eligible for incentives.

3.4.2 Incentive Structure

Books

i. **Single-Author Books**

- Published with a reputed national publisher:
  - o **One Book**: ₹10,000/-
  - o **Two or More Books**: Additional ₹5,000/- per book

- Published with a reputed international publisher:
  - o **One Book**: ₹20,000/-
  - o **Two or More Books**: Additional ₹10,000/- per book

ii. **Co-Authored Books**

- Published with a reputed national publisher:
  - o Lead Author: **₹5,000/-** per book
  - o Co-Authors: **₹3,000/-** per book

- Published with a reputed international publisher:
  - o Lead Author: **₹10,000/-** per book
  - o Co-Authors: **₹5,000/-** per book

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iii. **Edited Books**

- Published with a reputed national publisher: **₹7,500/-** per editor per book

- Published with a reputed international publisher: **₹15,000/-** per editor per book

3.4.3 Book Chapters

i. **Single-Authored Chapters**

- Published in books by reputed national publishers:

  o **One Chapter**: **₹5,000/-**

  o **Two or More Chapters**: Additional **₹2,500/-** per chapter

- Published in books by reputed international publishers:

  o **One Chapter**: **₹10,000/-**

  o **Two or More Chapters**: Additional **₹5,000/-** per chapter

ii. **Co-Authored Chapters**

- Published in books by reputed national publishers:

  o Lead Author: **₹3,000/-** per chapter

  o Co-Authors: **₹1,500/-** per chapter

- Published in books by reputed international publishers:

  o Lead Author: **₹5,000/-** per chapter

  o Co-Authors: **₹2,500/-** per chapter

3.4.4 Additional Conditions

i. Faculty members must submit proof of publication, including ISBN details, publisher's information, and relevant documentation.

ii. The publication must have been completed within the calendar year.

iii. Incentives will be disbursed only after verification of publication quality and adherence to the college's guidelines.

iv. Faculty members can claim incentives for a maximum of two book or book chapter publications per academic year.

Thiagarajar College is dedicated to cultivating a strong research and scholarly environment, and this policy recognizes and celebrates the contributions of its faculty members.

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3.5 Policy on Incentives for Securing Research Project Grants
(R&D/2025/PY/3.5)

In recognition of the significant role of research in enhancing academic excellence and contributing to societal advancement, this policy aims to encourage and reward faculty members for securing external research grants. By offering cash incentives for securing major and minor research projects, Thiagarajar College seeks to foster a vibrant research culture and motivate faculty to pursue impactful research endeavours.

This policy is applicable to all faculty members of the institution who successfully secure research project grants from national and international funding agencies.

3.5.1 Eligibility

i.   Faculty members who are principal investigators (PIs) of funded research projects are eligible for the incentive.

ii. The incentive will be awarded only upon confirmation of grant sanction and receipt of funds by the institution.

3.5.2 Incentive Structure

i.   Major Research Projects

   - Projects with a funding amount above Rs. 30 lakhs: Cash award of Rs. 30,000.

   - Projects with a funding amount between Rs. 15 lakhs and Rs. 30 lakhs: Cash award of Rs. 20,000.

ii. Minor Research Projects

   - Projects with a funding amount between Rs. 5 lakhs and Rs. 15 lakhs: Cash award of Rs. 10,000.

3.5.3 Conditions

i.   The incentive will be provided only for projects where the institution is the hosting/receiving organization.

ii. Faculty members must submit a copy of the grant sanction letter and project details to the Deanery R&D.

iii. In case of collaborative projects, the incentive will be proportionately shared among the principal investigators from the institution.

This policy highlights the dedication of Thiagarajar College to nurturing a vibrant research culture. By acknowledging and rewarding faculty for their success in obtaining research grants, the institution seeks to encourage sustained excellence and innovation in research endeavours.

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3.6 Policy on Awards for Patent Filing
(R&D/2025/PY/3.6)

In appreciation of the importance of intellectual property in academic and industrial advancements, this policy aims to encourage and reward faculty members for filing and securing patents. By offering cash incentives and financial support for patent filing, the institution seeks to motivate faculty members to innovate and protect their intellectual contributions, thereby enhancing the institution's research profile and societal impact. This policy applies to all faculty members of the institution who file patents in the name of Thiagarajar College, with the institution as the applicant.

3.6.1 Eligibility

i. Faculty members who are applicants for patents filed in affiliation with the institution are eligible for the incentive.

ii. The patent application must list Thiagarajar College as the applicant.

iii. Incentives will be provided only for patents filed through proper institutional channels and with prior approval.

3.6.2 Incentive Structure

i. Faculty members who have filed a patent application and published it will receive a cash award of Rs. 10,000.

ii. Faculty members who have a patent granted will receive a cash award of Rs. 25,000.

iii. The complete expenses for filing, prosecuting, and renewing patents will be borne by the institution, provided the patent is filed in the name of the institution.

3.6.3 Conditions

i. The patent filing must be directly linked to the research of the faculty member conducted at the institution.

ii. The application should comply with intellectual property laws and institutional guidelines for patent filing.

iii. Faculty members must provide proof of filing, publication, or granting of the patent.

iv. The institution reserves the right to assess the commercial viability and societal impact of the patent before funding the filing and renewal process.

v. The institution will own the rights to the patent, as it is filed in the name of the institution.

This policy highlights the commitment of the institution to fostering innovation and protecting intellectual property. By incentivizing patent filing and granting, Thiagarajar College aims to create a robust ecosystem for research and innovation.

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3.7 Policy on Faculty Recognition and Awards
(R&D/2025/PY/3.7)

This policy aims to recognize and reward faculty members of the institution who achieve national and international recognition or are conferred with prestigious academic distinctions such as D.Sc. or D.Litt. from recognized universities, thereby contributing to the institution's reputation and academic excellence.

3.7.1 Eligibility Criteria:

i. Faculty members must be in active service at the institution at the time of receiving the recognition or award.

ii. Recognitions and awards must be granted by nationally or internationally recognized bodies, institutions of higher education, or government-authorized organizations.

iii. The academic distinctions of D.Sc. or D.Litt. must be awarded by recognized universities.

3.7.2 Categories of Recognition and Awards:

i. **National Recognition:**

- Includes awards, fellowships, and distinctions conferred by recognized national organizations or institutions.

- Reward: Certificate of Appreciation and a cash prize of Rs. 10,000.

ii. **International Recognition:**

- Includes awards, fellowships, and distinctions conferred by recognized international organizations or institutions.

- Reward: Certificate of Appreciation and a cash prize of Rs. 15,000.

iii. **Award of D.Sc. or D.Litt.:**

- Faculty members conferred with D.Sc. (Doctor of Science) or D.Litt. (Doctor of Letters) by recognized universities.

- Reward: Certificate of Appreciation and a cash prize of Rs. 25,000.

3.7.3 Procedure for Nomination and Approval:

i. Faculty members achieving any of the aforementioned recognitions must submit a formal application.

ii. The application must include:

- A copy of the award/recognition certificate.

- Supporting documents validating the national or international status of the recognition.

iii. A Scrutiny Committee constituted by the institution will evaluate the applications and verify the authenticity and significance of the recognition.

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3.7.4 Presentation of Awards:

i. The awards will be presented during a formal ceremony organized by the institution to celebrate faculty achievements.

ii. Recipients will be acknowledged through institutional publications and announcements to highlight their contributions.

3.7.5 Conditions and General Guidelines:

i. Recognitions received prior to joining the institution are not eligible for this policy.

ii. Faculty members can receive multiple awards under this policy during their tenure, provided each recognition is distinct and meets the eligibility criteria.

iii. The institution reserves the right to amend the policy as necessary to align with institutional priorities and regulations.

By acknowledging excellence in teaching, research, and service, the policy fosters a culture of motivation and professional growth. It highlights the dedication of the institution to valuing hard work, innovation, and impactful academic pursuits. This initiative reinforces the mission of Thiagarajar college to support faculty development and uphold its reputation for academic distinction and leadership.

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3.8 Policy on Financial Aid for Scholarly Conferences
(R&D/2025/PY/3.8)

The Policy is designed to encourage faculty members and research scholars to actively participate in national and international conferences and organize such events. By providing financial assistance, the institution aims to reduce the economic barriers associated with conference participation and organization and promote the dissemination of high-quality research. The policy seeks to enhance the academic visibility of the institution while ensuring that financial support is extended in a fair and transparent manner to eligible applicants.

Departments and faculty members will receive financial support, either partial or full, to host national or international conferences, seminars, workshops, and symposia. Faculty members, Ph.D. scholars, and students will be eligible for partial or full reimbursement of registration fees and travel expenses for presenting papers at national or international conferences or seminars, provided by the Management.

3.8.1 National Travel Support Scheme

- Faculty members, researchers, and students of Thiagarajar College actively engaged in academic or research activities are eligible.
- Applicants must have an invitation to present a research paper, chair a session, or deliver a keynote address at a national-level conference, seminar, or workshop.
- Financial assistance can be availed of under this scheme once a year.
- Coverage includes travel expenses (e.g., train fare up to AC 3-tier or equivalent by the shortest route) and registration fee.
- Local conveyance and accommodation expenses may also be considered on a case-by-case basis.
- Applications must be submitted at least 30 days before the start date of the event.
- Required documents include: A copy of the accepted paper or presentation abstract, the invitation or confirmation letter from the event organizers, a detailed bio-data of the applicant, a letter of recommendation from the Head of the Department or Research Supervisor.
- The event should be organized by a recognized academic or research institution funded by professional body.
- Preference will be given to events aligned with the research priorities of the institution or strategic focus areas.
- A utilization certificate and a brief report summarizing the event and its outcomes must be submitted after participation.

3.8.2 International Travel Support Scheme

- Open to faculty members of Thiagarajar College who are actively involved in research and development activities.

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- Applicants must have an invitation to present an original research paper, chair a session, or deliver a keynote address at an international scientific conference or event.

- Eligibility excludes those who have received financial support under this scheme within the past three years.

- The scheme covers economy-class airfare (shortest route), airport tax, visa fees, registration fee, and a daily allowance.

- Applications must be submitted 60–90 days prior to the event start date.

- Required documents include the full text of the accepted paper, an official invitation from the event organizers, and a comprehensive bio-data.

- Priority will be given to events that align with the institution's research priorities or strategic focus areas.

- Participants are required to submit a utilization certificate and a concise report summarizing the event and its outcomes post-participation.

Faculty members, Ph.D. scholars, and students interested in organizing national or international conferences, seminars, workshops, symposia, or presenting papers at international conferences can apply using the prescribed format available from the Deanery R&D. All applications will be reviewed and recommended by the Deanery R&D following evaluation.

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3.9 Policy on Awards to Best Research Paper Presenters
(R&D/2025/PY/3.9)

This policy aims to recognize and encourage academic excellence among full time Ph.D. scholars of Thiagarajar College by awarding a cash prize of Rs. 5000 /- to those who secure first place in oral or poster presentations at national or international conferences.

The scholar must have secured the first prize in either an oral or poster presentation. The event must be a national or international-level conference. The conference must be organized by a recognized academic or research institution funded by a professional body/government agency. The work presented must be original and directly related to the ongoing Ph.D. research of the scholar.

3.9.1 Documents Required

  i.   Certificate of achievement issued by the conference organizers.

 ii.   Proof of participation and registration in the event.

iii.   Details of the event, including the brochure or program schedule.

 iv.   A copy of the abstract.

The award will be disbursed after approval from the scrutiny committee and upon submission of all required documents. In case of any falsification of documents or claims, the scholar will forfeit the incentive.

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4. Strategic Partnership Policy: MoUs with Academia and Industry
(R&D/2025/PY/04)

The policy aims to foster meaningful collaborations that drive innovation, knowledge sharing, and mutual growth, which establishes a framework for formalizing partnerships through Memorandums of Understanding (MoUs) with leading academic institutions and industry players. The policy prioritizes sustainable, result-oriented engagements that align with institutional goals and global standards.

4.1 Objectives

i. To establish strategic partnerships with national and international industries, academic institutions, and research organizations for mutual benefits.

ii. To enhance research opportunities and infrastructure through collaborative efforts.

iii. To promote student and faculty exchange programs, industrial visits, and training programs.

iv. To encourage interdisciplinary and multidisciplinary research across departments and institutions.

v. To facilitate access to external research funding through joint proposals.

vi. To collaborate for joint publications, patents, and technology transfers.

vii. To provide industry exposure to students through internships, projects, and mentorship programs.

viii. To establish collaborative research centres, laboratories, and innovation hubs with partner organizations.

ix. To ensure transparent and ethical engagement when entering into MoUs.

x. To periodically monitor and assess the progress and outcomes of each MoU.

4.2 Scope

This policy applies to all Memoranda of Understanding signed with:

i. National and international academic institutions.

ii. Research organizations, laboratories, and centres of excellence.

iii. Public and private industries.

iv. Government and non-government agencies.

4.3 Procedure for Initiating and Signing MoUs

i. **Proposal Submission**: Departments or faculty members must submit a proposal highlighting the objectives, scope, and expected outcomes of the MoU.

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ii. **Scrutiny and Approval**:

  o The Deanery R & D will scrutinize the proposal and recommend changes, if necessary.

  o Approval will be granted by the Secretary and Principal.

iii. **Drafting the MoU**:

  o The MoU will be drafted with inputs from both parties and vetted for legal and procedural compliance.

iv. **Signing the MoU**:

  o MoUs will be signed in the presence of institutional representatives and documented officially.

v. **Implementation**:

  o The partnering institutions/industries and the college will mutually agree upon timelines, deliverables, and responsibilities.

4.4 Monitoring and Review

i. Progress under each MoU will be monitored by the Research Advisory Committee.

ii. Annual review meetings will be conducted to assess deliverables and identify areas for improvement.

iii. Outcomes such as joint publications, patents, training programs, or industrial collaborations will be documented.

iv. Non-performing MoUs will be reviewed for termination after due consultation with stakeholders.

4.5 Compliance and Confidentiality

i. All MoUs will comply with legal, ethical, and institutional guidelines.

ii. Confidentiality clauses will be included to safeguard proprietary information and intellectual property.

iii. The institution will ensure no conflict of interest arises during collaborations.

4.6 Validity and Renewal

i. The validity of each MoU will be mutually agreed upon during signing.

ii. MoUs may be renewed upon successful completion of deliverables and mutual consent.

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5. Policy for Consultancy at Thiagarajar College
(R&D/2025/PY/05)

The Consultancy Policy of Thiagarajar College provides a clear framework for stakeholders to engage in external consulting activities. These activities leverage the knowledge and expertise of the faculty and staff to address specific challenges in society, educational institutions, industry, government, or other external entities. The policy promotes collaborations between academia and external organizations while ensuring alignment with institutional objectives and sustainability.

5.1 Types of Consultancy Services

Consultancy services are categorized into three distinct types:

5.1.1 Advisory Services

These services involve providing professional advice based on expert knowledge and experience without utilizing institutional facilities. This category excludes activities requiring surveys, detailed studies, or report preparation.

Features:

- Focus on addressing specific problems of an industry or organization through technical/scientific advice.

- Does not involve laboratory work or institutional resources.

Revenue Sharing:

- Consultant(s): 75%

- Thiagarajar College: 25%

5.1.2. Collaborative Services

Collaborative services are undertaken through agreements between the college and external organizations, such as other academic institutions or industries. These typically involve laboratory work or the use of institutional facilities.

Features:

- Includes activities such as students' projects, feasibility studies, technology development and validation, risk analysis, and preparation of technical/commercial reports.

- May require utilization of specialized facilities or collaborative efforts with partner institutions.

Revenue Sharing:

- Consultant(s): 60%

- Thiagarajar College: 40%

5.1.3. Technical Support Services

These services focus on routine technical activities such as laboratory testing, calibration, data analysis, or repairs and maintenance. No interpretation of results or scientific advice is provided under this category.

Features:

- Involves activities such as product development, standardization, and supply of data or technical services.
- Charges for the services are quoted by the concerned department/unit and require prior institutional approval.
- Costs may include technician fees, utility charges, and other applicable expenses.

Revenue Sharing:

- Consultant(s): 30%
- Thiagarajar College: 70%

5.2 General Guidelines

i. All consultancy assignments must align with the objectives of Thiagarajar College and maintain the highest professional and ethical standards.

ii. Prior approval from the institution is mandatory for undertaking any consultancy project.

iii. Faculty and staff must ensure transparency in agreements and financial transactions related to consultancy services.

iv. Consultancy activities must not interfere with the primary teaching and research responsibilities of the faculty.

This policy aims to foster meaningful engagement between Thiagarajar College and external stakeholders through structured and sustainable consultancy activities. By leveraging institutional expertise and resources, the policy ensures mutual benefit and promotes innovation and societal development.

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6. Research Program
(R&D/2025/PY/06)

6.1 Postgraduate (PG) Research Projects

In Thiagarajar College, PG students are required to undertake and submit a comprehensive research project as part of their academic curriculum. These projects, completed under the guidance of experienced faculty members, provide students with hands-on research experience, fostering critical thinking, problem-solving skills, and a deeper understanding of their chosen field of study, which serves as a foundation for cultivating a research-oriented mindset among students, preparing them for advanced academic pursuits and professional excellence. Additionally, PG students are encouraged to present their research findings at conferences and publish papers in reputed journals, thereby gaining valuable exposure, enhancing their academic profile, and contributing to the broader research community.

At our institution, PG students are assigned to their respective guides at the start of their first semester. The selection of research topics for the students is a collaborative decision between the student and their project guide, based on mutual interest and the potential for impactful outcomes. This approach not only broadens research horizons but also maximizes the potential of both students and active researchers to contribute meaningfully to their fields.

6.2 Ph.D.

Thiagarajar College provides Ph.D. programs in various disciplines, following the guidelines and regulations set by UGC and Madurai Kamaraj University. The Ph.D. registration policy establishes a clear framework for fostering advanced research and academic excellence within the institution. It outlines the procedures, responsibilities, and standards expected of all stakeholders, including research scholars, supervisors, and research centres. By adhering to this policy, the institution aims to cultivate a thriving research environment that encourages innovation, ensures ethical compliance, and aligns with global academic benchmarks. These guidelines provide a structured approach to support scholars in achieving their research objectives while maintaining the highest standards of academic integrity.

6.2.1. Guidelines for Full-Time Ph.D. Research Scholars

i. **Admission and Registration:**

- Ensure timely submission of required documents and adherence to the admission process of Madurai Kamaraj University.

- Register for the Ph.D. program as per the guidelines set by Madurai Kamaraj University and the institution.

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ii. **Attendance and Engagement:**

- Maintain a minimum attendance of 75% in coursework and research activities.

- Participate actively in seminars, workshops, and conferences organized by the institution or external bodies.

iii. **Progress Monitoring:**

- Submit progress reports half-yearly to the Director (Research) of Madurai Kamaraj University through the supervisor.

- Appear for periodic reviews and presentations as scheduled by the department.

iv. **Research Conduct:**

- Abide by ethical research practices, ensuring originality and integrity in research work.

- Avoid plagiarism and adhere to the plagiarism policy of the institution.

v. **Publications:**

- Publish a minimum of two research papers in Scopus-indexed or UGC-CARE-listed journals before thesis submission.

- Acknowledge the institution and funding agencies, if any, in all publications.

vi. **Thesis Submission:**

- Ensure compliance with formatting and submission guidelines issued by the university.

- Submit the thesis within the stipulated timeline.

6.2.2. Guidelines for Part-Time Ph.D. Research Scholars

i. **Admission and Eligibility:**

- Provide proof of employment and No Objection Certificate (NOC) from the employer at the time of admission.

ii. **Attendance:**

- Attend mandatory coursework and fulfil the minimum attendance requirement as per university norms.

- Participate in research-related activities during designated contact sessions.

iii. **Research Progress:**

- Submit periodic progress reports and attend review meetings as scheduled by the department.

iv. **Publications and Thesis:**

- Publish research findings in reputed journals as per institutional requirements.

- Ensure timely completion and submission of the thesis within the specified duration.

6.2.3. Guidelines for Research Supervisors

i. **Eligibility and Allocation:**

- Hold a recognized Ph.D. degree and guideship from Madurai Kamaraj University.

- Adhere to the maximum number of scholars per supervisor as prescribed by UGC norms.

ii. **Responsibilities:**

- Provide consistent guidance and mentorship to scholars throughout their research journey.

- Assist in the formulation of the research problem, methodology, and ethical considerations.

iii. **Monitoring and Evaluation:**

- Conduct regular review meetings and assess the progress of scholars.

- Ensure that the research outputs meet academic and ethical standards.

iv. **Publications and Reporting:**

- Encourage scholars to publish in high-quality journals.

- Submit annual reports on the progress of each scholar to the Research Committee.

6.2.4. Guidelines for Research Centres (Departments)

i. **Infrastructure and Resources:**

- Provide adequate infrastructure, including laboratory facilities, access to journals, and software required for research.

ii. **Coursework:**

- Design and offer relevant coursework for Ph.D. scholars as per university regulations.

iii. **Monitoring Mechanisms:**

- Form a departmental Research Committee to oversee scholar progress and address challenges.

- Organize regular research seminars and reviews for scholars.

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iv. **Funding and Collaboration:**

- o Facilitate opportunities for scholars to apply for research grants.

- o Promote collaboration with industry and other academic institutions to enhance research outcomes.

v. **Ethical Compliance:**

- o Ensure that all research conducted in the department complies with ethical standards and institutional policies.

vi. **Outreach and Impact:**

- o Encourage participation in national and international conferences.

- o Showcase research achievements through departmental reports and institutional communications.

By adhering to these comprehensive guidelines, all stakeholders in the research ecosystem will contribute to fostering a culture of excellence, innovation, and ethical scholarship within the institution.

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7. Grievance Redressal Policy for Research Scholars
(R&D/2025/PY/07)

Thiagarajar College, in compliance with UGC regulations, has established a Grievance Redressal Committee to address and resolve grievances of research scholars effectively and transparently. The committee is committed to fostering a supportive and equitable environment for research scholars, ensuring that any difficulties encountered during their Ph.D. journey are promptly addressed. This initiative reflects the commitment of Thiagarajar college to maintaining a conducive atmosphere for academic and personal growth.

7.1 Composition of the Grievance Redressal Committee

The Grievance Redressal Committee comprises:

- Two male faculty members

- Two female faculty members

The contact details of the committee members, including email IDs and phone numbers, will be made available on the college website to ensure accessibility and transparency.

7.2 Procedure for Submitting Grievances

i. **Email Communication:** Scholars may submit their grievances directly to the committee via the provided email addresses.

ii. **Direct Interaction:** Research scholars are encouraged to meet the committee members in person for immediate resolution of issues, if required.

7.3 Scope of the Committee

The Grievance Redressal Committee addresses a wide range of issues, including but not limited to:

- **Administrative Delays:** Difficulties in securing approvals for leave letters, OD letters, six-month report submissions, synopsis submissions, or other formalities.

- **Resource Accessibility:** Challenges in accessing laboratory facilities, equipment, or materials essential for research work.

- **Supervisor-Scholar Relations:** Conflicts or misunderstandings between research supervisors and scholars.

- **Work Environment:** Instances of harassment, discrimination, or other behaviours that hinder a conducive research environment.

- **Financial Support:** Issues related to fellowship disbursements, project funding, or fellowship allocation.

- **Academic Concerns:** Delays in thesis submission, or participation in conferences and seminars.

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7.4 Grievance Handling Process

i. **Acknowledgment:** Upon receipt of a grievance, the committee acknowledges it within 48 hours.

ii. **Review and Investigation:** The grievance is reviewed, and relevant parties are consulted for a comprehensive understanding of the issue.

iii. **Resolution:** The committee proposes a resolution within two weeks of receiving the grievance, ensuring fairness and compliance with institutional guidelines.

iv. **Follow-up:** Periodic follow-ups are conducted to ensure the effective implementation of the resolution.

7.5 Confidentiality and Fairness

The Grievance Redressal Committee ensures strict confidentiality in handling grievances. The identity of the complainant will not be disclosed without explicit consent, and every effort will be made to maintain fairness in decision-making.

7.6 Awareness and Accessibility

- The details of the Grievance Redressal Committee will be prominently displayed on the college website.

- Periodic awareness sessions will be conducted to familiarize research scholars with the grievance redressal mechanism and Feedback on the effectiveness of the grievance redressal process will be sought periodically to improve the system.

The Grievance Redressal Committee at Thiagarajar College highlights the dedication of the institution to create a supportive and conducive atmosphere for research scholars. Through timely and fair resolution of grievances, the committee enables scholars to concentrate on their academic endeavours without unnecessary stress or obstacles.

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Disclaimer

All research activities at Thiagarajar College will adhere to the rules and regulations established by the relevant authorities, including the University Grants Commission (UGC), Government of Tamil Nadu, and Madurai Kamaraj University. The Research and Development policies outlined herein are intended to provide guidance and set the framework for various research activities and initiatives at Thiagarajar College. While every effort has been made to ensure accuracy and compliance with relevant regulations, the college reserves the right to amend, modify, or discontinue any policy, procedure, or guideline as deemed necessary.

Any aspects not explicitly covered in the policies, or any ambiguities, gaps, or disputes that arise during their implementation, will be addressed, and resolved with the consultation and approval of the Secretary, Thiagarajar College, as necessary.

Dean (R&D)

Dr. P. PRAKASH, D.Sc., CChem, FRSC,
Dean (R&D)
Associate Professor of Chemistry
Thiagarajar College
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Principal

Dr. D. PANDIARAJA
PRINCIPAL
Thiagarajar College, Madurai

Secretary

Secretary,
Thiagarajar College, Madurai-9