



Thiagarajar College

Madurai - 625 009

Research Policy

Post Pox – 107, 139- 140
Kamarajar Salai
Teppakulam, Madurai
Tamilnadu

Thiagarajar College, Madurai – 625 009
RESEARCH AND DEVELOPMENT CELL (R & D CELL)

RESEARCH POLICY (2016 – 2017 onwards)

I. Preamble:

Thiagarajar College a premier institution in higher education, promotes research and development. The institution has 10 recognized research centres with state of art facilities. The excellence in research in the college is reflected by their research projects funded by various government agencies such as UGC, CSIR, DST, DBT, DRDO, MoES, MHRD and TNSCST and by publications in high impact factor journals cited in Scopus / Web of Science and UGC recognized journals. Research has now become an integral part of teaching and learning process in realizing the growth of the individual, institution and nation at a large.

II. Aim:

The research policy of the college aims at enhancing research ambience in the campus. Researchers at different scale viz., faculty members, PhD scholars, M.Phil scholars, PG and UG students undertake research in multidisciplinary aspects encompassing different departments / institutions, National and International research centres, industries and society. Towards this the institution has established R & D cell to promote P3 (participate, present and publish) policy and offer administrative, financial and technical support.

III. Objectives:

The objectives of research policy is to

- a. coordinate all research activities of the college and aligning these to the vision and mission of the college and to the National development
- b. offer high level of efficient and effective support system
- c. improve quality of the research and to establish benchmarks in respective areas
- d. encourage teachers to apply for major / minor research projects
- e. provide seed money to teachers for initiating research and for preparing major research proposals
- f. encourage interdepartmental / multidisciplinary research
- g. undertake research collaborations with other institutions, universities and industries
- h. aim publications in high impact factor journals
- i. undertake research leading to patentable products
- j. augment research addressing social and regional issues
- k. undertake outreach projects / programme
- l. motivate and facilitate students for applying student projects / internship / summer fellowships / hands on training and related

IV. Scope of the policy:

This policy shall apply to all the "researchers" of the college and for the purpose of this policy "researchers" include:

1. All staff members viz., Professors, Associate Professors and Assistant Professors of the college
2. All students registered with the college

3. All guides, co-guides, collaborators, external experts and sponsors associated with any of the research activities of the college

A. Doctoral programme

1. Guidelines for Research Scholars

1.1. Eligibility for admission to Ph.D., programme in the College / Madurai Kamaraj University:

- a. candidates possessing PG or M.Phil degree with not less than 55% (relaxation is applicable as per the guidelines of Govt of Tamilnadu / MKU) in concerned discipline or as equivalent thereto and Certificate of pass in Pre-registration Qualifying Entrance Examination issued by Madurai Kamaraj University
- b. candidates completed eligible degree (PG or M.Phil) in universities other than Madurai Kamaraj University shall produce Migration certificate and Eligibility certificate from parent university and MKU respectively

1.2. Admission:

- a. candidates aspiring for admission to Ph.D., programme in Thiagarajar College shall submit his/her application to the Principal in the prescribed format and the same shall be forwarded by the willing supervisor and Head of the Department concerned
- b. the application form shall include relevant photocopies of the certificates
- c. call letter will be issued to the candidate to appear before Research Advisory Committee for verification of certificates on the prescribed date and selection / admission shall be intimated subsequently

1.3. Registration:

- a. candidates admitted for the research programme shall register with Madurai Kamaraj University following the regulations issued by MKU
- b. candidates may register either as full time or part time scholars based on their eligibility

1.4. Miscellaneous

- a. Other regulations related to Course work, duration of research (minimum / maximum period and extension and relaxation thereof), change of guide, change of title, interdisciplinary research, requirements after registration, publication, pre-submission presentation, synopsis submission, submission of thesis and plagiarism check will be as per MKU guidelines

1.5. Institutional regulations:

1.5.1 Guidelines for full time research scholars

- a. scholars may avail a maximum of 30 days casual leave in an academic year
- b. sign in the attendance on or before 10.30 am on all working days including semester holidays and is mandatory for attendance and release of scholarship / fellowship, if any
- c. scholars going for field trips/data collection / literature collection / conferences / workshops should get prior permission in the prescribed format for providing leave on other duty (OD), failing which they will be considered as absent

- d. all official communications, both administrative / scientific (other than communications for publications / presentations) to external agencies such as funding agencies, research institutions, Universities, Colleges etc., should be made through the R & D Cell
- e. fellowship claims (if applicable) shall be submitted on or before 5th of every month to R & D cell in the prescribed format
- f. issues related to delay / non receipt of fellowships / claims shall be reported to Research cell in writing endorsed by the guide / Principal investigator
- g. half-yearly reports of the research work carried out shall be submitted by each scholar endorsed by the guide
- h. attendance in all the colloquium / meeting pertaining to the scholars organized by the R & D cell is compulsory
- i. each scholar shall present their findings in the colloquium / committee constituted appropriate for the purpose, twice an year; the presentation will be evaluated and recommendations will be made
- j. completion of course work / submission of documents / payment of fee / etc in time is mandatory for continuation of research by the scholar

1.5.2. Guidelines for part time scholars

The candidates registered under Part – time category

- a. will be governed by the regulations of the college, irrespective of their employment status and the parent institution
- b. have to submit No objection Certificate from the Head of the parent Department / Institution
- c. to be in contact with the guide concerned and R & D Cell and shall be permitted to work in the department laboratory / library during weekends, holidays and vacations with due permission from the guide, HoD and Principal
- d. to be present in the institution as and when required

1.5.3. Viva-voce Examination

- a. viva-voce examination for Ph.D., scholars will be conducted by the respective Research Supervisor / Convener as per MKU regulations
- b. permission from the Principal shall be obtained through R & D Cell at least 10 days prior to the date of viva-voce examination

2. Guidelines to Researchers / Research supervisors

The researchers / research supervisors are requested to

- a. submit all application for Guide recognition / research proposals / midterm and final project reports to the funding agencies or any other Government/Non Government organization through R & D cell
- b. follow the guidelines of MKU / and or our institution, where ever applicable, for registration of full time and part time scholars
- c. instruct their candidates to complete course work / submission of documents / payment of fee etc in time
- d. intimate the research cell regarding the submission of PhD., registration forms (by their candidate) / conduct of course work, submission of synopsis, submission of thesis, pre-viva, viva-voce examination at least five working days prior to the date to

- expedite claims, attendance certificate, no due certificate and fulfilling other requirements (as applicable)
- e. motivate the research scholars / students to publish research or review articles in journals with high impact factor
 - f. check malpractices and Plagiarism in the research / reports / thesis prepared by the scholars (software in CoE's Office may be used)
 - g. provide the approved affiliation in all communications viz., administrative, academic and research

B. Guidelines for M.Phil programme in the college

1. Admission for M.Phil programme

- a. candidates seeking admission for M.Phil programme can do the same only as full time programme and no part time programme is available
- b. candidates possessing PG degree with 55% of marks in the programme concerned and Certificate of pass in Pre-registration Qualifying Entrance Examination issued by Madurai Kamaraj University
- c. candidates completed eligible degree (PG) in universities other than Madurai Kamaraj University have to produce Migration certificate

2. Project

- a. candidates have to carry out project work for completion the M.Phil programme and submit the dissertation under the supervision of the research guide allotted by the Department
- b. the submission of dissertation should be within the stipulated period as announced by CoE
- c. candidates can avail only two extensions, each of six months, on concurrence of the research guide
- d. no extension is permitted beyond the period of one year under any circumstances and the candidates should forego the programme
- e. candidates have to present their research work in a conference or seminar and the copy of the certificate of presentation has to submitted to the Office of CoE at the time of submission of dissertation. The dissertation will be processed for evaluation only completion of presentation

3. Plagiarism check

- a. All dissertations, thesis and publications should be free from plagiarism or within the permitted level. The researchers may make use of Plagiarism software available with the Office of Controller of Examinations on payment of prescribed fee. Violations of plagiarism regulations defaming the institution's name will be dealt seriously
- b. Certificate of Plagiarism check issued by the Office of CoE of our college is mandate for submission of M.Phil dissertation

C. Financial assistance and incentives:

1. Seminars / Conferences / Workshops

- a. Financial assistance (Complete / Partial) will be provided to Departments / Faculty for conducting National / International Conference, seminar or workshops
- b. Registration fee / Travel assistance (partial / complete) for presenting papers in International / National Seminars / Conferences of repute will be provided by the

management for staff, research scholars and students; proof for the acceptance of the paper presentation (oral/poster) should be submitted along with the letter of request

- c. Interested staff and students may apply for the same in the prescribed format which will be scrutinized by R & D cell

2. Seed money

- a. Seed money will be provided to staff by the Management to support preparation of research proposal / carrying out preliminary research
- b. Staff and students may apply for the same in the prescribed format to the R & D cell

3. Major Research Projects

The researchers (research guides / teaching staff / research scholars) who receive funding under Major Research Projects from Government or Private agencies will be awarded with cash prize and appreciation certificate

4. Research publications

The researchers (research guides / teaching staff / research scholars) who publish their findings in research journal with impact factor above 2 will be awarded with cash prize and appreciation certificate. In case of Joint Publication the cash prize same will be distributed accordingly

D. Research Policy Implementation

The Research and Development Cell of the college will be the nodal agency in implementing the research policy and has the responsibility of reframing the policy based on the need and implementation with the approval of the competent authority of the college.

1. Composition of Research and Development Cell

- Principal – Chairperson
- Research Dean – Convener
- Two faculty - members

The members in the cell will function for 3 years and there is no restriction for the reappointment of the same members. More members / subject experts may be included based on the need for a given programme / research.

2. Functions of the Research and Development Cell

The Research and Development Cell of the college shall be responsible for implementing this research policy of the college in coordination with Management, Principal, Researchers, College office, UGC, TNSCST, TANSCH, other government and non-government funding agencies, University and other research and HEI. The specific functions of the R & D cell are to

- a. Collect and maintain data / records on research guides, scholars and research activities
- b. Liaise with researchers and administration

- c. Monitor the implementation of regulations given in the research policy
- d. Formation of Departmental Research committee and Research Advisory Committee
- e. Conduct colloquium periodically
- f. Call for, scrutinize and recommend proposals submitted for seed money by management
- g. Call for, scrutinize and recommend applications for research awards by management
- h. Assist young researchers in both administrative and research processes
- i. Organise workshops/ training programmes/ sensitisation programmes are conducted by the institution to promote a research culture on campus
- j. Prepare budgets for supporting students' research projects / concept proposals
- k. Facilitate research collaborations, sign MoUs, assist in applying and getting patents
- l. Make efforts to improve the availability of research infrastructure requirement
- m. forward consultancy matters to the respective departments

E. Disclaimer

The policy has been prepared with at most care. Ambiguity if felt, has to be clarified with the R & D Cell. The College Governing Council is the final authority in case of any discrepancy / dispute.



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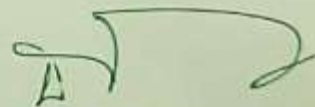
RESEARCH POLICY

Amendment for the year 2019 – 20 onwards

1.1. Admission:

- a. candidates aspiring for admission for Ph.D., programme in Thiagarajar College shall apply to the Principal in the prescribed format forwarded by the supervisor and Head of the Department concerned
- b. on submission of application form with relevant photocopies of the certificates, short listed candidate shall be called for an interview cum counselling
- c. selection will be based on the entrance examination conducted by MKU and performance of candidate in the interview conducted at Thiagarajar College.

Note: Candidates cleared entrance test in 2017 & 2018 conducted by Madurai Kamaraj University are exempted from attending interview in the college. However, they have to appear for counselling and verification of certificates



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