

CAUVERY COLLEGE FOR WOMEN

(Autonomous)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



Research policy

The Research Advisory Committee (RAC) of Cauvery College for Women (CCW) is constituted to inculcate the culture of research and innovation among the faculty and students. Cauvery College for Women (CCW) is dedicated to serve society through cutting-edge research that aligns with national and international standards. The commitment to research is supported by the principles of quality and ethics. Cauvery College for Women (CCW) also ensures compliance with Bharathidasan University's research policy.

Scope of the Policy

Research and Development is a systematic activity to discover a solution to the problems faced by society and for creating new knowledge and products. It may result to produce patents, research publications and copyright etc. Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of active community. The college shall ensure that research in all disciplines grows following the ethical norms and research standards. The college is committed to provide required monetary and infrastructural support to the faculty members and students for the promotion of research and building a strong research ecosystem.

Objectives of the Policy

- To create an enabling research culture within the institution.
- To provide efficient support systems for faculty and researchers.
- To promote research awareness and opportunities among students, scholars and faculty of the institution
- To engage in research activities and projects from various funding agencies.
- To promote publications in books/chapters and quality journals, indexed in UGC Care, Scopus and Web of Science with good impact factor.

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- To motivate faculty and researchers to develop innovative products and file Intellectual Property Rights (IPR).
- To assist faculty in applying for research funding and organizing seminars/workshops/conferences.
- To foster interdisciplinary research collaborations and partnerships nationally and globally.

Constitution of Research Advisory Committee (RAC)

The RAC oversees the smooth and efficient co-ordination of research and development activities within the Institution, thus fostering overall growth. The board members appointed by the Principal, clusters with the members of various disciplines from the Institution, reputed Industries and members from other reputed academic Institutions. The term of appointment of members shall be for three years from the date of appointment as Committee member in RAC. The RAC meeting shall be convened twice a year.

Responsibilities of RAC

- To propose the research and development strategies and to monitor the research outcomes.
- To propose the overall guidelines for seed money, publications and IPR.
- To review the progress of the funded projects and the consultancy activities.
- To ensure the utilization of the allocated resources for the research projects.
- To promote peer networks through conference, workshops, seminars and mentoring programmes.
- To initiate and promote MoUs with industries and R&D organizations for consultancy, collaborative research, sponsored projects and Industry Institute interactions.
- Suggest peer reviewed national and international journals for subscription in central library.

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Research related On Duty Leave:

The Institution provides fifteen days on duty leave per year to each faculty member for attending workshops, conferences and other research related events.

Visit of eminent Researchers:

In order to sensitize faculty and research scholars towards the need for individual, group, interdisciplinary and sponsored research, national and international workshops/ seminars, visits of experts from premier institutions of India and abroad are organized from time to time. Experts are invited to deliver lectures, and conduct workshops for scholars and faculty.

Financial assistance:

Cauvery College for Women (CCW) is extending financial support for the teaching faculty of the college to encourage them to pursue research and publish papers and to mould themselves into erudite scholars. The budget provisions are made in the following heads:

- Purchase of equipment's, software and consumables.
- Subscription to research journals.
- Sponsorship for attending conferences / seminars / workshops.
- Purchase of plagiarism tools.
- Financial assistance including publication fees, patent filing , seed money funding, fellowships for travel allowances/overhead allowances.

Filing of Patents:

Cauvery College for Women (CCW) create awareness about intellectual property rights for faculty and students of the institution and impart training on future endeavors regarding the procedure of IPR, patent drafting, filing and publication.

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Recognition and awards:

Recognition and awards play a pivotal role in acknowledging and celebrating exceptional achievements across various domains. Faculty member shall have an annual assessment based on contribution in academic and research spheres. In essence, recognition and awards are integral components of a vibrant and aspirational educational arena, driving individuals and the Best Researcher Award is conferred to individuals based on their exceptional performance in achieving maximum publications and citations in their respective fields.

Code of Ethics in Research

Code of ethics in research outlines the fundamental principles of ethical conduct that guide scholarly research at Cauvery College for Women (CCW). These principles reflect the values and mission of our institution, which upholds standards aimed at directing researchers toward ethical practices.

The faculty and staff members of the Institution are dedicated to the pursuit of truth and a sustained focus on mentoring students and fellow researchers. Cauvery College for Women (CCW) upholds the Institution's vision-mission and maintain the precepts of scholarly integrity and academic freedom. Cauvery College for Women (CCW) hereby commit to the highest standards of integrity and deserves the trust of the public.

The members of ethics committee are appointed by the Principal. The term of appointment of members shall be for three years from the date of appointment as Committee member in ethics committee. The nomination of faculty members of the committee should endeavor to cover all the disciplines of Cauvery College for Women (CCW). In case of conflict of interests, members of the ethics committee shall be temporarily replaced by the Principal. Meeting shall be convened once a year. Cauvery College for Women (CCW) is committed to honesty and

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credibility in research conduct by actively disseminating knowledge and enhancing its validity through active discussion and execution.

All the faculty and students will adhere to the following ethical principles and responsibilities to uphold the integrity of research and maintain the trust of the academic and broader communities:

- Conduct all research activities in accordance with the established code of conduct and ethical standards.
- Verify the accuracy of all data collected and used in research, maintaining transparency with collaborators.
- Ensure that only accurate data and research findings are published in journals, conferences, and reports.
- Avoid making/misleading statements, vague assertions, or declarations leading to misinterpretation.
- Refrain from plagiarism and properly cite all sources of information and data used in research.
- Proper acknowledgment and credit to the sources of funding and resources utilized in the research should be noted.
- Transparency in the use and allocation of resources for research should be maintained.
- Ensure that research results are made accessible to the public once the research is completed or within a reasonable timeframe.
- Respect the confidentiality of sources by safeguarding data and information shared in confidence.
- Exercise responsible care in handling equipment's and material resources.
- Engage in discussions with stakeholders, including funding sources, regarding the equitable distribution of legal ownership of research or its outcomes.

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- Use, distribute, or share material resources and equipment in compliance with the conditions set by the Institution.
- Adhere to safety practices in all research activities.
- Ensure proper disposal or treatment of laboratory waste to prevent environmental degradation resulting from research activities.
- Report any ethical code violations to the ethical committee which is responsible for evaluating and addressing possible research misconduct issues.

Academic Research Norms for Ph.D Candidates

- Candidates must enroll and renew their registration with Cauvery College for Women (CCW) in line with Bharathidasan University guidelines both full-time and part-time scholars are encouraged to maintain regular attendance.
- All Ph.D. candidates are required to Submit /Upload a progress report to the University twice in a year. The Report can be uploaded on annual basis in the prescribed formats.
- Scholars must ensure the submission of review reports on the progress of the particular period.
- Faculty members are encouraged to become research supervisors.
- Supervisors endorse and oversee the publication of research work in reputed conferences and journals, subject to plagiarism check.
- Supervisors conduct regular Doctoral Committee (DC) meetings and provides guidelines on research norms, including the preparation and presentation of synopses, to support PhD candidates in their academic pursuits."
- Ph.D. thesis shall be submitted to the Cauvery College for Women (CCW) Central Library upon successful completion of the Viva-Voce.

Reference link of Bharathidasan University regulation for Ph.D:
<https://www.bdu.ac.in//academics/regulations/PhD-Regulations-2023.pdf>

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Plagiarism Check

Cauvery College for Women (CCW) adheres to the guidelines of Bharathidasan University pertaining to plagiarism. It is the institutional commitment to promote original research work that is devoid of plagiarized content and within the permissible limits as specified by Bharathidasan University. Thus, the Institutional focus for all the UG/ PG/ Ph.D. level programs for any research related academic submissions, it shall initially trace the plagiarized content (in-house) as per the university guidelines through Turnitin software, failing which no permission is granted to the research scholars to take their work forward.

- Reference Plagiarism policy quoted by Centre for Research, Bharathidasan University, Chennai
<https://www.bdu.ac.in//academics/regulations/PhD-Regulations-2023.pdf>

Policy Procedures

Sponsored/Collaborative Research Projects:

- Faculty members are encouraged to seek funding support from government bodies and industries to conduct sponsored or collaborative research in response to call for proposals from relevant agencies.
- To facilitate this process, research advisory committee comprising of the Principal Investigator, Subject Expert, Deans, and Heads of the Departments, shall be established for proposal assessment.
- Once reviewed by the Review Committee, proposals shall be forwarded to the Principal for approval before submission to the respective funding agencies.
- Following the approval, the Principal Investigator shall submit the application, accompanied by the required supporting documents, through portal of the designated funding agencies.

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- Additional Co-PIs (Upon request by PIs) can be appointed by the Principal to ensure successful execution of the project.
- Appointment of Project fellows should be in line with the guidelines given by the respective agencies.
- PIs shall present their progress before attending the RAC meeting as mandated by the funding agencies.
- PIs shall prepare and submit a Utilization Certificate (UC) at the end of the financial year / whenever required as per the project deadlines.
- Upon successful completion of the project, PIs shall submit the Project Completion Report, Utilization Certificate, and a list of publications and patents to the sponsoring agency through the Dean and the Principal and the copy of the same to be submitted to the respective department.

Consultancy Projects:

The primary objective of the Consultancy Projects Policy is to facilitate and regulate the provision of expert consulting services by the faculty members and experts associated with the Institution to external organizations and clients. This Consultancy Projects Policy aims to streamline the process of engaging in consultancy work while upholding the Institution's reputation for excellence and ethical conduct in serving external clients and organizations.

Outcome of the Research

The faculty and students are able to publish or implement their outcome of research under the following categories:

- Book chapters
- Books (authored research, edited)
- Journal articles

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- Reviews
- Conference proceedings
- Computer software & Database
- Audio-visual recording
- Working models
- Research reports
- Patent
- Technical reports
- Editing and translations of major works
- Case studies
- Proposal of new theories

References:

- Informed by best practices in Research Management within Educational Institutions.

Approval:

- This policy was approved by the recommendations of the Research Committee shall be forwarded to the Principal and Secretary of Cauvery College for Women(Autonomous) for the approval and subsequent sanctioning of grants in favour of recommended proposals submitted by the faculty members on Date and will go into effect immediately

Effective Date:

- This policy is effective as 4th of November 2021

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- Utilize plagiarism detection software tools such as Turnitin, iThenticate, or Grammarly to scan research manuscripts, theses, and other academic documents for similarities with existing literature or online sources.

Policy Guidelines

Promotion of Research

Registration of Faculty Members for PhD

The faculty members without Ph.D degree are encouraged to register for Doctoral Program.

Sponsored Research Projects:

The Institution encourages sponsored research projects to be undertaken by the faculty. Principal Investigators (PIs) of such projects are supported and encouraged through following measures and facilities:

- Allocation of laboratory space to carry out the research work.
- More flexibility given to PIs regarding equipment procurement, selection of project staff, and utilization of contingency and overhead funds.
- Easy auditing of project accounts and issuance of utilization certificates.
- Travel Assistance for field work and testing.

Interdisciplinary Research:

Cauvery College for Women (CCW) promotes interdisciplinary research that approaches an issue from a range of disciplinary perspectives, where the contributions from the various disciplines are acknowledged and integrated to provide a holistic or systemic outcome. The Institution organizes national and international conferences in various disciplines where the knowledge transfer of eminent scientists and scholars take place.

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Contact Information:

For inquiries, please contact Research Advisory Committee Secretary, Cauvery College for Women Autonomous, Trichy-620018.

The adherence of any two subjective tasks mentioned above could serve as evidence of progress in the project. The findings presented herein contribute valuable insights, paving the way for future exploration and advancements in the field.

v. vijitha
PRINCIPAL
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The Policy document is approved in the FIRST Governing Body meeting held on
04-09-2019



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