

ST ALOYSIUS COLLEGE (AUTONOMOUS)

MANGALURU 575003

Research Policy

1. PREAMBLE

In keeping with its Vision & Mission, St Aloysius College (Autonomous), managed by Mangalore Jesuit Educational Society, establishes the “Office of Dean of Research” –a separate entity under the direction of the Principal – to promote the research ambience, create and sustain a research culture, motivate staff and students to engage in research activities. The aim is to inspire, guide and coordinate the initiatives of the staff and students towards doctoral and post-doctoral research in the sciences and the humanities, towards major and minor research projects, towards organizing of national and international conferences, towards presentation of research papers and their publication in reputed journals, and similar other research-related matters. The Office of the Dean of Research encompasses in its ambit all research activities and personnel under the auspices St Aloysius College (Autonomous) including aided and management paid staff, and students and research scholars be they regular, part-time or external.

2. OBJECTIVES OF RESEARCH IN SAC (AUTONOMOUS)

This research policy provides a broad framework to guide scholarly research with the following objectives:

- 1) To create and promote a culture of research among the faculty and staff of St Aloysius College (Autonomous).
- 2) To identify research areas and specify research topics of academic, practical and socially relevant significance
- 3) To organize seminars/conferences/workshops on research topics and training programmes in research methodology.
- 4) To ensure quality, integrity and ethics in research.
- 5) To publish research material in appropriate media and to make available such published information to the end users.
- 6) To facilitate the publication of reports submitted by the research scholars
- 7) To bring about an annual/periodic compendium of abstracts/papers presented by the staff and students in various seminars / conferences / workshops.

- 8) To serve as a facilitator providing professional guidance, technical support and recommendation for financial assistance.

3. CONDUCT OF RESEARCH

The Management of St Aloysius College (Autonomous) hereby affirms the following principles concerning research:

- a) Individual research scholars should be free to select the subject matter of their research, to seek support from any legal financial source for their work, and to arrive at their own findings and conclusions. These findings and conclusions should be available for scrutiny and criticism of peers.
- b) Research techniques should not violate established professional ethics pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.
- c) The Management should create an environment conducive to research by providing suitable infrastructural facilities such as space, library, lab facilities, and funding if available, based on the educational merit of the proposed research.
- d) The Management authorizes the Principal to initiate, promote and monitor the research activities in the institution by constituting an Office of the Dean of Research – consisting of the Heads of the different Departments and two members of the faculty designated by the Management. The Principal shall appoint the Dean from among this team.

4. PRIVILEGES AND OBLIGATIONS OF THE RESEARCH SCHOLAR

The conditions for approval as a research scholar, his/her duties and responsibilities, and his/her privileges and benefits are described below under three heads: (A) New Faculty members confirmed after completion of the probation period; (B) Regular Faculty members, confirmed in service and currently pursuing doctoral studies; (C) Confirmed Faculty members undertaking major or minor research projects.

(A) New Faculty After Completion of Probation Period

1) Probationary or part-time staff are expected to direct their efforts in acquiring the knowledge and skills required to be a competent teacher and academician. They will not be permitted to take up formal research in this institution. Exceptions may be made in the case of probationary staff who have joined this institution with teaching and/or research experience in previous institution.

2) Regular faculty, after successfully completing the period of probation are encouraged to register themselves for doctoral research with a UGC-recognized university/institution. However, their selection will depend on (a) their academic standard as evaluated by the HOD/Coordinator of the Department; (b) they familiarize themselves with the Vision document and research policy of the Institution and show willingness to abide by its letter and spirit; (c) they appear before the “ad hoc committee” (appointed by the Dean – comprising of subject experts and a Management representative); and (d) they obtain the final approval from the Principal.

3) Once selected, the candidate is expected to interact with the Research Committee on three occasions: (a) First, soon after registration with the UGC-approved university/institution, to discuss the research proposal for pursuit of doctoral studies; (b) Second, after receiving the clearance from the registering university, to update and fine-tune the research proposal; (c) Third, after submission of the thesis, to update the research committee on the research findings.

4) The research committee, with the consent of the Dean, will from time to time – at least once in three months – call the candidate to report on the progress of the research work and abide by the guidelines of the registering university/institution for completion of the research work and submission of the thesis within five years after registering.

5) After completing the formalities of submitting the research proposal to the registering university, the candidate may be permitted to take special casual leave up to a maximum of 12 days for the preliminaries related to commencement of the research work. It is expected that the candidate, in consultation with the HOD, will make suitable arrangements to substitute for him/her in academic duties such as classes, invigilation, etc.

6) Depending on the research requirement, the Management will decide on granting a maximum of one year’s leave in the final stages of the research work on the recommendation of the research committee. The candidate will be paid an allowance (equivalent to half-month’s salary) for each month of the leave availed of.

7) The candidate who avails of the leave sanctioned for research work will sign a bond stating that he/she will serve as an employee of the institution for a minimum 4 years after completion of the research (if the leave availed of is one year), or for a minimum of 2 years after completion of the research (if the leave availed of is six months).

8) The candidate will be obliged to reimburse the institution for the full amount of allowance received during the period of leave if (a) he/she takes up employment –

gainful or otherwise, part-time or full-time - anywhere during the period of leave; (b) he/she fails to continue working as an employee of the institution as stipulated in No. 7 above.

9) The candidate, during the total period of research work, is expected to (i) publish two research articles in a peer reviewed journal, (ii) attend at least one national or international conference in a year, and (iii) make a presentation of at least one research paper in a national or international conference.

10) The following programmes and activities are outside the ambit of research promotion envisaged in this policy: Enhancement of qualification, participation in Orientation Programmes, refresher courses, attending seminars and conferences, organizing programmes in the departments, international exchange programmes under MOUs.

(B) Regular Faculty Currently Pursuing Doctoral Studies

1) To avail of the privileges and benefits of research scholar under the sponsorship of this research policy a confirmed faculty member currently pursuing doctoral studies in a registering university must submit a written application to the Principal through the Dean of Research for acceptance as a research scholar. On the direction of the Principal, the candidate shall appear before the research committee and present an update on the research work done. On the recommendation of the committee, the Principal may accept the candidate as a research scholar under this policy.

2) Once accepted, the candidate will avail of the privileges and benefits and abide by the expectations - as listed above for regular faculty {Cf. (A) Nos. 5,6,7,8 & 9}

5. RESEARCH PROJECTS

The Management expects all our faculty to complete their Ph.D. However, regular faculty members who, for legitimate reasons, are not engaged in pursuing doctoral studies are urged to take up research projects – Minor or Major – encouraged and funded by agencies like the UGC, DST, DBT, BRNS, RBI, etc. The management will endeavour to provide infrastructural support to such projects and assist in applying to the funding agencies. The following guidelines are to be followed:

e) Individual research scholars should be free to select the subject matter of their research, to seek support from any legal financial source for their work, and to arrive at their own

findings and conclusions. These findings and conclusions should be available for scrutiny and criticism of peers.

- f) The project proposal has to be routed through the Principal Investigator (PI) to the Dean of Research, who after processing the proposal in the Research Committee, may recommend the same to the Principal for approval.
- g) The candidate shall be jointly responsible with the PI for preparing the budget for the research project, maintaining the accounts, keeping a stock register of the equipment, consumables purchased and the disposal of excess consumables for the project. A copy of the budget and accounts must be submitted to the Finance Officer for scrutiny and monitoring.
- h) Periodically, or as per the design of the project proposal, the candidate and the PI shall keep the Finance Officer informed about the progress of the project, its closure, the audited statement of accounts and the utilization certificate.
- i) The Management shall endeavour to create an environment conducive to research by providing suitable infrastructural facilities such as space, library, lab facilities, and funding if available, based on the educational merit of the proposed research.
- j) The candidate shall abide by the requirements and guidelines of the management and the funding agency on choice of the PI, intellectual property rights, journal publications or presentations in conferences/seminars.

6. CONFERENCES/SEMINARS/PRESENTATIONS/PUBLICATIONS

- a) Participation in national or international conferences, presentation of papers and publications will come under the purview of this research policy only to the extent they are related to research and recognised as such by the Principal on the recommendation of the Research Committee.
- b) The candidate is expected to have his/her paper/presentation scrutinised by the Dean of Research along with the detailed budget so that it can be sent to the Principal for his approval.

7. FINANCIAL ASSISTANCE

- a) The initiative and responsibility for applying for funds is primarily that of the candidate engaging in research. He/she can seek funding from the available sources such as

governmental agencies (both at the Centre and in the State), Corporate Businesses and Industry, Philanthropists.

- b) The management of St Aloysius College shall endeavor to provide seed money for the research project under the following conditions: (a) The research project – doctoral, major or minor – has been processed by the research committee and recommended by the Principal, (b) The budget proposal and the external sources of funding are indicated; (c) The number of applicant candidates and the quantum of funds requested of the management are within the budgetary provisions of the management.
- c) The management will consider the applications of the candidates, routed through the Principal, in the Governing Body of the Mangalore Jesuit Educational Society, and decide on the approval of the project and on the quantum of financial assistance to be given. The decision of the MJES Government Body shall be final.

8. CONCLUSION

Poised as it is to be a Deemed-to-be-University, St Aloysius College (Autonomous) has decided to encourage all its departments to engage the faculty in creative, innovative and socially useful research. The research policy laid out above is the first step towards this venture. It will be implemented on an experimental basis for a period of one year from the date of commencement. The management will then review and revise the policy if necessary in consultation with the stakeholders. In the meantime it is hoped that all the staff and students will endeavor to take research in St Aloysius College (Autonomous) to new heights of achievement.

14.11.2017



Rev. Dr Fr Praveen Martis, S.J.
PRINCIPAL



Rev. Fr Dionysius Vaz, S.J.
RECTOR

Rector
ST. ALOYSIUS COLLEGE
P.O. Box. 720
MANGALORE -575003, INDIA