



ST. XAVIER'S COLLEGE (AUTONOMOUS)

Re-accredited with 'A' (CGPA 3.41 out of 4) by NAAC (3rd Cycle) | Affiliated to Gujarat University

Effective date: 13.04.2019

Title : Research Policy	Supersedes: N/A	Total Pages: 6
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St Xavier's College (Autonomous) Ahmedabad (SXCA) has a long tradition of linking the development of academic quality with the promotion of UG and PG research. The credit goes to the staff and the management of the College.

In the fast-changing social and technological scenario of the world, India and Gujarat, the staff and management of SXCA want to express their total commitment to research through this policy.

1.0	<u>Objective:</u>
1.1	To provide a broad framework to guide scholarly research in science and humanities.
1.2	To create and promote a culture of research, (a research temper) among the staff and students of SXCA.
1.3	To identify and promote research areas that are academically and socially relevant and amalgamate with the curriculum, which is attuned to the mission and vision of the institution.
1.4	To promote participation as well as organize seminars, conferences, workshops and training programmes.
1.5	To ensure quality, integrity and ethics in research.
1.6	To publish research material in appropriate media and to make available such published information to the end users.
1.7	To ensure that 'The Annals' are published annually and to ensure that the high quality of the articles is maintained.
1.8	To facilitate collaboration with other educational and non-educational organisations for mutual benefit through the signing of various MOUs.
2.0	<u>Scope:</u>
	The long tradition of research in SXCA has been based on the acknowledgment of various types of researchers and scholars. Their treatment must also be different in terms of responsibilities and benefits they may receive. This policy shall be applicable to all the researchers and research related activities of the SXCA mentioned below:



<p>2.1</p> <p>2.2</p> <p>2.3</p> <p>2.4</p> <p>2.5</p> <p>2.6</p>	<p>PhD & M.Phil research scholars, UG and PG students registered with the college</p> <p>New Faculty After Completion of Probation Period.</p> <p>Regular Faculty Currently Pursuing Doctoral Studies.</p> <p>Regular Faculty members who are expected to engage in research projects.</p> <p>Staff, aided and self-financing, who are involved in teaching, research and consultancy.</p> <p>All research and related activities of the college (SXCA) such as:</p> <ul style="list-style-type: none"> a. Research activities including basic, strategic and applied research undertaken either to fulfill the requirement of academic degrees, finding new initiative with regard to social issues. b. Creative activities involving the generation of new ideas, innovations, hypothesis, images, performances, or artifacts, including design in any field of knowledge, which leads to the development of new knowledge, understanding or expertise. c. Publication and presentation of the research outcomes and related activities in the form of IPR
<p>3.0</p>	<p><u>Applicability: Governance Structure</u></p>
<p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p>	<p><u>Dean of Research:</u> SXCA managed by the St Xavier's College Trust wants to establish the office of 'Dean of Research'. The Dean will be appointed for a period of three years by the Principal of the SXCA on the recommendation of the Heads of Departments. The Heads of Departments will meet once a year to review the work done by this office.</p> <p><u>Research Committee/ Research Advisory Committee:</u> At the suggestion of the Heads of Department, the Principal will appoint a 'Research Committee/ Research Advisory Committee' comprising of no more than 7 staff members; they will function under the leadership of the Dean of Research. The Principal will also appoint a representative of the management who will assist the Dean and the Research Committee.</p> <p><u>Research Strategic Plan:</u> The Dean of Research with the help of the Research Committee, will be responsible to prepare a research strategic plan for a period of three years. The Plan will clearly specify the objectives, the actions (activities) to be undertaken, the timeframe and the persons/departments responsible for it. They will also put in place a monitoring mechanism to ensure that the objectives described in the policy are achieved.</p> <p><u>Researchers:</u> The Dean of Research and the office encompass in its ambit all research activities and personnel under the auspices of SXCA including aided and management paid staff, students and research scholars; be they regular, part-time or external.</p>

4.0	Principles to conduct Research (Code of Ethics)
4.1	The Management of SXCA hereby state that the following principles and ethical standards are applicable to all type of research conducted at SXCA.
4.2	All those involved in research must show respect for the values of truth, honesty, integrity and fairness.
4.3	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.
4.4	Researchers must acknowledge all agencies and actors participating in the research, More concretely, <ul style="list-style-type: none"> (i) When using others' research work, they should not intentionally misrepresent them. (ii) The contribution of others needs to be formally acknowledged. (iii) While having team research, the roles and responsibilities of all participants should be clearly determined and acknowledged.
4.5	As regards to researched subjects, <ul style="list-style-type: none"> (i) The confidentiality, autonomy and privacy of the subjects must be respected. (ii) Relationship with subjects would be professional and founded on trust and openness. Therefore, it is essential to gain informed consent from them. Detail records should be maintained, (iii) The decision not to participate in the research must be respected.
4.6	When public money is used in research, there is a duty to provide accounts of how the funds have been spent.
4.7	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.
4.8	The selection of sponsoring agencies should be done without compromising on ethical principles and needs to be approved by the Dean, the Principal and in some cases by the Management.
4.9	When any staff, even management-paid, leave the College they must return balance funds and provide a soft copy of the work done.
4.10	Using any idea/work in one's published research without appropriately citing it is plagiarism. Hence note the following that the <ul style="list-style-type: none"> (i) criteria prescribed in your discipline for citations must be followed; (ii) research of others should not be presented as one's own; (iii) anything taken from other sources must be clearly acknowledged; and (iv) the ideas and approaches taken from others and not from your own experience must be clearly stated.



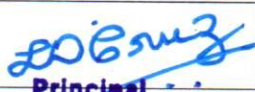
5		The Research Scholars
	5.1	The long tradition of research in SXCA has been based on the acknowledgment of various types of researchers and scholars. Their treatment must also be different in terms of responsibilities and benefits they may receive.
	5.2	UG and PG students are always encouraged to prepare research proposals, papers and presentations at the Annual Research Programme. Research awards to the students will be provided. ANNEX 2.1 provides the procedure to be followed.
	5.3	New Faculty After Completion of Probation Period. ANNEX 2.2 provides the procedure to be followed.
	5.4	Regular Faculty Currently Pursuing Doctoral Studies. ANNEX 2.3 provides the procedure to be followed.
	5.5	Regular Faculty members are expected to engage in research projects. Note the following: <ul style="list-style-type: none"> (a) The project proposal must be routed through the Head of the Department to the Dean of Research who after processing the proposal in the Research Committee, may recommend the same to the Principal for approval. (b) The candidate shall be jointly responsible with the HOD for preparing the budget for the research project, maintaining the accounts, keeping a stock register of the equipments, 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. (c) Periodically or as per the design of the project proposal, the candidate and the HOD shall keep the Finance Officer informed about the progress of the project, its closure, the audited statement of accounts and the utilization certificate. (d) 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. (e) 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.
	5.6	Students and Faculty members who have engaged in research should be honoured and their work publicly acknowledge a special function every year (ANNEX 3)
6		Conferences/Seminars/Presentations/Publications
	6.1	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 Dean on the recommendation of the Research Committee.



	6.2	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		Collaboration and Consultancy
	7.1	SXCA has a long tradition of establishing collaboration with many reputed institutions of research. It is expected that the Dean in collaboration with the Research Committee will widen these areas. At the proposal of the Dean of Science, the Principal, in consultation with management, will sign the corresponding MOU.
8		Extension
	8.1	Social Commitment and sensitizing students to social issues is an integral part of the vision of the St. Xavier's College. In keeping with the vision and mission of the College, the extension services at SXCA focus on the core values and ethos of the College.
	8.2	Aims and Objectives: <ul style="list-style-type: none"> • To make students realize and accomplish their Students Social Responsibility (SSR), attain Departmental Social Responsibility (DSR) and synergize the two to accomplish Institutional Social Responsibility (ISR) • The college intends to awaken Social Consciousness and prepare students as socially responsible young student leaders who would respond to the needs of the society.
	8.3	Scope: The extension and outreach activities at SXCA will: <ul style="list-style-type: none"> • Provide opportunities for students to work together with students in campus and in the community. • Help students learn to negotiate, communicate and manage conflicts. • Sensitize students on social issues and challenges faced by the lesser privileged sections of the society. • Develop critical thinking, time management and leadership skills. • Make students gain more self-confidence, autonomy, and appreciation of others through working outside the college campus • Facilitate students work with diversified social groups of people which in turn would help them become good leaders and well-mannered citizens.
9		Financial Assistance and Fundraising
	9.1	As part of the annual plan to be prepared by the Dean of Research, a detailed budget needs to be added. This will include the expenditure to be incurred on medals, functions, seed money for project proposals, etc. and the expected sources of income. The annual budget has to be approved by the Principal in consultation with the management.
	9.2	The management of SXCA will decide every year the fund available for assistance to various research activities. It will also promote actively through the Fundraising Committee the creation of a Research Fund that can contribute to research.



9.3	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 the State, Corporate Business, Industry and Philanthropists.
9.4	The management of SXCA shall endeavour to provide seed money for the research project under the following conditions: (a) The research project, (doctoral, major, minor) has been processed by the Research Committee and recommended to the Principal by the Dean of Research (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 provision of the management.
10	The Annals
10.1	In consultation with the HODs, the Dean of Research will propose to the Principal the name of the Director of the Annals, and the composition of the Advisory Body. The Director will prepare an annual budget which will have to be approved by the Dean and the Principal.
10.2	The selection of articles and the exercise of quality control will be the responsibility of the Director in consultation with the Advisory Body. In consultation with the Dean, he/she may evolve a protocol which is transparent, objective and known to all.
11	Final Considerations
11.1	Once it is approved, this Research Policy will become effective from the 13 April 2019 and will be in operation till 31 March 2023 .
11.2	Before this Research Policy becomes effective, the Principal will decide the various appointments, and in the constitution of the various bodies in consultation with the HODs.
11.3	In consultation with the Dean of Research, and the Heads of the Department, the Principal may introduce amendments to this policy. In cases where the changes touch significant elements of the policy and/or of the financial outlays approved, the approval of the management will be required.

Approved &			
Signed	 Principal St. Xavier's College (Autonomous) Ahmedabad-380 009		
Date:	13.04.2019		





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ANNEXURES ST XAVIER'S COLLEGE AUTONOMOUS RESEARCH POLICY

ANNEX 1: Past performance of research in the College

Research Promotion in earlier period

- › UG research programme
- › Medals and certificates for students (corpus generated for 32 awards - about 6 lakhs)
- › Researcher award
- › Promoted departments in organizing National Seminars
- › Collaboration: IPR, ACTI, LMCP, St Andrews College, Marian College



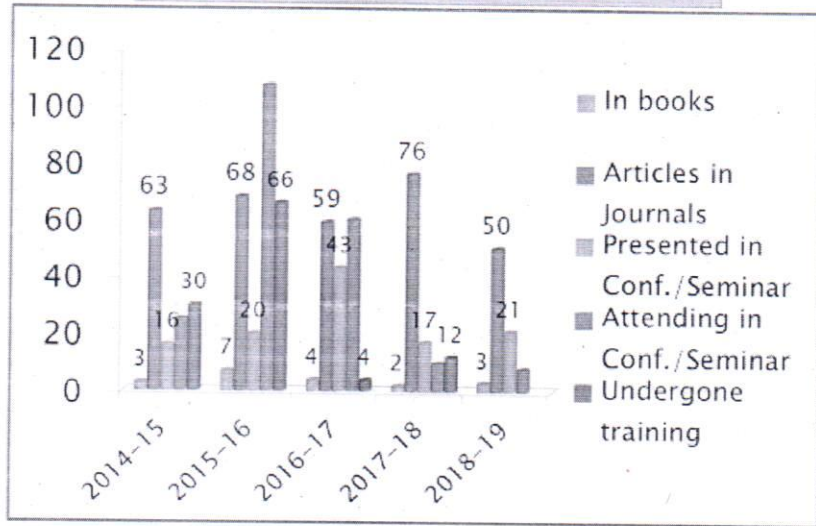
Outcome of Research Promotion in the Earlier Period

- ▶ An annual staff research seminar since early 2001-02
- ▶ Staff research annals since early 2003 for which we have also obtained an ISSN number and are working for UGC listing
- ▶ Graphs in slide 8 and 9

Monday, February 24, 2020 7

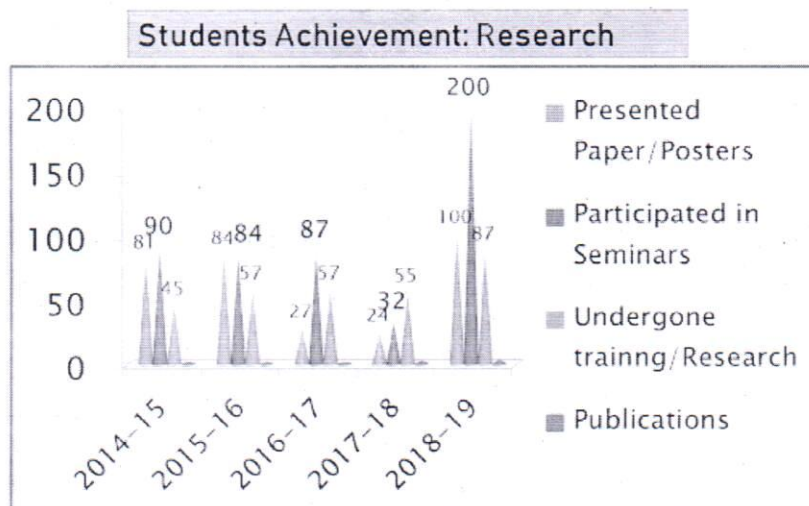


Faculty Achievement: Research



(Striking a balance between departments and faculties is necessary)





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ANNEX 2: Guidelines for various research

2.1 Students' Research: UG-and PG Research students. Common rules.

- Each HOD will propose a budget for student research to be approved by the Dean and the Principal.
- A separate register will be maintained by each HoD for the UG or PG students for chemicals and glass wares.
- Quarterly report will be submitted to Research Coordinator
- Only student who are selected by the department are allowed to work not their friends
- As far as possible all researchers of the same stream should work in the same place/lab
- All research work of students should be concluded by 6.30pm. In case it exceeds, on working or on holidays, the Professor in charge will be responsible for research/ laboratory, gas, electricity, water, lab safety etc.
- In case if some staff member decides to work for longer duration or on Sunday/ holidays, the staff member is responsible for procuring the lab keys and safety of the lab.



2.2 New Faculty After Completion of Probation Period

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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.
- (g) 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).
- (h) 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.

- (i) 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.
- (j) 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.

2.3 Regular Faculty Currently Pursuing Doctoral Studies

To avail of the privileges and benefits of research scholar under the sponsorship of this research policy a confirmed faculty member currently pursuing doctoral 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.

Once accepted, the candidate will avail of the privileges and benefits and abide by the expectations - as listed above for regular faculty

ANNEX 3 Research Awards

Research awards will be given as per the following criteria. The mentor and the external evaluator will be asked to assign marks and to choose the right candidate for the prize money. Awards will be given to the highest scorer in a particular category as per the directive of the donor.


Principal
St. Xavier's College (Autonomous)
Ahmedabad-380 009

