



Research Promotion Policy



Sacred Heart College (Autonomous) Thevara

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INTRODUCTION

Sacred Heart College management expects its members of faculty to engage in high-quality research and publish in indexed and highly rated journals. SHARE (Sacred Heart Advanced Research Endeavour) and SHRI (Sacred Heart Research Initiatives) have been formulated to promote a culture of research and publication in the College.

SHARE – Sacred Heart Advanced Research Endeavour

Sacred Heart Advanced Research Endeavour (SHARE) is an interdisciplinary forum created in 2010, consisting of students, teachers and research scholars, which monitors and mentors research initiatives in the college. It also promotes inter-disciplinary collaboration and sharing of available human and infrastructural resources. The forum not only provides a platform for young researchers to hone their aptitude but also provides them active support through organizing talks, workshops, seminars and discussions on frontier areas of research, fund generation, consultancy work and patenting. The forum also acts as a platform for research guides to share their expertise and experiences and provide mutual help to produce high quality research output. The forum encourages a much-needed culture of teamwork among researchers. It also supervises the allocation of seed money for research. The forum organizes Annual Science Congress involving the presentations of the research scholars of the research centres in the college and project findings of various PG programmes. This platform is used for the review of the progress of the ongoing major and minor research projects of the college. It is also used as a platform to prepare the half-yearly report of the research scholars of various research centres of the college, which is a mandatory requirement of MG University. The activities of SHARE are coordinated by the Dean of Research and supported by the Deans of Science and Humanities.

Objectives

- Coordinate the research projects of students by preparing guidelines for UG and PG research projects.
- Give necessary guidance and support to the research supervisors of various departments.

- Assist researchers to patent their inventions/products.
- Facilitate funding through the seed-money corpus of the college
- Provide necessary assistance to those who apply for minor and major research projects funded by the college and external agencies.

SHRI – Sacred Heart Research Initiatives

This is a programme of SHARE, supported by PTA-SWT. This is to encourage research among the staff and the students. Proposals are invited and scrutinized, and as per the annual budgetary provisions, funds are allocated for various research projects. The amount is given on condition that the successful completion of the project should lead to a publication at least in a national level journal.

A research policy has been formulated to include all research and related policies. This research policy gives guidelines on types of good quality journals, conferences, the support extended for doing research and the incentive scheme for publishing. The purpose of this policy is to motivate the faculty members of the college to do good quality research and help the college to meet the standards specified by the accrediting agencies. General guidelines are:

1. The faculty members are required to obtain 50 research points annually.
2. The extra points earned by a faculty in a year can be carried over to the next year
3. The faculty members failing to achieve the required 50 research points in a year will be issued a warning during the first year and would be asked to achieve 100 research points in the second year. The faculty members failing to achieve the 100 research points in the second year will lose 2 years of their service to be considered for the next promotion.
4. The promotion of members of faculty will be as per UGC guidelines. A faculty member has to fulfil the following extra conditions.
 - a. Associate Professor - One publication in category B journal or two publications in Category C Journals
 - b. Professor - Two publications in category B journals and publish one in a Category A journal
5. The calendar year (1st Jan to 31st Dec) will be used for the calculation of research points.

MONETARY INCENTIVES

6. The faculty members who publish in high ranking journals will be given the following monetary incentives.
7. The monetary incentives for publication will be shared in the case of multiple authors. The authors within the institution will be eligible for the monetary incentives.
8. In case the journal is listed in both the databases ABDC & ABS then the highest rank will be considered for calculation of monetary incentives.

JOURNAL CATEGORY

Scopus Indexed/Web of Science/International journals	2000
Book Chapter with National/International publishers	1000
UGC Care listed Journals	1000

9. In case the journal is highly ranked in Web of science or any other equivalent databases and the journal does not exist in the ABDC or ABS or Scopus ranking then the faculty member needs to submit the proof of ranking to the research committee. The monetary incentive will be decided by the management on a case to case basis.
10. The faculty member needs to produce proof of the journal category to support his claim for a monetary incentive.

RESEARCH POINTS

11. The research points associated with each of the research-related activities are as follows

Sl. No.	ITEM	Points
1	ABDC 'A*' or ABS 4 or Scopus Q1	100
2	ABDC 'A' or ABS 3 or Scopus Q2	80
3	ABDC 'B' or ABS 2 or Scopus Q3	50
4	ABDC 'C' or ABS 1 or Scopus Q4 or WoS	30
5	Case (HBS or Ivey)	30
6	Research Papers / Articles published in journals not categorized under incentives	30

7	Conference Proceedings of Full Papers in International(Overseas) approved conferences	7
8	Conference Proceedings of Full Papers in International / National approved Conferences(India)	5
9	Working Paper	20
10	Text Book /Book — Published(International)	12
11	Text Book / Book — Published(National)	10
12	Editor of a Professional Book	8
13	Member of Editorial Board for journals listed in incentives	30
14	Teaching Case	30
15	Chapter in an edited book	5
16	Paper presented in International Conferences(Overseas)	7
17	Paper presented in International/ National Conferences(India)/ FDP Attended	10
18	Other Teaching materials (Registered Games, Registered Technical notes, etc)	10
19	Review of a paper for a journal	20 per paper
20	Organizing an International /National Conference/FDP	20

12. In case the journal is listed in both the databases ABDC & ABS then the highest rank will be considered for calculation of research points. The research points for publication will be shared as (n-1) among the authors in the case of multiple authors. (Where 'n' denotes the number of authors. For Example when an ABDC 'C' publication has 2 authors then each of the authors will get 30 research points. If the same publication would have had 3 authors then each of the authors will get 15 research points.)
13. The faculty members are required to ensure that the research journals for publishing or review are not in the predatory list of journals. The U.G.C approved list of journals can also be used for publication of research papers.
14. In case the journal is highly ranked in Web of science or any other equivalent databases and the journal does not exist in the ABDC or ABS or Scopus ranking

then the faculty member need to submit the proof of ranking to the research committee. The research points will be decided by the management on a case to case basis.

15. In case the faculty has claimed research points for a working paper and the working paper is published at a later date then the points obtained for the working paper will be deducted from the points obtained for the publication.
16. Work in progress of Text Book/Book will get the following research points according to the stages completed
17. Stage I — Contract Signed with the Book Publisher — 25(International) — 20 (National)
18. Stage 2 — Manuscript Sent - 15(International) — 10(National)
19. In case the faculty has claimed research points for work in progress of Text book / Book and the Text Book / Book is published at a later date then the points obtained for the work in progress will be deducted from the points obtained for the publication.
20. The faculty member needs to produce proof of publication to support his claim for research points.

CONFERENCES/SEMINARS/WORKSHOP/FDP/SUMMER SCHOOL

21. A faculty can participate annually in two international conference/ seminar/ workshop and two national conferences/seminars/ workshop.
22. Only a confirmed member of faculty and with a minimum two years of service at Sacred Heart College is eligible to participate in these conferences/seminars. However, for the first two years of service, a faculty may attend these conferences/seminars and may be considered for a Special Permission. Such Special Permission will be subject to the condition that if the individual leaves the service of the Institute prior to completing two years of service and being confirmed, then the entire expenses incurred by the institution will be recovered from him/her.
23. A full-time faculty on contract is also eligible to participate in these may be considered

for a Special Permission. Such Special Permission will be subject to the condition that he/she has completed one year of contract with Sacred Heart College and if the individual leaves services of the Institute prior to completing two years of contracted service then the entire expenses incurred by the Institute will be recovered from him/her.

24. All requests for conference/seminar participation in a national/international conference/seminar with paper presentation will be submitted on a prescribed format (Appendix 1) to the Research Committee. Copies of the abstract and acceptance letter for the paper, and official registration information specifying conference/seminar dates and fees are to be included with the request.
25. The faculty concerned will coordinate with and/or inform other activity heads at Sacred Heart College to appropriately take care/make arrangements of his/her activity at Sacred Heart College while he/she is away for attending this conference/seminar.
26. Sacred Heart College will bear/reimburse the expenditures for registration, travel, daily allowance, lodging costs and local conveyance associated with the conference/seminar as per Sacred Heart College rules on travel entitlements subject to the condition that any part of the expenses/costs are not paid for by any other agency. The number of days for travel entitlements will include the number of days of the conference/seminar actually attended and additional day(s) as necessary to reach the conference/seminar venue or departing after the conference/seminar is over.
27. However the first preference for Faculty attending conference/seminar abroad will be to obtain U.G.C / AICTE funding.
28. A copy of the full paper should be submitted to Chairman (Research Committee) before leaving for the conference/ seminar.
29. In case, attending a conference/seminar does not require any financial support from Sacred Heart College, such as, through external funding or drawn from an individual research/faculty development schemes, the same may be permitted.
30. A list of Sacred Heart College approved International & National conferences by area is also enclosed (Annexure - 2). This is not exhaustive and if credible ratings of

conferences are available they can be used to decide the authenticity of the conference.

WORKING PAPERS

31. Working papers can be any of the following
 - a. Full publishable paper in a refereed journal of repute.
 - b. Research in progress with the following sections completed
 - i) Introduction ii) Review of literature iii) Hypothesis framed iv) Methodology v) Questionnaire (if any)
32. Working papers should be written as per the guidelines of the journal in which the faculty is planning to publish.
33. The Research Committee will review all draft working papers submitted and make recommendations for their acceptance as working papers. The faculty need to apply for approval of working paper using the working paper approval form (Annexure – 3)
34. Before submitting the paper to the Research Committee, the faculty have the option of presenting the draft in a research seminar called for discussion of the paper. The PowerPoint slides need to be circulated among faculty members before presenting in the faculty council. The comments and suggestions received by the faculty in this seminar may be appropriately incorporated before submitting the paper to the publication division.

CASES / BOOKS

35. The Sacred Heart College approved list of Book publishers & Case Clearing houses are given in the annexure to this policy. (Annexure – 4)

ORGANISING CONFERENCES

36. The faculty members planning to organize International/National/ FDP need to apply to the research committee using the conference approval form (Annexure—5)

TEACHER FELLOWSHIP FOR PURSUING PhD

37. The faculty members intending to pursue Ph.D. are eligible for teacher fellowship and will be required to follow the guidelines for grant of teacher fellowship (Annexure — 6)

CONSULTANCY PROJECTS

38. Suitable incentives will be granted to the person who takes the consultancy project from an industry/research organisation if the income from the project exceeds Rs. 2.5 lakh per year.
39. The faculty concerned should fill the revenue sharing format and get it approved by the Principal (Sacred Heart College). The expense incurred (travel, food, etc.) can be deducted from the revenue before 70:30 split.

FACULTY RESEARCH PROGRAMME UNDER MAJOR RESEARCH PROJECT (SEED MONEY)

Sacred Heart College (Autonomous) envisages a responsive role with a vision to promote faculty scholarship and intellectual contributions through academic research in all the functional areas. In its endeavour to promote academic research and publication, Sacred Heart College encourages its faculty members to undertake various research assignments that can have an impact on the society, business and other stakeholders. This research assignment has its focus on wide ranging topics related to the economy, society, industry, Government agencies etc. in the form of Major Research Projects (MRPs). The research assignments undertaken by the members of the faculty are expected to be scholarly, in the sense that they are based on generally accepted research principles, validated by peers and are disseminated to the appropriate audience. Faculty members are also expected to initiate innovation throughout their research assignment, and to ensure that the research output contributes to theory, practice and teaching- learning process.

The research projects executed by faculty members of Sacred Heart College in various

domain areas in Economics, Commerce and other academic disciplines such as Physical Sciences, Life Sciences, Computer science, Language and Literature, are expected to add significant value to the existing body of knowledge, thereby contributing to the society at large.

This policy provides the guidelines for faculty members who wish to undertake the Faculty Research Programme under Major Research Projects.

GUIDELINES FOR MAJOR RESEARCH PROJECTS

Faculty Research Programme, under Major Research Project is a continuing programme and any eligible faculty member can apply for financial support with well-prepared proposals at any time during the academic year from June to May. The proposals will be reviewed in two cycles — in May and November every year. The Major Research Project has the following specific objectives.

- To strengthen the ongoing research activities of faculty members of Sacred Heart College (Autonomous) Thevara.
- To facilitate faculty publication in high ranking journals
- To enable members of faculty to maintain faculty currency and relevance in the
- Teaching - learning process

Eligibility

Any faculty member of Sacred Heart College (Autonomous) who has completed minimum of 1 (one) year continuous service and has been confirmed in service and does not have any ongoing projects/grants from Sacred Heart College (Autonomous) can submit a proposal for financial support under Major Research Project.

Project Duration and Number

Duration of the research project will be 24 months extendable up to a maximum of 6 months with prior written permission of the Dean of Research. The maximum number of Major Research Project that can be approved during any academic year is limited to one per domain area, but the research committee can consider additional requests for MRP subject to the availability of funds.

Research expenses to meet the cost of conducting the research including expenses on travel, data collection, printing and stationery, source materials, chemicals, lab equipment etc as detailed in the proposal subject to a maximum of **Rs. 250000/-** (Two Lakhs Fifty Thousand only). This amount will be disbursed as 25% in advance and the balance progressively, as detailed hereunder, based on actual expenditure incurred duly supported by original bills and vouchers.

Financial Support for Major Research Project (Seed Money)

Faculty Research Programme, under Major Research Project offers two types of financial support for Research: Research expenses and Research allowances subject to a maximum of Rs. 250000/- (Two Lakhs Fifty Thousand only)

1. Research Allowance of Rs. **3,000/- per month** for a period of 24 months from the date of commencement of the project, subject to the submission of the quarterly progress reports. This allowance will be exempted from Income Tax under Sec on 10(14) of the Act. No allowance shall be payable for the extended period if any.

Conditions Applicable

- No special leave would be permissible for carrying out Major Research Project.
- No exemption from regular work assignments is allowed.
- **One research paper**, related to the area of research **project has to be published in** ABDC/SCOPUS/WoS/ABS indexed journal within a period of six months from the date of submission of the research report.
- The outcome of research can also be published as patents.
- Agreement of Commitment has to be executed. This is an undertaking by the faculty member concerned to complete the research within the specified or extended time period (up to six months under exceptional circumstances) and to refund the funded amounts in full in the event of the principal investigator discontinuing service, either during the research period, or within a period of 1 year from the completion of the Major Research Project.
- Progress Report with prescribed details to be submitted every three months till the

completion of the Research.

- Where the proposal is submitted jointly with any other faculty member, it would be treated as an individual proposal in the name of the Principal Investigator who shall be responsible for compliance with the regulations.
- No new proposal shall be considered under the scheme where the proposer (Principal Investigator or the Co-Investigator) is yet to complete an already approved proposal.
- Under normal circumstances, repeat grant for Major Research Projects shall be given only after a gap of two years after the completion of the previous project. However, the review committee can consider the application of a faculty member after one year, provided the number of applications from the respective domain area during the period is less than the maximum limit.
- The Application should be given to the Research Dean, who shall constitute a Review committee for such proposals.
- If in a particular academic year, the number of proposals coming from any particular domain area is less than the maximum limit specified, research committee can consider proposals from other domain areas.
- **Publication in ABDC/SCOPUS/ABS category journal, resulting from the FRP under Major Research Project, will be eligible for monetary incentive under Sacred Heart College Research and Publication Policy**
- In the event of **non-submission of the project** report within the stipulated time, the Principal investigator is obliged to refund the entire amount claimed with 12% interest **under the policy.**
- **Data collection expenses through external agencies will not be eligible for financial support from the College.**

Research Proposal

The research proposal must be related to any subject in the field of study of the faculty member and must be contributing to academic advancement. Topics of practical significance that could demonstrate industry interest would be preferred. The proposal must ideally be extendable as a PhD resource material. The research report must be completed within a maximum time limit of 24 months (extendable up to a maximum of 6 months) from the

start date of the Major Research Project after acceptance of the proposal.

Proposals not selected in its original form are eligible for resubmission after due revision as may be suggested by the review committee for approval.

Evaluation and Selection Criteria

Research proposals will be selected based on the following criteria:

- Capacity to contribute to the existing body of knowledge
- Conceptual and theoretical soundness
- Methodological rigour
- Practical significance of application
- Feasibility of the study in terms of time, scope, finance, etc.

Procedure for Approval

The application and the proposal (Annexure 7, 8) prepared by the faculty member in the prescribed format needs to be discussed in the concerned Domain/Department. Once the domain/department approves the proposal, it can be submitted to the Dean of Research. The proposal after initial scrutiny by the Dean of Research and rectification, if any, will be advised for presentation by the Principal Investigator. After the presentation, the proposal will be reviewed by a Review Committee constituted by the Dean of Research, and if felt necessary, will be sent to a panel of external experts for further review. Based on such review, the proposal shall be either approved or be returned with suggestions for modification and resubmission or be rejected. The decision of the Review Committee and Dean of Research shall be final and no further communication shall be entertained on the matter. In the case of interdisciplinary proposals, the primary discipline indicated in the proposal shall be treated as the Domain/Department it belongs to. For accepted research proposals, the principal investigator will be formally advised (Annexure-10) detailing the terms and conditions of the approval. On compliance with the requirements detailed in the approval advice, approval note for financial support (Annexure- 11, 12) will be

processed for payment by the Finance Department.

Submission Requirements

The Research Proposal must be submitted strictly in accordance with the guidelines and in the prescribed formats. Faculty members can submit proposals either individually or in a team of two, from the same department or from two different departments. In the case of joint research proposals, one of the faculty members will be the Principal Investigator. The Principal Investigator is obliged to meet all the contractual requirements of the project. Budgetary estimates for cost and expenses must be realistic and will be evaluated by the Review Committee effecting changes thereon. The project proposal must necessarily include the Application Form in the specified format (2 copies) and the Research Proposal with all details as specified (4 copies). Formats for these are available herein. In addition, a soft copy of all the documents (in MS Word, Font – Arial, Size — 12 points, line spacing 1.5) on A4 size paper should be submitted to the Dean of Research. The length of the research proposal should not exceed 10 pages.

NB: Kindly note that all the documents should be word-processed (font: Arial. Size 12 point), single-sided, one and a half-space on A4 paper.

Major Research Project Time Cycle

	Cycle 1	Cycle 2
Last date to submit the Application and Proposal	15May	15 November
Last date for convening of Review Committee meetings and final approval by the Committee	10 June	10 December
Last date for the completion of documentation, signing of agreement, selection of start date, and release of the first instalment of financialsupport	30 June	30 December
Last date for the submission of First Progress Report along with expenditure records	30 September	30 March
Last date for the submission of Second Progress Report along with expenditure records	30 December	30 June

Last date for the submission of Third progress Report along with expenditure records	30 March	30 September
Last date submission of Final Project Report	30 June	30 December
Last date for the presentation of the Report to the Review Committee	30 July	30 January

FACULTY RESEARCH PROGRAMME UNDER MINOR RESEARCH PROJECT (SEED MONEY)

Sacred Heart College (Autonomous) envisages a responsive role with a vision to promote faculty scholarship and intellectual contributions through academic research in all the functional areas. In its endeavour to promote academic research and publication, Sacred Heart College encourages its faculty members to undertake various research assignments that can have an impact on the society, business and other stakeholders. This research assignment has its focus on wide ranging topics related to the economy, society, industry, Government agencies etc. in the form of Minor research projects and Major Research Projects (MRPs). The research assignments undertaken by the members of the faculty are expected to be scholarly, in the sense that they are based on generally accepted research principles, validated by peers and are disseminated to the appropriate audience. Faculty members are also expected to initiate innovation throughout their research assignment, and to ensure that the research output contributes to the theory, practice and teaching-learning process.

The research projects executed by faculty members of Sacred Heart College in various domain areas in Economics and Commerce and other academic disciplines such as Physical Sciences, Life Sciences, Computer science, Language and Literature are expected to add significant value to the existing body of knowledge, thereby contributing to the society at large.

The research funding initiatives of Sacred Heart College intends to facilitate its faculty

members to carry out research and collaborate with academic and research institutions of national and international repute.

This policy provides the guidelines for faculty members who wish to undertake the Faculty Research Programme under Minor Research Projects.

GUIDELINES FOR MINOR RESEARCH PROJECTS

Faculty Research Programme, under Minor Research Project, is a continuing programme and any eligible faculty member can apply for financial support with well-prepared proposals at any time during the academic year from January to May. The proposals will be reviewed in two cycles — in May and November every year. The Minor Research Project has the following specific objectives.

- To promote research among faculty members of the College
- To facilitate faculty publication in high ranking journals

Eligibility

Any faculty member of Sacred Heart College (Autonomous) who has put in a minimum of 1(one) year continuous service and has been confirmed in service and does not have any ongoing projects/grants from Sacred Heart College (Autonomous) or outside can submit a proposal for financial support under Minor Research Project.

Project Duration and Number

The duration of the research project will be 12 months extendable up to a maximum of 3 months with the prior written permission of the Dean of Research. The maximum number of minor research projects that can be approved during any academic year is limited to three per domain area, but the research committee can consider additional requests for MRP subject to the availability of funds.

Research expenses to meet the cost of conducting the research including expenses on travel, data collection, printing and stationery, source materials, chemicals, lab equipment etc as detailed in the proposal subject to a maximum of Rs. 26,000/-(Rupees Twenty six thousand only). This amount will be disbursed as 25% in advance and the

balance progressively, as detailed hereunder, based on actual expenditure incurred duly supported by original bills and vouchers.

Financial Support for Minor Research Project (Seed Money)

Faculty Research Programme, under Minor Research Project, offers two types of financial support for Research: Research expenses and Research allowance subject to a maximum of Rs 50,000 (Fifty Thousand only)

Research Allowance of Rs. 2,000/- per month for a period of 12 months from the date of commencement of the project, subject to the submission of the quarterly progress reports. This allowance is exempt from Income Tax under Sec on 10(14) of the Act. No allowance shall be payable for the extended period if any.

Disbursement of Research Expenses and Research Allowance

Research Expenses will be disbursed as under:

- 25% on signing the Agreement of Commitment & providing activity plan for the entire project
- 50% on satisfactory progress made, at the end of first six months.
- 25% on satisfactory completion of the project and submission of the project report in the prescribed format along with the actual bills and vouchers.

[If the project is ready for data collection at agreement signing stage itself, 50% on signing the Agreement of Commitment & providing activity plan for the entire project and the remaining 50% on satisfactory completion of the project and submission of the project report in the prescribed format along with the actual bills and vouchers].

Research Allowance will be disbursed as under:

The financial support of Rs. 2,000 (Rupees two thousand only) per month (up to maximum research period of 12 months from the start date) towards Research Allowance will be disbursed in three equal instalments and the first disbursement shall be made on signing the Agreement of Commitment & providing activity plan for the entire project. Second instalment will be based on satisfactory progress made at the end of first six months and Last instalment will be paid on satisfactory completion of the project and submission of the project report in the prescribed format along with the actual bills and vouchers.

Conditions Applicable

- **No special** leave would be permissible for carrying out minor research project.
- No exemption from regular work assignments is allowed.
- **One research paper**, related to the area **of research project**, **has to be published in ABDC/SCOPUS/WoS/ABS indexed journal** within a period of six months from the date of submission of the research report.
- Agreement of Commitment has to be executed. This is an undertaking by the faculty member concerned to complete the research within the specified or extended time period (up to three months under exceptional circumstances) and to refund the funded amounts **in full in the event of the principal investigator discontinuing service, either during the research period, or within a period of 1 year from the completion of the Minor Research Project.**
- Progress Report with prescribed details to be submitted every three months till the completion of the Research.
- Where the proposal is submitted jointly with any other faculty member, it would be treated as an individual proposal in the name of the Principal Investigator who shall be responsible for compliance with the regulations.
- No new proposal shall be considered under the scheme where the proposer (principal investigator or the co-investigator) is yet to complete an already approved proposal.
- Under normal circumstances, repeat grant for Minor Research projects shall be given only after a gap of two years after the completion of the previous project. However, the review committee can consider the application of a faculty member after one year, provided the number of applications from the respective domain area during the period is less than the maximum limit.
- The Application should be given to the Dean of Research, who shall constitute a Review committee for such proposals.
- If in a particular academic year, the number of proposals coming from any particular domain area is less than the maximum limit specified, research

committee can consider proposals from other domain areas.

- Publication in

ABDC C/SCOPUS Q4/ABS I category journal, resulting from the FRP under Minor Research Project, will not be eligible for monetary incentive under Sacred Heart College Research and Publication Policy. If the publication is in ABDC B or above category journal, it will be considered for monetary incentive. I

In the event of non-submission of the project report within the stipulated time, the Principal investigator is obliged to refund the entire amount claimed under the policy with 12% interest.

Data collection expenses through outside agencies will not be eligible for financial support from Sacred Heart College

Research Proposal

The research proposal must be related to any subject in the field of study of the faculty member and must be contributing to academic advancement. Topics of practical significance that could demonstrate industry interest would be preferred. The proposal must ideally be extendable as a PhD resource material. The research report must be completed within a maximum time limit of 12 months (extendable up to a maximum of 3 months) from the start date of the Minor Research Project after acceptance of the proposal.

Proposals not selected in its original form are eligible for resubmission after due revision as may be suggested by the review committee for approval.

Evaluation and Selection Criteria

Research proposals will be selected based on the following criteria:

- Capacity to contribute to the existing body of knowledge
- Conceptual and theoretical soundness
- Methodological rigor
- Practical significance for application
- Feasibility of the study in terms of time, scope, finance, etc.

Procedure for Approval

The application and the proposal (Annexure 7, 8) prepared by the faculty member in the prescribed format needs to be discussed in the concerned Department. Once the

department approves the proposal, it can be submitted to the Dean of Research. The proposal after initial scrutiny by the Dean of Research and rectification, if any, will be advised for presentation by the Principal Investigator. After the presentation, the proposal will be reviewed by a Review Committee constituted by the Dean of Research, and if felt necessary, will be sent to a panel of external experts for further review. Based on such review, the proposal shall be either approved or be returned with suggestions for modification and resubmission or be rejected. The decision of the Review Committee and Dean of Research shall be final and no further communication shall be entertained on the matter. In case of interdisciplinary proposals the primary discipline indicated in the proposal shall be treated as the Department it belongs to. For accepted research proposals, the principal investigator will be formally advised (Annexure- 10) detailing the terms and conditions of the approval. On compliance of the requirements detailed in the approval advice; approval note for financial support (Annexure- 11.12) will be processed for payment by the Finance Department.

Submission Requirements

The Research Proposal must be submitted strictly in accordance with the guidelines and in the prescribed formats. Faculty members can submit proposals either individually or in a team of two, from the same department or from two different departments. In the case of joint research proposals, one of the faculty members will be the Principal Investigator. The Principal Investigator is obliged to meet all the contractual requirements of the project. Budgetary estimates for cost and time must be realistic and will be evaluated by the Review Committee effecting changes thereon. The project proposal must necessarily include the Application Form in the specified format (2 copies) and the Research Proposal with all details as specified (4 copies). Formats for these are available herein. In addition, a soft copy of all the documents (in MS Word, Font - Arial, Size — 12 point) on A4 size paper should be submitted to the Dean of Research. The length of the research proposal should not exceed 10 pages.

NB: Kindly note that all the documents should be word-processed (font: Arial. Size 12 point), single sided, one and a half space on A4 paper.

Minor Research Project Time Cycle

	Cycle 1	Cycle 2
Last date to submit the Application and Proposal	15May	15 November
Last date for convening of Review Committee meetings and final approval by the Committee	10 June	10 December
Last date for the completion of documentation, signing of agreement, selection of start date, and release of the first instalment of financialsupport	30 June	30 December
Last date for the submission of First Progress Report along with expenditure records	30 September	30 March
Last date for the submission of Second Progress Report along with expenditure records	30 December	30 June
Last date for the submission of Third progress Report along with expenditure records	30 March	30 September
Last date submission of Final Project Report	30 June	30 December
Last date for the presentation of the Report to the Review Committee	30 July	30 January

CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM IN RESEARCH

PREAMBLE

Sacred Heart College (Autonomous) is committed and determined to encourage and uphold high standards of righteousness and accountability in the conduct of academic research and is keen to embed and promote the culture of honesty, integrity and transparency in all its institutional activities. The college endeavours to maintain academic respect and integrity by retracting all forms of scholastic and intellectual dishonesty, including plagiarism. The college uses anti-plagiarism software, Plagiarism

checker Turn it in to check every academic and intellectual document for ensuring originality. Every student, Research Scholar and faculty member of the college has to check his/her assignment/ final project report/research papers using plagiarism detector before submission.

ETHICAL CONCERN IN RESEARCH

Following are the major ethical concerns with respect to academic research and publications:

Misconduct & Fabrication of data or results: Any intentional or irresponsible disregard for the truth in reporting observations may be considered to be an act of research misconduct.

Ownership of and Access to Data: The data relating to a research publication should be made available to the others upon request after the research results have been published or accepted for publication.

Criteria for Authorship: The author should emphasize proper acknowledgment in the presentation and the publication of manuscripts. Authorship should be awarded to those persons who have made an original and significant contribution to the conceptualization, design, execution, and interpretation of the published work. It is inappropriate and unacceptable to submit extracts from research to more than one publisher unless such action has been approved by the editors of each publication or multiple submissions is the acceptable standard practice in the specific discipline. In the complete report on the work in question, reference should be made to preliminary extracts from work that has already been published.

Conflict of Interest: Any action that may result in a conflict of interest must be fully disclosed. When objectivity and effectiveness cannot be maintained, the activity should be avoided or discontinued.

Plagiarism: Authors who present the words, data or ideas of others with the insinuation that they own the same, without ascription in a form suitable for the medium of presentation are committing theft of intellectual property and may be guilty of plagiarism and thus of research misconduct.

PLAGIARISM:

DEFINITION AND SCOPE

Sacred Heart College (Autonomous) has adopted the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 and accordingly

- Plagiarism is a form of academic dishonesty in which one person submits or presents the work of another person as his or her own, whether from intent to deceive, lack of understanding, or carelessness. Students/faculty members' "use of others" expression of ideas, whether quoted verbatim or paraphrased, must also be clearly acknowledged according to acceptable academic practice. It is the responsibility of each student and faculty member to learn what constitutes acceptable academic practice.
- Sacred Heart College (Autonomous), does not allow any malpractices or plagiarism in research. Individual researchers need to undertake the responsibility of ensuring originality in their research and secondary and primary sources are acknowledged wherever required in each research paper.

PRACTICES CONSIDERED AS VIOLATION OF CODE OF ETHICS AND PLAGIARISM

Not acknowledging an author or other source for one or more phrases, sentences, thoughts, code, formulae, or arguments incorporated in written work, software, or other assignments (substantial plagiarism);

- Presenting the whole or substantial portions of another person's paper, report, piece of software, etc. as an assignment for credit, even if that paper or other work is cited as a source in the accompanying bibliography or list of references (complete plagiarism). This includes essays found on the internet.
- Obtaining or attempting to obtain an academic advantage by non-academic means such as bribes or threats.
- Hindering other students in obtaining fair access to materials and facilities; for example, cutting an article out of a Library copy of a journal.
- Theft of another student's notes and alteration or destruction of the work of

other students

- Students who are uncertain what plagiarism is should discuss their methodology with their instructors.

CURBING PLAGIARISM

- Sacred Heart College Thevara (Autonomous), has installed a software to ensure that all documents such as thesis, dissertation, publications or any other such documents submitted to the college are free of plagiarism at the time of their submission.
- The software is made accessible to all those who engaged in research work including student, faculty, researcher and staff.
- Every student submitting a thesis, dissertation, or any other such documents to the University shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the college.
- The college has developed a policy on plagiarism as approved by the college IQAC.

SIMILARITY CHECKS FOR EXCLUSION FROM PLAGIARISM

The similarity checks for plagiarism shall exclude the following:

- All quoted work reproduced with all necessary permission and/or attribution.
- All references, bibliography, table of content, preface and acknowledgements.
- All generic terms, laws, standard symbols and standards equations.

LEVELS OF PLAGIARISM

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- Level 0: Similarities up to 10% - Minor similarities, no penalty
- Level 1: Similarities above 10% to 40%
- Level 2: Similarities above 40% to 60%
- Level 3: Similarities above 60%

DETECTION/REPORTING/HANDLING OF PLAGIARISM

If any member of the academic community is suspected with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to Research Ethics Committee. Upon receipt of such a complaint or allegation the REC shall investigate the matter and report the matter to the College IQAC.

The College can also take suo motu notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the college on the basis of findings of an examiner. All such cases will be investigated by the REC.

PENALTIES

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the college only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

The college Research Ethics Committee (REC) shall impose penalty considering the severity of the Plagiarism.

Level 0:

Similarities up to 10% - Minor Similarities, no penalty.

- Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period.
- Level 2: Similarities above 40% to 60% - Such students shall be debarred from submitting a revised script for a period of one year.
- Level 3: Similarities above 60% -Such student registration for that programme shall be canceled.

PENALTIES IN CASE OF PLAGIARISM IN ACADEMIC AND RESEARCH PUBLICATIONS

Plagiarism Level	Penalties
Level 0: Similarities up to 10%	Minor similarities, no penalty
Level 1 : Similarities above 10% to 40%	Shall be asked to withdraw the manuscript.

Level 2: Similarities above 40% to 60%	<ul style="list-style-type: none"> • Shall be asked to withdraw the manuscript. • Shall be denied a right to one annual increment. • Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years
Level 3: Similarities above 60%	<ul style="list-style-type: none"> • Shall be asked to withdraw manuscript. • Shall be denied a right to two successive annual increments. • Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years

ANNEXURE 1



SACRED HEART COLLEGE

(AUTONOMOUS), THEVARA, KOCHI 682 013

Request for Attending Conference/Seminar/FDP (Please fill up, strike out or encircle as applicable)

- A. Name of the Faculty :
- B. Total Service at Sacred Heart College before Conference/Seminar is more than 2 years:
YES/NO
- C. Conference/Seminar Type (Please as appropriate):
- a) National (with paper presentation)* National (without paper presentation)
 - b) International* Conference/Seminar will fall in the Calendar Year
.....

1. Details on Conference/Seminar planning to attend: Conference/Seminar (Title)
planning to participate in :
2. Name of the Conference/Seminar :
Organizer :
Venue of the Conference/Seminar :
(City/Country) :
3. Dates & Duration of the Conference/Seminar :
4. Is registration fee/boarding/lodging costs required to be paid by
DD/Cheque/IPO? Yes/No If 'YES', please give details :
Name of party in whose favour the DD/Cheque/IPO is to be drawn

Payable at (city), for Amount : US\$/£/C/Rs.

I will submit the Abstract/Full paper before leaving for the Conference/Seminar, if not done earlier. Relevant Acceptance Letter is enclosed.

Date: Signature of the Faculty

The Conference/Seminar request is within the norms/rules.

Name and Signature of Chairman (Research Committee):

Your request for attending the above requested National/International Conference/Seminar is approved/ disapproved.

Dean

Principal

*Please include a copy of the Acceptance Letter and the Abstract/Full Paper.

ANNEXURE 2
SACRED HEART COLLEGE
(AUTONOMOUS), THEVARA, KOCHI 682 013
FORMAT POR APPROVAL OF WORKING PAPERS

- 1) Title of the Manuscript:
- 2) Name of the Faculty (author):
- 3) Date of Submission:
- 4) Self-verification:

This manuscript submitted complies with the "Guidelines for Working Papers.

Date:

Signature of the Faculty

View of the Research Committee on the Working Paper:

- a) Recommended to publish the Manuscript as a Working Paper: Yes/ No
- b) Suggested Modifications:

- 5) Signature of the members of the Research Committee:

S. No	Name	Signature
1		
2		
3		
4	Chairman (Research Committee)	

- 6) The publication of the working paper is approved /disapproved by Dean/HoD
- 7) Assigned Working Paper No.

Signature of Chairman (Research Committee)

Date

ANNEXURE 3
SACRED HEART COLLEGE
(AUTONOMOUS), THEVARA, KOCHI 682 013

List of National Book Publishers

S1. No	Name of the Publisher
1	Orient Paperbacks
2	Tata McGraw Hill Education Private Limited, New Delhi
3	Academic Foundation, New Delhi
4	Taxman Publications

List of International Book Publishers

Sl. No	Name of the Publisher
1	Academic Press
2	Butterworth-Heinemann (Elsevier)
3	Cambridge University Press
4	Cengage
5	Elsevier
6	Wiley
7	McGraw Hill
8	Worth Publishers
9	Taylor and Francis
10	Bloomsbury
i 1	Prentice Hall
12	Pearson
13	Macmillan
14	SAGE
15	Oxford University Press (OUP)
16	Palgrave
17	Wharton Publishing

18	Harvard Publishing
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List of Case Clearing Houses

Sl. No	Name of the Case Clearing House
1	IVEY league
2	ICCH
3	ECCH
4	ACRJ
5	Harvard Publishing
6	Darden
7	NACRA
8	Sage

ANNEXURE 4
SACRED HEART COLLEGE

(AUTONOMOUS), THEVARA, KOCHI 682 013

FORMAT FOR APPROVAL OF CONDUCT OF CONFERENCE / FDP



1. Name of the Faculty:
2. Title of the Conference / FDP (a copy of the brochure need to be enclosed):
3. Date(s) of the Conference / FDP:
4. No. of participants:
5. Whether planning to publish proceedings? Yes / No
6. Total Budgeted amount (a copy of the budget to be enclosed):

The conference will be conducted as planned & will submit the conference proceedings and statement of expenses to the committee immediately after the conference.

Date: **Organizing the Conference/ FDP:**

7. View of the Research Committee on the Organizing of the Conference 'FDP:

- a) Recommended to conduct:
- b) Suggested Modifications:

Signature of the members of Research Committee:

S. No	Name	Signature
1		
2		
3		
4	Chairman (Research Committee)	

9. The organizing of the conference/ FDP is approved /disapproved

Dean

Principal

ANNEXURE 5
SACRED HEART COLLEGE
(AUTONOMOUS), THEVARA, KOCHI 682 013
Guidelines for the grant of teacher fellowships for pursuing PhD

1. Preamble

These guidelines are aimed at enhancing the intellectual environment of the institution by encouraging the members of faculty to pursue doctoral research leading to PhD.

2. Objective

To provide an opportunity to the teachers to pursue their research activities leading to the award of Ph.D. degree.

3. Eligibility

Target group

- A. Sacred Heart College faculty who require leave of not more than 6 months duration to pursue research leading to PhD are covered under the following policy guidelines.
- B. Sacred Heart College faculty who has completed 8 years of experience with this institution shall get earned research leave as per point No. 8 of this policy document.

Conditions for eligibility of Teacher fellowships

- 1. The teacher should have at least two years of teaching experience with the institution on the date of submission of leave application.
- 2. The teacher should have completed the PhD registration process from a recognised institution/university, and submit copy of the PhD registration certificate.
- 3. PhD of the university/institution that the teacher is enrolled into should be regular / part time. No online and/or distance mode of PhD will be considered for teacher fellowships.
- 4. PhD of the university/institution that the teacher is enrolled into, shall follow the UGC (Minimum standards and procedure for awards of M.Phil./Ph.D. Degree) Regulations, 2009.

4. Nature of assistance

In order to financially support the faculty during the leave, teacher fellowship of Rs. 20,000 per month will be offered to the faculty subject to the conditions laid down in this document.

5. Tenure of Teacher Fellowships

The Teacher Fellowship for PhD Programme would be of a maximum period of 6 months. The period of 6 months can be taken in more than one stretches, provided the teacher utilizes the leave for course work and / or data collection and / or preparation of thesis.

6. Failure to complete PhD

If a Teacher Fellow fails to complete his/her Ph.D Programme and leaves it midway, he/she has to refund the entire amount paid to him by the institution with interest at prevailing bank interest rate during his/her Teacher Fellowship. The teacher is allowed to rejoin or continue duty only after submitting PhD thesis to the concerned university/institute at the end of 6 months leave period or 3 years from the date of PhD registration whichever is earlier. Extension of one more year for thesis submission could be granted for a Teacher Fellow based on the justification, recommendation by the supervisor/guide and finalized by Principal and Dean in consultation with the research committee.

7. Procedure for selection of faculty for teacher fellowship

The teacher applicant shall prepare an application for availing leave along with copy of the PhD registration and research progress report, if any. The members of faculty shall be selected on the basis of number of years of experience and their contribution to the institution. The members of faculty shall be finalized by the Principal and the Dean in consultation with the research committee, without affecting the classes or working of the institution. Application form for Teacher Fellowship is given in TF Annexure - A.

8. Leave rules

Leave for pursuing PhD may be granted more than once provided that total period is 6 months or less. This leave may be combined with block leave and / or casual leave at the discretion of the teacher in consultation with the research committee and the approval of the Principal and the Dean. When leave is taken in continuation of the block leave, the period of leave shall be deemed to begin on the expiry of the block leave.

9. Procedure for monitoring the progress of PhD

A teacher shall submit a research progress report duly signed by the supervisor/guide

to the research committee on the completion of each stretch of leave period. A copy of the research document/ articles published/papers presented shall be enclosed with the report.

10. Conditions for availing Teacher fellowship

The Teacher Fellow must give a 'Research Progress report' duly signed by the supervisor/guide, after the each stretch of leave with fellowship. In case of a negative report given by the supervisor/ Guide, the awarded Fellowship to the Teacher Fellow may be withdrawn by the institution.

If a Teacher Fellow fails to complete Ph.D Programme and leaves it midway, he/she has to refund the entire amount paid by the institution during the Teacher Fellowship with interest at prevailing bank interest rate.

A teacher on Leave shall not take up, during the period of that leave, any regular or part time appointment under an organization in India or abroad.

A teacher availing herself/himself of leave, shall undertake that she/he shall serve the institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty after the award of PhD. This undertaking shall be done by executing a bond in favour of the college. Proforma of the undertaking is given in TF Annexure - B. In case the faculty leaves the institution just before submitting thesis after availing teacher fellowship, he/she has to refund the entire amount paid by the institution during the Teacher Fellowship with interest at prevailing bank interest rate.

The Teacher Fellow must publish at least 2 research papers in at least an indexed journal before submitting the thesis.

Sacred Heart faculty, who have completed 8 years of service with this institution, will be eligible for earned research leave of 10 days for every completed year of service and leave with a stipend of Rs 20,000 for a period of six months inclusive of the earned research leave, to pursue research leading to PhD subject to the condition that they submit their PhD thesis, 3 years from the date of PhD registration. Extension of one year could be granted for a Teacher Fellow based on the justification, recommendation by the supervisor/guide and finalized by the Principal and Dean in consultation with the research committee. A special interest free loan facility will be available for faculty who have to proceed for leave to complete the PhD during the

period they are drawing the stipend of Rs 20,000/-.This has been constituted to compensate the monetary difference between the full salary amount and the stipend amount during the eligible period. This can be repaid through EMI from the date of joining back after the eligible leave up to a period of 12 months. To avail this loan, the applicant must place his/her original PG Course Certificate in the custody of the college. A teacher availing herself/himself of earned research leave, shall undertake that s/he shall serve the institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty after the award of PhD. In case after availing the earned research leave, the faculty fails to submit the PhD thesis or leaves the institution without submitting PhD thesis or leaves without serving the institution for three years after the award of PhD, he/she has to remit the amount equivalent to the salary of the earned leave period with interest at prevailing bank interest rate. This undertaking shall be done by executing a bond in favour of the college. Proforma of the undertaking is given in TF Annexure C. The guidelines 3.2.2, 3.2.3, 3.2.4, 4, 6 & 7 are also applicable to the faculty, who have completed 8 years of service with this institution and who are availing earned research leave.

TF Annexure - A

APPLICATION FORM FOR TEACHER FELLOWSHIP

- 1 . Name of the Teacher
2. Date of Birth
3. Male/Female
4. Contact Details
 - a. Permanent Home Address:
 - b. Email:
 - c. Mob:
5. Date of appointment:
6. (i). Name of the Institution where the research work leading to Ph.D. degree is proposed to be undertaken
-
- Tel No with STD code Fax:
- E-mail :
- (ii). Department :
- Tel. No: tax :
- E-Mail :
7. Subject or Title of research work for Ph. D.:
8. Extent of Ph.D. research work already completed anti the time required to finish the rest:
9. Name and designation of the Supervisor with whom the research is proposed to be undertaken
10. Date of Registration for Ph.D.(Copy of Registration to be enclosed):
11. Any other information relevant to the research work leading to Ph.D. Degree, including details of research papers presented / published:

Signature

Designation: Place:

Date:-

TF Annexure - B

UNDERTAKING

I, (Full Name), hereby declare that I have read the rules regarding the award of Teacher Fellowship of Sacred Heart College and, in the event of the fellowship being awarded, I undertake to engage myself whole time for the work on the subject under the guidance of the Research Supervisor/ Guide during the tenure of the fellowship. I undertake that I shall serve the institution for a continuous period of at least three years from the date of resuming duty after the award of PhD. In the event of my failure to submit PhD thesis within 3 years from the date of registration of PhD after availing teacher fellowships / leaving the institution without submitting PhD thesis after availing teacher fellowships / leaving the institution without serving for a period of three years from the award of PhD after availing teacher fellowships, I shall refund the entire amount paid to me by Sacred Heart College, and interest at the prevailing bank rate. I, further declare that, to the best of my knowledge and belief, the particulars given in the form are correct.

Signature of Teacher
(Applicant)

Place:

Date:

Signature of Principal
(SEAL)

TF Annexure- C

UNDERTAKING

I hereby declare that I have read the rules regarding the award of earned research leave under 'PhD research Assistance' of Sacred Heart College and, in the event of the earned research leave being granted, I undertake to engage myself whole time for the work on the subject under the guidance of the Research Supervisor/ Guide during the tenure of the fellowship. I undertake that I shall serve the institution for a continuous period of at least three years from the date of resuming duty after the award of PhD. In the event of my failure to submit Ph.D. thesis within 3 years from the date of registration of PhD after availing earned research leave / leaves the institution without submitting PhD thesis after availing earned research leave / leaves the institution without serving for a period of three years from the award of PhD after availing earned research leave, I shall remit the amount equivalent to the salary of the earned leave period and interest at the prevailing bank rate, to Sacred Heart College. I, further declare that, to the best of my knowledge and belief, the particulars given in the form are correct.

Signature of Teacher
(Applicant)

Place:

Date:

Signature of Dean
(SEAL)

ANNEXURE 6

SACRED HEART COLLEGE

(AUTONOMOUS), THEVARA, KOCHI 682 013

Minor Research Projects/Major Research Projects (Seed A4oney)

APPLICATION FOR FINANCIAL SUPPORT UNDER MINOR RESEARCH

PROJECT/MAJOR RESEARCH PROJECT

Research Topic:

Proposed Duration: (months):

Personal Details:

Principal Investigator

1. Name: Mr/Ms/Dr :

2. Designation:

3. Department:

4. Permanent Address:

Proposed Start Date:

5. Telephone:

Res:

Mobile :

6. Email:

7. Date of Joining:

8. Educational Qualifications:

Degree	Year of passing	Class /Grade	Name of the Institution/University	Specialization
Degree				
PG				
M Phil				
PhD				

9. Age:

10. Have you registered for or completed MPhil/PhD? (If yes, give topic details):

II. Personal Details: Co-Investigator

1. Name: Mr/Ms/Dr:

2. Designation:

3. Department:

4. Permanent Address:

5. Telephone: Res: Mobile:

6. Email:

7. Date of Joining:

8. Age and date of birth

9. Educational Qualifications:

Degree	Year of passing	Class /Grade	Name of the Institution/University	Specialization
UG				
P G				
M Phil				
PhD				

III. Have you registered for MPhil/PhD? (If yes, give topic details):

Research interest

1. What interests you to select this topic'?
2. What are the practical applications of this research?
3. Are you conversant with the relevant Research Methodology'?
4. Would you need any training or technical assistance to do this research?
(If yes, give details)

Undertaking:

I/We declare that all details furnished in this application are true to the best of my/our knowledge and belief and I undertake to abide by the terms and conditions of the scheme, if the project is approved for financial support.

Date: Co- investigator Principal

(NB: This application must be made in duplicate and must attach synopsis of the research project including time and cost budgets in the prescribed format in quadruplicate.)

ANNEXURE 7

SACRED HEART COLLEGE

(AUTONOMOUS), THEVARA, KOCHI 682 013

MMinor Research projects/Major Research Projects (Seed Money)

Research Proposal

Part-I

6. Title

(The title should be short and precise indicating the main focus and scope of the study.)

7. Abstract

A brief summary of the research topic and the background leading to the research hypothesis or study in not more than 350 words)

8. Introduction to the Study

(An introduction elaborating the relevance and significance of the research issue and placing it in the wider academic/applied context must be provided.)

9. Literature Review

(It implies review of earlier works on the research issue in order to understand the theoretical and academic advancements in the area of the study. Literature survey is expected to be an engagement with the findings and arguments of the scholars to identify the research gap on the area to be investigated in the proposed study.)

10. Statement of the Problem

(The problem to be investigated should be derived from the literature survey and should be clearly contextualized in the theoretical framework of the discipline.)

11. Conceptual and Theoretical Framework

(The concepts to be used to address the research problem and their operationalization

within the theoretical context of the discipline should be clearly mentioned)

12. Specific Objectives

(A set of specific objectives derived from the research question must be enlisted)

13. Hypotheses (if any)

(If any. What the research is supposing or assuming to be concluded?)

14. Research Methodology

The proposal should clearly indicate the research design, population of the study, sampling frame, sampling methods, sample size, units of observation, the sources and types of data, tools and techniques of data collection, the nature of data analysis including the statistical techniques, if any, proposed to be used in data processing, specific packages of data analysis, indices/scaling techniques etc.)

10. reference

(A detailed bibliography of all literature used in the study must be provided at the end of the proposal in APA Style.)

Date:

Principal Investigator

Co-Investigator

ANNEXURE 8



SACRED HEART COLLEGE

(AUTONOMOUS), THEVARA, KOCHI 682 013

Minor Research projects /Major Research Projects (Seed Money) Research Proposal - Part II

BUDGET ESTIMATES

Sl. No	Item Particulars	Amount	Remarks (office use)
1 .	Travel (Not to exceed 30% of the total estimate)		
2.	Data processing		
3.	Stationery/Printing/ Communication etc.		
4.	Books, Journals, other academic materials (expense not to exceed 40° of the total estimate)		
5.	Contingency expenses including postage (not to exceed 10% of the total budget)		
	TOTAL		

ANNEXURE 9

SACRED HEART COLLEGE

(AUTONOMOUS), THEVARA, KOCHI 682 013

Minor Research projects /Major Research Projects (Seed Money)

Research Proposal – Part III

ACTIVITY PLAN

Project Title:

Specify months (From start date)	Progress	Remarks (For experts use)
Quarter -1	1. Literature review 2. Framework development	
Quarter -2	1. Tool development 2. Tool testing & Pilot study 3. Progress up on submission	
Quarter -3	1. Data collection 2. Data analysis	
Quarter -4	1. Report writing 2. Presentation preparation	

Date:

Principal Investigator

Co-investigator

ANNEXURE 10

SACRED HEART COLLEGE

(AUTONOMOUS), THEVARA, KOCHI 682 013

Minor Research Projects /Major Research Projects (Seed Money) AGREEMENT OF

COMMITMENT

I.....,working in Sacred Heart College (Autonomous), as.....in the Department of hereby agree to undertake the project entitledsanctioned to me by Sacred Heart College (Autonomous) Thevara Kochi, Kerala—682 013 vide letter No dated

1. I have read and fully understood all the rules and regulations of financial support for minor Research Projects under Faculty Research Programme of SACRED HEART (Autonomous). I hereby agree to follow all these rules and regulations and such other rules framed by SACRED HEART COLLEGE (Autonomous).
2. I agree to attend the quarterly Review Meetings to be conducted by Sacred Heart College (Autonomous) and shall make presentation on the progress of the research project.
3. I agree to submit three copies of the final report to be prepared by me to the Sacred Heart College (Autonomous) within three months of the date of expiry of the period of the project.
4. I agree to submit the raw data in the form of schedules or notes or processed on electronic devices such as CDs, Floppies, tapes etc. to Sacred Heart College (Autonomous) at the end of the project, if so required.
5. I agree that all the assets created out of the project funds shall be the property of Sacred Heart College (Autonomous) and after the completion of the project the same will be transferred to Sacred Heart College (Autonomous).
6. I agree to submit to Sacred Heart College (Autonomous) copies of all research papers/articles, which may be brought out from the project data and to acknowledge in such papers/articles, the financial support provided to me by Sacred Heart College (Autonomous).
7. I agree to refund to Sacred Heart College (Autonomous) the money released to me, if I fail to complete the project within the time allowed by Sacred Heart College (Autonomous) or any of the terms of this agreement are contravened by me except for any unforeseen/extraordinary circumstances brought to the notice of the Sacred Heart College (Autonomous) in writing

Signature of the Principal Investigator

Place

Date

MAJOR RESEARCH PROJECT SCHEDULE

Financial Support: Rs. 250000/- (Rupees Three Lakh Only)

Signed by the Principal Investigator in presence of:

1.

2.

MINOR RESEARCH PROJECT SCHEDULE

Financial Support: Its. 50, 000/- (Rupees Fifty Thousand Only) under the two heads

(i) Research Expense: Rs. 26,000/- (Rupees Twenty Six thousand (Only)

(ii} Monthly Research Allowance at the date of Rs 2000/- front.to

Totaling to Rs. 24,000/- (Rupees Twenty-Four Thousand Only).

Signed by the Principal Investigator in presence of:

1.....

2.....

ANNEXURE 11

SACRED HEART COLLEGE

(AUTONOMOUS), THEVARA, KOCHI 682 013

Minor Research Projects/Major Research Projects (Seed Money)

PROGRESS REPORT

Name of the Researcher	
Designation	
Department	
Project Title	
Start date and scheduled end date	
Report for the three months ended	
Activities done (List down period-list specific activities undertaken with reference to the plan submitted. Attach documents in support.)	1. 2. 3.
Expense details during the period (Attach supporting vouchers)	
Activity Plan for the next three months commencing from the close of the current report period	1. 2. 3.
financial budget for the next three months period	
Special notes/comments, requests if any.	
Signature and Date	

GB: 1. For activities done, list only brief details — for example literature review detailed

SUMMARY OF REVISIONS OF THIS POLICY

- The First Research and Publications Policy had been introduced in the academic year 2011-12.
- The Research policy was revised during the academic year 2014-15 and monetary incentives was formulated.
- The 2018-19 revisions and amendments are made to cater to the revised research regulation by various government and other agencies



Sacred Heart College
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