



**CHRIST**  
COLLEGE (AUTONOMOUS)  
IRINJALAKUDA, KERALA

# RESEARCH-POLICY AND PROCEDURE

**QUALITY POLICY**

Area : Research & Consultancy

# RESEARCH-POLICY AND PROCEDURE

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## POLICY

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## PURPOSE

To establish a framework to promote research as one the thrust areas of development and encourage young researchers to advance further in their scientific career at Christ College (Autonomous), Irinjalakuda.

## SCOPE

This policy applies to Principal, Heads of Departments/Programme Coordinators (abbreviated as HoDs and PCs hereafter), Christ College Research & Consultancy Promotion Council (CCRCPC) members, Research guides (both in Christ college centre and faculty of christ college serving as guides in other research centres), any faculty who wishes to engage in research, Librarian, Doctoral degree students of Christ College, PG Students of Christ College and PG students of other institutions willing to do their project work, availing facilities of Christ College.

## POLICY STATEMENT

1. Christ College Autonomous is a research centre for five disciplines and recognizes its role as knowledge production and dissemination centre.
2. College encourages various PG departments to take necessary steps to be transformed as Research Department recognized by University of Calicut.
3. All research work carried out in Christ College shall be in compliance with the rules of UGC and University of Calicut.
4. College encourages its researchers to apply for patents. A part of patent fee may be shared by the College, provided name of the college is included as a Claimant.
5. Christ College Research & Consultancy Promotion Council (CCRCPC) the prime body to promote Research and Consultancy is constituted as follows Principal (Chairperson), Vice Principals, Deans, Nodal Officer Research (Coordinator), Office Superintendent, College Bursar, Librarian, one member from each Research departments, two research scholars (nominated by Principal) and IQAC Coordinator.
6. CCRCPC shall be in charge of assessing and forwarding the applications to national funding agencies viz., DST-SERB, UGC, DBT, MoEF, FIST, STAR, SAARD etc, as well as to international agencies.
7. Christ College Research Seed Fund (CCRSF): To promote the research culture and help young research guides to continue their scientific pursuit, College management has instituted a fund to be distributed annually to Research guides of the Institution under the title Christ College Research Seed Fund (CCRSF).

8. Christ College Research Fellowship (CCRF): College management has instituted a research fellowship to research scholars who do not have any other fellowships. The fellowship is for two years or till they receive any other fellowships.
9. Publications: College recognizes the importance of quality publications by research scholars. Research scholars should be given suitable credit on authorship on the publication. To promote research publication, College has instituted Fr. Vijayakumar Chethalan best research publication award to faculties and research scholar; which is awarded yearly. CCRCPC publishes an interdisciplinary journal incorporating the research works of research departments.
10. Plagiarism: Library and Department of Library & Information Science provide the plagiarism checking service. A) All research papers prior to publication should undergo plagiarism check and the plagiarism check report should be submitted to CCRCPC. B) The Results and Discussion part of the post graduate research project report should be subjected plagiarism check and the report should be attached to the final project report. The extent of plagiarism on different sections of the project report should be fixed by each department.
11. Christ College extends Research services to Post graduate students of other institutions by providing them opportunity to conduct PG Research project. This facility depends upon the availability and willingness of Research guides. Students should pay fee for the project work fixed by the Department. If the project requires use of College facilities; it may be charged as per the Consultancy guidelines.

#### RESPONSIBILITIES

1. The tenure of the CCRCPC shall be for two years and vacancies arising within the said period may be filled up by the Principal. A committee headed by Principal and the Vice principals, Deans and IQAC Coordinator as members, shall reconstitute the CCRCPC, on completion of the tenure.
2. CCRCPC is responsible for the selection and distribution of CCRSF, CCRF, and Best publication award adhering to the guidelines of each. A yearly orientation program should be conducted to all research scholars on Research methodology.
3. HOD/Programme Coordinator, Librarian and Library Science Department should be responsible for the plagiarism check pertaining to research publications and PG Research projects.
4. HOD/Programme Coordinator and Research guide are responsible for the PG Research projects.

#### FEEDBACK

Christ College staff and students may provide feedback about this document by emailing [iqac@christcollegeijk.edu.in](mailto:iqac@christcollegeijk.edu.in)

#### APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic council
Administrator	Principal
Approved on	11 <sup>th</sup> December 2020
Next Review Date	11 <sup>th</sup> December 2022

## GUIDELINES & PROCEDURES

### 1. CHRIST COLLEGE RESEARCH SEED FUND

Separate Guidelines are issued. Document No: ..... Copy with college Principal

### 2. CHRIST COLLEGE RESEARCH FELLOWSHIP

#### GUIDELINES

1. Research Scholar should be registered full time research scholar of University of Calicut with Christ College as his/her Research Centre.
2. Research Scholar should not have any other Research fellowship at the time of application.
3. The Fellowship consist Rs. 5000/- per month for a period of two years.
4. Research scholar with fellowship (CCRF) should submit annual progress report to Research guide and Principal. Publications in high impact journals are expected.
5. If the research scholar receives any other fellowship to sustain the research work or If the research scholar fails to submit annual progress report; the fellowship will be discontinued.
6. Research scholar who discontinues PhD work should remit the scholarship. Final decision on this guideline is left to the discretion of the Principal

#### PROCEDURE

1. Research scholar submits application to Principal
2. Principal after screening forwards the letter to CCRCPC

### 3. FR. VIJAYAKUMAR CHETHALAN RESEARCH PUBLICATION AWARDS FOR FACULTY & RESEARCH SCHOLAR

#### GUIDELINES

**A. Best Research paper award for faculty-Two awards of Rs. 2000/- One for faculty of Arts/Humanities and the other for faculty of Science. The guidelines are as follows**

1. Any faculty of Christ College can apply for the Best Research paper award.
2. Research publication should be in a peer reviewed journal published in the previous academic year (1<sup>st</sup> June to 31<sup>st</sup> May)
3. Affiliation address should be of Christ college.
4. Preference may be given to papers published in Scopus indexed journals.
5. Preference may be given if the applicant is Corresponding author or First author.
6. Preference may be given to research work done in Christ college.
7. If all other criteria are met; preference may be given to impact factor of the journal.

**B. Best Research paper award for research scholar- One award of Rs. 2000/- for a fulltime research scholar of Christ College. The guidelines are as follows**

1. Any full-time research scholar of Christ College can apply for the Best Research paper award.
2. Affiliation address should be of Christ college.
3. Research publication should be in a peer reviewed journal published in the previous academic year (1<sup>st</sup> June to 31<sup>st</sup> May)
4. Preference may be given to papers published in Scopus indexed journals.
5. Preference may be given if the applicant is Corresponding author or First author.
6. Preference may be given to research work done in Christ college.
7. If all other criteria are met; preference may be given to impact factor of the journal.

**NB: Same research paper cannot be counted for the award for faculty and research scholar.**

**C. Outstanding research paper award- For faculties publishing research paper in high impact factor journals. Guidelines are as follows**

1. Any faculty of Christ College publishing a research paper in a journal of impact factor more than 5 will be eligible for an award of Rs. 5000/-
2. Any faculty of Christ College publishing a research paper in a journal of impact factor more than 10 will be eligible for an award of Rs. 10,000/-
3. Affiliation address should be of Christ college.
4. Research publication should be in a peer reviewed journal published in the previous academic year (1<sup>st</sup> June to 31<sup>st</sup> May)
5. The applicant should be corresponding author or first author

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PROCEDURE

1. Applicant sends his published paper through email to Principal stating his claim
2. Principal forwards the published paper to the coordinator of CCRCPC.
3. CCRCPC decides the award winner following the guidelines and informs Principal.

4. PG PROJECT (EXTERNAL)

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GUIDELINES

1. PG Student who seeks opportunity to conduct PG Research project in Christ college should submit a request letter (in duplicate) forwarded by Head of the Department of the parent institution to Principal, Christ College.
2. The letter will be forwarded to respective HOD/Programme Coordinator.
3. HOD/Programme Coordinator selects a research guide based on his availability.

4. The request letter is submitted to College Administrative Office. After endorsing from Principal, the necessary fee should be remitted (if project involves use of college space and facilities).
5. If the project work involves frequent visits to Christ college, student should procure a temporary identity card from administrative office.
6. The request letter along with fee receipt (duplicate) is then submitted HOD/Programme Coordinator and the project work could be started.
7. If the project work leads to any publication, authorship credits should be given to Research guide of Christ College.
8. The facilities availed from Christ College should be properly acknowledged in the project work.

APPLICATION FORM FOR POST GRADUATE PROJECT WORK (EXTERNAL STUDENTS)

Full Name:

College:

College Roll No:

Home Address:

Department in which project work to be conducted:

To,  
Principal,  
Christ College (Autonomous), Irinjalakuda

Sir, I wish to do my Postgraduate research project in Christ college. Please grant me permission for the project work. If selected I assure you that I will follow the rules and regulations of Christ College. I have read and understood the Guidelines for Post Graduate Project Work (External Students) and will be following the guidelines.

Yours Sincerely,

Name & Signature

Forwarded by:

Name & Signature (H.O.D of parent department of Student)

PERMISSION

Principal:

Forwarded to.....Final permission.....

HOD/Programme Coordinator

## DOCUMENT CONTROL

1. The coordinator of CCRCPC should be the custodian of documents in relation to CCRSF, CCRF and Best Research paper award.
2. The details of applicants of PG Research projects and the copy of project report should be kept with HOD/Programme Coordinator.