

ST. JOSEPH'S DEGREE & PG COLLEGE

(Autonomous), Affiliated to Osmania University
Re-accredited by NAAC (3rd Cycle) with B⁺⁺Grade
King Koti Road, Hyderabad



RESEARCH PROMOTION POLICY

W.E.F 2024-2025

RESEARCH PROMOTION POLICY

PREAMBLE

St Joseph's Degree & PG College focuses on promoting Research Culture by complementing it with teaching–learning in which freedom of inquiry, thought, expression, and publication are given the fullest protection.

RESEARCH PROMOTION POLICY OF THE COLLEGE

The Research Policy of St. Joseph’s Degree & PG College presents broad principles that guide the research activities upholding the integrity of scholarly inquiry that helps the faculty and students in achieving excellence and contributing to societal development.

The Research Policy aims to create and support a research culture among its faculty and students and leverage it for enriching and enhancing professional competence. The management expects its faculty to engage in high-quality research and publish in highly rated Indexed Journals. The purpose of this policy is to motivate the faculty members to do quality research and meet the standards specified by the Accrediting agencies.

AIMS AND OBJECTIVES

The research policy aims to create and support a research culture among its staff and students and leverage it for enriching and enhancing the professional competence by:

1. Developing and promoting scientific temper and research aptitudes of all learners
2. Realizing the vision and mission of the college and facilitating their participation in research and related activities
3. Providing the required resources and appropriate facilities for smooth conduct of Research
4. Strengthen the institutional capacity for planning, budgeting and control all the research activities of the college
5. Fostering socially relevant research and promote multidisciplinary research
6. Developing rules, procedures and guidelines for granting research support, instituting awards, and supporting all other research related activities
7. Guiding faculty members in the effective integration of research projects with the regular curriculum implementation and enrichment activities

8. Promoting interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects
9. Identifying, collaborating and establishing linkages including MOUs with National/International/Govt/ Non-Govt/ Industry/ Research organizations and Local agencies to benefit from the activities and programmes conducted by those organisations for widening the scope of the research opportunities, obtaining sponsorships and funding options available.
10. Encouraging and facilitating the publication of the research work/projects in reputed academic journals
11. Serving as a facilitator to provide professional guidance, technical support and recommendation for financial assistance
12. Compiling data on all the research work/projects undertaken by the faculty and students into a database for easy monitoring and analysis of the progress being made by them from year to year.
13. Drawing and adopting a research code, which informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research.
14. Preparing and implement a research quality assurance mechanism for ensuring that all research activities of the college conform to standard quality specifications.

Quality Assurance in Research Quality Assurance in Research (QAR) comprises all the techniques, systems and resources that are deployed to give assurance about the care and control with which research has been conducted. QAR is typically concerned with:

- The responsibilities of those involved in the research
- Transparent major/minor projects planning
- Training of research staff
- Facilities and equipment
- Documentation of procedures and methods
- Research records
- Handling of materials

- To develop, prescribe and administer rules and procedures to ensure the compliance of all researchers to the research quality assurance framework, the research code and all the applicable rules and regulations.

SCOPE OF THE RESEARCH POLICY

This policy shall apply to all the researchers of the college and for this policy 'researchers' are defined to include

- Faculty who are active in teaching and research in the college
- All students registered with the college and have a keen research interest.

This policy shall apply to all the research-related activities of the college and includes:

1. Research activities including basic and applied research undertaken for fulfilling the requirements of academic degrees
2. Scholarly activities through International /National Conferences intended to expand knowledge boundaries by analysis, synthesis, and interpretation of ideas and information by making use of rigorous methodologies
3. Knowledge compilation for academic developments in any domain subjects
4. Faculty Sanctioned Minor/Major Research Projects funded by External/Internal Organizations
5. Faculty Publishing articles in UGC Care list and other reputed Journals and Presenting articles at several National/International bodies.
6. The faculty is required to ensure that the research journals for publishing are not in a predatory list of journals and UGC Approved list of Journals to be used for publication of articles
7. The faculty member needs to provide evidence of publication/Award letter /Certificate or any other as per the research-related activity
8. The Faculty is required to follow the guidelines prescribed for applying for in-house Research Projects(Annexure-1)
9. The Faculty is required to submit the Progress report and Final report of In-House Research projects as per the Guidelines of Center for Research and Development.

RESEARCH ETHICS COMMITTEE

A sub-committee is formed for verifying the originality of research publications/projects through plagiarism checks and suggestions are given accordingly. Every conference conducted by the institution consists of this committee where the said procedures are followed and staff/students are encouraged to publish papers in UGC approved journals/Web of Science/Scopus indexed etc.

RESEARCH POLICY IMPLEMENTATION MECHANISM:

St. Joseph's Center for Research and Development (SJCRD) shall be responsible for implementing the research policy of the college by working closely with the college management. The specific roles and functions of the research cell will be as follows:

1. Facilitate the faculty in undertaking research and will work with the college management to set up a research fund for providing seed money
2. Provide research facilities in terms of laboratory equipment, research journals and research incentives etc. required by the faculty.
3. Encourage and promote a research culture (eg. teaching workload remission, opportunities for attending conferences etc.).
4. Encourage the faculty to undertake research by collaborating with other research organisations/ industry.
5. Organise workshops/ training programmes/ sensitisation programmes to promote a research culture on campus.
6. Prepare budgets for facilitating staff/students' research projects.
7. Approach National and international organisations to fund major and minor research projects undertaken by the faculty / students
8. Make efforts to improve the availability of research infrastructure requirements to facilitate research.
9. Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
10. Facilitate Interdepartmental / interdisciplinary research projects.
11. Recommend management incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.

12. Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.
13. Create and maintain a database of research work and research projects undertaken by the faculty and students.
14. The Research Facilities provided by the institution are constantly updated and upgraded to foster and promote Research Culture in the campus.

GUIDELINES FOR FACULTY MEMBERS

The following are the general guidelines:

1. The faculty members are required to obtain a minimum of 50 points in an Academic year
2. The extra points earned by the faculty in a year can be carried forward to the next year
3. The faculty members failing to achieve the minimum points of 50 would be served notice and need to earn 100 points in the second year
4. The faculty members failing to achieve 100 research points at the end of the second year will lose % of increment fixed for research.
5. The academic year June to May will be considered for research points.
6. Faculty who have completed a minimum of one year of service and as decided by the management and without disturbing the academic schedule will be allowed to participate in national/International conferences organized outside the Institution.
7. All requests for participation /Presentations in Seminars/Conferences/ will be submitted in the prescribed format to the Center for Research & Development. Copies of Acceptance of the paper, Official communication if any, and Registration details are to be included in the request.
8. Faculty members are required to submit their research papers (in PDF format only) through the dedicated Faculty Submission Link provided in the website. This initiative aims to ensure the originality and academic integrity of your work, aligning with the college's standards for research and development.

Research Points

The Research Points marked for each of the Research related activity are as follows:

S.No	Research Activity	No:of Points
1	Major Research Projects Sponsored by State/National/International Funding agencies	100
2	Minor Research Projects Sponsored by State/National/International Funding agencies	80
2	Research Paper Published in Scopus /ABDC Journal	80
3.	Research Paper Published in UGC Care List Journals	40
4	Research Paper Published in UGC Peer reviewed /approved Journals	20
5	Article published in International Conference Proceedings	20
6.	Article published in National Conference Proceedings	15
7.	Working Papers	20
8.	Editor for Book –Published(International)	50
9	Editor for Book –Published(National)	40
10	Text Book –Published(State)	30
11	Member of the Editorial Board of a reputed listed Journal	30
12	Chapter in an Edited Book	15
13	Paper Presented at an International Conference	15
14	Paper Presented at National Conference	10
15	FDPs/Workshop Organized in research	10
16	FDPs/Workshops Attended in research	05
17	National Conference Organized	15
18	International Conference Organized	20
19	Editor of Conference Proceedings (National/International)	20
20	In-House Research projects	50

RESEARCH FACILITIES AVAILABLE

The institution offers the following research facilities for the Faculty/Student Researchers:

- Apart from extending assistance as a facilitator in sourcing funds from national/international/govt/non-govt/local agencies, the Management also provides seed money for the Research Projects processed by the research committee and the principal.
- The management provides an environment conducive to research by providing suitable infrastructural facilities such as space, State-of -the art Library as knowledge resource centre, Lab facilities with an access to INFLIBNET, DELNET, SPSS software, professional guidance and recommendation for financial assistance from National/International/Govt/ Non-Govt/ Industry and Local agencies
- Organizes faculty development programmes, conferences, workshops on Research Methodology to promote research culture
- To recommend management to incentivise the faculty for paper publications in Journals of National/international repute and on receiving national and international recognition or awards.
- To grant study leaves, seed money, flexi timings, On Duty, reduction in workload for the faculty pursuing research
- Participation in National/ International conferences, paper presentations.
- To Motivate the faculty to pursue and upgrade research activities the management provides the following incentives/monetary benefits:

Sl. No	Research Activity	Monetary benefit
1	Research Paper Publication	50% of the Publication Amount for 2 papers in an academic year in reputed UGC recognised journals
2	Ph.D. Completion	Faculty with a minimum of two years of experience at SJC and a completed Ph.D. will receive an increment of Rs. 5,000, provided they commit to serving the institution for the next three years.
3	Remuneration for External resource person for FDPs/Workshop/Guest lecture	Rs.1500 per hour /Rs.2000 Per Hour
4	Incentive for Minor /Major Research Projects from Govt or Non-Govt external agencies	
5	Financial assistance for Completing NPTEL Course by Faculty	100% for one NPTEL Course per year
5	Financial Assistance to attend FDPs/Conference/Refresher Courses, PDP's, etc	100% Financial assistance for two FDPs per year to faculty having a minimum of one year of service in the College

DRILLBIT PLAGIARISM TOOL

- St. Joseph's Degree & PG College is a Licensed Partner with Drillbit Plagiarism Tool from 2019 onwards. The research Center facilitates Plagiarism Checking Support to all the faculty members and students who are undergoing various research papers, projects and theses.
- The research contributions of authors submitted for the national and international seminars/conferences are thoroughly verified for the plagiarism and the similarity reports are sent to the respective authors for further modification.

Note:

- ***Drillbit Plagiarism Web Page: www.drillbitplagiarism.com/***
- ***Institute Login Page: www.drillbitplagiarism.com/drillbit_new/drillbitlogin***

QUILLBOT facility

The QuillBot academic writing platform is an AI-powered paraphrasing tool that includes tools such as Paraphraser, Grammar Check, Summarizer, Citation Generator, and many more that help faculty/students succeed by enhancing their writing and research abilities.

The following programmes and activities are also under the scope of research promotion envisaged in the Research policy

- Enhancement of qualification
- Participation in orientation programmes/ Refresher courses
- Participation in National/ International conferences, seminars, paper presentations and publications/International exchange programmes
- Inclusion of research methodology as a course of study for students in the curriculum to carry out the project work successfully
- Arrange Guest lectures for students prior to project work on project guidelines
- Plan the project schedule, allot a guide and monitor the student's projects (final year students)
- Guidance and financial assistance for students to present and publish articles in National/International Conferences/Seminars.
- To create an awareness on ethical and legal issues pertaining to plagiarism