RESEARCH POLICY

INSTITUTION'S INNOVATION COUNCIL – R&D CELL

SREE AYYAPPA COLLEGE FOR WOMEN
Chunkankadai, Nagercoil – 629 003, Tamil Nadu, India
[Re-accredited with A grade (IV cycle) by NAAC]
Affiliated to Manonmaniam Sundaranar University, Tirunelveli

Research Policy

Sree Ayyappa College for Women, Chunkankadai, Nagercoil (re-accredited with 'A' Grade (IV Cycle) by NAAC and affiliated with Manonmaniam Sundaranar University) is dedicated to fostering a comprehensive and ethical research ecosystem. This policy framework establishes institutional standards governing the exploration, execution and dissemination of scholarly research across all academic departments.

1. Scope of the Research Policy

The mandates and rules defined under this policy apply uniformly across the campus to the following cohorts and activities:

- **All Faculty Members:** Applies strictly to both aided and self-financed departments engaged in active teaching, consultancy or institutional research.
- **Research Scholars:** Encompasses full-time and part-time doctoral (Ph.D.) students pursuing research registered through institutional centres.
- **Academic Projects:** Governs independent creative works, innovative concept developments and research activities conducted to fulfill university undergraduate (UG) and postgraduate (PG) degree requirements.
- **Associated Stakeholders:** Applies to internal research guides, advisory committee members, external evaluators and funding agencies collaborating with the college.

2. Objectives of the Research Policy

- **Cultivating an Innovation Ecosystem:** To establish a supportive, multi-disciplinary culture that encourages active research inquiries among faculty and student bodies.
- **Academic-Research Synergy:** To provide administrative mechanisms helping faculty achieve an efficient balance between classroom teaching, consultancy work and active scholarly publication.
- **Institutional Grant Management:** To organize, review and allocate institutional funds and seed money opportunities to valid proposal models.
- **Ethics and Compliance:** To institutionalize strict compliance guidelines addressing research integrity, academic honesty, data protection and anti-plagiarism ceilings.
- **Commercialization & Impact:** To incentivize the translation of doctoral theses and specialized findings into registered intellectual property (patents) or published reference volumes.

3. Regulations by Stakeholder Role

A. Regulations to be Followed by Faculty

- **Publication Thresholds:** Every faculty member must publish a minimum of two research articles annually in peer-reviewed journals, ensuring at least one is within SCOPUS and one in the official UGC-CARE list.
- **Guideship Application:** All eligible doctoral faculty members must systematically apply to Manonmaniam Sundaranar University to obtain formal research guideship.
- **Student Project Guidance:** Faculty mentors must guide undergraduate and postgraduate project teams to turn their findings into full papers in journals with valid ISSN designations or edited books with ISBNs.

B. Regulations to be Followed by the Head of Research Centre

- **Operational Monitoring:** The Head of the Research Centre holds absolute accountability for executing and enforcing institutional research regulations within their domain.
- **Centre Audits & Renewals:** Responsible for managing university files, scheduling mandatory inspections and ensuring timely structural renewals of the research centre status.
- **Scholarly Resource Allocation:** Tasked with identifying and securing necessary workspace facilities, laboratory infrastructure and reference materials requested by active scholars.

C. Regulations to be Followed by Research Supervisors

- **Scholar Admission Compliance:** Active supervisors must declare their clear vacancies and systematically admit candidates based on university enrolment mandates.
- **Scholarly Tracking:** Monitors full-time and part-time scholars regarding daily attendance sheets, timely research fee payments, and compliance with the institution's code of research ethics.
- **Output Accountability:** Science domain supervisors are responsible for directing their scholars toward generating at least one registered patent or SCI/Scopus indexed paper per cycle. Arts supervisors must ensure the publication of at least one comprehensive reference book with ISBN cataloguing and one in UGC-Care list.

D. Regulations to be Followed by Research Scholars

- **Administrative & Registration Timelines:** Scholars must strictly adhere to the structural registration procedures, submission dates, and fee payment timelines specified by the college and affiliating university.
- **Academic Integrity & Ethical Compliance:** Must maintain the highest standards of academic honesty, enforce proper citation formatting, actively prevent plagiarism, and secure necessary approvals for sensitive or human/animal research data.
- **Mandatory Pre-Thesis Publications:** Scholars are required to publish three to four research papers prior to their final thesis submission, which must include at least one article in a Scopus/WoS/SCI/SSCI journal (or a granted patent) alongside two papers in UGC-CARE indexed journals.
- **Pre-Viva Clearances:** Prior to scheduling the public Ph.D. Viva-voce Examination, scholars must ensure that all administrative formalities, departmental clearances, and corresponding institutional fees are fully processed.

E. Research Excellence Award

- The institution honours a faculty member who has made significant contributions to knowledge through quality research, publications, innovation, and academic impact. It aims to inspire the academic community to pursue impactful and sustained research by recognising exceptional achievement and sustained excellence in research and scholarly activities.

SREE AYYAPPA COLLEGE FOR WOMEN * CHUNKANKADAI P.O. * K.K. DIST.

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