



BISHOP CHULAPARAMBIL MEMORIAL COLLEGE

(B.C.M. College)
KOTTAYAM
(NAAC REACCREDITED)

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RESEARCH POLICY

The institution's research policy is in place to promote research-based activities. Guidelines are to be strictly followed by faculty and students of the college during research.

Preamble

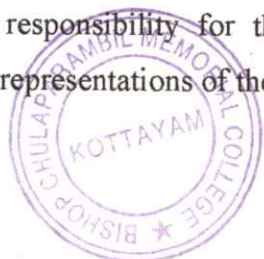
Though the main focus of affiliated colleges is transfer of knowledge, conduct of scholarly inquiry complements the function of colleges. Research in a developing country like India should be given utmost priority, but there should be some definite guidelines or prerequisites to make research fruitful and useful to society. Bishop Chulaparambil Memorial College would like to bring the Research Policy of the institution to the attention of all concerned.

This policy is the guiding principle regarding the management, support and development of research for all those involved in research at Bishop Chulaparambil Memorial College Kottayam.

This policy applies to all those conducting research under the auspices of Bishop Chulaparambil Memorial College, irrespective of whether they are employees, students or visiting researchers at the College and regardless of the source of their funding or the field in which they conduct their research or the site where the research is conducted.

Responsibility

1. Every researcher is given complete freedom without infringing the nation's interest and the motto of the college to select subjects/ research topics without any interference from the college.
2. Researchers should take responsibility for the trustworthiness of their research.
3. Researchers should keep clear, accurate records of all research in ways that will allow verification and replication of their work by others.
4. Researcher shall ensure that they accurately acknowledge the right authors and sources and give credit to the findings and ideas of other researchers.
5. Researchers should take responsibility for their contributions to all publications, funding applications, reports and other representations of their research.



6. In the case of research students, the concerned research guide will be responsible for any violation of the guidelines mentioned as part of the research policy of the College.
7. Research papers published by the College faculty should bear the College's name and address (Bishop Chulaparambil Memorial College, Kottayam) and the official email ID as their correspondence ID.
8. In the case of Student Projects, Guides/Supervising teachers should ensure that the research relationship or project is begun with a clear understanding of mutual responsibilities, a commitment to maintaining a supportive research environment, proper supervision and review and an understanding that the main purpose of the relationship is to prepare trainees to become successful researchers.

Sampling Units and Species

9. Researchers are binding to share the data and research techniques with other researchers at the college.
10. Research techniques should not violate established professional ethics pertaining to the health, safety, privacy, and other personal rights of human beings. The methods should conform with the instructions and guidelines for funding and other mandatory agencies like UGC, DST, ICMR, ICAR etc.
11. Researcher should design the methodology in such a way that special care for potentially vulnerable participants, minimisation of harm to participants, groups or communities, and minimisation of harm to researchers themselves are thought of.
12. In case the researcher is collecting data, he should respect the privacy of the respondent. The identity of the respondent should be kept confidential. If the researcher needs to reveal the identity for any other purpose, he/she has to get written permission from the respondent and the research committee.

Publication of Results

13. Researchers should acknowledge in publications the names and roles of those who contributed significantly to the research, though they do not come under authorship criteria. This may include funders, sponsors, and others.



14. Researchers have an obligation to report research results accurately and transparently in the public domain.
15. The order of the names in a publication shall be decided according to the quality of the contribution, the extent of the responsibility and accountability for the results, and the custom of the discipline.
16. An author who submits a manuscript for publication accepts the responsibility of having included as co-authors, all persons who are entitled to co-authorship and none who are inappropriate.
17. The College is committed to fostering an environment conducive to research with scholarly and educational merit. Though the college couldn't support all the needs of the researchers, the College will extend all its available infrastructure for the smooth conduct of the research.
18. The college supports and encourages research collaboration. Researchers are responsible for ensuring that a clear understanding of respective roles and responsibilities is developed at the beginning of the research collaboration and a duty to adequately fulfil their respective research obligations. Researchers should formalise their research collaborations with a 'Memorandum of Understanding' at the initiation of the collaboration.

Sponsored Project/ Funded Research

19. If the researcher conducts sponsored research using the resources of the college, the researcher should get the clearance certificate from the accounts section and the library section before proceeding to the Principal for the Utilization certificate at the end of the research period. The assets created wholly or partly from the funds should be transferred to the college assets at the end of the project.
20. The researcher should pay interest towards his obligations to the college and the sponsoring agency during the research period. Hence the researcher should be open to any enquiries regarding the objectives, research techniques and the financial matters of his/her research.
21. Researchers have the right to disseminate the results and findings of their research without suppression or modification by anyone from the college, provided the results would not infringe the religious spirit of readers.
22. Faculty members can integrate the support of research oriented students for their research, especially if it is a funded project.



23. In the case of the sponsored project of Government agencies, overhead as applicable to the scheme shall be paid to the College. In the case of projects funded by Industrial houses/ other NGOs, 20% overhead shall be paid to the College.

Plagiarism

Merriam-Webster Dictionary defines Plagiarism as a noun meaning “an act or instance of plagiarising”. Plagiarising being the verb, means “to steal and pass off (the ideas or words of another) as one's own; use (another's production) without crediting the source/ to commit literary theft; present as new and original idea or product derived from an existing source”.

24. Software plagiarism check for all PG Dissertation before submission should be made.

25. All the faculty members are urged to check plagiarism using software before submitting it for publication.

26. In the case of suspected plagiarism on submission, the Research Committee(RC) shall form an enquiry committee with the senior-most faculty of RC as its secretary and two external experts as members to look into the matter.

27. If the report confirms plagiarism beyond the accepted levels, the dissertation/publication has to be rewritten. If a person repeats the offence more than once, then the person shall face disciplinary actions.

28. A copy of the thesis after submission shall be submitted to the College Library

29. Library shall organise plagiarism awareness programmes for second-year undergraduates, first-year postgraduate students and faculty annually.

30. The maximum acceptance level shall be :

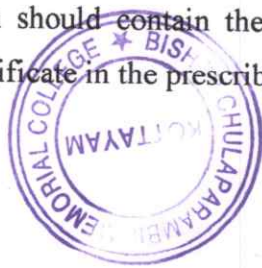
Introduction/Review of Literature: 25% for subjects under Science and Technology faculties and 35% for subjects under other faculties

Materials and Methods: 25% for all faculties

Result/ Discussion/Summary/Conclusion : 10% for all faculties

31. Library shall publish the guidelines for plagiarism checking.

32. Final copy of the dissertation should contain the software plagiarism checking report duly endorsed by the librarian and a certificate in the prescribed format.



Incentives

- Incentives from the part of management will help enhance the college's research output. The incentive for research publication in various peer-reviewed journals is as follows

SI No	Type of Journal	Incentive
1	Class I journals like Nature and Annals.	10,000/-
2	International Journals published by reputed publishers	3000/-
3	National Journals published outside the state and included in the UGC-CARE list	2,000/-
4	Publication in Peer- Reviewed Conference Proceedings outside the state	1,000/-
5	Publication in Research journals published from the state	500/-
6	Publication in Peer- Reviewed conference Proceedings from the state	250/-

Based on the request of the concerned teacher incentives shall be given as reimbursement. In case of more than one author for the same paper from the College, amount will be given equally among all the authors.

Faculty members are encouraged to attend professional development seminars, workshops and similar FIP programmes. The College will reimburse the expenses for attending Seminar / Workshop / Training Programme subject to a maximum of Rs.2000/- during a financial year and subject to availability of funds with the following conditions:

50% of the registration fee shall be reimbursed to the members who are just attending a conference/workshop.

75% of the registration fee shall be reimbursed to the members presenting papers at the conference.

No TA/DA shall be provided from the College in case the member is an invited speaker of a conference or workshop.

However, prior approval is necessary from the relevant authorities.



33. The Research Committee(RC) constituted at the college with the Principal as Chairman is responsible for maintaining and further revising this policy manual from time to time.

Declaration of the Candidate:

I, _____(PRN _____) hereby declare that the thesis entitled “ _____ ” is my own work and that neither any part of the thesis nor the whole of the thesis has been submitted to any University or Institution for obtaining any Degree / Diploma / Academic award.

I declare, to the best of my knowledge that my dissertation/thesis work is free of any kind of plagiarism and does not breach upon anyone’s ideas, techniques, copyright, quotations or the work of other people.



Principal
Bishop Chulaparambil Memorial College
Kottayam