

# **BCM College Kottayam**

## **Research Development Cell (RDC)**

### **Guidelines for Thesis Submission and Technical Programme**

The Research Development Cell (RDC) of BCM College aims to promote a culture of systematic, ethical, and high-quality research among students and faculty. To streamline research activities and ensure uniformity across disciplines, the following guidelines are established for undergraduate (UG) and postgraduate (PG) research thesis submission and technical programme conduct.

#### **A. SYNOPSIS / RESEARCH PROPOSAL SUBMISSION PROCEDURE**

##### **1. Selection of Research Topic**

- Students must select a relevant and feasible research topic within their field of study, in consultation with the research guide.
- Topics should contribute to knowledge creation, innovation, or community development.

##### **2. Preparation of Synopsis / Research Proposal**

The proposal should include the following sections:

- Title of the Study
- Introduction and Background of the Study
- Review of Literature
- Objectives of the Study
- Hypotheses / Research Questions (if applicable)
- Methodology (sample, tools, data collection methods, and analysis plan)
- Expected Outcome and Significance
- Tentative Timeline
- References (APA format)

##### **3. Submission of Proposal**

- The student shall submit the synopsis in **hard and soft copies** to the **Department Advisory Committee** through the guide.

- The proposal must be submitted within the **first semester (for PG)** and within the **first term of the final year (for UG)**.

#### **4.Presentation and Approval**

- a) Each student must **present the synopsis** before the **Department Advisory Committee**.
- b) The committee will evaluate the proposal for feasibility, originality, methodology, and ethical considerations.
- c) After necessary revisions, the **final approval** will be granted by the **Head of the Department (HoD)** and the **Research Development Cell**.

#### **5.Ethical and Statistical Review (if applicable)**

- d) Research involving human subjects must obtain **ethical clearance** from the Institutional Ethics Committee.
- e) Studies involving quantitative data must be reviewed by a **statistical expert** to ensure validity and reliability.

#### **6. Registration of Approved Topics**

Once approved, the **title and synopsis** will be registered in the RDC database with unique identification numbers for each student project.

#### **UG/ PG Thesis Regulations**

1. A structured advisory committee should be established for each department, comprising a minimum of five members:
  - A chairman or guide
  - A subject matter expert,
  - An industrial expert,
  - One member from statistics, and
  - Two faculty members from the department.
2. Students must submit and obtain approval for their research proposals from the advisory committee and Head of the Department.

3. Follow the university's prescribed format for thesis writing, which includes guidelines for font size, margins, and structure (abstract, introduction, literature review, methodology, results, discussion, conclusion, and references).

- Font: Times New Roman, Size 12, 1.5 Line Spacing

- Margins: 1 inch on all sides

- Structure: Abstract, Introduction, Review of Literature, Methodology, Results, Discussion, Conclusion, References (APA 7th edition)

4. To uphold the originality of research, students are required to submit their theses for plagiarism checking using the university/ College recommended plagiarism detection tool.

- All theses must be submitted to the **university-approved plagiarism detection tool** before final submission.

- A **Plagiarism Clearance Certificate** must be attached.

- Acceptable similarity index: **≤ 20% for UG** and **≤ 15% for PG**.

5. To ensure the quality and credibility of research work, mandatory research publications prior to thesis submission are required. Students must submit **at least two research papers for publication in recognized journals, as per UGC regulations, and attach proof of submission or acceptance.**

- To ensure research quality and academic contribution, publication of research papers is **mandatory** prior to thesis submission.

- **UG students:** Minimum **one paper** in a referred or recognized journal.

- **PG students:** Minimum **two papers** in recognized or peer-reviewed journals (UGC-CARE listed preferred).

- Proof of submission or acceptance must be attached to the thesis.

6. Submit a draft of the thesis to the advisory committee for preliminary review and feedback.

- A **draft thesis** must be submitted to the Advisory Committee for preliminary evaluation.
  - Students must incorporate all suggestions and corrections before final approval.
7. Obtain final approval from the **Advisory Committee** and **Head of the Department** before submitting the thesis to RDC.
  8. **The thesis will be evaluated by an internal examiner (from the institution) and an external examiner (appointed by the institution or department).**
  9. Defend the thesis in a viva voce conducted by the evaluation panel. The final decision regarding the thesis will be based on this defense.
- Students must **defend their thesis** before the evaluation panel.
  - The final decision regarding the award of marks or grade will be based on the **written thesis and viva voce performance.**
10. Adhere to the deadlines for thesis submission as outlined in the academic calendar.
  11. Submit the final thesis copies (typically 4–6 hard copies and one soft copy) to the library or the concerned department.

### **Additional points**

- Encourage Interdisciplinary Research
- Train students in advanced research methodologies, including statistical tools, experimental design, and qualitative analysis, to ensure robustness and reliability of results.
- Foster partnerships with other academic institutions, industries, and research organizations for joint projects, sharing resources, and gaining exposure to global practices.
- Require students to publish their research findings in high-impact, peer-reviewed journals to ensure accountability and recognition of their work.
- Schedule progress review meetings and departmental seminars for students to present their work, receive feedback, and refine their research.

- Offer research grants, scholarships, and funding for conference participation to motivate students and ease financial burdens.
- Pair students with senior researchers or alumni who can provide additional guidance and support throughout the research process.