

Index
a) Research Development Cell
b) Research promotion Policy
c) Research Advisory Committee
d) Research Project
e) Research Publication
f) Research Patent
g) ST PAULS Publication

RESEARCH DEVELOPMENT CELL

Content Page:

1. Research Development Cell

- **1.1 Introduction**
- **1.2 Vision**
- **1.3 Mission**
- **1.4 Objectives**
- **1.5 Organisational Structure of Research Advisory Council**

2. Research Publication Policy

- **2.1 Introduction**
- **2.2 Authorship Definition**
- **2.3 Publishing Ethics**
- **2.4 Mandates of Approval**
- **2.5 MOUs & Collaborations**
- **2.6 UNAI**

3. Minor Research Project

- **3.1 Introduction & Objectives**
- **3.2 Nature of Assistance:**
- **Grants Utilization Guidelines**
- **Procedure for Applying**
- **Procedure for Approval**
 - Annexure-I: Performa - Detailed Project Proposal for Minor Research Projects
 - Annexure-II: Acceptance Certificate for Research Project
 - Annexure-III: Statement of Expenditure In Respect of Minor Research Project
 - Annexure-IV: Statement of Expenditure Incurred on Fieldwork
 - Annexure-V: Utilization certificate
 - Annexure-V: Annual/Final Report of the work done on the Minor Research Project.

1. Research Development Cell

1.1 Introduction

ST PAULS COLLEGE, Bengaluru is an institution that functions with the motto of “Creating Professionals for a Better Tomorrow”. When it comes to professionalism among teaching faculty in an institution, research and innovation related activities are an imperative. Teachers have to keep abreast with the changes around them and contribute to their respective fields of study, in this regard the institute provides impetus through promoting and conducting refresher programmes, orientation programmes, SDPs, FDPs, research projects, support for patent and copyright publications and scholarly research article publications as an important tool to spread knowledge.

The Research Development Cell of ST PAULS COLLEGE aligns with the mission of NEP 2020 and responsible for planning and developing the research activities of the college. It streamlines and provides overall direction to the research in the college. It is important to bring enthusiasts of related fields together so that they can meet, discuss, share their ideas and learn from others. Hence staff and students are facilitated to present research papers in national and international conferences and take part in seminars and conferences organized in different parts of the country. The college also provides incentives to staff who engage in research activity. Multidisciplinary and interdisciplinary conferences, seminars and workshops organized in the college to provide a first-hand experience to the students and staff in the field of research. The encouraging academic environment, well-equipped library, adequate

infrastructure, sufficient funds, modern labs, etc., significantly contribute to the research development in the college.

Faculty Research: The institution focusses on enhancing research activities and organizing various International and National Level Conferences with an inter-disciplinary approach by fusing knowledge streams of various disciplines. Faculty present and publish papers in UGC recognized journals by participating in various International, National, Regional and University level conferences, seminars and workshops. The institution encourages research by providing grants for minor research projects and incentives to the faculty for paper publications and presentations.

Students Research: ST PAULS COLLEGE promotes their students' for presentation and publication of research papers. The departments make sure that the students participate in various national, state and university level conferences and seminars. Students of the college have won many best paper awards and prizes. The respective subject faculty provides necessary assistance to the students for both UG and PG students to prepare and present research papers and win awards.

1.2 Vision

- To put in place a robust mechanism for developing and strengthening the research and innovation ecosystem.

1.3 Mission

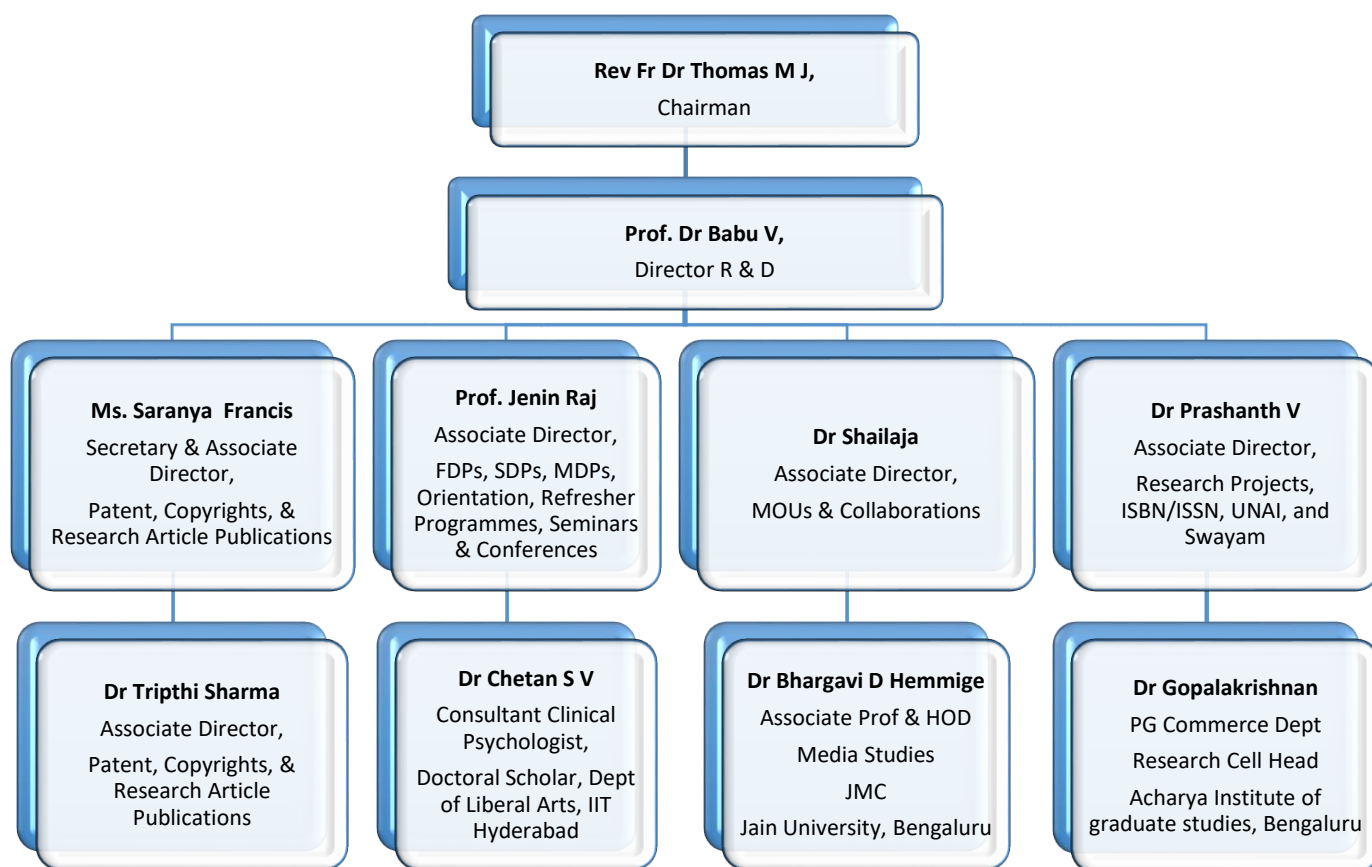
- To create a conducive environment for enhanced research productivity.
- To encourage collaboration across industry, government, community- based organizations, and agencies at the local, national, and international levels.
- To facilitate greater access to research through mobilization of resources and funding.

1.4 Objectives

- Develop a research culture among the staff and students
- Inform about the funds available for research
- Suggest various measures to be taken for the promotion of research

- Organize workshops and conferences on research methodology and innovative practices in research
- Ensure good practices in research and inform about Intellectual Property Rights (IPR)
- Encourage outstanding researchers with research awards

1.5 Organisational Structure of Research Advisory Council



Note: Any programme, activity, event collaborated or organised under above mentioned heads, the Documentation to be submitted immediately to the concerned for internal & NAAC documentation.

2. Research Publication Policy

2.1 Introduction

Need For Research Publication Policy and Support:

Authors of such work, on successful publication can enjoy the benefits of new opportunities for academic funding and promotion while enhancing scientific and scholarly achievement and repute in the academic world. Having established that, academic publications and authorship comes with a slew of obligations, including research design, execution, analysis, and reporting, as well as ensuring the quality and originality of the research work. ST PAULS COLLEGE believes that such high quality work must not only be encouraged but also incentivised, hence a well-established research publication policy will allow for higher volume and quality of research publications. This policy serves as a reference point which elucidates the important concerns and procedures for responsible authorship and publication as a member of the faculty of the college. ST PAULS COLLEGE, Bengaluru has established the below policy on authorship of publications and defines it by the following principles:

2.2 Authorship Definition: An author is a practitioner who has made significant intellectual enquiries to a field of empirical research and has transcribed the findings in the form of a research paper, article or report/review. All authors should meet the three criteria listed below:

- a. Scholarship: Contribute significantly to the conception, design, execution, and/or analysis and interpretation of data.
- b. Authorship: Participate in drafting, reviewing, and/or revising the manuscript for intellectual content.
- c. Approval: Approve the manuscript to be published.

(a) Primary/Lead Author: For practical purposes and clear understanding of role of the enquiring researcher in the publication of research papers/articles, for those published scripts that are written by multiple authors, one author should be designated as the lead/main/primary author. The lead author assumes overall responsibility for the manuscript, and also often serves as the executive and corresponding author, as well as providing a significant contribution to the research effort. A lead author is not necessarily the principal investigator or project leader. The lead author is responsible for:

- a. Authorship: Including as co-authors all and only those individuals who meet the authorship criteria set forth in this policy.
- b. Approval: Providing the draft of the manuscript to each individual contributing author for review and consent for authorship. The lead author should obtain from all co-authors their agreement to be designated as such and their approval of the manuscript. A journal may have specific requirements governing author review and consent, which must be followed.
- c. Integrity: The lead author is responsible for the integrity of the work as a whole, and ensuring that reasonable care and effort has been taken to determine that all the data are complete, accurate, and reasonably interpreted.

c) Co-authors: All co-authors of a publication are responsible for:

- a. Authorship: By providing consent of authorship to the lead author, co-authors acknowledge that they meet the authorship criteria set forth in Section I of this policy. A co-author should have participated sufficiently in the work to take responsibility for appropriate portions of the content.
- b. Approval: By providing consent of authorship to the lead author, co-authors are acknowledging that they have reviewed and approved the manuscript.
- c. Integrity: Each co-author is responsible for the content of all portions of the manuscript, including the integrity of any applicable research. An individual retains the right to refuse co-authorship of a manuscript if the manuscript or the research process is not agreeable on grounds of integrity, quality or disagreements over views expressed in the paper.

d) Financial Support for Research Publication: All authors, in manuscripts submitted for review and publication, must acknowledge/disclose the source(s) of support for the work. Support includes library materials and research publication incentives. ST PAULS COLLEGE, Bengaluru extends financial support of Rs.2500 per semester, per publication by an author. In the event of multiple authors, the same amount shall be divided between them and any buffer amount will be extended for future publications by the said author/s. The faculty members of the college are be advised to publish their research work with maximum of two authors and are urged to publish at least two research papers or articles per semester. Authors are expected publish their research article in SCOPUS/EBSCO, UGC CARE Listed Journals or equivalent journals as per UGC and Bengaluru University norms.

2.3 Publishing Ethics

When publishing the results of empirical research or other scholarly activity it is critical to adhere to strict standards of ethics and an inviolable code of conduct. Publication ethics are principles of conduct that are generally agreed upon in the academic world where work published is original, sources cited are authentic and there is no plagiarism whether from outside sources or even from one's own previously published work. In general, it is a rule that protects intellectual property and prohibits the re-publication of another's work without due attribution.

ST PAULS COLLEGE, Bengaluru expects authors under its aegis to strictly follow the below publication ethics in order to ensure a publishing history that reflects integrity and academic rigour:

- a. Statutory and Ethical Approval - adhering to the statutory and ethical approval of the college means that the research carried out is honest, rigorous, transparent, and respectful and that it protects participants who may have been interviewed/surveyed during the course of data collection.
- b. Full Disclosure and Informed consent – Authors must ensure that there is full disclosure and informed consent from the participants of the research. Participants have a right to know who has access to their personal information and what is done with it. If ethical approval is not sought, the individual researcher is personally liable for any claims that are made.
- c. Void of Data Manipulation and Research Fraud – Authors must ensure adherence to universal research code of conduct such as zero plagiarism, ensuring no simultaneous submissions take place, ensuring no duplicate publication takes place, ensure consent is sought to reproduce published material
- d. Conflicts of Interest – Authors publishing under the aegis of the college must ensure that their research does not lead to any manner of conflicts of interests. When an individual prefers, or is considered to favour, their own interests or commitments over their duties and responsibilities as a researcher, this is known as a conflict of interest in research. Actual, hypothetical, or perceived conflicts of interest can arise from financial and non-financial benefits. Conflicts of interest can affect, or appear to affect, a researcher's objectivity and judgement, eroding trust in

the findings. Actual, possible, or apparent conflicts of interest must be disclosed and managed by all researchers.

2.4 Mandates of Approval:

- All research support applications must go through the Research Promotion Cell and will have to be approved by the coordinator of the Internal Quality Assessment Cell
- Approved research publications and the final amount sanctioned will reach the authors from the accounts office of the college on final approval from the administrator.
- All due bills, certificates and a copy of the publication must be submitted to the IQAC coordinator for proper filing
- Vouchers against payments received must be duly signed as per existing norms.

Publication of academic research entails a series of well-synchronised activities and processes, including framing the right research contexts, proper study design, study execution, data gathering, data analysis, and publication. When one goes through these processes with due diligence and the work is finally published, the experience can be really gratifying, researchers must adhere to a strict ethical code of conduct at all times in order to enjoy the benefits of the extended financial support and to ensure their reputation as a researcher is maintained.

2.5 MOUs & Collaborations

The College has two types of general cooperation agreements which may be useful as a starting point for a partnership.

Memorandum of Understanding & Collaborations: This is an initial planning document between ST PAULS COLLEGE and another institution which acknowledges the intention of the two institutions to explore future and substantial understanding with mutual consent. It is essentially a courtesy document which can be used when some formal agreement is required for Research, Internship, on Job Training, Student Exchange Programmes and Faculty Exchange programmes at a potential partner institution to begin exploring possible avenues. An MOU usual expires after one or two years at which point there should be some evidence of substantive renewal.

2.6 UNAI

ST PAULS COLLEGE has joined a vast network of more than 1400 institutions in more than 145 countries who are members of United Nations Academic Impact (UNAI), an initiative of the Outreach Division of the United Nations Department of Global Communications. **UNAI** aligns institutions of higher education with the United Nations in supporting and contributing, through research and education, to the realization of the Organization's goals and mandates, namely through undertaking activities related to the ten UNAI Principles.

UNAI Principles

1. A commitment to addressing issues of poverty through education.
2. A commitment to building capacity in higher education systems across the world.
3. A commitment to educational opportunity for all people regardless of gender, race, religion or ethnicity.
4. A commitment to encouraging global citizenship through education.
5. A commitment to the opportunity for every interested individual to acquire the skills and knowledge necessary for the pursuit of higher education.
6. A commitment to human rights, among them freedom of inquiry, opinion, and speech.
7. A commitment to promoting intercultural dialogue and understanding, and the “unlearning” of intolerance, through education.
8. A commitment to advancing peace and conflict resolution through education.
9. A commitment to promoting sustainability through education.
10. A commitment to the principles inherent in the United Nations Charter.



R & D members are required to foster and promote these principles on campus and in their communities by involving faculty, staff and students in undertaking at least one activity each year which actively addresses at least one of these ten basic principles or one or more of the Sustainable Development Goals (SDGs).

3. Minor Research Project

3.1 Introduction & Objectives

- St Pauls College to promote research activities in all streams provides financial support to meet their requirements for individual and excellent research in specialized areas. A teacher can avail only one project at any given time. The one, which is offered and accepted first irrespective of Principal Investigator must be completed before the other offer is accepted. Only the teaching faculty of St Pauls College is eligible to participate in the scheme.

3.2 Nature of Assistance:

- The quantum of assistance for a research project will be as under:
- Minor Research Project in Arts, Sciences, Commerce & Management, Humanities, Social Science, Languages, Literature, Arts, Law and allied disciplines - Rs. 30.000/-.

3.3 Grants Utilization Guidelines

- a. Equipment (may be used from college resources, subject to availability)**
- b. Books and Journals:** The equipment as well as books & journals may be utilized from available resources or may be procured the essential equipment's and books & journals needed for the proposed research work. The equipment's and books & journals acquired by the Principal Investigator under a Minor Research Project must be deposited to Institution or in the library after the completion of the project which will be the institutional property.
- c. Travel and Field Work:** The amount allocated under the head travel/field work is to be utilized for data collection and collection of other information such as documents and visit to libraries within the general scope and sphere of the ongoing project. This should not be used for attending conferences, seminars, workshops and training courses etc. They may also avail special casual leave/duty leave for field work/collection of data as per University rules.
- d. Re-Appropriation:** The Principal Investigator may re-appropriate maximum 20 per cent of the recurring grant allocated under each head with the permission of Principal with the justifications.
- e. Tenure and Implementation:** One year. The effective date of implementation of the project will be mentioned in approval-cum- sanction letter.

3.4 Procedure for Applying

- All eligible teachers in colleges may submit their Minor Research Proposal applications from 1st April 2022 in the prescribed proforma.

3.5 Procedure for Approval

- The received proposals duly forwarded by the departments will be assessed with the help of a subject expert committee constituted by the IQAC. The final decision will be taken by the Research Cell & IQAC on the basis of recommendations made by the Committee and the availability of funds under the scheme.
- The Departments should comply with these guidelines in case of Minor Research Projects.

Annexure – I

Performa

Detailed Project Proposal for Minor Research Projects

Apply under: Research Programme* (*MRP – 2022-23*)

1. Broad Subject

2. Area of Specialization

3. Duration

4. Principal Investigator

i. Name:

ii. Sex: M/F

iii. Date of Birth:

iv. Category: (GEN/SC/ST/OBC)

iv. Qualification:

v. Designation:

vi. Address: Residence:

Email/Phone:

5. Co - Principal Investigator

i. Name:

ii. Sex: M/F

iii. Date of Birth:

iv. Category: (GEN/SC/ST/OBC)

vii. Qualification:

viii. Designation:

Project Proposal

(i) Title of the Research Proposal _____

(ii) Abstract (approx. 200 words)

(iii) Introduction of the proposed study (approx. 200 words)

(iv) Objectives of the study (approx. 50 words)

(v) Methodology of the study (approx. 300 words)

(vi) Sampling & Study Area (approx. 300 words)

(vii)Expected Outputs such as papers, report, book, document, dataset etc. (100 words)

(viii)Relevance of the proposed study for society (approx. 200 words)

(ix)Budget Break-up (approx. 200 words)

Justification of different heads of budget (write in 30 words each)

1. Research Staff

2. Field work

3. Equipment and study material

4.

5.

Declaration

I hereby declare that:

1. The Research Proposal and its contents are entirely original and as per the standard practice.
2. I have not concealed any information in my application. If ST PAULS College finds any contrary information at any stage, it may cancel my study out rightly.

Place:

Date:

Signature of the Candidate

Annexure – II



ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT

Name _____

Name _____

No.F. _____ dated _____

Title of the Project _____

1. The research project is not being supported by any other funding agency.
2. The terms and conditions related to the grant are acceptable to the Principal Investigator and Co-Principal Investigator.
3. The date of implementation of the project is _____

Principal Investigator

Co- Principal Investigator

Annexure - III



STATEMENT OF EXPENDITURE IN RESPECT OF MINOR RESEARCH PROJECT

1. Name of Principal Investigator _____
2. Dept. of PI _____
3. approval Letter No. and Date _____
4. Title of the Research Project _____
5. Effective date of starting the project _____
6. a. Period of Expenditure: From _____ to _____
b. Details of Expenditure _____
7. if as a result of check or audit objection some irregularly is noticed at later date, action will be taken to refund, adjust or regularize the objected amounts.
8. It is certified that the grant of Rs. _____ (Rupees _____ only) received from the Minor Research Project entitled _____ vide letter No. F. _____
Dated _____ has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the Institution.

S.No.	Item	Amount Approved (Rs.)	Expenditure Incurred (Rs.)
i.	Books & Journals		

ii.	Equipment		
iii.	Contingency including special needs		
iv.	Field Work/Travel (Give details in the proforma).		
v.	Hiring Services		
vi.	Chemicals & Glassware		

INVESTIGATOR

SIGNATURE OF PRINCIPAL

(Seal)

Annexure - IV



ST PAULS COLLEGE

Affiliated to Bangalore University **BENGALURU**

Reg. by Gov. of Karnataka | Managed by Society of St Paul

STATEMENT OF EXPENDITURE INCURRED ON FIELD WORK

Name of the Principal Investigator:

Name of the Place visited	Duration of the Visit		Mode of Journey	Expenditure Incurred (Rs.)
	From	To		

Certified that the above expenditure is in accordance with the norms for Minor Research Projects.

SIGNATURE OF PRINCIPAL INVESTIGATOR

PRINCIPAL

(Seal)

Annexure - V



Utilization certificate

Certified that the grant of Rs. _____
(Rupees _____
_____ Only) received from the Grant of Minor Research Project entitled _____

vide letter No. F. _____ dated _____ has been fully
utilized for the purpose for which it was sanctioned and in accordance with the terms and
conditions laid down by the Institution.

**SIGNATURE OF THE
PRINCIPAL INVESTIGATOR**

PRINCIPAL

(Seal)

STATUTORY AUDITOR

(Seal)

Annexure -VI



Annual/Final Report of the work done on the Minor Research Project. (Report to be submitted within 4 weeks after completion of the Project)

1. Project report No. 1st/Final _____
2. Reference No.F. _____
3. Period of report: from _____ to _____
4. Title of research project _____
5. (a) Name of the Principal Investigator _____
(b) Deptt. _____
6. Effective date of starting of the project _____
7. Grant approved and expenditure incurred during the period of the report:
 - a. Total amount approved Rs. _____
 - b. Total expenditure Rs. _____
 - c. Report of the work done: (Please attach a separate sheet)
 - i. Brief objective of the project _____
 - ii. Work done so far and results achieved and publications, if any, resulting from the work (Give details of the papers and names of the journals in which it has been published or accepted for publication
-

 - iii. Has the progress been according to original plan of work and towards achieving the objective? if not, state reasons

 - iv. Please enclose a summary of the findings of the study. One bound copy of the final report of work done may also be sent to the concerned Regional Office of the UGC.

 - v. Any other information

SIGNATURE OF THE PRINCIPAL INVESTIGATOR

PRINCIPAL (Seal)