



MES ASMABI COLLEGE

RESEARCH & PUBLICATION POLICY

www.mesasmabicollege.edu.in



MES Asmabi College, P Vemballur, Kerala. India.

Research & Publication Policy

We had an early understanding that the research attitude and culture are essential for the academic development of the students, faculties and of the institution as a whole. We had adopted steps to have faculties with research and publication experiences since then we started Master's programs in the college. The environment nourished UGC research schemes in the college, an interdisciplinary journal, Meridian was started and the college and management adopted a policy to have affiliated academic research centers and professional research extension centres in collaboration with other institutions in 2010 and started the first Research and Extension Centre in the Botany Department in collaboration with Western Ghats Hornbill Foundation in 2011 and which hosted many international and national research and internship programs with support from International, Government and Non-Government agencies. As a result, the first affiliated Research Centre came in 2013 and presently we have three affiliated research centers and two Research Extension Centres in the institution.

College developed a structural mechanism to have a Research Nodal officer apart from the Research Promotion Council and developed a detailed research and publication guideline. Looking at the international and national level paradigm shift in the research and development linked with academic and professional development, also in compliance with UGC and University guidelines and the onset of National Education Policy. We have a structural framework with a Research Council inclusive of all Research Centres, faculties, and Research Departments, headed by the Research Council Executive Committee, prepared by the Research Nodal officer and Principal was discussed at the council and approved and published in July 2021 which later formed a lead document for the other institutions of the management. Our policy on research and publication is well reflected in detail in the research guidelines July 2021. Which gives a structural framework, rights, and responsibilities of the faculties, research fellows, Masters's students and various research-related committees in the college. General guidelines for ensuring the quality of research in the college including that of all faculties and Masters students, procedures for progress and publications through various kinds of internal and external reviews and support mechanisms, research expert panels, reward schemes for the best research student projects, performances and publications and waivers in the research journal for the faculties and students of the institution.

A plagiarism policy and review mechanism are also established in the college looking at better quality publications in the near future. Facilities are provided for collaborative research and publications including interdisciplinary works, incubation centres and patents. Our present policy envisages an inclusive research and publication environment which shall meet international standards and visions of the NEP.

Research Guidelines

(Developed to ensure good quality research environment as decided by the Research Council)

Rationale

This has been developed as per guidelines of the UGC and the Calicut University to ensure good quality research environment in the campus and are developed in consultation with all stakeholders and finalized in the Research Council July 2021

I. Definitions

1. Research Council (RC): The research guides, HoDs of the research departments, research nodal officer, nominated scholars members each from the research departments , member of IQAC having charge of research promotion and nominated two members from any other departments having PhD, two (1 male and 1 female) representatives from research scholars shall constitute the Research council of MES Asmabi College

2. Research Council Executive Committee (RCEC): The Principal, HoDs of the Research Departments, the Research Nodal officer, any one nominated research guide each from the research departments shall constitute the executive committee (RCEC) and at least one third shall be women

3. Nodal Officers: There shall be department level nodal officers, one each from all the research departments and shall be from the research guides in the college to support the research nodal officer appointed by the University.

4. Research Scholars: Include all PhD, Pdf scholars and research fellows of various projects.

5. Research Institution Fee (RIF): Fee paid by the research scholars to the institution

II. General guidelines for ensuring quality research

- All the admissions and rules and regulations shall be in accordance with UGC and Calicut University norms.
- The selection of the Research fellows shall be based on University and UGC norms or shall be based on written exam or Interviews.
- The research guides shall take care to select students after proper merit for good quality research with proven backgrounds such as previous experience, three months of probationary work at the /internship under your guidance leading to publications, records or otherwise as mentioned above clause (II.2).

- The scholars and research guides shall be responsible for all the research related communications and works, shall be prepared in time duly signed, forwarded through the head of the institution (Principal) with the knowledge of the principal
- The research nodal officer shall monitor all the research and research related works, provide necessary support to the scholars and research guides whenever communicated and shall work in regular communication with Principal, Directorate of Research of the university, other govt and nongovernmental cells related to research.
- The departmental level nodal officers shall coordinate activities of the department, communicated with a report to the principal and nodal officer, and shall support the Nodal officer if necessary in the regular functioning..
- There shall be one person in charge of all research related communications, scholarships etc in the office staff. The nodal officer, department level nodal officers, one or two elected member from the research scholars shall extent their help
- All the research departments shall keep a movement register and all the research guides, project holders, research scholars make an entry into the register duly signed by the research guide.
- All the research scholars, faculties, research guides shall make field visit report
- The Research council Executive Committee (RCEC) shall be the body to decide on any grievances related to research in the collage arising from fellows, faculties and departments. The grievances can be communicated to the departmental level nodal officers or to the nodal officer or to the principal

III. Regarding fees and payments

- All the research Scholars need to pay intime the RIF. The SC/ST scholars need to pay only 70%, scholars without a regular UGC/CSIR or equivalent amount or having only university fellowship need to pay only 50% of the institution fee. This will be used for research promotion activities, honorarium for subject experts, RAC, examiners, publication grants to publish in UGC care listed, Internationally well-known peer reviewed or Scopus indexed journal
- The scholars shall pay the RIF when they receive the pending scholarship fees and need not to pay the fine if the pendency is from the official side.
- All the research scholars need to pay a Caution Deposit (RCD) Rs. 2000 at the time of admission or entry and will be refundable at the closure of the program or project.
- The salaried research scholars (eg. Teaching faculties) are not exempted from the fee and are not eligible for any exemption in this.
- The research scholars working in various research projects (non PhD, Pdf) need to pay 50% of the RIF and the full amount of RCD and they can enjoy all the research facilities of the college including library as a member of Research Scholar fraternity

- All the research scholars including research fellows of various projects can get ID cards, use the library facility (both offline and online) and borrow upto 7 books at a time.

IV. Regarding Research progress and publication

- There shall be a research presentation event (**Annual Research conclave**) once in a year at the college level with the leadership RC executives and shall be developed into a research conference if required. All the screened and selected PhD, Post DoC, teaching faculties, PG and UG student research shall get an opportunity. This has to be announced three months prior and shall be published in various forms
- There shall be a compulsory **Research Progress Presentation** (RPP) for the research scholars at least once in three months, shall be conducted at research department level and there shall be minimum of one and maximum of three external expert (outside the department, selected from the **Research Expert Panel (REP)** of the college) and the research scholars shall incorporate eligible comments and inputs.
- All the PhD scholars shall present their synopsis, draft thesis and progress in this RPP and such presentation shall be a prerequisite for the RAC.
- The research departments can decide on such presentation events at regular periods, or based on special request from students, shall be with consent from the head of the institution and shall be intimated to the Nodal Officer . A report need to be submitted after completion.
- Best Thesis shall be valued for the research quality, not merely based on presentation skill or as per the evaluation format of the university and shall be provided certificate and reward each year. (Internship, publication submission in UGC care-listed or internationally peer reviewed journals, presentations in international, national or regional seminars, workshops or symposiums, award of special scholarships for the research linked to the work shall be considers for the merit apart from the project and presentation evaluation.
- Awards shall be given for categories such as i. thesis, ii., project report, iii. Paper not for the progress presentation. This can be each for PhD, Research fellow, PG student and Faculty category. The award shall be limited to maximum of three for a candidate per category and one per year per category.
- All the Research Scholars shall make Publication / acceptance of at least one review or research paper in a journal with ISSN for the first year of the research and at least one research paper or article in UGC care-listed or internationally well peer reviewed journals second year onwards.
- The research reports including Masters thesis shall be published in the meridian research journal, at least with its title, contents and a detailed two page abstract (Extended abstract) or as the full project report if the extended abstract is not provided.

- The RC of the college or the Research Department shall ensure prior intimations, necessary training on publication, plagiarism, patenting, research methodology for the research scholars and such workshops shall not be less than three in an academic year.
- The executive committee of the RC shall also function as grievance re addressal cell for the Research scholars
- There shall be a **Research Expert Panel (REP)** in the college involving all the faculty members having PhD with their expertise listed at least for more than one expertise with publication evidence to promote interdisciplinary research and mentoring.
- The college shall provide support for the team of the student a publication grant support if they publish in UGC care -listed, Internationally peer reviewed or Scopus indexed journals.
- The RC in collaboration with IQAC has to make regular seminars, workshops in connection with research methodology and publication to promote good quality research.
- The department has to initiate such seminars and workshops specific to their on specializations or interdisciplinary nature and are has to be in line with promoting course work of the departments.
- The RC required to ensure a minimum of programs is there in each course work period and the research students and faculties can suggest or organize such events and resource persons.

V. For Masters (PG) level Research

- All the Masters (PG) departments shall ensure synopsis and pre-submission presentation of the PG Research and shall be 1-3 members from the college level Research Expert Panel (REP) other than the parent department with suitable expertise as an external reviewer.
- The PG students also need to present their progress at least twice during the progress of their work, this could be at the quarterly Research Progress Presentation (RPP) or special RPP for the PG students apart from Synopsis and presubmission.
- Best Masters research projects shall be valued for the research quality, not merely based on presentation skill or as per the evaluation format of the university and shall be provided certificate and reward each year. (Internship, publication submission in UGC carelisted or internationally peer reviewed journals, presentations in international, national or regional seminars, workshops or symposiums, award of special scholarships for the research, Project wit Internship shall be considered for the merit apart from the project and presentation evaluation.
- The winners shall get an opportunity to present their work at Research Conclave or at the Research Council level presentations
- Such merits shall be considered one criteria for the best outgoing student awards

- The PG students of the college shall get an opportunity to attend the quarterly Research Progress Presentation at the Research Departments.
- The PG students shall get an opportunity to present their work in such RPP through submission, screening and shall be restricted to maximum of four at a time. Such opportunity shall be purely based research quality and timely submission.
- The PG departments shall ensure Research methodology training for the PG students
- The PG students can opt one co-guide from other departments or from Research Expert Panel of the college of their wish to promote interdisciplinary research.

VI. Plagiarism policy regarding

- The college has adopted UGC regulations on plagiarism (22 July 2018, 31st July 2018 on Gazette) and an Institutional Academic Integrity Panel (IAIP) is there.
- The college shall provide facility for plagiarism check of all research publications research papers, articles including PhD, PdF and Masters Thesis. The scholars can approach librarian or the research nodal officer for this.
- All the dissertations (PhD, Post Doc and Masters) shall produce plagiarism certificate and any violation to this shall not be eligible for completion of the respective academic program abide to the UGC regulation on Plagiarism 2018.

VII. Regarding the Journal

The journal maintained by the college, meridian promote publication of research works in various format and special consideration will be provided for early carrier research scholars including UG and Masters students. Is available at <http://www.meridianmes.com>

Disclaimer

- i. The guideline is applicable from this academic semester (June- October 2021) onwards.
- ii. This shall be made available public and communicated to the research scholars and faculties.
- iii. any complaints or queries shall be mailed to rcmesasmabi@gmail.com

Principal
MES Asmabi College, P Vemballur
July 2021